

Minutes

of the Ordinary Council Meeting of the Local Authority Council of Walvis Bay, held at the
Civic Centre Council Chamber on Tuesday 27 August 2025 at 18:00

Present:

Councillors

Councillor T Forbes (Chairperson)
Councillor S Mutondoka
Councillor R Hoaeb
Councillor O Andrews
Councillor R Bramwell
Councillor L Victor
Councillor E Shozi
Councillor R Gordon

Officials

Acting Chief Executive Officer (E Mwanyekange)
General Manager: Finance (F !Gonteb)
General Manager: Roads and Building Control (T Potgieter)
Acting General Manager: Water, Waste and Environmental Management (H Shikongo)
Manager: Corporate and Communication Services (J Kruger)
Corporate Officer (G !Gaoses)
Corporate Officer (J Samaria)

Other:

Members of the public: Thirty (30) Members
Members of the media: Four (4) Members

A handwritten signature in blue ink, consisting of a stylized 'S' followed by 'EFM'.

1. **OPENING** (File 3/1)

Upon invitation, Mrs Sharon Roodt, a member from the gallery, opened the meeting with a prayer. Thereafter the Chairperson welcomed all members present and declared the meeting officially open.

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2. **ADOPTION OF AGENDA AND DECLARATION OF INTEREST**

On a unanimous vote, it was:

RESOLVED:

That the agenda be adopted with the agreement that item 15.1 be moved to be discussed at a separate Special Council Meeting.

No interests were declared.

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3. **APPLICATION FOR LEAVE OF ABSENCE BY MEMBERS OF COUNCIL** (File 3/3/1/4)

The Chairperson informed the meeting that Councillors A Nkoshi and P Kauhondamwa were absent due to official reasons.

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4. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

4.1 On a proposal by Councillor R Bramwell, seconded by Councillor O Andrews, it was:

RESOLVED:

That the minutes of the Ordinary Council Meeting held on Tuesday 29 July 2025, to be confirmed and approved with the addition of the word "remainder" in reference to Erf 3589 Walvis Bay Proper for item 11.17

4.1.1 There were no matters arising from the minutes of the Ordinary Council Meeting referred to in 4.1 above.

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5. **INTERVIEWS WITH DEPUTATIONS OR PERSONS SUMMONED OR REQUESTED TO ATTEND MEETING** (File 3/3/2/3/2)

None.

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6. STATEMENTS AND COMMUNICATIONS

At the request of the Chairperson, the meeting observed a moment of silence for fallen Namibian Hero's, in commemoration of the Hero's Day on 26 August 2025.

- Honorable Regional Councilors
- Fellow Honorable Councillors
- Mr Erikson Mwanyekange, Acting Chief Executive Officer of the Municipality of Walvis Bay
- Members of Management and staff of the Municipality of Walvis Bay
- Members of the Media
- Ladies and Gentlemen

Good evening,

Thank you for joining us tonight. Before I start, I would like to ask that we all stand up and observe a moment of silence for our fallen Heroes, whose blood watered our freedom.

I would like to share important updates on our town's ongoing initiatives and extend heartfelt appreciation for your continued cooperation and patience.

We are actively addressing potholes across all suburbs to improve road safety and travel comfort.

Our teams are prioritizing high-traffic areas with the most wear and tear. We ask residents to please report any new potholes or urgent road safety concerns via the official channels so we can respond promptly.

Your patience during these repairs is appreciated as we work to restore smooth, safe roads for all.

We are also pleased to announce the delivery of five new refuse removal trucks last week. This addition to our fleet will significantly reduce delays in emptying refuse bins and improve service reliability for households and businesses. Our waste management team is coordinating routes to maximize efficiency, and we expect a noticeable improvement in collection times soon.

Please continue to place bins at the curb as per the standard schedule, and report any missed collections to help us address issues quickly.


A word of appreciation to the administration and all partners involved for the remarkable progress on the Farm 37 Housing Project. This project stands as a major milestone in addressing housing needs and delivering quality, affordable homes to residents.

We will continue to monitor progress and keep the community informed of milestones and timelines. We encourage residents who fall within the eligibility categories for low-cost housing to consider applying for the Build Together initiatives.

The program aims to provide affordable housing options and to foster community growth. For details on eligibility criteria, application timelines, and the submission process, please visit the municipality's official website or contact our housing department directly.

We urge interested residents to prepare the necessary documentation and apply as soon as possible to secure consideration.

I am also happy to announce that council will soon make available erven in Narraville and Meersig. This will create new opportunities for development, housing, and investment within these communities.

Handwritten signature and initials, possibly 'CPU' or similar, in blue ink.

Additional information on location, lot sizes, prices, and application procedures will be communicated through official channels as soon as plans are finalized.

I would also like to invite all residents and businesses to the Walvis Bay Maritime Festival, which will be taking place from 08 – 13 September 2025 at the Civic Center. This event promises to significantly celebrate our oceans' heritage amongst the stakeholders and advocates within the marine industry.

This year, we are proud to align our event with the theme of World Maritime Day: **'Our Ocean, Our Obligation, Our Opportunity'**.

This event is a partnership between The Municipality of Walvis Bay, Namport, De Beers Marine and Namibia Fish Consumption.

The week-long event will seek to shine a light on the various and emerging opportunities that the ocean ecosystem presents to the Namibian community.

The event is also aimed at fostering critical thinking amongst the Namibian youth from across the fourteen (14) regions through the school debating programme, under the stewardship of the Namport, while raising awareness on career opportunities in the maritime sector with the Edu Corner under the stewardship of Debmarine. There will be a fish cooking competition under the stewardship of Namibia Fish Consumption.

Thank you once again for your ongoing support and patience. Your cooperation helps us deliver services more effectively and advances our shared vision for Walvis Bay.

I thank you.

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7. **PETITIONS** (File 3/2/1/6)

No petitions were received.

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8. **MOTIONS OF MEMBERS** (File 3/3/1/1)

No motions were received.

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9. **ANSWERS TO QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN** (File 3/3/1/2)

No questions were received.

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10. **REPORT OF THE MANAGEMENT COMMITTEE FOR AUGUST 2025**

[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.

10.1 **Approval request for Councillor Trevino Forbes to travel to Ethiopia from 2 – 11 September 2025, to attend the Africa Climate Summit, an in-person and Mayors Roundtable Meeting of the Com SSA RMF and a two-day program by invitation of the Mayor of Dire Dawa** (Add. No. 9; M/C Meeting 19/08/2025; File 3/4/6)

The Management Committee RESOLVED:

- (1) That the Municipal Council of Walvis Bay takes note of the invitation by the Covenant of Mayors in Sub-Saharan Africa (CoM SSA) for Cllr Trevino Forbes as representative member of Com SSA, to attend the Africa Climate Week on 3-4 September 2025 and the Second Africa Climate Summit from 8-10 September 2025, in Addis Ababa, Ethiopia.
- (2) That the Municipal Council of Walvis Bay also take note of the invitation by the Mayor of Dire Dawa to Mayor Forbes to be part of a two-day program in the town of Dire Dawa from 5-6 September 2025.
- (3) That the Municipal Council of Walvis Bay approves that Cllr Trevino Forbes attend the Africa Climate Week on 3-4 September 2024 and the Second Africa Climate Summit from 8-10 September, in Addis Ababa, Ethiopia, as well as the two-day programme in Dire Dawa, Ethiopia, from 5-6 September 2025.
- (4) That it be noted that the travel and accommodation costs for Cllr Forbes will be carried by Com SSA and that it be approved that the cost for meals and incidentals (DBA Rate 2) amounting to N\$38,572.70, be defrayed from vote 0110/0783/000 (S&T Foreign Travel), where N\$500,000.00 was budgeted for and is still available.
- (5) That, for as an administrative support, the Mayor be accompanied by the Personal Assistant to the Mayor, Ms Shirley Tjaveondja, from 2 - 11 September 2025, at an estimated cost as follows:
 - Return flights - N\$ 19 116; and
 - S & T - N\$ 14,024 (DSA rate 1).
- (6) That the Municipal Council of Walvis Bay recommends to the Hon Minister of Urban and Rural Development, for consideration and approval, the delegates' travel to Ethiopia from 2-11 September 2025, to attend the Africa Climate Week on 3-4 September 2025, Addis Ababa, be part of the 2 day program in Dire Dawa from 5-6 September 2025, and attend the Second Africa Climate Summit from 8-10 September, in Addis Ababa, Ethiopia.

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11. **RECOMMENDATIONS OF THE MANAGEMENT COMMITTEE FOR AUGUST 2025**

The Chairperson of the Management Committee individually proposed 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 **Motion Number 31, titled: "Internal Auditor", submitted by Councillor Ronald Bramwell**
(Add. No. 1; M/C Meeting 19/08/2025; File 3/3/1/1 & 4/3/3/6/8) (OCM No. 109/2025/08/27)

The Municipal Council RESOLVED:

- (1) That the Municipal Council rescinds its resolution taken under item 11.15 on 01 November 2022.
- (2) That the job description of the Internal Auditor be reviewed and two new positions, namely Assistant Internal Auditor and an Administrative Officer, also be created.
- (3) That the report on the job descriptions and subsequent advertising of the Internal Auditor be concluded before the end of September 2025.

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11.2 **Approval to enter a memorandum of understanding with Wasteaware to establish cooperation in assessing possible future municipal waste management interventions**
(Add. No. 2; M/C Meeting 19/08/2025; File 16/5/2/1) (OCM No. 110/2025/08/27)

The Municipal Council RESOLVED:

That the item be withdrawn for complete information to be sought, including engaging Local Authorities that are already linked with Wasteaware.

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11.3 **Sale of the Municipal Council's available single residential/business/institutional/general residential erven by tender in terms of Section 63(2) of the Local Authorities Act, 1992 (Act 23 of 1992), as amended** (Add No. 3; M/C Meeting 19/08/2025; File 7/2/3/2/5 & Meersig Extension 2) (OCM No. 111/2025/08/27)

The meeting had brief discussions on:

- *How favourable the conditions of sale will be towards both the Municipal Council and potential first-time buyers;*
- *The fairness of these conditions compared to the sale of erven conditions set by Council for Narraville in March 2025; and*
- *The inclusion of a condition prohibiting the reselling the erven within a certain period.*

Councillor R Hoaeb suggested that the sale of Narraville erven resolved on in March can be rescinded and initiated by submitting a request to the Chief Executive Officer.

Based on the agreement of Management Committee (MC) members that were present at the MC meeting of 19 August 2025, namely, Councillors Bramwell and the MC Chairperson Councillor R Hoaeb, recommendation (2) (7) was amended, and an additional recommendation was added as (2) (15).

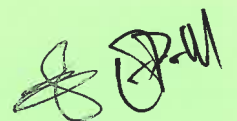


The Municipal Council RESOLVED:

- (1) That, in terms of section 63(2) of the Local Authorities Act, 1992 (Act 23 of 1992), as amended, the following erven be sold by public bidding (public tender) as well as through private treaty transaction, as provided for in Clause 5 of the Municipal Council's Sale of Land Policy, at the recommended prices:

Meersig Extension 2

No.	Erf	Size (m ²)	Zoning	Recommended Upset Price @ N\$850.00/m ²
1	2033	499	Single Residential	424,150.00
2	2034	499	Single Residential	424,150.00
3	2035	599	Single Residential	509,150.00
4	2036	599	Single Residential	509,150.00
5	2037	599	Single Residential	509,150.00
6	2038	599	Single Residential	509,150.00
7	Rem. 2027	602	Single Residential	511,700.00
8	2039	545	Single Residential	463,250.00
9	2040	543	Single Residential	461,550.00
10	2041	540	Single Residential	459,000.00
11	2042	538	Single Residential	457,300.00
12	2043	536	Single Residential	455,600.00
13	2044	534	Single Residential	453,900.00
14	2045	531	Single Residential	451,350.00
15	2046	529	Single Residential	449,650.00
16	Rem. 2028	527	Single Residential	447,950.00
17	2047	502	Single Residential	426,700.00
18	2048	502	Single Residential	426,700.00
19	2049	502	Single Residential	426,700.00
20	2050	502	Single Residential	426,700.00
21	2051	502	Single Residential	426,700.00
22	2052	502	Single Residential	426,700.00
23	Rem. 2029	500	Single Residential	425,000.00
24	2053	511	Single Residential	434,350.00
25	2054	511	Single Residential	434,350.00
26	2055	511	Single Residential	434,350.00
27	2056	511	Single Residential	434,350.00
28	2057	511	Single Residential	434,350.00
29	2058	511	Single Residential	434,350.00
30	2059	511	Single Residential	434,350.00
31	2060	511	Single Residential	434,350.00
32	2061	511	Single Residential	434,350.00
33	2062	511	Single Residential	434,350.00
34	2063	511	Single Residential	434,350.00
35	2064	640	Single Residential	544,000.00
36	2065	500	Single Residential	425,000.00
37	2066	500	Single Residential	425,000.00



No.	Erf	Size (m ²)	Zoning	Recommended Upset Price @ N\$850.00/m ²
38	2067	500	Single Residential	425,000.00
39	2068	500	Single Residential	425,000.00
40	2069	500	Single Residential	425,000.00
41	2070	500	Single Residential	425,000.00
42	2071	500	Single Residential	425,000.00
43	2072	500	Single Residential	425,000.00
44	2073	500	Single Residential	425,000.00
45	2074	500	Single Residential	425,000.00
46	2075	500	Single Residential	425,000.00
47	2076	500	Single Residential	425,000.00
48	2077	500	Single Residential	425,000.00
49	Rem. 2030	501	Single Residential	425,850.00
50	2078	513	Single Residential	436,050.00
51	2079	514	Single Residential	336,900.00
52	2080	515	Single Residential	437,750.00
53	Rem. 2031	526	Single Residential	447,100.00
54	688	1197	Single Residential	1,017,450.00
55	772	887	Single Residential	753,950.00
56	774	888	Single Residential	754,800.00
57	824	846	Single Residential	719,100.00
58	1583	525	Single Residential	446,250.00
59	1477	787	Single Residential	668,950.00
60	1490	782	Single Residential	664,700.00
61	1491	780	Single Residential	663,000.00
62	1548	892	Single Residential	758,200.00
63	1387	589	Single Residential	500,650.00
64	1381	589	Single Residential	500,650.00
65	1399	589	Single Residential	500,650.00
66	1346	759	Single Residential	645,150.00
67	1483	791	Single Residential	672,350.00
68	1267	512	Single Residential	435,200.00

Walvis Bay

No.	Erf	Size (m ²)	Zoning	Recommended Upset Price @ N\$850.00/m ²
1	1340	987.71	Single Residential	839,553.50
2	1426	1126.79	Single Residential	957,771.50
3	1427	1125.79	Single Residential	956,921.50
4	1428	1126.24	Single Residential	957,304.00
5	2508	1077.57	Single Residential	915,934.50
6	2509	1077.57	Single Residential	915,934.50
7	2523	1077.82	Single Residential	916,147.00
8	2524	1077.82	Single Residential	916,147.00
9	2525	1077.82	Single Residential	916,147.00
10	2526	1077.82	Single Residential	916,147.00

Narraville Proper

No	Erf	Size (m ²)	Zoning	Recommended Upset Price @N\$750.00/m ²
1	568	800.06	Single Residential	600,045.00
2	570	800.07	Single Residential	600,052.50
3	573	800.09	Single Residential	600,067.50

Kuisebmond Extension 10: General Residential

No	Erf	Size (m ²)	Zoning	Recommended Upset Price @N\$750.00/m ²
1	7850	1916	General Residential	1,437,000.00

Meersig Extension 2: General Residential

No	Erf	Size (m ²)	Zoning	Recommended Upset Price @N\$850.00/m ²
1	1414	3797	General Residential	3,227,450.00

Narraville Local Business

No	Erf	Size (m ²)	Zoning	Recommended Upset Price @N\$850.00/m ² + 15% Vat
1	3693	907	Local Business	886,592.50

Walvis Bay Extension 12: Light Industrial

No	Erf	Size (m ²)	Zoning	Recommended Upset Price @N\$850.00/m ² + 15% Vat
1	4435	3127	Light Industrial	3,056,642.50

Narraville: Light Industrial

No	Erf	Size (m ²)	Zoning	Recommended Upset Price @N\$750.00/m ² + 15% Vat
1	3045	1090	Light Industrial	940,125.00

Kuisebmond: Single Residential

No	Erf	Size (m ²)	Zoning	Recommended Upset Price @N\$750.00/m ²
1	7869	413	Single Residential	309,750.00

- (2) That the following conditions of sale be made available to all interested parties during the public bidding process and be applied strictly:

CONDITIONS OF SALE

- (1) All erven are sold "voetstoots/as is" without any warranty whatsoever.
- (2) That the erven during the first public bidding only be offered to first time homeowners and only one erf per person at the recommended upset price.



- (3) That the erven not sold at the first public bidding, be re-advertise to be sold at the follow up bidding, at the recommended upset price and that such erven be offered to individuals, companies, close corporations and businesses.
 - (4) That the erven not sold as per conditions (2) and (3) above, be offered to general public through private transaction on first come first serve basis.
 - (5) Biddings for erven will be awarded to the highest bidder.
 - (6) In case two or more highest bids are received for one erf at the same price, bids will be nullified and the erf be re-advertise.
 - (7) A 10% deposit calculated on the offered price will be paid on the date of sale and the balance be secured within one hundred and twenty (120) days from the date of sale for non-single residential erven and six (6) months and one-hundred and eighty (180) days, for the sale of single residential erven, failing to comply, the proposed sale will be regarded as null and void.
 - (8) An acceptable bank guarantee, or upfront bond letter, or letter of undertaking from a banking institution confirming that funds are available to purchase an erf/erven at the offered price is compulsory and has to be attached to the bidding form, failing to comply with this requirement, bidders will be disqualified.
 - (9) That condition (8) be waived for single residential erven.
 - (10) All bidders bidding in individual capacity must attach their identification documents.
 - (11) All bidders bidding during the second round of public bidding, including individuals, companies, close corporations and businesses must attach their company registration documents.
 - (12) A letter of authorization by the company, close corporation or firm to sign on behalf of the company, close corporation or firm during the second round of the public bidding, should be attached to the bidding form.
 - (13) If the abovementioned conditions are not met, the proposed sale will automatically be cancelled and 10% of the deposit paid will be forfeited.
 - (14) That the successful bidders accept the conditions of sale within fourteen (14) days from the date of notice, and that the agreement of sale be concluded within thirty (30) days from the date of notice. Failing to comply, the proposed sale will be regarded as null and void without any further notice.
 - (15) That it be made an express condition that the erven purchased may not be sold within a five (5)-year period from date of transfer to the successful bidders, and that it be registered against the title deeds of such properties and as such, there shall be a preemptive right in favour of the Municipal Council for such a period of time.
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- 11.4 **Approval request to list two closed stalls from the shading market area to be used in the Micro, Small & Medium Enterprises Competition during the Walvis Bay Maritime Week 2025** (Add. No. 4; M/C Meeting 19/08/2025; File 11/2/27) (OCM No. 112/2025/08/27)

The Municipal Council RESOLVED:

- (1) That the Municipal Council offers two (2) lockable stalls at Shading Market Area, as a winning prize for the upcoming "Best Maritime Week MSME's Competition" scheduled for the 11 to 13 September 2025.
- (2) That Council approve the exemption of the rental fees for the first three (3) months of operation.
- (3) That the overall lease period of these Municipal stalls be one (1) year, which is eligible for renewal.
- (4) That after approval, the provision of Walvis Bay Informal Trading Regulations, be complied with.

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- 11.5 **Submission of supplementary budget for the year ending June 2026** (Add. No. 5; M/C Meeting 19/08/2025; File 5/1/4-2025/2026) (OCM No. 113/2025/08/27)

Councillor Bramwell expressed disappointment that some of the items listed should not have been omitted from the initial budget and noted that with the equipment rental amounts indicated the Municipal Council could be better off purchasing some of its own equipment.

Councillor Victor enquired where the amounts were derived from.

The Municipal Council RESOLVED:

That the Municipal Council approves the total supplementary budget amounting to N\$26,470,000.00 made up as follows:

No	Item	Amount
(a)	Kuisebmond pump station	N\$ 6,700,000
(b)	Annual contribution to Mayoral Relief Fund expenses	N\$ 700,000
(c)	Rendering of Gardening Services to the Municipality of Walvis Bay	N\$ 900,000
(d)	Building - General: Supply, Deliver and Install Fire Station Shed Doors	N\$ 300,000
(e)	Security Services	N\$ 2,000,000
(f)	Tractor	N\$ 750,000
(g)	Economic Development: Vending Machine	N\$ 300,000
(h)	Economic Development: Exhibition and Marketing	N\$ 200,000
(i)	Economic Development: Maritime week and events	N\$ 200,000
(j)	Economic Development: Inventory Equipment	N\$ 230,000
(k)	Rental of equipment and plant for Water Section	N\$ 100,000
(l)	Consulting services for the upgrade of Langstrand Treatment plant	N\$ 300,000
(m)	Plant and equipment – general for Liquid Waste – Purification	N\$ 1,000,000
(n)	Rental of equipment - Liquid Waste	N\$ 350,000
(o)	Plant and equipment vehicles – Liquid Waste	N\$ 300,000
(p)	E- motors pumps and switch gears – Purification	N\$ 300,000
(q)	Compost cultivation	N\$ 120,000
(r)	Project under the environmental fund	N\$ 70,000

(s)	Material for Water Section	N\$ 1,000,000
(t)	Plant and equipment – Water Section	N\$ 150,000
(u)	Construction of new Solid Waste garages	N\$ 1,500,000
(v)	Two compactor trucks	N\$ 7,000,000
(w)	Rental – other equipment	N\$ 2,000,000

- 11.6 **Motion Number 28, titled ring-fencing of Council revenue streams for the betterment of roads and parks** (Add. No. 6; M/C Meeting 19/08/2025; File 3/3/1/1 & 5/8/1) (OCM No. 114/2025/08/27)

The Municipal Council RESOLVED:

That the Municipal Council takes note that the amounts on Endowment/ Betterment Fees, Land Scaping/Greenbelt Fee and Parking Fees will additionally be added to the monthly reports.

- 11.7 **Motion Number 29, titled Redforce submitted by Councillor Ryan Gordon** (Add. No. 7; M/C Meeting 19/08/2025; File 3/3/1/1 & 5/13/P) (OCM No. 115/2025/08/27)

Councillor R Gordon informed the meeting of an incident where an administrative staff member referred to a Council appointed legal representative that offered them an apology and admitted to Council's guilt in a legal matter. The Councillor then requested that the said legal representative be invited to ascertain how factual the incident was.

Councillor Shoji requested that Redforce Debt Management CC be invited for a meeting with Councillors and that a deeper discussion be made on the recommendations made in the report of the Attorney General regarding the appointment of the debt collection company.

The Municipal Council RESOLVED:

That the Municipal Council takes note of the report.

- 11.8 **Exemption from new water meter connection fee for low-cost housing contractors – Farm 37** (Add. No. 8; M/C Meeting 19/08/2025; File 5/5/2/1) (OCM No. 116/2025/08/27)

The Municipal Council RESOLVED:

- (1) That the Municipal Council approves the exemption of new water meter costs for contractors developing low-cost housing units at Farm 37, amounting to N\$ 2 435.06 per contractor.
- (2) That this exemption be limited to projects classified under the Farm 37 low-cost housing program and be reviewed annually.

12. **REPORTS AND RECOMMENDATIONS OF ADVISORY COMMITTEES & THE CHIEF EXECUTIVE OFFICER**

No reports were received.

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13. MINUTES OF ASSOCIATIONS

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

No minutes were received.

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

No minutes were received.

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

No minutes were received.

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J. J. W.

11.2. RECOMMENDATIONS

The Chairperson thanked all members, and the meeting terminated at 19:51.


CHAIRPERSON
Date:

Date of confirmation of minutes: 14/10/2025


Acting **CHIEF EXECUTIVE OFFICER**
Date: 15/10/2025

Ordinary Council Meeting Minutes compiled by:

Gwenneth !Gaoses