

MINUTES

of an **Ordinary Council Meeting** held in the Council Chambers, Municipal Office Building, Swakopmund on **Thursday, 25 April 2013 at 19:00.**

PRESENT:

Councillor J Kambueshe	:	Chairperson of Council
Councillor L M Tlhabanello-Madi	:	Deputy Mayor (Vice-Chairperson of Council)
Councillor R N Andreas-Noabes	:	Alternate Chairperson of MC
Councillor N N Salomon	:	Member of Management Committee
Councillor U Kaapehi	:	Additional Member of MC
Councillor F Hamukwaya	:	Member of Council
Alderman E //Khaoseb	:	Member of Council
Councillor P V Steinkopff	:	Member of Council

OFFICIALS:

Mr E U W Demasuis	:	Chief Executive Officer
Mr M N Ipinge	:	GM: Community Development Services
Mr D Duvenhage	:	GM: Engineering Services
Mr I !Gonteb	:	Acting GM: Finance
Ms L Mutenda	:	Acting GM: Health Services
Mr M Cloete	:	Manager: Traffic Services
Ms M Bahr	:	Manager: Human Resources
Ms S Bruwer	:	Corporate Officer: Properties
Ms I Ortner	:	PA to the Mayor
Mr U Tjiurutue	:	Corporate Officer: Administration
Ms A Gebhardt	:	Administration Officer: Administration

ALSO PRESENT:

16 (sixteen) members of the public, 1 (one) Junior Town Council member and 2 (two) staff members received Long Service Awards.

1. OPENING

Pastor van Rooyen opened the meeting with scripture reading and a prayer.

2. **APPLICATIONS FOR LEAVE OF ABSENCE AND DECLARATION OF INTEREST**

2.1 Application for leave of absence:

Alderwoman R //Hoabes	-	Approved
Councillor A N Bessinger	-	Approved

2.2 Declaration of interest - None

3. **CONFIRMATION OF MINUTES**
(C/M 2013/04/25 - A 2/3/5)

3.1 **MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 27 MARCH 2013**

On proposal of Councillor N N Salomon seconded by Councillor U Kaapehi it was:-

RESOLVED:

That the minutes of the Ordinary Council Meeting held on 27 March 2013, be confirmed as correct.

4. **INTERVIEWS WITH DEPUTATIONS OR PERSONS SUMMONED OR REQUESTED TO ATTEND THE MEETING**

None.

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

5.1 **ANNOUNCEMENTS BY HIS WORSHIP THE MAYOR AND CHAIRPERSON OF COUNCIL**

(C/M 2013/04/25 - A 2/3/5)

His Worship the Mayor welcomed everybody to the meeting and delivered his monthly announcements.

5.2 **LONG SERVICE AWARDS**

(C/M 2013/04/25 - B 1/8)

The following staff members are receiving long service award:

• Mr Joas Haubab	-	15 Years
• Mr Ruben Haitana	-	20 years

6. **PETITIONS**

None.

7. **MOTIONS OF MEMBERS**

None.

8. **ANSWERS TO QUESTIONS FROM MEMBERS OF WHICH NOTICE HAS BEEN GIVEN**

None.

9. **FEEDBACK REPORT ON THE EXECUTION OF RESOLUTIONS TAKEN BY COUNCIL IN MARCH 2013**

9.1 The feedback on the resolutions taken by Council on 27 March 2013 was noted.

10. **REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY MANAGEMENT COMMITTEE DURING APRIL 2013**

10.1 **MINUTES OF MANAGEMENT COMMITTEE MEETING HELD DURING APRIL 2013**

(C/M 2013/04/25 - A 2/3/5)

RESOLVED:

That the resolutions taken at an Ordinary Management Committee Meeting held on 11 April 2013 and at a Special Management Committee Meeting held on 17 April 2013 be noted.

11. **RECOMMENDATIONS BY THE MANAGEMENT COMMITTEE**

11.1 **ORDINARY MANAGEMENT COMMITTEE MEETING HELD ON 11 APRIL 2013**

11.1.1 **REVISED UPSET PRICE FOR THE ALIENATION OF ERF 4884, SWAKOPMUND**

(C/M 2013/04/25 - G 4/1/3, E 4884)

RESOLVED:

- (a) That the upset price for the sale of Erf 4884, Swakopmund located close to the airport, be based on the Municipal valuation of the land and the improvements, i.e. N\$2 532 000.00, keeping in mind that it is not Council's intention to generate high profits and that 15% VAT is payable on industrial land.
- (b) That the sale be subject to the conditions approved by the Management Committee on 14 March 2013, except point (d), that the opening of the closed bids be repealed and be replaced with Friday, 14 June 2013.

11.1.2 **DUNES ESTATE DEVELOPMENT: SALE OF 22 ERVEN**

(C/M 2013/04/25 - G 3/9/15)

RESOLVED:

- (a) That the sale of 20 of the erven of Extension 17 by means of Closed Bid Tender to the highest bidder on Friday, 7 June 2013 subject to the conditions of the Property Policy be approved.
- (b) That the following upset price amounting to a 25% mark-up on the costs for the installation of service be approved:
 - Erven of size 875m² at N\$405 595.00
 - Erven of size 988m² at N\$457 975.00
 - Erven of size 1 000m² at N\$463 535.00
- (c) That all prospective bidders register by paying a refundable deposit of N\$5 000.00.

- (d) That 2 (two) single residential erven at Extension 17 of 875m² each be offered for sale to Municipal staff members at the development costs subject to the provisions of the Property Policy be approved.
- (e) That the method of sale for the staff erven be according to years of service.

11.1.3 **CANCELLATION OF SALE FOR SINGLE RESIDENTIAL ERVEN:
PUBLIC AUCTION OF 3 AUGUST 2012**

(C/M 2013/04/25 - G 3/3/2/15, G 3/9/7)

RESOLVED:

That this item be referred back and be resubmitted to the next Management Committee meeting.

11.1.4 **CONDONATION: REQUEST FOR EXTENSION OF LEASE PERIOD BY
MESSRS RED DUNE TOOL HIRE CC OF ERF 4884, SWAKOPMUND**

(C/M 2013/04/25 - G 4/1/3, E 4884)

RESOLVED:

- (a) That the extension of the lease period with Messrs Red Dune Tool Hire CC to lease Erf 4884, Swakopmund, located close to the Swakopmund Airport until 15 April 2013, subject to the same conditions as contained in the current lease agreement, be condoned.
- (b) That Messrs Red Dune Tool Hire CC be informed that the rental fee for half a month is N\$14 375.00.
- (c) That Close Bid for Erf 4884, Swakopmund be scheduled for June 2013.

11.1.5 **DEVELOPMENT PROPOSALS FOR GENERAL RESIDENTIAL ERVEN
AT THE PDA MONDESA**

(C/M 2013/04/25 - H 5/7, M 3289, 3290, 3291)

RESOLVED:

- (a) That Council's resolution passed on 28 February 2013, where it is referred to as "*Mondesa*" as per point (b) (ii) and (iii) be repealed and be replaced by "*Swakopmund*", to read as follows:
 - (ii) *That local residents of Swakopmund be considered for which proof a Municipal services account must be submitted upon registration; and*
 - (iii) *Ownership of property in Swakopmund.*
 - (b) That the invitation notice for development proposals be re-advertised in terms of Section 63 of the Local Authorities Act, Act 23 of 1992, as amended; thereby extending the closing date to Friday, 10 May 2013 for the submission of proposals.
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11.1.6 **APPLICATION TO PURCHASE ERF 628 AND ERF 577, TAMARISKIA TO ERECT HOUSES AND FORMAL TRADING SHOPS**

(C/M 2013/04/25 - T 577, T 628)

RESOLVED:

- (a) That the application of Messrs BV Investments CC to purchase Erf 577 and Erf 628, Tamariskia **be turned down.**
 - (b) That Messrs BV Investments CC be informed that Erf 628, Tamariskia still belongs to the Government of Namibia and Council cannot deal with it at this stage.
 - (c) That once Erf 628, Tamariskia is transferred to Council it be decided whether to invite closed bids or invite development proposals from the public for the sale of Erf 628, Tamariskia.
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11.1.7 **APPLICATION FOR ACQUISITION OF A PORTION OF LAND BETWEEN PDA AREA AND THE DRC INFORMAL SETTLEMENT**

(C/M 2013/04/25 - H 5/4, H 5/7)

RESOLVED:

- (a) That the application of Mr & Mrs V G Dennis to lease a portion of land situated between the PDA and DRC to establish a bakery be considered once the Property Policy is approved and the area is formalised.
 - (b) That erven for Small Medium Entrepreneurs (SME's) be reserved next to the MTC tower to be zoned "*Local Business*".
 - (c) That all applications received to lease or purchase land between PDA and DRC be submitted to Council for consideration once the area is formalised.
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11.1.8 **IMPROVEMENTS TO DRC CLINIC**

(C/M 2013/04/25 - H 5/4)

RESOLVED:

- (a) That funding of the following at the DRC Clinic be approved:
 - *Roof and support structure*
 - *Screening*
 - *Moving of the TB DOTS container*
 - *Casting of a concrete floor slab*
 - (b) That the General Manager: Engineering Services makes budgetary provisions for this project for the next Financial Year.
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11.1.9 **APPLICATION FOR BUILDING LINE RELAXATION**
(C/M 2013/04/25 - VS 4107)

RESOLVED:

- (a) That the application for relaxation of the Lateral Building Line from 3m to 0m and the boundary wall height from 2.25m to 3.825m be approved.
- (b) That Ms C L Goosen be informed of her right to object (in terms of Clause 8 of the Swakopmund Town Planning Scheme) to the Minister, within 28 days of this notice against Council's decision, provided that written notice of such an appeal shall be given to the Ministry, as well as the Council within the said period.

11.1.10 **APPLICATION FOR PERMISSION TO OPERATE A MICRO LENDING OFFICE (CASH LOAN)**
(C/M 2013/04/25 - E 3967)

RESOLVED:

- (a) That the following application for permission to operate a micro lending office be approved:
 - *Erf 3967, Office 1 (Einstein Street) Swakopmund - Mr R J Uiseb t/a Messrs R J Financial Services*
 - (b) That the applicant registers with the Health Services Department and the standard Health Regulations will apply.
 - (c) That the applicant submits proof of registration as a micro lender/cash loan by Namfisa (within two months after approval by Namfisa) and that approval be granted upon the receipt by Council.
 - (d) That the consent use be subject to the following:
 - *That Council reserves the right, to cancel a consent use should there be valid complaints.*
 - *That they must operate within the Town Planning Scheme regulations.*
 - *That the consent is not transferable.*
 - *That they provide sufficient parking on the premises.*
 - *That no on street parking will be tolerated.*
 - (e) That Mr T Zwar be informed of his right to object (in terms of Clause 8 of the Swakopmund Town Planning Scheme) to the Minister, within 28 days of this notice against Council's decision, provided that written notice of such an appeal shall be given to the Ministry, as well as the Council within the said period.
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11.1.11 APPLICATION FOR PERMISSION TO OPERATE A PUBLIC GARAGE
(C/M 2013/04/25 - E 3969)

RESOLVED:

- (a) That the following application for permission to operate a public garage on Erf 3969 (Unit 2), Swakopmund be approved:
 - *Erf 3969, Swakopmund Unit 2 (Bohr Street) - Mr ML Siemens t/a Messrs Desert 4x4 Centre (Notice No. 8/2013-03-15)*
- (b) That Mr M L Siemens t/a Messrs Desert 4x4 Centre register with the Health Services Department and the standard Health Regulations will apply.
- (c) That the consent use be subject to the following:
 - *That Council reserves the right, to cancel a consent use should there be valid complaints.*
 - *That they must operate within the Town Planning Scheme regulations.*
 - *That the consent is not transferable.*
 - *That no on street parking will be tolerated.*

11.1.12 APPLICATION FOR PERMISSION TO OPERATE A BED AND BREAKFAST
(C/M 2013/04/25 - E 162)

RESOLVED:

That the application of Ms C Scharberger member of Messrs Tulipano Rest. CC trading as Villa Margherita to operate a Bed and Breakfast on Erf 162, Swakopmund be approved, subject to the following:

- *That final approval only be granted once permission from the Namibian Tourism Board has been received.*
- *That they register with the Health Services Department.*
- *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 objections.*
- *That the applicant provides a minimum of 1.5 parking bays per Room plus two (2) parking bays.*
- *That the consent is not transferable.*
- *That they must operate within the Town Planning Amendment Scheme Regulations.*
- *That no on street parking will be tolerated.*

11.1.13 APPLICATION FOR PERMISSION TO OPERATE RESIDENT OCCUPATIONS (ADMINISTRATIVE OFFICES)
(C/M 2013/04/25 - M 223, M 1144, E 695, M 2821)

RESOLVED:

- (a) That the following applications for permission to operate administrative offices be approved:
 - *Erf 223, Mondesa (98 Ob's Street) - Mr J B Noabeb t/a Messrs Khan Construction CC - Administrative Office (General Construction, renovations (Notice No. 8/2013-03-15)*

- Erf 1144, Mondesa - Mr B Kenaruzo t/a Messrs Shafishuna Construction and Renovation CC - Administrative Office (Construction, renovation and electrical work)
(Notice No. 8/2013-03-15)
- Erf 695, Swakopmund (28 Leutwein Street) - Mr P Steyn t/a Messrs Live Wire Electric - Administrative Office (Domestic and Industrial Electrical Services)
(Notice No. 8/2013-03-15)
- Erf 2821, Mondesa - Mr S Amupadhi t/a Messrs Sebby Construction Centre CC - Administrative Office (Construction, renovation, supply building materials and cleaning)
(Notice No. 8/2013-03-15)

(b) That they register with the Health Services Department and the standard Health Regulations will apply.

(c) That the consent use be subject to the following:

- That Council reserves the right, to cancel a consent use should there be valid complaints.
- That they must operate within the Town Planning Scheme regulations.
- That the consent is not transferable.
- That they provide sufficient parking on the premises.
- That no storage of equipment to be done on site.
- That no on street parking will be tolerated.

11.1.14 WRITING OFF: OLD AND REDUNDANT EQUIPMENT - ENGINEERING SERVICES DEPARTMENT

(C/M 2013/04/25 - L 2)

RESOLVED:

(a) That the following equipment in the Engineering Services Department be written off and sold at the next Public Auction.

Computer	Mouse	Keyboard	Hard Drive
Serial Nr: LB17HMBL617553	Serial Nr: MX2062500654	Serial Nr: 062505681	Serial Nr: 33929780
Serial Nr: 91420050640	P/N: 90.00026.A07	Serial Nr: 33818634	Serial Nr: 33818951
Serial nr: C421VM7VR05950	Serial Nr: 33818794	Serial Nr: 33930329	Serial Nr: 33819000
Serial Nr: C421VM7VR05743	Serial Nr: 44014281MU	Serial Nr: 33817455	Serial Nr: 33929782
Serial Nr: LB17HMBL400517P	Serial Nr: F599C0CN3NX0537	Serial Nr: 062502261	Serial Nr: 33341239

Equipment	Quantity
Tables	2
Printer - LaserJet 6L and PH DeskJet 1220C	2
Printer - HP LaserJet 1012 and HP LaserJet P1005	2
Old Chair	3
Speakers	2
Cupboard	2
Wooden Shelves	4
Magic Cool Fans	3
HP CD writer	1
UBS	5

(b) That the Chief Executive Officer and the Chairperson of Management Committee determine the upset prices for the above.

11.1.15 CREATION OF AN ENVIRONMENTAL OFFICER POSITION IN THE HEALTH SERVICES DEPARTMENT

(C/M 2013/04/25 - B 1/1/6)

RESOLVED:

- (a) That the appointment of Ms P Engelbrecht upon the completion of her studies in the position of Environmental Officer be approved.
 - (b) That the job description and the grading of C4 (on file) for the position of Environmental Officer in the Health Services Department be approved.
 - (c) That Ms P Engelbrecht be appointed on a Paterson Band C3 and that her salary be adjusted to that of Paterson C4 once she has been employed for 1 year.
 - (d) That the updated organogram of the Health Services Department be approved.
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11.1.16 PARTIAL OUTSOURCING OF THE START-UP OPERATION - WASTE WATER TREATMENT WORKS AND NEW STAFF REQUIREMENTS FOR SWAKOPMUND WASTE WATER TREATMENT WORKS

(C/M 2013/04/25 - B 1/1/4)

RESOLVED:

That the (revised) Agreement (on file) for partial outsourcing of services at the new Sewage Treatment Plant, Swakopmund be approved.

11.1.17 SAIMSA GAMES 2013: FEEDBACK ON THE MEETING HELD WITH THE SAIMSA AND NALASRA DELEGATION DEALING WITH THE HOSTING OF THE SOUTHERN AFRICA INTER-MUNICIPAL SPORT ASSOCIATION GAMES

(C/M 2013/04/25 - J 10/1)

RESOLVED:

That Council resolution 11.1.34 of 31 August 2012, be repealed and replaced with the following:

- (a) That the Swakopmund Municipal Sports and Social Club be appointed as its agent to host and arrange the 2013 SAIMSA games to be held in Swakopmund.
- (b) That the signed Memorandum of Understanding be re-drafted as Memorandum of Agreement to appear in the name of the Swakopmund Municipal Sports and Social Club and SAIMSA with the Chairperson of the Club and the President of SAIMSA being the main signatories together with two further witnesses.
- (c) That the Swakopmund Municipal Sports and Social Club opens a second current account for the sole purpose of paying for arrangements and planning of the 2013 SAIMSA games based on the budget submitted with the bid.

- (d) That the account to the value up to N\$1 000 000.00 by means of an investment to the same value which will be ceded to the bank be guaranteed.
- (e) That financing of this amount will have to be done from accrued surplus funds.
- (f) That N\$250 000.00 be paid over to the account of the International Organizing Committee of SAIMSA by the Municipal Sports Club of Swakopmund.
- (g) That the Chairperson of the Swakopmund Municipal Sports and Social Club and the General Manager: Finance will be the first and second signatory respectively for all payments made from this current account.
- (h) That the Chairperson of the Swakopmund Municipal Sports and Social Club submits monthly reports to the Management Committee on the progress of expenditure in terms of the budget for the hosting of the games.
- (i) That permission be granted to the Local Organizing Committee (LOC) members to attend all related national and international meetings as approved by Council from time to time for the purpose of finalizing arrangements to host the SAIMSA Games in Swakopmund.
- (j) That the costs for travelling and subsistence of the Local Organizing Committee (LOC) be funded from the approved funds in the SAIMSA 2013 budget.
- (k) That special leave be granted to the staff member in (i).
- (l) That the Local Organizing Committee (LOC) seeks for sponsorship from local businesses.
- (m) That the appointment of Messrs Marketing in Namibia as Council's marketing agent for the hosting of the SAIMSA games be withdrawn and that Messrs Marketing in Namibia be paid for the work done.
- (n) That the hosting of the SAIMSA games be managed by the Office of the Mayor and that the Mayor together with the two Councillors on the Sports Committee be in charge.
- (o) That the Chairperson of the Swakopmund Municipal Sport and Social Club submits monthly reports regarding sponsorships and marketing of the SAIMSA games to Council.
- (p) That it be recorded that Councillor P V Steinkopff is not part of the resolution but that he will avail himself to assist when required.
- (q) That the Management Committee as directed by the Mayor submits a Sports and Recreation Policy not later than 1 July 2013.

RESOLVED:

That the Council resolution 11.1.17 of 27 March 2013 be repealed and replaced with the following:

- (a) That Amendment Scheme No. 54 as submitted by Stubenrauch Planning Consultants CC containing the following items be approved:
- *Rezoning of Erf 2785, Swakopmund from "Single Residential" with a density of 1:900 to "General Residential" with a density of 1:100 (SPC)*
 - *Rezoning of Erf 61, Mile 4, Swakopmund from "Single Residential" with a density of 1:300 to "General Residential 2" with a density of 1:250 (SPC)*
 - *Rezoning of Erf 1525, Swakopmund, from "Local Authority" to "General Business" with a bulk of 2.0. (Swakopmund Municipality)*
 - *Rezoning of Erf 1113, Swakopmund from "Local Authority" to "Institutional" (Swakopmund Municipality)*
 - *Rezoning of Erf 620, Swakopmund from "Single Residential" with a density of 1:600 to "General Residential" with a density of 1:300 (Elmarie du Toit)*
 - *Rezoning of Erven 3658 & 3659, Swakopmund from "Single Residential" with a density of 1:600 to "General Business" with a bulk of 2.0 (Elmarie du Toit)*
 - *Rezoning of Erf 757, Swakopmund from "General Residential 2" with a density of 1:250 to "General Residential 2" with a density of 1:100 (Urban Green)*
 - *Rezoning of Erf 2186, Mondesa, Swakopmund from "General Residential 1" to "Local Business" with a bulk of 1.0 (SPC)*
 - *Rezoning of Erf 539, Swakopmund from "Single Residential" to "General Business" with a bulk of 2.0 (SPC)*
 - *Rezoning of Erf 1845 Mondesa, Swakopmund from "Undetermined" to "General Residential 2" with a density of 1:100 (Ritta Khiba)*
 - *Rezoning of Erf 3777, Swakopmund from "Undetermined" to "General Business" with a bulk of 2.0 AND rezoning of Erven 444/Rem, 466 and 773, Swakopmund from "Parastatal" to "General Business" with a bulk of 2.0 (SPC) (C/M 2012/11/28 & C/M 2012/11/28)*
- (b) That Messrs Stubenrauch Planning Consultants CC be informed to submit Amendment Scheme No. 54 to the Ministry of Regional and Local Government, Housing and Rural Development for approval by the Honourable Minister.
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RESOLVED:

- (a) That Training Facilities be made available to be utilized for the training of 20-30 women in business during April 2013.
- (b) That three Councillors and three female members from Administration to attend a 5 Day Training in Walvis Bay during May 2013.
- (c) That Councillor R N Andreas- Noabes and the Senior Traffic Officer (Ms T Xoagus) attend the International Women Summit in Malaysia to be held on 6-8 June 2013; subject to obtaining all relevant cost associated with the trip.
- (d) That 10 delegates attend the Women Summit and the gala dinner from 7-9 August 2013 in Swakopmund at an estimated cost of N\$4 000.00 per delegate.
- (e) That Council through the Office of the Mayor sensitizes the public on the events by inviting Business Women to participate in the various activities planned for the Women's Summit.
- (f) That all expenses related to the above be defrayed from vote 100510206500 where an amount of N\$13 396.72 is available and that any shortfalls be financed from the accumulated surplus.

11.1.20 **ERF 4349, MONDESA - KHOMAS PROPERTIES CC: ADDENDUM TO THE AGREEMENT OF SALE DUE TO REZONING**
(C/M 2013/04/25 - M 4349)

RESOLVED:

- (a) That Council confirms its' intention to proceed with the transaction for the sale of Erf 4349, Mondesa to Messrs Khomas Properties CC.
- (b) That an Addendum to the Deed of Sale be compiled and entered into by and between Council and Messrs Khomas Properties CC whereby the Deed of Sale signed on 26 March 2012 is revived and an additional 1 year period be granted to Council to finalize the rezoning of Erf 4349, Mondesa, i.e. until 26 March 2014, or whichever period is shorter.

The meeting adjourned at 20H10

Minutes confirmed on: 30 May 2013

Councillor J Kambueshe
CHAIRPERSON

E U W Demasius
CHIEF EXECUTIVE OFFICER

AG/-