

Ref : CM 10/2021
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MINUTES OF THE MONTHLY MEETING OF COUNCIL
HELD VIA MICRO SOFT TEAMS, ON WEDNESDAY, THE 28TH JULY 2021

PRESENT:

Councillor Taarah Shalyefu	- Mayor & Chairperson of Council
Councillor Ualiala Katonyala	- Deputy Mayor
Councillor Fabiam George	- Chairperson of Management Committee
Councillor Naemi Amuthenu	
Councillor Jona Helao	
Councillor Otilie Haitota	
Councillor Kaarena Shikongo	

IN ATTENDANCE

Mr. Damian E Egumbo	- Chief Executive Officer
Mr. Immanuel Nakale	- SM: Finance & Administration
Ms. Rebekka Hidulika	- SM: Economic Development & Community Services
Mr. David Mulokoshi	- SM: Planning and Technical Services
Ms. Lonia Nghuulikwa	- Executive Support Services Officer
Mr. Jackson Muma	- Corporate Communication Officer

CM 104/2021 OPENING BY PRAYER

Councillor Taarah Shalyefu opened the meeting with a prayer.

CM 105/2021 ADOPTION OF THE AGENDA OF THE MEETING OF COUNCIL

Councillor Jona Helao moved for the adoption of the agenda seconded by Councillor Ualiala Katonyala and the agenda was adopted without amendments.

All official correspondence must be addressed to the Chief Executive Officer

DECLARATION OF INTEREST

Declaration of Interest refers to the process whereby a member declares all interests that:

- (a) Pertain to actual or potential service providers of the Council;
- (b) may give rise to or may in future give rise to a conflict of interest between the member and Council; and
- (c) result in a member personally gaining from providing services of the Council.

Conflict of Interest means a conflict between the private interests (financial, personal or other) and the official responsibilities of a member.

For purposes of this agenda, conflicts of interest have been categorized as:

- **Perceived conflict of interest:** where it appears that the member's private interests could improperly influence the performance of his or her duties towards Council;
- **Potential Conflict of Interest:** where member's has private interests that could conflict with his or her official duties towards Council;
- **Actual Conflict:** where member's interest directly interferes with the ability to conduct his or her duties to Council in a proper manner because of their private interests.

Members are to disclose and declare actual, perceived and potential financial and personal conflict of interest that could be affected by the outcome of the meeting.

- Mr. Damian Egumbo; Chief Executive Officer, Mr. David Mulokoshi; Senior Manager Planning and Technical Services, Mr. Immanuel Nakale; Senior Manager Finance and Human Resources Administration, Mr. Jackson Muma; Corporate Communication Officer, Ms. Rebekka Hidulika; Senior Manager Economic Development and Community Services and Ms. Lonia Nghuulikwa, Executive Support Services Officer declared interest on item MCM 106.1/2021 - Wages and salary negotiations for the financial year 2021/2022.
- The Chairperson noted and recorded the declaration of interest by the staff members in relation to item MCM

106.1/2021 - Wages and salary negotiations for the financial year 2021/2022.

CM 107/2021 APPLICATIONS FOR LEAVE OF ABSENCE

No application of leave of absence was given as all members were in attendance.

CM 108/2021 APPROVAL OF MINUTES
CM 108.1/2021 MINUTES OF THE COUNCIL MEETING OF THE TOWN COUNCIL
ONGWEDIVA HELD ON THE 30TH JUNE 2021

The minutes of the meeting of the Town Council of Ongwediva held on the 30th June 2021 were approved by Council on proposal by Councillor Fabiam George and seconded by Councillor Naemi Amuthenu.

CM 108/2021 APPROVAL OF MINUTES
CM 108.2/2021 MINUTES OF THE COUNCIL MEETING OF THE TOWN COUNCIL
ONGWEDIVA HELD ON THE 09TH JULY 2021

The minutes of the meeting of the Town Council of Ongwediva held on the 09th July 2021 were approved by Council on proposal by Councillor Ulalia Katonyala and seconded by Councillor Fabiam George.

CM 109/2021

INTERVIEWS WITH DEPUTATIONS

A deputation desirous of having an interview with Council or a committee of Council shall submit a written memorandum in which the representations it wishes to make are set out to the Chief Executive Officer.

The Chairperson of Council or of such committee as the case may be, shall decide whether the deputation will be heard and whether the matter can be disposed of under the ordinary powers of the meeting concerned.

If the Chairperson of Council decides that the deputation will not be heard, he or she may refer the matter to the Management Committee who shall then consider the request as if it is a request for an interview with the Management Committee.

A deputation shall consist of not more than five members and only one member thereof may address the meeting, except when a question of a member of Council or committee is being answered.

Council or committee as the case may be, shall only hear the deputation; gather all relevant information and shall deal further with the matter after the deputation has departed.

(Rule 10 of the Standing Rules

NO INTERVIEWS WITH DEPUTATIONS

CM 110/2021

MATTER ARISING FROM PREVIOUS MINUTES

No matter arising from previous minutes

CM 111/2021

OFFICIAL ANNOUNCEMENTS / STATEMENT BY THE MAYOR

His Worship the Mayor, Taarah Shalyefu informed the house that his office received a message notifying council about the passing of the former Ongwediva Town Councillor John YaKanandjembo who also served as Chairperson of Management Committee of Council.

“That, Council will pay tributes to the late YaKanandjembo Friday, 30th July 2021 during the memorial services, hence members who may wish to join can do so,” said Cllr. Shalyefu.

CM 112/2021

PETITIONS

Any member of the Community may submit a petition, which shall be properly motivated on matters regarding the town.

Petitions shall not be read to the Council; and no speech or comments concerning it shall be heard, but it shall forthwith be referred to the first ordinary meeting of the Management Committee, which shall report to the Council.

Every petition shall have the word "Petition" as heading.
(Rule 11 of the Standing Rules)

NO PETITIONS WERE SUBMITTED

CM 113/2021

MOTIONS OF MEMBERS

Any Council Member may introduce a motion which shall relate to a matter regarding the administration of conditions in the town Council area.

The Chairperson shall reject a motion if, in his/her opinion, it:

- a) is contrary to the standing rules of order or any law or would be so contrary, if it is carried;
- b) deals with a matter in respect of which Council has no jurisdiction; or
- c) would lead the discussion of a matter already contained in the agenda of the meeting concerned; or
- d) is a case of an opposed motion (when there is no seconder of such motion).

(Rule 11 of the Standing Rules)

NO MOTIONS FROM MEMBERS WERE SUBMITTED

CM 114/2021

NOTICE FOR QUESTIONS

Any member of Council may pose a question relating to a matter which arises from or relates to the business of any Committee of Council or the general business of Council; after the member concerned has at least 72 hours (Seventy-Two hours) prior to the commencement of the Council Meeting submitted a written notice of the question, signed by him/her, to the Chief Executive Officer.

NO NOTICES OF QUESTIONS WERE INTRODUCED

CM 115/2021

ANSWERS TO QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

The Chairperson of Council shall respond to previous questions posed by members of Council relating to the business of any Committee of Council or the general business of Council.

NO ANSWERS TO QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN WERE SUBMITTED

RESOLUTION: CM 116.1/2021		ACTION
CM 116/2021	REPORTS <u>REPORTS AND RECOMMENDATIONS OF MANAGEMENT COMMITTEE</u>	
CM 116.1/2021	CONFIRMATION OF MINUTES OF THE MANAGEMENT COMMITTEE OF COUNCIL MEETING HELD ON 21ST JULY 2021	
	<ul style="list-style-type: none">The minutes of the Management Committee of 21st July 2021 were confirmed as proposed by Councillor Fabiam George and seconded by Cllr. Jona Helao.	ALL

RESOLUTION: CM 116.2/2021		ACTION
CM 116/2021	REPORTS REPORTS AND RECOMMENDATIONS OF MANAGEMENT <u>COMMITTEE</u>	
CM 116.2/2021	REPORTS AND RECOMMENDATIONS OF MANAGEMENT COMMITTEE OF COUNCIL MEETING HELD ON 21 ST JULY 2021	
COUNCIL RESOLVED <ul style="list-style-type: none"> That, the report and recommendations of the Management Committee meeting held on the 21st July 2021 be approved with amendments therein as proposed by Councillor Ulalia Katonyala and seconded by Councillor Jona Helao. 		ALL

RESOLUTION: CM 116.2/2021 (MCM 104/2021)		
6.	MCM 104/2021 MATTERS ARISING FROM PREVIOUS MINUTES	
No matter arising from previous minutes.		

RESOLUTION: CM 116.2/2021 (MCM 105/2021)		ACTION
7.	MCM 105/2021 MATTERS REFERRED TO THE MANAGEMENT COMMITTEE BY COUNCIL	
No matter referred to the Management Committee by Council.		

RESOLUTION: CM 116.2/2021 (MCM 107/2021)		ACTION
9.	MCM 107/2021 LEGAL MATTERS No legal matters	

RESOLUTION: CM 116.2/2021 (MCM 108.1/2021)		ACTION
10.	MCM 108/2021 REPORTS	
10.1	MCM 108.1/2021 MONTHLY OPERATIONAL REPORTS FOR JUNE 2021	
<p>COUNCIL RESOLVED</p> <ul style="list-style-type: none"> That, the Monthly Operational Management Report for Ongwediva Town Council for June 2021, be approved on proposal by Cllr. Jona Helao and seconded by Cllr. Naemi Amuthenu with the following directives to the Chief Executive Officer: <ul style="list-style-type: none"> That, a report be submitted to Council regarding the trip undertaken by His Worship the Mayor and his delegation to Otjinene, Okakarara and Otjiwarongo in June as per Council resolution CM 47.2/2021 (MCM 48.9/2021) of March 2021. That, the Council undertake a study to establish the reasons why tenants are voluntarily vacating the Ongwediva Open Market stalls and compile strategies on how council can possible intervene. That, a report be submitted to Council regarding the perceived misunderstandings between the different role players (leadership and administrative personnel) of the Ongwediva Open Market. That, a request for de-bushing Extension 18, Ongwediva be communicated to the developer, Stantoll Properties CC, as the area poses safety risk to the community in its current state. 		<p>MAYOR</p> <p>LED&TO</p> <p>CEO</p> <p>SM: ED&CS</p>

<ul style="list-style-type: none"> That, Council establishes the cause of increase in the debtor’s balance during the month of June 2021 despite the implementation of credit control measures. 	SM: F&HR
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RESOLUTION: CM 116.2/2021 (MCM 109.1/2021)	ACTION
<p>11. MCM 109/2021 SUBMISSIONS</p> <p>11.1 MCM 109.1/2021 SUBDIVISION OF THE REMAINDER OF FARM ONGWEDIVA TOWN AND TOWNLANDS NO. 881 INTO PORTIONS A, B, C AND REMAINDER, REZONING OF PORTION A, B AND C OF THE FARM ONGWEDIVA TOWN AND TOWNLANDS NO. 881 FROM “UNDETERMINED” TO “INSTITUTIONAL”, INSTITUTIONAL AND PRIVATE OPEN SPACE’ RESPECTIVELY, INCLUSION OF THE NEWLY CREATED LAND USES FOR PORTION A (INSTITUTIONAL) B (INSTITUTIONAL) AND C (PRIVATE OPEN SPACE) IN THE NEXT ZONING SCHEME; ALTERATION OF THE BOUNDARIES OF AN APPROVED TOWNSHIP TO INCLUDE (INCORPORATION) PORTION C AS AN ERF INTO ONGWEDIVA EXTENSION 17; CONSOLIDATION OF PORTION C WITH “TO BE CREATED ERF A/7410” (A FORMER PORTION OF ERF 7410 ONGWEDIVA EXTENSION 17) TO FORM CONSOLIDATED ERF X (PRIVATE OPEN SPACE) FOR SPORT FIELD PURPOSE</p>	
<p>COUNCIL RESOLVED</p> <ul style="list-style-type: none"> That, the application for the Subdivision of the remainder of Farm Ongwediva Town and Townlands No 881 into Portions A, B, C and remainder be approved; That, the application for Rezoning of Portion, A, B and C of the Farm Ongwediva Town & Townlands No. 881 from “Undetermined” to “Institutional, institutional and Private Open Space” respectively be approved; 	P&DO

<ul style="list-style-type: none">• That, the application for the Inclusion of the newly created land uses for Portion A (Institutional), B (Institutional) and C (Private Open Space) in the next zoning scheme be approved;• That, the Alterations of the boundaries of an approved township to include (incorporation) Portion C as an erf into Ongwediva Extension 17 be approved;• That, the application for the Consolidation of Portion C with “to be created erf A/7410” (a former Portion of erf 7410 Ongwediva Extension 17) to be consolidated erf x (Private Open Space) for sport field purposes be approved;• That, the above approval is subjected to the following conditions;<ul style="list-style-type: none">• All conditions as stipulated in the Town Planning Scheme shall be subjected to the subdivided and consolidated property.• That the subdivided Portions be registered with the Deeds office.• That permission is granted for construction to commence while planning activities are still in process.• All costs associated with this application shall be the responsibility of the Council.	
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RESOLUTION: CM 116.2/2021 (MCM 109.2/2021)	ACTION
<p>11. MCM 109/2021 SUBMISSIONS 11.2 MCM 109.2/2021 SUBDIVISION OF ERF 7410 ONGWEDIVA EXTENSION 17 INTO ERF A/7410 AND REMAINDER; REZONING OF ERF A/7410 ONGWEDIVA EXTENSION 17 FROM “UNDETERMINED” TO “PRIVATE OPEN SPACE”; INCLUSION OF THE NEWLY CREATED LAND USE OF ERF A/7410 (PRIVATE OPEN SPACE), IN THE NEXT ZONING SCHEME PREPARED FOR ONGWEDIVA; CONSOLIDATION WITH NEWLY CREATED ERF A/7410 (PRIVATE OPEN SPACE) WITH “TO BE CREATED AND INCORPORATED PORTION C OF THE REMAINDER OF FARM ONGWEDIVA TOWN AND TOWNLANDS NO. 881 TO FORM ‘CONSOLIDATED ERF X ONGWEDIVA EXTENSION 17</p>	
<p>COUNCIL RESOLVED</p> <ul style="list-style-type: none"> • That, the application for the Subdivision of erf 7410 Ongwediva extension 17 into Erf A/7410 and Remainder, inclusion of the newly created land use of erf A/7410 (Private Open Space) be approved. • That, the application for Rezoning of erf A/7410 Ongwediva Extension 17 from “Undetermined” to “Private Open Space” be approved. • That, the application for Inclusion of the newly created land use of erf A/7410 (Private Open Space) in the next zoning scheme be approved. • That, the application for the Consolidation of the newly created erf A/7410 (Private Open Space) with “to be created and incorporated portion C of the remainder of farm Ongwediva Town and Townlands No. 881 to form ‘Consolidated erf X Ongwediva Extension 17 be approved. • That the above approval is subjected to the following conditions; <ul style="list-style-type: none"> • All conditions as stipulated in the Town Planning Scheme shall be subjected to the subdivided and consolidated property. • That the subdivided Portions be registered with the Deeds office. • That permission is granted for construction to commence while planning activities are still in process. 	<p>P&DO</p>

<ul style="list-style-type: none"> All costs associated with this application shall be the responsibility of the Council. 	
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RESOLUTION: CM 116.2/2021 (MCM 109.3/2021)	ACTION
<p>11. MCM 109/2021 SUBMISSIONS 11.3 MCM 109.3/2021 GENDER BASED VIOLENCE POLICY FOR ONGWEDIVA TOWN COUNCIL</p>	
<p>COUNCIL RESOLVED</p> <ul style="list-style-type: none"> That, Council approves the Gender Based Violence Policy with the following amendments: <ul style="list-style-type: none"> The “Definitions” should come before the “Introduction”. A heading, “Policy Review” should be included in the Policy. Paragraphs 3.3 and 6.4 should be reformulated and incorporated under the heading, “Policy Review”. That, the Gender Based Violence Policy be implemented effective from 01st October 2021. That, the Sam Nujoma Multi - Purpose Centre set up strategies or platforms that will address issues relating to Sexual and Gender Based Violence. 	<p>SNMPC-Cordina tor</p>

RESOLUTION: CM 116.2/2021 (MCM 109.4/2021)		ACTION
11. MCM 109/2021	SUBMISSIONS	
11.4 MCM 109.4/2021	INFORMATION COMMUNICATION POLICY FOR ONGWEDIVA TOWN COUNCIL	
COUNCIL RESOLVED		
<ul style="list-style-type: none"> That, the Draft Information Communication Policy for Ongwediva Town Council be deferred to the next Management Committee Meeting in anticipation for input from the members of the Management Committee of Council. 		ICT

RESOLUTION: CM 116.2/2021 (MCM 110/2021)		ACTION
12. MCM 110/2021	LAND ISSUES	
	No Land issues.	

RESOLUTION: CM 116.2/2021 (MCM 111.1/2021)		ACTION
13. MCM 111/2021	CORRESPONDENCES	
13.1 MCM 111.1/2021	NATIONAL REVIEW OF VISION 2030	
COUNCIL RESOLVED		
<ul style="list-style-type: none"> That, Council takes note of the communiqué received from the Office of the President through the National Planning Commission regarding the planned review of the National Vision 2030. That, the Chief Executive Officer and the Management Team compile answers to the questionnaires and share them with the Councillors for input before submission to the National Planning Commission. 		CEO

<ul style="list-style-type: none"> In the event where no input is received from Councillors, the answers as prepared by the Management Team be submitted to the National Planning Commission. 	
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RESOLUTION: CM 116.2/2021 (MCM 111.2/2021)		ACTION
13. MCM 111/2021 13.2 MCM 111.2/2021	CORRESPONDENCES SOLIDARITY GREETINGS AND CONSOLIDATION OF THE UNITY OF THE LOCAL AUTHORITY FAMILY	
COUNCIL RESOLVED <ul style="list-style-type: none"> That, Council takes note of the letter from the Mayor of the City of Windhoek to the Mayors regarding the ALAN Congress. That, Council to acknowledges receipt of the letter from the Mayor of the City of Windhoek. That, the Mayor responds appropriately to the letter from the Mayor of the City of Windhoek. 		ESSO Mayor

RESOLUTION: CM 117.1/2021		ACTION
CM 117/2021 CM 117.1/2021	REPORTS AND RECOMMENDATIONS OF COMMITTEE OR CHIEF EXECUTIVE OFFICER NORED DISTRIBUTION NETWORK ASSET VALUATION AND METER AUDIT	
COUNCIL RESOLVED <ul style="list-style-type: none"> That, Council takes note of the report on Nored Distribution network asset valuation and meter audit as presented by the Chief Executive Officer. 		

<ul style="list-style-type: none"> • That, Nored be informed about the line of command and matters of common interests be tabled at the board level prior to the distribution of information to the Local Authorities. • That, Cllr. Naemi Amuthenu request information from the Local Authority Electricity Company (LAEC) being council representative on the board of directors. • That, Ongwediva Town Council request Nored to provide Council with detailed information such as the previous report on the evaluation of assets for Ongwediva to enable Council to do comparisons. • That, Nored update the Council regarding the status of its value and equity in the Local Authority Electricity Company (Pty) Ltd and that of LAEC in Nored Electricity. • That, the CEO submit a report to Council on all previous resolutions on the Local Authority Electricity Company (Pty) Ltd and Nored Electricity regarding asset valuation, equity and all related matters. 	CEO
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**CM 117/2021 REPORTS AND RECOMMENDATIONS OF COMMITTEE
OR CHIEF EXECUTIVE OFFICER**
CM 117.2/2021 ANNUAL PROCUREMENT PLAN FOR THE FINANCIAL YEAR
2021/2022

INTRODUCTION

In terms of Section 8 of the Public Procurement Regulation, Act 15 of 2015, each Public Entity should compile prepare an annual procurement plan that a public entity intends to carry out during the financial year which includes -

- (i) types and quantity of the goods, works or services to be procured by the public entity;
- (ii) a schedule of the planned delivery, implementation or completion dates for goods, works or services required by the public entity;
- (iii) an indication of whether goods, works or services is procured within a year or under a multi-year arrangement;
- (iv) an indication of possible packages of procurement and the value or an estimate of the value of each package of goods, works or services required to be produced.
- (v) an indication of possible pre-qualification proceedings;
- (vi) an indication of which items can be aggregated for procurement as a single package or for procurement through an applicable arrangement for common user items;
- (vii) an indication of the budget available and source of funding for the procurement of the goods, works or services;
- (viii) an indication of the appropriate procurement method for each procurement requirement; and
- (ix) such other information as may be required by accounting officer or the Policy Unit;

The compiled plan should be file with the Procurement Policy Unit (Policy Unit) within 30 days after the end of the financial calendar year as required in terms of the Procurement guideline of 2017 which should also be posted on the website.

Attached please receive the Procurement Plan for the financial year 2021/2022 as submitted to the Procurement Policy Unit and uploaded on the website for your information.

PROCUREMENT PLAN

Name of Public Entity: ONGWEDIVA TOWN COUNCIL					Financial Period: 2021/2022			
Procurement No.	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Local Sourcing	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
1	Supply and Delivery of Refreshments for Council for a period of 12 months	Various	G	Yes	RFQ	60 000,00	30/04/2022	Various items quotations will be sourced
2	Provision of Cleaning Services - OTC (Offices & SNMPC)	Various	NCS	Yes	ONB	217 391,00	11/03/2022	N/A
3	Supply and delivery of 2 doors rugs	2	G	Yes	IQ	2 500,00	09/07/2021	Small value
4	Manufacturing & Installation of the Bill Board	1	W	Yes	RFQ	43 478,00	06/08/2021	Small value
5	Manufacturing & Installation of Container Shelves	Various	W	Yes	RFQ	17 392,00	06/08/2021	Small value
6	Repairs of Kitchen Cupboards	Various	W	Yes	IQ	3 000,00	09/07/2021	Small value
7	Repairs of Office Furnitures - Private Secretary Offices	5	W	Yes	IQ	10 000,00	06/08/2021	Various items quotations will be sourced
8	Supply and delivery of soap dispensers - bathrooms	7	G	Yes	IQ	15 000,00	09/07/2021	Small value
9	Replacement of crack windows -Private Secretary office	1	W	Yes	IQ	3 000,00	06/08/2021	Small value
10	Provision of Training to Councilors	1	SC	No	RP	50 000,00	11/03/2022	N/A
11	Provision of Legal Services for a period of 3 years	Various	SC	No	RP	400 000,00	11/03/2022	N/A
12	Supply and delivery of various items for the Year End Function (Food, beverages, cutlery etc)	Various	G	Yes	IQ	25 000,00	10/09/2021	Various items quotations will be sourced

13	Supply and Delivery of Selected Equipment - Donations	Various	G	Yes	IQ	25 000,00	14/01/2022	Various items quotations will be sourced
14	Provision of radio adverts services	Various	NCS	Yes	DP	206 870,00	as need arises	Limited supply
15	Provision of TV adverts services	Various	NCS	No	DP		as need arises	Limited supply
16	Supply and delivery of Cellphones	7	G	No	DP	24 348,00	31/10/2021	Small value
17	Supply and delivery of Computers	2	G	No	ONB	17 391,00	06/09/2021	N/A
18	Supply and delivery of Network Printer - First Floor	1	G	No	ONB	13 043,00	06/09/2021	N/A
19	Supply and delivery of Biometric Access Control system - 3 x off sites	3	G	No	ONB	26 087,00	06/09/2021	N/A
20	Supply and delivery of Virtual application system	Various	G	No	ONB	30 435,00	06/09/2021	N/A
21	Supply and delivery of NAS storage equipment - Trade Fair Centre	1	G	No	ONB	26 087,00	06/09/2021	N/A
22	Supply and delivery of CCTV cameras	8	G	Yes	ONB	26 087,00	06/09/2021	N/A
23	Repair and Maintenance -Computer, Photocopier Machines and Equipment's	Various	W	No	RFQ	185 620,00	as need arises	Various items quotations will be sourced
24	Renewal of OTC Software Licenses • Veeam Renewals• VMWare Renewals• Kaspersky Renewals: Users• Kaspersky Renewals: Server• FortiGate Renewal• Exclaimer Renewals• Smart Time Renewals	Various	NCS	No	DP	55 250,00	06/12/2021	Limited supply
25	Renewal of NBC-TV Licenses (Two Tv sets)	2	NCS	No	DP	765,22	31/10/2021	Limited supply
26	Renewal of CRAN Land Mobile Frequency urban Repeater (Private and Exclusive) Licenses	1	NCS	No	DP	2 132,00	30/11/2021	Limited supply

27	Renewal of Domain Registration (Email via Africa Online)	1	NCS	No	DP	400,00	31/12/2021	Limited supply
28	Supply and Delivery of Diaries	110	G	Yes	RFQ	26 087,00	06/08/2021	Small value
29	Supply and Delivery of various items for Public Relations Functions	Various	NCS	Yes	IQ	10 000,00	as need arises	Various small items quotations will be sourced
30	Supply and delviery of Newsletters and Brochures	3	G	Yes	IQ	17 391,00	06/08/2021	Various small items quotations will be sourced
31	Supply and delivery of Banners, Tear drops, Table Clothes	Various	G	Yes	RFQ	43 478,00	11/08/2021	Various small items quotations will be sourced
32	Supply and delivery of Livestream equipments	Various	G	No	RFQ	43 478,00	06/08/2021	Various small items quotations will be sourced
33	Provision of Security Services to Ongwediva Town Council for a period of 2 years	1	NCS	Yes	ONB	739 130,00	08/10/2021	N/A
34	Provision of Insurance Services	Various	NCS	No	ONB	300 000,00	05/03/2022	N/A
35	Supply and delivery of Office Furnitures - Enquiries & debtors Clerk	Various	G	No	RFQ	13 043,00	10/09/2021	Small value
36	Provision of airtime for SMS based communication	Various	NCS	No	DP	3 000,00	Continues as need arises	Limited supply
37	Supply and Delivery of Pipes, Pipe fittings	Various	G	No	ONB	217 990,00	06/08/2021	N/A
38	Supply and Delivery of Water Meters	Various	G	No	ONB	200 000,00	18/10/2021	N/A
39	Supply and Delivery of Office Stationeries	Various	G	Yes	ONB	200 000,00	07/05/2021	N/A
40	Supply and Delivery of Cartridges	Various	G	No	IQ	351 446,00	as need arises	Needs changes as we acquire new equipments
41	Supply and Delivery of Cleaning Materials	Various	G	Yes	ONB	197 390,00	07/05/2021	N/A
42	Supply and Delivery of Toilet Papers	Various	G	Yes	ONB	100 000,00	18/10/2021	N/A
43	Supply and Delivery of Personal Protective Clothing and Equipments	Various	G	No	ONB	150 000,00	08/04/2022	N/A
44	Supply and delivery of a Dry Container	1	G	No	ONB	52 174,00	06/08/2021	N/A

45	Provision of Training & Team Building Activities to staff members	Various	SC	No	RP	143 913,00	01/02/2022	N/A
46	Provision of Short Courses & Tailor-made Interventions to staff members	Various	SC	No	DP	30 000,00	01/09/2021	Limited supply
47	Social Security Commission Yearly Assessment (Workmen's compensation)	1	NCS	No	DP	80 000,00	as need arises	Limited supply
48	Yearly Medical Examinations for Staff Members	Various	NCS	Yes	DP	46 153,00	30/10/2021	Various services required
49	Upgrading of Gravel Roads (Church Street) to Bitumen Standards	1	W	Yes	ONB	7 650 000,00	30/04/2021	N/A
50	Supply and Delivery of one new Submersible Pump	1	G	No	DP	147 826,00	08/10/2021	Limited supply
51	Construction of Sewer Reticulation at Extension 15 in Ongwediva	1	W	Yes	ONB	6 300 000,00	15/01/2021	N/A
52	Construction of Storm water Channel/s at the RA (Phase 2)	3	W	Yes	ONB	3 600 000,00	05/02/2021	N/A
53	Construction of Sewerage Reticulation at Sky 1(Phase 1)	1	W	Yes	ONB	5 850 000,00	05/03/2021	N/A
54	Supply, Delivery, Repair and Fitment of Tyres	Various	G	Yes	RFQ	695 652,00	as need arises	Various small items quotations will be sourced
55	Supply and Delivery of Batteries	Various	G	Yes	RFQ		as need arises	Various small items quotations will be sourced
56	Provision of Cleaning Services for OTC vehicles & equipments	Various	NCS	Yes	RFQ		28/05/2021	Various small items quotations will be sourced
57	Repair and Maintenance of Pump Stations (Mechanical and Electrical)	Various	W	Yes	ONB	100 000,00	15/01/2022	N/A
58	Provision of Planning services of Land at Omatando	Various	SC	No	RP	130 435,00	as need arises	N/A
59	Supply and delivery of Fire Fighting Foam	Various	G	No	RFQ	8 696,00	09/07/2021	Small value
60	Supply and delivery Radio & Accessories	Various	G	No	RFQ	43 478,00	09/07/2021	Various small items quotations will be sourced

61	Supply and delivery of various items for the Fire Station Phase 3	Various	G	No	ONB	226 087,00	06/08/2021	N/A
	Supply and delivery of Furnitures - Fire Station Sleeping Quarters	Various	G	No				
	Supply, delivery and installation of Aircon - Fire Station Sleeping Quarters	5	G	Yes				
	Supply, delivery and installation of build in cupboards - Fire Station Sleeping Quarters	Various	G	Yes				
	Supply, delivery and installation of Parking Shades - Fire Station	4	G	Yes				
62	Supply and delivery of Fire Safety Education Equipment	Various	G	No	ONB	43 478,00	06/08/2021	N/A
63	Construction and Installation of Water Reticulation Network (Fire Hydrants, Onawa, Kandjengendi and Mandume)	Various	W	Yes	ONB	521 739,00	08/10/2021	N/A
64	Supply and delivery of Personal Protective Equipment (Station wear)	Various	G	No	ONB	100 000,00	08/04/2022	N/A
65	Supply and delivery of Personal Protective Equipment (firefighting)	Various	G	No	ONB	150 000,00	08/04/2022	N/A
66	Supply, delivery and commissioning of a New Fire Engine	1	G	No	ONB	3 236 685,00	04/09/2020	N/A
67	Supply and Delivery of Animal Feed and Fodder	Various	G	No	IQ	65 000,00	as need arises	Small value
68	De-bushing and cleaning of Side Walks, Open Spaces and Public Places	Various	W	Yes	IQ	100 000,00	11/01/2022	Various small items quotations will be sourced
69	Supply and Delivery of Materials for Health City Campaign	Various	G	Yes	RFQ	200 000,00	06/08/2021	Various small items quotations will be sourced
70	Provision of Cleaning services at Service Area A: Ongwediva Open Market and Service Area B: Ongwediva Recreational Park	2	NCS	Yes	RFQ	121 536,00	10/09/2021	Various small items quotations will be sourced

71	Domestic Waste Collection and Removal from Service Area: A (West side of Mandume Ndemufayo Road-Abraham Nyambali Street to Extension 19)	1	NCS	Yes	ONB	2 714 649,00	05/03/2022	N/A
72	Domestic Waste Collection and Removal from Services Area B: (West side of Mandume Ndemufayo Road-Abraham Nyambali Street to border of Oshakati including Ext 14, 15, Efidi Proper, Efidi Ext 1, AMTA and Oshiko Area)	1	NCS	Yes	ONB		05/03/2022	N/A
73	Waste Collection and Removal from Services Area C: Eastern side of Mandume Ndemufayo Road- Ehenge, Dr. Libertine Amadhila and Ongwe Street to Omatando including Onambiba Area, covering the extension 1, 10, 11, 18, Mweshipandeka, Eluwa Special school.	1	NCS	Yes	ONB		05/03/2022	N/A
74	Waste Collection and Removal from Services Area D: Eastern side of Mandume Ndemufayo Road, Ondangwa/Ongwediva trunk Road covering the Area of Mandume location, Benyameni Shiteni, Indongo Toyota to Oshiko Area.	1	NCS	Yes	ONB		05/03/2022	N/A
75	Garden Refuse Removal from Service Area E (Western Side of Mandume Ndemufayo Road - Abraham Nyambali Street to Eliakim Namundjebo Street)	1	NCS	Yes	ONB		15/01/2022	N/A
76	Garden Refuse Removal from Service Area F (Western Side of Mandume Ndemufayo Road - Abraham Nyambali Street to border of Oshakati, covering the area of Extension 12, 13, 16 and 17.	1	NCS	Yes	ONB		15/01/2022	N/A

77	Garden Refuse Removal from Service Area: G (Western Side of Mandume Ndemufayo Road - covering Extension 14, 15, Efidi Ext 1, Efidi proper, AMTA, and Oshiko Area.	1	NCS	Yes	ONB		05/03/2022	N/A
78	Garden Refuse Removal from Service Area: H (Dr. Libertine Amadhila Street to Extension 18, covering Ext Onambiba and Omatando Area.	1	NCS	Yes	ONB		05/03/2022	N/A
79	Driving and Impounding of Stray Animal	1	NCS	Yes	ONB	420 000,00	05/03/2022	N/A
80	Construction of sanitation facility at the Cemetery	1	W	Yes	RFQ	15 000,00	06/08/2021	Small value
81	Construction of a storeroom at the Pounding Kraal	1	W	Yes	RFQ	121 739,00	06/08/2021	Various small items quotations will be sourced
82	Supply and delivery of Personal Protective Equipment for Malaria Spray Personnel	Various	G	Yes	RFQ	120 960,00	06/08/2021	Various small items quotations will be sourced
83	Professional Registration Fees	4	NCS	No	DP	1 500,00	08/01/2022	Limited supply
84	Maintanance of garden - Town house	1	W	Yes	IQ	15 000,00	as need arises	Small value
85	Maintenance of Parks	2	W	Yes	RFQ	25 000,00	as need arises	Various small items quotations will be sourced
86	Maintenance of Pounding kraal	1	W	Yes	RFQ	39 130,00	as need arises	Various small items quotations will be sourced
87	Supply and delivery of Loud Speaker system	1	G	Yes	RFQ	5 652,00	06/08/2021	Small value
88	Supply and delivery of Tipper Truck for Skip Containers	1	G	No	ONB	1 391 304,00	06/08/2021	N/A
89	Construction of Steel/Concrete Benches at new Park at Ext 11	1	W	Yes	RFQ	34 783,00	06/08/2021	Small value
90	Construction of a Sport field	1	W	Yes	RFQ	1 000 000,00	06/08/2021	Various small items quotations will be sourced

91	Installation of electricity at Wilbard Haindongo Open Market	Various	W	Yes	DP	52 174,00	06/08/2021	Limited supply
92	Renovation of ablution facility at Open Market & Shade nets for food vendors' section	Various	W	Yes	RFQ	43 478,00	06/08/2021	Small value
93	Provision of SME Skills Development training	2	SC	No	DP	60 000,00	10/09/2021	Limited supply
94	Participating at Expos	Various	NCS	No	RFQ	52 174,00	08/04/2022	Various small items quotations will be sourced
95	Supply and delivery of promotional items	Various	G	No	RFQ		08/04/2022	Various small items quotations will be sourced
96	Renovation of Buildings - Trade Centre	Various	W	Yes	RFQ	130 435,00	11/02/2022	Various small items quotations will be sourced
97	Maintenance of Garden	Various	NCS	Yes	SVP	30 000,00	08/10/2021	Various small items quotations will be sourced
98	Provision of Cleaning Services	Various	NCS	Yes	OAB	190 440,00	01/04/2021	N/A
99	Provision of Water Reticulation/Storm Water Infrastructure	Various	W	Yes	RFQ	73 913,00	20/12/2021	Small value
Approved - Accounting Officer (Name): Damian Egumbo				Signature:			Date: 07/07/2021	

<p>COUNCIL RESOLVED</p> <ul style="list-style-type: none"> • That, Council takes note of the Procurement Plan for the financial year 2021/2022. • That, Council to ensure that all projects are implemented instantly without delays and avoid projects to be re-budgeted as service delivery is crucial with limited resources. • That, the Chief Executive Officer investigate, monitor and strategize to ensure that council operation continue effectively and efficiently in a new normal of health regulations. 	<p>ALL</p> <p>CEO</p>
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RESOLUTION: CM 117.3/2021	ACTION
<p>CM 117/2021 REPORTS AND RECOMMENDATIONS OF COMMITTEE OR CHIEF EXECUTIVE OFFICER</p> <p>CM 117.3/2021 DISASTER RISK MANAGEMENT COMMITTEE</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>PRESENT:</p> <p>His Worship Taarah Shalyefu (Chairperson) Cllr Jona Helao Mr. Damian E. Egumbo Mr. Hofni Kapolo Ms. Johanna Ekandjo Ms. Josephine Handele Mr. Abraham Ashipala Ms. Annely L. Ekandjo Mr. Johannes N. Ngololo Ms Helena Indombo Mr. Paulus Mbangula Mr. Shinana Shinana Ms. Johanna Nghidinwa Ms. Tresia N. Hamutenya Ms. Elizabeth P. Vakola Mr. Immanuel Nakale Mr. David Mulokoshi</p> </div>	

Ms. Rebekka N. Amadhila
Mr. Jackson Muma
Mr. Sam Matheus (Secretary)

DRMC 01/2021 OPENING BY PRAYER
Sam Matheus opened the meeting with a prayer.

DRMC 02/2021 APOLOGISE OF ABSENT
Dr Joachim - University of Namibia
Ms. Helena Indombo - Presidency

DRMC 03/2021 WELCOMING
The Chairperson welcome everybody to our first Disaster Risk Management Committee Meeting

DRMC 04/2021 INDUCTION
By Chief Executive Officer



Ongwediva
Town Council

Disaster Risk Management Act, 2012 (Act No. 10 of 2012)



Mr. Damian Egumbo
Chief Executive Officer

Vision :
To be a leading urban Centre in Namibia that is built on quality municipal services and promotes sustainable local economic development.

ACT

- To provide for the establishment of institutions for disaster risk management in Namibia;
- to provide for an integrated and coordinated disaster management approach that focuses on preventing or reducing the risk of disasters, mitigating the severity of disasters, emergency preparedness, rapid and effective response to disasters and post-disaster recovery;
- to provide for declarations of national, regional and local disasters; to provide for the establishment of the National Disaster Management Risk Fund;
- and to provide for incidental matters.

Vision : To be a leading urban Centre in Namibia that is built on quality municipal services and promotes sustainable local economic development.

LOCAL AUTHORITIES DISASTER RISK MANAGEMENT COMMITTEES (Section 17 – TOR)

17. (1) Each local authority must, subject to the Local Authorities Act, 1992 (Act No. 23 of 1992) and any law regulating or governing the provision of emergency services in local authority areas, establish within its area of jurisdiction, a local authority disaster risk management committee.

17. (2) A local authority committee must be established in conformity with the provisions of this Act and forms an integral part of the regional disaster risk management plan for the region in which the local authority is situated.

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LOCAL AUTHORITIES DISASTER RISK MANAGEMENT COMMITTEES CONT.....

17. (3) The head of the local authority council is the chairperson of a local authority committee.

17.(4) A local authority committee must, subject to the applicable provisions of the Local Authorities Act, 1992 (Act No. 23 of 1992) and any law regulating or governing the provision of emergency services in local authority areas, appoint a person as head of its local authority disaster risk management centre.

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LOCAL AUTHORITIES DISASTER RISK MANAGEMENT COMMITTEES CONT.....

17.(5) The head of a local authority disaster risk management centre –

- (a) is responsible for the exercise by the centre of its powers and the performance of its duties; and
- (b) in accordance with the directions of the local authority council, takes all decisions of the centre in the exercise of its powers and the performance of its duties and functions but he or she may, with the approval of the local authority council, delegate his or her powers, duties or functions to another person.

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LOCAL AUTHORITIES DISASTER RISK MANAGEMENT COMMITTEES CONT.....

17.(6) A local authority committee must be represented on the regional committee of the region in which the local authority is situated.

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LOCAL AUTHORITIES DISASTER RISK MANAGEMENT COMMITTEES CONT.....

17.(7) In addition to any duty or function imposed by law on any local authority committee or council, a local authority committee through the local authority disaster risk management centre is responsible for performing the following duties and functions -

- (a) promote an integrated and co-ordinated approach to disaster management in the local authority area, with special emphasis on prevention and mitigation by –
 - (i) departments and other internal units within the administration of the local authority;
 - (ii) all entities operating in the local authority area; and
 - (iii) other role-players involved in disaster management in the local authority area;

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LOCAL AUTHORITIES DISASTER RISK MANAGEMENT COMMITTEES CONT.....

- (b) conduct disaster risk assessments within the local authority's area of jurisdiction;
- (c) integrate the local authority's disaster risk management plan into the regional disaster plan;
- (d) prepare and update the local authority's response and recovery plans;
- (e) coordinate disaster risk management activities in the local authority area;
- (f) mobilise resources for disaster risk management in the local authority area;
- (g) facilitate the implementation of public information and public awareness programmes in its area;

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LOCAL AUTHORITIES DISASTER RISK MANAGEMENT COMMITTEES CONT.....

- (h) act as primary responding and mitigation agent within the existing capacities of the community;
- (i) act as the channel of communication for the community on all issues related to disaster risk management;
- (j) in partnership with stakeholders participate in disaster risk assessments processes and facilitate the development of disaster risk management planning;
- (k) ensure the development, implementation and maintenance of disaster risk reduction strategies, which will result in resilient areas, communities, households and individuals;

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LOCAL AUTHORITIES DISASTER RISK MANAGEMENT COMMITTEES CONT.....

- (l) facilitate the development of disaster response and recovery plans;
- (m) coordinate the testing of sectoral and regional contingency plans;
- (n) assist with the establishment of mechanisms for creating public awareness to instil a culture of risk avoidance;
- (o) guide the development of a comprehensive information management and effective communication system;
- (p) align regional early warning systems and facilitate the establishment of a regional disaster risk information database;
- (q) make provision for education, training and research strategy;

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LOCAL AUTHORITIES DISASTER RISK MANAGEMENT COMMITTEES CONT.....

(r) monitor compliance with any disaster risk management policy formulated and developed in terms of section 2 and ensure the integration of such policies into development planning at regional level;

(s) promote the recruitment, training and participation of volunteers in disaster management in the local authority area;

(t) liaise and consult with the Directorate on all issues pertaining to disaster risk management; and

(u) submit quarterly and annual reports, minutes of meetings and resolutions made by the local authority service and any information related to disaster risk management to the local authority council for submission to the Directorate.

Vision : To be a leading urban Centre in Namibia that is built on quality municipal services and promotes sustainable local economic development.

The End
Thank you very much !!!!!

Vision : To be a leading urban Centre in Namibia that is built on quality municipal services and promotes sustainable local economic development.

DRMC 05/2021 FINAL WORDS AND CONCLUSION

- At the next meet, the committee will look into the draft Disaster Risk Management sectoral plan.
- Portfolios for members will be identified through the Disaster Risk Management sectoral plan.
- Lastly, the chairperson has expressed concern about committee members that did not attend the very important first meeting and has encouraged the committee members to attend the next meetings.

DRMC 06//2021 NEXT MEETINGS

2nd Meeting 22 July 2021

3rd Meeting 21 October 2021

4th Meeting 09 December 2021		
DRMC 07/2021	CLOSED BY PRAYER Ms. Johanna Ekandjo closed the meeting with a prayer.	
COUNCIL RESOLVED	<ul style="list-style-type: none"> That, the report from the Disaster Risk Management Committee be approved as proposed by Cllr. Fabiam George and seconded by Cllr. Jona Helao. 	ALL

RESOLUTION: CM 117.4/2021		ACTION
CM 117/2021	REPORTS AND RECOMMENDATIONS OF COMMITTEE OR CHIEF EXECUTIVE OFFICER	
CM 117.4/2021	RECTIFICATION OF ALLOCATED ERF NUMBER TO ONAMPILA TRADING ENTERPRISES CC	
COUNCIL RESOLVED	<ul style="list-style-type: none"> That, Council revoke part of its resolution CM 135.2/2020 of 28th October 2020 which states that “That, Erf 5451 Extension 12, Ongwediva measuring 912 m², zone business be allocated to Onampila Trading Enterprises CC for at amount N\$ 82 000.00”. That, Erf 5452 Extension 12, Ongwediva measuring 912 m², zone business be allocated to Onampila Trading Enterprises CC for at amount N\$ 82, 000.00. 	P&DO

RESOLUTION: CM 118/2021		ACTION
CM 118/2021	DRAFT REGULATIONS AND TARIFFS No draft regulations or tariffs was submitted	

There were no any other businesses and the meeting closed at 18h34.

MINUTES APPROVED

CHIEF EXECUTIVE OFFICER

DATE

CHAIRPERSON OF COUNCIL