Municipality of Swakopmund

AGENDA NO. 1 ORDINARY COUNCIL MEETING

ON THURSDAY **29 JUNE 2023**

> AT 19:00



CONTACT US:

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Ordinary Council Meeting - 29 June 2023

MUNICIPALITY OF SWAKOPMUND

(064) 4104206



NAMIBIA



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Ref No

5/2/1/1/2

Enquiries:

Aloysia Kahuika

19 June 2023

The Mayor and Councillors Municipality **SWAKOPMUND**

Dear Sir / Madam

NOTICE: ORDINARY COUNCIL MEETING

Notice is hereby given in terms of Section 14(1)(c) of the Local Authorities Act of 1992. Act 23 of 1992 as amended, of an ORDINARY COUNCIL MEETING to be held:

DATE

THURSDAY, 29 JUNE 2023

VENUE

COUNCIL CHAMBERS, MUNICIPAL OFFICE BUILDING,

C/O RAKOTOKA STREET AND DANIEL KAMHO

AVENUE, SWAKOPMUND

TIME

19:00

A Benjamin CHIEF EXECUTIVE OFFICER

:

:

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AK/-

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1.	OPENING BY PRAYER, IF SO DESIRED
2.	ADOPTION OF THE AGENDA OF THE MEETING OF COUNCIL
3.	APPLICATIONS FOR LEAVE OF ABSENCE BY MEMBERS OF COUNCIL
4.	CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING OF COUNCIL (C/M 2023/06/29 - 5/2/1/1/2)
4.1	Minutes of the Ordinary Council Meeting held on 29 May 2023. (pp 81/2023 - 96/2023)
5.	INTERVIEWS WITH DEPUTATIONS OR PERSONS SUMMONED OR REQUESTED TO ATTEND THE MEETING OF A COUNCIL
	None.
6.	<u>PETITIONS</u>
	None.
7.	MOTIONS OF MEMBERS
	None.
8.	ANSWERS TO QUESTIONS OF MEMBERS OF WHICH NOTICE WAS GIVEN
	None.
9.	OFFICIAL ANNOUNCEMENTS, STATEMENTS AND COMMUNICATIONS
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 JUNE 2023
	10. (A) Minutes of the Ordinary Management Committee Meeting held on 08 June 2023

11. RECOMMENDATION OF THE MANAGEMENT COMMITTEE

11.1 MANAGEMENT COMMITTEE MEETINGS HELD ON 08 JUNE 2023

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11.1.1	Swakopmund Industrial Property CC - Sale Of Erf 4899, Swakopmund, Extension 10, Swakopmund: Date Of Sale	E 4899	25
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11.1.13	Rezoning Of Erf 979, Mondesa, Extension 3 From Single Residential With A Density Of 1:600m² To Local Business With A Bulk Of 1.0, And Consent To Operate A Resident Occupation (Doctors Consulting Room) From The Premises While The Rezoning Is In Process	М 979	142
11.1.14	Rezoning Of Erf 454, Tamariskia, Extension 1 From Single Residential With A Density Of 1:600 M² To Local Business With A Bulk Of 1.0 Consent To Operate An Office And Coffee Shop While The Rezoning Is Being Finalised	T 454	169
11.1.15	Total Debt Write Off - Erf 33, Tamariskia	T 33	196
11.1.16	Request For Venue To Host Priesthood Ordination In Swakopmund	14/2/3/3/1	203
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11.1.18	Proposed Programme And Calendar For Monthly Sponsorship And Donation Committee Meetings For 2023	3/15/1/6/1	225

12. REPORTS AND RECOMMENDATIONS OF COMMITTEES OR THE CHIEF EXECUTIVE OFFICER
None.

13. DRAFT REGULATIONS AND TARIFFS, IF ANY
None.

MINUTES

of an Ordinary Council Meeting held in the Council Chambers, Municipal Head Office, Swakopmund on Monday, 29 May 2023 at 19:00.

PRESENT:

Councillor D Namubes Councillor D Am-!Gabeb Mayor (Chairperson of Council)

Councillor W O Groenewald

Deputy Mayor (Vice-Chairperson of Council) Chairperson of MC

Councillor B R Goraseb Councillor P Shimhanda Alternate-Chairperson of MC

Member of Management Committee Councillor M Henrichsen Member of Council Member of Council Councillor S M Kautondokua

Member of Council Councillor E Shitana Member of Council Councillor H H Nghidipaya

OFFICIALS:

Mr A Benjamin

Chief Executive Officer

GM: Corporate Services & HC Mr M Haingura

Mr V S Kaulinge **GM: Economic Development Services** Mr C McClune **GM: Engineering and Planning Services**

GM: Finance Mr H INaruseb

GM: Health Services & SWM Ms L Mutenda **Administration Officer** Ms A Kahuika Administration Clerk

Ms S Pogisho **Public Relations Officer** Ms L Mupupa

ALSO PRESENT:

Eight (8) Members of the public and One (1) member of media.

OPENING BY PRAYER

Councillor B R Goraseb opened the meeting with prayer.

ADOPTION OF THE AGENDA OF THE MEETING OF COUNCIL (C/M 2023/05/29 5/2/1/1/2)

On proposal of Councillor W O Groenewald seconded by Councillor M Henrichsen, it was:

RESOLVED:

That the agenda be adopted.

CO: A GM: CS&HC

3.	APPLICATIONS	FOR LEAVE O	F ABSENCE	AND	DECLARATION	OF
	INTEREST BY M	EMBERS OF CO	DUNCIL			

3.1 Application for leave of absence:

Councillor C-W Goldbeck

Approved

3.2 Declaration of interest:

None.

4. CONFIRMATION OF MINUTES (C/M 2023/05/29 - 5/2/1/1/2)

4.1 <u>MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON</u>
27 APRIL 2023
(C/M 2023/05/29 - 5/2/1/1/2)

On proposal of Councillor W.O. Grospowald saco

On proposal of Councillor W O Groenewald seconded by Councillor M Henrichsen, it was:

RESOLVED:

GM: CS&HC

That the minutes of the Ordinary Council Meeting held on 27 April 2023, be confirmed as correct.

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

None.

6. PETITIONS

None.

7. MOTIONS OF MEMBERS

None.

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

None.

9. OFFICIAL ANNOUNCEMENTS, STATEMENTS AND COMMUNICATIONS

(C/M 2023/05/29 - 5/5/2)

HONGURABLE COUNCILLORS, THE CHIEF EXECUTIVE OFFICER, GENERAL MANAGERS, MANAGERS, OFFICIALS, MEMBERS OF THE COMMUNITY, MEMBERS OF THE MEDIA

LADIES AND GENTLEMEN

GOOD EVENING AND WELCOME TO THE COUNCIL MEETING FOR THE MONTH OF APRIL. THANK YOU FOR JOINING US TONIGHT.

LADIES AND GENTLEMEN

TO START OFF
THE MAYORAL CUP 2023 WAS SUCCESSFULLY HOSTED OVER A PERIOD OF TWO
WEEKENDS ON THE 15-16TH APRIL AND 22-23RD APRIL 2023 AT THE MONDESA
STADIUM. THE WINNERS FOR THE 2023 WERE THE 0B ELEVEN FOOTBALL CLUB,

AS COUNCIL, OUR VISION IS TO SEE A SWAKOPMUND AS THE SPORTS HUB IN NAMIBIA. THUS, WE HAVE BEEN PROMOTING SPORTS TOURISM AS IT UPLIFTS OUR ECONOMY BUT FURTHERMORE, SPORT ACTIVITIES ALSO CREATE A PLATFORM FOR YOUNG PEOPLE TO PARTICIPATE IN PRODUCTIVE ACTIVITIES, THUS, THROUGH THE MAYORAL CUP, WE ENCOURAGE OUR YOUNGSTERS ESPECIALLY THE BOY CHILD, TO MAKE USE OF THEIR TALENT TO DO SOMETHING FOR THEIR COMMUNITY

WE HOPE THAT THE NEXT TOURNAMENT WILL BE BIGGER AND BETTER TO ACCOMMODATE MORE SPORTS CODES LIKE NETBALL.

LADIES AND GENTLEMEN

DURING THIS MONTH, COUNCIL ALSO HOSTED THE SIGNING CEREMONY OF OWNERSHIP CERTIFICATES WHERE OVER 800 BENEFICIARIES ARE TO BECOME HOMEOWNERS, NEXT MONTH, WE ARE GOING TO CONTINUE WITH THE PROCESS FOR THE WAGDAAR COMMUNITY MEMBERS.

WE ARE REALLY EXCITED ABOUT THE PROJECT AS MANY OF OUR COMMUNITY MEMBERS CAN NOW BECOME HOMEOWNERS.

ON THAT NOTE, I WISH TO THANK ALL THOSE IN ATTENDANCE AND WISHING US ALL A FRUITFUL DELIBERATION AS WE MOVE FORWARD WITH THE AGENDA. THANK YOU FOR YOUR ATTENTION.

THANK YOU FOR YOUR ATTENTION.

DAVID AM-IGABEB DEPUTY MAYOR

- 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 APRIL AND MAY 2023**

(C/M 2023/05/29

5/2/1/1/2)

RESOLVED:

CO: A GM: CS&HC

That the report to Council on the resolutions taken by Management Committee meeting held on 27 April 2023 and 11 May 2023, be noted.

- RECOMMENDATIONS OF THE MANAGEMENT COMMITTEE 11. **MEETING HELD DURING APRIL 2023**
- MANAGEMENT COMMITTEE MEETING HELD ON 13 APRIL 2023 11.1
- TO BOND MATUTURA PROPER AND 11.1.1 APPLICATIONS **EXTENSION 38** (C/M 2023/05/29 16/1/4/2/1/14)
- **AESTHETICS SUBMISSION: ERF 4111: HOUSE BEIFANG MINING** 11,1.1 SERVICES

(C/M 2023/05/29 E 4111)

RESOLVED:

CO: H GM: CS&HC

That the Management Committee resolution of 09 February 2023, under item 8.4 (b) be repealed and replace with the following:

- That the aesthetic submission (on file) from Messrs House Beifang Mining Services, Tsavorite Street, Hage Heights, Swakopmund for the new Single Residential development on Erf 4111 with the proposed changes be turned down as the proposed development does not fall within the allowed land use to establish a dwelling house on a Single Residential zoned erf for the occupation by a single household as defined in the Swakopmund Town Planning Amendment Scheme No. 12 and the proposed development will have a negative impact on the existing municipal infrastructure.
- SAFETY SECURITY MEASURES DURING EASTER 11.1.2 AND **HOLIDAYS** (C/M 2023/05/29 11/1/5/5)

- That Council takes note of the 13 Namibian Police Reserve Force who were present during 7-10 April 2023 in Swakopmund to ensure the safety and security of the visitors and residents.
- (b) That Council condones the expenses to the value of N\$11 700.00 incurred during the said period.
- (c) That the General Manager: Finance transfers the amount of N\$5 850.00 from the Anti-Crime Fund Vote: 960120408600 to the Conference Vote: 101015505500.
- That the General Manager: Finance transfers the amount of N\$5 850.00 from the Anti-Crime Fund Vote: 960120408600 to the Functions and Entertainment Vote: 101015513000
- That the Manager: Emergency and Law Enforcement makes the necessary arrangements for the presence of the Namibian Police during the Festive season.

11.1.3 PRE-EMPTIVE RIGHT AND RESTRICTION ON SALE FOR DRC PROPER ERVEN

(C/M 2023/05/29 - 14/2/1/2)

RESOLVED:

- (a) That a restriction be placed on the sale of the erven for 10 years and a pre-emptive right be included in the Deed of Donation for all erven to be sold in DRC, Extension 27, 29 and 30.
- (b) That should the beneficiaries wish to sell their erven after expiry of 10 years, and the erven are un-improved, the erven must first be offered to Council to consider.
- (c) That the 10-year period in respect of the restriction of sale of unimproved erven commences from date of transfer of the property.
- (d) That the beneficiaries who construct houses, and receive completion certificates accordingly, may not sell the property for a period of 10 years from the date of the completion certificate. Upon expiry of the 10-year period, the beneficiary may sell the erven without first offering it to Council.

11.1.4 FEEDBACK ON SURVEY OF INFORMAL SETTLERS IN EXTENSION 37, SWAKOPMUND

(C/M 2023/05/29 - 16/1/4/2/1/14)

- (a) That it be noted that the erven in Extension 37 were serviced with government funds and must accordingly be donated to the beneficiaries on the Master Waiting List.
- (b) That the 209 single residential erven in Extension 37 be donated to the occupants in Extension 37 with a household income of N\$6 000.00 and above, on the same condition as the erven in the DRC proper.
- (c) That occupants with a household income between N\$3 000.00 to N\$6 000.00 be given first option to purchase erven in Extension 31.
- (d) That the residents earning below N\$3 000.00 be relocated to the Northern Wedge once the site is ready for occupation.

AUDIENCE: SEWERUS HARAMBEE INVESTMENT CC: VACANT 11.1.5 LAND NEXT TO HENTIES BAY ROAD

(C/M 2023/05/29

16/1/4/2/1/5; 16/1/4/2/1/14; M 4095, M 1185)

RESOLVED:

That this item be referred back and be resubmitted to the Management Committee for consideration.

PROPOSAL TO ALIENATE: KUHNAST FLATS 11.1.6 (C/M 2023/05/29 E 3620 S)

RESOLVED:

- That the current tenants be given 6 months' notice as per the lease agreement to vacate premises in terms of the lease
- (b) That the following standard conditions of sale be approved:
 - That Erf 3620, Swakopmund be sold at a closed bid sale at an upset price of N\$3 000 000.00.

That the property be allocated to the highest bidder.

- (iii) That the registration fee be calculated at 0.75% of highest upset price i.e., N\$14 000.00.
- That the bidders provide proof of sufficient financing on the date of sale.

The purchase price shall become due and payable to the Council within 120 calendar days from date of sale.

- In the event that the purchaser of the property 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. That Council shall not accept under any circumstances any process
- whereby the purchaser of the property be allowed to nominate a third party as the eventual purchaser of the property. 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.

 (viii) That the property be 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 property is 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.
- The income generated from the sale can be used to renovate the bungalows at the Municipal Restcamp.

11.1.7 CANCELLATION OF TRANSACTION OF ERF 2283, MATUTURAAND EVICTION OF MR WILLIWARD NARIB AND RINA NARIS FROM ERF 2283, MATUTURA, EXTENSION 10 (C/M 2023/05/29 - E 2283 M)

RESOLVED:

- (a) That NHE provides written confirmation to Council whether they accept the monthly payment in the sum of N\$2 200.00 and whether it will be considered as occupational rent or as instalments on the bond repayment.
- (b) That upon confirmation from NHE to proceed with the transfer of property into the name of the Narib family Messrs Kinghorn Associates be informed accordingly.
- 11.1.8 REPAIR WORKS AT A DWELLING ON ERF 68, BROCKERHOFF
 STREET IN TAMARISKIA
 (C/M 2023/05/29 T 68)

RESOLVED:

- (a) That approval be granted for the repair works to be done at Erf 68 in Brockerhoff Street, Tamariskia N\$97 114.05 (excl. VAT).
- (b) That the total cost be defrayed from the following vote:

DESCRIPTION OF FUNDING	AMOUNT (N\$)
250514001000-Building & Structures (Civil)	N\$ 398 046.97

11.1.9 SWAKOP KARTERS: APPLICATION TO LEASE A PORTION OF LAND NEXT TO THE GO- KART TRACK IN SWAKOPMUND (C/M 2023/05/29 - 13/3/1/5)

RESOLVED:

- (a) That the application of Swakop Karters to lease a portion of land located east of the road leading to Henties Bay for recreation and motor sport activities be approved in principle on the conditions listed below.
- (b) That the portion of land as per the diagram "Annexure B" (on file) measuring 9 hectares in extent be leased to the Swakop Karters for the establishment of a kart racetrack facility to conduct the following activities:
 - (i) Host several national / club status kart races annually.

(ii) Weekly practice sessions

- (iii) Host several driver Academy programs annually with drivers/coaches from South Africa
- (iv) Run a rental kart business to maintain/cover operation costs.
- (v) Host the ROTAX African Open annually.
- (vi) Posable ROTAX World Final host
- (vii) Posable host for Mountain bike activities
- (viii) Posable host for Motocross bike activities
- (ix) Posable host for a Motor Show
- (x) Sporting / business activities using the new track.

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- (c) That the lease shall be for a period of <u>9 years 11 months</u> with an option to renew and which period is terminable by either party by giving / receiving 6 months' written notice.
- (d) That the annual rental be N\$0.115/m² + 15% VAT multiplied with the size of the lease portion of land, with an annual escalation of 7% the first being July 2023.
- (e) That the lessee obtains a Surveyor General approval diagram of the site.
- (f) That the General Manager: Engineering and Planning Services determines the value of a refundable deposit payable by the lessee on the commencement of the lease according to an estimate of rehabilitation costs in the event the lessee fails to rehabilitate the area on the termination oof the lease.
- (g) That the proposed lease be published as required in terms of section 63 of the Local Authorities Act 23 of 1992, whereafter Ministerial approval be obtained in terms of section 30 (1) (t).
- (h) That the following additional conditions be applicable:
 - That the necessary staff and public ablutions facilities be erected and maintained.
 - (ii) That the area be kept clean at all times.
 - (iii) That the access to the event area be controlled to prevent uninformed people from venturing onto the track.
 - (iv) That safety barriers to protect spectators and event be erected and maintained.
 - (v) That emergency services be provided.
 - (vi) That if night-time events are considered, suitable and effective lighting be provided for both the track and spectators.
 - (vii) That the condition of the track and facilities be inspected by Marshalls, Health and Engineering Services to confirm suitability, functionality and safety, which inspections should be conducted randomly.
 - (viii) That repairs / alterations be implemented on the instructions of the Municipality at the cost of the Lessee, with no event allowed until compliance is demonstrated.
- (i) That Engineering & Planning Services Department designs a layout plan of the reserved sites consisting of subdivided portions of land for allocation to various motor sport activities and for the future relocation of R&R Karting Namibia CC.
- (j) That prior to occupying the portion of land, the Swakop Karters complies with the requirements of the Environmental Management Act, 2007.
- (k) That the following standard lease conditions be applied:
 - (i) That the lease be terminable by either party giving or receiving six (6) months written notice.
 - (ii) That a deposit equal to 1 years' lease which was previously paid be adjusted in order to equal the current annual rental amount.
 - (iii) That Council reserves the right to cancel the lease if valid objections from the public are received.

- (iv) That the demarcated area be barricaded by way of a non-permanent fixture, such as a rope.
- (v) That the lessee shall indemnify and keep Council indemnified during the full period of the agreement against possible claims, which may arise from the use of the leased area.
- (vi) That no subletting be allowed.
- (iv) That the lessee does not operate later than 22:00.
- (I) That the applicant be allowed to erect removable structures on the leased property with the prior written approval of the General Manager: Engineering & Planning Services.
- (m) That all structures be removed, and the land be rehabilitated to an acceptable condition to the satisfaction of land on the termination of the lease.

11.1.10 <u>EXTENTION 40, 41 AND 42, SWAKOPMUND "WAGDAAR"</u> (C/M 2023/05/29 - 14/2/1/2)

- (a) That the following conditions of sale be approved for the sale of erven in Extension 40, 41 and 42, Swakopmund:
 - (i) That the PUCHASER may not have previously owned or currently own in person or by virtue of marriage (current spouse or divorce) or by donation or inheritance or through the vehicle of a corporate entity, any immovable property in Namibia that it be explore to see the past marital implication and be forwarded to Management Committee for consideration
 - (ii) That the PURCHASER must be on the Master Waiting List or resides on
 - the erf for 3 years or longer.

 The PURCHASER must provide proof of Income exceeding N\$3 000.00 per month
 - (iv) That a restriction be placed on the sale unimproved of the erven for 10 years and a pre-emptive right be included in the Deed of Sale for all erven to be sold in "Wagdaar", Extension 40, 41 and 42.

 (v) That should the PURCHASERS wish to sell their erven after expiry of 10
 - (v) That should the PURCHASERS wish to sell their erven after expiry of 10 years, and the erven are un-improved, the erven must first be offered to Council.
 - That the 10-year period in respect of the restriction of sale of improved erven commences from date of transfer of the property.

 (vii) That the PURCHASERS who construct houses, and receive completion
 - (vii) That the PURCHASERS who construct houses, and receive completion certificates, accordingly, may not sell the property for a period of 10 years from the date of the completion certificate. Upon expiry of the 10-year period, the beneficiary may sell the property without first offering it to
 - (viii) That no permission be granted for multiple families to be housed on one erf in additional informal structures.
- (b) That the public be informed that the erf prices will vary between N\$50 000.00 to N\$70 000.00 depending on the size of the erven.
- (c) That information sessions be held with the beneficiaries of Extension 40, 41 and 42, Swakopmund regarding the Flexible Land Tenure Act, to how it works and what is expected from the purchasers (beneficiaries).
- (d) That the registration process in Extension 40 and 42 commences after the Public Meeting of 14 May 2023.

11.1.11 REQUEST FROM RESIDENTS TO CHANGE THE GEOMETRIC ALIGNMENT OF A ROAD IN EXTENSION 39, OCEAN VIEW (C/M 2023/05/29 - 16/1/6/1)

RESOLVED:

- (a) That Council takes note of the complaints received from homeowners in Extension 39, Ocean View to change the road layout.
- (b) That the residents be informed that any changes to the road layout shall be for their account.
- 11.1.12 GEOMETRIC CHANGES AT INTERSECTION IN MATUTURA, EXTENSION 1 & 2

(C/M 2023/05/29 - 16/1/6/1)

RESOLVED:

- (a) That Council takes note of the need to improve accesses and pedestrian safety around traffic circles in Matutura, Extension 1 & 2.
- (b) That Council approves N\$1 000 000.00 for the General Manager: Engineering & Planning Services to improve accesses and pedestrian safety around the traffic circles, namely:
 - Matutura Extension 1 Intersection Oregano Street and Rosemary Street (Option 1)
 - Matutura Extension 2 Intersection Oregano Street Cardamom Street (Option 1)
- 11.1.13 CONSTRUCTION OF THREE TOILETS AT THREE EARLY CHILDHOOD DEVELOPMENT CENTRES (ECD) IN DRC, WAGDAAR (C/M 2023/05/29 14/2/8/2)

- (a) That permission be granted to Development Workshop Namibia to construct the toilets.
- (b) That the Engineering & Planning Services Department approve the allocation of the toilets at the ECD centres in DRC, informal settlement with the main focus in Wagdaar.
- (c) That the Engineering & Planning Services Department analyse the building plans submitted by DWN.
- (d) That the Engineering & Planning Services Department to supply material list (BOQ) approved for the construction of the toilets.

11.1.14 PRE- EMPTIVE RIGHT AND RESTRICTION ON SALE FOR DRC PROPER ERVEN (C/M 2023/05/29 - 14/2/1/2)

RESOLVED:

- (a) That a restriction be placed on the sale of the erven for 10 years and a pre-emptive right be included in the Deed of Donation for all erven to be sold in DRC, Extension 27, 29 and 30.
- (b) That should the beneficiaries wish to sell their erven after expiry of 10 years, and the erven are un-improved, the erven must first be offered to Council to consider.
- (c) That the 10-year period in respect of the restriction of sale of improved erven commences from date of transfer of the property.
- (d) That the beneficiaries who construct houses, and receive completion certificates, accordingly, may not sell the property for a period of 10 years from the date of the completion certificate. Upon expiry of the 10-year period, the beneficiary may sell the erven without first offering it to Council.

11.1.15 COMPLIANCE CERTIFICATE FOR ERF 4487, SWAKOPMUND (C/M 2023/05/29 - E 4487)

RESOLVED:

- (a) That Council takes note that the application by Mrs W Greyling for a building compliance certificate for Erf 4487, Swakopmund cannot be issued by the General Manager: Engineering and Planning Services because the property is not in compliance with the provisions of the Town Planning Amendment Scheme No. 12.
- (b) That the owner of Erf 4487, Swakopmund be advised to either apply for consent use from Council to establish a Residential Guest House or rezone the property to an appropriate zoning.
- 11.1.16

 OUTSIDE SEATING APPLICATION BY CHRISMANN BAKERY
 AND BISTRO CC ON THE PAVEMENT ADJACENT TO ERF 863,
 SWAKOPMUND C/O BISMARCK STREET AND LIBERTINA
 AMATHILA AVENUE
 (C/M 2023/05/29 E863)

RESOLVED:

(a) That Council approves the application by Chrismann Bakery and Bistro CC trading as "The Trading Post" to lease 20.21m² pavement area adjoining Erf 863, Swakopmund for

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the placement of 3 tables and 6 chairs on each side (i.e., 6 tables and 12 chairs in total) to provide for open-air seating.

- (b) That the lease be for a period of five years at a rental amount of N\$39.91/m² x 20.21m² = N\$806.58 + (15% VAT) N\$120.98 = N\$927.56 and the fee shall escalate with 7% annually as from 1 July 2023.
- (c) That the Engineering and Planning Services Department together with the applicant demarcate the exact location and size of the lease area and that the lessee cordon-off the lease area.
- (d) That the lease be subject to the standard conditions and the following:
 - (i) That a deposit equal to 1 months lease which was previously paid be adjusted in order to equal the current monthly rental amount.

(ii) That a notice of three (3) months be applicable.

(iii) That the demarcated area be barricaded by way of a non-permanent fixture, such as a rope.

(iv) That the lessee does not operate later than 22:00.

- (e) That the proposed lease be advertised in terms of the Local Authority Act, (Act 23 of 1992).
- (f) That subsequent to the advertisement of the proposed lease, approval be acquired from the Honourable Minister of Urban and Rural Development in terms of section 63 read together with section 30 (1) (t) for Council to proceed with the lease agreement of the pavement area adjoining Erf 863, Swakopmund to provide for open air seating.
- (g) That approval be granted to Chrismann Bakery and Bistro CC to use the outside area pending the approval from the Ministry of Urban and Rural Development.
- (h) That all costs involved be for the applicant's account.
- (i) That should the lessee cease operations, they must reinstate the area to its original condition at their own cost.
- (j) That the applicant shall indemnify and keep Council indemnified during the full period of this agreement against possible claims, which may arise from the use of the portion of the pavement by the lessee.
- (k) That the lease be terminated if there are reports of interference with pedestrian traffic.
- (I) That all open-air seating furniture be removed after hours.
- (m) That Council conducts a study regarding the traffic and pedestrian flow at the Libertina Amathila - and Bismarck Street crossing with the aim to install a 4-way stop and pedestrian crossing to assist learners to cress Bismarck Street from north to south

11.1.17 CONSOLIDATION OF ERVEN 6124 AND 6125 SWAKOPMUND EXTENSION 20 INTO CONSOLIDATED ERF "X" AND SUBSEQUENT REZONING OF CONSOLIDATED ERF "X" FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600M² TO GENERAL RESIDENTIAL 2 WITH A DENSITY OF 1:100M² AND CONSENT TO OPERATE A SELF-CATERING ESTABLISHMENT (C/M 2023/05/29 - E 6124 & E 6125)

- (a) That application to consolidate Erven 6124 and 6125, Swakopmund, Extension 20 into Consolidated Erf "X" be approved.
- (b) That the rezoning of the consolidated Erf "X" from "Single Residential" with a density of 1:600m² to "General Residential 2" with a density of 1:100m² be approved.
- (c) That the consent to operate a self-catering accommodation establishment be approved,
- (d) That the applicant provides proof that the rezoning has been approved by the Minister and promulgated before any business registration and/or submission of building plans to the Engineering and Planning Services Department for approval.
- (e) That the rezoning of the Consolidated Erf "X", Swakopmund, Extension 20 be subject to a betterment fee calculated according to the betterment fee policy of 2009 and be paid by the applicant before any business registration and/or submission of building plans to the Engineering and Planning Services Department for approval.
- (f) That all the parking be provided on-site in line with the Swakopmund Zoning Scheme and no parking on street reserve; shall be tolerated.
- (g) That the objector be informed of Council's decision and that they may appeal 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.

11.1.18 REQUEST FOR A PREMIUM PARTNERSHIP IN REALIZING THE DISCOVER NAMIBIA 2023 MSME TOWNSHIP ECONOMY EXPO INTRA AFRICA SUMMIT & GALADINNER (C/M 2023/05/29 - 3/15/1/6/1)

RESOLVED:

- (a) That Council approves the request by Messrs African Economic Leadership for partnership in hosting the Discover Africa Expo/Summit by sponsoring a venue for the event on 29 June 2023 01 July 2023 at the Mondesa Multipurpose Centre.
- (b) That Council buy a premium sponsorship package of N\$10 000.00 for the summit which include the gala dinner and an exhibition stand.
- (c) That the expenses of N\$10 000.00 be defrayed from Vote:150515533000 where an amount of N\$231 335.00 is available.
- 11.1.19 EXPRESSION OF INTEREST TO HOST KNOW2GROW NEXTGEN ENTREPRENEURS SHOWCASE 2023
 (C/M 2023/05/29 14/1/1/1)

RESOLVED:

- (a) That Council approves hosting of the Know2grow NextGen Entrepreneurs showcase co-hosting with MTC Dome as scheduled on 2nd to 4th November Trade Expo 2023.
- (b) That Council contribute a total amount of N\$10 000.00 toward the operational costs of the event.
- (c) That the General Manager: Finance source for the proposed funds of N\$10 000.00 to contribute the Know2Grow NextGen Showcase 2023 operational costs.
- (d) That Council provide 20 wheelie bins, two skip containers and waste removal services for the duration of the event.
- 11.1.20 <u>STAKEHOLDER ENGAGEMENT: SERIES OF EVENTS</u> (C/M 2023/05/29 (5/5/1) (51/1)

- (a) That the Management Committee approves the series of events for the year 2023.
- (b) That Council approves the use of the Multipurpose centre for the Mothers' and Fathers' Day events.
- (c) That Council approves the amount of N\$15 000.00 be budgeted for each of the Mothers' Day and Fathers' Day

events and that the funds be defrayed from the Conference Vote: where N\$81 313.00 is available.

- (d) That the staff members who will be working during this day be compensated for overtime worked during the event.
- (e) That all Procurement be done in accordance with the Public Procurement Act.

11.1.21 <u>REQUEST FOR FUNDING TO HOST THE 2023 NALASRA GAMES</u> (C/M 2023/05/29 - 11/1/4/6)

RESOLVED: (Condoned by Council)

- (a) That Council avail an amount of N\$100 000.00 towards hosting of the NALASRA Tournament in Swakopmund.
- (b) That the amount N\$100 000.00 be transferred to Vote: 101015563500 (SAIMSA / NALASRA GAMES)
- (c) That permission be granted to members of the Swakopmund Municipal Sport & Social Club to participate in the NALASRA Games.
- (d) That Council grants approval for special leave as per conditions of Employment to the staff members (Club Members) to participate in the NALASRA games, subject to the prior approved of leave by the respective Head of Departments.

11.1.22 <u>REQUEST TO PAY OFF YEARLY MEMBERSHIP IN INSTALMENTS</u> (C/M 2023/05/29 - 14/2/2/1/3)

RESOLVED:

- (a) That Council approves the request by Messrs Sheku and Sunny Bootcamp be encouraged to pay the membership fees in instalments.
- (b) That Messers Sheku and Sunny Bootcamp be instructed to settle the outstanding membership fees of N\$7 206.60 for 2021 and 2022 in terms of Council's Credit Policy.

11.1.23 <u>CAPITAL AND OPERATIONAL BUDGETS FOR 2023 / 2024</u> <u>FINANCIAL YEAR</u> (C/M 2023/05/29 - 3/1/1/1/1; 3/1/1/2/1)

RESOLVED:

(a) That due to prevailing economic circumstances, Council considers Tariff increases of 3% for the service-related tariffs for the 2023 / 2024 Financial Year, except for the tariffs of Senior Citizens.

Ordinary Council Meeting - 29 June 2023

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- (b) That Council approves the Capital Budget amounting to N\$157 950 000.00 for the 2023 / 2024 Financial Year.
- (c) That Council approves the balanced Operational Budget amounting to N\$527 216 000.00 for the 2023 / 2024 Financial Year.

13. DRAFT REGULATIONS AND TARIFFS, IF ANY

None.

The meeting adjourned: 08:10

Minutes to be confirmed on: 29 June 2023.

Councillor D Namubes MAYOR

Mr A Benjamin CHIEF EXECUTIVE OFFICER Ordinary Council Meeting - 29 June 2023

10. REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY PREVIOUS MANAGEMENT COMMITTEE MEETING HELD DURING JUNE 2023

10. (A) MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 08 JUNE 2023

2. <u>CONFIRMATION OF MINUTES</u> (M/C 2023/06/08 - 5/2/1/1/2)

2.1 MINUTES OF THE ORDINARY MANAGEMENT COMMITTEE MEETING HELD ON 11 MAY 2023

On proposal of Councillor B R Goraseb and seconded by Councillor P N Shimhanda, it was:

RESOLVED:

That the Minutes of the Ordinary Management Committee meeting held on 11 May 2023, be confirmed as correct.

2.2 MINUTES OF THE SPECIAL MANAGEMENT COMMITTEE MEETING HELD ON 16 MAY 2023

On proposal of Councillor B R Goraseb and seconded by Councillor P N Shimhanda, it was:

RESOLVED:

That the Minutes of the Special Management Committee meeting held on 16 May 2023, be confirmed as correct.

5. REPORTS: HEADS OF DEPARTMENTS

5.1 ECONOMIC DEVELOPMENT SERVICES

The monthly report submitted by the General Manager: Economic Development Services for May 2023 was noted.

RESOLVED:

GM: EDS

CO: A

GM: CS&HC

CO: A

GM: CS&HC

That the General Manager: Economic Development Services invites Erongo RED to a Special Management Committee meeting to be held on a date to be determined by the Chief Executive Officer, in consultation with the Chairperson of the Management Committee, to discuss, amongst others, tariffs increase, electricity supply, etc.

5.3 ENGINEERING AND PLANNING SERVICES

The monthly report submitted by the General Manager: Engineering and Planning Services for May 2023 was noted.

RESOLVED:

GM: EPS CEO

That the General Manager: Engineering and Planning Services arrange consultative meetings with the Ministry of Urban and Rural Development and the Environmental Commissioner to discuss pending approvals and environmental impact assessments respectively.

5.5 HEALTH SERVICES & SOLID WASTE MANAGEMENT

The monthly report submitted by the General Manager: Health Services & Solid Waste Management for May 2023 was noted.

RESOLVED:

GM: HS&SWM

That Rent-A-Drum be invited to a Special Management Committee meeting to be held on a date to be determined by the Chief Executive Officer, in consultation with the Chairperson of the Management Committee, to discuss waste management issues.

8.1 APPLICATION TO LEASE A PORTION OF SWAKOP STREET FOR THE PURPOSE OF OUTSIDE CUSTOMER SEATING ADJACENT TO ERF 638, SWAKOPMUND

(M/C 2023/06/08

E 638)

RESOLVED:

GM: EDS

- (a) That the application received on 24 February 2023 from NAMPLAN Town Planning Consultants and Projects CC for outside seating along Swakop Street, be noted.
- (b) That the application by NAMPLAN Town Planning Consultants and Projects CC to lease a portion of Swakop Street adjacent to Erf 638, Swakopmund not be considered at this stage.
- (c) That the application be reconsidered when the upgrade of Swakop Street is finalized.

8.7 INVITATION TO MAYORS' FORUM EXCO MEETING

(M/C 2023/06/08

5/5/6)

RESOLVED:

CEO

That it be recorded that the EXCO Meeting of the Mayors' Forum took place already and Council was not represented.

Ordinary Council Meeting - 29 June 2023

8.10 REQUEST FOR SPONSORSHIP- FOR MEMBERS AT THE GERMAN-NAMIBIAN DEVELOPMENT ASSOCIATIONS 40TH ANNIVERSARY IN BERLIN

(M/C 2023/06/08

5/5/5/2)

RESOLVED:

CO: M&C GM: CS&HC

That it be recorded that the event was cancelled.

10.1 5-YEAR (2024-2029) ROAD UPGRADE PLAN FOR SWAKOPMUND

(M/C 2023/06/08

16/1/6/1, 16/2/8/8)

RESOLVED:

GM: EPS CEO

That this item be referred back to the next Management Committee meeting to enrich the concept and clarify the approach.

- 11. RECOMMENDATIONS OF THE MANAGEMENT COMMITTEE MEETINGS HELD DURING JUNE 2023
- 11.1 MANAGEMENT COMMITTEE MEETING HELD ON 08 JUNE 2023
- 11.1.1 SWAKOPMUND INDUSTRIAL PROPERTY CC SALE OF ERF 4899, SWAKOPMUND, EXTENSION 10, SWAKOPMUND: DATE OF SALE (C/M 2023/06/29 E 4899)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 7.1 page 03 refers.

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

1. Introduction

The purpose of this submission is for Council to consider the date of sale for Erf 4899, Swakopmund.

As a general rule and in order to promptly conclude <u>private transactions</u>, Council regards the date of sale as the date on which approval is granted by the Ministry of Urban and Rural Development. The payment period therefore starts running from the date on which the Ministry approved the application to proceed with the sale.

2. Brief Background

On **27 January 2022**, Council, under item 11.1.13 (point e), approved the sale of Erf 4899, Swakopmund to Swakopmund Industrial Property CC (**Annexure "A"**) in the amount of N\$4 728 260.00.

The intended private treaty sale was published under notice 10/2022 in terms of section 63 of the Local Authorities Act 23 of 1992 as amended. No objections were received by the closing date, 08 March 2022.

A letter dated **04 April 2022** was sent to the Ministry of Urban and Rural Development seeking the Honourable Minister's approval to proceed with the transaction. On **09 November 2022** a reminder was sent.

Subsequently approval was received via e-mail on **02 March 2023**. The approval letter is dated **31 January 2023** (Annexure "B"). The delay between the approval granted and actually being received compromises the purchaser's payment period with 30 days of the 120 days granted.

3. Discussion

In order to grant the purchaser the full benefit of the 120 days' payment period, it is proposed that Council confirms the date of sale to be the date of last party signing the deed of sale. The purchaser must sign the deed of sale within 21 days from being requested to do so.

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

RECOMMENDED:

- (a) That Council takes note that the approval granted by the Ministry of Urban and Rural Development for the private treaty sale of Erf 4899, Swakopmund is dated 31 January 2023, but was only received by Council on 02 March 2023; thereby compromising the purchaser's 120 days payment period with 30 days.
- (b) That Council approves the date of sale for Erf 4899, Swakopmund to Swakopmund Industrial Property CC to be the date of last party signing the deed of sale.

ANNEXURE "A"

Council's Decision passed on 27 January 2022, under item 11.1.13 (point (e)):

INDUSTRIAL ERVEN: STATUS OF SALES AND FUTURE SALE OF REMAINING ERVEN

(C/M 2022/01/27 - 16/1/4/2/1/13; E 4813; E 4843; E 4869; E 4895; E 4899, E 4901; E 4873, E 4874, E 4889)

- (a) That Council takes note of the status of the sale of the 9 erven zoned "Industrial" and confirms the future sale by closed bid of the erven remaining unsold.
- (b) That the conditions of sale approved by Council at the meetings listed below be applicable to the closed bid sale:
 - (i) Council's decision of 25 March 2021 under item 11.1.18; and
 - (ii) Council's decision of 29 July 2021 under item 11.1.9.
- (c) That Council grants approval to the purchasers of the following two erven time until 31 January 2022 to secure the purchase prices (for condonation by Council) and addenda to the deeds of sale be entered into:
 - Erf 4813, Swk sold to Burns Engineering (Pty) Ltd in the amount of N\$1 000 000.00
 - Erf 4899, Swk sold to Primo Gravitas Investments CC in the amount of N\$4 777 777.00
- (d) That point (f) of Council's decision passed on 25 March 2021 under item 11.1.18 be amended to read that "120" days be granted instead of the standard 90 days to secure the purchase price.
- (e) That, if there is no performance on Erf 4899, the erf be offered to Swakopmund Industrial Property CC at the upset price.
- (f) That closed bid sales be scheduled as the erven become available for sale.



Ministry of Urban and Rural Development

Enquiries: J. ishila (Mr) Teb (+264+61) 297-5192 Fax: (+264+61) 297-5305 Government Office Park Luther Street Private Bag 13289 Windhoek, Namibia

Our Ref.: 14/17/3/S2 Your Ref.:

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

Dear Mr. Benjamin,

SUBJECT: INTENTION TO SELL ERF 4899, EXTENSION 10, SWAKOPMUND

Your letter dated 04 April 2022 has reference.

The Henourable Minister has in terms of Section 30 (1) (t) of the Local Authorities Act, 1992 (Act No. 23 of 1992), as amended to proceed with the sale of Erf 4899, Extension 10, Swakopmund measuring 10 782 m², zoned general industrial to Swakopmund Industrial Property cc at a total purchase price of NS 4, 728, 260.00., by way of private treaty, subject to the conditions of the Council Resolution Number C/M2022/01/2022 under item 11.1.13.

Yours faithfully,

NGHIDINUA DANIEL EXECUTIVE DIRECTOR

cc: The Hon. Minister, MURD

3 1 JAN 7823

11.1.2 WAIVING OF RESTRICTION ON ALIENATION AND OR TRANSFER CONDITION - PORTION 1 OF ERF 484, SWAKOPMUND (C/M 2023/06/29 - E 484/1)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 7.2 page 06 refers.

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

1. INTRODUCTION

This submission is tabled to Council to obtain Council's approval to waive the restrictive condition of alienation and or transfer registered against Deed of Transfer T 1294/1973 in respect of Portion 1 of Erf 484, Swakopmund (hereinafter referred to as E 484) to enable the sale of the erf in execution of an estate. (attached a letter dated 03 May 2023 received from KingLaw - Annexure "A").

Erf 484 was initially sold to Mr Jacob Windisch on 02 September 1947. Transfer of the erf was registered with the following condition in the title deed:

"The said Erf shall not be alienated or transferred without Council the consent of the Seller first had and obtained".

The purpose of this condition is unknown, it is assumed it was to be ensure that the purchaser constructed a building on the erf prior to selling it to the third party. Attached as **Annexure** "B" is a completion certificate issued on **23 March 1973**.

Since the restrictive condition was registered against the title deed in respect of Erf 484, it will be passed on from title deed to another whenever the erf is being alienated to the next successor-in-title. It is therefore required that Council signs a consent form by allowing the transfer of the erf to the next owner. To avoid this continuation of registering the condition which serves no purpose, the conveyancer can apply for the cancellation of the restrictive condition.

The application dated **03 March 2023** is for Council to consent to the transfer of ½ shares to each C M Johannes and C Johannes.

2. CURRENT SITUATION

Erf 484 is 694m² in extent. The erf is zoned "Single Residential and is located at 2 Hafen Street (**Annexure** "C").

KingLaw submitted consent forms on behalf of C M Johannes and C Johannes for Council to waive the restrictive condition registered

in Deed of Transfer T 1294/1973 in respect of Erf 484 and allow the transfer of the property in ½ shares to the two purchasers.

Taking into consideration that the restriction condition serves no purpose as a house was built on the erf, it is proposed that Council waives the restrictive condition of alienation and allow the transfer to the two purchasers in $\frac{1}{2}$ shares.

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

RECOMMENDED:

That Council waives the restrictive condition of alienation and or transfer contained in the Deed of Transfer T 1294/1973 and thereby grants approval to C M Johannes and C Johannes to take ownership of Portion 1 of Erf 484, Swakopmund in ½ shares.



LEGAL PRACTITIONERS CONVEYANCERS, NOTARIES ESTATE PRACTITIONERS

AUTHORISED AND REGULATED BY THE LAW SOCIETY OF NAMED ANNEXURE "A"

PETRUS JACCELS SURGER SALLS (L.M.
MENOPANN YESER LL.S
CORNELIUS JOHNNES DEI KONNIG SIPPLE
LIESERS BETTIEDENHOUT & ALL.S

ASSOCIATES VELIENADRAM DREVING LLS VENERA RAMDIAN TANCONDIA ILS

THE CHIEF EXECUTIVE OFFICER MUNICIPALITY OF SWAKOPMUND SWAKOPMUND

BY HAND

YOUR REF:

MS EMILIA NAKALE / MS 8 BRUWER

OUR REF.

HEA/ew LUD1/0126-50 eunicew@kinglaw.com.na

3 May 2023

Dear Sir / Medam

- RE: 1. TRANSFER OF 1/2 (ONE HALF) SHARE IN PORTION 1 OF ERF 484 SWAKOPMUND:

 ESTATE LATE K M E GROSCHE // C M JOHANNES
 - 2. TRANSFER OF ½ (ONE HALF) SHARE IN PORTION 1 OF ERF 484 SWAKOPMUND; ESTATE LATE K M E GROSCHE // C JOHANNES

We are attending to the above transactions and in accordance to Condition B. 2 of Deed of Transfer No. T1294/1973, a Consent to Pass Transfer must be lodged with the Deeds Office to enable us to proceed with registration of the above transaction.

We thus now annex hereto the following:-

- CONSENT TO PASS TRANSFER (Mr C M Johannes) for signature in BLACK PEN, by Mr Benjamin and two witnesses, at the applicable spaces. Kindly also insert the date of signature.
- CONSENT TO PASS TRANSFER (Mrs C Johannes) for signature in BLACK PEN, by Mr Benjamin and two witnesses, at the applicable spaces. Kindly also insert the date of signature.
- 2. COPY OF DEED OF TRANSFER NO. T1294/1973 for your information.

Kindly return the duty signed Consents to our offices at your earliest convenience.

Yours faithfully.

KINGHORN ASSOCIATES INC

Per: H E AHRENS



SWAKOPMUND Haus Altona, 2-6 Tobias Hainyoko Street P.O. Box 1455, Swalkopmund Tel: +264 64 405051/2 Fax. +264 64 402159 WALVIS BAY Unit 2. The Chambers 122 Theo Ben Guirrab Avenue P.O. Box 1914, Watvis Bay Tel: +264 64 203905 WINDHOEK Unite 35 & 36. Tenbergen Village car Robert Mugaba Avenue & Julius Nyerera Street, Windhoek Tet +264 &3 333 0370

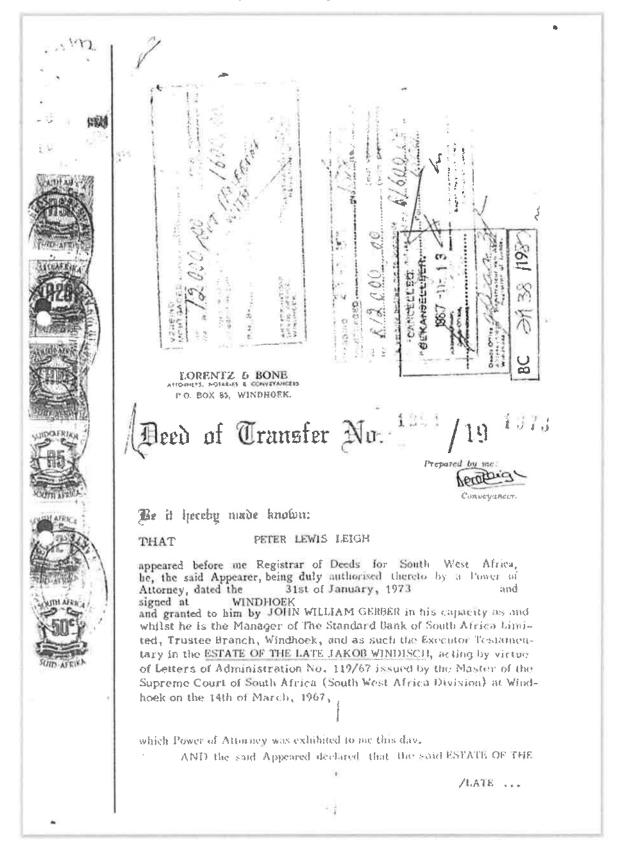
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CONVEYANCER AHRENS, H.E. Sumame and Initials

A BENJAMIN

CONSENT TO PASS TRANSFER

وروان والأورون والم	
I, the undersign	ned .
ALFEUS BEN- herein represer authorised ther	JAMIN in my capacity as CHIEF EXECUTIVE OFFICER of and nting the MUNICIPAL COUNCIL OF SWAKOPMUND being duly etc.
do hereby cor	sent to the transfer of the following property:
CERTAIN	½ (One Half) share in Portion 1 of Erf No. 484 Swakopmund
SITUATE	In the Municipality of SWAKOPMUND Registration Division "G", ERONGO REGION
MEASURING	694 (Six Nine Four) Square Metres
HELD BY	Deed of Transfer No T 1294/1973,
То	
Married to CO	ANNES er: 860316 0003 7 NRAD MANFRED JOHANNES, which marriage is governed by a Republic of South Africa
THUS DONE	AND SIGNED at SWAKOPMUND this day of MAY
2023	
AS WITNESSE	ES:
1.	



LATE JAKOB WINDISCH had truly and lawfully sold, on the 9th day of December, 1972, by public auction,

and that he, the said Appearer in his capacity as aforesaid, did by these presents, cede and transfer in full and free property, to and on behalf of

Kathe Marie Elfriede Grosche

born RUGE on the 26th of January, 1919,
married to Ernst Emil Grosche according to
the laws of Germany, which marriage is governed by the
laws of Germany.
her heirs, executors, administrators or assigns,

CERTAIN Por

Portion 1 of Erf No. 484, SWAKOPMUND TOWNSHIP,

SITUATE

QQ.

in the Municipality of SWAKOPMUND, Registration Division G,

MEASURING

6 (Six) Ares and 94 (Ninety-four) Square Metres,

EXTENDING

as Deed of Transfer No. 12/1949 with Diagram S.G. No. A.165/47 thereto annexed, made in favour of JAKOB WINDISCH on the 17th day of January, 1949, will more fully point out.

A. SUBJECT

to the following conditions contained in Government Grant No. 94/1940, dated the 27th November, 1940 and registered on the 2nd December, 1940, namely:

/THIS ...

THIS Grant is made on the conditions that the land shall be subject to such township regulations, atipulations and laws as already exist or may hereafter be passed by the Legislature; that the said land shall be further subject to all obligations and regulations which already exist or may be later established with reference to land granted on similar conditions; and that the owner shall be liable to the prompt payment of such taxes as are payable according to law.

- Deed of Transfer No. 12/1949, imposed by the Council of the Municipality of Swakopmund for its benefit, namely:
 - The said erf shall be used for residential purposes only and not more than one dwelling house with the necessary outbuildings and appurtenances shall be erected thereon.
 - The said erf shall not be alienated or transferred without the consent of the Council of the Municipality first had and obtained.

æ

WHEREFORE the Appearer, renouncing all the Right and Title which the said ESTATE OF THE LATE JAKOB WINDISCH heretofore had to the Premises, did, in consequence also acknowledge ESTATE OF THE LATE JAKOB WINDISCH the said to be entirely dispossessed of, and disentitled to, the same, and that by virtue of these presents the *Transferee* as aforesaid now and henceforth shall be entitled thereto, conformably to local custom; Government, however, reserving its rights, and finally acknowledging the purchase price to be the sum of R16 000,00 (Sixteen Thousand Rand). In WITNESS whereof I, the said Registrar, together with the Appearer, q.q., have subscribed to these Presents and have caused the seal of Office to be affixed thereto. THUS DONE AND EXECUTED at the Office of the Registrar of Deeds at Windhoek on this day of the month of Juli in the Year of Our Lord One Thousand Nine Hundred and Seventy-three (1973). Registrar of Deeds, q.q. Registered in the REGISTER OF SWAKOPMUND ERVEN Folio , on the above date. Book Vereligin Jun. - 7083

ANNEXURE"B"

MUNISIPALITEIT VAN SWAKEPMUND.

VERW 1

DATUM , 23/3/1973

V O L T D O I I N G S S E R T I F I K A A T

YOWN ENGINEE.'S EFT.
SWAKORMUND
EUT. DINA INSPECTO.

Z VIAR 1973
Z ISSESSEUR
ACT. VAN DIE STABSINGENIEUR

Can phase lovery 23/3.

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11.1.3 THE WAY FORWARD ON RECYCLING OPERATIONS IN SWAKOPMUND

(C/M 2023/06/29 - 17/6/1)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 7.3 page 17 refers.

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

At a management meeting held on **09 February 2023** it was inter alia resolved under item 10.8:

- (a) That the proposal received from Rent-A-Drum on the way forward and extension of services be noted and that Rent-A-Drum be invited to do a presentation at the next Management Committee meeting.
- (b) That the new proposal from Rent-A-Drum not be supported and that Council follows the Public Procurement Act, (Act 15 of 2015) and the Private Partnership Act, (Act 04 of 2017) and that Rent A Drum be encouraged to participate, if they so wish.
- (c) That the Memorandum of Agreement entered between Council, Rent-A-Drum and the Polytechnic of Namibia due to lapse in May 2023, be noted.
- (d) That Council notifies Rent-A-Drum and the Polytechnic of Namibia (via a 90-day notice) that the Memorandum of Agreement entered in May 2013, will lapse after its expiry, (i.e. by end of May 2023).
- (e) That the General Manager: Health Services & Solid Waste Management reviews and updates the Memorandum of Agreement with specific objectives and annual outcomes beneficial to Council for the operations of the landfill site and recycling activities.
- (f) That the General Manager: Health Services & Solid Waste Management calls for proposals to manage the landfill site and recycling for a 10-year period.
- (g) That the General Manager: Health Services & Solid Waste Management makes budgetary provision on the Annual Procurement Plan, for such services.

The "Waste Management Hierarchy" gives priority to waste prevention followed by re-use, recycling, recovery, and last of all, disposal. As part of the effort to fulfil the requirements of the waste management hierarchy, Council has rolled out a recycling program throughout the town which aims to encourage separation from source. The programme involves the provision of a two-wheelie bin system, whereby each generation point is issued with two wheelie bins: A black bin (for non-recyclable waste) and an orange bin (for recyclable waste). Council collects the black bins from all generation points for disposal at the landfill site. The orange bins are collected by a private company (Rent-a-Drum) for further sorting and processing.

As part of the agreement, Rent-a Drum was required to provide the resources necessary for weekly collection of the orange bins from all

generation points including house to house, throughout the town. The resources required for collection include, but is not limited to, the following: refuse compactor trucks, personnel, waste sorting facility as well as processing equipment for the recyclables such as baling machines. The full operating costs for the waste collection as well as processing of recyclables was borne by Rent-a-Drum.

The recycling agreement between Rent-a-Drum and Council will cease on 31 May 2023. The department conducted meetings with local recyclers/scrap metals to further understand the nature of the business and challenges experienced by the contractors which revealed the following:

- (a) The collection, handling and transportation of recyclables is a cost intensive exercise and requires a constant flow of resources to sustain it.
- (b) Recycling is a volume-based industry and considering the size of the population of Swakopmund, the recycle value of collected recyclables is unlikely to sustain the entire operation which includes the following:
 - Monthly operating costs of waste collection equipment (refuse compactor trucks)
 - (ii) Monthly salaries of waste collection team
 - (iii) Monthly salaries of waste recycling team
 - (iv) Monthly operating costs of waste recycling equipment
 - (v) Transportation costs of recyclables to buyers (mostly to South Africa). There is no information to justify that the proceeds from recyclables is indeed sufficient to sustain the operation and enable the contractor to make a reasonable profit.

It was therefore from this assessment that we propose the following scenarios which is believed to be fair for both parties:

PROPOSAL 1:

The contractor provides waste collection trucks (compactor trucks). Council will subsidize the waste collection operations for the orange bins by paying a lump sum fee to cover the operation. This includes maintenance of equipment, fuel, salaries of the collection team as well as miscellaneous costs to be incurred in the waste collection operation. Council may recover this money by introducing a recycling levy which could be fixed and charged on each waste generator who is provided with an orange bin. If the introduction of a new recycling levy is not possible, then the current refuse domestic levy could be shared proportionally between the black and orange bins.

A dedicated area at the landfill site will be availed where recyclables will be sorted and processed before off-setting them to the markets, (Rent A Drum has a MRF onsite). The contractor will provide baling machines as well as other equipment required for processing recyclables. Assuming that the waste from the orange bins comes pre-sorted, this will require less effort in final sorting and hence a reduced cost on the recycling processing. However, if Council opts to mix waste from both bins it will

lead to an increased cost in the final sorting at the landfill site. Other recyclables such as paper and plastics get contaminated which reduces their recycled value, hence, making the entire recycling operation uneconomical.

PROPOSAL 2:

As indicated in the first proposal, the weekly waste collection from all the orange bins is not economically viable if the contractor must rely on the sales of recyclables to generate money to sustain the operation. Since November 2022, recycling in Namibia has seen major challenges including price drops in various recyclables. Permits to transport recyclables to South Africa were also not being issued for certain commodities mainly due to oversupply of those commodities as well as due to the ongoing load shedding in South Africa. This leads to recyclers not being able to sell their recyclables leading to a loss of income.

It is therefore imperative to subsidize this type of operations to enable an uninterrupted service delivery due to the above unforeseen circumstances. One way to subsidize the recycling operation will be to outsource part of the works such as the servicing of Moloks and cleaning of open spaces to the recycling contractor. In this way, the department actually just reduces its expenditures on these services and compensates the recycling contractor for carrying it out.

Should the above scenarios not be sustainable, Council in future incorporate recycling in the landfill site management contract. This will however require Council to accord salvage rights to the contractor to undertake full recycling operation. This model has been implemented by the City of Windhoek. Again, as earlier indicated in scenario 1, a formal recycling operation by way of salvaging from mixed waste at the landfill site poses many challenges which in turn upsurges the cost of the whole exercise making it unviable especially when the waste volumes are not sufficient. Due to the increased cost of this approach, the Municipality again subsidize this on-site reclamation by providing the recycling equipment and facility to the landfill operating contractor.

It should be noted that the benefits of recycling should be a win-win effort between the Swakopmund Municipality and the executing contractor. The risks should be shared proportionally to achieve the desired outcome. The above scenarios are instrumental in the decision-making process for the continuity of recycling operations in Swakopmund. The first and second scenarios are highly recommended. The long-term approach is least recommended in the meantime as the landfill management is already ongoing. However, it could be implemented in the next landfill management contract once due diligence is done and all options are assessed. Additionally, it should be noted that if the Swakopmund Municipality opts to mix all waste and dispose of to the landfill site, this will defeat the

purpose of the two-wheelie bin system which is already implemented with massive investments.

Moreover, Council introduced ward cleaners who are responsible to clean open spaces by picking up windblown litter and illegally dumped household refuse. It was found that building rubble and other yard refuse such as stones, bricks and scrap materials are often dumped illegally on open spaces. The Department makes budgetary provision to clean open spaces on a monthly basis. A tariff was introduced to accommodate the expenses for cleaning open spaces and therefore cannot introduce an additional tariff for recycling.

	Income	EXPENDITURES
	0.044.000.75	
Cleaning of open spaces	3 044 693.75	
VEHICLES (fleet)		
Isuzu Skip Truck N14020S		129 154.58
Isuzu Skip Truck N20531S		205 967.49
Nissan Skip Truck N2035S		44 783.64
Fuso Skip Truck N24709S		194 043.56
SUB TOTAL		573 949.27
FURNITURE		
Skip Containers		1 200 000.00
Moloks		300 000.00
Molok removal by RAD		112 567.06
SUB TOTAL	*.	1 612 567.60
HUMAN RESOURCE		
Driver X1		287 348.15
Compactor Operators X 6 (@N\$164 055.11 p/p p/a)		984 330.66
Ward Cleaners		3 639 980.00
30 Community Groups (Salary)		
SUB TOTAL		4 911 658.81
	3 044 693.75	7 098 175.68

The expenses for cleaning open spaces are analysed as follows:

EXPENDITURES ON RECYCLING AND LANDFILL MANAGEMENT

Orange Refuse Bins X 1500	N\$1 348 950.00
Landfill management	N\$3 400 000.00

Based on the above, it is therefore imperative to subsidize the recycling operations by outsourcing services such as molok and skip removal from open spaces to the recycling contractor. In this way, the department reduces its expenditures on these services and compensates the recycling contractor for carrying them out.

The ultimate goal is to incorporate recycling, cleaning of open spaces in the landfill site management contract when the current contract comes to an end on 31 December 2024. The department will conduct an investigation on the possibility of introducing a building rubble tariff for every construction taking place in town in lieu of services rendered for removing building rubble on open spaces, currently done at no cost to council

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

RECOMMENDED:

- (a) That the Memorandum of Agreement entered between Council, Rent-A-Drum and the Polytechnic of Namibia which lapsed during May 2023, be noted.
- (b) That in the interim, Council approves the outsourcing of recycling operations, molok and skip removal from open spaces for a trial period of 18 months.
- (c) That proposals for recycling operations, molok and skip removal from open spaces be invited through the Public Procurement Act, (Act 15 of 2015).
- (d) That Council approves that the management of the landfill site, cleaning of open spaces and recycling be outsourced as a combined package for a period of 5 years.
- (e) That the General Manager: Health Services and Solid Waste Management investigates the possibility of introducing a building rubble tariff for construction taking place in Swakopmund.
- (f) That Rent-A-Drum be invited to a Special Management Committee meeting to be held on a date to be determined by the Chief Executive Officer, in consultation with the Chairperson of the Management Committee, to discuss waste management issues.

11.1.4 TRANSFER OF FUNDS - FILE TRACKING LOCATION INSTALLATION (C/M 2023/06/29 - 3/1/1/1/1)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 8.9 page 79 refers.

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

Introduction

The purpose of this submission is to request the Management Committee to transfer an amount of N\$ 50,000.00 budgeted for completing the implementation of the file tracking system from the 2022/2023 to 2023/2024 financial year.

Background

During the financial year 2020/2021, Council spent N\$92 000.00 on a File Tracking System which is aimed to manage and control the movement of files from the archives / records office to various departments and offices.

To fully execute this project, the service provider, Messrs The Document Warehouse is required to install file tracking location on all cabinets, files, and on the system. However, this could not be done, because Council is still waiting for the National Archives of Namibia to approve our File Plan, where after all files will then be decoded into the system.

Conclusion

It is in view of the above, that permission is hereby requested to allow the General Manager: Finance to transfer the amount of N\$50 000.00 budgeted for the installation of the File Tracking Location under Vote: 150531000200 to the 2023/2024 financial year.

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

RECOMMENDED:

That permission be granted to the General Manager: Finance to transfer the amount of N\$50 000.00 that is budgeted for the installation of the File Tracking Location under Vote: 150531000200 to the 2023 / 2024 financial year.

11.1.5 JUNIOR TOWN COUNCIL APPLICATION PROCESS

(C/M 2023/06/29 - 5/3/1/3)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 8.2 page 14 refers.

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

Purpose

The purpose of the submission is to seek Council's approval to change the current criteria for the admission of new Council members on the Junior Town Council (JTC).

Background

The Junior Town Council's current Constitution and Operating Manual (attached Annexure A) stipulates that new applicants should be in Grade 10 and serve until their last year which was previously referred to as 12. However, with the change in the education curriculum, the Junior Town Council has been experiencing challenges regarding the intake and continuation of learners.

In light of this, changes have been made to allow for learners to be able to apply from Grade 9 and end in Grade 11. This will also allow Grade 11 learners to have ample time to prepare and study for their end of year examinations. Furthermore, we wish to include all Secondary schools in Swakopmund as this was not the case. Further, to this, wording and changes have been made to the constitution as per the attached draft Constitution. The revised Junior Town Council Constitution and Operating Manual has been (attached as Annexure B)

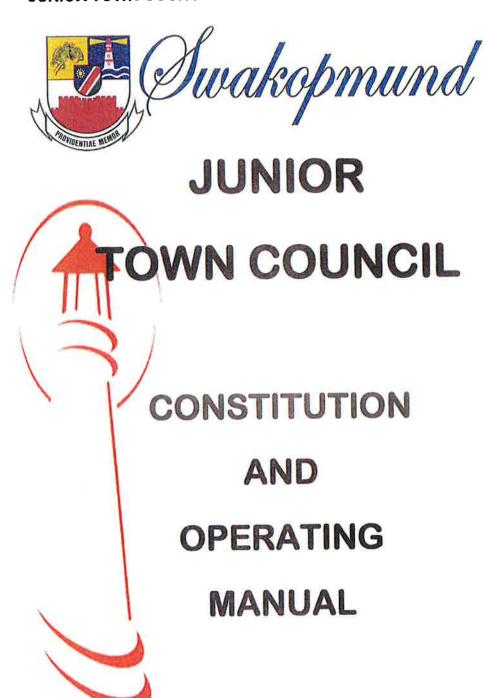
B. After the matter was considered, the following was:-

RECOMMENDED:

- (a) That Council approves the changes made to the Junior Town Council Constitution and Operating Manual.
- (b) That Council approves the proposal for JTC members to serve from Grade 9 and end in Grade 11 as amended.
- (c) That Council takes note of the change in the vision and mission statements respectively.
- (d) That Council takes note of the changes as amended in the Purpose and the Objectives statements of the JTC.
- (e) That Council approves the request to have only Namibian nationals residing in Swakopmund serve on the JTC to provide a platform for local youth.

ANNEXURE A

JUNIOR TOWN COUNCIL CONSTITUTION AND OPERATING MANUAL



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SECTION 1 GENERAL INFORMATION

1.1 Mission Statement

- 1.1.1 The Junior Council will strive to become a respected organisation among the youth and in the community in general.
- 1.1.2 It will be the true mouthpiece of the school going youth of Swakopmund, an organisation through which they can voice their opinions, views, and concerns.
- 1.1.3 The Junior Council is also an organisation which will strive to better the lives of others through charity work.

1.2 Vision

1.2.1 To be the recognised role model for the youth of Swakopmund.

SECTION 2

NAME AND LANGUAGE OF THE JUNIOR TOWN COUNCIL

2.1 Name

2.1.1 The name of the organization shall be the Junior Town Council, hereafter referred to as the JTC.

2.2 Language of the Junior Town Council

2.2.1 The official language of the JTC is English

SECTION 3 PURPOSE

3.1 The purpose of the JTC is:

- 3.1.1 To increase the JTC's awareness
- 3.1.2 To create specific opportunities for the youth of Swakopmund
- 3.1.3 To act as a voice for the youth of Swakopmund
- 3.1.4 To discuss ways and provide the Swakopmund Council with innovative methods
- 3.1.5 Assist the Swakopmund Council as requested.
- 3.1.6 To learn the necessary leadership skills to become a positive and proactive member of the community
- 3.1.7 To act as role models for the youth of Swakopmund.

SECTION 4

AIMS AND OBJECTIVES

- 4.1 To be the recognised voice of the youth of Swakopmund
- 4.2 To provide a forum for all youth in Swakopmund for the exchange of ideas and information, and to provide opportunities for contact and networking.
- 4.3 To encourage and assist the youth to become a more effective member of the community
- 4.4 Being a mouthpiece for the youth of Swakopmund and to act in the interest of the youth in order to afford the youth the opportunity of contributing to the working of the community
- 4.5 Endeavouring to enable the youth to increase and augment the welfare and prosperity of the local community
- 4.6 Undertaking to an annual or bi-annual basis, such project through which the aforesaid aims could be achieved
- 4.7 Receiving funds for the aforesald aims and purposes
- 4.8 To report back to the senior school's information pertinent, to section town council and civic affairs
- 4.9 To create a liaison between the youth of Swakopmund and the Swakopmund Town Council
- 4.10 Members must keep themselves informed about community affairs

SECTION 5 SELECTION PROCESS

- 5.1 New members (Grade 10 learners) are only eligible to join the JTC if he/she has obtained more than 60% in at least five (5) subjects. Most recent reports must be presented.
- 5.2 New members only eligible if they have not had any serious or continuous disciplinary problems at school or broken any criminal laws
- 5.3 Three candidates shall be nominated by each of the schools various schools.
- 5.4 The candidates will also be interviewed by the senior members (Grade 12's) of the JTC and various independent parties (still to be specified). A scoring system will be used and be observed by the Grade 11 JTC Members.
- 5.5 Member only eligible if he/she has been a resident of Swakopmund for more than one year.

5.7 Stages of the Selection Process

Stage 1

- 5.7.1 Entry is by way of completion of the entry form or nomination by the various schools.
- 5.7.2 Along with the entry/nomination form, a detailed CV, a letter of recommendation from the entrant's principal confirming to be a pupil from that school, a certified copy of your ID or Passport, and an essay on a predetermined topic must be submitted.
- 5.7.3 The essay must be typed on an A4 page in 1½ spacing, and be no more that 1½ pages and no less than one (1) A4 page. All sources used in the essay must be listed. The essay MUST be in your own words.

5.8 Stage 2

- 5.8.1 The candidates will be interviewed by the senior members (Grade 12's) of the JTC and various independent parties (still to be specified). A scoring system will be used. Such will be observed by the Grade 11 JTC Members.
- 5.8.2 Forward Score sheets (PRO Swakopmund Municipality to verify)

5.9 Stage 3 - Inauguration

- 5.9.1 Selection of Office Bearers
- 5.9.2 The elected members of the JTC shall have the sole and absolute power to nominate and vote for office bearers
- 5.9.3 Candidates for office bearers will also be interviewed.

5.10 Guidelines

- 5,10.1 Launch Beginning April
- 5.10.2 Closing date for entries Before school closes for 1st term
- 5.10.3 Essay and CV Judging will take place beginning of June.
- 5.10.4 Interviews Judging will take place during of June
- 5.10.5 Inauguration
 - 5.10.5.1 Selection of Office Bearers
 - 5.10.5.2 Last week in July, this must however be approved by the
 - Junior Town Council
- 5.11 The Junior Town Council are required to suggest topics / questions that have relevance to the youth. The essay is marked along with the CV by different teachers from the various schools.
- 5.12 The inauguration shall be held during July/August of each calendar year, and on such date as the JTC may determine beforehand.

5,13 **Rules**

- 5,13.1 New members (Grade 10 learners) are only eligible to join the JTC if he/she has obtained more than 60% in at least five (5) subjects. Most recent reports must be presented.
- 5.13.2 New members only eligible if they have not had any serious or continuous disciplinary problems at school or broken any criminal laws.
- 5.13.3 Members only eligible if he/she has been a resident of Swakopmund for more than one year.
- 5.13.4 Each member must sign an undertaking at the inauguration (undertaking attached)
- 5.13.5 Nomination forms must be completed in duplicate and accompanied by detailed Curriculum Vitae, a certified copy of your ID or Passport, your essay and a letter from your school confirming your enrolment.
- 5.13.6 All sources used in the essay must be listed. The essay MUST be in your own words.
- 5.13.7 Each new member must sign an undertaking at the inauguration.

THE STRUCTURE OF THE JUNIOR TOWN COUNCIL

- 6.1 The Executives shall comprise the Mayor, Deputy Mayor, Public Relations Officer, Secretary and Treasurer.
- 6.2 Only Grade 12 pupils shall be elected as Office Bearers
- 6.4 To execute the decisions and policies of the Council, as directed within their respective prerogatives.
- 6.5 The Junior Town Council shall consist of fourteen (14) members. It will consist of 4 pupils from each of the following Secondary Schools in Swakopmund:
 - 6.5.1 Coastal High School
 - 6.5.2 Namib High School
 - 6.5.3 Swakopmund Secondary School
 - 6.5.4 Westside High School
 - 6.5.5 Swakopmund Private School
 - 6.5.6 Christian Academy
 - 6.5.7 Pro-Ed Academy
- 6.6 Eligible members shall be pupils who at least have reached Grade 10 and shall be appointed for a term of office not exceeding two (2) years duration.
- 6.7 The term of duration of the Junior Town Council members shall commence at the inauguration function to be held in July/August of each year.
- 6.8 New members will only have voting power after the inauguration.
- 6.9 If special circumstances so require, the JTC, with the consent of the Town Council, may consist of more than the said number of members.

SECTION 7

INAUGURATION PROCEDURE

- 7.2 The agenda will consist of the following points:
 - 7.2.1 Report from the Junior Mayor
 - 7.2.2 Financial Reports
 - 7.2.3 Nominations and Election of Portfolios
 - 7.2.4 General
- 7.3 Elected members of the JTC shall have the sole and absolute power to nominate and vote for office bearers. Votes carry the following weight:
 - 7.5.1 Junior JTC members : 1
 - 7.5.2 Senior JTC members: 2
- 7.3 The Junior Mayor should present a written report and give a verbal account of the affairs of the JTC for the past year and should include such things as success of special activities, etc. The Junior Mayor shall also thank the JTC and any other members who gave their assistance during the course of the year.

- 7.4 The Financial Report must be tabled by the Treasurer indicating income and expenditure over the past year and the balance of funds held as at the day of the inauguration. The Treasurer must be prepared to answer any queries on the report. Acceptance of this report should then be proposed and seconded and a vote of members must be taken.
- 7.5 Each member of the Junior Council will sign an undertaking. A copy of the undertaking will be kept at the Mayor's office.

MEMBERSHIP

- 8.1 Membership shall be terminated on :
 - 8.1,1 Expiration of his/her term of office of two (2) years
 - 8.1.2 Voluntary resignation
 - 8.1.3 Upon leaving school
 - 8.1.4 Misconduct
 - 8.1.5 If asked by the JTC (if decided by the majority) or the Town Council
 - 8.1.6 Failure by any members to give punctual written apology of his/her absence from tow (2) formal meetings of the said Council shall automatically terminate the membership of such member
 - 8.1.7 Grounds of continual unpunctuality
- 8.2 If any membership is terminated, the next candidate with the highest score from the same school will be appointed
- 8.3 If no suitable candidate is found at a particular school, a candidate from another school can be selected
- 8.4 If any of the executives wishes to resign the following procedures will follow:
 - 8.4.1 Succession will take place which means that lower rankedexecutive officials can move into the vacant portfolio or;
 - 8.4.2 if the standing executives wish to stay in their rightful portfolio, any senior council member can stand for the portfolio and the correct interview procedure will happen and election of more than 2/3 majority of the council.
 - 8.5 The term of senior councillors and that of the executives will cease will end in June at the end of two years of service to the council.

POWERS OF THE JUNIOR TOWN COUNCIL

To enable it to achieve its objectives, the JTC shall have the following powers:

- 9.1 To open and operate banking accounts in the name of the JTC
- 9.2 To make, draw, issue and execute any kind of negotiable or transferable instruments, in the name of the JTC
- 9.3 To remunerate any person or persons for services rendered in the development of its objectives, subject to the approval of the JTC

SECTION 10

ADMINISTRATIVE PROCEDURES

10.1 Meeting Notice

- 10.1.1 All meetings to be approved by the Junior Mayor prior to preparation of the notice.
- 10.2.2 Informal notices to sent via sms.
- 10.1.3 All notices must be printed on an official current letterhead
- 10.1.4 The signature must at all times be that of the Junior Mayor

10.2 Formal Meetings

- 10.2.1 Formal meetings should be held a minimum of eight (8) times during a cycle of twelve (12) calendar months, or more often, as and when the need arises.
- 10.2.2 Meetings shall take place after proper written, or telephonic notice of such meeting direct to each Junior Town Council member at least five (5) full days prior to such a meeting
- 10.2.3 Formal notice should be given in this regard, with the given time and venue of the meeting
- 10.2.4 Members of the public shall be permitted to attend formal meetings

10.3 Special Meetings

- 10.3.1 Special meetings of the JTC will be called by the Mayor if:
 - 10.3.1.1 an emergency exists
 - 10.3.1.2 at the written request of one third (1/3), of the members

10.4 Meetings with Swakopmund Town Council

- 10.4.1 It is advisable that the members or a nominated member of the JTC shall attend all ordinary meetings of Swakopmund Town Council
- 10.4.2 JTC representatives will be dressed in full school uniform
- 10.4.3 Proper minutes of meetings shall be kept of the proceedings of the Junior Town Council meetings and the Executive Committee meetings
- 10.4.4 Such minutes shall be proposed and seconded and signed by the Chairperson and Secretary and shall be conclusive evidence of further proof of the facts stated therein
- 10.4.5 Copies of the minutes must be given to each member of the Juinr Town Council at the next meeting
- 10.5 A quorum of the JTC shall consist of one half (½) of the existing members plus one (1) member
- 10.6 A member of the JTC may not withdraw his/her vote once a motion has been passed

10.7 Reports

- 10.7.1 A report should be compiled after each event.
- 10.7.2 Such reports should be tabled at the next meeting

SECTION 11

VOTING

- 11.1 At a Council meeting, all resolutions shall be by a simple majority of the members present
- 11.2 Voting shall be by show of hands or by secret ballot as determined by the Mayor
- 11.3 In the case of any equality of votes, the Mayor/Chairperson has the casting

FINANCE

- 12.1 The fiscal year shall be 1 August to 31 July of the following year.
- 12.2 The Mayor and/or Treasurer of the outgoing Council shall prepare a draft budget for the following fiscal year, which must be completed one month before the commencement of the fiscal year. The budget shall be approved, and minor adjustments made if necessary, by the newly elected Junior Town Council at their first meeting to be held in August of each year.
- 12.3 The annual financial statements must be duly audited within three months of the financial year-end and made available to the member of request.
- 12.4 The Junior Town Council shall cause proper accounts to be kept with respect to :
 - 12.4.1 All sums of money received by and expended by the JTC, including any funds allocated or raised through local projects, functions and sponsors
 - 12.4.2 All JTC sales and purchases
 - 12.4.3 The accounts shall be kept by the Treasurer. A detailed Income and Expenditure statement, together with a copy of the latest bank statement, shall be presented at every Council meeting and shall always be open to inspection
 - 12.4.4 The Treasurer shall keep proper accounts that shall be made up to 30 June each year.
 - 12.4.5 The JTC is to be self-financing: It is policy that all JTC activities or functions such as banquets, luncheons and locally organised fundraising shall be conservatively planned to be self-financing, or shall adequately be covered by other funds raised by the JTC
- 12.5 The funds of the Junior Town Council shall be under the control of the Junior Town Council Committee, whose authorised signatories shall be any two of the following: Mayor, Deputy Mayor or Treasurer
- 12.6 The Treasurer shall table at each meeting any expenditure incurred, describing the payee, amount and purpose of each payment.

FUNDS

- 13.1 Funds may be collected by fundraising events to cover running expenses of the Junior Town Council
- 13.2 All monies collected on behalf of the Junior Town Council, whether by way of projects, shall accrue to the Junior Town Council.
- 13.3 Profits derived from projects shall belong to the Junior Town Council, for the furtherance of the aims and objectives of the Junior Town Council.
- 13.4 The Junior Town Council shall cause proper accounts to be kept with respect to:
 - 13.4.1 All sums of money received and expended by the Junior Town Council, including any funds raised through local projects and functions 13.4.2 Sales and purchases
- 13.5 The accounts shall be kept and approved by the Junior Town Council and shall always be open for inspection of any Officer or member of the Junior Town Council.
- 13.5 The Junior Town Council Treasurer shall keep proper accounts, which shall be made up to 31 July each year.
- 13.6 The Junior Town Council Treasurer shall prepare and distribute copies of the Annual Profit and Loss account balance sheet. These shall include every document required by law to be attached thereto. All to be filed properly.

SECTION 14

SELF FINANCING

- 14.1 It is policy that all Junior Town Council activities or functions shall be conservatively planned to be self-financing, or shall adequately to covered by other funds raised by the Junior Town Council
- 14.2 No contract shall be entered into for expenditure incurred for such purposes as advertising, unless the Junior Town Council has funds immediately available, i.e. it is not permissible for the Junior Town Council to incur debts payable over a period of time.
- 14.3 Under no circumstances may the Junior Town Council raise a loan for any purpose. All projects and functions must rely on existing funds.

AUDIT

- 15.1 At least once a year, the accounts of the Junior Town Council shall be examined and the correctness of its account procedures shall be certified by an Auditor.
- 15.2 The auditors shall at all times have access to the books of account of the Junior Town Council and they may in relation thereto, examine Minutes of Meetings of the Junior Town Council.
- 15.3 The auditors shall provide an annual report as to the correctness of the accounts
- 15.4 The annual financial statements must be duly audited within three months of the financial year-end and made available to the member on request

SECTION 16

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- 16.1 It will be in order for the JTC to seek local sponsorship to further their aims and objectives, but sponsorship must conform to the following principles:
 - 16.1 Shall be for the benefit of the JTC in the fulfilment of the JTC objectives
 - 16.2 Shall be from a source worthy of public identification with the JTC
 - 16.3 Shall be formally agreed in writing between the parties to avoid misunderstandings

SECTION 17

PUBLIC RELATIONS

- 17.1 No member may make statements on the JTC policy, or comment to the media in the name of the JTC, on public events, unless specifically cleared through EXCO. It is policy that only the Mayor of the JTC may make policy statements and speak on behalf of the JTC.
- 17.2 The Mayor may make public statements on local functions and activities and is encouraged to do so to obtain maximum favourable publicity for the activities of the Junior Council.

PROJECTS AND FUNCTIONS

- 18.1 The Junior Town Council is required to participate in and support projects approved by the Junior Town Council.
- 18.2 Profits derived from all projects conducted locally shall belong to the Junior Town Council earning it, for the furtherance of the Junior Town Council objectives.

SECTION 19

PORTFOLIOS OF THE JTC

19.1 Mayor/Chairperson

- 19.1.1 Has a sound knowledge of the JTC's constitution and operating manual
- 19.1.2 Relays relevant information to the Junior Council
- 19,1,3 Chairs Executive Committee and Council meetings and ensures that the Constitution and Operating Manual rules are adhered to in every
- 19.1.4 Authorises the Secretary to circulate minutes of the meetings after approval
- 19.1.5 Liaises with the Mayor of Swakopmund
- 19.1.6 Co-ordinates the JTC's activities
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- 19.1.8 Ensures that an appropriate venue is booked19.1.9 Thanks speakers by letter/fax/e-mail
- 19.1.10 Ensures that all members can express their points of view
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- 19.2.1 Fulfils a support role for the Chairperson if and when required
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- 19.2.3 Takes any other functions/duties as requested by the JTC e.g. fundraising activities (raffles, etc) and ad-hoc meeting presentations (networking, etc)
- 19.2.4 Assists the Mayor whenever necessary
- 19.2.5 Exchanges ideas and liaises regularly with the Mayor
- 19.2.6 Keeps abreast of all activities and events being undertaken
- 19.2.7 Ensures that a professional image and attitude is maintained

19.3 Treasurer

- 19.3.1 Maintains records as specified in the Constitution and complies with all instructions contained in the constitution and operating manual regarding finances
- 19.3.2 Immediately banks all monies received for meetings
- 19.3.3 Pays accounts as agreed on by the JTC
- 19.3.4 Responsible for JTC bank account, Informing the JTC each month of the balance in the JTC funds
- 19.3.5 Prepares financial report for presentation at last meeting
- 19.3.6 Prepares a budget for discussion and approval at council meetings, which is attached to the minutes
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- 19.3.8 Files all receipts and payment statements

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- 19.4.1 Prepares the agenda for meetings
- 19.4.2 Takes minutes (not verbatim, just salient points) at meetings and maintains the minutes. Gets Chairperson to sign the agreed minutes at the next meeting of the JTC
- 19.4.3 Distributes such minutes within 14 days of the meeting
- 19.4.4 Sends out thank you letters as required and responsible for filing of other general correspondence
- 19.4.5 Keeps all minutes and other documents in a file
- 19.4.6 Confirms venues for JTC activities

19.5 Public Relations Officer

- 19.5.1 In relation to monthly Council meetings
 - 19.5.1.1 Books venue
 - 19.5.1.2 Investigates new venues for events and or projects
 - 19.5.1.3 Ensures that the JTC has good local media contacts for both press and regional radio
 - 19.5.1.4 Takes every possible opportunity to promote the JTC by forwarding information with pictures or articles of the JTC events or activities for publication in the local pres. Any prepared articles must have the approval of the Mayor
 - 19.5.1.5 Takes cuttings from local press or any articles that has appeared regarding the JTC and updates the scrapbook
 - 19.5.1.6 Compiles a Newsletter every trimester to be distributed to all Secondary Schools

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- 20.1 The JTC may appoint sub-committees amongst its members for any purpose which it might deem fit
- 20.2 The JTC can also co-opt members who shall be able to attend formal or informal meetings and partake in any discussions but shall have no vote

SECTION 21

CODE OF CONDUCT

- 21.1 JTC members agree to adhere to the following Code of Conduct during all JTC meetings, while representing the JTC on any Committee or sub-committee and while representing the JTC in the Erongo Region and in Namibia.
- 21.2 A JTC member will always treat a fellow Councillor with the respect he/she would expect to receive
- 21.3 A JTC member will always address a citizen, our elderly, fellow committee members and fellow JTC members with respect
- 21.4 A JTC member will remember at all times that as an individual, he or she has no legal authority outside the meetings of the Junior Town Council and that he/she shall conduct relationships with the members, the youth of our town, and our elderly on the basis of this fact
- 21.5 A JTC member will support a decision graciously once it has been made by the majority of the Councillors
- 21.6 Written apologies must be given when absent from a meeting
- 21.7 JTC members must work together as a team
- 21.8 JTC Members will be requested to complete projects in the shortest possible time
- 21.9 Punctuality is of utter importance

CONSTITUTIONAL REVISIONS

- 22.1 Constitutional changes must be made in writing on or before the last meeting before the inauguration meeting
- 22.2 Changes to the constitution can be initiated by the JTC or the Town Council
- 22.3 The changes must be approved by the Town Council

SECTION 23

CORRESPONDENCE / STATIONERY TEMPLATES

- 23.1 The official font for the Junior Town Council is Arial 12.
- 23.2 Examples are attached for the following and are to be used as and when required:
 - 23.2.1 Letterhead

All official correspondence must be on the official letterhead and must be signed by the Mayor and/or Deputy Mayor

- 23.2.2 Fax Cover sheet
- 23.2.3 Notice Form / Agenda
- 23.2.4 Minutes Form
- 23.2.5 Letter of Undertaking

Each Junior Town Council Member must sign the above after thoroughly reading and understanding the contents within. This signed letter must be filed with the Secretary

- 23.2.6 Nomination/Entry Form
- 23,2.7 Score Sheets

ANNEXURE B

REVISED JUNIOR TOWN COUNCIL CONSTITUTION AND OPERATING MANUAL



CONSTITUTION
AND
OPERATING
MANUAL

66 Ordinary Council Meeting - 29 June 2023

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SECTION 1 GENERAL INFORMATION

1.1 Vision

1.1.1 To serve as the voice of the school going youth of Swakopmund, an organisation through which they can voice their opinions, views, and concerns.

1.2 Mission Statement

- 1.2.1 The Junior Council will strive to become a respected organisation among the youth and in the community in general.
- 1.2.2 To provide a platform for the youth of Swakopmund to engage in community-serving activities and take on leadership responsibilities that may help them develop their capacity.
- 1.2.3 To bridge the gap between those in need of assistance and those who are prepared to provide it.

SECTION 2 NAME AND LANGUAGE OF THE JUNIOR TOWN COUNCIL

2.1 Name

2.1.1 The name of the organization shall be the Junior Town Council, hereafter referred to as the JTC.

2.2 Language of the Junior Town Council

2.2.1 The official language of the JTC is English

SECTION 3 PURPOSE

3.1 The purpose of the JTC is:

3.1.1 The JTC strives to work towards serving the community of Swakopmund and its youth by addressing the social challenges that they are faced with. 3.1.2 To discuss and provide innovative ways for the Swakopmund Council as well as for the members to learn the necessary leadership skills to become positive, proactive members of the community.

SECTION 4 OBJECTIVES

- 4.1 To be the recognised voice of the youth of Swakopmund
- 4.2 To provide a forum for all youth in Swakopmund for the exchange of ideas and information, and to provide opportunities for contact and networking.
- To encourage and assist the youth to become a more effective member of the community.
- 4.4 Being a mouthpiece for the youth of Swakopmund and to act in the interest of the youth in order to afford the youth the opportunity of contributing to the working of the community.
- 4.5 Endeavouring to enable the youth to increase and augment the welfare and prosperity of the local community.
- 4.6 Undertaking to an annual or bi-annual basis, such project through which the aforesaid aims could be achieved.
- 4.7 To seek sponsorship from various organisations.
- 4.8 To report back to the senior school's information pertinent to section town council and civic affairs
- 4.9 To create a liaison between the youth of Swakopmund and the Swakopmund Town Council
- 4.10 Members must keep themselves informed about community affairs.

SECTION 5 SELECTION PROCESS

- 5.1 New members (Grade 9 learners) are only eligible to join the JTC if he/she has obtained more than 60% in at least five (5) subjects. Most recent reports must be presented.
- New members only eligible if they have not had any serious or continuous disciplinary problems at school or broken any criminal laws.
- 5.3 Three candidates shall be nominated by each of the schools various schools.
- 5.4 The candidates will also be interviewed by the senior members (Grade 11's) of the JTC and various independent parties (still to be specified). A scoring system will be used and be observed by the Grade 10 JTC Members and the PA to the Mayor.
- 5.5 Member only eligible if he/she has been a resident of Swakopmund for more than one year.
- 5.6 only Namibian nationals are eligible to serve on the JTC.
- 5.7 Stages of the Selection Process

Stage 1

- 5.7.1 Entry is by way of completion of the entry form or nomination by the various schools.
- 5.7.2 Along with the entry/nomination form, a detailed CV, a letter of recommendation from the entrant's principal confirming to be a pupil from that school, a certified copy of your ID or Passport, and an essay on a predetermined topic must be submitted.
- 5.7.3 The essay must be typed on an A4 page in 1½ spacing, and be no more that 1½ pages and no less than one (1) A4 page. All sources used in the essay must be listed. The essay MUST be in your own words.

5.8 Stage 2

- 5.8.1 The candidates will be interviewed by the senior members (Grade 11's) of the JTC and various independent parties (still to be specified). A scoring system will be used. Such will be observed by the Grade 11 JTC Members.
- 5.8.2 Forward Score sheets (PRO Swakopmund Municipality to verify)

5.9 Stage 3 - Inauguration

- 5.9.1 Selection of Office Bearers
- 5.9.2 The elected members of the JTC shall have the sole and absolute power to nominate and vote for office bearers
- 5.9.3 Candidates for office bearers will also be interviewed.

5.10 Guidelines

- 5.10.1 Launch Beginning June.
- 5.10.2 Closing date for entries 15 July
- 5.10.3 Essay and CV Judging will take place beginning of July.
- 5.10.4 Interviews Judging will take place during of July.
- 5.10.5 Inauguration
 - 5.10.5.1 Selection of Office Bearers
 - 5.10.5.2 Last week in August, this must however be approved by Junior Town Council
- 5.11 The Junior Town Council are required to suggest topics / questions that have relevance to the youth. The essay is marked along with the CV by different teachers from the various schools.
- 5.12 The inauguration shall be held during August of each calendar year, and on such date as the JTC may determine beforehand.

5.13 **Rules**

- 5.13.1 New members (Grade 19 learners) are only eligible to join the JTC if he/she has obtained more than 60% in at least five (5) subjects. Most recent reports must be presented.
- 5.13.2 New members only eligible if they have not had any serious or continuous disciplinary problems at school or broken any criminal laws.
- 5.13.3 Members only eligible if he/she has been a resident of Swakopmund for more than one year.
- 5.13.4 Each member must sign an undertaking at the inauguration (undertaking attached)
- 5.13.5 Nomination forms must be completed in duplicate and accompanied by detailed Curriculum Vitae, a certified copy of your ID or Passport, your essay and a letter from your school confirming your enrolment.
- 5.13.6 All sources used in the essay must be listed. The essay MUST be in your own words.
- 5.13.7 Each new member must sign an undertaking at the inauguration.

SECTION 6 THE STRUCTURE OF THE JUNIOR TOWN COUNCIL

- 6.1 The Executives shall comprise the Mayor, Deputy Mayor, Public Relations Officer, Secretary and Treasurer.
- 6.2 Only Grade 12 pupils shall be elected as Office Bearers
- 6.4 To execute the decisions and policies of the Council, as directed within their respective prerogatives.
- 6.5 The Junior Town Council shall consist of fourteen (16) members. It will consist of 2 pupils from each of the following Secondary Schools in Swakopmund:
- 6.5.1 Atlantic Secondary School
- 6.5.2 Coastal High School
- 6.5.3 Namib High School
- 6.5.4 Swakopmund Secondary School
- 6.5.5 Westside High School
- 6.5.6 Swakopmund Private School
- 6.5.7 Christian Academy
- 6.5.8 Pro-Ed Academy
- 6.6 Eligible members shall be pupils who at least have reached Grade 9 and shall be appointed for a term of office not exceeding two (2) years duration.
- 6.7 The term of duration of the Junior Town Council members shall commence at the inauguration function to be held in July/August of each year.
- 6.8 New members will only have voting power after the inauguration.
- 6.9 If special circumstances so require, the JTC, with the consent of the Town ouncil, may consist of more than the said number of members.

SECTION 7 INAUGURATION PROCEDURE

- 7.2 The agenda will consist of the following points:
 - 7.2.1 Report from the Junior Mayor
 - 7,2.2 Financial Reports
 - 7.2.3 Nominations and Election of Portfolios
 - 7.2.4 General
- 7.3 Elected members of the JTC shall have the sole and absolute power to nominate and vote for office bearers. Votes carry the following weight:
 - 7.5.1 Junior JTC members: 1
 - 7.5.2 Senior JTC members: 2
- 7.3 The Junior Mayor should present a written report and give a verbal account of the affairs of the JTC for the past year and should include such things as success of special activities, etc. The Junior Mayor shall also thank the JTC and any other members who gave their assistance during the course of the year.
- 7.4 The Financial Report must be tabled by the Treasurer indicating income and expenditure over the past year and the balance of funds held as at the day of the inauguration. The Treasurer must be prepared to answer any queries on the report. Acceptance of this report should then be proposed and seconded and a vote of members must be taken.
- 7.5 Each member of the Junior Council will sign an undertaking. A copy of the undertaking will be kept at the Mayor's office.

SECTION 8 MEMBERSHIP

- 8.1 Membership shall be terminated on:
 - 8.1.1 Expiration of his/her term of office of two (2) years
 - 8.1.2 Voluntary resignation
 - 8.1.3 Upon leaving school
 - 8.1.4 Misconduct
 - 8.1.5 If asked by the JTC (if decided by the majority) or the Town Council
 - 8.1.6 Failure by any members to give punctual written apology of his/her absence from tow (2) formal meetings of the said Council shall automatically terminate the membership of such member
 - 8.1.7 Grounds of continual unpunctuality
- 8.2 If any membership is terminated, the next candidate with the highest score from the same school will be appointed.
- 8.3 If no suitable candidate is found at a particular school, a candidate from another school can be selected.
- 8.4 If any of the executives wishes to resign the following procedures will follow:
- 8.4.1 Succession will take place which means that lower ranked executive officials can move into the vacant portfolio or;

- 8.4.2 if the standing executives wish to stay in their rightful portfolio, any senior council member can stand for the portfolio and the correct interview procedure will happen and election of more than 2/3 majority of the council.
- The term of senior councillors and that of the executives will cease will end in 8.5 June at the end of two years of service to the council.

SECTION 9 POWERS OF THE JUNIOR TOWN COUNCIL

To enable it to achieve its objectives, the JTC shall have the following powers:

- To open and operate banking accounts in the name of the JTC 9.1
- To make, draw, issue and execute any kind of negotiable or transferable 9.2 instruments, in the name of the JTC
- To remunerate any person or persons for services rendered in the 9.3 development of its objectives, subject to the approval of the JTC

SECTION 10 ADMINISTRATIVE PROCEDURES

Meeting Notice 10.1

- 10.1.1 All meetings to be approved by the Junior Mayor prior to preparation of the notice.
 - 10,2.2 Informal notices to sent via sms/email.
 - 10.1.3 All notices must be printed on an official current letterhead
 - 10.1.4 The signature must at all times be that of the Junior Mayor

10.2 Formal Meetings

- 10.2.1 Formal meetings should be held a minimum of eight (8) times during a cycle of twelve (12) calendar months, or more often, as and when the need arises.
- 10.2.2 Meetings shall take place after proper written, or telephonic notice of such meeting direct to each Junior Town Council member at least five (5) full days prior to such a meeting
- 10.2.3 Formal notice should be given in this regard, with the given time and venue of the meeting
- 10.2.4 Members of the public shall be permitted to attend formal meetings.

Special Meetings 10.3

- 10.3.1 Special meetings of the JTC will be called by the Mayor if:
 - an emergency exists. 10.3.1.1
 - at the written request of one third (1/3), of the members 10.3.1.2

10.4 Meetings with Swakopmund Town Council

- 10.4.1 It is advisable that the members or a nominated member of the JTC shall attend all ordinary meetings of Swakopmund Town Council
- 10.4.2 JTC representatives will be dressed in full school uniform.
- 10.4.3 Proper minutes of meetings shall be kept of the proceedings of the Junior Town Council meetings and the Executive Committee meetings.
- 10.4.4 Such minutes shall be proposed and seconded and signed by the Chairperson and Secretary and shall be conclusive evidence of further proof of the facts stated therein.
- 10.4.5 Copies of the minutes must be given to each member of the Juinr Town Council at the next meeting.
- 10.5 A quorum of the JTC shall consist of one half (½) of the existing members plus one (1) member.
- 10.6 A member of the JTC may not withdraw his/her vote once a motion has been passed.

10.7 Reports

- 10.7.1 A report should be compiled after each event.
- 10.7.2 Such reports should be tabled at the next meeting.

SECTION 11 VOTING

- 11.1 At a Council meeting, all resolutions shall be by a simple majority of the members present.
- 11.2 Voting shall be by show of hands or by secret ballot as determined by the Mayor.
- 11.3 In the case of any equality of votes, the Mayor/Chairperson has the casting vote.

SECTION 12 FINANCE

- 12.1 The fiscal year shall be 1 August to 31 July of the following year.
- 12.2 The Mayor and/or Treasurer of the outgoing Council shall prepare a draft budget for the following fiscal year, which must be completed one month before the commencement of the fiscal year. The budget shall be approved, and minor adjustments made if necessary, by the newly elected Junior Town Council at their first meeting to be held in August of each year.
- 12.3 The annual financial statements must be duly audited within three months of the financial year-end and made available to the member of request.
- 12.4 The Junior Town Council shall cause proper accounts to be kept with respect to:

12.4.1 All sums of money received by and expended by the JTC, including any funds allocated or raised through local projects, functions and sponsors. 12.4.2 All JTC sales and purchases

12.4.3 The accounts shall be kept by the Treasurer. A detailed Income and Expenditure statement, together with a copy of the latest bank statement, shall be presented at every Council meeting and shall always be open to inspection.

12.4.4 The Treasurer shall keep proper accounts that shall be made up to 30

June each year.

- 12.4.5 The JTC is to be self-financing: It is policy that all JTC activities or functions such as banquets, luncheons and locally organised fund-raising shall be conservatively planned to be self-financing, or shall adequately be covered by other funds raised by the JTC
- 12.5 The funds of the Junior Town Council shall be under the control of the Junior Town Council Committee, whose authorised signatories shall be any two of the following: Mayor, Deputy Mayor or Treasurer
- 12.6 The Treasurer shall table at each meeting any expenditure incurred, describing the payee, amount and purpose of each payment.

SECTION 13 FUNDS

- 13.1 Funds may be collected by fundraising events to cover running expenses of the Junior Town Council
- 13.2 All monies collected on behalf of the Junior Town Council, whether by way of projects, shall accrue to the Junior Town Council.
- 13.3 Profits derived from projects shall belong to the Junior Town Council, for the furtherance of the aims and objectives of the Junior Town Council.
- 13.4 The Junior Town Council shall cause proper accounts to be kept with respect to:
 - 13.4.1 All sums of money received and expended by the Junior Town Council, including any funds raised through local projects and functions.

 13.4.2 Sales and purchases
- 13.5 The accounts shall be kept and approved by the Junior Town Council and shall always be open for inspection of any Officer or member of the Junior Town Council.
- 13.5 The Junior Town Council Treasurer shall keep proper accounts, which shall be made up to 31 July each year.
- 13.6 The Junior Town Council Treasurer shall prepare and distribute copies of the Annual Profit and Loss account balance sheet. These shall include every document required by law to be attached thereto. All to be filed properly.

SECTION 14 SELF FINANCING

- 14.1 It is policy that all Junior Town Council activities or functions shall be conservatively planned to be self-financing, or shall adequately to covered by other funds raised by the Junior Town Council.
- 14.2 No contract shall be entered into for expenditure incurred for such purposes as advertising, unless the Junior Town Council has funds immediately available, i.e. it is not permissible for the Junior Town Council to incur debts payable over a period of time.
- 14.3 Under no circumstances may the Junior Town Council raise a loan for any purpose. All projects and functions must rely on existing funds.

SECTION 15 AUDIT

- 15.1 At least once a year, the accounts of the Junior Town Council shall be examined and the correctness of its account procedures shall be certified by an Auditor.
- 15.2 The auditors shall at all times have access to the books of account of the Junior Town Council and they may in relation thereto, examine Minutes of Meetings of the Junior Town Council.
- 15.3 The auditors shall provide an annual report as to the correctness of the accounts.
- 15.4 The annual financial statements must be duly audited within three months of the financial year-end and made available to the member on request.

SECTION 16 SPONSORSHIP

- 16.1 The JTC may seek local sponsorship to further their aims and objectives, but sponsorship must conform to the following principles:
 - 16.1 Shall be for the benefit of the JTC in the fulfilment of the JTC objectives.
 - 16.2 Shall be from a source worthy of public identification with the JTC
 - 16.3 Shall be formally agreed in writing between the parties to avoid misunderstandings.

SECTION 17 PUBLIC RELATIONS

17.1 No member may make statements on the JTC policy, or comment to the media in the name of the JTC, on public events, unless specifically cleared through EXCO. It is policy that only the Mayor of the JTC may make policy statements and speak on behalf of the JTC.

17.2 The Mayor may make public statements on local functions and activities and is encouraged to do so to obtain maximum favourable publicity for the activities of the Junior Council.

SECTION 18 PROJECTS AND FUNCTIONS

- 18.1 The Junior Town Council is required to submit an Action Plan annually to identify their planned activities.
- 18.2 Profits derived from all projects conducted locally shall belong to the Junior Town Council earning it, for the maintenance of the Junior Town Council objectives.

SECTION 19 PORTFOLIOS OF THE JTC

19.1 Mayor/Chairperson

- 19.1.1 Has a sound knowledge of the JTC's constitution and operating manual
- 19.1.2 Relays relevant information to the Junior Council
- 19.1.3 Chairs Executive Committee and Council meetings and ensures that the Constitution and Operating Manual rules are adhered to in every respect.
- 19.1.4 Authorises the Secretary to circulate minutes of the meetings after approval.
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- 19.1.10 Ensures that all members can express their points of view.
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- 19.1.15 Votes only when there is not a clear majority.
- 19.1.16 Moves to the next point
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9.2 Deputy Mayor / Vice Chairperson

- 19.2.1 Fulfils a support role for the Chairperson if and when required.
- 19.2.2 Stands in for the Mayor when absent
- 19.2.3 Takes any other functions/duties as requested by the JTC e.g. fundraising activities (raffles, etc) and ad-hoc meeting presentations (networking, etc)
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- 19.2.6 Keeps abreast of all activities and events being undertaken.
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19.5.1.6 Compiles a Newsletter every trimester to be distributed to all Secondary Schools

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- 22.1 Constitutional changes must be made in writing on or before the last meeting before the inauguration meeting.
- 22.2 Changes to the constitution can be initiated by the JTC or the Town Council
- 22.3 The changes must be approved by the Town Council.

SECTION 23 CORRESPONDENCE / STATIONERY TEMPLATES

- 23.1 The official font for the Junior Town Council is Arial 12.
- 23.2 Examples are attached for the following and are to be used as and when required:
 - 23.2.1 Letterhead

All official correspondence must be on the official letterhead and must be signed by the Mayor and/or Deputy Mayor

- 23.2.2 Fax Cover sheet
- 23.2.3 Notice Form / Agenda
- 23.2.4 Minutes Form
- 23.2.5 Letter of Undertaking

Each Junior Town Council Member must sign the above after thoroughly reading and understanding the contents within. This signed letter must be filed with the Secretary.

- 23.2.6 Nomination/Entry Form
- 23.2.7 Score Sheets

11.1.6 STAKEHOLDER ENGAGEMENT: WOMEN IN LEADERSHIP CONFERENCE

(C/M 2023/06/29 - 5/5/1)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 8.3 page 49 refers.

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

Purpose

The purpose of the submission is to seek approval for the hosting of the Women in Leadership Conference from 10-12 August 2023.

Background

As part of our stakeholder engagement as well as to raise funds of the less fortunate community members, the Office of the Mayor will be hosting the Women in Leadership conference on 12 August 2023, under the theme "Empowering women in business leadership".

The aim of the Conference is to empower women to overcome the various challenges that they encounter in their professional careers as well as in their private lives. It aims to further highlight how women influences attitudes and assumptions in their career paths and advancement opportunities. The various topics include how women can become more powerful in a male dominated industry, what constitutes the ideal woman for a male or what distinguishes a woman as a woman as well as how women can balance between a successful career and a happy home.

An external stakeholder has been consulted to organize the event and has submitted the (attached) budget and quotations accordingly. The External stakeholder is requested to come and present the event organizing in detail at the Management Committee meeting.

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

RECOMMENDED:

- (a) That Council approves the Women in Leadership Conference and Soiree to be hosted from 10-12 August 2023.
- (b) That Council approves the ticket sale of N\$1 500.00 and N\$15 000.00 for a table of ten.
- (c) That the income from the sale of the tickets be paid into the Mayoral Development Fund Vote and such funds be used for the organizing of the event.
- (d) That should Council pay for the events, all procurement to be done in terms of the Public Procurement Act.
- (e) That any cost related to the hosting of the event be defrayed from the Mayoral Development Fund.

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Event Bud	iget forW.I.	L S.H		EXI	PENSES Actual
TOTAL EXPENSES				Estimated 854,450,00	\$0.00
Sto	Estimated	Actual	Refreshments	Estimated	Actual
Setup	\$3,000.00		Food	\$0.00	
Site staff	\$2,500.00		Drinks	\$0.00	
Equipment	\$3,000,00		Packaging	\$0.00	
Tables and chairs	\$1,500,00		Staff and gratuities	\$0.00	
Total	\$10,000.00	\$0.00	Total	\$0.00	\$0.0
Decorations/Equipmen	Estimated	Actual	Program	Estimated.	Actual
Howers	\$300,00		Performers	\$0.00	
Hunt Objects	\$1,000.00		Speakers	\$500.00	
StrechTeat for Lunch	\$1,000.00		Travel	00.000,E2	
Balloons	\$350.00				
Paper supplies	\$300.00		Other	\$0.00	
Total	\$2.950.00	06.62	Total	\$3,500.00	\$0.0
Publicity	Estimated	Actual	Prizes	Estimated	Actual
Graphics work	50.00		Ribbons/Plaques/Trophids	\$3,000.00	
Photocopylng/Printing	\$0.00		Gifts Boxes	\$15,000.00	
Pestage	\$0.00		Total	\$18,000.00	10.0
Total	\$0.00	00,02			10.0
Miscellarurous	Estimated	Actual			
T-Shirta	520,640,00				
Transportation	\$0.00				
Stationery supplies	50.00				
Fax services	50.00				
Total	\$20,000.00				



HOTEL AND ENTERTAINMENT CENTRE

2 Theo-Ben Gurirab Avenue

Swakopmund

Namibia

April 18, 2023

Valid Until 7 days from date quoted above

то Woman in Leadership

Jonathan Wilsnach - Jonathan.wilsnach@live.com

Carene Smith - katrein97@gmail.com

	THE REPORT OF STREET			
Co Ordinator	Group / Event Name	Start Date	End Date	Hotel / Venue
Dallen	Women in Leadership Registration & Gala Dinner	28Apr*23	29Apr'23	Swakopmund Hotel

DATE	QTY	DESCRIPTION	NIGHTS	RATE	OP.	TIONAL	LIN	E TOTAL
		ACCOMMODATION						
28-30Apr'23	1	Standard Single rooms (Special Rate)	2	2 034.78	NAD	4 069.56		
	1	Standard Twin rooms (Special Rate)	2	2 441.74	NAD	4 883.48		
		REGISTRATION & COCKTAIL EVENT						
28Apr'23	1	Pool/Gerden area Set-up fee	1	7 000.00			NAD	7 000.00
	semi-pri	lyate venue with no live entertainment allowed, Function out	t-off at 22H00					
	4	Mushroom Heater lamps	1	950.00	NAD	3 800.00		
	1	Mobile PA System (Speeches only)	1	3 500.00	NAD	3 500.00		- hije dale
	1	Microphane	1	550.00	NAD	550,00		
	ſ	Podium	1	670.00	NAD	670.00		
	15	Scaltarded Cocktail Tables	1	72.00		_,'	NAD	1 080.0
HIVVIII.W	300	1 x Soft drink p/Person	1	60.00			NAO	18 000,0
	300	Tes/Coffee station	1	27.00			NAD	8 100.0
	300	Cocktall menu 1 (menu selection to be finelized)	1	235.00	5811		DAM	70 500.0
		Lights, Oácor & Entertainment for OWN arrangement	nt					
			_					

TOTAL NAD 104 680.00 NAD 13 663,91 VAT NAD

TOTAL

104 680.00

This is a quotation on the goods named, subject to terms & conditions.

Please note that this a quotation on the attached enquiry. Please contact us should you wish to make a provisional booking.

Kind regards,

Dallen Steyl

Banqueting Coordinator

THANK YOU FOR YOUR BUSINESS!

QUOTE

PAGE

NUMBER QU00002663 STAGING 29 APRIL @ SHEC REFERENCE 11/04/2023 DATE DUE DATE. 29/04/2023 SALES REP OVERALL DISCOUNT % 15,00%



FROM VISIONS CORPORATE EVENT GEAR CC

1/2

VAT NO: 6979787-01-5

POSTAL ADDRESS: P.O. Box 6311 Vineta Swakopmund Namibia 13002

PHYSICAL ADDRESS: Marvin Park Unit 7 Einstein Street: Industrial Area Swakopmund: Nemibia Cell:+264-81 2939068 (Alex):+ 264-81 1998850 (office) Mail: info@eventgear.cc

το **ELEVATION STUDIO**

CUSTOMER VAT NO: POSTAL ADDRESS: P.O. Box 2121

PHYSICAL ADDRESS:

Staging 29 April @ SHEC

Swakopmund, Namible

Cersorption	Quantity	E401 Price	Oisu %	VA 7 %	E-ci (ote)	last Yata)
Truss 09 - Prolyte Slage Deck	9.00	N\$350,00	0.00%	15.00%	N\$3,150.00	N\$3,822.50
Truss 10 - Slage feet 300mm	36.00	N\$10.00	0.00%	15,00%	N\$360.00	N\$414.00
Truss 13 - Skirting and Sleps	1.00	N\$350.00	0.00%	15,00%	NS350.00	N\$402.50
Truss 19 - ABS Sheets White	12.00	N\$250.00	0.00%	15,00%	NS3,000.00	N\$3,450.00
AV17 - Truss Padium with 48in LED Monkor	1.00	N\$1,000.00	0.00%	15.00%	N\$1.000.00	N\$1,150.00
Sound 22 - JBL EON 615 M	4.00	N\$550.00	0.00%	15.00%	N\$2,200,00	N\$2,530.00
Sound 24 - K&M Speaker Stands set of 2	2.00	N\$85.00	0.00%	15.00%	N\$170.00	N\$195.50
Sound 04 - Shure CVG18 Gooseneck Potium Microphone	1.00	N\$250.00	0.00%	15,00%	N\$250.00	N\$287.50
Sound 48 - Shure SLX-D Receiver	4.00	N\$325.00	0.00%	15.00%	NS1,300.00	N\$1,495.00
Sound 49 - Shure SLX-D Sender SM58	4.00	N\$225.00	0.00%	15.00%	N\$900.00	N\$1,035.00
Sound 31 - Soundcraft Mini StageBox 16i	1,00	N\$650.00	0.00%	15.00%	N\$650.00	N\$747.50
Sound 40 - Soundcraft SI Expression 1	1.00	N\$1,150,00	0.00%	15.00%	N\$1,150.00	N\$1,322,50
Sound 15 - Sommer PC Audio Cable	1.00	NS18.00	0.00%	15.00%	N\$18.00	N\$20.70

Bank: FNB Namibia Bank: FIME Namibia Acc: 62255578315 Branch Code: 280-472 Branch: Swakopmund Swith Code (BIC): FIRNNANX

Total Discount: N\$4,641.70 Total Exclusive: N\$25,736.30 Total VAT: N\$3,860.50 Sub Total: N\$29,596.80 Total Rounding: N\$0.00 Grand Total: N\$29,596.80

BALANCE DUE

N\$29,596.80

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Ordinary Council Meeting - 29 June 2023

QUOTE

 NUMBER:
 QU00002663

 REFERENCE
 STAGING 29 APIRI. @

 SHEC
 SHEC

 DATE
 11/04/2023

 DUE DATE:
 29/04/2023

SALES REP

OVERALL DISCOUNT %

PAGE: 2/2



FROM VISIONS CORPORATE EVENT GEAR CC

15.00%

VAT NO: 6979787-01-5

POSTAL ADDRESS: P.O. Box 6311 Vineta Swakopmund

Namibia 13002 PHYSICAL ADDRESS: Marvin Park Unit 7 Einstein Street; Industrial Area Swakopmund, Namibia Cell+264-81 2939068 (Alex); + 264-81 1598850 (office) Mait: info@eventgear.cc ELEVATION STUDIO

CUSTOMER VAT NO: POSTAL ADDRESS: P.O. Box 2121

PHYSICAL ADDRESS:

Staging 29 April @ SHEC

Swakepmund, Namibia

9000

mon. minag	goreingom.					
Description	Quantity	girdi Mark	Dyce 9) 1	VATE,	Exò forai	Ingi. Fotal
AV19 - Da Lite Fast Fold Screen 1,75m x 3.04m (big)	2.00	N\$850.00	0.00%	15.00%	N\$1,700,00	N\$1,955.00
AV41 - InFocus IN1026 UHF 4200ANSI- Lumen	2.00	N\$950.00	0.00%	15,00%	N\$1,900.00	N\$2,185.00
AV07 - Blackmagic Converter SDI-HDMI	4.00	N\$175.00	0.00%	15.00%	N\$700,00	N\$805.00
AV01 - Samsung 49 inch LCD Monitor	2.00	N\$1,075,00	0.00%	15.00%	N\$2,150.00	N\$2,472.60
AV33 - Blackmagle Design Prod Switcher 1 M/E	1,00	N\$1,350.00	0.00%	15.00%	N\$1,350.00	N\$1,562.50
AV12 - Content PC Levono Thinkped X230, i5: 6Gb, 250GB SSD	1.00	N\$375.00	0,00%	15.00%	N\$375.00	N\$431.25
Light32 - CFC FT300 COB Fresnet	4.00	N\$350.00	0.00%	15.00%	N\$1,400.00	N\$1,610.00
Light36 - CFC LED Battern RGBWA	6.00	N\$225,00	0.00%	15.00%	N\$1,350.00	N\$1,552.50
Light34 - Lightshark LS-1	1,00	N\$855.00	0.00%	15,00%	N\$855.00	N\$983,25
SETUP - Setup and Dismantelling Crew	4.00	N\$325.00	0.00%	15.00%	N\$1,300,00	N\$1,496.00
AV ENGINEER - Audio Visual Engineer	1.00	N\$1,350.00	0.00%	15.00%	N\$1,350.00	N\$1,552.50
SOUND ENGINEER - Sound Engineer	1.00	N\$1,350,00	0.00%	15.00%	NS1.350.00	N\$1,552.50

Bank: FNB Namibia Acc: 62255578315 Branch Code: 280-472 Branch: Swakopmund Swift Code (BIC): FIRNNANX

Total Discount:	N\$4,541,70
Total Exclusive:	N\$25,736.30
Total VAT:	N\$3,860.50
Sub Total:	N\$29,596.80
Total Rounding:	N\$0.00

Grand Total: N\$29,596.80

BALANCE DUE

N\$29,596.80



ESTIMATE

EST-000027

Elevation Studio CC Company ID : CC2022/07706 TAX 13366690 P O Box 2121 Swakopmund Erongo 13001 Namibia

Bill To

Municipality of Swakopmund P O 8ox 53 Swakopmund

Estimate Date:

06 Apr 2023

Expiry Date:

20 Apr 2023

Subject :

Leading Ladles Soirée- 29 April 2023 @SHEC

#	Item & Description	Qty	Rate	Amount
1	Tablescape Decor Uniterplate, gold cutlery, napkins, candle holders, vases, table no	300.00	100.00	30,000.00
2	Candles Dinner Candles	1.00	1,500.00	1,500.00
3	Table Linen Round table cloths for cocktail tables	20.00	180.00	3,600.00
4	Furniture rentals Cocktail Tables	20.00	120.00	2,400.00
5	Furniture rentals Tiffany Chairs	300.00	35.00	10,500.00
6	Lounge Pockets Lounge sets for the stage (coffee table, side tables, singular seating, rugs, plants)	1.00	2,400.00	2,400.00
7	Backdrop Backdrop design for the stage	1.00	3,000.00	3,000,00
8	Arches & Backdrops Photo Booth Backdrop	1.00	2,000.00	2,000.00
9	Stationery Suite Welcome Sign, Menu (p/table), Programs (p/p)	1.00	2,000.00	2,000.00
10	Chinese Lanterns Gold Chinese lanterns in countyard	1,00	1,200,00	1,200.00

TOWNED IN BORN

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it	Item & Description	Qry	Rate	Amount
11	Event Lighting Fairylight installation in courtyard	1.00	3,000.00	3,000.00
12	Flower Arrangements Floral Centrepieces for reception tables	30.00	550.00	16,500.00
13	Delivery & Collection Delivery & Collection	1.00	2,600.00	2,600.00
14	Breakdown Breakdown & Cleanup	1.00	1,000.00	1,000.00
15	Event Management Liaising w/ vendors, Design Concept & Styling	1.00	7,200.00	7,200.00
		Sub	Total	88,900.00
			Total	NAD88,900.00

Notes

Looking forward to working with you!

Terms & Conditions

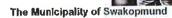
Full payment is required before we can proceed with any work. Please use the bank details below and send a proof of payment to elevationstudio.na@gmail.com

Any decor items missing, returned broken, or in an unusable state will be for the client's account at the full retail cost. Thank you.

BANKING DETAILS: Elevation Studio First National Bank of Namibia LTD 62266060103 Swakopmund Branch Code: 280472

NP MUSIC

PO BOX 8209 NARRAVILLE WALVIS BAY NAMIBIA 264813738712 neal.paulse@gmail.com Bill To:



Quotation

DATE 21-Apr-23

Comments or special instructions:

The quotation covers for the 27th- @17:00 till 19:00 and the 29th- @17:00 till 18:00. Rates per set (1 Set*40 minutes).

Set	Description	AMOUNT
1	First set Live Saxophone Background Music (27th April 23')	2 500,00
2	Live Saxophone Background Music (27th April 23')	2 000,00
1	First set Live Saxophone Background Music (29th April 23')	2 500,00
	TOTAL NS	8 600,00

Banking Details: Standard Bank Namibia Branch: Walvis Bay Acc: 241073987 N PAULSE

THANK YOU FOR YOUR BUSINESSI



QUOTATION

QUOTATION
Carene Smith
Women in Leadership
Swakopmund
Namibla

ATLANTIC ACADEMY

P.O BOX 17 OTJIWARONGO into@atlanticacademy.org rukandume@gmail.com +264 81 6446709

DATE: 12 April 2023

QUOTATION NUMBER: AM233

DESCRIPTION	UNITS	DURATION	AMOUNT(N\$)
Acoustic Violin Performance	1	Unlimited	N\$15 500.00
Transportation+Accomodation included		Subtotal	N\$15 500.00
THE PERSON NAMED IN COLUMN TO SERVICE OF THE PERSON NAMED IN COLUMN TO SERVICE		335,3131	
		Total	M\$15 500.00

BANKING INFORMATION

FIRST NATIONAL BANK
ATLANTIC ACADEMY OF MUSIC
62274755332
MAERUA BRANCH - 282273

11.1.7 REQUEST TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (C/M 2023/06/29 - 16/2/5/1/3)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 8.4 page 58 refers.

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

1. Introduction

The purpose of this submission to request the Management Committee to enter into a Memorandum of Understanding (MOU) with the Maritim Body Corporate and the Paddock Garden Trust to maintain public gardens around the Maritim Flat Complex and the Paddock Gardens. (Annexure "A").

2. Background

- (i) For approximately 30 years, Swakopmund Council has entered into an informal agreement with Maritim Body Corporate for the maintenance and upkeep of the public gardens located around the Maritim Complex. Maritim Body Corporate has in good faith maintained the garden at their own expense thus contributing to the attractiveness of the complex as well as the overall aesthetics of the town and without denying public access to the gardens.
- (ii) In the same manner, for over 21 years, the Swakopmund Council and the Paddock Garden Trust have entered into an informal agreement for the latter to maintain the Paddock Gardens at their own cost. However, on 31 August 2022, at its Ordinary Meeting, Council "approves the request by Messrs Paddock Gardens Trust for the annual financial assistance of N\$100 000.00 for the next three (3) financial years".
- (iii) Given the foregoing, it is thus critical that the Council enter into a Memorandum of Understanding with the abovementioned entities to formalize and strengthen this old relationship.

3. Discussions

For any arrangement to work properly, there should be a formal agreement that clearly states the objective of the agreement, the time frame of the agreement, and the roles and responsibilities of each participant. Unfortunately, the absence of a written agreement in this matter has occasionally resulted in misunderstandings.

Fortunately, both the Maritim Body Corporate and the Paddock Garden Trust had expressed the desire to enter into a memorandum of understanding (Annexures "B" &" C").

The proposed MOU will include the following:

- The purpose of the MOU
- Custodianship and Management
- Roles and responsibilities of each organization
- · Channels of communication
- Benefits of each parties who form the collaboration;
- Resources each partner should contribute.
- Time to harvest the lawn
- Profits and utilization of resources
- · Shared utilization of grass

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

RECOMMENDED:

- (a) That permission be granted to the General Manager: Economic Development Services to compile a Memorandum of Understanding between Council and Maritim Flats Body Corporate and between Council and Paddock Gardens Trust that outlines the management of gardens around their properties.
- (b) That the draft Memorandum of Understanding mentioned in (a) above be reviewed by Council's Legal practitioners, where after it must be tabled to the Management Committee for approval.

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ANNEXURE "B"

16/2/2/1/3

OS & ARCA

Contry of 5th

20 April 2023

The Chief Executive Officer
Municipality of Swakopmund
P.O. Box 53,

Namibia

Swakopmund

13001



Dear Mr. Benjamin

MAINTENANCE OF MUNICIPAL GARDEN WEST OF MARITIM COMPLEX

I trust our correspondence finds you well.

The above subject matter as well our meeting with the General Manager of Economic Development Services on the 18th of April 2023 refers.

As you may be aware, the Economic Development Services department of the Municipality of Swakopmund ('Municipality') and Maritim Body Corporate ('Maritim') have, for the last 30+ years had a standing informal arrangement with the Municipality with regards to the garden on the Municipal land to the west of the Maritim complex.

The garden (tself was a Maritim initiative and was established by Maritim's erstwhile Body Corporate Trustees, with an informal engagement with your Municipality.

Maritim has over the years invested its resources and staff in the maintenance of this public garden and has done so without hindering public access thereto. This arrangement has been mutually beneficial to both parties and has worked seamlessly for the past 30+ years. However, we are now faced with a tenant at the Maritim complex who has called into question the existence of this standing informal arrangement with your Municipality.

It is evident from the state of the garden and the years of co-operation between the Municipality and the Maritim that the current arrangement is beneficial to the Municipality, Maritim as well as to the residents and visitors of our beautiful town. Maritim's maintenance of this garden saves the Municipality resources, especially water and frees up its staff to attend to other Municipal projects. Maritim bears the costs of the garden's maintenance with resources such as gardening tools, gardening staff and planting material where needed. All this is done with the oversight of the Municipality. The type of plants that are planted require minimal water which is a limited resource at the present time, while also adding to the beautification of our town.

In light of the above, we wish to request the formalisation of Maritim's custodianship, if you will, of this Municipal garden. This we hope to achieve in a form of a Memorandum of Understanding between the Municipality and Maritim, reviewable annually to ensure that the Body Corporate remains in line with the Municipality's annual plans for this public garden.

We thank you for having taken the time to peruse our letter and for the consideration of our humble request. We have included herewith pictures of the garden, to grant you more insight.

We look forward to hearing back from you in this regard.

Warm Regards,

Mr. Erwin Scriba

Chairman

Maritim Body Corporate

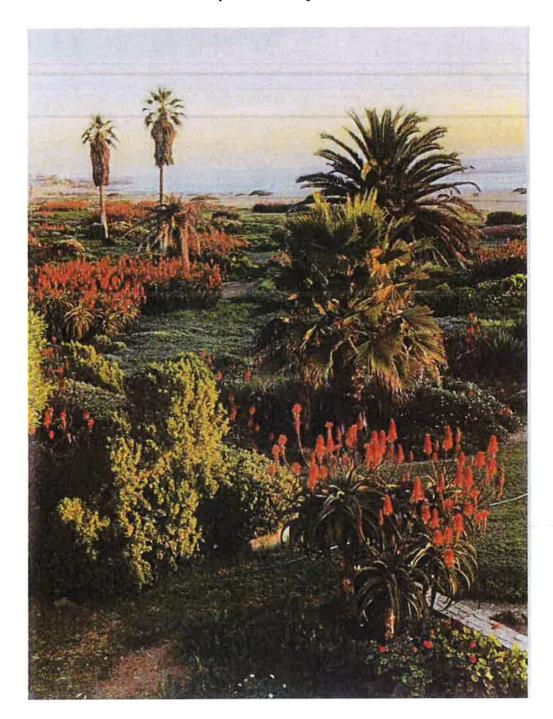


Ordinary Council Meeting - 29 June 2023





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ANNEXURE "C"

Z 5 3448 7023

Patrole garden

16/2/5/3

DRAFT

Memorandum of Understanding between the Paddock Gardens Trust and the Swakopmund of Municipality: management of the Paddock Gardens and its resources

Custodianship and management

- 1) The custodianship of the Paddock Gardens rests primarily with the Paddock Gardens Trust (PGT).
- 2) Planning of the Gardens' development and maintenance, as well as fundraising for implementation of such, rests primarily with the PGT.
- 3) PGT's plans and vision for the Gardens will be discussed with the Municipality as follows:
 - annual meetings with the CEO and relevant HODs (to be held in February/March each year).
 - ad hoc meetings with specific HODs and/or the Executive Assistant to the CEO, Annalize Swarts.

Areas of Responsibility

- 4) The PGT will oversee gardening, watering, planting etc via its supervised gardening service. It will continue to pay for this service and for the purchase and maintenance of limited equipment (eg hoses, fittings, John Deere tractor-mower) as long as it is financially able to do so.
- 5) The Municipality will be responsible for water provision, including the repair of leaking pipes, refuse collection, trimming of Tamarisks, the maintenance of municipal infrastructure on the Paddock. It will also be responsible for litter collection and control of the public toilet/shower/kiosk facility.
- 6) The PGT will report any problems beyond its control to the relevant Municipal department, eg vehicles driving on the gardens, inadequate water supply, uncollected garden refuse, broken water pipes, broken street lamps, etc

Contact and Communication

- 7) For the PGT: Bruno Nebe (081 128 3241) or Pierre le Roux (081 129 2224)
- 8) For the Municipality, Vilho Kaulinge (081 142) of (please supply a name and cell number)
- 9) Requests for information/assistance (text, phone, mail) should be answered within 48 hours.
- 10) Should the Municipality receive requests to hold occasional larger events on the Paddock, such information should be communicated to the PGT in order to avoid awkwardness or misunderstandings on the day. Similarly, if larger-scale developments are planned adjacent to the Paddock, it would be appreciated if timeous and considerate communication and/or consultation with the PGT were factored in, in order to facilitate the spread of information among residents helping to finance and promote the Paddock project.

Harvesting Lawn

- 11) Lawn may only be harvested in September, October, February and March.
- 12) If the lawns have recovered sufficiently, harvesting may resume in February 2023. Post sod-cutting, the harvested area must be rehabilitated with water and topsoil. Please see Appendix 1 which deals with the specifics of the harvesting, utilization and sharing of grass resources.

Profits and utilization of resources - PGT

- 13) All profits from harvested lawn must go towards maintaining and developing the Gardens.
- 14) No commercial ventures (nurseries, plantations, etc) will be allowed on the Paddock.

Appendix 1

SHARED UTILIZATION OF GRASS.

DEFENITIONS:

A Grade lawn: Lawn that has more than 70% broadleaf grass.

B Grade lawn: Lawn that has more than 30% seed grass.

HARVESTABLE QUANTUMS AND TIME FRAMES:

Harvested areas must remain unharvested for no less than 24 months for purposes of full recovery and long term sustainability.

PGT is entitled to 50% of the harvestable lawn. A and B Grade

MOS is entitled to 50% of harvestable lawn. B Grade only

Total lawn is 16000 Sq meters

20% of the lawn is considered un-harvestable. This would be the edges and areas of low quality soil.

80% harvestable lawn will be 12800 Sq meter

There will be 4 harvest cycles of 3200 sq meter to allow for a 24 month regrowth period.

This allows each party with 1600 Sq meters per cycle

Harvest times will be September/ October as well as February / March of each year.

11.1.8 QUARTERLY MAYORAL PROGRESS REPORT

(C/M 2023/06/29

5/5/1)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 8.5 page 68 refers.

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

Purpose

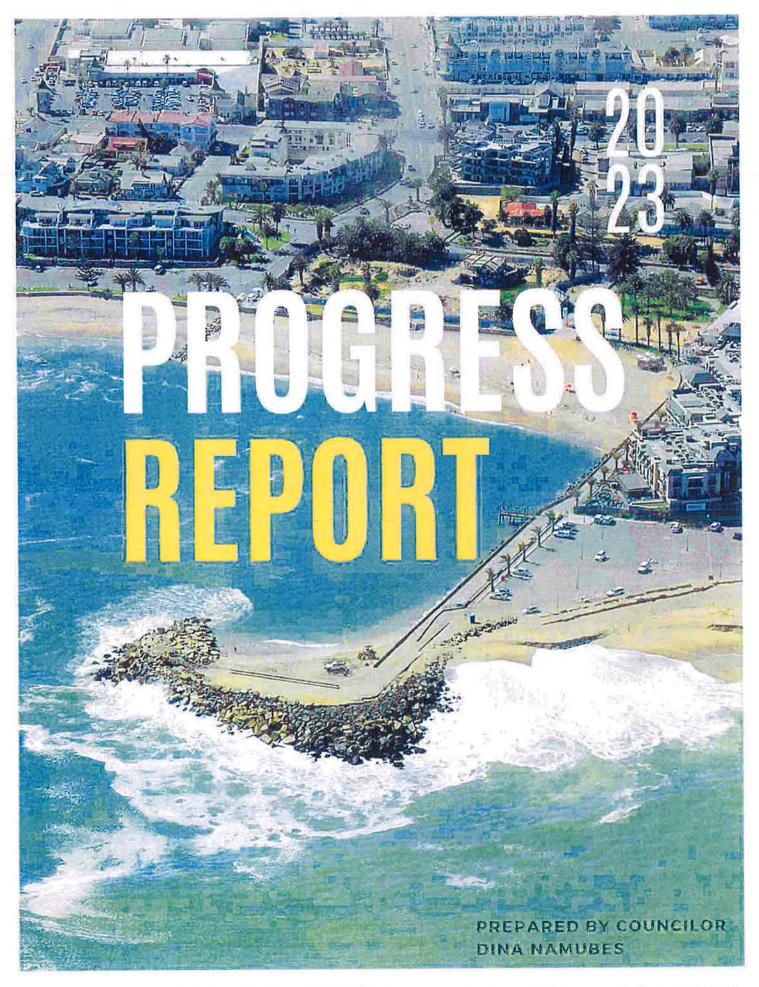
The purpose of the submission is to provide feedback on progress and activities of the Mayor.

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

RECOMMENDED:

That Council takes note of the Quarterly Mayoral Progress Report.

THE ATTACHMENT TO THIS ITEM IS DISTRIBUTED **AS SEPARATE** BOOKLET



Swakopmund Municipality

Email: swkmun@swkmun.com.na

Web: www.swkmun.com.na

Tel 064-4104111

Corner of Rakutoka & Daniel Kamho Avenue. PO Box 53, Swakopmund, Namibia

Table of Contents

VISION

To be a Leading
Smart City
Providing
Excellent services
to All

MISSION

We provide Safe, Efficient, Reliable, affordable services and infrastructure to all

VALUES

Caring, Excellence, Innovative, Teamwork, Agility

Introduction	 03
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COUNCILOR DINA NAMUBES PROGRESS REPORT 2023

Mayor Foreword



Establishing a clear strategic direction is vital for any community to thrive and prosper. It is therefore commendable to see the Swakopmund Municipal Council taking this important step towards creating a sustainable and prosperous future for our town.

The formulation of a long-term structural development plan for Swakopmund, as well as the subsequent crafting of a five-year strategic plan, is a critical milestone towards realising the town's vision and objectives. These key strategic documents provide clarity and direction for Council and all stakeholders, ensuring that everyone is working towards the same goals.

It is important to note that having a clear vision and strategic objectives is just the beginning. The real work lies in the implementation of these plans and ensuring that they are executed successfully. This will require a collective effort from Council, businesses, residents, and other stakeholders. By doing so, collectively, we can make steady progress towards achieving the long-term objectives of making Swakopmund a leading smart city providing excellent services to all.

Introduction

Swakopmund is one of Namibia's most beautiful and loved holiday towns. Only three hours of driving from Windhoek - you are away from heat and busy city life, enjoying the ocean and waves. The town is home to plenty of tours and activities. It is the gate to Skeleton Coast Park as well as to Dorob National Park

Swakopmund is a coastal city in Namibia, west of the capital city, Windhoek. Its sandy beaches face the Atlantic Ocean. Established by German colonists in 1892, the city's colonial landmarks include the Swakopmund Lighthouse and the Mole, an old sea wall. Next to the lighthouse, the Swakopmund Museum documents Namibian history. Inland, the elegant Swakopmund Railway Station, now a hotel, also dates to the colonial era.

Area: 196.3 km²

Population: 80 000 + (Estimation) 44,725 (2011)

Region: Erongo

There are the following districts and suburbs in Swakopmund

Town Centre

Vineta

Mile 4

Ocean View

Kramersdorf

Vogelstrand

Waterfront

Mondesa

Matutura

Industrial Area

Tamariskia

Democratic Resettlement Community (DRC)



The Report outlines our successes, opportunities, and challenges in relation to our business in the Council

COUNCILOR DINA NAMUBES PROGRESS REPORT 2023

Strategic Highlights

Council's Effectiveness and Performance

As a council, we work to foster positive interactions free of political bias for the benefit of our community. We aim to change our society's lives positively. We discouraged the "I principle" and encouraged cooperation and teamwork.

Management Committee and Council Meetings

MEETINGS HELD MANAGEMENT COMMITTEE

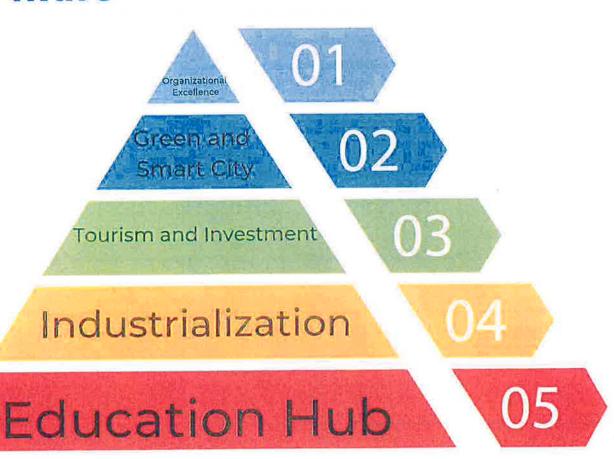
Description	Resolutions taken	Resolved for condonation by Council Place
12 January 23	11	0
24 January 23	3	0
09 February 23	15	0
21 February 23	5	0
09 March 23	4	0
23 March 23	2	0

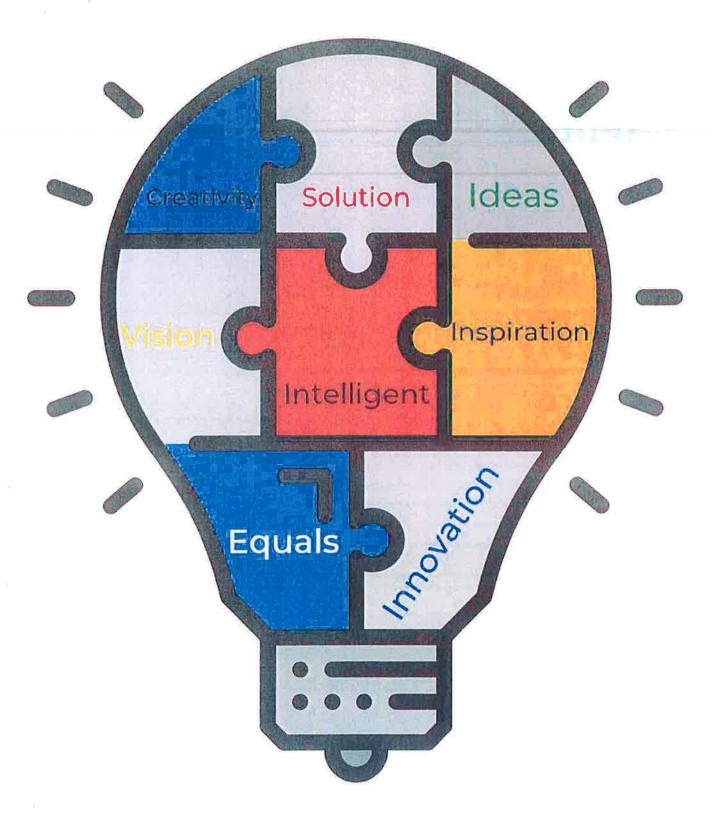
MEETINGS HELD BY COUNCIL

Description	Resolutions taken		
26 January 23	37		
23 February 23	33		
04 April 23	22		



2022-2026 Strategic Plan Pillars:





NOMITION

Key Developments

- Land Planning Servicing Housing
- Bulk infrastructure improvement
- Tertiary Education
- Beach Development Improvement
- Smart City Initiatives
- Land for Investment opportunities

Looking Ahead

- Efficient and Responsive Service Delivery
- Unified and enabling organizational culture
- 3. Financial Sustainability
- 4. Adequate Modern Bulk Infrastructure
- 5. Green City
- 6. Affordable Housing
- 7. Tourism Hub
- 8. Investment Hub
- 9. Availability of Public Transport
- 10. Excellent In-house capacity
- 11. Integrated Information

Technology Systems

- 12. Data Driven Decision making
- 13. Effective Implementation & Policy Formation.

Public Private Partnership

Airport Development Green Hydrogen Project

COUNCILOR DINA NAMUBES
PROGRESS REPORT 2023



Operating Highlights

In my role as mayor and councilor, I represent the community and act as a liaison between it and the council. The residents of the local authority hold me responsible. I have a responsibility to look into and address problems with the local government.

Achievements, Opportunities & Challenges

Achievements

- Building Plans Received Sept 2022 NAD 60 023 024.00
- Buildings Completed Sept 2022 NAD 23 808 115.00
- Number of Building Plans Submitted from Jan to Sept 2022 567
- Value of Buildings Completed Jan 2022 NAD 280 482 925.00
- The greatest success to date has been the servicing of the DRC Proper and the implementation of Flexible Land Tenure (FLT) in Wagdaar. Another significant accomplishment was obtaining legitimacy and approval from residents to eventually give ownership. This was achieved through numerous public meetings and engagements. The result thereof, is 805 registered beneficiaries have received ownership certificates for erven enabling them to gain access to municipal services and awarding them the ability to construct permanent structures. The contracts for the ownership certificates have been signed on the 16th of April 2023. Another 561 residents of DRC Wagdaar will receive occupancy certificates. The Swakopmund Municipality's waiting list dates to as early as 2000 to 2010 when the area was first developed and residents were allocated erven. 13 years ago, in 2010, Build Together and MHDP applications were also added to the waiting list. In total, there are 22,000 people on the waiting list for housing in Swakopmund
- The formal FLT process is being implemented with assistance from the Ministry
 of Agriculture and Land Reform. Once this process has been completed, the
 erven will finally be transferred to the beneficiaries. Council has budgeted for the
 servicing of Wagdaar in the new financial year
- Establishment and Inauguration of the Mondesa Fire Station
- Establishment and Inauguration of the Northern Beach and DRC Sports Field
- Health and Environmental achievement (DRC Clinic, trash skips in all areas)
- Construction and Renovation of the 319 Mass Houses that were left incomplete for eight years.
- Allocation of 80 mass houses and 80 built-together houses due in May 2023
- The Allocation of the land and opening of the Matutura Cultural Center & Open Market

MOU SIGNED

- Rundu Town Council
- Giesen Germany
- Walvisbay
- City of Windhoek



Opportunities

- Opportunities could present themselves in the shape of a job, resuming your education, or running across someone who knows something. These opportunities will enable people to take particular roads that lead to realizing their aspirations and objectives. It's essential to seize opportunities if we want the best for our lives and careers.
- As a delegated representative of Swakopmund, I carve out time when I can to
 move things along as much as I can. I'm always in a better competitive
 position as a result of my current skills and shortcomings as well as any
 outside endeavors. I care deeply and passionately about others. Therefore, the
 Swakopmund Municipality and Council are constantly looking for ways to
 attract investors, entrepreneurs, and tourists in order to develop land and
 employment prospects for residents.

Below are some main life-changing opportunities in Swakopmund

- Capital Investment
- High-Density Use (Private Investment)
- · Recreation (Coastal recreation and Entertainment opportunities)
- · Employment Industrial
- · Urban Green and Energy General
- Special events. Markets, Festivals, or cultural, parades
- · Blue Economy,
- Erection of Solar Power Plant Opportunity
- Opening of the Universities (NUST, UNAM, Welwitschia and IUM)
- Matutura Fuel Service Station
- DRC Police Station

Challenges

Everyone will concur that the issues listed below affect the entire nation, not only the larger Swakopmund and Erongo Region.

- Poverty
- Education (2022 Failure rate)
- Lack of parental involvement in the academic lives of their children
- Unemployment mainly Youth
- Increasing Housing Demand
- Drug and substance smuggling and abuse
- Fire Outbreaks
- Municipal Debts
- · Scams and money laundering
- · Increasing number of street kids
- · Vandalism of Council property
- Men committing suicide
- Women and child abuse
- · Poor Waste Management
- Safety and Security of residents and tourists
- Lack of medical professionals and medication
- Lack of relieving Educational professionals
- Poor response from the police to criminal activities as a result of insufficient transportation

Our Stakeholders are divided into two groups namely Internal and External stakeholders as listed below:

Employees, Customers, Community, Businesses, Schools, Government, and Diplomats

Stakeholder engagement helps the Council and the Municipality to proactively consider the needs and desires of anyone who has a stake in their organization, which can foster connections, trust, confidence, and buy-in for the Council's key initiatives. Effective engagement helps translate stakeholder needs into organizational goals and creates the basis for effective strategy development. Discovering the point of consensus or shared motivation helps a group of stakeholders to arrive at a decision and ensures an investment in a meaningful outcome. Indeed, without internal alignment, you cannot build an effective strategy or implement change. On the other hand, engaging with community stakeholders helps you better understand the local community's needs and resources. This allows you to account for those needs in the project execution: either by modifying the project or working with community members to gain its acceptance. Consequently, we received a petition from the members of the community, highlighting their land and housing need as well as the dissatisfaction they have with regard to communication and required engagements tween them and the Municipality

How do we engage our stakeholders?

In our experience, to build and support ongoing engagement in the strategic and marketing planning and implementation processes, there are three important things we consider:

1. Clear, consistent communication

For a motion or project to be successful all parties need to have a clear understanding of the process and the objectives. Information needs to be shared in a purposeful and consistent way throughout each stage of the project or motion. Internal and external stakeholders need to understand the vision and the part they individually play in meeting the Council's goals.

2. Outline the engagement required from stakeholders.

Map out the process along with key milestones where stakeholder engagement will be needed and why it is valuable. Arrange a series of interactive engagements where stakeholders can be included in discussion and debate. Greater understanding leads to greater ownership so consistently reinforce shared ideas and common goals, and give feedback throughout the process.

3. Build the project around the engagement

Many projects or motions can fail to live up to their potential because stakeholder engagement was not recognized as an integral part of the process. Stakeholder engagement, from the outset, helps build involvement and a sense of continuation to a new future. Allow adequate time and planning to include all relevant parties and allow them to discuss, understand and internalize each project milestone or step in the process. Stakeholders who do not understand the plan have a difficult time remaining engaged and moving in the desired direction later.









Below table illustrate the Engagements for the year 2023

Description	Anticipated 2023	Taken Place
Public meetings	Quarterly	1
Parents Conference	Quarterly	1
Youth and Students engagements	Quarterly	1
Safety and Security Initiatives (Police reserved and special force involvement	During pick Seasons	Dec and Easter
Drug & Substance Abuse Campaigns	Quarterly	1
Environmental Cleaning Campaign		1
Old age home visits	Monthly	1
Women In Leadership Conference	Annually	27-29 April 23
Mass Meeting with Taxi Drivers. We are partnering with the Taxi drivers to play part in the safety and security of the town by reporting incidents as they spot them whilst doing the daily duties	Quarterly	Arranged for May 2023

Ad hoc events attended and visits

Sports and tourism go hand in hand and complement one another. Swakopmund draws all kinds of sports, events, leisure activities, conferences, businesses, and fishing since it is the center of adventure. I am in favor of any activity or chance that strengthens our community's economy and increases the level of income. The activities listed below were held in our town, and I attended them to support them and to express our community's respect and appreciation. In addition, we hosted the Mayoral Cup soccer tournaments to create a platform for young people to participate in productive activities, socialize and interact with one another, and most importantly keep them busy and out of the streets. This is also a great platform for SMEs/vendors to trade and make an income

We encourage the community to survive through entrepreneurial activities such as Greenhouses and open markets to help fight poverty

- · National Body Building Championship,
- · Regional Debmarine Sports Tournament,
- National Spinning & Drifting event,
- Fashion show (Wedding and evening gowns),
- · International Women's Day,
- Rossing Marathon,
- · National Horse riding tournament,
- · CAA and NVF International Tournaments,
- SPS academic award ceremony,
- · Opening of Hollard short term Insurance Company,
- · Induction of Pastor Gaeses Mondesa Luthern Church,
- · Launch of the Mondesa girls club,
- Funeral of Ms. Gaby Woermann
- · Hospital and Church visits,
- Visits to orphanage homes

Training Undertaken

- MURD Training in Swakopmund
- MID training in Windhoek

Donations

On behalf of the council, I requested donations from the businesses and interest groups listed below.

Name of Company	Value	Description of items	Donated to
Super Spar Swk	26000.00	3600 Toilet paper and 300 bar of soap	Swk State Hospital
Super Spar Swk	6000.00	Cooked food 150 packs	Elderly Mother's day
FNB	10000.00 NAD	Bank Deposit	Swk State Hospital
Woolworth Swakopmund	6000,00 NAD	Bedding and rice	Swk State Hospital
Mr. Price Namibia	46000.00 NAD	Clothing	Fire Victims, Moses Gonteb Primary School And Elderly people
Rent A Drum	NAD50000,00	Pallets and wooden material	Local Joinery Workshops, Local Daycare centers, Anna's Soup Kitchen in DRC and Welwitschia old age home
Signature Namibia	2500.00	Perfumes and make up items	Fire victims and young school girls
Dynamic Solutions	Redundant	68 Mobile toilets	DRC Community
Metro	N\$2000.00	Veggles and assorted Drinks	Mother's day
Mega save	N\$1300.00	Assorted drinks and spices	Mother's day
Woermann Brock	N\$2000.00	Beef	Mother's day
Food lovers Market	N\$2500.00	Beef, fruits and Veggies	Mother's day
Vineta Shell	N\$1000.00	Fire wood and charcoal	Mother's day

Donations

On behalf of the council, I requested donations from the businesses and interest groups listed below.











Expenditure

SPENDING FROM THE OFFICE OF THE MAYOR

Item	Value	
Police reserve force	N\$11700 Easter	
Police reserve force	N\$10119 00 Dec	
Elderly Mother's day	N\$15000.00	
Elderly Father's day	N\$15000.00	

CREDIT CARD

Delegation	Value	
Hydrogen Team Visit (Claus)	N\$ 4258 00 Dec	
Police lunch	N\$ 2639.00	
Giezen Team Visit (Claus)	N\$ 4453.00 Feb	
Mother's Day	N\$ 1650.00	

PLANNED FUNDRAISING INITIATIVES

ltem .	Purpose for funds
Women in Leadership Conference (WIL)	To fund Fire victim's needs, tertiary education and other important cultural events
Mayoral Dinner	
Community Marketing Day	To pay off water bills for the elderly
Elderly Marketing Day	To pay off water bills for the elderly

LOCAL, NATIONAL, AND INTERNATIONAL TRAVELLING

Item	Purpose for travel	Destination
Invitation to Indian Embassy	Official	Windhoek
Invitation to Japan Embassy	Official	Windhoek
NID Training Invitation	Official	Windhoek
Invitation to Crayfish festival	Official	Lüderitz

Reference & Contact Information

Alfeus Benjamin

CEO Tel:0817063844 Abenjamin@swkmun.com.na

Linda Mupupa

Public Relations Officer Tel 0812863062 Fax [Fax] [Email Address]

Delinda Hanes

PA to the Mayor Tel 064-4104103 Dhanes@swkmun.com.na

Conclusion LEAD, LEARN, CHANGE

<u>Acknowledgements</u>

Management, we thank you for your continued support in our efforts to contribute to the success of the council.

Company Information

Swakopmund Municipality
Corner of Rakutoka & Daniel Kamho Avenue. PO Box 53, Swakopmund, Namibia
Tel 064-4104111
Web: www.swkmun.com.na

11.1.9 9TH EDITION OF THE OLUFOKU ANNUAL CULTURAL FESTIVAL 2023

(C/M-2023/06/29

5/1/1)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 8.6 page 70 refers.

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

The submission seeks Council's approval for Councillors to attend the 9th Edition of the Olufoku Annual Cultural Festival.

The Outapi Town Council invited Local Authority Councils to the 9th Edition of the Olufoku Annual Cultural Festival which is scheduled to take from 1-7 July 2023 as well as the Fundraising Gala Dinner which is scheduled to be hosted on 24 June 2023.

The following table stipulates the cost of travelling for all Councillors to attend the Fundraising gala dinner instead of the festival which is the following week.

SUMMARY OF EXP	PENDITURE		1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
ltem	Lunch Tarif (1x400.00)	Overnight Allowance (2x1000.00)	Accommodation (2x1000.00)	Transport cost (N\$5.00/km)	Total
Clir. D AmlGabeb	N\$400.	N\$2000.00	N\$2000.00		N\$4400.00
Cllr. E Shitana	N\$400	N\$2000.00	N\$2000.00		N\$4400.00
Cllr. P Shimhanda	N\$400	N\$2000.00	N\$2000.00	7.6	N\$4400.00
Cllr. S Kautondokwa	N\$400	N\$2000.00	N\$2000.00	170	N\$4400.00
Traffic Officer / Driver	N\$400	N\$2000.00	N\$2000.00	121	N\$4400.00
TOTAL EXPENDIT	URE ON SUBSI	STANCE AND E	VENT COSTS		N\$22 000.00

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

RECOMMENDED:

(a) That permission be granted to the following Councillors and the Traffic Officer / Driver to the Mayor to attend the 9th edition of the Olufoku Festival:

A PROPERTY.		SUMMARY	OF EXPENDITURE	THE PERSON NAMED IN	TWO WAY
item	Lunch Tarif (1x400.00)	Overnight Allowance (2x1000.00)	Accommodation (2x1000,00)	Transport Cost (N\$5.00/Km)	Total
Clir. D Am!Gabeb	N\$400.00	N\$2 000.00	N\$2 000.00		N\$4 400.00
Cilr. E Shitana	N\$400.00	N\$2 000.00	N\$2 000.00	•	N\$4 400.00
Cilr. P Shimhanda	N\$400.00	N\$2 000.00	N\$2 000.00	-	N\$4 400.00
Clir. S Kautondokwa	N\$400.00	N\$2 000.00	N\$2 000.00	×	N\$4 400.00
Traffic Officer / Driver	N\$400.00	N\$2 000.00	N\$2 000.00		N\$4 400.00
	DITURE ON SU	BSISTANCE AN	D EVENT COSTS		N\$22 000.00

315161





OUTAPI TOWN COUNCIL

Tel: 065 - 251191/2/3 Fax: 065 - 251128 E-mail: <u>autapitc@iway.na</u>

PO Box 853 Outapi

OFFICE OF THE MAYOR

Enquiries: JIN. Hoidula

To: All Your Worship the Mayor/ Chairperson of All Chief Executive Officers Local Authorities

Attention: All Chief Executive Officers

O8 May 2023
CONTROL OF SWAKOPMUND
12 MAY 2023
Office of the

SUBJECT: INVITATION TO THE 9TH EDITION OF THE OLUFUKO ANNUAL CULTURAL FESTIVAL 2023

On behalf of the Olufuko Annual Cultural Festival Preparatory Committee and the entire Outapi community, the Council would like to inform you that, due to the COVID-19 pandemic, the Council hasn't hosted the event since 2019; thus, the Council intends to host the historical cultural event this year as per the following activities:

Table 1: Olufuko Annual Cultural Festival Activities Schedule 2023;

No.	Activities	Date	Venue	Time
1	Olufuko Annual Cultural Festival	1 - 7 July 2023	Olufuko Center	08:00 - 22:00
2.	Official Opening	4 July 2023	Olufuko Center	10:00
3.	Fundraising Gala Dinner	24 June 2023	Omusati Regional Council Hall	18:00

The festival, will give a forum for businesses to showcase their products and services. In addition, it will place a greater emphasis on culture, tradition,

All official correspondence must be addressed to the Chief Executive Officer

Ordinary Council Meeting - 29 June 2023

- (b) That subsistence and traveling allowance totalling N\$22 000.00 be defrayed from the Council's Conference Expenses Vote: 101015505500 where N\$69 266.68 is available.
- (c) That Council approves the cost of N\$5 000.00 for the purchase of a table of ten.
- (d) That Council approves the pledge amount of N\$5 000.00 to be pledged at the gala dinner.

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Ordinary Council Meeting - 29 June 2023

agriculture, art and craft, with the goal of preserving and promoting culture, tradition, as well as strengthening our local and regional economies.

It is also worth noting that this historic occasion will be graced by its patron, H.E. Dr. Sam Nujoma, the Founding President and Father of the Namibian Nation. In view of the foregoing, we would like to extend an invitation to you and your team to the 9th edition of the Olufuko Annual Cultural Festival 2023, Fundraising Gala Dinner, and Official Opening, as detailed above. Tables for the fundraising gala dinner are priced as follows:

Table: Fundraising Gala Dinner table prices

No.	Description	Prices (N\$)
1	Table of ten (10) persons	5000.00
2.	Individual person	500,00

Please confirm your attendance with Ms. Joolokeni IN. Haidula at haidula@outapitc.org.na or phone: 065 251191/ 0812195267 or Ms. Toini Jason at toini@outapitc.org.na or phone: 065 251191/ 081 8415472 by June 16th, 2023.

Please accept assurance of my highest esteem and considerations, as we look forward to your usual support.

Suu CLLR. SELMA N. ASINO

MAYOR OF OUTAPI TOWN

TEL 065-251191

All official correspondence must be addressed to the Chief Executive Officer

11.1.10 <u>WRITING OFF: REDUNDANT EQUIPMENT - CAFETERIA</u> (C/M 2023/06/29 - 16/2/6/1)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 8.8 page 78 refers.

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

The following items at the Cafeteria are redundant and need to be written off:

Quantity	Description
1	Multi-Power LF 322/A Dishwasher (LF322M)
1	Vulcan Deep Fryer (Model CDFF) (9519)
_ 1	Defy - Premium Chimney Hood
1	Flat Top Plate Stove (Without Oven)
1	Dish Rack
1	Dish Drip Tray
1	Covered Food Display Tray
2	Steel Preparation Table
15	Steel Tables
44	Chairs (11x Black, 11x White, 10x Red, 12x Green)

That the 15 Steel tables and 44 chairs not be written off but retained by the CEO's Office for use at events.

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

RECOMMENDED:

(a) That the following redundant items from the cafeteria be written off:

Quantity	Description
1	Multi-Power LF 322/A Dishwasher (LF322M)
1	Vulcan Deep Fryer (Model CDFF) (9519)
1	Defy - Premium Chimney Hood
1	Flat Top Plate Stove (Without Oven)
1	Dish Rack
1	Dish Drip Tray
1	Covered Food Display Tray
2	Steel Preparation Table

- (b) That the Chief Executive Officer and the Chairperson of the Management Committee determine the upset price for the above.
- (c) That the 15 steel tables and 44 chairs not be written off but be kept at the Office of the Chief Executive Officer for use at events.

11.1.11 SUBDIVISION OF PORTION 44 (A PORTION OF PORTION 24) OF THE FARM 163, SMALL HOLDINGS INTO PORTION A AND REMAINDER (C/M 2023/06/29 - PTN 44)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 10.2 page 80 refers.

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

1. Purpose

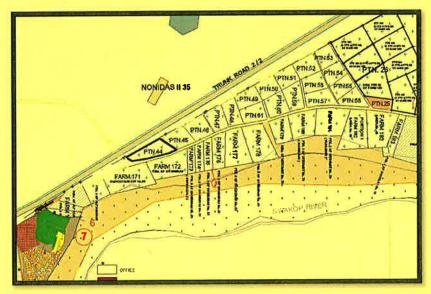
The purpose of this submission is for Council to consider the application for the subdivision of Portion 44, (a Portion of Portion 24) of the Farm 163, Small Holdings into Portion A and Remainder.

2. Introduction and Background

An application was received by the Engineering and Planning Services department for the subdivision of Portion 44 (A Portion of Portion 24) of Farm 163, Small Holdings from van der Westhuizen Town Planning & Properties on behalf of the registered owner Mr. Joachim Lenssen. The application is attached as **Annexure A**.

3. Zoning, Size and Locality

Portion 44 (a Portion of Portion 24) of the Farm 163, Small Holdings is zoned "Agriculture" and is 6.9 Hectares in extent. Portion 44 of Farm 163, Small Holdings is located at the entrance of the Swakopmund Small holdings area also known as the "Swakopmund River Plots". It is situated immediately east of the entrance and south of the B2 Trunk Road. Kindly see locality plan below:



Locality of Ptn 44 (a Portion of Portion 24)

4. Ownership

The ownership of Portion 44 (a Portion of Portion 24) vests in Mr Joachim Lenssen as held in Deeds of Transfer 2707/2002 attached as **Annexure B**.

5. Access, Municipal Services

Access to the Portion 44 (a Portion of Portion 24) is obtained from the D 1901 road which is the main access road to the river plots. There are currently two dwellings constructed on the property which obtain access via this road. The property is connected to water services; as is the case with the River Plots, however, the sewerage will be to the account of the owner as such services are not provided by the municipality in this area.

6. Notice and Neighbour's Consent

Neighbouring property owners were consulted for their comments in terms of the Urban and Regional Planning Act, No. 5 of 2018, and a notice was placed on the site. The closing date for objections was 26 March 2023, No objections were received. See **Annexure C**.

7. Subdivision

It is the intention of the owner to subdivide Portion 44 (a Portion of Portion 24) into Portion A and Remainder. Portion A will be sold to a prospective buyer and the Remainder will remain in the name of the current owner. The second dwelling on Portion 44 is currently occupied by a family member who intends on moving to town and as a result, the owner is of the opinion that the property will be too large for him.

The proposed subdivision will have the following effect:

PTN NUMBERS	PROPOSED SIZES	ZONING
Portion A	2.7519 ha	Agriculture
Rem Ptn 44	4.1595 ha	Agriculture
Total	6.9114ha	

The layout is attached as Annexure D.

8. Evaluation

In terms of the Swakopmund Structure Plan 2020-2040, Portion 44 (a Portion of Portion 24) falls within zone C, which is categorised as Residential Estates and Tourism with a maximum size of 3.5 Ha. The Structure Plan makes provision for an exemption for subdivision to be made for plots that accommodate two or more existing residential structures (main dwellings) within this zone which were constructed with approved building plans prior to the adoption of the said plan.

Council approved consent to construct a second dwelling unit on Plot 44 of Farm 163 in a letter dated 20th July 2016 and the plans for that dwelling

were approved by the General Manager: Engineering and Planning Services on the 25th July 2016.

Although this exemption is provided, Portion 44 (a Portion of Portion 24) is 6.9 Ha in extent, It is therefore recommended that Portion 44 be subdivided into portions that are at least 3.45 Ha in extent given the motivation of the applicant as well as proof of the approval of the building plans by the Engineering and Planning Services department.

The proposed subdivision is recommended to have the following effect:

PTN NUMBERS	PROPOSED SIZES	ZONING
Portion A	3.45 Ha	Agriculture
Rem Ptn 44	3.45 Ha	Agriculture
Total	6.9 Ha	120

8.1 Council Property Policy

Section 12 of the Property Policy stipulates the following pertaining to the subdivision of Smallholdings:

- (a) Smallholdings may be subdivided into portions with a minimum size of not smaller than 10 Ha.
- (b) Owners who wish to subdivide their smallholding shall provide services to the subdivided portions according to the specification of the Engineering Services Department.
- (c) The smallholding owners are specifically prohibited from developing housing schemes on the plots.
- (d) The portions created by such subdivisions shall only be used for purposes as stipulated in the Town Planning Amendment Scheme Regulations; Primary Uses: Agricultural Building Consent Uses: Tourist Facilities, Dwelling Houses, Farm Stall, Place of Instruction, Place of Public Worship, Shop, Tourist Establishment, Private Open Space

It is evident that point (a) above is inconsistent with the structure plan, it is therefore recommended that specific provision of the Property Policy be amended so as to harmonise the two documents.

9. Conclusion

The subdivision of Portion 44 (a Portion of Portion 24) is not foreseen to have any negative impacts on the area as it is supported by the structure plan.

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

RECOMMENDED:

(a) That the Subdivision of Portion 44 (a Portion of Portion 24) of Farm 163, Smallholdings into Portion A and Remainder be approved as per the table below:

PTN NUMBERS	PROPOSED SIZES	ZONING
Portion A	3.45 Ha	Agriculture
Rem Ptn 44	3.45 Ha	Agriculture
Total	6.9 Ha	

- (b) That the subdivision of Portion 44 (a Portion of Portion 24) of Farm 163, Smallholdings be subject to a compensation fee of 7.5% of the land value in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), in conjunction with the Swakopmund Municipality Property Policy.
- (c) That the upgrade of municipal services be for the account of the applicant, and it must be designed to the satisfaction of the General Manager: Engineering and Planning Services.
- (d) That no building plans be approved until proof of payment of the compensation fee and completion of services for the newly created portion has been received by Council.
- (e) That the Corporate Services and Human Capital Department amends the Council's Property Policy to coincide with the structure plan provisions.
- (f) That the title deed conditions registered against Portion 44 (a Portion of Portion 24) of Farm 163 be retained for the Remainder Portion 44 (a Portion of Portion 24) of Farm 163, Small Holdings as follows:
 - (i) 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 Urban and Regional Planning Act, 2018 (Act 5 of 2018);
 - (ii) The building value of the main building, excluding the outbuilding to be erected on the erf shall be at least four times the municipal valuation of the erf.

31

cothuseen

ANNEXURE A

TOWN PLANNING & PROPERTIES

PO BOX 1886 SWAXOPMUND , NAMIBIA -284 81 122 4641 10 -264 81 122 4641 10

Chief Executive Officer Municipality of Swakopmund PO Box 63 Swakopmund Namibia



11 APRIL 2023

Dear Sir.

SUBDIVISION OF PORTION 44 (A PORTION OF PORTION 24) OF THE FARM 163, SWAKOPMUND, INTO PORTION "A" AND THE REMAINDER.

Van Der Westhuizen Town Planning & Properties co has been appointed by Joachim Lenssen, the owners of Portion 44, (a Portion of Portion 24) of the Farm 163, Swakopmund to undertake all necessary statutory steps for the:

 SUBDIVISION OF PORTION 44 (A PORTION OF PORTION 24) OF THE FARM 163, SWAKOPMUND, INTO PORTION "A" AND THE REMAINDER.

Application is herewith made in terms of Section 105 (1) of the Urban and Regional Planning Act of 2018 for the subdivision of Portion 44 (a portion of Portion 24) of the Farm 163, Swakopmund, into Portion "A" and the Remainder.

1. BACKGROUND

With the recently approved Structure Plan of Swakopmund provision is made for the subdivision of the Swakopmund Smallholding Plots to smaller sizes than what is currently the norm of 10hs. The Municipality however indicated that no subdivision of the plots will take place until it has effectively implemented an implantation plan for further subdivision on the plots. Although there is no official correspondence thereof, this ultimately placed any further subdivision of plots on hold. The Municipality indicated that the creation of more plots will place more pressure on the existing services and it is for this reason that no further subdivision will be allowed until adequate service provision is in place.

However, there exist a clause in the structure plan that permits plot owners with existing dwelling units that is already connected to the infrastructure to further subdivide their plots into smaller plots. It is the argument that due to the fact that these plots are already developed and connected to the infrastructure no increase in service demand will be created.

On Page 119 under B. Residential Estate with specific reference to Restrictions the following is rindicated:

"Strict restrictions should be put in place to restrict owners of these plots to further subdivide any smallholding if the minimum site requirement cannot be met. However, exemptions can be made for plots that accommodate two or more existing residential structures (main dwelling units) which were constructed with approved building plans prior to the adoption of this Structure Plan who wish to subdivide".

It is against this background that our client approached the Municipality of Swakopmund and requested to have his plot subdivided into Portion A and Remainder. It was then indicated to our client that under the aforesaid quoted extract of the Structure Plan such application is possible for consideration by Councit.

2. LOCALITY

Portion 44 is located at the entrance of the Swakopmund Small Holdings on the D1901 road that provides access to the Swakopmund River Plots. It is situated immediately East of the entrance and South of the B2 Trunk road leading from Swakopmund to Windhoek (Annexure A).

3. OWNERSHIP

Ownership of Portion 44 vests with Mr Joachim Lenssen by means of Deed of Transfer 2707/2002 as attached at Annexure B to this document. Power of Attorneys for the proposed intentions were also given by the owners and is attached as "Annexure C".

4. INTENTION OF CLIENT AND PROPOSED SUBDIVISION

It is the intention of our client to have Portion 44 subdivided into Portion A and remainder (Annexure D). Portion A will then be sold to a prospective buyer and the Remainder will remain in the name of the registered owner being Mr Lenssen. Currently the second dwelling is occupied by a family member whom is of the intention to move to town and the clients of the opinion that the land is too large for his personal intentions.

According to the Deed of Transfer (Annexure B) the property being subdivided measures approximately 2138m² in extent and is suitable for the intended subdivision due the current size of the property. The intended subdivision is also in line with the requirements of the Swakopmund Structure Plan as approved.

The proposed subdivision and new erf sizes will be as follows:

Proposed Portions	Portion Sizes in ha
Remainder of Portion 44	2.7519 ha
Portion A	4.1595 ha
Total m ²	6. 9114 ha

5. ACCESS

Access to the property is current obtained from the D1901 road being the main access provider to the Swakopmund River Plots. Currently both the existing dwellings on the property enjoys existing fixed access points from this road. There will be no need to apply for additional access points due to the aforesaid reasons.

8. INDFRASTRUCTURE SERVICES

Currently both the dwellings on Portion 44 is connected to the service infrastructure in the area. There will be no need for new connection due to the subdivision as proposed.

7. PUBLIC PARTICIPATION

Neighbouring property owners have been requested for their comments/objections on the proposed subdivision. No objections from surrounding property owners were received by the closing time for objections. Attached please find copies of letters to neighbours via registered mail (Annexure E). Site notices were also placed on the erf and Municipal Notice Board for public comments (Annexure F). Closing date for comments or objections to the proposed subdivision was on 31 March 2023. No Objections were received against the proposed intentions of our client (Annexure G).

8. CONCLUSION

It is the opinion that the intended subdivision can be accommodated by Council as it will in no way place increased pressure on the existing service infrastructure. Since the Structure Plans is approved and is a working document the exercising of the prescribed guidelines contained therein falls within the greater envisaged development parameters for Swakopmund. It is not clear as to how long the Municipality will take to effectively implement the so called implementation plan that is still in its planning phase. Nonetheless, it can be well argued that the intentions of our client can be accommodated as it can be proven that the intentions will in no way whatsoever impact negative on the existing infrastructure of the area.

It is also the opinion that by allowing plot owners with existing dwellings to subdivide into smaller portion is a step in the right direction in terms of implementation of the approved Structure Plan.

9. APPLICATION

Application is herewith made in terms of Section 105 (1) of the Urban and Regional Planning Act of 2018 for the subdivision of Portion 44 (a portion of Portion 24) of the Farm 163, Swakopmund, into Portion "A" and the Remainder.

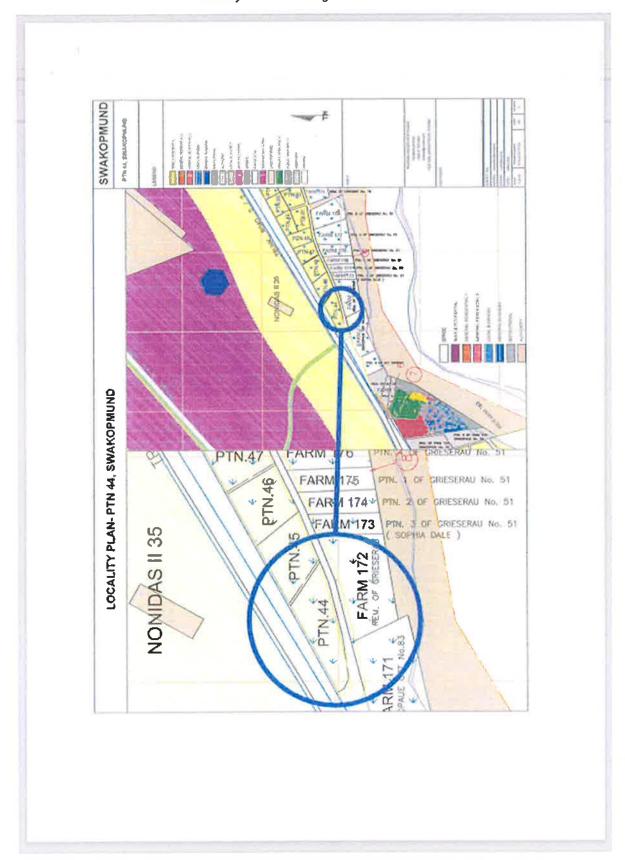
It is trusted that you will find the above application in order and favorable for approval by Council.

Yours Faithfully,

A R VAN DER WESTHUIZEN

Page 3 of 11

113 Ordinary Council Meeting - 29 June 2023





ANNEXURE B

Prepared by me

SCRIBA C-H

DEED OF	FRANSFER
---------	-----------------

2707

BE IT HEREBY MADE KNOWN:

THAT CARL-HEINZ SCRIBA ... appeared before me. Registrar of Deeds, at Windhoek he, the said appearer, being duly authorised thereto by a power of attorney granted to him by

CHRISTOPHER EDMUND GEDULDT Born on 20 October 1936 And HILDAGARDE MAY GEDULDT

Born on 12 May 1941 Married in community of property to each other

dated the 16 day of MARCH 2002 and signed at SWAKOPMUND.

2

AND the said appearer declared that his said Principal had truly and lawfully sold on 15 MARCH 2002

AND that he in his capacity aforesaid, did, by these presents, code and transfer, in full and free property, to and on behalf of

JOACHIM LENSSEN

Born on 31 January 1945 Married out of community of property

His Heire, Executors, Administrators or Assigns,

CERTAIN PORTION 44 (A PORTION OF PORTION 24) OF THE FARM NO 163

SITUATE IN THE MUNICIPALITY OF SWAKOPMUND

REGISTRATION DIVISION "G"

EXTENT 8,9114 (Six Comma Nine One One Four) HECTARES

FIRST transferred and still held by Deed of Transfer No T 5378/1996 with Diagram

No A 598/94 relating thereto

A.SUBJECT to the following condition imposed in terms of Section 21 of the Townships

and Division of Land Ordinance 1963 (Ordinance 11 of 1963), namely:

IN FAVOUR OF THE LOCAL AUTHORITY

The land may only be used for the purpose permissible in terms of the Town Planning Scheme of Swakopmund which has been compiled in terms of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954), as amended, and may therefore be used only subject to the conditions laid down in, end in pursuance of the abovementioned Town Planning Scheme.

B.FURTHER SUBJECT

to the right in perpetuity for itself, its successors or licencess to convey electricity across the said property by one powerline(s), along a route, 22 metres wide centre of which is indicated by the figures f h and g j on Diagram No A698/94 in favour of Nampower and created in Notarial Deed No K215/1996S and dated 5 July 1996.



3

WHEREFORE the appearer, renouncing all the rights and title which the TRANSFEROR heretofore had to the premises, did, in consequence also acknowledge them to be entirely dispossessed of, and disentified to the same and that, by virtue of these presents, the said TRANSFEREE, His Heirs. Executors, Administrators, or Assigns, now is and henceforth shall be entitled thereto conformably to local custom, the State, however, reserving its rights; and finally, acknowledging that the purchase price is the sum of N\$45 000,00.

SIGNED at WINDHOEK, on Signal Apt 2022 together with the appearer, and confirmed with my seal office.

SIGNATURE OF APPEARER

EGISTRAR OF DEEDS

117 Ordinary Council Meeting - 29 June 2023



SPECIAL POWER OF ATTORNEY

IVVIa, the undersigned,

JOACHIM LENSSEN (ID: 480131 0006 4)

In my/our capacity me

OWNER OF PORTION 44 (A PORTION OF PORTION 24) OF THE FARM NO. 163

Do hereby nominate, constitute and appoint

VAN DER WESTHUIZEN PLANNING & PROPERTIES CC, P O BOX 1598, SWAKOPMUND

with power of Substitution, to be my lawful Attorney and Agent in my/our name, place and stead, negotiate and to make all necessary applications to Municipality, Town Council, Ministry of Urban and Rural Development or any other authority, for the:

 SUBDIVISION OF PORTION 44 (A PORTION OF PORTION 24) OF THE FARM NO. 143 INTO PORTION A AND REMAINDER.

At the cost of the applicant and generally for effecting the purposes aforesaid, to do or cause to be done whatsoever shall be requisite, as fully and effectually, for all intents and purposes as I/We might or could do if personally present and acting herein — herby ratifying, allowing and confirm all and whatsoever my/our said Altomey and Agent shall lawfully do, or cause to be done, by virtue of these present.

SIGNED at Bushopus this 5 d day of March 202

In the presence of the undersigned witnesses.

WITNESSES:

JOACHIM LENSSEN

ANNEXURE C

esthuesen

PO BOX 1594 SWAKOPMUNO , NAMIDIA -264 81 122 4661 @ -264 81 122 4661 15

Your Ref: PORTION 44, Swakopmund

O RUST PO BOX 8377 SWAKOPMUND 13001

10 MARCH 2023

Dear Madam.

APPLICATION FOR SUBDIVISION OF PORTION 44 (A PORTION OF PORTION 24) OF THE FARM 163 INTO PORTION "A" AND REMAINDER.

Notice is hereby given in terms of Urban and Regional Planning Act of 2018 (Act 5 of 2018): that Van Der Westhuizen Town Planning and Properties CC, on behalf of our Client/s, the registered owner/s of Portion 44 (A Portion of Portion 24) of the Farm 163, intends to apply to the Swakopmund Municipality for the following:

SUBDIVISION OF PORTION 44 (A PORTION OF PORTION 24) OF THE FARM 163 INTO PORTION "A" AND REMAINDER.

Portion 44, Swakopmund, currently measures 6,9114Ha in extent and is located on the comer of the Swakopriver Smallholdings Entrance Road and B2 Trunk Road. It is the first Smallholding on the northern side of the Entrance Road of the Swakopriver Smallholdings. The smallholding currently has 2 separate residential dwellings. It is the intention to subdivide the property into Portion "A" (4,1594Ha) and Remainder (27516Ha) which will subsequently allow the owner to dispose of proposed Portion "A". It is thus required and necessary to formally apply to the Local Authority and the Ministry of Urban and Rural Development for the proposed Subdivision of the property.

Please further take note that -

- (a) the proposed Subdivision plan of the Smallholding can be inspected at the Public Notice Board of the Swakopmund Municipality located on the Corner of Rakotoka Street & Daniel Kamho Avenue.
- (b) any person having objections to the proposed Subdivision or who wants to comment thereon, may lodge such objections and comments, together with the grounds thereof, in writing to the Municipality and the applicant within 14 days of the last publication of this notice.

Please be advised that the written objection must be forwarded within the prescribed time as required by the Urban and Regional Planning Act of 2018. Such written objection or comment must therefore be submitted by no later than 17:00 on 31 March 2023.

Yours Falthfully,

AR VAN DER WESTHUIZEN

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CON	ISENT FROM ADJOINING	OWNERS / NEIGHBOURS FOR	R BUSINESS REGISTRATION
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	aphone No OSA AS	27838 27838	
	ail Address 0 - rus	-@gmx.com	
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ls int follov		ged at the Municipality of Swakop	omund and our response is as
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	OBJECTION	***************************************	
		Sig	gnature of Owner
	(Please ma	ark whichever is applicable in (the block)
		8 8	H 3 3 5 5 5
Agai	inst the proposed applicatio	n intended by the applicant:	
(If yo		ainst the said intentions then p	please stipulate your reasons
15.2		Reasons / Remarks	A CONTRACTOR OF THE CONTRACTOR
		\	
	B. Parl	Oliver Rus	t 20/3/2023
	SIGNATURE	FULL NAME	DATE

esthuisen

PQ BOX 1898 \$WAKOPMUND , NAMIBLA -264 81 122 4661 W -264 81 122 4661 (\$

Your Ref: PORTION 44, Swakopmund

FARM 172, REMAINDER OF GRIESERAU MINI-MINE PO BOX 42 SWAKOPMUND 13001

10 MARCH 2023

Dear Madam,

APPLICATION FOR SUBDIVISION OF PORTION 44 (A PORTION OF PORTION 24) OF THE FARM 163 INTO PORTION "A" AND REMAINDER.

Notice is hereby given in terms of Urban and Regional Planning Act of 2018 (Act 5 of 2018): that Van Der Westhulzen Town Planning and Properties CC, on behalf of our Client's, the registered owner/s of Portion 44 (A Portion of Portion 24) of the Farm 163, intends to apply to the Swakopmund Muricipality for the following:

SUBDIVISION OF PORTION 44 (A PORTION OF PORTION 24) OF THE FARM 163 INTO PORTION "A" AND REMAINDER.

Portion 44, Swakopmund, currently measures 6,9114Ha in extent and is located on the corner of the Swakopriver Smallholdings Entrance Road and B2 Trunk Road. It is the first Smallholding on the northern side of the Entrance Road of the Swakopriver Smallholdings. The smallholding currently has 2 separate residential dwellings. It is the intention to subdivide the property into Portion "A" (4,1594Ha) and Remainder (27516Ha) which will subsequently allow the owner to dispose of proposed Portion "A". It is thus required and necessary to formally apply to the Local Authority and the Ministry of Urban and Rural Development for the proposed Subdivision of the property.

Please further take note that -

- (a) the proposed Subdivision plan of the Smallholding can be inspected at the Public Notice Board of the Swakopmund Municipality located on the Corner of Rakotoka Street & Daniel Kamho Avenue.
- (b) any person having objections to the proposed Subdivision or who wants to comment thereon, may lodge such objections and comments, together with the grounds thereof, in writing to the Municipality and the applicant within 14 days of the last publication of this notice.

Please be advised that the written objection must be forwarded within the prescribed time as required by the Urban and Regional Planning Act of 2018. Such written objection or comment must therefore be submitted by no later than 17:00 on 31 March 2023.

Yours Faithfully,

AR VAN DER WESTHUIZEN

CONSENT FROM ADJOINING OWNERS / NEIGHBOURS FOR BUSINESS REGISTRATION / CONSENT USE / SUBDIVISION / CONSOLIDATION / REZONING AND OR ENVIRONMENTAL CLEARANCE 1 Johan Mein owner of Mini Mining the owner of Ert No : Talm 172 31 Hardine Ya Nolemulayo P-O Box 42 Sustopmundis Street Address Postal Address Telephone No saltco 5 e saltco.com. na. Email Address am aware that an application for application for subdivision of pation 44 La portion of portion 24) of the form 163 into pation " A" Gra remainder: On Ert. Farm 163 by Messrs is intended to be lodged be lodged at the Municipality of Swakopmund and our response is as follows: NO OBJECTION Signature of Owner **OBJECTION** Signature of Owner (Please mark whichever is applicable in the block) Against the proposed application intended by the applicant: (If you have any objection against the said intentions then please stipulate your reasons remarks below Reasons / Remarks Johan Klein. 14.03.2023 **FULL NAME** DATE SIGNATURE (Please attach certified copy of I.D. to this document for verification of signature)

eofhuisen

PO BOX 150 EWARGPMURD , NAMIBU -26481 1224661 1 +26481 1224661 ()

Your Ref: PORTION 44, Swakopmund

FARM 173, SWAKOPAUE NO. 83

SOFIA DALE BASE CAMP CC

MONIKA LUTZ

10 MARCH 2023

Dear Madam,

APPLICATION FOR SUBDIVISION OF PORTION 44 (A PORTION OF PORTION 24) OF THE FARM 163 INTO PORTION "A" AND REMAINDER.

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Yours Faithfully,

AR VAN DER WESTHUIZEN

CONSENT FROM ADJOINING OWNERS / NEIGHBOURS FOR BUSINESS REGISTRATION CONSENT USE / SUBDIVISION / CONSOLIDATION / REZONING AND OR **ENVIRONMENTAL CLEARANCE** Lilt the owner of Erf No. Plot 173 Swakopriver PLOF 3248 Swakopmund OBI YY 78198 173 Street Address Postal Address Telephone No Email Address bdivision of Portion 44 of the am aware that an application for. . . and Remainder On En Plot 163 by Messrs Lenzen Is intended to be lodged be lodged at the Municipality of Swakopmund and our response is as follows: NO OBJECTION **OBJECTION** (Please mark whichever is applicable in the block) Against the proposed application intended by the applicant: (If you have any objection against the said intentions then please stipulate your reasons / remarks below) Reasons / Remarks Honika Ruk DATE SIGNATURE **FULL NAME** (Please attach certified copy of LD. to this document for verification of signature)

Manfred dutz 97. L.

TAWN PLANNING A PROPERTIES

cothnizan

PO BOX 1588 5WAKDPMUND , NAMIBIA +264 81 122 4661 m +264 81 122 4661 S

Your Ref: PORTION 44, Swakopmund

MN KRUGER PO BOX 8301 SWAKOPMUND 13001

10 MARCH 2023

Dear Madam,

APPLICATION FOR SUBDIVISION OF PORTION 44 (A PORTION OF PORTION 24) OF THE FARM 163 INTO PORTION "A" AND REMAINDER.

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Please further take note that -

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Please be advised that the written objection must be forwarded within the prescribed time as required by the Urban and Regional Planning Act of 2018. Such written objection or comment must therefore be submitted by no later than 17:00 on 31 March 2023.

Yours Faithfully,

AR VAN DER WESTHUIZEN

CONSENT FROM ADJOINING OWNERS / NEIGHBOURS FOR BUSINESS REGISTRATION / CONSENT USE / SUBDIVISION / CONSOLIDATION / REZONING AND OR **ENVIRONMENTAL CLEARANCE** Postal Address Telephone No 416 **Email Address** am aware that an application for: ... is intended to be lodged be lodged at the Municipality of Swakopmund and our response is as follows: NO OBJECTION Signature of Owner **OBJECTION** Signature of Owner (Please mark whichever in applicable in the block) Against the proposed application intended by the applicant: (if you have any objection against the said latentions then please stipulate your reasons / remarks below) Reasons / Remarks

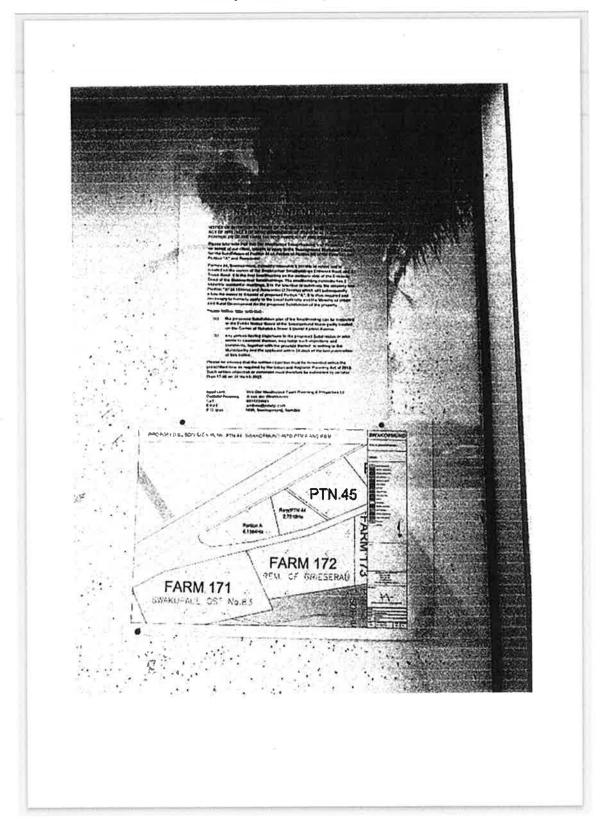
(Please attach certified copy of LD. to this document for verification of signature)

FULL NAME

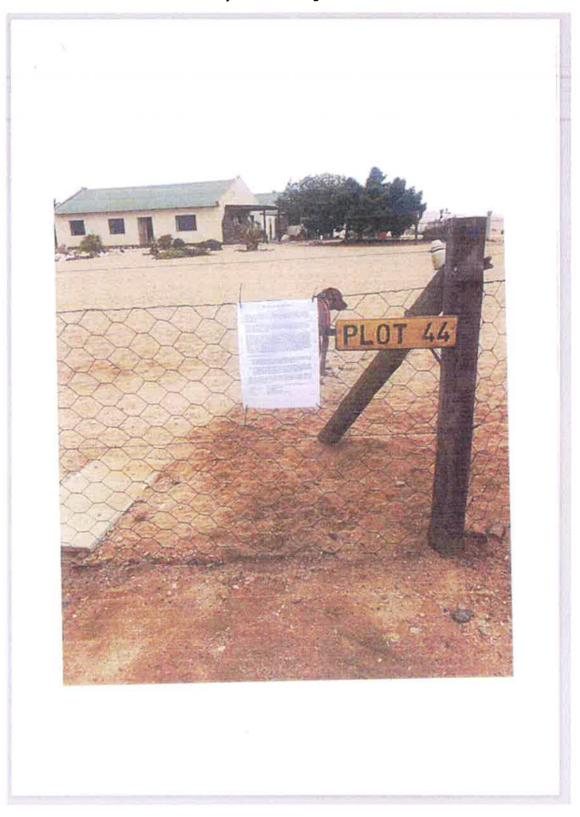
DATE

SIGNATURE

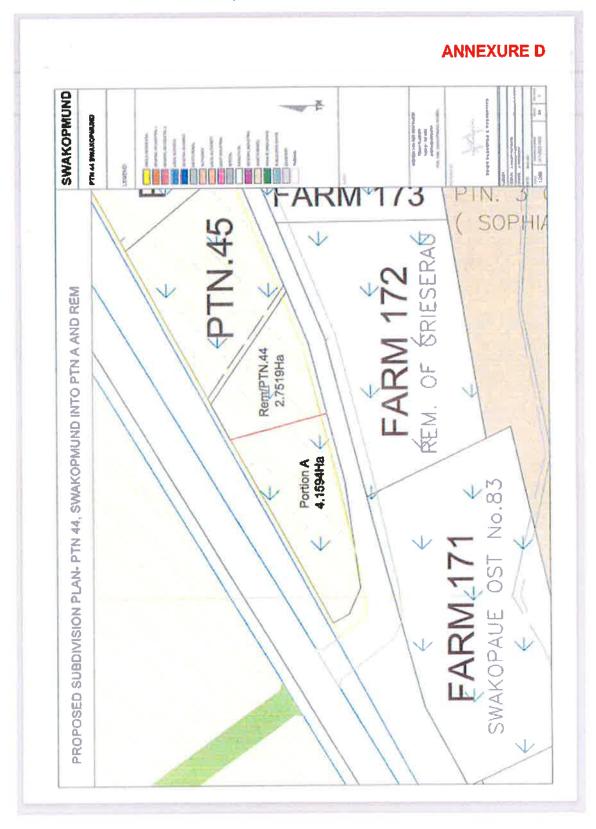
Ordinary Council Meeting - 29 June 2023



Ordinary Council Meeting - 29 June 2023



128 Ordinary Council Meeting - 29 June 2023



VDWTP&P

From:

Johanna Angolo <jangolo@swkmun.com.na>

Sent:

Monday, April 3, 2023 11:08 AM Andrew van der Westhuizen

To: Subject:

RE: Objections against consent for ERF 1160, Ext 3, Swakopmund

Good morning Andrew,

I have checked on sharepoint and nothing has been received, not even for Portion 44.

Regards

From: Andrew van der Westhuizen <andrew@vdwtp.com>

Sent: Monday, 03 April 2023 07:35 AM

To: Johanna Angolo <jangolo@swkmun.com.na>

Subject: Objections against consent for ERF 1160, Ext 3, Swakopmund

Good day Johanna,

Could you please be so kind as to indicate whether you received any objections against the proposed consent use for a Guesthouse on ERF 1160, Swakopmund?

Kind regards,

Andrew

Disclaimer

The information contained in this communication from the tender is confidential. It is intended silely for use by the received and others withorized to receive it. If you are not the receiven, you are hereby coulded that any disclosure, copying, distribution or taking across in relation of the contents of this information is strictly provided and may be unlimited.

This ernal has been scanned for viruses and malware, and may have been enformationly actived by Mimerast Ltd, an innovator in Software as a Service (SnaS) for business. Providing a safer and more useful place for your homan generated data. Speciatoring or Security, archiving and compliance. To find out more Click Here.

Ordinary Council Meeting - 29 June 2023



11.1.12 SUBDIVISION OF ERF 5811, SWAKOPMUND, EXTENSION 18 INTO PORTION A AND REMAINDER AND SUBSEQUENT REZONING OF PORTION A FROM GENERAL RESIDENTIAL 1 WITH A DENSITY OF 1:100M² TO PARASTATAL

(C/M 2023/06/29 - E 5811)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 10.3 page 32 refers.

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

1. Purpose

The purpose of this submission is for Council to consider the subdivision of Erf 5811, Swakopmund Extension 18 into Portion A and Remainder and subsequent rezoning of Portion A from *General Residential 1* with a density of 1:100m² to *Parastatal*.

2. Introduction and Background

An application was received by the Engineering and Planning Services Department, from van der Westhuizen Town Planning and Properties, applying on behalf of the owners, for the subdivision of Erf 5811, Swakopmund, Extension 18 into Portion A and Remainder and subsequent rezoning of Portion A from *General Residential 1* with a density of 1:100m² to *Parastatal*. The application is attached as **Annexure A**.

3. Zoning, Size and Locality

Erf 5811, Swakopmund Extension 18 is located along Chobe Street, within (Dunes Development area. It measures 6363m² in extent and zoned "General Residential 1" with a density of 1:100m². The erf is vacant; however, it has an electrical substation on.

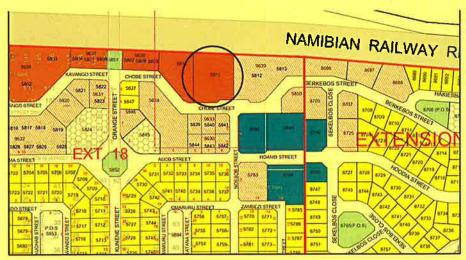


Figure 1: Erf 5811 locality plan

4. Ownership

Erf 5811, Swakopmund, Extension 18 is registered in the name of JG van der Merwe as contained in the Deed of Transfer Number T 7293/2021, See **Annexure B**.

5. Access, Municipal Services

Access to Erf 5811, Swakopmund 18 is provided via Chobe Street and the same access will be maintained for the newly created erf. The area is already fully serviced. The newly created erf will not require connection to any municipal services due to the nature of its use, being an electrical substation.

6. Notice and Neighbour's Consent

The subdivision and rezoning of Erf 5811, Swakopmund, Extension 18 was published in the New Era and Republikein on the 2nd and 9th of December 2022. Property owners of the affected properties were also notified in writing. In addition, a notice was displayed on site and another notice was placed in the Government Gazette Number 8031 on the 15 February 2023. The closing date for objections was 1st March 2023 and no objections were received.

7. Proposal

Erf 5811, Swakopmund Extension 18 will be subdivided into Portion A and Remainder. The subdivided Portion A is to be rezoned from general residential 1 to parastatal.

The proposed subdivision will have the following effect:

ERF NUMBERS	PROPOSED SIZES IN M2	ZONING
Portion A	100	Parastatal
Remainder Erf 5811	6263	General Residential 1
Erf 5811	6363	General Residential 1

8. Evaluation

The subdivision of Erf 5811, Swakopmund Extension 18 aims to create a standalone erf for the electrical substation. Once the statutory procedures are finalized, Portion A will be transferred and registered into the name of Erongo RED Electrical Distributors, whilst the remainder remains with the current owner. The proposed development does not have any negative impact on the neighbourhood. instead, it enhances the electricity supply in the area.

9. Conclusion

The proposed subdivision and rezoning of Erf 5811, Swakopmund Extension 18 is not foreseen to have any adverse impacts on the area, the application can therefore be supported.

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

RECOMMENDED:

- (a) That the subdivision of Erf 5811, Swakopmund, Extension 18 into Portion A and Remainder be approved.
- (b) That the rezoning of Portion A from General Residential 1 with a density of 1:100m² to Parastatal be approved.
- (c) That the title deed conditions registered against Erf 5811, Swakopmund, Extension 18 be retained for the Remainder Erf 5811, Swakopmund Extension 18, as follows:
 - (i) 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 Urban and Regional Planning Act, 2018 (Act 5 of 2018).
 - (ii) The building value of the main building, excluding the outbuilding to be erected on the erf shall be at least four times the municipal valuation of the erf.

E 5811

TOWN PLANNING & PROPERTIES

PO BOX 1598 SWAKOPMUND , NAMIBIA +264 87 122 4661 € +264 81 122 4661 € andrew@vdwtp.com ≈

Chief Executive Officer Municipality of Swakopmund PO Box 53 Swakopmund Namibia



27 March 2023

Dear Sir.

10

APPLICATION FOR THE SUBDIVISION OF ERF 5811 EXTENSION 18, SWAKOPMUND INTO PORTION "A" AND REMAINDER; AND THE SUBSEQUEST REZONING OF PROPOSED PORTION "A" FROM GENERAL RESIDENTIAL 1 WITH A DESNITY OF 1:100M2 TO PARASTTATAL

Van der Westhuizen Town Planning & Properties oc has been appointed by our client, the owner of Erf 5811, Extension 18, Swakopmund to undertake all necessary statutory steps for the:

- SUBDIVISION OF ERF 5811 EXTENSION 18 SWAKOPMUND INTO PORTION "A" AND REMAINDER; AND
- REZONING OF PROPOSED PORTION A FROM GENERAL RESIDENTIAL WITH A DENSITY OF 1:100M2 TO PARASTATAL

Application is herewith made in terms of Section 105 (1) of the Urban and Regional Planning Act of 2018 to the Municipality of Swakopmund for statutory approval of the processes indicated above.

1. LOCALITY AND SIZE

Erf 5811, is located along Chobe Street, Swakopmund, Extension 18 (Dunes Development), East of Kramersdorf (Annexure A). The area is already a considered as a well-established area with only a few vacant properties present. The property to be subdivided is a large General Residential property of approximately 6 363m². The proposed Portion "A" to be created will measure approximately 100m².

2. OWNERSHIP

The property is registered in the name of Mr JG van der Merwe as indicated on the Deed of Transfers T7293/2021(Annexure B). Power of Attorney's for the proposed intentions were also given by the owners and is attached as "Annexure C".

3. INTENTION OF THE CLIENT for PROPOSED SUBDIVISION AND REZONING

It is the Intention of the owners to subdivide Erf 5811, Extension 18, Swakopmund into Portion "A" and the Remainderin order to create two (2) individual erven (Annexure D1). Portion A will be 100m² in extent and the Rem/5811 will be 6 263m². Portion A will be rezoned from "General Residential" with a density of 1:100m² (Annexure D2) to "Parastatal" (Annexure D3), in order to accommodate an electrical substation. Portion A will, after the statutory processes have been completed, be transferred into the name of Erongo Red Electrical Distributors. The Remainder of Erf 5811 will remain with the owner and be subject to further development at a later stage.

According to the title deed (Annexure C) Erf 5811 measures 6 363m² in extent and is suitable for the intended subdivision due the current size and density of the property.

The proposed subdivision will be as follows:

Proposed Portions	Portion Sizes in m ²
Portion A	100 m²
Remainder of Erf 5811	6 263 m²
tic + Total	6/363 mi

4. TOPOGRAPHY

The erf is relatively flat with no gradient visible on the property. The erf has a sandy to rocky soil structure and accommodates no fauna or flora. Since the erf is vacant there is no physical factors that will prohibit the proposed subdivision of the property as per the subdivision plan attached hereto as Annexure D1.

5. ACCESS AND SERVICES

Access for the newly proposed Portion A shall be obtained from the existing internal road network. The newly created property will not require connection to any Municipal services due to the nature of its use being and electrical substation. Any further needs that might be required in terms of access and services shall be communicated between all parties and be dealt with accordingly.

6. PUBLIC PARTICIPATION

Advertisements for the subdivision and rezoning of Erf 5811, Ext 18, Swakopmund, was placed in the New Era and the Republikein on 02 & 09 December 2022 (Annexure E). Neighboring properties have also been requested for their comments. Attached please find copies of letters to neighbors via registered post (Annexure F). Notice was also placed on the erf for public

comments (Annexure G). Copy of advertisement placed in the in the Government Gazette (Annexure H). Closing dates for objections was on the 23 December 2022.

7. NEIGHBOURS AND PUBLIC COMMENTS

No response was received from the neighbours and the Public. Confirmation received from the Municipality that no objections were submitted is attached as Annexure I.

8. CONDITIONS TO BE REGISTERED

That the current condition registered against the Rem/5811 be retained.

That the following conditions be registered against Proposed Portion A:

CONDITIONS TO BE REGISTERED AGAINST NEWLY CREATED PORTION A IN FAVOUR OF THE LOCAL AUTHORITY

 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 Urban and Regional Planning Act, 2018 (Act No.5 of 2018).

9. APPLICATION

On behalf of our client, JG van der Merwe, we herewith formally apply to Council for approval of the:

- SUBDIVISION OF ERF 5811 EXTENSION 18 SWAKOPMUND INTO PORTION "A" AND REMAINDER; AND
- REZONING OF PROPOSED PORTION A FROM GENERAL RESIDENTIAL WITH A DENSITY OF 1:100M² TO PARASTATAL

It is trusted that you find the above application in order and should any uncertainties arise, please do not hesitate to contact us at the details provided.

12

Yours Faithfully,

A R VAN DER WESTHUIZEN

Page 3 of 15

T7293 /2021

DEED OF TRANSFER NO. T

DUNES PROPERTY (PROPRIETARY) LIMITED Company Number 2009/0480

TO

JOHANNES GERHARDUS VAN DER MERWE

ERF NO 5811 SWAKOPMUND (EXTENSION NO 18)

DR. WEDER, KAUTA & HOVEKA INC. LEGAL PRACTITIONERS, NOTARIES and CONVEYANCERS 3rd Floor, WKH House, Jan Jonker Road, Ausspannplatz

P.O. Box 864 - Tel: 061-275550 - Fex: 238802 WINDHOEK, Namibia

BG/MAT56916/SW

YSSEL/cp

Page 2

AND THE SAID APPEARER declared that her/his principal had truly and legisly sold on the 2ND OCTOBER 2020;

AND THE SAID APPEARER, in his capacity as aforesaid, did by these presents, cede and transfer in full and free property, to and on behalf of

JOHANNES GERHARDUS VAN DER MERWE Identity Number 691004 0009 2 Unmarried

His Heirs, Executors, Administrators or Assigns.

CERTAIN

Erf No 5811 Swakopmund (Extension No 18)

SITUATE

in the Municipality of Swakopmund

Registration Division "G"

Erongo Region

MEASURING

6363 (Six Thousand Three Hundred and Sixty Three) Square

Metres as indicated on General Plan S.G. No 522/2011

HELD

by Deed of Transfer No. T. 6414/2011

SUBJECT

to the following conditions imposed by of Government Notice No. 213

of 2012, namely:

IN FAVOUR OF THE MUNICIPAL COUNCIL OF SWAKOPMUND

- (a) The land must only be used or occupied for purposes which are in accordance with, and the use or occupation of the erf must at all times be subject to, the provisions of the Swakopmund Town Planning Scheme prepared in terms of the Town Planning Ordinance, 1954 (Ordinance No. 18 of 1954), which now vest in the Urban and Regional Planning Act (5 of 2018).
- (b) The building value of the main building, excluding the cutbuildings to be erected on the erf must be at least four times the municipal valuation of the erf.

WHEREFORE the Appearer, renouncing all the Right and Title which the said TRANSFEROR heretofore had to the Premises, did, in consequence also acknowledge them to be entirely dispossessed of, and disentitled to, the same, and that by virtue of these presents the said TRANSFEREE, His Heirs, Executors, Administrators or Assigns, now and henceforth shall be entitled thereto, conformably to local custom: the State, however, reserving its rights, and finally acknowledging that the purchase price of the aforesaid property amounts to N\$1 677 259.68.

Signed at WINDHOEK on

2021 -10- 20

together with the Appearer, and confirmed with my seal of office.

Signature of Appearer

In my presence

SPECIAL POWER OF ATTORNEY



I/We, the undersigned,

JOHANNES GERHARDUS VAN DER MERWE (ID: 691004 0009 2)

In my/our capacity as:

OWNER OF ERF 5811, SWAKOPMUND, EXTENSION NO. 18

Do hereby nominate, constitute and appoint

VAN DER WESTHUIZEN PLANNING & PROPERTIES CC, P O BOX 1598, SWAKOPMUND

with power of Substitution, to be my lawful Attorney and Agent in my/our name, place and stead, negotiate and to make all necessary applications to Municipality, Town Council, Ministry of Urban and Rural Development or any other authority, for the:

- SUBDIVISON OF ERF 5811, SWAKOPMUND, EXT 18 INTO PORTION "A" AND REMAINDER; AND
- SUBSEQUENT REZONING OF PROPOSED PORTION "A", SWAKOPMUND, EXT 18 FROM GENERAL RESIDENTIAL 1 WITH A DENSITY OF 1:100M² TO PARASTATAL.

At the cost of the applicant and generally for effecting the purposes aforesaid, to do or cause to be done whatsoever shall be requisite, as fully and effectually, for all intents and purposes as I/We might or could do if personally present and acting herein – herby ratifying, allowing and confirm all and whatsoever my/our said Attorney and Agent shall lawfully do, or cause to be done, by virtue of these present.

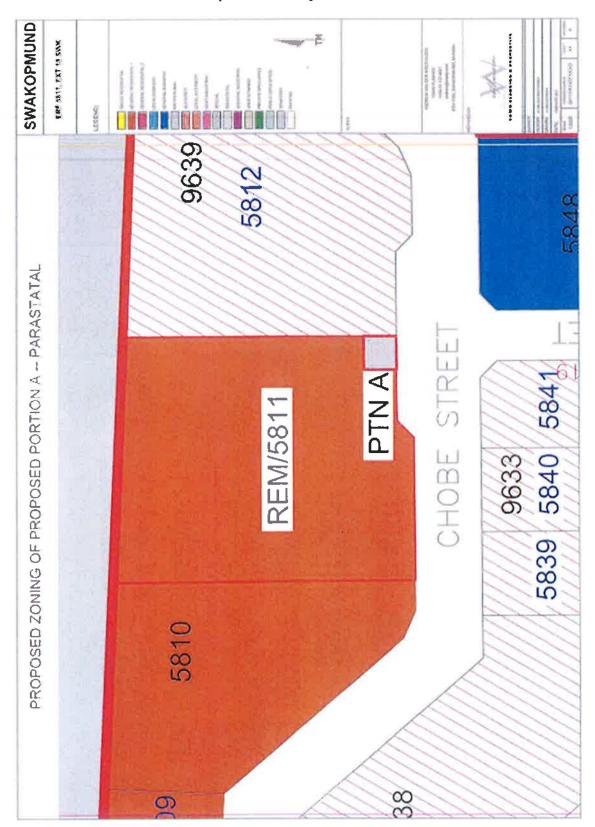
SIGNED at SHAKOPMUND	this	24thday of	FEBRUARY	20_	23
In the presence of the undersigned witne	sses				

WITNESSES:

HI.

JOHANNES GERHARDUS VAN DER MERWE

141 Ordinary Council Meeting - 29 June 2023



11.1.13 REZONING OF ERF 979, MONDESA, EXTENSION 3 FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600M² TO LOCAL BUSINESS WITH A BULK OF 1.0, AND CONSENT TO OPERATE A RESIDENT OCCUPATION (DOCTORS CONSULTING ROOM) FROM THE PREMISES WHILE THE REZONING IS IN PROCESS (C/M 2023/06/29 - M 979)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 10.4 page 43 refers.

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

1. Purpose

The purpose of this submission is for Council to consider the rezoning of Erf 979, Mondesa, Extension 3 from "Single Residential" with a density of 1:600m² to "Local Business" with a bulk of 1.0 and consent to operate a resident occupation (Doctors consulting room) from the premises while the rezoning is in process.

2. Introduction and Background

An application for the rezoning of Erf 979, Mondesa, Extension 3 and consent to operate a resident occupation (Doctors consulting room) from the premises while the rezoning is in process was received by the Engineering and Planning Services Department from van der Westhuizen Town Planning & Properties on behalf of the registered owners Nicolaas & Julie-Ann Philander. The application is attached as **Annexure A**.

3. Zoning, Size and Locality

Erf 979, Mondesa Extension 3 is zoned single residential and is located along Mandume Ya Ndemufayo Street in Mondesa. It is located in close proximity to the Woermann & Brock shopping centre situated on Erf 1040, Mondesa. The Erf is six hundred square meters (600 m²) in extent. A locality map depicting the area has been inserted below as figure 1. See attached **Annexure B**.



Figure 1: Locality plan

4. Ownership

The ownership of Erf 979, Mondesa vests in the Nicolaas and Julie-Ann Philander as held by Deed of Transfer T 3650/2008. The Power of Attorney is also attached as **Annexure C**.

5. Access, municipal services, and parking

Access to Erf 979, Mondesa Extension 3 is obtained from Mandume Ya Ndemufayo Street and will be maintained, should there be a need for additional access, such access will be obtained through Council's application procedures. The Erf is serviced and is connected to the service infrastructure. Parking will be provided in line with the provision of the Swakopmund Zoning Scheme No. 12.

6. Advertisement

The proposed rezoning and consent was advertised on the 2nd and 9th February 2023 in the New Era and on the 1st and 8th February 2023 in the Republikein newspaper. A notice was also placed in the Government Gazette dated 15th February 2023. Neighbouring property owners were notified via registered mail and a notice was placed on-site. The closing dated for objections to the proposal was 1st March 2023. Proof of advertisement has been attached as **Annexure D** of the application. No objections were received.

7. Proposal

It is the intention of the owner to establish doctors' consultation rooms on the property as it is believed that the proposed use will be of great benefit to the local community especially given its locality along a busy business corridor. The applicant motivated that the proposed use is non-intrusive and relates well with the surrounding mixed land uses.

The applicant further motivated that there are numerous spin offs that present itself in terms of stimulating the economy. The applicant noted that the older parts of Swakopmund will become pressured to change in terms of land use to accommodate the growing needs and trends. The growing demand for such commercial and office uses creates a trend whereby property owners along busy business corridors rezone their properties in order to keep up with the commercial and economic growth in the area and town as a whole. The proposed rezoning of Erf 979, Mondesa Extension 3 is perceived to respond positively to the economic needs of the town and is regarded as a positive step in directing health care to all that is in need and will blend perfectly with the surrounding uses due to its nature.

8. Consent

The applicant requested for consent to operate doctors consulting rooms whilst the rezoning is in progress. This request

can be considered as a resident occupation, which policy confines activities to one third of the total floor area of the said dwelling. A doctor's consulting room is regarded as an office activity which is not intrusive in nature. The merits upon which this application is to be considered includes the fact that no objections were received from neighbouring property owners nor the general public. It can therefore be supported. Provided that no construction work to alter the existing structures.

9. Environmental Clearance

The rezoning of land from residential to commercial is a listed activity and as such, an environmental clearance certificate is required. In terms of the powers delegated to the Municipality of Swakopmund by the Office of the Environmental Commissioner, the Environmental Practitioner of Council has issued a clearance in a letter dated 16 March 2023, attached to the application as **Annexure E.**

10. Evaluation

Erf 979, Mondesa, Extension 3 is located in an area that is comprised of a mixture of land uses. These include general business erven that host business complexes which serve the community. Additionally, Council has recently approved the rezoning of Erf 2604, Mondesa to general business. This area can therefore be identified as a business node. Nodes are described as central or connecting points in a neighbourhood that have a mix of residential, commercial, and institutional buildings, such as shopping areas, community centres, libraries and medium to high density housing. The proposed rezoning of Erf 979 is not perceived to have negative impacts on the area but will add value to the area and aligns with Council's development objectives as stipulated in the Swakopmund Structure Plan 2020-2040.

The Swakopmund Zoning Scheme that was under review pending approval by central government, phased out the "Local Business" zoning, and as such, it is recommended that Erf 979, Mondesa rather be rezoned to general business as opposed to "Local Business".

11. Conclusion

The rezoning of Erf 979, Mondesa, Extension 3 is not perceived to have significant negative impacts on the area. This proposal can be supported.

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

RECOMMENDED:

- (a) That the rezoning of Erf 979, Mondesa, Extension 3 from Single Residential to Local Business be turned down, and instead Erf 979, Mondesa, Extension 3 be rezoned from Single Residential to General Business with a bulk of 1.0.
- (b) That consent to operate a resident occupation (doctors consulting rooms) from the premises of Erf 979, Mondesa, Extension 3, while the rezoning is in process be approved, subject to the following conditions:
 - That the applicant registers with the Health Services and Solid Waste Management and that the standard Health Regulations will apply.
 - That Council reserves the right, to cancel a consent use should there be valid complaints.
 - That the applicant must operate within the Swakopmund Zoning Scheme regulations.
 - That consent is not transferable.
 - That sufficient parking will be provided on the premises.
 - That no on street parking will be tolerated.
 - That the resident occupation shall be confined to one third of the total floor area of the said dwelling.
 - That the resident occupation may only employ up to two full time employees.
- (c) That the rezoning of Erf 979, Mondesa, Extension 3 be subject to a compensation fee calculated according to Section 9 (b) of Regulations relating to the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), in conjunction with the Betterment Fee Policy of 2009 and be paid by the applicant before any approval of building plans or any renewal of the fitness certificate by the Engineering and Planning Department can be considered.
- (d) That all the parking be provided on-site in line with the Swakopmund Town Planning Scheme.
- (e) That the applicant be informed that they may appeal against Resolution (a) above of the Council decision to the Minister against Council's Resolution in terms of Clause 8 of the Swakopmund Zoning Scheme 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.

W

ANNEXURE A

14 974

TOWN PLANKING & PROPERTIES

PO BOX 1598 SWAKOPMUND , NAMIBIA +264 81 122 4661 @ +264 81 122 4661 ©

Chief Executive Officer Municipality of Swakopmund PO Box 53 Swakopmund Namibia



22 March 2023

Dear Sir,

APPLICATION REZONING OF ERF 979, MONDESA, EXT NO. 3, SWAKOPMUND, FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600M2 TO LOCAL BUSINESS WITH A BULK OF 1.0; AND CONSENT TO OPERATE A RESIDENT OCCUPATION (DOCTORS CONSULTING ROOM) FROM THE PREMISES WHILE THE REZONING IS IN PROCESS.

Application is herewith made, on behalf of the owners of Erf 979, Mondesa, Ext. No. 3, Swakopmund, for the rezoning of Erf 979, Mondesa, Ext. No. 3, Swakopmund, from Single Residential with a density of 1:600m² (Annexure C1) to Local Business with a Bulk of 1.0 (Annexure C2); and consent to operate doctors consulting rooms from the erf while the rezoning is in process.

1. BACKGROUND

The registered owners, Nicolaas Philander & Julie-Ann Philander, of Erf 979, Mondesa recently decided to apply to Council for a change of zoning for Erf 979, Mondesa. The erf is located in Mandume Ya Ndemufayo Street in Mondesa which is already considered as a busy street in terms of business activities. The area is considered as an area that will over the next few years change in terms of lower land uses to higher intensity land uses. This is already evident in past changes that was approved by Council and as such created the environments for more such uses to be accommodated. The owners of the property wish to rezone the property to Local Business to allow for the use of doctors consulting rooms on the said premises.

2. LOCALITY AND ERF SIZE

The erf is located along in Mandume Ya Ndemufayo Street in Mondesa in close proximity of the Woermann & Brock shopping centre situated on Erf 1140, Mondesa (Annexure A). As previously mentioned the property is situated in an area with high commercial activities. It is also foreseen that more properties will undergo land use changes in the near future. According to the Deed of Transfer, Erf 979 measures 600m² in size and has a "Single Residential" zoning with a density of

1:600m². The property will thus be rezoned in order to accommodate the intended Doctors Consultation rooms.

3. OWNERSHIP

Ownership of Erf 979, Mondesa Ext. No. 3, Swakopmund, vests with Nicolaas Philander & Julie-Ann Philander and is held by Deed of Transfer T3650/2008 (Annexure I). Attached also please find the Power of Attorney signed by the members for the proposed intentions (Annexure B).

4. ACCESS TO THE PROPERTY

Access to the properties are currently obtained from Mandume Ya Ndemufayo Street. There will be no need to request for special circumstances in order to create access to the proposed intentions. If any further needs of access are required then the owners shall consult the Local Authority for such needs.

5. TOPOGRAPHY

Erf 979, Mondesa, Ext No. 3, Swakopmund, is situated in an already built-up area and currently accommodates existing structures (house). In the overall picture, taking the area into consideration, it can be well argued that the land is flat. There exist no slope of the property and sand conditions are stable and suitable for intentions of the client.

6. INFRASTRUCTURE

The area is already serviced with the basic services and the property is already connected to the service infrastructure. Any additional requirements that the owner might envisage shall be communicated the relevant institutions and will be for the account of the owner.

7. MOTIVATION FOR INTENTION

It is the opinion that the intentions the have the land use changed to Local Business in order to accommodate the proposed Consultation rooms will be of great benefit to the local community. Such activities are generally well received by the surrounding communities as it is seen as a necessity and a nonintrusive land use that relates well with the surrounding mixed land uses. There are numerous spinoffs that presents itself in terms of stimulating the economy further in this field. Furthermore, older areas in Swakopmund will become pressured to change in terms of land uses to accommodate the growing needs and trends. This can be seen as a natural phenomenon related to the sustainable growth of Swakopmund. With the ever changing growth of the town, it is needed to adapt and allow for commercial uses to replace lower intensity uses to accommodate for the growth patterns of the town. The growing demand for such commercial/office uses creates a trend whereby property owners located along busy Business Corridors to rezone their properties in order to keep up with the commercial and economic growth of the area and town as a whole. Furthermore, due to the fact that Erf 979 Swakopmund is located in an existing built up area of Swakopmund, there will be no disadvantages of the proposed activity to the current environment or the community. The intended rezoning of the property will thus positively respond to the economic needs and trends of the town.

Page 2 of 17

The intended use, doctors consulting rooms, will be a positive step in the directing health care to all that is in need. The nature of the proposed use is of such that it also requires a tranquil environment to operate in. It is the opinion that the intended use will blend in perfectly with the surrounding uses due to its nature of activities.

8. PARKING

Parking will be provided on the consolidated property in line with the provision of the Swakopmund Town Planning Scheme No. 12. The extent of the parking to be provided shall only be known once the owner has drawn up plans for the changes of the existing and proposed buildings. The parking requirements shall be checked and approved by the Municipality for correctness.

9. ADVERTISEMENTS

Advertisements for the proposed Rezoning of Erf 979, Mondesa, Ext No. 3, Swakopmund, was placed in the New Era on 02 & 09 February 2023 and the Republikein 01 & 08 February 2023 (Annexure D). Closing dates for objections was on the 23 February 2022. Neighboring properties have also been requested for their comments. Attached please find copies of letters to neighbors via registered post (Annexure E). Notice was also placed on the erf for public comments (Annexure F). Copy of advertisement placed in the in the Government Gazette (Annexure G).

10. RESPONSE FROM PUBLIC

As part of the public participation process the general public and neighbouring properties have the opportunity to raise their concerns and objection to the proposed intentions of our clients. By the closing date for objections no objections were received by the Municipality of Swakopmund or the consultant (Annexure H).

11, CONCLUSION

It is clear for the above presented information that the intentions for the property fall within the provisions of the Swakopmund Town Planning Scheme and is well suited for the intension of our client. The fact that the property is already developed and situated in a built-up environment is a clear indicator that no disturbance to the surrounding area is foreseen. Whether the owner wishes to extend the existing structures or redevelop in totality, there will be no difference in the foreseen impacts. We are of the opinion that the intended use of the property will be of great benefit to the community as access to such specialised services are vital to the wellbeing of the residents of the

As can be derived from the public participation that took place, no person/s are against the intentions of our client. It can be well argued that the general public and the residents of Ext. No. 3 Mondesa welcomes the intentions of our client. The intentions of our client will as a matter of fact contribute in terms of the greater picture of maximising accessibility to health facilities for the residents of Swekopmund and Mondesa in particular.

12. APPLICATION

On behalf of our client/s, we herewith formally apply for:

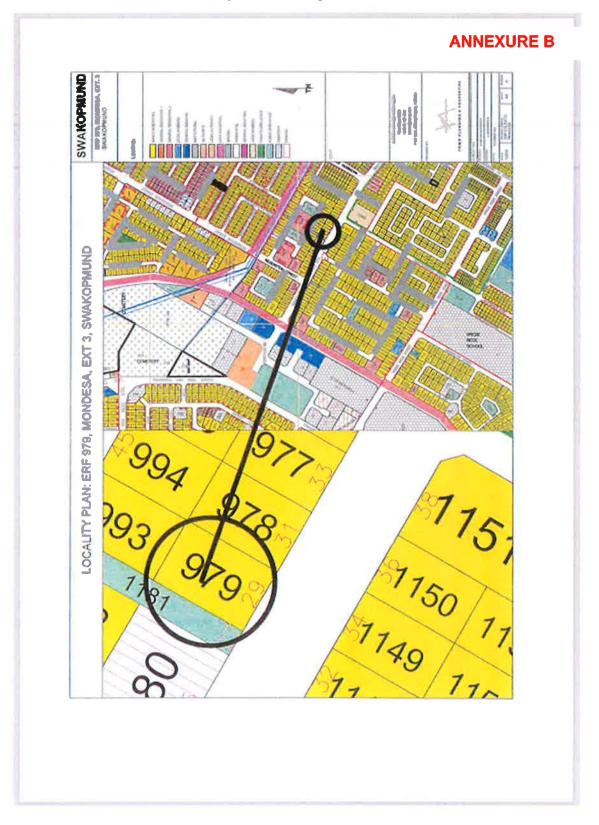
- REZONING OF ERF \$79, MONDESA, EXT. NO. 3 SWAKOPMUND, FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600M² TO LOCAL BUSINESS WITH A BULK OF 1.0: AND
- CONSENT TO OPERATE A DOCTORS CONSULTATION ROOM FROM THE ERF 979, MONDESA EXT NO. 3, SWAKOPMUND WHILE THE REZONING IS IN PROCESS.

It is trusted that Council will find the above application for the rezoning of Erf 979, Mondesa, Ext. No.3, Swakopmund, from Single Residential with a density of 1:600m² to Local Business with a Bulk of 1.0, in order.

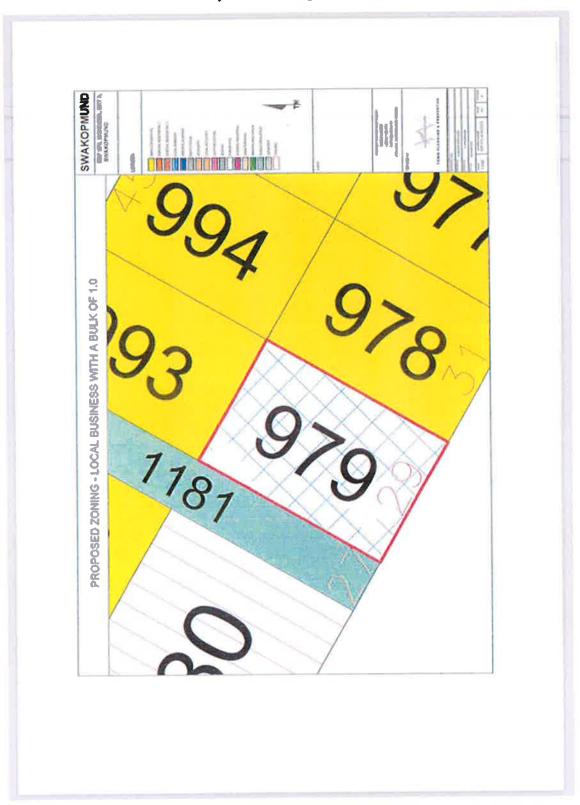
Yours Faithfully,

A R VAN DER WESTHUIZEN

150 Ordinary Council Meeting - 29 June 2023



151 Ordinary Council Meeting - 29 June 2023



SPECIAL POWER OF ATTORNEY



We, the undersigned,

ANNEXURE C

.....

JULIE-ANN PHILANDER (P 553276027)

MARRIED IN COMMUNITY OF PROPERTY TO EACH OTHER.

NICOLAAS PETRUS PHILANDER (ID: 710610 0068 0)

In mylour capacity and

THE REGISTERED OWNERS OF ERF 979, MONDESA, EXT. NO. 3, SWAKOPMUND.

do hereby nominate, constitute and appoint,

VAN DER WESTHUIZEN PLANNING & PROPERTIES CC, P O BOX 1598, SWAKOPMUND

With power of Substitution, to be my lawful Attorney and Agent in my/our name, place and stead, negotiate and to make all necessary applications to Municipality, Town Council, Ministry of Urban and Rural Development or any other authority, for the:

 REZONING OF ERF 979, MONDESA, EXT. NO. 3, SWAKOPMUND, FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1: 600M² TO LOCAL BUSINESS WITH A BULK OF 1.0.; AND CONSENT TO OPERATE A MEDICAL CONSULTING ROOM FROM THE PROPERTY WHILE THE REZONING IS IN PROCESS.

At the cost of the applicant and generally for effecting the purposes aforesaid, to do or cause to be done whatsoever shall be requisite, as fully and effectually, for all intents and purposes as I/We might or could do if personally present and acting herein — herby ratifying, allowing and confirm all and whatsoever my/our said Attorney and Agent shall lawfully do, or cause to be done, by virtue of these present.

SIGNED at Sudseques this c" day of Flying 20 23

WITNESSES:

4

NICOLAAS PETRUS PHILNADER

2 4

JULIE-ANN PHILANDER

DEED OF TRANSFER

Bo it hereby made known:

THAT LIANA THERESA VAN DEN BERG

appeared before me Registrar of Oxects at Windhoek, she the said Appearer, being duly authorised thereto by a Power of Attorney granted to her by

THE MUNICIPAL COUNCIL OF SWAKOPMUND

dated the 67H day of JUNE 2008, and signed at SWAKOPMUND

1 1

And the said Appearer declared that his Principal truly and lawfully sold the within mentioned property on 18 DECEMBER 2007

and that she in her capacity aforesald did, by these presents, ceds and transfer, in full and tree property, to and on behalf of

> NICOLAAS PETRUS PHILANDER BORN ON 10 JUNE 1971 AND JULIE-ANN PHILANDER BORN ON 24 JUNE 1975 MARRIED IN COMMUNITY OF PROPERTY TO EACH OTHER

Their Executors, Administrators or Assigns,

CERTAIN

ERF NO. 979 MONDESA (EXTENSION NO.

SITUATE

in the Municipality of SWAKOPMUND

Registration Division "G" Erongo Region

MEASURING

800 (Six Nil Nil) Square metres, as indicated on General Plan No. A 47/1990

by Certificate of Registered Title No. T 1425/1990

SUBJECT

HELD

to the following conditions imposed in terms of Procismation No. 10/1981,

namely:

IN FAVOUR OF THE LOCAL AUTHORITY

- 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 time be subject to, the provisions of the Swakopmund Town Planning Scheme prepared and approved in terms of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954)
- B. The building value of the main building, excluding the outbuilding to be prected on the ert shall be at least four times the municipal valuation of the orf.

MOUNT

-3-

WHEREFORE the Appearar, renouncing as the Right and Title which the said Transferor heretofore had to the premises, did, in consequence also acknowledge the said Transferor to be entirely dispossessed of, and disputited to, the same; and that, by virtue of these Presents, the said Transferoes.

Their Heirs, Executors, Administrators or Assigns or now is and honceforth shall be entitled thereto, conformably to local custom, The State, however, reserving its rights, and finally acknowledge that the purchase price is NS30 500-00.

Signed of WINDHOEK, on 7000 -157 () together with the appearer, and confirmed with my seal of office

SIGNATURE OF APPEARER

In my Presence;

REGISTRAR OF DEEDS

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PANEELKLOPPERS -NYWERHEDE

SKAKEL: +264 61 330 500 OF 330 502 2 4 EIDERSTRAAT, LAFHENZ INDUSTRILEL

HAVE A HEART DONATE BLOOD

Happy Valentines Day



Wednesday, 8 February 2023

Contro Est Seppel Windhook J 07:00-18:00 Charact Life Chatter Food State Mail Character L 00:30-16:00 Fatterne Tutsman College (Ongwedika) 09 (CC-11/3)

Thursday, 9 February 2023

Centre Tal Street (Windbook) 07:00:18:00 Channel Life Centre Past Street Mali (Windhaek) 09:30-16:00 Oshakati Centre (Hospital Grounds) 10:00-10:00 Hangana Seafood Walvis Bay) 10:00-15:00

Friday, 10 February 2023

Centre T.d Street (Windhoek) 07:00-16:00 Chansel Life Centre Pasa Street Mali (Wasdbook) 09:00-16:00

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Section (Section Control Contr

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of Alcoholics

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who live with alcoholics.

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TOWN PLANNING & PROPERTIES

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PO BOX 1698 SWAKOPMUNO , NAMIRIA +264 81 122 4661 # +264 81 172 4681 (C

Your Ref: Erf 977 Mondesa

OWNER OF 977
MN & HP KEENDJELE
P O BOX 6323
VINETA, SWAKOPMUND
NAMIBIA
13003

1 February 2023

Dear Sir.

APPLICATION FOR ENVIRONMENTAL CLEARANCE AND REZONING OF ERF 979, MONDESA, EXTENSION 3, SWAKOPMUND, FROM SINGLE RESIDENTIAL WITH A DENSITY OF PER 1:600M² TO LOCAL BUSINESS WITH A BULK OF 1.0; AND CONSENT TO OPERATE A RESIDENT OCCUPATION (DOCTORS CONSULTING ROOM) FROM THE PREMISES WHILE THE REZONING IS IN PROCESS.

Please take note that Van Der Westhulzen Town Planning & Properties CC, on behalf of our client/s, intends to apply to the Swakopmund Municipal Council for Environmental Clearance and the Rezoning of Erf 979, Mondesa, Extension 3, Swakopmund, from Single Residential with a density of 1:600m² to Local Business with a Bulk of 1.0.

Erf 979, Mondesa, Extension 3, Swakopmund, currently measures approximately 600m² in extent and is located along Mandume Ya Ndemufayo Street in Mondesa. The property is currently being used for residential purposes by the owner. It is the intention of the owner to have the property rezoned to Local Business in order to operate as doctors consulting rooms. It is also the intention to apply for consent to operate a resident occupation for the purpose of Doctors Consultation Room from the premises while the rezoning is in process. It is thus required and necessary to formally apply to the Local Authority and the Ministry of Urban and Rural Development for the proposed rezoning of the property.

Please further take note that -

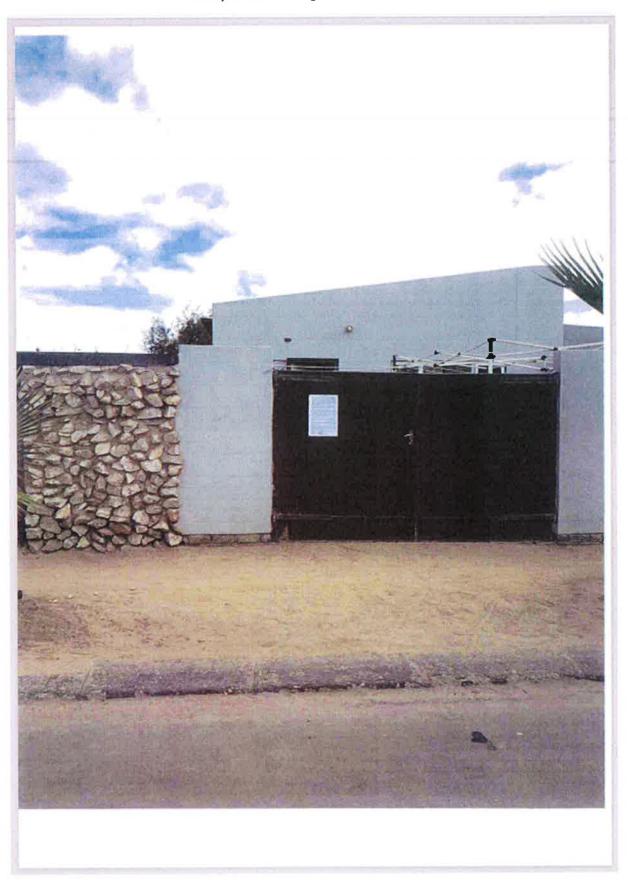
- (a) the plan of the erf can be inspected at the Public Notice Board of the Swakopmund Municipality located on the Corner of Rakotoka Street & Daniel Kamho Avenue.
- (b) any person having objections to the proposed rezoning or who wants to comment thereon, may lodge such objections and comments, together with the grounds thereof, in writing to the Municipality and the applicant within 14 days of the last publication of this notice.

Please be advised that the written objection must be forwarded within the prescribed time as required by the Urban and Regional Planning Act of 2018. Such written objection or comment must therefore be submitted by no later than 17:00 on 22 February 2023.

Yours Faithfully,

A R VAN DER WESTHUIZEN

162 Ordinary Council Meeting - 29 June 2023





GOVERNMENT GAZETTE

OF THE

REPUBLIC OF NAMIBIA

N\$9,60	WINDHOEK - 15 February 2023	No. 803
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No. 23	Notice of appointment of member of Board of Directors of Road Fund Administration: Road I Administration Act, 1999	
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Government Gazette 15 February 2023

8031

Applicant: Van Der Westhuizen Town Planning & Properties CC

P.O. Box 1598, Swakopmund, Namibia Contact Person: A. van der Westhuizen

Cell: 081-122 4661 Email: andrew@ydwtp.com

No. 54

2023

LAYOUT DESIGN AND TOWNSHIP ESTABLISHMENT ON PORTION 83, A PORTION OF KEETMANSHOOP TOWN AND TOWNLANDS NO. 150 (QUIVER TREE INDUSTRIAL PARK EXTENSION L)

Stabenrauch Planning Consultants CC has applied to the Keetmanshoop Municipality, on behalf of the owner of Portions \$2 and \$3, portions of the Keetmanshoop Town and Townlands No.150 and intends on applying to the Urban and Regional Planning Board for the following:

- Layout design and Township Establishment on Portion 83 a portion of Keetmanshoop Town and Townlands No. 150 to become known as Quiver Tree Industrial Park Extension I comprising of approximately 32 Erven and Remainder
- Incorporation of Portion 82 a portion of Keetmanshoop Town and Townlands No. 150 Into Quiver Tree Industrial Park Extension 1 as a street

Portions 82 and 83, portions of the Keetmanshoop Town and Townlands No. 150 are located adjacent to one another. The portions are located east of the railway line and north of the B4 trunk road. Portion 82, a portion of the Keetmanshoop Town and Townlands No. 150 measures approximately 6683m² (0.6683 hectares) in extend, white Portion 83 a portion of Keetmanshoop Town and Townlands No. 150 measures approximately 40.0836 hectares in extend. Both portions are zoned as "Undetermined".

The purpose of the subject application is to expand the current industrial area.

A copy of the application, maps and its accompanying documents are available for inspection during normal office hours at the Keetmanshoop Municipality and SPC Office, 45 Feld Street, Windhoek.

Any person objecting to the proposed change in land use as set out above may lodge such objection/ comments together with their grounds thereof, with the Keetmanshoop Municipality and the applicant (SPC) in writing before Wednesday, 8 March 2023 (14 days after the last publication of this notice).

Applicant: Stubenrauch Planning Consultants CC P.O. Box 41404, Wladhock

Tel: (061) 25 1189 Our Ref: W/15019 Acting Chief Executive Officer Keetmanshoop Municipality Private Bag 2125 Keetmanshoop

No. 55

2023

REZONING OF ERF 979, MONDESA EXTENSION 3, SWAKOPMUND

Van Der Westhulzen Town Planning & Properties CC, on behalf of our client/s, intends to apply to the Swakopmund Municipal Council for Environmental Clearance and the Rezoning of Erf 979, Mondesa Extension 3, Swakopmund, from Single Residential with a density of 1:600m³ to Local Business with a Built of 1.0.

8031 Government Gazette 15 February 2023

- Application for rezoning of Erf 979, Mondesa Extension 3, Swakopmund, from Single Residential with a density of per 1:600m2 to Local Business with a bulk of 1.0; and
- Consent to operate a Resident Occupation (Doctors Consulting Room) from the premises while the rezoning is in process.

Erf 979, Mondesa Extension 3, Swakopmund, currently measures approximately 600m³ in extent and is located along Mandume Ya Ndemufayo Street in Mondesa. The property is currently being used for residential purposes by the owner. It is the intention of the owner to have the property rezoned to Local Business in order to operate as doctors consulting rooms. It is also the intention to apply for consent to operate a resident occupation for the purpose of Doctors Consultation Room from the premises while the rezoning is in process. It is thus required and necessary to formally apply to the Local Authority and the Ministry of Urban and Rural Development for the proposed rezoning of the property.

Take note that -

- the plan of the erf can be inspected at the Public Notice Board of the Swakopmund Municipality located on the Corner of Rakotoka Street and Daniel Kamho Avenue.
- any person having objections to the proposed rezoning or who wants to comment thereon, may lodge such objections and comments, together with the grounds thereof, in writing to the Municipality and the applicant within 14 days of the last publication of this notice.

De advised that the written objection must be forwarded within the prescribed time as required by the Urban and Regional Planning Act of 2018. Such written objection or comment must therefore be submitted by no later than 17h00 on 1 March 2023,

Applicant: Van Der Westhuizen Town Planning & Properties CC P.O. Box 1598, Swakopmund, Namibla

Contact Person: A. van der Westhulzen

Cell: 081-122 4661

Email: andrew@vdwtp.com

No. 56 2023

REZONING OF ERF 3191, NO. 29 TO 31 STEIN STREET, KLEIN WINDHOEK

Du Toit Town Planning Consultants, on behalf of the owner of the erf, in terms of the stipulations of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), intends to apply to the Windhock City Council and the Urban and Regional Planning Board for:

- Rezoning of Erf 3191, No. 29 to 31 Stein Street, Klein Windhoek, from 'residential' with a density of I dwelling per 900m' to 'Hospitality' (for a Hotel Pension); and
- Consent to use Erf 3191, No. 29 to 31 Stein Street, Klein Windhock, in accordance with the new zoning while the rezoning is formally being completed.

Do Vagabond Pension has been located on Erf 3191, on Stoin Street, just south of the Klein Windhock business hub for many years. The City of Windhock granted consent for the establishment in 1992. The current zoning is 'residential' with a density of 1:900 and the erf is 2 870m2 in extent.

VDWTP&P

From: Sent:

Johanna Angolo <jangolo@swkmun.com.na>

Thursday, March 16, 2023 1≥11 PM

To:

andrew@vdwtp.com

Subject:

RE: Rezoning of Erf 979, Mondesa

Hi Winton,

Nothing on sharepoint.

Regards

From: VDWTP&P <andrew@vdwtp.com> Sent: Thursday, 16 March 2023 09:33 AM To: Johanna Angolo <jangolo@swkmun.com.na> Subject: Rezoning of Erf 979, Mondesa

Good day Johanna,

Would you please be so kind as to indicate to us whether you had any objections against the proposed Rezoning of Erf 979, Swakopmund. The due date for objection was on 22 February 2023.

Kind regards,

Andrew van der Westhulzen

TOWN PLANNING & PROPERTIES

PO BOX 1598 SWAKOPMUND, NAMIBIA

*264 81 122 4661 @ *264 81 122 4661 @ ndryo-gydata cam @

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Enquiries:

16/1/1/01

Ma. P Engelbrecht

(064) 4104400 (084) 4104438

Fax2email: 0886519137

53 Swakopmund NAMIBIA

www.swkmun.com.na

townengineer@swkmun.com.na

18 March 2023

N & J Philander P.O Box 1598 SWAKOPMUND 13001 Namibia

Door Mr & Mrs Philander

ENVIRONMENTAL CLEARANCE CERTIFICATE: THE REZONING OF ERF 979. MONDESA, EXTENSION 3, SWAKOPMUND FROM "SINGLE RESIDENTIAL" TO

Re: 16/1/1/1

This certificate makes reference to your submission dated 3 March 2023 seeking an Environmental Clearance Certificate in terms of the Environmental Management Act No. 7 of 2007 for the proposed rezoning of Erf 979, Swakopmund from "Single Residential" to "General

Erf 979, Swakopmund is located at Extension 3, Mandume Ya Ndemufayo Street, Mondesa. The purpose for rezoning Erf 979 from "Single Residential" to "General Business" is to develop a doctors consultation practice.

The Swakopmund Municipal Council through the Environmental Management Section has examined your application to rezone the above mentioned Erf in terms of its potential environmental and socio-economic effects. Based on the recorded findings of our inspection the proposed rezoning and operational activities will have limited significant environmental effects. Hence the following conditions:

- The project proponent shall comply with all relevant Local Authority Regulations and National Legislation during the construction and operational phases thereof.
- b) The project proponent shall address all socio-economic impacts resulting from the above mentioned activities e.g. waste & water management and disposal, health, safely and etc.
- c) Regular environmental monitoring and evaluations on environmental performance should be conducted and targets for improvements should be established and monitored from time to time, and



d) Council reserves the right to attach further legislative and regulatory conditions during the boutique's operational activities.

Thus, in terms of the powers delegated to the Municipality of Swakopmund by the Office of the Environmental Commissioner, this letter serves as an environmental clearance certificate for the rezoning of Erf 979, Mondesa, Swakopmund from "Single Residential" to "General Business" for the establishment of a doctor's consultation practice.

This clearance letter does not in any way hold the Municipality of Swakepmund accountable for any misleading information or any adverse effects that may arise from this activity. Instead, full accountability lies with the proponent.

This environmental clearance certificate is valid for three years from the date of issue unless withdrawn by this office or the office of the Environmental Commissioner.

You's kercelled Municipality

GENERAL MANAGER! ENGINEERING & PLANNING SERVICES

Copy to:

- Town Planning Section
 Municipality of Swakopmund
 Department of Engineering & Town Planning Services
- b) Directorate of Environmental Affairs Ministry of Environment, Forestry and Tourism

11.1.14 REZONING OF ERF 454, TAMARISKIA, EXTENSION 1 FROM SINGLE RESIDENTIAL WITH A DENSITY OF 1:600 M² TO LOCAL BUSINESS WITH A BULK OF 1.0 CONSENT TO OPERATE AN OFFICE AND COFFEE SHOP WHILE THE REZONING IS BEING FINALISED

(C/M 2023/06/29 - T 454)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 10.5 page 70 refers.

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

1. Purpose

The purpose of this submission is for the Council to consider the application for the rezoning of Erf 454, Tamariskia, Extension 1 from "Single Residential" with a density of 1:600m² to "Local Business" with a bulk of 1.0, consent to operate an office and coffee shop whilst rezoning is in progress.

2. Introduction and Background

An application for the rezoning of Erf 454, Tamariskia, Extension 1 was received by the Engineering and Planning Services from Kamau Town Planning and Development Specialist on behalf of the registered owner Mr Keuuavali Frasiscus Neshila. The application is attached as **Annexure A.**

Ownership

Ownership of Erf 454, Tamariskia Extension 1 is held in the Deed of Transfer T4810/2017 and vests in Mr Keuuavali Frasiscus Neshila. Proof of ownership has been attached together with the application.

4. Zoning, Locality and Size

Erf 454, Tamariskia Extension 1 is zoned "Single Residential" with a density of 1:600m². The erf is situated in Vrede Rede Avenue and measures 576m² in extent. The Erf currently accommodates a single dwelling house that has been granted permission a 40% to be utilised as a guesthouse.

5. Access, parking and municipal services

Access to Erf 454, Tamariskia Extension 1 is obtained via Vrede Rede Avenue. Parking for the proposed will be provided as stipulated by the Swakopmund Zoning Scheme. The Erf is already connected to the services network.

6. Advertisement

The proposed rezoning was advertised on the 24th and 31st of March 2023, in the New Era and Confidente newspapers. A

notice was also placed on site for public comments and notice was given to neighbouring property owners were notified via registered mail of the intent. A notice was published in the government gazette No 8066 dated 14th April 2023.

No objection or any concern was received.

7. Proposal

The owner of Erf 454 Tamariskia Extension 1 intends to rezone the erf from "Single Residential" with a density of 1:600m² to "Local Business" with a bulk of 1.0. The owner intends to use his current dwelling for a coffee shop as well as an office in conjunction with the existing guesthouse.

8. Evaluation

The applicant is seeking for a rezoning to local business as well as consent to operate an office and a coffee shop whilst the rezoning is in process. The rezoning to local business can be supported and is in line with the Swakopmund Zoning Scheme, and it is compatible with the surrounding uses.

Note should, however, be taken that Erf 454, Tamariskia, Extension 1 is currently zoned single residential. In 2018, the applicant applied for consent to operate a guesthouse as per the Accommodation Establishment Policy of Council and was granted the approval. As part of the Accommodation Establishment Policy, the consent use, which in this case is the guesthouse, is confined to a 40% of the total floor area of the structures on the premises. The guesthouse is registered with the Health Services and Waste Management Department and has been obtaining fitness certificates from Council since then. This is an indication that the guesthouse is still operational.

Given that the erf is still zoned single residential and already has been granted approval for one consent, it is not in the best interest of Council to approve two more consent uses (being the office and coffee shop). Additionally, only one consent is permitted per single residential property.

The main purpose for a single residential property is residence, with provision to apply for consent to operate a small-scale business as per the policy provisions. Having two more additional consent uses will defeat the purpose of the current use of the property and therefore, it is advised that the rezoning process be finalised first before the property is utilised for several business activities.

Conclusion

The rezoning of Erf 454, Tamariskia Extension 1 from "Single Residential" with a density of 1/600m² to "Local business" with a bulk of 1.0 can be supported, however, the consent to operate an office and a coffee shop together with the existing guesthouse

while the rezoning is in progress cannot be supported because it contravenes Councils policy.

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

RECOMMENDED:

- (a) The rezoning of Erf 454, Tamariskia, Extension 1 from "Single Residential" with a density of 1/600m² to "Local business" with a bulk of 1.0 be approved.
- (b) That consent to operate an office and a coffee shop on the property whilst rezoning is in progress be turned down.
- (c) That the already existing guesthouse be the only consent to be operated on the erf pending the rezoning process.
- (d) That after the approval of the rezoning, all parking requirements onsite be as per the Swakopmund zoning scheme.
- (e) That the rezoning of Erf 454, Tamariskia, Extension 1 be subject to a compensation fee calculated according to the Betterment Fee Policy of 2009 and be paid by the applicant before any submission of building plans or businesses registration application and the fitness certificate.
- (f) 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.

ANNEXURE A - APPLICATION FORM

1



town planning & development specialist

No. 04 Wagner Street | Windhoek west | c: +264 81 3290584 P.O. Box 22296 | Windhoek |t: +264 61251975 | f: +264 61 304219 | neshila@a3arc.com w. www.kamau-architects.com

DATE: 27 OCTOBER 2022

The Chief Executive Officer

Municipality of Swakopmund

P O Box 53

Daniel Tjongarero Avenue, Swakopmund

Swakopmund, Namibia

Attention: Town Planning Officer

Dear Sir/Madam

Herewith application for:

- REZONING OF ERF 454, TAMARISKIA EXTENSION 1, VREDE REDE AVENUE, SWAKOPMUND FROM 'RESIDENTIAL' TO 'LOCAL BUSINESS' WITH A BULK FACTOR OF 1.0
- CONSENT TO ALLOW THE OPERATION OF AN OFFICE AND A COFFEE SHOP ON ERF 454
 WITHIN THE EXISITING STRUCTURE WHILE REZONING IS IN PROGRESS

1. Introduction and Background

Kamau Town Planning and Development Specialist, on behalf of Keuuavali Fransiscus Neshila as the owner of Erf 454 Vrede Rede Avenue, Tamariskia Extension 1, Swakopmund, hereby applies for the rezoning of Erf 454, Vrede Rede Avenue, Tamariskia Extension 1, Swakopmund from "Residential" to "Local Business" with bulk of



1.0 in accordance with the Swakopmund Town Planning Amendment Scheme No.12.

2. Erf Information and Surrounding Area

The Erf is located within Swakopmund, in the Tamariskia Extension No.1 township. It is located along Vrede Rede Avenue and it is the second Erf from the junction of Vrede Rede Avenue and Marmer Laan. The Erf measures 576 (FIVE SEVEN SIX) Square Metres in extent. The Erf is within the 1:600 m² density zone as per the Swakopmund Town Planning Amendment Scheme No.12.

Currently the establishment on the Erf measures 199,51 m² and is being operated as a guesthouse facility. The Erf gains access from Vrede Rede Avenue. There are existing water and sewer services on the Erf.



Figure 1 - Locality of Erf 454, Vrede Rede Avenue

The Erf is surrounded by a variety of land uses. These uses include the Evangeliese Sending Kerk, the CHAIN education institution and Public Open Space Erf 626 towards the South, the Indian shop and Tamariskia Clinic towards the East and the Public Open Space RE/503 towards the North. The rest of the surroundings constitute of mainly residential landuses.

3. Development Proposal

The owner of Erf 454, Vrede Rede Avenue, Tamariskia Extension 1, Swakopmund intends to rezone the Erf from "Residential" to "Local Business" with a bulk of 1.0. The owner proposes to incorporate a coffee shop, which measures approximately 30 square meters (30 m²) and an office space which measures approximately 20 square meters within the existing guesthouse facility which measures 199,51 m². These two additions are located within the existing structure therefore the building footprint does not increase.

The office and coffee shop are both compliant with the Primary Uses of the Local Business zoning as per the Swakopmund Town Planning Amendment Scheme No.12 (as indicated by Table 1 below) therefore the owner seeks for consent to allow the operation of these additional uses on Erf 454 alongside the existing guesthouse facility while the rezoning is in progress. The guesthouse can be classified as a dwelling house. The land-uses shop and office as indicated in Table 1 below, are compatible with the current use on the Erf.

E	Local Business	Blue cross- hatch	Shop, Office Building, Owelling House	Place of Public Worship, Place of Instruction, Institutional Building, Blocks of Flats, Residential Building, Flace of Assembly, Place of Amusement, Service Stations, Drive in Cafés, Bed and Breakfast, Pensions, launderettes and Dry- cleaners.
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Figure 2, Swokopmand Town Planning Amendment Scheme, Page 14

The changes to accommodate the office as well as the coffee shop require only interior alterations, therefore there will be no construction of new buildings. As the additional uses are on a small scale, no disturbance nor tremendous increase in traffic will be experienced. Access will be provided from Vrede Rede Avenue as it is currently.

4. Need and Desirability

Tamariskia Extension No.1 is dominated by single residential uses with a few other landuses which include Business, Public Open Space, Institution and General Residential. The proposed land use, Local Business, has the capability to respond to employment needs.

The development will contribute economically because of the addition of the coffee shop and office establishment. Both additions have the capability to create opportunities for employment which has the potential to create sustainable livelihoods which can help the



A

beneficiaries to maintain adequate living standards from the income generated from the possbile employment opportunities. This is not only advantageous for the owners but also for the employees of these establishments.

The crime concerns are addressed, as there is already continual surveillance on the Erf because of the guesthouse currently operating on a daily basis and owing to the nature of such an establishment, there are always people on or around the Erf meaning that the businesses will operate in a safe environment.

Given that this area, Tamariskia Extension No.1, where the Erf 454 is located, is predominantly a residential area, a rezoning of this nature contributes to preventing monofunctionality of the area due to the introduction of diverse land-uses on one erf. Furthermore, as the business and institution land-uses within the township are gradually increasing, the Local Business zone is quite compatible with both the residential component as well as with the other land-uses.

Even though the residential component of the development is secondary as opposed to the business element, the option is still provided in the primary consent land-uses of the Local Business zone and as much as it is on a smaller-scale, it can still be seen as a contribution towards the housing back-log being experienced country-wide should the owner decide to make use of it as a place of permanent residence in the future.

Benefits will not only be experienced by the owner but also by the Municipality of Swakopmund as the proposed establishments will increase the value of the property due to the rezoning meaning there will be an increase in the property rates and taxes.

5. Conditions

The conditions of title are stipulated in the Title Deed of Erf 454, T4810/2017 that is attached as Annexure E.

The Title deed states in favour of the Local Authority,

*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



5

Swakopmund Town Planning Scheme and approved in terms of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954) as amended."

6. Public notification procedure

According to Chapter 9(107), of the Urban and Regional Planning Act 5 of 2018, the relevant Local Authority should request that the applicant gives notice to the prescribed persons and general public for objections.

The notices should state the purpose of the application and the location where the application, plans and related documents can be inspected. The prescribed persons and general public should also be notified that they can and are allowed to object with either the Local Authority. The notice should be clear on how the objections should be lodged and provide the final date before which all objections should be lodged.

Part 7 (10)(11)(12) of the Regulations of the Urban and Regional Planning Act 5 of 2018 further provide directive on the type of notices to be circulated depending on the application content. For a rezoning, the applicant is required to publish once a week for two consecutive weeks in two newspapers circulating countrywide.

The notices for the rezoning of Erf 454 were published in the Confidente and New Era newspapers on the 24th March 2023 and 31st March 2023. These notices lapsed on the 14th April 2023.

The notice was published in the Government Gazette on the 14th April 2023.

The applicant had sent out consent forms containing the information of the proposed rezoning to the immediate neighbours via registered mail which had also lapsed on the 14th April 2023. Concurrently, the notice for the rezoning, was placed on the Swakopmund Municipality Notice Board and in a visible place on the on-site, easily accessible by the general public (refer to Annexure G).

No objections were received for the application.



7. Application

- REZONING OF ERF 454, VREDE REDE AVENUE, TAMARISKIA EXTENSION 1, SWAKOPMUND FROM 'RESIDENTIAL' TO 'LOCAL BUSINESS' WITH A BULK OF 1.0
- CONSENT TO ALLOW THE OPERATION OF AN OFFICE AND A COFFEE SHOP ON ERF 454 WITHIN THE EXISITING STRUCTURE WHILE REZONING IS IN PROGRESS

In support of the application for Erf 454, the following documentation are submitted:

- Annexure A: Erf Diagram
- · Annexure B: Locality map
- Annexure C: Current Zoning Plan
- Annexure D: Proposed Zoning Plan
- Annexure E: Copy of Title deed
- Annexure F: Power of Attorney
- Annexure G: Proof of public notification

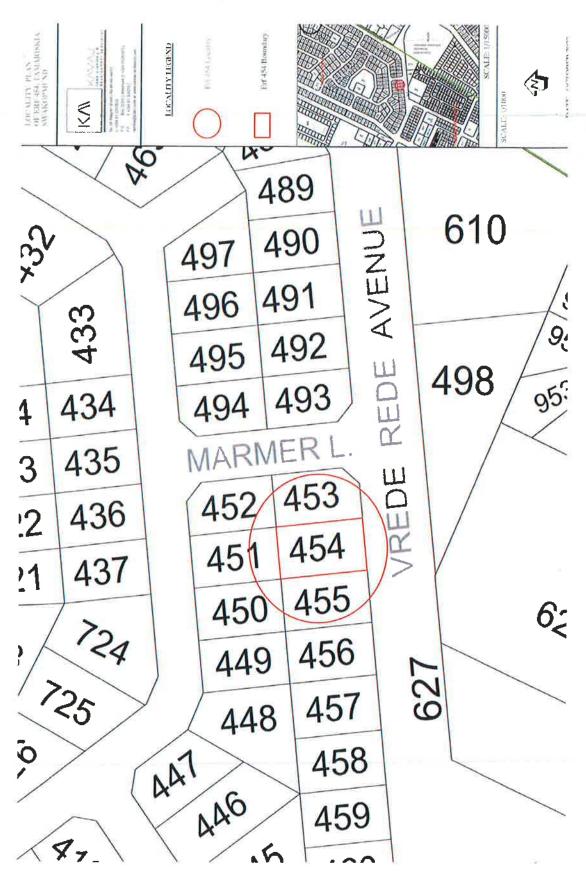
I trust that the application will receive your favorable consideration.

Yours faithfully

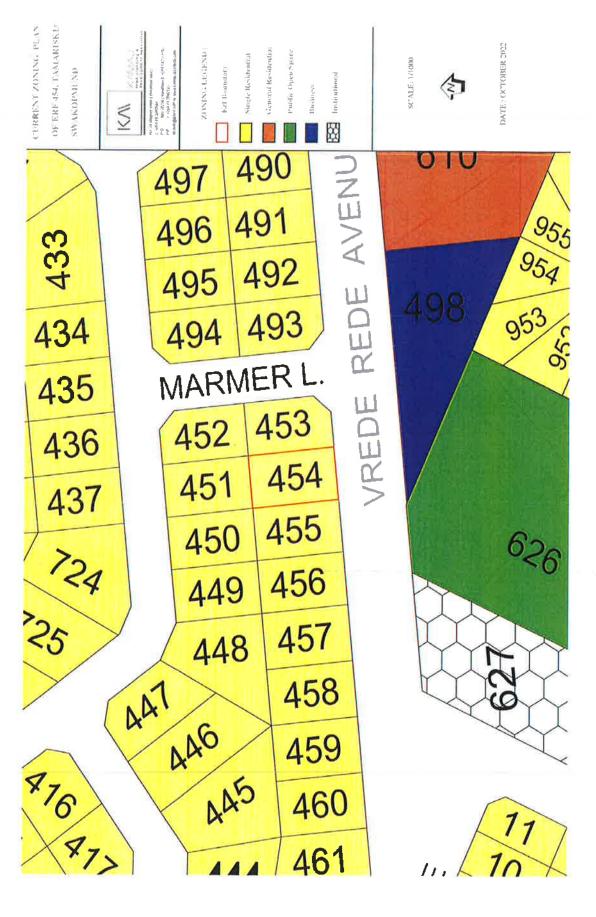
Principal Member

Mr. F. K. NESHILA

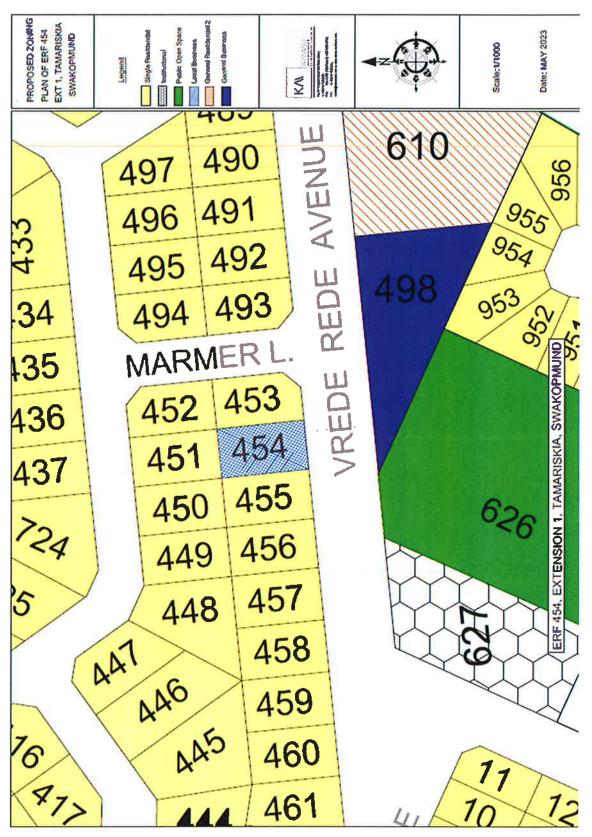
178
Ordinary Council Meeting - 29 June 2023



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Ordinary Council Meeting - 29 June 2023



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Ordinary Council Meeting - 29 June 2023



2017 -07-20 DEED OF TRANSFER NO. 4810 / 2017 **FERNANDO LUCAS NESHILA AND** KEUUAVALI FRASISCUS NESHILA ERF NO. 454 TAMARISKA (EXTENSION NO. 1) V1655429 HAIKALI/jp DR. WEDER, KAUTA & HOVEKA INC. LEGAL PRACTITIONERS, NOTARIES and CONVEYANCERS 3rd Floor, WKH House, Jan Jonkor Road, Ausspannplatz P.O. Box 864 - Tel: 061-275550 - Fax: 238802 WINDHOEK, Namibia THP COTO INVAIOR

PREPARED BY ME

CONVEYANCER HANONGO-HAIKALI, VM

OR WEDER, KAUTA & HOVEKA BROORPORATED NOTATIES, CONVEYANCERS & ATTORNEYS, P. 0. BOX 664 3" FLOOR, WICH HOUSE JAN JONKER BOAD AUSSPANIPLATZ WINDHOEK

DEED OF TRANSFER, NO.

T 4810 / 2017

BE IT HEREBY MADE KNOWN:

THAT RISA DREYER,

59 1. g. et _a

appeared before me. DCP Registrar of Deeds at Windhoek, She the said Appearer, being duly authorized thereto by a Power of Attorney granted to her by the

FERNANDO LUCAS NESHILA IDENTITY NUMBER 431118 11 0013 5 UNMARRIED

dated the $\mathbf{28}^{\text{TH}}$ day of FEBRUARY 2017 signed at ONGWEDIVA

-2-

AND THE SAID APPEARER declared that her Principal had truly and legally sold on the 29th of DECEMBER 2016:

AND THAT SHE, in her capacity aforesald, did by these presents, cede, and transfer, in full and free property, to and on behalf of

KEUUAVALI FRASISCUS NESHILA IDENTITY NUMBER 780619 0002 5 UNMARRIED

His Heirs, Executors, Administrators or Assigns

CERTAIN

Erl No. 454 TAMARISKIA EXTENSION NO.1

SITUATE

In the MUNICIPALITY of SWAKOPMUND

Registration Division "G"

ERONGO Region

MEASURING

576 (FIVE SEVEN SIX) Square Metres,

FIRST REGISTERED

by Certificate of Registered Title No. T 1638/1976 with

General Plan No. S.G. NO. A851/75 relating thereto and

HELD

By Deed of Transfer No. T 6115/1994

SUBJECT to the following conditions imposed in terms Ordinance 18 of 1954 (See BC22/2007), namely:

IN FAVOUR OF THE LOCAL AUTHORITY:

- (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 Town Planning 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 four times the municipal valuation of the erf.



-3-

WHEREFORE the Appearer, renouncing all the Right and Title the

TRANSFEROR

heretofore had to the premises, did, in consequence also acknowledge it to be entirely dispossessed of, and disentilled to the same, and that by virtue of these presents the said

TRANSFEREE

His Heirs, Executors, Administrators or Assigns,

now is and henceforth shall be entitled thereto conformably to local custom, the State, however, reserving its rights; and finally, acknowledging that the purchase price of the aforesaid properties amounts to N\$14 000.00

2017 -07- 31

SIGNATURE OF APPEARER



POWER OF ATTORNEY

I, the undersigned, KEUUAVALI FRANSISCUS NESHILA (ID No.78061900025) in my capacity as the respective owner of Erf 454 SWAKOPMUND, (Title Deed No. T4810/2017), hereby nominate, constitute and appoint,

Kamau Town Planning & Development Specialist P. O. Box 22269 Windhoek

With power of Substitution to be my lawful Attorney and Agent in my name, place and stead, to submit the necessary application to the Municipality of Swakopmund and Urban and Regional Planning Board for the:

- REZONING OF ERF 454, VREDE REDE AVENUE, SWAKOPMUND FROM 'RESIDENTIAL' TO 'LOCAL BUSINESS' WITH A BULK FACTOR OF 1.0
- CONSENT TO ALLOW THE OPERATION OF AN OFFICE AND A COFFEE SHOP ON ERF 454 WITHIN THE EXISITING STRUCTURE WHILE REZONING IS IN PROGRESS

And generally for effecting the purpose aforesaid, to do or cause to be done whatsoever shall be requisite, as fully and effectively, all intends and purpose, as might or could do if personally present and acting herein —hereby ratifying, allowing and confirming and promising and agreeing to ratifying, allow and confirm and whatsoever my said agent shall lawfully do, or cause to be done, virtue of these presents.

Signed at Nunctrioc C on this 11 day of 100 2023 in the presence of the undersigned witnesses.

SIGNED

AS WITNESSES:

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2 Hires

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Government Gazette 14 April 2023

Municipality of Windhoek
G. de Klerk – Town Planner
Department of Urban and Transport Planning
Tel: +264 61 902104

Email: Gerhard.Deklerk@windhoek.org.na

No. 172

2023

REZONING OF ERF 454, TAMARISKIA EXTENSION 1

Kamau Town Planning and Development Specialist has been appointed by the owner of Erf 454, Vrede Rede Avenue, Tamariskia Extension 1, Swakopmund, to apply to the Municipality of Swakopmund and the Urban and Regional Planning Board for the:

- Rezoning of Erf 454, Tamariskia Extension 1, Vrede Rede Avenue, Swakopmund from 'Residential' to 'Local Business' with a bulk factor of 1.0; and
- Consent to allow the operation of an office and a coffee shop on Erf 454 within the
 existing structure while rezoning is in progress

as according to the Swakopmund Amendment Scheme No. 12.

The Erf is located within Swakopmund, in the Tamariskia Extension No. 1 township. It is located along Vrede Rede Avenue and it is the second erf from the junction of Vrede Rede Avenue and Marmer Laan.

The erf measures 576m² in extent. The erf is within the 1:600m² density zone as per the Swakopmund Town Planning Amendment Scheme No. 12.

Current Zoning: Single Residential with a density of 1:600sqm Proposed Zoning: Local Business with bulk of 1.0

Proposed land-use - Office and Coffee shop alongside existing guesthouse

Further take note that -

- (a) For more enquiries regarding the consent application, visit the Department of Town Planning at the Municipality of Swakopmund;
- (b) any person having objections to the rezoning concerned or who wants to comment, may in writing lodge such objections and comments, together with the grounds, with the Chief Executive Officer of the Municipality of Swakopmund, and with the applicant within 14 days of the last publication of this notice, i.e. no later than 14 April 2023.

FOR MORE INFORMATION AND QUERIES, KINDLY CONTACT:

Kamau Town Planning and Development Specialist
No. 4 Wagner Street, Windhoek-West, Cellphone: +264 \$1 329 0584
P.O. Box 22296, Windhoek, Tel.: +264 61 251975, Fax: +264 61 304219
Email: goreses@kamautpds.com: w: www.kamau-architects.com

CONFIDENTE lifting the lid



SWAKOPHUND PLOT FOR SALE

Location: ERF 3193. c/o 3rd and 10th street. Mondesa Road, Swakopmund, Namibia Size: Square Meters 1679m³

Environment Impact Assessment Completed

Suitable For Commercial business

Email: aina.tobias@mountmeru-energy.com





PUBLIC NOTICE

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PUBLIC NOTICE

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The Erk measures 37% sape in extent. The Erk is which the following density zone as per the Iwakepmend Town Planning Amendment Scheme No.12,

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Proposed land-use - Office and Caffee stop plongside existing questionse

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Breweries' overall volumes increase by 8.7%

BY CONFIDENTE REPORTER

multin Bewaries Limited's (NBL) - a subsidiary of the Gultimus & List (G&L) Geoup, saw everall volumes increase by 8.7% on the back of excellent growth in volumes to Heineken South Africa

Namibian unlumes commined under pressure in a urbined economy, with significantly reduced economer spending due to rising prices for brain grade and terrines, builder interest rates, a 6.9% increase in inflation and a 22% increase in fuel prices South African beer volum returned to pre-COVID favuls, with production volumes increasing by 43.5% in South Africa. Tancania remains NBL's biggest export market, and although expert volumes declined by 44.4%, the rensume contribution from these murkets

benefited from Enversités enchange rates. Distributors in personal of our expect markets experienced someonic pressures, while some of the anticipated recomme appointmines from recently entered markets did not materialise as expected.

Half-year revenue increased by 20 67% to NS2 339 million due to strong demand from South Africa, contributing to a 29.9% increase in royalty income.

NBL expensenced significant cost pressures, which included a 25% increase in the cost of glass and a 34% increase in the cost of malt Combined with higher advantising and premational spending. this reveled in a 0.3% increase in operating profess 255555 million.

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data being 14 April 2021 MBL Managing Director (MD) Marco Wanke Mambhan bear volumes (MOD) decreased by 3.5% due to larger concerns disposable income and overall taugh profit comitions considers with prior year, chowing a \$.3% increase Chie is attributed to our continued drive for costaffective conscing, everyll becident con-management, fleable notions—maket and cogoing and innovative tales and

PERFORMANCE HIGHLIGHTS

- Net Revenue N\$1 860 million, up by 21.3%
- Operating profit N\$359 million, up by 0.3%
- Profit after tax (from continuing operations) N\$286 million, up by 10.7%
- · Earnings per share (from continuing operations) 138.6 cents, **шр by 10.7%**

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PROOF OF PUBLIC CONSULTATION

Erf 454, Tamariskia Extension 1

On site notice





Swakopmund Municipality Notice Board





LIST OF REGISTERED ITEMS POSTED



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MUNICIPALITY OF SWAKOPMUND

(064) 4104

(064) 4104125

Fax2email: 0886519137

NAMIBIA

www.swkmun.com.na

townengineer@swkmun.com.na

22 February 2018

Ref No: T 454

Enquiries: J Battey

Plan Africa Consulting cc P O Box 4114 WINDHOEK Namibia

Dear Sir/Madam,

APPLICATION FOR PERMISSION TO OPERATE A RESIDENTIAL GUESTHOUSE ON ERF 454, (VREDE REDE AVENLUE), TAMARISKIA

Kindly be informed that your application on behalf of your client, Mr KF Neshila of Mohakemo for permission to operate a residential guesthouse on Erf 454 Tamariskia has been approved subject to the following conditions:

- That final approval only be granted once proof of acknowledgement from the Namibia Tourism Board has been received.
- That Mohakemo registers with the Health Services Department and that the standard Health Regulations will apply.
- That the applicant must operate within the Town Planning Scheme regulations.
- That the floor ratio of all buildings to be used for the accommodation establishment may not exceed 40% of the total floor area of the house.
- That a minimum of 2 plus 1.5 parking bays per room must be provided on the premises.
- That no on street parking will be tolerated.
- That consent is not transferable.
- That the applicant adheres to Council's Accommodation Establishment policy at all times.
- That Council reserves the right to cancel a consent use should there be valid complaints.

You are requested to contact the office of the General Manager: Health Services Department in order to finalize your registration.

All correspondence must be addressed to Chief Executive Officer

Attached please find your original application, which must be submitted to the office of the General Manager: Health Services Department in order to finalize your registration.

Yours faithfully,

AD Duvenhage GENERAL MANAGER: ENGINEERING SERVICES

JB/jb/vrb

Copy: General Manager: Health Services Department

11.1.15 <u>TOTAL DEBT WRITE OFF - ERF 33, TAMARISKIA</u> (C/M 2023/06/29 - T 33)

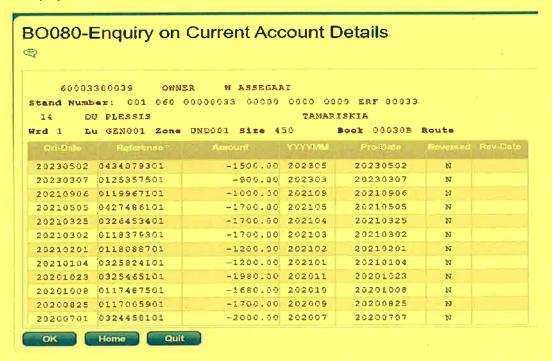
Ordinary Management Committee Meeting of 08 June 2023, Addendum 10.6 page 96 refers.

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

INTRODUCTION

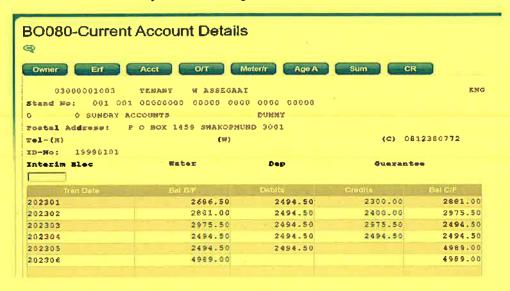
The attached (Annexure A") request was received from Honourable Councillor Goraseb on behalf of the family of the Late Mr Willem Assegaai, who passed away on 13 April 2023.

The Widow and the remaining children of the deceased are not in a financial position to settle the outstanding debt balance amounting to N\$32 699.53, of which the Municipal Statement is attached (Annexure "B") hereto for ease of reference. Below is an extract of the payment history as recorded on the Service Account:



As the late Mr Assegaai is a former employee of Council, the deceased and his dependants are still on the Post-retirement Medical Fund benefit of Council, of which the outstanding account balance amounts to **N\$4** 989.00 (Annexure "C"). The stated Sundry account is only in arrears for two (2) months.

197 Ordinary Council Meeting - 29 June 2023



The purpose of this submission is for Council to consider writing off the outstanding debt balances on the Service Account of Erf 33, Tamariskia, as well as the Sundry Medical Account of the Late Mr Assegaai. This will amount to N\$42 000.00, inclusive of the service levies of June 2023.

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

RECOMMENDED:

- (a) That Council approves writing off the total outstanding Service Account balance of Erf 33, Tamariskia, as well as the Sundry Medical Account of the Late Mr Assegaai as of 30 June 2023.
- (b) That the total debt amounting to N\$42 000.00 be written off against the accumulated Bad Debt Provision, where an amount of N\$7 196 002.17 is available.



ANNEXURE A

FOR INCLUSION IN JUNE 2023 MANAGEMENT COMMITTEE MEETING AGENDA

SERVICE ACCOUNTS: LATE WILLEM ASSEGAAL

1. Introduction/ Purpose

S

1.1 The purpose of this missive is to seek council approval for the service accounts of former council employee and pensioner be written off.

2. Background

- 2.1 As per the attached death certificate, Willem Assegaai who was formerly employed in the Health department passed away on 13 April 2023, leaving behind his unemployed wife (soon to be pensioner) three (3) children (all unemployed) and two (2) grandchildren.
- 2.2 Although he was a pensioner, the late Willem Assegaal was the sole breadwinner of the family as all his children never succeeded in their respective school careers and therefore are unable to secure jobs.
- 2.3 It is therefore the purpose of this missive to request council to consider writing off all service accounts of ERF 14 Du Plessis Street, as the widow is unable to pay them.
- 2.4 History has proven that our senior citizens tend to lose their properties as a result of service accounts being handed over to lawyers for collection.

3. Financial Impact

3.1 The financial impact as at March 2023 was approximately N\$31,559.65.

4. Recommendation

It is recommended that:

4.1 Council write off all service accounts of Erf 14 Du Plessis Street Tamariskia.

Submitted for council consideration and approval.

Blasius (Goraseb

Member of Management Committee

AD 0111691	Application (ICC+1535) fare number:								2134		ADC#1969- © Pepudik of Minibia Opean 2011
	particulars of deceased:	Birth registration entry number:	First name(s); WELEM	Dele-of death: 3023/Nutra	Region of death, #RANDO	Vantai status: MAPRED		INFORMANT Full Deme: ASSEGAA! METHA	Full name of registrar MCRIAM CHIRWETT	Date: 2023/04/14	
REPUBLICOF NAMIBIA -MINISTER OF HOME AFFAIRS AND INTERPREDEDDISANTHY CERTIFICANTE		MentityPasspor number_ 550*C310015	Sumame: *SSEGAA;	Gender, MALE	Constituency of death, stwartchaland	Date of birth, 1955/01/03	Cause of death:	Selwin to to cecesary the selection of cuterovales	(Jeruly/Passpor number, caastanass	PROBEST SWAKOFAUND REGIONAL OFFICE	Registrer of Deaths: boyston
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Municipality of Swakopmund
P.O. Box 53, Swakopmund
Tel (064) 410 4111 Fax (083) 651 9041
ACCOUNT ENQUIRIES FAX: 0886528144 / E-MAIL: enquiries@swkmun.com.na

ASSEGAAI W P O BOX 1386 **SWAKOPMUND** 13001

TAI	K Invoice
VAT No.	0687548-01-5
Statement Date	2023/05/22
Account Number	60003300039
Reference	20230523-17894
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0.00	0.00	28646,15	1413.50	1179.60	1400 28	32699.53

MESSAGE

PLEASE NOTE: THE ACCOUNTS ARE PAYABLE ON OR BEFORE 07 JUNE 2023 TO AVOID THE DISCONNECTION OF WATER SUPPLY.

	Property Information			Details of Pro	perty Assessment
			Valuation		
Stand No.	00000033	'Wasti	1	Land	Improvements
Township	COL CON TAMARISMIA			108000.00	876000 <u>.</u> 00
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Swakopmund Municipality P.O. Box 53 Swakopmund

Name .	Due Date	2023/06/07
ASSECAALW	Account No.	60003300039
REMITTANCE ADVICE	Amount	32699.53

Bank Details, FNB, Swakopmund
Account Number: 62249503300 * Branch Code: 280 472
Fax No for confirmation: 0886519140
E-Mail for confirmation: payments@swkmun.com.na



Municipality of Swakopmund P.O. Box 53, Swakopmund Tel (964) 410 4181 Fax (988) 651 9141

ANNEXURE C

ACCOUNT ENQUIRIES FAX: 0886528144 / E-MAIL: enquiries@swkmun.com.na

ASSEGAAI W P O BOX 1459	
P.O.BOX 1459	
SWAKOPHUND	
13001	

TAX invoice					
VAT No.	0687546-01-5				
Statement Date	2023/05/22				
Account Number	03000001003				
Reference	20230523-1559				
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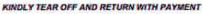
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			Total			9,00	4.00000.000	4959,60

Arranged	Handed Over	90 Days Phis	60 Days	30 Days	Current	Amount Due
0.00	0.00	0.00	0.00	2494.50	2494.50	4989.00

MESSAGE

PLEASE NOTE: THE ACCOUNTS ARE PAYABLE ON OR BEFORE 07 JUNE 2023 TO AVOID THE DISCONNECTION OF WATER SUPPLY.

	Property Information	L		Details of Pr	operty Assessment		
				Valuation			
Stand No.	00000000	Ward	1	Land	ämprovements		
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Swakopmund Municipality P.O. Box 53 Swakapmund

Plante	Due Date	2023/06/02
ASSEGAALW	Account No.	03000001003
REMITTANCE ADVICE	Amount	4989.00

Bank Details: FNB, Swekopmund Account Number, 52249903300 * Branch Code, 280 472 Fax No for confirmation: 0588519140 E-Mad for confirmation: psyraints@swkmin.com.na

11.1.16 REQUEST FOR VENUE TO HOST PRIESTHOOD ORDINATION IN SWAKOPMUND

(C/M 2023/06/29 - 14/2/3/3/1)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 10.7 page 103 refers.

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

1. Introduction

Attached is a letter dated 15 March 2023 from Father Patrick Katobo OMI, the Assistant Priest at Holy Rosary Roman Catholic Swakopmund, seeking for permission to make use of the Germina Shitaleni Multipurpose Centre Hall freee of charge to host the Priesthood Ordination Ceremony.

2. Background

The Holy Rosary Roman Catholic Church is a Catholic Church based in Swakopmund in the CBD. In addition to Holy Rosary, there are also two other Catholic churches located in Mondesa and Tamariskia respectively. The Church is organising the Deacon Gabriel Shikongo Priesthood Ordination event to take place on Saturday, 17 June 2023 at the Multipurpose Centre Hall.

3. Discussion

The Roman Catholic Church is a non-profit organisation and is solely relying on donations and service collections. It is against this background that the Church is requesting to make use of the Multipurpose Centre Hall free of charge in order to host the ordination event of Deacon Gabriel Shikongo who is one of the inhabitants of Swakopmund.

Economic Development Services supports the request due to the fact that the Church is a non-profit making organisation. It is worth noting that a number of requests were received in the past from various Churches seeking for monetary donations, but this is the first request for a free venue.

4. Sponsorship

The applicant requests for sponsorship of the Multipurpose Centre Hall as a venue to host Deacon Gabriel Shikongo's Priesthood Ordination. The venue will cost N\$2 489.85 and the funds can be defrayed from the Publicity Vote: 450015533000 where N\$59 880.00 is available.

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

RECOMMENDED:

- (a) That permission be granted to the Holy Rosary Roman Catholic Church to make use of the Germina Shitaleni Multipurpose Centre Hall to host Deacon Gabriel Shikongo's Priesthood ordination.
- (b) That noise levels not to be more than 85 dB (Decibel) at the noise source (thus the speakers) and not more than 60 dB at a distance of 200m.
- (c) That the following amount be payable, which is for the current financial year, be approved by the Council, as the payment for the use of the Multipurpose Centre for Priesthood Ordination and similar events:

Refundable deposit:

N\$ 3 229.05

Rent:

N\$ 2 489.85 N\$ 5 718.90

- (d) That the funds be defrayed from Vote: 450015533000 where N\$59 880.00 is available.
- (e) That Council be indemnified against any claims that may arise from using the hall.
- (f) That the Hall be restored to its original condition and to the satisfaction of the Swakopmund Municipality after the event.
- (g) That no person stays on the property overnight, except for security personnel.
- (h) That Council reserves the right to cancel the use of the hall should Council need the hall for its own purposes.

ANNEXURE "A"

14/2/0/3/1



HOLY ROSARY ROMAN CATHOLIC PARISH

Office of the Priest, P.O.Box 3, Swakopmund, Namibia
14 Nathaniel Maxulilli - Swakopmund

Tel/Fax: +264 6440 6938 / Tel: +264 6440 6465, Email: holyrosary@iwa

MUNICIPALITY OF SWAKOPMUND

Z 5 APR 2023

Office of the Chief Executive Offi

B 2 MAY 2023

CHUTY OF SH

Eng: Ms. N.G.K. Jeja 0812333087

15 March 2023

Mr. Alfeus A. Benjamin Chief Executive Officer Municipality of Swakopmund P.O. Box 53 SWAKOPMUND

Dear Sir

SUBJECT: REQUEST TO USE MULTI PURPOSE COMMUNITY HALL, SATURDAY 17

JUNE 2023

Herewith kindly receive a request from the Roman Catholic Church to make use of the Multi Purpose Community Hall for Deacon Gabriel Shikongo 's Priesthood Ordination slated for 17th June 2023.

The Roman Catholic Church is humbly requesting the Municipality to grant permission to make use of the Multi-Purpose free of charge. The event organising committee will make sure the hall is kept tidy and that the equipments are well taken care of.

Date:

Saturday, 17 June 2023

Time:

MA 00:80

Venue:

Mulli Purpose Community Hall

Yours sincerely,

PATRICK KATOBO OMI ASSISTANT PRIEST SWAKOPMUND Grand Hadis

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SPONSORSHIP AND DONATION APPLICATION FORM

All application for sponsorship/donations must be submitted at least $\underline{60~days~prior}$ to the scheduled project or event.

Please complete the application form within 2 days to the best of your ability and email it to swkmun.com.na or fax to email: 086 614 514, Enquiries (084) 4104100. All requests submitted will be reviewed and followed up with a response.

Name of event: Deacon Gabhel Shikongo's Thestrood Ordinahu
Place of event: Multi-purpose Hall Mondesa
Date of the event (start): 17.06.2027 ime: 18/20End of event: 17.06-2027 ime: 20/200
Name of organization: Roman Catholic Church
Full address of organization: P. D. Box 1834 Subkopmund
Telephone: Website:
Name of contact person: Potrick Katobo Omit
Position: Assistant trest Swakepmund
Contact number (s): 0816809132
Email: desireguliath 40@gmail. com; holyrosany@iway.ra
Total amount or resources requested. N4.5200,00

- That the stadia concerned be restored to their original conditions and to the satisfaction of the Swekopmund Municipality after the function.
- That the applicant be responsible for the provision and arrangement of public ablution facilities on site, if required.
- 6. That no person should overnight on the premises, except for security purposes.
- That Council reserves the right to cancel the use of the stadia should Council needs them for its own purposes.
- That the applicant make prior arrangements with Erongo-RED for electricity connection at their own cost should it be required.
- 9. That the event be wrapped up by 2AM.
- 10. That the applicant submits proof that the following arrangements have been made:
 - Emergency Services
 - Traffic Control and Parking

Name Namey-Gisella Jeja

- Waste removal
- · Security Services
- The organization agrees to submit to the Municipality of Swekopmund an event/project post-mortem, photos and press review, within 30 days following the date of the event/project.

I declare that all the information I have provided on this form is accurate, and that I am authorized by the abovementioned organization to submit this application.

FOR	OFFICIAL USE	-
×		
DATE RECEIVED:	EVENT SECTOR;	
REVIEWED BY:	☐ APPROVED ☐ DENIED	
IF APPLICATION WAS DENIED, LIST R	EASON(S) FOR DENIAL:	
*		
SIGNATURE OF CHAIRPERSON	DATE APPROVED:	
12		

11.1.17 REQUEST FOR SPONSORSHIP TOWARDS THE PAN-AFRIKAN RENAISSANCE (PAR) LEADERSHIP SUMMIT

(C/M 2023/06/29 - 3/15/1/6/1)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 10.9 page 111 refers.

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

1. Introduction

Attached is a letter dated 4 April 2023 from Ms Sarah-leigh Elago the Chairperson of the Pan-Afrikan Renaissance (PAR). PAR is requesting for sponsorship towards the Pan-Afrikan Renaissance Leadership Summit that is scheduled to be held from 25 - 26 August 2023 in Windhoek.

2. Background

The two-day youth focused leadership seminar will be held under the theme, "Building an ecosystem of transformative leaders" aims to built an ecosystem of young like-minded transformative leaders. The summit's objective is to build a new generation of focused and determined young leaders who will unify and oversee the Afrikan economic agenda.

PAR's vision and mission will align with the African Union's Agenda 2063 aspirations, holding dialogues on power topics like;

- Pan-Afrikan Renaissance in the 21st Century
- Political and Economic Governance
- Quality Public health and Education systems
- Safety and Security
- International relations
- Agenda 2063

3. Discussion

PAR is requesting a financial sponsorship to the value of N\$46 600.00. The sponsorship will aid in the booking and payment of the Conference Hall for the event.

PAR has also noted that as Swakopmund has the least number of active representatives and has identified 7 young leaders to represent Swakopmund of whom 4 are women that require opportunity and exposure to various forms of leadership, networking, and skills development.

It should be noted that no invoices, cost or budget estimates were submitted as stipulated under <u>Procedural clause</u> affirming that:

- An outline of the project or event for which the donation or sponsorship is being requested and the expected outcome.
- The amount being requested, together with a total budget or projected cost of the event.

- Indication whether entry fee(s), ticket(s), etc. will be issued and, if so, the cost(s) thereof.
- · A list of all project contributors or partners, particularly companies.
- A list of personnel involved with running the organisation.
- Information and commitments that will meet the criteria listed above.

This item was discussed at the Sponsorship Committee meeting on 30 May 2023 under item 5.4. During the discussion, the committee expressed their concern about the event being hosted in Windhoek and not Swakopmund, therefore it will not benefit the community of Swakopmund. The applicant did not state the names, details and selection criteria of the seven (7) youth leaders representing Swakopmund at the summit, mentioned in their letter. It was resolved that the item be submitted to next Management Committee meeting for consideration.

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

RECOMMENDED:

- (a) That a sponsorship of N\$15 000.00 be granted to the Pan-Afrikan Renaissance (PAR) towards the venue of the for the Pan-Afrikan Renaissance Leadership Summit scheduled to take place from 25 - 26 August 2023 in Windhoek.
- (b) That the funds be defrayed from Vote: 450015533000 where N\$59 880.00 is available.



CONTACT INFORMATION: Final: Para-Gmail.com Als Sarah Leigh Haip (Chairperson) Tel +261(0) h1/10152-82 kmall appendiscom Mr. Zaras B. Phiri (Secrebay General) -Tel +265(0) 888/24-1250. Email: dracephing/genilscom

Tuesday, 4th April 2023

To: Mr. Alfeus Benjamin

CEO - Swakopmund Municipality

Cc: Swakopmund Local Authority Council - Swakopmund Municipality

RE: Sponsorship Letter: PAR Summit 2023 to be held in Windhoek, Namibia

Dear Mr. Benjamin,

Thank you for your consideration of the afore-mentioned.

The <u>Pan-Afrikan Renaissance (PAR)</u> aspires to host a two-day international young Afrikan Leadership summit that will be held on 25th – 26th August 2023 in Windhoek, Namibia under the theme "Building an Ecosystem of Transformative Leaders".

This summit is the first of its kind. The Pan-Afrikan young leaders are ready to build an ecosystem of like-minded transformative leaders. The summit comprises a delegation of Young Afrikan Leaders from all over Afrika; we equally have domestic delegates of whom 7 are coming from Swakopmund. The PAR's dictum is to be the heirs to Afrika's leadership. Its aims are to build a new generation of focused and determined young leaders who will unify and oversee the Afrikan economic agenda. The summit will see young leaders build ecosystems and make decisions that will impact the future of Afrika and her young leaders. The PARs vision, mission, aims, and objectives are aligned to that of the Afrikan Union's Agenda 2063 under all its aspirations, it will dialogue on power topics like; Pan-Afrikan Renaissance in the 21st century, Political and Economic Governance, Quality Public Health and Education systems, Safety and Security, International Relations and Agenda 2063 and what it



GONTACT INTORMATION
Finall ParaConstrain
Ms. Sarah Leigh Hago (Chatrporous
Tell +264 (O) 82 204 52 82. Email apapelolise conMs. Zono P. Phut (Secretary General
"Tell +265 (0) 888 74 12 50 - Finall strategylaring mail con-

means for the future of Afrika and emerging young Afrikan leaders. The opening session of the summit will be graced by a few dignitaries and Pan-Afrikanists.

The Summit is proof that we are moving in the right direction as we've witnessed the historic signing of legal instruments signed at the 10th extraordinary session of the assembly on the launch of the Afrikan Continental Free Trade Area (AFCFTA). Afrika is evolving and it is evident that a new dawn is upon us. The time to deliver thinking young leaders is now.

It is against this background that we humbly request a partnership in the form of financial assistance from your esteemed office in order to realize our vision. As Young Afrikan Leaders that promote transparency, accountability and transformative leadership, we do not wish to receive sponsorship in cash, rather we kindly request that your office assists us with the (direct) sponsorship of the summit is your esteemed organization's way of ensuring the ascend to lead of the now-confirmed future of Afrika.

Esteemed Councilors, Swakopmund has the least active and represented young leaders. Hence, the 7 young leaders of whom 4 are young women need this opportunity for our youth to experience leadership at the continental level; and expand their network, and instill critical thinking. The Young Afrikan Leadership Summit (YALS) shapes the culture of development and transformative leadership. In the words of H.E. Dr. Sam Nujoma, who was our Patron and Keynote Speaker at our 1st Summit in 2018... "This summit confirms that our youth are equipped to lead and



CONTACT INFORMATION
Email: Parg Ginall.con
Ms. Sarah-Leigh Elaga (Chideperson
- Tel: +264 (0) 812 04 52 82 - Email: agape@live.con
Ms. Zhare P. Phin (Sw. retary General
- Tel: +265 (0) 888 74 42 50 - Email: žiraospphiriggarali.con

that they are similarly ready to take this beautiful continent Afrika to the next phase".

The summit is different from all other conferences, forums and conventions that we've attended all over the world. This Summit has tangible deliverables. Unlike other forums, where delegates come to take pictures and move on, and our summit is a decision-making summit with follow-up programs and continuity in online advocacy.

Kindly find attached our budget if your office wishes to sponsor more items. And, also our Concept Note.

We look forward to hearing from your esteemed office. Do not hesitate to contact me or the Secretary-General if there be any queries.

Yours in Leadership,

Madam Sarah-Leigh Elago (Chairperson)



GONTAGT INFORMATION:
Email: Pang-Genail.com
Ms Sarah-Leigh Playo (Clusteperson)
-Tal: +264 (0) 812 04 52 82 Email: agraes/getter.com
Ma Zii am P. Pikel (Secretary General)
Tel: (265 (0) 888 74 12 50 - Entail: diarepplificing/genii).com

The Pan-Afrikan Renaissance Summit Report

22-23 June 2018

Safari Courts Hotel, Windhoek Namibia

",..From Decisions to Actions"

Report compiled and edited by

Grit Research and Communications

Chief Rapporteur: Ms Rakkel Andreas

Email: andreasrakkel@gmail.com

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Ordinary Council Meeting - 29 June 2023

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3.	Presentations, Discussions and Key Conclusions	6
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5	PAR Resolutions towards aspirations of Agenda 2063	10
6	The Way Forward	12

1. About Pan-Afrikan Renaissance (PAR)

"Towards a Federation of Afrikan States"

PAR is a stem promoter and advocate for good governance, transformational leadership and succession leadership. This is because Afrika requires a decisive young leadership that is going to aim at developing the continent strategically.

The aim of PAR is to deliver a political and corrupt free agenda as well as produce a generation of focused and determined young leaders who will oversee Agenda 20630 the African Union (AU).

PAR Objectives:

- To advance and support the transformation of the continent of Afrika into a united and strong federal system that works in the best interest of the people.
- To establish lean but decisive communities in villages, towns and cities across Afrika that will create a conducive environment for the realization of the initial agenda of Afrika's founders and other Pan-Afrikans.
- To organize, mobilize, support and advance young uncompromised leaders at grassroots into leadership politics of change across the continent.
- 4. To train and prepare young people to aspire to be tomorrow's incorruptible leaders.
- To support, uphold and stand by movements, associations, societies and clubs that are championing pro-African agendas such as land rights, restoration and preservation of indigenous knowledge but t mention a few.
- To create and promote a highly coordinated and tactical continent with wide grassroot movements for the reclamation of uncompromised political leadership.
- To support the African Union's agenda at the grassroot level for as long as it is in line with the vision of the Pan-Afrikan Renaissance.
- 8. To hold the African Union accountable when it derails from the Pan-Afrikan vision.
- To reject foreign political influence, ideological manipulation, exploitation of Afrika's resources and people.
- 10. To fight against the economic and social exploitation of the Afrikan people and their indigenous knowledge.

It is with the above in mind that PAR hosted its first Summit in Windhoek, Namibia on the 22-23 June 2018. The PAR summit was hosted with technical support by Mr Elia Erastus, Swakopmund Municipality, the Konrad Adenuer Foundation, the Social Security Commission of Namibia, Ombala Trading Enterprises and Erongo Marine. The Summit was also endorsed by the Sam Nujoma Foundation and the Namibian Government as represented by the Ministry of International Relations and Cooperation.

2. Summit News

The Pan-Afrikan Renaissance (PAR) successfully hosted its first Summit in Windhoek, Namibia on the 22-23 June 2018. The Summit themed "from decisions to actions" aimed to solidify the organisations resolve to be the youth vehicle and voice for championing the aspirations of Agenda 2063 as crafted by Afrikan leaders.

Agenda 2063 is a policy framework rooted in Pan Afrikanism and Afrikan Renaissance aimed at addressing past injustices and guide the realisation of the 21st Century as the Afrikan Century. The Agenda embodies seven clear aspiration on the vision of the African Union in relation to the African continent, namely;

- 1. A prosperous Africa based on inclusive growth and sustainable development
- 2. An integrated continent, politically united and based on the ideals of

Pan-Afrikanism and the vision of Afrika's Renaissance

- 3. An Afrika of good governance, democracy, respect for human rights, justice and the rule of law
- 4. A peaceful and secure Afrika
- 5. An Afrika with a strong cultural identity, common beritage, shared values and ethics
- 6. An Afrika whose development is people-driven, relying on the potential of Afrikan people, especially its women and youth, and caring for children
- 7. Afrika as a strong, united and influential global player and partner

The Summit was lauded as historical by the Matron of PAR, H.E Mildred Jantjies the Executive Secretary of the Pan-Afrikan Women's Organization (PAWO) who stated that it was evident that both young and older leaders present have taken a bold resolution and decided to move into action, having fully decided to be the change they wish to see on the Afrikan continent.

The keynotes speaker was the founding Father of the Namibian nation, H.E. Dr. Sam Nujoma. Nujoma, a staunch Pan-Afrikanist urged participants to draw inspiration from the founding fathers of the organisation of African Union (OAU) such as Dr. Kwame Nkrumah of Ghana, Modibo Keita of Mali, Gamal Abdul Nasser of Egypt, Seku Toure of Guinea Conackry, Julius Nyere of Tanzania, Ahmed Ben Bella of Algeria, Emperor Haile Selassie of Ethiopia, Nnamdi Azikiwe of Nigeria, Jomo Kenyatta of Kenya and many others. He motivated that these founding Fathers collectively had a vision for Afrika inspired by the ideals of Pan-Afrikanism as an attempt to create a sense of brotherhood and collaboration among all people of Afrikan descent whether they lived inside or outside the continent.

"Most importantly as Pan Afrikanists, we must advocate in practical terms and beyond words, that solidarity will enable the Afrikan continent to fulfil its potential to independently eradicate poverty, disease and ignorance from the face of the Afrikan continent" stated Nujoma. Also, in attendance and echoing similar sentiments was Namibia's former Prime

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Minister and Chairperson of the Sam Nujoma Foundation, Mzee Nahas Angula who reflected on Namibia's liberation struggle as an example of what solidarity on the Afrikan continent. Angula shared that Afrikan countries demonstrated true solidarity in their efforts to see Namibia liberated from the apartheid regime of South Africa. This solidarity enabled the South West Africa People's Organisation (SWAPO) to send Namibians to school in countries such as Zambia, Oambia, Ghana but to mention a few. He further motivated that "It is time to organise ourselves and chart a common vision of a developed Afrika. Otherwise foreigners will continue to come, not because of us as human beings but for our wealth".

A statement read on behalf of Namibia's Deputy Prime Minister and Minister of International Relations and Cooperation, Hon. Netumbo Naandi-Ndaitwah by the Director of Information at the Ministry, Ms Bertha Amakali stated that the notion of Pan-Afrikan Renaissance is a clarion call for action to all segments of Afrikan society to work together to build a prosperous, united and resilient Afrika, based on shared vales and a common destiny. The statement further highlighted that the Summit is an excellent opportunity to reflect and exchange on how best Afrika can implement its decisions to realize the long-cherished aspirations of a revitalised and cherished continent as embodied in agenda 2063.

The Summit was attended by PAR founding members from Namibia, South Africa, Zambia, whilst the interim Chairperson of PAR and Afrikan Youth Union President H.E Sarah-Leigh Elago concluded the Summit by stressing that "this initiative is only the beginning of a new revolution of economic and social emancipation. PAR as a vehicle for agenda 2063 will birth a new mindset, desire, dream and vision for the youth of Africa. They will be a leadership with skill and determination to see the aspirations of agenda 2063 come to pass and this resolve is the baton that they will pass on as a legacy for generations to come".

Local Namibian media; both print and broadcast covered the Summit with links reflected below:

The Namibian Newspaper

The Namibia Broadcasting Cooperation (NBC)

3. Presentations, Discussions and Key Conclusions

The dictum of PAR is to be the heirs of Afrika's leadership. Hence the program entailed indepth discussions on topics such as the AU Agenda 2063, Global Industrialisation, the role of the youth (especially women) in the Regional Integration of Afrika as well as their position in the Afrikan Renaissance.

The closed sessions of the Summit program entailed discussions on topical issues such as the role of Afrikan leaders (in the 21st Century) in conjunction with Pan-Afrikanism, as well as engaged questions on the readiness of young leaders to govern and whether women empowerment is a dream or reality.

3.1 Presentations:

3.1.1 "The Relevance of Regional Integration in Africa" read on behalf of Patrick Stephenson

Summary: This presentation focused on the importance of promoting innovation on the Afrikan continent considering that the focus of economic development is often saturated in sales-oriented business development at the expense of entrepreneurship. It defined entrepreneurship as sustainable innovation. An example was provided with the case of the Kenyan Youth Bank that creates opportunities for young people with bankable business plans and facilitates. Further consideration stretched on the role that culture plays on perceptions of both women and men with relevance to regional integration in Afrika. To fully integrate Afrika, the presentation argued that the African Union need to fund itself to curb reliance of funding by the European Union. It further highlighted the importance of reducing the voting age amongst youth to instil a sense of ownership on the continent. Gender equality also featured as a way to promote and mainstream women's representation and participation at all levels. Barriers to regional integration such as youth migration, unemployment and gender inequality were as well highlighted.

During the Question and Answer sessions, participants questioned how youth perceptions of each other from a nationalist perspective, affects regional integration. This resulted in a call for PAR to prioritise demystifying nationalist stereotypes amongst young people of Africa. Questions were also raised on the role of China in Afrika and its aid budget to national governments was highlighted as a barrier to regional integration.

The key conclusion on this presentation was for PAR to come up with an action-plan on the youth and regional integration that is supported by the AU, regional bodies and national governments alike.

3.1.2 "The role of young leaders (in the 21st Century) in conjunction with Pan-Afrikanism" by Zanele Mazibuko

Summary: The focus in this presentation was to motivate that the youth is the future of Africa and a confirmation of what is to come because as long as there is a Pan-Afrikanist youth on the continent, renaissance is inevitable. It engaged Americanism and Euro-Centricity as challenges to Pan-Afrikanism by questioning how PAR could advocate for the preservation of the Afrikan Renaissance in an era of globalisation. Discussions centred around the importance of preserving indigenous knowledge, pursuing solidarity amongst Afrikan nations and harnessing technology to advance the Afrikan Renaissance.

The Question and Answer session probed into challenges presented by globalisation such as aid dependency; can we afford to close off as a continent for the sake of economic development when we are so dependent on aid?

This presentation calls on PAR to detail how it will facilitate the preservation of indigenous Afrikan knowledge in a globalised western and Euro-centric world.

3.1.3 "Glabal Industrialization vs Afrika" by Charles Mukwaso

Summary: Afrika is lagging behind when it comes to industrialisation because our legislation supports export of raw materials and import of finished goods. As a result, Afrika is creating a lot of jobs outside Afrika. This presentation also motivated that aid is crippling the continent and critiqued voter empathy which leads to voting for ineffective leaders. It further stressed that Afrika has a lot to offer however there is a need to navigate the tensions of globalisation. It motivated that sustainable development is a comparative advantage for Afrika because scrutiny of the United Nations (UN) Sustainable Development Goals (SDG's) reflect many similarities to harnessing indigenous African knowledge. As such with the right research focus and investment, Afrika is in a position to champion the 3rd industrial revolution through its indigenous Knowledge. The presentation further highlighted political ideologies and identity of Afrikans themselves as challenges that need to be overcome. It also stressed that capitalism works best for the West, hence Afrika must find its own economic and governance ideology because corruption is a by-product of capitalism.

The Question and Answer session ranged from engaging how national leaders are pivotal to positioning Afrika's role in global industrialisation considering the over-reliance of national governments on foreign aid, nepotism and corruption.

This presentation calls on PAR to spearhead the awareness of Afrika's role in global industrialisation with emphasise on how the youth can sustainably develop the continent by drawing from indigenous knowledge. It calls for education reform by national governments embodying Afrikan Renaissance.

3.2 Panel Discussions

3.2.1 "Are Young Leaders ready to govern"? moderated by Sarah-Leigh Elago (Chairperson of PAR)

Panellists and their responses:

Moses Shikongo (Lawyer)

"Yes, young people are ready to govern Afrika, but I do not subscribe to young people being leaders of tomorrow. This is because it creates an aura of ever waiting for tomorrow. I support that young people are ready to govern now". Shikongo further argued that legislation often acts as a barrier for young people to govern considering the age limits constitutional imposed to keep the youth from entering national politics. Such as Namibia, where the age limit to run for President is 35.

Gerwil Uirab (Logistician)

"Leadership is not about the next election but the next generation and who better to lead then the next generation. We are ready because we challenge history and are keen to craft our own. Afrikan youth are educated today as technology has brought options of influence outside the paradigms of traditional leadership". Uirab also emphasised the need for capacity building and empowerment as he qualified that the struggle for the youth today is economic

independence. Hence, he motivated that young people should aspire to lead not by title but association because ideas are only as real as they are implemented. He further argued that Afrikan youth should maximise on resource utilisation and called on the educated to innovate and not just wait for governments to create employment. "If doors are closed, built your own" he concluded.

Marvin Kapenda (Activist, Psychologist)

"Definitely yes, the fact that we are here gives us a reflection of how young people are eager to take part in changing Afrika on all levels. However first we must engage these technical concepts to ensure we are having one conversation; Who is a young person? And what are the conditions needed to govern on the Afrikan continent? Kapenda highlighted the importance of doing away with modelling young people for the sake of reports and publicity. He argued that Agenda 2063 was crafted by older leaders who will not be around to ensure its aspirations are met. Hence the task falls on young people to take up the leadership mantle of Africa, He suggested the possibility of youth quotas in government structures.

Utara Moto (Activist and political science student)

"Yes, but the minds of the youth need to be liberated first because we do not have a Pan-Afrikan identity. Until we are "Afrikan Before Anything", then we are not ready to govern. Young people at present have a "lone-wolf governing mentality" which is no way to lead as it is self-centred. Also, we are drawn to positions of leadership and neglect grassroot influence where we can see most of the need and potential for impact. We need to understand that Westerners are more interested in our history and cultures then we do- we cannot lead Afrika with histories of Westerners. Young people are ready to be in positions of leadership but need to "ABA" in order to governing effectively".

Discussions after the panel discussion centred around the flaws of Western education and how they act as barriers to the Afrikan renaissance. Further input was on the readiness of the youth to interpret national, regional and continental policies. Participants also wanted to know how PAR can lead the cause for nurturing incorruptible young leaders. The issue of land in the hands of foreigners was also highlighted.

Overall this discussion reflected that panellist's ad participants equally believed that young people are ready to govern. The charge for PAR is to be a continental facilitator for equipping and empowering young people for public office with staunch affinity towards the Afrikan renaissance and who fully embody the sentiments that they are "Afrikan before Anything".

3.2.2 Women Equality (Empowerment) in Leadership: Dream or reality? Moderated by Joyce Muzengua (Youth Activist)

Panellist and their responses:

· Zanele Mazibuko (Vice-Chairperson of PAR)

"It's a dream. Women are gathers whilst men are hunters, if you understand your role in whatever circumstance you are in as a human being, only then will you do justice to your role. Currently we only want women in power because they are women. We need to make sure that we utilise the skills and abilities of women. PAR rejects the wheelbarrowing of women in leadership".

Rosina Amesho (Youth Activist)

"It's neither a dream nor reality. We first need to look at where we are, where we come from and look at where we want to be. Women empowerment should not be done to simply complete quotas or advance an idea. We need to make sure all our leaders regardless of their gender, are qualified and ready to lead.

• Jenilee Kohima (Youth Leader)

"My stance is two-old as I agree that it is a dream with a bit of reality. There has been progress as 100 years ago women were fully domesticated. Now women are at a place of being allowed to compete with men for leadership posit before we are ions. However, there is a lot of work to be done before we are all equal partners. The challenge is that women are used as window dressing for affirmative action purposes. This misleads as it gives the notion that we are not skilled for impact".

Rakkel Andreas (socio-political analyst, writer and Summit rapporteur)

"When talking about women in leadership, we need to be cognisant of the reality on the ground. Gender equality and by extension women empowerment is a basic human right and this means that it is about opportunity. Creating opportunity where none exists, hence affirmative action must be encouraged for women to get opportunities in leadership positions. Regarding quotas, the debate is on whether the egg came before the chicken because regardless quotas allow women to be equal partners in spaces previously dominated by men. Hence contestations around merit should not be why affirmative action is shunned upon".

Discussions after the panel centred on how women are often barriers to women empowerment. Participants deliberated extensively on how women empowerment should start with women, for women. Affirmative action was also challenged as a barrier for the boy child and the overall sentiments of the discussion was that PAR unequivocally rejects the wheelbarrowing of women.

4 Adoption of PAR Constitution

The Summit,

4.1 Unanimously Adopts the Pan-Afrikan Renaissance Constitution on the 23 June 2018 at Safari Court Hotel in Windhoek, Namibia.

5 PAR Resolutions towards aspirations of Agenda 2063

5.1 The Summit motivates to be the driving vehicle for the AU Agenda 2063

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To advocate for the AU to establish a task force promoting Agenda 2063;

by drawing from the ideals of the founding Fathers of the Afrikan Renaissance and raising awareness of Agenda 2063 amongst youth on the African continent.

5.2 Recognises the seven aspirations of Agenda 2063 and resolute as reflected below;

5.2.1 Aspiration 1: A prosperous Africa based on inclusive growth and sustainable development.

- Resolute to advocate and lobby for the inclusion of Agenda 2063 in national education system of African Union member states through PAR country chapters. This is to ensure that all Africans young and old are aware of Agenda 2063 and are equipped to take ownership.
- Resolute to advocate for and promote Inter-continental trade and industrialisation through the transfer of best practices and indigenous knowledge.
- Resolute to advocate for the sustainable development and Climate Change awareness in on the continent.
- Resolute to lobby for Afrikan members states to wean from over-reliance on foreign aid and advocate that the African Union enforce for its member states to contribute 10% of its national budget towards establishing a Youth Enterprise Development Fund.
- Resolute that PAR will provide training on good governance to youth organisations, groups and clubs in Chapter countries to address corruption at grassroot levels.

5.2.2 Aspiration 2: An integrated continent, politically united and based on the ideals of Pan-Africanism and the vision of Africa's Renaissance

- Resolute towards a Federation of African States with no borders, a single currency and identify a common Afrikan language.
- Resolute to indigenise national education and knowledge systems.

5.2.3 Aspiration 3: An Africa of good governance, democracy, respect for human rights, justice and the rule of law

- Resolute to have special agency status of the African Union in order to observe elections on the Afrikan continent
- Resolute to endorse the "not too young to run" campaign in Afrikan countries through national chapters.
- Resolute to advocate for youth participation in governance to nurture vibrant and conversant heirs to Afrikan Leadership

 Resolute that PAR will craft and advocate for an action-plan on the youth and regional integration that is supported by the AU, regional bodies and national governments alike.

5.2.4 Aspiration 4: A peaceful and secure Africa

- · Resolute to advocate for Afrika solidarity through PAR national chapters.
- Resolute that the African Union must intervene decisively to extinguish conflicts and unstable centres in Cameroon, Togo, Equatorial-Guinea, Burundi, Uganda, Gabon, South Sudan
- Resolute to be vocal about the need for an African Union army

5.2.5 Aspiration 5: An Africa with a strong cultural identity, common heritage, shared values and ethics

- Resolute for the opening of Pan-Afrikan centres in African Union member countries; to advocate extensively for Pan-Afrikanism, Afrikanism and Ubuntu.
- Resolute to champion the quest for a united Afrikan Renaissance by Anglophone and Francophone member countries as well as the Arab speaking countries.
- Resolute to deliberately and intentionally create projects and programmes, with the
 objective of reviving Afrikan patriotism and solidarity; to promote inter-continental
 exchange programs to promote cultural heritage, history and indigenous knowledge
 amongst youth on the continent and the Diaspora.

5.2.6 Aspiration 6: An Africa whose development is people-driven, relying on the potential of African people, especially its women and youth, and caring for children

- Resolute to be an active partner of the African Union, the office of the African Union
 youth Envoy; to co-revise the African Union youth policy to enable young people to
 directly spearhead the AU agenda
- Resolute to raise awareness on women empowerment, gender-based violence and children's rights abuses on the continent through PAR national chapters.
- Resolute to create platforms which will engage and empower women, youth and children rights advocates to play pivotal roles in national, regional and continental decision-making bodies.

5.2.7 Aspiration 7: Africa as a strong, united and influential global player and partner

- Resolute to promote a focused education system in member states; in line with industrialisation and globalisation.
- Resolute to deliver results to address multifaceted challenges such as global economic
 crises, terrorism and refugee flows within and outside the continent.
- Resolute to address policy challenges without compromising the ideology of Pan-Afrikanism and the vision of Agenda 2063.

6 The Way Forward

The dream was to successfully host a Summit in Windhoek, Namibia, to adopt PAR's constitution, tangibly resolute on the aspirations of agenda 2063, prepare a Summit report to be submitted to the AU youth division offices in Addis Abba, Ethiopia, Pan-Afrikan Parliament in South Africa. As well as schedule PAR chapter (country) meetings, commit to online advocacy for good governance and transformational leadership whilst advertising PAR to start the membership acceptance process.

PAR'S Plans:

3-5 years

- Seek partnerships with all Republics, Federal States, Kingdoms, Leadership Foundations and Regional Bodies (SADC, EAC, and ECOWAS) within Afrika, African Union (AU) and Pan-Afrikan Parliament.
- · Branch out to schools and universities chapters in mentorship and leadership.
- Outline Youth Solutions to be published in national and international newspaper outlets for awareness creation purposes.
- Host the PAR International Youth Summit every 2nd year as a mechanism for succession planning and good governance.

5-10 Years

- Establish an Afrikan Youth Fund with special attention to women and girl child rights empowerment and development.
- Inspire Young Afrikan Leaders to run for local, regional and national offices and challenge the status quo in leadership.
- · Promote good governance throughout Afrika through collaborative spaces.
- . Be an Internationally recognized Young Leadership Institute.

11.1.18 PROPOSED PROGRAMME AND CALENDAR FOR MONTHLY SPONSORSHIP AND DONATION COMMITTEE MEETINGS FOR 2023

(C/M 2023/06/29 -

3/15/1/6/1)

Ordinary Management Committee Meeting of 08 June 2023, Addendum 10.8 page 108 refers.

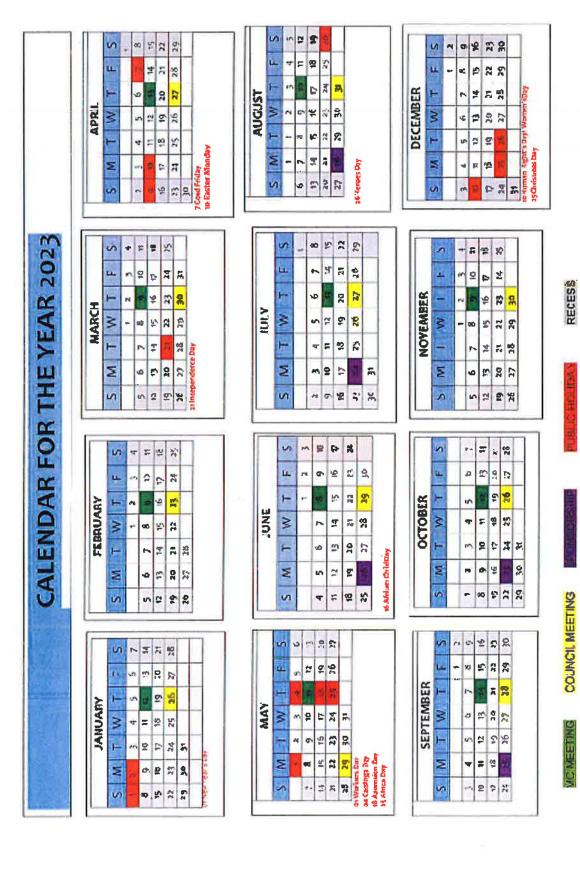
A. This item was submitted to the Management Committee for consideration:

- 1. This submission serves to seek approval for fixed dates for the Sponsorship and Donation Committee meetings.
- Previously the meetings were held without a clear programme or calendar. The Chairperson of the Sponsorship and Donation on 6 February 2023 expressed the need for an annual calendar with proposed fixed dates for the Sponsorship and Donation meetings. Below are the proposed dates for the meetings to be held from June 2023 until November 2023.
 - Monday, 26 June
 - Monday, 24 July
 - · Monday, 28 August
 - Monday, 25 September
 - Monday, 23 October
- It is important to note that all Sponsorship and Donation Committee meetings will be held on Mondays, except for when the date falls on a public holiday.
- 4. Submissions to the Sponsorship and Donation Committee meetings should be prepared by the user Department for which the facilities/ venues/ resources are requested.
- Attached as Annexure "A" is the proposed programme calendar in respect of Sponsorship and Donation Committee meetings to be held during 2023.
- 6. This item was discussed at the Sponsorship Committee meeting on 30 May 2023 under item 5.1. The attached programme and calendar for the Sponsorship and Donation Committee meetings from June 2023 until October 2023, was approved. It was resolved that the item be submitted to next Management Committee meeting for consideration.

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

RECOMMENDED:

- (a) That the attached programme and calendar for the Sponsorship and Donation Committee meetings from June 2023 until October 2023, be approved.
- (b) That the user relevant Departments ensures that submissions for the Sponsorship and Donation Committee meeting's agenda be submitted on time (as per attached deadlines) to the Secretary of the Sponsorship and Donation Committee.



SPONSORSHIP COMMITTEE MEETINGS FOR THE YEAR 2023

	MONTH		
JANUARY	CLOSING DATE FORAGENDA AT 13:00	AGENDA OUT	DATE OF MEETING
FEBRUARY	N/A	N/A	N/A
MARCH	N/A	N/A	N/A
APRIL	Frl, 14 April	Thurs, 20 April	Wed, 24 April
MAY	Fri, 12 May	Wed, 17 May	Mion, 22 May
JUNE	Fri, 16 June	Thurs, 22 June	Mon, 26 June
JULY	Fri, 14 July	Thurs, 20 July	Mon, 24 July
AUGUST	Frl, 18 August	Thurs, 24 Aug	Mon, 28 August
SEPTEMBER	Fri, 15 September	Thurs, 21 September	Mon, 25 September
OCTOBER	Fri, 13 October	Thurs, 19 October	Mon, 23 October
NOVEMBER	N/A	N/A	N/A
DECEMBER	N/A	N/A	N/A