

## ZIMBA TOWN COUNCIL

### MINUTES OF THE SPECIAL PLANS, WORKS, DEVELOPMENT AND SOCIAL SERVICES COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ZIMBA ON WEDNESDAY 14<sup>TH</sup> AUGUST, 2024 AT 09:30 HOURS

#### PRESENT:

|              |                    |  |
|--------------|--------------------|--|
| Councillors: | Michael Majuba     | Committee Chairperson                  |
|              | Siachibaka Mabby   |  |
|              | Charles Sichaabi   |  |
|              | Timothy Masaka     | His Royal Highness (Chief Sipatunyana) |
|              | Kenabanyama Tobias | Vice/Council Chairperson (Ex-Officio)  |
|              | Chigora Loveness   | Council Chairperson (Ex-Officio)       |

#### IN ATTENDANCE:

|           |                         |  |
|-----------|-------------------------|--|
| Officers: | Christopher Siasinyanga | Council Secretary                          |
|           | Luzendi S. Kawangu      | Director Finance                           |
|           | Chiila Josephine        | Director Planning                          |
|           | Wachama Swana           | Director Engineering                       |
|           | Mwaanga Vincent         | Chief Administrative and Committee Officer |
|           | Chibutu Nosiku          | Chief Human Resource Officer               |
|           | Akan Phiri              | Senior Clinical Care Officer               |
|           | Natala Malilwe          | Education Standard Officer                 |
|           | Hamachili Annety        | Town Planner                               |
|           | Arabel Mwanza           | Senior Procurement Officer                 |
|           | Makala Godfrey          | Snr. Agricultural Officer                  |
|           | Mastone Moonze          | Public Relations Officer                   |
|           | Aaron Chamba            | Assistant Internal Auditor                 |
|           | Muchimba Winner         | Committee Clerk ( <i>Recorder</i> )        |

#### IN ATTENDANCE BY INVITATION: -

|                |                    |
|----------------|--------------------|
| Vivas Chibanje | Provincial Planner |
|----------------|--------------------|

#### PRAYER

Prior to the commencement of the meeting Councillor Charles Sichaabi led the house in a word of prayer.

#### NOTICE OF MEETING

The notice convening the meeting was read by the Council Secretary and the meeting was called to order at 10: 20 hours.

#### COMMITTEE CHAIRPERSONS OPENING REMARKS

The Committee Chairperson welcomed the members and encouraged them to participate fully for informed decision.

He thereafter declared the meeting officially opened.

## **SPWD/687/08/24 ZIMBA TOWN COUNCIL SERVICE DELIVERY CHARTER**

The Director Planning reported that pursuant to circular no. MLGRD /6/7/28 dated 28<sup>th</sup> May 2024, the Government through the Ministry of Local Government and Rural Development instructed all local authorities to customize and adopt Service Delivery Charters. In view of the above, Zimba Town Council, through the Department of Planning, successfully developed the first-ever draft Service Delivery Charter for the local authority. This initiative was a significant milestone aimed at enhancing transparency, accountability, and service delivery to the residents of Zimba.

It was stated that the Charter aimed to provide a framework that outlines the quality and timeliness of services that the residents of Zimba could expect from the Council.

The primary objectives of the Service Delivery Charter were to:

- Establish clear service delivery standards for all Council services.
- Enhance accountability and transparency within the Council.
- Improve communication between the Council and the residents of Zimba.
- Foster a culture of continuous improvement in service delivery.

The draft Service Delivery Charter included the following components:

- Vision and Mission Statements
- Core Values
- Service Delivery Standards
- Rights and Responsibilities of Residents
- Feedback and Complaint Mechanisms
- Performance Monitoring and Evaluation Framework

It was further reported that once the service delivery charter is approved by the Ordinary Council, the Local Authority would organize a public launch and disseminate the Charter to all residents through various communication channels and awareness campaigns would be conducted. The planning department would spearhead the monitoring and evaluation to track the performance of the Council against the service delivery standards outlined in the Charter established. The initiative was appreciated.

Members deliberated on the matter, and upon a proposal by Councillor Simweemba Michelo and duly seconded by Councillor Charles Sichaabi, it was;

### **RECOMMENDED That;**

The Service Delivery Charter for Zimba Town Council be approved

**SPWD/688/08/24 PROPOSED SUBDIVISION OF FARM 3377 FOR MR HAMBULO**

It was brought to the attention of the Committee that the Council was in receipt of an application to subdivide approximately ten (10) hectares piece of land from farm 3377 belonging to Mr. Killian Hambulo.

A joint inspection comprising of officers from the Provincial Planning Office, Zimba Town Council (Planning dept.) and Committee members undertook a site inspection and the following were the findings;

- The land in question had no encumbrances
- The land was still undeveloped

The meeting was adjourned for thirty (30) minutes to enable members undertake a site visit.

After a site visit to Farm 3377 belonging to Mr. Killian Hambulo members deliberated on the matter, and upon a proposal by Councillor Simweemba Michelo and duly seconded by Councillor Siachibaka Mabby, it was;

**RECOMMENDED That;**

- i. The proposed subdivision be approved
- ii. The site plan be recommended for numbering by surveyor general
- iii. The applicant pays the necessary fees to the Council
- iv. The applicant be recommended to Commissioner of Lands for offer
- v. The applicant be informed of Councils decision.

There being no other business to transact upon, the meeting was declared closed at 11:50 hours followed by a prayer from the Councillor Michelo Simweemba

**CONFIRMED THIS.....DAY OF.....2024.**

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**MAJUBA MICHAEL  
COMMITTEE CHAIRPERSON**