

Ref : CM 07/2023
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**MINUTES OF THE SPECIAL MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBER, TOWN HOUSE, ONGWEDIVA
TOWN COUNCIL ON THE 11TH MAY 2023**

PRESENT:

Councillor Taarah Shalyefu - Chairperson of Council
Councillor Fabiam George
Councillor Naemi Amuthenu
Councillor Jona Helao
Councillor Kaarena Shikongo
Councillor Otilie Haitota

IN ATTENDANCE

Mr. Damian E. Egumbo - Chief Executive Officer
Mr. David Mulokoshi - SM: Planning and Technical Services
Mr. Immanuel Nakale - SM: Finance and Human Resources
Administration
Ms. Rebekka Hidulika - SM: Economic Development & Community
Services
Mr. Jackson Muma - Corporate Communication Officer
Media Representatives
Members of Public

CM 83/2023

OPENING BY PRAYER

His Worship Taarah Shalyefu opened the meeting with a prayer.

CM 84/2022

APPLICATIONS FOR LEAVE OF ABSENCE

Cllr. Ulalia Katonyala was absent with apology.

All official correspondence must be addressed to the Chief Executive Officer

CM 85/2023

APPLICATION FOR LEAVE TO CONVENE A SPECIAL COUNCIL MEETING

His Worship Taarah Shalyefu, Chairperson of Council tabled an application for leave to convene a Special Council Meeting for tabling the budget for 2023/2024.

COUNCIL RESOLVED

That, the application for leave, by His Worship Taarah Shalyefu to convene a Special Council Meeting be approved without any reservation or objection as proposed by Cllr. Naemi Amuthenu and seconded by Cllr. Jona Helao.

CM 86/2023

ADOPTION OF THE AGENDA OF THE SPECIAL MEETING OF COUNCIL

Cllr. Fabiam George moved for the adoption of the agenda. Cllr. Jona Helao seconded the proposal and the agenda was adopted without amendments.

CM 87/2022

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.

No declaration of interest was noted.

CM 88/2023

BUDGET 2023/2024

CM 88.1/2023

BUDGET STATEMENT BY THE MAYOR AND CHAIRPERSON OF COUNCIL FOR THE FINANCIAL YEAR 2023/2024

RESOLUTION: CM 88/2023	ACTION
<p><u>BUDGET ALLOCATION FOR ONGWEDIVA TOWN COUNCIL FOR THE FINANCIAL YEAR 2023/2024</u></p> <p>Section 83(1) of the Local Authorities Act (Act 23 of 1992); as amended; outlines provision for every Management Committee to prepare revenue and expenditure estimates for Local Authority Councils. The statements shall be submitted by the Chairperson of the Local Authority Council concerned to the Local Authority Council for approval.</p> <p>Section 82 of the Local Authorities Act (Act 23 of 1992); as amended; outlines provision for every Management Committee to prepare Tariff Structure for its Local Authority Council. The proposed structure shall be submitted to Council for approval</p> <p>Final estimates of revenue and expenditure are hereby submitted for approval following the Councilors Budget</p>	

Consultative Meeting held on Wednesday, March 02nd, 2022. Management Committee held its meetings on 08th and 22nd March 2022 and 06th April 2022 respectively. Inputs were sourced from Oshana Regional Council through a formal presentation held on Thursday, 11 May 2023 and subsequent approval of the recommendations of the Management Committee of Council at Council Meeting held on Wednesday, 3rd May 2023.

The following guidelines were used for the determination of the expected revenue and expenditure:

- (a) Actual Income and Expenditure during the financial year 2021/2022;
- (b) Year to date Income and Expenditure during the financial year 2022/2023;
- (c) Inflation rate;
- (d) Financial viability of the Town Council of Ongwediva;
- (e) Residence and Public Input (Community Meetings);
- (f) Ongwediva Town Council Strategic Plan 2018-2023;
- (g) Ongwediva Town Council Personnel Rules (as approved) and Contract of Employment for Ongwediva Town Council Staff Members;
- (h) Ministerial Guideline - Local Authority Circular for the 2023/2024 Financial Year;
- (i) National Development Plans;

“BUDGET STATEMENT PRESENTED BY HIS WORSHIP TAARAH SHALYEFU, CHAIRPERSON OF COUNCIL AND MAYOR OF ONGWEDIVA ON THURSDAY, MAY 11, 2023 AT 15H00 IN THE COUNCIL CHAMBERS, TOWN HOUSE, ONGWEDIVA TOWN COUNCIL, ONGWEDIVA.

**Honourable Deputy Mayor
Honourable Chairperson of the Management Committee
Honourable Councillors
The Chief Executive Officer and your executive team
Entire Staff Members**

**Members of various Advisory Committees of Council
Esteemed Residents of Ongwediva and Members of the Public
Esteemed Media Practitioners
Ladies and Gentlemen**

It is my distinct honour and privilege to table the annual estimates of income and expenditure for the financial year 2023/24 to this august house. It is on record that we have collectively followed a consultative process with all key stakeholders in arriving at such estimates duly prepared in a prescribed format in terms of Section 83 (2) of the Local Authorities Act No. 23 of 1992, as amended.

As outlined in the Council's five-year Strategic Plan 2018-2023, Harambee Prosperity Plan, National Development Plans and Vision 2030, the Council has prioritized key developmental projects such as land delivery, provision of services, provision of service infrastructure, acquisition of machinery and equipment, crop field compensations and maintenance of service infrastructure among other priorities.

Honourable Councillors, Ladies and Gentlemen,

Allow me, from the onset, to highlight the developmental projects that will be undertaken during the financial year 2023/2024:

1. LAND DELIVERY

Land delivery, remains the utmost priority for Council in line with the national development agenda. However, Planning and Township establishment, is a prerequisite for land delivery which in turn is a prerequisite for housing and infrastructure development. As part of our determination and resolve to enhance land delivery, the council will:

- (a) Survey and cause the promulgation of the subdivided erf 34 Omatando Proper, which will be known and identified as Omatando Extension 8;
- (b) Re-plan a block of erven in Extension 2, also known as New Reception Area Phase 3, to rectify the erf boundaries and create a revised cadastral map of the area;
- (c) Finalise the planning and township establishment process of both Onawa Extension 1 and Onawa Extension Proper; and
- (d) Survey the soon to be approved Onawa Extension Proper;

To cater for all these projects a total amount of one comma three million Namibia dollar (N\$1,3 million) has been provided for in the budget for the financial year 2023/24. In addition to the latter, an amount of five million Namibia dollar (N\$5,0 million) has been budgeted for crop field compensations.

2. PROVISION OF SERVICES

The availability and access to potable water through a water reticulation system, waterborne sewer system, electricity reticulation system complete with street lights, all weather roads infrastructure and storm water drainage systems where such a need exist, are characteristics of a fully developed township. Several areas in Ongwediva lacks such services and amenities and the need thereof has been amplified by community members during our public meetings and engagements. Council has consistently, over the years, implemented a systematic plan of action to provide much needed services infrastructure to existing townships and the 2023/24 financial is no exception to the norm.

The development of sports and recreational facilities has also received the attention of Council in view of the importance that is attached to it and the positive impact that it has to society in terms of promoting healthy lifestyles, the creation of employment opportunities and the promotion of local tourism.

Honorable Councilors, ladies and gentlemen

A combined total amount of twenty-five comma six million Namibia dollar (N\$25,6 million) has been set aside in the budget for 2023/24 to cater for the provision of services infrastructure and public amenities at the following areas and township extensions.

- (a) Construction of storm water channels at Extension 11 Phase 2 for an amount two million comma six million Namibia dollar (N\$2,6 million),
- (b) Provision of water and sewer reticulation infrastructure at Extension 12 for an amount of two million Namibia dollar (N\$2,0 million),
- (c) Provision of bulk water storage and supply infrastructure for Omatando Extensions to the tune of seven million Namibia dollar (N\$7,0 million),
- (d) Installation of high mast lights at Onawa and Okandjengedi Settlement Areas to the tune of seven hundred thousand Namibia dollar (N\$700,000),
- (e) Continuation of the project for the provision of electricity reticulation network at Sky Phase 3 for and amount of one comma three million Namibia dollar (N\$1,3 million),

- (f) Installation of streetlights on the Main Road (C46) from Nekulilo Omagano Memorial School towards the Ongwediva Police Checkpoint to the tune of three million Namibia dollar (N\$3,0 million),
- (g) Continuation of the project for the installation of streetlights along Ongwe Street to the tune of five hundred thousand Namibia dollar (N\$500,000),
- (h) Development of a park at Extension 11 to the tune of two comma five million Namibia Dollar (N\$2,5 million), and
- (i) Development of a multi-purpose sports field (Phase 4) to the tune of six million Namibia dollar (N\$6,0 million).

3. INFRASTRUCTURE UPGRADING AND REPAIR

Honourable Councilors, ladies and gentlemen.

The need for the rehabilitation, upgrading and repair of existing infrastructure to extend the economic lifespan of such infrastructure, cannot be overemphasized. The continuation of the rehabilitation of the road between Oshana Regional Shopping Mall and David Shikomba Business Complex is therefore featuring in the budget for 2023/24 financial year to the tune of three comma five million Namibia dollars (N\$3,5 million). Moreover, the construction of a new pump station at the Reception Area Phase 2 will be undertaken to a tune of five hundred thousand Namibia dollar (N\$500,000).

4. UPGRADING OF BUILDINGS AND RELATED INFRASTRUCTURE

The passenger lift in the Council's Town House which was installed during the year 2003 has aged, reach its economic lifespan and therefore need to be replaced as a safety and security measure and in accordance with occupational health and safety requirements. To this end, an amount of nine hundred thousand Namibia dollars (N\$900,000) has been set aside to cater for this essential need.

Council recognizes informal businesses as the backbone of the local economy and shall strife to create a conducive environment for the informal businesses to thrive with due regard to public health and safety, environmental protection and high standard of urban aesthetics.

During the 2022/23 financial year, the local authority Council has held various consultative meetings with street vendors and other stakeholders to sensitize them about the planned implementation of the Street Trading Regulations, that are aimed at regulating and confining street trading activities to designated areas. In response to the feedback that was received through these engagements, a decision was taken to construct and commission satellite trading facilities at designated localities in and around Ongwediva to the tune of three hundred thousand Namibia dollar (N\$300,000).

In the same vein, the exiting Ongwediva Open Market shall be extended and upgraded to a tune of four comma three million Namibia dollars (N\$4,3 million) to enhance the image of the facility and to cater for additional trading spaces.

5. ACQUIRING OF VEHICLE, MACHINERY, TOOLS, INFORMATION COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND OFFICE FURNITURE

A combined total amount of three comma three million Namibia dollar (N\$3,3 million) has been provided for in the budget for 2023/24 for acquiring a vehicle, machinery, tools, ICT equipment and office furniture with a purpose of enhancing an enabling environment within which the Council continues to render quality services to our business customers. Specifically, such provision will include the following, among others:

- (a) Acquiring of a vehicle as a replacement to the current aged and mechanically defective vehicle that is assigned to the Division: Urban Planning and Development Control under the Department: Planning and Technical Services, to the tune of eight hundred thousand Namibia dollars (N\$800,000),
- (b) Acquiring of a new Tractor Loader Backhoe (TLB) to a tune of one million comma four Namibia dollar (N\$1,4 million),
- (c) Acquiring of fire and rescue equipment to a tune of two hundred thousand Namibia dollar (N\$200,000),

Honourable Councilors, Ladies and Gentlemen,

All capital projects that I have highlighted above constitutes a significant portion of the budget amounting to thirty-nine comma one million Namibia dollar (N\$39,1 million) representing about 23% of the total budget.

The allocation of the budget to the operational expenditure amounts to one hundred and five comma nine million Namibia dollars (N\$105,9 million) representing about 61% of the total budget. The allocation to provisions for leave days, depreciation and doubtful debts amounts to a combined amount of twenty-seven comma three million Namibia dollar (N\$27,3 million) representing about 16% of the total budget. Capital projects, operational expenditure and provisions make up a total budget of one hundred and seventy-two comma three million Namibia dollars (N\$172,3 million).

The personnel cost ratio to the operational budget stands at 33% in compliance with the Ministerial Directive of not more than 40%. However, this ratio does not imply the availability of funds for additional personnel expenditure. Accordingly, the overtime budget has been limited to 2.46% of the personnel budget in line with the Budget Circular of not more than 2.5%. Furthermore, the maintenance budget amounts to 15% of the operational budget in line with the Budget Circular that directs a rate of not less than 10%. Allowances for Local Authority Councillors have remained unchanged.

An amount of zero comma five Namibia dollars (N\$0,5 million) has been set aside for the human resources development, representing about 0.5% of the operational budget. A provision of a total amount of two hundred and fifty thousand Namibia dollars (N\$250,000) has been made in this budget to cater for incidental cases, emergencies and natural disasters, representing about 0.2% of the total budget.

Furthermore, a provision of two million Namibia dollars (N\$2 million) has been made in the budget to cater for the 5% rate contribution to Oshana Regional Council in terms of Section 77 (1) of the Local Authorities Act, 1992 (Act No. 23 of 1992), as amended. I am proud to announce that during the financial year 2022/23, we have diligently paid our 5% contribution to Oshana Regional Council despite the numerous challenges that confronted us as a local authority council and the nation at large and that continue to persist.

Honourable Councillors, ladies and gentlemen,

The total estimated revenue for 2023/2024 amounts to one hundred seventy-two comma three million Namibia dollars (N\$172,3 million). The budget will be financed as follows:

1.	Operational revenues	N\$113,6 millions
2.	Sale of erven	N\$3,5 million
3.	Refunds by Roads Fund Administration	N\$2,5 million
4.	Government subsidy	N\$0,9 million
5.	Council's own reserves	N\$51,8 million

For the third consecutive year, the tariffs shall not be increased for the financial year 2023/24. Council however reserves its right and obligation to increase the water tariff should NamWater announce an increase in bulk water purchases to avoid a scenario where Council will be distributing water to its consumers at a loss which may be detrimental to the sustainable development of the town.

The Council will efficiently and effectively implement its projected plans, operational expenditure and developmental projects yet taking into account the protracted reality of the outbreak of COVID-19 pandemic that has negatively impacted Council's socio-economic operations, in general, and the budget 2023/24 in particular. Our critical success factor therefore hinges and heavily relies on the commitment and dedication of our valued customers to pay diligently for services rendered.

Honourable Councillors, ladies and gentlemen,

I must emphasize that our five-year Strategic Plan, annual work plans, National Development Plans, ministerial directives and, most importantly, input from all our critics and stakeholders through the media, public meetings that the Office of the Mayor conducted between 2022 and 2023 as well as other means, has been used extensively as a yardstick during the preparation of this Budget. Therefore, your considered understanding and cooperation is indispensable if our projects, as provided for in this budget, are to be successfully implemented.

Equally, the commitment, dedication, discipline and teamwork from both Councilors and staff members is vital for the successful implementation of this budget. In order to attain this noble goal, the implementation of the Performance Management System that we adopted as Council during the 2022/23 financial year, shall have to be pursued vigorously and without fail at all levels of the organization.

Let me acknowledge the generous financial and technical support we continue to receive from the Central Government via the line ministry. At this juncture, allow me to unequivocally affirm that the Council shall continue maintaining its remarkable position of paying its key service providers on time including but not limited to Namibia Water (NamWater) Corporation, Northern Electricity (NORED), appointed contractors and third-party creditors.

Moreover, allow me to acknowledge the advice and contributions we continue to receive from the residents of Ongwediva that shaped up the compilation of the critical needs of this town. Undoubtedly, I would certainly fail in my duty if I do not acknowledge the tireless efforts and valuable input by all members of the Management Committee, all Honourable Councillors, Management Team and all Staff Members at different levels.

<p>Indeed, without their input and support, the preparation of this comprehensive budget could not be possible. Thank you and congratulations to you all for a job well done. A special word of appreciation also goes out to the leadership and management cadre of Oshana Regional Council for the opportunity they afforded Ongwediva Town Council for consultation during the budget preparation. Their questions and input have greatly enriched the content of the final budget and presented us with a broader outlook to the future ahead.</p> <p>It is now my distinct honour to certify that the annual Budget for 2023/24 financial year has been compiled in accordance with Section 83 (2) of the Local Authorities Act, 1992 (Act 23 of 1992), as amended, and I am hereby tabling it for Council’s approval in terms of Section 83 (1) of the Local Authorities Act, 1992 (Act 23 of 1992), as amended.</p> <p>I thank you for your attention.</p> <p>_____</p> <p>His Worship Taarah Shalyefu MAYOR OF ONGWEDIVA”</p>	
<p>COUNCIL RESOLVED</p> <ul style="list-style-type: none"> • That, the Budget for Ongwediva Town Council for the Financial Year 2023/24 as tabled by the Chairperson of Council in terms of Section 83(1) of the Local Authorities Act (Act No. 23 of 1992), as amended, be approved on proposal of Cllr. Naemi Amuthenu and seconded by Cllr. Jona Helao. • That, the approved budget for Ongwediva Town Council for the Financial Year 2023/24 be forwarded to the Ministry of Urban and Rural Development for consideration and authorisation; • That, the Tariff Structure for Ongwediva Town Council for the Financial Year 2023/24 as tabled by the Chairperson of Council in terms of Section 82 of the Local Authorities Act (Act No. 23 of 1992), as amended, be approved; • That, the approved Tariff Structure for Ongwediva Town Council for the Financial Year 2023/24 be forwarded to the Ministry of Urban and Rural Development for consideration, approval and gazetting; 	<p>SM: F&HR</p>

There were no any other businesses and the meeting closed at 15h45.

MINUTES APPROVED

CHAIRPERSON OF COUNCIL	DATE	CHIEF EXECUTIVE OFFICER
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