



## **MUNICIPALITY OF WALVIS BAY**

# **AGENDA**

### **ORDINARY COUNCIL MEETING**

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

**ON WEDNESDAY  
27 AUGUST 2025  
AT 18:00**



# Municipality of Walvis Bay

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Date: 21 August 2025

## NOTICE

His Worship the Mayor and Councillors  
General Managers

### AUGUST 2025 - 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 Maxuilili : -

**Wednesday 27 August 2025 at 18:00**

Yours faithfully,

  
**Victoria N Kapenda**  
Chief Executive Officer



Date	Time
22/08/25	14:00

Official	Date	Time	Signed off
Compiler	21/08/2025	14:19	
M: CCS	21/08/2025	15:17	



**Agenda**

1. **Opening by prayer** (File 3/1)

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2. **Adoption of agenda and declaration of interest**

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3. **Application for leave of absence by members of council** (File 3/3/1/4)

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4. **Confirmation of minutes of previous meeting/s** (File 3/3/2/3/1)

4.1 Minutes of the Ordinary Council Meeting held on Tuesday 29 July 2025, to be confirmed and approved.

4.1.1 Matters arising from the minutes of the Ordinary Council Meeting of Tuesday 29 July 2025.

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5. **Interviews with deputations or persons summoned or requested to attend meetings** (File 3/3/2/3/2)

None.

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6. **Official announcements, statements, and communications**

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

None.

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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. **REPORTS OF THE MANAGEMENT COMMITTEE FOR AUGUST 2025**

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, Cllr Trevino Forbes' 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**

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)

The purpose of this report is for the Municipal Council to consider motion number 31, titled: "Internal Auditor", submitted by Councillor Ronald Bramwell at an Ordinary Council Meeting held on 29 July 2025.

**The Management Committee RECOMMENDED:**

- (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)

The purpose of this report is for the Municipal Council to consider granting approval for the Municipality of Walvis Bay to enter a Memorandum of Understanding with Wasteaware to establish cooperation in assessing possible future municipal waste management interventions.

**The Management Committee RECOMMENDED:**

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)

The purpose of the report is to request Management Committee to recommend to Council that the erven, as set out in this report, under the caption "Recommendation", be sold at the recommended upset price by public bidding as well as private treaty transaction in line with the provision of Section 63 (2) of the Local Authorities Act, 1992 (Act 23 of 1992), as amended.

**The Management Committee RECOMMENDED:**

- (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**

<b>No.</b>	<b>Erf</b>	<b>Size (m<sup>2</sup>)</b>	<b>Zoning</b>	<b>Recommended Upset Price @ N\$850.00/m<sup>2</sup></b>
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
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

No.	Erf	Size (m <sup>2</sup> )	Zoning	Recommended Upset Price @ N\$850.00/m <sup>2</sup>
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 <sup>2</sup> )	Zoning	Recommended Upset Price @ N\$850.00/m <sup>2</sup>
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 <sup>2</sup> )	Zoning	Recommended Upset Price @N\$750.00/m <sup>2</sup>
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 <sup>2</sup> )	Zoning	Recommended Upset Price @N\$750.00/m <sup>2</sup>
1	7850	1916	General Residential	1,437,000.00

**Meersig Extension 2: General Residential**

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

**Narraville Local Business**

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

**Walvis Bay Extension 12: Light Industrial**

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

**Narraville: Light Industrial**

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

**Kuisebmond: Single Residential**

No	Erf	Size (m <sup>2</sup> )	Zoning	Recommended Upset Price @N\$750.00/m <sup>2</sup>
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 thirty-six (36) months 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.

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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)

The purpose of this report is to request the Management Committee to recommend that the Council's grant approval to list and offer two (2) lockable stalls from the Shading Market Area, to be used as a winning prize for the upcoming "Best Maritime Week Micro, Small & Medium Enterprises Competition" (MSMEs) scheduled for the 11 to 13 September 2025.

**The Management Committee RECOMMENDED:**

- (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)

The purpose of this report is to seek Council's approval for a supplementary budget to accommodate the following items:

- Kuisebmond Pump station
- Contributions to Mayoral Relief Fund expenses
- Rendering of Gardening Services to the Municipality of Walvis Bay
- Buildings - General: Supply, Deliver and Install Fire Station Shed Doors
- Security Services
- Tractor
- Vending Machine
- Exhibition and Marketing
- Maritime week and events
- Inventory Equipment
- Rental of equipment and plant for Water Section
- Consulting services for the upgrade of Langstrand Treatment plant
- Plant and equipment – general for Liquid Waste – Purification
- Rental of equipment - Liquid Waste
- Plant and equipment vehicles – Liquid Waste
- Plant and equipment – general for Liquid Waste – Reticulation
- E- motors pumps and switch gears – Purification
- Compost cultivation
- Project under the environmental fund
- Material for Water Section
- Plant and equipment – Water Section
- Construction of New Solid Waste Garages
- Two Compactor Trucks
- Rental – Other Equipment

**The Management Committee RECOMMENDED:**

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

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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)

The purpose of this report is for the Municipal Council to consider the Management Committee recommendation for motion number 28, titled ring- fencing of Council revenue streams for the betterment of Roads and Parks, tabled by Councillor Ronald Bramwell at the Ordinary Council Meeting held on 04 March 2025.

**The Management Committee RECOMMENDED:**

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.

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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)

The purpose of this report is for the Municipal Council to consider the Management Committee recommendation for motion number 29, titled Redforce, submitted by Councillor Ryan Gordon at an Ordinary Council Meeting held on 24 June 2025.

**The Management Committee RECOMMENDED:**

That the Municipal Council takes note of the report.

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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)

The purpose of this report is to seek Municipal Council approval for the exemption of new water meter installation costs for contractors involved in the development of low-cost housing at Farm 37.

**The Management Committee RECOMMENDED:**

- (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.

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

No reports or recommendations 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 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.*  
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