

ZIMBA TOWN COUNCIL

MINUTES OF THE FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, ZIMBA ON FRIDAY 17TH OCTOBER, 2025 AT 09:00 HOURS

PRESENT:

Councillors:

Meleki Edgar	Committee Chairperson
Maunga Douglas	
Anne Mutunda	
Seemani Ivan	
Tobias Kenabanyama	Vice Council Chairperson (Ex-Officio)
Chigora Loveness	Council Chairperson (Ex-Officio)

IN ATTENDANCE

Collins Simoonga	Council Secretary
Luzendi S. Kawangu	Director Finance
Vincent Mwansa	Director Human Resource and Administration
Dr. Milimo Kayawa	District Health Services
Mebelo Wamulume	Fisheries and Livestock Co-ordinator
Nalumino Sunday	Assistant Director Engineering
Godfrey Makala	District Marketing and Development Officer
Jive Mulundano	District Cultural and Arts Affairs Officer
Wongani Mzumara	Council Advocate
Arabel Mwanza	Ag Chief Procurement Officer
Chimuka Siatembo	Internal Auditor
Tabo Sitali	Ag Senior Health Inspection
Livia Sikaale	Assistant Committee Clerk (<i>Recorder</i>)

PRAYER

The meeting was opened with a word of prayer by Councillor Anne Mutunda

NOTICE OF MEETING

The notice convening the meeting was read and the meeting was called to order at 10:13 hours.

THE REPORT OF THE DIRECTOR FINANCE

The report of the Director Finance duly circulated was received

FHRGP/1098/10/25 GRANTS RECEIVED FROM CENTRAL GOVERNMENT

The Director Finance reported that Zimba Town Council received a total amount of **K8,934,523.20** as Local Government Equalization Fund (LGEF) from the Central Government as at 30th September, 2025.

Find below a tabulation of the amounts received during the nine (9) months period:

S/N	DATE RECEIVED	AMOUNT RECEIVED (ZMW)
1	31 st January, 2025	1,068,592.23
2	28 th February, 2025	1,067,206.59
3	28 th March, 2025	1,009,901.26
4	3 rd May, 2025	1,057,687.25
5	31 st May, 2025	952,094.19
6	1 st July, 2025	903,008.34
7	31 st July, 2025	958,157.68
8	5 th September, 2025	957,790.18
9	29 th September, 2025	960,085.48
	TOTAL	8,934,523.20

The report was **NOTED**

FHRGP/1099/10/25 OTHER GRANTS

It was further reported that Zimba Town Council received a total amount of **K7,205,128.21** (Seven Million Two Hundred and Five Thousand One Hundred and Twenty-Eight Kwacha Twenty-One Ngwee from Central Government as Constituency Development Fund.

Find below a tabulation of the amounts received in the last six (6) months period:

S/N	DATE RECEIVED	AMOUNT RECEIVED (ZMW)
1	7 th February, 2025	2,000,000.00
2	22 nd April, 2025	3,205,128.21
3	26 th September, 2025	2,000,000.00
	TOTAL	7,205,128.21

The report was **NOTED**

FHRGP/1100/10/25 ACCOUNTS RECEIVABLES AS AT 30TH SEPTEMBER, 2025

Members were informed that during the period under review, the Council was owed a total of **K294,600.00** by various individuals and organizations.

The report was **NOTED**

FHRGP/1101/10/25 ACCOUNTS PAYABLE AS AT 30TH SEPTEMBER, 2025

It was reported that the Council owed institutions and individuals a sum of **K14,991,393.93** as at 30th September, 2025. The said amounts were in relation to the supply of goods and services as well as staff dues and statutory obligations.

The report was **NOTED**

FHRGP/1102/10/25 RECEIPTS AND PAYMENTS AS AT 30TH SEPTEMBER, 2025

A. RECEIPTS

It was brought to the attention of the Committee that a sum of **K43,751,555.04** had been received during the period under review. It was stated that this amount constituted several revenue votes with some of the most notable revenues being National Support **K39,137804.52**, Fees and Charges **K2,234,036.52**, Electoral Commission **K95,720.00** and other income **K2,283,994.00**. The total revenue translated into a collection efficiency of **93%**.

B. PAYMENTS

Members were further informed that during the period under review, the Council spent a sum of **K55,558,815.66** on various items of the budget giving a cumulative performance of **63%**

The report was **NOTED**

FHRGP/1103/10/25 PRESENTATION OF GENERAL- FINANCIAL STATEMENTS 2024

It was reported for the information of the Committee that the office of the Auditor General audited the financial Statements and had since issued an opinion that the financial statements were fairly presented. Public Finance Management Act No. 1 of 2018 Section 2(1) C rests the responsibility of preparation of Financial Statements on the Director of Finance. It was in this vein that the Director presented the Financial Statements for Zimba Town Council for the year 2024 which had been prepared in accordance with Cash basis according to the international public sector accounting standards (IPSAS) and other relevant legislation as guided in the Local Authorities Accounting Policies (LAAPS).

The financial results were as follows;

	2024	2023
	Kwacha	Kwacha
Cas Receipts	50,834,476	40,506,418
Payments	<u>54,762,194</u>	<u>38,047,944</u>
Increase/Decrease in Cash and Cash Equivalents	<u>3,927,718</u>	<u>2,458,474</u>

The report was **NOTED**

FHRGP/1104 /10/25 ADDITIONAL ON THE CUNCIL ONLINE PLATFORM

It was brought to the attention of the Committee that the Chief Accountant Mr. George Pupwe had retired and the Accountant Ms. Marian Chiposa was on maternity leave. Members were informed that the office of the Director Finance was facing challenges with regards to the processing of the online payments. Therefore, Mr. Webster Mukonka was being recommended to be added on the Council online platform as initiator.

After a lengthy deliberation on the matter and on a proposal by Councillor Douglas Maunga duly seconded by Councillor Anne Mutunda, it was;

RECOMMENDED that;

The additional of Mr. Mukonka Webster on Zimba Town Council online platform as initiator be Approved

FHRGP/1105/10/25 ADDITIONAL AS BANK AGENT TO THE ELECTIONS ACCOUNT

It was reported that Ms. Inedy Chibala was appointed as an agent (cashier) for Electoral Commission of Zambia (ECZ) for the 2026 general elections. It was therefore recommended that she be added as a bank agent to the Electoral Commission of Zambia account.

After a lengthy deliberation on the matter and upon a proposal by Councillor Anne Mutunda duly seconded by Councillor Ivan Seemani, it was;

RECOMMENDED That;

Additional of Ms. Inedy Chibala as a Bank agent to the Electoral Commission of Zambia account be Approved

FHRGP/1106/10/25 FORMATION OF BUDGET TEAM

It was reported that the Council was mandated to prepare its annual budgets by the Local Government Act and Budgeting Act.

The Council was in the budgeting preparatory period for the 2026 to 2028 budgets. Members were informed that once the ministry issues budget guidelines inclusive of timelines, the Council should be on course. It was proposed that a budget team be formed comprising of all heads of departments, section heads, and officers that were involved in the formulation of the approved budget. It was further stated that the budget team should start meeting once a week to start preparing departmental inputs and device, a plan on budget stakeholders meeting to be conducted. Finance department would issue costing forms to departmental heads.

The report was **NOTED**

FHRGP/1107/10/25 PROPOSED ADJUSTMENT FOR MINERAL TRANSPORTATION LEVY KARIBA MINERAL LIMITED

It was brought to the attention of the Committee that the Council has received a proposal from Kariba Mineral limited to adjust the current mineral transportation levy of K3,000.00 per tonne truck following a meeting between officers from the Council and officers from Kariba Mineral limited at the Council offices.

In the letter to the Council dated 12th August 2025, Kariba Minerals limited is proposing a revised rate of K1,200.00 for the period 2025/2026, the same rate to be revised upwards to K1, 800.00 per 20 tonne truck in

2026 and to be revised upwards to K3, 000.00 per 20 tonne truck from K1,800.00 in 2026 subject to operational realities.

Members were informed that the Council has had several engagements with Kariba Mineral limited through several reminders/invoices for them to pay what they currently owe the Council regarding mineral transportation levy based on the adjusted upwards mineral transportation levy of K3,000.00. The current amount owed to the Council by Kariba Minerals limited for mineral transportation levy stands at K60,000.00

After a lengthy deliberation on the matter and owing to the fact that the company had a big amount of money still owed the council, on a proposal by Councillor Anne Mutunda duly seconded by Councillor Ivan Seemani, it was;

RECOMMENDED that;

That the proposed revised rate of K1,200.00 per 20 tonne truck by Kariba Minerals be accepted for the remaining period of 2025 and renegotiate for the upward adjustment in the coming year of 2026.

FHR\$GP/1108/10/25 CONDUCTING OF RESIDENTIAL VALUATION INSPECTIONS BY THE COUNCIL AND THE NOMINATION OF THE VALUATION SURVEYOR THE DEPARTMENT OF VALUATION AND PROPERTY MANAGEMENT FOR 2025 VALUATION ROLL

It was reported that the Council received correspondence from the Department of Valuation and Property Management dated 1st September 2025, in which the Valuation Surveyor, Mr. Emmanuel Simukonda (A Registered Valuation Surveyor) was nominated. It was further stated that a request was made that the inspections of residential properties be conducted by the Council's Valuation staff. Therefore, it was proposed as follows:

1. That special Council be held as soon as possible to appoint the nominated Valuation Surveyor from the Department of Valuation and Property Management in accordance with **Section 3 (1) of the Rating Act of 2018**
2. Within the month of September, a request should be made to the Minister responsible for Local Government to approve the nominated Valuation Surveyor, Mr. Emmanuel Simukonda in accordance with **Section 3 (2) of the Rating Act of 2018**
3. That a team of 21 field workers to be constituted and overseen by the Valuation Officer to conduct data collection of all residential rateable properties. However, properties of commercial, institutional, plant and machinery nature (If any) will be inspected by the appointed Valuation Surveyor in order to tame the cost and time needed to conduct field inspection.
4. During the last week of September, notification should be made by way of bill boards, public notices, gazette notice and newspaper announcement of valuation inspections in accordance with **Section 10 of the Rating Act of 2018.**

5. The bulk of the residential property data will be compiled by the Council staff under the supervision of the Valuation Officer, as proposed by the appointed Surveyor to reduce cost of updating the Valuation roll.
6. The duration for the field inspections will be approximately 30 days starting from 1st October 2025
7. Thereafter, 14 days will be allocated for preparation of the valuation roll draft by the appointed surveyor.
8. A further 14 days will be allocated for the inspection of the draft valuation roll together with the accompanying poundage.
9. 7 days will be for the resolution of any objections from aggrieved property owners before presentation of the valuation roll before the Rating Tribunal at the close of year.
10. To expediate the inspection and valuation process, it is proposed that 20 grade 12 school leavers supplemented by Council experienced staff, who participated in previous valuation inspections, be engaged in field work and data collection of residential rateable properties. Thereafter, valuation will be finalized by the Valuation Officer under the supervision of the appointed Valuation Surveyor.
11. Management should determine how much to pay each field worker per day to motivate them hence enhancing the quality of work. Additionally, funds should be made available for conducting field work and provision of stationery, transport and office space for field workers to compute necessary valuation office work.
12. All efforts should be applied to ensure that the valuation roll is finalized this year, as the following year may be tricky in view of the scheduled general election.
13. To ascertain the quantity of income generating properties requested for by the Valuation Surveyor, which are available in the district, such as commercial properties interest, there is need to conduct preliminary field inspections in conjunction with the Town Planner and the Land Surveyor as soon as possible and give this information to the Valuer.

After a lengthy deliberation on the matter and upon a proposal by Councillor Anne Mutunda duly seconded by Councillor Ivan Seemani, it was;

RECOMMENDED that;

The above report be Accepted as recommended.

FHRGP/1109/10/25

REMISSION ON PROPERTY RATES

It was brought to the attention of the Committee that the Ministry of Local Government and Rural Development through Circular number MLGRD/10/13/1 had directed Local Authorities to implement a remission scheme for rate payers to improve on compliance and address negative impact on the growth and existence of businesses. This directive was also meant to provide relief to leaseholders and ensure a supportive environment for growth and development of business. It should be noted that a circular had force of law and must be obeyed. The law itself in Section 22 of the Rating Act number 21 of 2018 provides for remission to a rate payer who applies for remission.

In order to provide an equitable and predictable remission scheme management proposed the following discounts for a duration of 3 months.

PROPERTY USAGE TYPE	TYPE OF REMISSION IN PERCENTAGE (DISCOUNT) FOR 2024 OUTSTANDING RATES	TYPE OF REMISSION IN PERCENTAGE (DISCOUNT) FOR 2025 OUTSTANDING RATES
RESIDENTIAL	20%	20%
COMMERCIAL	20%	20%
HOSPITALITY	20%	20%
INSTITUTIONAL	20%	20%

After a lengthy deliberation on the matter and upon a proposal by Councillor Anne Mutunda duly seconded by Councillor Ivan Seemani, it was;

RECOMMENDED that;

The implementation of remission scheme for rate payers be Approved.

FHRGP/1110/10/25 LEASEHOLDERS AND PROPERTY OWNER'S ENGAGEMENT MEETING

Members were informed that the Finance department would hold a consultative meeting with leaseholders and other rate payers with regard to the proposed remission scheme. This is also as per directive by the Ministry of Local Government and Rural Development contained in the letter referenced **MLGRD/10113/1**. This would give the Finance department an opportunity to discuss bills and payment plans with rate payers. The Finance department would also invite a Valuation Officer from Kalomo Town Council to be part of the Facilitators.

The report was **NOTED**

FHRGP/1111/10/25 ADDITION TO COMMERCIAL VENTURE ACCOUNT

It was reported that in an effort to enhance efficiency of running the commercial venture and to avoid delay of purchases, management had recommended the additional of both the Director Human Resource and Administration, Mr Vincent Mwansa and Administrative Officer, Miss Caroline Kafuko currently acting commercial manager on administrative convenience to panel B of the Commercial venture accounts.

Members deliberated on the matter and upon a proposal by Councillor Ivan Seemani duly seconded by Councillor Anne Mutunda, it was;

RECOMMENDED That;

The additional of the Director Human Resource and Administration Mr. Vincent Mwansa and Administrative Officer Ms Caroline Kafuko to panel B of the Commercial venture accounts be Approved

FHRGP/1112/10/25 INCREMENT OF OFFICE RENT AND ADDITION OF OFFICE SPACE TO INDO-ZAMBIA BANK.

It was reported that management increased office rent for INDO -Zambia Bank from Seven Thousand Five Hundred Zambian Kwacha (ZMW 7500) to Fifteen Thousand Kwacha (ZMW 15 000) monthly rentals with effect from January 2025. The negotiations for the increment started in January and the agreement was only executed in April, 2025. Furthermore, INDO-Zambia Bank applied for additional space for 2 rooms including the vacant one that was being occupied by another Government department which relocated. The 2-office space was pegged at Fifteen Thousand Zambian Kwacha (ZMW K15,000) (Twelve Thousand Kwacha for the bigger office and Three Thousand Kwacha for the smaller office which is immediate next to the bank)

After a lengthy deliberation on the matter and upon a proposal by Councillor Anne Mutunda duly seconded by Councillor Douglas Maunga, it was;

RECOMMENDED That;

The increment and an application for INDO Zambia Bank for additional of office space be Approved

FHRGP/1113/10/25 BUDGET ADJUSTMENT/ REVISION

It was reported that the Local government act, Public financial management act and budgeting act provides that once management determines that the budget for revenues might not be collected by the end of the year due to various reasons, finance department should cause a report to finance committee and reduce the budget for revenue lines to amounts that are estimated to be collected and give reasons for that adjustment and also adjust the budget for expenditure according to the amount of revenue estimates reduced or adjusted.

It was further reported that management has established that **K2,990,000.00** would not be collected from the approved budget, under line;

- i. Property rates amounting to **K430,000.00**, rates were from residential Payers on bear land causing a challenge to identify the owners.
- ii. Hospitality amounting to **K90,000.00**, over budgeted but reduced as per data base.
- iii. Service Charges amounting to **K2,470,000.00** due to legal issues on land wrangles.

Management therefore, recommended to adjust the budget for revenue and expenditure by **K2,990,000.00**. **Details were as indicated below:**

Revenue	
Rates	K 430,000.00
Hospitality	K 90,000.00
Service Charges	<u>K 2,470,000.00</u>

Total	<u>K 2,990,000.00</u>
Expenditure	
Division 1 salaries	K 838,453.00
Construction of check points	K 45,000.00
Motor bike	K100,000.00
Rehabilitation of trekkers	K450,000.00
Building of office block	K371,030.50
Solar panel	K160,000.00
Leave travel benefits	K48,000.00
Settling allowance	K70,000.00
Office material	K150,000.00
Building maintenance	K100,000.00
Fuel and lubricants	K300,000.00
Borehole maintenance	K70,000.00
Ward development fund	K153,517.00
Travel expenses outside Zambia;	
Allowances	K20,000.00
Fuel oil and lubricants	K20,000.00
Zambia Revenue Authority	K50,000.04
Supply of goods and services	<u>K44,000.00</u>
Total	<u>K2,990,000.00</u>

Members deliberation on the matter and upon a proposal by Councillor Ivan Seemani duly seconded by Councillor Douglas Maunga, it was;

RECOMMENDED That;

The recommendation to adjust the budget for revenue and expenditure by **K2,990,000.00** be Approved

FHRGP/1114/10/25 QUALIFICATION FOR 2024 CAPITAL GRANT UNDER THE ZAMBIA DEVOLUTION SUPPORT GRANT

Members were informed that Zimba Town Council was in receipt of a letter dated 3rd October, 2025 from the Ministry of Local Government and Rural Development indicating that the Council was among the 65 Local authorities' Country wide to have qualified for the Zambia Devolution Support Grant (ZDSP) DLR9 as per attached letter.

The report was **NOTED with gratitude.**

FHRGP/1115/10/25 SUPPLIMETARY BUDGET

It was reported that management had surplus revenue amounting to **K152,473.00** resulting from over collection of revenue above the budget for revenue in the current budget under the revenue line;

- a. Building inspections
- b. Plan Scrutiny fees
- c. Rentals from Council properties
- d. Retail merchants' non-consumable business

Members were further informed that management had undertaken some expenditure towards the Southern Province Expo which was not budgeted for as per attached budgets.

The Public finance management act and local government act provides that supplementary revenues and budgets for un budgeted for expenditure should be reported to the committee for inclusion in the current budget.

Management therefore, recommended that the supplementary revenues and expenditure under advertisement and publicity Southern Province Expo to be included in the current budget as per extract of receipt and payments below:

EXTRACT OF RECEIPTS AND PAYMENTS				
CODE	DETAILS	APPROVED ANNUAL BUDGET 2025	PERFORMANCE TO SEPTEMBER 2025	SUPLUS
1520	FEES AND CHARGES			-
152003	Building inspection-fees	36,000.00	49,190.00	13,190.00
152004	Plan scrutiny fee	42,500.00	48,000.00	5,500.00
152007	Rentals/lease of Councils properties	90,000.00	126,000.00	36,000.00
154019	Retail Merchants non-consumable business	32,893.00	130,676.00	97,783.00
	Total	201,393.00	353,866.00	152,473.00
CODE	DETAILS	BUDGET	EXPENDITURE	VARIANCE
226008	Advertisement and Publicity	162,473.00	119,826.06	42,646.94
	Total	162,473.00	119,826.06	42,646.94

After a lengthy deliberation on the matter and upon a proposal by Councillor Douglas Maunga duly seconded by Councillor Anne Mutunda, it was;

RECOMMENDED That;

The inclusion of the supplementary revenues and expenditure under advertisement and publicity for Southern Province Expo be included in the current budget

THE REPORT OF THE DIRECTOR HUMAN RESOURCE AND ADMINISTRATION

The report of the director human resource and administration duly circulated was received

FHRGP/1116/10/25 STAFF DISCIPLINE- MR. JAMES SWANA – DIRECTOR ENGINEERING

The Director Human Resource and Administration reported that the Director Engineering was suspended on 27th August, 2025. It was stated that this action was necessitated by non-compliance with established procedures or standing instruction – procurement of services of a mechanic

Members were informed that the suspension of the Director Engineering was based on allegation that, in his individual capacity, he invited a mechanic who came and stripped off the engine and later submitted for payment in favor of the same mechanic purported to have been brought by

himself to assess the mechanical status of the said grader which was at the time grading the Chuundwe Mapatizya road.

It was further stated that in his letter of suspension, the Council Secretary reminded him that procurement of any services such as these is the responsibility and sole function of the procurement unit as is mandated under the public procurement Act of the laws of Zambia.

Subsequently, the officer was also requested to show cause as to why disciplinary action could not be instituted against him in this matter and he had since exculpated himself waiting for Human Resource Committee sitting.

Considering the nature of the case at hand, and in order to facilitate smooth and thorough investigations in this matter, the officer was suspended to pave way for investigation.

The report was **NOTED**

FHRGP/1117/10/25 STAFF DISCIPLINE MALAMBO WILFRED – DRIVER

It was brought to the attention of the Committee that Mr. Malambo Wilfred driver was suspended from duty effective 12th September, 2025. It was stated that this action had been necessitated by Failure to obey lawful instructions.

Members were informed that Mr. Malambo Wilfred whilst driving the Council Chairperson vehicle abandoned the Council chairperson during the funeral procession subjecting her to board public vehicles carrying mourners to the burial grounds in kabanga. He further left the car keys to the Aide decamp who is not a driver and left the vehicle in a vulnerable situation prone to theft and vandalism.

The officer was expected to appear before the Human Resource Management Committee.

The report was **NOTED**

FHRGP/1118/10/25 STAFF DISCIPLINE – CHISALA ABRAHAM – REVENUE COLLECTOR

It was reported that Mr. Abraham Chisala Revenue Collector was suspended from duty effective 20th August, 2025. It was stated that this action had been necessitated by drinking alcoholic beverages whilst on duty.

Members were informed that on 20th August, 2025 the Officer reported on duty whilst drunk and he was further taken to the police for the breathalyzer to ascertain the percentage of the alcohol which was more than normal by 481.3 mg.

It was further stated that the officer will appear before the Human Resource Management Committee to respond to the allegations.

The report was **NOTED**

FHRGP/1119/10/25 STAFF SICKNESS- NATHAN SANDE- ASSISTANT ACCOUNTANT

Members were informed that Mr. Nathan Sande Assistant Accountant had been sick and away from work for the period of over 6 months and was undergoing treatment at the University Teaching Hospital in Lusaka.

It was stated that members would be kept informed with new developments regarding his health.

The report was **NOTED and wished him a quick recovery.**

FHRGP/1120/10/25 PARTICIPATION IN THE OUT PUT BASED BUDGETING SOFTWARE PACKAGE LEARNING WWORKSHOP FOR INTERNAL AUDITORS IN THE LOCAL GOVERNMENT

It was brought to the attention of the Committee that in order to capacity build the Council officers, the Assistant Internal Auditor Ms. Olipa Zulu had attended the training workshop on the output-based budgeting software package and internal control management aimed at equipping local authorities' internal auditors with the necessary skills and knowledge on the budget and budget control management before, during and after the budgeting process.

It was stated that four (4) groups were formed from the participants drawn from all local authorities and the last training program would be carried out during the first week of November 2025 which would be attended by the Internal Auditor Ms. Chimuka Siatembo

The report was **NOTED**

FHRGP/1121/10/25 REQUEST FOR OFFICE ACCOMMODATION

It was reported that the District Education Board Secretary had submitted a request for office accommodation as they have denied the learners access to the library from October 2019 at Zimba Secondary School. The District Education Board Offices were housed at the School Library.

The District Education Board Secretary requested for space for them to move to the new allocation as may be considered by the Council. Therefore, management recommended that the District Education Board be allocated house number seven (7) formally occupied by Mr. George Pupwe.

After a lengthy deliberation on the matter and upon a proposal by Councillor Douglas Maunga duly seconded by Councillor Anne Mutunda, it was;

RECOMMENDED that;

- i. The request by District Education Board Secretary for office accommodation be Approved.
- ii. The change of use of Council house no 7 into an office to accommodate the District Education Board Secretary on rental basis be approved.

FHRGP/1122/10/25 INSTALLATION OF SOLAR POWER SYSTEM BY SMART ZAMBIA INSTITUTE

It was reported that the Smart Zambia Institute (SZI) in August 2025 installed a solar power system at Zimba Town Council. The project was implemented as part of the Government's Digital Transformation Policy and Smart Zambia's efforts to enhance ICT infrastructure in local authorities.

The main objective of the solar installation was to ensure uninterrupted power supply (UPS) to the server room and other critical ICT infrastructure.

This was intended to:

- Maintain continuous operation of the Government Wide Area Network (GWAN) equipment.
- Eliminate network downtime during ZESCO power outages.
- Support the Government's drive towards paperless and digital service delivery.

The solar system installation included the following components:

- Solar panels mounted on the Council premises roof.
- Battery bank for energy storage and backup.
- Power inverter and charge controller systems.
- Distribution wiring connected to the server room and key ICT equipment.
- Outdoor solar security lights installed around the Council premises to enhance security at night.

The solar power system was specifically designated to:

- Power the server room, including the network cabinet, routers, firewall, and switches.
- Provide 24/7 power to critical network devices to ensure uninterrupted connectivity to the GWAN.
- Maintain functionality of key council systems even during ZESCO power outages.

The installation has brought the following benefits:

- Reduced downtime: The GWAN and other internal systems now remain operational even during load shedding or outages.
- Increased productivity: Staff can continue to access government systems, emails, and e-services without interruption.
- Improved security: The installation of solar-powered lights has enhanced visibility and safety around the premises at night.
- Support for digital transformation: The initiative aligns with the government's vision to move towards digital governance and paperless service delivery.

It was further stated that the installation of the solar system by Smart Zambia Institute has greatly strengthened Zimba Town Council's ICT resilience and reliability. The uninterrupted network connectivity now ensures continuity of operations and contributes directly to the Digital Transformation Agenda being implemented across public institutions.

The ICT Unit will continue to monitor the system's performance and work closely with Smart Zambia to ensure optimal operation and sustainability of the setup.

The report was **NOTED**

FHRGP/1123/10/25 STAFF RESIGNATION – MUUKA MAPUWO – ASSISTANT COMMERCIAL MANAGER

Members were informed that management was in receipt of a letter from the above-mentioned officer dated 22nd August, 2025 in which he tendered his resignation letter citing personal reasons. The officer was employed by the Local Government service commission on the 18th May, 2024 and sent to Zimba Town Council on first appointment. Management has since appointed Ms. Caroline Kafuko Administrative Officer to act on administrative Convenience as the Council was waiting for the Local Government Service Commission to appoint the Commercial manager.

The report was **NOTED**

There being no other business to transact, the meeting was declared closed at 14:45 hours followed by a prayer from the Director Health Services, Dr. Milimo Kayawa

CONFIRMED THIS.....DAY OF.....2025.

SIGN:
COMMITTEE CHAIRPERSON