



KATIMA MULILO TOWN COUNCIL

OFFICE OF THE CHIEF EXECUTIVE OFFICER

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THE EXECUTIVE DIRECTOR
MINISTRY OF URBAN & RURAL DEVELOPMENT
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WINDHOEK

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Date	:	15 August 2024

RE: REQUEST FOR MINISTERIAL APPROVAL TO SELL IMMOVABLE PROPERTY BY WAY OF PRIVATE TREATY.

Council via Council Resolution C24/16/04/2024/3rd ODCM 2024 had resolved to sale a portion of the remainder of farm Katima Mulilo Townlands No.1328 to Novice Building Consulting at a purchase price of N\$ 10 000 000.00 (In words: Ten Million Namibia Dollar) **(Annexure A.**

Novice Building Consulting made a presentation to Council on the 5th of December 2023, towards its proposed development to acquire a portion of 20 hectars (200 000m²) for a housing development project.

Council on the 12th and 19th of July 2024, advertised for objections in the Newspaper **(Annexure D)** on the offer to a portion of the remainder of farm Katima Mulilo Townlands No.1328 to Novice Building Consulting in terms of Section 63(3)(b) (i) of the local authorities Act. Act 23 of 1992 as amended and no objections were received.


Based on the above, Council hereby requests the Ministry of Urban and Rural Development to approve the sale a portion of the remainder of farm Katima Mulilo Townlands No.1328 to Novice Building Consulting in terms of section 30(1)(t) of the Local Authorities Act, (act 23 of 1992), as amended by way of private treaty to

enable us to facilitate the transfer of the said portions into the names of the applicant.

Applicant for Ministerial approval				
Erf	Erf Size	Applicant	Purchase Price N\$	Zoning
Portion of the remainder of Katima Mulilo Townlands	20 ha (2 000 000)	Novice Building Consulting	10 000 000.00	Undetermined

See attached documents

Sincerely, yours


RAPHAEL S. LISWANISO
CHIEF EXECUTIVE OFFICER



CC Chairperson of Council
 Chairperson of Management Council
 All Councilor

KEETMANSHOOP MUNICIPALITY
Private Bag 2125. Tel: 063 – 221212. Fax: 063 - 223818
OFFICE OF THE CHIEF EXECUTIVE OFFICER

MINUTE

**FOURTH (4TH) ORDINARY COUNCIL MEETING HELD ON 25TH JUNE 2024 @ 09H00 IN
THE MUKOROB CHAMBERS AT MUNICIPAL HEAD OFFICE: KEETMANSHOOP**

ATTENDANCE

Cllr M. Hanse	:	Mayor
Cllr A. Knaus	:	Deputy Mayor
Cllr EMG. Isaak	:	Chairperson
Cllr J. Vries	:	MC Member
Cllr F. Jossop	:	MC Member
Cllr J. Nghidinwa	:	Ordinary Member

OFFICIALS

Ms. A. Amunkete	:	SE:LED (Stand in Acting CEO)
Ms. S. Witbooi	:	Acting SE:Finance
Mr. A. Isaak	:	Acting SE:HR

SECRETARY

Ms. A. N. Dausab	:	Temporary Council Management Secretary
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OPENING AND WELCOMING

Mayor welcomed all members present, Chairperson Cllr EMG Isaak opened proceedings with a prayer.

Article 1: MINUTES: APPROVAL & RACTIFICATION OF:

3/3/1/6

1.1 Second 2nd Ordinary Council Meeting Held on Wednesday 24th April 2024.

On proposal by Cllr Knaus, Seconded by Cllr Vries, minutes of the Second Ordinary Council Meeting was duly read in terms of the provisions of Rule 7 (3) of the Standing Rules of Order of this Municipal Council and consequently confirmed as a true reflection.

1.2 Third 3rd Ordinary Council Management Meeting Held on Tuesday 07 May 2024.

On proposal by Cllr Knaus, Seconded by Cllr Nghidinwa minutes of the Third Ordinary Council Meeting was duly read in terms of the provisions of Rule 7 (3) of the Standing Rules of Order of this Municipal Council and consequently confirmed as a true reflection.

1.3 Fifth Special Council Meeting Held on 15th May 2024. Appointment of the Personnel Assistant to the Mayor.

DISCUSSIONS

Cllr Vries questioned on relevance of accepting Minutes 5th fifth Special Council Meeting. Cllr Vries further mentioned that he witness the changes on the decision of council took. Mayor answer to the questioned of Cllr Vries stating relevance is that 5th Special Council took place also ractification as it was discussed by council, stating also that functions of Management Committee is to make sure that Council Resolutions are executed.

On proposal by Cllr Vries, seconded by Cllr Knaus minutes of the Fifth Special Council Meeting was duly read in terms of the provisions of Rule 7 (3) of the Standing Rules of Order of this Municipal Council and consequently confirmed as a true reflection.

1.4 Sixth 6th Special Council Meeting Held on 06th June 2024. Invitation to the 4th SDG Networking Meeting of the German-Namibian Municipal Partnerships, 19-21 June 2024 in Berlin, Germany.

On proposal by Cllr Knaus, seconded by Cllr Nghidinwa minutes of the Sixth Council Meeting was duly read in terms of the provisions of Rule 7 (3) of the Standing Rules of Order of this Municipal Council and consequently confirmed as a true reflection.

Article 2:	COUNCILLORS LEAVE OF ABSENCE:	3/3/1/4
	Councillor G. Krohne	

Article 3:	OFFICIAL ANNOUNCEMENTS:	3/3/1/6
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SE: LED Ms Aina Amunkete stand in Acting CEO announce letter addressed to the Acting CEO; Requesting for Sponsorship for Young Brazilians Football Club Cup (CAFFCC). Ms Aina Amunkete in short go through the content of the letter for council to understand stating that Young Brazilians FC are the part of Namibia Premier Football League, however not yet a strong Club Financially thus is a need of support to assist the team. Items for sponsorship stated in the letter were as follows;

- Attire for the players (tracksuits, goalie hand gloves, soccer cleat & Shoes etc.)
- Transport to and from matches (vehicle and fuel)
- Accommodation during matches
- Catering
- Soft Skills Training (Financial, emotional intelligence, teamwork, communication and leadership skills)

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G.D.A

- Support for team (price money for annual award ceremony in the name of the sponsor)
- Secretariat support (to ensure the smooth running of the teams and supporters club administration)

Chairperson Cllr EMG Isaak ask clarity on whether the team has only fight for the Cup Championship or NFA Championship. Cllr Vries questioned on a letter written from NFA to Municipality Keetmanshoop, whether the letter reach council stating further for the Institution to organize and engage with NFA officials as it is a benefit to Keetmanshoop as whole. Cllr Vries stated that council to follow up on the letter, held meeting locally with NFA officials and to respond on the letter. Cllr Knaus responded to the questioned on Cllr Vries regarding the letter from NFA to Keetmanshoop Municipality dated on 5th March 2024 indicating tha Keetmanshoop Municipality to donate land to NFA, build a stadium sponsored by FIFA. Cllr Knaus further stated that she was having an engagement meeting with Casius Moeti from NFA, Mr Casius Moeti bring under the attention of Cllr Knaus that there was no response from Keetmanshoop Municipality. Mr Casius Moeti further enlightened to Cllr Knaus that Hardap Region (Mariental) already earmarked land to NFA for the stadium to be build. Cllr Knaus mentioned that she did not know why the reason is that Keetmanshoop Municipality did not respond to the letter from NFA.

Cllr Knaus further questioned by mentioning that Young Brazillian FC's are not specific in their letter on the sponsorship, or whether the Young Brazillian FC's are looking for assistance throughout the year. Cllr Knaus mentioned if decision taken by council, council needs to know decision taken is for sponsoring or assistance. Cllr EMG Isaak mentioned according to his understanding on the request is that the Young Brazillian FC's are looking for partner not only for sponsorship, final is just small part of the main sponsorship. Cllr EMG Isaak stated that in principal council will not be able to take decision unless request itemized and discussed. Cllr EMG Isaak suggested council to engage with Young Brazillians FC's Management team, try Craft as a partnership between Young Brazillian FC's and Keetmanshoop Municipality for Young Brazillian FC to come up with their tangible sponsors or assitance whom they are requesting from Keetmanhoop Municipality for Keetmanshoop Municipality also to decide where to assist Young Brazillian FC's.

Mayor also agreed with the suggestion of Cllr EMG Isaak on the engagement with Young Brazillian FC's with council as well as Strategic Executive Officers for SE's aslo to give Council direction during the week 1st of July 2024 . Ms S Witbooi Acting SE:Finance give to the council financial direction stating council does not fit to buy tracksuits for their own staff members which is a contribution towards the office as well as the community. Ms S Witbooi SE:Finance also mentioned council to make clear to Brazillian FC's that final decision is with the Ministry for Young Brazillian FC's to know that Institution has a certain budget to work on.

Ms S Witbooi SE:Finance further enlightened council to direct Young Brazillian FC's to the relevant Ministries, Ministry of Youth concerning specific activities. Mayor advice council for council to engage also with the Head of Ministry of Youth Sport (Keetmanshoop) Ms A Van Wyk for more clarity on their part.

Cllr Knaus responded to Ms Witbooi that council did not refuse to buy tracksuits for the staff members of Municipality, council approves tracksuits for the staff to be deducted

from staff members salaries. Cllr Khaus mentioned that as the Council of Keetmanshoop Municipality, Council has social responsibility towards Young Brazillian FC's stating that it is one of the first team in the South to participate at the final of NFA Cup.

Cllr EMG Isaak advice council to invite Mr Aspara the Chief Sports Officer; Ministry of Youth to attend the engagement with Young Brazillian FC's and council.

Article 4:	PETITIONS:	3/2/1/6
	None	

Article 5:	MOTIONS OF MEMBERS:	33/1/1
	None	

Article 6:	REPLIES ON MOTIONS:	3/3/1/6
	None	

Article 7:	REPORTS & RECOMMENDATIONS BY ADVISORY OR OTHER COMMITTEES:	3/4/3
	None	

Article 8:	DECLARATION OF INTEREST	3/3/1/7
	Council/Officials	

Articles 9:	REPORT BY CHAIRPERSON OF MANAGEMENT COMMITTEE	
	Chairperson Cllr EMG Isaak submitted the report of the 4 th Management Committee Meeting held on 13 th of June 2024 for discussion.	

Chairperson Cllr EMG stated on misunderstanding of property items, stating further all property related items were referred back in the 4th Management Committee Meeting held on 13th of June 2024. Chairperson Cllr EMG claim to understand and questioned why the property items are noted as recommended by council as such. Cllr Vries mentioned that proposal was to referred back all property items, Mr G Andries Acting CEO request on urgency of some property items. Cllr Vries further stated that Mr G Andries Acting CEO identify certain property items to be dealt with. Cllr EMG Isaak stated that there were only two property items who was important namely Camps item 109 and Land Grabbers item 110. Cllr EMG Isaak stressed out stating on property items, all property items were sent back due to proper lack of documentation there were no proper justification for items submitted.

Cllr Vries instructed Temporary Council Secretary to give direction on the property items proposed and seconded. Ms A Dausab Temporary Council Secretary enlightened the meeting on property items proposed and seconded was discussed, Ms A Dausab further stated before delevering of agenda to the cuncillors, agenda were given to Mr G Andries Acting CEO for rectfication Mr G Andries did not complain about property items in the Agenda. Cllr Knaus stated also that although not MC Member she can recall that all the property items were refered back due to lack of proper information on the items for proper submission. Cllr Knaus further stated that she was surprised on the items recorded and submitted on the agenda of Fourth Management Committee Meeting. Mayor further stated that all property items to be reffered back and be expected in the following Management Meeting.

Cllr EMG Isaak advice that land grabbers to apply for land and should be treated accordingly.

ITEM MC 92
TOWN PLANNING & CONTROL OVER ERVEN:
REQUEST TO SALE OF UNIMPROVED
'SINGLE RESIDENTIAL' ERF 2105, KEETMANSHOOP EXTENSION 3

Ref: 15/1/5, 15/1/5/12, 15/1/5/11

RELEVANT INFORMATION

Herewith is an application from Mr. Charlton M. Vries, ID number 92110100389 applying to purchase erf 2105, Keetmanshoop, Extension 3.

Erf Information: Erf No 2105 Keetmanshoop

Name of buyer: Mr.Charlton Marcharlo Vries,

ID number: 92110100389

T110 -Erf size: 1144m²

Zoning: "Residential 1"

Upset price per square meter: N\$ 180.00 (FY 2023)

Correct total of N\$ 205,920.00

Custodian: Keetmanshoop Municipality
(Hereinafter styled "the Property")

COUNCIL RESOLUTION: C092/25/06/2024 – 4TH OCM

Reffered back to MC for proper submisson.

ITEM MC 93
TOWN PLANNING & CONTROL OVER ERVEN:
REQUEST TO SALE OF UNIMPROVED
'SINGLE RESIDENTIAL' ERF 2110, KEETMANSHOOP EXTENSION 3

Ref: 15/1/5, 15/1/5/12, 15/1/5/11

RELEVANT INFORMATION

Herewith is an application received from Mr. Gerson G Haraseb, ID number 66122400726 applying to purchase erf 2110, Keetmanshoop, Extension 3.

Erf Information: Erf No 2110 Keetmanshoop

Name of buyer: Mr. Gerson G. Haraseb,

ID number: 66122400726

Zoning: "Residential 1"

Upset price per square meter: N\$ 180.00 (FY 2023/24)

Total sales price: N\$ 205,920.00

Custodian: Keetmanshoop Municipality
(Hereinafter styled "the Property")

COUNCIL RESOLUTION: C093/25/06/2024 – 4TH OCM

Referred back to MC for proper submission.

ITEM MC 94
TOWN PLANNING & CONTROL OVER ERVEN:
REQUEST TO SALE OF UNIMPROVED
'SINGLE RESIDENTIAL' ERF 2181, KEETMANSHOOP EXTENSION 3

Ref: 15/1/5, 15/1/5/12,

15/1/5/11

RELEVANT INFORMATION

Herewith is an application received from Mr. Edwin Links, ID number 84022210060 applying to purchase erf 2181, Keetmanshoop, Extension 3.

Erf Information: Erf No 2181 Keetmanshoop

Name of buyer: Mr. Edwin Links,

ID number: 84022210060

T110 -Erf size: 1021m²

Zoning: "Residential 1"

Upset price per square meter: N\$ 180.00 (FY 2023/24)

Total sales price: N\$ 183,780.00

Custodian: Keetmanshoop Municipality
(Hereinafter styled "the Property")

COUNCIL RESOLUTION: C094/25/06/2024 – 4TH OCM

Referred back to MC for proper submission.

MC ITEM 95
BUILDINGS & ERVEN – COUNCIL'S
TOWN PLANNING & CONTROL OVER ERVEN:
NAMIBIA HOUSING INFORMATION SYSTEM (NHIS) NATIONAL ROLLOUT

REF NO: 7/1, 15/1/5/8

BACKGROUND INFORMATION

The Ministry of Urban and Rural Development in Collaboration with the Namibian Statistic Agency has Introduced the National Housing Information System that is rolled out to all local Authorities in the Country.

Namibia Housing Information System (NHIS) is an inclusive database and information system reputable to address the current information gaps in the housing and land delivery sector of the country.

It aids as a platform to gather, manage, and analyze data related to housing and human settlements throughout the country. The NHIS was established to support the government's efforts in formulating housing policies, planning urban development, and addressing the information gap that hinders planning and resource allocation.

With rapid urbanization and population growth in Namibia, there is a vital need to better understand housing dynamics, including access to housing, housing quality, affordability, and infrastructure provision. The NHIS was conceived to provide accurate and up-to-date information to policymakers, urban planners, researchers, and other stakeholders involved in housing and urban development.

Purpose:

In a letter dated June 27, 2023, the Ministry of Urban and Rural Development asked for information to help with the National Housing System (NHIS) rollout. In response, the Municipality of Keetmanshoop provided the NHIS evaluation data for preparation. Interdepartmental (ITC, Property, Local Economic Department, Town Planning Division, and Acting Chief Executive) replies were combined, and the result was a rollout that was set for April 8–12, 2024, in Windhoek.

The purpose of the first phase of the national rollout for the selected 1 x Regional Council and 33 x Local Authorities in Windhoek, was to ensure comprehensive practical sessions and migration of data onto the NHIS system. This entails transferring existing housing data, extracts from waiting lists, land and housing projects, applicant profiles, relevant documents, and land stock information, onto the NHIS platform. These are the major objectives of this process:

1. Data Migration Priority: The principal focus of this phase is to migrate existing housing data from each local authority onto the NHIS platform.

This includes historical records, waiting lists, and any other relevant information that is currently stored in disparate systems or formats.

2. **Standardization and Integration:** As part of the data migration process, efforts will be made to standardize data formats and ensure consistency across different local authorities. This facilitates the smooth integration of data from multiple sources into the NHIS platform, enabling efficient data management and analysis.
3. **Minimize Data Loss:** The objective is to minimize data loss during the migration process by carefully transferring information from existing systems to the NHIS platform. This may involve thorough data validation and verification procedures to ensure the accuracy and integrity of migrated data.
4. **Maximize Data Utilization:** By migrating as much data as possible onto the NHIS platform, the first phase of the rollout aims to maximize the utilization of housing data for decision-making, policy formulation, and urban planning purposes. This supports the overarching goals of the NHIS in promoting sustainable housing development and improving living conditions for all citizens.

RELEVANT INFORMATION

During the MURD's initial visit to Keetmanshoop Municipality on May 6–8, 2024, some pressing issues were noted that the Council has to take care of:

1. **Insufficient Human Capital** Over 6000 applications are awaiting processing on the system at this time. There are only two employees in the property division who are capable of doing these tasks, therefore the problem accounts for even 10% of the burden. It was suggested that at least ten temporary workers be hired to relieve this congestion.
1. **Equipment & machinery requirements:** Printers, scanners, and laptops are needed to make the project possible.
2. **Incomplete waiting List data:** ID numbers, application forms, and proof of income are only a few of the important elements missing from the files of many applicants. The temporary workers must get in touch with each application to request that they provide the mandatory documents.
4. **Delayed progress compared to other authorities:** Our progress has been hindered by challenges unique to our institution. We're significantly behind schedule compared to other local authorities, necessitating urgent action to catch up.

5. Time constraints: It is also important to note that there is a limited time for this project hence we need to address our challenges so that we can kick-start the process.

In closing, it is evident that these challenges require urgent attention and practical fixes to guarantee that the project is completed successfully and within the allotted time limit.

DISCUSSIONS

Cllr Isaak suggested and stated that if there is overtime to do with, the Section Head should motivate the over time present it to Human Resource Department and SE: Finance why the overtime is justify if there is application process prior executing duties there should be normal process taken.

Chairperson mentioned that the matter of printer at property department to be dealt internally and accordingly.

COUNCIL RESOLUTION: C095/25/06/2024 – 4TH OCM

After discussion matter referred back to Chief Executive Officer as it is administrative related.

MC ITEM 96

TOWN PLANNING & CONTROL OVER ERVEN: REQUEST FOR APPROVAL OF LEASE OF OFFICE SPACE AT ERF 100 KEETMANSHOOP, WORKSTATION

RELEVANT INFORMATION

The lease application was received on 26 September 2024, from Mr. Jacques Strauss, the Property Clerk of Keetmanshoop Municipality, who is applying lease the premises at post 17 ERF 100, Keetmanshoop for lodgement until he can save up to be able to purchase an erf from Keetmanshoop Municipality. Mr. Jacques Strauss stated that he has two dependants currently residing with him where he is renting on Erf 927, Kronein, Keetmanshoop for N\$ 3,000.00 per month.

The Government Gazette No. 132 of 2011- PERSONNEL RULES: LOCAL AUTHORITIES ACT, 1992 Section 10(7) reads as follows: "A staff member who resides in accommodation provided by the Council must pay, where he or she occupies a residence with air-conditioning, four per cent of his or her basic monthly salary to the Council, or, where he or she occupies a residence without air-conditioning, must pay two per cent (2%) of his or her basic monthly salary to the Council."

Erf information

Lessee: Mr. Jacques Strauss, id 91101600020

Erf Information: Erf No 100 Keetmanshoop

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1/2

NASH

G.A-A

Erf sizes: 3000m²

Zoning: "Business"

Total lease p/m: N\$ 237.94 as per Section 10(7) of the Personnel Rules

Custodian: Keetmanshoop Municipality

(Hereinafter styled "the Property")

DISCUSSION

Acting SE:HR Mr A Isaak advice the Management Committee to look at the gazetted tariff. Mr Nashima further informed the meeting that the gazetted tariff for 2020 for one (1) bedroom N\$380.00, (2) two bedroom is N\$520.00.

COUNCIL RESOLUTION: C096/25/06/2024 – 4TH OCM

Referred back to MC for proper submission.

MC ITEM 97

TOWN PLANNING & CONTROL OVER ERVEN:

REQUEST FOR APPROVAL OF LEASE OF OFFICE SPACE AT

ERF 100 KEETMANSHOOP, WORKSTATION

RELEVANT INFORMATION

The lease application was received from Mr. Stefanus "Oom Mannietjie" Janser, who is applying lease $\pm 12\text{m}^2$ at my workstation to store furniture temporarily as from 22 Deceber 2023 till 31 July 2024 . Mr. Janser is offering to pay a fee of N\$200.00 p/m for utilizing the proposed space.

Erf information

Lessee: Mr. Stepanus Janser, id number 660621 0030 6

Erf Information: Erf No 100 Keetmanshoop

Erf sizes: $\pm 12\text{ m}^2$

Zoning: "Business"

Total lease p/m: N\$ 200.00

Custodian: Keetmanshoop Municipality

(Hereinafter styled "the Property")

DISCUSSION

Mr Strauss Property Clerk enlightened the meeting that the applicant is applying the space for only storage purposes. Chairperson questioned the meeting where the tariff rates are in place for storage. Mr Nashima enlightened the meeting that there are no gazetted tariff rates available for storage.

COUNCIL RESOLUTION: C097/25/06/2024 – 4TH OCM

After discussions council referred item back to Acting CEO to engage with staff member.

MC ITEM 98

TOWN PLANNING & CONTROL OVER ERVEN:
REQUEST FOR APPROVAL OF THE SALE CONDITIONS FOR UNIMPROVED
'SINGLE RESIDENTIAL' ERF 1733, TSEIBLAAGTE, KEETMANSHOOP

RELEVANT INFORMATION

An application dated 25th September 2023 was received from Mr. Frans Karingombe ID number 76040300248 to purchase Erf 1733, Tseiblaagte. Mr. F. Karingombe has been on the waiting list since 2018.

Erf information

Erf Information: Erf No 1733 Tseiblaagte

Erf sizes: 420 m²

Zoning: "Residential 1"

Price per square meter: N\$ 66.00 (FY 2000) for a total of N\$ 27,720.00

Custodian: Keetmanshoop Municipality

(Hereinafter styled "the Property")

COUNCIL RESOLUTION: C098/25/06/2024 – 4TH OCM

Referred back to MC for proper submission.

MC ITEM 99

TOWN PLANNING & CONTROL OVER ERVEN:
REQUEST FOR APPROVAL OF THE SALE CONDITIONS FOR UNIMPROVED
'SINGLE RESIDENTIAL' ERF 2253 TSEIBLAAGTE, KEETMANSHOOP

RELEVANT INFORMATION

The application from Mrs. Helena K. Haufiku, to purchase erf 2253 Tseiblaagte. The proof of payment of the total amount of N\$16,900.00 is paid. She had been renting since 24 September 2009. The allocation letter from Department LED is also attached to the application.

Erf information

Lessee: Mrs. Helena Haufiku, id number 75122000301

Erf Information: Erf No 2253;Tseiblaagte

Erf sizes: 340 m²

Zoning: "Residential 1"

Price per square meter: N\$ (FY 2023) for a total of N\$ 16,900.00 as per council resolution **C274/25/11/2021/10TH OCM 2021**

Custodian: Keetmanshoop Municipality
(Hereinafter styled "the Property")

COUNCIL RESOLUTION: C099/25/06/2024 – 4TH OCM

Referred back to MC for proper submission.

MC ITEM 100**TOWN PLANNING & CONTROL OVER ERVEN:****REQUEST FOR APPROVAL OF THE LEASE CONDITIONS FOR UNIMPROVED
'SINGLE RESIDENTIAL' ERF 2392/K TSEIBLAAGTE, KEETMANSHOOP****RELEVANT INFORMATION**

Erf 2392/K was allocated to Fransina Windstaan ID number 60082900121 who got erf 914 Kronlein through the Mass housing project. Ms. Windstaan's declaration is attached.

RELEVANT INFORMATION

The application from Ms. Martha H. George, ID number 60082900121 is applying to lease erf 2392/K Tseiblaagte, Extension 4. Mr. George is a pensioner and states that the lease amount is affordable for her.

Erf information

Lessee: Ms. Martha H. George, ID number 75122000301

Erf Information: Erf No 2392/K Tseiblaagte

Erf sizes: 301 m²

Zoning: "Residential 1"

Gazetted lease rate: N\$ 300.00

Custodian: Keetmanshoop Municipality
(Hereinafter styled "the Property")

DISCUSSION:

Acting CEO Mr G Andreas enlightened the meeting that the mentioned erf Nr. 2392/K does not exist. Ms A Amunkete SE: LED further enlightened the meeting that the applicant does not apply to buy the erf but for lease for her to be able to get water and access to electricity. Ms A Amunkete further stated that the erf

needs to be re-number by town planning. Acting CEO advice the management committee if item (erf) be approved as informal number.

COUNCIL RESOLUTION: C100/25/06/2024 – 4TH OCM

After discussions and on proposal by Cllr Vries, seconded by Cllr Knaus, Council approves:

1. The lease of Erf 2392/K Tseiblaagte to Mrs. Martha H. George, ID number 60082900121.
2. Applicable lease rate as per Financial Year.
3. That Mrs Martha H. George be allow to open consumer account.

MC ITEM 109

TOWN PLANNING & CONTROL OVER ERVEN:

Expression of Interest (EOI) for the letting of portions of the 79 Commonage-Camps Townlands No 150

Ref:
7/2/3/2

BACKGROUND

The Keetmanshoop Municipality issued an Expression of Interest (EOI) for the letting of portions of the 79 Commonage-Camps Townlands No 150. This initiative aimed to allocate the camps to eligible tenants through a transparent and equitable process. The EOI attracted significant interest, resulting in numerous applications from individuals and entities seeking to lease these portions.

RELEVANT INFORMATION

Applications Summary

- Total Applications Received: 30
- Applications Rejected: 3
- Eligible Tenants Who Did Not Apply: 2
- Successful Applications: 27
- 39 out of 79 Camps allocated
- 40 Camps still available

List of Applicants

1. IGaras Park Camp cc	16. Ms. Geraldine Maletsky
2. Mr. Alberto Meintjies	17. Mr. Richard Simora Julius
3. Boetie Blaauw Trust	18. Mr. Zezito Epifanio
4. Dr. Leon Coetzee	19. Ms. Alida Greeff
5. Mr. A.J. Marais	20. Ms. Angelitha Abrahams
6. Mr. Andre Diergaardt	21. Ms. Barbara Motinga
7. Mr. Apollus	22. Ms. Carien Marais
8. Ms. Magrietha Davids	23. Ms. Elizabeth Olivier

9. Mr. Johannes Shuuya	24. Ms. Fredrika Mcleod
10. Mr. Bernhardt Vries	25. Ms. Hillary Pieters
11. Mr. David Howard Meyer	26. Ms. Paulina Pieters
12. Mr. Jakobus E. Isaacks	27. Ms. Sofia Amalovu
13. Mr. James Sheefeni	28. Ms. Susan Farmer
14. Mr. Johannes Claasen	29. Mr. Ulf Kröhne
15. Mr. Mervin Fisch	30. Mr. Cyril Fisch

Unsuccessful Applicants

1. Mr. Cyril Fisch
 - Currently illegally occupying K23 and K24.
 - Eviction process is in progress.
 - In bad faith with Keetmanshoop Municipality.
2. Mr. Ulf Kröhne
 - Former camp tenant, received a resettlement farm.
3. Ms. Geraldine Maletsky
 - Beneficiary under the government's resettlement program.

Eligible Tenants Who Did Not Apply

1. Mr. Paul Theron
 - Currently occupying 3 camps.
 - Eligible for renewal but did not apply, believing his application would be reconsidered automatically.
2. Mr. Clyde Kröhne
 - Currently occupying a camp.
 - Did not participate in the bidding process.
 - Threatened legal action if not automatically awarded a camp, citing lack of notification about the bidding process.

Conflict of Interest

- Ms. Barbara Motinga
- Excused from all processes related to the evaluation and allocation processes due to a potential conflict of interest.

Allocation of Camps

- Field Trip

- All qualifying applicants were invited for a field trip on Friday, 24 May 2024.
- Led by Mr. Steenkamp, the trip took the entire day.
- The trip and discussions were conducted in a good spirit, and all camps were visited.
- Applicants had ample time to view and decide on specific camp numbers of interest.

- Submission of Preferences

- Each applicant submitted their preferred camp numbers after the field trip.
- Allocations were made based on these preferences.

- Outcome

- Most applicants were allocated a camp in their area of preference.
- Ms. Barbara Motinga: Could not be allocated any of her preferred camps but was given a camp she applied for two years ago.

Post-Allocation Considerations

- Various individuals who did not participate in the bidding process have expressed continued interest.
- To maximize revenue collection, the committee is considering allowing these "late applications" an opportunity after the first round of allocations, as several camps remain vacant.

Attached under this item is the government gazette notice No. 8370 dated 22 May 2024, PROCLAMATION No. 18 2024 DECLARATION OF STATE OF EMERGENCY: NATIONAL DISASTER (DROUGHT): NAMIBIAN CONSTITUTION. This declaration is detailed in a government gazette signed by Mbumba: "I declare that, with effect from 22 May 2024, a State of Emergency exists in Namibia on account of the persisting national disaster of drought that exists in all the regions of the Republic of Namibia," Mbumba says.

RECOMMENDATIONS:

1. Address the Unsuccessful Applicants' Concerns
 - Communicate clearly with Mr. Cyril Fisch, Mr. Ulf Kröhne, and Ms. Geraldine Maletsky about the reasons for their unsuccessful applications to avoid any future misunderstandings.
2. Engage Eligible Tenants Who Did Not Apply
 - Directly contact Mr. Paul Theron and Mr. Clyde Kröhne to clarify the application process and address any miscommunications or procedural misunderstandings.
3. Facilitate the Allocation Process for Late Applicants
 - Open a second round of allocations for those who expressed interest post the initial process to ensure all available camps are occupied and to maximize revenue.
4. Enhance Communication Channels
 - Improve communication strategies to ensure all potential applicants are well-informed about the EOI process and timelines, preventing future conflicts and misunderstandings.

5. That Council approves the lease of the Municipal camps at a rate of N\$ 3.00 per hectare as per GOVERNMENT GAZETTE No. 8176 dated 15 August 2023, GENERAL NOTICE No. 460, Keetmanshoop Municipality: Tariffs 2023/2024 successful bidders listed hereunder:

Camp number	Name	Postal Address	Contact Details	Preference of camp choice	Water
Camp 6 (334 ha)	Ms Barbara Motinga		811278602	23,24,25	Yes
Camp 8 (482 ha)	Ms Barbara Motinga		811278602	23,24,25	No
Camp 10 (382 ha)	Alberto Meintjies	Box 978 KHP	812371437	9,10,11	Yes
Camp 16 (432 ha)	!Garas Park Camp cc	Box 106 KHP	814913863	16,17	No
Camp 17 (357 ha)	!Garas Park Camp cc	Box 106 KHP	814913863	16,17	No
Camp 19 (407 ha)	Mr Paul Theron			19,20,21	No
Camp 20 (407 ha)	Mr Paul Theron			19,20,21	No
Camp 21 (275 ha)	Mr Paul Theron			19,20,21	No
Camp 22 (484 ha)	Mr Bernhardt Vries	Box 2072 KHP	812983463	20,22	No
Camp 23 (389 ha)	Mr Zezito Epifanio	Box 197 KHP	812795850	23,24	Yes
Camp 24 (307 ha)	KHP Mun Council	Bag 2125 KHP	063-221211	23	Yes
Camp 25 (644 ha)	Ms Fredrika Mcleod	Box 1658 KHP	812782241	25,22,29,30	Yes
Camp 26 (457 ha)	Ms Paulina Pieters	Box 198 KHP	812370725	26	Yes
Camp 27 (424 ha)	Ms Angelitha Abrahams	Box 49 KHP	812322971	27	Yes
Camp 28 (307 ha)	Ms Susan Farmer	Box 446 KHP	813358307	23,24,27,38,74,75	Yes
Camp 29 (382 ha)	Ms Susan Farmer	Box 446 KHP	813358307	23,24,27,38,74,75	No
Camp 30 (352 ha)	Ms Susan Farmer	Box 446 KHP	813358307	23,24,27,38,74,75	No
Camp 34 (547 ha)	Mr David Howard Meyer	Box 1677 KHP	812385356	23,24,35,34,25,22	No
Camp 35 (557 ha)	Mr Jakobus E. Isaacks		817175797	35,51,37,47,74,76	No

Camp 36 (257 ha)	Mr James Sheefeni	Box 377 KHP	813420698	34,35,36,25,47,13	Yes
Camp 37 (262 ha)	Mr James Sheefeni	Box 377 KHP	813420698	34,35,36,25,47,13	No
Camp 38 (474 ha)	Boetie Blaauw Trust	Box 2080 KHP	811287884	38,39,41	No
Camp 39 (340 ha)	Boetie Blaauw Trust	Box 2080 KHP	811287884	38,39,41	No
Camp 41 (432 ha)	Ms Alida Greeff	Box 2080 KHP	812392852	38,39,41	No
Camp 45 (492 ha)	Mr Johannes Claasen	Daan Viljoen Clinic	814314497	45	No
Camp 47 (522 ha)	Mr Andre Diergaardt	Box 1908 KHP	851277936	47,48	No
Camp 50 (394 ha)	Mr Mervin Fisch	Box 2027 KHP	816197782	50,51,56	Yes
Camp 51 (489 ha)	Mr Mervin Fisch	Box 2027 KHP	816197782	50,51,56	Yes
Camp 52 (482 ha)	Mr A.J.Marais	Box 872 KHP	812784979	52,55	No
Camp 54 (739 ha)	Dr Leon Coetzee	Box 708 KHP	811483660	54	No
Camp 55 (474 ha)	Ms Carien Marais	Box 872 KHP	813890743	56	No
Camp 56 (664 ha)	Mr Apollus		817938102	56,23,24,25	Yes
Camp 58 (422 ha)	MS Hillary Pieters	Box 198 KHP	813050125	58	No
Camp 59 (427 ha)	Shooting Range	Abrie Smit	811489589		No
Camp 60 (484 ha)	IKaras Regional Council	Brick Making		60	Yes
Camp 61 (414 ha)	Mr Richard Simora Julius	Box 134 Bethanie	812001115	45,60,61,38,28,18	Yes
Camp 62 (434 ha)	New Dump Site				No
Camp 70 (327 ha)	Ms Elizabeth Olivier	Box 124 KHP	812527262	20,22,23,24,70	No
Camp 73 (469 ha)	Ms Sofia Amalovu	Box 738 KHP	814037858	45,60,61,39,73	No

6. Monitor and Support Allocated Tenants

- Regularly follow up with the successful applicants to ensure they comply with the terms of the lease and to provide support where necessary to foster positive relationships and sustainable camp management.

COUNCIL RESOLUTION: C100/25/06/2024 – 4TH OCM

Referred back. Justifiable approach to be taken in the matter.

MC ITEM 110 **TOWN PLANNING & CONTROL OVER ERVEN:** **LAND GRABBERS**

Ref: _____

BACKGROUND

The issue of illegal land occupation and subsequent eviction in Tseiblaagte in 2012 resurfaced due to recent complaints from former occupants about the handling of their belongings during the eviction. The eviction was executed following a court order communicated by the Messenger of Court, Mr. Desmond Andreas, on 15 March 2012, instructing the Municipality to use a bulldozer on 6 March 2012 to remove illegal settlers and store their belongings at the Municipal Stores.

During the 10th OCM 2023 held 18 December 2023, the council referred this matter back to the management team for further investigation and preparation of a comprehensive submission, to be presented at the first MC and Council meetings of 2024.

RELEVANT INFORMATION

During the 10th OCM 2023 held 18 December 2023 the following points were raised:

1. Legal and Procedural Issues:

- Need for Legal Opinion: Councillor Krohne and other members emphasized the importance of obtaining a legal opinion to guide the council's decisions, considering the standard expiration period for civil cases and the lack of evidence or legal foundation for compensating land grabbers.
- Documentation and Evidence: The absence of a register documenting belongings and resident signatures had been a major concern, impacting potential compensation and setting precedents.

2. Handling of Belongings:

- Execution Method: Concerns were raised about the method of executing the court's decision, specifically the use of a bulldozer, which may have contributed to property damage.
- Financial Assistance: The management proposed framing any financial assistance as a donation, with clear criteria, rather than direct compensation.

3. Compensation and Precedent:

- Balanced Approach: Emphasis was placed on ensuring that affected individuals were not compensated indiscriminately to discourage future land

grabbing. Suggestions included differentiating between individuals with existing land and those without.

- Community Interests: Ensuring decisions aligned with the best interests of the community and did not set negative precedents for future cases.

4. Future Legal and Policy Framework:

- Land and Property Policy: The need for a clear policy to guide future actions and prevent similar situations was highlighted. This included considering ministerial approval for any proposed land donations.

5. Land Grabbers:

SURNAME	FIRST NAME	ID NUMBER	ERF NO/CELL NO	REMARKS
PETRUS	SALMON DAWID	70090600967	2776 ILENI – 0816329812 / 0812436583	GHETTO WITHOUT WATER
ESTERHUIZEN	PAUL PETRU	63110600382	NO ERF - 0817606863	NO ERF
GOLIATH	MAGRIETHA S	58101300198	ERF 2608 B/TOGETHER	HAVING A HOUSE
GOLIATH	LUCIA FREDRIKA	69032800205	NO ERF – 0816865019	RENTING
FLEERMUYS	EMMERENTIA EUNICE	90032800387	NO ERF – 0813469599	NO ERF
PETRUS	PETRONELLA	91091500347	NO ERF – 0817378900	RENTING
FLEERMUYS	EDUARD	75052310056	NO ERF - 0814686275	NO ERF
GOLIATH	LUFE C MONE HEIDEMARIE	04031700041	NO ERF – 0816927531	NO ERF

In The Tenth Ordinary Council Meeting Held on Monday, 18th December 2023, it was suggested that the land grabbers without erven should be donated erven in extension 7. In addition, those that may be donated erven to receive a donation of N\$5,000 and those with land receive N\$10,000 as compensation of the destruction of their building materials in the eviction process. The individuals with existing land who owe money to the municipality to complete land or consumer payments. Instead of providing financial compensation, rather offsetting any debts owed to the council, including outstanding land sales payments or consumer account debts.

COUNCIL RESOLUTION: C110/25/06/2024 – 4TH OCM

On proposal by Cllr Isaak, seconded by Cllr Ngidinwa, it was resolved that;

SURNAME	FIRST NAME	ID NUMBER	CELL NO	ERF NO & Suburb
ESTERHUIZEN	PAUL PETRU	63110600382	NO ERF - 0817606863	ERF 3014, Tseiblaagte, Extension 7
GOLIATH	LUCIA FREDRIKA	69032800205	NO ERF - 0816865019	ERF 3015, Tseiblaagte, Extension 7
FLEERMUYS	EMMERENTIA EUNICE	90032800387	NO ERF - 0813469599	ERF 3016, Tseiblaagte, Extension 7
PETRUS	PETRONELLA	91091500347	NO ERF - 0817378900	ERF 3017, Tseiblaagte, Extension 7
FLEERMUYS	EDUARD	75052310056	NO ERF - 0814686275	ERF 3018, Tseiblaagte, Extension 7
GOLIATH	LUF C MONE HEIDEMARIE	04031700041	NO ERF - 0816927531	ERF 3019, Tseiblaagte, Extension 7

1. Council donates N\$ 5,000.00 to the Below listed individuals as compensation of the destruction of their building materials in the eviction process;

SURNAME	FIRST NAME	ID NUMBER	CELL NO	AMOUNT
ESTERHUIZEN	PAUL PETRU	63110600382	NO ERF - 0817606863	N\$ 5,000.00
GOLIATH	LUCIA FREDRIKA	69032800205	NO ERF - 0816865019	N\$ 5,000.00
FLEERMUYS	EMMERENTIA EUNICE	90032800387	NO ERF - 0813469599	N\$ 5,000.00
PETRUS	PETRONELLA	91091500347	NO ERF - 0817378900	N\$ 5,000.00
FLEERMUYS	EDUARD	75052310056	NO ERF - 0814686275	N\$ 5,000.00
GOLIATH	LUF C MONE HEIDEMARIE	04031700041	NO ERF - 0816927531	N\$ 5,000.00

2. Council donates N\$10,000.00 to the Below listed individuals as compensation of the destruction of their building materials in the eviction process

SURNAME	FIRST NAME	ID NUMBER	ERF NO/CELL NO	AMOUNT
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PETRUS	SALMON DAWID	70090600967	2776 ILENI – 0816329812 / 0812436583	\$ 10,000.00
GOLIATH	MAGRIETHA S	58101300198	ERF 2608 B/TOGETHER	\$ 10,000.00

3. The beneficiaries listed in recommendation 3, N\$10,000.00 be offset with any debt they may owed to the municipality for land sales and or consumer accounts.
4. That Ministerial consent be sought in terms of Donations as per Section 30(1)(z)(ii) of the Local Authorities Act 23 of 1992, as amended.

Item 112
PROGRESS REPORT FROM
THE DEPARTMENT OF INFRASTRUCTURE AND TECHNICAL SERVICES

Ref. no. 2/2/3

RELEVANT INFORMATION:

The progress report for April/May 2024 is attached.

COUNCIL RESOLUTION: C112/25/06/2024 – 4TH OCM

Council take note and accept the report.

ITEM 113
Finance
Tariffs: Electricity Single Phase Business Pre-Paid up 30 Amperes

1. Background Information

Single Phase Business Pre-Paid up 30 Amperes

The tariff Single Phase Business Pre-Paid up 30 Amperes, was approved during Eleventh Ordinary Council Meeting of 28 November 2018 under ITEM 281

The tariff Single Phase Business Pre-Paid up 30 Amperes, was approved by E.C.B. on 18 April 2019. (Annexure A)

The units cost of the Single Phase Business Pre-Paid up 30 Amperes Tariff is N\$ 3.47 and the Domestic Tariff is 0-50kWh N\$ 2.22 AND More than 51 kWh N\$ 2.74

The Single Phase Business Pre Paid up 30 Amperes is too expensive for the residential customer, which reside on a Business erf

Before the implementation of the Business Pre-Paid up to 30 Amperes all Pre-Paid meters installed for flats on business premises where loaded on the Domestic Tariff as the only available costing at that time

Electricity usage by a residential customer on a business erf, should all be loaded on the same tariff, to unify the tariff for residential usage

Unification of tariffs is important to charge all the customers the correct tariff to ensure customer satisfaction and service delivery

Purpose of Submission

The tariff Single Phase Business Pre-Paid up to 30 Amperes, is applicable for Small Business for example Hair Salon and Small Offices

On a Business erf where some mix developments on the erf for examples offices with flats, currently the flats Pre-Paid Tariffs is loaded on the Single Phase Business Pre-Paid up to 30 Amperes, due to the erf Zoning

Important Information

Twenty-One (21) customers are currently on Single Phase Business Pre-Paid up to 30 Amperes on Business Zoned Erven. Attached find an e-mail correspondence from the ECB after consultation, directing for Council to pronounce on the matter on how the tariff should be applied. (Annexure B) This will direct the Department how to handle new applications in the future.

The Electricity department only makes provision for 2 Pre-Paid Tariffs

- 1) Domestic Pre-paid
- 2) Single Phase Business Pre-Paid up to 30 Amperes

COUNCIL RESOLUTION: C113/25/06/2024 – 4TH OCM

After discussions and on proposal by Cllr Vries, seconded by Cllr Isaak, it was resolved;

1. That council to pronounce Business Pre-Paid tariff be applicable for Residential Usage on business erf as per or to be informed by the Town planning Scheme available.
-

ITEM 114

Keetmanshoop Electricity Distribution and Supply licence

BACKGROUND

The Keetmanshoop Municipality operates under the regulatory oversight of the Electricity Control Board (ECB) through distribution and supply licenses. These licenses are crucial for the legal and regulated distribution and supply of electricity within the municipality. The current ECB distribution and supply licenses for the Keetmanshoop Municipality are set to expire on 30 June 2024. To ensure uninterrupted electricity services and compliance with regulatory requirements, it is necessary to renew these licenses. The renewal cost is N\$21,000 per license, amounting to a total of N\$42,000 for both licenses.

PURPOSE

The purpose of this submission is to:

1. Inform the council of the impending expiration of the ECB distribution and supply licenses for the Keetmanshoop Municipality.
2. Highlight the necessity and financial implications of renewing these licenses.
3. Seek council acknowledgment of the renewal costs and the procedural requirement to ensure continued compliance with ECB regulations.

The renewal of these licenses is essential for maintaining the legal authorization for the distribution and supply of electricity, thereby ensuring the municipality can continue to provide these critical services to its residents.

COUNCIL RESOLUTION: C114/25/06/2024 – 4TH OCM

Council takes note.

ITEM 115

KEBU EXTRA TRAININGS FOR TECHNICAL STAFF MEMBERS

BACKGROUND

In two separate memorandum letters dated 20 May 2024 and submitted to the Acting Strategic Executive: KEBU, Mr. Lee Mwemba, on 29 May 2024, Mr. Magracor Kaffer requested approval for essential training programs for KEBU personnel. The first request was for the training of Edwin Zaaruka, Mr. Jonas Iiyambo, and Mr. Daniel Fransman from 09 June 2024 to 21 June 2024 on Operating Regulations for High Voltage Systems (ORHVS), Earthing and Lightning Protection, and Basic Power System Protection at Devoltage in Cape Town, South Africa, with a total financial implication of N\$279,877. The second request was for the training of Mr. Frederick Dawids, Ismael Nambwa, Mr. Reginald Claasen, and

Mr. Louis Rooi from 03 June 2024 to 07 June 2024 on Accredited Training on High and Medium Voltage Systems for access persons, working at heights, and class one metering, also at Devoltage in Cape Town, South Africa, with a total financial implication of N\$154,895.50.

However, both requests were not recommended by the Acting SE: KEBU and were subsequently not approved by the Acting CEO, Mr. Gregorius Andries. The reasons cited for the disapproval included the short notice of the submission, which was not in accordance with council procedures, and the depletion of the training vote budget, which stands at -N\$249,060.38. The only approved training for 2024 was for electricians and their supervisors, which was approved during the 2nd Ordinary Council meeting in council resolution C051/24/04/2024 -2nd OCM.

PURPOSE

In response to these circumstances, the budget provision for training has been increased for the financial year 2024/2025. The recommended course of action is to reschedule the important training programs to July or August 2024 to align with the new budget availability and to seek formal council approval. This recommendation follows the recommendation from an ECB meeting held on 27 February 2024, which emphasized the importance of these training programs.

The purpose of this submission is to inform the council of the following:

1. The details and financial implications of the requested training programs for KEBU personnel.
2. The reasons for the initial disapproval of these training requests.
3. The increased budget provision for training in the financial year 2024/2025.
4. The importance of these training programs as highlighted by the ECB and the recommendation to reschedule the training to July or August 2024 for council approval.
5. It is also worth noting that Mr. Edwin Zaaruka was already approved for attendance during the 2nd OCM of 2024.

The approval of these training programs is crucial for enhancing the technical capabilities of KEBU personnel, ensuring compliance with regulatory requirements, and improving the overall operational efficiency of the Keetmanshoop Electricity Business Unit.

DISCUSSION

Chairperson questioned to the Acting SE:KEBU Mr L Mwemba how important and urgent the training is. Mr L Mwemba enlightened the meeting by explaining that the access training has expired last month May 2024. Chairperson Cllr EMG Isaak stressed out by stating that travelling both international and locally should stop for

some time, that essential travelling only be allowed if need be. Cllr EMG Isaak further stated that training and traveling to be put on halt atleast for three months to save and look into to settle bills of institution. Cllr EMG Isaak mentioned that if the institution reach sustainable level than important training and travelling can be allowed. Acting CEO Mr G Andries advice Management Committee for the training to be allowed. Mr Lee Acting SE:KEBU add on to the advice of Acting CEO Mr G Andries importance of the certificate for personnel that the employees need to have also not only for the supervisors.

Cllr Vries instructed stand inn CEO Ms A Amunkete to call Mr Kaffer (Acting stand in SE:KEBU) to attend the meeting for clarity on item 115. Mr Kaffer enlightened the meeting that the training scheduled for new financial year.

COUNCIL RESOLUTION: C115/25/06/2024 – 4TH OCM

After discussions and on proposal by Cllr Isaak, seconded by Cllr Jossop, council resolved that;

1. The attendance of the following personnel to the specified training programs in Cape Town, South Africa:

(a) Mr. Jonas liyambo, and Mr. Daniel Fransman for training on Operating Regulations for High Voltage Systems (ORHVS), Earthing and Lightning Protection, and Basic Power System Protection with a total financial implication of N\$279,877.

(b) Mr. Frederick Dawids, Ismael Nambwa, Mr. Reginald Claasen, and Mr. Louis Rooi for Accredited Training on High and Medium Voltage Systems for access persons, working at heights, and class one metering with a total financial implication of N\$154,895.50.

2. Rule 44 to Apply

ITEM 116

ELECTRICITY CONVENTIONAL(POSTPAID) METERS CONVERSION TO PREPAID

BACKGROUND

The Keetmanshoop Electricity Business Unit (KEBU) currently faces a significant challenge with customer debt amounting to N\$45,391,110. Recent engagements between KEBU and the Electricity Control Board (ECB) on 27 February 2024, 03 and 04 June 2024 highlighted the critical nature of this issue. The ECB, citing the Electricity Act 4 of 2007 which governs KEBU's commercial operations, expressed concern over the high level of debt and the potential impact on electricity tariffs if measures are not taken to mitigate this debt.

In response to the concerns, KEBU proposes to transition all residential customers to prepaid electricity meters. This initiative will start with customers whose accounts are more than 90 days or more overdue (ageing). The debts of these customers will be categorized and recovered through the prepaid electricity vending system. This transition will be implemented as an amnesty program, with free meter installations available from 01 July 2024 to 30 June 2025. The estimated cost of replacing the meters for approximately 1,000 households is N\$600,000.

Residential customers wishing to remain on conventional meters must maintain an account age of less than 30 days; otherwise, their accounts be suspended unless they either clear their debts or switch to prepaid meters. Additionally, based on community feedback and discussions during the ECB engagement, KEBU plans to invest in test prepaid meters for businesses to conduct trials using dummy data to prepare for the Financial year 2025/2026. These measures will apply only to the conversion of existing conventional customers and not to new connections.

PURPOSE

The purpose of this submission is to seek council approval for the following measures:

1. To approve a 12-month period during which KEBU will install prepaid meters free of charge to convert conventional customers to prepaid meters.
2. The debt of conventional customers be loaded onto their new prepaid meters for systematic recovery.
3. To categorize customer debts based on the amounts owed for effective management and recovery.
4. To invest in the purchase of test prepaid meters for businesses to conduct trials and ensure the system's robustness before full implementation.

These steps are designed to address the significant debt issue, ensure financial stability for KEBU, and comply with ECB regulations to avoid tariff increases due to unmanageable debt levels.

DISCUSSION

Cllr Vries mentioned on resolution taken 2023 regarding customers with high debts move from conventional metres to prepaid metres when council enquire about the progress on the resolution taken KEBU inform council resolution taken is still in process. Cllr Vries ask Mr Kaffer stand in SE:KEBU to elaborate on the progress report on resolution taken 2023 about (conventional metres to prepaid metres). Mr Kaffer enlightened the meeting for residential customers institution already start work on it and is still busy.

COUNCIL RESOLUTION: C116/25/06/2024 – 4TH OCM

After discussions and on proposal by Cllr Isaak, seconded by Cllr Kriäus, it was resolved that;

1. Council approves a 12-month period, from 01 July 2024 to 30 June 2025, during which KEBU will install prepaid meters at no cost to convert conventional customers to prepaid meters.
2. Council authorizes KEBU to load existing debts onto the prepaid meters for systematic recovery through the prepaid electricity vending system.
3. Council authorizes KEBU to categorize customer debts according to the amounts owed to manage and recover debts effectively.
4. Council approves KEBU's investment in test prepaid meters for businesses up to 300A to conduct trials with dummy data to ensure the reliability and effectiveness of the prepaid metering system before full-scale implementation.
5. Rule 44 to Apply

ITEM 117 **ESSENTIAL SERVICES** **KEETMANSHOOP PERI-URBAN ELECTRIFICATION**

BACKGROUND

The Keetmanshoop Municipality, through the Keetmanshoop Electricity Business Unit (KEBU), is a distributor of electricity in Namibia. Like other electricity distributors, KEBU contributes to the National Energy Fund (NEF) with every transaction of electricity sold. The NEF, established by the Petroleum Products and Energy Act of 1990 (Section 11, Subsection 1 and 2), as amended in 2003, is designed to support various energy-related projects. It receives funds from levies on controlled petroleum products consumed in the country, and also collects money on behalf of the Motor Vehicle Accident (MVA) Fund and the Road Safety Secretariat (RSS), which is then remitted to the respective institutions. Furthermore, the NEF receives electricity levy collections through Nampower.

The NEF's mandate among others includes improving the quality of energy supply and services, providing funding for renewable energy projects, offering soft loans to Regional Electricity Distributors (REDs) for energy-related projects, subsidizing electricity pricing for identified poor communities, and cushioning electricity tariffs to avoid temporary price shocks. Given these functions, the Keetmanshoop Municipality is in a position to apply for funding from the NEF for electrification projects, specifically targeting peri-urban areas like Brukharos.

Recently, in April 2024, the City of Windhoek announced the receipt of N\$15 million from the Ministry of Mines and Energy for the electrification of peri-urban areas. This demonstrates a precedent and an opportunity for Keetmanshoop to seek similar funding for its own peri-urban electrification efforts.

PURPOSE

The purpose of this submission is to seek council approval for the following actions:

1. To initiate a peri-urban electrification project under KEBU.
2. To engage with the Ministry of Mines and Energy to request funding support for this project.
3. To collaborate with the City of Windhoek to gain insights and learn best practices from their peri-urban electrification initiatives.
4. To conduct comprehensive studies to accurately determine the funding required for the electrification of peri-urban areas in Keetmanshoop.

By securing at least N\$3 million from the NEF, the Keetmanshoop Municipality aims to electrify peri-urban areas, thereby improving the quality of life for residents and fostering socio-economic development.

DISCUSSION

Acting SE:KEBU Mr L Mwemba enlightened the meeting that the submission is for rectification and not for upgrade. Mayor mentioned in terms of recommendation nr. 3 council engage with City of Windhoek in Durban and agreed to start work on twinning agreement with City of Windhoek. Cllr EMG Isaak further comment on twinning agreement stating council need also to include twinning agreement with Oranjemund, Swakopmund and Walvis Bay.

COUNCIL RESOLUTION: C117/25/06/2024 – 4TH OCM

After discussions and on proposal by Cllr Isaak, seconded by Cllr Nghidinwa, it was resolved, in light of the above background and purpose that;

1. Council approves the initiation of a peri-urban electrification project by KEBU.
2. Council authorizes engagement with the Ministry of Mines and Energy to apply for N\$3 million in funding from the NEF for peri-urban electrification in Keetmanshoop.
3. Council approves a collaboration with the City of Windhoek to learn from their experience with peri-urban electrification projects.

4. Council approves the commissioning of studies to accurately determine the total funding required for the complete electrification of peri-urban areas in Keetmanshoop.
 5. Rule 44 to Apply
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ITEM 118

MRS. YVONNE DREYER ELECTRICAL CONNECTION

BACKGROUND

The Keetmanshoop Municipality has received a request from a staff member, Ms. Yvonne Dreyer, for an electricity connection and a prepaid electricity meter. However, Ms. Dreyer has indicated that she currently lacks the financial means to afford the required connection fee and meter installation costs. This situation brings to light the potential financial challenges that staff members may face in securing essential utilities, such as electricity.

PURPOSE

The purpose of this submission is to:

1. Inform the council of the request from Ms. Yvonne Dreyer for an electricity connection and prepaid meter.
2. Highlight the financial constraints faced by Ms. Dreyer in affording the connection costs upfront.
3. Propose a solution that can assist not only Ms. Dreyer but also other staff members who may face similar financial challenges in the future.

COUNCIL RESOLUTION: C118/25/06/2024 – 4TH OCM

On proposal by Cllr Isaak, seconded by Cllr Nghidinwa, the Management Committee recommends that;

1. The council approves the implementation of a payroll deduction scheme for the payment of electricity connection fees and prepaid meter installation costs.
2. Under this scheme, staff members like Ms. Dreyer will have the cost of the connection and meter installation deducted from their salaries over a period of six months.

3. The deducted funds will then be transferred to the Keetmanshoop Electricity Business Unit (KEBU) FNB account.
 4. Open up for Keetmanshoop Municipality employees to benefit similar submission.
 5. Rule 44 to apply
-

ITEM 125

DEPARTMENTALIZATION OF DEBTORS SECTION NOMINATIONS OF REVENUE ASSISTANTS: MRS. L. SWARTZ & MRS. V. JANSEN

BACKGROUND

Departmentalization is a method of dividing an organization into distinct units or departments to **enhance efficiency** and specialization by grouping together tasks, functions, or processes.

The finance department has been struggling of late more than usual to collect enough revenue or to put focus on Revenue Collection separately. As per history we have somehow increased on collections last year (2023) only because customers owing huge debts were cut after years of no cutting. The real challenge is the processes internally which are not moving, there needs to be a split to hold the staff responsible for their respective task. This will also enable us to see what other challenges we encounter within the Debtors section (Billing and Revenue) amongst the ones we already know of.

RELEVANT INFORMATION

Madam Hill which was the previous overseer of the section gave reports on the loop holes and challenges and what they have achieved in that time. Reports with CEO's office. We will have to use that as the starting point or way forward.

The department already had staff who were responsible for the specific revenue section, and there was also a supervisor appointed to them for supervision. The section was broken up again as the correct process not followed and because we had to get an approved organogram, for the respective supervisor which was assisting. The reason why we are trying this route again, is to give specific attention to our revenue collection as we are having a huge debt that we need to work on. We will also need additional assistance, because we are short of staff, to cover the total backlog which will not even suffice to be completed by end of the financial year. At least it might help us to have a start and split our debts into;

1. Working class, Pensioner's, unemployed, etc.
2. Ministerial overdue
3. Businesses in breach of contracts
4. Debt to be written off
5. Daily follow up on only debt alone and no other task (billing)

This will be the starting point, to help us get some kind of direction for the 2024 financial year end.

Challenges for pilot section will be;

1. **Working space;** Finance section already crowded, yet we can't move them far due to supervision – Temp solutions - **use of small chambers temporarily**
2. **Supervision;** Temp solutions - Directly to be supervised by Debtors Accountant, till revenue section is established as per organogram. Overall oversee by SE: Finance
3. **Staff shortage;** currently the assistant accountants are only four (4), whereby one is acting as an Acting Accountant Debtors. Hence the push for position to be interviewed and filled soonest (July 2024) for Accountant. We will require more hands for revenue section but we cannot push all assistant accountants to Revenue division. Hence, we will have to see how the other staff might assist even after hours (overtime) until section is fully operation. As this will only be a pilot program for 6 months to see progress in debt collections.

COUNCIL RESOLUTION: C125/25/06/2024 – 4TH OCM

On proposal by Cllr Isaak, seconded by Cllr Vries, it was resolved that;

1. Madam Jansen and Swartz to be put back to revenue for hands on collection as was done before
2. Possible internal staff be marked for assisting the two ladies till we reach a certain threshold of outstanding funds. Meaning more than 40% of debt due to be recovered
3. Use of small chambers for revenue collections and seeing of customers for contract agreements.
4. Trying out this departmentalization as a pilot stage, to give proper work and control to see effectiveness thereof and progress for revenue collection arrangements. 6 months

MWHL

G.D.A

ITEM 126
REQUEST FOR CLOSING OF BTP ADDITIONAL ACCOUNTS

REF:

BACKGROUND

The Build Together Program was implemented in order to give every Namibian family, who on account of their low income, have no access to housing, a fair opportunity to acquire land with water, energy and a waste disposal system. The program is no stranger to our municipality as well. We have created various accounts as per instruction from the Ministry to be able to account for funds received from the line Ministry and for insurance to the program.

To make the reporting easier and applicable, we are applying that the multiple accounts currently registered under Keetmanshoop Municipality to be reduced to just two accounts, for efficiency.

RELEVANT INFORMATION

The following accounts are for the BTP reporting registered with NEDBANK Keetmanshoop;

- | | | |
|--------------------------------|---|-------------------------|
| 1. Account Number, 11000019064 | - | Balance N\$907, 267-38 |
| 2. Account Number, 11020000114 | - | Balance N\$102,939-36 |
| 3. Account Number, 11900001101 | - | Balance N\$17,901-58 |
| 4. Account Number, 12900273442 | - | Balance N\$2,464,596-77 |

The following **accounts to be closed** and transferred into the remaining operational BTP Instalment Account is;

1. **Account Nr. # 11900001101**
- The balance moved to Account Nr. # 11000019064
2. **Account Nr. # 11020000114**
- Balance to be moved to Account Nr. # 12900273442

It should also be noted that some funds meant for the water & electrical sales were also deposited into Account Number 11000019064, because it was set as the default account for the municipality in the banking network. Meaning this was the account set for Ministries to pay their municipal bills. Which they used for municipal bills as well as BTP instalments for those owing homes from the scheme.

We did start on the allocation of funds properly since 2023 calendar year, but when the project halted the whole process stopped. We had to assign staff once again in March 2024, to the program for allocations and reconciliation of funds, but currently progress very slow.

The starting is for us to move municipal funds from BTP accounts to the Municipalities operation accounts for water and electricity accordingly.

COUNCIL RESOLUTION: C126/25/07/2024 – 4TH OCM

On proposal by Cllr Vries, seconded by Cllr Isaak, council resolved;

1. To close the above mentioned BTP accounts and move to the nominated respective **final BTP two accounts**
 - ❖ **Instalment Account** - **11000019064**
 - ❖ **BTP Fund Account** - **12900273442**
2. To Allow the funds in the BTP account meant for municipal billing to be moved to the **standard bank, operational Corporate Current Account 040988953**

Item 127

REQUEST FOR INTEREST WAIVING APPLICATION FOR QUALIFYING CUSTOMERS

Ref:

BACKGROUND:

Our municipality is currently having outstanding debt of N\$244million and counting; we have put measures in place to collect some of the outstanding revenue. But due to the current economic status of the community and country at large some institutions especially, cannot hold up to their payment agreements. They are trying by all means to keep paying the current. Last year our office was lucky bold enough to have started cutting on the business as we have given them almost one year to recover from COVID challenges. The Ministries were also amongst those we had to cut. The issue is that most institutions and ministries as well as NGO's and churches have agreements and paid. And thus we cannot use them as the only income source to fund the towns overall expenditure. The residents are our biggest loop hole and as discussed and agreed we will have to bring them in on the cutting of water & electricity as well. This will only be beneficial for them as cusotmers as well, because we require the funding for maintenance and for the upkeep of the town in terms of our water & electricity networks. I trust that if we inform and educate our residents accordingly for need of revenue for the office and bring the message accross in a suttle way (messages/ FB/ Media) then it will be heard with positivity.

The other matter is that some are willing to pay their accounts and the municipality has had several business customers, churches and some residents who have applied for waiving of their interest, to allow them to have a lesser amount to pay over. Hence the following request.

RELEVANT INFORMATION

In light of the above, we are requesting that the Council approves the amnesty period for interest waiving, starting **August 2024 till May 2025**, for payment of capital amount owed by our all our customers. The period selected not to have an effect on year end balances should all bills not have been reduced and debt to be recalculated for financials.

The qualifying customers will be liable to pay the whole capital amount by end May 2025, otherwise the interest will start again. (Deferred Interest) Deferred interest is when interest payments are deferred on a loan during a specific period of time. You will not pay any interest as long as your entire balance on the loan is paid off before this period ends. If you do not pay off the loan balance before this period ends, then interest charges start accruing.

We believe that this will help most people to see fit to start paying their accounts to make use of this opportunity of interest waiving. The interest will keep running, but once capital is paid off in the said period. Then their account will be zero and brought to balance.

The amnesty will require the following from the customers to be qualifying for the trial;

1. Their personel details need to be up to date (all credentials, if business all papers in place)
2. Rates & Taxes to be allotted on their municipal bill, and no disputes on measurements, otherwise it will delay the process and calculations. New revaluation roll changes to be taken into account.
3. New application form to be completed (will be created by the finance department, similar to waiving of rates for churches, with some adjustments)
4. Agreements to be entered into with the municipality for payment schedule and abided by. Any lapse and Municipality to suspend service and new application to be affected. Meaning the agreement and amnesty application need to run concurrently (parallel).
5. Real interest to be know at time of application and records to be updated should there be any discrepancies before amnesty is signed with customer. Meaning all faulty accounts to be revisited by the municipality and corrected accordinly.
6. **CEO to seek approval or from Ministry should it be acquired to run this campaign**, because we are obliged to charge interest against our bills due for implementing control measures against non-payment.

DISCUSSION

Cllr Isaak urge on councillors and administrative staff to support local radio.

COUNCIL RESOLUTION: C127/25/06/2024 – 4TH OCM

After discussion and on proposal by Cllr Knaus , seconded by Cllr Isack, council resolved;

1. to endorse this amnesty period application for interest waiving, which will assist the municipality in getting most of their outstanding accounts to be paid off
2. Ensuring of media release to residents for suspension of service taking into account this amnesty period fast approaching.
3. Rule 44 to apply

ITEM 128

RING FENCING OF LAND SALES FUNDS INTO SEPARATE ACCOUNT

REF:

BACKGROUND

There was a directive received from the Ministry, for separating land sales funds from other operational funds for being able to have funds available when need for servicing of land and more development to take place in local authorities. We are aware that sales from the property department is what we use most of the time for assistance in operational items. But we need to bring that ratio down to less than 30% and more for servicing of land only. That we are forced to push on revenue collection for operational income.

RELEVANT INFORMATION

The municipality has a Bank Windhoek Account, **number 8001251933**, which was used as a reserve account for payment of Rates & Taxes due to the //Kharas Regional Council, via a debit order from operational account; as well as from interest derived from the account. Currently the account is dormant, due to no transactions with a balance of less than N\$40,000 since the last statement received in July 2023.

To cut on cost and revive the account and because Bank Windhoek is a business bank with decent interest rates, I am requesting we use the latter account as the account for land sales deposits to be secluded from operational activities. It will be made available to all customers specifically dealing with the municipality for land sales.

DISCUSSION

Acting SE: Finance Ms S Witbooi enlightened the meeting that the account will specifically be for land sales. Cllr Isaak suggested council to arrange for Special Council Meeting regarding banking for council to take a standing decision.

COUNCIL RESOLUTION: C128/25/06/2024 – 4TH OCM

On proposal by Cllr Isaak, seconded by Cllr Knaus, council resolved the;

1. Change of account name and purpose of current Bank Windhoek Reserve Account to **Land Sale Development Account** and for land sales only.

Banking Institution	:	Bank Windhoek Keetmanshoop
Account Number	:	8001 251 933
Account Type	:	Cheque Account
Account Name	:	LAND SALES DEVELOPMENT ACCOUNT

ITEM 129

REQUEST FOR INTEREST BEARING CUSTOMER DEPOSIT REFUND ACCOUNT AND STAFF SAVING SCHEME ACCOUNT

REF:

BACKGROUND

Local Authorities in these trying times are forever in need for a "cushion" fund; and customer refunds whenever it arises and to allow that there are not delayed payments due when requested. This will allow us to keep a good credit score and keep up with required payments. This fund we could also use as a savings for employees which are eager to take part in an ad-hoc saving scheme for year end.

That said I also want to make an application to the council that the municipality starts a saving scheme for the staff which are interested, to gear them towards a saving discipline which they can foster in the outside economic market should they have acquired the saving skill.

RELEVANT INFORMATION

- a) During our IPSAS training, we got a very intuitive information from our instructor, that is feasible and also recommendable; for Local Authorities to make use of, or to set aside, deposits made by customers and be able to pay-out whenever it is required. While at the same time saving on the interest which the account accumulates as an additional saving to the Municipality.

- b) This brought about another financial saving intuition that we could make use of the same account to generate more interest for the office; while saving funds for the interested staff to save for their December holidays and school prep's as we never get around to that. Starting from as little as N\$100, but not exceeding N\$1000 because then they can make use of the market out there and earn proper interest on it themselves. This will just be like an internal skill transfer for them to learn and save.
- c) Lastly to gather all that additional interest as a savings used for agreement we have with Namwater's additional fee on top of monthly installment and for use of funds possibly owed to NAMRA or Rates & Taxes due to Regional Council of //Kharas.

DISCUSSION

Acting SE: Finance Ms S Witbooi enlightened the meeting interest on this account save by staff members will go to the municipal account as the institution is going to handle the account. Ms S Witbooi further stated that this saving account will also help to pay NAMWATER account of the institution. Ms Witbooi also advice the management committe for the account to be open at FNB as their interest rates are higher.

COUNCIL RESOLUTION: C129/25/06/2024 – 4TH OCM

After discussion and on proposal by Cllr Knaus, seconded by Cllr Jossop, council resolved that the;

1. Creating of a Customer Deposit and Savings Fund for the municipality at the current banking institution used for the day-to-day operations. Deposits for new connections, park fees or any other municipal service.
2. Application for an in-house non-taxable savings scheme for appealed staff, for amount not exceeding N\$1000 and no unbalanced amounts, just round figures (N\$50/ 100/1000/etc) monthly, for a calendar year only. To be paid out end of year, December before salaries are due for early specials as scheme is meant for savings. Rules will be outlined if scheme approved by Council.
3. Transfer of additional funds from Corporate Current Account (Std Bank) for addition to the interest savings, to pay over to Namwater as per set agreement.

Item 130

REQUEST FOR INTEREST WRITE OFF ON WATER BILL

GERTZE: ACCOUNT NR 0090012172

Ref:

RELEVANT INFORMATION

Customer has a matrimonial challenge and they are busy with court cases and funding apparently brought till a halt when the agreements must be settled for divorce to be finalized. Owner requesting waive of interest enable to pay principal amount once court case settled

Account Number:	-	0090012172
Amount Due:	-	N\$78,685-94
Principal amount as @ May24	-	N\$52,798-34
Interest as @ May24	-	N\$27, 887-60

DISCUSSION

Chairperson stated that to wave the interest is not a challenge further questioned whether there is payment agreement in place and add second condition stated payment agreement to be sign by customer.

COUNCIL RESOLUTION: C130/25/06/2024 – 4TH OCM

After discussions and on proposal by Cllr Isaak, seconded by Cllr Jossop, it was resolved that;

1. Council allow wave of interest on the amount outstanding as the customer confirmed payment of amount due in shorter time.
2. Payment agreement to be sign.
3. Rule 44 to be apply.

Item: 131

COMMUNITY SERVICES: KEETMANSHOOP MUNICIPALITY SWIMMING POOL

BACKGROUND:

The Keetmanshoop Municipality Swimming Pool have not been operational since March 2023. The suspension is due to significant revenue losses primarily caused by substantial water leakage resulting from cracks underneath the pool. Additionally, the swimming pool, which was constructed a long time ago, has not been adequately maintained. Consequently, the council has been incurring high expenditure on the pool's maintenance, making it financially unsustainable. At present, the council lacks the financial resources to upgrade the swimming pool to an operational standard.

Given these challenges, the council, during its third ordinary council meeting (Council **Resolution: C57/10/05/2023 – 3rd OCM**), resolved the following:

1. Council grants approval for an Expression of Interest on outsourcing the swimming pool through the relevant procurement processes.
2. The ACEO and relevant department to draft the terms of reference for the expression of interest.

Council has received a proposal from Mr. Laurensius Julius, an expert in swimming pool management who has recently renovated and managing the swimming pool in Mariental. Mr. Julius has requested to renovate and rent the Keetmanshoop Municipal Swimming Pool. This submission therefore seeks council's approval for the renovation and rental of the swimming pool by Mr. Laurensius Julius.

DISCUSSION

Chairperson Cllr EMG Isaak commented that the Memorandum of Agreement between Mr. L Julius and the Institution to be clear. Cllr Knaus questioned to the meeting about renting fee whether it is going to be per year or per month for the nine years. Mayor responded to Cllr Knaus question stating that Mr Julius will renovate the swimming pool on his own cost.

COUNCIL RESOLUTION: C131/25/06/2024 – 4TH OCM

After discussions and on proposal by Cllr Isaak, seconded by Cllr Knaus, it was resolved;

1. That Council approve the proposal from Mr. Laurensius Julius to renovate and rent the Keetmanshoop Municipal Swimming Pool for period of 9 years and 11 months.
2. That Council enter into a Memorandum of Agreement with Mr. Laurensius Julius.
3. Rule 44 to apply.

Item: 132

REQUEST FOR APPROVAL-BUILD TOGETHER LOAN FOR MS. SELMA DE KLERK

Background

Ms. Selma Alitha De Klerk, ID No. 75092100079, is a Build Together applicant and is part of the applicants in the Keetmanshoop Build Together approved list of 2016 (Applicant number 354). She qualifies for a Build Together Loan amount of N\$ 80,000.

The aforementioned beneficiary requires Council approval for the Build Together loan so that a house can be constructed for her. As per the Build Together

Implementation guidelines, the Build Together committee has scrutinized and recommended the loan approval for Ms. De Klerk.
See attached recommendation from the Build Together Programme Committee.

COUNCIL RESOLUTION: C132/25/06/2024 – 4TH OCM

On proposal by Cllr Vries, seconded by Cllr Knaus, it was resolved;

1. That Council approves the Build Together loan amount of N\$ 80 000.00 for Ms. Selma Alitha De Klerk ID 75092100079.
2. Rule 44 to be apply.

ITEM 133

ROADS UPGRADES FUNDED BY THE ROAD FUND ADMINISTRATION

Ref.16/3/2

RELEVANT INFORMATION:

The Road Fund Administration allocated **N\$3 900 000.00** to Keetmanshoop Municipality for roads maintenance and upgrade for the financial year 2023/2024, ending on 31 March 2025. In the previous year, the Road Fund Administration allocated **N\$2 992 600.00** to Keetmanshoop Municipality which was used mainly to upgrade portions of 22nd Avenue, a small portion of 16th Street in Westdene and Council own maintenance. The above figures represent a **30.3% increase** in the budget allocation.

New scope of works need to be identified for the current financial year, in order for the project to commence as soon as possible.

Priorities identified based on observed traffic volumes are:

1. 16th Street, Westdene (portion): **370m** (preliminary estimated cost: N\$1.11 mil.);
2. Ring Feeder Road (portion), Kronlein: **200m** (preliminary estimated cost: N\$0.60 mil.);
3. Unitas Weg, Tseiblaagte (portion): **700m** (preliminary estimated cost: N\$2.10 mil.);

Total length: 1270 m

Total estimated cost: N\$3.81 mil.

Based on the above figures, it could be reasonable to consider the three identified roads, which will cost just below the allocated budget, based on the preliminary cost estimates. Also considering maintenance required on gravel roads, which entail light blading (bl-km) and heavy blading for roads with high traffic volumes:(veh/day).

The Council is also advised to avail funds from property taxes and land sales to develop and upgrade infrastructure to ensure that the life span is prolonged.

DISCUSSION

Cllr Vries instructed Mr Nashima SE:IT's BID's to go out on the 1st of July 2024. Chairperson Cllr EMG Isaak add and advice to SE:IT's stating that the remaining funds for this project to be used to construct roads. Cllr EMG Isaak add contribution to nr. 3 by urging administration on procurement for the institution to complete the project before March 2025. Cllr EMG Isaak advice to the institution to rather work on most efficient processes that are bearable.

COUNCIL RESOLUTION: C133/25/06/2024 – 4TH OCM

After discussions and on proposal by Cllr Vries, seconded by Cllr Isaak, it was resolved that;

1. Council approves the upgrade of a portion of 16th Street in Westdene (Phase 02), and the reminder of the funds be utilized to upgrade a Street in Tseiblaagte (portion of Unitas Weg) and the access road from B1 Road to Kronlein (Ring Feeder Road), should the funds permits.
2. The project be completed not later than 31 March 2025;
3. Procurement of service providers be done in accordance with the Public Procurement Act No. 15 of 2015;
4. Remainder to be used.
5. Rule 44 to apply.

ITEM: 134

TOWN PLANNING & CONTROL OVER ERVEN:

REQUEST FOR APPROVAL TO UTILISE UNIMPROVED ERF 3189 TSEIBLAAGTE

EXTENSION 7

AND ERF 157 TSEIBLAAGTE.

Ref: 15/4/3

RELEVANT INFORMATION:

An application dated, 08th of May 2024, from the Ministry of Health and Social Services was received, applying authorization to connect water and electricity on Erf 3189 Tseiblaagte and Erf 157 Tseiblaggte. The two erven has been allocated to the Ministry to promote healthy environment to residents living in the remote areas. However, the resolution cannot be found, which appears to be taken during 2009/2010.

Any other public entities, in consultation with the the Ministry of Health and Social Services, could utilised the space in order to reach out to the residents living in the lower income segment.

DISCUSSION:

Cllr Vries instructed Mr L Mwemba SE:KEBU for connection of electricity, Mr S Nashima for water connection be done by the week of 17 June 2024 – 21 June 2024.

COUNCIL RESOLUTION: C134/25/06/2024 – 4TH OCM

After discussions and on proposal by Cllr Knaus, seconded by Cllr Nghidinwa, it was resolved that;

1. Council grants approval to Ministry of Health and Social Services to utilise Erf 3189 and Erf 157 Tseiblaagte at no cost;
2. Only temporary structures are permitted on the erven;
3. Ministry of Health and Social Services to apply for connection of services and cover all costs related to the services;
4. Rule 44 to apply.

Item 135 **PROGRESS REPORT FROM** **THE DEPARTMENT OF LOCAL ECONOMIC DEVELOPMENT**

Ref. no. 2/2/3

RELEVANT INFORMATION:

The progress report for March 2024 is attached.

DISCUSSION

Ms A Amunkete enlightened the meeting that Mr Steenkamp is busy with some renovations, cutting the grass at the stadiums. Cllr Vries advice 50kg fertiliser at Agra for the grass to be feed. Cllr Isaak suggested for good recovery of grass at the stadium for one month or two practices on the fiels/stadiums to be put on hold.

COUNCIL RESOLUTION: C135/25/06/2024 – 4TH OCM

Council take note of the report.

HR MC ITEMS JUNE 2024

ITEM 136

PERSONNEL: INDUSTRIAL RELATIONS:

**CONCILIATION & ARBITRATION: MR. DESMOND NICODEMUS BASSON // STATUS
REPORT ON THE MATTER IN THE HIGH COURT**

Ref/P.....

RELEVANT INFORMATION

1. This submission is aimed at formally briefing the Management Committee in regards to the status of the ongoing labour matter that concerns the former CEO, Mr. Basson against the Keetmanshoop Municipal Council.
2. Mr. Basson appealed against the ruling issued by the arbitrator, Mr. Windstaar dated 15th June 2023 under case number: SRKE: 106-22, in which it was held as follows:
"The arbitrator has no other option as to dismiss the matter, because there was no dismissal on the 11th July 2022 as per the referral LC21 of the applicant."
3. The essence of the Council's case is premised on two (2) points *in limine*, first on jurisdiction and second that there was no dismissal, and the Arbitrator requested the parties to submit written arguments for determination whether the matter proceed to arbitration or not.

A. COURT ORDER

1. The High Court of Namibia, in Case number: HC-MD-LAB-APP-AAA-2023/00055 held on Friday, the 12th of April 2024, ordered as follows:
 - 1.1 "The applicant's late noting of the appeal against the arbitration award SRKE 106-2002 under case number HC-MD-LAB-APP-AAA-2023/00055 as provided for in section 89(2) of the Labour Act, 2007 read with rule 17(4) of the Labour Court Rules is hereby condoned.
 - 1.2 As far as it may be necessary, the appeal under case number HC-MD-LAB-APP-AAA-2023/00055 is hereby reinstated with the effect from date of this order.
 - 1.3 As far as it may be necessary, the period within which the applicant may prosecute this appeal under case number HC-MD-LAB-APP-AAA-2023/00055 is extended for a further period of 90 days from date of this order.

MWH

G.D.A

B. LEGAL OPTIONS AVAILABLE TO MR. BASSON

1. The above High Court order cites section 89(2) of the Labour Act, 2007 read with rule 17(4) of the Labour Court Rules, in which he is granted condonation for late filing.
2. Furthermore, Mr. Basson had been granted 90 days from the date of the court order in which he may action his appeal in this matter.
3. On the latest development, kindly find attached Amended Appeal Hearing Notice which is scheduled for the 5th July 2024.

DISCUSSION

Mr A Isaak SE:HR informed the committee meeting that Mr Basson consulted the labour court which is way late and that argument constitutions lawyers will raised in the proceedings.

COUNCIL RESOLUTION: C136/25/06/2024 – 4TH OCM

1. Council takes cognizance of the stage at which this matter is standing.

ITEM 137

PERSONNEL: INDUSTRIAL RELATIONS:

STATUS REPORT ON DISCIPLINARY HEARING // MR. BARTHOLOMEUS CHRISTIAAN

Ref/P.....

RELEVANT INFORMATION

1. The purpose of this submission is to brief Management Committee of Council regarding the progress in this matter and the way forward in this matter.
2. It is after lengthy procedural steps during the course of the disciplinary hearing that an end was reached in this matter.
3. This hearing run on the following dates: 19 June 2023 – 20 June 2023, 12 July 2023, 24/25 July 2023, 28/29 September 2023, and 13/14 November 2023.

A. FINDINGS OF CHAIRPERSON

The Chairperson, Mr. Olivier delivered his findings on 3rd April 2024 as below;

(1) ~~Council~~ Contravention of section 30(1)(r) – Gross abuse of authority. Not guilty.

MWH

G.D.A

1st Alternative to Count 1: Contravention of section 30(1)(s) – Gross negligence (Guilty)

2nd Alternative to Count 1: Negligence (?)

(2) Count 2: Contravention of section 30(1)(j) Disobeying or disregarding work-related orders (Not Guilty)

1st Alternative to Count 2: Contravention of section 30(3)(k) – Insolence (Not Guilty)

2nd Alternative to Count 2: Insubordination (Not guilty)

B. SANCTION OF CHAIRPERSON

1. The Chairperson, Mr. Olivier, delivered his five-paged sanction on the 17th May 2024, which is attached herewith for Council's attention.

2. Below is set-out the sanction as recommended by the Chairperson of the Inquiry:

(a) A written warning issued to the accused employee which shall be held against him for the next 12 months from date of this ruling.

(b) That the accused employee returns to the position that he holds and that his suspension be terminated.

(c) That the accused employee not to be considered to act in the capacity as CEO for a period of 12 months from the date of this ruling.

C. APPEAL BY THE EMPLOYEE

1. In terms of the Local Authorities Act, if a Staff Member charged has been found guilty, he/she has the right to appeal within seven days, from the date he/she was notified of the finding and the action by Management Committee or the Council; (Section 29 (6) (gA) (i) of the LA Act)

2. The Staff Member can either appeal to Council (Town Councils and Municipalities), while in the case of Village Councils, Staff Member must put their appeal to the Minister; (Section 29 (6) (gA) (ii) of the LA Act)

3. The gazetted Personnel Rules outlines that a Staff Member must appeal on the following grounds: an error of fact or law, which lead to a wrongful decision;

severity of the decision/action taken; procedural and substantive inconsistency or unfairness; discovery of new evidence, after such decision/action was taken. (Under the Rule – Appeals)

4. The Staff Member received the sanction on the 17th May 2024, the seven days started running on Saturday, 18th May 2024 until 25th May 2024, therefore, the Staff Member had the very least the Monday, 27th May 2024 to deliver his notice of appeal.

5. "The Staff Member only delivered his notice of appeal to the Management Committee by delivering the same to the Acting CEO on the 28th May 2024, which in which instance his appeal had already lapsed as the Staff Member had until the 27th May 2024 to deliver his notice of appeal to the Secretary of Council and the Head of the Human Resources Department in terms of section 29(6)(g)(i) read with Section 4 of the Interpretation of Laws Proclamation 37 of 1920."¹

DISCUSSION

Mr A Isaak Acting SE:HR inform the management committee that Mr Bartholomeus Christiaan appeal was not entertain letter is attached regarding Mr B Christiaan appeal was out of time late for one day therefore it has been rejected and not considered. Thereafter it was proposed the management committee to take decision and make recommendation to council. Mr A Isaak further enlightened the meeting that he had highlighted findings of chairperson on page 42 second alternative to count one chairperson did not make a ruling, which remains a problem. Question was post why he chairperson did not give finding on the charge and argument was negligence is a dismissable offence listed as very serious misconduct. Mr A Isaak suggested Special Council Meeting be convened where Mr B Christiaan be allowed to make presentation before institution finalize the matter this will allow council to sit as appeal body. Mr A Isaak further stated that Local Authority Act does not provide for a appeal other than council.

Mr A Isaak added and inform the meeting chairperson's findings were not make on the charge sheet. Mr A Isaak Acting SE:HR advice Management Committee that Mr Bartholomeus Christiaan given chance to put his case. There is no decision yet taken that he appealed, council should have made the decision and Mr Bartholomeus Christiaan could have appealed.

Cllr EMG Isaak questioned Mr Isaak SE:HR whether the chairperson is the one who is going to inform the concern person (Mr B Christiaan) to make a representation to council or is it through the Human Resource Department. SE:HR Mr Isaak

¹ Metcalfe Beukes Attorneys, Memorandum: In re: Municipal Council of Keetmanshoop // Bartholomeus Christiaan dd. 7-6-2024

responded to the question of Cllr EMG Isaak stated that it should be through the Human Resource Department letter to be signed by Acting CEO. Cllr F Jossop questioned on the seven days running period does it include weekends? If it weekends be included Cllr F Jossop stated that the appeal is valid. SE: HR Mr A Isaak stated that in terms of Act 1920 interpretation of setitude that was quoted. Interpretation of laws proclamation 37 of 1920 it is explained how the days are counted, public holidays and Sundays are excluded Saturdays are counted in. Mr A Isaak SE:HR further stated that on page 43 point 5 it is explained that it was a day late. Human Resources Department count the days as per the law and found out the appeal delivered on eight day which is one day late.

Mayor questioned Mr. A Isaak SE:HR whether the client/employee was informed accordingly. Mr A Isaak SE:HR responded to the question of Mayor stating that the letter is ready after this meeting (4th Ordinary Council Meeting – 25th of June 2024) letter will be issued to the employee. Cllr Vries questioned on the Special Council Meeting will it be regarded as a appeal hearing and how valid will be the outcome, will the appeal hearing be with a lawyer or is the employee allowed to come with the lawyer. Mr A Isaak SE:HR responded to the question of Cllr Vries stating that Mr B Christiaan to be allowed for legal representative which than also allow the council to have council representative also present. Mr A Isaak mentioned that it is a challenge in Local Authority Act that it does not provide for a appeal body other than council, council is seen as the appeal body yet council is not versed labour law to make such a decision, unfortunately that is how Local Authority Act is written. Mr A Isaak SE: HR advice council that Mr B Christiaan be allowed to bring his legal representative. Mayor M Hanse mentioned his confusion regarding appeal hearing, stating that appeal of Mr B Christiaan came in day later meaning there can't be appeal council has to make a rulling as MC recommends to council for council to make decision. Mayor M Hanse stated that there can't be a appeal hearing.

Cllr EMG Isaak mentioned appeal hearing was based on outcome of disciplinary hearing, MC recommended to certain extend on some measures to be taken not that it had been decided that the measures must be taken. Mayor questioned to the SE:HR after the hearing both employee and employer will be allowed to put their case on paper, are those facts not sufficient enough for council to make a decision stating further what else might Mr B Christiaan pronounce apart from what he Mr B Christiaan has pronounce. Cllr Vries raised his concern the meeting in which Mr B Christiaan will be allowed to make his presentation what is the court to be in terms of the labour procedures the hearing were done for appeal, appeal letter come in day late appeal could not be condoned. SE:HR Mr A Isaak respond by stating according to Section 29:6 of Local Authority Act council becomes appeal body interms of act, normally an appeal hearing is when separete person is appointed from initial chairperson that rehearse the matter by taking decision. In this case Local Authorities Act in this Section 29:6, makes provision that the staff member can appeal to council that is why council is appeal authority. The

appeal that was late should have been handled by chairperson of the hearing itself, unfortunately it could not have been considered as appeal was late.

Mr A Isaak further stated that Mr B Christiaan can put his reasons why he should not be dismissed with mitigation that will be the opportunity be given to Mr B Christiaan.

Cllr Knaus ask whether the Special Council Meeting mentioned not be premature as council has not taken a decision since the appeal came late, if Special Council Meeting being held with Mr B Christiaan for representation will it not influence the outcome of disciplinary hearing since Mr B Christiaan will be with his legal representative. Mr A Isaak SE:HR responded it will be appropriate for council to take decision as recommended by MC allowing Mr B Christiaan to make representation thereafter to make final decision. Mr A Isaak further stated that it will influence council in its decision depending on what Mr B Christiaan is going to present. If Mr B Christiaan please mitigation aggravate the situation by implication it will also influence the council.

Cllr EMG Isaak raised on his understanding stating MC take a decision recommending to council based on the decision Mr B Christiaan has make known. Mr B Christiaan part has to come in why council has to take decision in totality, in order for council to take a decision and inform Mr B Christiaan will it be appropriate Cllr EMG Isaak questioned. Cllr Vries reads the quoted law to the meeting section 29 subsection 6GA roman 1 the staff member concerned shall have the right to appeal within seven (7) days from the date on which he/she is notified of finding and the action contemplated in paragraph G Roman two again such finding in action. Cllr Vries further questioned to HR:SE Mr A Isaak whether the staff member was notified about the finding. Mr A Isaak SE:HR responded that the staff member was notified and appealed late. Cll Vries continued reading the right of the appeal referred to in sub-paragraph Roman (1) shall in the case of staff member of Municipal Council concerned. Cllr Vries questioned why should the staff member been given to any representation stating further that council take a decision, notify the staff member and let the staff member appeal the decision taken by council.

Mayor stated that in the case of SE or CEO council are not supposed to be appeal body when it comes to SE's, council are the authority to appoint or dismissed according to the act, council became appealing body when dealing with employees lower than SE's. Mayor further inform the meeting if Mr B Christiaan was a D or C level graded employee than MC could have make a final decision only than council would be the appealing body. Mayor mentioned for now that MC recommended and council need to take a decision, advice the meeting not to get a legal opinion since the case is very sensitive and wrong decision might cause the council case.

Mr A Isaak SE:HR proposed to the meeting to called Mr Beukes and rely the message to council.

After call and conversation with Mr Beukes Mr A Isaak SE:HR than report back to council and read the resolutions as such;

1. Council having considered recommendation of chairperson dated 17 May 2024 and having considered the written ruling of chairperson mitigating and aggravating factors intense to vary and substitute the recommendation of chairperson from a warning to dismissal.
2. The reasons for variation which he is now drafting.
3. Before Council makes final decision Mr B Christiaan is called upon to provide written reasons why the intended decision of council should not be made Final.
4. Mr B Christiaan will further be provided with opportunity to make representation to council.

Mr A Isaak SE:HR further stated that Mr B Christiaan to provide reasons why council to varying the decision of Chairperson. Mayor contributed by stating that the resolutions read by Mr A Isaak SE:HR is fair enough.

COUNCIL RESOLUTION: C137/25/06/2024 – 4TH OCM

After lengthy discussions and on proposal by Cllr Isaak, seconded by Cllr Vries, it was resolved that;

1. Council having considered recommendation of chairperson dated 17 May 2024 and having considered the written ruling of chairperson mitigating and aggravating factors intense to vary and substitute the recommendation of chairperson from written warning to dismissal.
2. The reasons for variation;
3. Before Council makes final decision Mr B Christiaan is called upon to provide written reasons why the intended decision of council should not be made Final. Mr B Christiaan will further be provided with opportunity to make representation to council.

ITEM 138

PERSONNEL: INDUSTRIAL RELATIONS (IR)
DISCIPLINARY MATTER: MS. HANSINA HENDRIKA ISAACKS

Ref/P.....

RELEVANT INFORMATION

1. Under Item 104, in the Third Ordinary Council Meeting held on 10th May 2023 the Council resolved to grant approval to the office of the ACEO for the

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institution of disciplinary action against Ms. Isaacks, which is pending due to numerous internal reasons.

2. A legal opinion dated 14th June 2023 was obtained from Probart & Verdoes legal practitioners, which is attached herewith.

3. The alleged misconduct of absenteeism, had occurred during the reign of Ms. CCC Boois, as ACEO, therefore, her involvement in the anticipated disciplinary proceedings should be sought from the Mariental Municipality.

4. The question of Ms. Isaacks' absenteeism does not necessarily flow from the time she acted as CEO, but rather, the allegation is that she absented herself from work around from 1st March 2023 to 4th April 2023.

A. SECONDMENT TO KARASBURG TOWN COUNCIL AS ACEO

1. Council at its 4th Special Council Meeting held on the 30th May 2023 resolved to grant approval for the secondment of Ms. Hansina Hendrika Isaacks to act as CEO at the Karasburg Town Council for the period starting 5th June 2023 till 1st September 2023; upon the request of Karasburg Town Council. (attached)

2. A letter dated 18th January 2024 from Karasburg Town Council addressed to the Mayor of Keetmanshoop requested the recall of Ms. Isaacks is attached herewith.

3. The Karasburg Town Council in its Ordinary Council Meeting held on the 24th January 2024 rescinded Ms. Isaack's secondment as ACEO of that town.

B. SEQUENCE OF RECENT ACTIONS

<u>Date</u>	<u>Description of actions / letters</u>	<u>Possible Consequences</u>
20/3/2023	Follow-up on request for discussion on my exit package	Letter addressed to the Chairperson of Council. The request of 15 th March 2023 is not available
15/2/2023/4	Titled: Your instructions to dismiss Ms. Hansina Hendrika Isaacks	Wild allegations contained therein, which can be viewed as damaging to an employee & employer relationship

1/2/2024 – 29/2/2024	Ms. Isaacks absented herself from duty for the entire February 2024	Disciplinary action the end result (21 working days in question)
18/3/2024	Filed sick leave (14/3/ -15/3/2024) and special leave for 13/3/2024 for Court: Karasburg	ACEO instructed to deduct the two days from her salary (which was done by payroll)
3/6/2024	Application for one year full-time paid study leave	???
3/6/2024	Letter through Kahiriri Consultancy – Re: Hansina Isaacks // Keetmanshoop Municipality: Non-payment of reinstatement back pay and various allowances:	Vexatious and frivolous action: It is advised that litigation be initiated by the party who is claiming whatever – Even if there could be a legitimate claim, it is out of time, i.e. prescribed, thus Council is advised not to entertain the claims

HUMAN RESOURCE DEPARTMENT COMMENTS

1. By reading-into the various letters written by Ms. Isaacks to Council, it might be deduced that no healthy employee and employer relationship can be maintained under the prevalent circumstances.
2. The revisit of Ms. Isaacks' conduct during Ms. Boois' tenure needs to be considered, and thereafter, the above sequence of events from February 2024 till date should be put under the microscope.
3. Allegations of absenteeism is levelled against Ms. Isaacks in that she has absented herself for the entire February 2024, and as it stands now, she comes and goes whenever she pleases, neither does she report to, and/or communicate with anyone in the HR department.

DISCUSSION

Ms Verdoes (Legal Practitioner) called in by Chairperson Cllr EMG Isaak on this specific item for possible advice. Ms Verdoes advised Management Committee to note the amount of days staff member was absent which is very important. Ms Verdoes (Legal Practitioner) further stated to the Management Committee in terms of local Authority Act if the staff member was absent for thirty (30) consecutive days which means the staff member discharge automatically decision which Management Committee or Council would deliberate on.

SE:HR explained to the Management Committee regarding absenteeism of staff member in February was only for 21 days if counted from 1st of February 2024 in terms of calendar days. Chairperson questioned to the Acting SE:HR Mr A Isaak 18th March staff member report which was sequence of event pin point where was the staff member from 1st of March 2024 till 18 of March 2024 as there is no indication where the staff member has reported for duty stating further that sequence is very brief.

SE:HR responded to the question stating that the staff member comes and goes as reported in the submission honest is with staff member to proof whether she was on duty from 1st of March 2024 till 18 of March 2024. Chairperson further again questioned to SE:HR whether there is any record from Human Resources Department about the absenteeism of staff member. Acting SE:

Ms Verdoes suggested Management Committee to consult clock in system for the 1st of March 2024 if she did not clock in then staff member discharge automatically if its not the case council can take disciplinary action.

Cllr F Jossop add contribution on the item 138 although she was not present at the Management Committee Meeting due to official duties questioning how far the disciplinary action granted last year 2023 towards the staff member is, although stated in the submission "needs to be executed". Cllr F Jossop also mentioned in the emails communicated staff member also requested for study leave questioning whether the staff member is going to be granted study leave, or is council going to wait for the outcome of disciplinary hearing before granting study leave? Cllr F Jossop further ask on clarity for the attachments attached on this submission there were acceptance letter from Mauritius attached the staff member has to start the week of 01st of July which is next week, is council going to deal with the disciplinary hearing whilst the employee is not present or will the disciplinary hearing going to take place before the staff member is going on study leave or what is the way forward going to be? Cllr F Jossop further stated that the case of staff member is coming a long way unresolved. SE:HR Mr A Isaak responded and mentioned that he put the facts in the submission all besides the one for Mauritius also the claim staff member claimed, Mr A Isaak inform the meeting sequence is that the claim and Mauritius

letter did come later, currently staff member Ms Hansina Isaak did write a mail to Mr A Isaak requesting a leave from 01st July 2024 till 30th of November 2024 stating further that requests from Ms H Isaak is piling up.

Mr A Isaak SE:HR stated to council reason why the first decision were not implemented was because of the issue of procurement which is known to council and institution. Mr A Isaak stated further whilst the procurement issue was pending Ms H Isaak was sent to Karasburg, Mr A Isaak advice that time to council to took contrary view which hampered somewhere councils case by the time of Ms Boois tenure, Ms Boois should have atleast witness the matter. Ms Boois did not give her willingness to be a witness in the matter which weakens the council case. Question on absenteeism have been continuing as put in the submission with the dates, regarding the issue with Mauritius Mr A Isaak mentioned that he would not be the one to answer on that matter because it will come in as submissions are going to be submitted stating further that Ms H Isaak request were not formally submitted by the relevant authority.

Mr A Isaak mentioned on the email whom he will share with the council from Ms H Isaak, Ms H Isaak indicates that she will leave for Mauritius training/study she is intending to. Cllr Knaus ask on the leave whether the leave Ms H Isaak request for is study leave or does staff member have leave days for five months. Mr A Isaak SE:HR responded to Cllr Knaus that HR had to check on the system to determine the leave days. A Isaak further stated normally staff member had to apply leave with his/her supervisor in this case Ms H Isaak had to apply leave with Mr A Isaak to grant her the leave. Ms H Isaak write the mail to CEO's office and copied inn the SE:HR Mr A Isaak. Cllr EMG Isaak make clear to the meeting Mauritius and study leave are not applicable to recommendation and decision taken. Cllr EMG Isaak further stated that decision taken is to verify whether the staff member was on duty on 04th March 2024, if the staff member was on duty disciplinary action to be executed, if staff member was not on duty staff member discharge herself from the system.

Cllr EMG Isaak motion that meeting is not discussing on decision making, council discussing substantive matter that is not relevant to decision taken. Cllr F Jossop raised on the leave (March 2023) staff member requestd, stating the staff member requested leave through the Chairperson both MC and Council. The leave were requested before Ms Boois was Acting as CEO, which brought contestation at the time, evidence were also presented, leave were no where to be found. Cllr F Jossop questioned whether the leave book is kept in a safe if this staff member Ms H Isaak request for a leave, leave book are no where to be found, but If other staff members request for leave, leave books are available. I the hearing comes out that were evidence that indeed leave was taken than Cllr F Jossop stated that council will end up in trouble. Cllr F Jossop further stated that the matter with Ms H Isaak will cause the council quiet a lot of money if matter not dealt with due dilligence. Cllr F Jossop urge to council even though

the decision has been taken Ms H Isaak requested several times audience with council, none of the councillors want to engage or hear the side of Ms H Isaak, Cllr F Jossop suggested to council for council to engage with the staff member and hear what the staff member would present to council. Cllr F Jossop stated to council let the staff members be treated equally like Mr B Christiaan grant the opportunity also to Ms H Isaak to hear her representation. Cllr F Jossop stated to council not to torture Ms H Isaak to the grave and grant opportunity to Ms H Isaak to do her representation before council.

Cllr EMG Isaak make it clear to the fellow councillors that the submission regarding Ms H Isaak is regarding on to the absenteeism of 2024, informing further the council that Mr B Christiaan case do totally differ from Ms H Isaak case. Cllr EMG further mentioned that council took a decision already yet MC took decision by operation of law. Mayor stated to the meeting what was discussed on item 138 dated 25 June 2024 **(PERSONNEL: INDUSTRIAL RELATIONS (IR) DISCIPLINARY MATTER: MS. HANSINA HENDRIKA ISAACKS)** will change decision was already taken by the relevant authority which is Management Committee.

Cllr Vries inform council that at a time Cllr Knaus called in Ms H Isaak with Ms Boois the HR, again second time the Chairperson of Regional Council was also present both incidences Ms H Isaak stated that she will not say anything, Cllr Vries stated council try to engage with the staff member, staff member refused to pronounce anything. Mayor advice council to refrain from interfering in any employee or administration issues, Mayor further stated to the council there are procedures in place if staff member is grieved staff member to use grievance procedures. Mayor urge to Human Resources Department and Office of CEO to make sure that grievance are attended to on time and promptly.

COUNCIL RESOLUTION: C138/25/06/2024 – 4TH OCM

After discussion and on proposal by Cllr Isaak, seconded by Cllr Vries, the Management approves the following ;

1. Confirmation of 04th March 2024 attendance;
2. That in the absence for failing reporting for duty staff member deem herself discharge for operation of work (task of CEO) OR
3. That if staff member reported for work on 04th of March 2024 disciplinary action executed against staff member.
4. That Staff member need to be suspended to pave way for investigations.
5. That a legal practitioner from a law firm be appointed to chair the envisaged disciplinary hearing, and a legal practitioner be appointed as an Initiator, during the course of a possible disciplinary hearing, whilst the HR

department would facilitate the proceedings.

6. Rule 44 to be apply

7. Council take note

ITEM 139

PERSONNEL: INDUSTRIAL RELATIONS (IR)

CONCILIATION AND ARBITRATION PROCEEDING // LEANDRA WITBOOI & 4

OTHERS

Ref/P.....

RELEVANT INFORMATION

1. A Notice of Set-down, dated 28th May 2024 was received from the office of the Labour Commissioner, wherein five (5) employees (4 Assistant Accountant Debtors & 1 Assistant Accountant Creditors) claims unilateral change of terms and conditions and incorrect salary grading 2015 till date.

2. Below listed are the concerned employees;

- (1) Ms. Leandra. R Witbooi
- (2) Mrs. Viviana Jansen
- (3) Ms. Yolande U McCallum
- (4) Mrs. Esala K Swartz
- (5) Ms. Aleshya Kandundu-Schultz

3. It is in dispute that the dispute arose on 3rd April 2024, as put on their filed Form LC21, however, this matter stems from restructuring that was done with the EASY-HR Consultancy firm, around 2014.

4. The five (5) applicants would have to be put to task to prove what they are claiming is doable in terms of the Labour Act 11 of 2007, more specifically in terms of section 86(1)(b).

COUNCIL RESOLUTION: C139/25/06/2024 – 4TH OCM

On proposal by Cllr Vries, seconded by Cllr Isaak, it was resolved;

- 1. That the Council grants approval that Mr. Isaak from the HR department represent Council at the conciliation and arbitration proceedings in this matter.

ITEM 140

PERSONNEL: RECRUITMENT AND SELECTION

PERMANENT APPOINTMENT: MS. MELISA CHRISTIAAN – CLEANER – A3 (KEBU)

Ref/.....

RELEVANT INFORMATION

1. This item relates to an employee, Ms. Melisa Christiaan, Cleaner, who had been appointed on the 1st August 2023, and who had been on probation since then.
2. Reference is made to the completed progress report (enclosed) for Staff Members on Probation, in which permanent appointment is recommended by the supervisor.
3. As put in the above Progress Report dated 26th March 2024, the conduct and performance of the employee is at acceptable levels, thus permanent appointment is preferable.

DISCUSSION

Cllr Vries raised concern on two staff members that are on probation for more than six months (Ms Hansina Baisako and Mr J. Strauss), Cllr Vries requested the stand inn Acting CEO Ms A Amunkete on progress regarding the two staff members Ms Hansina Baisako – Cleaner and Mr J. Strauss – Property Clerk to be appointed. Cllr Vries further stated according to information that the supervisors supervising the staff members are not co-operating. Cllr EMG Isaak added to the concerned raised by Cllr Vries stating that he Cllr EMG Isaak instructed the Acting SE:HR to discipline the staff members for insubordination. Cllr EMG Isaak stated that the supervisors are keeping hostage of staff members future plans for instance staff members to purchase a house or upgrading their skills.

COUNCIL RESOLUTION: C140/25/06/2024 – 4TH OCM

On proposal by Cllr Isaak, seconded by Cllr Nghidinwa, it was resolved;

1. That Council grants approval for the permanent appointment of Ms. Melisa Christiaan as Cleaner – A3 (KEBU), at entry notch, on the usual terms conditions of employment with Council.
2. Council take note

ITEM 141
PERSONNEL: ORGANISATIONAL DEVELOPMENT
REQUEST FOR FINANCIAL ASSISTANCE: MS. CHRISTOFINA NAKALE / CASHIER –
FINANCE DEPARTMENT

Ref/P.....

RELEVANT INFORMATION

1. An application letter dated 7th May 2024 was received from Ms. Christofina Nakale, a Cashier permanently employed, in which she is seeking financial assistance from the Council.
2. Ms. Nakale indicates in her letter that she is interested in furthering her education through the Lingua Consultancy Services in pursuing a Bachelor's degree in Accounting and Finance at NQF level 7.
3. Hereunder are indicated the Total Tuition Fees for 2024 June intake;

Fees Description	Fees
Registration fees	NS850,00
Administration fees	N\$1920,00
1 st Installment	N\$1600,00
Total	N\$4870,00
The above mentioned fees should be paid upon registration	
Total Tuition Fees for 2024: N\$19 610,00	

4. The fees (N\$4,870.00) mentioned above are due upon registration, however, the Total Tuition Fees for the 2024 academic year amount to N\$19 610,00, which covers the first year, but based on past experiences, the subsequent year could run in excess of N\$20,000.00 annually.
5. By implication it would mean that Council would have to pay approximately N\$60,000 for this student loan agreement, which cost is estimated from the attached quote, but it is worth noting that institutions often increase study fees at their discretion.
6. In addition, some Modules may include prescribed textbooks, which would add to the overall expenses.

HUMAN RESOURCE DEPARTMENTAL COMMENT

1. In light of the recent resolution by the Council (5th Ordinary Council Meeting under Item 150) it was decided to transform bursaries and/or financial assistance

into study loan agreements, it will be necessary for Ms. Nakale to enter into a STUDY LOAN AGREEMENT with the Council.

2. In case she fails a Module, she will be responsible to cover that cost.
3. Furthermore, upon resignation or termination, the employee consents to the deduction of any outstanding amount from her final salary upon leaving the employment of Council.

COUNCIL RESOLUTION: C141/25/06/2024 – 4TH OCM

On proposal by Cllr Isaak, seconded by Cllr Nghidinwa, it was resolved that;

1. Council grants approval that a study loan agreement be entered between Ms. Nakale and the Municipal Council of Keetmanshoop in respect of her studying towards the Bachelor's degree in Accounting and Finance – NQF level 7, through International Training College- Lingua.

ITEM 142

PERSONNEL: ORGANISATIONAL DEVELOPMENT

REQUEST FOR FINANCIAL ASSISTANCE IN PREPARATION AND ASSESSMENT FOR DIESEL AND PETROL: MR. HEINRICH JANSEN – MECHANICAL ASSISTANT – ITS DEPARTMENT

Ref/P.....

RELEVANT INFORMATION

1. A request letter dated 19th April 2024 was received from Mr. Heinrich.B Jansen, in which he is writing to ask permission to attend a trade preparation and assessment for diesel and petrol mechanics.
2. A Training Report as a Special Course Trainee from NIMT is attached dated 2018-08-10 herewith, in which it is stated that the trainee has been trained and tested in the practice of the Modules listed, and that practical examination at the end of the Third Level which covers all relevant aspects of this part of his trade had been conducted.
3. Mr. Jansen scored 65% overall in his Modules in his Trade as a Diesel Mechanic during 26-02-2018 to 31-08-2018, and has successfully completed his special course training. (see attached)
4. Attached herewith is a quote, dated 16th April 2024 from NIMT Southern Campus which outlines the cost as follows:

Registration fee:

N\$300,00

Trade Test Preparation, 18 weeks N\$2500,00 per week = Total N\$20 000,00

MWH

G.D.A

Total amount

N\$20 300,00

HUMAN RESOURCE DEPARTMENTAL COMMENT

1. In light of the recent resolution by the Council (5th Ordinary Council Meeting under Item 150) it was decided to transform bursaries and/or financial assistance into study loan agreements, it will be necessary for Mr. Janser to enter into a STUDY LOAN AGREEMENT with the Council.

2. In case he fails to complete the Trade Test, he will be responsible to cover that cost thereof.

3. Furthermore, upon resignation or termination, the employee consents to the deduction of any outstanding amount from her final salary upon leaving the employment of Council.

COUNCIL RESOLUTION: C142/25/06/2024 – 4TH OCM

On proposal by Cllr Isaak, seconded by Cllr Nghidinwa, it was resolved that;

1. Council grants approval that a study loan agreement be entered between Mr. Janser and the Municipal Council of Keetmanshoop in respect of his completion of a Trade Test in the Diesel Mechanic trade, through NIMT, to the cost of N\$ 20,300.00 (Twenty Thousand Three Hundred Namibian Dollars).

ITEM 143

RECRUITMENT & SELECTION

LIST OF FIXED-TERM & TEMPORARY EMPLOYEES, INTERNS & GRADUATE INTERNS

Ref/P.....

RELEVANT INFORMATION

1. Hereunder is presented a list of temporary employees, interns and graduate interns for the notice of Council, as some of this positions are either vacant, due to resignations or retirements, whilst in others cases the substantive employees are on suspension.

Name & Surname	Department
1. Gregory Isaacks	ITS - Roads Section - Intern
2. Shikongo T. Titus	ITS - Roads Section - Intern

3. George M. Ndemwiimba	ITS - Roads Section - Intern
4. Petrus Temus	ITS - Water Section - Intern
5. Evalistus Ileka	ITS - Water Section - Intern
6. Lister L. Tutalife	ITS - Water Section - Intern
7. Johannes Daniel	ITS - Water Section - Intern
8. Giovanni C. Kariseb	KEBU - Intern
9. Fillemon N. Nangolo	KEBU - Intern
10. Laimi Amunyela	KEBU - Intern
11. Ambrosius M. Visagie	KEBU - Intern
12. Fransina Nakaande	KEBU - Intern
13. Ghandy Konjore	KEBU - Intern
14. David Naunyango	KEBU - Intern
15. Olivia N. Israel	Property Intern
16. Leonard L. Hamauta	Property Intern
17. Lee-Shawn Koopman	HR Graduate Intern
18. Jodi Swartz	HR Graduate Intern
19. Forondina Angula	Temp Worker - Procurement Assistant
20. Immanuel C. M. Dreyer	Temp Worker - Meter Reader
21. Paul D. Awaseb	Temp Worker - Meter Reader
22. James N. Titus	Temp Worker - PA to Office of Mayor
23. Queen E. P. Pieter	Temp Worker - Receptionist
24. Anneline N. Dausab	Temp Worker - Council Management Secretary
25. Jacke S. Shikongo	Temp Worker - Stores Clerk
26. Manfred Tsaitaib	Temp Debtors Assistant
27. Charles C. Josob	Temp Personal Assistant to CEO
28. Reinhardt E. Kooper	Temp Worker - Team Member Parks
29. Esmond B. Isaacks	Temp Worker - Team Member Parks

30. Jerome R. Louw	Temp Worker - Team Member Parks
31. Sydney Gertze	Temp Worker - Team Member Parks
32. Johannes Cloete	Temp Worker - Team Member Parks
33. G. J. Isaacks	Temp Worker - Water Section
34. L. S. Swartbooi	Temp Worker - Water Section
35. Steven Cooper	Temp Worker - Team Member Solid Waste
36. Aloysius L. Tjipanga	Temp Worker - Team Member Solid Waste
37. Lesley Frederick	Temp Worker - Team Member Solid Waste
38. Tertelius S. Kwambi	Temp Worker - Team Member Solid Waste
39. Ettienne Rooi	Temp Worker - Team Member Solid Waste
40. Samuel J. Dekoe	Temp Worker - Team Member Solid Waste
41. Ricardo C. Matroos	Temp Worker - Team Member Solid Waste
42. Manuel Stephanus	Temp Worker - Team Member Solid Waste
43. Clemens C. Swartbooi	Temp Worker - Team Member Solid Waste
44. Nghitumbwa Simon	Temp Worker - Team Member Solid Waste
45. Aloysius Bloodstaan	Temp Worker - Build Together Administrator
46. Reinhardt Seibeb	Temp Worker - Build Together Administrator
47. James J. Julie	Temp Causal - Driver Heavy Duty

DISCUSSION

Cllr F Jossop motion on the temporary employments, fixed terms, internships questioning whether it is necessary for the institution to have all these staff members on the institutions payroll instead of appoint part of these staff members permanently. Cllr Vries raised concern on staff member Lee Shaun Koopman employed as intern at the time of Ms Boois staff member were as temporary worker, again the staff member is back to HR Graduate. Cllr Vries mentioned that this shifting is going along with remuneration. Cllr Vries advice to

HR Department if such shifting is going to be done institution/HR Department to engage first with staff member and inform the staff member. Cllr Vries also inform the meeting according to the law if staff member be demote salary not to be effected. Cllr Knaus ask clarity regarding Mr C Josob whether he was not an intern stated in submission as Temp. Personal Assistant to CEO moved again to LED. Mr A Isaak responded that reprimands are noted and would not respond on motion questioned. Mr A Isaak further respond on the question regarding Mr C Josob stating that Mr C Josob came in as intern, whilst he Mr A Isaak was on leave he got an instruction via email that Mr C Josob moved to LED as there was a need for LED Department towards Build Together Housing.

Cllr Knaus further questioned whether Mr C Josob has been moved as an intern or as temporary worker since Mr Lee-Shaun Koopman was also shifted. Mr A Isaak responded to the question posted by Cllr Knaus that Mr. C Josob is still temporary. Mr A Isaak commented on staff member Lee-Shaun Koopman concern informing the meeting that the staff member did came in as an graduate intern, Mr Koopman query about salary for him to be move as temporary worker to earn higher salary. Mr Koopman brought submission to Mr A Isaak, Mr A Isaak than signed and leave it on the table, Ms Boois and Mr Koopman took the signed submission to Ating CEO Mr G Andries. Mr A Isaak stated that he advice the two parties Ms Boois and Mr Koopman to wait for (3) three months. Mr A Isaak further stated that there have been challenges also with Mr Koopman absenteeism, Mr Koopman is always having issues especially after the pay week if Mr Koopman is needed most Mr Koopman is not available.

Cllr Vries stressed out to HR regarding disciplining of staff members. Actions needs to be taken HR not to pile up issues in the department. Ms S Witbooi advice to the colleagues to submit submission to MC mentioning that institution does not have fixed rates for interns, casuals and temporary workers which caused adhoc within the department. Cllr Vries responded to Ms S Witboois advice that there is a resolution taken on contact, casual and intern workers on different fixed rates. Cllr EMG advice the council to stay far as possible away from administration. Cllr EMG stated to council that their aim is to develop the staff not to entertain adminisrative matters staff members be directed to responsible administration staff member for grievances if grieved.

COUNCIL RESOLUTION: C143/25/06/2024 – 4TH OCM

Council take note.

ITEM 144
FEEDBACK & REPORT TO COUNCIL
IMPLEMENTATION AND TRACKING OF COUNCIL RESOLUTIONS – HUMAN
RESOURCES DEPARTMENT

Ref/P.....

RELEVANT INFORMATION

1. The purpose of this submission is to give information to Council in regards to work done in the implementation of resolutions taken by Council, and the progress made with regard to the last four (4) meetings of Council.

A. TENTH 10TH ORDINARY COUNCIL MEETING
MONDAY, 18TH DECEMBER 2023 AT 10H00

ITEM NUMBER	SUBJECT	IMPLEMENTATION	STATUS REPORT
315	Training and Workshops: Traffic Accident Reconstruction Level 1 Course	Training attended by Mr. Motinga and Ms. Cloete	Completed ✓
316	Personnel: Disciplinary Matter: Mrs. Jenny Mungunda & Ms. Sylvia Konjore //Derivative Misconduct	Matter pending due to Procurement issues	Work in progress
317	Organisational Development Application for Financial Assistance for Studies – Mrs. Isalinda Vries – Amwaalwa	Employee enrolled with Stadio Higher Education for this semester	Ministerial approval awaited
318	Organisational Development Application for Financial Assistance for Studies – Ms. Delri Gerda Stoffel	Employee enrolled with Stadio Higher Education for this semester	Ministerial approval awaited

B. FIRST 1ST ORDINARY COUNCIL MEETING
MONDAY, 29TH JANUARY 2024 AT 10H24

ITEM NUMBER	SUBJECT	IMPLEMENTATION	STATUS REPORT
015	Establishment & Functioning of Grading and Wage Committee and Job Evaluation of the Organogram of the Municipal Council of Keetmanshoop	Ministry engaged through letters written and did respond in this regard	Work in progress ✓
017	Industrial Relations: Disciplinary Matter //Ms. Konjore & Mrs. Mungunga	Matter pending due to Procurement issues	Work in progress

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018	Industrial Relations Disciplinary Matters // Solid Waste Team Members & Operators	Matter pending due to Procurement issues	Work in progress
019	Industrial Relations Conciliation and Arbitration Proceeding // Patricia A Kooper vs Keetmanshoop Municipality	Matter finalized at Conciliation with Labour Commissioner's office	Finalized ✓
020	Personnel: Extension of Working Contract: Mr. J J Jansen	Council declined this request	Matter dealt with ✓
021	Personnel: Temporary Recruitment of a Council Management Secretary and a Personal Assistant to CEO	Ms. Dausab temporarily recruited as CMS and Mr. Josob as PA to CEO	Matter dealt with ✓
022	Temporary Recruitment of Persons on Temporary Basis or on Contract in the Human Resource Department	Ms. Jodi Swartz, UNAM graduate temporarily recruited in HR dept.	Matter dealt with ✓
023	Organizational Development: Study Loan Agreement Request for Study Assistance: Ms. Josephine Celeste Frederick	Employee enrolled with Stadio Higher Education for this semester	Ministerial approval awaited
024	Organizational Development: Study Loan Agreement Request for Study Assistance: Ms. Yolande U. McCallum		Ministerial approval awaited
025	Personnel: Appointment(s): Appointment of Acting Strategic Executives & Accountant Debtors	Acting appointments in place, whilst efforts under way to fill the vacant positions	Working on it ✓

**C. SECOND 2ND ORDINARY COUNCIL MEETING
WEDNESDAY, 24TH APRIL 2024 AT 14H00**

ITEM NUMBER	SUBJECT	IMPLEMENTATION	STATUS REPORT
034	Establishment & Functioning of Grading and Wage Committee and Job Evaluation of the	Letter to be written to MURD and NAPWU regarding the	Work in progress

	Organogram of the Municipal Council of Keetmanshoop	establishment of the Grading and Wage Committee & The ACEO to convene the first meeting of the committee	
035	Various Tertiary Students Applications for Financial Assistance for Academic Year 2024	Letter of request for approval written to MURD ED	Awaiting ministerial approval
036	Organizational Development & Training: Request for Financial Assistance to Settle Outstanding University Tuition Fees / Mr. Jacques Reginald Strauss	Letter of request for approval written to MURD: ED	Awaiting ministerial approval
037	Organizational Development & Training: Request for In-service Auto Electric Training – Rundu Vocational Training / Mr. Joseph Salom – Mechanical Foreman	Employee awaits date confirmation from the institution to attend training	Pending
038	Organizational Development & Training: Request for Approval for a Study Loan for Meter Reader Sia Iyambo	Letter of request for approval written to MURD: ED	Awaiting ministerial approval
039	Recruitment & Selection: Permanent Appointment: IT Administrator: Mr. Alexander Godfrey Kleinhans	Permanent employment letter issued to employee	Matter finalized ✓
040	Recruitment & Selection: Permanent Appointment: Mr. Gert Skeyer – Team Member – Local Economic Department	Permanent employment letter issued to employee	Matter finalized ✓
041	Recruitment & Selection: Permanent Appointment: Mr. Michael Jahs – Team Member – Local Economic Department	Permanent employment letter issued to employee	Matter finalized ✓
042	Recruitment & Selection: Permanent Appointment: Mr. Willem Dawid Christian Karolus – Team Member – Local Economic Department	Permanent employment letter issued to employees	Matter finalized ✓

043	Recruitment & Selection Offer of Permanent Appointment: 1x Traffic Officer – C2	Mr. Edwin Links offered employment and commenced duty in April 2024.	Matter finalized ✓
044	Personnel: Acting Appointment: Foreman – Water Networks	Council rejected this request	Matter finalized ✓
045	Personnel: Human Resources Monthly Report from May 2023 – July 2023	Report presented to Council for consideration	Matter finalized ✓
046	Personnel: Human Resources Monthly Report from August 2023 – October 2023	Report presented to Council for consideration	Matter finalized ✓
047	Personnel: Human Resources Monthly Report from November 2023 – February 2024	Report presented to Council for consideration	Matter finalized ✓

**D. THIRD 3rd ORDINARY COUNCIL MEETING
TUESDAY, 07TH MAY 2024 AT 14H00**

ITEM NUMBER	SUBJECT	IMPLEMENTATION	STATUS REPORT
079	Personnel: Recruitment and Selection: Permanent Appointment: Strategic Executive (SE) Finance (E1) //Mrs. Deseree Karlien Boois	Employment offer letter issued	Incoming Employee will commence duty on 1 st July 2024

DISCUSSION

Acting SE:HR Mr A Isaak inform the meeting that the report was only on the HR Items submitted, thorough report will submitted in the coming Management Committee Meeting. Cllr Vries mentioned on the status report stating "work in progress" exact dates must be stated in the column. Cllr Vries raised his concern about disciplinary hearings not initiated. Cllr Vries stressed out on point A 10th Ordinary Council Meeting held on 18th December 2024 personnel matters disciplinary matter Mugunda an Konjore work in progress, 29th January 2024 work in progress, 24th April work in progress stated that the report is not giving direction to council. Cllr Vries mentioned further council are aware that procurement was a problem, stating that procurement was addressed meaning by now council needs to know about next step going to happen. Cllr Vries

MWH

G.D.A

stated to HR council needs action dates these staff members need to be charge and bring to a disciplinary hearing.

COUNCIL RESOLUTION: C144/25/06/2024 – 4TH OCM

Council take note of the report in relation to implementation and tracking of Council resolutions.

ITEM 145

ESTABLISHMENT & FUNCTIONING OF GRADING AND WAGE COMMITTEE AND JOB EVALUATION OF THE ORGANOGAM OF THE MUNICIPAL COUNCIL OF KEETMANSHOOP

Ref/P.....

RELEVANT INFORMATION

1. An invitation dated the 7th May 2024 was received from the MURD ministry, for attendance of a STAKEHOLDERS CONSULTATIVE MEETING ON THE REVIEW OF THE RECRUITMENT AND SELECTION REGULATIONS FOR ALL LOCAL AUTHORITY COUNCILS, THE PERSONNEL RULES AND THE PATTERSON JOB EVALUATION AND GRADING REPORT FOR PART 2 MUNICIPALITIES, TOWN COUNCILS, AND VILLAGE COUNCILS.

2. As per the invite, the meeting was attended by the Chairperson of Management Committee, Cllr. Isaak, Acting CEO, Mr. G.D Andries, and Acting SE:HR, Mr. Isaak which ran from the 27th -31st May 2024 in Ondangwa.

3. At the meeting, inputs were entertained from the various Councils, which will be reported to the Minister for consideration, and such reviewed report would be presented to legal drafters and the Treasury and Cabinet.

4. As it stands now, the reviewing process would take a considerable time, and the challenges we are facing with the Grading and Wage Committee functions would remain.

5. At the meeting, grading was presented for the various positions on the municipal establishment, but no job descriptions were done by the Ministry.

COUNCIL RESOLUTION: C145/25/06/2024 – 4TH OCM

On proposal by Cllr Vries, seconded by Cllr Isaak, it was resolved that;

1. Council grants approval for the procurement of a consultant to initiate the review process of grading, the organogram and review of the job descriptions.

Item MC 146

TOWN PLANNING & CONTROL OVER ERVEN: CONSOLIDATION OF ERF 294, 295 & 298, KRÖNLEIN PROPER

Ref No: 15/4/1/2

1. Appointment

An application was received from Plan Africa Planning Consulting CC on behalf of Mr Lourens Beukes for the consolidation of Erf 294, 295 and 298 Krönlein Proper into one erf in order to operate the night club legally.

2. Main motivation points

- The proposed consolidation is in line with the conditions of the Land Use Scheme of Keetmanshoop Municipality;
- Parking requirements, bulk factor, coverage and height of the buildings will be verified if such client submit the site and building plans to the local authority;

DISCUSSION

Cllr EMG Isaak suggested Items 146-148 clustered and point of rule 44 to apply be added.

COUNCIL RESOLUTION: C146/25/06/2024 – 4TH OCM

On proposal by Cllr Isaak, seconded by Cllr Nghidinwa, it was resolved that;

- Council approves the consolidation of Erf 294, 295 and 298 Krönlein Proper into one erf.
- Rule 44 to be apply

Item MC 147

TOWN PLANNING & CONTROL OVER ERVEN:

- **CONSOLIDATION OF ERVEN 1242 AND 1243, KEETMANSHOOP EXTENSION 1 INTO ERF "X" AND**
 - **SUBDIVISION OF ERF X INTO PORTION A, B AND REMAINDER**

Ref No: 15/4/1/2

1. Appointment

An application was received from Plan Africa Planning Consulting CC on behalf of Mr Eduard De Vries and Mrs Veronica Ester De Vries for the consolidation of Erven 1242 and 1243, Keetmanshoop Extension 1. In addition, the subdivision of the newly created Erf "X" into Portion A, B and Remainder.

2. Main motivation points

- The proposed consolidation is in line with the conditions of the Land Use Scheme of Keetmanshoop Municipality;
- Parking requirements, bulk factor, coverage and height of the buildings will be verified if such client submit the site and building plans to the local authority;

DISCUSSION

Cllr EMG Isaak suggested Items 146-148 clustered and point of rule 44 to apply be added.

COUNCIL RESOLUTION: C147/25/06/2024 – 4TH OCM

On proposal by Cllr Isaak, seconded by Cllr Nghidinwa, it was resolved that;

- Council approves the consolidation of Erven 1242 and 1243, Keetmanshoop Extension 1 into Erf "X";
- Subdivision of Erf "X" into Portion A, B and Remainder, Keetmanshoop Extension 1 and
- Applicant to pay the applicable endowment fee.
- Rule 44 to be apply

Item MC 148

TOWN PLANNING & CONTROL OVER ERVEN: CONSENT FOR RELAXATION OF THE BUILDING LINE ON ERF 1066, KRONLEIN EXTENSION 1

Ref No: 15/P

Relevant Information:

A building plan was submitted by 2H DIMENSIONS (draughtsman) on behalf of Ms. Suama.N. Haimbodi to apply for consent for the building line (frontage) to be relaxed from 3m to 1.5m.

Erf Information:

- Density: 1:300m²
- Zoning: Single Residential
- Size: 460m²
- Land Use: Main dwelling
- Allowable Building Lines (frontage): 3 metres from any street boundary (Keetmanshoop Zoning Scheme)

DISCUSSION

Cllr EMG Isaak suggested Items 146-148 clustered and point of rule 44 to apply be added.

COUNCIL RESOLUTION: C148/25/06/2024 – 4TH OCM

On proposal by Cllr Isaak, seconded by Cllr Nghidinwa, it was resolved that;

- Council grant consent to Ms Suama.N. Haimbodi for the relaxation of building line from 3metres to 1.5 metre in order to erect a single garage on Erf 1066, Krönlein Extension 1.
- Rule 44 to be apply

Item MC 149

TOWN PLANNING & CONTROL OVER ERVEN:

- **CONSENT TO USE FARM 516(A PORTION OF REMAINING EXTENT OF PORTION 45) OF THE FARM KEETMANSHOOP TOWN AND TOWNLANDS NO.150 FOR AGRICULTURAL PURPOSED AND**
 - **THAT TABLE B OF THE KEETMANSHOOP TOWN PLANNING SCHEME BE AMENDED AS FOLLOWS TO INCLUDE AGRICULTURAL USE/LAND AS A CONSENT USE UNDER THE ZONING "GENERAL INDUSTRY"**

Ref
No: 15/P

Relevant Information

An application was received from Plan Africa Consulting CC (Town & Regional Planners) on behalf of Suide Koelkamers Trust for the following:

1. Consent to use the Farm 516 (a portion of the remaining extent of Portion 45) of Farm Keetmanshoop Town and Townlands No.150 for agricultural purposes and
2. That Table B of the Keetmanshoop Town Planning Scheme be amended as follows to include "Agricultural Use/Land" as a consent use under the zoning "General Industry"

Hearing

In addition, the hearing was held on 08th of December 2023 per the conditions of the Urban and Regional Planning Act and its regulations. (Kindly see the attached documents). After the hearing, all the owners agree that the owner can operate a piggery on such a portion but only with a limited number of pigs. Furthermore, the owners also agree that the piggery should be cleaned every day to minimise the odour.

DISCUSSION

Cllr EMG Isaak enlightened the meeting current land use of general industrial land had to be change from industrial use to agricultural use. If a land use is change there are certain compliances to take place this was the application Suide Koelkamers had brought forward to council to rezone this land. Intems of land use Suide Koelkamers want to apply for applicable land use for the purpose which require for the land not for industrial or agricultural purposes. Acting SE:HR Ms S Witbooi inform the meeting that it should be noted that applicable finance tariffs be adjusted accordingly.

COUNCIL RESOLUTION: C149/25/06/2024 – 4TH OCM

After discussion and on proposal by Cllr Isaak, seconded by Cllr Knaus, it was resolved that;

1. Council grant consent to Suide Koelkamers Trust to use the Farm 516 (a portion of the remaining extent of Portion 45) of Farm Keetmanshoop Town and Townlands No.150 for "Agricultural" purposes and
2. That Table B of the Keetmanshoop Town Planning Scheme be amended as follows to include "Agricultural Use/Land" as a consent use under the zoning "General Industry" for peri-urban areas (townlands) only.
3. Rule 44 to be apply

Item MC 150

TOWN PLANNING & CONTROL OVER ERVEN: REZONING OF ERF 1578, TSEIBLAAGTE EXTENSION 2 FROM "RESIDENTIAL 2" WITH A DENSITY OF 1:100 TO "GENERAL BUSINESS" AND CONSENT TO PROCEED WITH THE DEVELOPMENT WHILE THE REZONING IS BEING PROCESSED

Ref No: 15/4/1/1

1. Appointment

INora Town and Regional Planners CC submitted an application on behalf of Ms Justina.T. Nelulu for the rezoning of Erf 1578, Tseiblaagte Extension 2. The owner intends to erect an office, salon and block of flats (mixed-use development).

2. Main motivation points

- The proposed development promotes densification which is outlined in the Urban Structure Plan of Keetmanshoop and
- Parking requirements, coverage and height of the buildings will be verified if such client submits the site and building plans to the local authority.

COUNCIL RESOLUTION: C150/25/06/2024 – 4TH OCM

On proposal by Cllr Vries, seconded by Cllr Jossop, it was resolved that;

- Council approves the rezoning of Erf 1578, Tseiblaagte Extension 2 from "Residential 2" with a density of 1:100 to "General Business";
- Council grant consent to Ms Justina.T. Nelulu to proceed with the development while the rezoning is being processed and
- Applicant to pay the applicable betterment fee.

Item MC 151

TOWN PLANNING & CONTROL OVER ERVEN: SALE OF ERVEN: SALE OF A PORTION OF ERF 2985, KEETMANSHOOP – SOUTHERN AFRICA GROUP(PTY)LTD

Ref.No:15/1/5/1

Background Information:

Southern Africa Group(Pty)Ltd submitted an application to Keetmanshoop Municipality to purchase a portion of Erf 2985, Keetmanshoop for the establishment of student accommodation.

Erf Information:

Size: 40.3595ha

Zoning: Undetermined

Current Owner: Municipality of Keetmanshoop

Current Use: Vacant

Topography: Flat

DISCUSSION

Cllr Vries questioned Acting CEO Mr G Andries why the the tariff is N\$50/m². Cllr Vries further suggested for N\$65/m². Mayor instructed Mr J Strauss to enlightened the meeting on the size of Erf 2895 the exact size. Mr J Strauss responded to questioned post by Mayor that the size is not 40.3595ha stated that the size needs to be corrected as well as the price. Mr J Strauss enlightened the meeting that the Erf is located behind customs.

COUNCIL RESOLUTION: C151/25/06/2024 – 4TH OCM

After discussion item referred back for proper submission.

MC Item 152
FINANCE MANAGEMENT REPORT MARCH – MAY 2024

REF:

INTRODUCTION

The finance department herewith submit our Management report for period March – May 2024 for the 2023/ 2024 fiscal period, as requested by our Acting CEO.

Also attached is the Accountability Report (Jan24- March24; as well as till end May24 as addition) forwarded to MURD, in compliance with a Circular Dated 5 March 2015.

RELEVANT INFORMATION

I have made a brief summary of the cash-flow breakdown, and major creditors for the said period, and income as recorded for 3 months.

CASHFLOW SUMMARY MARCH 2024			
CORPORATE CURRENT ACCOUNT			040988953
Opening Balance			2,594,941.12
Net Cash In/ Out Flow			343,621.05
Funds Received (Credits)			10,976,727.12
Funds Used (Debits)			-10,633,106.07
Closing Balance			2,938,562.17
<i>Bank charges included in the "in & out" flows</i>			

CASHFLOW SUMMARY APRIL 2024

CORPORATE CURRENT ACCOUNT				040988953
Opening Balance				2,938,562.17
Net Cash In/ Out Flow				1,782,495.76
Funds Received (Credits)				8,212,918.64
Funds Used (Debits)				-9,995,414.40
Closing Balance				1,156,066.41
<i>Bank charges included in the "in & out" flows</i>				

CASHFLOW SUMMARY MAY 2024

CORPORATE CURRENT ACCOUNT				040988953
Opening Balance				1,156,066.41
Net Cash In/ Out Flow				1,015,681.14
Funds Received (Credits)				10,034,542.67
Funds Used (Debits)				-9,018,861.53
Closing Balance				2,171,747.55
<i>Bank charges included in the "in & out" flows</i>				

NAMRA Notice

NOTICE OF OUTSTANDING DEBT

Tax type	Tax	Penalties	Interest	Total
Value Added Tax		N\$188 498.88		N\$ 188 498.88
Employees Tax	N\$498 573.45	N\$752 0828.41	N\$679 112.37	N\$869 8513.93
Value Added tax on Import Account	N\$14972.39	N\$994 406.38	N\$26 356.49	N\$103 5735.26

As was alluded before; NAMRA debt mostly from penalties and interest. But because we have taken part in the Amnesty program once we clear out the differences above (forwarding payment proof) and finalizing 2022-2023 VAT audits, we can get final amount due and pay before due date to waive the penalties & interest. The team working on finalizing.

STATUTORY MONTHLY CREDITORS MOVEMENT				
	PERIOD			
Description	Mar-24	Apr-24	May-24	
Payroll	4,451,953.47	4,491,973.03	-	(incl acting/ unpaid leave credits/overtime) ; May payroll only recorded in Ju
Termination Leave	-	56,047.81	-	
Fuel	344,202.52	183,624.78	253,749.65	
S&T	416,647.35	208,703.80	300,925.07	
Insurance	64,740.98	36,522.17	215,733.13	
Town Planning_ Staubenrauch	880,267.50	-	-	
Rate & Tax- Regional Council	100,000.00	100,000.00	100,000.00	
Security Services	234,226.60	102,168.50	104,408.96	
Casuals	31,345.17	119,882.00	75,428.05	
Network Expenses W&E	45,418.31	39,585.29	98,131.82	
Vehicle Maintenance	81,169.19	183,522.62	214,718.65	(April -mostly trucks maintenane and tyres)
Vehicle Registration	-	-	55,706.10	
Vehicle Lease	-	-	236,286.99	(All 3 months processing done)
Traffic Signs	137,794.26	3,480.72	39,460.34	
Computer expenses	5,500.00			
Town Plan-Rita Khilba	475,000.00			
Servicing of Land	1,575,289.60			
Advertising	59,670.00	376,706.23		land sale adverts mostly
Postage & Telephone	43,201.73	54,564.94	41,917.69	
Donations & Bursaries	38,177.30	60,174.87	10,000.00	
Legal Fees		59,926.71	145,107.20	
Training	90,831.96	15,950.00	15,000.00	
Licence Fees_MUNSOFT	41,785.00	41,785.00	85,411.30	
Printing & Stationary			136,402.67	(bulk purchase)
NAMWATER	1,000,000.00	1,439,763.00	1,500,000.00	1439763
Employee Wellness			232,395.66	(sports club to refund sports gear) also condolence & gratitude pay
Severance Payment	-	-	60,705.28	
TOTAL	10,117,220.94	7,674,381.47	3,921,488.56	
INCOME REPORTED	7,643,148.07	13,234,922.14	8,640,856.54	

Note:

ONLY MAJOR PAYMENTS PRESENTED ABOVE 40K

The summary of the Management report provides an insight on the budget performance of the different Departments and the Office of the Chief Executive Officer as contained in the votes from March 2024 to the date of producing this report, which is the 31st May24.

Council had an amount of N\$2,171,747-55 in its coffers on the closing date of 31st May24, for the 2023/24 Financial Year. (Please see the bank statements attached hereto as annexure). Which was used for May24 third party payments.

Refunds from KEBU; MARCH – MAY2024

Royalties - N\$2million
Salaries - N\$2, 810,753-11

Total Debt Outstanding till date;

Total Debt Due - N\$236,797,828-79
At May2024 - N\$9,518,205-31

Of which the Ministries owe only +/- N\$3million, the highest being Defence which will pay within June2024

DISCUSSION

Acting SE:Finance Ms S Witbooi enlightened committee value added tax column reflecting empty is NAMRA were busy with 2022/2023 year to audit. Ms Witbooi further mentioned regarding the Financial statements for 2022 is almost done is only for fixed assets, department not ready with documents but still busy working on it. Financial statements for 2023 will be ready in two to three months.

COUNCIL RESOLUTION: C152/25/06/2024 – 4TH OCM

Council accept and take note of the report as is.

ITEM 153

ANNUAL REPORTS OF COUNCIL & MONTHLY REPORTS OF DEPARTMENTS: Submission to the Management Committee of Keetmanshoop Municipality: Land Sales Register Project

Ref: 9.1

Background and Relevant Information

The Land Sales Register Project, initiated by the Finance Department's Properties Section, is a key initiative aimed at digitizing and centralizing records of land sales in Keetmanshoop. This project commenced in February 2024 and is led by Mr. J.R. Strauss, with a team consisting of Barbara Motinga (Property Officer), Jacques Strauss (Property Clerk), and three Graduate Trainees (Olivia N. Israel, Leonard Hamauta, and Johannes Jakob). The overarching goal is to streamline land transaction processes, enhance accountability, reduce bureaucratic hurdles, and support informed decision-making in land management and development.

Project Progress Summary

Weeks 1-4:

- Issued clearance amounts and certificates for multiple erven.
- Captured erven allocated from 2016-2023 into the database.
- Faced challenges with incomplete files, limited computer access, and a busy printer for scanning.

Weeks 5-8:

- Continued issuing clearance amounts and certificates.
- Verified and rectified errors in land sale advertisements.
- Captured data, scanned supporting documents, and populated the land sales register.

Weeks 9-12:

- Issued additional clearance certificates.
- Captured around 500 erven and scanned relevant documents.
- Noted that many erven lacked complete documentation, necessitating further verification from the Council's Secretary.

Weeks 13-16:

- Issued clearance certificates and captured an additional 564 erven.
- Total erven captured reached 1064.

Weeks 17-20:

- Continued data capturing, scanning, and verifying information.
- Captured 423 more erven, bringing the total to 1487.
- Faced challenges with network disruptions and incomplete source documentation.

Key Achievements

- Identification of double and multiple allocations across various erven.
- Comprehensive capture of land sales from 2016-2021 and 2023.
- Enhanced transparency through detailed documentation of issues such as incomplete records and multiple allocations.

Challenges Faced

Network Disruptions:

- Conflicts between Telecom and MTC routers hindered smooth data flow and communication.

Recruitment & Human Capital:

- Loss of a Graduate Trainee reduced manpower, impacting daily operations like data capturing and scanning.

Fragmented Source Documentation:

- Incomplete and scattered documents made it challenging to consolidate and digitize records effectively.

Next Steps

1. Formulation of a Problem Tree:

- Identify and analyze root causes of challenges in land sales management.

2. Formulation of an Objective Tree:

- Translate problems into specific, measurable objectives.

3. Formulation of a Logical Framework:

- Outline the project strategy, including key activities, outputs, outcomes, and indicators.

4. Continue Populating the Land Sales Register:

- Ensure completeness and accuracy of records.

5. Development of an ER Diagram:

- Depict database schema and relationships to facilitate efficient data management.

Recommendations of Report

1. Stakeholder Engagement and Capacity Building:

- Engage with both internal and external stakeholders, and invest in capacity building to enhance understanding and cooperation.

2. User-Friendly Interface and Training:

- Ensure an intuitive interface and conduct training for users.

3. Regular Data Quality Assurance:

- Implement robust data quality checks and validation procedures.

4. Continuous Improvement and Adaptation:

- Adopt an iterative approach, incorporating user feedback and technological advancements.

5. Promotion and Awareness Campaigns:

- Raise awareness about the project's benefits through various communication channels.

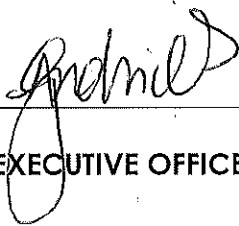
Conclusion

The Land Sales Register Project aims to revolutionize land sales management in Keetmanshoop by enhancing transparency, efficiency, and accessibility. Despite challenges such as network disruptions and incomplete documentation, significant progress has been made. Moving forward, the project will focus on addressing these challenges through comprehensive planning, stakeholder engagement, and continuous improvement. By adhering to the outlined recommendations, the project aspires to achieve its goal of improved land management and governance for the benefit of all stakeholders.

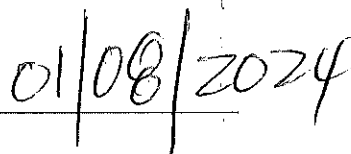
COUNCIL RESOLUTION: C153/25/06/2024 – 4TH OCM

Council takes note of the Report.

CONFIRMED:



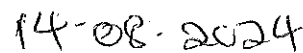
ACTING CHIEF EXECUTIVE OFFICER



DATE



CHAIRPERSON OF COUNCIL



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