

## Minutes

### of the Ordinary Council Meeting of the Local Authority Council of Walvis Bay, held at the Civic Centre Council Chamber on Monday 24 November 2025 at 10:03

#### Present:

##### **Councillors**

Councillor T Forbes (Chairperson)  
Councillor S Mutondoka  
Councillor O Andrews  
Councillor R Bramwell  
Councillor L Victor  
Councillor P Kauhondamwa  
Councillor A Nkoshi  
Councillor E Shozi  
Councillor R Gordon

##### **Officials**

Chief Executive Officer (VN Kapenda)  
General Manager: Finance (FI !Gonteb)  
General Manager: Roads and Building Control (T Potgieter)  
General Manager: Community and Economic Development (E Mwanyekange)  
Manager: Corporate and Communication Services (J Kruger)  
Town Planner (O Kakero) (*Present for items 12.1 – 12.15*)  
Communication Officer (K Stoffels)  
Corporate Officer (G !Gaoes)  
Corporate Officer (J Samaria)

##### **Other:**

Members of the public: Thirteen (13) Members  
Members of the media: Two (2) Members

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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**

Prior to the adoption of the agenda, Councillor E Shozi stated his objection for item 15.1.11.

On a unanimous vote, it was:

**RESOLVED:**

That the agenda be adopted as is.

No interests were declared.

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

Councillor L Victor and Acting General Manager: Water, Waste and Environmental Management.

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

4.1 On a proposal by Councillor P Kauhondamwa, seconded by Councillor O Andrews, it was:

**RESOLVED:**

That the minutes of the Ordinary Council Meeting of the Municipal Council of Walvis Bay, held on Tuesday 14 October 2025, be approved.

4.2 On a proposal by Councillor O Andrews, seconded by Councillor S Mutondoka, it was:

**RESOLVED:**

That the minutes of the Special Council Meeting of the Municipal Council of Walvis Bay, held on Wednesday 29 October 2025, be approved.

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5. **Matters arising from previous meeting minutes**

None.

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

None.

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7. **STATEMENTS AND COMMUNICATIONS**

The Chairperson informed the meeting that he would not be making any statement at this time.

7.1 The meeting was informed that the conferring of the Alderman status on Councillor P Kauhondamwa has been shifted and will be held with the swearing in and election ceremony of Councillors for the next term of office.

7.2 Long service awards were handed over to the staff members present at the meeting by the Chairperson of Council and the Chief Executive Officer. The rest of the staff members are to collect their awards from the Office of the CEO.

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

No petitions were received.

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9. **MOTIONS OF MEMBERS** (File 3/3/1/1 and 7/1/4/1)

No motions were received.

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

No questions were received.

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11. **REPORT OF THE MANAGEMENT COMMITTEE FOR NOVEMBER 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.*

11.1 **Approval request for the Junior City Council to travel to the Victoria Falls, Zimbabwe, to attend the inaugural Africa Municipal Youth Summit, 25 – 30 November 2025** (Add. No. 2; M/C Meeting 13/11/2025; File 3/4/6)

The CEO informed the meeting that the trip has been postponed to March 2026.

**The Management Committee RESOLVED:**

(1) That the Management Committee takes note of the invitation by the Ministry of Local Government and Public Works of Zimbabwe for the JCC to attend the inaugural Africa Municipal Youth Summit taking place from 26-29 November 2025, in Victoria Falls, Zimbabwe.



- (2) That the Management Committee approves that the Junior City Council Exco Ms Saradine Asoba (Jnr Mayor), Mr Al-Schonto Mattys (Jnr Deputy Mayor) and Ms Valencia Sinvula (Junior CEO) attend the inaugural Africa Municipal Youth Summit taking place from 26-29 November 2025, in Victoria Falls, Zimbabwe.
- (3) That the Management Committee approves for the Secretary to the Mayor, Mrs Lelanie Coetze, accompany the Junior City Council as a chaperone, as the JCC members are all minors.
- (4) That the cost amounting to N\$64,252.75 for flight tickets, accommodation, meals and incidentals be defrayed from vote 0110/0783/000 (S&T Foreign Travel), where N\$500,000.00 was budgeted for and N\$407,692.83 is still available.

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**12. RECOMMENDATIONS OF THE MANAGEMENT COMMITTEE FOR NOVEMBER 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 consensus.*

**12.1 Request by Namibia Institute of Public Administration and Management for purchasing a table at the Prime Minister's Chairy Foundation Gala Dinner (Donation) (Add. No. 1; M/C Meeting 13/11/2025; File 5/16/1/1/1) (OCM No. 162/2025/11/24)**

*Councillor Kauhondamwa requested that the inclusion of the number of Councillors and administrative staff that will form part of this be included in the recommendations as was initially discussed at the Management Committee Meeting.*

*With the unanimous agreement of the Management Committee (MC) members present, the recommendations were amended as follows*

**The Municipal Council RESOLVED:**

- (1) That the request from the Namibia Institute of Public Administration and Management (NIPAM) for the purchase of a table at the Prime Minister's Charity Foundation Gala Dinner, for a table of 10 persons at an amount of N\$ 20,000.00 be approved as a donation.
- (2) That Ministerial approval be sought for the donation in terms of 30(2)(ii) of the Local Authorities Act, 1992.
- (3) That the costs be defrayed from Vote 0110/0606/0000 (Donations) where N\$ 485,000.00 is still available
- (4) That should Ministerial approval be obtained two Councillors and two administrative staff members attend the gala dinner, and the rest of the seats be returned to NIPAM.

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**12.2 Consideration of Municipal Council representative on the Erongo Regional Electricity Distributor Board of Directors (Add. No. 3; M/C Meeting 13/11/2025; File 1/22/4/1 & 12/1) (OCM No. 163/2025/11/24)**

*Councillor Kauhondamwa enquired why the recommendation was not phrased as discussed at the MC Meeting to include that this item be submitted to the incoming Councillors to consider the matter.*



*The CEO guided that it is common practice that the incoming Councillors will be presented with detailed information of all the representatives currently representing this Municipal Council for their consideration and thus, stating that will be stating an obvious matter.*

**The Municipal Council RESOLVED:**

That the Municipal Council of Walvis Bay did not consider the recalling of Mr Richard Hoaeb as one of its representatives on the Board of Directors of the Erongo RED, and that the current alternate member, Councillor Olivia Andrews, will attend in his place and stead until the new representatives had been decided on.

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12.3 **Feedback report of the Walvis Bay Municipal sports teams' participation at the Southern African Inter Municipal Games in Maseru – Lesotho from 21 - 26 September 2025** (Add. No. 4; M/C Meeting 13/11/2025; File 11/2/16) (OCM No. 164/2025/11/24)

**The Municipal Council RESOLVED:**

That the feedback report of the Southern African Inter Municipal Games participation of the Municipal Sports team, be noted.

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12.4 **Resubmission: Approval to enter into a memorandum of understanding with Wasteaware to establish cooperation in assessing possible future municipal waste management interventions** (Add. No. 5; M/C Meeting 13/11/2025; File 16/5/2/1) (OCM No. 165/2025/11/24)

*Councillor Shozi expressed concern about how the Municipal Council will be protected from a contract that does not include financial implications and how it will be dealt with should it come up. The Councillor added that all contracts, as stipulated in the Local Authorities Act, must be signed by the CEO and MC Chairperson instead of only being signed by administrative staff.*

*The CEO reminded the meeting that currently, only Procurement contracts require the express signatory of the CEO and that everything else has been delegated to enable General Managers to sign, and that is a practice she found at this Council.*

*Councillor Shozi reiterated that all contracts must be signed by both the CEO and MC Chair and that the Act, as a legal document, is superior to the Delegation of Powers (DoP) and must be abided by.*

*Based on his expressed concerns, Councillor Shozi gave a dissenting vote against this item.*

**The Municipal Council RESOLVED:**

That the Municipal Council approves for the Municipality of Walvis Bay to enter into a memorandum of understanding with Wasteaware to establish cooperation in assessing possible future municipal waste management interventions for the town of Walvis Bay.

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12.5 **Request for a historical adjustment on refuse removal charges for Pelican Platz Sectional Title Scheme – Erf 3538 X5 Narraville** (Add. No. 6; M/C Meeting 13/11/2025; File Erf 3538 X5 NV) (OCM No. 166/2025/11/24)

*Councillor Shozi enquired how the MC arrived at the 50/50 ratio for the settling of this account as well as an actual amount calculation of what the costs would be for fairness and transparency. He added that this item should have been addressed in such a way that there is no loss for either the Municipal Council or the client.*

*The CEO responded that there is no sinister motive with the item or recommendation, adding that when the issue was identified the client escalated it to the CEO's office and she deemed it necessary to table it to Council as it was an error on both Council and the client's side and thus, will be a win-win for both parties.*

*Councillor Shozi stated that he does not want to be part of agendas being pushed, after which the Chairperson asked the Councillor if he was aware of information the rest of the members did not have. The Councillor responded that he is indeed aware of such information.*

*The Chairperson then stated that Councillor Shozi's concerns made him uncomfortable and suggested that the item be withdrawn to be dealt with by the incoming Councillors.*

*Councillor Mutondoka then stated that she has no additional information other than what was presented to Councillors in the MC agenda, and gave a short background on the circumstances in the matter adding that the crux of the issue is that the client should have been charged per bin and not per household and since the onus to ensure correct billing lies with both Council and the client, the client is requesting for some relief from the N\$ 1.6 million accrued amount.*

*Councillor Mutondoka reminded the meeting that at least they have experience in dealing with similar cases and that pushing an item like this to the incoming Councillors does not really seem reasonable.*

*Councillor Gordon enquired who will be held responsible for this N\$ 1.6 million mistake and why the client has not been handed over to RedForce Debt Management CC (RedForce). The General Manager: Finance, Mr Frans !Gonteb responded informing the meeting that the client has been handed over to RedForce and that is how the incorrect billing was discovered.*

**The Municipal Council RESOLVED:**

- (1) That the Municipal Council split the remaining outstanding balance of N\$ 1,685,704.25 in a 50/50 ratio, for client payment.
- (2) That future similar cases be delegated to be dealt with by the Chief Executive Officer.

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12.6 **Request of gratitude, apology; and request for urgent consideration of account amnesty settlement relief** (Add. No. 7; M/C Meeting 13/11/2025; File 165 M) (OCM No. 167/2025/11/24)

*Councillor Shozi gave a dissenting vote against this item asking why there is no fairness as some requests of a similar nature (the Councillor referred to a resolution taken for an erf in Langstrand) are honoured and others not. He added whether it was because there is a difference between "black, white or pink money?"*

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Councillor Shozi added that he knows the client very well and that they went to school together, however that this is not influencing his interest in the matter.

The CEO stated that she does not have the power to go against or contradict a standing Council resolution, and that this item is different from the erf referred to in Langstrand. The CEO clarified that in this case, the client was given amnesty during 2023/2024 which the client did not honour and now they are asking for the same terms despite that having been changed in the meantime.

The Chairperson cautioned the meeting to refrain from making remarks on colour and reminded members that this Council is made of different races and unity having to prevail. The Chairperson also asked Councillor Shozi whether he should, for his own protection not rather have recused himself for the discussion of this item.

Councillor Shozi then withdrew his statement on colour, and at the same time adding that he feels he did not make a colour-based statement. He added that he did not need to declare interest on the matter or recuse himself from discussions as the client is not his relative or business partner and that they merely grew up together.

**The Municipal Council RESOLVED:**

That the Municipal Council does not approve this request and refer the client to the Council resolution on amnesty for payment.

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12.7 **Rezoning of Erf 938 Walvis Bay from “Single Residential” with a density of 1 Per 300m<sup>2</sup> to “Institutional” with consent to operate a place of instruction (Private School) and proceed with development while rezoning is in process** (Add. No. 8; M/C Meeting 13/11/2025; File 938 WB) (OCM No. 168/2025/11/24)

The Town Planner, Mr Otniel Kakero informed the meeting that they identified Erf 3570WB, with a size of about 3800m<sup>2</sup>, as an alternative suitable site for the purpose of a school.

With the unanimous agreement of the MC members present, the recommendation was changed as follows:

**The Municipal Council RESOLVED:**

- (1) That the rezoning of Erf 938 Walvis Bay be put on hold.
- (2) That the operations on the current erf be extended for six months, or until the agreement for the acquisition of Erf 3570 Walvis Bay is reached between the Municipal Council and the applicant.

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12.8 **Rezoning of Erf 480 Langstrand Extension 2 from "Single Residential" with a density of 1:500m<sup>2</sup> to "Single Residential" with a density of 1:300m<sup>2</sup>, and subsequent subdivision of Erf 480 Langstrand Extension 2, into Portion A and the remainder of Erf 480 Langstrand Extension 2** (Add. No. 9; M/C Meeting 13/11/2025; File 480 L) (OCM No. 169/2025/11/24)

**The Municipal Council RESOLVED:**

- (1) That the Municipal Council recommends for approval the application for the rezoning of Erf 480 Langstrand Extension 2 from "Single Residential" with a density of 1 dwelling unit per 500m<sup>2</sup> to "Single Residential" with a density of 1 dwelling unit per 300m<sup>2</sup>, to the Urban and Regional Planning Board in accordance with Section 109(2)(a) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018).
- (2) That the Municipal Council recommends for approval the application for the subdivision of Erf 480 Langstrand Extension 2 into Portion A and the Remainder of Erf 480 Langstrand Extension 2 as generally shown on sketch plan No.: 480LB/LP dated 03 March 2025, to the Urban and Regional Planning Board in accordance with Section 109(2)(a) of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018) subject to the following conditions:
  - (a) That the current conditions registered against Erf 480 Langstrand Extension 2 be cancelled and that the following conditions be registered against Portion A and the Remainder of Erf 480 Langstrand Extension 2:
    - (i) The erf shall only be used or occupied for purposes which are in accordance with, and the use or occupation of the erf shall at all times be subject to the provisions of the Walvis Bay Zoning Scheme prepared and approved in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018).
    - (ii) The minimum value of the main building, excluding the outbuilding to be erected on the erf shall be at least four times the municipal valuation of the erf.
  - (b) That any new additions to, alterations to or relocation of municipal services shall be the responsibility of the applicant.
  - (c) That the applicant shall make suitable arrangements with and to the satisfaction of the Municipal Council regarding road infrastructure, including access to the newly created Erf.
  - (d) That the applicant shall make suitable arrangements with and to the satisfaction of the Municipal Council, regarding any existing private sewers and private water pipes traversing the newly created erven.
  - (e) That the applicant shall make suitable arrangements with and to the satisfaction of Telecom Namibia regarding telephone cables and connections.
  - (f) That the applicant shall make suitable arrangements with and to the satisfaction of Erongo RED regarding all electricity cables and connections.
  - (g) That the Municipal Council accepts no responsibility for the accuracy of the figures and/or dimensions shown on the sketch plan which bears the Municipal Council's stamp of approval.



- (h) That the applicant pays a 7.5% Endowment Fee for the proposed Portion A (a portion of Erf 480 Langstrand Extension 2), in terms of Clause 35.3 of the Walvis Bay Town Planning (Zoning) Scheme and Section 66(1)(k) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), prior to the registration/transfer of Portion A at the Deeds Office.
- (i) That, in terms of the Policy on the Levying of Betterment Fees for Local Authorities in Namibia, the applicant pays a betterment fee deposit of 20% of the increase in the municipal land value of the rezoned property, prior to the inclusion of the rezoning application into an Amendment Scheme or prior to the submission of the rezoning application to the Urban and Regional Planning Board, whichever is earlier.
- (j) That the applicant submits the rezoning and subdivision to the Urban and Regional Planning Board for the final approval in terms of the Urban and Regional Planning Act of 2018.
- (k) That all cost regarding the above be borne by the applicant.

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12.9 **Subdivision of the Farm 38 into Portion A and Remainder Farm 38 and the rezoning of Portion A of Farm 38 (Lease Area 12, 17 & 29) from “Undetermined” to “Industrial”**  
 (Add. No. 10; M/C Meeting 13/11/2025; File Farm 38) (OCM No. 170/2025/11/24)

**The Municipal Council RESOLVED:**

- (1) That in accordance with Section 109(2)(a) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), the application for the Subdivision of the Farm 38 into Portions A and Remainder Farm 38, be recommended to the Urban and Regional Planning Board for approval, as generally indicated on sketch plan name Drawing/Subdivision plan dated May 2025, which bears the approval stamp of the Municipal Council.
  - (a) That the proposed portion be provided with one electricity, water and sewerage connection.
  - (b) That the Department of Roads and Building Control makes suitable arrangements regarding road infrastructure, including access to the proposed portions.
  - (c) That suitable arrangements be made to the satisfaction of Telecom Namibia regarding telephone cables and connections.
  - (d) That suitable arrangements be made to the satisfaction of Erongo RED regarding all electricity cables and connections.
  - (e) That the subdivision application be lodged with the Urban and Regional Planning Board in accordance with Section 109(5) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018).
- (2) That the following conditions be registered against Newly Created Portions:
  - (a) The erf shall only be used or occupied for purposes which are in accordance with, and the use or occupation of the erf shall at all times be subjected to, the provision of the Walvis Bay Town Planning Scheme (Zoning Scheme) prepared and approved in terms of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018).



- (b) The building value of the main building, excluding the outbuildings to be erected on the erf be at least four times the valuation of the erf.
- (3) That in accordance with Sections 56(2) and 109(2)(a) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), the application for rezoning of newly created Portion A from "Undetermined" to "Industrial" be recommended to the Urban and Regional Planning Board for approval, as generally indicated on sketch plan Drawing/Rez plan dated November 2025, which bears the approval stamp of the Municipal Council.
- (4) That the Municipal Council accepts no responsibility for the accuracy of the figures and/or dimensions shown on the sketch plans which bear the Municipal Council's stamp of approval.

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12.10 **Subdivision of Erf 1541 Meersig Extension 2, into Portion 1 and Remainder Erf 1541 Meersig, Extension 2** (Add. No. 11; M/C Meeting 13/11/2025; File 1541 M) (OCM No. 171/2025/11/24)

**The Municipal Council RESOLVED:**

That in accordance with Section 109(2)(a) of the Urban and Regional Planning Act, 2018 (Act No. 5, 2018), the Municipal Council do not recommend to the Urban and Regional Planning Board the application for the subdivision of Erf 1541 Meersig, Extension 2 into Portion 1 and Remainder Erf 1541 Meersig, Extension 2:

- (a) That the applicant be advised to apply for rezoning and subsequent subdivision to be in line with the Town Planning Scheme and the Residential Density Policy.
- (b) That the applicant be advised that he/she can, should he so wish (if grieved by the decision of the Municipal Council), lodge an appeal to the Minister of Urban and Rural Development, within twenty-eight (21) days of the notification of the Municipal Council's decision.

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12.11 **Erf 7099 Kuissebmond - Boundary wall reconstruction** (Add. No. 12; M/C Meeting 13/11/2025; File Erf 7099 K) (OCM No. 172/2025/11/24)

**The Municipal Council RESOLVED:**

- (1) That the Department of Roads and Building Control submit this request to the Ministry of Urban and Rural Development to consider the owner's request for financial assistance in reconstructing the affected portion of the boundary wall in accordance with current building regulations due to the reported cause being related to joint land preparation works for the Otweya development.
- (2) That the client be informed that the Municipal Council was merely an administrator of this project and not the custodian.

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12.12 **Consolidation of Erf 5191 and Erf 5192 Walvis Bay Extension 14 into Portion X** (Add. No. 13; M/C Meeting 13/11/2025; File 5191& 5192 W) (OCM No. 173/2025/11/24)

**The Municipal Council RESOLVED:**

- (1) That, in terms of Section 109(2)(a) of the *Urban and Regional Planning Act (Act No. 5 of 2018)*, the application for the consolidation of Erf 5191 and Erf 5192 Walvis Bay Extension 14 into new Portion X be recommended to the Urban and Regional Planning Board for approval, as generally indicated on sketch plan 5191/5192WB/LP dated 08 July 2024, which bears the approval stamp of the Municipal Council, subject to the following conditions:
  - (a) That the conditions presently registered against the erven be cancelled, and be replaced by the following conditions:
    - (i) The erf shall only be used or occupied for purposes which are in accordance with, and the use or occupation of the erf shall at all times be subject to, the provisions of the Walvis Bay Town Planning (or Zoning) Scheme prepared and approved in terms of the Urban and Regional Planning Act (Act No. 5 of 2018).
    - (ii) The minimum value of the main building, excluding the outbuilding to be erected on the erf shall be at least four times the municipal valuation of the erf.
  - (b) That the newly created erf be provided with one electricity, water and sewerage connection.
  - (c) That the applicant shall make suitable arrangements with and to the satisfaction of the Municipal Council regarding road infrastructure, including access to the newly created Erf.
  - (d) That any new additions to, alterations to or relocation of municipal services shall be the responsibility of the applicant.
  - (e) That the applicant shall make suitable arrangements with and to the satisfaction of the Municipal Council, regarding any existing private sewers and private water pipes traversing the newly created erf.
  - (f) That the applicant shall make suitable arrangements with and to the satisfaction of Telecom Namibia regarding telephone cables and connections.
  - (g) That the applicant shall make suitable arrangements with and to the satisfaction of Erongo RED regarding all electricity cables and connections.
  - (h) That the Municipal Council accepts no responsibility for the accuracy of the figures and/or dimensions shown on the sketch plan which bears the Municipal Council's stamp of approval.
    - (i) That all cost regarding the above be borne by the applicant.
- (2) That the Municipal Council issue a fine as per the Building Regulations:
  - (a) Once the consolidation is approved by the Urban and Regional Planning Board (URPB) for Erven 5191 and 5192 Walvis Bay, plans must be amended and resubmitted to reflect the actual construction for approval.

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12.13 **Consolidation of Erven 5208, 5209, 5210 and 5211 Walvis Bay Extension 14 into new consolidated Erf X Walvis Bay Extension 14** (Add. No. 14; M/C Meeting 13/11/2025; File 5208/5209/5210 & 5211 W) (OCM No. 174/2025/11/24)

**The Municipal Council RESOLVED:**

- (1) That, in terms of Section 109(2)(a) of the Urban and Regional Planning Act (Act No. 5 of 2018), the application for the consolidation of Erven 5208, 5209, 5210 and 5211 Walvis Bay Extension 14 into New Erf X be recommended to the Urban and Regional Planning Board for approval, as generally indicated on sketch plan 5208WB/CP dated 25 June 2025, which bears the approval stamp of the Municipal Council, subject to the following conditions:
  - (a) That the conditions presently registered against the erven be cancelled, and be replaced by the following conditions:
    - (i) The erf shall only be used or occupied for purposes which are in accordance with, and the use or occupation of the erf shall at all times be subject to, the provisions of the Walvis Bay Town Planning (or Zoning) Scheme prepared and approved in terms of the Urban and Regional Planning Act (Act No. 5 of 2018).
    - (ii) The minimum value of the main building, excluding the outbuilding to be erected on the erf shall be at least four times the municipal valuation of the erf.
  - (b) That the newly created erf be provided with one electricity, water and sewerage connection.
  - (c) That the applicant shall make suitable arrangements with and to the satisfaction of the Municipal Council regarding road infrastructure, including access to the newly created Erf.
  - (d) That any new additions to, alterations to or relocation of municipal services shall be the responsibility of the applicant.
  - (e) That the applicant shall make suitable arrangements with and to the satisfaction of the Municipal Council, regarding any existing private sewers and private water pipes traversing the newly created erf.
  - (f) That the applicant shall make suitable arrangements with and to the satisfaction of Telecom Namibia regarding telephone cables and connections.
  - (g) That the applicant shall make suitable arrangements with and to the satisfaction of Erongo RED regarding all electricity cables and connections.
  - (h) That the Municipal Council accepts no responsibility for the accuracy of the figures and/or dimensions shown on the sketch plan which bears the Municipal Council's stamp of approval.
  - (i) That all cost regarding the above be borne by the applicant.

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12.14 **Resubmission: Rezoning of Erf 5548 Walvis Bay Extension 17 from "Single Residential" with a density of (1:300m<sup>2</sup>) to "General Residential 2" with a density of (1:200m<sup>2</sup>), consent to establish a hotel pension while the rezoning is in progress** (Add. No. 15; M/C Meeting 13/11/2025; File 5548 W) (OCM No. 175/2025/11/24)

**The Municipal Council RESOLVED:**

- (1) That the Municipal Council of Walvis Bay recommends for approval the rezoning of Erf 5548 Walvis Bay Extension 17 from "Single Residential" with a density of 1 dwelling unit per 300m<sup>2</sup> to "General Residential 2" with a density of 1 dwelling unit per 200m<sup>2</sup>, to the Urban and Regional Planning Board, in accordance with Section 105(a) of the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018), subject to the following conditions:
  - (a) That, in terms of the Policy on the Levying of Betterment Fees for Local Authorities in Namibia, the applicant pays a betterment/compensation fee of 20% of the increase in the municipal land value of the rezoned property, after the rezoning approval by the Minister of Urban and Rural Development.
  - (b) That the rezoning of Erf 5548 Walvis Bay Extension 17 be proclaimed in the Government Gazette.
- (2) That consent not be granted to the applicant/owner to establish a Hotel Pension on Erf 5548 Walvis Bay Extension 17 while the rezoning is in progress, as its not permitted by the Walvis Bay Town Planning (Zoning) Scheme.
- (3) That alternatively, consent be granted in terms of Clause 12.1 of the Walvis Bay Town Planning Scheme for the establishment of an Accommodation Establishment (Guesthouse) on Erf 5548 Walvis Bay Extension 17 subject to the following conditions:
  - (a) That access to and from the site shall be to the satisfaction of the General Manager: Roads and Building Control.
  - (b) That the area of the public/service areas (kitchen/lounge/dining room) shall not exceed the area of the rooms for accommodation purposes.
  - (c) That on-site parking shall be provided in the ratio of 1 bay per room for accommodation purposes, and with any supplementary parking to be formally approved by Council (e.g. on adjacent Erf 5649 Walvis Bay).
  - (d) That the owner of Erf 5548 Walvis Bay shall develop parking on Erf 5648 Walvis Bay for provision of adequate parking facilities to serve the guesthouse, while the remaining portion of Erf 5648 W shall be developed and maintained by the owner of Erf 5548 Walvis Bay as a public park area, including the installation of children's play equipment, to the satisfaction of the General Manager: Community and Economic Development.
  - (e) That no signs shall be erected without the consent of the General Manager: Roads and Building Control.
  - (f) That the public/service areas shall only be used by bona-fide residents and their guests and not by the general public.
  - (g) That the consent use is limited to a Guesthouse only and does not confer rights to operate a Hotel Pension or any other higher-intensity accommodation establishment without further Council approval.



- (h) That meals may only be supplied to bona-fide residents and their guests and not to the general public.
- (i) That the ancillary restaurant and bar facilities be restricted to in-house guests only and not operated as a public restaurant/bar.
- (j) That neither the buildings nor grounds shall be used as an entertainment hall, amusement area or for any other similar use.
- (k) That the scale and appearance of the buildings and grounds shall be residential in character.
- (l) That the Municipal Council requires the registration of this Guesthouse with the Namibia Tourism Board in terms of the Namibia Tourism Board Act, 2000 (Act No. 21 of 2000).
- (m) That the approval is subject to the applicable laws and regulations of both the Government and the Municipality.
- (n) That all rates and services charges for business be made applicable.
- (o) That, should valid complaints be received or the imposed conditions not be complied with and after giving the owner 14 days written notice, consent may be withdrawn.
- (p) That this permission lapses when the property is sold, leased or alienated in whatever process engaged.

(4) That the applicants/owner be advised that, in terms of Section 110 of the Urban and Regional Planning Act, 2018, if they/he/she are aggrieved by the decision of the local authority, they/he/she may appeal against the decision to the Minister of Urban and Rural Development within twenty-one (21) days of the notification of the Municipal Council's decision, and in the manner set out in Section 129 of the Urban and Regional Planning Act, 2018.

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**12.15 Motivation for the disposal and sale of electronic equipment to departing staff member**  
 (Add. No. 1; M/C Meeting 18/11/2025; File 6/1/3/1/6) (OCM No. 176/2025/11/24)

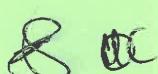
*Councillor Shozi gave a dissenting vote against the item stating that he has a concern of Council information being taken out in this way.*

*Councillor Gordon enquired why after so many years of service by Mr Van Niekerk, the laptop was being sold at such a high cost instead of simply donating it.*

*The CEO clarified that a donation would require approval from the Ministry of Urban and Rural Development and that selling it just seems like a fair option that cannot result in claims of favouritism.*

*Councillor Mutondoka cautioned that Council devices must not be used as personal devices as this could set a precedence of feeling entitled to leave with such devices and Council having to procure new ones.*

*Mr Kruger informed the meeting that the relevant policy is outdated and currently under review and that once approved, a clearer direction will be set.*



*With the unanimous agreement of the MC members present, the recommendation was changed as follows:*

**The Municipal Council RESOLVED:**

That the sale of the laptop used by Mr. Piet Van Niekerk at an amount of N\$ 500.00 be approved, provided that all official information be removed from the device.

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

No reports and recommendations were made.

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14. **MINUTES OF ASSOCIATIONS**

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

No minutes were received.

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

No minutes were received.

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

No minutes were received.

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The Chairperson thanked all members, and the meeting ended at 13:55.

  
**CHAIRPERSON**  
Date: 05/12/2025

  
**CHIEF EXECUTIVE OFFICER**  
Date: 05/12/2025

Date of confirmation of minutes: