

FoRef : CM 03/2023
Enq. : Ms. L.N. Nghuulikwa
E-Mail : lnghuulikwa@otc.com.na



**MINUTES OF THE MONTHLY MEETING OF COUNCIL
HELD AT THE ONGWEDIVA TRADE FAIR CENTRE
CONFERENCE HALL, ON WEDNESDAY,
THE 25TH JANUARY 2023 AT 15H30**

PRESENT:

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

IN ATTENDANCE

Mr. Damian Egumbo	-	Chief Executive Officer
Mr. Hesekiel Namwandi	-	Acting SM: Planning & Technical Services
Mr. Immanuel Nakale	-	SM: Finance & Human Resources Administration
Mr. Jackson Muma	-	Corporate Communication Officer
Ms. Lonia Nghuulikwa	-	Executive Support Service Officer

CM 25/2023 OPENING BY PRAYER

Cllr. Fabiam George opened the meeting with a prayer.

CM 26/2023 ADOPTION OF THE AGENDA OF THE MEETING OF COUNCIL

Councillor Fabiam George moved for the adoption of the agenda seconded by Councillor Ulalia Katonyala 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 conflicts of interest that could be affected by the outcome of the meeting.

All staff members in attendance declared interest in respect of MCM 26.1/2023 - Salary adjustment for staff members of Local Authorities for 2023/2024 financial years, MCM 29.6/2023 - staff member land allocation policy and on MCM 30.1/2023 - Request for inputs towards the amendments of the Local Authorities Act, 1992 (Act No. 23 of 1992) as amended.

All Councillors also declared interest under item MCM 30.1/2023 - Request for inputs towards the amendments of the Local Authorities Act, 1992 (Act No. 23 of 1992) as amended.

His Worship Taarah Shalyefu declared interest in respect of MCM 26.1/2023 - Salary adjustment for staff members of Local Authorities for 2023/2024 financial years.

The Chairperson noted and recorded the declaration of interest by all staff members in attendance in respect of MCM 26.1/2023 - Salary adjustment for staff members of Local Authorities for 2023/2024 financial years, MCM 29.6/2023 - staff member land allocation policy and on MCM 30.1/2023 - Request for inputs towards the amendments of the Local Authorities Act, 1992 (Act No. 23 of 1992) as amended.

The Chairperson also noted and recorded the declaration of interest by all Councillors in terms of item - MCM 30.1/2023 - Request for inputs towards the amendments of the Local Authorities Act, 1992 (Act No. 23 of 1992) as amended.

CM 28/2023

APPLICATIONS FOR LEAVE OF ABSENCE

Mr. David Mulokoshi, Senior Manager: Planning and Technical Services; Ms. Rebekka Hidulika, Senior Manager: Economic Development and Community Services were recorded absent with apologies.

CM 29/2023
CM 29.1/2023

APPROVAL OF MINUTES

MINUTES OF THE COUNCIL MEETING OF THE TOWN COUNCIL ONGWEDIVA HELD ON THE 14th DECEMBER 2022

The minutes of the meeting of the Town Council of Ongwediva held on the 14th December 2022 were approved by Council on proposal by Councillor Jona Helao and seconded by Councillor Kaaren Shikongo.

CM 30/2023

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

CM 30.1/2023

APPOINTMENT OF A STAFF MEMBERS ON THE FIXED ESTABLISHMENT OF ONGWEDIVA TOWN COUNCIL

Notice regarding the appointment of a staff member to the fixed establishment of Ongwediva Town Council in accordance with the Local Authorities Act, Act 23 of 1992 as amended, and the Personnel Rules for Ongwediva Town Council.

Mr. Paulus Mbango was appointed to the position of Workhand - Water Distribution with effect from 03 January 2023. He previously occupied the position of General Assistant - Water Distribution.

COUNCIL RESOLVED

- That, Council takes note of the appointment of Mr. Paulus Mbango to the fixed establishment of Ongwediva Town Council as Workhand - Water Distribution under the Department: Planning and Technical Services.

- That, Council congratulates Mr. Paulus Mbango on his appointment to the position of Workhand - Water Distribution.
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CM 31/2023 MATTER ARISING FROM PREVIOUS MINUTES

No matter arising from previous minutes was submitted

CM 32/2023 OFFICIAL ANNOUNCEMENTS / STATEMENT BY THE MAYOR

- **“The Deputy Mayor Cllr. Ulalia Katonyala**
- **Chairperson of the MC Cllr Fabian George and all members of the Management Committee**
- **All honorable Local Authority Councilors for Ongwediva Town**
- **Esteemed Senior Officials of the Council**
- **Ongwediva Residents in attendance & members of the public**
- **Members of the Media**
- **Ladies and Gentlemen**

A very good afternoon to you all

It is my singular honour to welcome you all this afternoon as we commence our business with the first Council meeting of the year 2023. I extend greetings to all residents of Ongwediva town, while at the same time wishing you a rewarding year 2023.

Honourable councillors, dear executives, I hope you have all rested well and looking forward to facing the challenges and opportunities of the year ahead with vigour and determination. Reflecting back in 2022, I see a year of striking contrasts; on the one hand, we faced seemingly difficult municipal issues such land disputes, delay on projects and complications of Covid-19 pandemic. On the other hand, I believe we have worked with the same dedication to execute our duties. I must say, with a sense of admiration, that we never lost sight of the great mandate we hold from the electorates and the commitment we have made us to improve the quality of lives of all our people.

However, Honourable councillors, Chief Executive Officer and Senior Managers, we need to look back and see where we have done well and where we have failed and improve and correct the negative for better. On the same note, I have planned a sort of a retreat with all of you soon in February. I therefore call upon your commitment and re-dedication to duties entrusted to us by the residents of this town. As per His Excellency

President Hage Geingob, this is a year of revival. I therefore call upon all of us to revive our minds, attitudes and conducts in order to revive Ongwediva town- our town of opportunities.

This year, we should accelerate the pace of service delivery with the town vision and mission statement in mind as a continuous reminder of the commitment we have made to the residents. Surely, we should focus our agenda this year on people-centred municipal service delivery. As leaders, we should apply our minds and treat each case on its merit as we make decisions and pass resolutions without overlooking the existing policies. The acute shortage of housing and serviced land in town for both housing and commercial development is a serious challenge that require council special attention and stakeholders' involvement.

I am aware that most of the projects that we budgeted for this financial year, are advertised and I really want us to keep an eye on these projects so that there should be no delay. In the same line, where possible, we must give land to people and companies that can create jobs for our people and improve their living standard.

Honourable councillors, you will agree with me that working together as a team will enable us to rid ourselves of the trial and tribulations akin to local governance. We should therefore pledge to strive together, sparing neither strength, nor courage to achieve our goals. We should further continue to work with our communities through stakeholder consultation and scheduled public meetings in order to obtain inputs to developmental plans and programmes.

I have noticed with concern that the town is becoming filthy especially in the informal settlements. We should therefore intensify cleaning up campaigns. This year, the Mayor's office will organise a big cleaning up campaign and I will need the support of everybody in that regard.

As alluded to earlier, our priority will be on accelerating land delivery and we should not compromise on this. I am mindful of the limited resources at our disposal but I equally believe that the little we have should make positive impacts on the livelihood of our community. With this statement, Honorable councilors, ladies and gentlemen, allow me once again to wish you renewed strength, good health and a blessed 2023.

I thank you all for your kind attention”.

CM 33/2023

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 a heading.
(Rule 11 of the Standing Rules)

NO PETITIONS WERE SUBMITTED

CM 34/2023

MOTIONS OF MEMBERS

Any Council Member may introduce a motion that 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 13 of the Standing Rules)

CM 35/2023

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.

(Rule 20 of the Standing Rules)

CM 36/2023

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.

(Rule 20 of the Standing Rules)

No answers were given because no questions or notices were given

RESOLUTION: CM 37.1/2023		ACTION
CM 27/2023	REPORTS <u>REPORTS AND RECOMMENDATIONS OF THE MANAGEMENT COMMITTEE</u>	
CM 37.1/2023	CONFIRMATION OF MINUTES OF THE MANAGEMENT COMMITTEE OF COUNCIL MEETING HELD ON 18th JANUARY 2023	
	<ul style="list-style-type: none">The minutes of the Management Committee of 18th January 2023 were confirmed as proposed by Councillor Naemi Amuthenu and seconded by Cllr. Jona Helao.	ALL

RESOLUTION: CM 37.2/2023		ACTION
CM 37/2023	REPORTS REPORTS AND RECOMMENDATIONS OF MANAGEMENT COMMITTEE	
CM 37.2/2023	REPORTS AND RECOMMENDATIONS OF MANAGEMENT COMMITTEE OF COUNCIL MEETING HELD ON 18TH JANUARY 2023	
COUNCIL RESOLVED		
<ul style="list-style-type: none"> That, the report and recommendations of the Management Committee meeting held on the 18th January 2023 be approved with amendments therein as proposed by Councillor Kaaren Shikongo and seconded by Councillor Jona Helao. 		ALL

RESOLUTION: CM 37.2/2023 (MCM 24/2023)		
6. MCM 24/2023	MATTERS ARISING FROM PREVIOUS MINUTES	
	No matter arising from previous minutes.	

RESOLUTION: CM 37.2/2023 (MCM 25/2023)		ACTION
7. MCM 25/2023	MATTERS REFERRED TO THE MANAGEMENT COMMITTEE BY COUNCIL	
	No matters referred to the management committee by Council.	

RESOLUTION: CM 37.2/2023 (MCM 27/2023)			ACTION
9.	MCM 27/2023	LEGAL MATTERS No legal matters	

RESOLUTION: CM 37.2/2023 (MCM 28.1/2023)			ACTION
10.	MCM 28/2023	REPORTS	
10.1	MCM 28.1/2023	COMBINED MONTHLY OPERATIONAL REPORTS FOR NOVEMBER AND DECEMBER 2022	
MANAGEMENT RESOLVED <ul style="list-style-type: none"> • That, the combined Monthly Operational Management Report for Ongwediva Town Council for November and December 2022, be approved on a proposal by Cllr. Naemi Amuthenu and seconded by Cllr. Fabiam George with the following directives to the Chief Executive Officer. <ul style="list-style-type: none"> • That, strategies be developed to revive the operation at Wilbard Haindongo Open Market. • Managers and Project Supervisors fast-track internal processes to ensure that projects are completed on time. • Council engages Omatando residents regarding illegal construction. 			LED &TO SM: ED&CS ALL SM CCO

RESOLUTION: CM 37.2/2023 (MCM 28.2/2023)		ACTION
10. MCM 28.2/2023	REPORTS	
10.2 MCM 16.2/2023	NARRATIVE REPORT ON TWINNING ACTIVITIES BETWEEN ONGWEDIVA TOWN COUNCIL AND STADT LOMMEL 2022	
COUNCIL RESOLVED		
<ul style="list-style-type: none"> That, the Narrative Report for the twinning activities between Stadt Lommel and Ongwediva Town Council for the year 2022 be approved as proposed by Cllr. Fabiam George and seconded by Cllr. Naemi Amuthenu. 		ESSO

RESOLUTION: CM 37.2/2023 (MCM 29.1/2023)		ACTION
11. MCM 29/2023	SUBMISSIONS	
11.1 MCM 29.1/2023	APPOINTMENT TO THE ONGWEDIVA TOWN COUNCIL DISASTER RISK MANAGEMENT COMMITTEE.	
COUNCIL RESOLVED		
<ul style="list-style-type: none"> That, the following persons be appointed to serve as members of the Disaster Risk Management Committee of the Council for the period of 3 years, starting from 01st March 2023 until 28th February 2026. His Worship Taarah Shalyefu, Chairperson of Council (Mayor) be appointed as the Chairperson of the Disaster Risk Management Committee by virtue of his position. Mr. Sam Matheus - Chief Fire Officer heading the disaster risk management centre Dr. Phillemon Arito representing Jose Eduardo Dos Santos Unam Campus Mr. Hofni Kapolo representing Oshana Regional Council, Directorate of Education Ms. Josephine Handele, Social worker representing the Ministry of Gender Equality and Child Welfare Mr. Abraham Asser Ashipala representing Namibia Water Corporation Ms. Anneli-Lina. Ekandjo, Ministry of Health and Social Services representative Mr. Johannes Nghiloloka Ngololo, Traditional Authority representative Ms. Helen Sinte Siseho, Office of the President Oshana region representative 		ESSO

<ul style="list-style-type: none"> • Mr. Lasarus Gregorius a Senior Forestry Technician representing the Ministry of Environment, Forestry and Tourism • Mr. Shinana Shinana, representing Nored Electricity PTY (Ltd) • Cllr. Jona Helao in his capacity as Ongwediva Town Councillor • Ms. Elizabeth Popepi Vakola - Environmental Health Promoter within Council • Mr. Immanuel Nakale - Senior Manager Finance and Human Resources • Mr. David Mulokoshi - Senior Manager Planning and Technical Services • Ms. Rebekka N. Hidulika- Senior Manager Economic Development and Community Services • Mr. Damian E. Egumbo - Town Clerk/Accounting officer/Chief Executive Officer • Mr. Jackson Muma - Corporate Communication Officer of Council • Mrs. Johanna Ekandjo representing Valombola Vocational Training Centre • Chief Inspector Elizabeth Nashandi representing the Namibian Police • Ms. Johanna Nghidinua from Namibia Chamber of Commerce and Industry • Cllr. Andreas Uutoni - Ongwediva Constituency Councillor. <p>•That, a policy be developed to indicate the composition of the Ongwediva Disaster Risk Management Committee.</p>	
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RESOLUTION: CM 37.2/2023 (MCM 29.2/2023)	ACTION
<p>11. MCM 29/2023 SUBMISSIONS 11.2 MCM 29.2/2023 APPOINTMENT TO THE ONGWEDIVA TOWN COUNCIL DEVELOPMENT COMMITTEE</p>	
<p>COUNCIL RESOLVED</p> <ul style="list-style-type: none"> •That, the following persons be appointed to serve as members of Ongwediva Town Council Development Committee for the period of 3 years, starting from 01st March 2023 until 28th February 2026. •His Worship Taarah Shalyefu be appointed as Chairperson of the Committee •Cllr. Andreas Uutoni, Ongwediva Constituency Councillor •Ms. Amalia Schmidt representing NCCI being a non-governmental organisation •Ms. Teopolina Nghipunya representative of Shack Dwellers Federation of Namibia - a community-based organization. •Mr. Immanuel Nakale (Senior Manager: Finance & HR Administration) •Mr. David Mulokoshi (Senior Manager: Planning & Technical Services) •Ms. Rebekka Hidulika (Senior Manager: Economic Development and Community Services) •Ms. Sisco Amunyela female youth representatives 	ESSO

<ul style="list-style-type: none"> •Mr. Junias Leonard male youth representatives •Mr. Damian Egumbo (Chief Executive Officer who shall be the secretary) 	
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RESOLUTION: CM 37.2/2023 (MCM 29.3/2023)		ACTION		
11. MCM 29/2023	SUBMISSIONS			
11.3 MCM 29.3/2023	MANAGEMENT & COUNCIL MEETINGS SCHEDULED FOR 2023			
<p>COUNCIL RESOLVED</p> <ul style="list-style-type: none"> •That, the following tentative meeting dates of Council and Management for the year 2023 be approved. •That, due to different circumstances, the dates might change. •That, tentative meeting schedules be submitted to the Ministry of Urban and Rural Development as required for monitoring and evaluation upon confirmation. 		ESSO		
No.	Month		No.	Date
1	November		MCM 1/2023	Monday, 21 st November 2022
			CM 1/2023	Monday, 21 st November 2022
2	December		MCM 2/2023	Wednesday, 07 th December 2022
			CM 2/2023	Wednesday, 14 th December 2022
3	January		MCM 3/2023	Wednesday, 18 Jan 2023
			CM 3/2023	Wednesday, 25 Jan 2023
4	February		MCM 4/2023	Wednesday, 15 Feb 2023
		CM 4/2023	Wednesday, 22 Feb 2023	

5	March	CM consultative (BUDGET)	Wednesday, 01 Mar 2023
		MCM 5/2023 (BUDGET)	Tuesday, 07 Mar 2023
		MCM 6/2023	Wednesday, 22 Mar 2023
		CM 5/2023	Wednesday, 29 Mar 2023
6	April	MCM 7/2023	Wednesday, 19 April 2023
		CM 6/2023 (Special - Budget statement)	Thursday, 20 April 2023
		CM 7/2023	Wednesday, 26 April 2023
7	May	MCM 8/2023	Wednesday, 24 May 2023
		CM 8/2023	Wednesday, 31 May 2023
8	June	MCM 9/2023	Wednesday, 21 June 2023
		CM 9/2023	Wednesday, 28 June 2023
9	July	MCM 10/2023	Wednesday, 19 July 2023
		CM 10/2023	Wednesday, 26 July 2023
10	August	MCM 11/2023	Wednesday, 23 Aug 2023
		CM 11/2023	Wednesday, 30 Aug 2023
11	September	MCM 12/2023	Wednesday, 20 Sept 2023
		CM 12/2023	Wednesday, 27 Sept 2023
12	October	MCM 13/2023	Wednesday, 18 Oct 2023
		CM 13/2023	Wednesday, 25 Oct 2023
13	November	Election of Office Bearers	To be confirmed
14	December	MCM 2/2024	Wednesday, 06 Dec 2023
		CM 2/2024	Thursday, 13 Dec 2023

RESOLUTION: CM 37.2/2023 (MCM 29.4/2023)

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11. MCM 29/2023 SUBMISSIONS
11.4 MCM 29.4/2023 OPERATIONAL PLAN 2023: ONGWEDIVA TOWN COUNCIL//STADT LOMMEL TREATY OF FRIENDSHIP

COUNCIL RESOLVED

- That, the following operational plan between the Ongwediva Town Council and Standt Lommel for the year 2023 be approved as depicted below:

**STRATEGIC OBJECTIVE 1:
 YOUTH DEVELOPMENT AND MOBILISATION TO BE ACTIVE PARTICIPANTS IN THE SOCIO-ECONOMIC DEVELOPMENT OF THE TOWN.**

ACTIVITIES	DESCRIPTIONS	TIME FRAME	ESTIMATED COSTS IN N\$
Training of new Ongwediva Junior Councillors	Leadership & Team building training to equip the Junior Council with leadership skills and on how to work as a team	April - May 2023	40,000.00
Ongwediva Junior Council (OJC) activities	Junior Councilors shall contact events aiming at addressing youth-related issues within Ongwediva such as Teenage Pregnancy, Alcohol & Drug Abuse, HIV/AIDS awareness Conference and the important of education in the society. Creating awareness and donation of COVID - 19 preventative materials to identified schools.	Throughout the year	65,000.00
Mobilization of Youth	Entrepreneurship training	June 2023	5,000.00
Youth Activities	<ul style="list-style-type: none"> • Capacity building specific to gardening • Sports (Oshana Basketball school) 	Throughout the year	25,000.00

ESSO

	<ul style="list-style-type: none"> • Art and music (Universe of Art) • Entrepreneurship (MLKJC) • Miss Teen Ongwediva • Hosting a talent show and presenting awards • Talk shows and Social gatherings 		
Cosmo golem	Maintenance fees and other activities.	July 2023	5,000.00
African Child Day	<p>The town organizes the commemoration of the day with children from (23) twenty schools around Ongwediva.</p> <p>Children are expected to have fun through playing different games, performances and served with refreshments.</p>	June 2023	20,000.00
Gardening	Maintenance of the garden	Throughout the year	5,000.00
International Youth Exchange	Costs associated with the International Youth exchange program to be held in Lommel.	Lommel to determine	Lommel to specify
STRATEGIC OBJECTIVE 2: DEVELOP THE COMMUNITY AND RENDER ASSISTANCE TO VULNERABLE MEMBERS OF SOCIETY			
Christmas hampers	Handing over of hampers to the identified Vulnerable members of Ongwediva society by Ongwediva Junior Council	December 2023	Included in OJC activities costs
Swimming Classes	Training of 15 Adults to become facilitators	July - October 2023	25,000.00 This will depend on the Covid 19 situation

Bright future after care School Program	Assist children with educational support, health support, psychosocial support and soup kitchen (including gas stove refilling and maintenance) as shown below in detail.	Throughout the year	66,000.00
	Soup Kitchen supplies @ N\$5 500 per month		
	Gas refill for the stove @ N\$2 000 three time a year	Throughout the year	6,000.00
	Maintenance of the OVC gas stove twice a year when need arise	Throughout the year	1,000.00
	Garden maintenance	Throughout the year	2,000.00
	Refill of first AID kits for 6 CWC volunteers and 1 for OVC program @N\$800	May 2023	5,000.00
Community wellness, Behavioral change communication and martin Luther King Junior Corner.	These activity operational costs are catered for in others except the volunteer's allowances that are disallowed by the plan.	Throughout the year	0.00
STRATEGIC OBJECTIVE 3: SCHOOL TWINNING AND CONTRIBUTION TO EDUCATION AND TRAINING			
Continuation of the agreement between Valombola Vocational Training Centre and the Provincial Institute of Lommel supported by Stadt Lommel and Ongwediva Town Council	Attachment of one Instructor and one student of Valombola Vocational Training Centre to PROVIL for a specified period of time during the year.	Lommel to determine	Lommel to specify cost
Nekulilo Omagano Memorial School and the Lommel School be actively engaged in activities	Not defined	Lommel to determine	Lommel to specify cost

	Continuation of technical supports to Eluwa Special School	Not defined	Lommel to determine	Lommel to specify cost
STRATEGIC OBJECTIVE 4: ENHANCE THE INSTITUTIONAL CAPACITY OF ONGWEDIVA TOWN COUNCIL				
	Capacity enhancement of Ongwediva Town Council Staff through networking, training and development;	Attachment of one Staff member to Lommel, for a specified period of time during the year. Development and implementation of a sustainable GIS. Involvement of the Local Economic Development and Tourism by sister towns be considered.	Lommel to determine	Lommel to specify cost
	Capacity enhancement of the Small and Medium Enterprises from Ongwediva through networking, training and development	Training, development and knowledge exchange modalities to be established.	Lommel to determine	Lommel to specify cost
	Capacity enhancement of the Emergency Services Unit and its operations;	Assist the Fire Station with any kind of equipment's such as trucks via donation. Attachment of one (maximum two) firefighters to Lommel, for a specified period of time and vice versa.	Lommel to determine	Lommel to specify cost
	Total Estimated Cost			270,000.00

RESOLUTION: CM 37.2/2023 (MCM 29.5/2023)				ACTION
11. MCM 29/2023	SUBMISSIONS			
11.5 MCM 29.5/2023	OPERATIONAL PLAN 2023: ONGWEDIVA TOWN COUNCIL//OTJINENE VILLAGE COUNCIL			
COUNCIL RESOLVED				
<ul style="list-style-type: none"> That, the following operational plan between the Ongwediva Town Council and Otjinene Village Council as depicted below be approved. 				
STRATEGIC OBJECTIVE 1: CAPACITY BUILDING:				
ACTIVITIES		INTERIM RESULTS	DESIRED RESULTS	INDICATORS
1.1	Exchange best practices in the ICT Infrastructure	Build capacity in the ICT infrastructure	ICT policy development	Policy in place
1.2	Capacity enhancement of staff and Councillors of Ongwediva Town Council and Otjinene Village Council through networking, training and development;	Training, development and knowledge exchange modalities are established. Attachment of one staff member and Councillor to Ongwediva or Ongwediva staff member to be attached at Otjinene for a specified period of time.	Skills exchanges	Number of people participated and the skills improvement thereof
1.3	Development of Small and Medium Enterprises through networking	Participation of at least 2 SME from the community of the 2 towns to participate in the trade fairs and expo's hosted by these towns.	Trade exposure, marketing and networking.	Number of SME benefited and their business growth pattern.
ESSO				

1.4	Establishment of Otjinene Junior Council.	Youth development	Promote youth leadership	Number of schools participated
BUDGET		As per the sign agreement, each Local Authority shall be responsible for costs incurred to execute activities		
STRATEGIC OBJECTIVE 2: LOCAL ECONOMY DEVELOPMENT & TOURISM				
ACTIVITIES		INTERIM RESULTS	DESIRE RESULTS	INDICATORS
2.1	Guidance on how to conduct a business survey in order to compile an Investment Portfolio.	Business survey conduct	Availability of data	Investment portfolio of Otjinene Village Council.
2.1	Capacity enhancement of the Small and Medium Enterprises from Ongwediva through networking, training and development.	Training, development and knowledge exchange modalities are established.	SME capacitated in Business skills Safety and hygiene	Number of SME benefited
2.3	Review of the informal traders condition: 2.3.1 Create awareness with LED division 2.3.2 Capacity building in terms of policies.	Upgrading the informal traders' conditions. Benchmarking and assist Otjinene Village Council to develop the policies and regulations related to informal traders.	Policies crafted Potential measures to control and monitor the vendors and ensure they comply with the regulations such as hygiene.	Level of hygiene and policy Policies in place

BUDGET	As per the sign agreement, each Local Authority shall be responsible for costs incurred to execute activities
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**STRATEGIC OBJECTIVE 3:
CULTURAL AND HERITAGE TRIALS**

ACTIVITIES		INTERIM RESULTS	DESIRE RESULTS	INDICATORS
3.1	Cultural and tourism exchange	Relationship establish between the community of Ongwediva and that of Otjinene.	People from Ongwediva to visit Otjinene and vice-versa with the aim of exploring activities.	Number of people visited the two towns through exchange programme.

BUDGET	As per the sign agreement, each Local Authority shall be responsible for costs incurred to execute activities
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**STRATEGIC OBJECTIVE 4:
TOWN PLANNING, SURVEYING OF TOWN, TECHNICAL AND ENGINEERING SERVICES.**

ACTIVITIES		INTERIM RESULTS	DESIRE RESULTS	INDICATORS
4.1	Guidance on how and when to plan a new township.	Study the existing layout plan and structure plan of Otjinene.	Skills exchanges. Identify possible growth point and propose plan accordingly.	New township plan of Otjinene.
4.2	Formalisation of informal settlement and reduction of slums in the town.	Upgrading of the informal settlement and construction of permanent structures.	Skills exchanges. Councillors and staff of Otjinene capacitated in upgrading of slums and informal settlement.	Number of slums converted to permanent structure and informal settlement formalised or a plan created to achieve these.
4.3	Infrastructure Development	Study the existing infrastructure and draw a plan.	Craft policies and guidelines that will alleviate the	Optimal infrastructure policies and plans

			standard Otjinene	of	that will lift the standard of Otjinene. Number of investors moved to Otjinene.
4.4	Waste management	Upgrading the waste management conditions. Assist Otjinene Village Council to develop the policies and regulations related to waste management.	Waste management policies crafted Potential measures to control and monitor waste management		Level of hygiene and policy in place
BUDGET		As per the sign agreement, each Local Authority shall be responsible for costs incurred to execute activities			

**STRATEGIC OBJECTIVE 5:
FINANCE, HUMAN RESOURCES AND ADMINISTRATION**

ACTIVITIES		INTERIM RESULTS	DESIRE RESULTS	INDICATORS
5.1	Human Resource and Administration skills development.	Assist with assessment of the training needs and personnel-related policies.	Skills exchanges. Staff members of Otjinene Village Council are capacitated with proper personnel policies.	Number of trained staff members and their performance. Numbers of policies and their effect to staff performance.
5.2	Financial Management	Assist with the improvement of the current financial policies. Capacitate staff of Otjinene to better manage the resources of Otjinene.	Skills exchanges. Policies improved and crafted. Finance staff of Otjinene capacitated.	Number of trained staff members and number of policies improved and crafted and the positive effect thereof.
BUDGET		As per the sign agreement, each Local Authority shall be responsible for costs incurred to execute activities		

RESOLUTION: CM 37.2/2023 (MCM 29.6/2023)		ACTION
11. MCM 29/2023	SUBMISSIONS	
11.6 MCM 29.6/2023	STAFF MEMBER RESIDENTIAL LAND ALLOCATION POLICY	
COUNCIL RESOLVED <ul style="list-style-type: none"> That, the policy for land allocation of staff members be approved. That, the policy be amended to include both staff members and Councillors. That, Ministerial consent be sought regarding the inclusion of Councillors' benefits within the policy. 		P&DO

RESOLUTION: CM 37.2/2023 (MCM 29.7/2023)		ACTION
11. MCM 29/2023	SUBMISSIONS	
11.7 MCM 29.7 /2023	CONTROL OF DOGS REGULATION IN MUNICIPAL AREAS	
COUNCIL RESOLVED <ul style="list-style-type: none"> Council approves the of Dog Control Regulations in the town of Ongwediva as submitted. That, the Dog Control Regulations in the town of Ongwediva shall be submitted to the line Ministry for gazetting once Council approval is obtained. 		SM: ED&CS EHO

RESOLUTION: CM 37.2/2023 (MCM 29.8/2023)		ACTION
11. MCM 29/2023	SUBMISSIONS	
11.8 MCM 29.8/2023	ONGWEDIVA TOWN COUNCIL AGREEMENT WITH MEDIPARK (PTY) LTD FOR THE OPERATION OF THE INCINERATOR	
<p>COUNCIL RESOLVED</p> <ul style="list-style-type: none"> That, approval be granted for the signing of the Memorandum of Agreement between Council and the Ongwediva Medipark (PTY) Ltd for the operation and maintenance of the incinerator. That, the Chief Executive Officer and Chairperson of Management Committee be authorised to sign the Memorandum of Agreement on behalf of Council in accordance with Section 31A of the Local Authorities Act, 1992 (Act no. 23 of 1992), as amended. 		SM: ED&CS

RESOLUTION: CM 37.2/2023 (MCM 30.1/2023)		ACTION
12. MCM 30/2023	CORRESPONDENCES	
12.1 MCM 30.1/2023	REQUEST FOR INPUTS TOWARDS THE AMENDMENTS OF THE LOCAL AUTHORITIES ACT, 1992 (ACT NO. 23 OF 1992) AS AMENDED	
<p>A circular regarding the inputs towards the amendments of the Local Authorities Act, Act No. 23 of 1992 was received from the Ministry of Urban and Rural Development and reads as follows:</p> <p>“Several challenges have been reported and noted with respect to some of the provisions in the Local Authorities Act, 1992 (Act No. 23 of 1992) as amended that are impeding the effective implementation of the said Act and local governance in general on the part of for the Ministry and Local Authorities.</p> <p>Given the centrality of your Offices and Councils as key stakeholders, we are hereby consulting and soliciting inputs from you as well as from other stakeholders and the broader public in your regions covering shortcomings, challenges and required or proposed changes to the Act.</p>		

Find herewith a copy of the Draft Local Authorities Amendment Bill and the Explanatory Memorandum for your reference, consideration and inputs. You are kindly requested to prepare one inclusive submission with possible recommendations to enable the Ministry to determine the dates for your oral presentations.

It will be appreciated if your comments on the draft Amendment Bill can reach the Ministry **on or before 16 December 2022**. For effectiveness, it is hereby advised that Hon. Governors and Hon. Chairpersons of Regional Councils in each region should host consultations with and obtain inputs from Local Authorities and other stakeholders in the region, and to submit such combined inputs in your report to the Ministry.

Yours sincerely,

**ERASTUS UUTONI, MP
MINISTER**

Cc: Hon. Deputy, Minister, MURD”

“DATE EXTENSION FOR THE REQUEST FOR INPUTS TOWARDS THE AMENDMENTS OF THE LOCAL AUTHORITIES ACT, 1992 (ACT NO. 23 OF 1992) AS AMENDED

Seasonal Greetings to you all,

Pursuant to my Circular dated 08 December 2022, I am hereby extending the deadline for the submission of your inputs towards the Draft Local Authorities Amendment Bill to reach the Ministry **on or before 31 January 2023**.

Due considerations have been made as a result of Councillors being on recess for the festive season.

Yours sincerely,

**ERASTUS UUTONI, MP
MINISTER”**

COUNCIL RESOLVED

- That, Council takes note of the circular from the Ministry of Urban and Rural Development regarding the submission of input towards the amendments of the Local Authority Act, Act 23 of 1992 as amended.
- That, an urgent meeting be convened for councillors to present proposed amendments and for a the formulation of a position paper for the Local Autghorty Council of Ongwediva.

ALL

RESOLUTION: CM 37.2/2023 (MCM 30.2/2023)	ACTION
<p data-bbox="107 317 399 390">12. MCM 30/2023 12.2 MCM 30.2/2023</p> <p data-bbox="488 317 1344 426">CORRESPONDENCES WITHDRAWAL OF THE DIRECTIVE ON ACQUISITION OF LEGAL SERVICES</p> <p data-bbox="107 468 1224 541">A circular was received from the Ministry of Finance regarding the withdrawal of the directive on the acquisition of legal services read as follows:</p> <p data-bbox="107 577 1167 611">“WITHDRAWAL OF THE DIRECTIVE ON ACQUISITION OF LEGAL SERVICES</p> <ol data-bbox="107 653 1406 909" style="list-style-type: none"> <li data-bbox="107 653 821 686">1. The above-captioned subject matter refers <li data-bbox="107 728 1406 909">2. Kindly take note that order to remain consistent with the Public Procurement Act, 2015 as amended, the Directive issued on 29 November 2018 on the above-mentioned subject matter is hereby withdrawn with immediate effect. A new Directive replacing the above-mentioned Directive is attached hereto, for ease of reference and immediate implementation by all public entities. <p data-bbox="107 947 924 980">Please accept the assurance of my highest consideration.</p> <p data-bbox="107 1018 383 1092">IPUMBU SHIIMI, MP MINISTER”</p> <p data-bbox="107 1129 1411 1239">SUBJECT: EXEMPTION DIRECTIVE ISSUED IN TERMS OF SECTION 4 (2) READ TOGETHER WITH SECTION 73 OF THE PUBLIC PROCUREMENT ACT, 2015, AS AMENDED, REGARDING THE ACQUISITION OF LEGAL REPRESENTATION SERVICES.</p> <ol data-bbox="107 1276 1341 1423" style="list-style-type: none"> <li data-bbox="107 1276 773 1310">1. The above-captioned subject matter refers <li data-bbox="107 1352 1341 1423">2. Section 4 (2) of the Public Procurement Act, 2015 (Act No. 15 of 2015) as amended (“the Act”) states as follows: <p data-bbox="107 1461 1370 1646">The Minister may, with or without condition, as the Minister may determine, grant a general or specific exemption by way of a directive for specific types of procurement or disposal from the application of certain provisions of this Act that are not practical or appropriate for the purpose for which such goods are let, hired or disposed of including goods, works and services being procured.</p> <ol data-bbox="107 1684 1382 1829" style="list-style-type: none"> <li data-bbox="107 1684 1382 1829">3. In addition, section 73 (1) of the same Act states that: <i>The Minister, pursuant to a policy of the Government or when he or she thinks it necessary or expedient, may direct in writing the Policy Unit, Board or <u>public entity</u> to attend to any aspect or matter of general application relating to procurement of goods,</i> 	

<p><i>works or services, or to the letting or hiring of anything or the acquisition or granting of any right for or on behalf of the public entities, and for the disposal of their property.</i></p> <ol style="list-style-type: none"> 4. Pursuant to the above, I hereby, in terms of section 4 (2) read together with section 73(1) of the Act, grant an exemption to all public entities from the application of Part 5 and 6 of the Act, except for sections 36 and 50 of the Act, in respect of the acquisition of legal representation services. 5. For purposes of this Directive, legal representation services mean representation of a public entity by a legal practitioner in legal (court or tribunal) proceedings and all incidental services thereto. 6. Public entities may use direct procurement in terms of section 36 to procure legal representation services. 7. Further, kindly take note that the procurement of any other legal service which is not a legal representation or not incidental thereto should be conducted in compliance with the applicable provisions of the Act. 8. All public entities are further reminded to comply with the provisions of section 50 of the Act at all times. <p>Please accept the assurance of my highest consideration IPUMBU SHIIMI, MP MINISTER”</p>	
<p>COUNCIL RESOLVED</p> <ul style="list-style-type: none"> • That, Council takes note of the circular from the Ministry of Finance regarding the withdrawal of the directive issued on the acquisition of legal services. • That, the directive from the Ministry of Finance be implemented with immediate effect. 	ALL

RESOLUTION: CM 37.2/2023 (MCM 30.3/2023)	ACTION
<p data-bbox="110 279 397 348">12. MCM 30/2023 12.3 MCM 30.3/2023</p> <p data-bbox="483 279 1398 495">CORRESPONDENCES WITHDRAWAL OF THE DIRECTIVE ON PROCUREMENT THRESHOLD FOR SECTION 55(8) OF THE PUBLIC PROCUREMENT ACT, 2015 AND 39 OF THE PUBLIC PROCUREMENT REGULATIONS, 2017 // STANDSTILL PERIOD AND PUBLISHING OF THE BID EVALUATION REPORT</p> <p data-bbox="110 537 1414 684">A circular regarding the withdrawals of the directive on the procurement threshold for section 55 (8) of the Public Procurement Act, 2015 and 39 of the Public Procurement Regulations, 2017 // Standstill period and publishing of the of the bid evaluation report was received from the Ministry of Finance and reads as follows:</p> <ol data-bbox="110 726 1414 978" style="list-style-type: none"> 1. “The above-captioned subject matter refers 2. Kindly take note that in order to remain consistent with the public Procurement Act, 2015 as amended; the Directive issued on 23 May 2017 on the above-mention subject matter is hereby withdrawn with immediate effect. A new Directive replacing the above-mentioned Directive is attached hereto, for ease of reference and immediate implementation by all public entities. <p data-bbox="110 1020 911 1052">Please accept the assurance of my highest consideration</p> <p data-bbox="110 1094 383 1157">IPUMBU SHIIMI, MP MINISTER”</p> <p data-bbox="110 1199 1414 1346">EXEMPTION DIRECTIVE ISSUED IN TERMS OF SECTION 4 (2) READ TOGETHER WITH SECTION 73 OF THE PUBLIC PROCUREMENT ACT, 2015 AS AMENDED, REGARDING THE THRESHOLD FOR PREPARATION OF INDIVIDUAL PROCUREMENT PLANS AND PUBLICATION OF THE EXECUTIVE SUMMARY OF THE BID EVALUATION REPORT.</p> <ol data-bbox="110 1388 1414 1862" style="list-style-type: none"> 1. “The above-captioned subject matter refers 2. Section 4(2) stipulates that: <i>The Minister may, with or without condition, as the Minister may determine, grant a general or specific exemption by way of a directive for specific types of procurement or disposal from the application of certain provisions of this Act that are not practical or appropriate for the purpose for which such goods are let, hired or disposed of including goods, works and services being procured.</i> 3. In addition, section 73 (1) states as follows; <i>The Minister, pursuant to a policy of the Government or when he or she thinks it necessary or expedient, may direct in writing the Policy Unit, Board or public entity to attend to any aspect or matter of general application relating to procurement of goods, works or services,</i> 	

<p><i>or to the letting or hiring of anything or the acquisition or granting of any right for or on behalf of the public entities, and for the disposal of their property.</i></p> <p>4. Pursuant to the above, I hereby, in terms of section 4 (2) read together with section 73(1) of the Public Procurement Act, 2015, as amended, grant a general exemption to all public entities in respect of all procurements below Two Million Namibia Dollars (N\$2,000,000.00), from application of the following provisions of the Act:</p> <p>4.1 Section 55(8) read together with regulation 39 of the Public Procurement Regulations 2017 from the requirement to publish a notice of procurement award and the executive summary of the bid evaluation report, on their websites and any other print media; and</p> <p>4.2 Regulation 8(3) from the requirement to prepare an individual procurement plan.</p> <p>5. The exemption from section 55(8) read together with regulation 39 is subject to the condition that public entities must publish an e-notice of award and the executive summary for every procurement, including the procurements below Two Million Namibia Dollars (N2, 000,000.00), on the E-GP Portal as stipulated under paragraph 6 of the Electronic Public Procurement Phase 1 Guidelines V3 applicable from 01 April 2022.</p> <p>Please accept the assurance of my highest consideration</p> <p>IPUMBU SHIIMI, MP MINISTER”</p>	
<p>COUNCIL RESOLVED</p> <ul style="list-style-type: none"> • That, Council takes note of the circular from the Ministry of Finance regarding the withdrawals of the directive on procurement threshold for section 55 (8) of the Public Procurement Act, 2015 and 39 of the Public Procurement Regulations, 2017 // Standstill period and publishing of the bid evaluation report. • That, the directive from the Ministry of Finance be implemented with immediate effect. 	<p>ALL</p>

RESOLUTION: CM 37.2/2023 (MCM 30/2023)		ACTION		
<p>12. MCM 30/2023 12.4 MCM 30.4/2023</p>	<p>CORRESPONDENCES INVITATION AND REQUEST FOR SUPPORT TOWARDS ALAN HOUSING SEMINAR AND DEVELOPMENT FUND FUNDRAISING GALA DINNER TO BE HOSTED ON 22 FEBRUARY 2023</p> <p>An invitation and request letter for support towards ALAN Land and Housing Seminar and Development Fund Fundraising Gala Dinner to be hosted on 22 February 2023 was received from ALAN and it reads as follows:</p> <p>“ALAN is mandated as enshrined in its articles of association aims and objectives clause 4 sections 4.2.1 to 4.2.10 to protect, safeguard and enhance the image, interest, rights and privileges of local authorities with the main aim to be a dynamic, self-sustaining organization that plays an advocacy role on behalf of local; authorities with the view to promote its membership to address socio, economic and political challenges at the local government level. In order to support the local authorities socio-economic and local economic development meaningfully and effectively. ALAN will launch on 22 February 2023 in Walvis Bay ALAN Development Fund which will address the developmental challenges of local authorities.</p> <p>The purpose of the fund is to support LED initiatives of the Local Authorities and community-based projects. The projects must have clear indicators as to how a community or the group will benefit from the project. The beneficiaries of this fund are all 57 local authorities. The launch of ALAN development Fund and Gala Dinner will be on 22 February 2023 in Walvis Bay. I extend a cordial invitation to all of you to the launch of ALAN Development fundraising gala dinner on 22 February 2023 and land and housing strategic seminar. The number of delegates per local authority is the discretion of the local authority. ALAN Board, therefore extend our warmest invitation to all of you to the following;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p>ALAN Land and Housing Strategic Seminar</p> <ul style="list-style-type: none"> • Date: 20 - 21 February 2023 • Venue: Walvis bay Municipal Hall • Registration Fee: N\$400.00 Per Delegate • Dress code: Official </td> <td style="width: 50%; padding: 5px;"> <p>Launch of ALAN Development Fund</p> <ul style="list-style-type: none"> • Date: 22 February 2023 • Event: Fundraising Gala Dinner • Venue: Atlantic Hotel - Walvis bay • Dress Code: Black suit with red tie • Cost of seat: N\$900.00 </td> </tr> </table>	<p>ALAN Land and Housing Strategic Seminar</p> <ul style="list-style-type: none"> • Date: 20 - 21 February 2023 • Venue: Walvis bay Municipal Hall • Registration Fee: N\$400.00 Per Delegate • Dress code: Official 	<p>Launch of ALAN Development Fund</p> <ul style="list-style-type: none"> • Date: 22 February 2023 • Event: Fundraising Gala Dinner • Venue: Atlantic Hotel - Walvis bay • Dress Code: Black suit with red tie • Cost of seat: N\$900.00 	
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<p>All funds in support of the land and housing strategic seminar and ADF gala dinner must be deposited to:</p>				

<p>Account name: ALAN Congress 2016 Branch name: Oshakati Account number: 60001930949 Branch code: 084873 Universal code: 087373</p> <p>Proved of payment should be emailed to jcoetzee@alan.org.na and finance@alan.org.na Confirmation should be done on or before 12 February 2023 by email to alan@iway.na. we are looking forward to welcome your delegation to this auspicious event.</p> <p>Yours in local government development</p> <p>Hon. Dr. Samuel !Oe-Amseb President of ALAN”</p>	
<p>COUNCIL RESOLVED</p> <ul style="list-style-type: none"> • That, Council takes note of the invitation from ALAN and the request for support towards ALAN Land and Housing Seminar and Development Fund Fundraising Gala Dinner. • That, His Worship Taarah Shalyefu, be nominated to attend and lead the delegation. • That, Cllr. Kaaren Shikongo and Cllr. Otilie Haitota form part of the delegation of council members to attend the ALAN Land and Housing Seminar and Development Fund Fundraising Gala Dinner in Walvisbay. 	<p>ESSO</p>

RESOLUTION: CM 38/2023		ACTION
CM 38/2023	<p>REPORTS AND RECOMMENDATIONS OF COMMITTEES OR CHIEF EXECUTIVE OFFICER</p> <p>NO REPORTS AND RECOMMENDATIONS OF COMMITTEES OR CHIEF EXECUTIVE OFFICER</p>	

RESOLUTION: CM 39/2023		ACTION
CM 39/2023	DRAFT REGULATIONS AND TARIFFS NO DRAFT REGULATIONS AND TARIFFS	

There were no other matters for discussion and the Chairperson declared the meeting closed at 18h05.

MINUTES APPROVED

CHAIRPERSON OF COUNCIL DATE CHIEF EXECUTIVE OFFICER