

[Municipal Council Agenda: 2024-08-29]

10.2 APPROVAL OF MINUTES (MC 15/2024)

The minutes of the Management Committee meeting (MC 15/2024) held on 20 August 2024 is submitted to Management Committee members for approval.

[Municipal Council Agenda: 2024-08-29]

10.3 MINUTES (MC 15/2024)

The minutes of the Management Committee meeting (MC 15/2024) held on 20 August 2024 as approved by its members at this Council meeting, is submitted for notice with the exception of Items GOV.2, GOV.3, GOV.5, GOV.7, GOV.8, GOV.9, GOV.11, GOV.12, GOV.13, GOV.19, GOV.20, GOV.21, GOV.22, GOV.24, FNS.1, FNS.2, FNS.3, IND.1 and IND.2, which follow immediately hereunder for consideration.

It is

RECOMMENDED

That the minutes of the Management Committee meeting (MC 15/2024) held on 20 August 2024, be noted by its members, with the exception of Items GOV.2, GOV.3, GOV.5, GOV.7, GOV.8, GOV.9, GOV.11, GOV.12, GOV.13, GOV.19, GOV.20, GOV.21, GOV.22, GOV.24, FNS.1, FNS.2, FNS.3, IND.1 and IND.2.

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10.3.1 GOV.2 [CEO] RESUBMISSION: SUMMARY REPORT ON THE PARTICIPATION IN THE CO-ORDINATION CONFERENCE AND WORKSHOP ON LOCALISING SUSTAINABLE DEVELOPMENT GOALS (SDGS) IN BREMEN, DURBAN AND WINDHOEK TRILATERAL CO-OPERATION PROGRAMME, BREMEN, 15 TO 21 OCTOBER 2023 (2/1/2)

Purpose

The purpose of this item is to resubmit the Summary Report, **attached as [pages 293 - 308](#) to the agenda**, on the Municipal Council of Windhoek's participation in the Co-ordination Conference and Workshop on 'Localising Sustainable Development Goals (SDGs): *From Climate Partnerships to Trilateral Sustainability Partnerships Projects*', held in Bremen, Germany from 15 to 21 October 2023 under the framework of the Bremen-Durban-Windhoek Trilateral Co-operation Programme.

Introduction

Management Committee at its meeting held on 18 June 2024, per Item GOV.1, **attached as [page 309](#) to the agenda**, *inter alia* resolved as follows:

- 1 *That this matter be referred back in order for the Chief Executive Officer (Manager: External Relations and Networking) to enrich the item and to include the Terms of Reference (ToR) guiding the nominated Council Member in the latter's role to provide leadership oversights to the Windhoek Sustainable Development Goals (SDGs) Committee, whereafter it be resubmitted to the next Management Committee meeting scheduled to be held on 9 July 2024, for consideration.*

In line with the Management Committee resolution the item has been augmented with additional information, is herewith being resubmitted.

Background

Following the Management Committee Meeting held on 18 June 2024, and in line with the above quoted resolution, the Chief Executive Officer (Manager: External Relations and Networking) developed the Terms of Reference (ToR) as a guiding document outlining the mandate, roles, and responsibilities of the Sustainable Development Goals (SDGs) Localisation Committee. The proposed Terms of Reference (ToR) for the Municipal Council of Windhoek Sustainable Development Goals (SDGs) Localisation Committee are **attached to [pages 310 - 313](#) to the agenda**, for consideration and approval.

Discussion

The purpose of the Bremen workshop was for the three (3) participating cities to initiate the compiling of a report that will serve as a baseline for comparatively assessing each city's progress in implementing localising the Agenda 2030 United Nations (UN) Sustainable Development Goals (SDGs). Likewise, the report is expected to act as a guiding document for future trilateral co-operation projects, focusing specifically on Sustainable Development Goals (SDGs) implementation. Notably, the relevant Sustainable Development Goals (SDGs) for this report are as follows:

- **SDG 6: Clean Water and Sanitation**

Ensure availability and sustainable management of water and sanitation for all.

- **SDG 11: Sustainable Cities and Communities**

Make cities and human settlements inclusive, safe, resilient, and sustainable.

- **SDG13: Climate Action**

Take urgent action to combat climate change and its impacts.

- **SDG 17: Partnerships for the Goals**

Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development

The week-long intensive co-ordination conference and workshop aimed to establish a comprehensive platform for familiarising participants with the on-the-ground realities in Windhoek, Durban, and Bremen. Primary objectives included knowledge sharing, exchanging best practices for localising Sustainable Development Goals (SDGs) and co-ordinating discussions regarding the future of the project, titled 'Localising Sustainable Development Goals (SDGs) in Windhoek, Durban: From Climate Partnerships to Trilateral Sustainability Partnerships.' Additionally, the event facilitated political and partnership engagements among the three (3) cities.

One (1) of the important lessons learned is that Durban already has an established Committee that is spearheading their Sustainable Development Goals (SDGs) Localisation programme, under the leadership of a Council Member. It was therefore agreed that for synergy and leadership oversight, each partner city nominates two (2) Council Members to lead a committee on the localisation of Sustainable Development Goals (SDGs). It was further agreed that apart the nominated Council Member, each city nominates relevant technical Officials depending on the prioritised Sustainable Development Goals (SDGs) within the framework of the tripartite relationship to form part of the Committee.

Based on the above, the Municipal Council of Windhoek is requested to nominate two (2) Council Members, a Chairperson and Deputy Chairperson, to lead a committee on the localisation of Sustainable Development Goals (SDGs) within the City of Windhoek.

Strategic implications/significance

The submission is in alignment with the following strategic objectives:

- Enhance quality of life for all our Stakeholders;
- Ensure public safety, security and disaster risk management; and
- Improve organisational capabilities.

Possible/perceived risks and mitigation matrix

Risk No.	Risk type	Risk description (cause and effect)	Prob	Impact	Score	Risk containment
1	Operational	The risk of not having political support/ representation similar to Bremen and Durban	High	Major	4	Resubmit item for nomination of Council Members as Chairperson and Deputy Chairperson of Committee

Consultation with Stakeholder departments and other interested parties

The following comments were received:

Comments from the Office of the Chief Executive Officer

- External Relations and Networking

By actively localising Sustainable Development Goals (SDGs), Windhoek aligns itself with international sustainability agendas, positioning itself as a forward-thinking City committed to inclusive, resilient, and sustainable development. Through participation in initiatives like the Bremen-Durban-Windhoek Trilateral Co-operation Programme, Windhoek not only enhances its own quality of life for Stakeholders but also strengthens its global standing as a city dedicated to addressing pressing environmental and societal challenges. Moreover, our partner City of Durban has implemented co-ordination committees chaired by a Council Member who champions their respective city's Sustainable Development Goals (SDGs) localisation initiatives.

Conclusion

The critical role of Cities in the attainment of the global Sustainable Development Goals (SDGs) cannot be overemphasised, because they are engines of socio-economic changes and the level of government closer to the citizens. Maintaining relevance and visibility in localising the Sustainable Development Goals (SDGs), the Municipal Council of Windhoek has an opportunity share into global competencies. As urban centres increasingly compete on a global scale, the localisation of Sustainable Development Goals (SDGs) becomes paramount, serving as a cornerstone for Windhoek's continued growth, prosperity, and leadership in the international community.

Management Committee, having considered the matter

RECOMMENDED

- 1 That the Summary Report on the participation of the Municipal Council of Windhoek in the Conference and Workshop on the localisation of Sustainable Development Goals (SDGs) held in Bremen, Germany in October 2023, **attached as [pages 293 - 308](#) to the agenda**, be noted.
- 2 That for leadership oversight, the following Council Members be nominated as Chairperson and Deputy Chairperson of the Windhoek Sustainable Development Goals (SDGs) Localisation Committee, supported by a Technical Team comprising members from the relevant departments:

Position	Name
Chairperson	Council Member Joseph Uapingene
Deputy Chairperson	Council Member Ndesihafela Larandja

- 3 That the Terms of Reference (ToR) of the Municipal Council of Windhoek Sustainable Development Localisation Committee, be noted and approved.

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10.3.2 GOV.3 [EDC] APPOINTMENT OF WINDHOEK CLIMATE CHANGE STEERING COMMITTEE AND LAUNCH OF THE APPROVED INTEGRATED CLIMATE CHANGE STRATEGY AND ACTION PLAN (2/1/10)

Introduction and purpose

*** The Municipal Council of Windhoek is proactively taking steps to improve its climate resilience and to address potential and actual climate change impacts faced by the city. It is against this background that the Municipal Council of Windhoek approved its Integrated Climate Change Strategy and Action Plan (ICCSAP) in 2023 (Council Resolution 196/07/2023, **attached as [page 314 to the agenda](#)**, to act as a framework for the Municipal Council of Windhoek's response to climate change and to ensure the mainstreaming of climate change into the Municipal Council of Windhoek's operations. As part of the strategy approval, the Municipal Council of Windhoek also approved the establishment of the Windhoek Climate Change Steering Committee (CCSC) tasked with the responsibility of overseeing the Municipal Council of Windhoek's response to climate change.

This item therefore seeks to:

- ***
- Obtain endorsement of the envisioned committee's composition and Terms of Reference (ToR), **attached as [pages 315 - 320 to the agenda](#)**.
 - Furthermore, the item seeks to inform of the launch of the approved Climate Change Strategy and Action Plan at a date to be determined after the committee has been constituted.

Background

Windhoek like many cities in the developing world is already experiencing the impacts of climate change. Windhoek is one (1) of the cities that will be most affected by climate change due to its aridity and socio-economic situation. All projections indicate that Windhoek will be much drier and warmer *because of climate change, which in turn, will result in many climate related impacts*. A high level of urbanisation and the proliferation of informal settlements will further exacerbate this. Climate change has a direct impact on the Municipal Council of Windhoek's ability to provide efficient municipal services and to build resilience.

*** As such, the Municipal Council of Windhoek at its meeting held on 27 July 2023 per Council Resolution 196/07/2023, **attached as [page 314 to the agenda](#)**, *inter alia* resolved as follows:

- 1 *That the Municipal Council of Windhoek Integrated Climate Change Strategy and Action Plan, be approved.*

- 2 *That it be noted that the approved Strategy and Action Plan will be officially launched at a date to be determined in consultation with the Office of the Mayor.*
- 3 *That the formation of the Municipal Council of Windhoek Climate Change Steering Committee tasked with the responsibility of overseeing the Council's response to climate change, be approved.*

Discussion

Climate change is a multi-disciplinary and crosscutting issue and thus the implementation of the Integrated Climate Change Strategy and Action Plan requires close co-ordination and partnership with all Stakeholders at all levels of the public and private sector. It is therefore imperative for the Climate Change Steering Committee (CCSC) to include the Municipal Council of Windhoek Council Members, Officials, and external Stakeholders inclusive of National Government, academia, civil society, private sector and research institutes amongst others.

- Committee Members roles and responsibility

Committee members will be responsible for monitoring the implementation of the Municipal Council of Windhoek's Integrated Climate Change Strategy and Action Plan, determining its strategic direction and providing impartial input. The committee will report to the Municipal Council of Windhoek on an annual basis on the progress made towards the implementation of the Integrated Climate Change Strategy and Action Plan (ICCSAP).

The following are the collective responsibilities of committee members:

- Attend quarterly meetings and provide strategic direction in the implementation of the Integrated Climate Change Strategy and Action Plan (ICCSAP);
- Members from internal departments to give updates on the implementation of projects in the Action Plan that resort under their respective departments;
- The committee members shall report to their various organisations/departments on what transpired at the meeting;
- Propose and design fundable project proposals to be submitted to bilateral and multilateral funding mechanisms such as the Green Climate Fund;
- Foster co-operation and smart partnerships with other cities and organisations that operate in the climate change space;
- Ensure the alignment and mainstreaming of climate change adaptation and mitigation in various Municipal Council of Windhoek by-laws and regulations;

- Develop and provide inputs into the Municipal Council of Windhoek's position on climate change issues;
- Promote climate resilience building through workshops, awareness campaigns and other platforms;
- Produce policy briefs and other climate change related publications; and
- Ensure that the Committee discharges its duties within the framework specified by the Integrated Climate Change Strategy and Action Plan (ICCSAP);

- **Committee Structure**

Committee members will be required to have a balance of skills and experience appropriate to directing the Integrated Climate Change Strategy and Action Plan (ICCSAP) mandate. The Committee members must demonstrate a high standard of corporate and personal conduct and should particularly note the requirement to declare any conflict of interest that arises in the Committee.

A Municipal Council of Windhoek Council Member who is the Chairperson of the Economic Development and Citizen Welfare Councillors' Advisory Committee, or delegate will chair the Municipal Council of Windhoek Climate Change Steering Committee (CCSC). The Council Climate Change Steering Committee (CCSC) will comprise of inter-departmental Committee Members to make sure that the Municipal Council of Windhoek implements the Action Plans. Internal members should be appointed from the Municipal Council of Windhoek's departments listed as follows:

- Chairperson of Economic Development, Public Safety and Citizen Welfare Advisory Committee or delegate (Chair);
- Office of the Chief Executive Officer (External Relations and Networking and Smart Cities Unit);
- Economic Development and Community Services;
- Electricity;
- Finance and Customer Services;
- Housing, Property Management and Human Settlement;
- Information and Communication Technology;
- Infrastructure, Water and Technical Services; and
- Urban and Transport Planning.

In addition, external Stakeholders (national government, academia, civil society and research institute) will be part of the committee and will be involved in the review of the work of the Windhoek Climate Change Steering Committee (CCSC). The proposed external Stakeholders are as following:

- Shack Dwellers Federation of Namibia;
- Ministry of Environment, Forestry and Tourism (Department of Environmental Affairs);
- Namibia Energy Institute;
- Namibia University of Science and Technology;
- University of Namibia (UNAM);
- National Youth Coalition on Climate Change;
- Namibia Red Cross Society;
- Environmental Investment Fund of Namibia; and
- Namibia Chamber of Commerce and Industry (NCCI).

In total, the Steering Committee members will be nineteen (19). The committee members will be meeting on a quarterly basis while maintaining sufficient flexibility to respond to additional ad-hoc duties. The Health and Environment Services Division (Secretariat) will be responsible to setting and communicating meeting agendas and minutes to the committee members.

- **Duration and conditions of appointment**

Committee members will serve for a period of five (5) years. The institutions represented on the committee are welcome to replace members any time to cater for resignations or change of responsibilities for the members. The committee members would not be remunerated and members will serve on the committee on a voluntary basis.

- **Launch of the Climate Change Strategy and Action Plan and Official Inauguration of Steering Committee**

It is envisioned that once the abovementioned committee is appointed the Climate Change Strategy and Action Plan will be launched. The launch event aims to publicise the strategy and to galvanise greater community participation in climate action. The event to launch the strategy will take place after the committee has been constituted to coincide with the official inauguration of the Steering Committee.

Strategic implications/significance

The implementation of the Municipal Council of Windhoek's Integrated Climate Change Strategy and Action Plan (ICCSAP) is contained in the Corporate Scorecard (2022 to 2027) under Key Performance Area (KPA) No. CS5. Climate change is also mentioned under Strategic Objective 6 (Public Safety and Security and Disaster Risk Management) as a strategic risk to the Organisation. The creation of this committee will therefore assist the Organisation to achieve its goals of implementing the Integrated Climate Change Strategy and Action Plan (ICCSAP) and build resilience to climate change.

Financial implications

The creation and operation of this committee does not require a dedicated budget vote. The only expenditure will be logistics associated with the work of the Secretariat for committee meetings and publicity work including promotional materials. This can be funded from the Environmental Planning Vote where funds were allocated for various environmental activities under the current financial year.

The event to launch the Climate Change Strategy and Action Plan will require some financial resources to pay for the venue and associated logistics. This can be funded from the Environmental Planning vote (1020/35/1/10/0565) where funds were allocated for various environmental activities under the current Financial Year.

Possible/perceived risks and mitigation matrix

There are no major risks to the Organisation associated with the creation of this committee. Failure to create the committee might however lead to delays in implementing the Integrated Climate Change Strategy and Action Plan (ICCSAP) and failure to implement a Council Resolution on the constitution of such a committee and may affect negatively on performance.

Risk rating	Description of risk rating	Score
Catastrophic	Risks are addressed as a priority due to high exposure	4
Critical	Risks that cause management concern and are actively managed and mitigated	3
High	Risks that require attention but are not an immediate cause of concern	2
Low	Risks are manageable and monitored	1

Risks that may arise as a result of considering this matter:

Risk No.	Risk description (and possible cause(s) and effect(s))	Risk type (strategic/operational/financial/legal/reputational/regulatory compliance/labour relations/security/leadership/political)	Risk rating	Score	Risk mitigation
1	Inadequate response to the effects of climate change. This will have detrimental effects to Windhoek's social, economic and environmental landscape.	Strategic	Catastrophic	4	The Municipal Council of Windhoek has approved the Windhoek Integrated Climate Change Strategy and Action Plan that outlines various projects that will improve climate resilience of the city and all its residents. The proposed Climate Change Committee

Risk No.	Risk description (and possible cause(s) and effect(s))	Risk type (strategic/ operational/financial/ legal/reputational/ regulatory compliance/labour relations/security/ leadership/political)	Risk rating	Score	Risk mitigation
					and other operational arrangements must be established to oversee the successful implementation of the strategy. The above efforts will complement the various national instruments, programmes and projects that are trying to address the issues of climate change.
2	Poor mobilisation of resources to undertake climate action. The lack of financial resources mean that most adaptation and mitigation measures outlined in the Municipal Council of Windhoek's Climate Change Strategy would not be implemented.	Financial	Critical	3	The implementation of climate change adaptation and mitigation measures is an expensive process. It is therefore important for the Municipal Council of Windhoek to have institutional arrangements to improve climate governance and therefore enhance the ability to mobilise climate financing.

Compliance check/legal implications

No legal implications anticipated as the committee members will serve on a voluntary basis in an advisory capacity.

Options

No other options were assessed, as the formation of this committee will be beneficial to the Municipal Council of Windhoek's response to climate change.

Conclusion

The formation of the Climate Change Steering Committee will result in the successful implementation of the Integrated Climate Change Strategy and Action Plan (ICCSAP). The oversight function of the committee will compel responsible the Municipal Council of Windhoek's departments to execute projects timeously. More so, the committee will bring Stakeholders from various backgrounds and will therefore promote participation of all sections of Windhoek society in a multidisciplinary manner.

Climate action is a responsibility of all residents of Windhoek, it is an issue that cuts across various sectors of our society, and the need for awareness raising, information dissemination through targeted publicity for Integrated Climate Change Strategy and Action Plan (ICCSAP) cannot be overemphasised. The launch of the strategy will therefore contribute to awareness raising and sensitisation of Windhoek residents to climate change and the need to take action now.

Management Committee, having considered the matter

RECOMMENDED

- 1 That the composition and responsibilities of the Climate Change Steering Committee (CCSC), be noted and approved.
- 2 That the following Council Members serving on the Economic Development, Public Safety and Citizen Welfare Councillors Advisory Committee as Chairperson and Deputy Chairperson respectively, be nominated to serve as Chairperson and Deputy Chairperson of the Climate Change Steering Committee (CCSC):

Position	Name
Chairperson	Council Member Austin Kwenani
Deputy Chairperson	Council Member Sade S Gawanas

- 3 That Strategic Executives delegate a departmental representative to serve on the Climate Change Steering Committee (CCSC).
- 4 That the official inauguration of the committee coincide with the launch of the Windhoek Integrated Climate Change Strategy and Action Plan at a date to be determined in consultation with the Chief Executive Officer (Acting Manager: Mayoral and Council Affairs).

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10.3.3 GOV.5 [CEO] ESTABLISHMENT OF A CO-OPERATION AGREEMENT BETWEEN THE MUNICIPAL COUNCIL OF WINDHOEK AND THE BLANTYRE CITY COUNCIL, REPUBLIC OF MALAWI (3/1/6/9/2)

Purpose

*** The purpose of this item is to seek the Municipal Council of Windhoek's approval for the establishment of the proposed Co-operation Agreement between the Municipal Council of Windhoek and the Blantyre City Council, Republic of Malawi, **attached as [pages 321 - 324](#) to the agenda.**

Introduction

In 1999, the Southern African Development Community (SADC) Ministers responsible for Local Governments emphasised the need for cities in the Region to establish co-operation and partnership relations to share knowledge and experiences for mutual benefits. What inspired such motives was the recognition that in today's globalisation world, nations, cities, towns, and villages can hardly afford to exist, operate, and survive in isolation. In particular terms, this does not only mean free capital mobility, efficient information, experience sharing, and the eventual improved local governance but also the sharing of common opportunities and challenges together.

Background

Namibia and Malawi, both members of the Southern African Development Community (SADC), share a relationship rooted in regional co-operation and mutual support. As part of Southern African Development Community (SADC), both nations collaborate on various initiatives aimed at promoting economic growth, sustainable development, and political stability within the region. Additionally, Malawi and Namibia have goals to address challenges such as poverty, health issues, and infrastructure development. Through various bilateral agreements and participation in regional forums, Namibia and Malawi continue to strengthen their ties, working together to achieve greater prosperity and stability for their citizens. This partnership underscores the importance of regional unity and co-operation in tackling shared challenges and fostering development across southern Africa.

*** In light of the above, the Office of the Mayor received a letter dated 9 May 2024, **attached as [pages 325 - 327 to the agenda](#)**, from the Malawi High Commission in Pretoria, requesting the establishment of a Co-operation Agreement, **attached as [pages 321 - 324 to the agenda](#)**, between the Municipal Council of Windhoek and the City of Blantyre.

Discussion

Blantyre is located in the Shire Highlands in southern Malawi, at an elevation of approximately 1 035 metre. Founded in 1876, it grew significantly during the colonial era as a key centre for British administration and commerce. Today, Blantyre is Malawi's commercial and industrial hub, hosting numerous banks, businesses, and industries, including manufacturing, food processing, and textiles.

The city has a subtropical highland climate with distinct wet and dry seasons and is well-connected by road and the Chileka International Airport. Blantyre is home to educational institutions like the Malawi Polytechnic and healthcare facilities such as the Queen Elizabeth Central Hospital. With a diverse population, the city celebrates its heritage through cultural institutions like the Blantyre Arts Festival and the Museum of Malawi.

*** The city focuses on urban development and environmental sustainability enhancement infrastructure, housing, public services, and conservation efforts. After careful analysis of the synergies and co-learning opportunities between the two (2) cities, it is proposed that the Co-operation Agreement, **attached as [pages 321 - 324 to the agenda](#)**, focus on the following areas of co-operation:

- Promotion of tourism, heritage and culture;
- Exchange of information on community development and social services;
- Education and innovation;
- Co-operation in the field of technical and capacity building; and
- Public safety and security and emergency service.

The above proposed areas of co-operation are in line with the core Strategic Objectives of the Municipal Council of Windhoek's Strategic Plan 2022 to 2027 and should be confirmed.

Strategic implications/significance

At the intersection of urban governance and international relations, twin-city partnerships connect cities from different parts of the world and provides opportunities for mutual understanding and collaboration. The submission is specifically in alignment with the following the Municipal Council of Windhoek Strategic Objectives:

- Improve organisational capabilities;
- Pursue technological advancement, innovation and operational efficiencies; and
- Enhance the quality of life for all our Stakeholders.

Furthermore, it is important to note that as the world faces unprecedented challenges such as climate change, pandemics, and disparities, the Municipal Council of Windhoek could evaluate twin-city relationships in the context of these concerns, as platforms for inter-municipal collective action and urban environment problem-solving.

Possible/perceived risks and mitigation matrix

Risk No.	Risk type	Risk description (cause and effect)	Prob	Impact	Score	Risk containment plan
1	Operational	Having a lot of partner cities may result in the misallocation of resources and thus, dormant partner cities agreements.	High	Major	4	Carefully choose partner cities that can assist the Municipal Council of Windhoek in achieving its core Strategic Objectives.

Compliance check/legal implications

As in all Co-Operation Arrangements with foreign cities, this agreement is subject to the Attorney General's legal scrutiny.

Consultation with Stakeholder departments and other interested parties

The following comments were received:

Comments from the Office of the Chief Executive Officer

- Legal Services

Comments and input have been incorporated in the agreement.

- **External Relations and Networking**

Concluding a Co-operation Agreement with the Blantyre City Council will accord the Municipal Council of Windhoek and its citizens an opportunity to exchange experiences and understand different viewpoints on issues of shared interest within the Global South. The proposed co-operation partnership further provides an opportunity for the two (2) cities to exchange information, ideas, and technical expertise and learn from each other's experiences, best practices, and innovative solutions.

Comments from the Strategic Executive: Economic Development and Community Services

The agreement is well suited to the departmental objectives as it makes provision for culture and heritage. By interacting with people from diverse backgrounds, individuals gain a more nuanced understanding of the world, challenging preconceived notions and fostering empathy. Thus, cultural exchanges dismantle stereotypes and prejudices by providing individuals with direct exposure to different ways of life. Exposure to different customs and traditions heightens cultural awareness. Participation in cultural exchange programmes develops a broader perspective, recognising the unique value of each cultural element. This awareness is instrumental in creating a global citizenry that appreciates and respects diversity.

Comments from the Strategic Executive: Urban and Transport Planning

Windhoek and Blantyre have the same technical team developing their Urban Structure Plan. As the efforts are synchronised efforts towards implementation could be an area of interest to both parties.

Comments from the Strategic Executive: Human Capital and Corporate Services

The department has interests and envisioned roles shall relate to Training and Capacity Building as well as Education, both areas are listed and well represented in the agreement. The agreement is generic and there are therefore no additional inputs as we endorse the direction advised.

Conclusion

International competitiveness is a key component in realising the Municipal Council of Windhoek's Vision and Mission. Links with the rest of the world are essential to achieving this vision. The objectives of the Municipal Council of Windhoek's local and international co-operation should focus on enhanced efficiency in service delivery, contribute to the decentralised local governance, and promote good order and civilised discourse.

Management Committee, having considered the matter

RECOMMENDED

- 1 That the Co-operation Agreement and Action Plan between the Municipal Council of Windhoek and the Blantyre City Council, Malawi, **attached as [pages 321 - 324](#) and [328](#) respectively to the agenda**, be approved.
- 2 That the areas of co-operation detailed in the Windhoek - Blantyre Co-operation Agreement, be approved.
- 3 That the Signing Ceremony be held on the exact date convenient and mutually agreed between both parties.
- 4 That the Chief Executive Officer (Manager: External Relations and Networking) make logistical arrangements for the Signing Ceremony.
- 5 That the draft Co-operation Agreement be submitted to the Office of the Attorney-General for legal scrutiny.
- 6 That the resolution be implemented prior to confirmation of the minutes.

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10.3.4

GOV.7 [CEO] ANALYSIS OF THE STATUS OF THE SISTER-CITIES AGREEMENTS SIGNED BETWEEN THE MUNICIPAL COUNCIL OF WINDHOEK AND OTHER CITIES (3/1/6/9/2)

Purpose

The purpose of this submission is to submit the analysis of the status of sister-cities agreements signed between the Municipal Council of Windhoek and other cities to the latter.

Introduction

Management Committee at its meeting held on 09(02&16) April 2024, per Item GOV.9, **attached as [pages 329 - 330](#) to the agenda**, *inter alia* recommended as follows:

- 1 *That the Chief Executive Officer (Manager: External Relations and Networking) prepare and submit the following to Management Committee, for information:*
 - 1.1 *The list of the various towns and cities that the Municipal Council of Windhoek has agreements with.*
 - 1.1.1 *themes under which the abovementioned agreements are entered into.*

1.2 *Execute Item AM.4.1, paragraph 5 of the meeting held on 18 March 2024 quoted below:*

5 *That the Chief Executive Officer (Manager: External Relations and Networking) provide a list of national and international trips/indabas/workshops, etc., dating back to the year 2021 to date, to Management Committee, for information.*

1.3 *The list of Councillors that travelled on co-operation agreements nationally and internationally.*

1.4 *That the City initiate visits to sister cities that are least visited, in line with the various areas of co-operation.*

1.4.1 *That the analysis of these cities and towns informs Management Committee on which ones should be visited.*

Background

In 1995, the Municipal Council of Windhoek, through Council Resolution 503/10/95, embraced a linking policy guideline aimed at fostering integration with other local authorities at the local, regional, continental, and international levels. Building on this commitment, Council per Resolution 96/03/2013, formally endorsed an International Relations Policy, delineating guidelines for the Municipal Council of Windhoek's foreign relations. Currently undergoing revision, this policy seeks alignment with both the 2017 Notional Policy on International Relations and Co-operation and the Municipal Council of Windhoek's Strategic Plan 2022/2027.

The Municipal Council of Windhoek's pursuit of these objectives involves establishing Co-operation Agreements with sister-cities and associations, both locally and internationally. Additionally, the Municipal Council of Windhoek actively implements projects based on the signed agreements thereby operationalising its commitment to collaborative ventures outlined in its international relations framework. This dynamic approach ensures the Municipal Council of Windhoek's responsiveness to evolving national and municipal priorities, while maintaining a strategic and forward looking international relations agenda.

Discussion

Apart from the implementation of the Management Committee resolution quoted above, the objective of this submission also serves to present a comprehensive status of each relationship signed between the Municipal Council of Windhoek and its sister-cities. A few of the agreements between Windhoek and its international sister-cities are executed through specific projects funded by third parties, while most remain linkages for technical exchange. Additionally, some of the agreements are of historic friendships in nature whose role is in the promotion of culture and people-to-people relationships. Regrettably, some remained dormant since inception due to unresponsiveness and commitment from the sister parties. The analysis detailing the cities with which Windhoek signed agreements, their themes, and activities undertaken is **attached as [pages 331 - 351](#) to the agenda.**

The following table, however, provides a list of the least engaged Sister Cities:

No.	Sister City	Theme	Year
1	Havana, Cuba	Health, science, education, sports, culture and tourism, solid waste management, physical (urban) planning and water supply and other fields of mutual interest.	2006
2	Abbotsford, Canada	Municipal Policing: Road safety management and crime prevention, emergency services, disaster and urban risk management, urban environment management, public transport, local economic development and community development and community development.	2011
3	Lumbubashi, DRC	Solid Waste Management, Water management, urban management, youth development, tourism and cultural development, municipal policing and crime prevention and local economic development.	2012
4	Trossingen	Youth Development, technical co-operation, cultural promotion and early childhood projects.	2014
5	Vantaa	Early childhood development, library services, promotion of community participation in municipal affairs, promotion of multi-culturalism and social cultural links, youth development and economic link, youth development programme, environment and waste management and city planning.	2014
6	Belo Horizonte	Food Bank, disposal of food waste, enforcement of health and food hygiene regulations, urban agriculture/community gardening and training and development.	2015
7	San Antonio	Promotion of economic co-operation and trade, exchange and co-operation in renewable energy, training and development and tourism.	2015
8	Richmond	Educational support, health management, trade and economic development, cultural, climate action, public safety, capacity building and training.	2015
9	Kadoma	Capacity building through sharing views, experiences, networking and exchange visits; Sharing good practices which have been developed by the two (2) local authorities; sharing appropriate technologies; cultural and civic exchanges; promoting investment and trade; replicating good environmentally friendly practices; and promoting the 'One Africa, One World, One People' principle.	2016
10	Nantong	Promote co-operation between Nantong Vocational College and Namibia University of Science and Technology (NUST) to co-run schools, infrastructure and housing, co-operation in water management solutions, training and skills development, promoting technical exchanges and investment in renewable energy solutions, including photovoltaic solar power.	2018
11	Gaborone	Local governance structure management, economic development and entrepreneurship, tourism and culture, community development, municipal infrastructure maintenance, waste management and clean city, public safety and law enforcement, and professional technical knowledge exchanges.	2019
12	Lusaka	Protection of environment from pollution; providing investment opportunities for business communities; exchange experience and expertise in combating hiv/aids; promotion of agricultural exchange programmes; human resources and improved systems of operation; youth and cultural exchange programmes.	2019

Strategic implications/significance

The submission is in alignment with the following strategic objectives:

- Improve organisational capabilities; and

- Pursue technological advancement, innovation, and operational efficiencies.

Consultation with Stakeholder departments and other interested parties

The following comments were received:

Comments from the Office of the Chief Executive Officer

- External Relations and Networking

The analysis, **attached as [pages 331 - 351 to the agenda](#)**, is in line with Management Committee recommendations and is indicative of the least visited sister-cities, it further informs Management Committee as to which sister-cities are to be visited. This submission further provides a comprehensive overview of the Municipal Council of Windhoek's International Relations efforts and their impact to date. It is, however, advised that priority should not be placed on the visits, but on prioritising relationships that offer value to the Municipal Council of Windhoek, internationalisation programme, and strategic intent. It is also proposed that dormant agreements where no interest from the other party has been expressed not be pursued, as a matter of prudence.

Conclusion

In conclusion, this item offers comprehensive insights into the progress achieved in the Municipal Council of Windhoek's local and international co-operation efforts. While Council successfully concluded several agreements, it is notable that many of these initiatives have yet to see significant activity.

Management Committee, having considered the matter

RECOMMENDED

- 1 That the analysis, **attached as [pages 331 - 351 to the agenda](#)**, detailing the cities with which Windhoek has signed agreements, their themes, and activities undertaken, be noted.
- 2 That as a matter of prudence, dormant agreements where no interest from the other party has been expressed, not be pursued.
- 3 That priority not be placed on visits, but on prioritising relationships that offer value to the Municipal Council of Windhoek.
- 4 That it be noted that the historic sister cities' connections always play a very important role in the process of internationalisation and be maintained.
- 5 That the resolution be implemented prior to confirmation of the minutes.

[Municipal Council Agenda: 2024-08-29]

10.3.5

GOV.8 [CEO] RENEWAL OF THE MEMORANDUM OF UNDERSTANDING (MoU) BETWEEN THE MUNICIPAL COUNCIL OF WINDHOEK AND THE NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY (NUST) (3/1/6/9/2)

Purpose

The purpose of this item is to seek the Municipal Council of Windhoek's approval for the renewal of the Memorandum of Understanding (MoU) between the Municipal Council of Windhoek and the Namibia University of Science and Technology (NUST).

Introduction

The Five (5) Year Memorandum of Understanding (MoU) signed between the Municipal Council of Windhoek and the Namibia University of Science and Technology (NUST) expired in May 2024. In accordance with the agreement that was first signed, the two (2) institutions have jointly expressed their desire to renew the Memorandum of Understanding (MoU) for another period of five (5) years to ensure continued implementation of ongoing and new projects of mutual benefit.

Background

The Municipal Council of Windhoek and the Namibia University of Science and Technology (NUST) enjoy fraternal relations under the framework of the Memorandum of Understanding (MoU) signed on 16 May 2019, whereas the parties agreed to co-operate in the following areas:

- Research and Capacity Development;
- SMART City and Technology;
- Circular Economy and Economic Advancement;
- Town Planning, Urban Design and Human Settlement Development;
- Environmental Management and Nature Based Solutions;
- Renewable Energy and Conventional Electricity;
- Disaster and Emergency Management;
- Public Participation;
- International Relations and Partnerships; and
- Crime Prevention, Law Enforcement, Traffic, and Community Policing.

*** The agreement committed the two (2) institutions to exchange and share knowledge through skills development, solutions mapping and experimentation of ongoing digital innovation and trends to improve operational efficiencies in solving developmental challenges. Since inception, the two (2) institutions collaborated on the areas of human settlement, urban agriculture, student integrated learning at the City Café and across technical departments. Satisfied with the progress made since inception, the Joint Work Group that was established to oversee implementation of projects under the signed Memorandum of Understanding (MoU) amicably agreed to extend the agreement for another five (5) years. It against this background that the proposed draft Memorandum of Understanding (MoU), **attached as [pages 352 - 358](#) to the agenda**, is being submitted for the Municipal Council of Windhoek's approval.

Discussion

*** The Municipal Council of Windhoek and the Namibia University of Science and Technology (NUST) Joint Working Group met on 16 May 2024 to discuss and review the expiring Memorandum of Understanding (MoU) and to update the areas of co-operation. During this engagement, the two (2) teams highlighted the successes and shortcomings encountered during the past five (5) years, suggested areas of improvement; and refined the new Memorandum of Understanding (MoU) and Action Plan to fertilise the ground for improved co-operation and successful implementation of ongoing and new projects. The proposed areas of co-operation are targeted at improving systems of operations, processes improvement, effective governance, enhancement of financial sustainability, technological advancement and innovation, thereby improving the quality of life of citizens. Over the past five (5) years, the two (2) institutions recorded tremendous progress and actualisation of activities and practices outlined in the Action Plan, **attached as [pages 359 - 361](#) to the agenda**.

This includes the establishment of the City Café in 2021 through collaboration with the Namibia University of Science and Technology (NUST) Hotel School, review of the Municipal Council of Windhoek's International Relations and Co-operation Policy and collaboration on international engagements, and co-operation on the development and implementation of the Bachelor of Fire Engineering and other courses. Equally important, the Municipal Council of Windhoek has provided mentorship and internship opportunities to over fifty (50) Namibia University of Science and Technology (NUST) students through the Student Internship Programme particularly at the City Café, the Departments of Information and Communication Technology; Economic Development and Community Services (Emergency Services Division); and Human Capital and Corporate Services, among others. Thus, this Co-operation Agreement has proved to be a force for good, not only for precipitating solutions to challenges facing the two (2) institutions, but also those facing the Namibian nation at large.

In 2024, Namibia University of Science and Technology (NUST) allocated office space at its High-Tech Transfer Plaza Select (HTTPS) Building to Namibia University of Science and Technology (NUST) students, who via the Student Internship Programme are currently working with the Department of Information and Communication Technology on key digitisation projects. This initiative focuses on a mutually beneficial collaboration for students' integration and learning programmes and supports the development and implementation of

the Municipal Council of Windhoek's Research and Innovation Projects. Specifically, the sharing of the High-Tech Transfer Plaza Select (HTTPS) Building was identified as a key component of this collaboration with Namibia University of Science and Technology (NUST). Currently, seven (7) students are working on various Information and Communication Technology projects.

Strategic implications/significance

The proposed areas of co-operation are in alignment with the Municipal Council of Windhoek's Strategic Plan (2022 to 2027), its Vision of transforming Windhoek into a Smart and Caring City by 2027 and national ambitions outlined in Vision 2030 and National Development Plan VI.

The proposed Memorandum of Understanding (MoU) is specifically in alignment with the following Municipal Council of Windhoek Strategic Objectives:

- Improve organisational capabilities;
- Pursue technological advancement, innovation, and operational efficiencies; and
- Enhance the quality of life for all our Stakeholders.

Furthermore, it is important to note that as Namibia battles with the unprecedented challenges such as food insecurity, water and energy shortages, unemployment, lack of affordable housing, inequalities, among others, partnerships between universities and local authorities provide a potent opportunity to collectively learn, work, and solve societal problems together.

Possible/perceived risks and mitigation matrix

Risk No.	Risk type	Risk description (cause and effect)	Prob	Impact	Score	Risk containment
1	Operational	Insufficient resources or expertise to implement projects.	Medium	Major	3	Partner with external development partners to supplement internal resources. Offer service on community-based approach.

Consultation with Stakeholder departments and other interested parties

The following comments were received:

Comments from the Office of the Chief Executive Officer

- **Corporate Legal**

No comments received.

- **External Relations and Networking**

It is important to mention that universities are reservoirs of knowledge, and their role in municipal service delivery cannot be overemphasised. Furthermore, as institutions of high education, they play a pivotal role as catalysts for effective governance by utilising their academic proficiency. Municipalities should therefore capitalise on such agreements to enhance research-based municipal service delivery.

- **Smart Cities and Technology**

The revised Memorandum of Understanding (MoU) of the Municipal Council of Windhoek and the Namibia University of Science and Technology (NUST) was studied, and it was noticed that the specific comments and inputs from the division, which primarily focused on the importance of ecological systems for urban resilience and biodiversity provided on 16 July 2024 are not incorporated or acknowledged in the submission. The comments and inputs were not just individual efforts but the result of a collaborative process with counterparts from the Namibia University of Science and Technology (NUST). This joint effort and agreements are crucial to the collective success, a goal that the division is committed to achieving and should be acknowledged and incorporated in the final submission. The division is confident that with shared commitment, significant impact can be made.

- **Head: City Police**

The department fully supports the content outlined in the Memorandum of Understanding (MoU) and is satisfied with the identified focal areas.

Comments from the Strategic Executive: Economic Development and Community Services

The Department of Economic Development and Community Services supports the new focal areas outlined in the new Memorandum of Understanding (MoU). As part of the previous Memorandum of Understanding (MoU) with the Namibia University of Science and Technology (NUST) and the Municipal Council of Windhoek, the Namibia University of Science and Technology (NUST) participated in key Stakeholder and higher education institution to several Forums, including the Windhoek Mayoral Business Forum and the subsequent WEDIF Working Group discussions.

Comments from the Strategic Executive: Electricity

The department is pleased with the areas of co-operation outlined in the agreement and recognises opportunities to enhance its capabilities.

Comments from the Strategic Executive: Urban and Transport Planning

Following the meeting with the Namibia University of Science and Technology (NUST) on the river walk project, it was recommended that the following be included in the Memorandum of Understanding (MoU) under the Urban and Transport Planning and Development Area: Non-Motorised Transport (NMT) and Ecological Systems Integration. In view of the above, if it is not too late, it is requested that the above be incorporated into the Memorandum of Understanding (MoU).

Comments from the Strategic Executive: Information and Communication Technology

The department fully supports the content outlined in the Memorandum of Understanding (MoU) and recognises the potential to enhance the capabilities of both parties. This is exemplified by the Namibia University of Science and Technology (NUST) allocation of office space at its High-Tech Transfer Plaza Select (HTTPS) Building to the Namibia University of Science and Technology (NUST) students. These students, through the Student Internship Programme, are currently collaborating with our department on key digitisation projects.

Comments from the Strategic Executive: Human Capital and Corporate Services

The Municipal Council of Windhoek should retain the rights to intellectual capital, products and/or services relating to the Municipal Council of Windhoek's specific programmes, experiential opportunities afforded to the Namibia University of Science and Technology (NUST) students, staff of affiliates.

Conclusion

The endorsement of the Memorandum of Understanding (MOU) by the Municipal Council of Windhoek signifies a commitment to fostering collaborative partnerships with tertiary institutions. These alliances are pivotal in driving research focused on improving service delivery. By recognising universities as reservoirs of knowledge and catalysts for effective governance, municipalities can leverage these partnerships to propose research topics that contribute to mutual development and informed decision-making. This collaborative approach underscores the importance of harnessing academic expertise for the benefit of both the community and the institution.

Management Committee, having considered the matter

RECOMMENDED

- 1 That the Memorandum of Understanding (MoU) and Action Plan between the Municipal Council of Windhoek and the Namibia University of Science and Technology (NUST) **attached as [pages 352 - 358](#) to the agenda**, be approved.
- 2 That the Chief Executive Officer (Manager: External Relations and Networking) co-ordinate the Signing Ceremony on the date and venue to be mutually agreed upon between by the parties.
- 3 That the resolution be implemented prior to confirmation of the minutes.

[Municipal Council Agenda: 2024-08-29]

10.3.6 GOV.9 [CEO] ESTABLISHMENT OF A TWINNING RELATIONSHIP BETWEEN THE MUNICIPAL COUNCIL OF WINDHOEK, NAMIBIA AND THE MUNICIPALITY OF LUANDA, ANGOLA (3/1/6/9/2)

Purpose

The purpose of this submission is to seek the Municipal Council of Windhoek's approval for the establishment and formalisation of the sister-cities agreement between the Municipal Council of Windhoek, Namibia and Municipality of Luanda, Republic of Angola.

Introduction

The Chief Executive Officer received a letter dated 05 June 2024, **attached as [pages 362 - 363 to the agenda](#)**, from Ministry of Urban and Rural Development, submitting the draft Twinning Agreement, **attached as [pages 364 - 367 to the agenda](#)**, to be entered between Municipality of Luanda and Municipal Council of Windhoek.

Background

Namibia and Angola do not only share borders, but also enjoy a bond of friendship and solidarity dating back to the days of Namibia's struggle for Independence launched in 1966. After the military coup in Portugal on 15 April 1974 which led to a Portuguese withdrawal from Angola, there was a fundamental shift in the realm of possibilities. Now Namibians could leave the country in significant numbers through Angola to join the movement there and in Zambia. Thus, it became possible not only to augment South-West Africa People's Organisation's (SWAPO) military operations, but arms also supply. Most importantly Angola provided a front where from the armed struggle by South West Africa People's Organisation's (SWAPO) military wing PLAN was launched. Over the course of the war, the fighting in Namibia would eventually trigger Namibian refugees into exile in Angola. Thus, Angola provided refuge to Namibians who were housed in different settlements around Angola, including Luanda, till 1989, following the implementation of United Nations (UN) Resolution 435 which led to the total independence of Namibia from the apartheid regime.

The two (2) countries share a 1,376-km common border that extends from the Atlantic Ocean in the east to the Zambezi River in the west. Families and communities on both sides of the boundary share resources, communicate, trade, and engage in other types of exchange. After Independence, Namibian-Angolan relations remained focused on security. Diplomatic relations began in 1990, and in 1999, Namibia signed a mutual defence pact with Angola. Angola was one (1) of the first countries to open a diplomatic mission in Namibia, based in the capital Windhoek.

Like Windhoek, Luanda is the capital city and seat of government of the Republic of Angola. The city was founded by Portuguese explorer Paulo Dias de Novais on 25 January 1576. After Angola gained Independence from Portugal in 1975, Luanda became the capital of the newly independent nation. The city saw significant infrastructure development and expansion despite the civil war that followed independence. Luanda is the economic heart of Angola, contributing significantly to the country's Gross Domestic Product (GDP). It is a centre for the oil industry, which is the backbone of the Angolan economy. Key industries include oil and gas, construction, telecommunications, and finance. The port of Luanda is one of the busiest in Africa, facilitating the export of oil and other goods. Despite its economic significance, Luanda faces challenges such as high living costs, infrastructure deficits, and socio-economic inequality.

Luanda is one (1) of Africa's oldest colonial cities and was a key centre for the slave trade to Brazil before it was abolished. Luanda is governed by a municipal administration headed by a Mayor. It is divided into several districts or communes, each with its local administration. Based on the historical relationship between the two (2) countries and peoples, the Municipal Council of Windhoek, named one (1) of its public parks, Augustino Neto in honour of the first President of Angola and Luanda Street in Katutura.

Discussion

The proposed formalisation of a Twin City Agreement between the Municipal Council of Windhoek and the Municipality of Luanda, Republic of Angola follows a proposal by the Ministry of Urban and Rural Development of Namibia and the Ministry of Territorial Administration of Angola that met at the Angola - Namibia Bi-National Commission held on 16 to 18 May 2024 in Luanda, Angola. The letter from the Ministry of Urban and Rural Development dated 5 June 2024 is **attached as [pages 362 - 363](#) to the agenda**. After careful analysis of the synergies and co-learning opportunities between the two (2) cities, it was agreed that the proposed Twinning Agreement focus on the following areas of co-operation:

- Exchange of Information on Urban Management of cities;
- Promotion of Economic Development and Trade;
- Promotion of Tourism, Education and Culture;
- Exchange of information on Science and Technology;
- Co-operation in the field of Training and Capacity Building;
- Exchange of information on Community Development and Social Services; and
- Exchange of information on Environmental Management.

It is also important to mention that the proposed agreement will not only benefit the two (2) cities, but will also strengthen the co-operation agreement between the two (2) countries. Thus, the proposed Twinning Agreement presents opportunities for citizens and institutions of both cities to experience and explore each other's cultures through long-term community partnerships. It is an environment through which the communities of the two (2) cities creatively learn, work, and solve problems together.

Strategic implications/significance

Windhoek, the capital and largest city of Namibia holds significant importance is agreeing with Luanda, Angola's capital that this agreement is highly beneficial. The submission is specifically in alignment with the following the Municipal Council of Windhoek's Strategic Objectives:

- Improve organisational capabilities;
- Pursue technological advancement, innovation, and operational efficiencies; and
- Enhance the quality of life for all our Stakeholders

Furthermore, it is important to note that as the world faces unprecedented challenges such as climate change, pandemics, and disparities, the Municipal Council of Windhoek could evaluate twin-city relationships in the context of these concerns, as platforms for inter-municipal collective action and urban environment problem-solving.

Possible/perceived risks and mitigation matrix

Risk No.	Risk type	Risk description (cause and effect)	Prob	Impact	Score	Risk containment
1	Operational	The delayed communication between the cities may result in perceptions of reluctance to co-operate.	High	Major	3	Resubmit the item to the Municipal Council of Windhoek for consideration.

Compliance check/legal implications

As in all twinning arrangements with foreign cities, this agreement is subject to the Attorney General's legal scrutiny.

Consultation with Stakeholder departments and other interested parties

The following comments were received:

Comments from the Office of the Chief Executive Officer

- Corporate Legal Adviser

Comments from the Corporate Legal Adviser were incorporated in the agreement.

- **External Relations and Networking**

Recognising the rich historic relations and bond of friendship between the two (2) countries the Windhoek-Luanda twinning relationship is long overdue. The proposed partnership provides an opportunity for the two (2) cities to exchange information, ideas, and technical expertise and learn from each other's experiences, best practices, innovative solutions, and strengthening people-to-people relationships.

Comments from the Strategic Executive: Economic Development and Community Services

In terms of the twinning relationship between the Municipal Council of Windhoek and the Municipality of Luanda, the Memorandum of Understanding (MoU) adequately addresses Economic Development, Trade Promotion, and Tourism. The focal areas will also consider exchanges in infrastructure development and investment promotion, including the ease of doing business in both cities.

Comments from the Strategic Executive: Urban and Transport Planning

Comments and input have been incorporated.

Comments from the Strategic Executive: Human Capital and Corporate Services

The Department has interests and envisioned roles shall relate to Training and Capacity Building as well as Education, both areas are listed and well represented in the agreement. The agreement is generic and there are therefore no additional inputs as we endorse the direction advised.

Conclusion

International competitiveness is a key component in realising the Municipal Council of Windhoek's Vision and Mission. Links with the rest of the world are essential to achieving this vision. The objectives of the Municipal Council of Windhoek's local and international co-operation should focus on enhanced efficiency in service delivery, contribute to the decentralised local governance, and promote good order and civilised discourse.

Management Committee, having considered the matter

RECOMMENDED

- 1 That the draft proposed Memorandum of Co-operation and Action Plan between the Cities of Windhoek and Luanda, Republic of Angola, **attached as [pages 364 - 367](#) and [368 - 369](#) respectively to the agenda**, be approved.
- 2 That the Signing Ceremony be held on the exact convenient date to be mutually agreed between the parties.
- 3 That the Chief Executive Officer (Manager: External Relations and Networking) make logistical arrangements for the Signing Ceremony.

- 4 That the draft Co-operation Agreement be submitted to the Office of the Attorney-General for legal scrutiny.
- 5 That the resolution be implemented prior to confirmation of the minutes.

[Municipal Council Agenda: 2024-08-29]

10.3.7

GOV.11 [CEO] ESTABLISHMENT OF A TWINNING AGREEMENT BETWEEN THE MUNICIPAL COUNCIL OF WINDHOEK AND THE MATSAPHA TOWN COUNCIL, KINGDOM OF ESWATINI (3/1/6/9/2)

Purpose

The purpose of this item is to seek the Municipal Council of Windhoek's approval for the establishment of the proposed Twinning Agreement between the Municipal Council of Windhoek and the Matsapha Town Council, Kingdom of Eswatini.

Introduction

In 1999, the Southern African Development Community (SADC) Ministers responsible for Local Governments emphasised the need for cities in the region to establish co-operation and partnership relations to share knowledge and experiences for mutual benefits. What inspired such motives was the recognition that in today's globalisation world, nations, cities, towns and villages can hardly afford to exist, operate and survive in isolation. In particular terms this does not only mean free capital mobility, efficient information and experience sharing and the eventual improved local governance, but also sharing of common opportunities and challenges together.

Background

The Republic of Namibia and the Kingdom of Eswatini (formerly Swaziland) established formal diplomatic relations in 1992 to promote relations of friendship and co-operation for mutual benefit. The two (2) states continue to enjoy warm relations at the national level, undergirded, not only by mutual ambitions, but also membership in regional and international organisations such as the Southern African Customs Union (SACU), the Common Monetary Area (CMA) and the Southern African Development Community (SADC), among others. The proposed agreement is expected to solidify the already existing social, economic, political and diplomatic relations between the Republic of Namibia and the Kingdom of Eswatini.

In light of the above, the Office of the Mayor received a letter dated 5 March 2024, **attached as [pages 370 - 372](#) to the agenda** requesting for the establishment of a Twinning Agreement between the Municipal Council of Windhoek and the Matsapha Town Council.

Discussion

Matsapha is a town located in the Manzini region responsible for an area spanning approximately 2 700 hectare of land. Matsapha is known as the ‘Industrial Hub’ of the Kingdom of Eswatini. The urban area of Matsapha houses schools, residential areas and industrial parks (factories, warehouses and shopping centres). Owing to the high business activities during the day, there is an estimated thirty seven thousand (37 000) day-time population, and a night-time population of seven thousand five hundred (7 500) people. The town is also home to the Royal Science and Technology Park and Innovation Hub, boasting rail network and an international airport.

In recent years, the town recorded an increase in the industrial sector, producing garments, textiles, processed agricultural and forestry products, and a variety of light manufactured products. This is attributed to the towns continued excellence in implementing economic development activities such as training informal traders on business, implementation of the Matsapha Youth Economic Development Forum, and close collaboration with the state investment promotion firm to attract foreign investors to the town. There is also a significant presence of government sectorial institutions mainly the national security forces, public works, fire and emergency services, and others.

The Eswatini Climate Coalition posits that Matsapha is spearheading the implementation of Nationally Determined Contributions (NDCs) to the United Nations Framework Convention on Climate Change (UNFCCC) through initiatives such as the implementation of waste to energy projects, establishment of off grid mini solar plants for industries, initiatives to manage traffic, restoration of wetlands, establishment of urban forests (tree planting campaign), penalisation of environmental crimes, among others.

On the other hand, the Municipal Council of Windhoek is renowned for its world class technology in water management especially the direct potable water re-use, diverse culture, rich tourism offering and environment sustainability initiatives. Considering the synergies between the two (2) cities and the decolonial role of South-to-South Co-operation in advancing the interests of the Global South, the Twinning Agreement is expected to focus on the following areas of co-operation:

- Economic Development: Small and Medium Enterprises (SME) Development and Investment Promotion;
- Environment Sustainability;
- Education and Innovation; and
- Tourism, Heritage and Culture.

The above proposed areas of co-operation are in line with the core Strategic Objectives of the Municipal Council of Windhoek’s Strategic Plan 2022/2027 and should be confirmed.

Strategic implications/significance

At the intersection of urban governance and international relations, twin city partnerships connect cities from different parts of the world and provide opportunities for mutual understanding and collaboration. The submission is specifically in alignment with the following Municipal Council of Windhoek's Strategic Objectives:

- Improve organisational capabilities;
- Pursue technological advancement, innovation, and operational efficiencies; and
- Enhance the quality of life for all our Stakeholders.

Furthermore, it is important to note that as the world faces unprecedented challenges such as climate change, pandemics, and disparities, the Municipal Council of Windhoek could evaluate twin-city relationships in the context of these concerns, as platforms for inter-municipal collective action and urban environment problem-solving.

Possible/perceived risks and mitigation matrix

Risk No.	Risk type	Risk description (cause and effect)	Prob	Impact	Score	Risk containment
1	Operational	Having a lot of partner cities may result in the misallocation of resources and thus, dormant partner cities agreements.	High	Major	4	Carefully choose partner cities that can assist the Municipal Council of Windhoek in achieving its core Strategic Objectives.

Compliance check/legal implications

As in all twinning arrangements with foreign cities, this agreement is subject to the Attorney General's legal scrutiny.

Consultation with Stakeholder departments and other interested parties

The following comments were received:

Comments from the Office of the Chief Executive Officer

- Legal Services

Comments from the Corporate Legal Adviser were incorporated in the agreement.

- External Relations and Networking

Concluding a Twinning Agreement with the Matsapha Town Council will accord the Municipal Council of Windhoek and its citizens an opportunity to exchange experiences and understand different viewpoints on issues of shared interest within the Global South. The proposed twinning partnership further provides an opportunity for the two (2) cities to exchange information, ideas, and technical expertise and learn from each other's experiences, best practices, and innovative solutions.

Comments from the Strategic Executive: Urban and Transport Planning

Comments and input have been incorporated.

Comments from the Strategic Executive: Human Capital and Corporate Services

The Municipal Council of Windhoek should retain the rights to intellectual capital, products and/or services relating to the Municipal Council of Windhoek's specific programmes, capacity building afforded to Matsapha staff and affiliates.

Conclusion

Global twinning cities have long been recognised as practical tools for fostering international co-operation, cultural exchange, and economic development. Furthermore, international competitiveness is a key component in realising the Municipal Council of Windhoek's internationalisation agenda along with its Vision and Mission. Links with the rest of the world are therefore essential to achieving these objectives.

Management Committee, having considered the matter

RECOMMENDED

- 1 That the Twinning Agreement between the Municipal Council of Windhoek and the Matsapha Town Council, Kingdom of Eswatini **attached as [pages 373 - 376](#) to the agenda**, be approved.
 - 2 That the areas of co-operation detailed in the Windhoek-Matsapha Twinning Agreement, be approved.
 - 3 That the Signing Ceremony be held on the exact date convenient date to be mutually agreed between the parties.
 - 4 That the Chief Executive Officer (Manager: External Relations and Networking) make logistical arrangements for the Signing Ceremony.
 - 5 That the draft Twinning Agreement be submitted to the Office of the Attorney-General for legal scrutiny.
 - 6 That the resolution be implemented prior to confirmation of the minutes.
-

[Municipal Council Agenda: 2024-08-29]

10.3.8 GOV.12 [HCC] STAFF MATTER
(4/1/2/9)

This matter, submitted to the Councillors under separate cover, is to be dealt with in terms of section 14(2)(a) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended) which reads as follows:

Every meeting of a local authority council shall be open to the public, except on any matter relating to -

- (i) *the appointment, promotion, conditions of employment and discipline of any particular officer or employee of a local authority council;*

unless the local authority council by a majority of at least two-thirds of its members present at the meeting in question determines such a meeting to be so open.

[Municipal Council Agenda: 2024-08-29]

10.3.9 GOV.13 [HCC] STAFF MATTER
(4/1/P)

This matter, submitted to the Councillors under separate cover, is to be dealt with in terms of section 14(2)(a) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended) which reads as follows:

Every meeting of a local authority council shall be open to the public, except on any matter relating to -

- (i) *the appointment, promotion, conditions of employment and discipline of any particular officer or employee of a local authority council;*

unless the local authority council by a majority of at least two-thirds of its members present at the meeting in question determines such a meeting to be so open.

[Municipal Council Agenda: 2024-08-29]

10.3.10 GOV.19 [CEO] CONFIDENTIAL MATTER
(2/1/1)

This matter, submitted to the Councillors under separate cover, is to be dealt with in terms of section 14(2)(a) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended) which reads as follows:

Every meeting of a local authority council shall be open to the public, except on any matter relating to -

- (ii) *any offer to be made by the local authority council by way of tender or otherwise for the purchase of any property;*

unless the local authority council by a majority of at least two-thirds of its members present at the meeting in question determines such a meeting to be so open.

[Municipal Council Agenda: 2024-08-29]

10.3.11 GOV.20 [HPH] TENDER
(3/1/6/9/2)

This matter, submitted to the Council Members under separate cover, is to be dealt with in terms of section 14(2)(a) of the Local Authorities Act, 1992 (Act 23 of 1992) (as amended) which reads as follows:

Every meeting of a local authority council shall be open to the public, except on any matter relating to -

- (ii) *any offer to be made by the local authority council by way of tender or otherwise for the purchase of any property;*

unless the local authority council by a majority of at least two-thirds of its members present at the meeting in question determines such a meeting to be so open.

[Municipal Council Agenda: 2024-08-29]

10.3.12 GOV.21 [CEO] NAMING OF STREETS
(ROADS 7, 9, 10, 11, 12, 15 AND 16) IN
ROCKY CREST EXTENSION 4
(3/3/1)

A submission by the Heritage Committee, an Advisory Committee of the Municipal Council of Windhoek established in terms of section 30(1)(w) and Council Resolution 59/03/2021.

Introduction and background

Rocky Crest Extension 4 was developed as part of a Public Private Partnership (PPP) with the Municipal Council of Windhoek. In this development, a township comprising approximately sixteen (16) streets was established. Nine (9) of these streets were named in honour of late national heroes, while the remaining seven (7) are currently unnamed and have been assigned road numbers.

In accordance with Council Resolution 374/11/2018, **attached [pages 378 - 379 to the agenda](#)**, we propose naming the streets after islands in Africa to maintain a thematic continuity with other extensions of the Rocky Crest suburb. The streets in adjacent and existing extensions are named after islands around the world. The following island names are proposed: Lekhubu Island (Botswana), Angoche Island (Mozambique), Vamizi Island (Mozambique), Seal Island (Namibia), Shark Island (Namibia), Robben Island (South Africa), and Kerkennah Island (Tunisia).

Motivation

Streets play a crucial role in shaping and characterising the urban form of a built environment. In this context, assigning thematic street names to various townships helps to establish a consistent identity and enhance the area's overall character. Such thematic classifications aid in service delivery, orientation, and ease of navigation within and across townships or cities. Given this context, we propose adopting a theme of African islands for the remaining streets in Rocky Crest suburb to ensure thematic continuity.

To facilitate this change, it is necessary to partially rescind Council Resolution 116/05/2023, **attached as [pages 380 - 381 to the agenda](#)**, which initially approved theme of fauna from the former Damaraland and Waterberg areas for Roads 7, 9, 10, 11, 12, 15, and 16. This adjustment will ensure that the island theme is consistently applied throughout the Rocky Crest suburb. Accordingly, and in line with the attached approved township layout, we propose renaming the remaining streets (currently known by road numbers) as follows:

- Road 7 to be known as Lekhubu Island Street;
- Road 9 to be known as Angoche Island Street;
- Road 10 to be known as Vamizi Island Street;
- Road 11 to be known as Seal Island Street;
- Road 12 to be known as Shark Island Street;
- Road 15 to be known as Robben Island Street; and
- Road 16 to be known as Kerkennah Island Street.

Management Committee, having considered the matter

RECOMMENDED

- 1 That paragraphs 3, 4, 5, 5.8-5.10, 5.14 and 5.15 of Council Resolution 116/05/2023, be rescinded to allow for consistency of street names in Rocky Crest.

- 2 That, roads indicated below in Rocky Crest Extension 4, be renamed and known as follows (with Street been abbreviated as Str.) as also depicted in the attached township layout, **attached as [pages 382 - 390 to the agenda](#)**.

- 2.1 Road 7 to be known as Lekhubu Island Street;
- 2.2 Road 9 to be known as Angoche Island Street;
- 2.3 Road 10 to be known as Vamizi Island Street;
- 2.4 Road 11 to be known as Seal Island Street;
- 2.5 Road 12 to be known as Shark Island Street;

- 2.6 Road 15 to be known as Robben Island Street; and
- 2.7 Road 16 to be known as Kerkennah Island Street.
- 3 That the resolution be implemented prior to confirmation of the minutes.

[Municipal Council Agenda: 2024-08-29]

10.3.13

**GOV.22 [CEO] NOTICE OF THE OFFICIAL
VISIT BY HIS WORSHIP DR ANDREAS
BOVENSCHULTE, THE MAYOR OF THE
CITY OF FREE HANSEATIC, BREMEN TO
THE MUNICIPAL COUNCIL OF WINDHOEK
FROM 22 TO 25 SEPTEMBER 2024 AND
APPROVAL FOR THE BREMEN/WINDHOEK
SISTER-CITIES AGREEMENT
(3/1/6/9/2)**

Purpose

The purpose of this submission is to give notice of the upcoming Official Visit to Windhoek by Dr Andreas Bovenschulte, Mayor of Bremen, Germany from 22 to 25 September 2024, and seek the Municipal Council of Windhoek's approval for the Bremen/Windhoek Sister-Cities Agreement. The letter from Dr Andreas Bovenschulte dated 14 December 2023 is **attached as [page 391](#) to the agenda.**

Introduction

The Municipal Council of Windhoek will be welcoming a twenty seven (27) member delegation led by Dr Andreas Bovenschulte, Mayor of the partner City of Bremen, from 22 to 25 September 2024. The Bremen delegation list is **attached as [page 392](#) to the agenda**, for ease of reference. As part of the programme activities, it is planned that the two (2) cities to renew their co-operation to a Sister-Cities Co-operation Agreement. (Council Resolutions 96/05/2023 and 183/07/2023 is **attached as [pages 392\(a\)](#) and [392\(b\) - 393\(c\)](#) respectively to the agenda**).

Background

The Municipal Council of Windhoek and City of Bremen have been in a formal co-operation by way of a Charter Agreement since 2000, building on a long-standing historical relationship that includes Bremen's support for Namibia's struggle for Independence. Over the years, the two (2) cities implemented various third party-funded projects, amongst others, the *Decentralised Waste Water Treatment System (DEWATS)* Project in Mix Settlement, Corona Solidarity package and the recent EU-funded Improving Solid Waste Management in Windhoek Project. Encouraged by the success made over the years, the parties mutually expressed desire to elevate their partnership through the signing of a fortified Sister-Cities Agreement, **attached as [pages 393 - 397](#) to the agenda.**

Discussion

*** Based on the strong partnership established through the sister-cities agreement between Windhoek and Bremen, this visit offers a valuable opportunity to deepen the co-operation between the two (2) cities. The scheduled programme activities aim to enhance mutual understanding and explore avenues for further collaboration across multiple areas of municipal governance and development. The Draft Programme is **attached as [pages 398 - 405](#) to the agenda.**

This Bremen mayoral visit to Windhoek is not only a reflection of the strong ties between Windhoek and Bremen, but also a strategic opportunity to expand and deepen the partnership, ensuring that both cities continue to benefit from shared knowledge and collaborative problem-solving in addressing urban challenges.

*** The Sister-Cities Agreement will continue the tradition of knowledge exchange and creativity, broadening each city's horizons and working collaboratively on municipal service solutions. The revised agreement will also solidify the partnership between Windhoek and Bremen, focusing on the following areas of co-operation, per draft agreement, **attached as [pages 406 - 411](#) to the agenda:**

- Exchange Programme for Elected Leaders;
- Youth Exchange Programme and Technical Placements;
- Localisation of Sustainable Development Goals (SDGs);
- Solid Waste Management;
- Water and Waste water Management and Sanitation;
- Urban Mobility and Sustainable Transport; and
- Education, Science, Culture, and Heritage.

*** The Letter of Intent and an invitation from the Addis Ababa City Administration dated 16 July 2024, are **attached as [pages 411\(a\) - 411\(b\)](#) and [411\(c\)](#) respectively to the agenda.** Relevant correspondence is **attached as [pages 412 - 416](#) agenda.**

Strategic implications/significance

It is crucial to recognise that as the world confronts unprecedented challenges like climate change, pandemics, and social disparities, hence, the Municipal Council of Windhoek places great emphasis on forging strategic partnerships. Collaborations with cities like Bremen are essential for driving multi-level collective action and addressing urban environmental challenges. This partnerships are closely aligned with the Municipal Council of Windhoek's Mission to '*Enhance the quality of life for all our people by delivering efficient and effective municipal services*', and are instrumental in achieving the following Strategic Objectives:

- Improve organisational capabilities;

- Pursue technological advancement, innovation and operational efficiencies;
- Enhance financial sustainability;
- Provide basic services, land delivery and upgrading of the informal settlement;
- Enhance the quality of life of all our Stakeholders; and
- Ensure public safety, security and disaster risk management.

Possible/perceived risks and mitigation matrix

Risk No.	Risk type	Risk description (cause and effect)	Prob	Impact	Score	Risk containment
3	Governance	Disruption in the continuation of project activities within the bilateral partnerships due to change in leadership.	Medium	Moderate	2	Continuation of projects at operational and administrative levels
4	Operational	Customs clearance challenges	High	Major	3	Engage Namibia Revenue Agency (NAMRA) in advance for appropriate clearance.

Compliance check/legal implications

As in all agreements with international Cities, the agreement will be shared with the Office of the Attorney-General for their legal scrutiny.

Consultation with Stakeholder departments and other interested parties

The following comments were received:

Comments from the Office of the Chief Executive Officer

- Legal Services

The Sister-Cities Agreement is in conformity with the Municipal Council of Windhoek's adopted framework.

- External Relations and Networking

The relationship between the Municipal Council of Windhoek and Bremen, which began as a Climate Partnership, has evolved into a vibrant people-to-people partnership with tangible impacts at the grassroots level. This collaboration has generated significant funding and support for various initiatives, enhancing the quality of life for residents in both cities. The upcoming renewal of this partnership offers an opportunity to further deepen and expand these efforts, driving sustainable development and fostering greater community engagement.

Comments from the Strategic Executive: Infrastructure, Water and Technical Services

The department particularly the Bulk and Waste Water Division has maintained a long-standing co-operative relationship with Hansewasser, offering valuable co-learning opportunities for both cities.

Comments from the Strategic Executive: Urban and Transport Planning

The agreement presents a framework to pursue best practices in Urban and Transport Planning as Bremen has evolved from a car-orientated city to a Non-Motorised Transport (NMT) focused city, whereas Windhoek is taking initial steps in transforming its transportation infrastructure.

Comments from the Strategic Executive: Human Capital and Corporate Services

The department has interests and envisioned roles shall relate to Training and Capacity Building. Both areas are incorporated in the capacity development initiatives and are well represented in the agreement.

Conclusion

The benefits of formal and expanding the partnership with Bremen offers long-term advantages for the Municipal Council of Windhoek in terms of development, sustainability, and international co-operation. The agreement further promote the Strategic Objectives outlined in the strategic plan and with the Municipal Council of Windhoek's internationalisation agenda.

Management Committee, having considered the matter

RECOMMENDED

- 1 That the Sister Cities Agreement between the Municipal Council of Windhoek and the Free Hanseatic City of Bremen **attached as [pages 406 - 411](#) to the agenda**, be approved.
- 2 That the resolution be implemented prior to confirmation of the minutes for ease of co-ordination and planning.

[Municipal Council Agenda: 2024-08-29]

10.3.14

**GOV.24 [CEO] ESTABLISHMENT OF
A TWINNING AGREEMENT BETWEEN THE
MUNICIPAL COUNCIL OF WINDHOEK AND
THE CITY OF ADDIS ABABA, FEDERAL
DEMOCRATIC REPUBLIC OF ETHIOPIA
(3/1/6/9/2)**

Purpose

The purpose of this item is to seek the Municipal Council of Windhoek's approval for the establishment of the proposed Twinning Agreement between the Municipal Council of Windhoek and the City of Addis Ababa, Federal Democratic Republic of Ethiopia.

Introduction

The Mayor of the Municipal Council of Windhoek, Her Worship, Council Member Queen O Kamati is in receipt of an invitation, **attached as [page 417](#) to the agenda**, from Honourable Adanech Abiebie, the Mayor of Addis Ababa, to attend the Africa Urban Food Forum (AUF) scheduled to take place from 4 to 6 September 2024. Coincidentally, the invitation to the Africa Urban Food Forum (AUF) comes at the time when there are advanced discussions on the establishment of the Windhoek/Addis Ababa Twinning Agreement facilitated through the Ministry of International Relations and the Embassy of Namibia to Ethiopia. It has therefore been seen prudent that the two (2) cities use the opportunity to officiate the signing of the agreement.

Background

The Federal Republic of Ethiopia has been a pivot of African unity for centuries. Being one (1) of the two (2) uncolonized countries on the continent, Ethiopia led diplomatic efforts to end the scourge of apartheid and colonialism in Namibia and Africa at large. Its capital, Addis Ababa is significant to African politics and diplomacy. Along with the embassies of many nations throughout the world, the city is home to the headquarters of important international organizations like the African Union (AU) and the United Nations Economic Commission for Africa (UNECA). Ethiopia also played a critical role in advocating the cause of Namibia's independence and supported the liberation. Many of the pioneers of pre-Namibia independence aviation experts such as pilots and air traffic engineers were training in Ethiopia.

Compelled by the historical good relationship between the two nations and recognizing the continental significance of Ethiopia, ties between Namibia and Ethiopia improved tremendously, by signing multiple co-operation agreements on peace and security, aviation, and economic development.

Fervently called '*the political capital of Africa*' due to its historical, diplomatic, and political significance for the continent, Addis Ababa serves as the headquarters of major international organisations.

At municipal level, there has been discussions on the establishment of a twin city partnership between the capital cities Windhoek and Addis Ababa, which could not be finalised.

Discussion

As far back as 2001, the two (2) cities expressed interest in establishing sister city relations to break down barriers between cultures and foster strengthened economic-operation, as per correspondences, **attached as [pages 418 - 424](#) to the agenda**. It is also worth mentioning that there have been previous exchanges between the cities in the field of renewable energy and human settlements, and the Municipal Council of Windhoek previously participated in events hosted by the United Nations Economic Commission for Africa (UNECA) and the Africa Union Commission (AUC) in Addis Ababa. With the support of the Ministry of International Relations and Co-operation, through the Namibian Embassy to Ethiopia, this discussion has reached an advanced stage, and the agreement can be concluded.

The following areas of co-operation have been agreed upon:

- Solid Waste Management;
- Water and Waste water Management;
- Town and Urban Planning;
- Economic Development: Startups and SME Incubation hubs; and
- Technical Exchange and Capacity Building.

Strategic implications/significance

It is important to note that as the world faces unprecedented challenges such as climate change, pandemics, and disparities, the Municipal Council of Windhoek builds relationships and attends engagements in the context of these concerns, as platforms for multi-level collective action and urban environment problem-solving. The agreement supports the attainment of the following Strategic Objectives:

- Improve organisational capabilities; and
- Enhance the quality of life for all our Stakeholders.

Furthermore, the agreement seeks to contribute to the achievement of the AU Agenda 2063 and South-South co-operation. Strengthening bilateral relations among the southern countries and cities and providing tools that will help the South develop and increase its collective bargaining power. Equally, through South-South collaboration, developing countries share knowledge, skills, expertise and resources to meet their development goals through concerted efforts.

Possible/perceived risks and mitigation matrix

Risk No.	Risk type	Risk description (cause and effect)	Prob	Impact	Score	Risk containment
1	Operational	Risk of change in leadership	High	Major	4	Sister cities relationships should be should form part of the operations of the City that could go beyond change in leadership.
2	Operational	Lack of budgetary allocation for the implementation of agreed action plans	High	Major	4	Lobby for 3 rd party funding

Consultation with Stakeholder departments and other interested parties

The following comments were received:

Office of the Chief Executive Officer

- Legal Services

The draft Twinning Agreement was shared with the Corporate Legal Adviser and their input is incorporated into the Twinning Agreement. As in all twinning arrangements with foreign cities, this agreement is subject to the Attorney General's legal scrutiny.

- External Relations and Networking

Concluding a Twinning Agreement with the City of Addis Ababa will accord the Municipal Council of Windhoek and its citizens an opportunity to exchange experiences and understand different viewpoints on issues of shared interest within the Global South. The proposed twinning partnership further provides an opportunity for the two (2) cities to exchange information, ideas, and technical expertise and learn from each other's experiences, best practices, and innovative solutions.

Conclusion

Global twinning cities have long been recognized as practical tools for fostering international co-operation, cultural exchange, and economic development. Furthermore, international competitiveness is a key component in realizing the Municipal Council of Windhoek's internationalisation agenda along with its Vision and Mission. Hence, strategic links with the rest of the world are therefore essential to achieving these objectives.

Management Committee, having considered the matter,

RECOMMENDED

- 1 That the draft Twinning City Agreement and Action Plan between the Municipal Council of Windhoek and the City Addis Ababa, Federal Republic of Ethiopia, **attached as [pages 425 - 428](#) and [429](#) respectively to the agenda**, be approved.

- 2 That the areas of co-operation detailed in the draft Agreement, be approved.
- 3 That upon approval, the draft Twinning Agreement be submitted to the Office of the Attorney-General for legal scrutiny.
- 4 That the resolution be implemented prior to confirmation of the minutes.

[Municipal Council Agenda: 2024-08-29]

10.3.15

FNS.1 [UTP] REZONING OF ERF 3452, WINDHOEK FROM 'RESIDENTIAL' WITH A DENSITY OF 1:500 m² TO 'HOSPITALITY' AND CONSENT TO USE ERF 3452, WINDHOEK FOR AN ACCOMMODATION ESTABLISHMENT (3452/W)

Application

An application was received from Kamau Planning Consultants on behalf of Beacon Investments CC for the:

- Rezoning of Erf 3452, Windhoek from 'residential' with a density of 1:500 m² to 'hospitality'; and
- Consent to use Erf 3452, Windhoek for an accommodation establishment (guesthouse) with nine (9) bedrooms.

The Power of Attorney is signed by Esmerelda Maria Da Boa-Hora Guerreiro as the sole member of Beacon Investments CC (CC/99/1836), of which the Founding Statement is **attached as [pages 430 - 438](#) to the agenda.**

A Credit Clearance was provided, and the Strategic Executive Finance and Customer Services indicated that the application may proceed.

The full application is **attached as [pages 439 - 484](#) to the agenda.**

Erf information

Erf 3452 is located in Johan Albrecht Street, in Windhoek near the Namibia University of Science and Technology (NUST) Campus.

The erf currently accommodates a guesthouse with eight (8) rooms and three (3) offices. The Municipal Council of Windhoek approved a resident occupation for six (6) rooms under the resident occupation policy which lapsed in March 2024.

The Erf is ± 1237 m² in extent and is zoned 'residential' with a density of one (1) dwelling per 500 m².

Development intention

The owner of Erf 3452, Windhoek wishes to rezone the subject erf from 'residential' with a density of 1:500 m² to 'hospitality' and seeks the Municipal Council of Windhoek's consent to operate an accommodation establishment (specifically a guesthouse) with nine (9) bedrooms. The change of the land use of this property will allow for the alignment of the existing structures, the current activities as well as possible future development plans, in accordance with the Windhoek Town Planning Scheme.

In terms of the existing offices, the client intends to only keep the office space/set-up to serve as a reception area ancillary to the hospitality development.

Public consultation

Public consultation was completed in line with the requirements of the Municipal Council of Windhoek's Public Consultation Policy for the proposed development and the Urban and Regional Planning Act, 2018 (Act 5 of 2018) as follows:

- **** - Notices were advertised in the *Confidante* and *New Era* newspapers on 5 and 12 April 2024, **attached as [pages 485 - 488](#) to the agenda;**
- **** - A notice was placed on the notice board of the Municipal Council of Windhoek Customer Care Centre (CCC) as well as on-site, **attached as [pages 489 - 490](#) to the agenda;**
- **** - Neighbour consultation letters/forms were sent to the direct neighbours on Erven R/451, 3455, 3454, 3451, 3444, 3443, 3442 and 3453, Windhoek, **attached as [page 491](#) to the agenda;**
- **** - A notice was published in the Government Gazette of 30 April 2024, under Notice Number 192, **attached as [pages 492 - 493](#) to the agenda.**

No objections were received.

Technical comments

The application was circulated for comments and the following can be reported:

Comments from the Strategic Executive: Urban and Transport Planning

- **Sustainable Development**
No input to be made.
- **Planning, Design and Traffic Flow**

Erf 3452 is situated in Johann Albrecht Street in Windhoek West and measures ± 1237m² in extent. Traffic volumes are high and congestions maybe be experienced during peak hours. The rezoning will generate approximately four (4) vehicular trips during peak hours.

The division has no objection to the proposed rezoning of Erf 3452, Windhoek from 'residential' with a density of 1:500 m² to 'hospitality'. Provided:

- That for accommodation establishment, 0.66 bays be provided per leasable room plus five (5) bays per 100 m² open floor space (excluding reception area), plus loading zone on site.

The division has no objection to granting consent to use Erf 3452, Windhoek for an accommodation establishment (guesthouse) with nine (9) bedrooms. Provided:

- That parking be provided as per the submitted parking layout date 19 March 2024, **attached as [pages 467](#) to the agenda.**
- That parking allocated on the sidewalk is permitted subject to a Lease Agreement with the Municipal Council of Windhoek on the following conditions:
 - That the applicant applies for sidewalk lease to the Property Management Division.
 - Minimum 2 metres be retained for pedestrian movements.
 - Parking be properly constructed with kerb stones making distinction between parking and pedestrian movements.
 - Sidewalk parking remains public parking and cannot be reserved for exclusive use.
 - Service positions are to be ascertained before excavating since construction is taking place within the road reserve.
 - That the Municipal Council of Windhoek not be held liable to reinstate any parking or compensate the owner for any improvements should the lease/parking be terminated.
 - That the owner remains responsible to provide any shortfall of parking onsite or any other area approved by the Municipal Council of Windhoek should the lease be cancelled/terminated.

- **Roads and Stormwater**

A stormwater investigation was done, and the following is reported:

- Erf 3452, Windhoek has a high point in the southwestern part of the erf with a general downward slope into a north easterly direction, and a small portion of the south western part of the erf having a downward slope into a south westerly direction.

- Except for surface stormwater run-off, there is no other stormwater system crossing Erf 3452, Windhoek.

The division has no objection to the proposed rezoning of Erf 3452, Windhoek. Provided:

- That surface stormwater run-off be accommodated according to Clause 35 of the Town Planning Scheme (see Info 35 of the Town Planning Scheme).

Comments from the Strategic Executive: Infrastructure, Water and Technical Services

- **Engineering Services**

The division has no objection to the proposed rezoning of Erf 3452, Windhoek. Provided:

- That any additional requirements with regard to water and sewer services brought on as a direct consequence of the rezoning and consent or subsequent activities will be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.

Comments from the Strategic Executive: Electricity

- **Technical Support**

There is in principal no objection to the application submitted for the rezoning of Erf 3452 from 'residential' with a zoning of 1:500 m² to 'hospitality' and consent use for an accommodation establishment (guesthouse) with nine (9) bedrooms, Windhoek. Provided:

- That should any municipal electrical infrastructure need to be relocated, dismantled or replaced as per request received from the applicant, all cost related thereto be for the applicant's account.
- That only one (1) service connection from the municipal electrical network be allowed to the consolidated erf.
- That for erven that are zoned 'general residential', 'business', 'office', 'institutional' or 'industrial' and a service connection larger than 3 x 60 ampere is required, the applicant and/or his/her electrical engineering representative contact the Strategic Executive: Electricity, well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be provided by the applicant at his/her own cost to incorporate an additional substation.

- That it be noted that a connection charge may be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to consult directly with the Strategic Executive: Electricity for information on connection charges.

Comments from the Strategic Executive: Economic Development and Community Services

- Environmental Management

The division supports the application, and the applicant will be issued with an Environmental Clearance Exemption by the Department of Economic Development and Community Services for the rezoning from 'residential' to 'hospitality' (commercial activity) in a built-up environment.

Urban Policy evaluation

- Statutory Provisions

Erf 3452, Windhoek is zoned 'residential' and the intended zoning is 'hospitality' for a guesthouse of at least nine (9) rooms. The erf already accommodates a Bed and Breakfast under the Resident Occupation Policy of the Municipal Council of Windhoek for a maximum of six (6) rooms.

Erf 3452, Windhoek is situated in the Windhoek policy area where rezonings of properties to 'general residential' with a density of 1:500 m² are supported. The proposed 'hospitality' zoning is similar to the 'general residential' zoning and thus, will not pose any negative impact on the area and can thus be supported.

The consent use to use the erf for the accommodation establishment will be applicable to the existing approved six (6) rooms only, but subject to the renewal of the establishment pursuant to the provisions of the Resident Occupation Policy.

- Title Deed

The Title Deed of Erf 3452, Windhoek (Deeds of Transfer No. T660/2000, attached as [pages 455 - 460 to the agenda](#)), lists restrictive conditions which should be replaced with the following standard Windhoek Zoning Scheme conditions:

- The erf must only be used or occupied for purposes which is in accordance with and the use or occupation of the land shall at all times be subject to the provisions of the Windhoek Zoning Scheme prepared and approved in terms of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).

- The building value of the main building, excluding the outbuildings to be erected on the erf shall be at least four (4) times the prevailing valuation of the erf.

Betterment fees

A 75 % betterment fee due to illegal use for a guesthouse of eight (8) rooms exceeding the approval of six (6) rooms only.

Conclusion

The rezoning of Erf 3452, Windhoek from 'residential' with a density of 1:500 m² to 'hospitality' for a guesthouse of nine (9) rooms is supported.

Management Committee, having considered the matter

RECOMMENDED

- 1 That the rezoning of Erf 3452, Windhoek from 'residential' with a density of 1:500 m² to 'hospitality' for a guesthouse consisting of nine (9) rooms, be recommended for approval to the Urban and Regional Planning Board in accordance with section 109(2)(a) of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).
- 2 That it be noted that 75 % betterment fee (compensation) is payable in terms of section 59 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).
- 3 That the applicant obtains an invoice for the betterment fee (compensation) from the Strategic Executive: Urban and Transport Planning (Urban Policy Division), see enquiries.
- 4 That it be noted that the application will only be submitted to the Urban and Regional Planning Board upon payment of the betterment fee (compensation).
- 5 That for accommodation establishment, 0.66 bays be provided per leasable room plus five (5) bays per 100 m² open floor space (excluding reception area), plus loading zone on site.
- 6 That parking be provided as per the submitted parking layout dated 19 March 2024.
- 7 That parking allocated on the sidewalk is permitted subject to a Lease Agreement with the Municipal Council of Windhoek on the following conditions:
 - 7.1 That the applicant applies for a sidewalk lease at the Strategic Executive: Housing, Property Management and Human Settlement (Property Management Division).
 - 7.2 That a minimum two (2) metre be retained for pedestrian movements.

- 7.3 That parking be properly constructed with kerb stones making distinction between parking and pedestrian movements.
- 7.4 That sidewalk parking remain public parking and not be reserved for exclusive use.
- 7.5 That service positions be ascertained before excavating since construction is taking place within the road reserve.
- 7.6 That the Municipal Council of Windhoek not be held liable to reinstate any parking or compensate the owner for any improvements should the lease/parking be terminated.
- 7.7 That the owner remain responsible to provide any shortfall of parking onsite, or any other area approved by the Municipal Council of Windhoek, should the lease be cancelled/terminated.
- 8 That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Town Planning Scheme, stating:
 - 8.1 That no stormwater drainage pipe, canal, work or obstruction (except stormwater drain pipes, canal or work which have been authorised in writing by the local authority or which have been or may be built, laid or erected in terms of any law) be constructed on or over the property or located in such a way that:
 - The flow of stormwater from a higher lying property to a lower lying property is impeded or obstructed and through which any property is or may be endangered; or
 - The flow of a natural watercourse (in which the local authority allow flood water to run-off, be discharged or to be canalised) is or can be changed, canalised or impeded.
 - 8.2 That the maintenance of such stormwater pipe, channel or work be the responsibility of the owner of the concerned property.
- 9 That any additional requirements with regard to water and sewer services brought on as a direct consequence of the rezoning and consent or subsequent activities be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.
- 10 That should any municipal electrical infrastructure need to be relocated, dismantled or replaced as per request received from the applicant, all cost related thereto be for the applicant's account.
- 11 That only one (1) service connection from the municipal electrical network be allowed to the consolidated erf.
- 12 That for erven that are zoned 'general residential', 'business', 'office', 'institutional' or 'industrial' and a service connection larger than 3 x 60 ampere is required, the applicant and/or his/her electrical engineering representative contact the Strategic Executive: Electricity, well in advance, during the planning stage, before any building plans have been approved to determine whether the existing electrical network can handle the additional loading or whether a substation building or site is to be

provided by the applicant at his/her own cost to incorporate an additional substation.

- 13 That it be noted that a connection charge may be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to consult directly with the Strategic Executive: Electricity for information on connection charges.
- 14 That the applicant accept the conditions of this resolution in writing within twenty eight (28) days.
- 15 That it be noted that in terms of section 110 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) any person who is aggrieved by the decision of the local authority may appeal against that decision to the Minister.
- 15.1 That the Notice of the Appeal and the Grounds for the Appeal be lodged within twenty one (21) days from the date of this Notice to the Minister and local authority whose decision is the subject of the appeal.
- 16 That the resolution be implemented prior to confirmation of the minutes.

[Municipal Council Agenda: 2024-08-29]

10.3.16

FNS.2 [UTP] REALIGNMENT OF THE RIGHT OF WAY SERVITUDE ON PORTION 2 OF FARM WOODWAY NO. 499; SUBDIVISION OF PORTION 2 OF FARM WOODWAY NO. 499 INTO PORTION A AND REMAINDER; AND REZONING OF THE SUBDIVIDED PORTION A FROM 'TOURIST ESTABLISHMENT' TO 'BUSINESS' WITH A BULK OF 0.1 (2/Farm/Woodway/499)

Application

An application was received from Urban Dynamics on behalf of Delta Romeo Oscar (Pty) Ltd, for the:

- Realignment of the Right of Way servitude on Portion 2 of Farm Woodway No. 499;
- Subdivision of Portion 2 of Farm Woodway No. 499 into Portion A and Remainder; and
- Rezoning of the subdivided Portion A from 'tourist establishment' to 'businesses' with a bulk of 0.1.

The Power of Attorney, **attached as [page 494](#) to the agenda**, was signed by Ms Willemina Bouwers and the Company Resolution is **attached as [page 546](#) to the agenda**.

The full application, including the relevant correspondence/documentation is **attached as pages [495 - 553](#) to the agenda.**

A credit check was not done as the property is located within the Municipal Council of Windhoek extended boundaries.

Background

The original application was received in August 2022 but was referred back for the applicant to address some concerns regarding the access right of way as proposed in the application.

The right of way concerns were only resolved in June 2024 and the application was resubmitted to the Town Planning Committee meeting of July 2024.

Property information

Portion 2 of Farm Woodway No. 499 is located in the Kappsfarm area, approximately 10 km east of Windhoek towards the Hosea Kutako International Airport on the B6 Main Road.

The portion is zoned as ‘tourist establishment’ under the Kappsfarm Zoning Scheme and the measures $\pm$ 5 hectares (50 000 m²) in extent.

The portion accommodates existing uses as follows:

- Trans Kalahari Inn;
- Camping sites;
- Rural houses; and
- Bobo Campers Namibia (a 4x4 car rental company).

Development intention

The current zoning only permits for the operation of the tourist establishment, and the car rental business is not in compliance with the Kappsfarm Town Planning Scheme. Therefore, in order for the car rental (which has been in operations for the past nine years) to continue to operate on the portion, business rights need to be obtained.

The intention of the owner is therefore to formalise the existing uses with the subdivision of Portion 2 of Farm Woodway No.499, Kappsfarm into Portion A and Remainder to create a portion for the car rental as follows:

Portion	Portion size (ha)	Current zoning
Portion	1	Tourist Establishment
Remainder	4	Tourist Establishment
Total	5	

The portion on which the car rental is situated can then be rezoned to ‘business’ to comply with the Kappsfarm Zoning Scheme.

Public consultation

The public participation was completed as follows:

- *** - Notices were advertised in The Namibian and New Era of 23 and 30 September 2022, **attached as [pages 554 - 558](#) to the agenda;**
- *** - A notice was placed on the Notice Board of the Municipal Council of Windhoek Customer Care Centre (CCC) as well as on-site, **attached as [page 559](#) to the agenda;**
- *** - A notice was published in the Government Gazette No. 7917 of 30 September 2022, **attached as [pages 560 - 561](#) to the agenda;** and
- *** - Neighbour consultation letters/forms were sent to the direct neighbours on Portions 1 of Farm Woodway No 499 and Portion 10 of Kapps Farm, **attached as [page 562](#) to the agenda.**
- *** An objection, **attached as [pages 563 - 568](#) to the agenda**, was received from the owner of Portion of Farm Woodway No. 499.

Objection

- *** The objection, **attached as [pages 563 - 568](#) to the agenda**, was received from the owner of Portion 1 of Farm Woodway No. 499 (Mr Hermann J Ehling) as follows:
 - The objection is that the owner of Portion 2 erected a wall on the right of way servitude at the west and northern boundary of the proposed subdivided Portion A. The wall will block the owner of Portion 1 from entering his property from the right of way servitude.

Consultant’s response on objection

The owner of Portion 1 of the Farm Woodway No. 499 has two (2) access points to his property from the right of way servitude and access is not affected.

Technical comments

The application was circulated for comments and the following can be reported:

Comments from the Strategic Executive: Urban and Transport Planning

- **Sustainable Development**
No input to be made.

- **Roads Planning, Design and Traffic Flow**

Reference is made to previous comments dated 31 May 2023 and subsequently, a revised application and Subdivision Plan Woodway 499 ROW Portion 2, **attached as [page 513](#) to the agenda**, received from Urban Dynamics Town and Regional Planners, on 10 April 2024, regarding the above subject matter has reference.

The division has no further objections to the proposed realignment of the Right of Way servitude on Portion 2 of the Farm Woodway No. 499 into Portion A and Remainder. Provided:

- That the existing structures/boundary over the adjusted 'right of way' servitude be demolished as proposed.

- That the subdivision be as per Subdivision Plan Woodway 499 ROW Portion 2, **attached as [page 513](#) to the agenda**.

- That the access from the B6 Road giving access to the subdivided erven be as per approved letter from the Roads Authority dated 26 May 2023, **attached as [page 531](#) to the agenda**.

The division has no further objections to the proposed subdivision of Portion 2 of Farm Woodway No. 499 into Portion A and Remainder. Provided:

- That the subdivision be as per Subdivision Plan Woodway 499 ROW Portion 2, **attached as [page 513](#) to the agenda**.

- That access from B6 Road giving access to subdivided erven should be as per approved letter from the Roads Authority dated 26 May 2023, **attached as [page 531](#) to the agenda**.

The division has no further objections to the proposed rezoning of Portion A from 'tourism establishment' to 'business' with a bulk of 0.1 for the operation of car rental. Provided:

- That a minimum of one (1) parking bay per 33 m² utilised bulk be provided on site.
- That for garages, the parking be four (4) parking bays per service bay plus two (2) parking bays per 100 m² for spare parts or sales/display area.

- **Roads and Stormwater**

The division has no objection to the application. Provided:

- That the applicant appoints a registered professional Engineer to compile a detailed 50-year flood report of the major stormwater courses at own cost and risk.

- That the applicant applies the conditions as stipulated in the detailed 50-year flood report.
- That the applicant accepts the outcome of the detailed 50-year flood report, and if allowed by the flood report, appoints a registered professional Engineer to submit detailed engineering plans as to how the proposed portion is to be protected against any potential flood damage.
- That no adjacent or opposite property be negatively affected by the proposed development along any river or stormwater course.
- That no development be allowed within the 50-year flood level of any river or stormwater course.
- That no development be allowed onto or over any stormwater system or structure.
- That any stormwater crossing be accommodative of at least a 50-year flood.
- That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Town Planning Scheme (see Info 35 of the Town Planning Scheme).
- That roads and stormwater be planned, designed and constructed to municipal standard.

Comments from the Strategic Executive: Infrastructure, Water and Technical Services

- Engineering Services

The division has no objection to the application. Provided:

- That it be noted that no existing bulk Water and Sewer Services are available.
- That all costs for the provision of bulk and internal services shall be borne by the applicant, including the cost of bulk infrastructure upstream and downstream from the erf.
- That all new water and sewer infrastructure requirements comply with the standard conditions to large subdivisions in respect of services, and that these requirements can be obtained from the Infrastructure and Engineering Services Division.
- That the applicant appoints a registered professional Engineer to design the water-supply reticulation and sewer reticulation to the applicable municipal standards and subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services, before construction commences.

- That the applicant has to provide its own water storage for the erf with a storage capacity of forty eight (48) hours.
- That it be noted that the Municipal Council of Windhoek will not be held responsible for the provision of water if the groundwater supply deteriorates in case of boreholes.
- That the applicant appoints a registered professional Engineer to propose an acceptable waste water disposal system, subject to the condition that no pollution of the ground water occurs and further provide that there will be no health risks to the users and surrounding residents. The possibility to re-use the purified effluent should be addressed. Final effluent shall at all times comply with applicable legislation.
- That the sewer system and proposed treatment of waste water be submitted to the Strategic Executive: Infrastructure, Water and Technical Services for approval with the building plans. The issuing of the waste water discharge permit must be subject to the adherence of all conditions pertaining to such permit.
- That only full waterborne waste systems should be utilised and all Windhoek service standards should apply.
- That final effluent from a treatment facility shall comply with the Special Discharge Standards as prescribed by the Directorate of Water Affairs.
- That the operation and maintenance of all water and sewer infrastructure shall be the responsibility of the applicant.
- That the design criteria are to be in accordance with the '*Guidelines for Human Settlement, Planning and Design*' as published by the Council of Scientific and Industrial Research (CSIR), available on-line at http://www.csir.co.za/Built_environment/RedBook/.

Comments received from the Strategic Executive: Electricity

- Technical Support

The Strategic Executive: Electricity does not have an objection to the application submitted for the subdivision of the abovementioned application, The Municipal Council of Windhoek does not have electrical network infrastructure in the area at this stage and provision of electricity in the Kapps Farm area is currently supplied by NamPower.

Therefore, the applicant to approach the current distributor well in advanced for electricity supply connections to the new portions.

Where MV/HV overhead lines are in close proximity and servitudes have not been registered, the following horizontal clearing width applies for allowing access to the line and for safety reasons:

- 220/132 kV - 25 metre either side of the overhead line structure
- 66/33/22/19/11 kV - 11 metre either side of the overhead line structure; and therefore **no permanent structure is to be erected within the stipulated area.**
- No permanent structures should be erected within any powerline servitude area.
- A minimum vertical working clearance of 4.3 metre from ground and horizontal working clearance of 2.9 metre from body centre line needs to be maintained at all times, possible during road construction parallel or perpendicular to the line or crossing underneath the line with machineries/trucks etc.
- Encroaching these clearances will result in electric shocks and hence fatalities.

Comments from the Strategic Executive: Economic Development and Community Services

- **Environmental Management**

The division supports the application with no environmental requirements.

Urban Planning evaluation

- **Statutory provisions and existing land uses**

Farm Woodway No. 499 falls within the Kappsfarm Town Planning Scheme and is zoned 'tourist establishment'.

The application for the subdivision and rezoning is necessitated by the existing land use/activity of the car rental business on the property, which is not allowable under the 'tourist establishment' zoning.

The car rental has been operational for years and the approval of this subdivision and rezoning will not result in any change in the fabric of the surrounding area or the existing infrastructure.

- **Response to the objection**

Information submitted by the applicant indicates that Portion 1 has access on the right of way at two (2) points and access is therefore not affected as indicated in the application.

The wall referred to on the western and northern boundaries of Portion 2 (the applicant Portion) erected by the owner of Portion 2 is to be relocated as part of the realignment of the right of way servitude and has no impact on the access points of Portion 1 (the objector's property).

- **Endowment and betterment fees (compensation)**

An endowment fee of 9 % is payable for the creation of the new portion.

The most applicable betterment fee category under Council Resolution 387/10/2009, **attached as [page 569](#) to the agenda**, will be for a rezoning from office to business which prescribes a 30% betterment fee.

Conclusion

The subdivision of Portion 2 of the Farm Woodway No. 499 into Portion A and the Remainder may be supported.

However, the existing 'right of way' first need realignments as a result of sharp curves along a permanent structure.

Management Committee, having considered the matter

RECOMMENDED

- 1 That the subdivision of Portion 2 of Farm Woodway No. 499 into Portion A (± 1 hectare) and the Remainder (± 4 hectare) be recommended for approval to the Urban and Regional Planning Board in accordance with section 109(2)(a) of the Urban and Regional Planning, 2018 (Act 5 of 2018).
- 2 That it be noted that an endowment fee of 9 % is payable before the registration of the new portion.
- 3 That Portion A of Portion 2 of the Farm Woodway No. 499 be rezoned from 'tourist establishment' to 'business' with a bulk of 0.1.
- 4 That it be noted that a 30 % betterment fee (compensation) is payable in terms of section 59 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).
- 5 That the applicant obtain an invoice for the betterment fee (compensation) from the Strategic Executive: Urban and Transport Planning, (Urban Policy Division).
- 6 That it be noted that the application will only be submitted to the Urban and Regional Planning Board upon payment of the betterment fee (compensation).
- 7 That the Title Deed conditions in Deed of Transfer T5159/2019, **attached as [pages 538 - 540](#) to the agenda**, remain in place.

- 8 That all existing structures over the adjusted 'right of way' servitude be demolished by the applicant prior to the submission of the subdivision application to the Urban and Regional Planning Board.
- 9 That the Strategic Executive: Urban and Transport Planning (Roads Planning Design and Traffic Flow Division) inspect and give written proof that Condition 8 has been complied with, prior to the submission of the subdivision application to the Urban and Regional Planning Board.
- 10 That it be noted that the entire width of the 'right of way' will not be practical in some areas without earthwork (additional filing) especially over the mid-section of Portion 2 due the topography/level differences.
- 10.1 That some bends still remain too sharp to allow two-way movement in the proposed servitude and as such need further amendment, prior to the submission of the subdivision application to the Urban and Regional Planning Board.
- *** 11 That the applicant comply with the Roads Authority approval letter dated 26 May 2023, **attached as [page 531](#) to the agenda**, stipulating that the access remains at the same position and the land use (car rental) remains unchanged; and as well as compliance with the conditions stipulated under section 1 of the Municipal Council of Windhoek's letter dated 16 January 2023, **attached as [pages 552 - 553](#) to the agenda**.
- 12 That it be noted that the right of way servitudes are generally accepted, but that the applicant submit the subdivision layout plan (showing all the existing and proposed servitudes) for stamping purposes, prior to the submission of the subdivision application to the Urban and Regional Planning Board.
- 13 That it be noted that no existing Bulk Water and Sewer Services are available.
- 14 That all costs for the provision of bulk and internal services be for the cost of the applicant, including the cost of bulk infrastructure upstream and downstream from the erf.
- 15 That all new water and sewer infrastructure requirements comply with the standard conditions to large subdivisions in respect of services, and that these requirements be obtained from the Strategic Executive: Infrastructure, Water and Technical Service (Infrastructure and Engineering Services Division).
- 16 That the applicant appoints a registered professional Engineer to design the water supply reticulation and sewer reticulation to the applicable municipal standards and subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services, before construction commences.
- 17 That the applicant provide their own water storage for the erf with a storage capacity of forty eight (48) hours.

- 18 That it be noted that the Municipal Council of Windhoek will not be held responsible for the provision of water if the groundwater supply deteriorates in case of boreholes.
- 19 That the applicant appoints a registered professional Engineer to propose an acceptable waste water disposal system subject to the condition that no pollution of the ground water occurs and further provide that there will be no health risks to the users and surrounding residents.
 - 19.1 The possibility to re-use the purified effluent should be addressed.
 - 19.2 That final effluent at all times comply with applicable legislation.
- 20 That the sewer system and proposed treatment of waste water be submitted to the Strategic Executive: Infrastructure, Water and Technical Services for approval with the building plans.
 - 20.1 That the issuing of the waste water discharge permit be subject to the adherence of all conditions pertaining to such permit.
- 21 That only full waterborne waste systems should be utilised and all the Municipal Council of Windhoek service standards apply.
- 22 That final effluent from a treatment facility comply with the Special Discharge Standards as prescribed by the Ministry of Agriculture, Water and Land Reform (Directorate of Water Affairs).
- 23 That the operation and maintenance of all water and sewer infrastructure be the responsibility of the applicant.
- 24 That the design criteria be in accordance with the '*Neighbourhood Planning and Design Guide 2019*' as published by the Council of Scientific and Industrial Research (CSIR), available on-line at http://www.csir.co.za/Built_environment/RedBook/.
- 25 That the applicant appoints a registered professional Engineer to compile a detailed 50-year flood report of the major stormwater courses at own cost and risk prior to the submission of the subdivision to the Urban and Regional Planning Board.
- 26 That the applicant apply the conditions as stipulated in the detailed 50-year flood report.
- 27 That the applicant accept the outcome of the detailed 50-year flood report, and if allowed by the flood report, appoint a registered professional Engineer to submit detailed engineering plans as to how the proposed portion is to be protected against any potential flood damage.
- 28 That no adjacent or opposite property be negatively affected by the proposed development along any river or stormwater course.
- 29 That no development be allowed within the 50-year flood level of any river or stormwater course.

- 30 That no development be allowed onto or over any stormwater system or structure.
- 31 That any stormwater crossing be accommodative of at least a 50-year flood.
- 32 That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Town Planning Scheme (see Info 35 of the Town Planning Scheme), stating:
 - 32.1 That no stormwater drainage pipe, canal, work or obstruction (except stormwater drain pipes, canal or work which have been authorised in writing by the local authority or which have been or may be built, laid or erected in terms of any law) be constructed on or over the property or located in such a way that:
 - The flow of stormwater from a higher lying property to a lower lying property is impeded or obstructed and through which any property is or may be endangered; or
 - The flow of a natural watercourse (in which the local authority allow flood water to run-off, be discharged or to be canalised) is or can be changed, canalised or impeded.
 - 32.2 That the maintenance of such stormwater pipe, channel or work be the responsibility of the owner of the concerned property.
 - 32.3 That prior approval be obtained from the Strategic Executive: Urban and Transport Planning, if the accommodation of the stormwater on the portion is contemplated.
 - 32.4 That engineering drawings on how the stormwater would be accommodated be to the satisfaction of the Strategic Executive: Urban and Transport Planning, be submitted for approval simultaneously with the building plans.
 - 32.5 That all existing stormwater pipes, outlets and inlets or any other stormwater system be clearly indicated on all building plans submitted, prior to the approval thereof.
 - 32.6 That no building plan be approved until the above stormwater conditions are met.
 - 32.7 That a condition for the resale of this property be included in the Title Deed of the erf, whereby transfer to a third party only take place with confirmation of the Municipal Council of Windhoek. [Approval will only be granted after the Strategic Executive: Urban and Transport Planning has certified that the stormwater has been accommodated satisfactorily.]
- 33 That roads and stormwater be planned, designed and constructed to municipal standards.
- 34 That access and 'right of way' servitudes be according to the conditions as stipulated by the Strategic Executive: Urban and Transport Planning.

- 40 That the applicant accept the conditions of this resolution in writing within twenty eight (28) days.
- 41 That it be noted that in terms of section 110 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) any person who is aggrieved by the decision of the local authority may appeal against that decision to the Minister.
- 41.1 That the Notice of the Appeal and the Grounds for the Appeal be lodged within twenty one (21) days from the date of this Notice to the Minister and local authority whose decision is the subject of the appeal.
- 42 That the resolution be implemented prior to confirmation of the minutes to allow for prompt feedback to the applicant and objector.

[Municipal Council Agenda: 2024-08-29]

10.3.17 FNS.3 [HPH] UPDATE ON IMPLEMENTATION OF THE PUBLIC PRIVATE PARTNERSHIP (PPP) PROJECT WITH CHAMPAC INVESTMENTS (PTY) LTD (17/4/16)

Introduction

The purpose of this item is to provide an update on the matters that were raised in the Council meeting of 31 August 2023 pertaining to challenges in the implementation of the Public Private Partnership (PPP) Development Agreement with Champac Investment (Pty) Ltd and on the general implementation of the Public Private Partnership (PPP) Project.

Background

*** Council per Resolution 301/11/2023, attached as [pages 570 - 571](#) to the agenda, *inter alia* resolved as follows:

- 1 *That the standing Item that served at Management Committee on (17)(30)31 October 2023, attached as pages 711 - 726 to the agenda, providing full update on developments as tracked by Management Committee in sequence since the matter was referred back by Council on 31 August 2023 per Council Resolution 232/08/2023, be noted.*
- 2 *That following the Management Committee meeting held on (17)(30)31 October 2023, the Stakeholder Engagement Report attached as pages 704 - 710 to the agenda, be noted.*
- 3 *That paragraph 1 of the Management Committee Resolution held on (17)(30)31 October 2023 reading as follows be rescinded:*
 - 1 *That the Chief Executive Officer reconstitute the Project Team with immediate effect and the members serving in their respective departmental capacities, be replaced with their respective Departmental Heads.*

- 3.1 *That the Project Team be retained under the leadership of the Strategic Executive: Housing, Property Management and Human Settlement.*
- 3.2 *That in order to ensure oversight, the Project Team should not take binding decisions at the meeting but rather present the outcome of discussions to the Chief Executive Officer for consideration and onward report back to Management Committee after six (6) months.*
- 4 *That the update to Council as outlined in this submission be noted and that the freeze on any matter dealing with the Public Private Partnership (PPP) Project with Champac Investments (Pty) Ltd as per paragraph 2 of Council Resolution 232/08/2023 inter alia reading as follows, be lifted:*
- 2 *That the Public Private Partnership (PPP) Development Agreement between the Municipal Council of Windhoek and Champac Investments (Pty) Ltd, be frozen, anything to do with Champac Investments (Pty) Ltd be frozen, until after the abovementioned meeting.*
- 5 *That approval be granted for the submission regarding the approval of the Erf Conditions and Upset Prices submitted as **Item 11.2.23** of this Agenda, to be tabled at Council at its meeting scheduled for 30 November 2023 for consideration, given the urgency of this approval in facilitating sales of erven and income to serve as equity for Section 2 of the Project.*
- 6 *That the resolution be implemented prior to confirmation of the minutes.*

Subsequent to the Council meeting on 30 November 2023, the following has been implemented and is reported below:

- The Developer (Champac Investments) has fully paid the Contractor (Octagon Construction) the settlement amount of N\$ 542 594.29, which was due to them and the matter was successfully settled out of court. (Refer to attached copy of settlement agreement and proof of payment)
- The Developer has continued to make payments towards settling the outstanding loan to the Financier, Ariya Bridge Trust Fund, with proceeds from the sale of the remaining erven. An amount of N\$3 876 921.00 still remains to be settled. (Refer to the updated loan register as at 31 March 2024)
- The Developer has pursued concessions on the outstanding loan from Government Institutions Pension Fund (GIPF) through Ariya Bridge Trust Fund, but it was made clear that the loan has to be paid in its entirety including all interest and penalty interest charged and that no concessions would be granted.
- ***
- The Municipal Council of Windhoek on 11 November 2023 approved the Erf Conditions and Upset Prices of erven in section 2 (Council Resolution 310/11/2023, **attached as [pages 570 - 571](#) to the agenda**) and the said erven have since been advertised for sale.

Progress on project implementation

Council per Resolution 291/12/2016, **attached as [pages 572 - 573](#) to the agenda**, approved the Public Private Partnership (PPP) Development Agreement with Champac Investments (Pty) Ltd for the planning, design and construction of infrastructure works and services within the Township of Kleine Kuppe Extension 1 (Phase 2B).

The development (Area $\pm$ 20.42 hectare in extent) comprises of eighty eight (88) 'single residential' erven, ten (10) 'general residential' erven, one (1) 'institutional' erf and one (1) 'undetermined' erf and has been developed in two (2) sections.

Section 1

Section 1 of the Kleine Kuppe Extension 1 (Phase 2B) development included the servicing and sale of eighty eight (88) 'single residential' erven, which have been serviced successfully and were introduced into the market for the first time in June 2021, through the closed bid method of sale. Of the eighty eight (88) erven, twenty seven (27) still remain to be sold. The financing of section 1 of the Project was done by Areya Bridge Trust Fund (Financier) and as the sales of erven progressed the funds received were used to settle the loan from the Financier. An amount of N\$3 876 921.00 still remains to be paid to fully settle the loan.

Section 2

Section 2 of the development entails the servicing of block erven which includes ten (10) 'general residential', one (1) 'undetermined' and one (1) 'institutional' erven. The servicing of these erven is funded through a loan from the Development Bank of Namibia (DBN) and Owner's Equity of 20 % of the Project cost. The Contractor is Royal Contractors and work on site has commenced on 25 August 2023. It is envisaged that construction will be completed by December 2024. Of the erven in section 2, three (3) erven were marketed through the closed bid method of sale and seven (7) were marketed using the pre-sales method, where the erven are advertised for sale prior to the completion of construction and taking over of services by the Municipal Council of Windhoek. This was necessitated by the requirements of the Financier, for the Developer to show market interest in the development.

The Public Private Partnership (PPP) Agreement makes provision for the established Project Team to provide overall direction and control of the project incorporating departmental heads and officials from both the Municipal Council of Windhoek and the Developer as may be needed to ensure the fulfilment of the Parties' Obligations under the Agreement. All erf sales have been undertaken by the Developer under the supervision of the Project Team.

Development of erven

The following is a detailed account of the development and sale of erven:

Description	Section 1	Section 2
Number of erven developed:	Eighty eight (88) 'single residential'	Ten (10) 'general residential' One (1) 'undetermined' One (1) 'institutional'
Price per m ²	'Single residential': N\$1 100.00	'General residential': N\$669.00 'Institutional': N\$669.00
Expected income	N\$75 025 000.00	N\$93 078 000.00
Income from sales to date	N\$60 705 774.00	N\$ 0.00 (sales in progress)
Construction and development cost	N\$42 369 409.02	N\$36 969 663.00 (estimate)
Financing costs (to date)	N\$18 337 511.00	N\$6 690 471.00
Total expenditure	N\$60 706 920.02	To be announced
Erven sold	Sixty one (61)	Five (5)
Erven remaining	Twenty seven (27)	Seven (7)

The following is a detailed account of the loan information:

Description	Section 1	Section 2
Approved loan amount	N\$45 000 000.00	N\$25 615 120.80
Interest on loan	15.5 % (from first drawdown)	Prime 11.75 % plus 2.5 % (from first drawdown)
Penalty interest on loan	2 % on top of interest (after twenty four (24) months since first drawdown)	2 % on top of interest (after twenty four (24) months since first drawdown)
Required repayment dates	Within twenty four (24) months of first drawdown	Within twenty four (24) months of first drawdown
Dates of first drawdown	31 July 2019	31 March 2024
Date of first repayment due	30 July 2021	31 March 2025
Date of first repayment	14 December 2021	On receipt of income from erf sales
Date of last repayment	5 April 2023	31 March 2026
Total amount drawdown	N\$42 369 409.02	N\$3 200 000.00
Total repayment to date	N\$56 830 000.00 (including initiation fee of N\$450 000.00)	N\$0.00
Amount outstanding to date	N\$3 876 921.00	N\$3 200 000.00

Conclusion

The implementation of the project is progressing well with the erven in section 1 continuing with the sales, albeit at a slow pace. Some of the erven remaining are large and seem to not be as attractive given the erf conditions and topography, but the Project Team is employing the services of an estate agent to assist with the marketing and sales. The construction work in section 2 is in progress and envisaged to be completed by December 2024. The Project Team is committed to ensure the successful completion of this project and will continue to provide the required update as the project progresses.

Management Committee, having considered the matter

RECOMMENDED

- 1 That the progress made in addressing the matters raised, with the following outcomes, be noted:
 - 1.1 The Developer (Champac Investments) has fully paid the Contractor (Octagon Construction) the settlement amount of N\$542 594.29 which was due to them and the matter was successfully settled Out of Court.
 - 1.2 The Developer has continued to make payments towards settling the outstanding loan to the Financier, Ariya Bridge Trust Fund with proceeds from the sale of the erven. Thus far N\$3 876 921.00 still remains to be settled.
 - 1.3 The Developer has pursued concessions on the outstanding loan from Government Institutions Pension Fund (GIPF) through Ariya Bridge Trust Fund, but it was made clear that the loan has to be paid in its entirety including all interest and penalty interest charged and that no concessions would be granted.
 - 1.4 That the progress made in the continual sale and alienation of the erven through the various methods of sale in order to expedite income and settle the loan and fund owner's equity for Section 2, be noted.
- 2 That Municipal Council of Windhoek note that construction on section 2 has commenced in 25 August 2023 and that it is envisaged that construction will be completed by December 2024.
- 3 That should further clarifications be required regarding the report and the measures implemented to date, this be sought through the Office of the Chief Executive Officer.

[Municipal Council Agenda: 2024-08-29]

10.3.18

IND.1 [UTP] APPLICATION FOR THE SUBDIVISION OF THE REMAINDER OF PORTION 4 OF FARM NARUCHAS NO. 254 INTO EIGHTY FIVE (85) PORTIONS AND THE REMAINDER (Farm Naruchas No. 254)

Management Committee, at its meeting held on 21 September 2023 per Item IND.2, **attached as [page 574](#) to the agenda**, *inter alia* resolved as follows:

- 1 *That this matter be kept in abeyance in order for the Strategic Executive: Urban and Transport Planning, in consultation with the Chief Executive Officer (Manager: Mayoral and Council Affairs) to arrange an urgent site visit for Councillors to the Remainder of Portion 4 of Farm Naruchas No. 254 by no later than 31 October 2023, whereafter it be resubmitted to Management Committee, for consideration.*

*** In response to the abovementioned Management Committee resolution, the requested site visit took place on 7 June 2024 as per the Attendance Register, **attached as [page 575](#) to the agenda.**

The submission has been updated and is herewith resubmitted.

Application

An application was received from Harmonic Town and Regional Planning Consultants on behalf of the registered owners Mr Deon Heinrich Edward Husselman and Ms Donzeal Adeline Husselman for the following:

- Subdivision of the Remainder of Portion 4, of Farm Naruchas No. 254 into Portions 85 Portions and the Remainder; and
- Waiver of endowment fees in lieu of the paid application fees.

*** The full application, including relevant correspondence/documentation is **attached as [pages 576 – 608](#) to the agenda.**

Location, zoning and size

The Remainder of Portion 4 of Farm Naruchas No. 254 is located within the jurisdiction of the Municipal Council of Windhoek. The portion is surrounded by farmland and situated $\pm$ 73 kilometre South of Windhoek and about 16 kilometre away from Rehoboth.

*** The portion to be subdivided is 621,4374 hectares and is currently used for agricultural/farming purposes. The locality plan of the farm is **attached as [page 591](#) to the agenda.**

Proposal

*** The applicant intends to subdivide the Remainder of Portion 4 of Farm Naruchas No. 254 into eighty five (85) Portions and the Remainder where fifty eight (58) portions are about 5 hectares, eleven (11) portions are about 10 hectares, thirteen (13) portions range between 6 to 8 hectares, one (1) portion of 20 hectares, one (1) portion of $\pm$ 50 hectares with the Remainder measuring over $\pm$ 200 hectares. The subdivision plan is **attached as [page 592](#) to the agenda.**

No other land uses are catered for in the proposed development.

Public notices

The proposed subdivision of the Remainder of Portion 4 of Farm Naruchas No. 254 into eighty five (85) Portions and the Remainder was advertised on-site, where the notice was displayed on the farm boundary.

In addition, neighbour consultation was done with a closing date for comments on the proposed subdivision on **Friday, 19 August 2022**. Concerns raised are highlighted as follows:

- No environmental impact assessment was done.

- No provision was made for sewage on the plans.
- The lack of sewage will contaminate the underground water sources.
- There is not enough underground water for eighty five (85) households - the water table will drop if eighty five (85) households extract water.
- NamWater tested the water on Portion 4 of Farm Naruchas No. 254 and established that the water is not suitable for human consumption.

The objectors raised a number of valid concerns, especially on issues related to water supply and sanitation (non-existence of services) and the absence of an Environmental Impact Assessment (EIA). These were not adequately addressed by the applicant to prove the viability of the proposed development.

Technical comments

The application was circulated for comments and the following can be reported:

Comments from the Strategic Executive: Urban and Transport Planning

- Roads Planning, Design and Traffic Flow

There is in principle no objections to the proposed subdivision of the Remainder of Portion 4 of the Farm Naruchas No. 254 into eighty five (85) Portions and the Remainder: Provided:

- That the applicant be responsible for provision of all infrastructure, inclusive of the tarring of all roads giving access to the development.
- That the access road from B1 National Road must be constructed and in place before transfer of the properties into private ownership title deeds.
- That a development agreement must be signed following the approval of the layout by the Municipal Council of Windhoek, whereby an Engineer be appointed to design and supervise all infrastructures.

This division has objection to the proposed request to waive the endowment fees in lieu of the paid application fees because endowment is related to service cost and not application fees paid.

The following general requirement applies:

- Access road from the B1 National road (Windhoek - Rehoboth) should be as per Roads Authority letter dated 16 December 2021.
- The building line for properties along the B1 National road (Windhoek - Rehoboth) should be 100 metre from centre line of the B1 National road.

- No direct erf access to any of portions will be allowed from the B1 National road (Windhoek - Rehoboth).
- No access will be allowed within 20 metre from any of the intersection, measured from the intersecting kerbs.
- Provision should be made to prevent accessing the B1 National Road (Windhoek - Rehoboth) from any position than the authorised access point.

- **Urban Planning**

The proposed application contradicts the essence of the draft Windhoek Structure Plan currently in circulation which aims at establishing a compact city and avoid further urban sprawl, hence it does not allow further subdivision of farmlands for intensified settlement other than the designated growth points as identified or lower intensity subdivision to allow for rural residence.

Furthermore, an application of this magnitude requires a thorough environmental assessment due to services required to service the number of subdivided parcels to be formed which is not available.

Finally, infrastructure provision is not adequately addressed for the proposed development, hence cannot be evaluated, but given the location and general absence of any services in the vicinity is unlikely to be financially viable and/or environmentally sustainable.

The application is not supported.

- **Roads and Stormwater**

This division has no objection to the proposed subdivision of the Remainder of Portion 4 of Farm Naruchas No. 254 into eighty five (85) Portions: Provided:

- That the applicant submits a detailed layout plan with contours.
- That the applicant appoints a registered professional Engineer to compile a detailed 50-year flood report of the river(s) and other stormwater courses at own cost and risk.
- That the applicant applies the conditions as stipulated in the detailed 50-year flood report.
- That the applicant accepts the outcome of the detailed 50-year flood report, and if allowed by the flood report, appoints a registered professional Engineer to submit detailed engineering plans as to how the proposed portion is to be protected against any potential flood damage.
- That no adjacent or opposite property be negatively affected by the proposed development along any river or stormwater course.

- That no development be allowed within the 50-year flood level of any river or stormwater course.
- That no development be allowed onto or over any stormwater system or structure.
- That any stormwater crossing be accommodative of at least a 50-year flood.
- That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Town Planning Scheme.
- That prior approval must be obtained from the Strategic Executive: Urban and Transport Planning if the accommodation of the stormwater on the portion is contemplated.
- That Engineering drawings on how the stormwater would be accommodated to the satisfaction of the Strategic Executive: Urban and Transport Planning, be submitted for approval simultaneously with the building plans.
- That all existing stormwater pipes, outlets and inlets or any other stormwater system be clearly indicated on all building plans submitted prior to the approval thereof.
- That no building plan be approved until the above stormwater conditions are met.
- That a condition for the resale of this property be included in the Title Deed of the erf, whereby transfer to a third party only take place with confirmation of the Municipal Council of Windhoek. [Approval will only be granted after the Strategic Executive: Urban and Transport Planning has certified that the stormwater has been accommodated satisfactorily.]
- That roads and stormwater be planned, designed and constructed to municipal standard.
- That it be recommended that Portions 75, 57, 58, 66, 60, 61, 62, 39, 40, 41, 42, 81, 82, 83, 71, 70, 69, 68, 8, 7, 6, 26, 27, 28, 29, 5, 4, 4, 3, 2, 63, 38, 37, 44, 24, 28, 29, 30 and 15 of the proposed Remainder of Portion 4 of Farm Naruchas No. 254, as well as any other Portions on the Remainder of Portion 4 of Farm Naruchas No. 254, that is affected by stormwater, be sold with the relevant stormwater conditions as listed above.
- That access and 'right of way' servitudes be registered according to the conditions as stipulated by the Strategic Executive: Urban and Transport Planning.

- That the Roads Authority access conditions for the proposed access point onto the B1 (Windhoek to Rehoboth) Trunk road, be adhered to by the client.
- That should any roads be required to be taken over, which should be confirmed first, a Development Agreement, be signed.

- **Engineering Services and Bulk Water and Waste Water**

Insufficient information regarding the provision of services were provided, hence the application cannot be supported on technical grounds. With regards to water and sewer the absence of an Environmental Impact Assessment is also of considerable concern. In general, the following will be required:

- No existing Bulk Water and Sewer Services are available for Portion 4 of Farm Naruchas No. 254.
- All cost for the provision of bulk and internal services for the development shall be borne by the Developer. This shall include the cost of bulk infrastructure upstream and downstream from the development.
- It must be noted that an application for their own water supply from NamWater must be submitted through the Municipal Council of Windhoek, if applicable.
- The Developer has to provide its own water storage (reservoir) for the development with a storage capacity of 48 hours.
- The Municipal Council of Windhoek will not be held responsible for the provision of water if the groundwater supply deteriorates.
- The Developer must appoint a registered professional Engineer to propose an acceptable waste water disposal system subject to the condition that no pollution of the ground water occurs and further provide that there will be no health risks to the users and surrounding residents. Final effluent shall at all times comply with applicable legislation. The possibility to re-use the purified effluent for irrigation purposes must be considered and all costs involved will be for the Developer's account.
- The sewer system and proposed treatment of waste water must be submitted to the Strategic Executive: Infrastructure, Water and Technical Services for approval. The issuing of the waste water discharge permit must be subject to the adherence of all conditions pertaining to such permit. Only full waterborne waste systems should be utilised and all Windhoek service standards should apply.

- Final effluent from a treatment facility shall comply with the Special Discharge Standards as prescribed by the Directorate of Water Affairs. No oxidation or other open pond system or holding system shall be allowed.
- No erven may be developed within a radius of 500 metre from a Treatment Plant. Engineering Services Division should be consulted during the planning stage of a Treatment Plant, before starting with detailed designs, for conceptual discussions.
- A waste water treatment plant forms part of the development and the operations and maintenance thereof will be the responsibility of the Developer/Home Owner's Association/Governing Body Corporate'.
- For the design of water and sewer related services, the Developer is required to appoint a professionally registered Engineer, to compile a comprehensive Design Report. This should be done in line with comments and recommendations of the existing master plans, if applicable. The Design Report should be submitted by the appointed Engineer to the Strategic Executive: Infrastructure, Water and Technical Services (Engineering Services Division) for approval before starting with detailed water and sewer infrastructure designs. All costs involved due to the design report will be for the Developer's account.
- The design report should stipulate at least the following:
 - The expected water demand for the development.
 - Whether fire-fighting requirements will be met.
 - It should be indicated how access to an existing water supply source or linkage to an existing water supply network will cater for the water demand of the development.
 - An analysis of the impact of the proposed development on the existing bulk water infrastructure as well as on the existing water supply source by taking the existing water demand as well as the additional water demand, due to the proposed development, into account. This is to confirm that the capacity of the existing water supply source as well as the existing bulk water infrastructure is sufficient to cater for the demand of the development as well as the existing demands of exiting townships. If the outcome of the report determines that any of these services are insufficient, the report should state how these will be catered for (if applicable).

- The minimum and maximum pressures in the reticulation network under peak- and low-flow demand for the proposed development, as well as in the applicable pressure zone.
- The calculated design waste water generated by the development.
- It should be clearly stated how the generated waste water will be disposed of.
- An analysis of the impact of the development on any existing bulk sewer infrastructure downstream of the point of connection, as well as the impact on the existing waste water treatment plant by taking the existing sewer discharge as well as the additional sewer discharge, due to the proposed development, into account. This is to confirm that the capacity of the existing bulk sewer infrastructure as well as the existing waste water treatment plant is sufficient to cater for the additional generated effluent due to the proposed development. If the outcome of the report determines that any of these services are insufficient, the report should state how these will be catered for (if applicable).
- It should be clearly stated who will take ownership of the water and sewer infrastructure and who will be responsible for the maintenance and operations thereof.
- The design report to include detailed design calculations, assumptions and clear referencing to Standards used in the calculations of water demands, sewer flows, pipe capacities, storage requirements, treatment capacities, etc.
- An Environmental Impact Assessment (EIA) should be submitted along with the Design Report and should clearly confirm the following:
 - The proposed treatment of waste water will have no negative impact on any water sources and/or aquifers.
 - The minimum recommended distance between the waste water treatment facility and any water source.
 - A quality analysis of the water quality of the water source.
 - A comprehensive Geo-hydrological Study that should confirm the sustainable supply of the water source. This shall include Test Pumping Data and Abstraction Rates for boreholes.

- An Environmental Clearance Certificate for the proposed treatment of waste water should be submitted along with the Design Report.
- After approval of the Design Report, all final designs for water and waste water infrastructure should be submitted by the appointed Engineer to the Strategic Executive: Infrastructure, Water and Technical Services for approval before construction commences. All cost for the provision of bulk and internal services for the development, as well as any upgrading of services if applicable, shall be borne by the Developer.
- Building plans will only be approved after water and sewer services are installed and taken over by Municipal Council of Windhoek as per approved design report and designs.
- Any water and sewer infrastructure to be transferred to Municipal Council of Windhoek has to comply with the standard conditions to large subdivisions in respect of services. Standard conditions applicable for water and sewerage services.

The following standard conditions applicable should further be noted:

- The design of the water and sewerage reticulation networks, as well as waste water treatment plants, reservoirs and pump stations, must be done by professionally registered Engineer.
- The design of the water and sewerage reticulation networks, as well as waste water treatment plants, reservoirs and pump stations, must be done according to the standards and specifications of the Strategic Executive: Infrastructure, Water and Technical Services and must be submitted for approval by the Developer to the Strategic Executive: Infrastructure, Water and Technical Services before any work may proceed.
- The design criteria are to be in accordance with the '*Guidelines for Human Settlement, Planning and Design*' as published by the Council of Scientific and Industrial Research (CSIR), available on-line at http://www.csir.co.za/Built_environment/RedBook/.
- Materials and construction standards are to comply with the latest edition of the South African National Standards (SANS) 1200.
- Water reticulation networks must connect to the existing main services provided by NamWater or the Municipal Council of Windhoek and all connection points must be approved by the Municipal Council of Windhoek.
- The design of the water and sewerage reticulation networks, as well as waste water treatment plants, reservoirs and pump stations must be done on a Computer Aided Dispatch (CAD) system adaptable to the system used by the Municipal Council of Windhoek and the information will be made available to the Chief Engineer: Engineering Services.

- A complete set of as-built drawings (paper copies and electronically) must be submitted to the Strategic Executive: Infrastructure, Water and Technical Services or his representative once the project is completed. As-built information shall include a list of co-ordinates for all manholes (invert and cover levels) within the sewer networks and for all valves, hydrants, bends and T-connections within the water networks.
- The existing water, sewer, electricity and telecom services must be indicated on the construction drawings. The Developer will be held responsible for any damages to existing services.
- Professionally registered Engineers must supervise the construction of the water and sewerage reticulation networks, as well as waste water treatment plants, reservoirs and pump stations, to ensure that the work is done to the satisfaction of the Strategic Executive: Infrastructure, Water and Technical Services and a Certificate of Acceptance shall be submitted by the Developer's Engineer to certify that construction conforms to the design and approved drawings.
- A Quality Monitor Officer should be assigned by Strategic Executive: Infrastructure, Water and Technical Services, Engineering Services Division before starting with construction works where works should be taken over by the Municipal Council of Windhoek.
- After the construction period, all the new services must be inspected by the Chief Engineers: Engineering Services and Bulk and Waste Water or their respective representatives at an official site inspection whereafter a Certificate of Completion will be issued to the Developer.
- No building plans will be approved before water and sewer infrastructure is taken over by Municipal Council of Windhoek as per approved Design Report and Designs.
- The Developer must bear the full costs of all water and sewer services (as well as waste water treatment plants, reservoirs and pump stations, if applicable), including the professional fees for planning, design and supervision costs and the construction costs.
- The Developer will be held responsible by the Strategic Executive: Infrastructure, Water and Technical Services for a retention period of twelve (12) months on the water and sewerage reticulation networks (as well as reservoirs and pump stations if applicable) after completion and take-over of the works. This will only be applicable where services are taken over by the Municipal Council of Windhoek.

- The operation and maintenance of a waste water treatment plant shall be the responsibility of the Developer for a predetermined number of years as described in the Development Agreement which will dictate taking over pre-conditions (if applicable).
- The Municipal Council of Windhoek will not be able to take-over the services immediately and to do any maintenance on the water and sewerage reticulation networks. The Developer will be responsible to do maintenance on all the water and sewerage reticulation networks until such time that the Municipal Council of Windhoek will be able to take-over the services. The Strategic Executive: Infrastructure, Water and Technical Services should be contacted regarding the taking-over of services.
- If it comes to the attention of the Municipal Council of Windhoek that any of the works constructed by the Developer are at fault, no further developments will be permitted and no building plans will be approved until such time that the works are rectified to the satisfaction of the Chief Engineers: Engineering Services and bulk and Waste Water.

- **Bulk Water and Waste Water**

The application cannot be supported in the current format and the following matters to be addressed by the applicant.

- That a comprehensive hydrogeological assessment or study is required and submitted before the Municipal Council of Windhoek will consider any application for sinking of boreholes. The assessment can be either as a standalone study or as a specialist report of an overall environmental assessment and it should address the following matters:
 - Biophysical description of the area.
 - The expected water demand for the entire area.
 - The study report should indicate how access to an existing water supply source or linkage to an existing water supply network will cater for the water demand of the development.
 - Provides details of alternative water sources for the development and assess their feasibility.
 - Provides details of the current and projected water demand for the proposed development, outlining how the water source chosen will meet such demand over the stated futures.

- An analysis of the impact of the development on the existing water supply source by taking the existing water demand as well as the additional water demand, due to the development, into account. This is to confirm that the capacity of the existing water supply source is sufficient to cater for the new development. If the outcome of the report determines that the existing water supply source and alternative supply source are insufficient, the report should state how these shortages will be catered for, if applicable.
- The potential impacts of the development on the groundwater resource of the surrounding area, considering both quality and quantity.
- The applicant to take note that should groundwater be the most feasible water supply source for the development, a scheme comprising a limited number of boreholes for water supply will be considered and not the sinking of boreholes on each individual portion.
- The views of surrounding neighbouring farmers or properties are considered in relation to groundwater resource utilisation and management, in light of the envisaged development.
- It should be noted that individual application for the drilling of boreholes will not be considered from new owners of portions but only from the owner of Remainder of Portion 4 of Farm Naruchas No. 254 or any association that may be formed and representing all plot owners.
- The applicant to take note of requirements in respect of environmental legislation on establishment of a groundwater scheme.

Comments from the Strategic Executive: Electricity

- Technical support

The Municipal Council of Windhoek does not have any network infrastructure in the area at this stage and provision of electricity in the Namibia's rural areas are usually supplied by NamPower, should the proposed establishment be close to their existing grid. The applicant and/or their electrical engineering Consultant must approach NamPower for a possible connection point and the applicant/Developers will be responsible for all cost related thereto.

The design of the MV and LV reticulation must adhere to all Namibian Standards, in particular NamPower, thw Municipal Council of Windhoek and the Electricity Control Board (ECB) distribution and township development standards.

The applicant and/or consulting Engineers are advised to approach NamPower well in advance; before any layout and building plans are approved to allow them ample time to determine whether the existing network will be able to handle any additional loading as a result of the new development.

Where MV/HV overhead lines are in close proximity and servitudes have not been registered, the following horizontal clearing width applies for allowing access to the line and for safety reasons:

- 220/132 kV - 25 metre either side of the overhead line structure; and
- 66/33/22/19/11 kV - 11 metre either side of the overhead line structure; and therefore, no permanent structure is to be erected within the stipulated area.

The township development guidelines with regard to the MV and LV Reticulation Networks can be requested in writing from the Department of Electricity of the Municipal Council of Windhoek.

Comments from the Strategic Executive: Economic Development and Community Services

- Health and Environmental Management

An Environmental Impact Assessment (EIA) report should be submitted to the Health and Environment Services Division for review before submitting it to the Environmental Commissioner for a decision. An Environmental Clearance Certificate (ECC) is required before the application can be supported and submitted for consideration.

- Sustainable Development evaluation

The Municipal Council of Windhoek is in the final stages of completing the new Windhoek Structure Plan. This essential guiding document is in its final draft form and is currently undergoing the last round of consultations before being submitted for formal consideration.

The comprehensive studies conducted as part of the structure plan highlight the future development strategy for Windhoek, which centres on curbing urban sprawl and promoting a more compact city design. The core strategy emphasises the efficient use of existing services to accommodate growth in a cost-effective and orderly manner. To achieve this, the plan focuses on infill development and the redevelopment of brownfield sites. This approach aims to increase density and provide a greater mix of land uses, thereby supporting crucial complementary services such as public transportation, city policing, fire and emergency services, and more.

In line with this vision, the establishment of remote settlements - particularly those located more than 70 kilometers from existing urban infrastructure - is strongly discouraged. Past instances where such developments were permitted have resulted in poorly serviced sites. These sites were often sold to individual owners, who later sought services from the Municipal Council of Windhoek, despite the inadequate provisions made by the original developers.

This new structure plan seeks to rectify these issues by ensuring that future developments align with the broader goals of creating a sustainable, well-serviced and vibrant urban environment for Windhoek.

The applicant also did not proof the financial viability or the environmental sustainability of the proposed development. In the absence of any services considerable concern regarding specifically the provision of water and sewer services prevails, which concern is reflected in objections received.

This application therefore represents a contradiction of the future development aims of the city in addition to the fact that it has a number of technical shortcomings, environmental and technical studies towards the provision of services, hence is not supported.

- **Waiver of endowment fees in lieu of the paid application fees**

The application for the request to waive endowment fees (compensation) in lieu of the paid application fees represent a misinterpretation of the purpose of these statutory fees. In essence endowment fees/compensation is provided in lieu of the provision of supporting bulk infrastructure, public amenities, etc. which has nothing to do with the administrative charge for evaluating the application. bulk and service infrastructure is not adequately covered in the development proposal; hence the request could not be evaluated and/or considered.

Conclusion

The application to subdivide the Remainder of Portion 4, of Farm Naruchas No. 254 into eighty five (85) Portions and the Remainder and the application to waive endowment fees in lieu of the paid application fees is not supported.

Management Committee, having considered the matter

RECOMMENDED

- 1 That the application for the subdivision of the Remainder of Portion 4, of Farm Naruchas No. 254 into eighty five (85) Portions and Remainder not be recommended to the Urban and Regional Planning Board in terms of section 109(2) of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) due to the following:
 - 1.1 The applicant is developing in an isolated, unspoilt natural environment in the absence of any environmental studies pertaining to possible unique and delicate ecosystems, potential habitat destruction, loss of biodiversity, and/or disruption of wildlife corridors.

- 1.2 The absence of any municipal services indicates to reliance on groundwater, but without any proof of relevant geohydrological studies to confirm availability, suitability or sufficiency.
- 1.3 Objections from nearby land owners highlighting environmental and groundwater concerns.
- 1.4 An isolated subdivision isolated translates into long commutes to work, schools, and essential services, leading to increased traffic, higher transportation costs, and greater carbon emissions.
- 1.5 The proposed development in an isolated area goes against principles of sustainable urban planning, which advocate for higher density living and minimising urban sprawl to protect natural landscapes.
- 1.6 Further to paragraph 1.5 above, the application contradicts the development objectives and principles established during extensive studies and compilation of the draft Windhoek Urban Structure Plan advocating against urban sprawl and isolated development with no access to education, health care, emergency services, etc.
- 2 That it be noted that the application for the waiver of endowment fees/compensation in lieu of application fees could not be evaluated and/or considered as the proposed link between compensation and application fees could not be established.
- 3 That paragraph 1.2 of Item FNS.2 of the Management Committee meeting held on 5 February 2019 be amended to be in line with the provisions of the draft Urban Structure Plan for Windhoek in terms of the subdivision of farm land until such time as the Structure Plan has been approved by the Minister.
- 4 That it be noted that in terms of section 110 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) any person who is aggrieved by the decision of the local authority may appeal against that decision to the Minister.
- 4.1 That the Notice of the Appeal and the Grounds for the Appeal be lodged within twenty one (21) days from the date of this Notice to the Minister and local authority whose decision is the subject of the appeal.
- 5 That the resolution be implemented prior to confirmation of the minutes.

[Municipal Council Agenda: 2024-08-29]

10.3.19

IND.2 [UTP] APPLICATION FOR THE SUBDIVISION OF PORTION 304 OF WINDHOEK TOWN AND TOWNLAND NO. 31 AND SUBSEQUENT TOWNSHIP ESTABLISHMENT TO BE KNOWN AS OTJOMUISE EXTENSION 12 (304/WT&TL/31)

Introduction

An application was submitted by HEH Urban Nest Creations Town Planning Consultants on behalf of Omba Holdings (Pty) Ltd.

The application sought approval for the subdivision of Portion 304 of Windhoek Town and Townland No. 31 and subsequently township establishment (layout approval) on Portion 304 of Windhoek Town and Townland No. 31 for residential development. The application further seeks for the cancelation of General Plan No. K 395. General Plan No. K 395 is an existing plan which was approved with previously proposed design for the area. Accordingly, the existing General Plan must first be cancelled prior to the registration of the new General Plan for the proposed new township.

The site earmarked for the establishment of the new township extension is a green field area envisaged for service delivery via the Public Private Partnership (PPP) Agreement entered between the Municipal Council of Windhoek and Omba Holding Pty (Ltd). The Shareholders of Omba Holdings (Pty) Ltd are as follows:

- Mr Bonni Paulino and;
- Ms Alushe Hitula.

It is worth noting that Council per Resolution 161/07/2023, **attached as [pages 609 - 613 to the agenda](#)**, approved the negotiation of an early exit from ongoing Public Private Partnership (PPP) agreements. Pertaining to the agreement with Omba Holding Pty (Ltd) the following provision apply:

- 8 *That it be noted that projects outlined fully in paragraphs 1 and 3 to 3.3 above that are at the **statutory planning phase**, do not meet the requirement for Early Exit in their current form, the said projects will qualify for Early Exit and considered accordingly when they attain a subdivision layout approved by the Urban and Regional Planning Board and other requirements set out under paragraphs 5 to 5.11 above.*

Accordingly, as soon as the proposed planning procedure is completed the agreement would become eligible for contract exit negotiations.

The application and all other supporting documentation as submitted by the applicant are **attached as [pages 614 - 661 to the agenda](#)**.

Locality, size and topography

Portion 304 (a portion of portion B) of the Farm Windhoek Town and Townlands No. 31 is situated on the most northwestern suburbs of Windhoek on the outskirts of the Goreangab Dam. This land is strategically located adjacent to the fast-growing Otjomuise suburb. Portion 304 is measuring 12.4 hectares in extent. The locality of Portion 304 and the erf diagram of the portion are attached as [page 618](#) respectively to the agenda.

Ownership

The piece of land in question is owned and registered under direct ownership of the Municipal Council of Windhoek by way of Certificate of Registered Title 1761/2016.

Need and desirability

The envisaged township development is endorsed by prominent recommendations captured in the Windhoek Guide Plan (1980), the Windhoek Structure Plan (1996) and the draft Windhoek Structure Plan (2023) with reference towards future planning and development of the City of Windhoek. Specifically, Portion 304 of Windhoek Town and Townland No. 31 is identified as an ideal portion of developable land with opportunities to address the persistence socio-economic issue of inaccessibility to affordable housing and serviced urban land.

The site is ideally located and suitable for the intended development. The desirability is confirmed through the layout design approach which took into consideration site development opportunities and constraints strengthened through technical comments received from various specialist technical divisions within the city.

Proposed Development

The development comprising of a new township with a total of one hundred and forty six (146) erven with complimentary land uses is proposed. The layout reflects a township integrated with adjacent developments in the area in terms of land use sharing and functionality. The concept further proposes an opportunity of live, work and play enhancing the socio-economic functionality of a neighborhood. This can be justified by several different land uses that are catered for in the proposed townships such as, residential, businesses, institution and functional public open space which are located within the proximity of each other.

The proposed single and general residential erven sizes ranges between $\pm 302\text{m}^2$ to 5294m^2 with a density of $1:250\text{m}^2$ and $1:100\text{m}^2$ respectively. The proposed variety in erven sizes are designed to create the required housing variety to be able to choose from and further allows for better individual affordability.

With the focus to compliment developments in the immediate and adjacent neighborhoods, the proposed business centres are allocated along an accessible route network, with encouragement of pedestrian walkways and ease of motorist circulation within the neighborhoods. On the southern side of the development, there is a proposed business park situated within the close proximity of the proposed Otjomuise Extension 12 and makes provision for communal braai stands, incubation centre, open market, post office, car washes and a few business erven. The combination of the two (2) proposed township adjacent to

each is planned and designed with the focus to find solution and address the provision of housing, job creation, economic diversification, the provision of social infrastructure and services and improve the well-being of inhabitants.

The layout for this township is **attached as [page 620](#) to the agenda:**

Land use	Total number of erven	Potential number of dwelling units	Estimated population at an average household size of 3.8 (2020)
Residential @ 1:250 m ²	127	127	482
General residential @ 1:100 m ²	5	190	722
Business @ bulk of 0.4	2		
Institutional	1		
Municipal	3		
Public open space	7		
Total	146 (erven)	317 (dwelling units)	1204 (people)

Proposed townships and streets names

The applicant seeks for the consideration of the establishment of the township to be known as: **Otjomuise Extension 12.**

The street name theme for the existing proclaimed township of Otjomuise and its extensions is named after capital and major cities of countries that have contributed to the independence of Namibia' as approved under Council Resolution 205/06/2001, **attached as [pages 644 - 647](#) to the agenda.** This theme is therefore extended to the proposed development. The five (5) proposed streets in the proposed township should also be named after the below listed major cities:

- Mansa (Zambia);
- Chinsali (Zambia);
- Serenje (Zambia);
- Kitunda (Tanzania); and
- Mahoro (Tanzania).

The abovementioned street names as listed under Council Resolution 205/06/2001, be referred to the Street and Place Naming Committee for consideration.

Motivation

The current global population trend indicates that the world is becoming urbanised. In Namibia, statistics by the Namibia Statistic Agency recorded in 2022, indicates that the percentage of the population living in urban areas is now stands 53.96 %. This trend is expected to continue in the years to come. The continued increase in urban population places tremendous pressure on local authorities, including the Municipal Council of Windhoek. The pressure on local authorities, and more especially on Windhoek, is in a form of, amongst others, a huge housing backlog across all income categories. This therefore calls

for local authorities to be proactive in accommodating the rapid growth of urban population or bear the consequences thereof. In order to address this pressure, the Municipal Council of Windhoek entered into a Joint Venture Development Agreement with Omba Holding (Pty) Ltd for the provision of service land and housing structures in Otjomuise Extension 12.

The identification of the site under consideration is ideally located for residential development. Through the interlinking route networks, the identified site provides an easy access to the city centre as well as the northern and southern suburbs. As such the selected site provides significant impact on supply of affordable and variety of housing options, service land and urban infrastructures, and socio-economic opportunities.

The proposed township development is further expected to bring forth a state of vibrancy, self-reliance, and sustainable neighborhood, with anticipated economical activities to benefit other similar envisioned development and the existing nearby townships.

Based on the above, the proposed development can therefore be supported, provided that all relevant technical aspects are adhered and addressed to avoid contributing to institutional liabilities.

Municipal services

All proposed erven will be fully serviced i.e., water and sewer reticulation with individual connections fully designed and constructed. Appropriate stormwater management systems constructed and complete with electricity, reticulation for individual connections. Contribution towards bulk service charges will be calculated and applied in line with the Municipal Council of Windhoek's applicable policy. The provision of municipal services will be at the developer's costs and to the Municipal Council of Windhoek's technical standards facilitated by the Land Delivery Division (Strategic Executive: Housing, Property Management and Human Settlement).

A Development Agreement (DA) will be signed between the developer and the Municipal Council of Windhoek which will regulate the provision of internal reticulation of municipal services before they can be handed over to the Municipal Council of Windhoek and capture the fact that development rights have been allocated to the property. All service installations will be required to be in line with the Municipal Council of Windhoek's requirements.

Road network and access

Access to the proposed township development will be through from the South, with future access points being created along the northern boundaries in future linking to development Otjomuise Extension 13. Within the township development, the layout accommodates internal streets with 13 metre and 15 metre widths to provide access to individual erven whereas the different townships will be connected through arterial roads with 20 metre and 25 metre wide streets. All proposed streets and road access must be developed in accordance with the Municipal Council of Windhoek's requirements and specifications. Compliance with the Sustainable Urban Transport Master Plan must be confirmed by the Department of Urban and Transport Planning during the design stage and prior to the installation of the services.

Technical comments

The application was circulated for comments and the following can be reported:

Comments from the Strategic Executive: Electricity

- Technical Support

There is in principle no objection to the application submitted for the application for the subdivision of Portion 304 of Windhoek Town and Townland No. 1 and subsequent township establishment to be known as Otjomuise Extension 12: Provided:

- That the Developer appoint an Electrical Engineering Consultant firm with professional Engineers registered with the Engineering Council of Namibia, who shall submit the internal electrical network design and load demand for the Otjomuise Extension 12 Development, so that the need can be accommodated in the existing network study.
- That all substation designs, line designs and electrical installations be per the Municipal Council of Windhoek's standards, and all related electrical servitudes (e.g. overhead lines, all substations, cables) must be registered in favour of the Municipal Council of Windhoek.
- That all substations (Distribution Stations and Miniature Substations) be allocated an erf where they will be built. No electrical substations to be installed on the sidewalk, except Medium Voltage and Low Voltage cables, Streetlights, Kiosks and Pillar boxes.
- That all electrical services design drawings, and internal reticulations must be submitted to the Strategic Executives: Electricity, for approval.
- That during project implementation, the Developer's engineering representative at all times engage the quality monitoring official from the Department of Electricity, for all inspections and testing required.
- That a formal application be written to the Strategic Executive: Electricity for connection of the new network reticulation and that network contribution plus supply connection to paid accordingly as charged according to the National Connection Charge Policy.
- That complete built drawings, including all protection if there is any and Quality Assurance Manuals be submitted to the Strategic Executive: Electricity at completion in AUTOCAD 2014 or latest and PDF.

- That the applicant and/or their Electrical Engineering Consultant approach the Department of Electricity well in advance; before any layout and building plans are approved to allow them ample time to determine whether the existing network will be able to handle any additional loading because of the new development, and that all cost related thereto be for the applicant/developers account.
- That the Strategic Executive: Electricity does not foresee any difficulties in providing the electrical bulk services, based on the demand, from the Haloid 66/11 kV Load Centre to the development.
- That it be noted that a connection charge may be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to consult directly with the Strategic Executive: Electricity for information on connection charges.
- That the design of the MV and LV reticulation adhere to all Namibian Standards, in particular the Municipal Council of Windhoek's Planning and Design Guidelines.
- That where MV/HV overhead lines are in close proximity and servitudes have not been registered, the following horizontal clearing width applies for allowing access to the line and for safety reasons:
 - 220/132 kV - 25 metre either side of the overhead line structure.
 - 66/33/22/19/11 kV - 11 metre either side of the overhead line structure; and therefore **no permanent structure is be erected within the stipulated area.**
 - No permanent structures should be erected within any powerline servitude area.
 - A minimum vertical working clearance of up to 4.3 metre from ground and horizontal working clearance of up to 2.9 metre from body centre line needs to be maintained at all times, possible during road construction parallel or perpendicular to the line or crossing underneath the line with machineries/trucks etc.
 - Encroaching this clearance will result in electric shocks and hence fatalities.

The Planning and Design guidelines with regard to the MV and LV Reticulation Networks can be requested in writing from the Department of Electricity of the Municipal Council of Windhoek.

Comments from the Strategic Executive: Infrastructure, Water and Technical Services

- Engineering Services

Otjomuise Extension 12 development is situated nearby the Western reservoir water supply pressure zone. Further investigation needs to be conducted to determine whether this development can be supplied with water from the Western pressure zone.

Otjomuise Extension 12 slopes in a Northern direction. No existing bulk sewer lines are situated north of this development. It should also be noted that Otjomuise Extension 12 cannot gravitate to the existing sewer system due to the topography.

The Development Proposal indicates that the Developer intends to increase the densities to 1:100. This will have an impact on existing water and sewer infrastructure due to the densification.

Some sewer lines are situated within the area of Otjomuise Extension 12.

For the design of water and sewer related services, the Developer is required to appoint a Professionally Registered Engineer, to compile a comprehensive Design Report, fully investigating the impact of the proposed development on both the bulk water and bulk sewer infrastructure. This should be done in line with comments and recommendations of the existing Master Plans. The Design Report should be submitted by the appointed Engineer to the Strategic Executive: Infrastructure, Water and Technical Services for approval, before starting with detail water and sewer infrastructure designs. All costs involved due to the Design Report will be for the Developer's account.

The following will be subject to consideration of the development:

- The existing sewer lines within Otjomuise Extension 12 should be relocated as per the revised layout where needed.
- The Developer should appoint a Registered Professional Engineer to submit a Design Report that should stipulate at least the following:
 - The expected water demand for the proposed development.
 - Whether water supply requirements will be met with sufficient pressure during peak flows and fire flow.
 - Whether fire-fighting requirements will be met.
 - How access to an existing water supply source or linkage to an existing water supply network will cater for the water demand of the development.

- An analysis of the impact of the proposed development on the existing bulk water infrastructure within the Western Reservoir pressure zone, as well as on the existing water supply source by taking the existing water demand as well as the additional water demand, due to the development, into account. The Developer to provide a full hydraulic analyses and WADISO model to proof that the development can be fully supplied with sufficient pressure.
- The minimum and maximum pressures within the municipal reticulation network of that pressure zone under peak- and low-flow demand.
- The calculated design waste water generated by the proposed development.
- How the generated waste water will be disposed of.
- An analysis of the impact of the proposed development on the existing municipal bulk sewer infrastructure downstream of the point of connection, by taking the existing sewer discharge as well as the additional sewer discharge, due to the development, into account. The Developer to provide full hydraulic analyses and SEWSAN model to proof that the sewer infrastructure downstream of the development is sufficient to convey the sewer generated from the development in addition to the current load for which it was designed, without compromising the integrity of the existing infrastructure.
- The design report to include detailed design calculations, assumptions and clear referencing to Standards used in the calculations of water demands, sewer flows, pipe capacities, storage requirements, treatment capacities, etc.
- That all cost for the provision of bulk and internal services for the development, as well as any upgrading of existing services, be borne by the Developer.
- That building plans only be approved after the design report is approved by the Strategic Executive: Infrastructure, Water and Technical Services, and after water and sewer services are installed/upgraded and taken over by the Municipal Council of Windhoek as per approved Design Report and designs.
- That Design criteria are to be in accordance with the '*Neighbourhood Planning and Design Guide*' as published by the Council of Scientific and Industrial Research (CSIR), available on-line at http://www.csir.co.za/Built_environment/RedBook/.

- That any additional requirements with regard to water and sewer services will be for the cost of the applicant, subject to approval by the Strategic Executive: Infrastructure, Water and Technical Services.

Further to the above comments, the following conditions apply for all developments (Municipal Council of Windhoek, Private Developments, Public Private Partnership (PPP), etc.):

- The design of the water and sewerage reticulation networks, as well as waste water treatment plants, reservoirs and pump stations if applicable, must be done by Professionally Registered Engineer's (details to be submitted for approval before design work commences).
- The design of the water and sewerage reticulation networks, as well as waste water treatment plants, reservoirs and pump stations if applicable, must be done according to the standards and specifications of the Strategic Executive: Infrastructure, Water and Technical Services and must be submitted for approval by the applicant to the Strategic Executive: Infrastructure, Water and Technical Services before any work may proceed.
- Design criteria are to be in accordance with the '*Guidelines for Human Settlement, Planning and Design*' as published by the Council of Scientific and Industrial Research (CSIR), available on-line at http://www.csir.co.za/Built_environment/RedBook/.
- Materials and construction standards are to comply with the latest edition of SANS 1200 and the Municipal Council of Windhoek special standards.
- Water reticulation networks must connect to the existing main services provided by NamWater or the Municipal Council of Windhoek and all connection points must be approved by the Municipal Council of Windhoek.
- The design of the water and sewerage reticulation networks, as well as waste water treatment plants, reservoirs and pump stations if applicable, must be done on a CAD system adaptable to the system used by the Municipal Council of Windhoek and the information will be made available to the Chief Engineer: Engineering Services. (A complete set of as-built drawings (paper copies and electronically), hydraulic models (WADISO and SEWSAN) must be submitted to the Strategic Executive: Infrastructure, Water and Technical Services or his representative once the project is completed.)
- The existing water, sewer, electricity and telecom services must be indicated on the construction drawings. The applicant will be held responsible for any damages to existing services.

- Professionally registered Engineers must supervise the construction of the water and sewerage reticulation networks, as well as waste water treatment plants, reservoirs and pump stations if applicable, to ensure that the work is done to the satisfaction of the Strategic Executive: Infrastructure, Water and Technical Services, and a Certificate of Acceptance shall be submitted by the applicant's Engineer to certify that construction conforms to the design and approved drawings.
- No deviations in-situ from the 'Released for Construction' drawings will be allowed, in the absence of preapproval from the Strategic Executive: Infrastructure, Water and Technical Services. The developer will be responsible to 'make good' these deviations where no such approval exist.
- After the construction period, all the new services must be inspected by the Chief Engineer: Engineering Services and Bulk and Waste Water or their respective representatives at an official site inspection where after a Certificate of Completion will be issued to the applicant.
- No building plan for any improvements will be approved without the proof of a Certificate of Completion of the water and sewerage infrastructure, as well as waste water treatment plants, reservoirs and pump stations, if applicable.
- The applicant must bear the full costs of all water and sewer services (as well as waste water treatment plants, reservoirs and pump stations, if applicable), including the professional fees for planning, design and supervision costs and the construction costs.
- The applicant will be held responsible by the Strategic Executive: Infrastructure, Water and Technical Services for a retention period of twelve (12) months on the water and sewerage reticulation networks (as well as reservoirs and pump stations if applicable) after completion and take-over of the works. This will only be applicable where services are taken over by the Municipal Council of Windhoek.
- The operation and maintenance of the waste water treatment plant shall be the responsibility of the applicant for a predetermined number of years as described in the Development Agreement which will dictate taking over pre-conditions (if applicable).
- There is a possibility that the Municipal Council of Windhoek will not be able to take-over the services and to do any maintenance on the water and sewerage reticulation networks. In this case, the applicant will then be responsible to do maintenance on all the water and sewerage reticulation networks until such time that the Municipal Council of Windhoek will be able to take over the services. The Chief Engineer: Bulk and Waste Water should be contacted regarding the taking-over of services.

- If it comes to the attention of the Municipal Council of Windhoek that any of the works constructed by the applicant are at fault, no further developments will be permitted and no building plans will be approved until such time that the works are rectified to the satisfaction of the Chief Engineers: Engineering Services and Bulk and Waste Water.

- **Solid Waste Management**

The division has no objection to the application. Provided that the following condition need to be adhered to:

- **Waste Containment**

- The applicants will be required to apply for a temporary waste storage container at Solid Waste Management Division offices located in Northern Industrial area, New Castle Street No. 50. The container is usually in a form of a 240 litre wheelie bins which will be charged according to the zoning of the area.
- The Solid Waste Management Division also makes provisions for the orange skip containers, for the containment of building rubbles and garden refuse.

- **Waste Transportation**

- All waste transporters will be required to be licensed as waste transporters as per Registration and Licensing strategy. Once licensed, the waste transporters will be issued with a certificate, valid for twelve months and the disc that will allow them to enter various disposal sites around the city.

- **Waste Disposal**

- All waste generated within the jurisdiction of the Municipal Council of Windhoek, are only allowed to be disposed of at an approved disposal sites. Building rubbles and garden refuse shall be disposed of at satellite sites. All health Care Risk Waste shall be disposed of at the Health Care Treatment Facility located at Solid Waste Management Division office premises in Northern Industrial area.

- **Recycling initiatives**

- As far as possible the applicant will be required to institute recycling and waste reduction initiative in order compliment city initiative on waste recycling, reduce and reuse as per Solid Waste Management regulations.

- **General**

- All waste removal services are subject to the relevant monthly waste management charges.
- All forms of illegal dumping will not be allowed.

Comments from the Strategic Executive: Housing, Property Management and Human Settlement

- **Land Delivery**

The following comments related to the proposed development of Otjomuise Extension 12 on behalf of the Housing and Land Delivery Division:

- It be noted that the division has no objection to the proposed township development of Otjomuise Extension 12.
- The division supports the proposed layout as per submitted documentation.
- It be emphasised that all technical comments from the different technical departments be carefully considered and implemented in the different development phases of the project.

Comments from the Strategic Executive: Economic Development and Community Services

- **Emergency Management**

In terms of the general fire protection requirements concerning a new subdivision planning design, the following is a pre-requisite as per applicable standards (SANS 10090 and SANS 10400).

- The designs for the layout and development must provide public fire hydrants, and the water reticulation supplying the hydrants, and must be designed in accordance with the applicable standard, by a competent engineer.
- Provision of access for firefighting and other related emergencies to the development must be provided, determining turning circles for emergency vehicles and the width of the streets, to accommodate all types of emergency vehicles.
- The designer of the building structures should consider the safety distance between the buildings, and plan designs must be submitted by client to the Building Control Division for fire protection scrutiny. The business and Institutional zoned areas must specify the activities intended on Building plans and comply with the national building standards for fire protection.

- **Parks**

The following protected tree species Aloe's, Acacia Erioloba and Boscia Albitrunca occurring in the proposed townships will not be compromised in the fate of development. Should it deem necessary to remove a protected tree species, it is the responsibility of the developer to replace one protected tree species with five (5) indigenous trees and plant the indigenous tree in the township as street trees. Only non-invasive roots indigenous trees should be planted as street trees, an official from Parks division can be consulted for advice on the type of trees. Before any development commence, the Parks division must be informed to inspect the township, identify protected tree species and guide the developers accordingly.

- **Environmental Management**

The need to update the existing infrastructures and additional of new ones need to be subjected to an environmental assessment process.

It should be noted that the Environmental Impact Assessment (EIA) study has been completed, of which the certificate is **attached as [pages 651 - 655](#) to the agenda.**

Comments from the Strategic Executive: Urban and Transport Planning

- **Road and Stormwater**

The division has no objection to the proposed Township Establishment of Otjomuise Extension 12. Provided:

- That the applicant submits an updated detailed 50-year flood report compiled by a registered professional Engineer of any river or and major stormwater courses, that incorporates and corresponds with the latest Layout, received on 03 June 2024.
- That the applicant applies the conditions as stipulated in the detailed 50-year flood report.
- That the applicant accepts the outcome of the detailed 50-year flood report, and if allowed by the flood report, appoints a registered professional engineer to submit detailed engineering plans as to how the proposed portions is to be protected against any potential flood damage.
- That no adjacent or opposite erven be negatively affected by the proposed development along any river or stormwater course.
- That no development will be allowed in the 50-year flood line of any river or stormwater course.
- That it be noted that the following Erven: 67, 68, 1, 8, 9, 10, 11, 12,13, 14, 15, 16, 130,129, 127, 128, 125 and 124, that are affected by stormwater be sold with relevant stormwater conditions.

- That it be noted from the latest layout (received on 29 May 2024) and with reference to the flood report dated 9 February 2024, that the eastern boundaries of the following Erven: 110,111, 112, 113, 114, 115, 116 and 117 requires to protected against a potential 1 in 50-year flood damage.
- In addition, it should be noted that the boundaries of Erven: 138, 47, 46, 82, 16 and 17, requires to be protected against a potential 1 in 50-year flood damage.
- That should any erf be recommended to be protected against any potential flood damage; the applicant submits detailed engineering drawings from the registered professional Engineer as to how the proposed erven is to be protected against any potential flood damage and the cost and risk be for the applicant.
- That no development be considered onto or over any stormwater system or structure.
- That any stormwater crossing be accommodative of at least the 50-year flood.
- That the applicant through the engineer's report, verify the extent of public open spaces to accommodate the required stormwater flow.
- That surface stormwater run-off be accommodated according to clause 35 of the Town Planning Scheme (see Info 35 of the Town Planning Scheme).
- That roads and stormwater be planned, designed and constructed to municipal standards.
- That the applicant confirms that the extension of the proposed 13 metre wide road reserve from Otjomuise Extension 13 into the proposed 15 metre wide road reserve of Otjomuise Extension 12, indicated on the layout plan as Rem Street (15 m wide), measures 15 metre wide and equally confirms that it aligns.
- That provision be made for a temporary road turning circle along the 15 metre wide road reserve that crosses the major stormwater course and links Extension 12 with 13, recommended to be within the proposed Extension 13 development.
- That provision be made for a bridge/culvert along the stormwater course where it crosses the 15 metre wide road reserve, connecting the proposed Otjomuise Extension 12 with Extension 13.

- **Traffic Flow**

The division has no further objection to the proposed layout subject to the following:

- That no access is allowed opposite an intersection, especially a major intersection.
- That no direct access or parking will be allowed from Katjikuru Katjiuongua Street (Düsseldorf Street).

- **Urban Policy**

Urban Policy Division has no objection to the proposed layout.

- **Public Transport**

The demand for transportation is growing hence future planning must be made to cater for the growing demand. Below are recommendations and considerations of the Sustainable Urban Transport Master Plan (SUTMP):

- The road design should be wide enough to accommodate bus and taxi stops, sidewalks and if possible, cycling lanes.
- Due to the growing demand for public transport, the proposed township should accommodate any future possible need for public transport infrastructure/stations (e.g. exchange/transit stations).
- Bus stops should not be more than 1 km apart.
- People should not walk more than 500 metre to a public transport facility (bus or taxi stop), the coverage should be measured by means of a service area 500 metre buffer from each public transport facility.
- Bus stops and taxi stops should be provided on both sides (directions) of the road, to cater for traffic in both directions.
- Proposed township designs should incorporate public transport facilities from the onset to avoid the cumbersome post planning process, the bus and taxi stop bays should be built during the land servicing phase and not as a request from residents when the houses are already built.
- In addition, public transport facilities (taxi ranks, taxi & bus stops) should be included in the design approval process of business areas, schools, universities, shopping malls, etc.

Public transport facility prioritisation per land use category

- **High - ‘business’, ‘institutional’, ‘municipal’ (offices) and ‘Government’**
 - Public transport facility must be provided on both sides of the road at each of these land use categories. In the case where these land use categories are next to each other a single public transport facility (on both sides of the road) can be provided to cater for these land uses, if all are covered by the 500 metre buffer of that bus or taxi stops.
- **Medium - ‘general residential’**
 - This land use category should be covered by any of the 500 metre buffer of the ‘high priority’ public transport facility. The ‘general residential’ land use category not covered by this buffer should be allocated public transport facility on both sides of the roads, close to the entrances.
- **Low - ‘residential’ and ‘public open spaces’**
 - The ‘high and medium’ public transport facility should each have a service area coverage (buffer) of 500 metre, the proposed township should be well covered by this 500 metre buffer. Public transport facility should be strategically placed at areas of foreseeable demand and locations to fill the service area gap of the high and medium identified locations.

Non-Motorised Transport (NMT)

Provisions for the vulnerable road users must be considered. Sidewalks and if applicable, bicycle lines shall be provided.

The safe access by foot or bicycle to destinations like schools, work, shops, malls, bus stops and other points of interest must be provided.

- Sidewalks are recommended to be at least 3.10 metre wide in each direction.
- Cycling lanes should not be less than 1.40 metre to each direction.
- A continuous paved sidewalk and Riverwalk network for pedestrians at this township portion will be beneficial to the Municipal Council of Windhoek.

Busses

The Municipal Council of Windhoek plans to improve the current bus operation by procuring new busses, including articulated busses. It is recommended in the Sustainable Urban Transport Master Plan (SUTMP) to operate the busses with a number of eighty (80) standard busses and in addition about thirty (30) articulated busses. The busses will operate in the normal traffic, until a time that bus rapid transit is introduced. These busses will have two (2) to three (3) wide doors meaning that the

boarding (loading) time and dropping (offloading) will be reduced significantly:

- Bus stops are recommended in general to be walkable within 400 metre or if this is not possible within 500 metre.
- Not all bus stop facility will require bays, as part of the Sustainable Urban Transport Master Plan (SUTMP) recommendation bus stops can now be on the road depending on safety and traffic flow principles and guidelines.
- Bus stops should be allocated on both side of the street to cater for a bus into both directions.

Recommended bus stop placement:

Bus stop 1: In front of Erven 1 and 2 (business) in Katjikuru Katjiuongua Street (old Dusseldorf Street)

Taxi

In Namibia, particularly within the City of Windhoek, most people travel by taxis. Taxis as a mode of transport remains one of the most reliable and relatively affordable means of transport for most Namibians, especially because the municipal bus service is not matching the demand for the needs of mobility of the population. It is imperative that the Municipal Council of Windhoek makes provision for infrastructure that caters for taxi users, e.g. taxi stops and taxi ranks:

- The most notable difference between the taxi stop and taxi rank is that, a taxi rank is a facility where drivers can stand idle while waiting for the taxi to fill up and a rank is placed at strategic places such as shopping malls (e.g. Wernhill Taxi Rank) or universities (e.g. University of Namibia (UNAM)). A taxi stop is a pickup and drop off point with bay, these stops can be found in residential areas. They are usually along the road and cater for one (1) to two (2) taxis at a time.
- Taxi stops are recommended to be placed at different strategic points within a township, such points can primarily be used for dropping off and picking up of passengers.
- Taxi rank is a much bigger area with demarcated lanes and passenger waiting area, having one or two taxi ranks within a suburb would be recommended.
- Unlike bus stops, taxi stops cannot be placed on the road. All taxi stops must have a bay and should not block residents' gates.

- In the past few years the number of minibus taxis have risen, and it is becoming more evident that the minibus taxis need to be catered for as well during the planning and construction of the taxi stop bays and the taxi ranking facilities. Taxi stops and taxi ranks that are being planned (designed) and built should be able to accommodate both sedan taxis and minibus taxis.
- Taxi stops are mostly put at places such as schools, business, general residential, institutions and churches.

Recommended taxi stop placement:

- **Taxi stop 1:** On Erf 136 (municipal-taxi rank);
- **Taxi stop 2:** Between Erven 35 and 40 ('general residential' and 'residential') in front of Erf 52 ('institution');
- **Taxi stop 3:** In front of Erf 117 to 115 ('single residential'); and
- **Taxi stop 4:** Taxi stop in front of Erf 34 ('general residential').

Registered Conditions

The following standard conditions in favour of the Municipal Council of Windhoek be registered against all newly created erven, except for erven zoned 'public open space', municipal,' and 'street' against which no conditions shall be registered.

- 'The erf shall be subject to the reservation by the Municipal Council of Windhoek of the right of access and use without compensation of the area three (3) metre parallel with any boundary for the construction and maintenance of municipal services in respect of water, sewerage, drainage, electricity and gas, which right includes the right to place on such erf temporarily any materials that may be excavated or used during such operations on the erf or any adjacent erf.'
- That the erf shall only be used or occupied for purposes which are in accordance with, and the use or occupation of the erf shall at all times be subject to the provisions of the Windhoek Zoning Scheme.

Conclusion

This submission motivated the need and desirability to establish a township on Portion 304 of Windhoek Town and Townland No. 31 as well as the approval of the township layout. The proposed development is in line with the inclusive strategic transformation and spatial growth of the Municipal Council of Windhoek. It is also expected to render effective solution towards the urban housing problem and limited availability of urban economic industries and related amenities which is currently experienced throughout the city. Taking into consideration that all technical departments support the development, it can, therefore, be concluded that the development is needed and desirable to address

the land shortage and access to basic service. For this reason, the proposed development is supported subject to complying with municipal standards for the provision of services as well as the Infrastructure Development Contribution Policy.

Management Committee, having considered the matter

RECOMMENDED

- 1 That the application for cancellation of the existing General Plan of Otjomuise Extension 12 on Portion 304 (a portion of portion B) of the Farm Windhoek Town and Townlands No. 31 in accordance with section 80(1) of the Urban and Regional Act, 2018 (Act 5 of 2018), be approved.
- 2 That the application for the need and desirability and subdivision of Portion 304 of Windhoek Town and Townlands No. 31 into one hundred and forty six (146) erven and the Remainder Streets (to be known as Otjomuise Extension 12) and Township Establishment in terms of section 105 of the Urban and Regional, 2018 (Act 5 of 2018), be recommended to the Urban and Regional Planning Board.
- 3 That the layout for the proposed Townships with plan number Otjo/EXT12/ZMAP, be approved.
- 3.1 That the same layout be date stamped and submitted to the Urban and Regional Planning Board.
- 4 That the proposed township be known as: Otjomuise Extension 12.
- 5 That it be noted that the streets will be named in accordance with Council Resolution 207/07/2003 in the proposed Township.
- 6 That the five (5) streets as proposed in the proposed Township be named after the below listed major cities:
 - Mansa (Zambia);
 - Chinsali (Zambia);
 - Serenje (Zambia);
 - Kitunda (Tanzania); and
 - Mahoro (Tanzania).
- 7 That the approval of the development application and township layout designs be subject to compliance with all Town Planning and Engineering Design Standards for the Municipal Council of Windhoek.
- 8 That approval of the development application be further subject to compliance with large subdivision requirements for provision of bulk and internal municipal infrastructure.

- 9 That the Strategic Executive: Housing, Property Management and Human Settlement (Land Delivery Division) ensure that the required bulk contribution as per the Municipal Council of Windhoek's Development Contribution Policy be recouped as part of the development cost profit sharing in accordance with Public Private Partnership (PPP) provisions.
- 10 That the developer be responsible for the provision of bulk infrastructure as well as internal services in accordance with the Municipal Council of Windhoek's Development Contribution Policy and all applicable resolutions pertaining.
- 11 That all business erven be allocated a bulk of 1.0, 'single residential' erven a density of 1:300 m² and general residential 1:100 m² respectively.
- 12 That the designs for the layout and development provide public fire hydrants, and the water reticulation supplying the hydrants, be designed in accordance with the applicable standard, by a competent professional Engineer.
- 13 That provision of access for firefighting and other related emergencies to the development be provided, determining turning circles for emergency vehicles and the width of the streets, to accommodate all types of emergency vehicles.
- 14 That the designer of the building structures consider the safety distance between the buildings, and plan designs be submitted by the client to the Department of Urban and Transport Planning (Building Control Division) for fire protection scrutiny.
- 15 That the 'business' and 'institutional' zoned areas specify the activities intended on building plans and comply with the applicable prescribed municipal standards for fire protection.
- 16 That the following protected tree species Aloe's, Acacia erioloba and Boscia albitrunca occurring in the proposed townships will not be compromised in the fate of development.
- 17 That should it deem necessary to remove a protected tree species, it is the responsibility of the Developer to replace one (1) protected tree species with five (5) indigenous trees and plant the indigenous tree in the township as street trees.
- 18 That only non-invasive roots indigenous trees be planted as street trees and an Official from the Department of Economic Development and Community Services (Parks Division) be consulted for advice on the type of trees.
- 18.1 That before any development commence, the Strategic Executive: Economic Development and Community Services (Parks Division) be informed to inspect the township, identify protected tree species and guide the Developers accordingly.

- 19 That the applicant be required to apply for a temporary waste storage container at the Solid Waste Management Division offices. The container is usually in a form of a 240 litre wheelie bin which will be charged according to the zoning of the area.
- 20 That all waste transporters be required to be licensed as waste transporters as per Registration and Licensing Strategy. Once licensed, the waste transporters will be issued with a certificate, valid for twelve (12) months and a disc that will allow them to enter various disposal sites around the City.
- 21 That all waste generated within the jurisdiction of the Municipal Council of Windhoek, only allowed to be disposed of at approved disposal sites.
- 22 That building rubble and garden refuse be disposed of at the relevant satellite sites. All Health Care Risk Waste be disposed of at the Health Care Treatment Facility located at the Department of Infrastructure, Water and Technical Services (Solid Waste Management Division) office premises in the Northern Industrial Area.
- 23 That as far as possible the applicant be required to institute recycling and waste reduction initiatives in order to compliment the Municipal Council of Windhoek's initiative on waste recycling, reduce and re-use as per the Solid Waste Management Regulations.
- 24 That all waste removal services be subject to the relevant monthly waste management charges. Any form of illegal dumping will not be allowed.
- 25 That the need to update the existing infrastructures and establishing any new infrastructure be subject to an Environmental Assessment Process.
- ****
- 26 That the applicant submit an updated detailed 50-year flood report compiled by a registered professional Engineer of any river or and major stormwater courses, that incorporates and corresponds with the latest layout, **attached as [page 620](#) to the agenda**, received on 03 June 2024.
- 26.1 That the applicant applies the conditions as stipulated in the detailed 50-year flood report.
- 27 That the applicant accepts the outcome of the detailed 50-year flood report, and if allowed by the flood report, appoint a registered professional Engineer to submit detailed engineering plans as to how the proposed portions is to be protected against any potential flood damage.
- 28 That no adjacent or opposite erven be negatively affected by the proposed development along any river or stormwater course.
- 29 That no development be allowed in the 50-year flood line of any river or stormwater course.
- 30 That it be noted that the following Erven: 67, 68,1, 8, 9, 10, 11, 12,13, 14, 15, 16, 130,129, 127, 128, 125 and 124, that are affected by stormwater be sold with relevant stormwater conditions.

- 31 That it be noted from the latest layout (received on 29 May 2024) and with reference to the flood report dated 9 February 2024, that the eastern boundaries of the following Erven; 110,111, 112, 113, 114, 115, 116 and 117 require to be protected against a potential 1 in 50-year flood damage.
- 31.1 That, in addition, it be noted that the boundaries of Erven: 138, 47, 46, 82, 16 and 17, require to be protected against a potential 1 in 50-year flood damage.
- 32 That should any property be recommended to be protected against any potential flood damage; the applicant submit detailed engineering drawings from the registered professional Engineer as to how the proposed erven is to be protected against any potential flood damage and the cost and risk be for the applicant.
- 33 That no development be considered onto or over any stormwater system or structure.
- 34 That any stormwater crossing be accommodative of at least the 50-year flood.
- 35 That the applicant through the engineer's report, verify the extent of public open spaces to accommodate the required stormwater flow.
- 36 That surface stormwater run-off be accommodated according to clause 35 of the Windhoek Town Planning Scheme (see Info 35 of the Town Planning Scheme), stating:
 - 36.1 That no stormwater drainage pipe, canal, work or obstruction (except stormwater drain pipes, canal or work which have been authorised in writing by the local authority or which have been or may be built, laid or erected in terms of any law) be constructed on or over the property or located in such a way that:
 - The flow of stormwater from a higher lying property to a lower lying property is impeded or obstructed and through which any property is or may be endangered; or
 - The flow of a natural watercourse (in which the local authority allow flood water to run-off, be discharged or to be canalised) is or can be changed, canalised or impeded.
 - 36.2 That the maintenance of such stormwater pipe, channel or work be the responsibility of the owner of the concerned property.
 - 36.3 That prior approval be obtained from the Strategic Executive: Urban and Transport Planning, if the accommodation of the stormwater on the erven is contemplated.
 - 36.4 That engineering drawings on how the stormwater would be accommodated to the satisfaction of the Strategic Executive: Urban and Transport Planning, be submitted for approval simultaneously with the building plans.

- 36.5 That all existing stormwater pipes, outlets and inlets or any other stormwater system be clearly indicated on all building plans submitted prior to the approval thereof.
- 36.6 That no building plan be approved until the above stormwater conditions are met.
- 36.7 That a condition for the resale of this properties affected by a stormwater course be included into the Title Deed of the erf, whereby transfer to a third party only take place with approval of the Municipal Council of Windhoek. [Approval will only be granted after the Strategic Executive: Urban and Transport Planning has certified that the stormwater has been accommodated satisfactorily.]
- 37 That roads and stormwater be planned, designed and constructed to municipal standards.
- 38 That a bridge/culvert across the 15 metre wide road reserve crossing the stormwater course that links the proposed Extension 12 to Extension 13, be constructed as part of the development infrastructure provided.
- 39 That the applicant's professional Engineer needs to take note and consult regarding the steep slopes in the area where roads may exceed the maximum horizontal slope requirements.
- 40 That should any works require to be taken over by the Municipal Council of Windhoek, a Development Agreement be signed.
- 41 That no access be allowed opposite an intersection, especially a major intersection.
- 42 That no direct access or parking be allowed from Katjikuru Katjiuongua Street (Düsseldorf Street).
- 43 That a public transport facility be provided on both sides of the road at each of these land use categories.
- 43.1 That in the case these land use categories are next to each other, a single public transport facility (on both sides of the road) be provided to cater for these land use, if all are covered by the 500 metre buffer of that bus or taxi stops.
- 44 That the land use category be covered by any of the 500 metre buffer of the 'high priority' public transport facility.
- 44.1 That the 'general residential' land use category not covered by this buffer be allocated a public transport facility on both sides of the roads, close to the entrances.
- 45 That the 'high and medium' public transport facility each have a service area coverage (buffer) of 500 metre and that the proposed township be well covered by this 500 metre buffer.

- 46 That the public transport facility be strategically placed at areas of foreseeable demand and locations to fill the service area gap of the high and medium identified locations.
- 47 That in the areas where bus service exists the bus stops not be more than 1 kilometre apart.
- 48 That people should not walk more than 500 metre to a public transport facility (bus or taxi stop), the coverage should be measured by means of a service area 500 metre buffer from each public transport facility
- 49 That bus stops and taxi stops should be provided on both sides (directions) of the road, to cater for traffic in both directions.
- 50 That provisions for the vulnerable road users be considered. Sidewalks and where the space allow, bicycle lines shall be provided. The safe access by foot to destinations like schools, work, shops, malls, bus stops and other points of interest must be provided.
- 51 That sidewalks be at least 3.10 metre wide in each direction
- 52 That cycling lanes shall not be less than 1.40 metre to each direction
- 53 That taxi stops must be placed at different strategic points within a township and must have a bay and should not block residential gates, such points can primarily be used for dropping off and picking up of passengers.
- 54 That a bus stop placement be made in front of Erven 1 and 2 ('business') in Katjikuru Katjiuongua (old Dusseldorf street)
- 55 That taxi ranks be placed on the following areas:
- **Taxi stop 1:** On Erf 136 (municipal-taxi rank);
 - **Taxi stop 2:** Between Erven 35 and 40 ('general residential' and 'residential') in front of Erf 52 ('institution');
 - **Taxi stop 3:** In front of Erf 117 to 115 ('single residential'); and
 - **Taxi stop 4:** Taxi stop in front of Erf 34 ('general residential').
- 56 That all bus stops and taxi ranks/stops be incorporated as part of the final road designs and be constructed as per paragraph 60 above.
- 57 That the Developer appoint an Electrical Engineering Consultant firm, with professional Engineers registered with the Engineering Council of Namibia, to submit the internal electrical network design and load the demand for the Otjomuise Extension 12 development, for the need to be accommodated in the existing network study.

- 58 That it be noted that all substation designs, line designs and electrical installations be per municipal standards, and all related electrical servitudes (e.g. overhead lines, all substations, cables) be registered in favor of the Municipal Council of Windhoek.
- 59 That all substations (Distribution Stations and Miniature Substations) be allocated an erf where they will be built.
- 59.1 That no electrical substations be installed on the sidewalk, except medium voltage and low voltage cables, streetlights, kiosks and pillar boxes.
- 60 That all electrical service design drawings, and internal reticulations be submitted to the Strategic Executive: Electricity, for approval.
- 61 That during project implementation, the Developer's engineering representative at all times engage the Quality Monitoring Official from the Department of Electricity, for all inspections and testing required.
- 62 That a formal application be written to the Strategic Executive: Electricity for connection of the new network reticulation.
- 62.1 That the network contribution and supply connection be paid according to the National Connection Charge Policy.
- 63 That complete built drawings, including all protection if there is any and Quality Assurance Manuals be submitted to the Strategic Executive: Electricity at completion in AUTOCAD 2014 or latest and PDF format.
- 64 That the applicant and/or their electrical Engineering Consultant approach the Strategic Executive: Electricity well in advance; before any layout and building plans are approved to allow them ample time to determine whether the existing network will be able to handle any additional loading because of the new development.
- 64.1 That the applicant/developers be responsible for all cost related thereto.
- 65 That it be noted that there are no difficulties foreseen in providing the electrical bulk services, based on the demand, from the Haloid 66/11 kV Load Centre to the development.
- 66 That it be noted that a connection charge may be payable at the cost of the applicant and the applicant be advised to review the Department of Electricity's Connection Charge Policy, Schedule of Approved Non-Regulated Tariffs and/or to directly consult with the Strategic Executive: Electricity for information on connection charges.
- 67 That the design of the MV and LV reticulation adhere to all Namibian Standards, in particular the Municipal Council of Windhoek's Planning and Design Guidelines

- 68 That where MV/HV overhead lines are in close proximity and servitudes have not been registered, the following horizontal clearing width applies for allowing access to the line and for safety reasons:
- 220/132 kV - 25 metre either side of the overhead line structure.
 - 66/33/22/19/11 kV - 11 metre either side of the overhead line structure; and therefore no permanent structure is be erected within the stipulated area.
 - No permanent structures should be erected within any powerline servitude area.
 - A minimum vertical working clearance of up to 4.3 metre from ground and horizontal working clearance of up to 2.9 metre from body centre line needs to be maintained at all times, possible during road construction parallel or perpendicular to the line or crossing underneath the line with machineries/trucks etc.
 - Encroaching these clearances will result in electric shocks and hence fatalities.
- 69 That the Planning and Design guidelines with regard to the MV and LV Reticulation Networks be requested in writing from the Strategic Executive: Electricity of the Municipal Council of Windhoek.
- 70 That for the design of water and sewer related services, the Developer be required to appoint a professionally registered Engineer, to compile a comprehensive Design Report fully investigating the impact of the proposed development on both the bulk water and bulk sewer infrastructure.
- 70.1 This be done in line with comments and recommendations of the existing master plans.
- 71 That the Design Report be submitted by the appointed Engineer to the Strategic Executive: Infrastructure, Water and Technical Services, for approval before starting with detail water and sewer infrastructure designs.
- 72 That all costs related to the Design Report be for the developer's account.
- 73 That the existing sewer lines within Otjomuise Extension 12 be relocated according to the revised layout, within the road reserves or building lines, in accordance with municipal standards.
- 74 That the Developer appoint a registered professional Engineer to submit a Design Report that should stipulate at least the following:
- The expected water demand for the proposed development.
 - Whether water supply requirements will be met with sufficient pressure during peak flows and fire flow due to the additional load on the system.

- Whether fire-fighting requirements will be met.
 - How access to an existing water supply source or linkage to an existing water supply network will cater for the water demand of the development.
 - An analysis of the impact of the proposed development on the existing bulk water infrastructure within the Western Reservoir pressure zone, as well as on the existing water supply source by taking the existing water demand as well as the additional water demand, due to the development, into account. The Developer to provide a full hydraulic analyses and WADISO model to proof that the development can be fully supplied with sufficient pressure.
 - The minimum and maximum pressures within the municipal reticulation network of that pressure zone under peak and low flow demand.
 - The calculated design waste water generated by the proposed development.
 - How the generated waste water from the township will be disposed of. The Developer should indicate where the pumping line will be connected to the existing municipal bulk sewer system.
 - An analysis of the impact of the proposed development on the existing municipal bulk sewer infrastructure downstream of the point of connection, by taking the existing sewer discharge as well as the additional sewer discharge, due to the development, into account. The Developer to provide full hydraulic analysis and SEWSAN model to proof that the sewer infrastructure downstream of the development is sufficient to convey the sewer generated from the development in addition to the current load for which it was designed, without compromising the integrity of the existing infrastructure.
- 75 That the Design Report include detailed design calculations, assumptions and clear referencing to standards used in the calculations of water demands, sewer flows, pipe capacities, storage requirements, treatment capacities, etc.
- 76 That all cost for the provision of bulk and internal services for the development, as well as any upgrading of existing services, be for the Developer's account.
- 77 That building plans only be approved after the Design Report is approved by the Strategic Executive: Infrastructure, Water and Technical Services, and after water and sewer services are installed/upgraded and taken over by the Municipal Council of Windhoek as per approved Design Report and designs.

- 78 That design criteria to be in accordance with the '*Neighbourhood Planning and Design Guide*' as published by the Council of Scientific and Industrial Research (CSIR), available on-line at http://www.csir.co.za/Built_environment/RedBook/.
- 79 That it be noted that further to the above comments, the following conditions apply for all developments (the Municipal Council of Windhoek, Private Developments, Public Private Partnership (PPP), etc.) be noted:
 - 79.1 That the design of the water and sewerage reticulation networks, as well as waste water treatment plants, reservoirs and pump stations if applicable, be done by professionally registered Engineer's (details to be submitted for approval before design work commences).
 - 79.2 That the design of the water and sewerage reticulation networks, as well as waste water treatment plants, reservoirs and pump stations if applicable, be done according to the standards and specifications of the Strategic Executive: Infrastructure, Water and Technical Services and must be submitted for approval by the applicant to the Strategic Executive: Infrastructure, Water and Technical Services before any work may proceed.
 - 79.3 That design criteria to be in accordance with the '*Guidelines for Human Settlement, Planning and Design*' as published by the Council of Scientific and Industrial Research (CSIR), available on-line at http://www.csir.co.za/Built_environment/RedBook/.
 - 79.4 That materials and construction standards comply with the latest edition of SANS 1200 and with the Municipal Council of Windhoek's special standards.
 - 79.5 That water reticulation networks connect to the existing main services provided by NamWater or the Municipal Council of Windhoek and all connection points must be approved by the Municipal Council of Windhoek.
 - 79.6 That the design of the water and sewerage reticulation networks, as well as waste water treatment plants, reservoirs and pump stations if applicable, be done on a CAD system adaptable to the system used by the Municipal Council of Windhoek and the information be made available to the Strategic executive: Infrastructure, Water and Technical Services. [That a complete set of as-built drawings (paper copies and electronically), hydraulic models (WADISO and SEWSAN) be submitted to the Strategic Executive: Infrastructure, Water and Technical Services or his representative once the project is completed.]
 - 79.7 That the existing water, sewer, electricity and telecom services must be indicated on the construction drawings, and that the applicant be held responsible for any damages to existing services.

- 79.8 That professionally registered Engineers supervise the construction of the water and sewerage reticulation networks, as well as waste water treatment plants, reservoirs and pump stations if applicable, to ensure that the work is done to the satisfaction of the Strategic Executive: Infrastructure, Water and Technical Services, and a Certificate of Acceptance be submitted by the applicant's Engineer to certify that construction conforms to the design and approved drawings.
- 79.9 That no deviations in-situ from the 'released for construction' drawings be allowed, in the absence of preapproval from the Strategic Executive: Infrastructure, Water and Technical Services. The Developer will be responsible to 'make good' these deviations where no such approval exist.
- 79.10 That after the construction period, all the new services be inspected by the Strategic Executive: Infrastructure, Water and Technical Services or their respective representatives at an official site inspection where after a Certificate of Completion will be issued to the applicant.
- 79.11 That no building plan for any improvements be approved without the proof of a Certificate of Completion of the water and sewerage infrastructure, as well as waste water treatment plants, reservoirs and pump stations, if applicable.
- 79.12 That the applicant bear the full costs of all water and sewer services (as well as waste water treatment plants, reservoirs and pump stations, if applicable, including the professional fees for planning, design and supervision costs and the construction costs.
- 79.13 That the applicant be held responsible by the Strategic Executive: Infrastructure, Water and Technical Services for a retention period of twelve (12) months on the water and sewerage reticulation networks (as well as reservoirs and pump stations if applicable) after completion and take-over of the works. This will only be applicable where services are taken over by the Municipal Council of Windhoek.
- 79.14 That the operation and maintenance of the waste water treatment plant be the responsibility of the applicant for a predetermined number of years as described in the Development Agreement which will dictate taking over pre-conditions (if applicable).
- 79.15 That there is a possibility that the Municipal Council of Windhoek will not be able to take-over the services and to do any maintenance on the water and sewerage reticulation networks. In this case, the applicant then be responsible to do maintenance on all the water and sewerage reticulation networks until such time that the Municipal Council of Windhoek will be able to take-over the services. The Strategic Executive: Infrastructure, Water and Technical Services should be contacted regarding the taking-over of services.

- 79.16 That if it comes to the attention of the Municipal of Windhoek that any of the works constructed by the applicant are at fault, no further developments will be permitted and no building plans be approved until such time that the works are rectified to the satisfaction of the Chief Engineers: Engineering Services and Bulk and Waste Water.
- 80 That a Development Agreement/Memorandum of Agreement (MoA) be signed between the Developer and the Municipal Council of Windhoek to regulate the provision of internal reticulation of municipal services before design commences.
- 81 That the applicant accept the conditions of this resolution in writing within twenty eight (28) days.
- 82 That it be noted that in terms of section 110 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018) any person who is aggrieved by the decision of the local authority may appeal against that decision to the Minister.
- 82.1 That the Notice of the Appeal and the Grounds for the Appeal be lodged within twenty one (21) days from the date of this Notice to the Minister and local authority whose decision is the subject of the appeal.
- 83 That the resolution be implemented prior to confirmation of the minutes.

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