



Aloe



Issue 41 • August 2016

City of many faces

CITY OF WINDHOEK AND OUTAPI TOWN COUNCIL RENEW COOPERATION AGREEMENT



Cooperation agreement signed. His Worship Cllr. Muesee Kazapua, Windhoek Mayor and Her Worship, Cllr. Selma Asino, Mayor of Outapi Town Council exchanging signed cooperation agreement.

On July 20, 2016, the City of Windhoek and the Outapi Town Council renewed their cooperation agreement.

In appreciation of the progress made, the agreement was renewed in 2007 and it came to an end in 2011.

The two councils have maintained a strong relationship since the signing of the first cooperation agreement in 1998.

The renewed cooperation agreement spell out that the two local authorities'

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40%
WATER SAVINGS
REQUIRED!

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Editor's Desk



Josua Amukugo

Manager: Corporate Communications,
Marketing, Tourism & Customer Care

I am pleased to welcome you all to our August edition of the Aloe. I am sure most of us are now sighing with relief as winter bids farewell.

We constantly receive queries with regards to that constitute a unit of electricity which is Electricity Control Board and the National Energy Fund levy only.

Let me use this opportunity to underline the call by our Mayor, Cllr. Muesee Kazapua, when he called on management and staff members of the city, to ensure that we push all the engines ahead and ensure that, come end of the Financial Year, all the projects budgeted for are either completed or in progress.

While we are working hard to ensure continuous service delivery to the residents, we would like to request the residents' supports in safe guarding the municipal infrastructures and report any form of vandalism to the law enforcement agents.

In order to accelerate the implementation of development projects such land delivery, the City of Windhoek in partnership with Ino Investment, a private developer, recently put up 96 residential zoned ervens in Otjomuise Extension 5 on sale through the offer to purchase method.

The sale of the offer to purchase documents started on 02 August 2016 and ceases on 22 August.

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primary objectives are to foster and promote friendly relations in Human Resources Development and Management, financial management, Infrastructure development and Technical assistance; Tourism promotion and Urban Food security.

As part of the implementation of cooperation agreement, the following projects were implemented:

- Assistance in financial management in the areas of revenue collection and credit control;
- Cooperation in strategic planning in areas of property and land management;
- Capacity building and skills development;
- Local economic development: small and medium enterprises development;
- Technical support in environment management with the view to full implementation of the Local Agenda 21;
- Town planning and waste management;
- Assistance in the development of Olufuko Festival concept;
- Political exchanges in urban food

The public should take note that this is the first phase in Otjomuise. The 2nd and 3rd phases are yet to follow.

Moving on to water savings, it has been noted that about 60% of water consumed in Windhoek is at the household level.

The Aloe is produced by the Corporate Communications, Marketing, Tourism & Customer Care Division in the Office of the Chief Executive Officer. The public is welcome to make constructive submissions via the Editor's Column, and submissions should be forwarded to the following address.

If you wish to make comments, suggestions, contributions or advertise in the Aloe, send an e-mail to communication@windhoekcc.org.na or via post at PO Box 59, Windhoek, or visit our website for more information at www.cityofwindhoek.org.na

and nutrition security.

During the signing ceremony, Cllr Muesee Kazapua, Mayor of the City of Windhoek emphasised the importance of inter-dependency and mutual beneficial friendship between the two councils, and ensured that cooperation remains a working partnership and not a symbolic or a mere protocol arrangement.

In agreement, Her Worship, Cllr Selma Asino, the Mayor of Outapi Town Council who led the delegation, hailed the cooperation agreement with the City of Windhoek stating that, it is a reliable partnership which constitutently assisted their town council in many ways.

She singled out some of the milestone such as development of open market, SME's policy guidelines, revenue collection and credit control, formulation of the street vendor policy.

The Outapi Town Council delegation also had a chance to visit the City of Windhoek's Kufferberg Dump Site, Gammams Water work and Goreangab Reclamation plant.

It is therefore important to continue saving water as much as possible by reducing our consumptions The target 40% water savings is achievable and it requires concerted efforts from all of us.

Remember every drop counts!

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NOISE CONTROL DURING THE OCTOBER / NOVEMBER 2016 NATIONAL EXAMINATION

The Directorate of Education, Arts and Culture, Khomas Regional Council hereby informs the public that the October/November 2016 National Examination is fast approaching.

It is against this background that the Directorate of Education, Arts and Culture is appealing to all residents

to consider the examination period and the future of our learners and create an enabling environment for learners to study.

The examination will start as from Monday, 26 September 2016 to 11 November 2016. It is therefore

imperative that noise levels are mitigated during this period, so that our learners can be afforded the best opportunity to study without distraction and are able to succeed. We wish to take this opportunity to thank you for your assistance in elevating our human capital.

METER AUDIT FOR SELF READING CLIENTS

The City of Windhoek hereby notifies our esteemed self-reading clients that a meter reading audit will be carried out from the 16 August – 15th September 2016.

This exercise is aimed at verifying the readings that are submitted by the clients with the information on our

system.

Your cooperation in this exercise will be highly appreciated.

Should there be further enquiries kindly contact us at 2902303 and 2902031.

City of Windhoek remains committed

to deliver effective and efficient services, thereby enhancing the quality of life of all our people.

WATER CRISIS AND WATER SUPPLY UPDATES

The City of Windhoek wishes to remind the public that in relation to the Drought Response Plan (DRP) guiding demand management during the ongoing water crisis and the applicable Water Supply Regulations, the following provisions should be noted and taken into consideration:

Unavailability of rebates on excessive leakages

During a severe drought or water crisis, water losses cannot be tolerated by any supply utility.

Throughout the watersaving campaign it has been clearly communicated that a minimum of weekly water meter readings is required with a daily reading strongly recommended for consumers to identify leaks early and

to manage water consumption.

In addition the main water supply should be isolated in the event that properties are vacant for any period longer than 24 hours. Given the above, water loss due to leaks should be limited and therefore no rebates will be considered.

Higher water consumers at residential level

The City of Windhoek announced that residential consumers with consumption in excess of 40 cubic meters per month risk the suspension of their water supply until such time as water wastage has been addressed.

The process of suspending supply to excessive household consumers has

additional benefits which include that account details are updated, incorrect accounts are rectified and long-term leakages are found and addressed.

The program will remain in place throughout the Water Crisis to help ensure that a continuous supply of water can be maintained to all consumers



BUSINESS REGISTRATION



The City of Windhoek has the mandate of ensuring that all business activities for gain within its jurisdiction are registered in terms of Clauses 2(1) and 6 of the regulations relating to the registration of businesses, GN 202 of 2006, promulgated under the Local Authorities Act of 1992 (Act No.23 of 1992).

In terms of Clauses 2(1) and 6 of the regulations, a person may not conduct a business within a municipal area unless a Certificate of Registration has been issued to him or her in terms of regulation 7. Thus, business owners or persons aspiring to conduct business activities for gain within the Windhoek municipal area are by law required to register their business operations, and to subsequently renew the registration annually.

The processing and consideration of any application for the registration of any business activity is done in accordance with the Business Registration Procedure, which outlines steps to be followed, and stipulates compliance requirements. The issuing of the Certificate of Registration is subject to compliance with requirements provided for by the General Health Regulations, GN 121 of 1969 as amended, relevant by-laws of the City of Windhoek, as

well as requirements in terms of other applicable legislation as per the discretion of the Chief Health Officer.

Owners of businesses in Windhoek and aspiring business owners should therefore note that applications for registration will be processed only after all legal requirements are met, and all necessary supporting documents outlined in the business Registration Procedure are submitted with each application.

It is important to note that business owners intending to cease their registered business operations has a legal obligation to deregister such registration in terms of clause 12(1) of the Regulations relating to the registration of businesses, GN 202 of 2006, by informing the City of Windhoek in writing within one (1) month from the date of ceasing to conduct such business.

Our records indicate that out of a total number of 28 445 businesses registered in Windhoek, only about 8 457 (29.7%) businesses operate with valid Certificate of Fitness/Registration.

Business Registration clients are therefore kindly advised to visit the Business Registration Counter at the City of Windhoek's Customer

Care Centre, c/o Independence Avenue and Sam Nujoma Drive for the registration of new businesses or renewal of current registration.

Fines and Penalties

A person who contravenes any provision of these regulations commits an offence and is liable, upon conviction, to a fine not exceeding N\$ 2 000.00 or to imprisonment for a period not exceeding six (6) months or to both such fine and such imprisonment.

All queries regarding the above should be directed to:

Customer Care Officer:

Tel: +264 61 290 2690

Fax: +264 61 290 2331

Or

Business Registration Section:

Tel: +264 61 290 2496 / 3625 / 2489 / 2603 / 3129

Fax: +264 61 290 2056 / 2192

Or

The Chief: Health Services

Tel: +264 61 290 2594 / 2485



OPERATION OF ACTIVITIES LISTED IN THE ENVIRONMENTAL MANAGEMENT ACT 7 OF 2007, WITHIN THE JURISDICTION OF THE WINDHOEK MUNICIPAL COUNCIL BOUNDARIES INFORMED TO SOURCE COMPLIANCE WITH THE ACT.

The Environmental Management Act No.7 of 2007 came into operation in 2012. It is expected that all activities listed in this Act (including those that commenced before the Act came into operation) must obtain Environmental Clearance.

It is against this background that this public notice aims to inform all the businesses/Industries and individuals that are operating listed activities (as per the Environmental Management Act No. 7 of 2007) within the boundaries of the City of Windhoek Municipal Council that they need to apply for Environmental Clearance with the Office of the Environmental Commissioner (Ministry of Environment and Tourism). For clarification and guidance we recommend that you contact the Environmental Management Division of the City of Windhoek at the contact details provided below to determine whether

your activity require Environmental Clearance and to obtain guidance on the process to be followed.

The City of Windhoek will soon commence with inspections of listed activities within Windhoek and will seek compliance and environmental clearance from the Ministry of Environment and Tourism.

Activities that require Environmental Clearance include the following:

- Energy generation, transmission and storage activities (e.g. power plants, transmission lines and nuclear plants and oil refineries).
- Waste management, treatment, handling and disposal activities (e.g. waste disposal facilities and recycling plants).
- Mining and quarrying activities (e.g. sand mining and gas extraction from landfill sites).
- Forestry activities (e.g. forest

clearing and timber harvesting).

- Land use and development activities (e.g. rezoning of land).
- Tourism development activities (e.g. construction of resorts, lodges, hotels or other tourism and hospitality facilities).
- Agriculture and aquaculture activities.
- Water resource developments (e.g. construction of wastewater treatment facilities and abstraction of water for industrial purposes).
- Hazardous substance treatment, handling and storage (e.g. service stations and the manufacturing, storage and transportation of dangerous goods).
- Infrastructure (e.g. public roads, railways, vehicle racing tracks, airports and communication towers).

The City seeks cooperation in this regard.

REPLACEMENT OF ALL ELECTROMECHANICAL THREE PHASE (3P) METERS WITH TIME-OF-USE CAPABLE PROGRAMMABLE ELECTRONIC THREE PHASE METERS (3 CPTOU)

The Electricity Department of the City of Windhoek will commence with **Phase Three** of replacing about 500 three-phase electromechanical meters with three-phase Time-of-Use (TOU) capable, programmable electronic meters starting **Monday, 08 August 2016 until 30 November 2016**.

The purpose of replacing the meters is to enable the City of Windhoek to bill all three-phase metered clients on TOU tariffs, which will also allow clients to manage their electricity consumption

by shifting most of their usage into **Off-Peak Periods** when the electricity tariffs are reasonably cheaper.

This work may require temporary power interruption to some of the clients' premises when carrying out the replacements.

As a result of this, the City of Windhoek appeals to all affected clients to render their support and co-operation to the Electricity department appointed contractor (**NBT Quality Services**)

whose employees will be carrying the temporary City of Windhoek identification cards, when accessing and replacing clients' electrical metering points.

Please address any queries or questions to the Section Engineer: Metering & Installation Inspections on telephone number 290 3309 or alternatively to the Electricity Control Room on telephone 290 2452 / 3 / 4



CITY OF WINDHOEK DISASTER RISK MANAGEMENT SCHOOL INITIATIVE

The Disaster Risk Management Division is responsible for preparing the residents of the City of Windhoek for any emergency or disaster situation by implementing disaster risk reduction activities aimed at building the resilience of communities within the jurisdiction of the City.

The Disaster Risk Management Schools Initiative was introduced by the Division in 2004 and scaled up in 2012. The Initiative will continue until all schools within the jurisdiction of Windhoek Municipality have participated. To date, fifty (50) schools have participated in the initiative. The aim of the initiative is to ensure that schools are better prepared for emergencies and or disasters that may affect them at any given time. The initiative is focusing on assisting schools to set up Emergency Preparedness Plans and raise awareness on Disaster Risk Management discipline, provision of basic training on the use fire extinguishers, demarcation of assembly sites, designing of floor plans, carrying out emergency drills and conducting a quiz for participating schools.



His Worship the Mayor, Muesee Kazapua and the Director of Education Mr Gerard Vries with the learners of Jan Mohr Secondary School, winners of Secondary Schools Category in 2015.



His Worship the Mayor, Muesee Kazapua pictured with all the winners in 2014.

Details for the 2016 schools quiz are as follows;

Venue: Namibia University of Science and Technology, Hotel School

Date: 16 September 2016 • **Time:** 12:00

Interested Schools that want to participate in 2017 may contact:

Department of Community Services

Disaster Risk Management Division

Tel: 061 290 2748/3637

Email: mekondjo.shanyengange@windhoekcc.org.na/

portia.gawanas@windhoekcc.org.na

ENROLMENT FOR EARLY CHILDHOOD DEVELOPMENT AT THE COW ECD CENTERS FOR 2017 OPEN FOR CHILDREN AGED 3-5 YEARS OLD

Venues:

Rocky Crest ECD Centre (RCECDC) at the corner of Liberty Island & Lanzarote Streets, Rocky Crest and

Jonas Haiduwa ECD Centre (JHECDC) in Onyarayongongwe street, Okuryangava.

Time: 08h00 - 16h30

Closing Date: 19 August 2016

TAKE NOTICE OF THE FOLLOWING

- Limited places are available for 2017 (3-5) age groups
- All young residents in Windhoek are welcome; however preference will be given to children in the vicinity of the Rocky Crest & Jonas Haiduwa ECD Centres.
- Application forms are available at the respective centres and a minimal fee of N\$20.00 is payable

THE FOLLOWING DOCUMENTS SHOULD ACCOMPANY THE CHILD'S APPLICATION FORM

- Two certified copies of Birth Certificate or Passport
- Two passport photos of a child
- Proof of residence of a child such as (municipal water bill, etc.)
- Enrolment should only be done by Parents or Guardians





DAY CARE REGISTRATION

Early Childhood Development (ECD) services are a necessity in a holistic development of a child i.e body, mind and soul.

Establishment

Under normal circumstances a day care centre can be established on designed and zoned sites institutional lands. However a residential based day care centre can be approved by Council provided that certain requirements are met in terms of ECD Policy, which was approved Council Resolutions 62/02/93 & 272/08/07.

Application

In order to apply for consent for a ECD Centre on residential plot, the following must be submitted to Business Registration of the City of Windhoek for consideration.

- Obtain and complete an application form from Customer Care (Institutions).
- Obtain consent from Urban Policy Division and attach a written description, motivation and nature of intended activities, a neat site plan of the property, scale 1:1000 and 2:2000, clearly indicating the location and the size in m² of outside and inside areas, other adjacent buildings and parking bays (residential based ECD centre).
- Written consent by the surrounding registered land owners.
- Submit an application form to Customer Care with the following required documents:
 - ✓ Certified copy of authentic Namibian ID or Valid Passport, Valid Proof of permanent residence / Valid Visa / Work Permit (applicable for Non Namibians).
 - ✓ Proof of Ownership / Lease Agreement / Sublease Agreement / Notice of Consent from Owner where applicable.
 - ✓ Proof of Registration as a Company.

Inspections will be conducted by relevant stakeholders on the premises for compliance in terms of nature of business. The client must attach medical certificates for food handlers (applicable to food preparation premises).

Requirements for establishment of an ECD Centre on residential land:

- A total number of children is restricted to 25 children per residential land, 2m² per child. For every 25 children there must

be 1 supervisor & 1 assistant. (Council Resolution 387/11/2012).

- An applicant to employ a maximum of two caregivers i.e One Supervisor and One Assistant as stipulated in the City of Windhoek (CoW)'s ECD Policy.
- An applicant must reside on the premises.
- An applicant should familiarize themselves with the requirements contained in the Early Childhood Development Policy of the City of Windhoek (ECD Policy No 1 of 2007).
- An applicant should familiarize themselves with the regulations on ECD centres, provided by the Ministry of Gender, Equality & Child Welfare, and that they should take notice that compliance with these requirements are expected by the Municipality, and may be demanded by other relevant stakeholders and / or interested parties.
- All ECD centres should adhere to minimum health legislation in respect of illumination, ventilation, floor areas, heights and toilet facilities.
- Sick bay and the first aid facilities should be available for emergency situations.
- Basic fire fighting equipment must be kept at all times on the premises and basic knowledge on how to use this equipment is crucial.
- The outdoor playing area should be of a minimum area of 5m² per child in the centre.
- Safe and reasonable indoor and outdoor play equipment should be available to stimulate the development of the children.
- There must be a treated sand pit on the playground as sand evokes iconic images of a social setting where children interact while exploring, pretending, and experimenting with one of the world's most common play materials.
- An applicant should take all the necessary precautions to ensure the safety and security of the children, including the erection of a wall or fence of adequate height of which the entrance should be locked at all times, enclosing the entire area where the children will be accommodated, "child-proofing" of swimming pools, etc., to the satisfaction of Town Planning Regulations.
- Adequate parking on the site/premises should be available as provided for in terms of relevant regulations and as per the satisfaction of the

Chief Engineer: Roads Planning, Design & Traffic Flow to the order of 1 parking bay per play/class room or office, plus 1 parking bay for every 10 children or part thereof for on and off loading.

- The facility of an ECD centre may be in the main dwelling on the property concerned, in an existing garage, in an existing second dwelling, or in a second building, which could eventually be converted into a second dwelling, only.
- If another building is erected, it must conform to the land use restrictions (2m² per child should apply) as set out in the Town Planning Regulations.
- The rights to property are not transferable as soon as the ECD activities are terminated and/or if the property is sold.
- Before approval of the consent of use becomes effected, the applicant must inform the Town Planning Section that the various conditions, such as the erection of walls, provision of parking, etc., have been met, so that an on-site inspection will be conducted to verify whether the aforesaid conditions have actually been met.
- The operation hours of a ECD centre should not exceed the period between 07:00 to 17:00.
- No further expansion of existing centres on residential erven will be allowed.
- An applicant must accept these conditions by signing a copy of this approval letter upon receipt thereof.

Approval

Approval will be granted following the recommendations by relevant stakeholders conducting inspections for compliance.

Termination

Council reserves the right to terminate consent which is not transferable at any given time should evidence of nuisance or unforeseen disturbance(s) in residential may be proved.

Expansion

No expansion of existing ECD centres on residential land will be allowed unless an application for rezoning from residential to institutional land has been approved. If at a later stage should an applicant want to expand the facilities in order to accommodate more than 25 children, they may acquire a suitable "institutional" zoned erf, and the consent on the residential property concerned will be cancelled. Council may grant authorization to a maximum of 60 children. (Council Resolution 387/11/2012)



DID WE SAVE ENOUGH WATER?

No, we have not yet achieved 40% water savings!

Water Crisis Savings Achieved



OUR COMBINED EFFORTS ARE

REQUIRED TO



More info: www.cityofwindhoek.org.na

Report water leaks and for enquiry, contact: Tel.: 290-2402 or 290-2162

After Hours: Tel.: 290 2423 or 21 1111