



MUNICIPALITY OF WALVIS BAY

AGENDA

ORDINARY COUNCIL MEETING

**To be held in the
Kuisebmond Council Chambers,
Nathaniel Maxuilili Avenue,
Kuisebmond**

**ON WEDNESDAY
03 AUGUST 2022
AT 18:00**



Municipality of Walvis Bay

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Date	28 July 2022

NOTICE

His Worship the Mayor and Councillors
General Managers

JULY 2022 - ORDINARY COUNCIL MEETING OF THE LOCAL AUTHORITY COUNCIL OF WALVIS BAY

Notice is hereby given that the Ordinary Council meeting of the Local Authority Council of Walvis Bay will be held in the Kuisebmond Council Chambers, Nathaniel Maxuili Avenue, Kuisebmond on: -

Wednesday 03 August 2022 at 18:00

Yours faithfully,

D Uushona
Acting Chief Executive Officer

Date	Time
29/07/2022	08 : 10

Official	Date	Time	Signed off
Compiler	28/07/2022	17:41	
MCS	29/07/2022	07:50	



Please address all correspondence to the Chief Executive Officer

Agenda

1. **Opening by prayer** (File 3/1)
2. **Adoption of agenda and declaration of interest**
3. **Application for leave of absence by members of council** (File 3/3/1/4)
4. **Confirmation of minutes of previous meeting/s** (File 3/3/2/3/1)
 - 4.1 Minutes of the Ordinary Council meeting held on Wednesday 08 June 2022 to be confirmed and approved.
 - 4.2 Minutes of the Special Council Meeting held on Wednesday 20 July 2022 to be confirmed and approved.
5. **Interviews with deputations or persons summoned or requested to attend meeting**
(File 3/3/2/3/2)
 - Tuesday 07 June 2022**
 - ISF Trading (Pty) Ltd
 - Shack Dwellers Federation and Namibia Housing Action Group
 - Atlantis Sport Club
 - Tuesday 21 June 2022**
 - Murangi Biotech
 - Erongo Regional Electricity Distributors
 - Tuesday 05 July 2022**
 - Seventy7 consultancy
 - Tuesday 26 July 2022**
 - NAMWATER
 - Stewarts Planning and Amko Investments Four cc
 - MTC-Netvend
 - Earth Giants Investment
6. **Official announcements, statements and communications**

Announcements by His Worship the Mayor, Trevino Forbes.
7. **Petitions** (File 3/2/1/6)

No petitions have been received.
8. **Motions of members** (File 3/3/1/1)

Motion: Alienation of Ext 17 to institutional workers in government schools in Walvis Bay

Submitted by Councillor Saara Mutondoka



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MOTION FORM

To submit a motion for consideration by the Municipal Council of Walvis Bay, please complete and sign this form and submit it to the Chief Executive Officer at least 6 working days prior to the date of the next ensuing Council meeting as contemplated in Rule 13 of the Standing Rules of Order

Motion sequence number: 15
(to be completed by the administration)

MOTION: *Alienation of ext 17 to Institutional workers in government schools in WB*

Motion submitted by: Councillor Saara Ndapewoshali Mutondoka

Objective of Motion: *To request among others that ext 17 be reserved and sold to Institutional workers in government schools in Walvis Bay*

Rationale and motivation: *many of our people including the institutional workers live in substandard housing without adequate sanitation. Housing is an economic-engine for low-income families because it plays a significant role in the growth and development of families, community and the country at large. For many low-income family, a house does not only break the cycles of poverty, but it also restores the dignity of such families, gives them shelter, gives them an opportunity to work out of the comfort of their own space and also change their lives for the better.*

Proposal to be considered by Council: *It is against this background that I propose to this council to consider alienating ext 17 in Narraville to our Institutional workers at schools who have been ignored, side lined and left out for too long in all kinds of developments. Like everybody else, they have lost hope in Local and Central government, therefore I appeal to this council to restore their hope and faith. Let us restore their dignity and demonstrate that they too belong, and that they are equally valued in the Namibian house we are trying to build. Should this motion be considered, I propose that we get the information and all details of the specified group from the Circuit office in collaboration with their centres of duty to implement execute this proposal.*

Chairperson of council! We want the Namibian house to take everyone along, not only by word, but by action. These hardworking people live the rest of their lives taking care of others yet no body looks after them, they keep cleaning buildings and many times have side hustles to clean people's houses during weekends yet they have no houses of their own to clean. They ensure hygiene is not compromised in schools, and that school grounds are conducive for our children to learn and play. Today I ask of one thing only that we give ext 17 to the institutional workers.

Chairperson of Council. I so move.

Cllr SN Mutondoka

07 / 07 / 2021
Date





ERONGO REGIONAL COUNCIL

**DIRECTORATE OF EDUCATION, ARTS & CULTURE
WALVIS BAY CIRCUIT OFFICE**

Tel.: 064-200218

Fax: 064-200205

Private Bag 5008

Walvis Bay

No	Name of School	# of Cleaners
1.	High Hope Primary School	2
2.	Tutaleni Primary School	8
3	Tutaleni High School	7
4.	!Nara Primary School	5
5.	Kuisemond Secondary School	8
6.	Immanuel Ruiters Primary School	8
7.	Seaside Primary School	2
8.	Kuisemond Primary School	4
9.	Duinesig High School	10
10.	Narraville Primary School	8
11.	De Duine Secondary School	9
12.	Flamingo Primary School	6
13.	Flamingo Secondary School	2
14.	JP Brand Primary School	2
15.	Walvis Bay Circuit	1
	TOTAL	82



9. Answers to questions of which notice has been given (File 3/3/1/2)

9.1 Response to questions submitted by Cllr Nkoshi

- 9.1.1 For the record, the staff members were suspended for allegations of misappropriation of 24 million dollars. Council then took a resolution to appoint an audit firm to carry out a forensic audit because of the allegations. The appointed company, PWC, presented a draft report to the councillors and the report also contained some recommendations.**

Response: That is correct, and the report did contain recommendations on findings.

- 9.1.2 As far as I can remember, the draft report from PWC never contained recommendations for council to appoint HR specialist form and lawyers to further investigate the forensic audit report. Did the final report contain such recommendations?**

Response: It is a common practice that reports of such a nature does not recommend what further action should be taken on the findings that it contains. It merely reports on its findings based upon the evidence obtained.

The taking of further action was deliberated at an Extra Ordinary Council meeting that was held on 25 August 2021. This meeting was attended by Councillors T Forbes, L Victor, R Bramwell, O Andrews, P Kauhondamwa, A Nkoshi and E Shoji, and the following resolution was unanimously adopted:

- (1) That the Municipal Council of Walvis Bay takes note of the final report on the verification of information on the Mass Housing project by PricewaterhouseCoopers dated 10 August 2021, and adopts the recommendations made therein.*
- (2) That approval be granted for the Executive Summary of the report to be made available to the media.*
- (3) That an external HR specialist, assisted by a legal entity if necessary, be appointed to do the further investigations into the specific matters as addressed in the recommendations, and that, due to the fact that the Accounting Officer is implicated in the report, the required authorization for this be granted to the Mayor.*
- (4) That, as the investigation by the external auditors had been concluded, and despite any further investigation or action as contemplated under 2 above, the suspension of all the officials as per Extra Ordinary Council resolution 4.2 dated 15 December 2020, be lifted with effect from 1 September 2021.*
- (5) That the Municipal Council approves that the position of Chief Executive Officer of the Municipality of Walvis Bay be advertised forthwith.*
- (6) That the Minister of Urban and Rural Development be informed of the report of Council's decisions under 1 to 5 above.*

Of specific significance is decision (3) where the Council as decision-making body, adopted a decision for the appointment of an external HR specialist assisted by a legal entity if necessary for further investigations into the specific matters as addressed in the recommendation. This decision was thereafter dealt with administratively as council members are not to be involved in the actual execution and carrying out of the decisions of the Council.

9.1.3 We all agreed to appoint an audit company to carry out the forensic audit while the final report was given to the Mayor and until now, it was never shared with all councillors. Why not? Why must we sign a non-disclosure agreement to get a copy of the full report while we are the appointing authority?

Response: Distribution of the document is subject to receipt of a non-disclosure agreement from recipients, as is common practice when investigations of this nature is done.

Why a non-disclosure agreement is required to be signed in this instance, is because such agreement creates the legal framework to the information as contained in the forensic audit report and its sharing with third parties. The recommendations in the report may make reference to specific staff members by name or by position, therefore such information remains confidential, hence the requirements of section 14(2)(a) of the Local Authorities Act.

Moreover, if the information finds its way into the public domain for whatever reason, and any of those persons mentioned in the report are found upon further investigation to be exonerated, they may have a strong case to claim compensation from the Council as a legal entity or even from those council members who had access to the information individually or jointly. This could trigger a host of legal ramifications, including lawsuits, financial penalties, and even criminal charges.

Once information is wrongfully disclosed and becomes part of the public domain, it cannot be later "undisclosed, and therefore the signing of a non-disclosure agreement protects the integrity of the information within the report itself, as well of the integrity of all persons who have access to such information. To sign such agreement means that the signatory protects him- or herself and should be seen as a best practice action, not as an instrument to weigh one down.

9.1.4 PWC was appointed to carry out a forensic audit for the alleged missing or misappropriated 24 million dollars. Did the final report include that 24 million dollars were misappropriated? If the answer is yes, why are we wasting public funds by appointing SEENA Legal Consult and a law company called Köpplinger Boltman Legal Practitioners to further investigate a report compiled by a professional audit company? If the answer is no, will this process not be seen as a witch-hunt against the staff members to try and find them guilty?

Response: On the 1st question the answer is NO, the PwC report did not conclude or confirm on the alleged missing 24 million.

On the 2nd question on the further processing of the findings, one can only look at examples such as commissions of enquiry appointed by heads of state to investigate allegations of malpractice, where the final report of the tribunal investigating such allegations is then referred to specialists to institute further action. A recent example is the findings of the South African Zondo Commissions that is now turned over to the National Prosecuting Authority for action, and where such action may culminate in a third process through the appropriate courts of law. This procedure guarantees due process without fear of interference and ensure that findings of the initial investigative entity does not turn into a witch-hunt., as the further processes are all dealt with by other institutions. This is all about the basic principle of IMPARTIALITY.

The councillor mention 2 firms by name, although in the previous response under question 1.6 response (b), the response was already given that from a HR perspective, it was imperative that the processes be separated, namely investigation, formulating charges, initiating and chairing any eventual hearing, thus requiring separate entities for each process.

It was also stated that the following 4 firms were then identified and appointed for this assignment, where each will play a separate and independent role:

- Anne Shilengudwa Attorneys
- ENS Incorporated
- Köpplinger Boltman Legal Practitioners
- SEENA Legal Consult

This will also guarantee independence in the entire process and that no “witch-hunt” is being instituted.

9.1.5 The recommendations from the PWC forensic audit must be very clear to guide us on what to do and we should not waste time and public funds for unnecessary further investigations on the matter. Why the final recommendations are not formally presented to the council for deliberations, decision taking and implementation?

Response: The statement and question relate to the response under 3 above, where the councillor was part and parcel of the decision to have external professional entities appointed for the further process. The question that arises is whether this could be seen as a waste of public funds or to whether it justifies the appropriate processes to get finality on this matter.

A final report must be submitted by the accounting officer to the Council once the further already approved investigations are completed and the due processes with regards to disciplinary action and if need be, legal action, had been concluded. Again, we as council members must remain impartial throughout this process.

The investigation stage of the matter had already been completed and two staff members had been served with disciplinary charges. At this point it is still an internal disciplinary action and councillor intervention in the process should be avoided at all times.

9.1.6 If the recommendations are not clear to the councillors, why are we not asking PWC to explain it instead of appointing a labour company to do further investigations? Is the labour company superior to the audit company who carried out the forensic audit? Are we not undermining the work carried out by PWC by appointing a labour consulting company to investigate the forensic audit report?

Response: This was explained in detail under point 4 above. The investigation as to whether staff members transgressed any rules or laws was not part of the assignment for the audit, and as the process is now championed by the Human Resources Manager as custodian of disciplinary related activities, the councillors should respect the process and remain impartial.

9.1.7 How did the Mayor identify SEENA Legal Consult and Köpplinger Boltman Legal Practitioners to be appointed to further investigate the forensic audit report? What criteria did the Mayor use to identify these companies?

Response: This was a collective decision by the Municipal Council of Walvis Bay which was discussed at length at the Extra Ordinary Council mentioned under paragraph 2 above, and of which Councillor Nkoshi was part and parcel of. After the Council resolution, the HR Manager was tasked to execute and it was administratively decided to ensure total impartiality by recommending different external entities for the different stages of the process, and not only those identified by the Council. It was already replied to in the previous questions by councillor Nkoshi under number 1.7 on 12 May 2022.

9.1.8 Is it true that the Procurement Committee identified 4 firms for the assignment, why were all 4 firms not approached to submit their rates and quotations?

Response: The reply of 12 May 2022 under 1.7 addresses this, while the administrative processes, including the obtaining of quotations once the extent of the different assignments is known, and is driven by the Human Resources Manager. Feedback will be given once the processes are concluded to avoid undue interference therein.

In conclusion: Like Councillor Nkoshi, myself and I am convinced all other council members, would like to see this matter coming to fruition as soon as possible, and my plea is for us Councillors to remain impartial and let the processes follow without undue pressure, for the sake of fairness and to avoid us as Councillors for being seen as having a "witch-hunt" against certain staff members or to play to the demands of other forces.

Trevino Forbes
Chairperson of the Council

10. Report of the Management Committee for July 2022

[Report referred to in section 26(1)(e) of the Local Authorities Act]

Endorsement of the Strategic Plan Coordination Committee (Add No. 2; M/C Meeting 28/07/2022; File 2/1)

RESOLVED:

- (1) That the item be withdrawn for detailed reviews and corrections and aligning it with the Strategic Plan as well as the Urban Structure Plan.
- (2) That the final Local Economic Development Policy and Strategy be resubmitted before the end of this year.

11. Recommendations of the Management Committee for July 2022

The Chairperson of the Management Committee must individually propose the recommendations of the Management Committee to the Council for consideration - Rule 22(2), and unless there are dissentient votes against a recommendation each recommendation is regarded as seconded (Rule 22(5) and adopted by general consensus.

11.1 Valuation Court sitting: 2022/2027 Provisional (General) Valuation Roll (Add. 1; M/C Meeting 06/07/2022; File, 5/2/3/2/1(2022/2027))

To take note of the sitting of the Valuation Court for the consideration of objections against and the approval of the 2022/2027 Provisional (General) Valuation Roll.

Council's valuator, Lyapi Real Estates, Properties and Trading CC, completed the 2022/2027 Provisional (General) Valuation Roll in April 2022. The prescribed notice for objections was placed on the notice board and in the media as prescribed by section 69 of the Local Authorities Act, 1992. The roll was open for inspection and the last date for objections were set for 12:00 on Friday 3 June 2022. Approximately 50 persons enquired as to the valuations, while only 2 objections were received.

The Valuation Court was held on 9 June 2022 to hear the objections and to consider, accept and approve both the valuations rolls. It was unanimous in its decision that all land values as contained in the roll represented a fair representation of land values, while the improvement value of Erf 3299 Narraville was slightly adjusted due to a calculation error.

The Court then ruled that the Provisional (General) Valuation Roll be approved by the Valuation Court to come into effect on 1 July 2022, with the following specific amendments and remarks:

1. The amendment of the site value of erf 3299 Narraville to N\$ 848,300.
2. That all street names as it appears on the roll be disregarded.
3. That an analysis be done on the names of the actual erf owners and, where found to be incorrect, it be corrected with the next interim valuation roll.
4. That any discrepancies that may be picked up during the implementation of the roll, including subdivisions and consolidations not recorded yet, zoning changes, calculation errors and others, be corrected with the next interim valuation roll.

This means that in law the Provisional Valuation Roll now became the Main Valuation Roll, for implementation by the Municipality of Walvis Bay. The ideal situation would be to implement the valuations with effect from the promulgation of the tariff structure in the Government Gazette as it would then not place an undue burden on the ratepayers if the current tariff is to be used.

To get a better picture of the growth of Walvis Bay in terms of property (land values), the recent history is set out below, obtained from the 2006, 2011, 2016 and the new 2022 approved valuation general rolls. The figures also contain all new extensions that were added to the suburbs and does not only reflect current figures.

Suburb	2006	2011	2016	2022
Dolphin Beach	--	242,431,000	268,475,996	490,657,900
Kuisebmond	82,333,000	132,073,000	284,275,221	992,856,100
Langstrand	123,704,000	224,216,000	291,731,000	317,402,689
Meersig	110,583,000	155,712,000	232,313,468	815,910,900
Narraville	39,652,000	55,131,000	115,715,669	554,835,400
Walvis Bay Proper	429,067,000	683,254,000	1,018,683,387	4,027,041,500
Total	785,339,000	1,492,817,000	2,311,164,741	7,188,704,489

The table below depicts the total percentage increase of land values for the period from 2006, including new suburbs:

Year	2006 to 2011	2011 to 2016	2016 to 2022
Percentage	90%	70%	200%

The Court also took cognizance of the practice to reduce the rate at which taxes are calculated when values increase so as not to overburden the ratepayer. This is evident from the historic analysis of rates on land. The tribunal expressed the view that the local authority must take this into consideration when determining the rates to be levied on the new values.

It is therefore advisable that the Department of Finance come up with a reasonable tariff structure which will ensure that the ratepayers are not subjected to exorbitant monthly rates due to drastic increases in values of land and improvements per valuation.

RECOMMENDED:

- (1) That the contents of the report, including the approval by the Valuation Court of the 2022/2027 Provisional (General) Valuation Roll, be noted.
- (2) That it also be noted that the Department of Finance will devise a reasonable tariff structure to ensure that the ratepayers are not subjected to excessive monthly rates as a result of the 2022/2027 general valuation roll.

11.2 **Levying of deposit fee on low-cost houses/subsidised houses on customer's accounts** (Add. 2; M/C Meeting 06/07/2022; File 5/5/2/1)

The purpose of this report is to request Councils' approval for levying of deposit on customer's accounts.

Council at its meeting held on 17 November 2020 under items 5.5 resolved as follows:

- "1. That a deposit fee of N\$1300.86 be paid in cash before new residential connection is made.*
- 2. That the remaining amount of connection fee which amounts to N\$2 866.97 be levied on customer accounts repayable over the period of 12 months."*

RECOMMENDED:

It is recommended that in addition to connection fee, the deposit fee of N\$1300.86 be levied and repaid over the period of 12 months and that such levying be applicable to only low-cost houses and subsidised houses from recognised low-cost schemes.

11.3 **Report of the Auditor-General on the accounts of the Municipality of Walvis Bay for the financial years ending June 2019 & June 2020** (Add. 3; M/C Meeting 06/07/2022; File 5/15/1/1/3)

The purpose of the report is to submit the audited Annual Financial Statements (AFS) for the financial years in the above subject matter to Council, in accordance with the provisions of Section 87 (3) (a) of the Local Authorities Act, 1992 (Act 23 of 1992).

The Auditor-General under Section 26(2) of the State Finance Act, 1991 (Act No. 31 of 1991), appointed the audit firm Mostert Landgrebe Chartered Accountants & Auditors to audit the accounts of the Municipal Council of Walvis Bay on behalf of the Auditor-General and under his supervision.

The audit is performed in terms of the provisions of Section 85 of the Local Authorities Act, 1992 (Act 23 of 1992).

Section 87, subsections (3) to (5) of the said Act, stipulates as follows:

- "(3) The mayor of a municipality or town, or the chairperson of a village council shall after he or she has received a report from the Auditor-General submit such report-*
- (a) to the next succeeding ordinary meeting of the local authority council in question for consideration and to decide which rectifying steps are to be taken should the report reveal any irregularities; and*
 - (b) to the regional council of the region in which the local authority council is situated, for consideration.*
- (4) Within two months after the date of the meeting referred to in subsection (3), the mayor or chairperson, as the case may be, shall submit a copy of the minutes of such meeting, containing the comments of the local authority council in regard to the report and indicating which steps were taken or are to be taken in connection with any irregularity revealed by the report, to the Minister who may take such further steps as he or she may deem necessary.*
- (5) The Minister shall forthwith submit a copy of the minutes in question to the Auditor-General, and shall notify the Auditor-General of the steps taken by him or her under subsection (4)"*

Detailed version of the AFS is available under the reports of the Auditor General's following website, i.e. www.oag.gov.na. These reports were uploaded on the Auditor General's website during April/May 2022.

There are different forms of audit reports which depends on the circumstances of an entity under audit.

- **Unqualified audit opinion** is when accounting records are believed to be true, fair and properly prepared and auditor has no irregularity to report on.
- **Qualified audit opinion** is when there is a single material mistake or small number of individual mistakes while the overall Annual Financial Statements remain true and fair.
- **Adverse opinion** is when the auditor disagrees with the overall truth and fairness of the Annual Financial Statements. This form is a result of strong misstatement which will affect the opinion of Annual Financial Statement as a whole.
- **Disclaimer opinion** is where a lack of evidence is so large/strong that an auditor is unable to give an opinion at all, i.e. an auditor is unable to report on the overall truth and fairness of the Annual Financial Statements.

AFS for the year ended June 2019: The Auditor General has an **Unqualified** opinion on these statements, therefore, there are no rectifying steps to report on. It is also worth mentioning that 2019 AFS has been a first-time adoption of International Public Sector Accounting Standards (IPSAS) as approved by all stakeholders and as required by the office of the Auditor General.

AFS for the year ended June 2020: The Auditor General has an **Adverse** audit opinion on these statements. This opinion is because of prior year figures (2019 first time implementation) which were revised in 2020. IPSAS 33 makes provision for 3-year transitional period and the revision of prior year figures are in terms of IPSAS standard 3.

The latter two statements simply means that any organisation implementing IPSAS has got three-year transitional period for retrospective re-statement of figures. The reason as well as impact of such re-statements has been disclosed unto AFS and audit evidence to that effect is available, therefore this action should not have impacted the audit opinion. It is therefore advisable that the office of the Auditor General familiarize itself with IPSAS 33 & IPSAS 3.

Another reason for the **Adversed** opinion is the unknown direct deposits to the value of 25,3 million, contrary to the value of 9,6 million which is the difference between prior year (2019) and current year (2020). For the year ended June 2021, this figure stood at 15,7 million, which is the reduction of 9,6 million. We are in consultation with commercial banks to assist us with the identification of such unknown direct deposits for allocation purposes.

Even though the report for the year under review is adverse,

- No fruitless, unauthorized or avoidable expenditure were revealed by the audit;
- No irregular expenses and losses, illegal acts and irregularities were revealed by the Audit.

RECOMMENDED:

- (1) That the report of the Auditor General on the accounts of the Municipality of Walvis Bay for the financial years ended June 2019 and June 2020 be noted.
- (2) That the report be submitted to the next succeeding Ordinary Council's meeting for consideration in accordance with Section 87(3)(a) of the Local Authorities Act, 1992 (Act 23 of 1992).

- (3) That the report be submitted to the Erongo Regional Council for consideration in accordance with the provision of Section 87(3)(b) of the Local Authorities Act, 1992 (Act 23 of 1992).
- (4) That the Mayor / Chairperson of Council submits the copy of the minutes to the Minister as provided for under section 87(4) of the Local Authorities Act, 1992 (Act 23 of 1992).

11.4 Determination of the erf price and sale of Erf 6190 Walvis Bay Extension 19: International University of Management (IUM) (Add. 4; M/C Meeting 06/07/2022; 6190 W)

The purpose of this report is to recommend amongst others that Erf 6190, Walvis Bay, Extension 19, 64,942 m² in extent, be sold by private transaction to International University of Management (IUM) (the applicant) for N\$30/m².

Council at its Ordinary meeting held on 08 March 2020 under item 11.14 resolved as follows:

- (1) That the Council resolution dated 6 June 2017 under item 12.5 be rescinded in toto.*
- (2) That the unserviced/unsurveyed portion of portions 111, 141 and 234 of the Farm Walvis Bay Town and Townlands No.1, 63,975 m² extent, be reserved for International University of Management (the applicant).*
- (3) That once the planning matters have been completed, a comprehensive report with recommendations be submitted to Council for consideration of the final application.*
- (4) That the applicant acknowledge receipt and accept the conditions of this Council resolution within fourteen (14) days from the date of communication of this Council resolution. Failing to comply, this Council resolution will be regarded as null and void without any further notice.*

The applicant was informed of the Council resolution, and they have accepted the reservation of portions of land in Extension 19, Walvis Bay. The planning matters have also been completed, from the Ministry of Urban and Rural Development. Furthermore, the land surveyor was appointed to survey and placed the beacons on the newly created Erf 6190 Walvis Bay.

It is further important to note that there are still certain planning matters to be attended to, such as the approval of the General Plan and registration thereof. However, the opinion is held that this matters and any other outstanding planning issues can be completed by the applicant, in consultation with our Town Planning Division.

Regarding the purchase price, Council in April 2021 sold a Portion of Portion 216 Walvis Bay Town and Townlands No.1 to Prosperity School Properties (Pty) Ltd for N\$30/m².

This price was calculated based on the rate received from the sworn valuers and our opinion is that N\$30/m² be set as a purchase price for the erf, since this application was already received way back in 2017.

It is further important that the applicant reimburse Council for any additional cost incurred to legally create this erf.

In conclusion, the sale of Erf 6190, Walvis Bay to International University of Management is a welcome initiative and is supported. This will underscore Harambee Prosperity Plan II under Pillar three on social progression.

RECOMMENDED:

- (1) That Erf 6190 Walvis Bay Extension 19, measuring 64,924 m² in extent, be sold by private transaction to International University of Management (IUM) (the applicant) at a purchase price of N\$ 30.00 (thirty Namibian Dollars) per m², i.e. N\$ 1, 947 720.00 in total.
- (2) That the Ministry of Urban and Rural Development be consulted on the proposed sale and its conditions in terms of Section 63(2) of the Local Authorities Act, 1992 (Act No. 23 of 1992).
- (3) That the applicant, at its own cost, advertises the sale by private transaction for objections in terms of the provisions of Section 63(2)(b) of the Local Authorities Act, 1992 (Act 23 of 1992).
- (4) That after all approvals have been obtained, the agreement of sale be signed and a 10% deposit of the purchase price be paid on the date of sale, and the balance be paid within 120 days from the date of sale.
- (5) That the applicant shall commence with development within twenty-four (24) months from the date of transfer in the Deeds Office, and that such development be completed within thirty-six (36) months from such date of transfer; failing to comply would result in the undeveloped erf/erven to revert back to Council at the cost of the applicant.
- (6) That electrical requirements/services and/or any other information in this regard, be taken up with Erongo RED and be provided by the applicant to their satisfaction.
- (7) That the applicant reimburses Council for additional surveying cost incurred for the development of Erf 6190 Walvis Bay Extension 19 to the amount of N\$ 18,358.16.
- (8) That the applicant further contributes 10% of the purchase price towards landscaping and establishment of a green belt.
- (9) That the applicant contributes actual cost in the provision of bulk services.
- (10) That the applicant be informed that the business relationship and transaction can only be concluded and become effective once Section 21 of the Financial Intelligence Act, 2012 (Act No.13 of 2012) read together with Section 26 of the said Act, is complied with, and that it is required from the applicant to provide such information at such time and in such format as instructed by the Anti-Money Laundering Compliance Officer of the Municipality of Walvis Bay.

11.5 Amendment to Council resolution item 5.2 dated 12 December 2019: Application to lease a portion of Farm 38 - Euarestos Asset Management (partners) (Add. 5; M/C Meeting 06/07/2022; File Farm 38)

The purpose of this report is to recommend amongst others that paragraph (1), (6), (8) and (16) of the Extra Ordinary Council resolution item 5.2 dated 12 December 2019 be amended to read as follows:

- “(1) That 60 Ha (600,000 m²) of Farm 38 be leased to Euarestos Asset Management (the applicant) at a rental of N\$330,000.00 (0.55 cents/m²) plus N\$49,500.00 (15% VAT) per month, escalating with 10% per annum.
- (6) That the lease period be for 30 years, to be extended for a further period as agreed upon between the Municipality of Walvis Bay and the applicant.

- (8) That the applicant, in conjunction with the Department of Roads and Building Control, have the required 60 ha of Farm 38 surveyed at the applicant's cost.
- (16) That the Municipal Council of Walvis Bay is not held liable to reimburse the applicant for any improvement affected on the site should the lease not be extended after 30 years."

Council at its Extra Ordinary meeting held on 12 December 2019 under item 5.2 inter, alia resolved as follows:

1. *That 29 ha (290,000 m²) of Farm 38 be leased to Euarestos Asset Management (the applicant) at a rental of N\$159,500.00 (0.55 cents/m²) plus N\$23,925.00 (15 % VAT) per month, escalating with 10% per annum.*
2. *That the applicant, at its own cost, advertises the lease by private transaction for objections in terms of the provisions of section 63(2)(b) of the Local Authorities Act, 1992 (Act 23 of 1992), as amended.*
3. *That, in terms of section 30(1)(t) of the Local Authorities Act, 1992 (Act 23 of 1992), as amended, the approval of the Minister of Urban and Rural Development be obtained.*
4. *That, prior to the signing of a lease agreement, the applicants obtain an Environmental Clearance Certificate in terms of section 56 of the Environmental Management Act (Act 7 of 2007) from the Ministry of Environment and Tourism, Directorate: Environmental Affairs.*
5. *That the lease agreement be signed and the monthly rental be levied once the agreement has been signed by all parties.*
6. *That the lease period be for 10 years, to be extended for a further period as agreed upon between the Municipality of Walvis Bay and the applicant."*

The applicant was informed of the Council resolution and has attended to the condition of lease to have the site surveyed, finalizing the Environmental Impact Assessment study, and concluding the solar plant design and resource plan. The Ministry of Urban and rural Development as per section 30(1)(t) was also requested to grant approval for the long-term lease.

However, the applicant during their internal assessment had discussions with Erongo Red and Cenored to supply them with solar energy as major off-takers. The applicant discovered that to make the project feasible and bankable, they will need additional 31 ha to accommodate a solar plant of 30 MW instead of the original envisaged plant of 18 MW. Furthermore, the applicant requested that the lease period be adjusted from 10 years to 30 years to fulfil the 30 years duration of the Power Purchase Agreement and return on investment. The last mentioned was also underscored by Nature Force, the Israeli owned renewable energy company that paid a visit to the Mayor and some of the municipal team on 30 March 2022.

The request by the applicant for the lease tariff to be re-adjusted to N\$750,000.00 per annum instead of N\$3,960,000.00 per annum as per the current rate cannot be supported as it will create precedents to other leases in the same area.

Therefore, we do not see any consequences in amending clause 1, 6, 8 and 16 of Council resolution dated 12 December 2019 under item 5.2.

RECOMMENDED:

That paragraph (1), (6), (8) and (16) of the Extra Ordinary Council resolution item 5.2 dated 12 December 2019 be amended to read as follows:

- "(1) That 60 Ha (600,000 m²) of Farm 38 be leased to Euarestos Asset Management (the applicant) at a rental of N\$330,000.00 (0.55 cents/m²) plus N\$49,500.00 (15% VAT) per month, escalating with 10% per annum.
- (6) That the lease period be for 30 years, to be extended for a further period as agreed upon between the Municipality of Walvis Bay and the applicant.
- (8) That the applicant, in conjunction with the Department of Roads and Building Control, have the required 60 ha of Farm 38 surveyed at the applicant's cost.
- (16) That the Municipal Council of Walvis Bay not held liable to reimburse the applicant for any improvement affected on the site should the lease not be extended after 30 years.
- (17) That the applicant shall commence with development within 5 years from the date of Council approval, failing to comply would result in the leased area to revert back to Council at the cost of the applicant and this approval be regarded as null and void.
- (18) That the Ministry of Urban and Rural Development be consulted on the proposed sale and its conditions in terms of Section 63 (2) of the Local Authorities Act, 1992 (Act No. 23 of 1992).
- (19) That the applicant, at its own cost, advertises the lease by private transaction for objections in terms of the provisions of Section 63(2)(b) of the Local Authorities Act, 1992 (Act 23 of 1992).
- (20) That the applicant be invited for informal discussion before the item is submitted to Council for approval.

11.6 **Application to purchase light industrial Erven 5224 Walvis Bay to 5227 Walvis Bay Extension 14: Unitrans Africa** (Add. 6; M/C Meeting 06/07/2022; 5224W& 5225 W/5226W&5227W)

The purpose of this report is to recommend amongst others that light industrial erven 5224 Walvis Bay to 5227 Walvis Bay, Extension 14, 20,148 m² in total, be sold by private transaction to Unitrans Africa (the applicant).

Unitrans Africa is a Namibian company and one of the leading logistics companies in Namibia with operations in South Africa and Botswana. They are currently leasing facilities in the industrial area and furthermore express interest to purchase erven from Council to build a new depot for their company.

Erven 5224 Walvis Bay to 5227 Walvis Bay (4 in total), have access to municipal services and these erven were previously identified for a temporary truck parking facility. However, Council resolved on 29 July 2021 to not proceed with the development. Council has spent N\$2,202,026.00 for earthworks to compact the erven. Therefore, additional N\$80/m² must be added to the upset price of N\$500/m² to make good for the additional cost Council has incurred on the erven.

The erven are strategically located and best suit the needs of the applicant. Moreover, these erven have been located in an area dedicated for a Logistics Hub and the quicker it is developed, the more confidence it will create for future investment.

The applicant's strategic expansion plan to build a new depot is supported as it will boost the logistics business in our town. This anticipated development will generate additional employment opportunities in the Erongo Region. Also, this expansion will be another step towards achieving the NDP5, Vision 2030 and Sustainable Development Goals (SDG 9).

Regarding the purchase price, the applicant has made an offer of N\$580/m² and this price is within the calculated price for the purchase of the light industrial erven. Therefore, the sale of erven 5224 Walvis Bay to 5227 Walvis Bay can be set at N\$580/m² plus 15% VAT.

In conclusion, Council normally makes provision for 10% of the purchase price to be paid towards the landscaping fund. In this case, since all the erven in Extension 14 are already at a reduced price of 500/m² and can be obtained by private treaty as advertised. Council approval is requested to waive the landscaping of 10% on the purchase price.

RECOMMENDED:

- (1) That the following light industrial erven be sold by private transaction to Unitrans Africa (the applicant) at N\$580.00/m² plus 15% VAT:

No	Erf No	Size M ²	Upset Prize	15% VAT
1	5224	5021	N\$2,912,180.00	N\$436,827.00
2	5225	5021	N\$2,912,180.00	N\$436,827.00
3	5226	5021	N\$2,912,180.00	N\$436,827.00
4	5227	5085	N\$2,949,300.00	N\$442,395.00

- (2) That the applicant, at its own cost, advertises the sale by private transaction for objections in terms of the provisions of Section 63(2)(b) of the Local Authorities Act, 1992 (Act 23 of 1992).
- (3) That the Ministry of Urban and Rural Development be consulted, and approval be obtained on the proposed sale and its conditions in terms of Section 63 of the Local Authorities Act, 23 (Act 23 of 1992).
- (4) That after all approvals have been obtained, the agreement of sale be signed and a 10% deposit of the purchase price be paid on the date of sale, and the balance be paid and/or secured by an acceptable bank guarantee within 120 days from the date of sale.
- (5) That the 10% of the purchase price toward the landscaping fund be waived.
- (6) That electrical requirements/services and/or any other information in this regard, be taken up with Erongo RED.
- (7) That the applicant be informed that the business relationship and transaction can only be concluded and become effective once Section 21 of the Financial Intelligence Act, 2012 (Act No.13 of 2012) read together with Section 26 of the said Act, is complied with, and that it is required from the applicant to provide such information at such time and in such format as instructed by the Anti-Money Laundering Compliance Officer of the Municipality of Walvis Bay.
- (8) That the applicant shall commence with development within twenty-four (24) months from the date of transfer in the Deeds Office, failing to comply would result in the undeveloped erf/erven to revert back to Council at the cost of the applicant.

11.7 **Determination of the erf price and sale of Erf 6191 Walvis Bay Extension 19: Earth Giants Investment for a Vocational Training Centre** (Add. 7; M/C Meeting 06/07/2022; File 6191 W)

The purpose of this report is to recommend amongst others that erf 6191, Walvis Bay, Extension 19, in extent 63,975 m², be sold by private transaction to Earth Giants Investment (the applicant) for N\$30/m².

In an application dated 13 May 2022, the applicant indicated that they wish to acquire Erf 6191, Walvis Bay to establish a Vocational Training Centre (VTC) in Walvis Bay. The locality plan of Erf 6191, Walvis Bay, Extension 19.

The applicant indicated in their application that they want to establish a Vocational Training Centre, to support Government initiatives to prepare the youth for the industrialized Namibia. The vision towards the establishment of the VTC is for the development of underprivileged young people in Walvis Bay and Namibia, the company registration documents.

Through this vision, they endeavor to empower young people through educational and practical training by offering short and long-term courses in, amongst others, the following fields;

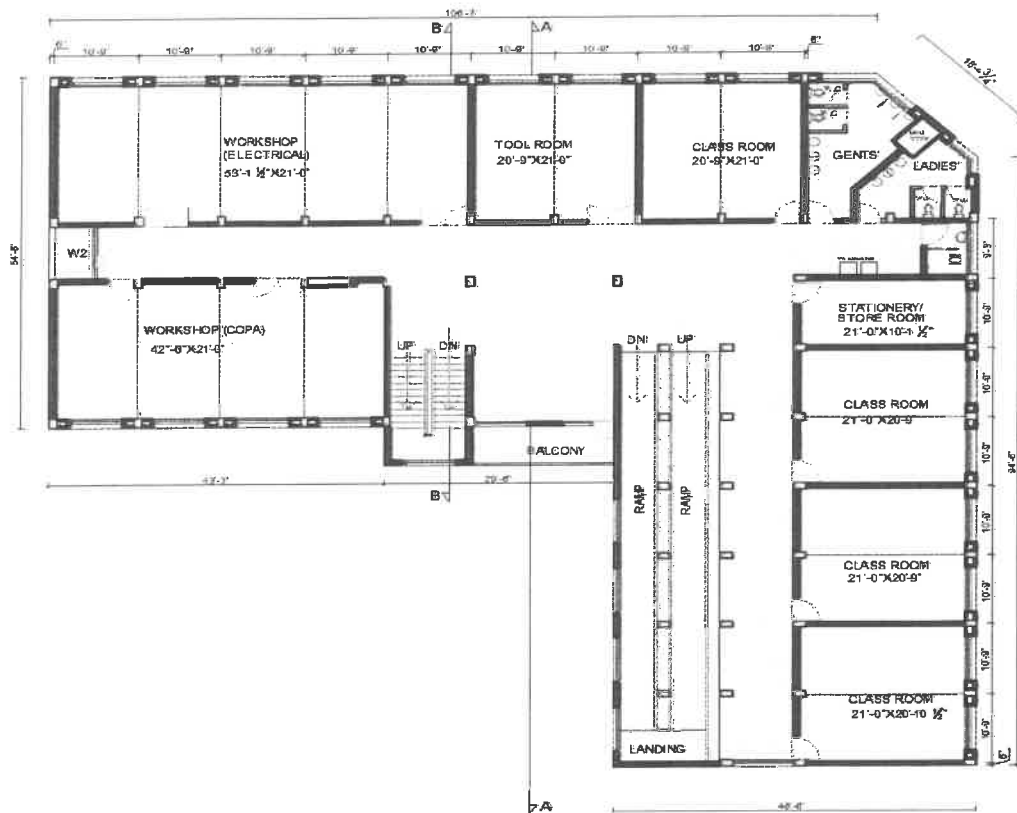
- Air conditioning and refrigeration mechanic
- Metal works
- Motor mechanics
- Panel Beating and Spray Painting
- Carpentry
- Plumbing and pipe fitting.
- Electrical Millwright and electrical
- Solar technical
- Brick laying and plastering
- Fitter and turner
- Boilermaker and welding
- Design and Technology
- Etc.

The envisaged Centre will work on a principle to transform unskilled youth into skilled workers, through which they stimulate them to earn an income by means of finding a job or self-employment. This will be achieved through franchising the different principles set out above, to local entrepreneurs. They will therefore create the space and area for a discipline and then lease same to a local entrepreneur in this field.

The vocational training facility will consist of the following structures:

- Office block
- Library
- Instruction hall
- Workshop
- Kiosk with kitchen
- Student accommodation
- Ablution facilities

The plan below illustrates the conceptual drawings for the envisaged vocational facility that will be constructed in Walvis Bay.



Regarding the purchase price, Council in April 2021 sold a Portion of Portion 216 Walvis Bay Town and Townlands No.1 to Prosperity School Properties (Pty) Ltd for N\$30/m². This price was calculated based on the rate received from the sworn valuers and our opinion is that N\$30/m² be set as purchase price for the erf.

It is further important that the applicant at its own cost attend to any outstanding Town Planning matters.

Lastly, this application is a welcome initiative to support Walvis Bay's industrialization drive and to clearly emphasize the importance of this town as Namibia's economic industrial hub.

RECOMMENDED:

- (1) That Erf 6191 Walvis Bay Extension 19, measuring 63,975 m² in extent, *in principle* be sold by private transaction to Giant Earth Investment (the applicant) at a purchase price of N\$ 30.00 (thirty Namibian Dollars) per m², i.e. N\$ 1,919 250.00 in total.
- (2) That the Ministry of Urban and Rural Development be consulted on the proposed sale and its conditions in terms of Section 63(2) of the Local Authorities Act, 1992 (Act No. 23 of 1992).
- (3) That the applicant, at its own cost, advertises the sale by private transaction for objections in terms of the provisions of Section 63(2)(b) of the Local Authorities Act, 1992 (Act 23 of 1992).
- (4) That the applicant obtained supporting/approval letter from the following institutions for the establishment of a VCT center: -
 - Ministry of Education, Arts and Culture
 - Namibia Qualification Authority

- (5) That after all approvals have been obtained, the agreement of sale be signed and a 10% deposit of the purchase price be paid on the date of sale, and the balance be paid within 120 days from the date of sale.
- (6) That the Erf 6191 Walvis Bay only be utilized for educational activities.
- (7) That the applicant shall commence with development within twenty-four (24) months from the date of transfer in the Deeds Office, and that such development be completed within thirty-six (36) months from such date of transfer; failing to comply would result in the undeveloped erf/erven to revert back to Council at the cost of the applicant.
- (8) That electrical requirements/services and/or any other information in this regard, be taken up with Erongo RED and be provided by the applicant to their satisfaction.
- (9) That the applicant reimbursed Council for planning cost already incurred for the development of Erf 6191 Walvis Bay Extension 19.
- (10) That the applicant contributes actual cost in the provision of bulk services.
- (11) That the applicant further contributes 10% of the purchase price towards landscaping and establishment of a green belt.
- (12) That the applicant, at own cost, do all and/or or any required ground works, provides all outstanding services and adheres to the guidelines/standard requirements for all services, i.e. water connection, water/sewerage/electrical reticulation, tarred roads and that such services be donated to Council, free of charge.
- (13) That the applicant be informed that the business relationship and transaction can only be concluded and become effective once Section 21 of the Financial Intelligence Act, 2012 (Act No.13 of 2012) read together with Section 26 of the said Act, is complied with, and that it is required from the applicant to provide such information at such time and in such format as instructed by the Anti-Money Laundering Compliance Officer of the Municipality of Walvis Bay.
- (14) That the applicant be invited for informal discussions before the item is submitted to Council for approval.

11.8 **Acceleration of serviced land delivery by inviting private sector to develop Narraville extensions 9, 10, 13 and 16**(Add. 8; M/C Meeting 06/07/2022; File 17/5/3/1/1 Low cost)

The purpose of this report is to obtain Council approval for the alienation of Narraville Extensions 9, 10, 13 and 16, to increase the rate of serviced land and delivery of housing in Walvis Bay.

The delivery of serviced land is a key performance area for the Municipality of Walvis Bay at large. The new strategic plan (2021-2026) cites this as Strategic Objective Number 2:

"To provide sufficient land and infrastructure for housing, at affordable prices, to cater for the needs of a growing population.

However, the process of land delivery is a tedious and cumbersome one and it is taking Council very long to deliver on this objective. Council's efforts are not aided much by the tedious Public Procurement Act, 2015 (Act No. 15 of 2015) requirements in the appointment of various role players like land surveyors, design consultants and finally infrastructure contractors.

This procurement challenge is further complicated by the need to route all “works” projects exceeding N\$35 million through the Central Procurement Board.

As a result, the current and predicted short term demand for serviced land, greatly outstrips the supply of land in Walvis Bay. As the demand for land continues to increase and with slow provision, it inevitably results in escalating land prices.

The trend of urbanization or migration of the people to urban centers, especially Windhoek and Walvis Bay, will remain for some time. It is estimated by the compilers of the new Urban Structure Plan, that Walvis Bay is experiencing an annual population growth rate of about 3.5% and the household growth rate of 5.65 per annum (i.e., the household growth outstrips population growth).

The demand for the number of households put pressure on Council when it comes to delivery of serviced land. However, it is evident that Council is not able to deliver serviced land at the required rate. Hence, there is a need to involve other stakeholders to fast track the delivery of serviced land. Currently, there are many private developments around the town that greatly assist to alleviate the demand for serviced land and provide housing. However, most of these developments are for the middle to high income earners.

However, allowing some private incentives in land- and housing delivery is a very important strategy to fast-track land- and housing delivery in an urban area. Successful recent developments include: Wakuna Phase 1, Kwankomo and Ombundu. A few other pockets of land which were alienated to private developers have unfortunately been delayed due to several reasons including incorrect land ownership assumptions plus long- and tedious town planning procedures.

The PPP initiative on land delivery and the provision of housing was a possible vehicle to accelerate provision of land and hence it was considered for the development of four Narraville townships – namely Narraville Extensions 9, 10, 13 and 16.

The Public Private Partnership (PPP) model as contained in the PPP Act, 2017 (Act No. 4 of 2017); is basically a contract between a public sector institution/municipality and a private party in which the private party assumes substantial financial, technical, and operational risk in design, financing, building and operation of a project. The intention of Government to apply the PPP concept to housing, especially affordable (or low-medium income) was a noble one, but almost 4 years after the PPP Act came into effect (following the promulgation of the PPP Regulations in 2018), efforts to accelerate land- and housing developments under this model have neither come off the ground nor proved successful (e.g. in the case of Narraville Extensions 9, 10, 13 and 16 that were initially reserved for PPP, but never get off the ground).

Hence, Council took a Resolution on 08 June 2021 to advise the Minister of Urban and Rural Development (MURD) that it will rather explore and proceed with other initiatives to fast track the development of these four blocks (or extensions) in Narraville. It should also be mentioned that there is no more virgin land available in Kuisebmond following ‘in-principle’ Council approval to dispose of Kuisebmond Extensions 14 and 15.

The four blocks on the Narraville side of the B2 Road also need to be developed quickly to allow the developers of Narraville Extensions 12 and 14 (Amko Investments Four CC) an orderly and logical development to link up with bulk services and main streets.

RECOMMENDED:

- (1) That Council grants approval for the alienation of Narraville Extensions 9, 10, 13 and 16 to the private sector to increase the volume and rate of the provision of serviced land, in accordance with the Local Authorities Act, 1992 (Act No. 23 of 1992).
- (2) That the private sector (businesses, persons, organisations, etc) be invited through an open advertised Expression of Interest to submit their proposals.
- (3) That the Departments of Community and Economic Development and Roads and Building Control in conjunction with relevant internal entities spearhead the Expression of Interest process.
- (4) That once applications for Expression of Interest are received and evaluated, a report be submitted to Council for approval of successful applicant(s).

11.9 **Application to purchase a portion of street (now erven 6626 and 6627 Narraville): Eagle Builders & Renovations** (Add. 9; M/C Meeting 06/07/2022; File 7/2/3/2/2 & 6626 N & 6627 N)

The purpose of this report is to recommend, amongst others, that Council approves the sale of erven 6626 and 6627 Narraville, with a total of 1050 m², by private transaction, to Eagle Builders & Renovations (the applicant) for N\$126,000.00 plus N\$18,900.00 - VAT (N\$120.00/m²).

Council at its ordinary meeting held on 2 July 2013 under item 12.6 inter alia resolved as follows:

- “(1) That principle approval be granted that a portion of the Remainder of Portion 1 of the Farm Wanderdunen No. 23 (street) be sold, by private transaction, to Eagle Builders & Renovations (the applicant) for N\$120.00/m² plus 15% VAT.
- (2) That the applicant, at its own cost, advertise the sale by private transaction in terms of section 63(2)(b) of the Local Authorities Act, 1992 (Act 23 of 1992), as amended.
- (3) That the applicant, at its own cost, attends to all town planning and other related legal procedures, such as permanent closure of the street portion, surveying, subdivision, rezoning, etc.”

The applicant was informed of the Council resolution dated 02 July 2013 of the principle approval and they have attended to most of the conditions of sale, amongst others, the advertisement for objections of the sale of land and attending to Town Planning matters. The adverts for sale were placed in terms of the Local Authorities Act, Act 23 of 1992 for objections. We did not receive any objection for the sale on closing date of the advertisements. Kindly take note that no specific portion of land was allocated to the applicant. It should also be noted that sale of land by local authorities is guided by the Local Authorities Act, Act 23 of 1992.

Subsequently, the applicant had to proceed with the town planning matters including closure of the street, incorporation, subdivision, and rezoning. During the planning processes, the intent of such applications must be advertised for objections in terms of the Planning Ordinance. The intent of the planning processes was advertised, and objections were received for the closure of the street and rezoning.

The objections received was submitted to Council and considered at its meeting held on 02 April 2019.

Note should be taken that objection(s) for sale of land cannot be lodged/entertained with the advertisements of the town planning matters. The department of Roads and Building Control, Town Planning section had various meetings with the objectors and consensus was reached amongst the parties.

In terms of the agreement that was reached, the applicant will purchase erven 6626 & 6627 Narraville while Erf 6628, Narraville will be zoned "Institutional" and revert back to Council and be offered to Catholic Church on application.

Council at its meeting held on 2 April 2019 under Item 11.3 resolved "That the neighbours and objectors, should they so wish, lodge an appeal against planning process and Council's decision, to the Minister of Urban and Rural Development, within twenty-eight (28) days of the notification of the Municipal Council, and the Council resolution of 2 April 2019 was communicated to the objectors. However, the objectors did not exercise their right to appeal against the Council decision because of the consensus that was reached between the parties.

It is further important to note that Council resolution dated 02 July 2013 (under item 12) was approved in principle and in our view now that all planning process has been attended to and completed, a formal approval must be taken by Council. Therefore, it is recommended that erven 6626 & 6627 Narraville, in extent 1050 m² be offered to Eagle Builders & Renovation at the upset price as approved by Council.

RECOMMENDED:

- (1) That Council approves the sale by private transaction of erven 6626 and 6627 Narraville, with a total size of 1050 m², to Eagle Builders & Renovations (the applicant) for N\$ 126,000.00 plus N\$ 18,900.00 for VAT (N\$120.00/m²).
- (2) That Council take note that the applicant already complied with resolution 2 and 3 of the Council resolution dated 2 July 2013.
- (3) That resolution 4 to 12 of Council resolution dated 2 July 2013 remains in force.
- (4) That the erven only be utilized for educational activities.

11.10 Update on the construction of an LPG terminal in Walvis Bay: TIBA Gas Terminals (Pty) Limited (Add. 10; M/C Meeting 06/07/2022; File Farm 39)

The purpose of this report is to recommend amongst others that Council take note of the progress report as well as outstanding matter related to the application for land on the development of a LPG Terminal in Walvis Bay, including the name change.

Council at its Ordinary meeting held on 08 June 2021 under item 12.14, inter alia, resolved as follows:

- (1) That support and approval in principle be granted to TIBA Gas Terminals (Pty) Limited (the applicant) for the construction of an LPG terminal on 35 000 m² of Remainder Farm 39 or any other acceptable feasibility site in Walvis Bay.
- (2) That the applicant at its own risk and on its own cost conduct Environmental Impact Assessment (EIAs), Environmental Management Plans (EMPs), Risk Management Plans (RMPs) and any other statutory assessment, studies and processes, and present detailed comprehensive reports as well as a well-informed application to Council on completion of such assessment and studies for further consideration and discussions.

- (3) That point (2) above be concluded by the applicant in a maximum of twelve (12) calendar months and Council be informed thereof, otherwise this in-principle support and approval be regarded as null and void.”

For Council to take an informed decision on this matter two issues will be discussed namely, the ownership of the company and the Environmental Impact Assessment issues as follows:

The applicant was informed of the Council resolution on 16 June 2021 and again on 23 June 2021. The principle approval for 35 000 m² of Remainder Farm 39, was granted to TIBA Gas Terminals (Pty) Ltd, which was not officially registered as a company at the time of the application.

However, with the acceptance of the Council conditions as approved on 08 June 2021, company registration documents were received as per the letter dated 03 August 2021. This company was registered on 22 June 2021 by BIPA with Mr. Timbo as the sole shareholder.

During November 2021, a letter dated 15 November 2021 was received from Mr. Mendoza to amend the in-principal approval granted to TIBA Gas Terminal (Pty) LTD to Erongo Liquid Petroleum Gas Terminal (Pty) LTD.

The department Community and Economic Development requested a board resolution from TIBA on the name change before a submission is made to Council.

The afore mentioned further led the Department of Community and Economic Development to inquire into the ownership of TIBA Gas Terminal (Pty) LTD, the applicant, who accepted Council's conditions and clarity on the relationship with Erongo Petroleum Gas Terminal (Pty) LTD. Both parties subsequently were invited to present their respective positions to Council regarding the ownership of TIBA Gas Terminal (Pty) LTD the applicant.

Mr. Mendoza and team were the only ones who attended the December 2021 meeting, and it was decided during the informal meeting that both parties should be invited in the beginning of 2022 to make their positions clear regarding the ownership issues.

On 05 April 2022, Mr. Mendoza and Mr. Timbo presented their cases separately to Council at an informal meeting. There were also claims that TIBA was registered illegally by Mr. Winslow, who is also the owner of TIBA Terminal Consultants CC. In our view, the ownership of the name TIBA itself is quite complicated because it is attached to the member's family names and we are not in a position to pronounce ourselves, in fact there is already a dispute registered with BIPA as presented by Mr. Mendoza.

The registration of TIBA Gas Terminal (Pty) Ltd is now disputed by TIBA Gas CC and a concern letter in this regard was forwarded to BIPA.

Regarding the Council resolution dated 08 June 2021, Erongo Gas has appointed Centre for Geosciences Research to undertake an Environmental Impact Assessment Study in accordance with the Namibian Environmental Management Act (2007) and its Regulation.

During the information sharing/public meeting, the Municipality of Walvis Bay's Town Planning Section attended the meeting and raised the following concerns that need to be addressed through the impact assessment and by the applicant;

- The background given during the information sharing meeting states that the proponent of the project is Erongo Liquid Petroleum Gas Terminal (Pty) LTD that has acquired land from Council. However, Council have only granted permission to TIBA Gas Terminal (Pty) LTD to construct the LPG terminal with its principle approval.

- Council's principle approval was granted to TIBA Gas Terminals (Pty) LTD, but the EIA is for Erongo LPG Terminals Pty Ltd.
- The applicant (TIBA) Gas has requested the consultant to assess only one location although Council resolution clearly stipulates that any other suitable-acceptable feasible site in Walvis Bay.
- The consultant must assess the fuel pipeline and visuals and aesthetics of the proposed development.
- Specify the onsite mitigation for firefighting.
- Assess the impact of the proposed development on nearby residential and aquaculture areas.
- Assess traffic impact associated with proposal.
- Road connectivity/access to site from B2 and approval from Roads Authority
- The affected and interested parties such as Ministry of Fisheries and Marine Resources, Aquaculture/Mariculture Association, Ministry of Environment, Forestry and Tourism, Adventure operators, Dolphin Beach Extension1 Developer/Afrodite Beach Development and Municipal Technical departments

Having gone through the report, the above concerns were not addressed at all including the name change. Moreover, Namport, Namcor and Ministry of Fisheries and Marine Resources should also in our view be regarded as affected parties and consent/approval should be given by them.

RECOMMENDED:

- (1) That conditional approval be granted to TIBA Gas Terminals (Pty) Limited (the applicant) for the sale by private transaction of an area of Remainder Farm 39 measuring 35,000m², for construction of a LPG terminal at a purchase price of N\$ 50.00 (fifty Namibian Dollars) per m², i.e. N\$ 1,750,000.00 in total, subject to the following requirements having to be completed:
 - (i) That the concerns raised by the Town Planning Division on behalf of the Municipal Council and contained in the report, be further taken up with the applicant before final approval on land is granted.
 - (ii) That Namport, Namcor and the Ministry of Fisheries and Marine Resources be consulted, and that proof thereof be provided to Council.
 - (iii) That TIBA Gas Terminals (Pty) Limited and Erongo Liquid Petroleum Gas Terminals (Pty) Limited be informed to resolve their ownership issues and submit a written affidavit of rightful applicant /owner to the Council.
- (2) That the final allocation of land and name change only be considered by the Council once (2)(i), (ii) and (iii) above has been completed.
- (3) That the Ministry of Urban and Rural Development be consulted on the proposed sale and its conditions in terms of Section 63(2) of the Local Authorities Act, 1992 (Act No. 23 of 1992).
- (4) That the applicant, at its own cost, advertises the sale by private transaction for objections in terms of the provisions of Section 63(2)(b) of the Local Authorities Act, 1992 (Act 23 of 1992) after the completion of (3) and (4) above.
- (5) That the Municipal Council of Walvis Bay be indemnified in writing by the applicant against any 3rd party actions, proceedings, claims, damages, costs and expenses whatsoever that may emanate from the provision of any misleading information by the applicant or any other party relevant to this application and approval.

11.11 Alienation of institutional properties in Walvis Bay, Meersig, Narraville and Kuisebmond (Add. 11; M/C Meeting 06/07/2022; File 7/2/3/2/5)

The purpose of this report is to recommend, amongst others, the alienation of institutional properties in Walvis Bay, Meersig, Narraville and Kuisebmond through expression of interest notice no. MWB17/2018 to successful developers.

Council, at its meeting held on 19 December 2017 under item 12.5, inter alia, resolved as follows;

“(1) That in terms of section 63 (2) of the Local Authorities Act, 1992 (Act 23 of 1992), and in terms of Council's Policy on Sale/Lease of Land (CPSLL), the disposal of the following institutional erven be advertised through an expression of interest process:

- 1.1 Erf 2800 Walvis Bay
- 1.2 Erf 1413 Meersig
- 1.3 Erf 1539 Meersig
- 1.4 Erf 3781 Narraville
- 1.5 Erf 7092 Kuisebmond
- 1.6 Erf 7270 Kuisebmond
- 1.7 Erf 7554 Kuisebmond
- 1.8 Erf 7727 Kuisebmond
- 1.9 Erf 7853 Kuisebmond.

(2) That the erven mentioned in point 1 above, only be developed for land uses listed under “primary uses” (Column 3), of the Walvis Bay Town Planning Scheme (WBTPS) as amended and that applications for alternative consent uses or rezoning before, during and after sale of the properties, not be entertained.

The properties were previously advertised through the print media during 2019. The unsold erven were again advertised during March 2022. Kindly take note of the Baseline prices of Erf 7270, Kuisebmond N\$ 326 475.00 and Erf 3781, Narraville N\$ 436 800.00.

With the last advertisement, two development proposals were received from:

- The Eternal Kingdom Ministries; and
- Evangelical Bible Church of Namibia

Council's Sale/Lease of Land Policy: Both applicants as per the policy for sale of institutional erven for purpose of a church, have attached their constitution. Evangelical Bible Church of Namibia have also attached the list of church members, however, The Eternal Kingdom Ministries have not.

Financial Capability: Both applicants have indicated their financial standing and from the proposal, both parties can pay their 10% deposit and have the capability to pay the balance over equal 36 monthly installments.

Employment Creation and Commencement Date of Development: The applicants have not indicated any employment opportunities to be created once the churches are operational, and they also have not specified when they intent to start with development. In our understanding, the fact that the applicants are churches and did not comply with the above scoring criteria, it can only be due to the nature of their activities. In conclusion, there are no other applicants that expressed their interest for these erven that have been vacant for approximately five (5) years and it should entirely be used for church purposes.

Based on the information provided, it is therefore recommended that Erf 7270, Kuisebmond be sold to Evangelical Bible Church of Namibia and Erf 3781, Narraville to Eternal Kingdom Ministries in terms of Sale and Lease of Land Improvements Policy clause 5.2 (i) that reads as follows; "at a reserve price equal to 50% of the development cost".

That the following section as per the Sale and Lease of Land Improvement Policy be made a condition of sale "5.2.3 That in the event of the purchase price being paid in installments over a period of time, which period shall not exceed 24 months, should the purchaser fall in arrears, the property should revert back to the Municipality at the cost of the purchaser, and the full deposit shall be forfeited to the Municipality for administrative cost and as pre-estimated damages".

RECOMMENDED:

- (1) That institutional erf below, be sold by private transaction at 50% of the upset prices in terms of 5.2 (i) Council's policy as amended:

Erf	Size m ²	Applicant	Price (N\$)
7270 K	1451	Evangelical Bible Church of Namibia	163,237.50
3781 N	1200	Eternal Kingdom Ministries	218,400.00

- (2) That 10% of the purchase price be paid on date of sale, and the balance of the purchase price be settled in 24 equal monthly installments from date of sale at an interest rate of 5% per annum.
- (3) That in the event the purchaser fails to pay the 10% deposit on date of sale which will be on 14 days from the date of notice, the sale be regarded null and void.
- (4) That erven 7270 Kuisebmond and 3781 Narraville solely be used for church/religious purposes.
- (5) That any new additions to, alterations to, or relocation of municipal services shall be the responsibility and for the account of the applicant.
- (6) That the applicant, at its own cost, provides all outstanding services and adheres to the guidelines and standard requirements for all services, i.e. water connection and water/sewerage/electrical reticulation.
- (7) That electrical requirements/services and/or any other information in this regard be taken up by the applicant with Erongo RED.
- (8) That the development shall commence within 24 months from date of sale and be completed within 48 months. Failing to comply that the erf be revert back to Council at the cost of the developer and the full deposit shall be forfeited to the Municipality for administrative cost and as pre-estimated damages.
- (9) That the applicant be informed that the business relationship and transaction can only be concluded and become effective once Section 21 of the Financial Intelligence Act, 2012 (Act No.13 of 2012) read with Section 26 of the said Act, is complied with, and that it is required from the applicant to provide such information at such time and in such format as instructed by the Anti-Money Laundering Compliance Officer of the Municipality of Walvis Bay.

11.12 **Endorsement of the Strategic Plan Coordination Committee** (Add No. 2; M/C Meeting 28/07/2022; File 2/1)

The purpose of this report is to obtain the Municipal Council's endorsement for the establishment of the Strategic Plan Coordination Committee (SPCC).

The previous Council approved strategic plan of the Municipality of Walvis Bay covered the period 2013/4 – 2017/8 financial years and was only revised in 2021. This culminated in the adoption of the new Strategic Plan, which will be in place until 2026.

Most, if not all the local authorities' strategic plans are developed by external consultants. However, the then acting chief executive officer deemed it fit in 2021 to establish a Strategic Plan Coordinating Committee (SPCC) to facilitate and drive the strategic planning, drafting and finalization processes internally.

The SPCC is composed of the following **voluntary** councilors and staff members:

- A. Cllr Leroy Victor (*then MC Chairperson*)
- B. Cllr Richard Hoaeb (*then MC Member*)
- C. Cllr Roland Bramwell (*then MC Member*)
- D. Mr Frans IGonteb (*then Acting Chief Executive Officer*)
- E. Mr Kevin Adams (*Public Relations & Customer Service*)
- F. Mr David Uushona (*then Acting GM: Community & Economic Development*)

The 1st SPCC meeting held on the 08 April 2021 approved that the SPCC be chaired by Mr David Uushona and secretariat functions be performed by Mr Kevin Adams.

One (1) year afterwards Council resolved, during an Ordinary Council meeting held on Tuesday 06 April 2022, as follows:

- (1) *That the Municipality of Walvis Bay Strategic Plan covering the period July 2021 – June 2026 be noted and approved.*
- (2) *That the Municipality of Walvis Bay Strategic Plan form the basis of Council's future budgeting considerations.*

The Municipality of Walvis Bay Strategic Plan was successfully launched on 20 June 2022 and the usual challenges of Policies, Plans & Programmes relate to the implementation/execution thereof. However, the SPCC is expected to advise, assist and support the Chief Executive Officer in the successful execution of the approved Strategic Plan as highlighted in the attached SPCC terms of reference.

RECOMMENDED:

- (1) That the terms of reference of the Strategic Plan Coordination Committee be noted by the Municipal Council.
- (2) That the establishment and the mandate of the Strategic Plan Coordination Committee (SPCC) be endorsed by the Municipal Council.

11.13 **European Union funding opportunity for the construction of the Independence Beach Promenade in Walvis Bay as part of the "Erongo Sustainable Governance Lab: Participatory Urban Governance for resilient, safe, and inclusive multi-functional public spaces in Namibia" Action** (Add No. 3; M/C Meeting 28/07/2022; File 8/26/16)

The purpose of this report is to obtain the Municipal Council's approval for the signing of the Memorandum of Understanding (MoU) between the Municipality of Walvis Bay and the City of Czerowenok, Poland for the European Union funded project implementation.

Council resolved, during an Ordinary Council meeting held on Tuesday 08 March 2022, as follows:

- “(1) That the Municipal Council takes note and in-principle approves participation to in the European Union (EU) funded: “ERONGO SUSTAINABLE GOVERNANCE LAB: PARTICIPATORY URBAN GOVERNANCE FOR RESILIENT, SAFE AND INCLUSIVE MULTI-FUNCTIONAL PUBLIC SPACES IN NAMIBIA” Action, which entails the construction of green urban infrastructure on Kuisebmond Independence Beach Promenade.*
- (2) That the Municipal Council grants in-principle approval for the Municipality of Walvis Bay to enter into a Memorandum of Understanding (MoU) with the City of Czerowenok, Poland in accordance with the Municipal Council of Walvis Bay’s Delegation of Powers and Assignment of Duties and Responsibilities Policy.*
- (3) That Council be kept updated and informed on the project progress on a two-monthly basis through Council’s informal information sessions.*
- (4) That the approval of the Minister of Urban and Rural Development be sought in terms of section 30(1)(z)(i) of the Local Authorities Act, 1992 (Act No. 23 of 1992), for the donation in kind through the European Union’s Erongo Sustainable Governance Lab.”*

As per the above resolution (4) - The approval of the Minister of Urban and Rural Development was obtained in terms of section 30(1)(z)(i) of the Local Authorities Act, 1992 (Act No. 23 of 1992), for the donation in kind through the European Union’s Erongo Sustainable Governance Lab, and the two (2) “in-principle approvals” contained in resolutions (1) and (2) above can now be approved for the Municipality of Walvis Bay to enter into a Memorandum of Understanding (MoU) with the City of Czerowenok, Poland in accordance with the Municipal Council of Walvis Bay’s Delegation of Powers and Assignment of Duties and Responsibilities Policy based on the final draft MoU.

The three immediate main commitments required from council to realize this Action are:

- (a) A financial contribution of EUR 70,000 over the 36 months period of the action (while the City of Czerowenok is contributing EUR 6,492 and the European Union EUR 1,310,000), which have been budgeted for under vote: C900/9973/0000 (Plan Design Promenade Kuisebmond Beach).
- (b) The internal secondment (recruitment/appointment) of a Project Coordinator who will be spending at least one-third of the 36 months of project to ensure the successful implementation of the Action/Project in the Erongo region, which is recommended to be Mr Joseph Amushila with Mr David Uushona acting as Project Management Advisor while they still maintaining their council appointed portfolios.
- (c) The internal secondment (recruitment/appointment) of alternating Financial & Procurement Project Assistants who will be spending at least 2 days per month over the duration of project period to mainly ensure the legitimate procurement of services and goods for the Action/Project, which are recommended to alternate among all the Procurement Management Unit staff while they still maintaining their council appointed portfolios.

Note attached brief draft job descriptions for the two vacancies. Total remuneration amounts of EUR 39,600 and EUR 10,800 are respectively provided for in the funding and Council can either second internal staff or appoint external candidates to these two vacancies. It is however recommended to second internal council staff due to cost savings, relevant internal knowledge, past and future exposures, capacity development and ownership towards the Action. The above-mentioned arrangements will fulfill Council’s Strategic Objective 3 while realizing PPP Initiative SO7-EID 1.

The immediate secondment of internal council's staff is recommended as one of the main and first step. This will ensure dedicated stewardship and focal persons for the Action. The signing of the draft Memorandum of Understanding; editing of relevant documentation, finalization and official nomination of supporting council staff as the Project Management Committee (PMC), official external stakeholders' consultations and establishment of partnerships Project Steering Committee (PSC); compliance to relevant local, national and international requirements, and many more actions required can be started with.

RECOMMENDED:

- (1) That the Municipal Council takes note and approves participation to in the European Union (EU) funded: "ERONGO SUSTAINABLE GOVERNANCE LAB: PARTICIPATORY URBAN GOVERNANCE FOR RESILIENT, SAFE AND INCLUSIVE MULTI-FUNCTIONAL PUBLIC SPACES IN NAMIBIA" Action, which entails the construction of green urban infrastructure on Kuisebmond Independence Beach Promenade.
- (2) That the Municipal Council grants approval subject to a final go-ahead from the Ministry of Urban and Rural Development, for the Municipality of Walvis Bay to enter into a corporate agreement with the City of Czerowenok, Poland in accordance with the Municipal Council of Walvis Bay's Delegation of Powers and Assignment of Duties and Responsibilities Policy.
- (3) That the Municipal Council grants approval for the financial contribution of EUR 70,000 over the 36 months period of the action, which have been budgeted for under vote: C900/9973/0000 (Plan Design Promenade Kuisebmond Beach).
- (4) That the Municipal Council grants approval for the internal secondment (recruitment/appointment) of a Project Coordinator who will be spending at least one-third of the 36 months of project to ensure the successful implementation of the Action/Project in the Erongo region, which is recommended to be Mr Joseph Amushila with Mr David Uushona acting as Project Management Advisor while they still maintaining their council appointed portfolios.
- (5) That the Municipal Council grants approval for the internal secondment (recruitment/appointment) of the internal secondment (recruitment/appointment) of alternating Financial & Procurement Project Assistants who will be spending at least 2 days per month over the duration of project period to mainly ensure the legitimate procurement of services and goods for the Action/Project, which are recommended to alternate among all the Procurement Management Unit staff while they still maintaining their council appointed portfolios.
- (6) That a copy of the signed corporate agreement be submitted to the Ministry of Urban and Rural Development for scrutiny and recording.

11.14 **Walvis Bay Aesthetics Guidelines** (Add No. 4; M/C Meeting 28/07/2022; File 15/1/4/2)

The purpose of the report is to obtain the Municipal Council's approval of the Walvis Bay Aesthetics Guidelines (hereinafter referred to as the Guidelines).

The Walvis Bay Town Planning Scheme as amended in 2015 recommended that the Walvis Bay Aesthetics Guidelines be adopted by Council. However, no formal Council resolution could be traced for the official adoption of the Aesthetics Guidelines. Council's resolutions only relate to the "Long Beach and Dolphin Beach Design Guidelines", which were supposed to be incorporated into the Walvis Bay Aesthetics Guidelines.

Nevertheless, the "Walvis Bay Aesthetics Guidelines" have been in use since 2015. The said Guidelines cover the areas indicated by the map, being the Central Business District (CBD), properties along major traffic routes and all developments in Langstrand (and its extensions) and Dolphin Beach (and its extensions).

The aim of the Guidelines was to ensure that the buildings in selected areas, including the Langstrand and Dolphin Beach are compatible architecturally. The guidelines also enable developers and architects to expand their creativity in building designs by complying with the set guidelines. The guidelines also enable municipal staff and members of the Aesthetics Committee to make informed recommendations when evaluating the building plans.

The Guidelines were brainstormed with the architects practicing at the coastal areas of Walvis Bay and Swakopmund in conjunction with the Department of Roads and Building Control staff. After the brainstorming session, the Draft Guidelines review were forwarded to all practicing architects and municipal staff (in the Department of Roads and Building Control) for comments. The inputs collected through the brainstorming session and the comments on the Draft Guidelines were incorporated into the Draft Guidelines.

The changes to Guidelines include the following:

- (a) New Section (General Overview) to emphasise the importance of aesthetics guidelines in a built-environment and encourage authentic Namibian character designs.
- (b) The Purpose of the Guidelines have been expanded to clarify that the Guidelines are not meant to limit the creativity of the architects or draughtspersons.
- (c) The street names have been updated.
- (d) Additions of the areas that should be covered by the guidelines.
- (e) The minimum requirements for submitting the plans have been elaborated to now include electronic submission of the plans and to ensure that only registered architects can design buildings that are above 500m² pursuant to Reservation of Certain Kinds of Work for Architects (as per Government Gazette dated 12 August 1981 – No. 19 of 1981). Reservation of Certain Kinds of Work for Architects (as per Government Gazette dated 12 August 1981 – No. 19 of 1981).
- (f) Additions of regulations that needs to be complied with.
- (g) Mode and procedure of submission of building plans has changed to include electronic submissions.
- (h) Review of the guidelines applicable to Langstrand and Dolphin Beach developments (i.e. review of the plinths material, wall materials, boundary walls):
 - (i) The construction guidelines have been changed to now include additional materials for plinths (e.g. rock face, tiles and off sitter concrete retainer walls have been introduced).
 - (ii) The mandatory provision of boundary walls have been extended to the rear boundaries of the erven that are closer to the B2 Road.
 - (iii) Roof materials have been changed to accommodate other roof materials such as colorbond, saflok aluminium, aluminium lock shingles, etc.

RECOMMENDED:

That the Municipal Council approves the following Walvis Bay Aesthetics Guidelines:

1. PURPOSE OF THE AESTHETICS GUIDELINES

The purpose of the Aesthetics Guidelines (herewith and thereafter referred to as the Guidelines) is to:

- (a) achieve architectural compatibility of buildings in Langstrand Suburb and Extensions, Dolphin Beach and its Extensions, Central Business District, along

major routes, along the lagoon and selected coastline, on erven zoned for business and high-density residential purposes and other selected areas as per the Walvis Bay Town Planning Scheme;

- (b) achieve the desired aesthetic coherence without limiting flexibility and creativity of building designs; and
- (c) provide the foundation and support for making design decisions.

2. ELIGIBLE AREAS

- 2.1 Building plans for the proposed developments in Langstrand and Dolphin Beach townships and their extensions are required to be submitted to the Aesthetics Committee.
- 2.2 The developments along the following identified streets and areas should also be submitted to the Aesthetics Committee:
 - (a) Central Business District (CBD) as per the Walvis Bay Urban Structure Plan (Integrated Urban Spatial Development Framework),
 - (b) Sam Nujoma Drive up to 5th road (all developments other than on Single residential)
 - (c) all developments along Main Road, Mandume Ndemufayo Circle, Kovambo Nujoma Drive and The Esplanade,
 - (d) Nangolo Mbumba Drive (all developments other than on Single Residential zoned erven)
 - (e) Hanna Muptami Street from circle to Ovenstone Street: all developments other than on Single Residential zoned erven,
 - (f) Union Street: all developments other than on Single Residential zoned erven,
 - (g) Rikumbi Kandanga Road from Union Street to the harbour entrance,
 - (h) Developments along all main streets in Kuisebmond other than on Single Residential erven (i.e. developments along Sam Nujoma Avenue, Khomashochland Street, Agaat Street, Nathaniel Maxuillili Avenue, Kabeljou Street and Independence Road),
 - (i) Developments along all main streets in Narraville other than on Single Residential erven (i.e. developments along Sam Nujoma Avenue, Caesar Martin Street, Namib Street and Kruis Street),
 - (j) all developments on General Residential 1 & 2, Accommodation Establishment, Institutional, General Business, Local business plus Offices zoned properties,
 - (k) all development on properties along the lagoon, sea (beachfront) and
 - (l) all properties along (or within) the areas indicated on the aesthetics control areas plan contained in the Walvis Bay Urban Structure Plan (or Integrated Urban Spatial Development Framework) as amended.

3. DESIGN GUIDELINES

3.1 GENERAL OVERVIEW OF DESIGN PRINCIPLES & ELEMENTS TO BE CONSIDERED

It should be the vision of the Architect and Developer to present a design with at least some architectural merit. In order to protect the integrity of the build environment, it is important to produce designs that enhance the architectural compatibility and aesthetic coherence amongst the buildings rather than providing conflicting or contradicting designs. Architectural compatibility could be achieved by sensitively considering building forms, materials, textures, colours, etc. The focus of the design concept should rather be based on contextual requirements, which would give shape and form to the design such as microclimate, natural environment, built environment,

etc. The design should strive to present an authentic Namibian character and a modern interpretation of vernacular architecture (desert architecture) shaped by the West Coast, the Namib Desert and general Namibian contextual conditions. Avoid foreign or colonial architectural styles. These styles are inappropriate in the Namibian context.

The following principles should be taken into account in the design of buildings in order to enable the envisioned Walvis Bay as a Port City of Namibia that is highly functional as an industrial town and yet aesthetically pleasing.

- (a) Colour scheme depending on surrounding environment
- (b) Aesthetics Vision and design elements to the satisfaction of the Aesthetics Committee
- (c) Function
- (d) Environmental Landscape (including the protection of nature)
- (e) Architectural Context
- (f) Harmony
- (g) Proportions
- (h) Signage
- (i) Social Interaction
- (j) Health and Safety

3.2 LANGSTRAND AND DOLPHIN BEACH DESIGN GUIDELINES

3.2.1 Construction Guidelines:

- (a) Plinths shall be of natural stone/stone facing, rock face, tiles or off shutter concrete retainer wall. The strength of the plinth material shall not be less than 40mpa.
- (b) Walls shall be of masonry, plastered, or horizontal jointed and bagged plastered, finished to approval (no face brick and no tiles). Some architectural features not exceeding 10% of external areas on elevation may be of stone cladding, face brick or similar natural material.
- (c) The provision of boundary walls is optional, except:
 - (i) along First Street,
 - (ii) on rear boundaries of erven abutting the B2 Road,
 - (iii) on rear boundaries of erven abutting the Public Open Space strip of land adjacent the B2 Road or
 - (iv) on rear boundaries of erven abutting Undetermined erven that are adjacent the B2 Road,where it is mandatory.
- (d) Plinth and external finish of the boundary wall to match the building.

3.2.2 Roof Construction:

- (a) Roof Pitch

The following roof pitches (or a combination) will be allowed:

- (i) pitch roofs (being roofs that are more than 5°) shall be in accordance with the degree(s) prescribed by the suppliers of materials and/or as certified by the South African Bureau of Standards (SABS),

- (ii) roof tiles will only be allowed at a pitch of 17,5° or more or
- (iii) totally concealed flat roofs (roofs with a pitch of 5° or less would be considered as “flat” roofs) or
- (iv) concrete roofs.

(b) Roof Material

- (i) Pitch roofs may be covered with “Victorian” patterned fibre cement roof sheeting, concrete roof tiles, fibre cement roof tiles, Colorbond, Saflok Aluminium, Craft Lock Aluminum, Aluminum Lock Shingles or Small S-Profile Aluminum and Klip Lok metal roof sheeting or similar approved material.
- (ii) All sheet metal roofs must be pre-coated in colour.
- (iii) The edges and trimmings of all roofs with pitches of more than 5° must be totally concealed with relevant materials as prescribed by the suppliers and/or as certified by SABS.
- (iv) The roof material (and associated material concealing the edges and trimmings) as well as the supplier’s name of such materials must be clearly indicated on the sketch plans.
- (v) No “malthoid” or similar waterproofing system, no “big six” profile, no thatch, etc shall be permitted).
- (vi) Concrete roof tiles are preferred at 17.5° pitch.
- (vii) Concealed flat roofs must be visually concealed with a solid architectural feature or parapet walls projecting above the roof edges on all four (4) sides. Roofs with a pitch of 5° or less would be considered as “flat” roofs. Flat roofs may be covered with “big six”, “malthoid” or similar waterproofing system as long as no roofing material is visible (roof edges or otherwise).
- (viii) Concrete flat roofs with or without parapet walls are preferred.

3.2.3 Pergolas, Carports and Fencing

Pergolas, carport framework and timber fencing shall be subject to approval of the Aesthetics Committee.

3.2.4 Construction Features

- (a) Plumbing and drainage reticulation shall be fully concealed externally.
- (b) Dustbins, refuse areas and washing (laundry) lines shall be fully concealed.
- (c) External colour schemes are subject to approval and the proposed colour scheme should be indicated on the sketch plans.
- (d) Pre-fabricated buildings and boundary walls, whether plastered or not, are prohibited.
- (e) Metal or wire fences are prohibited.
- (f) External air-conditioning units must be sensitively placed, visually out of sight or concealed.
- (g) All external fixtures, for example, solar geysers, solar panels, wind turbines, aerial masts, satellite dishes, etc. are subject to the Aesthetics Committee’s approval, even after the completion of the building.

4. APHRODITE BEACH ARCHITECTURAL GUIDELINES CERTIFICATION

All developments on properties in Dolphin Beach Extension 1 (Aphrodite Beach) will need to compile with the *Aphrodite Beach Special Design Area Guidelines* as provided for in the Walvis Bay Town Planning Scheme and would be checked by the Aphrodite Beach Committee and the Aesthetics committee will just ensure that the certification therefore is enclosed.

5. COMPLIANCE WITH REGULATIONS

5.1 The general provisions of the Walvis Bay Town Planning Scheme such as coverage, floor area, height (including applications for increase in the number of storeys), building lines, parking and so on shall apply.

5.2 The building plans shall also be in accordance with Standard Building Regulations, Walvis Bay Building Plans Submission Guidelines, Architects' and Quantity Surveyors' Act 13 of 1979, Regulations made in terms of Architects' and Quantity Surveyors' Act 13 of 1979, Reservation of Certain Kinds of Work for Architects (as per Government Gazette dated 12 August 1981 – No. 19 of 1981).

5.3 The Guidelines are also subject to all general regulations of the Municipality of Walvis Bay.

6. RELAXATION OF THE GUIDELINES

Relaxation of the above requirements may be granted in meritorious cases that do not clash with the general architectural appearance, at the sole discretion of the Aesthetics Committee, provided that any major variation to these Guidelines shall be submitted to the Municipal Council for decision.

7. MINIMUM REQUIREMENTS FOR SUBMISSIONS

- (a) A site development plan indicating: orientation, street names, boundaries, building lines, zoning, elementary roof plan, on site parking, existing structures, neighbouring buildings built on boundary lines, coverage, bulk, total square metres, etc.
- (b) Sketch plans of all floor levels, ground floor, first floor, etc.
- (c) Elevations of all sides of the proposed development and the existing buildings, if applicable. Elevations of street boundary walls or other boundary treatment are to be shown as well (vehicle access, gates, etc.).
- (d) At least two (2) typical sections through the building indicating the type of roof material, angles of roofs, overall heights of the building from NGL, overall heights from street level, etc.
- (e) Submissions are to be done in colour in order to show the intended external colour scheme and different external finishes.
- (f) Three-dimensional drawings may be submitted in addition so as to illustrate the development in its virtual surroundings (however 3D's may not be submitted instead of elevations).
- (g) One (1) set of sketch plan drawings (in hard copy) is to be submitted to the Secretariat of the Aesthetics Committee (Municipal Town Planning Section). Such drawings are to be submitted in A4 or A3 booklet format; however, larger

developments may be submitted on A1 format folded to A4 size. In addition to one set of copies or printouts, the set of plans should also be submitted electronically through e-mail or system as provided by the Municipal Council of Walvis Bay.

- (h) All drawings must be to a recognised scale. Plans, elevations and sections should preferably not be smaller than 1:200 scale. All drawings must be clear and should reveal the true design intension of the proposed development.
- (i) The plans must be prepared by authors with formal architectural design training. However, plans for buildings that exceed 500m² should be prepared by professional architects registered with the Namibia Institute of Architects and Namibia Council for Architects and Quantity Surveyors in accordance with Reservation of Certain Kinds of Work for Architects (as per Government Gazette dated 12 August 1981 – No. 19 of 1981).
- (j) Once the Aesthetics Committee approval has been granted, municipal drawings may be submitted to the Municipal Council for approval. Municipal drawings may not deviate from the approved Aesthetics Committee submission. Should alterations or re-designs be necessary before municipal drawings are submitted, then a re-submission to the Aesthetics Committee would be required.

8. OUTLINE OF SUBMISSION PROCEDURE

- (a) Pay the requirement fees for submission to the Aesthetics Committee.
- (b) Submit the plans and the proof of payment as hard copies to the Aesthetics Committee Secretariat (i.e. the Municipal Town Planning Section) and electronically through e-mail or system as provided by the Municipal Council of Walvis Bay.
- (c) Upon receipt of the complete application (comprising of plans and proof of payment), the building plans will be circulated to the members of the Aesthetics Committee for a period not exceeding five (5) business days.
- (d) If application successful, a resolution to be issued by the Aesthetics Committee Secretariat within five (5) business days of receiving the comments from the members of the Aesthetics Committee.
- (e) If application not approved, the Aesthetics Committee Secretariat will be inform the applicant within five (5) business days of receiving the comments from the members of the Aesthetics Committee to attend a meeting with, or deliver a presentation to, or resubmit the application to the Aesthetics Committee.

9. REVIEW OF THE GUIDELINES

The Guidelines shall be subject to regular review.

11.15 Application for exemptions in terms of the Urban and Regional Planning Act, 2018 (Add No. 5; M/C Meeting 28/07/2022; File 15/1/P)

The purpose of the report is to obtain the Municipal Council's approval to submit an application to the Minister of Urban and Rural Development (MURD) for certain exemptions in terms of the *Urban and Regional Planning Act, 2018 (Act No. 5 of 2018)*.

The *Urban and Regional Planning Act, 2018 (Act No. 5 of 2018)*, hereinafter referred to as the Act, commenced on 03 September 2020. The Act combines the Townships Board and Namibia Planning Advisory Board (NAMPAB) into one Board (now known as the Urban and Regional Planning Board) and delegates the decisions on town planning applications to local authorities.

However, a local authority can only make decisions after MURD has declared a local authority as an Authorised Planning Authority (APA). Applications for the APA were submitted to MURD in 2020 and 2021. During 2022, MURD resolved that the local authority of Walvis Bay must first review its Structure Plan and the revised Structure Plan will need to be approved by MURD before it can be declared as an APA.

The Act is aimed at streamlining planning applications and processes. However, some provisions of the Act are cumbersome, in particular, the Act bars a local authority that is not an APA from delegating or assigning powers or duties (for example to the Town Planner) to make recommendations to MURD on planning applications. That is, the Act requires all recommendations to MURD to be made by the Municipal Council irrespective of the Municipal Council's *Delegation of Powers and Assignment of Duties and Responsibilities* (hereinafter referred to as Delegation of Powers) that are in place.

Applications requesting for the delegation of powers (to the Town Planner) were submitted to MURD in 2020 and 2021. MURD granted approval on 14 September 2021 for exemptions, to enable the Municipal Council of Walvis Bay to delegate and assign powers to the Town Planner to make recommendations on the following planning applications pursuant to the approved Municipal Council's Delegation of Powers:

- (a) rezoning applications for an increase in residential density,
- (b) rezoning applications for accommodation establishments,
- (c) rezoning applications for a new business zoning,
- (d) rezoning applications to Institutional zoning (but only for educational institutions),
- (e) subdivision and consolidation applications,
- (f) issuing of Power of Attorney (not an application in terms of the Urban and Regional Planning Act but it is associated with some planning applications) and
- (g) all rezoning applications where no objections have been received.

MURD's approval to the requested exemptions (delegations) as granted on 14 September 2021 (but dated 25 November 2021). However, the approval is only valid for one (1) year. Hence, there is a need to extend the approval until such time the local authority of Walvis Bay is declared as an APA.

RECOMMENDED:

- (1) That, the Municipal Council grants approval for the application be made to the Minister of Urban and Rural Development for exemptions in accordance with Section 127(1) of the *Urban and Regional Planning Act, 2018 (Act No. 5 of 2018)*, to allow the Municipal Council of Walvis Bay to delegate and assign powers to the staff members pursuant to the Municipal Council's *Delegation of Powers and Assignment of Duties and Responsibilities*, for the determination of the following applications:
 - (a) rezoning applications for an increase in residential density,
 - (b) rezoning applications for accommodation establishments,
 - (c) rezoning applications for a new business zoning,
 - (d) rezoning applications to Institutional zoning (but only for educational institutions),
 - (e) subdivision and consolidation applications,
 - (f) issuing of Power of Attorney (not an application in terms of the Urban and Regional Planning Act but it is associated with some planning applications) and
 - (g) all rezoning applications where no objections have been received.
- (2) That the Municipal Council further requests the Minister of Urban and Rural Development to grant approval for exemptions as stated in Point (1) of this resolution and in accordance with Section 127(1) of the *Urban and Regional Planning Act, 2018 (Act No. 5 of 2018)* until such time the local authority of Walvis Bay is declared as an Authorised Planning Agency.

11.16 **Expression of interest for urban agriculture projects** (Add No. 6; M/C Meeting 28/07/2022; File 15/2/1/3)

The purpose of this report is to obtain the Municipal Council approval to invite Expression of Interest for the development of urban agriculture projects in Walvis Bay.

Urban agriculture has been proven to contribute toward addressing the urban areas' environmental, social and economic challenges. It is for this reason that development efforts have shifted towards living in green and sustainable urban centres that can offer fresh and locally produced food. Furthermore, the scope of urban planning has also changed by focusing on creating food production sites within the urban's sphere. In particular, the Walvis Bay Zoning Scheme was amended to include Urban Agriculture Use as a land use. In terms of the aforesaid Zoning Scheme, Urban Agriculture Use means:

"land used or building designed or used for "bona fide" farming activities and activities . . . and it may also include the sale of agricultural products produced on the site and ancillary products which are directly related thereto, and includes market gardens, nursery gardens, plantations and orchards, or similar uses, but does not include arable, meadow or pasture land, poultry farms, pig farms, beekeeping, racecourse and similar uses."

Urban Agriculture is also supported by the Harambee Prosperity Plan II and the outcome of the 2020 Cabinet Retreat, which identify agriculture as one of the three priority sectors that are strategic enablers through which Namibia's economic emancipation must be pursued.

Therefore, to realize the contributions of urban agriculture in Walvis Bay, the following sites have been identified where the urban agriculture notion can be put into practice:

- a. a Portion of Erf 4171 Kuisebmond, between Batfish Street and the Pump Station,
- b. Erf 3780 Narraville Extension 7, just north of De Duine Secondary School,
- c. Portion 9 (a Portion of Portion 3 of the Farm Wanderdünen No. 23), just west of De Duine Secondary School, Narraville,
- d. Farm 85, at the edge of the north-west Narraville built up area,
- e. a Portion of Erf 6267 Walvis Bay Ext. 19, just west of the Dunes Mall,
- f. Portions of Remainder Portion 13 of the Farm Wanderdünen No. 23, just west of the Dunes Mall and
- g. Erven 281-283 Green Valley and Erf 793 Green Valley Extension 2 (erven along the district road D1983, and diagonally across the B.C. Stone).

To better support and enable urban agriculture in Walvis Bay, it is important for Council to involve the private sector, community groups and individuals in the establishment of urban agriculture developments, through the Expression of Interest (EOI) approach and in accordance with the Local Authorities Act, 1992 (Act 23 of 1992), as amended.

The EOI can be either for sale or lease of land. The goal of the EOI is to create urban agriculture projects that will boost socio-economic and environmental welfare of Walvis Bay residents by promoting healthy diets as well as improving living conditions of Walvis Bay community in a sustainable, resilient, equitable and cost-effective manner.

In view of the above, the private sector, community groups and individuals interested in setting up urban agriculture in Walvis Bay will be invited to submit EOI's that will include (but not limited to) the following:

- project plan and timeline (short- and long-term plan),
- selected site to establish the urban agriculture development,
- community partnerships (it is important for the local community to get involved to ensure that project addresses access, inclusion and diversity in urban agriculture),
- technical capability and experience in agricultural projects of similar nature,

- financial capability (for required studies such as Environmental Impact Studies, site preparation, construction, operations and management of the envisaged urban agriculture development),
- economic empowerment, job creation, training and skills transfer (it is vital that the urban agriculture developments provide opportunities for education and/or skill-building, etc.

The applicants may be required to provide services to the sites and prepare the site (through earthworks, land clearing, etc, whichever is applicable) at their own costs, since no budgetary provisions have been provided for urban agriculture projects in the 2022/2023 Capital or Operational Budgets. However, it is recommended that Council dedicates some financial contribution towards Urban Agriculture in the next financial year.

The complete Terms of Reference for the EOI will be drafted up following Council's approval of this request (to invite the private sector, community groups and individuals to submit the EOI).

RECOMMENDED:

- (1) That the Municipal Council grants approval for the private sector, community groups and individuals to be invited through Expression of Interest to submit their proposals (in accordance with the Local Authorities Act, Act No. 23 of 1992) to establish urban agriculture projects on the following sites:
 - (a) a Portion of Erf 4171 Kuisebmond;
 - (b) Erf 3780 Narraville Extension 7;
 - (c) Portion 9 (a Portion of Portion 3 of the Farm Wanderdünen No. 23);
 - (d) Farm 85;
 - (e) a Portion of Erf 6267 Walvis Bay Ext. 19;
 - (f) Portions of Remainder Portion 13 of the Farm Wanderdünen No. 23 and
 - (g) Erven 281-283 Green Valley and Erf 793 Green Valley Extension 2.
 - (2) That the Departments of Community and Economic Development and Roads and Building Control in conjunction with relevant internal entities spearhead the Expression of Interest process.
 - (3) That once applications for Expression of Interest are received and evaluated, a report be submitted to the Municipal Council for approval of successful applicant(s).
 - (4) That provision be made for strict control measures to ensure the sites are used for the intended purposes in an aesthetically pleasing manner.
- 11.17 **Action plan: Illegal structures and land uses** (Add No. 7; M/C Meeting 28/07/2022; File 13/7)

The purpose of this report is to obtain Council's approval for the Action Plan towards the removal of illegal structures, operations and land uses from Municipal Council owned land and land reserved for Streets and Public Open Space (POS) purposes.

Many residents in Walvis Bay have constructed illegal structures on Municipal Council land, including on the erven that are reserved for POS and Street purposes. The illegal structures include shipping containers, concrete platforms, make-shift structures and other structures erected without a Building Permit. The illegal land uses in question are many and include the following: mechanical works, tyre works, car repairs, car washes and allied trades, unlicensed liquor premises, restaurants (including barbecuing/kapana structures), trucks parking and all other operations being conducted, without the approval of the Municipal Council.

There are various local and national laws that have been passed to ensure the towns are developed in a coordinated manner to promote the health and wellbeing of urban residents. However, many of those laws have been transgressed by the residents who illegally occupy the land, operate businesses and land uses on the land not earmarked for such purposes. The table below outlines some of the Acts, Regulations and Policies that have been contravened because of illegal land uses and structures.

LAW	CONTRAVENTION	DEPT
Town Planning Scheme	Operations of various land use activities without Council's approval.	RBC
Urban and Regional Planning Act	Developing land contrary to a provision of a zoning scheme and without having obtained approval in terms of this Act.	RBC
Local Authorities Act	Construction of buildings without Council's approval Closure and diversion of streets without Council's approval. Supplying of water without Council's approval.	RBC CED WWE
Standard Building Regulations	Construction of building and structures without a Building Permit.	RBC
Sale and Lease of Land Policy/Agreements	Occupation of Council land without Council's approval (Sale or Lease Agreement).	CED
Regulations on Informal trading	Conducting a trade without being registered as an informal trader or without a possession of a registration certificate issued by Council.	CED
Business Registration Regulations	Operations of businesses without a registration certificate.	WWE
General Health Regulation	Operating businesses creating nuisance or that are dangerous to health. Depositing of waste on any street, etc.	WWE
Solid and Hazardous Waste Management Regulations	The occupiers not applied to the Council for the collection and disposal of waste from such premises	WWE
Water Supply Regulations	Water provision or installation of water on premises without Council's approval. Supplying and selling water to other premises, other than the on the property on which the supply is procured.	WWE Finance OCEO
Environmental Management Act	Conducting activities without an environmental clearance certificate.	WWE
Integrated Environmental Policy	Activities taking place without assessment on their effects on the environment. Activities damaging the environment.	WWE
Liquor Act 6 of 1998	Selling of liquor without a licence authorising the sale of such liquor.	
Traffics/Roads Policy	Illegal residents, businesses and truck operators using public roads for illegal activities.	CED

The illegal structures and land uses have resulted in, amongst others:

- Unsightly, unhygienic and unsafe town,
- noisy neighbourhoods,
- land pollution,
- traffic congestion,

A notice has been published in the Namib Times Newspaper for 2 consecutive weeks on the 18 February 2022 to the 25 February 2022. All illegal occupants and operations within Walvis Bay were given until 30 March 2022 to cease all illegal activities and vacate and/or remove any illegal structure on Municipal property throughout the town.

RECOMMENDED:

- (1) That the Municipal Council grants approval for the action plan towards the removal of illegal structures and land uses from the properties owned by the Municipal Council and land reserved for Street and Public Open Space purposes, as outlined in the table below and in accordance with (but not limited to) the following local and national statutes:
- (a) Walvis Bay Town Planning (Zoning) Scheme,
 - (b) Urban and Regional Planning Act (Act No 5 of 2018)
 - (c) Local Authorities Act (Act No. 23 of 1992)
 - (d) Standard Building Regulations,
 - (e) Sale and Lease of Land Policy,
 - (f) Regulations on Informal Trading,
 - (g) Business Registration Regulations,
 - (h) General Health Regulations (GN 121 of 14 October 1969 as amended),
 - (i) Solid and Hazardous Waste Management Regulations,
 - (j) Water Supply Regulations (P.N. 141/1970),
 - (k) Integrated Environmental Policy,
 - (l) Delegation of Powers and Assignment of Duties and Responsibilities, etc.

TASK	ASSIGNED TO	START DATE	END DATE
<p>Get Farm 37 and other identified reallocation areas ready.</p> <p>Have necessary internal consultations.</p> <p>Public consultation with the transgressors (including those supplying water illegally to the transgressors) to inform them about the contravention notices and other options that are available to them to legalise their activities and structures elsewhere.</p> <p>Issuing notices to transgressors to cease activities and remove the structures within 28 days of the notice.</p>	<p>CIIs, OCEO (PR), RBC, WWE & CED</p> <p>RBC, WWE & CED</p>	TBC	TBC

Disconnect water services supplied at the properties where owners are unlawfully providing water to targeted illegal land uses and structures if such activities and structures have not been ceased or removed within 28 days of issuing notices.	OCEO	TBC	TBC
Once the 28 days have passed and illegal operations and structures continue, appoint an advocate to lodge the matter in the High Court to obtain a Court Order.	HRCS OCEO	TBC	TBC
Obtain a Court Order.	HRCS OCEO	TBC	TBC
Removal of Illegal Land Uses & Structures	RBC	TBC	TBC

(2) That priority be given to the following targeted areas:

(i) Illegal Commercial Land Uses and Structures:

- Illegal Business and Industrial operators on Public Open Spaces, Street Reserves and Municipal Land.
- Illegal Businesses along Independence Road and Sam Nujoma Avenue
- Trucks parked in unauthorised areas.
- Illegal Carwashes.
- Containers on Pavements and on Commercial and Industrial Areas without Municipal Council's approval.

(ii) Illegal Residential Land Uses and Structures:

- Encroachment of structures onto municipal land (beach land) at Langstrand and Dolphin Beach
- Beachfront Properties in Langstrand and Dolphin Beach,
- Residential Premises abutting the B2 Road Reserves (Kusebmond, Dolphin Beach and Langstrand).
- Structures in the Landfill area.
- Structures in Hansina Doeses Crescent.
- Structures in the former Hostel area and next to the Municipal Pump Station in Kusebmond.

(iii) Owners who illegally supply water to illegal business uses (or to other targeted areas).

11.18 Sites for micro, small and medium enterprises in and around Narraville (Add No. 8; M/C Meeting 28/07/2022; File 15/1/8/1)

The purpose of this report is to obtain the Municipal Council approval for the reservation of sites for Micro, Small and Medium Enterprises (MSME) in the proximity of Narraville.

The MSME sector has a great potential for the socio-economic development of a town in terms of economic growth or poverty alleviation. Hence, it is important to reserve sites for MSME developments.

RECOMMENDED:

(1) That the Municipal Council grants approval for the following sites to be reserved for Micro, Small and Medium Enterprises (MSME) purposes:

- Erven 4561-4566, 4568-4570, 4591-4599 and 4600-4602 Narraville Extension 10;
- Portions 9-11 of Erf 5166 and Erf 5221 Walvis Bay Ext. 14;
- Portion A of Erf 5238 Walvis Bay Extension 14; and
- Portion of Erf 2801 Narraville.

- (2) That the Town Planning Section proceeds with the subdivision of Erf 5238 Walvis Bay Extension 14 into Portion A, permanent closure of Portion A as a Public Open Space and subsequent conversion of Portion A into a suitable zoning for MSME purposes, in accordance with the Urban and Regional Planning Act (Act No. 5 of 2018) and the Local Authorities Act (Act No. 23 of 1992) as amended.

12. **Reports and recommendations of Advisory Committees and the Chief Executive Officer**

12.1 **Report of Suburb and Street Naming Committee**

The minutes of the Suburb and Street Naming Committee, and advisory committee to the Council, of a meeting held on 14 June 2022 is attached as **Appendix 1** for consideration by the Council.

To assist the Councillors who are not part of this Advisory Committee, the Suburb and Street Naming Guidelines policy of the Council is attached as **Appendix 2**.

RECOMMENDATION:

That the Municipal Council considers the report of the Suburb and Street Naming Committee.

13. **Minutes of associations**

13.1 **Management Committee of the Association for Local Authorities (ALAN)** (File 12/1/2/1/2)

No minutes have been received.

13.2 **National Executive Committee of the Namibia Association of Local Authorities Officers (NALAO)** (File 12/1/2/1/11)

No minutes have been received.

13.3 **Namibia National Mayors' Forum** (File 12/1/2/1/17)

No minutes have been received.

14. Matters for discussion by Council-In-Committee
(Confidential and Staff Matters)

14.1 Report of the Management Committee for July 2022

[Report referred to in section 26(1)(e) of the Local Authorities Act]

The Chairperson of the Management Committee must put the report to the Council for information. The report may be discussed but no motion or proposal on the report may be introduced.

14.1.1 Arbitration award in favour of Mr. Petrus Petrus regarding back pay from April 2021 to September 2021 (CSAdd. 1; M/C Meeting 28/07/2022; File: Pers file)

RESOLVED:

That an appeal be launched against the arbitration award and /or review the award in terms of Section 89 of the Labour Act (Act 11 of 2007).

14.1.2 Condonation for payment of subsistence and travelling allowance: Ms Sylvia Weico
(CSA. 2; M/C Meeting 28/07/2022; File: 4/5/2/1; Pers. File)

RESOLVED:

- (1) That the action of the Acting Chief Executive Officer to approve the subsistence and travelling allowance claim of Ms Sylvia Weico, be condoned.
- (2) That Council condone and approve the payment made towards Ms Sylvia Weico's subsistence and travelling allowance.
- (3) That Council approves that in future council's interventions, subsistence and travelling allowance be paid in instances where a staff member travels to rehabilitation centres for rehabilitation purposes.

14.1.3 Discharge on account of misconduct due to abscondment or Resignation: Mr. Totadhimue J. Joseph; Labourer: Geographical Team; Community and Economic Development (CSA. 3; 28/07/2022; File: Pers file)

RESOLVED:

That the resignation of Mr Totadhimue J. Joseph be dealt with administratively and as per the provisions of the Labour Act, 2007.

14.2 Recommendations of the Management Committee for July 2022

The Chairperson of the Management Committee must individually propose the recommendations of the Management Committee to the Council for consideration - Rule 22(2), and unless there are dissentient votes against a recommendation each recommendation is regarded as seconded (Rule 22(5) and adopted by general consensus.

14.2.1 Staff debt versus insurance life cover payout (CSAdd. 1; M/C Meeting 06/07/2022; Ref. Finance)

RECOMMENDED:

That Council resolution item 14.2.2 dated 8 March 2022 be amended by inserting provision for temporary and total disablement, to read as follows:

That the 100% of the claim as received from insurance company be paid over to a staff member, Council member or beneficiary in case of death, temporary and total disablement of the mentioned member on condition that the total outstanding amount owned by a staff member or Council member is deducted before any pay out.

15. Legal proceedings

None.

**OF A MEETING OF THE WALVIS BAY SUBURB AND STREET NAMING COMMITTEE HELD
IN THE NAMIB CONFERENCE ROOM, CIVIC CENTRE, NANGOLO MBUMBA DRIVE,
WALVIS BAY ON TUESDAY 14 JUNE 2022 AT 17:30**

1. OPENING AND ATTENDANCE

As a quorum at any meeting of the committee shall be 8 members, and as such a quorum is not in attendance, the required waiting period of 15 minutes under Clause 3.4 of the Suburb and Street Naming Committee Policy was observed. After the 15-minute waiting period a quorum is 5 members, and with more than 5 members present, a quorum is constituted, and the meeting continued at 17:45.

The meeting unanimously elected Cllr Trevino Forbes as Chairperson of the committee. He then welcomed all members to the meeting. He then requested the Secretary to provide the members with a brief outline of the Suburb and Street Naming Committee Policy and what is expected of the committee members.

1.1 PRESENT

Cllr Trevino Forbes (Chairperson)
Mrs Emma Annanias
Mrs Nadjia Figueiredo
Mr Petrus Bonnie Ipinge
Mr Salom Namwandi
Mr Antonius Muremi
Cllr Sara Mutondoka

1.2 ALSO IN ATTENDANCE

Ms K Asino (Town Planner)
Ms J-L Lawrence (Town Planning Officer)
Mr J Kruger (Secretary)

1.3 APOLOGIES

None submitted.

2. DISCLOSURE OF INTEREST OF COMMITTEE MEMBERS

No disclosure of interest by the members present were declared.

3. APPROVED NAMES NOT YET ALLOCATED

The meeting noted that the following names as already approved by the Council on 27 June 2018, have not yet been allocated to streets:

- (i) Wilfried Imvula Street
- (ii) Bushveld Street
- (iii) Escarpment Street
- (iv) Jungle Street
- (v) Plateau Street
- (vi) Volcano Street
- (vii) Chaparral Street

4. **STREET NAME PROPOSALS RECEIVED**

4.1 **Proposals received from the community**

After discussing and considering the proposals and motivations that were submitted by members of the public/from the community, it is:-

Recommended: That the following names be approved:

- (i) Gustav John Flusk – philanthropist, community activist and 1st non-white owner of a service station in Narraville (for a street in Narraville).
- (ii) Absalom /Uiseb – Mayor of Kuisebmond, teacher and principal of Kuisebmond School.
- (iii) Samuel Thaniseb – Community activist, member of Damara Council, captain and later president of Namib Woestyn Soccer Club, founding father of Kuisebmond Community Trust.
- (iv) Harry Simon – Well-known world boxing champion. He then requested the Secretary to
- (v) Lukas Hangula Muatunga – Blue Waters Football Club defender and later executive committee member and Secretary-General of the club.

4.2 **Proposals received for renaming of existing streets**

After discussing and considering the proposals to rename existing streets, it is:

Recommended: That:-

- (1) The renaming of existing streets, especially in residential areas, only be considered in exceptional cases and where the merit of such renaming outweighs the costly procedures, cadastral and other amendments, and inconvenience caused to existing residents, who must in any case all consent to such renaming.
- (2) The request by the Zerauea Traditional Authority for the renaming of either 6th Street East or 5th Street West to "King Willem Zemburuka Zerauea", the late chief of the OvaHerero people and founder of Omaruru, not be considered at this point in time to enable the applicant to provide more information on the specific role that the late King played in Walvis Bay, and also on a shortened version of how the name can be used.
- (3) The request by Mr Matheus Amadhila to renamed Diamond and Brandberg Streets in Kuisebmond to "Titus Shilongo" and "Thomas Uushona" respectively, being football players for Beautiful Birds and Eleven Arrows, not be recommended.
- (4) The names under (3) above however be approved and that it be added to the list of names to be allocated at a later stage.

4.3 **Naming of government buildings, parliament offices and streets after the founders of SADC**

After discussing the communique by the Ministry of International Relations and Foreign Affairs on the request of the SADC 40th Summit of Heads of State to name government buildings, parliament offices and streets after the founders of SADC, it is:

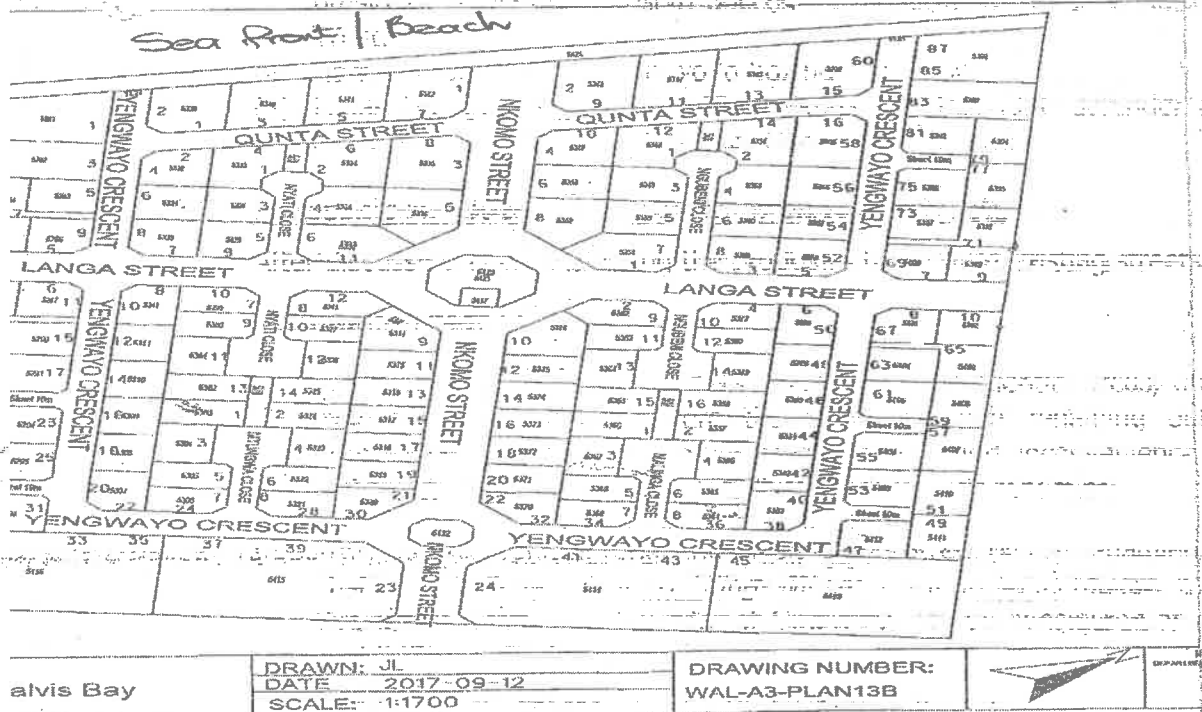
Recommended: That the communique be noted with appreciation.

4.4 **Referral on proposed street names for Walvis Bay Extension 18**

The recommended street names in Walvis Bay Extension 18 that was submitted by the township developer, the late Shakespeare Masiza, with the theme for the streets to be his ancestral Masiza family names, was referred to MURD according to Council resolution item 12.4(4) dated 27 June 2018. Despite several requests, no feedback or response was ever received.

Recommended: That the proposed names for Walvis Bay Extension 18, with the area almost fully build-up with residences without any actual street names, be approved as follows:

- Nkomo Street
- Langa Street
- Yengwayo Crescent
- Qunta Street
- Nyati Close
- Nguben Close



5. NEW STREET NAMES TO BE ALLOCATED

5.1 Fairways

Recommended: That the last unnamed street in the area, with a golfing theme, be named as *Scramble Circle*.

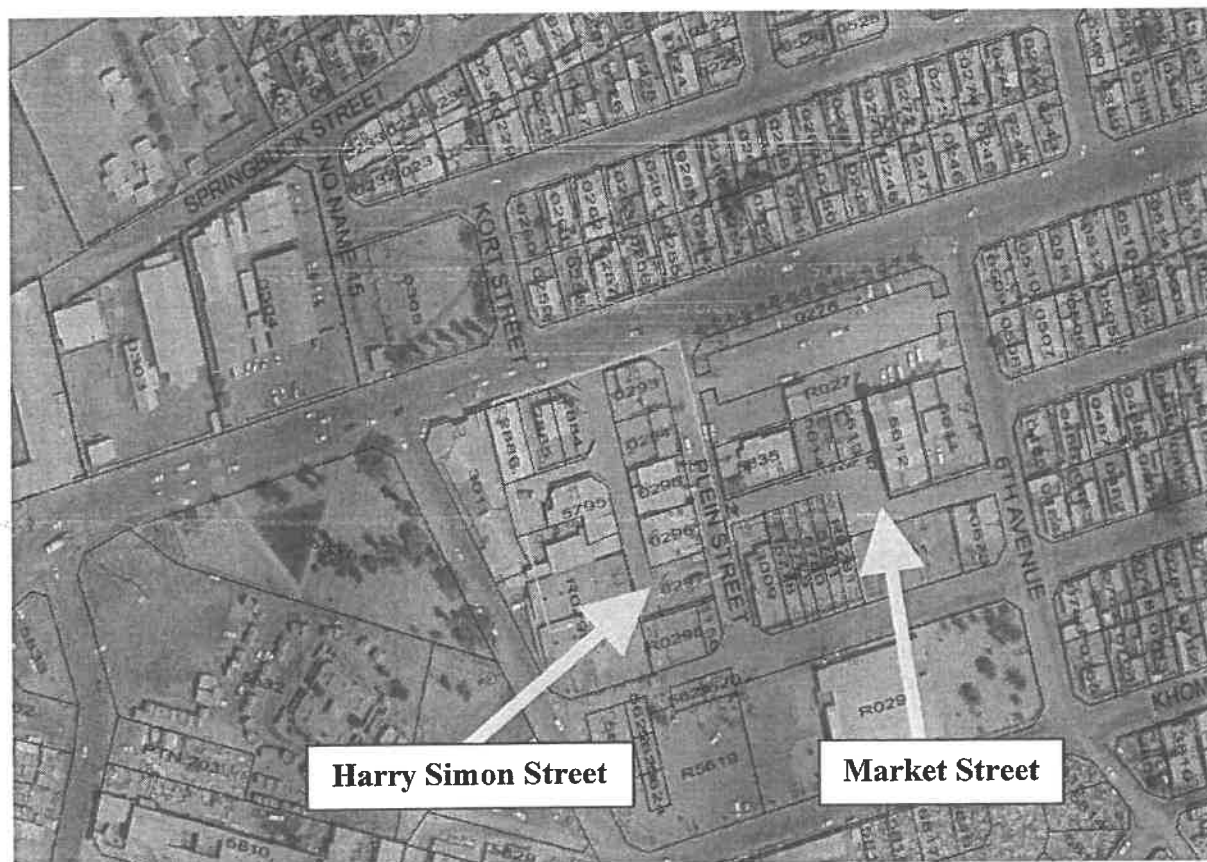


5.2 Kuisebmond

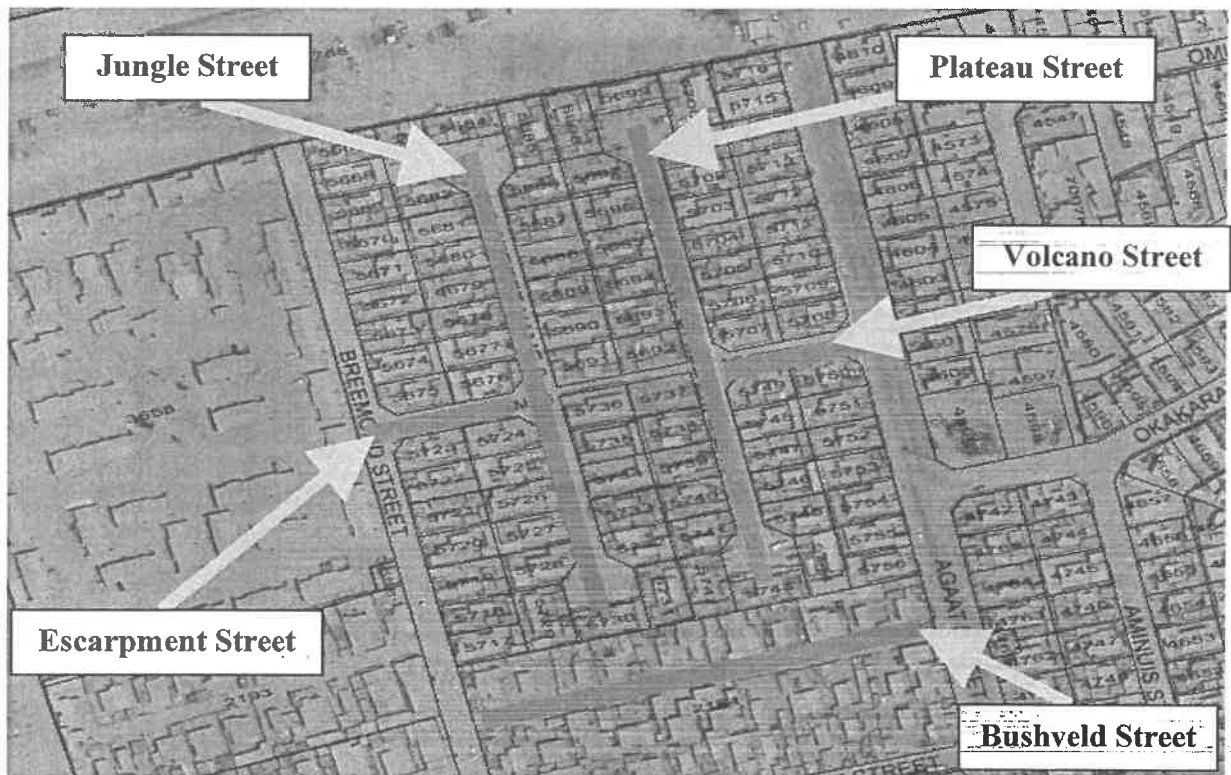
5.2.1 **Recommended:** That the last unnamed street in the area with a bird theme, be named as *Patrys Street*.



5.2.2 **Recommended:** That the 2 unnamed streets in the business area be named as *Harry Simon Street* and *Market Street* respectively.



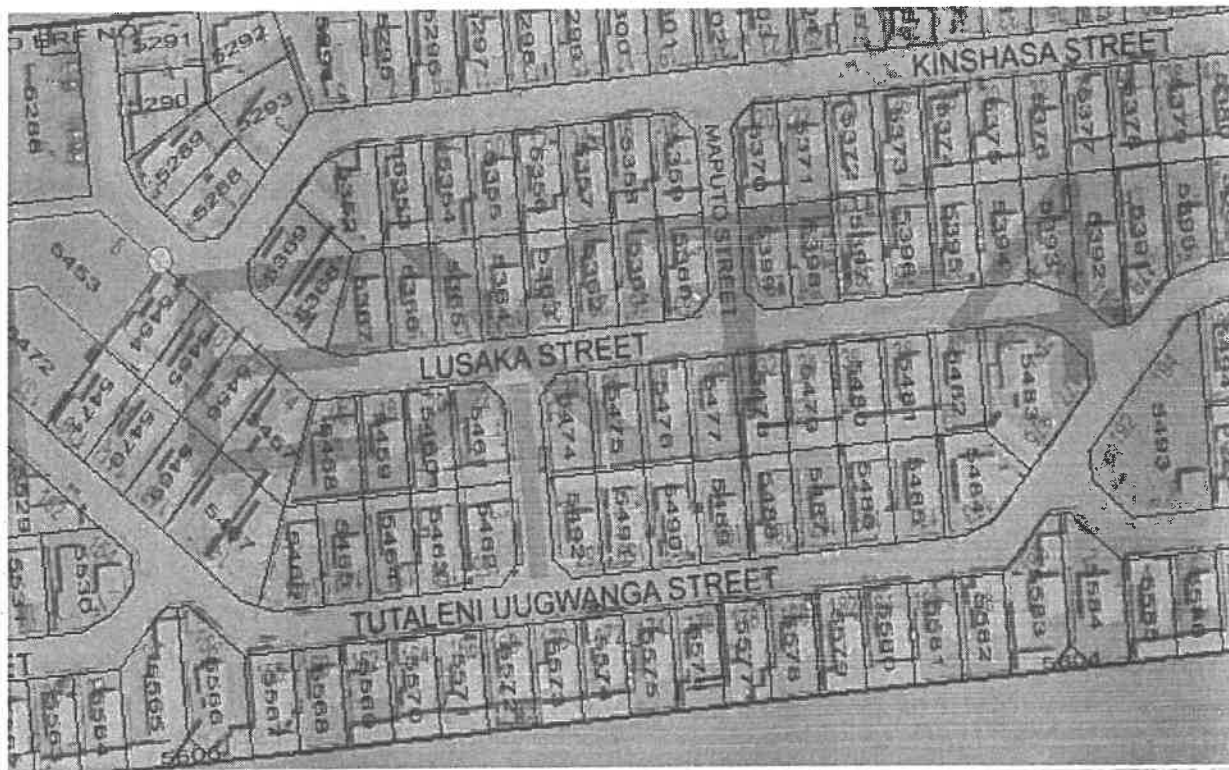
5.2.3 **Recommended:** That the 5 unnamed streets to be named with the already approved names as depicted under 3 above, from (ii) to (vi), namely *Bushveld Street*, *Escarpment Street*, *Jungle Street*, *Plateau Street*, and *Volcano Street* respectively.



5.2.4 **Recommended:** That the unnamed street in the area with a Namibian town name theme, be named as *Rundu Close*.



5.2.5 **Recommended:** That the unnamed street in the area in Extension 4 with an African state capital theme, be named as *Manzini Street* (capital of the Kingdom of eSwatini).

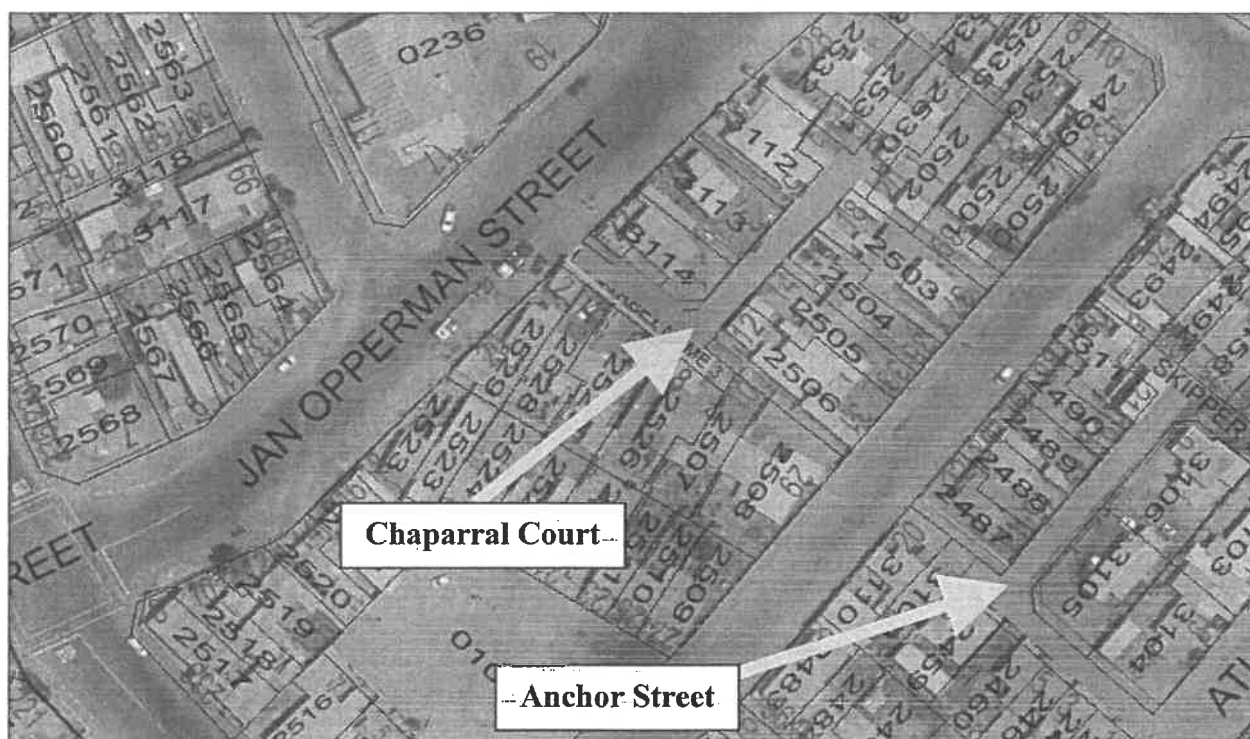


5.3 Narraville

5.3.1 Recommended: That the unnamed street in the area, be named as *GJ Flusk Street*.



5.3.2 **Recommended:** That the 2 unnamed streets in the area, be named as *Chaparral Court* and *Anchor Street* respectively.



5.3.3 **Recommended:** That the unnamed street in the area with a plant theme, be named as *Rose Street*.

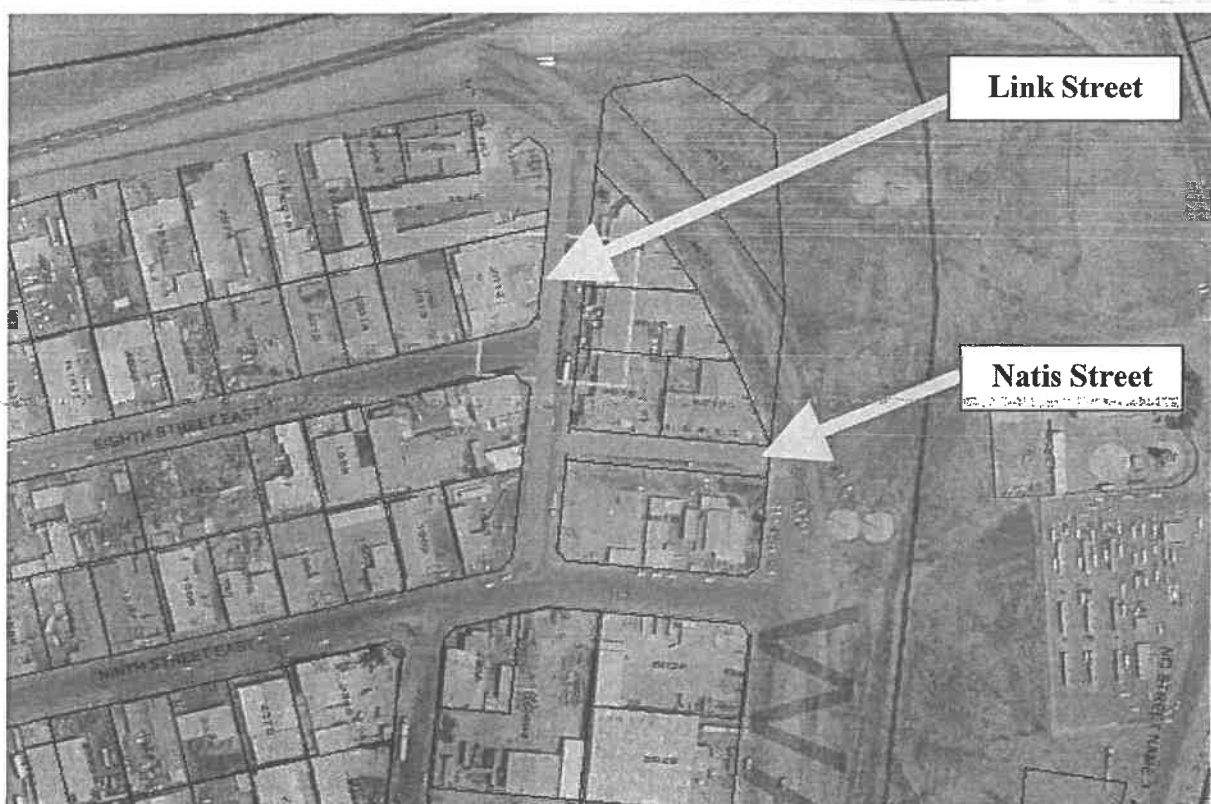


5.4 Walvis Bay

5.4.1 **Recommended:** That the unnamed street in the area that links 2 streets and a park, be named as *Shaft Street*.



5.4.2 **Recommended:** That the 2 unnamed streets in the area that link the industrial area with Sam Nujoma Drive and that gives access to the NaTIS offices, be named as *Link Street* and *Natis Street* respectively.

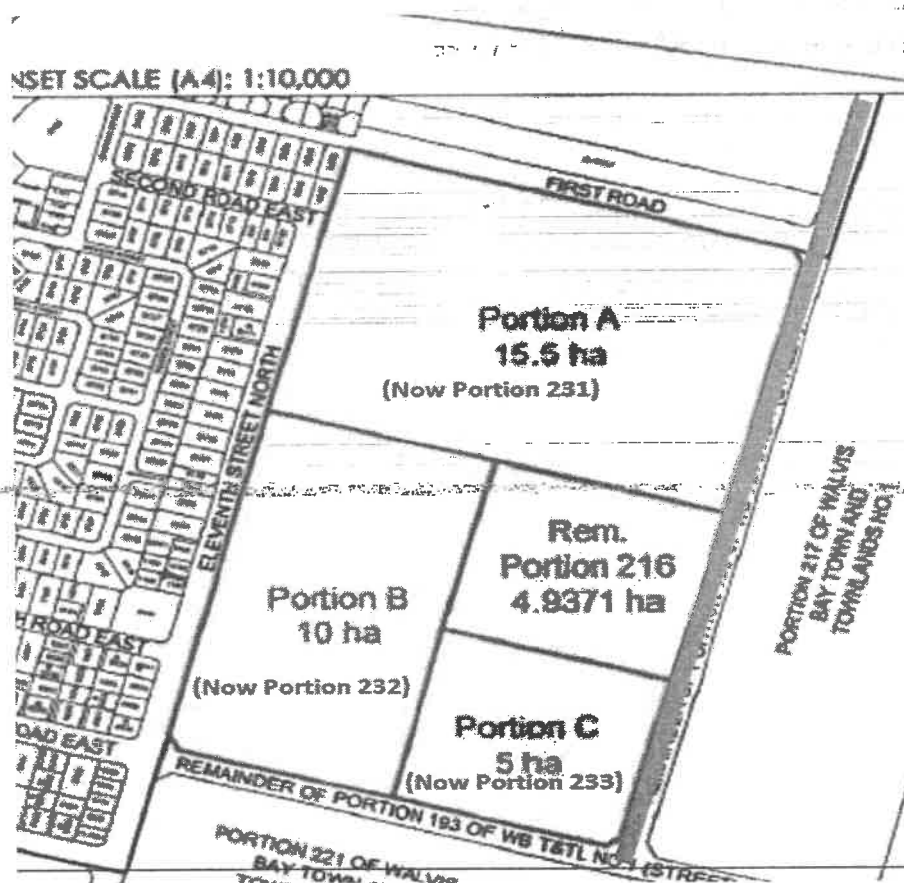


5.5 Meersig

5.5.1 **Recommended:** That the unnamed street in the area in Meersig Proper, be named as *Amber Street*.



5.5.2 **Recommended:** That new street located in the area of the Meersig new educational node, be named *Campus Road*.



6. STREET NAMES TO BE ALLOCATED TO NEW SUBURBS/AREAS

6.1 Narraville Extensions 6 to 16

There are streets to be named in Narraville Extensions 9 to 16, taking cognisance of all major arterial roads that are continue through or along any of these suburbs and that already have names, such names will prevail and continue.

Resolved: That:-

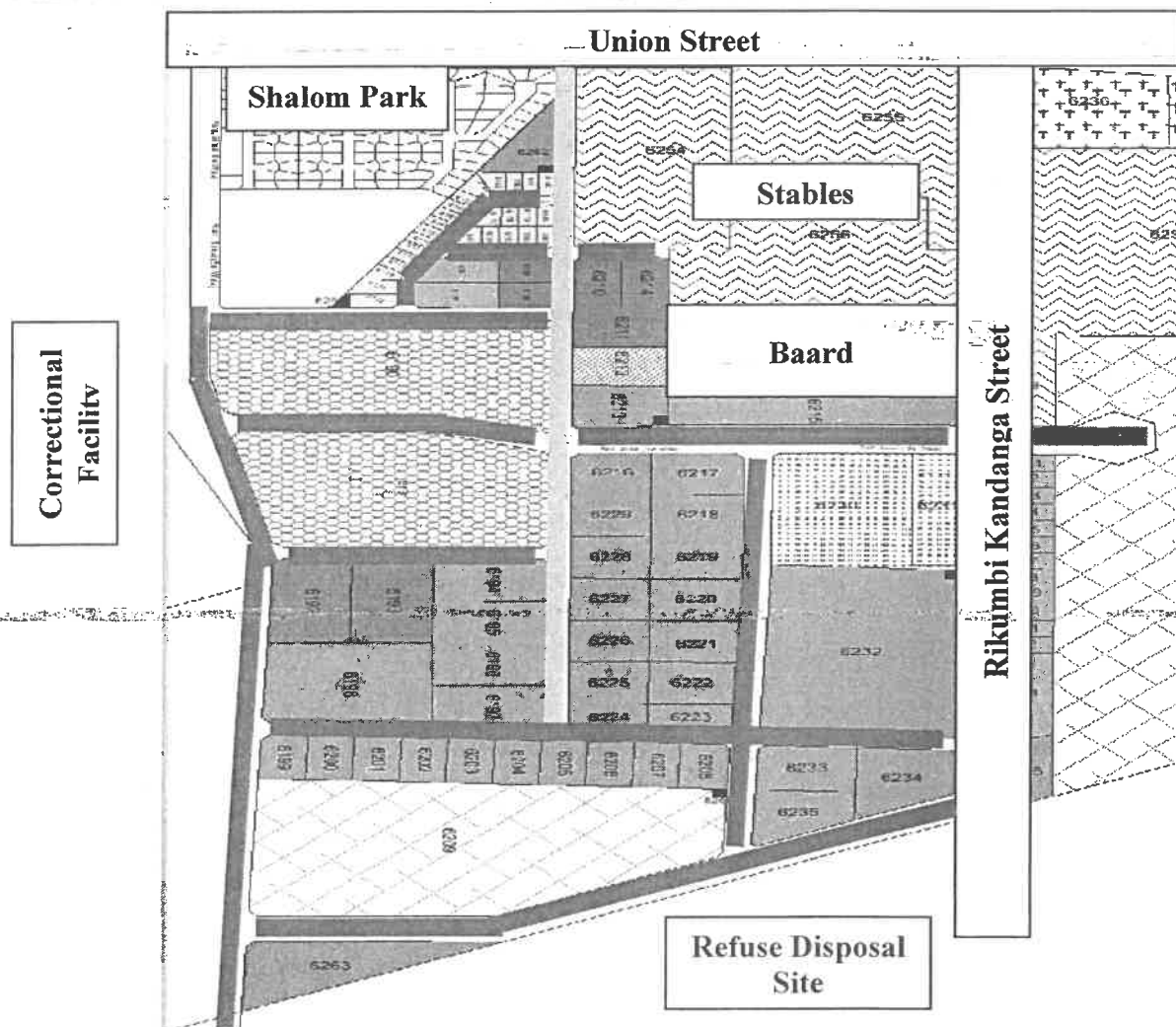
- (1) The Committee will consider the theme or themes for the streets in these new areas at its next meeting, with the opportunity of members to in the meantime provide suggestions and inputs in this regard to the Secretariat.
- (2) Consideration at the next meeting also be given to name some of the main arterial streets appropriately.

6.2 Walvis Bay Extension 19

This is a new mixed-use area bordered by Union Street to the west, Rikumbi Kandanga Street to the north, the Waste Disposal Site to the east and the Correctional Facility to the south.

Recommendation: That:-

- (1) A desert theme be given to Walvis Bay Extension 19, and the selection of names for the streets be done at the next meeting of the committee (*see green*).
- (2) The main road in the area running from east to west, named as David Namwandi Street (*see yellow*).



6. TOWN PLANNING AND CADASTRAL RESPONSIBILITIES

The Town Planning Division will attend to all town planning and cadastral responsibilities as contained in Rules 9.1 and 9.2 of the Suburb and Street Naming Policy, while the Roads Engineering Division will attend to the erection of the required street name signs.

7. CLOSING

The Chairperson thanked all members present for their time and their valuable inputs, whereafter the meeting terminated at 19:05.

- (2) Consideration at the next meeting will be given to naming of the main roads appropriately.

Item 10: New Suburb

This is a new mixed-use area bounded by Union Street to the west, Kumbuk Street to the north, the Water Pipeline 100 to the east and the proposed road to the south.

Item 11: New Suburb

A new theme park is being developed in the area bounded by the proposed road to the north, the Water Pipeline 100 to the east and the proposed road to the south.

Item 12: New Suburb

A new theme park is being developed in the area bounded by the proposed road to the north, the Water Pipeline 100 to the east and the proposed road to the south.

Item 13: New Suburb

A new theme park is being developed in the area bounded by the proposed road to the north, the Water Pipeline 100 to the east and the proposed road to the south.

Item 14: New Suburb

A new theme park is being developed in the area bounded by the proposed road to the north, the Water Pipeline 100 to the east and the proposed road to the south.

Item 15: New Suburb

A new theme park is being developed in the area bounded by the proposed road to the north, the Water Pipeline 100 to the east and the proposed road to the south.

Item 16: New Suburb

A new theme park is being developed in the area bounded by the proposed road to the north, the Water Pipeline 100 to the east and the proposed road to the south.

Item 17: New Suburb

A new theme park is being developed in the area bounded by the proposed road to the north, the Water Pipeline 100 to the east and the proposed road to the south.

Item 18: New Suburb

A new theme park is being developed in the area bounded by the proposed road to the north, the Water Pipeline 100 to the east and the proposed road to the south.

Item 19: New Suburb

A new theme park is being developed in the area bounded by the proposed road to the north, the Water Pipeline 100 to the east and the proposed road to the south.

Item 20: New Suburb

A new theme park is being developed in the area bounded by the proposed road to the north, the Water Pipeline 100 to the east and the proposed road to the south.

MUNICIPALITY OF WALVIS BAY

SUBURB AND STREET NAMING POLICY AND GUIDELINES



**Adopted: 29 August 2001
Revised: 26 July 2016**



SUBURB AND STREET NAMING POLICY AND GUIDELINES

<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
1. DEFINITIONS	2
2. PURPOSE	3
3. COMPOSITION OF COMMITTEE	3
4. POWERS OF COMMITTEE	3
5. ALLOCATION OF NAMES AND NUMBERING PROCESS AND CRITERIA	3
6. GUIDELINES AND CONFIGURATIONS	4
7. RESTRICTIONS	7
8. RENAMING AND UNVEILING CEREMONIES	8
9. TOWN PLANNING AND CADASTRAL RESPONSIBILITIES	8
10. ERECTION OF SUBURB AND STREET SIGNS	9
11. AMENDMENT	9

SUBURB AND STREET NAMING POLICY AND GUIDELINES

1. DEFINITIONS

For the purpose of this policy, except where clearly indicated otherwise, the words and expressions set out below have the following meaning:-

"alley" ... means a passage or narrow back street permitting access from the street to backyards, garages, etc.;

"avenue" ... means a wide street or main thoroughfare, usually running in a north-south direction;

"boulevard" ... means a broad avenue having areas at the sides or in its centre for trees, grass, and similar decorations;

"bubble street" ... means a type of cul-de-sac which measures less than 30 meter from the point of radius of the turnaround to the centre of the connecting street;

"chief executive officer" ... means the person appointed in terms of Section 27 of the Act, and includes any person acting in that position or to whom authority is delegated;

"circle" ... means a round or ring-like circular street;

"close" ... means a dead-end street ending in a circular turnaround;

"council" ... means the local authority council of the Municipality of Walvis Bay as referred to in Section 6 of the Act; ; and "municipal council" has a corresponding meaning

"councillor" ... means a member of the local authority council of Walvis Bay;

"crescent" ... means a half-moon or c-shaped form street;

"directional prefix" ... means the portion of a street name which indicates the primary direction of a street;

"drive" ... means a street usually a long street running through a neighbourhood;

"general manager" ... means an official appointed by the Council to head a department of the municipality as contemplated in Section 28(2) of the Act;

"mayor" ... means the Mayor of the Municipality of Walvis Bay as contemplated in Section 11 of the Act;

"municipality" ... means the local authority of Walvis Bay established in terms of section 3 of the Act;

"place" ... means a short skinny dead end road, with or without cul-de-sac, sometimes p-shaped;

"road" ... means a street connecting point A to point B;

"primary name" ... means the portion of a street which is neither a directional prefix or suffix, such as: East = directional prefix; !Garoeb = primary name; Avenue = suffix;

"street" ... means any road, thoroughfare, lane or right of way set apart for the use and benefit of residents in the local authority area;

"suburb" ... means a residential, industrial, business or other town area as part of the municipal area, and "neighbourhood" has the same meaning;

"suburb and street naming committee" ... means the committee appointed by the Council from time to time, which committee is designated to consider naming proposals and make recommendations to the Council under this policy;

"suffix" ... means that portion of a street name which indicates that it is a right-of-way, following the noun portion of the street name;

SUBURB AND STREET NAMING POLICY AND GUIDELINES

"the Act" ... means the Local Authorities Act, 1992 (Act No, 23 of 1992) as amended.

2. PURPOSE

The purpose of this policy is to lay down general guidelines, procedures and rules for the naming of new suburbs and streets, and in extra-ordinary circumstances for the re-naming of existing suburbs and streets, located within the municipal area of Walvis Bay.

3. COMPOSITION OF COMMITTEE

3.1 There shall be a committee known as the Suburb and Street Naming Committee.

3.2 The committee shall consist of 15 members made up as follows:

- 6 x residents for Kuisebmond Suburb
- 3 x residents for Narraville Suburb
- 4 x residents for Walvis Bay Proper
- 1 x resident for Meersig Suburb
- 1 x resident for Langstrand and Dolphin Beach

3.3 Inclusive in the numbers as set out in 3.1 above, are 5 Municipal Councillors and both Regional Councillors.

3.4 The term of office of the committee coincides with that term of office of the Municipal Council.

3.5 A quorum at any meeting of the committee shall be 8 members, and if such a quorum is not in attendance 15 minutes after the commencement time of the meeting, it shall be 5 members.

3.6 The secretariat services of the committee is done by the Corporate Secretariat in the Department of Human Resources and Corporate Services, while the Town Planner serves as an advisor to the committee.

4. POWERS OF COMMITTEE

4.1 The committee meets as and when required.

4.2 The committee has no powers other than to advise the municipal council on matters relating to the naming and re-naming of suburbs and streets, by way of recommendations.

4.2 The municipal council shall have the right to, when absolutely necessary, unavoidable or justifiable, name new suburbs or allocate new street names or rename old street names without having to consult the Suburb and Street Naming Committee.

5. ALLOCATION OF NAMES AND NUMBERING PROCESS AND CRITERIA

5.1 A suburb name is an identifying name given to a specific suburb, for example Narraville, Duneville, Meersig, 1st Industrial (not "weighbridge area") etc.

5.2 The naming of suburbs must involve public participation and the final name/s are to be considered by the Suburb and Street Naming Committee for approval by the municipal council.

5.3 A street name is an identifying name given to a street, and the street name usually forms part of the address, with numbers along the street to further help identify each property in that street.

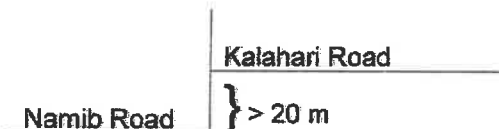
SUBURB AND STREET NAMING POLICY AND GUIDELINES

- 5.4 Groups of streets in one area are usually named using a particular theme.
- 5.5 Street numbers are always allocated from south-to-north or from west-to-east, with even numbers on the eastern or southern side of the street and uneven numbers on the western or northern side of the street.
- 5.6 Residents must be informed of any new suburb or street name or any street name change through the media by the Public Relations Division, and/or public meetings if needed.
- 5.7 Naming of new streets and renaming of existing streets after living people shall be done in terms of any national policy created for this purpose, also taking into account the merit of such a name and the significant contributions made to Namibia at large by such living person, and with such living persons' consent; provided that where any street is to be named or renamed after a living political office bearer, the approval of the Cabinet shall first be obtained.

6. GUIDELINES AND CONFIGURATIONS

6.1 Offset alignments

- 6.1.1 Where a major street over 12 meter in width changes its alignment at an intersection by more than 20 meters, it shall take a new street name.

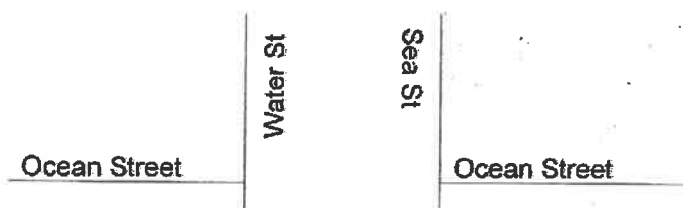


- 6.1.2 Where a major street changes its alignment at an intersection and then returns to its original sectional alignment, it shall retain the same name.



6.2 Straight streets

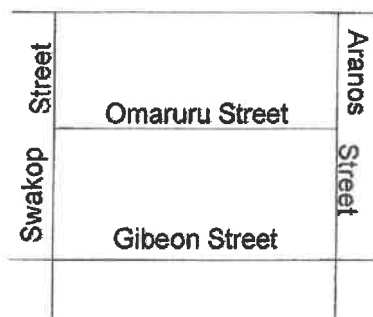
- 6.2.1 A newly developed street shall assume the name of the street on which it aligns, unless the street does not and cannot in the future connect to an existing street segment along the alignment.



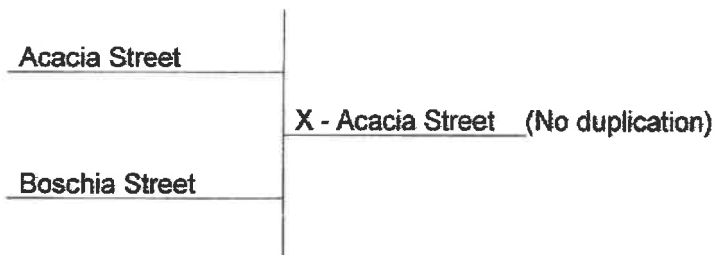
- 6.2.2 A separate street name shall be assigned to any new street which is neither in alignment with, nor an extension of any existing street.



SUBURB AND STREET NAMING POLICY AND GUIDELINES

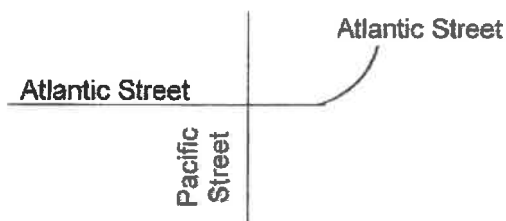


- 6.2.3 Once a street name is assigned to a particular alignment, it may not be assigned to any other alignment, while interrupted streets will not be allocated the same name even if the alignment is the same.

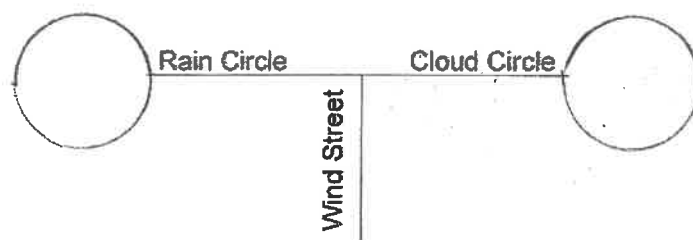


6.3 Cul-de-sacs

- 6.3.1 When a cul-de-sac is located at the end of an existing street alignment, it shall be given the name of that street, including the suffix, whether the cul-de-sac is straight, curves or meanders.

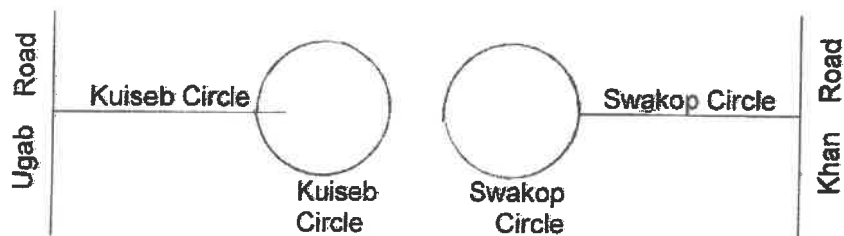


- 6.3.2 When two cul-de-sacs are located in such a manner as to be connected to each other by a straight or arching street (connecting street) which is more or less perpendicular to an adjoining street alignment forming a "T", the cul-de-sacs and the connecting street shall each receive a different street name.



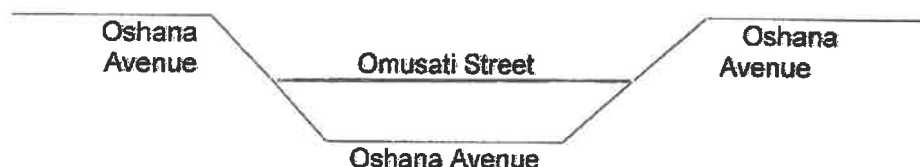
- 6.3.3 When two cul-de-sacs approach each other from opposite directions and are in the same alignment but do not join in any manner, they shall be assigned different names.

SUBURB AND STREET NAMING POLICY AND GUIDELINES

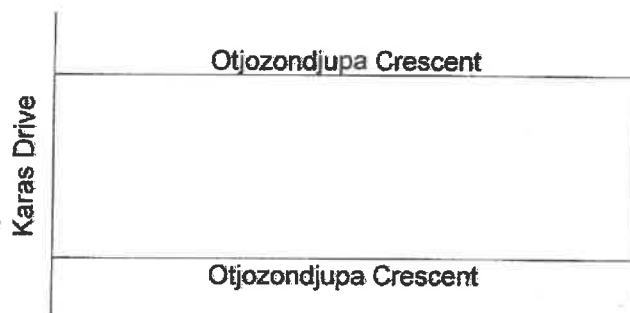


6.4 Circles, horseshoes and loops

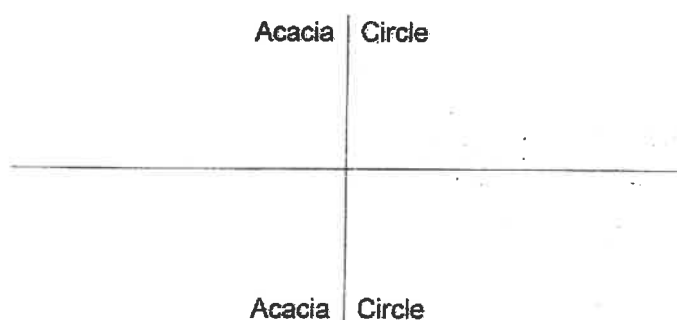
- 6.4.1 A circular or horseshoe shaped street shall not be assigned the same or similar primary name as that of the primary street it intersects.



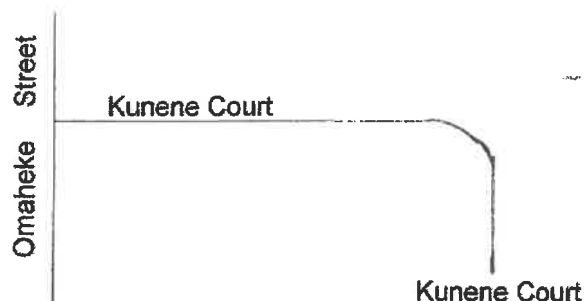
- 6.4.2 A horseshoe shaped street itself shall have the same name all around until where it meets the same intersecting street at another point, and in such case the street name will end with the suffix "crescent".



- 6.4.3 When circular streets are segmented into halves or quarters by intersecting streets, then all quadrant streets shall be assigned the same and not different names for each quadrant.



- 6.4.4 In the case of loop streets, having only one access, each segment of the loop may bear the same name.

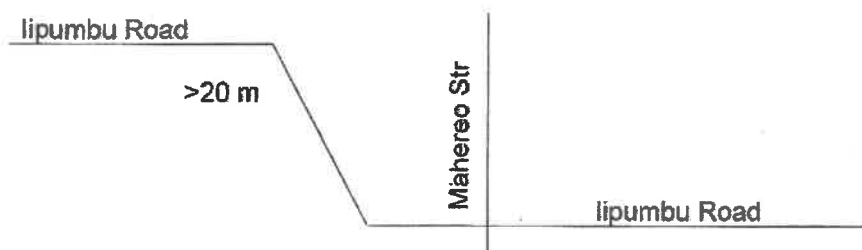


6.5 Curvilinear streets

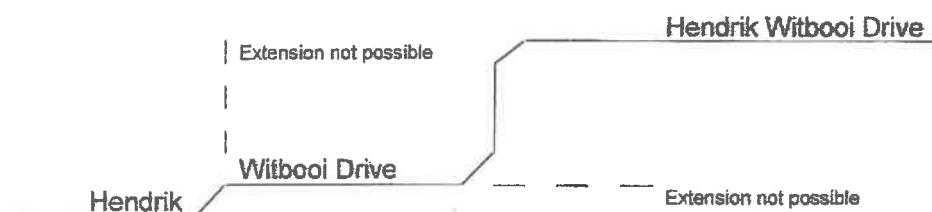
- 6.5.1 A street, which leaves its alignment by not more than 20 meter, may retain its original alignment name.



- 6.5.2 A street which leaves its alignment by more than 20 meter, but return to its original alignment, shall keep its original alignment name.



- 6.5.3 A street which leaves its alignment by more than 20 meter may retain its original name, especially if it continues in the same general direction and the original alignment cannot be extended at some later date.



7. RESTRICTIONS

- 7.1 A street name combination may only be used once and may not be used in any other street/alignment, as follows: *Primary name and abbreviated suffix* (e.g. Nehale Street, Prince Road).
- 7.2 Once a name is assigned to any alignment, it may not change anywhere along the extension of that alignment, regardless of jurisdiction, unless the subject segment does not and cannot in future connect to an existing street segment along the alignment.

SUBURB AND STREET NAMING POLICY AND GUIDELINES

- 7.3 Names that are the same or pronounced the same (homonyms) or similarly with different spellings may be used only once, e.g. Sam or Sem, Ellis or Alice, Ongoro or Ongolo.
- 7.4 In the case of compound street names (composed of more than one word), repetition of one of the words in the compound name will be permitted not more than 10 times, e.g. Whiterose, Redrose, Melrose, Whitefish, Yellowfish, Redfish etc.
- 7.5 Only the common and correct spelling of street names will be accepted, e.g. White and not Whyte, Topnaar and not Toppenaar, etc.
- 7.6 Street names in a language foreign to Namibia will not be accepted unless their meaning is polite and reasonable, while scientific names will be accepted.
- 7.7 Due to physical restrictions of the size and standard street name signs and for practical reasons, street names are restricted to a maximum of 25 letters, including spaces and suffixes.
- 7.8 Names that tend to be slurred or are difficult to pronounce, may not be used unless such a name is contributing to nation building, and in such cases the public should be informed by the Public Relations Division of the correct pronunciation.
- 7.9 Directional prefixes such as North, South etc. shall not be used unless the street actually crosses existing North-South boundaries or such names are already in existence.
- 7.10 Cul-de-sacs that are not extensions of an existing street shall have the suffix "court", "circle" or "close", whatever is the most appropriate.

8. NAMING/RENAMING AND UNVEILING CEREMONIES

- 8.1 When streets are named or to be renamed as an initiative of the municipality, then the Office of the Mayor shall be responsible for all the arrangements with regards to and naming/renaming of the street, including the format of the unveiling ceremony, but excluding the provision of the street name sign, which shall be the responsibility of the department responsible for streets.
- 8.2 When streets are named or renamed upon a request by a member of the community in honour of a family member of such member of the community, then such person shall be responsible for all arrangements with regards to the naming/renaming, including the unveiling ceremony and the costs associated with such ceremony and the erection of the street name signs.

9. TOWN PLANNING AND CADASTRAL RESPONSIBILITIES

- 9.1 When new suburbs or streets are named, or where existing streets are renamed, the Town Planning Division shall be responsible for all amendments on maps and other cadastral documents.
- 9.2 The relevant authorities (such as the Surveyor General) as well as institutions that deal with the provision of GPS and similar data, shall be informed of any such names or name changes by the Town Planning Division, within a period of four months after the names were approved by the municipal council.

SUBURB AND STREET NAMING POLICY AND GUIDELINES

10. ERECTION OF SUBURB AND STREET NAME SIGNS

- 10.1 All suburb and street name signs shall comply with the specifications of the Chief Traffic Officer.
- 10.2 Street name signs shall only contain the *Primary Name* in full followed by the abbreviated suffix for a normal street, e.g. Eleventh Rd, Coastal St, etc.
- 10.3 Abbreviated suffixes for use on street name signs are as follows:

Alley = Aly	Avenue = Ave	Boulevard = Blvd	Circle = Cir
Close = Cl	Crescent = Cres	Drive = Dr	Place = Pl
Road = Rd	Street = St		

- 10.4 Street name signs shall be provided and erected as follows:
- 10.4.1 If it is a township development of or a street renamed by the municipality, the General Manager responsible for roads and streets shall ensure that the relevant street name signs are erected.
- 10.4.2 If it is a township developed by a private developer or a township developed on behalf of the municipality, then the township developer or contractor, whatever the case may be, shall be responsible for the erection of the approved street name signs.
- 10.4.3 If a street is renamed upon a proposal by a member of the public in honour of another member of the family of the proposer, then the proposer shall be responsible for the erection of the required street name signs at his or her own cost.
- 10.5 All suburb and street names shall be erected by the relevant parties in 10.4 above no longer than 4 months after the approval of such street name/s by the municipal council.

11. AMENDMENT

The policy adopted at the Ordinary Council meeting held on 29 August 2001 under item 11.5, is hereby amended to be effective from 27 July 2016.

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MUNICIPALITY OF WALVIS BAY
PROPOSAL FOR STREET NAMING

(complete a separate form for each name proposed)

1. Name of proposer: _____
2. Street address of proposer: _____
3. Contact number: _____
4. Proposed name of street/s: _____
5. Motivation: _____

6. If existing street is to be renamed, current name of street: _____
7. If new name, which area: _____
8. Names may not be longer than 20 characters, including spacing (e.g. Johnny_Kamunguma_Str)
9. If it is a renaming of an existing street, the cost to replace the street name signs and other associated costs shall be for the account of the proposer/applicant (± N\$2,800 per sign)

Signature: _____

Date: ____/____/2018

Hand this form in at Room 201, Civic Centre, Nangolo Mbumba Drive, Walvis Bay or mail to:

Chief Executive Officer
Municipality of Walvis Bay
Private Bag 5017
Walvis Bay

Contact person: Mr Jan Kruger, Manager Corporate Services (Tel: 2013206)

