

**MINUTES**

of an **Ordinary Council Meeting** held in the Council Chambers, Municipal Office Building, Swakopmund on **Thursday, 30 August 2012 at 19:00.**

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**PRESENT:**

Alderwoman R //Hoabes	:	Chairperson of Council
Councillor J Kambueshe	:	Deputy Mayor
Councillor R N Andreas-Noabes	:	Acting Chairperson of Management Committee
Councillor A N Bessinger	:	Member of Management Committee
Councillor U Kaapehi	:	Member of Council
Councillor F Hamukwaya	:	Member of Council
Councillor P V Steinkopff	:	Member of Council

**OFFICIALS:**

Mr H !Naruseb	:	Acting Chief Executive Officer
Mr M N Ipinge	:	GM: Community Development Services
Mr A Plaatjie	:	Acting GM: Corporate Services & Human Resources
Mr L Mutenda	:	Acting GM: Health Services
Mr M Amedick	:	Acting GM: Engineering Services
Ms M Bahr	:	Manager: Human Resources
Mr M Cloete	:	Manager: Traffic
Ms S Bruwer	:	Corporate Officer: Properties
Mr U Tjiurutue	:	Corporate Officer: Administration
Ms A Gebhardt	:	Administration Officer: Administration
Ms I Ortner	:	PA to the Mayor

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**ALSO PRESENT:**

One (1) representative each from the Allgemeine Zeitung and NAMPA. Also in attendance were fourteen (14) members of the public. Members of the Junior Town Council also attended the meeting. Community members who participated in the essay competition for the 120<sup>th</sup> Anniversary attended the meeting to receive awards. Also in attendance was Honourable A von Wietersheim, Member of Parliament.

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1. **OPENING**

Pastor Kenny Ude opened the meeting with a prayer.

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

2.1 **APPLICATION OF LEAVE OF ABSENCE**

Councillor N N Salomon	-	Approved
Councillor L M Madi	-	Approved
Alderman E //Khaoseb	-	Approved

2.2 **DECLARATION OF INTEREST**

2.2.1 None.

3. **CONFIRMATION OF MINUTES**

(C/M 2012/08/30 - A 2/3/5)

3.1 **MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 26 JULY 2012**

On proposal of Councillor A N Bessinger seconded by Councillor R N Andreas-Noabes, it was:-

**RESOLVED:**

**That the minutes of the Ordinary Council Meeting held on 26 July 2012, 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 HER WORSHIP THE MAYOR AND CHAIRPERSON OF COUNCIL**

(C/M 2012/08/30 - A 2/3/5)

**QUOTED**

*COUNCIL ANNOUNCEMENTS FOR AUGUST 2012*

*Fellow Councillors, Pastor Kenny Ude, Chief Executive Officer in his absence, General Managers, Managers, Officials, Junior Town Council, Members of the Community, Members of the Media,*

*Good evening ladies and Gentlemen.*

*Welcome to the peoples Chamber, why I am saying this is people's Chamber is because it is the epitome of decision making as far as local government is concern. In this Chamber we take people-centered decision in order to improve lives and uplift the living standard of our people.*

*Having said that,*

*Ladies and Gentlemen, it is a great honour for me to announce this evening that after years of persistent efforts, we have finally managed to convince other stakeholders to expedite the process of formalizing the DRC informal settlement. Council has been granted full approval for the development of DRC. In this respect, a formal tender for the survey of the area has already been invited. As you might be aware a formalization of DRC is a sensitive matter that it might requires some people to move and pave away for this, long-awaited development. Therefore, we appeal to the community for their patience, understanding and cooperation during this process. Various committees will be established to drive the project expeditiously- more details are covered in this agenda.*

*Ladies and Gentlemen:*

*Tonight is the evening of good news, I just announce the good news about the DRC and again it is a pleasure for me to announce that Namibia at large and Swakopmund in particular has won the bid to host the World Adventure Travel summit for 2013. It is the first time that an event of this magnetite is hosted on the African Continent.*

*Swakopmund is a tourism hub of entire Africa if not the whole world and it is opportune for us to host this world class event. A lot of economic spin-offs will be realized from this event. About 700 delegates from all over the world are expected to converge in Swakopmund for this Summit. I therefore urge the tourism sector to organize themselves and accommodate the guests.*

*Ladies and Gentlemen*

*The election of the Junior Town Council is an annual event and is aimed at building leadership capacity among our youths. It is our responsibilities as leaders to nurture and provide mentorship to our youth.*

*The Junior Town Council has a mandated to carry out youth related issues on behalf of Council. In this respect the Junior Town Council has undertaken a number of community base projects in the past; however some of the project could not be executed due to the lack of funding. I therefore, encourage the businesses to assist the Junior Town Council when approach for sponsorship.*

*This year Junior Town Council consists of the 15 members and will be introduce at next Council meeting.*

*Ladies and Gentlemen:*

*The Office of the Mayor had the following commitments for July and this was attended by fellow Councillors and myself.*

- I inaugurated the 2012/2013 Junior Town Council*
- I attended the 6<sup>th</sup> Namibian Women Submit in Windhoek.*
- Honourable Juuso Kambueshe deliver a Welcoming remark at the 5<sup>th</sup> Namib Mills Riding Tournament held in Swakopmund*
- I attended the Executive Management Committee of the Mayor's Form in Windhoek*
- I deliver an Opening Remark at the Namibia Emergency Service Institute*
- Honourable Juuso Kambueshe open the Poject Shine function*
- I attended various in-house meetings.*

*Ladies and Gentlemen:*

*As part of the 120<sup>th</sup> anniversary of Swakopmund, Marketing In Namibia took the initiative to launch an art competition titled "My Swakopmund".*

*At this juncture, I would like to call upon the winners of the competition to receive their prices. Ms Hannelie Turner please can you come to the front to assist me with the price giving.*

*Ladies and Gentlemen*

- The 1st Prize for the photograph category went to James Smit with the Jetty photo and additional cash prices of N\$450 from KDM Construction & Electrical, a Gift hamper valued at N\$750 from Weir Minerals Namibia and from Living Desert Tour valued at of N\$600.*
- The 2<sup>nd</sup> Prize goes to Lize Janse van Rensburg with the 'Beste tye' photo she received cash prize of N\$350 from KDM Construction & Electrical*
- The 3rd Prize goes to James Smit again with the Red Dunes photo and he received a cash price of N\$200 from KDM Construction & Electrical.*
- Ladies and Gentlemen give them a hand of applause.*

*We also had a "Best of Times" writing competition*

*This was a competition for grade 4 to 12 learners. Local schools were invited to enter and we received 92 entries with the following winners.*

- The first prices goes to Christina Mushelenga a Grade 10 learner from Westside High School and a cash price of N\$2 500 from Alexander Forbes and gift hamper valued at N\$750 from Weir Minerals Namibia and a N\$200 voucher from Spur.*

- The second prize goes to Heather Maletzky a Grade 9 learner at Namib High School with a cash prize of N\$2 000 from Alexander Forbes and N\$150 voucher from Spur.
- The third place goes to Carolin Kutzner a Grade 9 learner from Pro-Ed Akademie and cash prize N\$500 from Alexander Forbes and N\$100 voucher from Spur. Lastly I want to thank all the sponsors that make this competition a success.

## 5.2 **LONG SERVICE AWARDS**

(C/M 2012/08/30 - B 1/8)

### Long Service Awards

*Ladies and Gentlemen*

*Today we will acknowledge individuals who have contributed to the quality service delivery, in so doing, we encourage them to continue their outstanding efforts and thank them for their valued contributions to making Swakopmund a great town.*

- Mr J C Lawrence – 8 Years (Retirement)
- Ms Maxine Bussel – 15 Years

*Before I conclude, Ladies and Gentleman: I wish to extend a birthday wishes to Honourable Rosalia Andreas-Noabes on her birth day which was on the 25<sup>th</sup> August.*

*On behalf of all the Councillors, Officials, Staff Members and the entire Community of Swakopmund, congratulations on your birthday and may you experience good health and happiness during this year and beyond.*

*I thank you and may God Bless.*

**Alderwoman Rosina //Hoabes  
MAYOR**

## 6. **PETITIONS**

During the discussion of this item the Acting Chief Executive Officer announced that a petition was received from the DRC Concerned Group regarding better service delivery in the DRC. It was:-

### **RESOLVED:**

**That the petition received from the DRC Concerned Group regarding better service delivery in the DRC be noted and be referred to the next Ordinary Management Committee meeting for discussion.**

## 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 JULY 2012**

9.1 The feedback on the resolutions taken by Council on 26 July 2012 was noted.

10. **REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY MANAGEMENT COMMITTEE DURING AUGUST 2012**

10.1 **MINUTES OF MANAGEMENT COMMITTEE MEETINGS HELD DURING JULY AND AUGUST 2012**

(C/M 2012/08/30 - A 2/3/5)

**RESOLVED:**

That the resolutions taken at an Ordinary Management Committee meeting held on 16 August 2012 and Special Management Committee meetings held on 19 July 2012 and 03 August 2012 be noted.

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11. **RECOMMENDATIONS BY THE MANAGEMENT COMMITTEE**

11.1 **ORDINARY MANAGEMENT COMMITTEE MEETING HELD ON 16 AUGUST 2012**

11.1.1 **SALE OF ERF 1525, SWAKOPMUND - NOMINATION OF PURCHASER**

(C/M 2012/08/30 - E 1525)

**RESOLVED:**

- (a) That Messrs Wilderness Investments CC not be permitted to nominate a number of close corporations as purchaser of Erf 1525, Swakopmund subject to the legal opinion in (b) below.
  - (b) That Messrs Wilderness Investments CC be requested to obtain a legal opinion at their cost to convince Council that Council can amend the conditions of the sale after the bid was allocated to Messrs Wilderness Investments CC.
  - (c) That Messrs Wilderness Investments CC be informed to provide a directive from the Receiver of Revenue indicating that the transaction is that of a going concern, whereafter Council can exempt the payment of the 15% VAT on the purchase price.
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11.1.2 **NAMING OF THE AMPHITHEATRE**

(C/M 2012/08/30 - N 7/3/6/1)

During the discussion of this item Councillor P V Steinkopff opposed the recommendation because a policy regarding re-naming and naming of streets/buildings is not in place. Councillor J Kambueshe requested that the recommendation be supported but similar cases be dealt with according to the new policy that will be formulated regarding the re-naming and naming of streets/buildings. It was:-

**RESOLVED:**

- (a) That the proposal and motivation by Mr J Brown, Secretary of the Erongo Region SWAPO Party Elders Council, to re-name the Amphitheatre after Mr Thomas Amunyela be approved.
  - (b) That a moratorium on the renaming and naming of streets/buildings be imposed until the relevant policy is approved.
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11.1.3 **SALE OF PRE-PAID WATER IN THE DRC INFORMAL SETTLEMENT**  
(C/M 2012/08/30 - N 10/2/4, H 5/4)

**RESOLVED:**

- (a) That the pre-paid water vending relationship between Council and Mr E Kampembe be extended for a further period of one (1) year.
- (b) That an additional vendor be appointed to serve the community in the DRC and provided with a vending machine if the applicant complies with the necessary criteria.
- (c) That an additional vending machine be purchased and held in reserve in case one of the others fails.
- (d) That the cost of the new vending machine be defrayed from the Accumulated Pre-paid Water Sales Vote 402022064200 where N\$70 623.00 is available.
- (e) That the General Manager: Finance report back to Council on the performance of the vendors after the expiry of the given one year period.

11.1.4 **RENEWAL OF LEASE AGREEMENT: ERF 1318, SWAKOPMUND**  
(C/M 2012/08/30 - E 1318)

**RESOLVED:**

- (a) That the application of Messrs Desert Explorers for the renewal of the current lease agreement for a further three (3) year period for a portion of ±62.00m<sup>2</sup> of Erf 1318, Swakopmund encroached upon by their buildings, be approved.
- (b) That the following terms and conditions are applicable:
  - (i) *That the lease period be three (3) years at a rental amount of N\$10.95/m<sup>2</sup> as per 2012/2013 Financial Year budget plus 15% VAT, with 10% annual escalation on 1<sup>st</sup> July 2013, and annually thereafter.*
  - (ii) *That the lease is terminable by either party giving or receiving three (3) months notice.*
  - (iii) *That Council reserves the right to cancel the lease if valid objections from the public are received.*
  - (iv) *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.*
  - (v) *That no subletting be allowed.*
  - (vi) *That a deposit equal to two month's rental be levied.*
- (c) That the lease as set-out in (a) above be advertised in terms of the Local Authorities Act, Act 23 of 1992, as amended at the cost of the applicant.

- 11.1.5 **LEASE OF A PORTION OF LAND LOCATED ON ERF 2747, SWAKOPMUND:**  
**• PROPOSED RENTAL AMOUNT PER MONTH**  
**• ACCESS THROUGH PAINTBALL AREA; EXACT SIZE & LAY OUT**  
 (C/M 2012/08/30 - E 2747)

**RESOLVED:**

- (a) That the proposal for the rezoning of Erf 2747 from “*Special*” for the purpose of Holiday Houses and Caravan Park to “*Special*” for the purpose of Holiday Houses, Caravan Park, Business Use and Tourism Related Activities be approved.
- (b) That the lease of a portion of land situated on Erf 2747, Swakopmund for a period of five (5) years to Messrs Kazak African Experience Cultural Tourism be held in abeyance until (a) above is completed.
- (c) That the rental be N\$0.30/m<sup>2</sup> which is the same as Messrs Swakopmund Paintball Adventures.
- (d) That the exact location and size of the lease area be determined by the Engineering Services Department and be provided to the Property Section to be incorporated and attached to the lease agreement.
- (e) That access be provided to the portion and the route be determined by the Engineering Services Department; with permission to be obtained from Mr P H van Ginkel of Messrs Swakopmund Paintball Adventures.
- (f) That the lease as set-out in (a) above be advertised in terms of the Local Authorities Act, Act 23 of 1992, as amended, at the cost of the applicant.

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- 11.1.6 **THE PROCESS OF FORMALIZING THE DEMOCRATIC RESETTLEMENT COMMUNITY (DRC)**  
 (C/M 2012/08/30 - H 5/4)

**RESOLVED:**

- (a) That additional funds in the amount of N\$2.25 million be provided from the Property Development Fund for the survey of the additional area north of the DRC.
- (b) That informal tenders be called for the survey of the area.
- (c) That representative committees of the three interest groups, i.e. the DRC, Illegal Squatters and Back Yard Shack Dwellers, be elected through which Council will communicate to the respective communities.
- (d) That the General Manager: Community Development Services commences with the registration process of the three interest groups, i.e. the DRC, Illegal Squatters and Back Yard Shack Dwellers.

- (e) That once the survey of the additional area is completed the illegal squatters be moved to the land identified for the purpose of temporarily housing them while the DRC and 2<sup>nd</sup> PDA areas are formalized.
- (f) That thereafter the survey of the DRC and the 2<sup>nd</sup> PDA be commenced with.
- (g) That funds for the installation of the bulk services be provided.

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11.1.7 **SWAKOPMUND AIRPORT RUNNING BUDGET**

(C/M 2012/08/30 - N 9/1)

**RESOLVED:**

- (a) That the tariffs that are currently operational to be maintained as prescribed by the Directorate of Civil Aviation be endorsed.
- (b) That the Operational Budget for activities at the Aerodrome to continue functioning as usual be approved.
- (c) That the official trading hours for its operations at the airport to be from 08:00 until 18:00 every day (including weekends and public holidays) be approved.
- (d) That the appointment of contract workers be endorsed until proper job descriptions and grading of the positions has been completed.
- (e) That the proposed Airport Owners and Operators Liability Insurance cover as submitted by Messrs Marsh with an annual premium of U\$25 000.00 once off payment (excluding Namfisa Levy) be taken.
- (f) That the Airport Management Committee members be Councillor J Kambueshe, Councillor P V Steinkopff, Chief Executive Officer, General Manager: Corporate Services and Human Resources and the General Manager: Finance.
- (g) That the Airport Management Committee enter into negotiations with operators, Namibia Airports Company, Directorate of Civil Aviation or any organisation which may be required to effect the smooth operation of the Swakopmund Aerodrome and the implementation of the corrective action plan required for the issuing of a license for the airport to Council.
- (h) That the Airport Management Committee submits reports to Management Committee on a regular basis.
- (i) That travelling and related expenditure that might be required from time to time for meetings of the Airport Management Committee with the Directorate of Civil Aviation at their offices in Windhoek regarding the implementation of the Corrective Plan be approved.
- (j) That Council's approval of the expenditure as mentioned in (h) above remains a standing resolution provided that the

expenditure related to every trip is authorised by the Chairperson of the Management Committee.

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11.1.8 **APPLICATION BY MESSRS STECKEL'S TOYOTA TO PURCHASE INDUSTRIAL LAND**

(C/M 2012/08/30 - E 4800, G 4/1/3)

**RESOLVED:**

That Messrs West Coast Motors t/a Steckel's Toyota be informed that their application to purchase Erf 4800, Swakopmund was considered by Council, but that Council remains with the Management Committee resolution passed on 15 March 2012 and conveyed to them in the letter dated 20 June 2012, i.e.:

<p><i>(c) That all future applicants for the purchase / lease of industrial land be informed that Council will not consider any applications as a public auction of the serviced erven is envisaged for 2013.</i></p>
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11.1.9 **REQUEST FOR BTS SITE OCCUPATION FOR MTC BTS SITES AT PEBBLE BEACH IN SWAKOPMUND**

(C/M 2012/08/30 - G 4/2/2/2)

**RESOLVED:**

(a) That the following sites not be considered due to private ownership:

- (i) Sites Erf 66, Vogelstrand*
- (ii) Erf 127, Vogelstrand*

(b) That a Portion of a Public Open Space situated at Pebble Beach, Vogelstrand be leased to Messrs MTC.

(c) That Messrs MTC adheres to the following requirements:

- *A maximum height of 25m*
- *Should they insist that they wish to construct a 35 m tower on the portion of a public open space, a detailed letter motivating the additional height*
- *Consent letter from the neighbours*
- *Environmental Impact Assessment*

(d) That the application of Messrs MTC to construct a 25m high self-supporting tower on a Portion of a Public Open Space situated at Pebble Beach, Vogelstrand be approved, subject to the following standard lease conditions:

- (i) Lease period of 5 years;*
- (ii) That building plans of all proposed buildings must be submitted to the Engineering Services Department;*
- (iii) That the portion of land is leased on the explicit condition that the lessee indemnifies Council against any claim for damages resulting from its occupation by the lessee; and*
- (iv) That all costs be for the account of the lessee.*

(e) That the Engineering Services Department provides a lay-out plan for the exact site to be used for the tower.

(f) That Messrs MTC installs their own electrical meter so that any expense and cost generated be allocated to Messrs MTC.

- (g) That a valuation be obtained from Council's appointed valuer and an additional valuer for determination of the lease rate.
- (h) That the proposed lease be advertised in terms of Section 63 of the Local Authorities Act, (Act 23 of 1992), as amended; at the cost of Messrs MTC.
- (i) That the Town Planner ensures that height of cell phone communication masts / self-supporting towers be regulated in the new Town Planning Scheme 35.

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11.1.10 **CO-OPERATION WITH BETHANIE VILLAGE COUNCIL**

(C/M 2012/08/30 - A 2/3/1/7/1)

**RESOLVED:**

- (a) That the co-operation with Bethanie Village Council be approved.
- (b) That Bethanie Village Council provides a copy of their five (5) year Strategic Plan with specific targets and their annual budget.
- (c) That a co-operation agreement indicating the financial responsibility by both Local Authorities be drafted by Bethanie Village Council and be forwarded to Council for approval.

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11.1.11 **INTERNAL AUDIT REPORT: MUNICIPAL REST CAMP**

(C/M 2012/08/30 - D 10/1)

**RESOLVED:**

- (a) That the findings made on cash-up surpluses not recorded be noted and that the recommendation made by the Internal Auditors be implemented by the Community Development Services Department.
  - (b) That the findings made on key deposits not obtained be noted and that the recommendation made by the Internal Auditors be implemented by the Community Development Services Department.
  - (c) That the findings made on semi-permanent guests not paying within 30 days and some formal policies and procedures with respect to the Municipal Rest Camp processes which does not exist be noted and that the proposed formulation of a policy for the process at the Municipal Rest Camp be submitted to Management Committee before 31 August 2012 and the approval and implementation be done before 31 October 2012.
  - (d) That all the findings made by the Internal Auditors be accepted and that the recommendations be implemented by the Community Development Services Department with feedback after six (6) months.
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11.1.12 **INTERNAL AUDIT REPORT: GENERAL ADMINISTRATION**  
(C/M 2012/08/30 - D 10/1)

**RESOLVED:**

- (a) That the follow-ups on the execution of Council resolutions be executed by the Archives Assistant.
- (b) That the findings with regard to data incorrectly captured from the Orbit system to the administrative report be noted and that the Executive Assistant will continue to capture the data on the administrative report and the respective Personal Assistants from the various departments be responsible for the capturing of the feedback / remarks to be recorded in the various departments monthly report to Management Committee, reviewed and signed of by the respective General Manager for accuracy and completeness.
- (c) That the findings with regard to inadequate or incorrect feedback given by the various departments be attended to and the various departments to include the dates the action was taken and more descriptive action be given.
- (d) That the findings with regard to incorrect filing or use of file references numbers be noted and that no other staff member except the Archivist or the line supervision be responsible for the allocation of the reference numbers in terms of the Archives Act and that other staff members must comply with the reference number allocated by the Archivist.
- (e) That a sessions between the Archivist and the Personal Assistants be held to discuss the index reference numbers and how it should be executed, should there be any doubt or questions on which file certain correspondence should be placed, the Archivist to discuss the matter with the line supervision.
- (f) That the findings with regard to subsequent documentation relating to initial letters not stored on the Orbit system, the shortcomings of the Orbit system be noted and that a policy defining the guidelines for the retention of documents be developed and approved by Council, defining the responsibilities of officials involved in Council's administration.
- (g) That the proposed formulation of the archives policy and policy for the procedures of Council's general administrative process together with the implementation of the new system first be discussed with Management Committee at a Special Management Committee meeting.
- (h) That the findings with regard to the file control register be noted and the recommendation made for the Archivist to consistently ensure that the file register be signed and to ensure accountability of the files, as well as tracking files.
- (i) That the findings with regard to the non-compliance with the Archives Act, 1992 be noted and a formal filing system be developed in consultation with the National Archives to their requirements and standards.

- (j) That the proposed filing system be thoroughly evaluated by Management Committee before implementation to determine if it is cost effective to Council.
- (k) That the findings for access to the archives not restricted when archives officials are absent be noted and the recommendations made by the Auditors be noted.
- (l) That all the findings made by the internal audit be accepted and that the recommendations be implemented by the relevant departments with feedback after 6 months.

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11.1.13 **TRANSFER OF FUNDS TO THE NEW FINANCIAL YEAR**

(C/M 2012/08/30 - N 7/3/1/2)

**RESOLVED:**

That permission be granted to the General Manager: Finance to transfer funds to the Repair & Repaint Flat 2 Vote 600531612700 to the 2012 / 2013 Financial Year to enable the contractor to complete the project.

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11.1.14 **REQUEST TO TRANSFER FUNDS AS A CONTINUATION PROJECT TO THE 2012/13 CAPITAL BUDGET**

(C/M 2012/08/30 - M 2)

**RESOLVED:**

That permission be granted to the General Manager: Finance to transfer funds on Vote 301031615500 (Street Corner Bins) to the Capital Budget for the 2012 / 2013 Financial Year.

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11.1.15 **WRITING OFF: OLD AND REDUNDANT TELEPHONE SET – ENGINEERING SERVICES DEPARTMENT**

(C/M 2012/08/30 - L 2)

**RESOLVED:**

- (a) That the eight (8) old and redundant telephone sets from the Engineering Services Department be written off and be sold at the next public auction.
  - (b) That the Chairperson of Management Committee, Chief Executive Officer and the General Manager: Finance determines the upset prices.
  - (c) That a policy be drafted to determine the upset price for old and redundant items/ equipment in future.
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11.1.16 **APPROVAL OF AMENDMENT SCHEME NO. 53**  
(C/M 2012/08/30 - G 3/2/2/2)

**RESOLVED:**

- (a) That Amendment Scheme No. 53 as submitted by the Acting General Manager: Engineering Services be approved with the following items:
- (i) *Rezoning of Erf 989, Swakopmund, from "Local Authority" to "General Business". (Council Resolution 29-02-2012)*
  - (ii) *Rezoning of Erf 3486, Swakopmund, from "Light Industrial" to "Office". (Council Resolution 31-05-2012)*
  - (iii) *Rezoning of Erf 4349, Mondesa, from "Local Authority" to "General Business". (Council Resolution 29-02-2012)*
  - (iv) *Rezoning of Erf 776, Mondesa, from "Single Residential to "Institutional". (Council Resolution 31-05-2012)*
  - (v) *Rezoning of Erf 623, Swakopmund, from "Local Business to "General Business with a bulk of 2.0". (Council Resolution 28-06-2012)*
  - (vi) *Rezoning of Erf 4010, Swakopmund, from "Single Residential with a density of 1:900m<sup>2</sup>" to "General Residential 2" with a density of 1:250m<sup>2</sup>". (Council Resolution 31-05-2012)*
- (b) That Amendment Scheme No. 53 be submitted to the Ministry of Regional and Local Government, Housing and Rural Development for approval by the Honourable Minister.

11.1.17 **APPLICATION FOR PERMISSION TO OPERATE A RESIDENT OCCUPATION (ADMINISTRATIVE OFFICE)**  
(C/M 2012/08/30 - E 1222)

**RESOLVED:**

- (a) That the following application for permission to operate an Administrative Office be approved:
- *Erf 1222, Kramersdorf (7 Khan Street) - Ms C Visser t/a Messrs Pixi Office Solutions - Administrative Office.*
- (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 be done on site.*
  - *That no on-street parking will be tolerated.*

11.1.18 **APPLICATION FOR PERMISSION TO OPERATE A PUBLIC GARAGE**  
(C/M 2012/08/30 - E 3566)

**RESOLVED:**

- (a) That the following application for permission to operate a public garage on Erf 3566, Unit 57 be approved.
- *Erf 3566, Swakopmund Unit 57 (Mandume Ya Ndemufayo Street) - Mr J Thiel t/a Messrs Thiel's Bodywork & Auto Repair (Notice No. 34/2012-07-13)*
- (b) That applicant 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.*
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11.1.19 **APPLICATION FOR PERMISSION TO OPERATE RESIDENT OCCUPATIONS (ADMINISTRATIVE OFFICES)**  
(C/M 2012/08/30 - E 1118, M 1980, T 123, E 2325)

**RESOLVED:**

- (a) That the following applications for permission to operate Administrative Offices be approved:
- *Erf 1118, Kramersdorf (3 Trekkopje Street) - Ms B Garny t/a Messrs Namibia Click & Travel - Administrative Office (Notice No. 34/2012-07-13)*
  - *Erf 1980, Mondesa (Cemetery Crescent Street) - Ms O Naruses t/a Messrs Chribaz Construction CC - Administrative Office (Notice No. 34/2012-07-13)*
  - *Erf 123, Tamariskia (Brockerhoff Avenue) - Ms F Uises t/a Messrs Feka Construction and Cleaning Services - Administrative Office (Notice No. 34/2012-07-13)*
  - *Erf 2325, Swakopmund (3 Saphir Street) - Mr J le Roux t/a Messrs Cheval Construction and Renovations CC - Administrative Office (Notice No. 34/2012-07-13)*
- (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.*
-

11.1.20 **APPLICATION FOR THE RELAXATION OF BUILDING HEIGHT ON ERF 134, (UNITS 1, 2 AND 3) MYL 4**

(C/M 2012/08/30 - M4 E 134)

**RESOLVED:**

That the application for the relaxation of building height from 8.00m to 10.00m on Erf 134, (Units 1, 2 and 3) Myl 4, Swakopmund be approved.

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11.1.21 **APPLICATION FOR THE RELAXATION OF BUILDING HEIGHT ON ERF 131, (UNIT 1 AND 4) MYL 4**

(C/M 2012/08/30 - M4 E 131)

**RESOLVED:**

That the application for the relaxation of building height from 8.00m to 10.00m on Erf 131, (Units 1 and 4) Myl 4, Swakopmund be approved.

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11.1.22 **APPLICATION FOR CONSENT FOR THE RELAXATION OF BUILDING HEIGHT AND BUILDING LINE RELAXATION ON ERF 3955, SWAKOPMUND**

(C/M 2012/08/30 - E 3955)

**RESOLVED:**

- (a) That the application for the relaxation of building height from 12.00m to 14.17m on Erf 3955, Swakopmund be approved.
  - (b) That the application for relaxation of Lateral Building Line from 3m to 0m be approved.
  - (c) That Mr G R Brettschneider, owner of Erf 3954, Swakopmund 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.
- 

11.1.23 **REZONING OF ERF 539 SWAKOPMUND FROM "SINGLE RESIDENTIAL" WITH A DENSITY OF 1 DWELLING PER 900M<sup>2</sup> TO "GENERAL BUSINESS" WITH A BULK OF 2.0 AND CONSENT**

(C/M 2012/08/30 - E 539)

**RESOLVED:**

That point (e) of Council's resolution passed on 28 June 2012 be repealed and not be replaced.

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11.1.24 **REZONING OF ERF 1113 TAMARISKIA FROM “LOCAL AUTHORITY” TO “INSTITUTIONAL”**

(C/M 2012/08/30 - T 1113)

**RESOLVED:**

- (a) That the rezoning of Erf 1113, Tamariskia from “*Local Authority*” to “*Institutional*” be approved.
- (b) That the approved rezoning be included in the next Amendment Scheme for approval by the Ministry of Regional and Local Government, Housing and Rural Development.

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11.1.25 **REZONING OF ERF 2547, SWAKOPMUND FROM “INSTITUTIONAL” TO “GENERAL RESIDENTIAL 2” WITH A DENSITY OF 1 DWELLING PER 250M<sup>2</sup>**

(C/M 2012/08/30 - E 2547)

**RESOLVED:**

- (a) That the rezoning of Erf 2547, Swakopmund from “*Institutional*” to “*General Residential 2*” with a density of 1 dwelling per 250m<sup>2</sup> be approved.
- (b) That the approved rezoning be included in the next Amendment Scheme for approval by the Ministry of Regional and Local Government, Housing and Rural Development.

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11.1.26 **REZONING OF ERF 757, SWAKOPMUND FROM “GENERAL RESIDENTIAL 2” WITH A DENSITY OF 1 DWELLING PER 250M<sup>2</sup> TO “GENERAL RESIDENTIAL 2” WITH A DENSITY OF 1 DWELLING PER 100M<sup>2</sup> AND CONSENT TO THE PROPERTY FOR THIS PURPOSE WHILE THE REZONING IS BEING PROCESSED**

(C/M 2012/08/30 - E 757)

**RESOLVED:**

- (a) That the rezoning of Erf 757, Swakopmund from “*General Residential 2*” with a density of 1 dwelling per 250m<sup>2</sup> to “*General Residential 2*” with a density of 1 dwelling per 100m<sup>2</sup> be approved.
  - (b) That the consent to use the erf for “*General Residential 2*” with a density of 1 dwelling per 100m<sup>2</sup> purposes while the rezoning is in progress not be approved.
  - (c) That the approved rezoning be included in the next Amendment Scheme for approval by the Ministry of Regional and Local Government, Housing and Rural Development.
-

11.1.27 **REZONING OF ERF 1845, MONDESA FROM “UNDETERMINED” TO “GENERAL RESIDENTIAL 2” WITH A DENSITY OF 1 DWELLING PER 100M<sup>2</sup> AND CONSENT TO CONSTRUCT 12 DWELLING UNITS WHILE THE REZONING IS BEING PROCESSED**

(C/M 2012/08/30 - M 1845)

**RESOLVED:**

- (a) That the rezoning of Erf 1845, Mondesa from “*Undetermined*” to “*General Residential 2*” with a density of 1 dwelling per 100m<sup>2</sup> be approved.
- (b) That the request for the consent to start with construction while the rezoning is in progress not be approved.
- (c) That the approved rezoning be included in the next Amendment Scheme for approval by the Ministry of Regional and Local Government, Housing and Rural Development.
- (d) That the Town Planner ensures that the applicable density zoning is adhered to depending on the outcome of the resolution of the dispute regarding the encroachment site of Erf 1845, Mondesa by the relevant developers.

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11.1.28 **PROGRESS REPORT OF MESSRS SEA GULL’S CRY CC**

(C/M 2012/08/30 - N 7/2/9)

**RESOLVED:**

- (a) That the first bi-annual progress report submitted by Messrs Sea Gull’s Cry CC regarding the development of the lease area be noted.
  - (b) That the Engineering Services Department takes note of the phased development and co-ordinate the finalization of the completion of the phases with the Finance Department to ensure that the correct rental is levied as per Clause 5 of the Notarial Deed of Lease.
  - (c) That Messrs Sea Gull’s Cry CC be provided with the report in the table format and be requested to indicate the progress on the listed phases.
  - (d) That Messrs Sea Gull’s Cry CC be informed that the next report is for the period ending 31 December 2012.
  - (e) That Messrs Sea Gull’s Cry CC be informed of the requirements of the Environmental Management Act, Act 7 of 2007 that must be complied with.
  - (f) That an “*in loco*” inspection be conducted after the Management Committee meeting on 13 September 2012 in order to confirm the progress.
-

11.1.29 **UPDATED RECRUITMENT POLICY**

(C/M 2012/08/30 - B 1/8)

**RESOLVED:**

- (a) That the updated Recruitment Policy (on file) be approved and that the current policy be repealed and replaced.
  - (b) That information sessions be arranged in order to inform all the staff members of the updated Recruitment Policy.
- 

11.1.30 **OPERATIONAL GUIDELINES OF THE SWAKOPMUND MUNICIPAL SPORTS AND SOCIAL CLUB**

(C/M 2012/08/30 - J 10/1)

**RESOLVED:**

That this item be referred back to Management Committee for further discussion on whether the Local Organizing Committee may meet during office hours.

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11.1.31 **SOUTHERN AFRICA INTER-MUNICIPAL GAMES 2012 IN BOTSWANA**

(C/M 2012/08/30 - J 10/1)

**RESOLVED:**

- (a) That permission be granted to members of the Swakopmund Municipal Sport and Social Club as per the list (on file), which is subject to change as well as the nominated Councillor to attend the SAIMSA Games to be held in Botswana from 21-29 September 2012.
  - (b) That annual leave (6 days) be granted to the selected staff members to represent Council at the SAIMSA Games from 21-29 September 2012, in Botswana, (including the days needed for travelling depending on the mode of transport).
  - (c) That Council authorizes the release of N\$100 000.00 budgeted by the different departments (107-386-00), and that this be made available to the Swakopmund Municipal Sports and Social Club for the preparation to participate in the SAIMSA Games scheduled to be hosted in Botswana.
  - (d) That the Chairperson of the Swakopmund Municipal Sport & Social Club be accountable to provide Council with a full financial report at the end of October 2012.
  - (e) That Councillor F Hamukwaya accompanies the Swakopmund Municipal Sport and Social Club to the games.
  - (f) That the subsistence and travelling allowance for Councillor F Hamukwaya be defrayed from Conference Expenses Vote 100510206500 where N\$164 547.88 is available.
-

11.1.32 **ENVIRONMENTAL MANAGEMENT ACT OF 2007: THE WAY FORWARD**

(C/M 2012/08/30 - G 1/1)

**RESOLVED:**

- (a) That the appointment of an “*Environmental Act Task Force*” consisting of the Chief Executive Officer and the Town Planner as a technical advisor and the Mayor or another Councillor be approved.
- (b) That this “*Task Force*” supports and assists the Namibian Institute for Town and Regional Planners in their representations to the Environmental Commissioner and the Minister of Environment and Tourism.
- (c) That Council applies to the Office of the Environmental Commissioner for a three (3) year “grace” period to obtain Environmental Clearance Certificates for certain listed running operations and approved or envisaged projects in line with Council’s strategic development plan.
- (d) That the need for funding for the formulation of a Strategic Environmental Plan for Swakopmund be noted and that an addendum be submitted to the next Management Committee meeting to deal with the budget for this item.

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11.1.33 **REQUEST FOR FINANCIAL ASSISTANCE BY MR MATEUS TOMAS**

(C/M 2012/08/30 - A 2/3/2/1/3)

**RESOLVED:**

- (a) That a donation / sponsorship of N\$3 450.00, in kind, be granted to Mr Mateus Tomas in order for him to attend the 37<sup>th</sup> International Small Business Congress to be held in Johannesburg from 15 - 18 September 2012.
- (b) That the funds be defrayed from the Publicity Vote 100510212700 where N\$7 450.56 is available.
- (c) That the beneficiary provides a full report to Council upon return.

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11.1.34 **HOSTING OF THE SOUTHERN AFRICA INTER-MUNICIPAL SPORT ASSOCIATION GAMES (SAIMSA GAMES 2013)**

(C/M 2012/08/30 - J 10/1)

During the discussion of this item Councillor P V Steinkopff stated that he wish to place it on record that he is not part of the discussion but he will make himself available for any assistance if needed. Councillor J Kambueshe stated that to his recollection, Council only provides N\$250 000.00 and the rest of the funds should be generated by getting sponsors. It was:-

**RESOLVED:**

- (a) That the proposed budget tabled by the Local Organizing Committee (LOC) of the Swakopmund Sport and Social Club be approved.

- (b) That the Memorandum of Understanding (on file) between the Municipality of Swakopmund and SAIMSA as amended, to host the SAIMSA games in 2013, be submitted to the IOC of SAIMSA for consideration.
- (c) That the Local Organizing Committee (LOC) be mandated to plan the hosting of SAIMSA games in Swakopmund during September 2013.
- (d) That an amount of N\$1 000 000.00 be made available as a contribution towards the cost for the hosting of the Games of which N\$250 000.00 is to be paid over to the account of the International Organizing Committee of SAIMSA.
- (e) That the funds in (d) be budgeted for in the operational budget of the financial year 2013/14 against Councils Vote as determined by the General Manager: Finance.
- (f) That all expenses incurred by the Local Organizing Committee (LOC) be done in accordance with the Municipal Financial Regulations.
- (g) That Mr C Lawrence be mandated 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.
- (h) That the costs for travelling and subsistence of the Local Organizing Committee (LOC) be funded from the approved funds in the SAIMSA 2013 budget.
- (i) That annual leave be granted to the staff member in (g).
- (j) That the Local Organizing Committee (LOC) seek for sponsorship from local businesses.
- (k) That it be recorded that Councillor P V Steinkopff will not be part the discussion but he will make himself available for any assistance needed during the hosting of the SAIMSA Games 2013 be noted.

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11.1.35 **REQUEST TO TRANSFER FUNDS AS A CONTINUATION PROJECT TO THE 2012/13 CAPITAL BUDGET**

(C/M 2012/08/30 - M 2)

**RESOLVED:**

That the General Manager: Finance be authorized to transfer the funds on Vote 301031615300 (1500 mobile refuse bins) to the Capital Budget as a continuation project.

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- 11.1.36 **REQUEST FROM SWAPO PARTY YOUTH LEAGUE (SPYL),  
SWAKOPMUND DISTRICT FOR PERMISSION TO HOLD THE  
SWAKOPMUND SPRING FESTIVAL AT MUNICIPAL FACILITIES**  
(C/M 2012/08/30 - G 3/10/2, H 2/5, H 2/12, I 1/12)

**RESOLVED:**

- (a) That permission be granted to the Swapo Party Youth League in order to utilize various Municipal facilities during the upcoming Spring Festival to be held between 1-9 September 2012 free of charge to the value of N\$4 301.00.
  - (b) That the amount of N\$4 301.00 be defrayed from the Publicity Vote 500510212700 where N\$10 000.00 is available.
  - (c) That the Swapo Party Youth League be informed that the Swakopmund Town Hall will be reserved for a closed bid auction on 07 September 2012.
- 

The meeting adjourned at 20H00

Minutes confirmed on: 27 September 2012

**Alderwoman R //Hoabes**  
**CHAIRPERSON**

**H !Naruseb**  
**Acting CHIEF EXECUTIVE OFFICER**

AG/-