

SUPPLEMENTARY AGENDA

ORDINARY COUNCIL MEETING

THURSDAY, 26 SEPTEMBER 2013

at

19:00



MUNICIPALITY OF SWAKOPMUND

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11.1.18 **AFFIRMATIVE ACTION COMPLIANCE CERTIFICATE**
(C/M 2013/09/26 - B 1/10)

Special Management Committee Meeting of 12 September 2013,
Addendum 9.7 page 33 refers.

A. The following item was submitted to the Management Committee for consideration:

Attached a copy of the Affirmative Action Compliance Certificate for the Further Report submitted during 2012.

The Employment Equity Commission considered and approved the Affirmative Action report, and presented Swakopmund Municipality with an Affirmative Action Compliance Certificate. According to Section 41 of the Affirmative Action Act, Act No 29 of 1998, such a compliance certificate is valid until the next affirmative action report has been submitted and for which a compliance certificate has been issued.

B. After the matter was considered, the following was:-

RECOMMENDED:

That the Affirmative Action Compliance Certificate submitted by the General Manager: Corporate Services and Human Resources be noted.

11.1.19 **AMICAALL NAMIBIA**

① **REQUEST FOR CO-FUNDING OF THE ANNUAL PARTNERS CONFERENCE 2013**

③ **INVITATION TO ANNUAL PARTNERS CONFERENCE 2013**

③ **ANNUAL CONTRIBUTION TOWARD AMICAALL**

(C/M 2013/09/26 - B 1/12, A 2/3/2/1)

Special Management Committee Meeting of 12 September 2013,
Addendum **10.1** page **00** refers.

A. The following item was submitted to the Management Committee for consideration:

1. Meeting held with AMICAALL on 26 June 2013

On **26 June 2013**, AMICAALL Namibia visited Swakopmund Municipality to brief Council of their intentions to host an AMICAALL Conference in Swakopmund, all Councillors have been invited to the meeting, only one Councillor, Councillor Rosalia Andreas-Noabes, and two staff members joined the meeting Councillor Andreas-Noabes then also chaired the meeting. The minutes indicates the presence of the Chief Executive Officer, the meeting was held in the Chief Executive Officer's office but he attended to other official business at that stage and did not really participate in the meeting.

The upcoming Annual Orientation Partners Conference 2013 planned by AMICAALL Namibia to be held in Swakopmund on the **10-13 September 2013**. This annual event is a platform for local authorities in Namibia to share experiences in the local government HIV/AIDS response, review progress made and make recommendations to improve the local response. At this platform experts in Wellness and HIV/AIDS Workplace programmes from the United Nations Theme Groups such as UNDP, UNAIDS and other development partners shares their knowledge, new trends and best practice in the field.

The representatives of AMICAALL also informed the meeting that during 2012 Annual Partners Orientation Conference, one of the recommendations was for each Council to establish a Mayoral Fund. The aim of this fund is to finance developmental activities including the fight against HIV/AIDS. At the meeting Councillor Andreas-Noabes proposed the meeting that a Gala Dinner be hosted for the funding of such a Mayoral Fund as Swakopmund Municipality's Mayoral Development is already used for other needs for the Swakopmund community.

The representative of AMICAALL then also requested assistance with identifying venues in Swakopmund where such Conference

can be hosted. Mr Petrus Tjipute was delegated to assist the representatives of AMICAALL in this regard.

The Chairperson of the meeting, Cllr Rosalia Andreas-Noabes then informed AMICAALL that a formal request in writing should be submitted to Council requesting to host the Annual Orientation Partners Conference 2013 planned by AMICAALL Namibia to be held in Swakopmund on the 10-13 September 2013.

2. **Request for Co-Funding the Annual Partners Conference 2013 : 10 - 13 September 2013 to be hosted in Swakopmund**

The Alliance of Mayors' Initiative on Community Action on AIDS at the Local Level (AMICAALL), the Association Local Authority in Namibia (ALAN), Namibia Association of Local Authorities Officers (NALAO) will be hosting an Annual Partners' Orientation Conference 2013 on the 10-13 September 2013 in Swakopmund at the Tamariskia Community Hall.

AMICAALL is requesting for co-funding of the Annual Partners Conference 2013 to the amount of **N\$223 025.00** to be paid by Swakopmund Municipality apart from the annual contribution which is **N\$50 000.00** (this annual contribution is for **2012/2013**) which is not budgeted for both cases.

In the meeting between AMICAALL Namibia, AMICAALL Africa and Swakopmund Management held on 26 June 2013 at Swakopmund Municipality to discuss the upcoming Annual Partners' Orientation Conference 2013, AMICAALL was requested to provide Swakopmund Municipality with an overall cost break-down of the conference as well as to indicate areas that need support from Swakopmund Council. Below, please find the overall conference costs breakdown.

No.	Main Activity Description	Amount Payable	Proposed	Comments
1.	<i>Morning Teas Lunch and Afternoon Tea for 4 days per 150 delegates.</i>	<i>N\$124, 500.00</i>	<i>Swakopmund Municipality</i>	<i>Last year the City of Windhoek co-hosted the event as well as co-funded it due to AMICAALL limited budget.</i>
2.	<i>Gala Dinner, 3 course meal including the hiring of the PA System for 4 days.</i>	<i>N\$98,525.00</i>	<i>Swakopmund Municipality</i>	<i>The gala dinner is part of the conference consolidation activities.</i>
3.	<i>Printing of Conference</i>	<i>N\$62,936.00</i>	<i>AMICAALL Namibia</i>	<i>The conference booklets will</i>

No.	Main Activity Description	Amount Payable	Proposed	Comments
	<i>Booklet, Pens and other stationeries, report.</i>			<i>contains all local authorities' vision and mission statements and pictures of their top leadership.</i>
4.	<i>Conference Bags</i>	<i>N\$65,598.00</i>	<i>AMICAALL Namibia</i>	<i>This conference bags is of high quality which delegates can use even beyond the conference.</i>
5	<i>Cultural Group Performance and Photographer.</i>	<i>N\$10,000.00</i>	<i>AMICAALL Namibia</i>	<i>These are activities forms part of the opening of the conference.</i>
6	<i>Printing of Golf T-Shirts</i>	<i>N\$47,400.00</i>	<i>AMICAALL Namibia</i>	<i>T-Shirts will serve a reminder of the conference and will carry a HIV/AIDS preventative message.</i>
Overall Conference Cost		N\$408,959.00		

On the premise of the above, AMICAALL Namibia request Swakopmund Council to approve the co-funding of the Annual Partners' Orientation Conference 2013 to the amount of **N\$98 525.00**

AMICALL Namibia indicates as part of this conference Swakopmund Municipality will have the opportunity to welcome the delegates to the conference (Office of the Mayor to deliver the welcoming remarks), delegates will visit few selected places in order to appreciate what Swakopmund can offer and Erongo Regional Governor will be invited to address the conference alongside the Minister of Regional and Local Government, Housing and Rural Development.

In order to support the expenses for the proposed funding three (3) quotations have been requested by AMICAALL Namibia from Suppliers, as set out below:

	Supplier	Amount
1.	<i>Tina Meals On Wheels P O Box 504, Swakopmund Oshikoto Street</i>	<i>N\$465 000.00</i>
2.	<i>Berronnies B & B & Caterers No Postal Address 264 Sandhaai Str, ????</i>	<i>N\$290 150.00</i>

3.	Virgin Solutions Trading Enterprise CC/2012/012 No Address	N\$223 025.00
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3. **Invitation the Annual Partners Conference 2013 : 10 - 13 September 2013 to be hosted in Swakopmund**

AMICALL Namibia invites the Municipality to their Annual Partners Orientation Conference 2013 on 10 – 13 September 2013, Swakopmund

Theme : Local Government Setting the Pace to Zero
Venue : Swakopmund Town Hall, Tamariskia
Time : 08:30 - 16:30 Daily
Cost : AMICAALL Namibia will provide the venue, materials and meals during the duration of the conference. Participants will be responsible for their travelling and accommodation cost as well as subsistence allowances.

4. **Payment of membership fee support to AMICALL Namibia**

The Namibia Alliance of Mayors Initiative for Community Action on AIDS at the Local Level (AMICAALL) programme was established in November 2001 in collaboration with ALAN and NALAO; with financial support from the Global Fund implements Workplace Programme in Local Authorities in Namibia. The programme is aimed at addressing Employee Wellness and HIV/AIDS related issues through providing sufficient information and support to all departmental employees in the workplace, which is in line with the objectives of the national Strategic Framework in HIV/AIDS (NSF).

AMICAALL Namibia Hereby states that Swakopmund Municipality is one of the Council's that do not honour the membership fees payment for 2012, therefore the current invoice is inclusive of the prior amount.

5. **ALAN Declaration on HIV/AIDS and the Namibian Chapter**

The ALAN Declaration of HIV/AIDS and the Namibian Chapter of the Alliance of Mayors and Municipal Leaders on HIV/AIDS in Africa, (AMICAALL Namibia) was endorsed in 2001, and signed in Windhoek on **30 October 2001**.

Management Committee on 15 August 2013, items 9.2 and 9.6 resolved as follows:

9.2 That the invitation by Messrs AMICAALL - Namibia for Council to delegate representatives to attend the Annual Partners Orientation Conference 2013 scheduled to take place from 10-13 September 2013 in Swakopmund not be supported.

9.6 *That the invitation by Messrs AMICAALL - Namibia for Council for the funding of the Conference scheduled to take place from 10-13 September 2013 in Swakopmund not be supported.*

Mr Jeremia Ntinda, Country Director, AMICAALL Namibia communicated with the Mayor, Councillor Juuso Kambueshe as well as the Acting Chief Executive Officer, Mr Clive Lawrence, on 4 September 2013, to reconsider their decision taken on 15 August 2013 and also motivated as follows:

The City of Swakopmund is one of our biggest member and well to do Council in many material respect especially in terms of infrastructure and other municipal amenities , it was on this basis that it was selected to host the local government annual partners conference.

AMICAALL Namibia and Swakopmund Management had a fruit initial meeting to host this conference and thereafter a request was made to Swakopmund Council to contribute financially to this event as obviously AMICAALL Namibia cannot pull it off on its own without the support of the members.

The request that Swakopmund Council should at least cover for the gala dinner as a gesture to its visitors attending the conference and then AMICAALL Namibia will consider waiving the unpaid membership fees for the past two years (2 x N\$25,000.00=N\$50,000.00.) They also motivates that the conference might also be a huge indirect investment for Swakopmund in terms of financial injection in the hospitality sector and other business venture (shopping by participants) as well as the possibility of investing in Swakopmund by the visitors.

B. After the matter was considered, the following was:-

RECOMMENDED:

- (a) **That the resolution taken at the Management Committee meeting held on 15 August 2013 under items 9.2 and 9.6, be repealed.**

9.2 *That the invitation by Messrs AMICAALL - Namibia for Council to delegate representatives to attend the Annual Partners Orientation Conference 2013 scheduled to take place from 10-13 September 2013 in Swakopmund not be supported.*

9.6 *That the invitation by Messrs AMICAALL - Namibia for Council for the funding of the Conference scheduled to take place from 10-13 September 2013 in Swakopmund not be supported.*

- (b) **That Council co-fund the gala dinner in accordance with the quotation submitted by Messrs AMICAAL to the value of**

N\$84 600.00 (Excl. Vat) in partial payment of the cost depicted on the quotation from Messrs Virgin Solutions Trading Enterprise CC, 2012 / 012, being the lowest quotation provided, to cover the costs of the Gala Dinner at the Annual Partners Conference 2013 set for 10-13 September 2013.

- (c) That the General Manager: Finance sources the funding of this contribution and provides a vote from where the payment can be defrayed.**
 - (d) That Messrs AMICAALL Namibia waives the unpaid membership fees for the past two years, being 2012 and 2013 including the membership for the following year, 2014, being (3 x N\$25 000.00 = N\$75 000.00.)**
 - (e) That the permission granted to the Mayor, Councillors, Manager: Health Services and the Health and Safety Officer to attend the AMICAAL Namibia Annual Partners Conference 2013 hosted in Swakopmund from 10-13 September 2013 be condoned.**
 - (f) That special leave be granted to the staff members during this period.**
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11.1.20 **REQUEST FOR ADDITIONAL FUNDS TO PURCHASE 4 (FOUR) PATROL VEHICLES**

(C/M 2013/09/26 - L 5)

Special Management Committee Meeting of 12 September 2013,
Addendum **10.3** page **00** refers.

A. The following item was submitted to the Management Committee for consideration:

With the compilation of the budgetary submissions for 2013 / 2014 financial year, the Traffic Section requested for an amount of **N\$1 200 000.00** for the purchasing of 4(four) patrol vehicles, to cater for the new Traffic Officers, of which only the amount of **N\$1 000 000.00** was approved.

In this regard tenders have were called during June 2013 for the supply and delivery of 4 (four) patrol vehicles. The tender closed on 26 July 2013. Unfortunately, no award could be given to any of the tenders, because all tenders were found to be invalid and also exceeded the budgeted amount. As a result new tenders with reduced engine capacity specifications from 1800cc to 1600cc were called in an attempt to remain in the limits of the budget amount of N\$ 1 000 000.00.

A total of, seven (7) offers were received from various motor dealers, as reflected below:

No	Tenderer Details	Total Tender Price	Validity	Reason
1	J C Properties P O Box 95183 Katutura Windhoek	N\$ 1 023 860.80	Invalid	<ol style="list-style-type: none"> 1. The Tenderer did not initial or sign on each and every page. 2. No Good Standing Certificate from the Social Security Commissions was attached. 3. No Good Standing Certificate for Tax from the Ministry of Finance was attached. 4. No valid Certificate of Fitness from a Local Authority Health Department was attached. 5. No proof of being an Accredited Dealer.
2	Pupkewitz Motors Swakopmund P.O. Box 2645 Swakopmund	N\$ 997 874.17	Invalid	<ol style="list-style-type: none"> 1. The Tenderer did not sign or initial the attachments. 2. Tenderer supplied a sedan vehicle instead of a hatchback as required in the tender specifications.
3	Suzuki Swakopmund / Windhoek P.O. Box 24817 Swakopmund	N\$1 110 167.60	Invalid	The Good Standing Certificates from the Ministry of Finance not signed/ initialed and expired.

4 (A)	Associated Motor Holdings Namibia P O Box 5081 Windhoek	N\$1 021 860.00	Invalid	1. Attachments not signed or initialed. 2. Page 15 not initialed as required.
4 (B)	Associated Motor Holdings Namibia P O Box 5081 Windhoek	N\$1 109 860.00	Invalid	1. Attachments not signed or initialed. 2. Page 15 not initialed as required.
4 (C)	Associated Motor Holdings Namibia P O Box 5081 Windhoek	N\$1 153 860.00	Invalid	Attachments not signed or initialed. 1. Page 15 not initialed as required. 3. The Tenderer submitted copies of the Good Standing Certificate from Social Security and the Ministry of Finance for Tax, instead of originals. 4. Only a copy of the Fitness Certificate from the Local Authority Health Department was submitted by the Tenderer.
5	Auas Motors (Pty) Ltd P O Box 1900 Swakopmund	N\$1 018 116.09	Valid	Meet all the requirements
6	Indongo Motors (Pty) Ltd P O Box 1590 Walvis Bay	N\$ 974 190.00	Invalid	Good Standing Certificates from the Ministry of Finance and Social Security not signed/ initialed.
7	Steckels Toyota P O Box 35 Swakopmund	N\$ 1 042 668.20	Invalid	1. Attachments not signed/initialed. 2. Tipex was used on page 9.

As can be seen from above Messrs Auas Motors (Pty) Ltd is the only valid tender received, unfortunately their offer exceeds the budgeted amount of **N\$1 000 000.00** by **N\$18 116.09**.

The purpose of this submission is to request Council to provide an additional amount of **N\$20 000.00**, in order to purchase this 4 (four) vehicles. The source of financing for the purchasing of these vehicles will be from the Renewal Fund of the Traffic Section, where an amount of **N\$329 050.00** is available.

B. After the matter was considered, the following was:-

RECOMMENDED:

That permission be granted to the General Manager: Finance to transfer an amount of **N\$20 000.00** from the Renewal Fund (Traffic Section) where an amount of **N\$329 050.00** is available to Vote 202031518800, in order to facilitate the purchasing of the four patrol vehicles for the new Traffic Officers on condition that the Tender Board approve the tender.