

# COMMITTEE



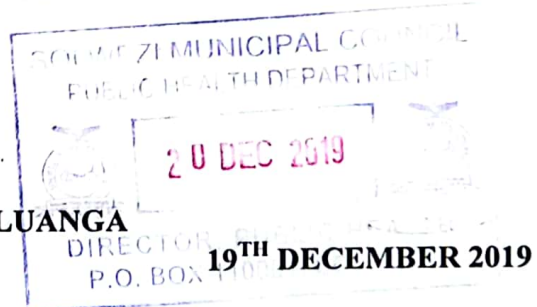
**SOLWEZI MUNICIPAL COUNCIL**

**P.O. Box 110001**

**SOLWEZI**

**NOTICE OF MEETING, AGENDA, MINUTES OF THE PREVIOUS ORDINARY COUNCIL AND STANDING COMMITTEE MINUTES TO BE PRESENTED TO THE ORDINARY COUNCIL MEETING TO BE HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, INDEPENDENCE AVENUE, SOLWEZI ON 23<sup>RD</sup> DECEMBER, 2019 AT 10:00 HOURS.**

**ENG. BORNWELL L. LUANGA**  
**TOWN CLERK**



**CIVIC CENTRE  
INDEPENDENCE AVENUE  
P.O. BOX 110001  
SOLWEZI**



**SOLWEZI MUNICIPAL COUNCIL**  
**P.O. Box 110001**  
**SOLWEZI**

**TO: His Worship the Mayor**  
**All Councillors**  
**SOLWEZI MUNICIPAL COUNCIL**

**NOTICE OF MEETING**

**NOTICE IS HEREBY GIVEN THAT:** pursuant to Section 15 of the Local Government Act No. 2 of 2019 the Ordinary Council Meeting will be held in the Council Chamber, Civic Centre, along Independence Avenue on Monday, 23<sup>rd</sup> December 2019 starting at 10:00 hours.

Eng. Bornwell L. Luanga  
**TOWN CLERK**



20 DEC 2019

DIRECTOR, PUBLIC HEALTH  
P.O. BOX 110001, SOLWEZI  
19<sup>th</sup> December 2019

**AGENDA**

**1.0. OPENING PROTOCOLS**

- 1.1 Meeting called to Order
- 1.2 National Anthem/Prayer
- 1.3 Quorum
- 1.4 Apology of absence (if any)
- 1.5 Notice of Meeting
- 1.6 Mayor's Communication

**2.0 DAY'S BUSINESS**

**PAGE No.**

- 2.1 Declaration of interest (in writing)
- 2.2 Confirmation of Ordinary Council and Special Council Minutes of;
  - (i) Ordinary Council Minutes of 30<sup>th</sup> September 2019 (page 03 to 13)
- 2.3 Matters Arising (See Action Sheet) (Page 209 - 222)

2.4 To receive, consider and adopt the minutes of the Standing Committees:

- (i) SPWDRE Committee held on 15<sup>th</sup> October 2019 (page 14 to 16)
- (ii) PWDRE Committee held on 21<sup>st</sup> October 2019 (page 17 to 98)
- (iii) FHRGP Committee held on 18<sup>th</sup> November 2019 (page 99 to 124)
- (iv) SPWDRE Committee held on 9<sup>th</sup> December 2019 (page 125 to 183)
- (v) Audit Committee held on 9<sup>th</sup> December 2019 (page 184 to 199)
- (vi) SFHRGP Committee held on 16<sup>th</sup> December 2019 (page 200 to 208)

2.5 Town Clerk's Report

2.6 Mayor's Closing Remarks

2.7 National Anthem/Prayer

## **DISTRIBUTION**

### **MEMBERS:**

N. Mukumbi

Councillor B. Sokotela

Chief Kapijimpanga

Councillor N. Kamwandi

Councillor A. Pupe

Councillor B. Nkanka

Councillor S. Namindi

His Worship the Mayor

Deputy Mayor

His Royal Highness

### **OFFICERS**

Principal Officer

Chief Officers

**CC:** Provincial Local Government Officer

North Western Province

**SOLWEZI**

**CC:** District Commissioner

Solwezi District

**SOLWEZI**

**MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, INDEPENDENCE AVENUE, SOLWEZI ON MONDAY 30<sup>TH</sup> SEPTEMBER, 2019 AT 10:00 HOURS**

**PRESENT**

Nicholas Mukumbi  
Councillor B. Sokotela  
Councillor N. Kamwandi  
Councillor S. Namindi  
Councillor B. Nkanka  
Councillor A. Pupe

His Worship the Mayor  
Deputy Mayor

**IN ATTENDANCE**

Eng. B. L. Luanga  
G .M. N. Kanyata  
B. Mboyi  
K. Bwalya  
S. Z. Mbewe  
A. T. Aongola  
E. Mazunda  
R. M. Mahale  
D. Chibawe  
S. Kandela  
A. Mwape  
R. Bandashi  
E. Chirwa  
D. Tembo  
M. Lupambo

Town Clerk  
Director Human Resource and Administration  
Director Housing and Social Services  
Director Engineering Services  
Director Public Health  
Director Finance  
Director Legal Services (Ag)  
Acting District Forestry Officer  
Acting District Community Development Officer  
District Education Board Secretary - Planner  
Engineer - Ministry of Health  
Chief Internal Auditor  
Public Relations Manager  
Senior Committee Clerk  
Assistant Committee Clerk

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Prior to the commencement of the meeting the National Anthem was sung and prayer was given and the meeting was declared open at 10:45 hours.

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**C/01/09/19 NOTICE OF MEETING**

The notice convening the meeting was read.

**C/02/09/19 MAYOR'S ANNOUNCEMENTS AND COMMUNICATIONS**

The Mayor's announcements and communication was made.

**C/03/09/19 DECLARATION OF INTEREST**

The Acting Director of Legal Services declared interest during consideration and adoption of the Finance, Human Resource and General Purposes Committee meeting held on 26th August 2019.

**C/4/09/19      OPENING REMARKS**

His Worship the Mayor welcomed all present and thanked His Excellency the President, Mr. Edgar Chagwa Lungu and his government for releasing funds to complete the construction of the bridge at Solwezi river dual carriage way.

The Mayor informed the august house that Solwezi district managed to successfully host the Expo North West Zambia 2019. He congratulated Solwezi Municipal Council Management for the achievement in sports at the Zambia Local Authority Sports Association (ZALASA) games in June 2019 which were held in Livingstone where it scored first prize in volleyball and marathon and second in swimming. The Council further participated in Southern Africa Inter-Municipal Sports Association (SAIMSA) games which were held in Lusaka from 22<sup>nd</sup> September to 27<sup>th</sup> September 2019 and the Council was awarded a silver medal in the 10km Marathon in women's category.

The Mayor further urged owners of business houses that had not paved the frontage and painted their premises to do so without council evoking pieces of legislation to force them to do so because it was not only for the purpose of Expo but to keep Solwezi clean in line with the Keep Zambia Clean, Green and Health Campaign.

**C/05/09/19      CONFIRMATION OF MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 24<sup>TH</sup> JUNE 2019.**

On a proposal by Councillor A. Pupe and seconded by Councillor S. Namindi,

**IT WAS RESOLVED THAT:**

The minutes of the Ordinary Council Meeting held on 24<sup>th</sup> June 2019 be confirmed as a correct record of the proceedings of the Council and be signed by the Mayor.

**C/06/09/19      CONFIRMATION OF MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 19<sup>TH</sup> JULY 2019.**

On a proposal by Councillor B. Sokotela and seconded by Councillor S. Namindi,

**IT WAS RESOLVED THAT:**

The minutes of the Special Council Meeting held on 19<sup>th</sup> July 2019 be confirmed as a correct record of the proceedings of the Council and be signed by the Mayor.

## **MATTERS ARISING FROM THE PREVIOUS MINUTES**

- (a) Under minute no. **PWDRE/40/04/19 - COST ESTIMATES OF ROAD WORKS TO BE DONE BY KANSANSHI MINE THIS YEAR.**

Councillors wanted Solwezi Municipal Council Management to engage Kansanshi Mines concerning the balance (money) from road works and use it to work on two roads namely; Nkana College road and Kawama road.

In response, the Town Clerk informed the house that a consensus was not reached at the last meeting the Council had with Kansanshi Mines concerning the remaining amount. Management would engage Kansanshi mines to channel the money towards grading of Nkana College road in Kapijimpanga ward and Kawama road in Sandangombe ward.

- (b) The Councillor for Kimasala Ward wanted to find out the progress as regards the Memorandum of Understanding (MOU) signed between Solwezi Municipal Council and Kansanshi Mines in which the mines had agreed to work on the FRA road as part of their Social Corporate Responsibility. That management should further re-engage Kansanshi Mines to state the road which they would work on as part of their Social Corporate Responsibility.

In response the Director Engineering Services informed the house that during interactions with Kansanshi Mines, the mine had indicated that they would include the grading of FRA road in their next year's (2020) budget.

- (c) Under Minute no. **PWDRE/55/04/19 - FORMATION OF A TASK FORCE AT THE MAIN BUS STATION** on the formation of a task force at the station and the formulation of bus rules His Worship the Mayor urged management to ensure that the same is implemented to safeguard the general public who travel by public transport.

## **CONSIDERATION AND ADOPTION OF COMMITTEE MINUTES**

**C/07/09/19**

### **MINUTES OF THE PLANS, WORKS, DEVELOPMENT AND REAL ESTATES COMMITTEE MEETING HELD ON 15<sup>TH</sup> JULY, 2019.**

- A. On a proposal by Councillor B. Nkanka and seconded by Councillor S. Namindi,

#### **IT WAS RESOLVED THAT:**

The Minutes of the Plans, Works, Development and Real Estates Committee Meeting held on 15<sup>th</sup> July 2019 be received.

- B. On a proposal by Councillor B. Nkanka and seconded by Councillor S. Namindi,

**IT WAS RESOLVED THAT:**

The Minutes of the Plans, Works, Development and Real Estates Committee Meeting held on 15<sup>th</sup> July, 2019 be adopted as part of the proceedings of the Council.

**C/08/09/19**

**MINUTES OF THE SPECIAL FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 8<sup>TH</sup> AUGUST, 2019.**

- A. On a proposal by Councillor N. Kamwandi and seconded by Councillor A. Pupe,

**IT WAS RESOLVED THAT:**

The Minutes of the Special Finance, Human Resource and General Purposes Committee Meeting held on 8<sup>th</sup> August 2019 be received.

- B. On a proposal by Councillor N. Kamwandi and seconded by Councillor A. Pupe

**IT WAS RESOLVED THAT:**

The Minutes of the Special Finance, Human Resource and General Purposes Committee Meeting held on 8<sup>th</sup> August, 2019 be adopted as part of the proceedings of the Council.

**C/9/09/19**

**MINUTES OF THE SPECIAL FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 13<sup>TH</sup> SEPTEMBER, 2019.**

- A. On a proposal by Councillor N. Kamwandi and seconded by Councillor A. Pupe,

**IT WAS RESOLVED THAT:**

The Minutes of the Special Finance, Human Resource and General Purposes Committee

Meeting held on 13<sup>th</sup> September 2019 be received.

- B. On a proposal by Councillor N. Kamwandi and seconded by Councillor A. Pupe,

**IT WAS RESOLVED THAT:**

The Minutes of the Special Finance, Human Resource and General Purposes Committee Meeting held on 13<sup>th</sup> September, 2019 be adopted as part of the proceedings of the Council.

**C/10/09/19**

**MINUTES OF THE SPECIAL PLANS, WORKS, DEVELOPMENT AND REAL ESTATES COMMITTEE MEETING HELD ON 19<sup>TH</sup> SEPTEMBER, 2019.**

- A. On a proposal by Councillor B. Nkanka and seconded by Councillor S. Namindi,

**IT WAS RESOLVED THAT:**

The Minutes of the Special Plans, Works, Development and Real Estates Committee Meeting held on 19<sup>th</sup> September 2019 be received.

- B. On a proposal by Councillor B. Nkanka and seconded by Councillor S. Namindi,

**IT WAS RESOLVED THAT:**

The Minutes of the Special Plans, Works, Development and Real Estates Committee Meeting held on 19<sup>th</sup> September, 2019 be adopted as part of the proceedings of the Council.

**C/11/09/19**

**MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 19<sup>TH</sup> SEPTEMBER, 2019.**

- A. On a proposal by Councillor A. Pupe and seconded by Councillor N. Kamwandi

**IT WAS RESOLVED THAT:**



The Minutes of the Audit Committee Meeting held on 19<sup>th</sup> September 2019 be received.

- B. On a proposal by Councillor A. Pupe and seconded by Councillor N. Kamwandi.

**.IT WAS RESOLVED THAT:**

The Minutes of the Audit Committee Meeting held on 19<sup>th</sup> September, 2019 be adopted as part of the proceedings of the Council.

**C/12/09/19**

**MINUTES OF THE FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 26<sup>TH</sup> AUGUST, 2019.**

- A. On a proposal by Councillor N. Kamwandi and seconded by Councillor A. Pupe,

**IT WAS RESOLVED THAT:**

The Minutes of the Finance, Human Resource and General Purposes Committee Meeting held on 26<sup>th</sup> August 2019 be received.

- B. On a proposal by Councillor N. Kamwandi and seconded by Councillor A. Pupe,

**IT WAS RESOLVED THAT:**

The Minutes of the Finance, Human Resource and General Purposes Committee Meeting held on 26<sup>th</sup> August, 2019 be adopted as part of the proceedings of the Council with the following amendments.

“on page no. 177, FHRGP/05/08/19 the recommended position of “Librarian LGSS 07” for Namakau Liswaniso Maambo be corrected to read as “ Chief Librarian (LGSS 06).”

## REPORT OF THE TOWN CLERK

### C/13/09/19 FORMATION OF WARD DEVELOPMENT COMMITTEE IN TUNVWANGANAI WARD

The Town Clerk submitted to the Council that following the lifting of the ban on the formation of Ward Development Committees (WDCs) by the Ministry of Local Government (MLG) in May 2019, Management would like to proceed with the formation of the WDC in Tunvwanganai Ward, and also fill in the gaps in other wards where WDC members were inactive or had transferred to other areas. As members were aware, four WDCs were formed previously i.e. in Kamalamba, Kimasala, Kapijimpanga and Sandang'ombe Wards prior to the ban by the Ministry of Local Government. In this regard, Council had since formulated a program and budget for these activities scheduled to begin in October 2019.

In line with the guidelines on the establishment, management and operations of Ward Development Committees and their operations it was a requirement to present the programme and budget to the Council for adoption/approval. Attached as Annexure 1 was the programme and budget.

After deliberations on the matter and on a proposal by Councillor A Pupe and dully seconded by Councillor S. Namindi;

#### IT WAS RESOLVED THAT:

- (i) The formation of Ward Development Committee in Tunvwanganai Ward and filling in the gaps in other wards be **APPROVED**.
- (ii) The programme and budget for formation of the Ward Development Committee and filling in the gaps in other wards be **APPROVED**.

### C/14/09/19: PROPOSAL TO NUMBER COUNCIL PROPERTIES

The Town Clerk reported for consideration of the Council that in a bid to ensure that all Council properties were numbered and on title, the Council recommended under minute number **PWDRE/03/07/18** for numbering of Council properties.

It had, however, been observed that some properties were not captured hence this subsequent report to the Council. The table below gave details of the Council properties that were not captured;

Table 1: List of Council Properties

No	Name of Property
1	Cemetery- Kimiteto
2	Market - Zambia Compound
3	Market -Messengers Compound
4.	Market – Muzabula A and B
5.	Market Kimasala

He further reported that any other Council properties not listed in the above table also be recommended for numbering, offer and title, in order to safe guard Council properties.

After deliberations on the matter and on a proposal by Councillor B Sokotela and dully seconded by Councillor N. Kamwandi;

**IT WAS RESOLVED THAT:**

The recommendation for numbering, offer and title of Council properties and any other Council properties not listed in the above table be **APPROVED**.

**C/15/09/19: PURCHASE OF VEHICLE FOR VALUATION SECTION**

The Town Clerk reported that Council was in the process of carrying out a revaluation exercise in order to come up with a new valuation roll that will run from 2021 - 2025 as the current one was expiring in the year 2020 and in this vain the department of finance was requesting to purchase a double cab 4 x 4 pick-up in order to support this important undertaking.

During discussions on this matter, councillors expressed concern over the lack of boreholes in most parts of Solwezi town and were of the view that service provision to the community was priority than buying a vehicle.

In deliberating on this matter, Councillors consensually agreed to approve purchase of a vehicle for Valuation section on condition that that management should drill two boreholes in each ward to cushion the erratic shortage of water in the district.

After deliberations on the matter and on a proposal by Councillor B Sokotela and dully seconded by Councillor N. Kamwandi;

**IT WAS RESOLVED THAT:**

- (i) The purchase of a vehicle ( double cab 4 x 4) for Valuation Section be **APPROVED**.
- (ii) The sinking of two boreholes in each ward be **APPROVED**.

**C/16/09/19: PROPOSED DAILY PARKING FEES AT INDO BANK CAR PARK**

The Town Clerk informed the august house that Council had completed the paving of the car park at Indo Bank, though the parking slots were yet to be marked.

A proposal was being made to introduce a charge of K2 per hour one off fee and K 5 per day parking fees at the newly constructed parking area at Indo Bank.

After deliberations on the matter and on a proposal by Councillor N Kamwandi and dully seconded by Councillor S. Namindi;

**IT WAS RESOLVED THAT:**

The proposed daily parking fees of K2 per hour one off fee and K5 per day parking fees at Indo Bank be **APPROVED**.

**COUNCIL IN COMMITTEE**

On a proposal by Councillor N. Kamwandi seconded by Councillor S. Namindi,

**IT WAS RESOLVED THAT;**

Pursuant to Standing Order No. 13 and 14, Council do resolve into a committee of the whole Council, the public and the press be excluded from the meeting.

**C/17/09/19: APPLICATION FOR SPONSORSHIP- MESSRS JONES MAKAYI – LEGAL OFFICER**

The Town Clerk reported for the consideration of the council that his office was in receipt of an application for full sponsorship from Mr. Jones Makayi, Legal Officer (LGSS 06) following his acceptance to enroll for the Legal Practitioners Qualifying Course 2019 intake at Zambia Institute of Advanced Legal Education (ZIALE).

He informed members that to be admitted to the Zambian Bar, one should undergo training of practitioners qualifying course at Zambia Institute of Advanced Legal Education (ZIALE).

The Council may further wish to note that Mr. Jones Makayi, Legal Officer (LGSS 06) was not yet admitted to the bar hence the application for sponsorship. Once the officer was sponsored by the Council the officer would cushion the inadequate staff in the Legal Department.

Below were the officer's details:

1. Name	: Jones Makayi
Date of birth	:22.11.1987
Current Position	: Legal Officer
Salary scale	:LGSS/06
Date of first appointment	:13.11.2009
Qualifications held	:Grade 12 Certificate; :Master of Human Rights, :Bachelor of Laws :Diploma in Law : Certificate in Prosecutions
School	:Zambia Institute of Advanced Legal Education (ZIALE)
Commencement	October 2019 to October 2020
Duration	: 1 year

In view of the above, it was recommended that:

- (i) The officer be granted sponsorship to undergo training for Practitioners qualifying course 2019 at Zambia Institute of Advanced Legal Education (ZIALE)
- (ii) The matter be forwarded to the Local Government Service Commission for consideration,
- (iii) The officer be bonded to the Council for the equivalent period he will be away for training.

After deliberations on the matter and on a proposal by Councillor B Sokotela and dully seconded by Councillor N. Kamwandi;

**IT WAS RESOLVED THAT:**

- (a) The officer be granted sponsorship to undergo training for Practitioners qualifying course 2019 at Zambia Institute of Advanced Legal Education (ZIALE)
- (b) The matter be forwarded to the Local Government Service Commission for consideration.
- (c) The officer be bonded to the Council for the equivalent period he would be away for training.
- (d) Officers undergoing courses of not more than two years should be sponsored when funds are available at the local authority with immediate effect.

**RESUMPTION INTO OPEN SESSION**

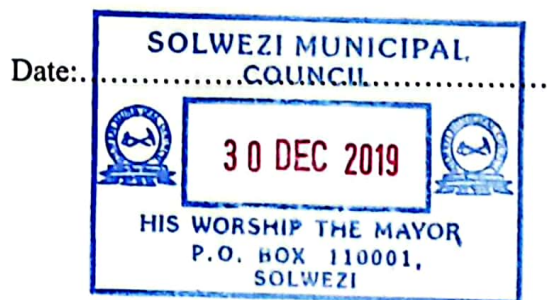
On a proposal by Councillor N. Kamwandi seconded by Councillor B. Nkanka.

**IT WAS RESOLVED THAT:**

The Council in committee reverts to open session and the recommendations of the Council in Committee be adopted as part of the proceedings of the Council.

There being no further business to transact, the meeting ended at 13:40 hours.

Signed:.....  
Mayor



**MINUTES OF THE SPECIAL PLANS, WORKS, DEVELOPMENT AND REAL ESTATES COMMITTEE MEETING HELD IN THE MAYOR'S BOARDROOM, CIVIC CENTRE ON 15<sup>TH</sup> OCTOBER, 2019 AT 10:00 HOURS**

**PRESENT MEMBERS**

Cllr B. Nkanka	Chairperson
Cllr S. Namindi	Member
N. Mukumbi	His Worship the Mayor - (Ex-officio)
Cllr B. Sokotela	Deputy Mayor - (Ex-officio)

**IN ATTENDANCE  
COUNCILLORS**

Cllr N. Kamwandi  
Cllr A. Pupe

**OFFICERS IN ATTENDANCE**

C. Ngulube	Director Planning (Acting)
M. Shimabale	District Agricultural Cordinator - Minstry of Agriculture
N.Msoni	Zambia Land Alliance (Accountant)
N. Mulope	Provincial Agricultural Cordinator - Minstry of Agriculture
P. Chikwa	Zambia Police
D. Banda	Drug Enforcement Commissison
A. Fuluwe	District Administrative Officer
S.Mushimbei	Towm Planner
D. Tembo	Senior Committee Clerk
K.Mishengo	Committee Clerk
M. Lupambo	Assistant Committee Clerk

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Prior to the commencement of the meeting the notice was read and meeting was declared open at 09:15 hours.

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**SPWDRE/01/10/19: NOTICE OF MEETING**

The notice convening the meeting was read.

**SPWDRE/02/10/19: DECLARATION OF INTEREST**

Declaration of interest was received in writing from the following;  
Councillor B. Nkanka  
Councillor N. Kamwandi  
Councillor B. Sokotela  
C. Ngulube Ag Director Planning  
D. Banda Drug Enforcement Commission  
S. Mushimbei Towm Planner  
M. Lupambo Assistant Committee Clerk

### **SPWDRE/03/10/19: INTERVIEWS FOR PLOTS THAT WERE ADVERTISED**

The Director reported to the committee that Council had received applications for various plots that were advertised from 16<sup>th</sup> September, 2019 to 27<sup>th</sup> September, 2019, the table below showed the number of plots that were advertised as well as the number of applications received.

<b>S/N</b>	<b>Land Use</b>	<b>Number of Plots advertised</b>	<b>Number of applications received</b>
1.	Residential High Cost	150	419
2.	Residential Medium Cost	250	189
3.	Residential Low Cost	200	18
4.	Places of Worship	10	4
5.	Special User	3	7
6.	Commercial	5	17
7.	Light Industry	8	5
8.	Institutional	3	7

The Director **recommended** that the applicants be interviewed from 15<sup>th</sup> October to 16<sup>th</sup> October 2019 and the best applicants be recommended for allocation of plots on first come first serve basis.

### **SPWDRE/04/10/19: RECOMMENDATIONS FOR PLOT INTERVIEWS HELD ON 15<sup>TH</sup> AND 16<sup>TH</sup> OCTOBER 2019.**

The Committee conducted plot interviews for residential High Cost, on Tuesday 15th October while interviews for Residential Medium, Residential Low Cost, Places of Worship, Special User, Light Industrial and Institutional were conducted on Wednesday 16th October 2019.

The committee further recommended as follows:-

- (i) Applicants appearing in Appendix 1, 2, 3, 4, 5, 6, 7 and 8 be approved for Residential (High Cost, Medium Cost and Low Cost), Places of Worship, Special User, Commercial, Light Industrial and Institutional plots respectively and that they should make payment of development charges within the recommended period.



Failure to which the Council would be at liberty to reallocate to applicants on the waiting list on first come first serve basis.

- (ii) That the applicants be recommended for approval as presented in the tables on first come first serve basis.


After deliberations on the matter,

**IT WAS RECOMMENDED THAT:**

The successful applicants be approved as presented on first come first serve basis.

There being no further business to transact, the meeting ended at 15:50 hours.

Signed:.....  
CHAIRPERSON

Date:.....  
A rectangular blue stamp from the Solwezi Municipal Council. It features the council's name at the top, a central date stamp '31 AUG 2020' flanked by two circular emblems, and the mayor's name and address at the bottom.

**MINUTES OF PLANS, WORKS, DEVELOPMENT AND REAL ESTATES  
COMMITTEE MEETING HELD IN THE MAYOR'S BOARDROOM, CIVIC  
CENTRE ON 21<sup>ST</sup> OCTOBER, 2019 AT 10:00 HOURS**

**PRESENT MEMBERS**

Cllr B. Nkanka	Chairperson
Cllr S. Namindi	Member
N. Mukumbi	His Worship the Mayor - (Ex-officio)
Cllr B. Sokotela	Deputy Mayor - (Ex-officio)

**IN ATTENDANCE  
COUNCILLORS**

Cllr N. Kamwandi  
Cllr A. Pupe

**OFFICERS IN ATTENDANCE**

Eng. B. Luanga	Town Clerk
B. Mboyi	Director Housing and Social Services
G. M. N. Kanyata	Director Human Resource and Administration
K. Bwalya	Director Engineering Services
A.T. Aongola	Director Finance
S. Bwalya	Director Planning
E. Mazunda	Director Legal Services Ag
C. Ngulube	District Planning Officer
R. C. Nkonda	Chief Community Development Officer
W. Mumbali	Chief Health Inspector
K. E. Chilila	District Forestry Officer
D. Tembo	Senior Committee Clerk
K. Mishengo	Committee Clerk
M.Lupambo	Assistant Committee Clerk

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Prior to the commencement of the meeting the notice was read and meeting was declared open at 10:15 hours.

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**PWDRE/01/10/19: NOTICE OF MEETING**

The notice convening the meeting was read.

**PWDRE/02/10/19: DECLARATION OF INTEREST**

No declaration of interest was made.

## **REPORT OF THE DIRECTOR PLANNING**

### **PWDRE/03/10/19: PROPOSED REMAINING ALTERNATIVE LAND FOR THE LATICIA TALANTI MAUREEN MWELWA**

The Director reported for consideration of the committee that following Consent Judgment between Laticia Talanti Maureen Mwelwa vs Solwezi Municipal Council, it was ruled that 50 plots be allocated to the Plaintiffs, 20 residential plots and 5 commercial plots for each. While all the 10 commercials had been allocated, only 20 residential were allocated, leaving a balance of 20 plots.

The Director therefore recommended allocation of the remaining 20 residential plots to the plaintiffs.

To Laticia Talanti LN-100001398/208-217 in Mitukutuku and

To Maureen Mwelwa LN-100001398/218-227 in Mitukutuku

After deliberations on the matter;

#### **IT WAS RECOMMENDED THAT:**

The item be deferred to the next meeting to allow Councillors have detailed background information on the matter.

### **PWDRE/04/10/19: PROPOSED NUMBERING OF 2 PLOTS IN STADIUM**

The Director reported for consideration of the committee that he wished to recommend for numbering of 2 plots in Stadium area for Rightwell Soko. The plots were obtained from Council in 2007 and were already developed.

The plots previously had the numbers Sol 8189 and Sol 8191 which belonged to Kenneth Somili and Jack Mulenga, for land located in the CBD, a case of double numbering.

The Director recommended that the plots be re-numbered and allocated to Rightwell Soko. *Attached as Appendix 1 was the site plan.*

After deliberations on the matter;

#### **IT WAS RECOMMENDED THAT:**

The proposed numbering of two plots in Stadium Area and allocation of same plots to Rightwell Soko be **APPROVED.**

**PWDRE/05/10/19: PROPOSED RE-NUMBERING OF STAND 9712 IN MITEC AREA.**

The Director reported for consideration of the committee that council was in receipt of an advice from Ministry of Lands and Natural Resources for re-numbering of stand 9712. The proposal was as a result of double numbering. The stand number 9712 which was allocated to T. Munyandekwe in Mitec already existed and on offer to Fredrick Kalamba effective 25<sup>th</sup> January 2008.

In view of the above, the Director recommended that, the plot belonging to T. Munyendekwa located in Mitec area be allocated a different number.

*Attached as Appendix 2 was the site plan.*

After deliberations on the matter;

**IT WAS RECOMMENDED THAT:**

The proposed renumbering of Stand 9712 in Mitec Area be **APPROVED**.

**PWDRE/06/10/19: PROPOSED RE-PLANNING IN MITUKUTUKU OF SOLWE/LN 1002760/4**

The Director reported for consideration of the committee that council was in receipt of an application for re-planning of Solwe/LN 1002760/4 for Daison Kosamu holder of NRC No. 181892/24/1.

The re-planning was to accommodate the settlers on the ground among which was Muke Luckson holder of NRC 357746/65/1 as a beneficiary.

The applicant would meet all costs for re-planning.

*Attached as Appendix 3 was the site plan.*

After deliberations on the matter;

**IT WAS RECOMMENDED THAT:**

The proposed re-planning of Solwe/LN 1002760/4 in Mitukutuku be **APPROVED**.

**PWDRE/07/10/19: REQUEST FROM MATOKA FAMILY IN MITUKUTUKU**

The Director reported for consideration of the committee that council was in receipt of a letter from the Matoka family. The family had requested to retain the plots along the stream, those that were earlier surrendered to council. The request was due to the fact that for plots near the stream the family members carry out small scale cultivation of vegetables.

The request was with the exception of plots, 18195 and 18211 which had already been surveyed by Ministry of Lands awaiting titles.

The Family had further submitted the names under which the family plots should be processed.

In this regard the allocations to the Matoka family would be: 18167, 18168, 18171, 18172, 18173, 18174, 18175, 18176, 18194, **18212, 18213, 18222, 18223, 18224**, 18292, 18293, 18294, 18295 and 18296.

Council would retain 18211, **18225**, 18226, 18227, **18165, 18166, 18169, 18170** and 18195.

S/N	Name	NRC	Plot
1.	Justina Kaputula	135079/68/1	18223 18174& 18194
2.	Teddy Matoka	205460/68/1	18293
3.	Julius Matoka	205461/68/1	18175
4.	Hezron Matoka	222910/24/1	18168
5.	Shedreck Matoka	222911/24/1	18176
6.	Albertina Matoka	213020/24/1	18173
7.	Joleck Luka Matoka	229731/24/1	18212&18292
8.	Zhane Matoka	242218/24/1	18295 & 18296
9.	Jonah Matoka	259109/24/1	18222
10.	Daphili Mulubwa	102430/24/1	18213
11.	Abel Bulawayo	153649/25/1	18167
12.	Richard Matoka	202009/68/1	18224

*Attached as Appendix 4 was the site plan.*

After deliberations on the matter;

**IT WAS RECOMMENDED THAT:**

- (i) The allocation of plot nos. 18167, 18168, 18171,18172, 18173, 18174, 18175, 18176, 18194, 18212, 18213, 18222, 18223, 18224, 18292, 18293, 18294, 18295 and 18296 to the Matoka family as presented in the table above be **APPROVED**.
- (ii) Council to retain plot nos. 18211, 18225,18226, 18227, 8165, 18166, 18169, 18170 and 18195.

**PWDRE/08/10/19: CORRECTION OF LOCATION OF PLOT FOR KYANAMINA ROOSEVELT**

The Director reported for information of the committee the correction of the error in location of plot Solwe/LN-1001060/553, for Kyanamina Roosevelt, that was reported and adopted as Highland instead of Mitukutuku under PWDRE /21/01/19.

After deliberations on the matter;

**IT WAS RECOMMENDED THAT:**

The correction of location of plot for Kyanamina Roosevelt from Highland to Mitukutuku be **NOTED**.

**PWDRE/09/10/19: PROPOSED SUB-DIVISION FOR SONNY MWANSA ON STAND 13913**

The Director reported for consideration of the committee that council was in receipt of an application for Subdivision of stand 13913 located in Kabitaka area. The plot was approximately 5571 square meters in extent. The owner wished to subdivide into 2 parcels and a remainder.

The proposed Sub divisions were approximately 1200 m<sup>2</sup> with the remainder having 3371 meter squared.

Attached as Appendix 5 was *the proposed Subdivision*

After deliberations on the matter;

**IT WAS RECOMMENDED THAT:**

The matter was deferred to the next meeting in order to ascertain why the owner has not done anything at the plot even after it was recommended for repossession with Ministry of Lands.

**PWDRE/10/10/19: PROPOSED SUB-DIVISION OF REM LOT 12076/M FOR NEW ERA FLEXIBLE LEARNING INSTITUTE LIMITED**

The Director reported for consideration of the committee that the council was in receipt of an application for Sub-division of the Rem of Lot 12076/M in Stadium area along Mwanawasa street for the New Era Flexible Learning Institute Limited. The applicant had decided to sub-divide it into smaller portion for the purpose of creating residential plots.

I wish to recommend that the application be approved **on condition** that the access roads be adjusted to 12m instead of the provided 10m.

Attached as Appendix 6 was *the proposed Subdivision*

After deliberations on the matter;

**IT WAS RECOMMENDED THAT:**

The proposed Sub-Division of Rem Lot 12076/M for New Era Flexible Learning Institute Limited be **APPROVED** on condition that the access roads be adjusted to 12m.

**PWDRE/11/10/19: PROPOSED CANCELLATION, RE-PLANNING, RENUMBERING AND NUMBERING OF PLOTS NUMBER SOLWE/LN-1000001694/51-75, 91 AND 96 IN KIMITETO AREA**

The Director reported for consideration of the committee that the council was in receipt of an application for Re-planning, Cancellation and renumbering of the said plots in Kimiteto area from Mr. Brian Kalepa of NRC number 179120/24/1.

Attached as Appendix 7 was *the site plan*.

After deliberations on the matter;

**IT WAS RECOMMENDED THAT:**

The matter was deferred to the next meeting to allow the applicant give clear and straight forward reasons for the proposed Cancellation, Re-Planning, Renumbering and Numbering of the above mentioned plots.

**PWDRE/12/10/19: PROPOSED SUB-DIVISION OF LOT 6053/M FOR EUNICE MALENGO KALICHINI**

The Director reported for consideration of the committee that the council was in receipt of an application for Sub-division of Lot 6053/M in Stadium area along Mwanawasa street for Mrs. Eunice Malengo Kalichini

of NRC # 112383/67/1. The mentioned piece of land which is 1.5611 hectares in area was offered to the applicant by the MOL in November, 2002. Hence, the owner has decided to sub-divide it into smaller portion for the purpose of creating residential plots.

Attached as Appendix 8 was the site plan.

After deliberations on the matter;

**IT WAS RECOMMENDED THAT:**

The proposed Sub-Division of Lot 6053/M for Eunice Malengo Kalichini be **APPROVED**.

**PWDRE/13/10/19: APPLICATION FOR ALTERNATIVES.**

The Director reported for consideration of the committee that Council was in receipt of applications for alternative plot from individuals. The individuals were appearing in the table below;

S/N	Name	Nrc	Contact	Old allocation	New allocation	Reason
1.	Safira Chilebwenta	134932/24/1	0962-882882 0955-882882	11179 kabitaka	LN-100001398/193	Land had early settlers
2.	Kaluba Moses	242403/43/1	0965458044	Sol/14747 HMVP	LN-100001398/194	Squatter on ground
3.	Bwalya Fuckson Nkonda	242100/33/1	0977888959	LN-1001064/2K azibz	LN-100001398/195	Falls in resettlement Scheme
4.	Stephen Sikalumba	209667/47/1	0977423607	Ln-1001064/111 Kazhiba	LN-100001398/196	Falls in resettlement Scheme
5.	Mercy Njobvu	550944/52/1	0977389172	Ln-1001064/113 Kazhiba	LN-100001398/197	Falls in resettlement Scheme
6.	Alice Chisabi	115630/35/1	0969919322	Solwe/LN-10001064/18	LN-100001398/1	Falls in resettlement



				Kazhiba	98	Scheme
7.	Khondowe Borniface	224887/53/1	0966776886	Solwe 1001119/441 Mitukutuku	LN- 100001398/1 99	Plot is already offered to John Nswanamumi
8.	Haanyika Moonga Charles	161286/75/1	0977783289	14999 HMVP	LN- 100001398/2 00	Falls in Kuliye Land
9.	Greyson Fungamelu	172987/24/1	0978668584	15705 HMVP	LN- 100001398/2 01	Developed by Moses Chikote
10.	Violet Nayame Tembo	159885/42/1	0977842110  0977715640	15467 HMVP	LN- 100001398/2 02	Developed by KaumbaLiban
11.	Norman K. Mwenda	258436/66/1	0966924181	14953 HMVP	LN- 100001398/2 03	Fakks in Kuliye Land
12.	Lungu P. Mathew	405798/11/1	0965511692	15504 HMVP	LN- 100001398/2 05	Developed by Kanyanda Frederick
13.	Chewe Leah	147088/85/1	0963894517	15458 HMVP	LN- 100001398/2 06	Developed by Patrick Sanyondo
14.	Mukanga Mambwe	965575/11/1		14955 HMVP	LN- 100001398/2 07	Developed by Hobson Mulusa
15.	Davy Kalilo	187808/24/1	0974184860	14773 HMVP	LN- 100001398/1 67	Developed by Mary Mulowa
16.	D.M Chitambala	183000/24/1	0967601970 0977534041	Ln- 1001054/248	LN- 100001398/1 68	Squatter

After deliberations on the matter;

**IT WAS RECOMMENDED THAT:**

The applications for alternative plots from individuals appearing in the table above be **APPROVED**.

**PWDRE/14/10/19: APPLICATION FOR FORMALIZATION IN VARIOUS AREAS.**

The Director reported that Council was in receipt of applications for formalization of plots from various areas.

Attached as appendix 9 was the list of applicants for formalization.

After deliberations on the matter;

**IT WAS RECOMMENDED THAT:**

The list of applicants for formalization of plots in various areas appearing in appendix 9 be **APPROVED**.

**PWDRE/15/10/19: APPLICATION FOR PERMISSION TO DEVELOP**

The Director presented the list of developers who had applied for normalization and permission to develop to the committee for recommendation and approval. The developers had since paid the necessary developmental fees as shown in the table below:

The Director recommended that the application be approved.

After deliberations on the matter;

**IT WAS RECOMMENDED THAT:**

The list of applicants for permission to develop be **APPROVED**.

**BUILDING PLANS WITH OFFER LETTER/ TITLE DEED**

S/N	Name	NRC	Type of Development	Location	Receipt	Plot	Date paid	Title / Offer Letter No.	Amount
1	Nkandu Cynthia (Maswenyeho Mwangala)	198704/82/1	Residential House	Mushitala	No 4570	SOL/6862	22/01/2013	3237919	K1,723.60
2	Chano WaHamba (Selomba Emmanuel)	569544/99/3	Commercial Warehouse	Kandemba	00321840	SOL/11343	17/09/2019	3251053	K5,220.00

3	Kapiji Kankasa (Mercy N Liswaniso)	224913 /71/1	Residential flats	Mushitala	00225106 00225105 00225104 00225107	2945	16/11/2018	28018	K500 k594 k500 k500
4	Catholic Diocese of Solwezi		Church wallfence	kimasala	00321808	S/SOLWE/10396823	16/09/2019	100001585	K2,374.00
5	Patricia Mpundu Katongo		Residential house	Mbonge	00221006	5773/2	27/04/2016	1008106	K2,080,00
6	Sefuke Mulenga	258584 /43/1	Residential house	HMVP	00230302	SOL/17552	30/09/2019	10382520	K2,094.00
7	Kennedy Sichinga (Baldwin Ngosa)	285114 /64/1	Residential	Stadium	00322346	1544/M	09/10/2019	99207	K1,443.70
8	Kankasa kapiji ( Zengachalo Mseteka)	115416 /92/1	Residential	Mushitala	00322499	LOT/2945 SUB S/ No 8	15/10/2019	28018	K1,725.90
9	Lubelenga (Banda Amon Stanley)	357356 /52/1	Residential	Royal	00321772		13/09/2019		K1,524.20
10	Chano WaHamaba (Emmanuel Selomba)	569544 /99/3	Commercial	Kandemba	00321840	11343	17/09/2019	3251053	K5,220
11	Marcus Jangia		Residential	Royal	00322305 00322304	10553	10/10/2019	58196	k1570.00 k500.00
12	Lusa home Based Care (Langson Yoba)	267341 /24/1	Residential	Kimasala	00322393	1/41381/m	10/10/2019	10041583	K881.00
13.	Christopher Mulemfwe	177953 /61/1	Commercial	Riverside	00321838	Plot No. 1632	10/10/2019	100981	K1580

### BUILDING PLANS WITH PLOT NUMBERS IN PRINCIPLE

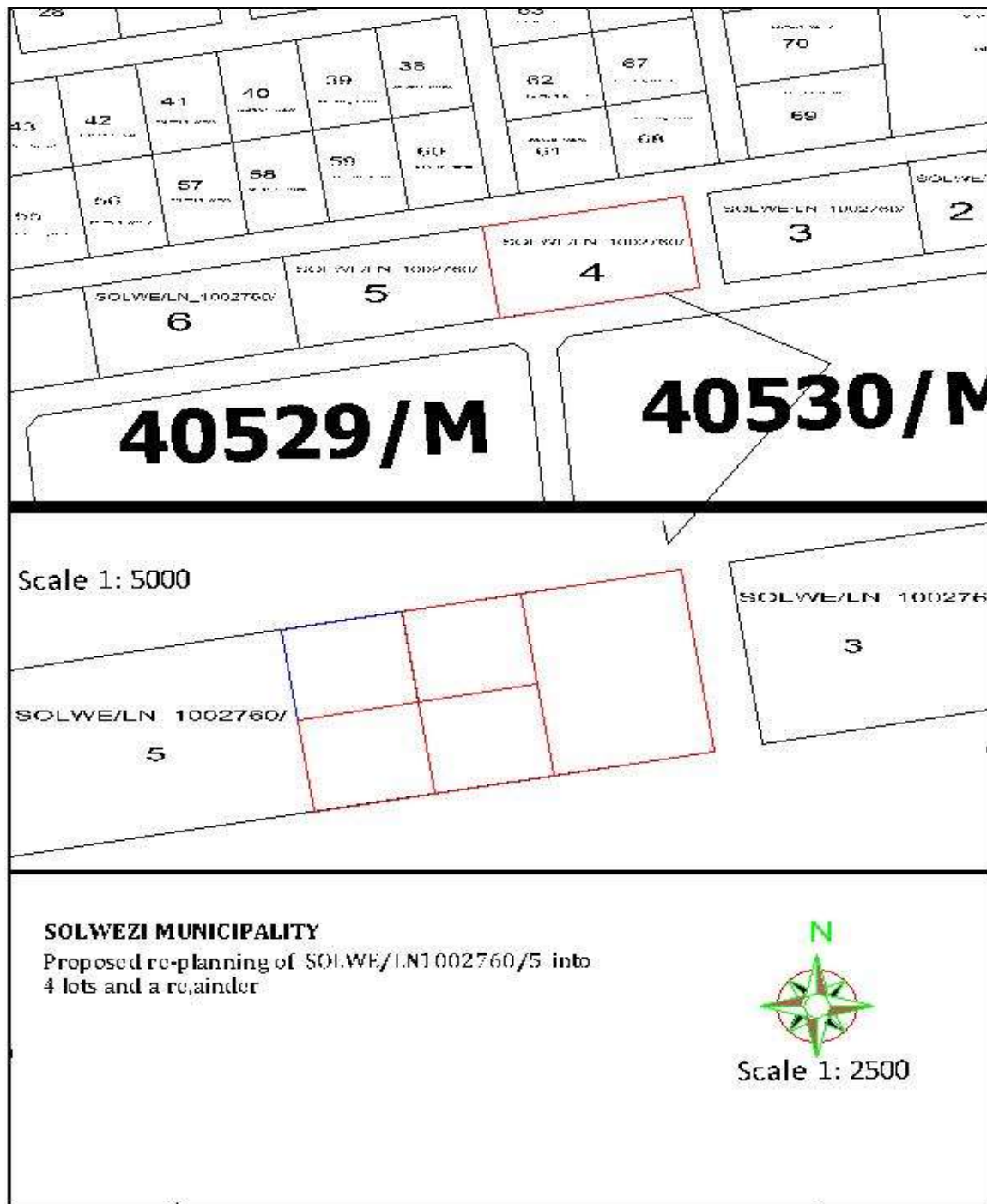
S/ N	Name	NRC	Type of Development	Location	Receipt	Plot No	Date paid	Amount
1	Peter Danifallow Chikasi	368539/11/1	Residential house	Kabitaka	00322003	SOL/11332	20/09/2019	K2,180.20
2	John Mubanga	174581/32/1	Residential semi-detached flat	College Area	No# 001773	SOL/11101	30/07/2009	K1,368.80
3	Godfrey M Chalula	156923/22/1	Residential house	Weighbridge	00322194	SOL/11173	01/10/2019	K1,250.56
4	United Church of Zambia Solwezi		Church wall fence	Urban	00230324	SOL/1546	04/10/2019	K1,010.00
5	Evangelical Church in Zambia		Church wall fence	Tumvwanga nai	00230331	1020, Kazomba	04/10/2019	K1,731.49
6	Clement Kantumoya	242236/24/1	Residential House and wall fence	Mukuba	00321634 00230332	LN-1002755/6	04/09/2019 04/10/2019	K1,288.00 K920.00
7	Richard Luyako	211443/66/1	Commercial	Zambia	00230329	04/10/2019	Zam/455	K2,992

### BUILDING PLANS IN PRINCIPLE

S/ N	Name	NRC	Type of Development	Location	Receipt	Date paid	Block Numbering/ Formalization	Amount
1	Dr and Mrs Mutimushi	194459/31/1	Residential house	Mushitala	00322041	20/09/2019	Numbering	K1,475.76
2	Kamakonde Evangelical Church in Zambia Solwezi		Church	Mushitala	00322037	20/09/2019	Numbering	K1,900
3	Raphael Konde	196510/24/1	Residential house and wall fence	Magrade	00229953	25/09/2019	numbering	K2,183.55

5	BG General Dealers	569249/99/3	Commercial (shops, house and wall fence)	Mukuba	00230128 00322264	27/09/2019	Numbering	K5,992.6 K1,480.0
6	William Kabaza Mumba	441061/11/1	Residential house	Mukuba	00322108	23/09/2019	Numbering	K2,533.00
7	Richard Luyako	211443/66/1	Commercial Shops	Magrade	00230329	04/10/2019	Numbering	K2,992.00
8	Jonathan Mulosa	114933/26/1	Residential	Mushitala	00322456	14/10/2019	Numbering	K1,367.71
9	Namwinga Serah	402788/01/1	Residential	Weigh bridge	00321372 00322272	19/08/2019 07/10/2019	numbering	K1,150.00 K594.00

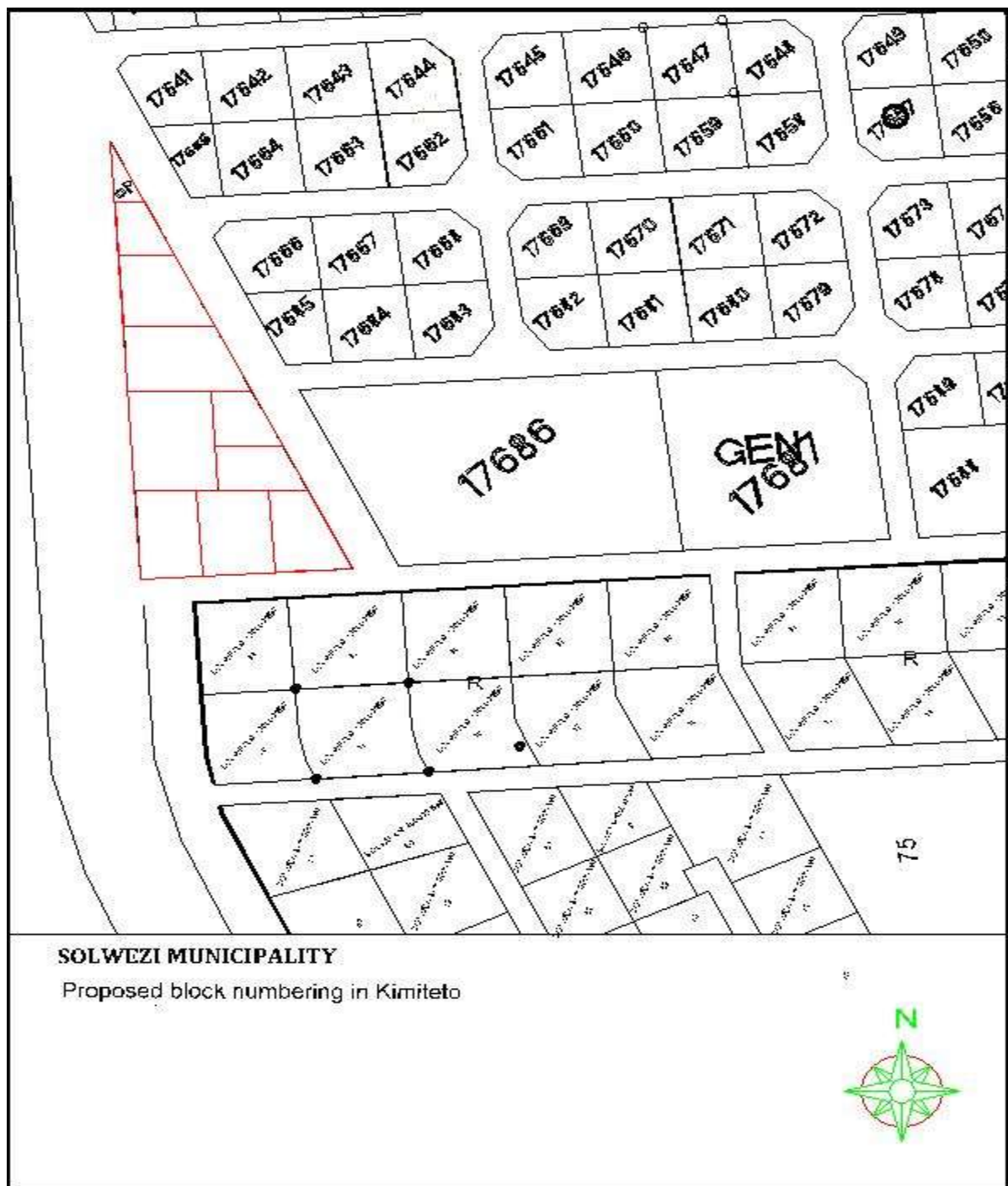
### Attachment 3. Re-planning in Mitukutuku



#### Attachment 4. Matoka Family Request



Attachment 7: Proposed Numbering in Kimiteto via Mike Bernwa





# ATTACHMENT 9: APPLICATION FOR FORMALIZATION

S/N	NAME	CONTACT	NRC	LAND USE	PLOT
1.	MASHIKINI INNOCENT	0964-505502	277197/24/1	RESIDENTIAL	14053 HIGHLANDS
2.	MARY KAWANDA	0963-730618	266846/24/1	RESIDENTIAL	14025 HIGHLANDS
3.	NORTH WESTERN WATER SUPPLY AND SEWERAGE COMPANY	260218821330	43642	RESIDENTIAL	8128 STADIUM
4.	NORTH WESTERN WATER SUPPLY AND SEWERAGE COMPANY	260218821330	43642	RESIDENTIAL	8125 STADIUM
5.	NORTH WESTERN WATER SUPPLY AND SEWERAGE COMPANY	260218821330	43642	RESIDENTIAL	8129 STADIUM
6.	NORTH WESTERN WATER SUPPLY AND SEWERAGE COMPANY	260218821330	43642	RESIDENTIAL	8126 STADIUM
7.	NORTH WESTERN WATER SUPPLY AND SEWERAGE COMPANY	260218821330	43642	RESIDENTIAL	8124 STADIUM
8.	KANGWA TEDDY	0961-354017	19396/68/1	RESIDENTIAL	SOLWE/LN-1000002464/1 MUSHITALA
9.	FELIX TITO	0965-974645/0977-974645	182542/24/1	COMMERCIAL	9890 TOWN CENTRE
10.	VICTOR NYASULU	0955-746997	458110/11/1	RESIDENTIAL	18411 MITUKUTUKU
11.	ABEL MWANSA	0964-155132	287774/66/1	RESIDENTIAL	SOLWE/LN_1

				AL	002761/18 MBONGE
12.	JOHN MUBANGA	0977-664686	174581/32/1	RESIDENTI AL	11101 URBAN
13.	MWANDA KALASA	0976-110095	652061/11/1	RESIDENTI AL	11504 SAVIYE
14.	VICTOR PHIRI FELIX	0964-441102	533359/11/1	RESIDENTI AL	SOLWE/LN_1 001119/234 MITUKUTUK U
15.	ISAAC PHIRI	0977-568842	293988/53/1	RESIDENTI AL	SOLWE/LN_1 001119/202 MITUKUTUK U
16.	VICTOR PHIRI FELIX	0964-441102	533359/11/1	RESIDENTI AL	SOLWE/LN_1 001119/233 MITUKUTUK U
17.	KELVIN M MUKOSAYI	0963-899928	191538/62/1	COMMERCI AL	18094 MITUKUTUK U
18.	KELVIN M MUKOSAYI	0963-899928	191538/62/1	RESIDENTI AL	17610 HMVP
19.	KELVIN M MUKOSAYI	0963-899928	191538/62/1	RESIDENTI AL	17607 HMVP
20.	SICHILIMA KENNEDY		183645/42/1	RESIDENTI AL	SOLWE/LN_1 00002462/7 MUSHITALA
21.	ISMAIL KAPADIA	0955238246	358481/11/1	INSTITUTIO NAL	S/SOLWE/100 0034462 MAGRED
22.	MBOLOLWA KUFEKISA	0977673140	293921/82/1	RESIDENTI AL	1000001694/51 KIMITETO
23.	MOOMPA CHIFWAYA	0976577369	171467/10/1	RESIDENTI AL	1000001694/ 6
24.	NATASHA MULENGA	0963607104	451663/66/1	RESIDENTI AL	1000001694/26
25.	ALICE MUSONDA NGANGU	0977780766	229306/16/1	COMMERCI AL	9965 COLLEGE ROAD

26.	MASHIKINI INNOCENT	0964-505502	277197/24/1	RESIDENTI AL	14053 HIGHLANDS
27.	MARY KAWANDA	0963-730618	266846/24/1	RESIDENTI AL	14025 HIGHLANDS
28.	NORTH WESTERN WATER SUPPLY AND SEWERAGE COMPANY	260218821330	43642	RESIDENTI AL	8128 STADIUM
29.	NORTH WESTERN WATER SUPPLY AND SEWERAGE COMPANY	260218821330	43642	RESIDENTI AL	8125 STADIUM
30.	NORTH WESTERN WATER SUPPLY AND SEWERAGE COMPANY	260218821330	43642	RESIDENTI AL	8129 STADIUM
31.	NORTH WESTERN WATER SUPPLY AND SEWERAGE COMPANY	260218821330	43642	RESIDENTI AL	8126 STADIUM
32.	NORTH WESTERN WATER SUPPLY AND SEWERAGE COMPANY	260218821330	43642	RESIDENTI AL	8124 STADIUM
33.	KANGWA TEDDY	0961-354017	19396/68/1	RESIDENTI AL	SOLWE/LN- 1000002464/1 MUSHITALA
34.	FELIX TITO	0965- 974645/0977- 974645	182542/24/1	COMMERCI AL	9890 TOWN CENTRE
35.	VICTOR NYASULU	0955-746997	458110/11/1	RESIDENTI AL	18411 MITUKUTUK U
36.	ABEL MWANSA	0964-155132	287774/66/1	RESIDENTI AL	SOLWE/LN_1 002761/18 MBONGE
37.	JOHN MUBANGA	0977-664686	174581/32/1	RESIDENTI	11101 URBAN

				AL	
38.	MWANDA KALASA	0976-110095	652061/11/1	RESIDENTI AL	11504 SAVIYE
39.	VICTOR PHIRI FELIX	0964-441102	533359/11/1	RESIDENTI AL	SOLWE/LN_1 001119/234 MITUKUTUK U
40.	ISAAC PHIRI	0977-568842	293988/53/1	RESIDENTI AL	SOLWE/LN_1 001119/202 MITUKUTUK U
41.	VICTOR PHIRI FELIX	0964-441102	533359/11/1	RESIDENTI AL	SOLWE/LN_1 001119/233 MITUKUTUK U
42.	KELVIN M MUKOSAYI	0963-899928	191538/62/1	COMMERCIAL	18094 MITUKUTUK U
43.	KELVIN M MUKOSAYI	0963-899928	191538/62/1	RESIDENTI AL	17610 HMVP
44.	KELVIN M MUKOSAYI	0963-899928	191538/62/1	RESIDENTI AL	17609 HMVP
45.	CHILUFYA GERALD		162156/63/1	RESIDENTI AL	
46.	SICHILIMA KENNEDY	0966901598	183645/42/1	RESIDENTI AL	SOLWE/LN_1 00002462/7 MUSHITALA
47.	ISMAIL KAPADIA	0955238246	358481/11/1	INSTITUTIONAL	S/SOLWE/100 0034462 MAGRADE
48.	MBOLOLWA KUFEKISA	0977673140	293921/82/1	RESIDENTI AL	1000001694/51 KIMITETO
49.	MOOMPA CHIFWAYA	0976577369	171467/10/1	RESIDENTI AL	1000001694/ 6
50.	JEREMIAH MTONGA	0966788891	418738/52/1	RESIDENTI AL	1000001067/20
51.	NATASHA MULENGA	0963607104	451663/6/1	RESIDENTI AL	1000001694/26
52.	CHARITY MWANSA	0962909510	439901/61/1	RESIDENTI AL	13914

53.	CYRIACUS TARUVINGA	0977567676	856254/24/1	RESIDENTI AL	LOT 35729/M
54.	CLEMENT KANTUMOYA	0978051419	242236/24/1	RESIDENTI AL	LN_1002755/6
55.	CHARLES SAKAVUMBI NDANDULA	0974189145	161779/82/1	RESIDENTI AL	1000001067/36
56.	ROSE SUWALI		180727/24/1	RESIDENTI AL	SAVIY/LN_74 513/1
57.	JOHN MUBANGA	0977664686	174581/32/1	RESIDENTI AL	11101
58.	TITUS MPANGA KITOBO	0963989832	167682/24/1	RESIDENTI AL	SOLWE/LN_1 0001064/26
59.	DOMINIC CHIMANDA	0962947760	228720/24/1	RESIDENTA L	1000002168/2
60.	WILLIAM SAFELI NJAPENI	0966640008	295040/11/1	RESIDENTI AL	14774
61.	CHARLES MAHINA JUNIOR	0963-339111	182482/25/1	RESIDENTI AL	13811 KABITAKA
62.	JANE N. KACHALI	0974-568663	286153/16/1	RESIDENTI AL	13869 KABITAKA

## **REPORT OF THE DIRECTOR ENGINEERING**

### **PWDRE/16/10/19: MAINTENANCE OF COUNCIL SHOPS AT MAIN AND ZAMBEZI BUS STATIONS**

The Director reported for information and ratification of the committee that in an effort to set a leading example in beautifying the buildings in the Central Business District the department of Engineering undertook a project to maintain the shops at main and Zambezi Bus Stations. The following activities were executed at a total cost of **K41, 476.25**

- Replacing the old iron sheets rotten timber
- Painting the external walls

For physical progress check attached photos in **Appendix 1.**

After deliberations on the matter;

#### **IT WAS RECOMMENDED THAT:**

- (i) The maintenance of Council shops at Main and Zambezi Bus Stations be **NOTED**.
- (ii) The replacing of the old iron sheets, rotten timber and painting of the external walls at a total cost of K41, 476.25 be **APPROVED**.

### **PWDRE/17/10/19: PAVING WORKS AT INDO CAR PARK**

The Director reported for information and ratification of the committee that Engineering department undertook the project to pave the car park at Indo (Z) Limited. Out of the total planned target of 5,044m<sup>2</sup>, an area of 2,504.14m<sup>2</sup> had been completed as phase 1.

For physical progress attached were photos in **Appendix 1.**

After due consideration;

The report on paving works at Indo Car Park was **NOTED**.

### **PWDRE/18/10/19: PROGRESS REPORT ON THE OPENNING UP OF ROADS IN MUZABULA UNPLANNED SETTLEMENT**

The Director reported for information and ratification of the committee that works for phase one of opening up of roads in unplanned settlement of Muzabula had since commenced and a total of 8km of the road to be

opened up had been estimated. So far, about 2.5 Km of the road had been covered and the scope of works for this project included, opening up of marked roads, clearing and grabbing. Phase one of this project had been budgeted at ZMW 97,906.00, broken down to K 48,442 being for fuel and K49,464 being for hire of the grader and the bulldozer from ZNS.

For physical progress attached were photos in **Appendix 2**.

After deliberations on the matter;

**IT WAS RECOMMENDED THAT:**

- (i) The progress report on the opening up of roads in Muzabula unplanned settlement be **NOTED**.
- (ii) The budget for the project of ZMW 97,906.00, broken down to K 48,442 for fuel and K 49,464 for hire of the grader and the bulldozer from Zambia National Service be **APPROVED**.

**PWDRE/19/10/19: PROGRESS REPORT ON WARD DEVELOPMENT FUNDED PROJECTS 2018**

The Director reported for information of the committee that the ward projects which were not completed under the Kansanshi agreement had now been completed. The table below showed the details.

<b>No.</b>	<b>PROJECT NAME/ CONTRACTOR</b>	<b>CONTRACT SUM (ZMK)</b>	<b>PROJECT STATUS</b>	<b>AMOUNT OF CERTIFIED WORKS (ZMK)</b>	<b>COMMENTS</b>
1	Construction of Maternity wing at Kimasala Clinic - <b>Aggitec</b>	K256,149.31	The project has been completed	K152, 835.35	Completed and keys handed over to ministry of health
2	Rehabilitation Kimasala Community Centre - <b>Carilumwa</b>	K138,250.89	The project has been completed	K131, 338.35	Completed

For physical progress see attached photos in **Appendix 2**.

After due consideration;

The report on completed Ward Development Funded Projects 2018 under Kansanshi agreement was **NOTED**.

**PWDRE/20/10/19: PROGRESS REPORT ON WARD DEVELOPMENT FUNDED PROJECTS 2019**

The Director reported for information of the committee that the table below showed the progress recorded on the 2019 Ward Development Fund projects.

No.	PROJECT NAME	CONTRACT SUM (ZMK)	PROJECT STATUS	AMOUNT OF CERTIFIED WORKS (ZMK)	COMMENTS
1	Construction of 1×2 Laboratory at Rodwell Mwepu Secondary School - <b>Katamirah Investment Limited</b> (15/05/19 – 5/08/19)	K379,265.04	The project has been completed	K360, 298.37	An instruction has been given to the contractor to mark the floor screed with expansion joints.
2	Construction of 1×3 Classroom Block at Kazumba Community School - <b>Kuzhika Limited</b> (15/05/19 – 4/09/19)	K368, 915.40	The project has been completed	K322, 654.58	Completed
3	Construction of Health Post at Kivuku - <b>Jukas Investment Limited</b> (15/05/19 – 4/09/19)	K 376, 189.30	The project has been completed	k253, 113.69	Completed
4	Construction of a Maternity Wing at Kimiteto Clinic - <b>WKP Enterprises Ltd</b> (15/05/19 – 4/09/19)	K 374, 632.02	The project has been completed	K283, 453.13	Completed



<b>5</b>	Construction of a Health Post at Kandundu - <b>Compstat Limited</b> (15/05/19 – 5/08/19)	K330, 252.78	80% of the works has been completed, works remaining are construction of soak away and rectifying of defects	K275, 651.29	An instruction has been issued to the contractor to rectify the defects
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For physical progress attached were photos in **Appendix 3**.

After due consideration;

The progress report on Ward Development Funded projects 2019 was **NOTED**.

**PWDRE/21/10/19: ROAD WORKS UNDER THE SOLWEZI MUNICIPAL COUNCIL AND KANSANSHI MINES PARTNERSHIP**

The Director reported for information of the committee that the road works under the partnership with Kansanshi had reached an advanced stage. The contractor had completed works on Floriana - Nursing road and was carrying out drainage works on Zambia - Kimasala road. Furthermore, the contractor was issued with an instruction to mobilize on the remaining roads and commence earth works.

The table below showed the scope and status of the road works

No.	NAME OF PROJECT	DIST	DESCRIPTION OF THE WORKS	PROJECT STATUS
1	Floriana – Nursing Road in Kamalamba ward	1.2km	Construction to chip and spray bituminous standard	Completed
2	Zambia- Highland Road in Kimasala ward	1.7km	Construction to chip and spray bituminous standard	Surfacing has been completed while drainage works are 60% complete
3	Kizhingezhinge-Kawama Road in Sandang'ombe Ward	1.7km	Rehabilitation up to Sub – Base level	Instruction has been issued to the contractor to mobilize on site
4	Nkana College Road in Kapijimpanga Ward	1.5km	Rehabilitation up to Sub – Base level	Instruction has been issued to the contractor to mobilize on site
<b>TOTAL</b>		<b>6.1km</b>		

Photos of the road works are attached as **Appendix 4**

After due consideration;

The progress report on road works under the Solwezi Municipal Council and Kansanshi Mines Partnership was **NOTED**.

**PWDRE/22/10/19: KYAWAMA MARKET BARRICADE FENCE**

The Director reported for information of the committee that the construction of the barricade fence at Kyawama Market had been completed. Additional works which included zebra crossing painting, construction of ramps for ease of access for disabled people and also extension of the barricade fence was done bringing the total of works to **K442, 342.80**

Find attached photos of the construction works as **Appendix 5**

After due consideration;

The report on completion of the Kyawama Market Barricade Fence was **NOTED**.

**PWDRE/23/10/19: PLANT AND MACHINERY STATUS**

The Director reported for information of the committee the status of plant and machinery. The table below showed the equipment and light vehicle status.

No .	Name of Plant/Equipment	Standard Servicing frequency	Type of Mechanical Failure/Required Spare part(s)	Required Maintenance	Estimated Cost of Repair and Maintenance	Operation Status
1	Bulldozer No. 01	500 Hrs	1. lifting cylinder leakage 2. Batteries	Due for Service	K5,000 for purchase of necessary spare(s) for repair	Non-Runner
2	Cherry Picker	10 000 Km	1.Defective Solenoid valve 2.Defective gear	Due for service	K 10,000 for purchase of necessary spare(s) for repair	Non-Runner

3	Ford Ranger ALV 1630	5 000 Km	1.suspension overhaul  2.rear leaf springs  3. Service kit  4. Rear shocks  5. Bearing and Hub Clutch  6. Kit clutch  7. Cylinder Clutch slave  8. Bush spring shackle  9. Tensioner assy  10. Brake pad set	Due for service	K40,000 for the service kit and purchase of necessary spare(s) for repair	Non- Runner
4	Ford Ranger ALT 1348	5 000 Km	1. Cylinder head  2. Rear leaf springs  3. Gasket Cylinder head  4. Shock absorbers  5. Tensioner assy  6. Tensioner timing	Due for service	K55,000 for the service kit and purchase of necessary spare(s) for repair	Non- Runner

6	Lowbed truck ACT 8543	10 000km	1.engine overhaul 2.starter motor 3. 8 tyres 4. 2 Batteries	Due for service	k 90,000 for the service kit and purchase of necessary spare(s) for repair	Non-Runner
7	Motor Grader 02	500HRS	1. Wheel bearing 2. Shaft 3. 2 Batteries	Due for Service	K14,000 for the service kit and Wheel bearing	Non-Runner
8	Roller Compactor 01	500HRS	1.sleeve cylinder 2.clutch master cylinder 3.turbo charger 4. 2 Batteries	Due for service	K 25,000 for the service kit and purchase of necessary spare(s) for repair	Runner
9	Skip truck GRZ 414CK	10 000km	1. Right cylinder leakage	serviced	k 10,000 for the purchase of necessary spares for repair	Runner
10	Tipper truck ACT6556	10 000km	-	Due for service	K5,000 for the service kit	Runner
11	Tipper truck ATB3498	10 000km	-	Due for service	K5,000 for the service kit	Runner
12	Tipper truck ATB3500	10 000km	1.10 tyres 2. Engine overhaul	Due for service	K35,000 for the service kit, overhaul and tires	Non-Runner
13	Tipper truck ATB3502	10 000km	1. Lift pump 2. filters	Due for service	K15,000 for the service kit	Non-Runner

14	Tractor	500HRS	-	serviced	-	Runner
15	water Bowser 01	10 000 Km	-	Due for service	-	Runner
16	Wheel Loader 01	500HRS	1. 2 Batteries 2. Turbo Charger 3. Engine overhaul 4. Loading Bucket plugs	Due for service	k 30,000 purchase of necessary spare(s) for repair	Runner
18	Hilux ATB 3911	10 000Km	-	Due for service	k5 000 for the service kit	Runner
19	Hilux ATB 3910	10 000km	-	serviced	-	Runner
20	Hilux ATB 3893	10 000km	-	serviced	-	Runner
21	Hilux ATB 3909	10 000km	-	serviced	-	Runner
22	Hilux ATB 3908	10 000km	-	Serviced	-	Runner
23	Hilux ATB 3907	10 000km	-	serviced	-	Runner
24	Hilux ALV 7315	10 000km	-	serviced	-	Runner
25	Hilux ALV 7317	10 000km	-	Serviced	-	Runner
26	Nissan ALF 7048	10 000km	1.Suspension overhaul 2.battery 3.4 tyres	Due for service	K25,000 for the service kit and purchase of tyres	Runner
27	Rosa BAB 9354	10 0000km	-	Due for service	K5,000 for the service kit	Runner
28	Prado SL1	10 000km	-	serviced	-	Runner
29	Prado BAF 3988	10 000km	-	serviced	-	Runner
30	Pajero BAA230	5000km	-	serviced	-	Runner
31	Land cruiser	10 000km	Purchased	Due for service	K5,000 for the service kit	Non-Runner

After due consideration;

The report on Plant and Machinery Status  
was **NOTED**

## **Fire Brigade Report**

### **PWDRE/24/10/19: INCIDENTS**

The Director reported for information of the committee that from August to September 2019 Fire Brigade attended to thirty one (31) emergencies broken down as shown in the table below:

<b>No</b>	<b>DATE</b>	<b>INCIDENT</b>	<b>LOCATION</b>	<b>ACTION TAKEN</b>
<b>FIRE</b>				
<b>AUGUST</b>				
01	07-08-19	Shop on Fire	Kimasala Market	Fire Extinguished
02	12-08-19	Transformer Fire	Zambia market	Fire Extinguished
03	13-08-19	House on Fire	Saviye area	Fire Extinguished
04	15-08-19	Lodge on fire	Kandundu road	Fire Extinguished
05	21-08-19	Mine collapse	Mulenga area	Casualty Retrieved
06	22-08-19	House on Fire	Kyawama compound	Fire Extinguished
07	23-08-19	Transformer on fire	Zambia market	Fire Extinguished
08	27-08-19	Lodge on fire	Kandemba area	Fire Extinguished
09	28-08-19	College on fire	Solwezi teachers coll.	Fire Extinguished
10	29-08-19	Transformer on fire	Zambia market	Fire Extinguished
<b>SEPTEMBER</b>				
01	04-09-19	Transformer on fire	Highland compound	Fire Extinguished
02	07-09-19	House on fire	Urban area	Fire Extinguished
03	08-09-19	Skip bin on fire	Kazomba market	Fire Extinguished
04	10-09-19	Truck on fire	Kansanshi boom gate	Fire Extinguished
05	19-09-19	Transformer on fire	Stadium area	Fire Extinguished
06	20-09-19	Bush fire	Mitech	Fire Extinguished
07	29-09-19	R.T.A	Coppers Conner	Casualty retrieved
08	30-09-19	Bush fire	Urban area	Fire Extinguished
<b>WATER DELIVERIES</b>				
<b>AUGUST</b>				
01	15-08-19	Water delivery	Solwezi main market	5000 ltrs delivered
02	16-08-19	Water delivery	Kyawama market	5000 ltrs delivered
03	17-08-19	Water delivery	Kyawama market	5000 ltrs delivered
04	22-08-19	Water delivery	Indo bank	1100 ltrs delivered
05	22-08-19	Water delivery	Kyawama market	5000 ltrs delivered
06	23-08-19	Water delivery	Kyawama market	5000 ltrs delivered
07	24-08-19	Water delivery	Kyawama market	4000 ltrs delivered
08	30-08-19	Water delivery	Solwezi main market	5000 ltrs delivered
<b>SEPTEMBER</b>				

01	02-09-19	Water delivery	Solwezi main market	2500 Ltrs delivered
02	04-09-19	Water delivery	Solwezi main market	5000 Ltrs delivered
03	04-09-19	Water delivery	General hospital	15 000 Ltrs delivered
04	05-09-19	Water delivery	Indo bank	2000 trrs delivered
05	05-09-19	Water delivery	Solwezi main market	5000 ltrs delivered
06	06-09-19	Water delivery	Solwezi main market	5000 ltrs delivered
07	07-09-19	Water delivery	Indo bank	2000 ltrs delivered
08	09-09-19	Water delivery	General hospital	5000 ltrs delivered
09	10-09-19	Water delivery	Solwezi main market	2000 litrs delivered
10	10-09-19	Water delivery	Kyawama Market	5000 ltrs delivered
11	11-09-19	Water delivery	General hospital	5000 ltrs delivered
12	12-09-19	Water delivery	General hospital	5000 ltrs delivered
13	13-09-19	Water delivery	Kyawama Market	5000 ltrs delivered
14	13-09-19	Water delivery	General hospital	10 000 litrs delivered
15	16-09-19	Water delivery	General hospital	10 000 litrs delivered
16	16-09-19	Water delivery	Indo bank	1000 Ltrs delivered
17	17-09-19	Water delivery	General hospital	10 000 litrs delivered
11	17-09-19	Water delivery	General hospital	5000 ltrs delivered
18	18-09-19	Water delivery	General hospital	10 000 litrs delivered
19	19-09-19	Water delivery	General hospital	15000 ltrs delivered
20	19-09-19	Water delivery	General hospital	1200 litrs delivered
21	19-09-19	Water delivery	Indo bank	10 000 litrs delivered
22	22-09-19	Water delivery	Solwezi G. hospital	10 000 litrs delivered
23	23-09-19	Water delivery	Solwezi G. hospital	10 000 litrs delivered
24	24-09-19	Water delivery	Solwezi G. hospital	10 000 litrs delivered
25	24-09-19	Water delivery	Solwezi G. hospital	10 000 litrs delivered
26	25-09-19	Water delivery	Solwezi G. hospital	15 000 litrs delivered
27	26-09-19	Water delivery	Solwezi G. hospital	20 000 litrs delivered
28	26-09-19	Water delivery	Solwezi G. hospital	15 000 litrs delivered
29	27-09-19	Water delivery	Solwezi G. hospital	15 000 litrs delivered
30	28-09-19	Water delivery	Solwezi G. hospital	20 000 litrs delivered
31	30-09-19	Water delivery	Solwezi G. hospital	20 000 litrs delivered

## **FIRE PREVENTION**

The Director further reported that from August to September 2019 Fire Brigade inspected and issued Fire Certificates to fifty one (51) designated premises broken down as follows:

No	Name of premises	Location	Amount
1	Access bank	City mall	K1800
2	Bernsa Enterprises	Kyawama	K500
3	Miyoba shop	Kyawama	K500
4	Chibeka shop	Kyawama	K500
5	Esther Kasweka	Kyawama	K500
6	Chikomba	Kyawama	K500
7	M and H General Dealers	Kyawama	K500
8	Titus Sibo (1)	Kyawama	K500
9	Titus Sibo (2)	Kyawama	K500
10	Blessings boutique	Kyawama	K500
11	Brenda boutique	Kyawama	K500
12	Happy Nakonde	Kyawama	K500
13	Sinkala Michael	Kyawama	K500
14	Chef on wheels	Mobile	K1000
15	Hebron faith academy	Royal	K1000
16	Gal sport betting	Mitech	K1000
17	Gal sport betting	Town center	K1000
18	Second peter	Kyawama	K500
19	Targe Boutique	Kyawama	K500
20	Diana Salon	Kyawama	K500
21	Kelvin Hankende	Kyawama	K500
22	William monzima	Kyawama	K500
22	Kazimoto shop (1)	Kyawama	K500
23	Kazimoto shop (2)	Kyawama	K500
24	Mubili Isaac	Kyawama	K500
25	Tumaini Dauti	Kyawama	K500
26	Purity Nachula	Kyawama	K500
27	Joyfull take away	Kyawama	K500
28	God knows	Kyawama	K500
29	Vehicle centre ltd	Mushitala	K1000
30	Victor Sichalwe	Kyawama	K500
31	Moses Stizia	Kyawama	K500
32	Asegelile shop	Kyawama	K500
33	Niko Tranding	Kyawama	K500
34	Pezily Simuchi 1	Kyawama	K500
35	Pezily Simuchi 2	Kyawama	K500
36	Mwamba Josephat	Kyawama	K500
37	Stephen G Mwakosya	Kyawama	K500
38	Kennedy boutique	Kyawama	K500
39	Jesus never fails	Kyawama	K500
40	Smart Keepers	Kyawama	K500
41	M.B Trading	Kyawama	K500
42	Nzubo Yetu	Kyawama	K500



43	Grace boutique	Kyawama	K500
44	Grace boutique	Kyawama	K500
45	Kateck Enterprises	Kyawama	K500
46	Electrical Rewinding centre ltd	weighbridge	K1000
47	Mandsa Enterprises	Kyawama	K500
48	Hoses Roma shop	Kyawama	K500
49	Blue house pub	Kyawama	K1000
50	Paul Nasilele	Mitech	K500
51	City fashions	Town centre	K500

After due consideration,

The activities carried out by Fire Brigade Section from August to September 2019 was **NOTED**.

## Appendix 1

Figure 1: MAINTANCE OF COUNCIL SHOPS AT MAIN AND ZAMBEZI BUS STASTIONS



Figure 2: PAVING WORKS AT INDO CAR PARK



Figure 3: ROAD OPENNING WORKS IN MUZABULA UNPLANNED SETTLEMENT



## **Appendix 2**

### **WDF PROJECTS PHOTOS 2018 FUNDING**

Figure 1: Kimasala Maternity Wing in Kimasala ward



Figure 2: Community hall in Kimasala ward



## **Appendix 3**

### **WDF PROJECTS PHOTOS 2019 FUNDING**

Figure1: Construction of 1×2 Laboratory block at Rodwell Mwepu Secondary School



Figure 2: Construction of 1×3 Classroom Block at Kazumba Community School



Figure 3: Construction of Health Post at Kivuku



Figure 4: Construction of a Maternity Wing at Kimiteto Clinic



Figure 5: Construction of a Health Post at Kandundu

#### **Appendix 4**

Figure 1: Surfaced Floriana-Nursing School Rd



Figure 2: Kyawama Market Barricade Fence





## **REPORT OF THE DIRECTOR HOUSING AND SOCIAL SERVICES**

### **PWDRE/25/10/19: SPORTS DAY ACTIVITIES**

The report of Director Housing and Social Services item no. 1 refers.

The Director reported for the information of the committee that the department through Community Development Section had continued to conduct sports day on every Friday of the month in line with the Keep Zambia Clean, Green and Healthy Campaign.

On that day, different officers and policy makers were encouraged to physically exercise through participating in different sports disciplines such as Volleyball, football, Netball and Fun Run for their wellness. However, policy makers were also encouraged to participate.

After due consideration;

The report on sports day activities was **NOTED**.

### **PWDRE/26/10/19: SOLWEZI UNITED FOOTBALL CLUB**

The report of Director Housing and Social Services item no. 2 refers.

The Director reported for the information of the committee that in an effort to promote mental wellness and physical health, the department through Community Development Section had continued to coordinate and promote sports. The exercise was also in line with government policy on promoting the Keep Zambia Clean, Green and Healthy Campaign program.

The club successfully registered with Football Association of Zambia for 2019/2020 season and participating in the North- Western division one games.

The Director therefore reported that one of the community clubs, Solwezi United FC in that season participated in a number of local tournaments in the second quarter of 2019 as follows;

<b>NO</b>	<b>TEAMS</b>	<b>DATE</b>	<b>RESULTS</b>
<b>FOOTBALL</b>			
<b>1.</b>	Solwezi Municipal Council Team vs. Solwezi Quattro FC	15 <sup>th</sup> September, 2019	<b>0:2</b> <b>(Home)</b>
<b>2.</b>	Solwezi Municipal Council Team vs. Manyama	15 <sup>th</sup> September,2019	<b>1:2</b> <b>(Away)</b>

After due consideration;

The report on the performance of Solwezi United Football Club was **NOTED**.

**PWDRE/27/10/19: ADULT LITERACY EDUCATION**

The report of Director Housing and Social Services item no. 3 refers.

The Director reported for the information of the committee that Kimasala Adult Literacy classes were yet to commence at Kimasala Community Centre. That was due to the fact that the Centre was successfully rehabilitated and keys were handed over to the department.

After due consideration;

The report on adult literacy education was **NOTED**.

**PWDRE/28/10/19: SKILLS AND TRAINING (KNITTING AND SEWING)**

The report of Director Housing and Social Services item no. 4 refers.

The Director reported for the information of the committee that the department of Housing and Social Services through the Community Development section conducted a community sensitization program that included youths, men and women in Kawama B and Kimasala on the importance of skills development.

The Director further reported that the department would be undertaking a skills development program in knitting and sewing in various wards so as to reduce unemployment, raise incomes and improve the standard of living as low skills perpetuate poverty and inequality in communities.

After due consideration;

The report on skills and training (knitting and sewing) was **NOTED**.

**PWDRE/29/10/19: VILLAGE BANKING AND ENTERPRENEUSHIP PROGRAM**

The report of Director Housing and Social Services item no. 5 refers.

The Director reported for the information of the committee that the department had a mandate of providing skills development programs to various communities of the district.



As such, community officers embarked on a training workshop in village banking and entrepreneurship for women and youths in Kawama B aimed at training women in Village banking skills and entrepreneurship that would help them to generate income to grow their small businesses and raise start-up capital.

As started above, a total number of thirty eight (38) women and three (3) men were trained in village banking and entrepreneurship.

After due consideration;

The report on village banking and entrepreneurship program was **NOTED**.

#### **PWDRE/30/10/19: ESTABLISHMENT OF A LIBRARY**

The report of Director Housing and Social Services item no. 6 refers.

The Director reported for the information of the committee that in an effort to boost Literacy levels in Solwezi District the department of Housing and Social Services through the Community Development section had begun the process of establishing a Municipal library in accordance with Minute no. **PWDRE/25/07/17**.

The move to establish the Library was in Line with the fourth United Nations Development goal to ensure inclusive and quality education for all and promote lifelong learning.

The Director reported to the committee that so far books had been requested for from various stakeholders and cooperating partners that included but not limited to Lions Club, Kansanshi Mines, Synite Quarries, Freca Mining, Bookworld, Legacy World Trade and NGOCC and that the department was awaiting response for the same.

Further, furniture for the Library had been requested for by the department and processes of procurement had since commenced.

The Director further stated that the department through the library section would like to conduct a learning visit to Kalulushi Municipal Council whose library had been in existence for a long time and were currently the first prize winners of the world reader gallery presentation held on October 16, 2019 in Lusaka. That award was as a result of programs such as holiday reading clubs, school outreaches in both rural and urban areas and church outreaches. The program was supported by Bill and Melinda Gates Foundation who were supporting a number of public libraries in Zambia.

**IT WAS RESOLVED TO RECOMMEND THAT;**

- (i) The progress report on establishment of a library be **NOTED.**
- (ii) An exchange visit to Kalulushi Municipal Council be **APPROVED**

**PWDRE/31/10/19: REVISION OF DAILY BUS STATION FEES**

The report of Director Housing and Social Services item no. 7 refers.

The above item was referred to the appropriate committee the Finance, Human Resource and General Purposes Committee.

**PWDRE/32/10/19: DEMOLITION OF ALL ILLEGAL SHOPS OPERATING ALONG HOSPITAL KANSASHI MINE ROAD**

The report of Director Housing and Social Services item no. 8 refers.

The Director reported for the consideration of the committee that the Council had now opened the Mushitala market and most traders had been pushed into the market.

However, most traders were complaining that the illegal shops still operating along the road were having more business than those who were far from the main road.

With regards to the above complaints and to help the department manage the market effectively, the Director recommended that all illegal shops operating and built along the hospital - Kansanshi Mine road be demolished.

After due consideration,

**IT WAS RESOLVED TO RECOMMEND THAT;**

- (i) A comprehensive list of the people trading along the Hospital - Kansanshi Mine road be produced with full details.
- (ii) The report of the Director Housing and Social Services on the demolition of shops along Hospital - Kansanshi Mine road be deferred.
- (iii) A sensitization meeting with the traders be conducted to be addressed by His Worship the Mayor.

**PWDRE/33/10/19: LIVE RADIO PROGRAMME WITH KABANGABANGA RADIO STATION IN MUZABULA SETTLEMENT**

The report of Director Housing and Social Services item no. 9 refers.

The Director reported for the information of the committee that on 29<sup>th</sup> August 2019 the department of Housing and Social Services had a live radio program which was facilitated by Radio Kabangabanga at St Augustine Catholic Church in Muazabula settlement, the topic of discussion was on how would the land demarcation exercise in Muzabula area affect the people in terms of development.

The Residents were happy that they were given an opportunity to voice out their concerns on developmental issues. However their appeal to the council was that the local authority should speed up the process of opening up of roads and that should be done before the onset of the rains. The opening up of roads would motivate the residents to pay willingly towards occupancy licenses. The residents thanked their area councilor for making it clear to them that the land in Muzabula settlement was no longer under tradition instead the local authority had come to improve their livelihoods in terms of service delivery. Lastly they also thanked the council to continue with the same spirit of facilitating for the development of the area and never get discouraged further the Kitumbafumu also urged the residents of Muzabula to cooperate with the councilor, the local authority and any other stake holders in development.

After due consideration;

The report on live radio programme with  
Kabangabanga Radio Station in Muzabula  
Settlement was **NOTED**.

**PWDRE/34/10/19: ADOPTION OF THE LAYOUT PLAN FOR KIMAKOLWE SETTLEMENT**

The report of Director Housing and Social Services item no. 10 refers.

The Director reported for the consideration of the committee that since the implementation of the squatter upgrading program of the 13 unplanned settlements in Solwezi district, some settlement had not been fully sensitized on the same program such as Kimale, Kawama, Kimakolwe, Mitukutuku due to the fact that the survey section under the department of planning were still working on the layout plans. Therefore the Director informed the committee that the layout plan for Kimakolwe settlement had been finalized and the plots had been numbered.

The Director recommended that the same numbers be adopted as permanent plot numbers for Kimakolwe Settlement. See the attached layout plan - **Appendix 1**.

After due consideration,

**IT WAS RECOMMENDED THAT;**

The report of the Director Housing and Social Services on the adoption of the layout plan and the use of the numbers for Kimakolwe Settlement be **APPROVED**.

**PWDRE/35/10/19: ASSESMENTS OF MAJOR ROADS IN THREE UPLANNED SETTLEMENTS**

The report of Director Housing and Social Services item no. 11 refers.

The Director reported for the information of the committee that a team of officers from the departments of Engineering and Housing had a tour on 18<sup>th</sup> September, 2019 in the following settlements Kyawama, Muzabula and Wisdom in order to assess the major roads that the residents wanted to be opened.

The engineer approximated the kilometers in the three settlements. However, opening of roads would be done in phases starting with Muzabula settlement as phase1 where 8 kilometers were to be graded at the cost of **K48, 442.20** attached was the bill of quantity.

After due consideration,

The assessment of major roads in three unplanned settlements was **NOTED**.

**PWDRE/36/10/19: APPLICATION FOR OCCUPANCY LINCENSE.**

The report of Director Housing and Social Services item no. 12 refers.

The Director reported for the information of the committee that the department of Housing and Social Services was in receipt of applications for occupancy license from the following applicants.

S/ N	NAME	NRC	LOCATION	PLOT TYPE	PLOT NUMBER	AMOUNT	RECEIPT NO
1	MUSONDA JENNIPHER	183024/ 64/1	ZAMBIA.A.N. F	RESIDENTIAL	656	K1,100	003216 54
2	KATOTO GODFREY	291865/ 24/1	KYAWAMA	RESIDENTIAL	Kya/012	K1,100	003216 30
3	VIGIRIA .W NKOLOMBA	205500/ 64/1	ZAMBIA A.N.F	RESIDENTIAL	459	K1,100	003216 27
4	NONGOTA KELVIN	231474/ 24/1	MUZABULA ZONE A	RESIDENTIAL	MZB 760	K1,100	003216 09
5	GIDEON ABEL MASAKA	699999/ 11/1	MUZABULA ZONE A	RESIDENTIAL		K1,100	003216 10
6	CHIBAMBA MUSELA HARRIET	189518/ 24/1	KIZHINGEZH INGE	RESIDENTIAL		K1,100	003216 08
7	NEW LIFE CHRISTIAN CHURCH	ORS 1102/41/ 10370	KANDEMBA	CHURCH		K1,100	002298 78
8	HYDEN SONGEZHA	164890/ 25/1	KIZHINGEZH INGE	RESIDENTIAL		K1,100	002292 87
9	CATHERINE MUKWILIMA	203255/ 24/1	WISDOM	RESIDENTIAL		K1,100	003215 74
10	NDABWANIK NYE DONASIEN	600360/ 99/1	MUZABULA	RESIDENTIAL		K1,100	003215 43
11	MWANSA KUMBI	243886/ 24/1	WISDOM	RESIDENTIAL		K1,100	003215 37
12	TABUKYA MYVENT JOHN	224841/ 24/1	KIMASALA	RESIDENTIAL		K1,100	003215 34
13	KAZEMBE MATILDAH	231964/ 12/1	KAZOMBA	RESIDENTIAL	KAZO / 173	K1,100	003214 94
14	SOLOMO SICHONE	144468/ 24/	KANDEMBA	RESIDENTIAL	242	K1,100	003165 69
15	SARA BULAYA	203619/ 24/1	KYAWAMA	RESIDENTIAL	206	K1,100	002108 05
16	KENALA LUSEKELO	147329/ 25/1	MUZABULA	RESIDENTIAL		K1,100	002265 81
17	ELISA MPANGO	141766/ 25/1	KIMASALA	RESIDENTIAL	237	K1,100	002298 2
18	MAMBWE EDWARD	190265/ 24/1	KIZHINGEZH INGE	RESIDENTIAL		K1,100	002298 44
19	MABLE MUNENGU	128839/ 22/1	MUZABULA	RESIDENTIAL		K1,100	002293 99

20	RODGERS KONDOWE	207093/ 24/1	ZAMBIA	RESIDEN TIAL		K1,100	
21	GIVENESS SHILENDA	133064/ 25/1	KYAWAMA	RESIDEN TIAL	31	K1,100	002297 43
22	ABRAHAM LUWI KASEMUKA	134799/ 21/1	KYAWAMA	RESIDEN TIAL		K1,100	002297 15
23	MOSES NAKAKENA	230959/ 72/1	KYAWAMA	RESIDEN TIAL	KYA/61 1	K1,100	002297 12
24	AMIYELI HABIMANA	585222/ 99/1	MUZABULA A	RESIDEN TIAL		K1,100	
25	CHIPOLA DAVIDSON BULANTAYA	133329/ 23/1	KYAWAMA	RESIDEN TIAL		K1,100	002295 15
26	METHEWS KAINDU	103683/ 26/1	MUZABULA B	RESIDEN TIAL		K1,100	002289 36
27	MARTIN SICHISAMBWE	103683/ 26/1	MUZABULA A	RESIDEN TIAL	MZB 606	K1,100	002295 17
28	EDITH MULENGA	107598/ 98	MUZABULA A	RESIDEN TIAL	MZB 607	K1,100	002295 18
29	SONDASHI MAYBIN	283519/ 64/1	KIZHINGEZH INGE	RESIDEN TIAL	Kz58	K1,100	002295 15
30	KALUSA RICHARD	105070/ 26/1	MUZABULA A	RESIDEN TIAL		K1,100	002295 14
31	DENFORD FULEZA	122345/ 23/1	KYAWAMA	RESIDEN TIAL	B95	K1,100	002289 37
32	DYLESS MAMBWE	310529/ 61/1	MUZABULA B	RESIDEN TIAL		K1,100	002294 64
33	ABRAHAM KABWE	300485/ 61	MUZALA ZONE B	RESIDEN TIAL		K1,100	002294 63
34	KASANZA MAILLOS MAMBWE	122473/ 24/1	KYAWAMA	RESIDEN TIAL		K1,100	002294 02
35	SHIMBI MOMATI		ZAMBIA	RESIDEN TIAL		K1,100	003200 96
35	KONSOLO EPHRAIM	134246/ 23/1	WISDOM	RESIDEN TIAL		K1,100	002290 68
36	MASHEKA KELVIN	265297/ 24/1	ZAMBIA	RESIDEN TIAL		K1,100	
37	GILBERT MWAKAYAYA	656201/ 11/1	MUZABULA	RESIDEN TIAL	MZB743	K1,100	003210 64
38	KAUMBA NORAH	221092/ 24/1	KIZHINGEZH INGE	RESIDEN TIAL		K1,100	002294 02
39	MULUCHI EMMANUEL		KAZOMBA	RESIDEN TIAL		K1,100	002289 55
40	CHITAMBALA		KYAWAMA	RESIDEN		K1,100	002285

	FETISON KAMONE			TIAL			65
41	KANYANGALA WENO	195243/ 24/1	KIMASALA	RESIDEN TIAL		K1,100	003206 62
42	MICHEAL CHILOZELA	217182/ 24/1	KAZOMBA	RESIDEN TIAL	KAZO/1 226	K1,100	002246 81
43	EVANS LUBELENGA	310336/ 24/1	MUZABULA	RESIDEN TIAL		K1,100	003217 20
44	HUMPHREY MUSAILESA	207949/ 24/1	MUZABULA	RESIDEN TIAL		K1,100	003217 28
45	NGULUNGU TEDDY	281522/ 64/1	KIMASALA	RESIDEN TIAL		K1,100	003217 42
46	KASONGO KETTY	240358/ 24/1	ZAMBIA	RESIDEN TIAL	Zam/552 A	K1,100	002299 38
47	PAUL SAMKOLO KAUMBA	149686/ 24/1	KYAWAMA	RESIDEN TIAL	Kya/158 6	K1,100	002295 83
48	VIRGIRIA WAYA NKOLOMBA	205500/ 64/1	ZAMBIA	RESIDEN TIAL	Zam/459	K1,100	003216 27
49	NTONGOTA KELVIN	231474/ 24/1	MUZABULA	RESIDEN TIAL	MZB/76 0	K1,100	003216 09
50	KIMASALA MAIN S.D.A CHURCH	260579/ 24/1	KIMASALA	CHURCH		K1,100	002294 33
51	SAVE WORLD PEOPLE CHURCH	223295/ 21/1	KYAWAMA	CHURCH		K1100	003222 45
52	STANLEY MWISHANGOM BE	196054/ 24/1	KYAWAMA	RESIDEN TIAL		K1,100	003222 37
53	MULENGA DAVID	320672/ 64/1	WISDOM	RESIDEN TIAL		K1,100	003222 85
54	MERRABY CHISENGA	412110/ 61/1	MUZABULA	RESIDEN TIAL		K1,100	003223 30
	ZAMBIA ASSOCIATE OF JEHOVAHS WITNESSES REGISTERED TRUSTEE	208592/ 85/1	WISDOM	RESIDEN TIAL		K1,100	003223 64
55	ALBERT BUKOMONA	115627/ 25/1	ZAMBIA	RESIDEN TIAL		K1,100	003220 886

After due consideration;

The report on application for occupancy licenses  
was **NOTED**.

**PWDRE/37/10/19: CONSIDERATION FOR A PLOT IN MUZABULA FOR  
SAPILINYA JOSEPH**

The report of Director Housing and Social Services item no. 13 refers.

The above item was referred to the relevant department, Planning  
to be reported in the next committee meeting.



## **REPORT OF THE DIRECTOR PUBLIC HEALTH**

### **PWDRE/38/10/19: REPORTS FROM FRANCHISE CONTRACTORS**

The Director reported to the committee that he had invited the (4) four franchise contractors who were contracted to provide solid waste services in Solwezi district to appear before the committee and present their reports.

The following were the franchise companies;

- (i) Transco Company Ltd
- (ii) Wana Cleaning and Refuse Collection Services
- (iii) Lembi Protective System
- (iv) Wastemaids Enterprises

The contractors appeared before the committee and presented their reports as follows;

#### **1. REPORT FROM THE DIRECTOR, TRANSCO COMPANY LIMITED ON WASTE MANAGEMENT IN MUSHITALA ZONE (JUNE 2019 TO 30<sup>TH</sup> SEPTEMBER 2019)**

##### **INTRODUCTION**

The Director reported that Transco Company Limited had been given the mandate to provide Solid Waste Management Services in Mushitala Zone by the Solwezi Municipal Council for a period of three years starting in the year 2019.

Operations for Solid Waste Management commenced in mid-June 2019.

##### **Findings**

Transco undertook a survey of the potential clients in Mushitala Zone and came up with the following:

1,000 Domestic Clients

50 Commercial Clients (Income Generating Businesses, Schools, shops, bars, car wash, etc)

Of the above, Transco had managed to start servicing the following:

163 Domestic Clients

30 Commercial Clients

## **Challenges**

The following were challenges the company was facing;

- Potential clients had dug pits at their premises.
- Sensitization on the illegality of digging pits had not been aggressive by Solwezi Municipal Council.
- Lack of understanding by competitors of the boundaries of their Zones.
- Deliberate servicing of Mushitala Zone by their competitors (Still gathering evidence)
- Road terrain was not conducive for their equipment, most roads were impassable.

## **Conclusion and Recommendations**

Transco Company Limited and Solwezi Municipal Council were in partnership in ensuring that Mushitala Zone received a decent service, as such, there was need to work together in order to achieve a clean Mushitala Zone. As Transco, they were ready to work hand in hand with the local authority.

The Director for Transco Company Limited recommended as follows:

- Health inspections and prosecution by the local authority (Solwezi Municipal Council).
- Aggressive sensitization on illegality of digging pits.
- Familiarization by the local authority on boundaries for Waste Management Contractors.
- Deliberate policy on road repairs in Mushitala Zone.
- Door to door campaign by both Transco and the local authority.
- Enhanced advertising by radio of the service provision by Transco

The challenges were presented by the franchise contractors as follows;

- i. The residents preferred digging rubbish pits for disposal of their waste than pay for waste collection.
- ii. Most shop owners and business premises had not registered with waste management services company.
- iii. Operational costs were high because of low number of clients.
- iv. Most residents and shop owners were using refuse bins placed in strategic places by the council.
- v. Contractors were servicing zones belonging to other contractors thus there was need to demarcate the boundaries physically.
- vi. The roads were bad in most parts of the district.

The contractors therefore requested that;

- (i) Solwezi Municipal Council should start enforcing the waste management services compliance.
- (ii) Solwezi Municipal Council should sensitise the residents on the need to subscribe with waste management services company.

## **2. REPORT OF THE DIRECTOR - WANA CLEANING AND REFUSE COLLECTION SERVICE LTD.**

The Director for Wana Cleaning and Refuse Collection Service Ltd reported that due to the relationship created over time with the community, marketing the company services had become a bit easier. Efficiency had also created credibility.

The tonnages of waste Wana takes to the dumpsite had reduced from an average of 257 Tonnes to;

- August - 227.76 Tonnes
- September -205.64 Tonnes
- October (1<sup>st</sup> - 18<sup>th</sup>) - 146.58 Tonnes

However, on the whole, waste had increased whereas revenue had reduced considering that the former tonnage included most of the town while the litter only covered a quarter of the town i.e. college area to Kazomba and the adjacent side of town (business premises)

Wana Cleaning Services had received interest from potential customers who they could not manage to service due to accessibility challenges. The company still faced challenges from customers failure to meet their contractual agreement terms pertaining to timely payment of waste collection fees.

Some former customers with both the company and the municipal council had terminated their contracts opting to dig pits and others were disposing their waste in the bins provided by the council in the streets or at the market bay. While some outrightly refuse to pay for services rendered.

### 3. REPORT OF THE DIRECTOR - LEMBI PROTECTIVE SYSTEM

#### ABSTRACT

The Director reported that the report presented the scenario related to the urban south solid waste of Solwezi, the solid waste was defined as the useless and unwanted materials resulting from day to day activities in the communities. The solid waste management was the control of generation, storage, collection, transfer and disposal of solid waste.

Keywords: solid waste, management, disposal and challenges.

#### INTRODUCTION

Urban south zone which was located in Solwezi the North Western Province. The Urban South Zone starts from the Solwezi River all the way to BHL; the independence avenue road was the one that separates the north and the south zones.

##### (i) Identification of waste type generation

##### 1.1 Types of waste

Solid waste from residential, commercial, institution and industrial sources.

##### 1.2 Sources of Solid waste

During the baseline survey that was conducted, the different types of solid waste generated from corresponding sources were observed within the Urban South. The enumerated table 1 below indicated the types of waste and table 2 indicated the total number of clients in the same area.

**TABLE 1**

<b>TYPES OF WASTE</b>	<b>Generation source</b>	<b>Constituent of waste</b>
Household	Single/ Multi Family	Foods, rubbish, paper, etc
Commercial	Store, restaurant, markets, etc	Foods, rubbish, ashes, etc
Industrial	Heavy equipment	Auto parts, etc
Institution	Schools, colleges, etc	Paper waste, etc

**TABLES 2**

<b>N O.</b>	<b>PLACES</b>	<b>TOTAL NUMBE R</b>	<b>NUMBE R OF PAYING CLIENTS</b>	<b>NUMBE R OF NON PAYING CLIENT S</b>	<b>REASONS</b>
	Household	1741	165	1567	They do not have the capacity
					They have rubbish pits
					They use the council skips
					They have people who do it cheaper
	Shops	115	25	90	They use the council skips
					They burn the waste
	Commercial	149	88	61	They use the council skips
					They burn the waste
	Industrial	4	2	2	Non response
	Institutions	6	3	3	Non response
	Churches	30	4	26	They do not have the capacity
					They have rubbish pits

**3.0 INCOME PER MONTH**

<b>INVOICE</b>	<b>MONTH</b>	<b>NUMBER OF CLIENTS</b>	<b>INCOME</b>
001	JUNE	86	18,175.00
200	JULY	99	17,990.00
201	AUGUST	94	17,395.00
	SEPTEMBER	78	17,545.00
	OCTOBER	32	7,370
		<b>TOTAL INCOME</b>	78,475.00
	<b>TOTAL EXPENDITURE</b>	K73,382.00	
	<b>CASH AT HAND</b>	K5,093.00	

## **THE CHALLENGES**

The Director submitted the following challenges which the company was going through

- The council skips that were placed near the market were being used by our potential clients because they were charged only K30 by the council people in charge at the markets.
- Poor road network, some roads were very bad which made it hard for them to pass and service their clients. With the rains that would be starting soon it would become worse.
- Some clients like BHL refused to be serviced by the company stating that they were in Kalumbila area meaning the Solwezi Municipal Council cannot enforce a service provider meanwhile the Solwezi Municipal Council truck was seen servicing the company.
- Wana cleaning services was making people sign contracts with them from the urban south. For example PG Glass

## **4. REPORT OF THE DIRECTOR - WASTEMAID ENTERPRISES LTD**

### **PERFORMANCE**

- At the beginning of the contract, their performance was not good because they had few clients. Wana cleaning services was still operating in our area for close to 2 months.
- The company provided 210 liters drums at a fee for their clients which had boosted number for clients since most of them didn't have waste bins.
- The company's performance was good going by the steady increase of new clients registering for waste management services in Mitec zone.

### **CHALLENGES**

- Too many dug rubbish pits especially in weighbridge ,Kimale and Cheshire areas
- Most shop owners and business premises had not registered for waste management services.
- Operational costs were high because of low number of clients.

- Lack of carrying out of obligations by Solwezi Municipal Council (enforcement for compliance).
- A list of individuals and business houses was submitted to Solwezi Municipal Council for enforcement and the company had not gotten any feedback.

### **WAY FORWARD/ SUGGESTIONS**

- Standardized rate for the whole Solwezi district in terms of waste management service charges.
- Solwezi Municipal Council to start enforcing the waste management services compliance by residents and business houses.
- We have engaged MTN for bulk SMS and a platform for interacting with our clients for efficient and effectiveness.

After due consideration;

- (i) The reports from franchise Companies on Waste Management in Solwezi District were **NOTED**.
- (ii) The Council to continue sensitising the residents on the need to subscribe with waste management services.
- (iii) The Council should start legal enforcement to those that are not subscribed with waste management companies and those using rubbish pits.

### **PWDRE/39/10/19: WASTE MANAGEMENT**

The Director reported for the information of the committee that the Department had continued to sensitize business and residential premises on subscription of waste collection, provision of waste receptacles and enforcement of waste management regulations.

During the period under review, **2242.815 tons** of waste were safely collected and disposed at the disposal site. This was from all six (06) markets including waste from residential and commercial premises in urban north zone, Urban South, Mitech and Mushitala zones .The details were appearing in table 1: Total number of waste tonnages per month.

*Table 1: Total number of waste tonnages per month*

<b>MONTH</b>	<b>TONNAGES</b>
JULY 2019	701.474
AUGUST 2019	774.902
SEPTEMBER 2019	766.439
<b>TOTAL</b>	<b>2242.815</b>

After due consideration,

The report on waste management for the period  
July to September 2019 was **NOTED**.

**PWDRE/40/10/19: PROPOSED MONTHLY WASTE MANAGEMENT FEES FOR  
MOBILE MONEY BOOTHS**

The Director reported for consideration of the committee that the department had started installing waste bins along the Independence Avenue in order to avoid littering by the pedestrians and mobile money vendors. In view of this a proposal was being made to introduce a charge of K20 per month to all booth vendors as waste management fee to supplement for costs of collection of waste from the bins when they are full.

After due consideration,

The above item was referred to the relevant department,  
Finance to be reported in the next FHRGP committee  
meeting.

**PWDRE/41/10/19: BURIAL SERVICES**

The Director reported for information of the committee that a total number of Two Hundred Seventy Three (**273**) burials of human remains were conducted at council cemetery and registered in the burial permit register in the period under review. The details of burial were appearing in Table 2: Number of burials recorded according to the age at council cemetery.

*Table 2: Number of burials registered*



<b>No</b>	<b>N</b> <b>Burial Section</b>	<b>M</b>	<b>F</b>	<b>Total</b>	<b>COMMENTS</b>
1	<b>Adult Section</b>	132	80	212	
2	<b>Children</b>	32	25	57	
3	<b>Infectious/Unclaimed Bodies</b>	4	0	4	
<b>GRAND TOTAL</b>		168	105	<b>273</b>	

After due consideration,

The report on Burial Services was **NOTED**.

**PWDRE/42/10/19: PROPOSED GRAVE FEE**

The Director reported for consideration of the committee that the cost of providing the burial services had risen due to the fact that the price of the grave marking number plates had increased. The grave marking number plates were now costing K70 for one. Therefore in order for the service to be sustainable the Director proposed a grave fee of one hundred kwacha (K100).

After due consideration,

The above item was referred to the relevant department, Finance to be reported in the next FHRGP committee meeting.

**PWDRE/43/10/19: KEEP ZAMBIA CLEAN, GREEN AND HEALTHY CAMPAIGN**

The Director reported for information of the committee that the department had continued to collaborate with various stakeholders to promote the Keep Zambia Clean, Green and Healthy Campaign in the district.

During the period under review, the Council wrote to various stakeholders who were according to Full Council Resolution Minute No. **PWDRE/29/02/18** shortlisted to establish a committee that would coordinate and implement the campaign in the district.

The Council embarked on the following activities;

- i. **MONTH OF JULY**
  - a. Cleaning of the Main Market

- b. Litter picking in the Central Business District and
  - c. Door-to-door sensitization of business premises in the Central Business District
- ii. **MONTH OF AUGUST**
  - a. Unblocking and cleaning of the drainage system along the T5-Independence Avenue
- iii. **MONTH OF SEPTEMBER**
  - a. Sensitization of SMC members of staff by Director of Public Health
  - b. Radio show at Kabangabanga radio station and
  - c. Collection of waste accumulating in the drainage from Solwezi Bridge to Solwezi City Mall
  - d. Zambia Air Force joined the Council in the waste collection exercise and helped by making people clean their surroundings
  - e. For the purpose of increasing ownership of the KZCGH campaign, a meeting was held by the council and stakeholders. During the meeting it was decided that a committee should be established to oversee the campaign, this committee shall be divided into three (3) sub-committees. Attached were pictures taken during the activities in **Appendix 1.**

After due consideration,

The report on Keep Zambia Clean, Green and Healthy Campaign was **NOTED.**

**PWDRE/44/10/19: PROPOSAL TO INTRODUCE PRIZE AWARDING TO A CLEANEST MARKET**

The Director reported for consideration of the committee that the proposed prize awarding to the cleanest market be introduced by giving the cleanest market three (3) days free of paying market levy in order to motivate the marketers to be participating in maintaining the markets clean.

After due consideration,

**IT WAS RECOMMENDED THAT;**

The proposal to introduce prize awarding to the cleanest market by giving the cleanest market (3) days free of paying market levy be **APPROVED.**

**PWDRE/45/10/19: HOUSEHOLD DOOR-TO-DOOR SENSITIZATION IN MITECH ZONE ON WASTE SUBSCRIPTIONS**

The Director reported for information of the committee that during the period under review, the Health Education Section embarked on door-to-door sensitization of households within the Mitech Zone for purposes of increasing awareness on the need for residents to subscribe for waste collection. The sensitization was based on raising awareness on the dangers of indiscriminate disposal of waste, burning, burying and the use of rubbish pits (Muganda) for disposal of waste and how these practices are illegal and negatively impact the environment.

After due consideration

The report on household door-to-door sensitization in Mitech Zone on waste subscriptions was **NOTED**.

**PWDRE/46/10/19: SCRUTINY OF BUILDING PLANS**

The Director reported for information of the committee that a total number of 56 building plans were submitted to council from developers to be scrutinized, of which 33 were residential and commercial. The details were appearing in Table 3:

*Table 3: Number of building plans scrutinized*

S/N	NAME OF APPLICANT	PLOT #	DATE	TYPE OF DEVELOPMENT	RECOMMENDATION/ COMMENT
1.	SAMSON MWAKALOMBE	MUZABULA	03/09/19	RESIDENTIAL	NO OBJECTION
2.	BESTON KAJOBA	Stand No. 10609	29/08/19	RESIDENTIAL	NO OBJECTION
3.	KALASA RAYSON	KYAWAMA	03/09/19	COMMERCIAL	DEFERRED
4.	NELLIE MWILA/BRIAN MWILA	MUKUBA	03/09/19	RESIDENTIAL	NO OBJECTION
5.	BEATRICE NAMUKONDA	WEIGHBRIDGE	03/09/19	RESIDENTIAL	DEFERRED
6.	ABRAHAM MUTALE	STADIUM AREA	03/09/19	RESIDENTIAL	NO OBJECTION
7.	MBUYU LUKAMA	MUSHITALA	03/09/19	RESIDENTIAL	NO OBJECTION

8.	BEATRICE NAMUKONDA	WEIGHBRIDGE	09/09/19	RESIDENTIAL	NO OBJECTION
9.	SOUL WINNING MINISTRIES	KYAWAMA	09/09/19	CHURCH	NO OBJECTION
10.	KALASA RAYSON	KYAWAMA	09/09/19	COMMERCIAL	NO OBJECTION
11.	RUTH CHULU	STADIUM	09/09/19	RESIDENTIAL	DEFERRED
12.	KALEMBA DAVY	ROYAL AREA	09/09/19	RESIDENTIAL	DEFERRED
13.	EVERISTO MUKANZU	20175 MITEC	24/07/19	RESIDENTIAL	NO OBJECTIONS
14.	PATRICK MWAMBU	MUSHITALA STAND NO. SOL/2945/23	24/07/19	RESIDENTIAL	NO OBJECTIONS
15.	PETER PEZULU NYUNGILA	SOL 17496	24/07/19	RESIDENTIAL	NO OBJECTIONS
16.	ZACHARIA PHIRI	MUSHITALA	24/07/19	RESIDENTIAL	NO OBJECTIONS
17.	MARTIN MWALE	11550 STADIUM	24/07/19	RESIDENTIAL	NO OBJECTIONS
18.	JEFF MULEMA	LN- 1000000984/27	24/07/19	RESIDENTIAL	DEFERRED
19.	GILBERT NYIRENDA	12	24/07/19	RESIDENTIAL	NO OBJECTIONS
20.	JUDITH MUFWAYA	SOL/18195	30/07/19	RESIDENTIAL	DEFERRED
21.	KAIROS ENTERPRISES	2075	30/07/19	COMMERCIAL	NO OBJECTIONS
22.	DICKSON MPHANZA	6834	30/07/19	RESIDENTIAL	DEFERRED
23.	ISAAC NCHINDO	MBONGE	30/07/19	RESIDENTIAL	DEFERRED
24.	MUCHIMA PRISCA WOMBA	MU 151	30/07/19	RESIDENTIAL;	NO OBJECTIONS
25.	LUPENGA GESHOM	319	30/07/19	RESIDENTIAL	NO OBJECTIONS
26.	KAPOKO ROBERT	WEIGHBRIDGE /BUSHFIRE	30/07/19	RESIDENTIAL	NO OBJECTIONS
27.	MAKOBIA MULENGA	SOLW/LN	30/07/19	RESIDENTIAL	NO OBJECTIONS

		100000246419			
28.	EMMAH BWALYA	MUSHITALA	30/07/19	RESIDENTIAL	NO OBJECTIONS
29.	CHIPASULA CHISANGA	2945(KAPIJI KANKASA)MU SHITALA		BARELAND	NO OBJECTIONS
30.	COMFORT LONGWE	SOL/10614 ROYAL AREA	30/07/19	RESIDENTIAL	DEFERRED
31.	SUNLAND REAL ESTATE ZAMBIA LTD	10256684/2 KYAWAMA	30/07/19	COMMERCIAL	NO OBJECTIONS
32.	ALICK DAKA	ROYAL AREA	30/07/19	RESIDENTIAL	NO OBJECTIONS
33.	DALITSO PHIRI	MBONGE	29/08/19	RESIDENTIAL	NO OBJECTIONS
34.	BOYD MULAMBIA	WEIGH BRIDGE	29/08/19	COMMERCIAL	DEFERRED
35.	SOLWEZI CHRISTIAN BRETHREN CHAPEL	MUSHITALA	29/08/19	SCHOOL	DEFERRED
36.	GOLDEN KALOTA	MUSHITALA	29/08/19	RESIDENTIAL	DEFERRED
37.	KATONGO MAIPAMBE	MUSHITALA	29/08/19	RESIDENTIAL	NO OBJECTIONS
38.	CYRIACUS TARUVINGA	KANDUNDU EXTENSION	29/08/19	RESIDENTIAL	NO OBJECTIONS
39.	MOSES KAVISUMBU	OLD CHINGOLA ROAD	29/08/19	RESIDENTIAL	DEFERRED
40.	KALUMBA PANDA	MUSHITALA	29/08/19	RESIDENTIAL	DEFERRED
41.	BENTRY NSOKOLO	LIGHT INDUSTRIAL AREA	29/08/19	RESIDENTIAL	DEFERRED
42.	MWALE AZEL	WEIGH BRIDGE	29/08/19	RESIDENTIAL	NO OBJECTION
43.	DOROTHY MULENGA	MUSHITALA	29/08/19	RESIDENTIAL	DEFERRED
44.	ANTHONY KAAYUNGA	STADIUM AREA	29/08/19	RESIDENTIAL	NO OBJECTION
45.	BESTON KAJOBA	ROYAL AREA	29/08/19	RESIDENTIAL	NO OBJECTION

46.	SAMSON MWAKALOMBE	MUZABULA	03/09/19	RESIDENTIAL	NO OBJECTION
47.	KALASA RAYSON	KYAWAMA	03/09/19	COMMERCIAL	DEFERRED
48.	NELLIE MWILA/BRIAN MWILA	MUKUBA	03/09/19	RESIDENTIAL	NO OBJECTION
49.	BEATRICE NAMUKONDA	WEIGHBRIDGE	03/09/19	RESIDENTIAL	DEFERRED
50.	ABRAHAM MUTALE	STADIUM AREA	03/09/19	RESIDENTIAL	NO OBJECTION
51.	MBUYU LUKAMA	MUSHITALA	03/09/19	RESIDENTIAL	NO OBJECTION
52.	BEATRICE NAMUKONDA	WEIGHBRIDGE	09/09/19	RESIDENTIAL	NO OBJECTION
53.	SOUL WINNING MINISTRIES	KYAWAMA	09/09/19	CHURCH	NO OBJECTION
54.	KALASA RAYSON	KYAWAMA	09/09/19	COMMERCIAL	NO OBJECTION
55.	RUTH CHULU	STADIUM	09/09/19	RESIDENTIAL	DEFERRED
56.	KALEMBA DAVY	ROYAL AREA	09/09/19	RESIDENTIAL	DEFERRED

After due consideration,

The report on Scrutiny of Building Plans  
was **NOTED**.

#### **PWDRE/47/10/19: FOOD SAFETY AND HYGIENE**

The Director reported for information of the committee that a number of activities were conducted under food safety and hygiene control program in accordance of Food and Drugs Act Cap 303 of the Laws of Zambia.

The activities that were conducted were as follows: -

##### **1. FOOD INSPECTION**

Food inspections were conducted in various trade premises in order to ensure that food sold to the public was safe. The assorted foods that were found to contravene the Food and Drug Act were seized and disposed off. The details of the assorted foods that were seized and disposed of were in Table 4: List of Seized Articles.

*Table 4: List of Seized Articles*

DATE	PREMISES/ LOCATION	ITEMS	QTY	REASON FOR SEIZURE
27/07/19	Reuben living	Castle ledger Eagle Mosi Black label Assorted spirits	750ml x 7 750ml x 4 750 ml x 12 750 ml x 4	No liquor license
27/07/19	Gift	Eagle Assorted spirit	375ml x 38 200ml x 33	No liquor license
27/07/19	Bora	Assorted spirit	200ml x 39	
27/07/19	Mr. little	Assorted spirit Chibuku	200ml x 20 1 litre x 12	No liquor license
27/07/19	Edson Sanikosa	Eagle Castle lager Mosi Mosi Black label Castle	375ml x 32 375ml x 11 375ml x 4 750ml x 12 750ml x 15 750ml x 13	Operating without a liquor license
27/07/19	Moze	Eagle Mosi Black label Eagle	750ml x 23 750ml x 24 750ml x 13 375ml x 24	No liquor license
27/07/19	Foster	Black label Castle lager Eagle Green apple Mosi Castle lager Castle lite Castle lager Black label	375ml x 5 375ml x 6 375ml x 18 200ml x 20 375ml x 10 750ml x 12 375ml x 9 750ml x 5 750ml x 3	No liquor license
27/07/19	Mutezi Mana	Castle lager Eagle Castle lager mosi	750ml x 375ml x 15 375ml x 6 375ml x 2	Selling without liquor license
27/07/19	Majory Muzema	Kankoyo Assorted spirits	1litre x 20 200ml x 10	No liquor license
27/07/19	John Shop	Kankoyo Chibuku Castle Mosi Castle	11 x 1 litre 10 x 1 litre 6 x 750ml 1 x 375 ml 3 x 375 ml	No liquor license

		Castle lite Assorted	5 x 375 ml 5 x 200 ml	
27/07/19	King David Bar	Eagle Officer	8 x 375 ml 30 x 200ml	Selling liquor at home  No liquor license
27/07/19	Nduwayezu Shop	Eagle Black label Mosi Bolz Officer	12 x 750 ml 8 x 750 ml 4 x 750 ml 20 x 200ml 20 x 200ml	No liquor license
27/07/19	Lifuchilati A	Castle Bm castle Mosi	5 x 750ml 8 x 375 ml 31 x 375 ml	No liquor license
28/08/19	Kalama Shop Kyawama	Soft and free lotion	2x250ml	expired
28/08/19	Emma Shop Kyawama	Fanta Cocacola	11x500ml 4x500ml	Expired Expired

After due consideration,

The report on Food Safety and Hygiene  
Control was **NOTED**.

**PWDRE/48/10/19: WATER AND FOOD SAMPLES TAKEN TO FOOD AND DRUGS  
LABORATORY**

The Director reported for information of the committee that the department took a total number of 18 water samples and 6 food samples to the Food and Drugs laboratory for analysis in the period under review. Results were being awaited from the laboratory.

After due consideration,

The report on Water and Food Samples taken to Food and  
Drugs Laboratory was **NOTED**.

**PWDRE/49/10/19: DOG REGISTRATION**

Pursuant to Dogs Control Act CAP 247 of the Laws of Zambia, Public health department, conducted dog registration and eight (08) dogs were registered in this quarter. The details of the dogs registered were in table 4 below:-



*Table4: List of Dogs registered*

S/N	Date	Name of Owner	Name of Pet	Breed	Colour	Sex	Tag Number
1.	23/08/19	Sarah Davies	Buzz	German Shepherd	Black Tan	Male	0423
2.	23/08/19	Sarah Davies	Jersey	German shepherd	Black Tan	Female	0473
3.	23/08/19	Gaelyn Cokayne	Bella	Mongrel	Brown/Grey	Female	0464
4.	23/08/19	Gaelyn Cokayne	Kingstone	Pitbull	Brown/white	Male	0442
5.	23/08/19	Gaelyn Cokayne	zara	Pitbull	Black/white	Female	0462
6.	23/08/19	Joey de bevin	browx	Boer boel	brown	Male	0461
7.	23/08/19	Joey de bevin	lucy	Boer boel	brown	female	0443
8.	26/09/19	Malwa Newton	Whisky	Boer/Cross	Black/Brown	Male	0419

After due consideration,

The report on Dog Registration was **NOTED**

**PWDRE/50/10/19: INSPECTION OF PREMISES FOR RENEWAL OF LICENCES**

The Director reported to the committee that the department in conjunction with other departments namely Finance, Engineering and Administration formed up a task force to monitor compliance levels and revenue collection from premises in Kyawama, CBD, Mitec, Weighbridge and Mushitala areas from 17<sup>th</sup> July to 28<sup>th</sup> August, 2019. The table 5 below showed the summary of the premise with and without legal documents to trade.

*Table 5: Number of premises that were in compliance and non-compliance with Municipal legal requirements*

NUMBER OF PREMISES VISTED		COMPLIAN CE LEVEL	NON- COMPLIANCE LEVEL
KYAWAMA TOTAL 87	Health Inspection Certificate	64	23
	Business Levy	71	16
	Fire Certificate	58	29
Mitec 42	Health Inspection Certificate	27	15
	Business Levy	36	8
	Fire Certificate	30	12
Mushitala 33	Health Inspection Certificate	20	13
	Business Levy	23	10
	Fire Certificate	22	11
Weighbridge 25	Health Inspection Certificate	18	7
	Business Levy	20	5
	Fire Certificate	16	9
CBD TOTAL 96	Health Inspection Certificate	78	18
	Business Levy	85	11
	Fire Certificate	81	15
TOTAL 283			

After due consideration,

The report on inspection of premises for renewal of licences was **NOTED**.

*ANNEX 1: PICTURES OF KEEP ZAMBIA CLEAN ACTIVITIES*



*The Town Clerk and council officers participating in the cleaning exercise (September, 2019)*

*ZAF Officers participating in the cleaning exercise*



ANNEX II: List of Inspected Premises

SN	DATE/TIME	LOCATION OF PREMISE	DEFECTS	RECOMMENDSTIONS
1.	28/08/19	Muzabula	<ul style="list-style-type: none"> <li>No Health Inspection</li> </ul>	<ul style="list-style-type: none"> <li>Acquire Health</li> </ul>
2.	28/08/19	Muzabula	<ul style="list-style-type: none"> <li>Dirty wall at the time of inspection</li> <li>No Health Inspection Certificate at the time of inspection.</li> <li>Roof festooned with cobwebs.</li> <li>Missing tile</li> </ul>	<ul style="list-style-type: none"> <li>Clean the wall thoroughly.</li> <li>Acquire a Health Inspection Certificate.</li> <li>Remove the cobwebs</li> <li>Replace the missing tile.</li> </ul> <p>Re-inspection done on 02/09/19.</p> <ul style="list-style-type: none"> <li>Some defects where rectified. Except for Health Inspection Certificate.</li> <li>Warning noticed issued.</li> </ul>
3.	28/08/19	Muzabula	<ul style="list-style-type: none"> <li>No Health Inspection Certificate at the time of inspection.</li> </ul>	<ul style="list-style-type: none"> <li>Acquire a Health Inspection Certificate.</li> </ul> <p>Re-inspection done on 02/09/19.</p> <ul style="list-style-type: none"> <li>Defect not rectified.</li> <li>Warning noticed issued.</li> </ul>

4.	28/08/19	High land	<ul style="list-style-type: none"> <li>• No enough ventilation</li> <li>• Roof festooned with cobwebs and dust</li> <li>• Dirty floor</li> <li>• No adequate lighting</li> <li>• No liquor license</li> <li>• - No toilets</li> </ul>	<ul style="list-style-type: none"> <li>• Provide adequate lighting and ventilation</li> <li>• Ensure that you remove all the cobwebs and dust.</li> <li>• Keep the place clean at all times.</li> <li>• Ensure that you provide toilets.</li> <li>• Stop selling liquor without a license.</li> <li>• Provide toilets.</li> </ul> <p>Re-inspection done on 02/09/19.</p> <ul style="list-style-type: none"> <li>• Some defects where rectified. Except for Health Inspection Certificate.</li> <li>• Warning notes was issued.</li> </ul>
5.	27/08/19	Town Centre	<ul style="list-style-type: none"> <li>• Adequate ventilation</li> <li>• Adequate lighting</li> </ul>	<ul style="list-style-type: none"> <li>• NIL</li> </ul>
6.	12/09/19	Kyawama	<ul style="list-style-type: none"> <li>• Dirty windows</li> <li>• No proper uniform provided for workers</li> <li>• Brocken door handle</li> </ul>	<ul style="list-style-type: none"> <li>• Clean the windows</li> <li>• Provide uniforms for workers</li> <li>• Replace the broken handle.</li> </ul> <p>Re-inspection done on 19/09/19.</p> <ul style="list-style-type: none"> <li>• All defects rectified.</li> </ul>
7.	12/09/19	Kyawama	<ul style="list-style-type: none"> <li>• Roof festooned with cobwebs.</li> </ul>	<ul style="list-style-type: none"> <li>• Remove the cobwebs.</li> <li>• Redecorate the walls.</li> </ul>

			<ul style="list-style-type: none"> <li>• Dirty wall</li> <li>• No adequate lighting</li> <li>• Flies at the time of inspection</li> <li>• No Health Inspection Certificate at the time of inspection.</li> <li>• -No proper uniforms for workers</li> <li>• Inadequate water</li> <li>• Place dirty at the time of inspection</li> </ul>	<ul style="list-style-type: none"> <li>• Instill more light bulbs</li> <li>• Eliminate flies either by use of fly traps or any chemical that repel flies.</li> <li>• Acquire a Health Inspection Certificate.</li> <li>• Provide proper uniforms for workers.</li> <li>• Ensure that the place is clean at all times.</li> </ul> <p>Re-inspection done on 19/09/19.</p> <ul style="list-style-type: none"> <li>• Some defects where rectified. Except for Health Inspection Certificate.</li> </ul>
8.	12/09/19	Kyawama	<ul style="list-style-type: none"> <li>• Dirty walls</li> <li>• Missing ceiling board</li> <li>• Roof festooned with cobwebs.</li> <li>• No proper uniforms provided for workers</li> <li>• Inadequate artificial lighting</li> <li>• Food handlers certificate expired</li> <li>• Dirty plastic mat</li> <li>• Inadequate water supply.</li> </ul>	<ul style="list-style-type: none"> <li>• Redecorate the wall</li> <li>• Provide ceiling board</li> <li>• Remove cobwebs</li> <li>• Provide proper uniforms for workers</li> <li>• Provide artificial lighting.</li> <li>• Ensure that all food handlers are medically examined and certified fit to handle food.</li> <li>• Provide new mats on the tables.</li> <li>• Provide adequate water</li> <li>• Ensure plates are kept clean.</li> </ul>

			<ul style="list-style-type: none"> <li>• Dirty plates at the time of inspection</li> </ul>	<p>Re-inspection done on 19/09/19.</p> <ul style="list-style-type: none"> <li>• All defects where rectified. Except for Providing ceiling board</li> </ul>
9.	12/09/19	Kyawama	<ul style="list-style-type: none"> <li>• Peeling off ceiling board and evidence of leaking.</li> <li>• Roof festooned with cobwebs.</li> <li>• Dirty walls</li> <li>• Inadequate lighting</li> <li>• Dirty windows</li> <li>• Dirty at the time of inspection.</li> <li>• No Food Handlers Certificate</li> <li>• Inadequate water supply</li> </ul>	<ul style="list-style-type: none"> <li>• Replace the ceiling board</li> <li>• Remove the cobwebs</li> <li>• Redecorate the wall</li> <li>• Provide adequate lighting</li> <li>• Clean the windows</li> <li>• Ensure that the place is clean</li> <li>• Ensure that all food handlers are medically examined and certified fit to handle food.</li> <li>• Provide adequate water.</li> </ul> <p>Re-inspection done on 19/09/19.</p> <ul style="list-style-type: none"> <li>• All defects where rectified.</li> </ul>
10.	12/09/19	Kyawama	<ul style="list-style-type: none"> <li>• Roof festooned with cobwebs.</li> <li>• Dirty wall</li> <li>• Premises Dirty at the time of inspection</li> <li>• Inadequate lighting</li> <li>• Cracks on the wall</li> </ul>	<ul style="list-style-type: none"> <li>• Remove cobwebs</li> <li>• Redecorate the walls</li> <li>• Ensure that the place is clean at all times.</li> <li>• Provide adequate lighting</li> <li>• Mend the wall.</li> <li>• Provide proper uniforms for workers.</li> </ul>

			<ul style="list-style-type: none"> <li>• Inadequate water supply</li> <li>• No proper uniforms for workers</li> </ul>	<p>Re-inspection done on 19/09/19.</p> <ul style="list-style-type: none"> <li>• Defects being worked on.</li> </ul>
11.	13/09/19	Kyawama	<ul style="list-style-type: none"> <li>• Rough floor on the verandah</li> </ul>	<ul style="list-style-type: none"> <li>• -Smoother the floor on the verandah.</li> </ul> <p>Re-inspection done on 19/09/19.</p> <ul style="list-style-type: none"> <li>• Defects being worked on.</li> </ul>
12.	13/09/19	Town Centre	<ul style="list-style-type: none"> <li>• NIL</li> </ul>	<ul style="list-style-type: none"> <li>• NIL</li> </ul>
13.	13/09/19	Hospital area	<ul style="list-style-type: none"> <li>• Poor drainage system</li> <li>• No running water</li> <li>• No glasses in windows</li> <li>• Lack of waste disposal</li> <li>• Lack of a proper kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Construct a proper kitchen so as to produce safe food for consumers</li> <li>• Construct a soak away to ensure proper disposal of waste water</li> <li>• Collection of waste should be done by a known and licensed company.</li> </ul> <p>Re-inspection done on 19/09/19.</p> <ul style="list-style-type: none"> <li>• Some defects have been rectified other recommendations being worked on.</li> </ul>
14.	13/09/19	Town Centre	<ul style="list-style-type: none"> <li>• Defective ceiling</li> <li>• No glass pane</li> </ul>	<ul style="list-style-type: none"> <li>• The ceiling and the lighting should be fixed</li> <li>• Glasses should be</li> </ul>



			on windows <ul style="list-style-type: none"> <li>• No door</li> <li>• Dirty walls</li> <li>• Cobwebs on walls and ceiling</li> <li>• Rough floor</li> <li>• No electricity present</li> </ul>	placed in all the windows and a door should be installed <ul style="list-style-type: none"> <li>• The floor should be fixed to reduce occupational hazards in the working environment.</li> <li>• The building should be repainted.</li> </ul> Re-inspection done on 19/09/19. <ul style="list-style-type: none"> <li>• All defects where rectified.</li> </ul>
15.	12/09/19	Urban Area	<ul style="list-style-type: none"> <li>• Missing toilet seats and covers</li> <li>• Missing light fixtures in classes</li> </ul>	<ul style="list-style-type: none"> <li>• Replace the missing toilet seats and covers</li> <li>• Ensure that light fixtures are installed.</li> </ul> Re-inspection done on 19/09/19. <ul style="list-style-type: none"> <li>• All defects where rectified.</li> </ul>
16.	13/09/19	24 Kapiji Mall	<ul style="list-style-type: none"> <li>• NIL</li> </ul>	<ul style="list-style-type: none"> <li>• NIL</li> </ul>
17.	13/09/19	Town center opposite total fueling station	<ul style="list-style-type: none"> <li>• Poor drainage system</li> <li>• No artificial lighting</li> <li>• Cobwebs on the wall</li> <li>• Workers not in proper uniform</li> <li>• Poor hygiene</li> </ul>	<ul style="list-style-type: none"> <li>• Make a proper drainage system, provide the lighting, provide good hygiene and educate them.</li> <li>• Clean the kitchen and environment.</li> </ul> Re-inspection done on 19/09/19.

				<ul style="list-style-type: none"> <li>• All defects where rectified.</li> </ul>
18.	16/09/19	Town center (Jaids complex)	<ul style="list-style-type: none"> <li>• Lighting flicking</li> <li>• Broken tiles</li> <li>• No refuse bin</li> </ul>	<ul style="list-style-type: none"> <li>• Change the lighting</li> <li>• Replace the broken tile.</li> <li>• Provide the refuse bin.</li> </ul> <p>Re-inspection done on 19/09/19.</p> <ul style="list-style-type: none"> <li>• All defects where rectified.</li> </ul>
19.	16/09/19	Copper's Corner	<ul style="list-style-type: none"> <li>• Poor ventilation.</li> <li>• Ceiling board festooned with cobwebs.</li> <li>• Missing light florescent.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide either air conditioner or fans.</li> <li>• Remove the cobwebs.</li> <li>• Replace the missing florescent.</li> </ul> <p>Re-inspection done on 19/09/19.</p> <ul style="list-style-type: none"> <li>• All defects where rectified.</li> </ul>
20.	16/09/19	Shangobeka Complex.	<ul style="list-style-type: none"> <li>• Missing light bulbs.</li> <li>• Leaking roof in the workshop.</li> <li>• Broken tiles in the workshop.</li> <li>• Unpainted wall in the workshop.</li> <li>• Presence of rodents.</li> </ul>	<ul style="list-style-type: none"> <li>• Replace the missing light bulbs.</li> <li>• Repair the leaking roof and replace the sagging ceiling board.</li> <li>• Replace the broken tiles in the workshop.</li> <li>• Paint the wall in the workshop.</li> <li>• Ensure that you eliminate the rodents.</li> </ul> <p>Re-inspection done on 19/09/19.</p>

				<ul style="list-style-type: none"> <li>Some defects have been rectified other recommendations being worked on.</li> </ul>
21.	17/09/19	Mushitala	<ul style="list-style-type: none"> <li>Food Handlers not medically examined.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that all the food handlers are medically examined and certified fit to handle food.</li> <li>Defect rectified</li> </ul>
22.	17/09/19	Saviye	<ul style="list-style-type: none"> <li>No health inspection Certificate at the time of inspection.</li> <li>No food handlers' certificates at the time of inspection.</li> <li>Missing toilet seats and covers.</li> <li>Defective handles for cisterns.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that you acquire a Health Inspection certificate.</li> <li>Ensure that the food handlers are medically examined and certified fit to handle food.</li> <li>Replace the missing toilet seats and covers.</li> <li>Repair the defective toilet cisterns.</li> <li>All defects rectified</li> </ul>

## **REPORT OF THE DIRECTOR OF LEGAL SERVICES**

### **PWDRE/51/10/19: WITHDRAWAL OF LAND RECORD CARDS**

The Director reported for decision of the committee that the Council had been issuing Land Record Cards to various Solwezi residents, and during this process some clients were wrongly given cards in non-improvement areas. Examples of such areas were Mushitala, Urban, Weighbridge etc.

The Director therefore recommended that announcements be made on all available media platforms, calling on members of the public to assist in the following exercises;

- i) the cards issued in error in Mushitala, Urban, Weighbridge and other areas which were under the jurisdiction of Commissioner of Lands be withdrawn and;
- ii) those issued correctly in statutory improvement areas all be withdrawn and be replaced with Occupancy Licences pursuant to the Urban and Regional Planning Act No.3 of 2015

After deliberations on the matter,

#### **IT WAS RECOMMENDED THAT;**

- (i) the cards issued in error in Mushitala, Urban, Weighbridge and other areas which were under the jurisdiction of Commissioner of Lands be withdrawn and;
- (ii) those issued correctly in statutory improvement areas all be withdrawn and be replaced with Occupancy Licences pursuant to the Urban and Regional Planning Act No.3 of 2015

### **PWDRE/52/10/19: FAST TRACK COURT**

The Director reported for information of the committee that the department had delayed commencement of the Fast Track Court owing to the fact that it had been waiting for the Judiciary to gazette the Council Chambers for use as a court room. The response the department had received was that the Judiciary was waiting for other Councils which had expressed interest to have fast track courts, so that the notices could be lodged at Government Printers at the same time.

The Director further reported that they received a visit from the Hon. Justice T. I. Katanekwa on Wednesday 9<sup>th</sup> October 2019, where he toured the Fast Track Court facilities.

He commended the Council for the kind gesture of according the judiciary with court room space, and stated he would give a report on the same to Her Ladyship the Chief Justice.

After due consideration,

The report on the Fast Truck Court was **NOTED**.

**PWDRE/53/10/19: SANKISHA TRUST INTERNATIONAL SCHOOL V. SOLWEZI MUNICIPAL COUNCIL-2019/HK/002**

The Director reported for consideration of the committee that this was a matter in which the Plaintiff was seeking a declaration of ownership for Stand No. 3660/M Mukuba area Solwezi, damages for trespass and encroachment to land.

The plaintiff alleged that Solwezi Municipal Council allocated various plots to the residents of the area, despite his efforts in informing the Council of the encroachments.

The Plaintiff had refused the Council's attempt for an ex-curia settlement in form of alternative land. He had insisted that he should be given a monetary equivalent of the current market value of the land.

An injunction was granted against the Council to prevent it from further transferring portions of the land in dispute and trial had been set for 5<sup>th</sup> December 2019.

Having studied the matter and reviewed the Council's chances of success, the Director recommended two options:

1. That the Council accept liability to the extent of the plots it formalized and recommended to the Commissioner of Lands. From the documents we received from the residents, the following showed proof of the following documents appearing in the table below;
2. The Court resigns the Plaintiff to whatever order the Court would make, even if the said order includes demolition, owing to the fact that there is a certificate of title in the Plaintiff's name.

S/N	NAME	NRC	DOCUMENTS	
1	Clement Siasumwe	181997/24/1	<ul style="list-style-type: none"> <li>• Building plans by the council (17/05/13)</li> <li>• Minutes from council signed 2009</li> <li>• Site plans signed (11/11/13)</li> <li>• Annexure A approved</li> <li>• Service charge paid</li> <li>• Building plan paid/scrutinized</li> <li>• Site plans</li> </ul>	FORMALIZATION
2	David Mwenda	212379/65/1	<ul style="list-style-type: none"> <li>• Change of ownership</li> <li>• Council minutes</li> <li>• Second owner</li> </ul>	FORMALIZATION
3	Kingfred Simukonda	244319/64/1	<ul style="list-style-type: none"> <li>• Permission to develop</li> <li>• Paid service charge</li> <li>• Site plans</li> <li>• Council minutes</li> </ul>	FORMALIZATION
4	Mervin Mumba	865054/11/1	<ul style="list-style-type: none"> <li>• Has valid offer from lands</li> <li>• Site plan</li> <li>• Has file with the council</li> </ul>	
5	Mervin Mumba	865054/11/1	<ul style="list-style-type: none"> <li>• Has valid offer from lands</li> <li>• Site plan</li> <li>• Has file with the council</li> </ul>	•
6	Trevor Mwanza	957978/11/1	<ul style="list-style-type: none"> <li>• Permission to develop</li> <li>• Waiting for plot transfer</li> <li>• Second owner</li> <li>• Has file with the council</li> </ul>	FORMALIZATION
7	Mukonkela Constance	219955/64/1	<ul style="list-style-type: none"> <li>• Approved site plans</li> <li>• Paid service charge fee</li> <li>• Site plan without coordinates</li> <li>• Given by committee</li> </ul>	FORMALIZATION
8	Mwango Catherine	223214/63/1	<ul style="list-style-type: none"> <li>• Application for plot approved</li> <li>• Change of ownership approved</li> <li>• Permission to develop approved</li> <li>• Building plan approved</li> </ul>	FORMALIZATION
9	Banabaus Nyambi	949209/11/1	<ul style="list-style-type: none"> <li>• Approved site plans and scouting fee paid</li> <li>• Site plan approved</li> <li>• No minutes from the council</li> <li>• First owner</li> </ul>	FORMALIZATION
10	Beverly N	211439/21/1	<ul style="list-style-type: none"> <li>• Permission to develop approved</li> </ul>	

	Luneta			
11	Robon Tenfwe	209617/33/1	<ul style="list-style-type: none"> <li>• Site plan approved</li> <li>• Paid service charge</li> <li>• First owner</li> <li>• Got it from Mushitala committee</li> </ul>	FORMALIZATION
12	Muyuma Sontwa Guley	174514/24/1	<ul style="list-style-type: none"> <li>• Permission to develop approved</li> <li>• Site plan not signed</li> <li>• Building plan approved</li> <li>• Council minutes not signed</li> <li>• No access road</li> <li>• Was told the area belongs to someone else</li> </ul>	FORMALIZATION
13	Makayi Mutale Alex	157175/18/1	<ul style="list-style-type: none"> <li>• No council minutes</li> <li>• Change of ownership fee paid</li> <li>• Site plan</li> </ul>	FORMALIZATION
14	Joseph Chiwaya	264574/24/1	<ul style="list-style-type: none"> <li>• Paid service charge of K1000</li> <li>• Has site plan not signed</li> <li>• Plot allocated by Mushitala committee</li> <li>• Building plan endorsed by the council</li> <li>• 2009 council minutes</li> </ul>	FORMALIZATION
15	Isaac Sinzi	173299/22/1	<ul style="list-style-type: none"> <li>• Second owner</li> <li>• Paid service charge fees K800</li> </ul>	FORMALIZATION
16	Maliulu Alex Chinyama	225961/24/1	<ul style="list-style-type: none"> <li>• Signed council minutes</li> <li>• Application for plot approved</li> <li>• Second owner</li> </ul>	FORMALIZATION
17	Clive Masonda		<ul style="list-style-type: none"> <li>• Minutes 2009</li> <li>• Receipt service charges</li> <li>• Recommendation to lands</li> <li>• Site plan</li> </ul>	FORMALIZATION
18	Chiluba Bupe		<ul style="list-style-type: none"> <li>• Council minutes 2010</li> <li>• Site plan stamped by lands</li> <li>• Receipts,scuiting fee, inspection and sitting</li> </ul>	FORMALIZATION
19	Clement Siyamusubwe		<ul style="list-style-type: none"> <li>• Receipt service charge</li> <li>• Permission to develop 2013</li> <li>• Minutes 2009 ( Alternative land)</li> <li>• Bought from</li> <li>• Application for plots</li> </ul>	FORMALIZATION

			<ul style="list-style-type: none"> <li>• Site plan approved</li> <li>• Remission to develop</li> </ul>	
20	Poto Samson		<ul style="list-style-type: none"> <li>• Service charge receipt</li> <li>Minutes PWDRE/29/05/15</li> <li>• Building plan receipt</li> </ul>	
21	Moshed Kaputula		<ul style="list-style-type: none"> <li>• Application for block numbering</li> <li>• Letter from committee 2012</li> <li>• Offer of plot from committee</li> <li>• Affidavit for block numbering</li> <li>• Site plans for water only</li> </ul>	FORMALIZATION
22	Davies Tembo		<ul style="list-style-type: none"> <li>• Notification of approval 2015</li> <li>• Receipt of service charge 2013</li> <li>• Confirmation letter from Mushitala committee</li> <li>• Affidavit form</li> <li>• Unapproved site plan</li> </ul>	FORMALIZATION
23	Shame Kelly Roomes		<ul style="list-style-type: none"> <li>• Certificate of title 2018</li> <li>• Surveyed March 2018</li> <li>• Letter from Mushitala committee</li> <li>• Recommendation for numbering</li> <li>• Plot transfer forms</li> <li>• Receipt for change of ownership</li> <li>• Approved site plan</li> <li>• Minutes for plot transfer</li> </ul>	FORMALIZATION

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

- (i) The two options recommended by the Director be **NOT APPROVED.**
- (ii) Legal Department to engage former Councillors and Town Clerks to get detailed background information on the matter.
- (iii) The Council must proceed to defend the matter in Court.



## REPORT OF THE DISTRICT FORESTRY OFFICE

### PWDRE/54/10/19: NURSERY ESTABLISHMENT AND MANAGEMENT

The District forestry officer reported for the information of the committee that the department had made massive progress in nursery establishment and management for the sowing season 2019/2020 and had equally embarked on raising indigenous species. Achievements included;

- Pot filling of the recent received 6000 polythene pots
- Sowing of various seed which include;
  - I. Pine
  - II. Eucalyptus
  - III. Rosewood
  - IV. Afzelia quanzensis
  - V. Baikiaea species

Type of seed sown	Quantity	Purpose	Yield
Pine seed	350g	To raise seedlings for plantation establishment	10,000 seedlings
Eucalyptus seed	120g	To raise seedlings for revolving fund	5,000 seedlings
Rosewood	1300g	To raise seedlings for revolving fund	3,000 seedlings
Afzelia quanzensis	500g	To raise seedlings for revolving fund	400 seedlings
Baikiaea species	200g	To raise seedlings for revolving fund	500 Seedlings

The District forestry office further reported that the following plants had been raised so far and ready for planting out;

Type of Seedlings	QUANTITY
Assorted Fruit trees	1,025
Eucalyptus	2600
Pine	4633
Ornamental Species	2623

After due consideration;

The report on nursery establishment and management was **NOTED**.

**PWDRE/55/10/19: PLANTATION MANAGEMENT AND ESTABLISHMENT**

The District forestry officer reported for the information of the committee that illegal forest activities had continued in the plantation area and Solwezi forest as a whole which included; stone crushing, illegal land allocation and cutting down of immature pine trees despite engaging the neighborhood watch to assist curb illegal activities. The department should therefore scale up forest patrols in the area in order to minimize the illegal acts.

After due consideration;

The report on plantation management and establishment was **NOTED**.

**PWDRE/56/10/19: FOREST PROTECTION AND MANAGEMENT**

The District forestry officer reported for the information of the committee that under forest protection and management a two days blitz Patrol was conducted from the 6<sup>th</sup> to 7<sup>th</sup> September, 2019 along common charcoal routes within the district.

An estimated 320 charcoal bags and 30 bicycles were confiscated from people who were trading without licenses. The measure was meant to compel the public to be getting licenses which in turn helps to boost government revenue.

The District forestry officer informed the committee that the department had further embarked on a program of erecting signages in forest reserves as a measure of redefining the boundaries, starting with Solwezi and Mulenga National Forests.

After due consideration;

The report on forest protection and management was **NOTED**.

**PWDRE/57/10/19: FOREST EXTENSION**

The District forestry officer reported for the information of the committee that that on the commemoration of the day of decentralisation, the department was privileged to interact with the general public and explained to the general public its mission, goal and vision.

The District forestry officer informed the committee that further the office had continued to engage small scale timber dealers through holding occasional meetings on the need for them to continue complying with license conditions to avoid confrontations with the office. That was done in order to encourage them to continue getting permits for their produce due to the improvements that had been noted with many timber dealers.

The District forestry officer further informed the committee that the department identified two communities to be trained in Apiary establishment and Management (Beekeeping) namely, Kamijiji and Kyafukuma respectively. The kyafukuma community training was successful. A total of twenty three (23) people were trained; being nineteen (19) male and four (4) female. The whole training was funded by Kansanshi Mining Plc exclusively. Kamijiji community training was scheduled to take place within the last quarter of the year as well with the aid of Ministry of Finance – Zambia, through Appropriation in Aid.

After due consideration;

The report on forest extension was **NOTED**.

There being no further business to transact, the meeting ended at 12:50 hours.

SIGNED:.....  
**CHAIRPERSON**

DATE:.....

**MINUTES OF THE FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON MONDAY 18<sup>TH</sup> NOVEMBER 2019 IN THE MAYOR'S BOARDROOM AT 10:00 HOURS.**

**PRESENT**

Cllr N Kamwandi	-	Chairperson
Cllr A Pupe	-	Member
Cllr B Nkanka	-	Member
Cllr S Namindi	-	Member
N. Mukumbi	-	His Worship the Mayor Ex-officio
B. Sokotela	-	Deputy Mayor Ex-officio

**IN ATTENDANCE**

Eng. B. L. Luanga	-	Town Clerk
G. M. N. Kanyata	-	Director, Human Resource and Administration
S. Mbewe	-	Director Public Health
E. Mazunda	-	Director Legal Services (Acting)
S. Bwalya	-	Director Planning
K. Bwalya	-	Director Engineering Services
C. Ngulube	-	District Planning Officer
C. Hamukombo	-	Chief Accountant
K. E Chilila	-	District Forestry Officer
R. Chilikima	-	Marketing Development Office r - Agriculture
E. Phiri	-	Chief Community Officer
D. Tembo	-	Senior Committee Clerk
K. Mishengo	-	Committee Clerk

**APOLOGIES - OFFICERS**

A Tapisha	-	Director Finance
B Mboyi	-	Director Housing and Social services

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Prior to the commencement of the meeting a prayer was given and the meeting was declared open at 10:15 hours.

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**FHRGP/01/11/19: NOTICE OF MEETING**

The notice was read and the meeting was declared open.

**FHRGP/02/11/19: DECLARATION OF INTEREST**

No declaration of interest was received

## **REPORT OF THE TOWN CLERK**

### **FHRGP/03/11/19: PROPOSAL TO SUSPEND HIRE OF COUNCIL TRUCKS AND EQUIPMENT**

The Town Clerk reported for instructions of the committee that Council had in the past made a resolution to be hiring out its trucks and equipment to the members of the public. However, considering the current state of the roads, and the non-actualization of the 2015 Township roads contract, it was imperative that the Council starts to utilize its own trucks and equipment for the rehabilitation of township roads.

In view of that, it was recommended that Council suspends its earlier decision of hiring out the trucks and equipment until such a time that there was an improvement on the township roads.

After deliberation on the matter,

#### **IT WAS RECOMMENDED THAT:**

The proposal to suspend Council's earlier decision of hiring out Council Trucks and Equipment be **APPROVED**.

### **FHRGP/04/11/19: PROPOSAL TO AMEND A COUNCIL RESOLUTION ON WANA CLEANING AND REFUSE COLLECTION – THREE (3) MONTHS CONTRACT.**

The Town Clerk reported to the Committee that under Minute number **SPDWRE/51/03/19**, the Council had resolved that Wana Refuse and Cleaning Collection be given an extension of Three (03) months for provision of waste management at the Dumpsite and management of Urban North Zone, as companies which applied were not responsive. This relates to the now expired ten (10) year contract between Wana and Solwezi Municipal Council, which was for the period 2<sup>nd</sup> April 2009 to 1<sup>st</sup> April 2019.

The Town Clerk further reported that the extension contract had not been drafted because it had a new scope of works from what was contained in the original contract due to changes in operational area, following the sub dividing of the District into four (04) zones. Extending Wana contract would have meant the status quo of Wana managing the entire District would have continued, which was going to be at variance with the current status where we have three other companies collecting waste in three zone.

It was for this reason that he recommended for the amendment of the word **“EXTENSION”** to read **“NEW”** contract for Three (3) months.

After deliberation on the matter,

**IT WAS RECOMMENDED THAT:**

The proposal to amend a Council resolution i.e the word **EXTENSION**” to read **“NEW”** contract for Three (3) months for Wana Cleaning and Refuse Collection be **APPROVED**.

## REPORT OF THE DIRECTOR HUMAN RESOURCE AND ADMINISTRATION

**FHRGP/05/11/19: STAFF CONFIRMATIONS - FIRST APPOINTMENT**

The Director reported for decision of the committee that the underlisted officers had completed their six (6) months probation on first appointment. It had been reported from various departments that the officers had been appraised and their performance had been satisfactory.

Below were their details:

- |    |                     |                         |
|----|---------------------|-------------------------|
| 1. | Name                | : Edwin Ndhlovu         |
|    | Age                 | : 28 Years              |
|    | Position            | : Fire Fighter          |
|    | Salary Scale        | : LGSS/14               |
|    | Date of appointment | : 10.04.19              |
|    | Qualifications      | : Grade 12 Certificate  |
| 2. | Name                | : Michael J. K Nyirenda |
|    | Age                 | : 22 Years              |
|    | Position            | : Fire Fighter          |
|    | Salary Scale        | : LGSS/14               |
|    | Date of appointment | : 13.5.19               |
|    | Qualifications      | : Grade 12 Certificate  |

3.     Name                                 : Micheck Mwape  
Age   : 28 Years  
Position                                 : Fire Fighter  
Salary Scale                             : LGSS/14  
Date of appointment                   : 07.05.19  
Qualifications                         : Grade 12 Certificate
  
4.     Name                                 : Gideon Kapembwa  
Age   : 39 Years  
Position                                 : Revenue Collector  
Salary Scale                             : LGSS/18  
Date of appointment                   : 24.05.19  
Qualifications                         : Grade 12 Certificate
  
5.     Name                                 : Muyambwa Mooto  
Age   : 33 Years  
Position                                 : Assistant Procurement Officer  
Salary Scale                             : LGSS/10  
Date of appointment                   : 29.03.2019  
Qualifications                         : Grade 12 Certificate  
  
  : CIPS Level 4 Diploma in  
  Procurement and Supply  
  
  : CIPS Level 3 Advanced Certificate  
  in procurement operations  
  
  : CIPS International Certificate in  
  Purchasing and Supply  
  
  : Diploma in Procurement and  
  Supply

- In view of the above it was recommended that:
- i) The officers be confirmed in their substantive positions
  - ii) The officers be admitted to the Permanent and Pensionable Establishment.
  - iii) The matter be forwarded to the Local Government Service Commission for consideration.

**IT WAS RECOMMENDED THAT:**

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**FHRGP/06/11/19: RECOMMENDATION FOR ACTING APPOINTMENT AS ASSISTANT COMMITTEE CLERK (LGSS/12) - MR. MORTON MULAMBIA – CLERICAL OFFICER - LEGAL SERVICES DEPARTMENT**

The Director reported for decision of the committee that two positions of Assistant Committee Clerk existed in Human Resource and Administration Department under Committee Section. Currently one position had since been filled and one was vacant.

It was in view of the above that it had been decided by Management to appoint Mr. Morton Mulambia - Clerical Officer (LGSS/18) to Act as Assistant Committee Clerk on LGSS/12 to beef up staff in Committee section which was currently under staffed.

The committee may wish to note that Mr. Morton Mulambia was a dedicated officer and his performance had so far been outstanding.

Below were the officer's details:

Name	: Morton Mulambia
Age	: 36 Years
Position	: Clerical Officer
Salary Scale	: LGSS/18
Category	: Division III
Date of first appointment	: 28.10.2015
Qualifications Held	: Grade 12 Certificate/GCE : Diploma in Public Administration : Skills in Committee Clerks
Recommended position	: Assistant Committee Clerk
Salary Scale	: LGSS/12
Requisite Qualification	: Grade 12 Certificate : Certificate in Public Administration or Equivalent

In view of the above it was recommended that:

- (i) The officer be appointed to Act as Assistant Committee Clerk on LGSS/12 with immediate effect.

- (ii) The matter be forwarded to Local Government Service Commission for consideration.

After deliberation on the matter,

**IT WAS RECOMMENDED THAT:**

- (i) The officer be appointed to Act as Assistant Committee Clerk on LGSS/12 with immediate effect.
- (ii) The matter be forwarded to Local Government Service Commission for consideration.

**FHRGP/07/11/19: STAFF RECOMMENDATION FOR UPGRADE: MR. AARON SIMUYENBA - FRONT END OPERATOR- ENGINEERING SERVICES DEPARTMENT**

The Director reported for decision of the committee that her office was in receipt of a report from Director of Engineering Services to the effect that Fire Brigade establishment had two vacancies of Fire Fighter Driver. The head of Department had stated that under his Department one employee Mr. Aaron Simuyemba sponsored himself to Zambia National Fire Services Training School where he was trained as a Fire Fighter Driver for a period of three (3) months and obtained a Certificate.

It is in view of the above that Mr. Aaron Simuyemba a Front End Loader Operator (G1) be upgraded to the position of Fire Fighter/ Driver in Division III on LGSS/14. Currently the officer had been attached to Fire Brigade.

Below are the details of the officer;

Name	: Aaron Simuyemba
Age	: 37 Years
Date of first appointment	: 27.09.2013
Position	: Front End Loader Operator
Salary scale	: G 1
Qualifications Held	: General Certificate of Education (GCE)
	: Competence Drivers Licence

: Drivers Licence B  
: Certificate - Heavy Duty Mechanic  
: Basic Certificate in Fire Fighting  
Recommended position : Fire Fighter/Driver  
Requisite Qualification : Grade 12 Certificate  
Salary Scale : LGSS/14

In view of the above it was recommended that:

- (i) The officer be Upgraded to the position of Fire Fighter/Driver (LGSS/14).
- (ii) The matter be forwarded to Local Government Service Commission for consideration.

After deliberation on the matter,

**IT WAS RECOMMENDED THAT:**

- (i) The officer be upgraded to the position of Fire Fighter/Driver (LGSS/14).
- (ii) The matter be forwarded to Local Government Service Commission for consideration.

**FHRGP/08/11/19: STAFF RECOMMENDATION FOR UPGRADE AND DEPARTMENTAL ATTACHMENT: MR. KILIBOYI CLEMENT – DRIVER - PLANNING DEPARTMENT**

The Director reported for decision of the committee that her office was in receipt of a report from Acting Director of Planning to upgrade and attach Mr. Kiliboyi Clement - Driver (G1) to Finance Department as Revenue Collector (LGSS/18).

The Committee may wish to note that Mr. Kiliboyi Clement was pursuing a Diploma in Local Government Finance on Self-Sponsorship at Chalimbana University in Chongwe.

Further the committee may wish to note that Mr. Kiliboyi Clement's performance had been exemplary hence the recommendation so that he could start utilizing the skill he had so far acquired in his studies.

Below were the details of the officer:



It has been reported that in Finance Department there were four (4) vacant positions of Accounts Officers. It was against this background that Management had decided that Mr. Kayo Katuka, Office Orderly (G3) who had been working with the Local Authority since 30<sup>th</sup> March, 2016 and had been attached to Finance Department under Expenditure Section as Revenue Collector and had proved to be a very hard working employee be recommended for upgrade and to fill up one position of Accounts Officer Division III (LGSS/16).

The Director further reported that Mr. Kayo Yobe Katuka was pursuing a Diploma in Local Government Finance on Self-Sponsorship at Chalimbana University in Chongwe and had since completed his studies.

Below were the details of the office:

Name	: Kayo Yobe Katuka
Age	: 24 Years
Date of first appointment	: 30.03.2016
Position	: Office Orderly
Salary scale	: G 3
Qualifications Held	: General Certificate of Education :Diploma in Local Government Finance
Recommended position	: Accounts Officer
Salary Scale	: LGSS/16
Requisite Qualification	: Grade 12 Certificate : ZICA Technician, or equivalent. : Must be a member of ZICA
Qualifications Held	: Grade 12 School Certificate Diploma in Local Government Finance

In view of the above it was recommended that:

- (i) The officer be upgraded to the position of Accounts Officer (LGSS/16)
- (ii) The matter be forwarded to Local Government Service Commission for consideration.

After deliberation on the matter,

**IT WAS RECOMMENDED THAT:**

- (i) The officer be upgraded to the position of Accounts Officer (LGSS/16)
- (ii) The matter be forwarded to Local Government Service Commission for consideration.

**FHRGP/10/11/19: STAFF RECOMMENDATION FOR UPGRADE – CONSTABLE KAWATO KELVIS - COUNCIL POLICE – DEPARTMENT OF HUMAN RESOURCE AND ADMINISTRATION**

The Director reported for decision of the committee that Management had decided to upgrade Mr. Kelvis Kawato - Council Police (G3) to the position of Inspector on LGSS/14.

Constable Kelvin Kawato had been attached to the Mayor's Office to understudy Sergeant Major Kotoni Givision in the event the substantive officer was not available. Constable Kelvin Kawatu was reliable and committed to his duties.

Below were the details of the officer;

Name	: Kawato Kelvis
Age	: 34 Years
Date of first appointment	: 10.12.2012
Position	: Council Police
Salary scale	: G 3
Qualifications Held	: General Certificate of Education :Certificate of training in Safety, Health and Environment Awareness
Recommended position	: Sub Inspector
Salary Scale	: LGSS/16
Requisite Qualification	: Grade 12 Certificate

In view of the above it was recommended that:

- (i) The officer be upgraded to the position of Sub Inspector (LGSS/16) under Council Police Section.

- (ii) The matter be forwarded to Local Government Service Commission for consideration.

After deliberation on the matter,

**IT WAS RECOMMENDED THAT:**

- (i) The officer be upgraded to the position of Sub Inspector (LGSS/16) under Council Police Section.  
(ii) The matter be forwarded to Local Government Service Commission for consideration.  
(iii)

**FHRGP/11/11/19: STAFF TRANSFER - IN**

The Director reported for information of the committee that the Council received the under listed officers on transfer.

S/N	NAME	SEX	POSITION	DATE REPORTED	FROM
01	Jackson Bwalya	M	Chief Administrative officer	11.11.2019	Kaputa District Council
02	Sera Sikweti	F	Typist	11.11.2019	Livingstone City Council
03	Mbita Chipapa	M	Accountancy Assistant	09.09.2019	Chingola Municipal Council
04	Lizzie Mulenga	F	Fire Fighter	15.11.2019	Chinsali Municipal Council

After due consideration on the matter,

The report on staff transfer- in was **NOTED**

**FHRGP/12/11/19: STAFF TRANSFER – OUT**

The Director reported for the information of the committee that the Local Government Service Commission had transferred the underlisted officers.

S/N	NAME	SEX	POSITION	DATE TRANSFERED	TO
01	Ester Chipili Matungu	F	Chief Administrative officer	23.10.2019	Mansa Municipal Council
02	Ruth Bwalya	F	Typist	29.10.2019	Livingstone City Council
03	Kwenge	M	Senior Building	30.10.2019	Zambezi Town

	Kasolo		Inspector		Council
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After due consideration on the matter,

The report on staff transfer- out was **NOTED**

**FHRGP/13/11/19: APPLICATION FOR RETIREMENT AT 60 YEARS - MR. VICTOR CHABWE - PARKS AND GARDENS ASSISTANT SUPERINTENDENT- ENGINEERING DEPARTMENT**

The Director reported for decision of the committee that the office of the Town Clerk was in receipt of an application for normal retirement from Mr. Victor Chabwe - Parks and Gardens Assistant Superintendent, who was attaining the age of 60 on 31<sup>st</sup> December, 2020.

The officer had given a notice of one year prior to retirement as per amended Nation Pension Scheme Act No. 7 of 2015 Regulation 18 (2) (a) and the amended Local Superannuation Fund Act No. 8 of 2015 Regulation 26 (2) (a).

Below were the officer's details:

Name : Victor Chabwe  
Age : 59 Years  
Position : Assistant Superintendent  
Salary Scale : LGSS/13  
Category : Division III  
Date of first appointment : 20.01.1987

In view of the above it was recommended that:

- (i) The officer be considered for normal retirement in accordance with the provisions of Local Authorities Superannuation Fund (Amendment) Act No. 8 of 2016.
- (ii) The matter be forwarded to Local Government Service Commission for consideration.

After deliberation on the matter,

**IT WAS RECOMMENDED THAT:**



- (i) The officer be considered for normal retirement in accordance with the provisions of Local Authorities Superannuation Fund (Amendment) Act No. 8 of 2016.
- (ii) The matter be forwarded to Local Government Service Commission for consideration.

**FHRGP/14/11/19: REQUEST FOR PERMISSION TO COMMENCE SCHOOL ON SCHOLARSHIP – MR. MOOMPA CHIFWALA – MECHANICAL ENGINEER – ENGINEERING SERVICES DEPARTMENT**

The Director reported for decision of the committee that her office was in receipt of a confirmation of Scholarship offer for Mr. Moompa Chifwala – Mechanical Engineer (LGSS/06) from Higher Education Loans and Scholarship Board.

Mr. Moompa Chifwala was a Mechanical Engineer (LGSS/06). The Committee was further informed that Mr. Chifwala had been offered a Scholarship by the Higher Education and Scholarship Board to go and pursue a Master's Degree in Mechanical Engineering for two (2) years at the National Research Nuclear University of Russia. The Director mentioned that the Local Government Service Commission granted the officer paid study leave and the officer had since left for school.

Below were the officer's details:

Name	: Moompa Chifwala
Age	: 27 Years
Date of first appointment	: 27.01.2018
Position	: Mechanical Engineer
Salary Scale	: LGSS/06
Qualifications Held	: Grade 12 Certificate
	: Bachelors Degree in Mechanical Engineering
Programme	: Master's Degree in Mechanical Engineering
Commencement Date	: 26.10.2019
Duration	: 2 years

In view of the above it was recommended that:

- (i) The officer be granted paid study leave for a period of two (2) years.
- (ii) The officer be bonded to the Council for the equivalent duration he will be away for training.
- (iii) The matter be forwarded to Local Government Service Commission.

After deliberation on the matter,

**IT WAS RECOMMENDED THAT:**

- (i) The officer be granted **Unpaid Study Leave** for a period of two (2) years.
- (ii) The matter be forwarded to Local Government Service Commission.

**FHRGP/15/11/19: STAFF ON FIRST APPOINTMENT**

The Director reported for information of the committee that the underlisted were officers on first appointment from the Local Government Service Commission.

S/N	NAME	SEX	POSITION	DATE OF APPOINTMENT	DATE REPORTED
01	Mpoyo Ephraim	M	Health Inspector (LGSS/08)	09.08.2019	02.09.2019
02	Mpomwa Sinkala	M	Health Inspector (LGSS/08)	19.08.2019	19.09.2019
03	Simazuwo Sara	F	Stenographer (LGSS/12)	19.08.2019	02.09.2019
04	Emeldah Choombe	F	Health Inspection (LGSS/08)	20.09.2019	30.09.2019

After due consideration on the matter,

The report on staff on first appointment was **NOTED**.

**FHRGP/16/11/19: BIOMETRIC ATTENDANCE MANAGEMENT SYSTEM**

The Director reported for information of the Committee that the Council had procured a Biometric Attendance Management System machine for clocking in and out. This machine would help Management to monitor the

reporting and knocking off of staff. The mentioned machine became operational on 1<sup>st</sup> of November 2019.

After due consideration,

The report on Biometric Attendance Management System for clocking in and out was **NOTED**.

**FHRGP/17/11/19: PERSONAL TO HOLDER VEHICLE FOR MR BOYD MBOYI – DIRECTOR HOUSING AND SOCIAL SERVICES**

The Director reported for decision of the committee that the Director Housing and Social Services was transferred from Nchelenge Town Council to Solwezi Municipal Council on 11th June 2018 but commenced duties on 9th July 2018 on personal to holder salary scale LGSS/03.

According to the 1996 Conditions of Service for Non Unionised employees, Mr Mboyi Boyd is entitled to a personal to holder vehicle. Ever since he reported for duties a vehicle had never been allocated to him at this council.

The Conditions of Service 1996 section 204 states that;

*“Principal Officers of city, municipal and district councils and chief officers of city and municipal councils shall be entitled to personal to holder vehicles. Where such personal to holder vehicles is not provided such officer shall be paid an allowance in lieu of such facility at a rate to be determined from time to time”.*

Furthermore, according to new Conditions of Service for officers in Division 1 of the Local Government Service for the year 2019, section 2.1 (ii) on remunerative allowances states that;

*“officers in LGSS/03, equivalent and above shall continue to be paid fuel allowance at the rate of 30% of monthly basic pay etc “.*

It was in view of the above that Management was recommending that;

- (i) Mr Mboyi Boyd, Director Housing and Social Services LGSS/03 be given 60% of his gross as an allowance in lieu of personal to holder vehicle with effect from the time he resumed his duties.
- (ii) A vehicle should be allocated to Director Housing and Social Services (Mr Mboyi Boyd) which would be his personal to holder vehicle with immediate effect.

After deliberation on the matter,

**IT WAS RECOMMENDED THAT:**

The matter be forwarded to the Local Government Service Commission for interpretation and guidance.

**FHRGP/18/11/19: SCHOOL SPONSORSHIP FOR COUNCIL OFFICERS**

The Director reported for decision to the committee that Management had observed that the item on school sponsorship for officers approved by the September 30<sup>th</sup> 2019 full Council sitting vide minute no. C/17/09/19 was too vague and tantamount to abuse. Management therefore had suggested categorisation of each allowance such as tuition fees, book allowance etc.

It had been recommended that the Council should put in place a system whereby someone should apply in advance when one intended to proceed to school the following year.

The following were the proposed conditions;

- (i) Book allowance - K5, 000.00 per academic year
- (ii) Tuition fees -100% (exclusive of accommodation)
- (iii) Transport to and from School - 2 nights going and 2 nights returning
- (iv) The Course pursued should be in line with Council duties
- (v) When an officer fails to clear courses and wished to re-write, going back to school would be at their own expense/cost in order to encourage officers to work extra hard and give an opportunity to others to be sponsored by the Council
- (vi) Results obtained should be presented to Management.

**NOTE:** The conditions would only apply to schools within Zambia and sponsorship would be subject to availability of funds

After deliberation on the matter,

**IT WAS RECOMMENDED THAT:**

The proposed conditions on School Sponsorship for Council Officers be **APPROVED** as presented.

**FHRGP/19/11/19: IMPLEMENTATION OF THE NATIONAL HEALTH INSURANCE SCHEME**

The Director reported for the information of the committee that following the enactment of the National Health Insurance Act No. 2 of 2018, Council was in receipt of **circular No. B 29 of 2019** on the Implementation of the National Health Insurance Scheme.

The National Health Insurance Scheme was a contributory scheme prescribed at the rate of two (2) percent with the employee contributing one (1) and the employer one (1) percent of the monthly basic pay.

It had been stated that the employees' contributions shall be enacted through the payroll and remitted to the scheme on a monthly basis with effect from **1st October 2019**. Members of the scheme shall only be eligible to access health benefits with effect from **1st February 2020**. During the transition period, administrative measures such as registration of members, issuance of membership cards, accreditation of health care providers and all functions incidental to the implementation of the scheme shall be undertaken. Attached was **Appendix 1**

After due consideration on the matter,

The implementation of the National Health Insurance Scheme was **NOTED**.

**FHRGP/20/11/19: FORMULATION OF A DRAFT CODE OF ETHICS AND GIFT POLICY FOR SOLWEZI MUNICIPAL COUNCIL**

The Director reported for decision of the committee that following the appointment of some senior management staff as members of the integrity committee and subsequent training that was conducted by Anti Corruption Commission, an Annual Anti Corruption Prevention Work Plan was drafted by Integrity Committee to guide the committee on what programs to undertake for the year 2019. (See attached copy of the Annual Anti Corruption Prevention Work plan). **Appendix 2**.

It was from this background that the committee thought it wise to start with development of a Code of Ethics and a Gift Policy. A code of ethics was important because it clearly lays out the rules for behavior and provides the groundwork for dealing with misconduct in an institution. A Gift Policy on the other hand gives a guide on how to receive and dispose of gifts that were given to officers or civic leaders in the discharge of their duties.

Further the committee may wish to know that all members of staff had been sensitized on both the Code of Ethics and the Gift Policy.

The Director therefore presented to the committee a draft Code of Ethics and Gift Policy attached as **Appendix 3 and 4**.

After due consideration,

**IT WAS RECOMMENDED THAT;**

The Draft Code of Ethics and Gift Policy for Solwezi Municipal Council be **APPROVED**.

## REPORT OF THE DIRECTOR FINANCE

### FHRGP/21/11/19: PROPOSED FEES FOR PLANNING DEPARTMENT SERVICES

The Director reported for consideration of the committee that Management proposed the revision of some of the fees for the services provided by the Department of Planning as shown in the tables below;

**Table 1**

LAND DEVELOPMENTS				RECOMENDED FEES
	SERVICE TYPE	CURRENT FEE	PROPOSED FEE	
1	Change of Land use	K5000	K5000 (below 1 Ha) K7,500 (1 Ha – 2 Ha) K10,000 (2 Ha – 5 Ha) K12,500 (5 Ha – 10 Ha) K15,000 (10 Ha – 25 Ha) K25,000 (25 Ha – 50 Ha) K40,000 (50 Ha – 100 Ha) K70, 000 (100 Ha and above)	To maintain the current fee of K5000.
2	<u>Sub-division</u> Residentials Farm land/ Commercials	K500	Per subdivision K500 (below 1 Ha) K1,000 ( 1 Ha) K1,500 (1 Ha – 2 Ha) K2,000 (2 Ha – 10 Ha) K3,500 (10 Ha – 25 Ha) K5,000 (above 25 Ha)	To maintain the current fee of K500
3	Conversion	K100	K250 per Ha	K500 per application
4	Plot Extension		K10 per sqm	K10 per sqm
5	Consolidation		K500	K1000

6	Formalization and block Numbering consideration	K300	K300	K300
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**Table 2**

<b>BUILDING SCRUTINY FEE</b>				
	<b>CLASSIFICATION</b>		<b>CURRENT FEES</b>	<b>RATE FOR SCRUTINY FEE</b>
A	RESIDENTIAL DEVELOPMENT	1) LOW COST PLOTS (324m <sup>2</sup> to 539m <sup>2</sup> )	K3/m <sup>2</sup>	K3/ m <sup>2</sup>
		2) MEDIUM & HIGH COST PLOTS (540m <sup>2</sup> and above)	K3/m <sup>2</sup>	K3.5/m <sup>2</sup>
B	COMMERCIAL DEVELOPMENT	ALL SHOPS & OFFICE BUILDINGS.	K4/m <sup>2</sup>	K4/m <sup>2</sup>
C	INDUSTRIAL DEVELOPMENTS	SHEDS, FUELING STATIONS, LIGHT & HEAVY INDUSTRIAL BUILDINGS.	K3/m <sup>2</sup>	K5/m <sup>2</sup>
D	INSTITUTIONAL DEVELOPMENT	RELIGIOUS BUILDINGS, BUILDINGS IN THE CBD, EDUCATIONAL BUILDINGS.	K3/m <sup>2</sup>	K3.5/m <sup>2</sup>

**Table 3**

<b>STAGE INSPECTION FEES</b>			
<b>CLASSIFICATION</b>		<b>Current Rate</b>	<b>New rate</b>
RESIDENTIAL DEVELOPMENT	LOW COST PLOTS:	K500	K300.00
	MEDIUM & HIGH COST PLOTS:	K500	K500.00

COMMERCIAL DEVELOPMENT		K1,000	K1,000.00
INDUSTRIAL DEVELOPMENT		K1,000	K1,500.00

<b>SITING FEES</b>			
<b>CLASSIFICATION</b>		<b>Current Rate</b>	<b>New rate</b>
RESIDENTIAL DEVELOPMENT	LOW COST PLOTS:	K500	K300.00
	MEDIUM & HIGH COST PLOTS:	K500	K500.00
COMMERCIAL DEVELOPMENT		K1,000	K1,000.00
INDUSTRIAL DEVELOPMENT		K1,000	K1,500.00

**Table 4**

<b>BUILDING PENALTY FEE</b>			
	<b>CLASSIFICATION</b>	<b>Current fee</b>	<b>New</b>
A	All classes	K2,000.00	100% of the initial developmental Charges

**Table 5**

<b>COMMUNICATION MASTS</b>			
	<b>Current Rate</b>	<b>Proposed</b>	<b>Amended fees by the committee</b>
APPLICATION FORMS	Non	K100	K350.00
ANNUAL SITING FEE	Non	K5, 000	K5000.00



**Table 6**

<b>BOOTHS</b>		
	<b>Current Rate</b>	<b>Proposed</b>
APPLICATION FORMS	Non	K40.00
ANNUAL SITING FEE	Non	K500.00

**Table 7**

<b>CONTAINERS</b>		
	<b>Current Rate</b>	<b>Proposed</b>
APPLICATION FORMS	Non	K150.00
ANNUAL SITING FEE	Non	K1,000.00

**Table 8**

<b>CAR WASH</b>		
	<b>Current Rate</b>	<b>Proposed</b>
APPLICATION FORMS	Non	K40.00
ANNUAL SITING FEE	Non	K500.00

**Table 9**

<b>PENALTY FEE FOR NON-COMPLIANCE</b>			
	<b>Current Rate</b>	<b>Proposed</b>	<b>Amended fees by the committee</b>
COMMUNICATION MASTS	Non	K5,000.00	K10,000.00
BOOTHS	Non	K700.00	K700.00
CONTAINERS	Non	K750.00	K1000.00
CAR WASH	Non	K750.00	K1000.00

The Director further reported that, management would like to recommend that all application fees for consideration be paid before submission for committee sitting consideration. All items be accompanied by receipt numbers upon reporting to the committee.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

- (i) The recommended fees on,
  - (a) Table 1 - Land Development
  - (b) Table 5 - Communication Masts and
  - (c) Table 9 - Penalty Fee for Non Compliance be **APPROVED.**
  
- (ii) The proposed fees on;
  - (a) Table 2 - Building Scrutiny Fee,
  - (b) Table 3 -Stage Inspection Fee and Sitting Fees,
  - (c) Table 4 - Building Penalty Fee,
  - (d) Table 6 - Booths, Table 7 Containers,
  - (e) Table 7 - Containers and
  - (f) Table 8 - Car Wash be **APPROVED** as presented.

**FHRGP/22/11/19: OPENING OF FIRE ACCOUNT**

The Director reported for consideration of the committee that following the closure of Fire Account at Cavmont bank, Management requested for authority to open a new Fire Account with INDO Zambia Bank.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The request for authority to open a new Fire Account with INDO Zambia Bank be **APPROVED.**

**FHRGP/23/11/19: SPECIAL SALARY ADVANCE**

The Director reported for consideration of the committee that Management proposed to introduce Education and Soft Loans for members of staff as one way of motivating them.

**The proposed amounts for Education Loan are as follows:**

Division I	-	K15,000
Division II	-	K 10,000
Division III	-	K 6,000
Division IV	-	K 5,000

### **Ordinary/ Soft Loans**

Division I	-	K30,000
Division II	-	K25,000
Division III	-	K20,000
Division IV	-	K15,000

### **Proposed Conditions of the Loans;**

1. Recoverable within a year
2. When one is transferred, recovery should be deducted from accrued leave days.
3. 2.5% will be the interest rate across the board (on both Education and soft Loans).
4. If one obtains one type of loan, he/she does not qualify for the other loan in that particular year.
5. One officer should be given options on how much they want to be recovered within a specified period of time.

After deliberations on the matter,

### **IT WAS RECOMMENDED THAT;**

The Education and Soft Loans for members of staff and the proposed Conditions of the Loans be **APPROVED.**

### **FHRGP/24/11/19: ENGAGEMENT OF BAILIFFS**

The Director reported for consideration of the committee that Commercial Property payers were owing the Council K5,052,432.76 for property rates. It was in this vain that authority was sought to engage the Sherriff of Zambia to execute warrants of distress on matured demand notices.

After deliberations on the matter,

### **IT WAS RECOMMENDED THAT;**

The request for authority to engage the Sherriff of Zambia to execute warrants of distress on matured demand notices for commercial properties be **APPROVED.**

**FHRGP/25/11/19: ANNUAL AUDIT**

The Director reported for information of the committee that external Auditors from Auditor General, Provincial Office were at the Council to audit 2018 financial year.

After due consideration,

The report on Audit of the 2018 Financial Year was **NOTED**.

**FHRGP/26/11/19: DEPRECIATION POLICY**

The Director reported for consideration of the committee that Management proposed that depreciation rates per annum for council assets be as follows:

<b>COUNCIL AUDIT</b>	<b>ACCOUNTING</b>	<b>INSURANCE</b>
Equipment and Trucks	25%	10%
Vehicles	20%	10%
Furniture and Fittings	25%	20%
Tools and Hand tools	20%	20%

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed depreciation rates per annum for council assets be **APPROVED**.

**FHRGP/27/11/19: RECEIPTS AND PAYMENTS, DEBTORS' LIST AND CREDITORS' LIST FOR THE THIRD QUARTER**

The Director reported for information of the committee that the receipts and payments from 1<sup>st</sup> July 2019 to 31<sup>st</sup> September 2019, Debtors' list and Creditors' list was presented in the following categories.

- a) Receipts and Payments - Appendix 'A'
- b) Debtors' List – Appendix 'B'
- c) Creditors' List – Appendix 'C'

After due consideration,

The report on Receipts and Payments, Debtors' List and Creditors' List for the Third Quarter was **NOTED**.

**FHRGP/28/11/19: PROPOSED MONTHLY WASTE MANAGEMENT FEES FOR MOBILE MONEY BOOTHS**

The Director reported for consideration of the committee that Public Health Department had started installing waste bins along the Independence Avenue in order to avoid littering by the pedestrians and mobile money vendors.

In view of the above a proposal was being made to introduce a charge of K20 per month to all booth vendors as waste management fee to supplement for costs of collection of waste from the bins when they were full.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed K20 monthly waste management fees for mobile money booths be **APPROVED**.

**FHRGP/29/11/19: PROPOSED GRAVE FEE**

The Director reported for consideration of the committee that the cost of providing the burial services had risen due the fact that the price of the grave marking number plates had increased. The grave marking number plates were now costing K70 for one. Therefore in order for the service to be sustainable the Director proposed a grave fee of hundred kwacha (K100)

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed grave fee of hundred kwacha (K100) be **REJECTED**.

There being no further business to transact, the meeting ended at 12:45 hours.

Signed:..... Date:.....  
**CHAIRPERSON**

**MINUTES OF THE SPECIAL PLANS, WORKS, DEVELOPMENT AND REAL ESTATES COMMITTEE MEETING HELD IN THE MAYOR'S BOARDROOM, CIVIC CENTRE ON 9<sup>TH</sup> DECEMBER, 2019 AT 10:00 HOURS**

**PRESENT MEMBERS**

Cllr B. Nkanka	Chairperson
Cllr S. Namindi	Member
Chief Kapijimpanga	His Royal Highness - Member
Cllr B. Sokotela	Deputy Mayor - (Ex-officio)

**IN ATTENDANCE  
COUNCILLORS**

Cllr N. Kamwandi  
Cllr A. Pupe

**OFFICERS IN ATTENDANCE**

B. Mboyi	Director Housing and Social Services
S. Bwalya	Director Planning
S. Z. Mbewe	Director Public Health
K. Bwalya	Director Engineering Services
E. Mazunda	Director Legal Services
C. Ngulube	District Planning Officer
R. Bandashi	Chief Internal Auditor
G. Matimba	Chief Human Resource Officer
C. Mwitwa	Valuation Officer
K. Mishengo	Committee Clerk
M. Lupambo	Assistant Committee Clerk

**APOLOGIES**

N. Mukumbi	His Worship the Mayor
Eng. B. Luanga	Town Clerk
A.T. Aongola	Director Finance
G. M. N. Kanyata	Director Human Resource and Administration

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Prior to the commencement of the meeting the notice was read and meeting was declared open at 10:36 hours.

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**SPWDRE/01/12/19: NOTICE OF MEETING**

The notice convening the meeting was read.

**SPWDRE/02/12/19: DECLARATION OF INTEREST**

No declaration of interest was made

## REPORT OF THE DIRECTOR PLANNING

### SPWDRE/03/12/19: CONSTITUENCY DEVELOPMENT FUND COMMITTEE

The Director reported for the information of the committee that following the enactment of the Constituency Development Fund (CDF) Act No. 11 of 2018 and subsequent issuance of Statutory Instrument No. 37 of 2019 by Hon. Minister of Local Government, the new CDF Act was now in operation. In view of that, Councils were directed to constitute CDF committees in accordance with section 5 (2) of the CDF Act No. 11 of 2018. Therefore, the Director reported that they intend to constitute a new committee and dissolve the current one accordingly.

Attached as appendix 1 was the new membership for the CDF committee in accordance with the Act.

After deliberations on the matter,

#### **IT WAS RECOMMENDED THAT,**

The intention to constitute a new Constituency Development Fund Committee and to dissolve the current one was **NOTED**.

### SPWDRE/04/12/19: BOREHOLE SITING, DRILLING AND INSTALLATION OF ELEVEN (11) HAND PUMPS

The Director reported for the information of the committee that Solwezi Municipal Council would be undertaking a project for borehole siting, drilling and Installation with five (5) Hand Pumps in Solwezi District. The beneficiaries of these new water points were located in various wards of the district. The project was still at procurement stage. The table below showed the details:

**Table 1: Proposed List of Water Points**

S/N	Name	Ward
1	Kimpwena Market	Tumwanganai
2	Lunkoto Community	Kimasala
3	Kyalalankuba Community	Sandangombe
4	Floriana Community	Kapijimpanga
5	Katanadno Market	Kamalamba

In addition, one borehole was being drilled at Solwezi General Hospital to address the water challenge currently being faced by the institution. The initial tender cost of the project was **K62, 640**.

The cost of the project might rise bearing in mind that the depth of the borehole would have to be substantially deeper at 100m to avoid it drying up prematurely in the dry season. Also, to avoid the borehole from collapsing the casing would have to be installed because of the weak soil formation. That would also serve to protect the submersible pump. The above would be ideal to serve Solwezi and North Western Province as a whole.

After due consideration.

**IT WAS RECOMMENDED THAT,**

The proposed borehole sitting, Drilling and installation of 11 hand pumps be **NOTED**.

**SPWDRE/05/12/19: CORRECTION OF NAMES FOR ALTERNATIVE PLOTS**

The Director reported for the consideration of the committee the correction of names that were reported earlier. Below were the details.

**Table 2: Correction of Names**

<b>N o.</b>	<b>ERROR</b>	<b>UNDER MINUTE</b>	<b>PURPOSE</b>	<b>CORRECTED SPELLING</b>	<b>NRC</b>
1.	Grandson Wishikoti <i>Kalambi</i>	SPWDRE/45/03/1 9	Alternative	Grandson Wishikoti <i>Katambi</i>	114705/61 /1
2.	Martin <i>Bwalya</i>	SPWDRE/09/09/1 9	Alternative	Martin <i>Bwakya</i>	201298/64 /1

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The Correction of names for alternative plots as appearing in the table be **APPROVED**.

**SPWDRE/06/12/19: CORRECTION OF PLOT NUMBER FOR MIRRIAM MASHEKA  
LN- 1000001332/71**

The Director reported for the consideration of the committee that the council was in receipt of an application for formalization of a residential plot from Mirriam Masheka under SPWDRE 41/03/19. However, the number of the plot was wrongly reported, instead of reporting the number as LN-1000001332/71, It was reported as LN-1000001332/4.

The Director recommended for correction of the plot number for Mirriam Masheka as LN-1000001332/71.



After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The correction of plot number for Mirriam Masheka LN-1000001332/71 be **APPROVED**.

**SPWDRE/07/12/19: CORRECTION ON LAND USE FOR PLOT LN-100000142/21 MUSHITALA**

The Director reported for the consideration of the committee the correction of Land use of plot LN-100000145/21.Mushitala which was reported for formalization under PWDRE/35/04/19 for Christ Power City International church as Place of Worship. The plot was zoned for Residential Use and not Place of Worship.

The Director recommended that the plot be formalized as a residential.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The Correction on land use for plot LN-100000142/21 Mushitala from place of Worship to Residential use be **APPROVED**.

**SPWDRE/08/12/19: ADOPTION OF THE PERMANENT PLOT NUMBER SOLWE/LN-100001961/3 FOR MR MATHEWS MWALE**

The Director reported for the consideration of the committee that the council was in receipt of an application for the adoption of a permanent plot number from a Mr Mathews Mwale of Mushitala area behind Choppies supermarket. The applicant had earlier started processing the plot ownership documents using the temporal number mu08. However, the plot had since been numbered with a permanent plot number SOLWE/LN-100001961/3 by Ministry of Lands. The applicant had seen it fit to continue processing using the permanent plot number which the Ministry of lands recognized. The Director recommended that the item be approved.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The adoption of the permanent plot number SOLWE/LN-100001961/3 for Mr Mathews Mwale be **APPROVED**.

**SPWDRE/09/12/19: PROPOSED CANCELLATION AND RE-PLANNING OF FARM NUMBER 10 IN MUSHITALA**

The Director reported for the consideration of the committee that the Council was in receipt of an application for the cancellation and re-planning of farm number 10 behind Kankasa farm for Mr Robert Muzazu Kawanga of NRC number 148842/61/1. The mentioned plot had been re-planned for the purpose of creating residential plots. Find attached the proposed site plan in Appendix 2.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

- (i) The proposed cancellation and re-planning of farm Number 10 in Mushitala be **APPROVED**.
- (ii) Council to benefit 50% of the land from those without proper documentations.

**SPWDRE/10/12/19: PROPOSED CANCELLATION AND RE-PLANNING OF STANDS 8474, 8476 AND 8477 IN MUSHITALA**

The Director reported for the consideration of the committee that the council was in receipt of an application for Re-planning, Cancellation and Renumbering of 3 plots in Mushitala. The re-planning of the properties would allow the developers on the ground obtain documentation for their parcels of land. The settlers purchased from early settlers who did not follow the approved layout when selling out. The contact person for the application was the Jehovah's Witnesses Kansanshi Congregation.

Attached as Appendix 3 was the proposed site plan.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed Cancellation and Re-planning of stands 8474, 8476 and 8477 in Mushitala be **APPROVED**.

**SPWDRE/11/12/19: APPLICATION FOR PLOT NUMBERING BY NR INVESTMENTS IN KYAWAMA**

The Director reported for the consideration of the committee that the department was in receipt of an application for numbering of the plot located adjacent to stand No. 1774 from NR Investments.

The applicant wished to obtain ownership documents and was committed to paying numbering fees and service charges. The Director recommended that the said application be approved. Find attached the proposed site plan in Appendix 4.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The application for plot numbering by NR investments in Kyawama be **APPROVED**.

**SPWDRE/12/12/19: PROPOSED CANCELLATION AND REPLANNING OF SOLWEZI/LN-1002761/29-32 IN MBONGE AREA FOR MR SABLEROLLES ERIK HANS**

The Director reported for the consideration of the committee that the council was in receipt of an application for Re-planning, Cancellation and renumbering of four plots in Mbonge area. The re-planning of the properties would allow the developer on the ground to consolidate the four plots into one. Attached was the proposed site plan in Appendix 5.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed Cancellation and Replanning of Solwezi/LN-1002761/29-32 in Mbonge area for Mr Sablerolles Erik Hans be **APPROVED**.

**SPWDRE/13/12/19: PROPOSED CANCELLATION AND RE-PLANNING OF PLOT NUMBER 8486 - 8489 IN MUSHITALA AREA**

The Director reported for the consideration of the committee that the council was in receipt of an application for Re-planning, Cancellation and Re-numbering of four plots in Mushitala area. The re-planning and renumbering of the said properties would allow the developers on the ground to process documents as the information needed to be presented as it was on the ground. The contact person to the application was Mr. Joseph Katebe of NRC # 196279/66/1. Find attached the proposed site plan in Appendix 6.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed cancellation and re-planning of plot number 8486, 8487, 8488 and 8489 in Mushitala area be **APPROVED**.

**SPWDRE/14/12/19: PROPOSED CANCELLATION AND RE-PLANNING OF STAND 12743 IN TETAMUKANWA**

The Director reported for the consideration of the committee that the council was in receipt of an application for the cancellation and re-planning of stand 12473 in Tetamukanwa for Mr. Richard Bulantaya holder of NRC number 181982/16/1.

Attached as Appendix 7 was the proposed site plan.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed Cancellation and Re-planning of Stand 12743 in Tetamukanwa be **Deferred** to the next Committee meeting.

**SPWDRE/15/12/19: PROPOSED REPLANNING OF STAND 1590 MAGRADE AREA**

The Director reported for the consideration of the committee that council was in receipt of correspondence from Survey Department, Ministry of Lands and Natural Resources, with regard to Stand 1590. The owner Mrs. Irene Mileji requested for cadastral survey to be done on the property, however, it was discovered that the site on the ground was contrary to the approved and numbered plan. The Regional Surveyor recommended that the said plot be re-planned to suit what was on the ground. The department recommended that the application be approved.

Attached was the proposed site plan in Appendix 8.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed Replanning of Stand 1590 Magrade area for Mrs Irene Mileji be **APPROVED**.

**SPWDRE/16/12/19: PROPOSED RE-PLANNING OF COMMERCIAL PLOTS 9875 and 4772**

The Director reported for the consideration of the committee that council was in receipt of a letter from Ministry of Land with regards commercial plots after Omina Agro shop, Stand 9875 for Thomson Kanyings and 4772 for Mr. Makayi. The Ministry of Lands (Survey Department) had been unable to proceed with production of survey diagrams due to the properties overlapping and the main water line that runs on the properties.

The Director proposed for a re-planning of the properties by reducing the extents where the plots covered the main water line and clear the perceived overlap by the two clients.

Attached was the proposed site plan in Appendix 9.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

- (i) The proposed re-planning of commercial plots 9875 and 4772 be **APPROVED**.
- (ii) The whole area be re-planned and the Northwestern Water and Sewerage Company be engaged in order to create more plots.

**SPWDRE/17/12/19: PROPOSED NUMBERING OF TWENTY-FIVE RESIDENTIAL PLOTS IN MUKUBA AREA**

The Director reported for the consideration of the committee that the council was in receipt of an application for block numbering of 25 residential plots in Mukuba area. The applicants were committed to paying numbering fees and service charges. The contact person was Mr Abel Mukenge of NRC # 172167/22/1. Attached was the proposed site plan in Appendix 10.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed numbering of twenty-five residential plots in Mukuba area be **APPROVED**.

**SPWDRE/18/12/19: PROPOSED NUMBERING OF 9 RESIDENTIAL PLOTS IN MUKUBA AREA**

The Director reported for the consideration of the committee that the council was in receipt of an application for block numbering in the mentioned area of 9 plots. The residents were committed to paying numbering fees and service charges. The contact person for the said plots was Mr Morton K. Mulambia of NRC # 214941/47/1.

Attached was the proposed site plan in Appendix 11.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed numbering of 9 residential plots in Mukuba area be **APPROVED**.

**SPWDRE/19/12/19: PROPOSED NUMBERING OF 7 RESIDENTIAL PLOTS IN MBONGE AREA**

The Director reported for the consideration of the committee that the council was in receipt of an application for numbering of 7 residential plots in the mentioned area. The contact person for the application was Mr Lumbwe L. Kiliboyi of NRC number 211550/65/1.

Attached was the proposed site plan in Appendix 12.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed numbering of 7 residential plots in Mbonge Area be **APPROVED**.

**SPWDRE/20/12/19: PROPOSED NUMBERING OF 9 PLOTS IN WEIGHBRIDGE AREA**

The Director reported for the consideration of the committee that the council was in receipt of an application for numbering of residential plots in the mentioned area for 9 plots. The application came through Bridgetech Commercial Services and Contractors Limited of Company Registration Number 85661. The applicants were committed to paying numbering fees and service charges.

Attached was the proposed site plan in Appendix 13.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed numbering of 9 Plots in Weighbridge Area be **APPROVED**.

**SPWDRE/21/12/19: APPLICATION FOR NUMBERING OF 26 PLOTS NEAR VISION SCHOOL**

The Director reported for the consideration of the committee that council was in receipt of an application for numbering of 26 plots near Vision School. The residents were committed to paying numbering and service charges; the contact person was Mr. Joseph Silwamba NRC#211000/47/1. Attached was the proposed site plan in Appendix 14.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The application for numbering of 26 plots near Vision School be **REJECTED**.

**SPWDRE/22/12/19: APPLICATIONS FOR NUMBERING OF 16 PLOTS IN WEIGHBRIDGE AREA**

The Director reported for the consideration of the committee that council was in receipt of an application for numbering of 16 plots in Weighbridge area near Bush Fire. The residents wished to obtain ownership documents and were committed to paying numbering and service charges. The contact person was Mr. Mathew Benja NRC#292751/64/1. Attached was the proposed site plan in Appendix 15.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The Applications for numbering of 16 Plots in Weighbridge Area be **APPROVED**.

**SPWDRE/23/12/19: PROPOSED NUMBERING OF RESIDENTIAL PLOTS IN KABITAKA AREA**

The Director reported for the consideration of the committee that the council was in receipt of an application for numbering of 13 residential plots in Kabitaka area along the Solwezi Chingola road for Mr. Alick Mumba Bwinobwino of NRC number 132696/23/1.

The mentioned piece of land which was four hectares was offered to Mr. Bwinobwiono by Chief Kapijimpanga in the year 2007. Hence, the owner had decided to plan it into smaller portions for the purpose of creating residential plots.

Attached was the proposed site plan in Appendix 16.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed numbering of Residential Plots in Kabitaka Area be **REJECTED**.

**SPWDRE/24/12/19: PROPOSED RENUMBERING OF LOT L/39734/M**

The Director reported for the consideration of the committee that council was in receipt of an application for renumbering of lot L/39734/M for Mr. Brightson J. Muchima in Royal area. The council made a recommendation to the Ministry of Lands (MoL) via **PWD/14/02/10** so that the plot could be offered to the named person. However, it was discovered at the Ministry of Lands in Ndola through their Zambia Integrated Land Management Information System that the said number was offered to a Juliet Lungu. For that reason, the Director recommended for the renumbering of the plot. The NRC number for the applicant was 134817/24/1. Find attached the proposed site plan in Appendix 17.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed renumbering of lot L/39734/M in Royal area be **APPROVED**.

**SPWDRE/25/12/19: PROPOSED CANCELLATION AND RE-PLANNING OF STANDS 6414, 6415, 6416, 6427, 6428, AND 6429 IN MUSHITALA**

The Director reported for the consideration of the committee that the council was in receipt of an application for Re-planning, Cancellation and Renumbering of 31 plots in Mushitala. The re-planning of the properties would allow the developers on the ground obtain documentation for their parcels of land, the contact person for the application was Mr. Cephas Kikwaba holder of NRC number 134132/24/1.

Find attached the proposed site plan in Appendix 18.

After deliberations on the matter,



**IT WAS RECOMMENDED THAT;**

- (i) The Proposed Cancellation and Re-planning of stands 6414,6415,6416,6427, 6428, and 6429 in Mushitala be **Deferred**.
- (i) The entire Mushitala be re-planned.

**SPWDRE/26/12/19: PROPOSED CANCELLATION AND RE-PLANNING OF STANDS SOLWE/LN1000000984/6 AND SOLWE/LN 1000000984/7 IN MBONGE AREA**

The Director reported for the consideration of the committee that Council was in receipt of an application for cancellation and re-planning of Solwe/LN 1000000984/6 and Solwe/LN1000000984/7 for Jeff Mulema holder of NRC No. 231094/24/1. The client was advised to apply for cancellation and re-planning in order for him to have one plot accommodating his structure. That followed his application for Planning Permission of his dwelling house which was sitting on the centre of two plots. Both plots belonged to him and they were formalized under Minute Number PWDRE/35/04/19. The applicant would have to pay for cancellation and re-planning fees. Attached was the proposed site plan in Appendix 19.

The Director recommended that the application be approved.  
After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed Cancellation and Re-planning of stands SOLWE/LN1000000984/6 and SOLWE/LN 1000000984/7 in Mbonge area be **APPROVED**.

**SPWDRE/27/12/19: PROPOSED SUB-DIVISION REM OF LOT 6047/M IN STADIUM AREA**

The Director reported for the consideration of the committee that council was in receipt of an application for sub-division of Remainder of Lot 6047/M from Kuwema Phaebe Kadimba holder of NRC number 117327/22/1 in stadium area. The said piece of land was on title and measured approximately 1.6232 hectares in size. The owner had decided to sub-divide it into 3 plots.

Find attached the proposed site plan in Appendix 20.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The Proposed sub-division rem of Lot 6047/M in Stadium area be **APPROVED**.

**SPWDRE/28/12/19: PROPOSED SUB-DIVISION OF STAND 372 FOR DR ALLAN SONEKA**

The Director reported for the consideration of the committee that the council was in receipt of an application for sub-division of Stand 372 from Dr Allan Soneka holder of NRC number 157487/64/1 in urban area. The said piece of land was on title and measured approximately 9037 square meters in size. The owner had decided to sub-divide it into 3 plots.

Find attached the proposed site plan in Appendix 21.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed sub-division of stand 372 for Dr Allan Soneka be **APPROVED**.

**SPWDRE/29/12/19: PROPOSED SUB-DIVISION OF STAND 135 IN URBAN AREA FOR RUTH MILIMO**

The Director reported for the consideration of the committee that council was in receipt of an application for sub-division of stand 135 from Ruth Milimo holder of NRC number 124100/23/1 in Urban area. The said piece of land was offered to the applicant by the Ministry of Lands on the 1<sup>st</sup> May 1999 and was about 8130 square meters in size. The owner had decided to sub-divide it into two plots for the purpose of creating residential plots.

Find attached the proposed site plan in Appendix 22.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The proposed sub-division of stand 135 in urban area for Ruth Milimo be **APPROVED**.

## **SPWDRE/30/12/19: FORMATION OF WARD DEVELOPMENT COMMITTEES**

The Director reported for the information of the committee that following the Government directive to proceed with Ward Development Committee formation through the Ministry of Local Government in May 2019. The department had commenced the process to formulating the WDC for Tumvwana'nai Ward and the replacement of vacant positions in the other four wards.

Attached in Appendix 23 was the progress report.

After due consideration.

The formation of Ward Development Committees was  
**NOTED.**

## **SPWDRE/31/12/19: ALLOCATION FOR ALTERNATIVE PLOTS**

The Director reported for the consideration of the committee that the council was in receipt of several applications for alternative of plots from various individuals and institutions that had no access to their pieces of land for various reasons. Below were the details of the applications.

### **APPLICANTS FOR ALTERNATIVE PLOTS**

<b>SN</b>	<b>NAME OF APPLICANT</b>	<b>NRC NUMBER</b>	<b>OLD ALLOCATION</b>	<b>NEW ALLOCATION</b>	<b>REASON FOR ALLOCATION</b>
1.	Chita Lloyd	184391/65/1	14981 (HMVP)	LN_1000001398/214	Falling on the land belonging to Mr Kuliye Kafupi
2.	Phiri Matutu Yalose	155834/18	15521 (HMVP)	LN_1000001398/213	Permanent house built on the said plot and the developer bought from Evelyn Ntambo
3.	Sinazongwe Doris Kwanu	151085/17/1	Sol/5881	LN_1000001398/215	It was difficult to locate the plot on the ground due to conflicting layout plans
4.	Ngawa Mphange	768337/11/1	17369 (HMVP)	LN_1000001398/224	There is a structure on the plot.
5.	Muyombo Oliver Kalyango	215235/84/1	15128 (HMVP)	LN_1000001398/211	There is a structure on the plot developed by kalezhi lwini
6.	Lupunga Patricia Mikombe	235890/84/1	15085(H MVP)	LN_1000001398/212	The plot has a foundation of a house on it developed by a kalezhi lwini and nrc

					number 168108/24/1
7.	Catherine Kamota	148901/25/1	15130(H MVP)	LN_1000001398/209	The plot has a foundation of a house on it developed by a Kalezhi Lwini and NRC number 168108/24/1
8.	Ian Sitali	256358/61/1	15219(H MVP)	LN_1000001398/210	There are three houses built on the plot by a Ms Catherine Samakesa.
9.	Febby and Charles Chivweta	178602/24/1 and 185031/10/1	15437 HMVP	LN_1000001398/225	There is a squatter on the plot.
10.	Lawrence Ndumba	196651/82/1	308 HMVP	LN-1000001674/97	The number could be found on the layout plan.
11.	Namiluko Mushoko	251303/82/1	175 HMVP	LN_1000001398/226	There is a squatter on the plot.
12.	Constance Mutinta Muyamba	644211/11/1	502 HMVP	LN_1000001398/227	There is a squatter on the plot.
13.	Agness Tapisha	153216/25/1	LN_10073 21/52	13889	The plot falls in a dambo area
14.	Kayebeta Mwanamoya	282821/64/1	15160 HMVP	LN_1000001398/223	There are squatters on the plot.
15.	Mukazo Kasoka	175682/21/1	17468 HMVP	LN_1000001398/220	There are squatters on the plot.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The allocation of alternative plots be **APPROVED** except for Sinazongwe Doris Kwanu who had no details of the old allocation.

**SPWDRE/32/12/19: APPLICATION FOR FORMALISATION**

The Director reported for the consideration of the committee that the council was in receipt of an application for formalization of plots from various locations. Below was the list of applicants for formalization.

### List of applicants for formalization

SN	NAME	NRC NUMBER	PHONE NUMBER	LOCATION	LANDUSE	PLOT NUMBER
1	Lameck Sinnery Muzhnga	139507/24/1	0962-873657	Highlands	Residential	13773
3	Kennedy Kantumoya	242236/24/1	0978-051419	Mukuba	Residential	SOLWE/LN-1002755/6
4	Obed Muteba	217134/24/1	0968-306248	Magrade Extention	Residential	2582
5	Mathew Benja	292751/64/1	0967-898577	Stadium	Residential	LN-100000/1958/1
6	Charles Muma Chansa	190711/65/1	0969-898577	Stadium	Residential	LN-100000/1958/7
7	Dizidelio Phiri	383351/52/1	0977-612251	Mitec	Residential	4984
8	Eric. Kamwendo Mumba	837032/11/1	0967-765748	Mushitala	Residential	LN-1000001674/95
9	Simon Lupuyu	182268/24/1	0977-470239	Mushitala	Residential	7635
10	New Apostolic Church	6693	0969-219200	Highlands	Place of Worship	14571
11	Bwale Kasolo	173601/18/1	0963-407221	Kazhiba	residential	SOLWE/LN-1000001694/60
12	Edinah Nakayange	157165/73/1	0966-798139	Saviye	Residential	1410
13	Peter Danifallon Chikasa	368539/11/1	0979-800150	Kabitaka	Residential	11332

After deliberations on the matter,

### IT WAS RECOMMENDED THAT;

The application for formalization of plots from various locations be **APPROVED**

### SPWDRE/33/12/19: APPLICATION FOR PERMISSION TO DEVELOP

The Director reported for the consideration of the committee that below was the list of developers who had applied for normalization and permission to develop to the committee for recommendation and approval.

The developers had since paid the necessary developmental fees as shown in the table below:

### **BUILDING PLANS WITH OFFER LETTER/ TITLE DEED**

**Table1: List of applicants with offer letter / title deeds**

<b>S/ N</b>	<b>Name</b>	<b>NRC</b>	<b>Type of Develop ment</b>	<b>Locatio n</b>	<b>Receipt</b>	<b>Plot</b>	<b>Date paid</b>	<b>Title / Offer Letter No.</b>	<b>Amount</b>
1	Philip Chinoya Mututa	158082/ 84/1	Residential wall fence	Riverside	00322835	Stand No SOL/1513	30/10 /2019	184138	K863.00
2	Cynthia Nkandu (Maswen yeho Mwanala)	198704/ 82/1	Residential wall fence and flat	Mushital a	00230355	Stand No SOL/6862	01/11 /2019	3237910	K1,646. 80
3	Eunice Malengo Kalichini (Mirriam Mulenga Musoka)	370267/ 61/1	Residential house and wall fence	Stadium	00322620	Lot 6053/M	22/10 /2019	14275	K2,661. 00
4	Charles Taulo	150118/ 32/1	Residential flats, office and wall fence	Urban area	00322575	Stand No 376	17/10 /2019	40446	K2,515. 80
5	Kapiji Kankasa (William Chileshe)	329923/ 61/1	Residential 4 bedroomed house	Mushital a	00322876	SUB P/ LOT 2945	31/10 /2019	28018	K1,675. 00
6	Kapiji Kankasa (Adrian Zulu)		Residential Semi- Detached House	Mushital a	00323079	SUB OF LOT 2945	06/11 /2019	28018	K1,703. 06

7	Chinyemba Julius Kamawe (Size Njobvu)	149172/54/1	Residential 2 bedroomed house	Saviye	00323160	Lot /37547/M	08/11/2019	298742	K1,342.00
8	Unity Distributors Zambia		Commercial Guard House	Mushitala	00322623	Stand No 17117	22/11/2019	1000959	K1,045.36
9	Mul-keyz Distribution Limited		Wall fence	weighbridge	00323303	S/SOLWE/10173039	14/11/2019	10000001185	K3146.0
10	Douglas Maumba	160316/15/1	Residential wall fence	Stadium	00323231	Stand No 1242 /SUB 24	12/11/2019		K1,360.00
11	Patricia Mumba	135228/65/1	Residential wall fence	Mukuba	00323332	Stand No 6279	06/11/19	10145676	K1,300

## BUILDING PLANS WITH PLOT NUMBERS IN PRINCIPLE

**Table 2: List of applicants with plot numbers in Principle**

S/N	Name	NRC	Type of Development	Location	Receipt	Plot No	Date paid	Amount
1	Charity Mwansa	439901/61/1	Residential 3 bedroomed house	Kabitaka	00322982	Stand No 13914	04/11/2019	K1,905.00
2	Cythia Katambi	228426/24/1	Residential wall fence	Weighbridge	00322705	Stand No 1000001673/8	23/10/2019	K2,190

3	Medison Kapelemba		Residential house	Weighbridge	00322742	Stand No 100000196 3/18	28/10/2019	K1,756.00
4	Annie Mwale	215827/24/1	Commercial shopping complex	Kyawama	00323236	Kya//1097 Occupancy license	12/11/2019	K5,904.00
5	Emmanuel Ndakala Kaumba	257432/24/1	Residential 3 bedroomed	Kyawama	00323251	Kya/653 Occupancy license	12/11/2019	K911.00
6	Comfort Longwe	258970/24/1	Bar/office	Mushitala	0032314	formalisati on	07/11/2019	K1660.00
7	Kayovo Kaumba	260676/24/1	Residential wall fence	Mbonge	00323502	Stand No 100000140 8/41	25/11/2019	K1,720.00

## BUILDING PLANS IN PRINCIPLE

**Table 3: List of applicants with permission in principle**

S/ N	Name	NRC	Type of Development	Location	Receipt	Date paid	Block Numbering/ Formalization	Amount
1	Lupenga Geshom	774084/11 /1	Residential 2 bedroomed house	Zang`ame nu	00322834	30/10/2019	Numbering	K731.00
2	Eugene Lupenga	223263/75 /1	Residential wall fence	Mushitala	00230041	26/09/2019	Numbering	K1,983.00
3	Stephen Chamasese	156402/62 /1	Residential 2 bedroomed house	Weighbridge	00322981	04/11/2019	Numbering	K1,237.00
4	Mr and Mrs F Ngandu	228157/65 /1 118204/86 /1	Residential 3 bedroomed house	Mbonge	00230339 00321922	04/10/2019 18/09/2	Numbering	K1,155.50 K500



						019		
5	Springs of Life Gospel		Church building	Community /Vision Area	00323070	06/11/2019	Numbering	K2,310.00
6	Kamakonde Evangelical Church in Zambia		Church Ablution Building	Mushitala	00323433	21/11/19	Numbering	K716.00
7	Michael Nang'alelwa	110517/18 /1	2 Bedroom Flats	Stadium	00323446	21/11/2019	Numbering	K2,208.00
8	Hyginus M Nguluta1	191891/43 /1	2 Bedroomed semi-detached flats	Kavitaka	00323788	Stand No.113 31	06/12/2019	1001881
9	Cynthia Nkandu (M, Mwanga)	198704/82 /1	Residential house and Wall Fence	Mushitala	00230355	Stand No, SOL/68 62	01/11/2019	3237910
10	Grace C. Sizimbulwe (Mulenga Stanely)	147611/15 /1	5 Bedroomed house residential house	Mitec	00228456	Stand No. SOL/10 955	07/05/2019	3235194
11	David Kapiji (wisdom Nkaza)	768021/11 /1	4 Bedroomed House	College Area	00321800	Lot No. 4840/M	16/08/2019	3934

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The applicants for permission to develop and normalization appearing in the tables be **APPROVED**.

**SPWDRE/34/12/19: ALLOCATION OF PLOTS IN KYAPATALA AREA TO PAID UP APPLICANTS AND COUNCIL EMPLOYEES**

The Director reported to the committee to recommend for allocation of plots (plot numbers) to fully paid up shortlisted applicants and council employees who were successfully shortlisted following the interviews conducted on Tuesday 15<sup>th</sup> October 2019 and Wednesday 16<sup>th</sup> October 2019 respectively.

The following tables below show the details of applicants and allocated plot numbers with Layout Number Solwe/LN- 1002431.

**Table 1: Allocation of Plots to Successful High Cost Applicants**

S/N	NAME OF APPLICANT	GENDER	NRC	RECEIPT NO.	CONTACT NO.	PLOT NO.
1	AGNESS LOMBE MWENYA	F	226567/48/1	321968	966955316	LN-1002431/284
2	AGNESS N. LUSAMBO	F	208087/24/1	321934	977413532	LN-1002431/285
3	ALEX MASENGO	M	339492/24/1	220995	976096999	LN-1002431/426
4	ANNETTE MUCHIMBA MUDENDA	F	202515/17/1	321940	977829148	LN-1002431/404
5	ARNOLD CHIONA	M	244263/68/1	321871	968329120	LN-1002431/288
6	ARNOLD MALAMBO	M	329191/74/1	322950	967459516	LN-1002431/401
7	BENJAMIN NKANKA	M	198665/24/1	230162	965584207	LN-1002431/490
8	BENJAMIN NKANKA	M	198665/24/1	230163	965584207	LN-1002431/505
9	BERNARD SOKOTELA	M	185298/24/1	230263	977687541	LN-1002431/586
10	BIBUSA ADES SHIKWESHA	M	167203/25/1	230212	966722686	LN-1002431/995
11	BONNEX SOYALA MWASHI	M	117412/92/1	321892	971863436	LN-1002431/290
12	BOYD MBOYI	M	184366/13/1	322042	966149400	LN-1002431/529
13	BWALYA GABRIEL NSAMA	M	282268/66/1	321918	966516351	LN-1002431/296
14	CAROL NACHILOMBE	F	274154/68/1	321886	978148317	LN-1002431/297
15	CHAMA MWITWA	F	229838/65/1	322173	967170054	LN-1002431/298
16	CHAZINGWA COMFORT LONGWE	F	255970/24/1	321851	971180288	LN-1002431/988
17	CHIBOMBA MUKANDE	M	722505/11/1	230024	967806188	LN-1002431/300
18	CHOTA KENNEDY	M	188358/45/1	321950	966954848	LN-1002431/487

	NGULUBE					
19	CLEMENT T. KILIBOYI	M	263785/24/1	322083	973316804	LN-1002431/302
20	CHRISTOPHER MUMBA	M	404934/67/1	230270	977841835	LN-1002431/303
21	CONSTANCE MUYAMBA	F	644211/11/1	321956	977847322	LN-1002431/990
22	DANNY BANDA	M	183050/45/1	230101	977463561	LN-1002431/399
23	DAVIES CHIBWILI	M	199399/66/1	322191	977865137	LN-1002431/413
24	DERRICK SIMUKANZYE	M	316628/67/1	230006	977152750	LN-1002431/442
25	DR CHAISAUTHUS MUSELEPETE	M	169213/65/1	230012	979800166	LN-1002431/405
26	DR JOEL MUJILA	M	580091/99/3	321925	974013785	LN-1002431/406
27	EDGAR MWELWA	M	765480/11/1	322066	964176149	LN-1002431/532
28	EMMANUEL MUYAMBA	M	255949/24/1	230058	971002581	LN-1002431/991
29	EMMAH BWALYA	F	320299/66/1	321964	964708686	LN-1002431/427
30	ESTHER C. MATUNGU	F	264645/31/1	230139	978347729	LN-1002431/993
31	ESTHER CHIRWA	F	218613/65/1	321999	978018639	LN-1002431/462
32	ESTINA PHIRI	F	135580/54/1	230023	965382962	LN-1002431/992
33	ETHEL SIWALE	F	230939/68/1	321983	977807989	LN-1002431/418
34	FRED MASWESHI	M	325980/61/1	230209	969574548	LN-1002431/402
35	GIFT MUTALE	F	280054/64/1	230044	967197296	LN-1002431/128
36	GRACE M N KANYATA	F	259243/16/1	230050	966755812	LN-1002431/421
37	HAGGAI MUTONG'A	M	215145/24/1	230178	968803372	LN-1002431/408
38	HILDAH KINTANKWA	F	242687/64/1	230151	965098292	LN-1002431/422
39	JACINTA MULENGA	F	326189/16/1	321952	977654252	LN-1002431/987
40	JAMES CHANDA	M	368789/67/1	230011	966232721	LN-1002431/489
41	JAMES NGOSA CHIBUYE	M	224629/13/1	321825	977479681	LN-1002431/425
42	JANE CHEMBE	F	541691/11/1	230003	966854959	LN-1002431/429
43	JANET R. MBWAGA	F	263885/68/1	321876	966255413	LN-1002431/482
44	JOAN M. KAMBE	F	309522/10/1	371917	965611744	LN-1002431/430
45	JOHN KAPAYA	M	174581/32/1	229941	977664686	LN-1002431/431
46	JONATHAN SAKALA	M	340900/61/1	321812	977566174	LN-1002431/994
47	JUDITH MWILA	F	159703/63/1	321837	977457372	LN-1002431/438
48	KAFUTI MALITI	M	404508/69/1	230111	963920002	LN-1002431/444
49	KENNEDY BWALYA	M	218602/31/1	322012	977393823	LN-1002431/397

50	LOLITA BANDA	M	374860/67/1	321861	976778713	LN-1002431/520
51	LONELY HICHAMBWA	F	108567/77/1	321997	977799054	LN-1002431/456
52	LORNA KAUNDA KAPWAYA	F	286073/16/1	31969	977461791	LN-1002431/457
53	MAGDALENE MUMBA	F	198951/64/1	322115	967859868	LN-1002431/458
54	MAKUMBA MUSAMBACHIME	M	219558/65/1	229917	968057480	LN-1002431/460
55	MAUREEN LUPAMBO	F	420986/61/1	321826	975769000	LN-1002431/461
56	MEMORY NAKAMBA	F	221527/45/1	321907	966160474	LN-1002431/466
57	MILDRED SISHEKANU	F	851758/11/1	229972	977432172	LN-1002431/467
58	MIRRIAM NYAMBOZHI	F	289840/24/1	322209	967504089	LN-1002431/474
59	MOOMPA CHIFWALA	M	171467/10/1	321955	976577369	LN-1002431/476
60	MORGAN MELEKA	M	223976/24/1	321888	976096999	LN-100243/495
61	MORTON K. MULAMBIA	M	214941/47/1	321966	979198845	LN-1002431/498
62	MOSES .M. NGOSA	M	201052/31/1	320088	977804185	LN-1002431/305
63	MOSES MUSANBA	M	225810/62/1	230243	977730074	LN-1002431/500
64	MUKE PATRICK CHIPAYA	M	591056/11/1	321839	977670119	LN-1002431/501
65	MUKUBESA MUKOMBUTA	M	244111/82/1	321926	977568898	LN-1002431/452
66	MULANDO J MULANDO	M	927709/11/1	230070	979800272	LN-1002431/510
67	MULENGA SEFUKE	M	258584/43/1	321977	97712085	LN-1002431/511
68	MUSHIMBEI SENDI	M	349544/16/1	230146	978530679	LN-1002431/522
69	MUSHOTA CHANDA	M	355442/67/1	230010	966730462	LN-1002431/516
70	NEPHAN KAMWANDI	M	212671/23/1	322000	976889730	LN-1002431/488
71	NIDDY KAYELU	F	326662/85/1	322177	974736992	LN-1002431/593
72	PETER ZULU	M	114391/10/1	322003	963847793	LN-1002431/159
73	RAYSON BANDASHI	M	242894/24/1	322032	978858378	LN-1002431/530
74	SAMUEL NGOMA	M	219344/71/1	322104	966964154	LN-1002431/818
75	SIAZYAMAWA HUDSON BENZU	M	128933/76/1	230242	977730299	LN-1002431/821
76	SIBWILA CHAKACILA	M	345475/74/1	229974	979143999	LN-1002431/822
77	SINDILA NYAMBE	M	172873/81/1	230100	965131652	LN-1002431/823
78	SMART L	M	261095/24/1	322126	968722234	LN-1002431/463

	LUPASULA					
79	SOLWEZI CENTRAL SDA CHURCH			230255	977779221	LN-1002431/531
80	STEPHEN SIKALUMBA	M	209667/47/1	230036	977423607	LN-1002431/996
81	VIOLET MULAI	F	241296/31/1	322139	966762425	LN-1002431/443
82	WAMUNYIMA MUMBALI	M	243330/82/1	322166	977692873	LN-1002431/513
83	WIDSON NYIRENDA	M	327075/67/1	322225	977199464	LN-1002431/420
84	YORAM KASEMPA	M	138467/25/1	322137	967859493	LN-1002431/447
85	SIMON KAKOMA	M	182785/65/1	321889	955831204	LN-1002431/304

**Table 2: Allocation of Plots to Successful Medium Cost Applicants**

S/N	NAME OF APPLICANT	GENDER	NRC	RECEIPT #.	CONTACT NO.	PLOT NO.
1	AGNESS KATONGO	F	242948/24/1	230185	964396268	LN-1002431/349
2	ALICE SAKALA	F	138612/19/1	321860	972128242	LN-1002431/387
3	ANDREW MUTOBO	M	131104/19/1	230228	977128732	LN-1002431/386
4	ANDREW MWILUKA	M	176733/63/1	230150	977779679	LN-1002431/385
5	AONGOLA MUTUMBA	M	283773/66/1	230131	977140286	LN-1002431/384
6	BEAUTY CHONGO	F	174009/41/1	229942	975116471	LN-1002431/383
7	BRENDA CHIFUNGULA CHISHIMBA	F	171415/10/1	230140	972822411	LN-1002431/382
8	BRIAN CHILAWO CHISANGA	M	257792/43/1	229934	967332612	LN-1002431/381
9	CHAREN MUDENDA	F	210989/71/1	230191	977704890	LN-1002431/380
10	CHARITY MWINUNA	F	198702/64/1	229939	979182636	LN-1002431//371
11	CHIPALE ZUKU LIMWANYA	F	385328/74/1	230334	970380520	LN-1002431/372
12	DANIEL KALEBAILA	M	416238/01/1	230199	966371477	LN-1002431/373
13	DENNIS CHAPONDA	M	323204/66/1	229944	968511527	LN-1002431/374
14	DIANA S SAKAYI	F	861226/11/1	230068	979800272	LN-1002431/375
15	EDNA MUTALE	F	228325/24/1	322138	969057018	LN-1002431/376
16	EDWIN NDHLOVU	M	160548/10/1	230152	973763743	LN-1002431/377
17	EVANS MUBANGA	M	299358/38/1	321967	977999141	LN-1002431/378
18	EVARISTO KATENGO	M	169618/11/1	322008	966569714	LN-1002431/379

19	GERALDINE KALENGA CHISOMBO	F	282633/10/1	322140	969134033	LN-1002431/368
20	GIBSON BULAWAYO	M	170592/23/1	230089	968481298	LN-1002431/367
21	HARRIET S. MWAMBWA	F	256985/64/1	32071	962886612	LN-1002431/366
22	HELLEN MBUYU LUKAMA	F	291878/24/1	229902	96941638	LN-1002431/365
23	IAN MWANGO	M	172232/45/1	317651	966437059	LN-1002431/364
24	ISAAC LONGWANI	M	901264/11/1	321910	979587714	LN-1002431/363
25	JESSY TEMBO	F	124358/10/1	322016	978083242	LN-1002431/362
26	JONES K. MAKAYI	M	191946/21/1	322227	955013911	LN-1002431/361
27	JOSEPH CHIKUMBI	M	370380/67/1	322334	967008994	LN-1002431/360
28	JUDY MUSENGE	F	214960/65/1	230197	968309168	LN-1002431/359
29	KEITH CHISALA	M	271849/68/1	322063	964766694	LN-1002431/358
30	KENNEDY MANJOMBA	M	202221/23/1	230145	976621351	LN-1002431/357
31	KUKUNDA CHIMWASU	F	260015/24/1	322180	976502502	LN-1002431/356
32	LAWRENCE TUBI	M	148526/32/1	230267	977101187	LN-1002431/355
33	LEVISON DAKA	M	110064/57/1	230149	976281136	LN-1002431/354
34	LISWANISO MACHILA	F	208133/71/1	229943	979620440	LN-1002431/353
35	LOIS KAPOMA	F	274407/68/1	322049	968807100	LN-1002431/352
36	LOMBE FRANCIS MUBANGA	M	223461/65/1	230057	966498081	LN-1002431/351
37	LUYANDO MANYATI		302260/66/1	229915	972646674	LN-1002431/543
38	MAHONGO E. MWALE	M	191887/65/1	230099	965392619	LN-1002431/544
39	MERVIS KAMPONGE	F	131682/25/1	229920	963615135	LN-1002431/545
40	MERVIS BANDA	F	174010/54/1	230049	965538372	LN-1002431/551
41	MERCY CHIKUNGU	F	119220/93/1	321850	976986716	LN-1002431/546
42	MISHECK MASEDZA	M	254302/76/1	322107	979491045	LN-1002431/547
43	MOOTO MUYAMBWA	M	296260/82/1	322161	978139722	LN-1002431/550
44	MWAMBWA A.JERE	F	122134/87/1	321852	979229351	LN-1002431/548
45	MWIZUKANJI MUTAMBO	F	272803/64/1	321862	966300082	LN-1002431/549
46	NATASHA MULENGA	F	451663/67/1	230107	963607104	LN-1002431/534
47	NATHAN M. KAZEMBE	M	781488/11/1	321932	979486543	LN-1002431/535

48	PATRICIA KASANDA	F	437768/67/1	230097	969118008	LN-1002431/536
49	PETRONELLA MWALE	F	199728/18/1	229935	962422555	LN-1002431/542
50	PHEBE M KAPUNGWE	F	847105/11/1	230021	977423202	LN-1002431/537
51	RACHEAL CHITOSHI MWABA	F	419350/67/1	321981	968500933	LN-1002431/541
52	RUTH SAMUNETI	F	257432/24/1	322162	964028802	LN-1002431/538
53	SAMUEL KUNDA TEMBO	M	350766/16/1	229993	976733219	LN-1002431/539
54	SAMUEL NGOMA	M	219344/71/1	322105	966964154	LN-1002431/540
55	SANTE MULUMBI	F	283991/24/1	322329	962732897	LN-1002431/554
56	SENANI MUTOKACHINE	M	167530/23/1	230072	960260619	LN-1002431/555
57	SIMON KAOMA	M	292786/64/1	230063	976834859	LN-1002431/560
58	SIYOTO SIYOTO	M	322223/16/1	230213	968922477	LN-1002431/389
59	TIMOTHY SIULUTA	M	651701/11/1	229937	977847134	LN-1002431/559
60	WHYTONS ZIMBA	M	363926/61/1	230112	964096476	LN-1002431/558

**Table 3: Allocation of Plots to Successful Low Cost Applicants**

S/ N	APPLICANTS NAME	GENDER	NRC	RECEIPT #.	CONTACT NO.	PLOT NO.
1	ADRIAN CHIBUMBU	M	211012/23/1	322009	965888833	LN-1002431/620
2	CHINYAMA CHAVULA	M	258641/24/1	322005	965568006	LN-1002431/621
3	DOROTHY TIGERE	F	307964/17/1	322064	967319042	LN-1002431/622
4	TENDAI TIGERE	F	307158/12/1	230261	973917449	LN-1002431/623

The Director recommended that the submission be **APPROVED**.

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

- (i) The allocation of plots in Kyapatala area as appearing in the tables above be **APPROVED**.
- (ii) Applicants who were omitted and those who were on the waiting list be communicated to and should be given 21 days in which to make payments.

**SPWDRE/35/12/19: REVOCATION OF AND NEW RECOMMENDATION FOR PLOTS**

The Director reported for the consideration to the committee that the council had received applications for transfer of recommendations as follows:

**List of applicants' revocations and new recommendations for plots**

<b>N O.</b>	<b>REVOCA TIONS</b>	<b>RECOMMEND ATIONS</b>	<b>OLD MINUTE NUMBER</b>	<b>NRC NO.</b>	<b>PLOT CATEGORY</b>	<b>PLOT No.</b>	<b>LOCATIO N</b>
1.	PHIRIS NKUNKA	AGENESE MUWOWO	PWDRE/364/ 08/10	202280/66/1	RESIDENTIAL	7333	MUSHITAL A
2.	TEDDY MUTENGO	KUDANGA NGULUBE CHIDUMAYO	PWDRE/375/ 09/14	610986/11/1	RESIDENTIAL	1063	MESSENGE RS
3.	STONE MWIYA MWIYA	DAINESS MWABA	PWD/47/03/0 2	210591/68/1	RESIDENTIAL	8059	ROYAL
4	GRACE M.N KANYATA	EDWINA MAZUNDA	PWDRE/29/0 1/19	112393/10/1	RESIDENTIAL	LN- 100000 1332/43	MBONGE
5	VINCENT MAYONDI	LUMBWE KALIFUNGWA	PWDRE/19/1 1/15	448167/67/1	RESIDENTIAL	18585	MITUKUTU KU

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The revocation and new recommendation  
for plots be **APPROVED**.

**SPWDRE/36/12/19: FORMALIZATION OF PLOTS FOR KALEPA FAMILY.**

The Director reported for the consideration to the committee that the council under minute number **SPWDRE/11/12/18** approved an application for numbering of 103 plots for Kalepa. The approval was with a condition that the council should engage the Kalepa family for a share of 20 plots to the council. In the same conduit of this condition, council numbered the plots.



The following was a list of plots for formalization.

**LIST OF BENEFICIARIES OF THE KALEPA FAMILY PLOTS**

S/N	NAMES	NRC NUMBER	NUMBER OF PLOTS
1.	MANELY MAZILA	106074/77/1	LN-1000001694/36 LN-1000001694/37 LN-1000001694/47
2.	MARY SIMUDIWI	153300/85/1	LN-1000001694/78
3.	PAITON MWAPE	183652/66/1	LN-1000001694/89
4.	MAIDES MUTOBO	122259/24/1	LN-1000001694/93, LN-1000001694/94 LN-1000001694/95 LN-1000001694/98
5.	ELIZABETH MILEJI	147919/75/1	LN-1000001694/26
6.	JOHN MULEVU	306410/24/1	LN-1000001694/28
7.	EVANS KAIZUMBI	306410/24/1	LN-1000001694/79
8.	PATSON CHIPILI	362066/64/1	LN-1000001694/80
9.	ARNOLD KALEPA	180896/24/1	LN-1000001694/50, LN-1000001694/70, LN-1000001694/77
10.	CLARENCE KALEPA	201887/24/1	LN-1000001694/86, LN-1000001694/61, LN-1000001694/69
11.	LUKA KALEPA	212056/42/1	LN-1000001694/87, LN-1000001694/62, LN-1000001694/63,
12.	RONAN KALEPA	203729/24/1	LN-1000001694/76, LN-1000001694/64, LN-1000001694/66
13.	RACKSON MULILO	418192/67/1	LN-1000001694/42
14.	BRIAN KALEPA	179120/24/1	LN-1000001694/65, LN-1000001694/75,
15.	OBBINE KALEPA	299649/24/1	LN-1000001694/74
16.	BELINDA KALEPA	221933/10/1	LN-1000001694/73
17.	HERALD KALEPA	951513/11/1	LN-1000001694/71
18.	SPINTER KASELWETETE	172992/10/1	LN-1000001694/72
19.	SELINA KALEPA	236253/68/1	LN-1000001694/56
20.	NEWTON KALEPA	204978/24/1	LN-1000001694/85 LN-1000001694/62

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

The formalization of plots and list of beneficiaries for Kalepa family be **APPROVED**.

**SPWDRE/37/12/19: APPLICATION FOR OCCUPANCY LICENSES**

The Director reported to the committee that the Department of Housing and Social Services was in receipt of application for occupancy license from the following applicants.

S/N	NAME	AREA	PLOT TYPE	AMOUNT	NRC NO.	RECEIPT NO
1	Fredrick Maiko Chiwaula	Muzabula	Residential	K1,100	191059/51/1	
2	New Heaven Church	Wisdom	Residential	K1,100	N/A	00322481
3	Katanga Simon	Kandemba	Residential	K1,100	150289/64/1	00320432 003320432
4	Beatrice Mambwe	Kyawama	Commercial	K1,100	203686/33/1	00318259
5	Anthony Katumba	Kyawama	Residential	K1,100	238374/24/2	00323684
6	Mumba Chifita	Kyawama	Residential	K1,100	683532/11/1	00323681
7	Ackson Kalota	Kyawama	Residential	K1,100	364663/67/1	00322893
8	John Kolala	Kyawama	Residential No RA 1	K1,100	306575/24/1	00322600
9	Given Shilishebo Silishebo	Zambia	Residential Zam / 1102	K1,100	194697/81/1	00227266
10	Victor Mukuwe	Kizhingekhinge	Residential Kiz /196	K1,100	341936 /61/1	00217702
11	Chilufya Benjamin	Kazomba	Residential	K1,100	270861 /68/1	00323333
12	Muzeya Felex Ngong'a	Kizhingekhinge	Residential	K1,100	168617/24/1	00323281
13	Kyamilamba Joel	Muzabula	Residential	K1,100	157451 /25/1	00323126
14	Hakapande Avia Anastasia	Muzabula	Residential	K1,100	306620 /24 /1	00323318
15	Castol Kafwadula	Kyawama	Residential	K1,100	189066/66 //1	00323438
16	Joseph Likomeno	Kandemba	Residential	K1,100	149986 /21 /1	00401104
17	Teddy Ngunga Kamalo	Muzabula	Residential	K1,100	577825/10/1	00323533
18	Teddy Ngunga Kamalo	Muzabula	Residential	K1,100	577825 /10 /1	00323534
19	Kamalo Obert	Muzabula	Residential	K1,100	214302 /24 /1	00323532
20	Kamalo Obet	Muzabula	Residential	K1,100	214302 /24 /1	00323531
21	Christopher Kutoha	Kimasala	Residential	K1'100	205547 /21 /1	00322509
22	Kangeza Charles	Kyawama	Residential	K1,100	585489 /99 1	00322585
23	Chisenga Merabby	Muzabula (B)	Residential	K1,100	412110/61/1	00322330
24	Henry Kabinga	Kyawama	Commercial	K1,100	145175 /24 /1	00322991
25	Robby Kanyakula	Kazomba	Residential	K1,100	122857 /25 /1	00323058
26	Janet Mwamba	Wisdom	Residential	K 900	179249/24/1	00323757 00228055 00228772

After deliberations on the matter,

**IT WAS RECOMMENDED THAT;**

- (i) Fredrick Maiko Chiwaula appearing on number 1 be withdrawn from the list.
- (ii) The report of the Director Housing and Social Services over the application of Occupancy Licences be **APPROVED**.

There being no further business to transact, the meeting ended at 13:11 hours.

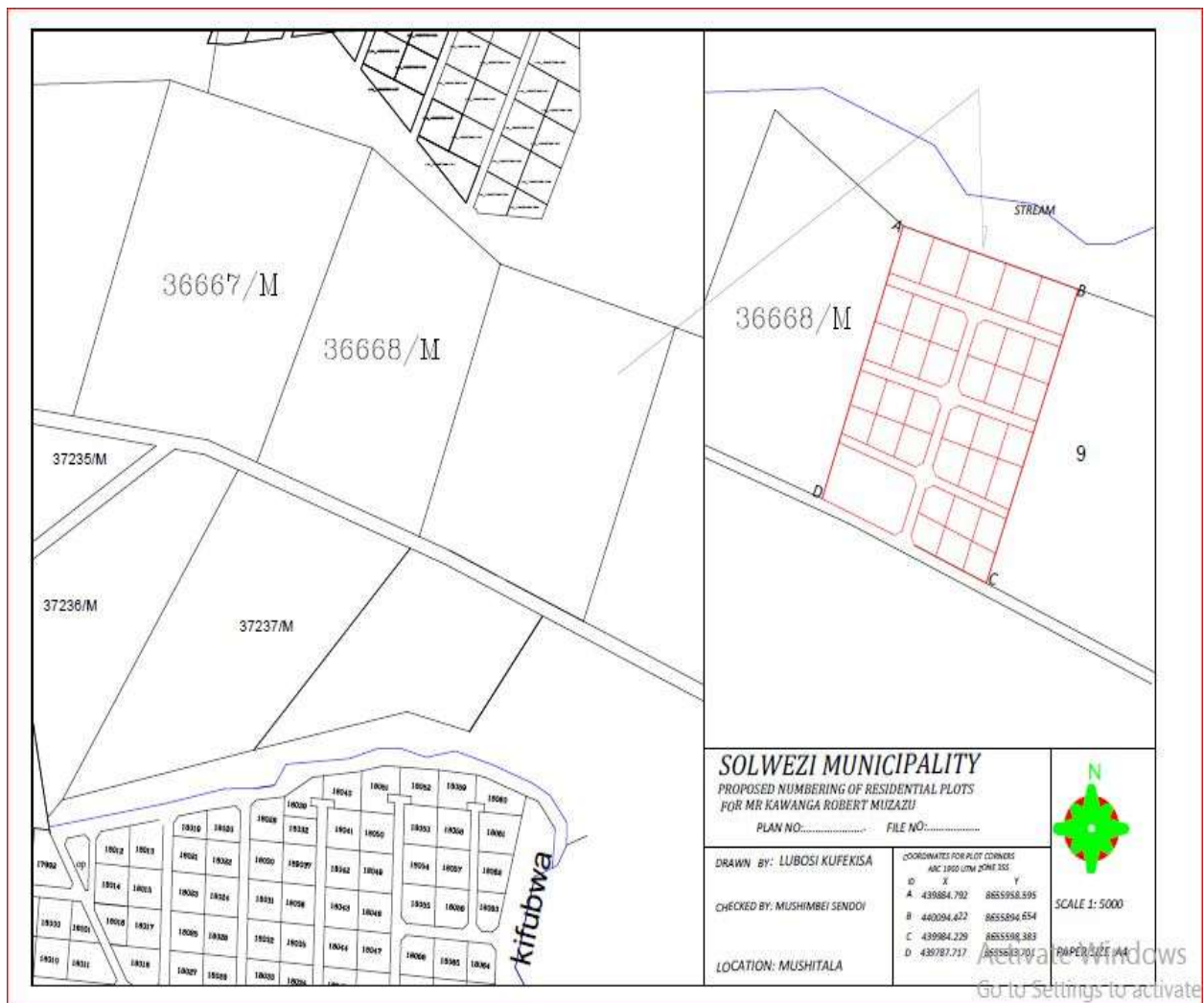
Signed:..... Date:.....  
Chairperson

## **APPENDIX 1:**

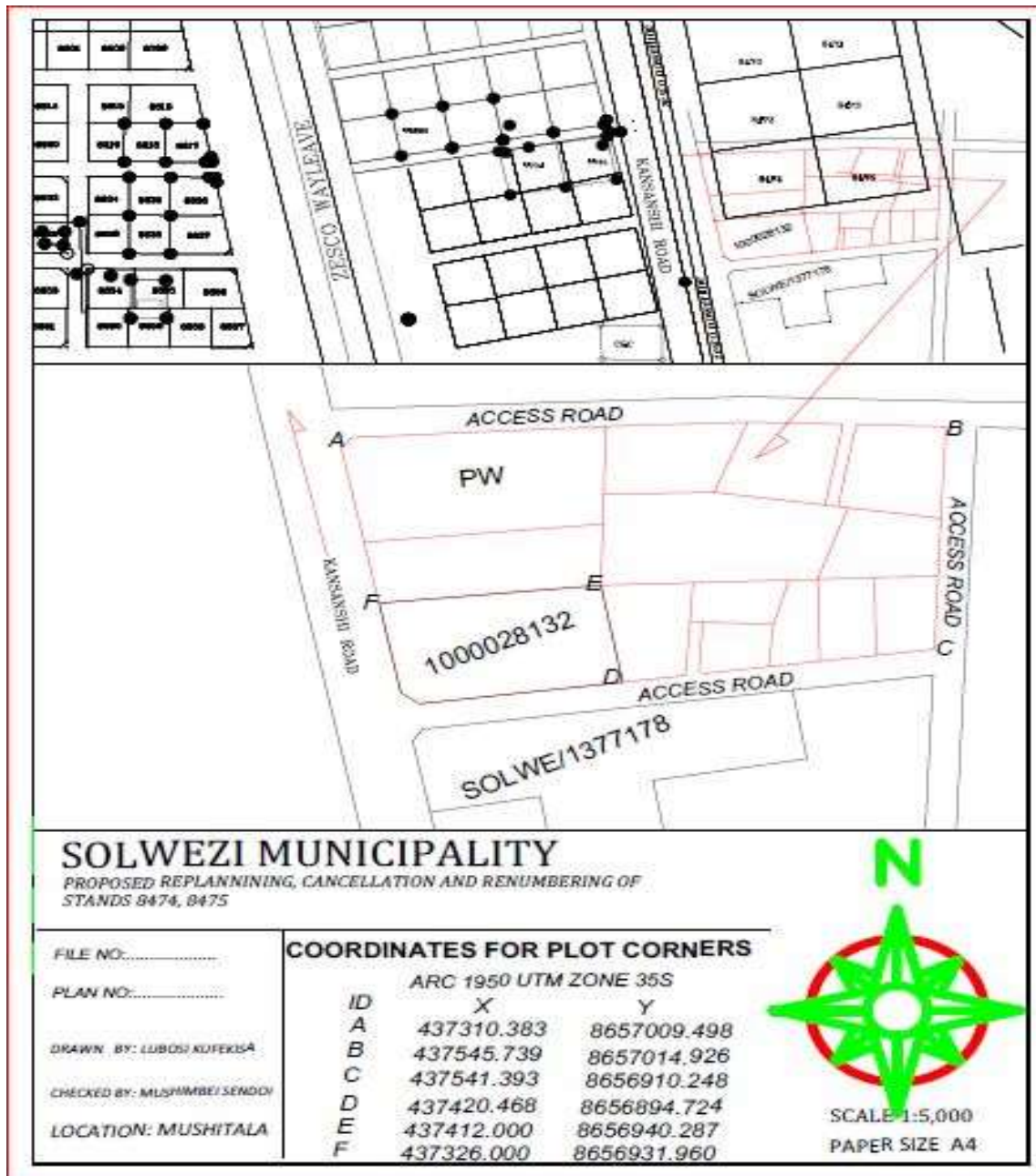
### **CONSTITUENCY DEVELOPMENT FUND COMMITTEE**

- (1) There is established a Constituency Development Fund Constituency Development Committee in each constituency. Fund Committee
- (2) A Committee consists of the following part-time members appointed by the Minister:
  - (a) Two community representatives nominated by the Member of Parliament from the Constituency;
  - (b) Three councilors in the constituency, two of whom are elected by the councilors in the Constituency and one of whom is nominated by the Member of Parliament from the Constituency;
  - (c) One representative of a chief where a constituency has one chief, or two representatives of chiefs where the constituency has two or more chiefs, nominated by those chiefs from within the constituency;
  - (d) A representative of the director responsible for planning at the local authority in which the constituency is located;
  - (e) A representative of the director responsible for works or engineering services at the Local authority in which the constituency is located;
  - (f) A representative of a civil society organization operating in the constituency nominated by the Member of Parliament from the constituency;
  - (g) A representative of a religious organization in the constituency nominated by the Member of Parliament from the constituency;
  - (h) The Member of Parliament from the constituency; and
  - (i) A representative of the director responsible for finance at the local authority in which the constituency is located.
- (3) The members of the Committee shall elect the Chairperson and the Vice-Chairperson from amongst themselves, except that a member referred to in subsection (2) (b), (d), (e), (h) and (i), does not qualify for election as a Chairperson or Vice-Chairperson.
- (4) The Directorates of Planning, and Finance in the local authority in a district shall provide the necessary secretarial and accounting.

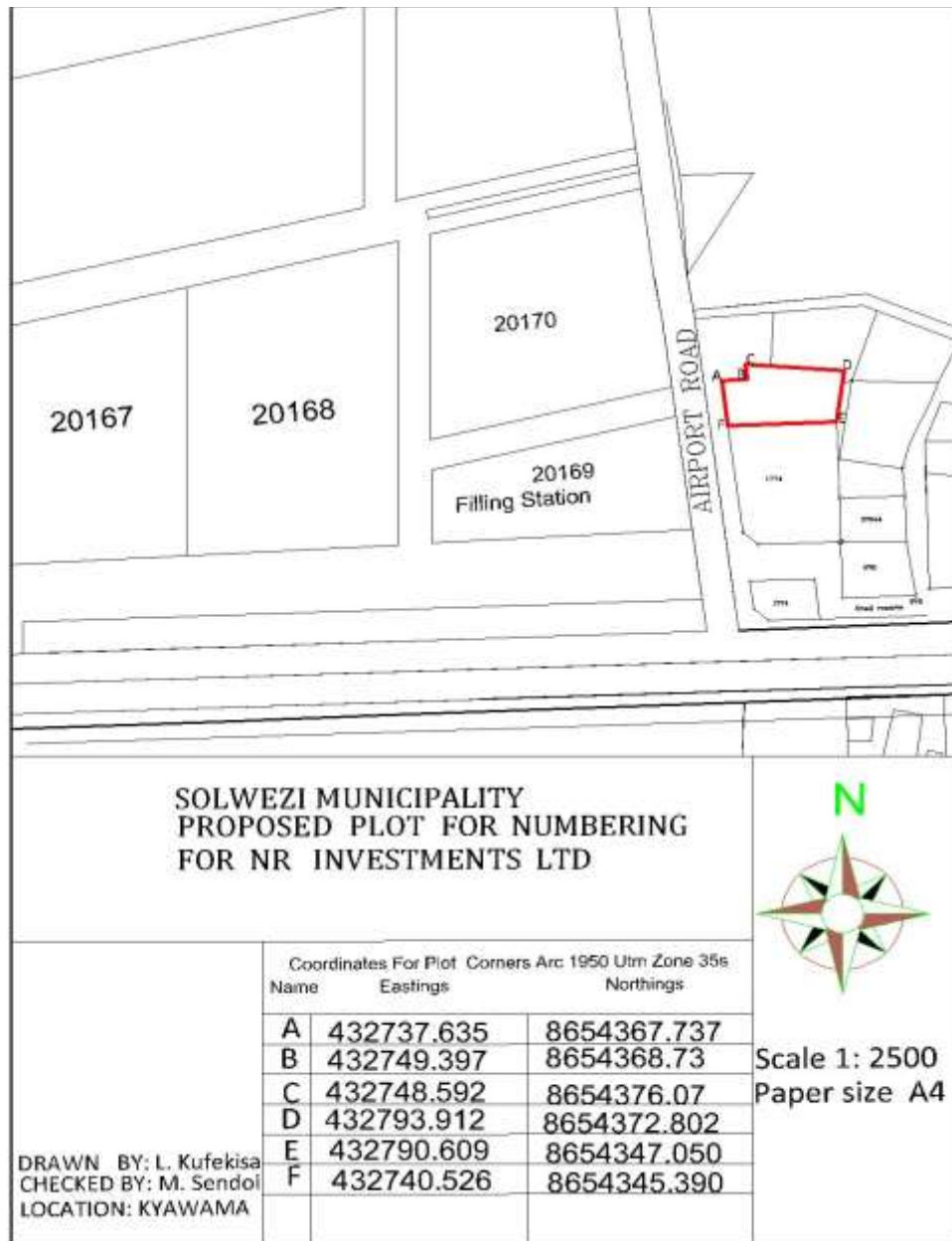
## Appendix 2: Preplanning of Farm No 10



## Appendix 3:

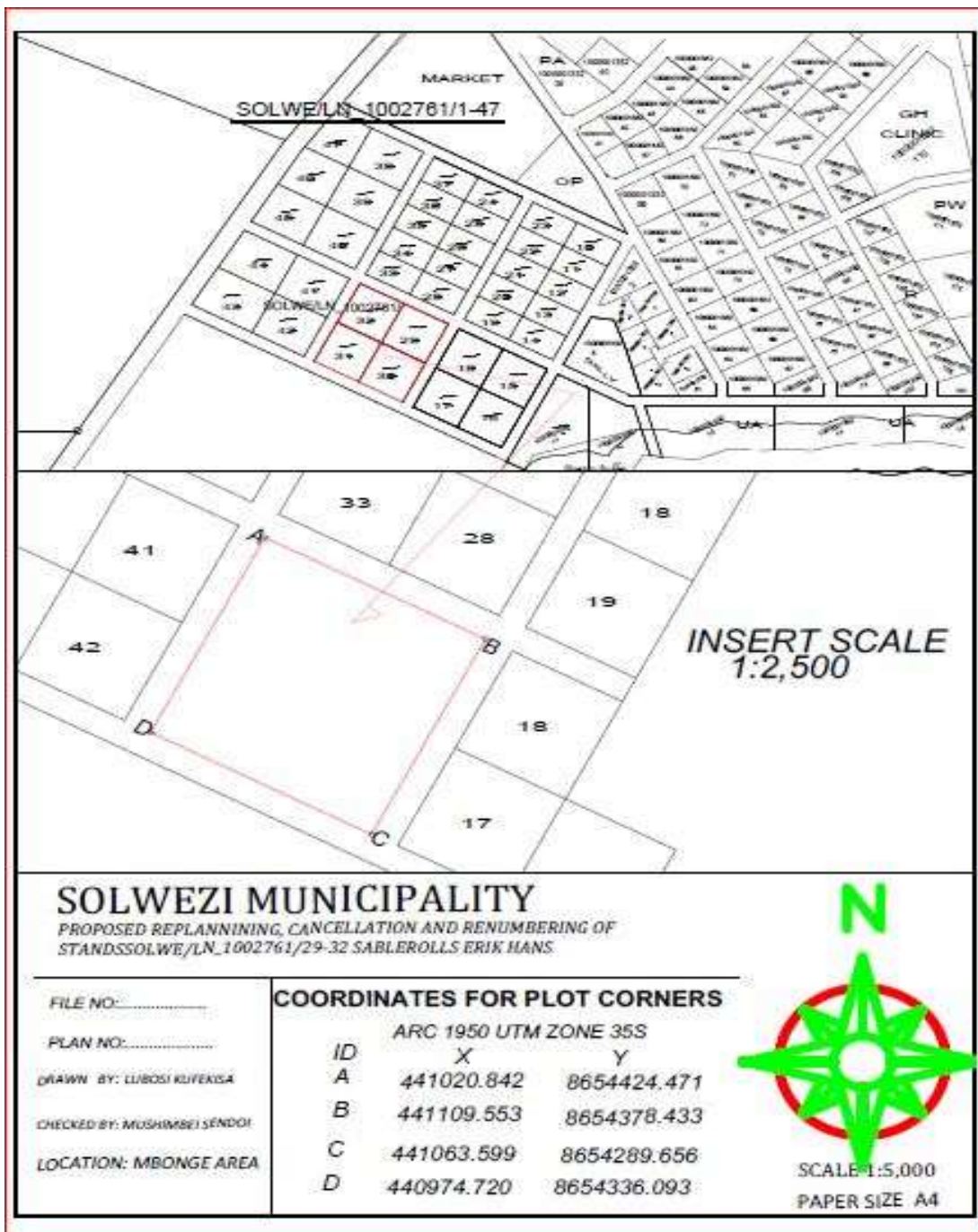


Appendix 4:  
Proposed numbering for NR Investments



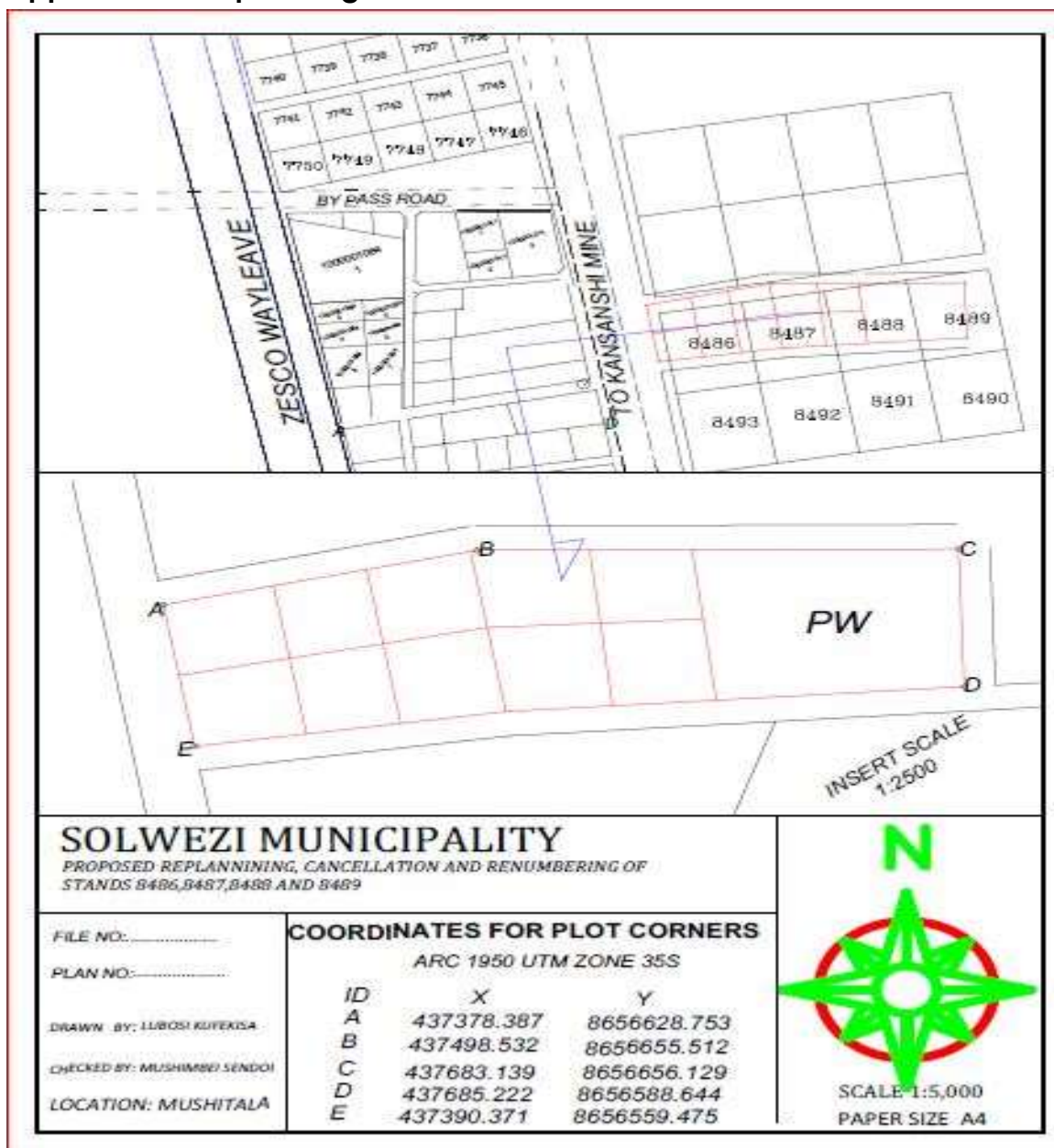


## Appendix 5: Re-planning in Mbonge

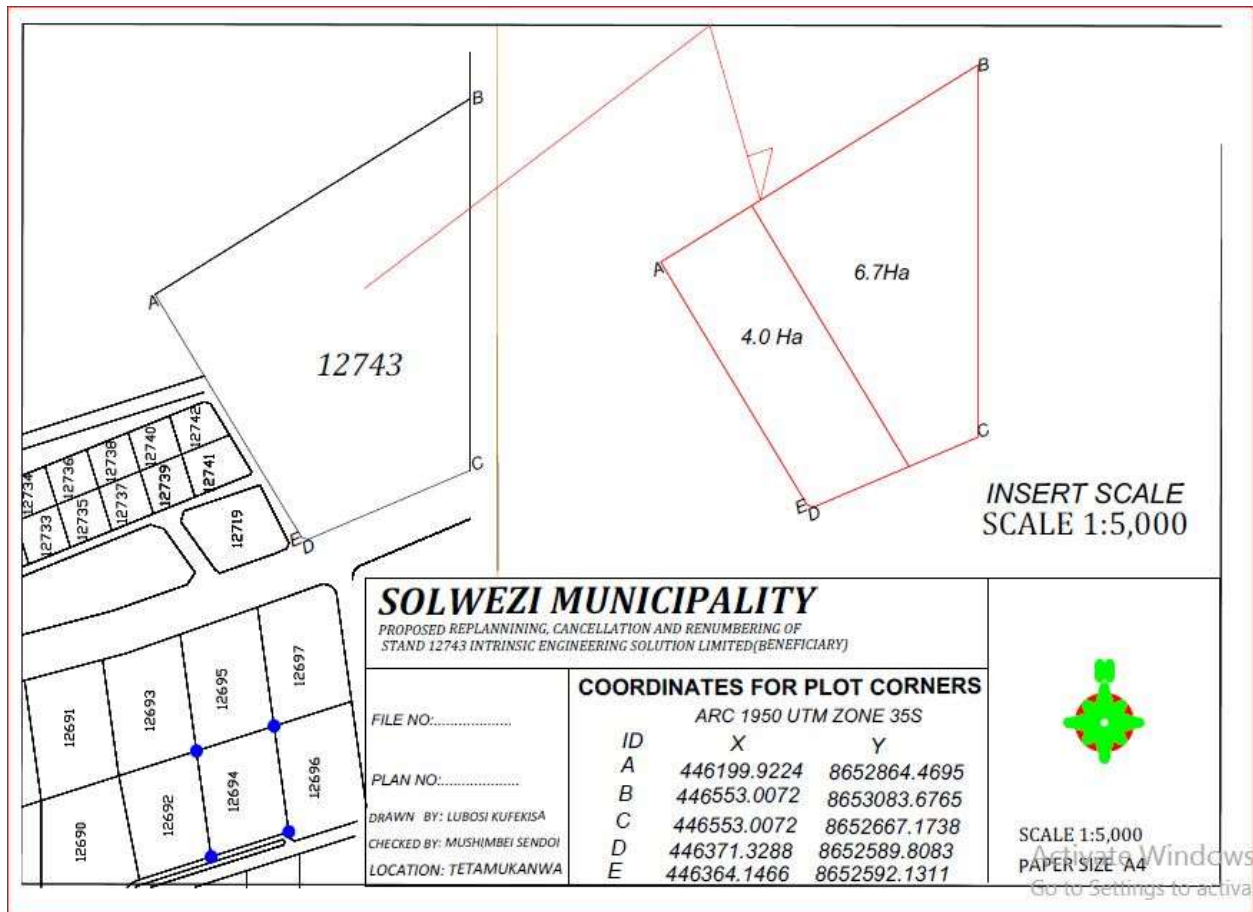




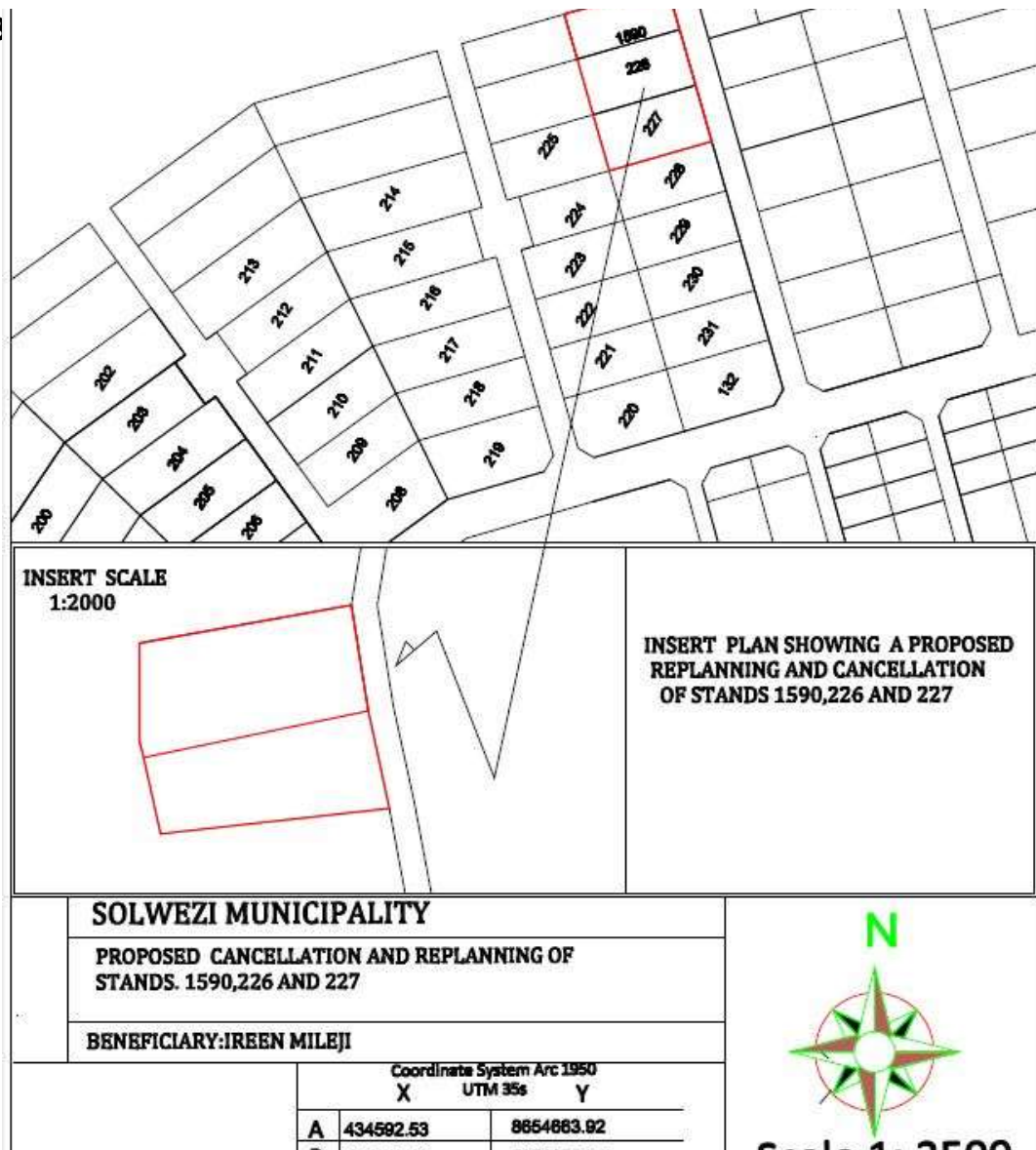
## Appendix 6: Re-planning in Mushitala



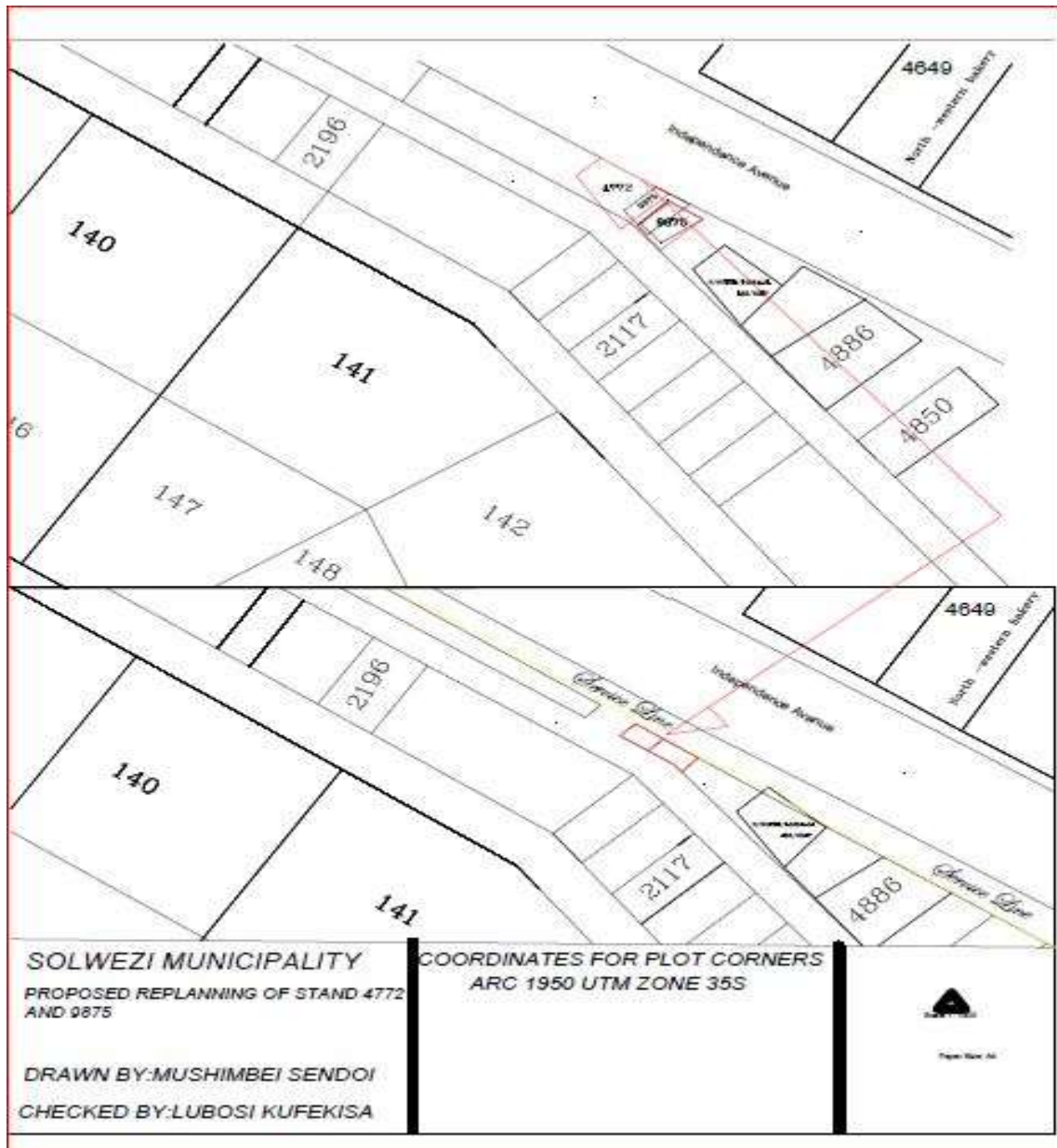
## Appendix 7: Re-planning in Tenamukanwa of Stand 12743



## Appendix 8

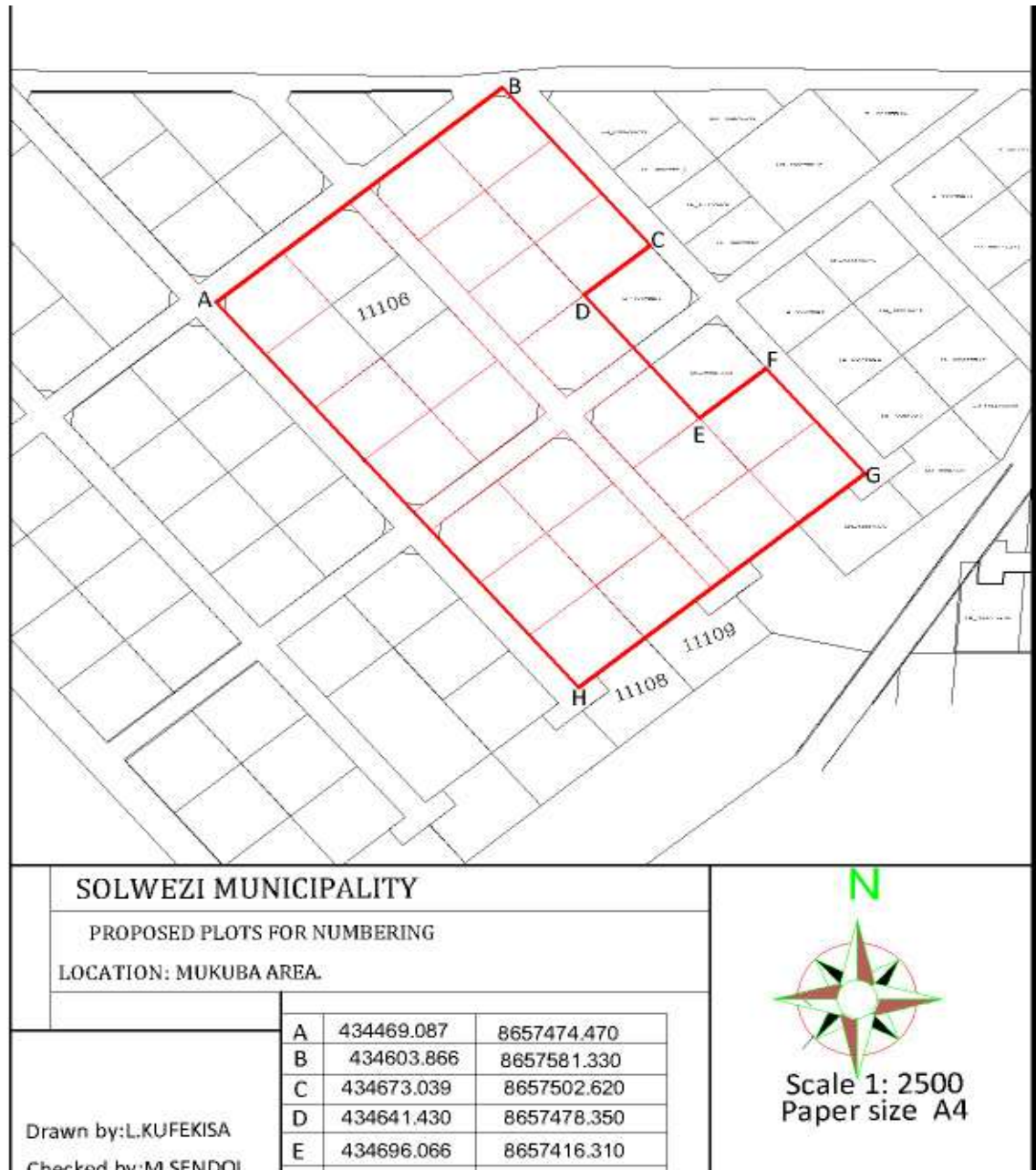


## Appendix9: Re-planning of commercial plots in the CBD

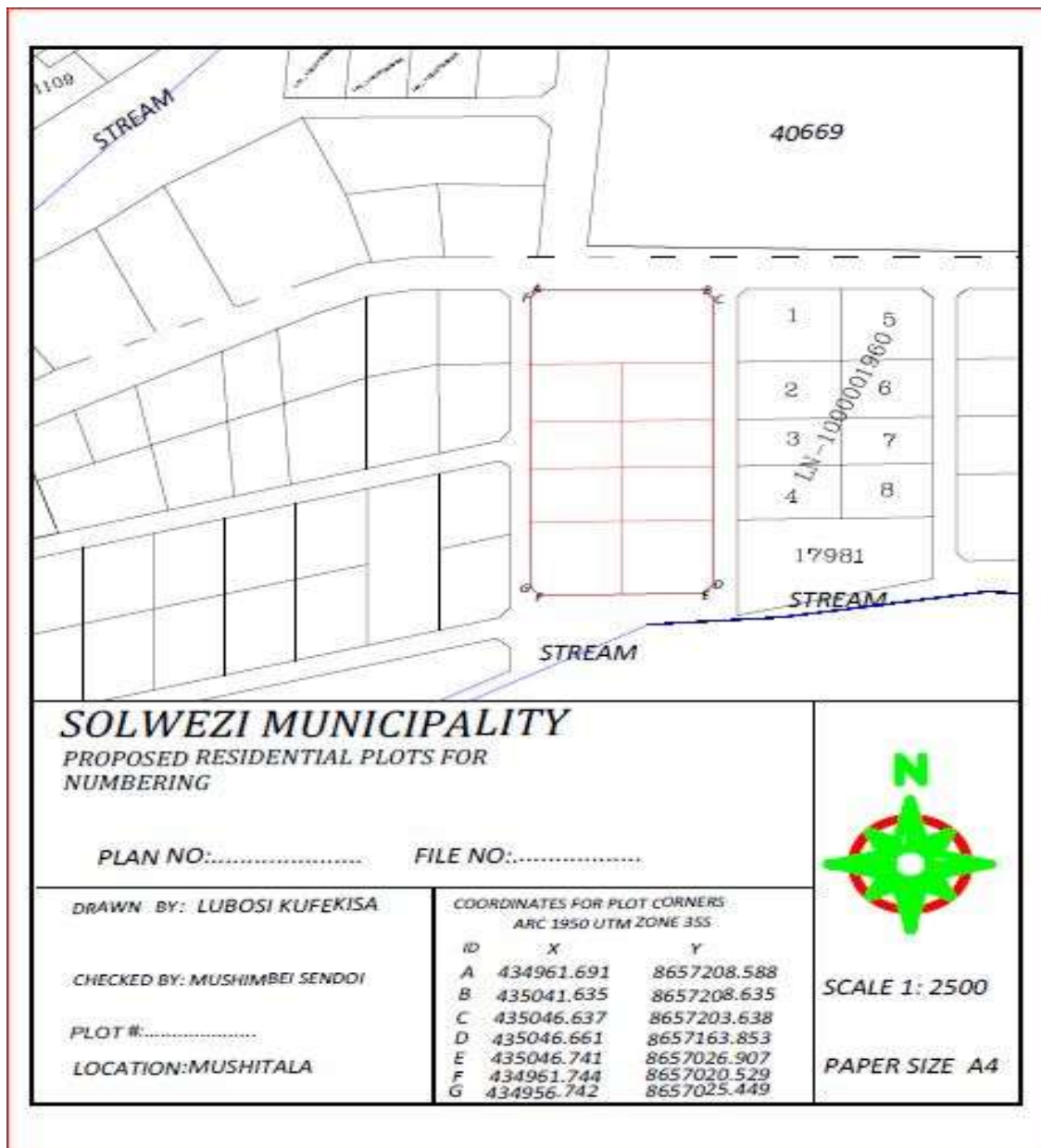




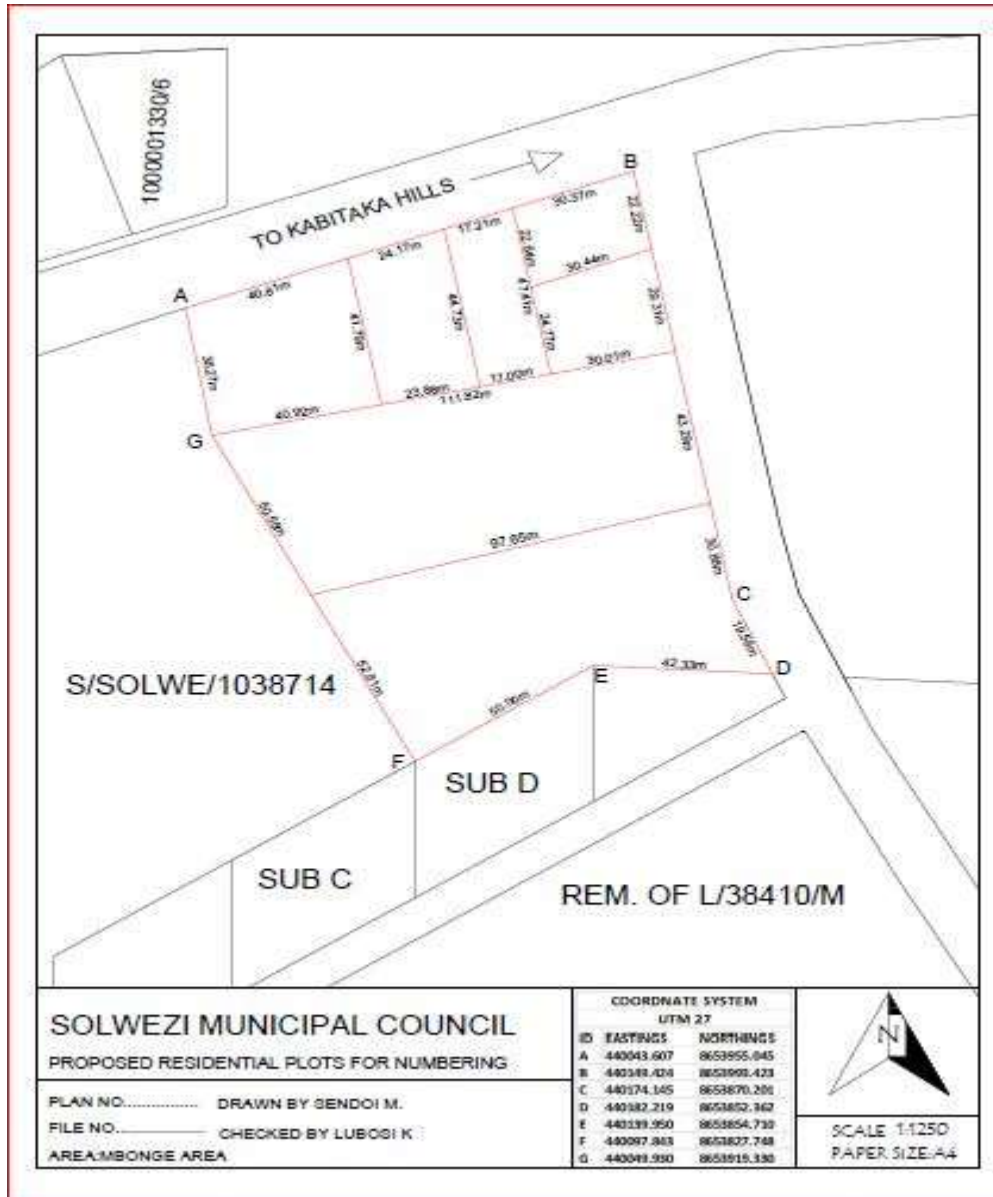
## Appendix10: Mukuba numbering



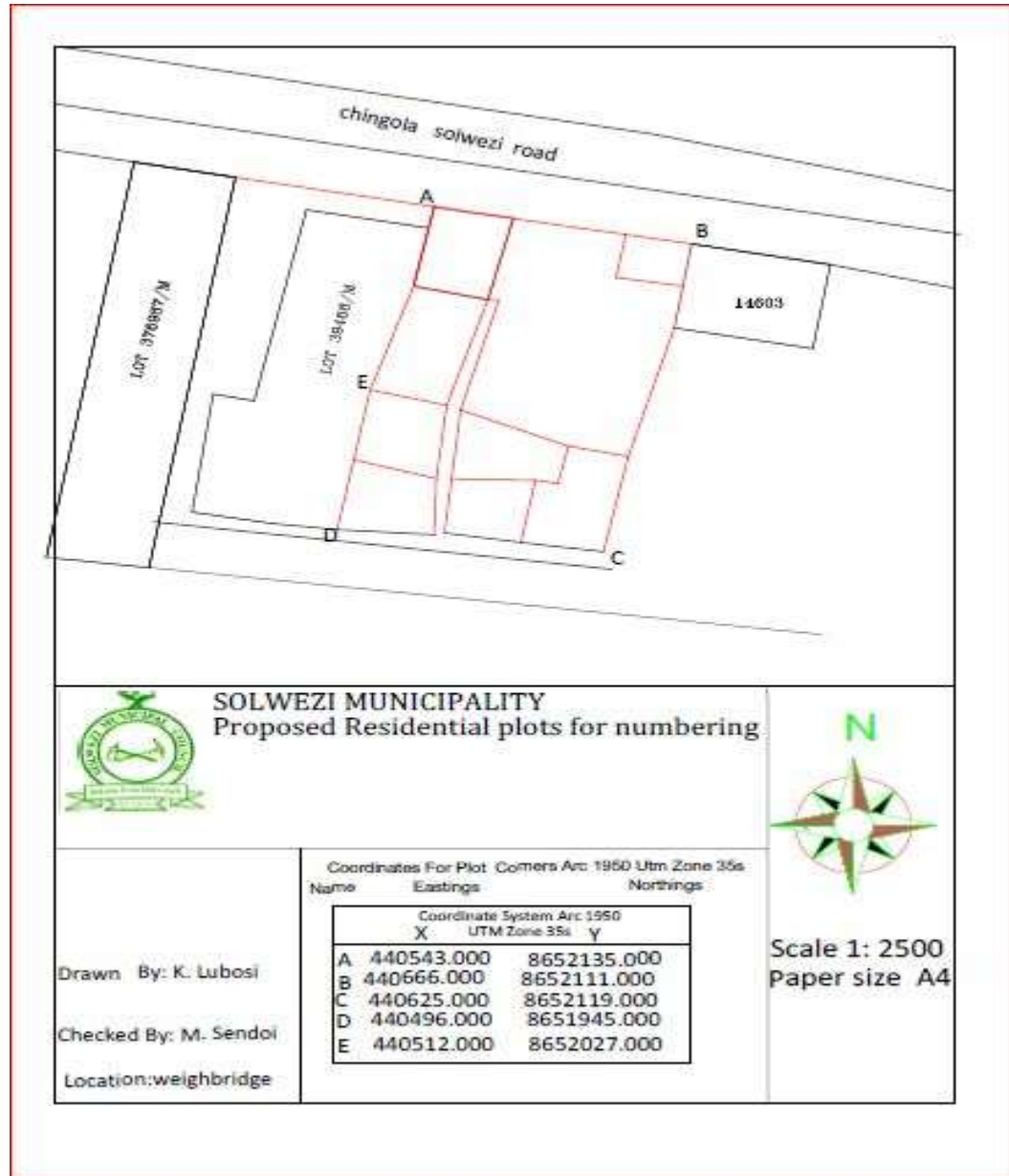
## Appendix 11



## Appendix 12

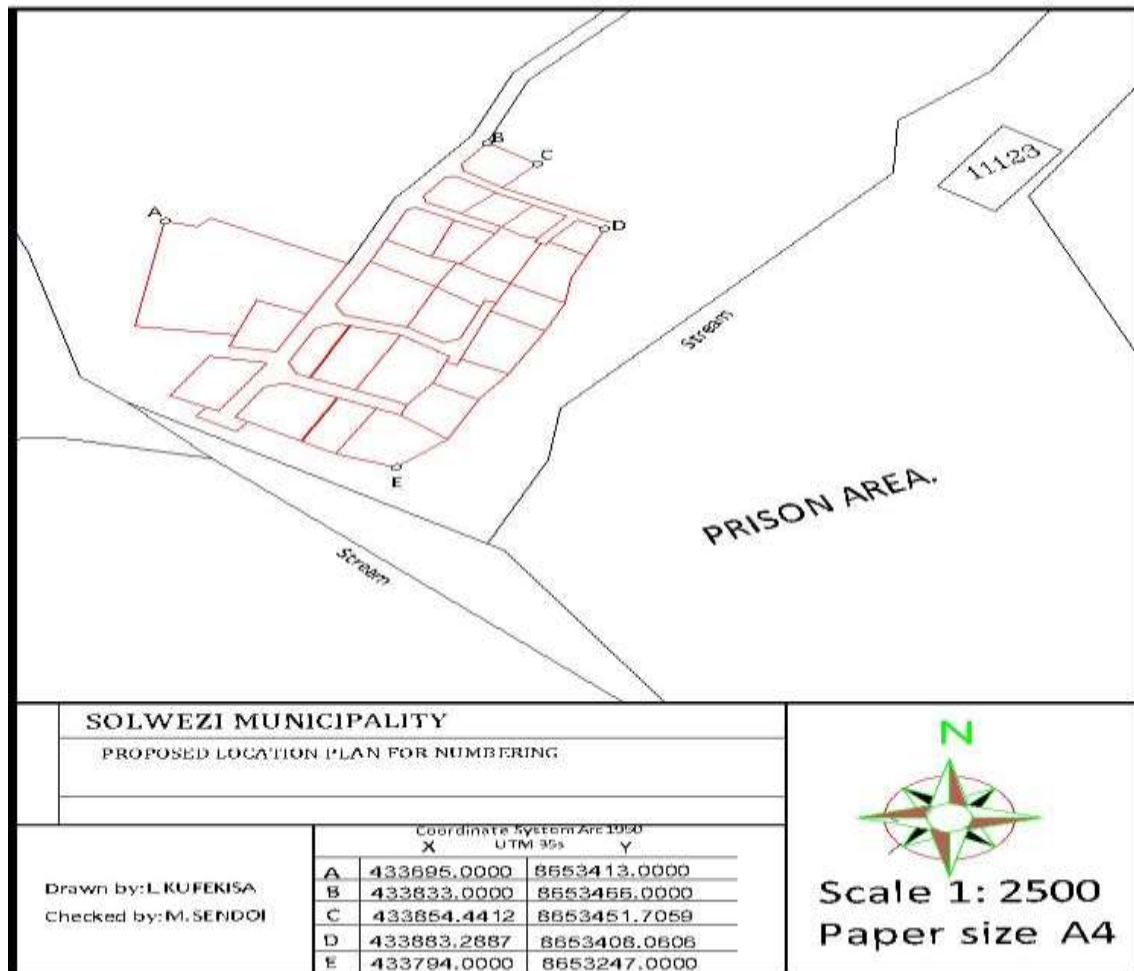


## Appendix 13

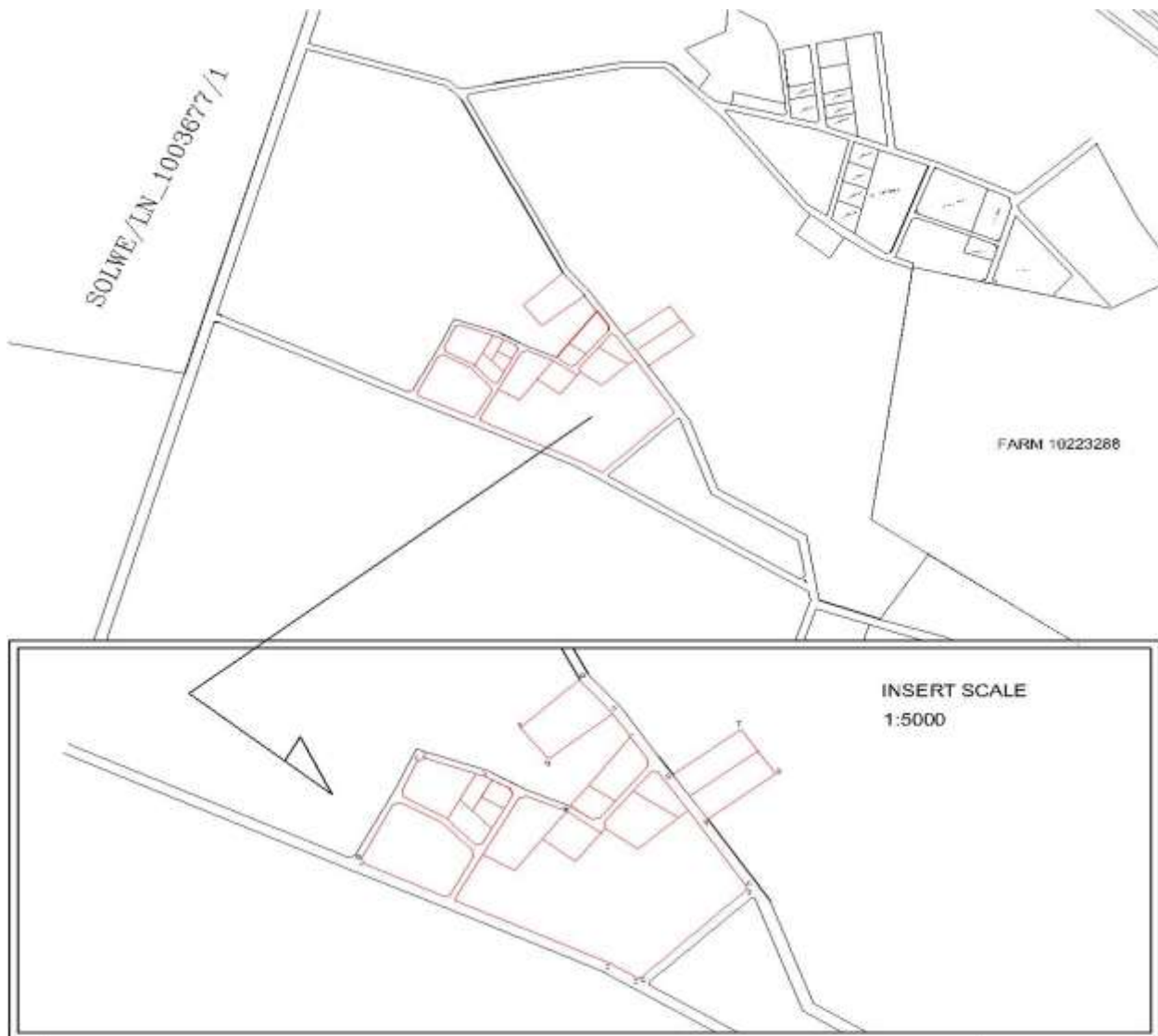




## Appendix 14



## Appendix 15



SOLWEZI MUNICIPALITY				PROPOSED LOCATION PLAN FOR NUMBERING	
A	441169.458	8650372.465	K	440963.241	8650473.209
B	441168.937	8650367.722	L	441036.847	8650572.623
C	441048.704	8650251.399	M	441016.282	8650603.722
D	441043.852	8650250.893	N	440942.623	8650542.495
E	441012.443	8650270.636	O	440911.282	8650584.722
F	440732.060	8650402.951	P	440978.282	8650648.722
G	440729.341	8650410.975	Q	441084.799	8650522.241
H	440795.463	8650540.452	R	441162.962	8650582.588
I	440801.755	8650543.977	S	441203.019	8650522.552
J	440870.000	8650520.000	T	441124.716	8650462.097

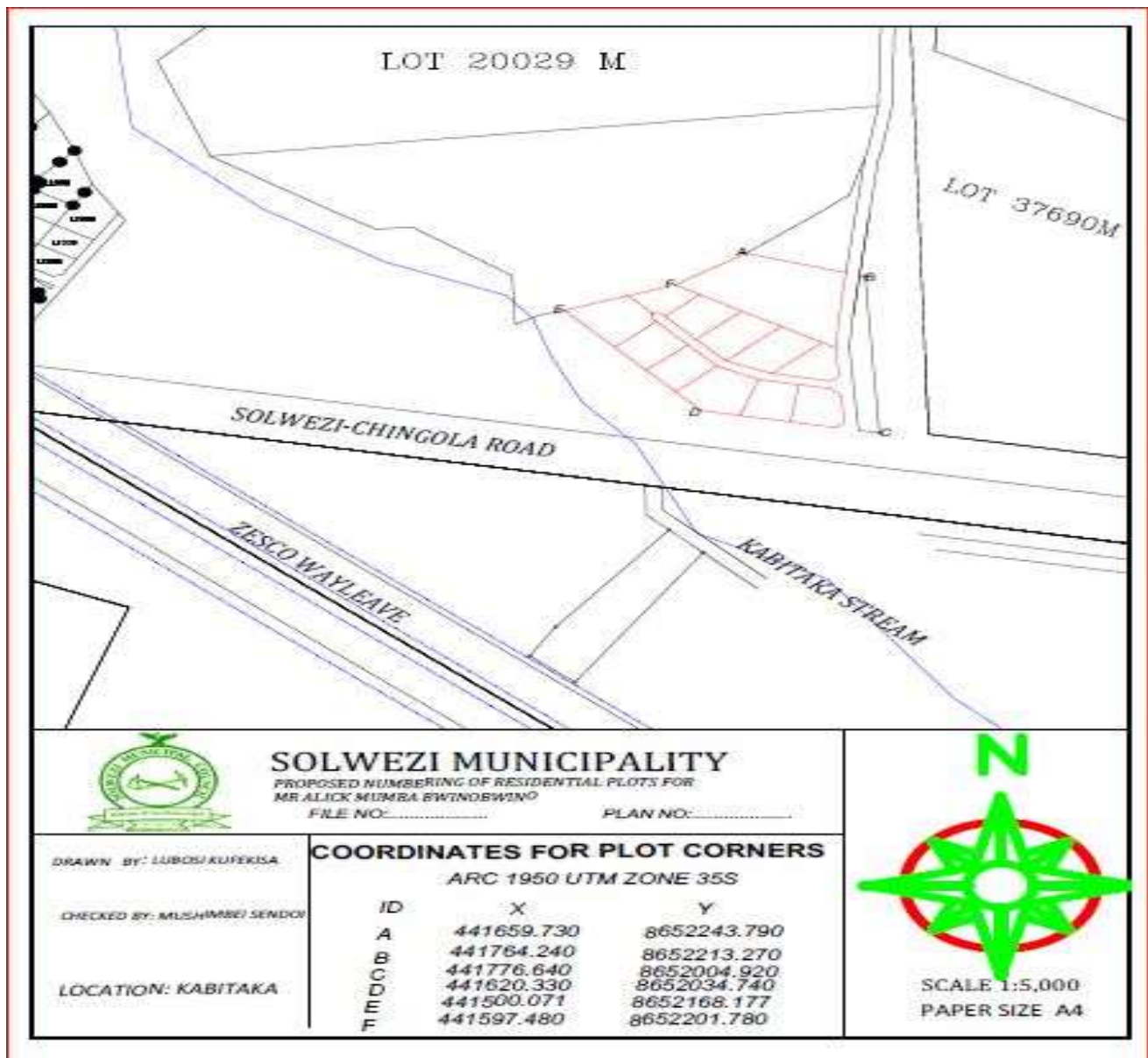
Scale 1: 10.000  
Paper size A4

Drawn By: L.Kufekusa

Checked By: M.Senda



## Appendix16



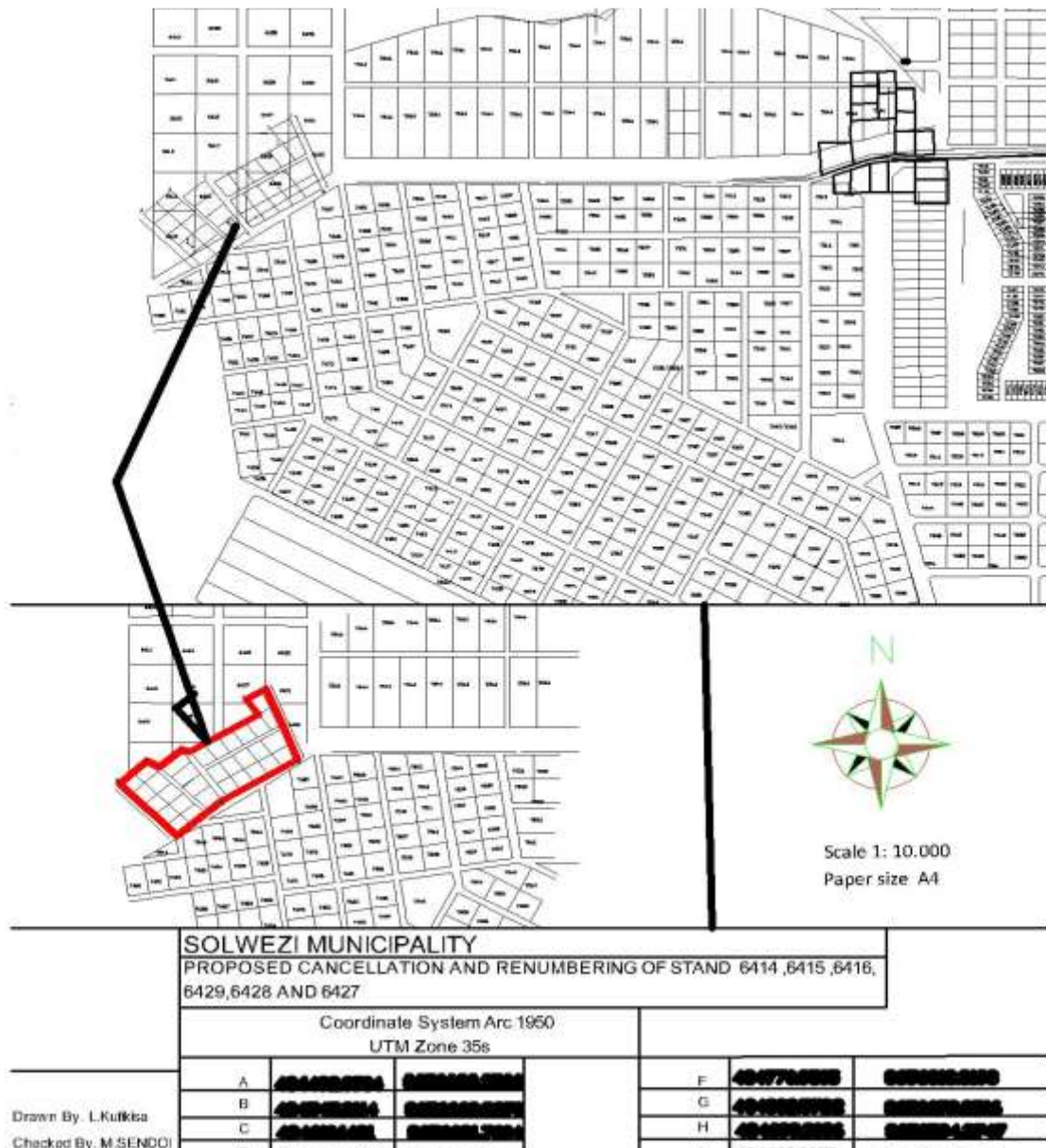
SOLWEZI  
PROPOSED SITE FOR  
MR BRIGHTSON MUCHIMA

DATE: 3/2/9 PLAN NO. 906

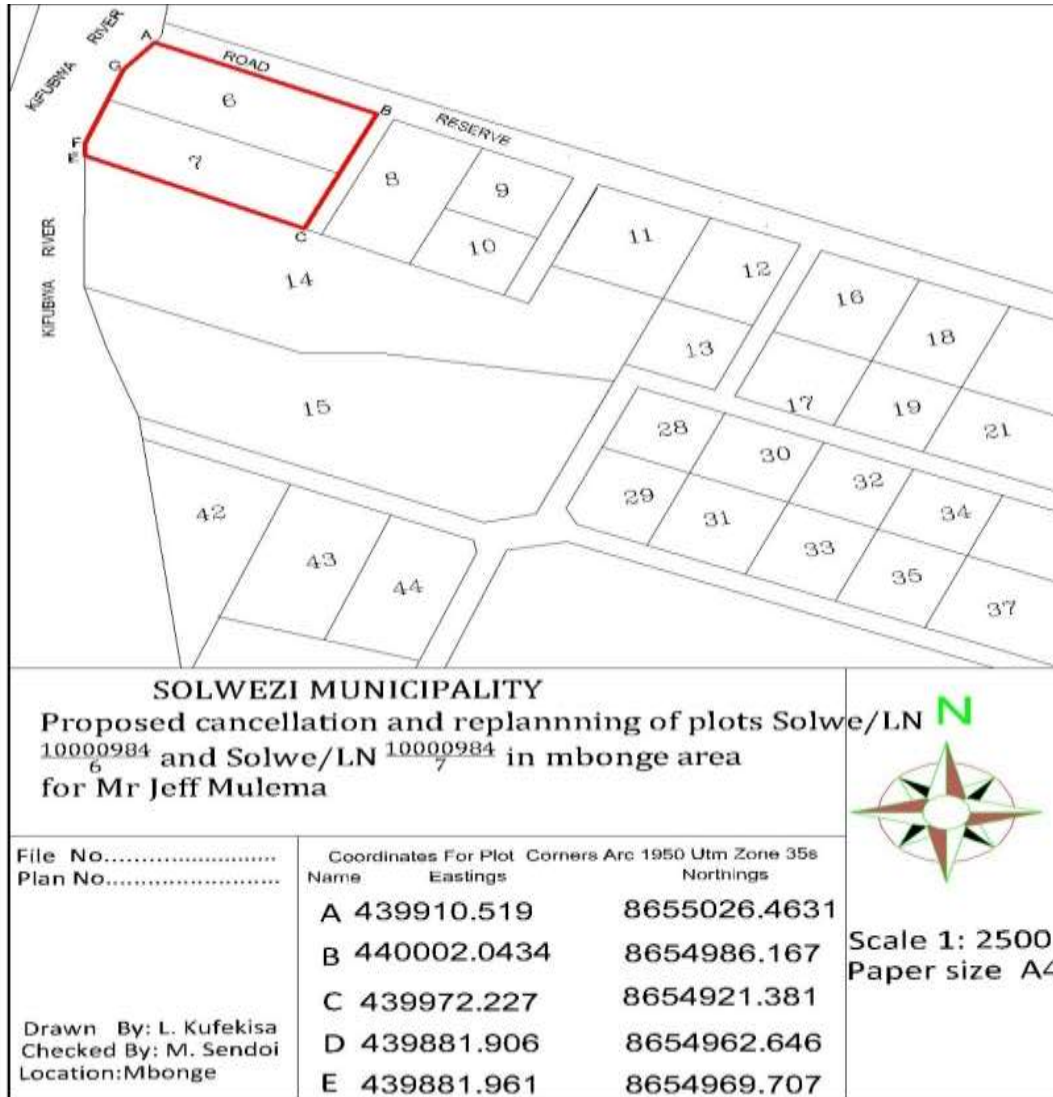
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## Appendix 18



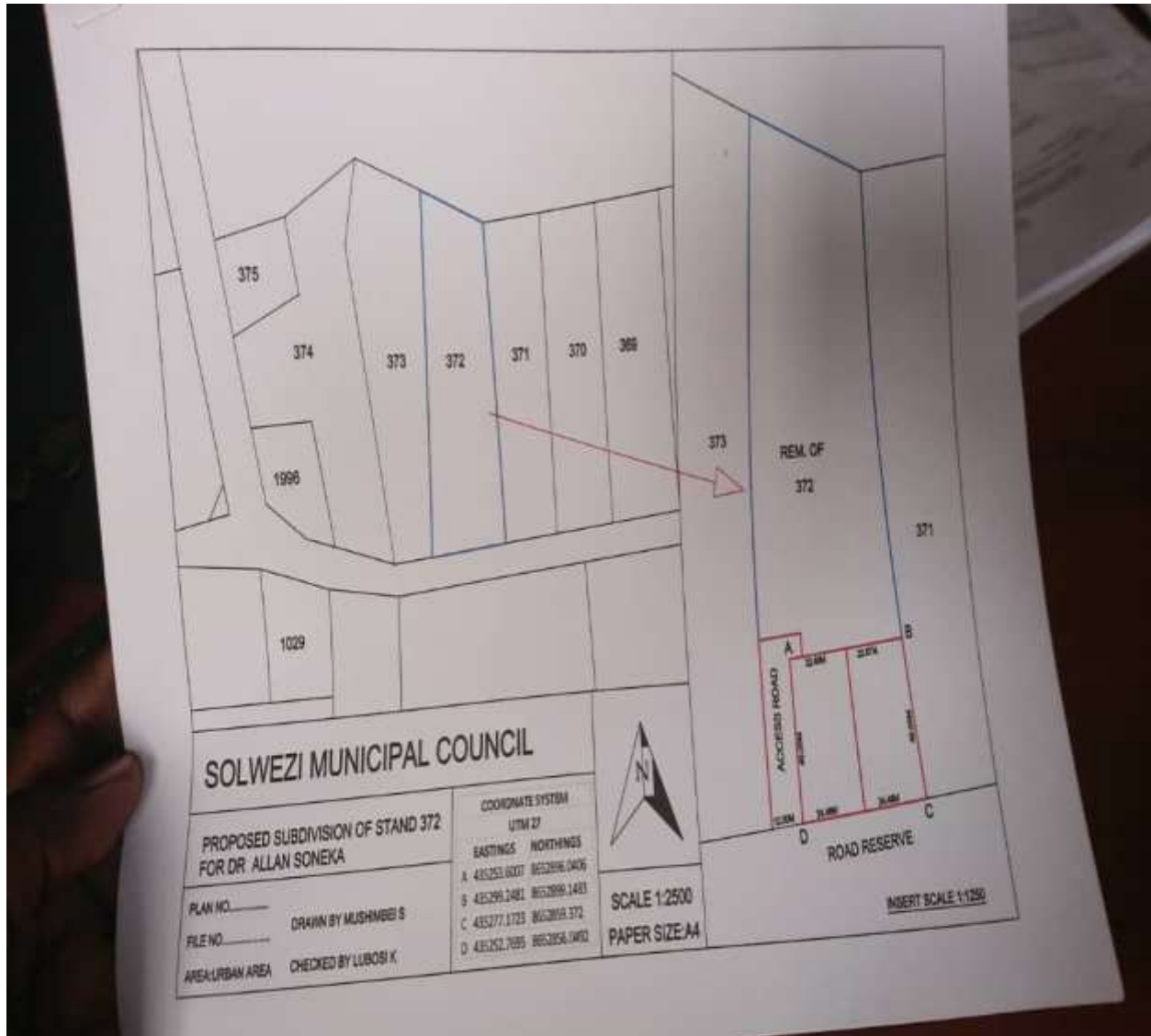
## Appendix 19



## Appendix 20



## Appendix21





## Appendix 22



## **Appendix 23:**

### **FORMATION OF WARD DEVELOPMENT COMMITTEE PROGRESS REPORT.**



## **SOLWEZI MUNICIPAL COUNCIL**

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### **REPORT ON THE ESTABLISHMENT OF WARD DEVELOPMENT COMMITTEE IN TUMVWANGANAI WARD AND BY – ELECTIONS IN KIMASALA, KAMALAMBA, KAPIJIMPANGA AND SANDAN’GOMBE WARD**

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#### **1.0. INTRODUCTION**

The Government of the Republic of Zambia is implementing the National Decentralisation policy. It is from this background that Government has empowered the local Communities through community Participation in Decision Making, Implementation, Monitoring and Evaluations of Developmental Projects and Programmes as they are the final Beneficiaries.

In implementing the Decentralisation Policy, the Government operates at four (4) levels namely:

- National
- Provincial
- District
- Sub-District (ward)

In view of the above, the Government issued a directive to proceed with Ward development formation through the Ministry of Local Government in May 2019. Therefore, a team of ten (10) facilitators was appointed by the Town Clerk and tasked to prepare a budget and program in this regard. The program was then presented to management and later full Council for approval. On 30<sup>th</sup> September 2019, the program and budget were approved.

The task included forming Tumvwanganai Ward Development Committee (WDC) which was non - existent while for other wards i.e. Kimasala, Sandan’gombe, Kamalamba and Kapijimpanga there was need to hold by – elections to replace the ones that relocated or had resigned.

This report covers the progress on the process undertaken in the formation of WDCs as contained in the established WDC Guidelines.

## **2.0 TRAINING OF FACILITATORS**

The Town Clerk appointed a team of facilitators from Education, Community Development, Social Welfare, Agriculture, Legal and Settlement. The two day training workshop was held on 9<sup>th</sup> and 10<sup>th</sup> October 2019 in the Mayor's boardroom and was attended by all the facilitators as attached. The Director of Public Health, Mr. Mbewe and Director of Legal, Ms. Edwina conducted the training.

In the training, the team of facilitators formulated a demonstration plan for Tumvwanganai ward so that each member familiarizes him/herself of what was expected for a Ward Development Committee to be formed under the revised WDC guidelines.

## **3.0 COURTESY CALL AT THE CHIEF'S PALACE**

A courtesy call was paid on Chief Kapijimpanga at his palace to inform and orient him on the establishment of WDCs and to request him to send word to the sub chiefs about the program to be undertaken. This visit was done on 15<sup>th</sup> October 2019.

Accompanying this were assorted items which included a 25 bag of mealie meal, 2.5 litres of cooking oil, 2 litres by 3 of juice as per tradition.

## **4.0 FIELD WORK**

### **4.1 NOTIFICATIONS/COMMUNITY APPOINTMENTS**

Field work was done in Tumvwanganai, Sanda'gombe and Kimasala, Kamalamba and Kapijimpanga Wards. Notifications were distributed according to the following:

1. Tumvwanagai Ward at Kikombe, Kandemba (Kyawama), Rodwell Mwepu, Tumvwanganai and Kyankwankya (Solwezi Urban) Zone/Polling Districts in accordance with the established political zones in the 2016 elections book;
2. Kamalamba Ward at Kivuku, Katandano, Kyafukuma and Solwezi School of Nursing Zones/Polling Districts;
3. Kapijimpanga Ward at Kifubwa and Mbonge Zones/Polling Districts;
4. Sanda'gombe Ward at Kandakanda and Mitukutuku Zones/Polling Districts and
5. Kimasala Ward at Solwezi Trades Institute Zones/Polling District.

These notices to community leaders (headpersons, heads of institution) were distributed on 16<sup>th</sup> and 17<sup>th</sup> October 2019 in the five (5) wards. The community leaders were urged to inform their subjects of the community on the sensitization meeting which was scheduled to commence on 21<sup>st</sup> through to 28<sup>th</sup> October 2019.

## 4.2 COMMUNITY SENSITIZATION

Communities in all the five (5) wards were sensitized on the establishment of ward development committees, benefits of this committee, its functions, qualifications and the process of electing the zonal representatives and ex-officio's.

Registration of voters was also done in all the polling districts of all the five (5) wards as indicated in the table below;

S/N	WARD	POLLING DISTRICT/ ZONE	NO OF REGISTERED VOTERS	NAMES OF THE NOMINATED CANDIDATES
1	TUMVWANGANAI	RODWELL MWEPU	100	1. RODGERS KASALUMUNA
				2. JOHN KASEMPA
				3. ACKIM SITIMA
				4. CHARLES MUSONDA
		TUMVWANGANAI	110	1. CEASSIUS CHIPENKA
				2. BI – SHIRT NJILAYO
				3. MOSES MAKONDO
				4. KIBOKO DAMON
				5. KUMBUKA KANYENDA
		KANDEMBA (KYAWAMA)	24	1. MAXWELL MINGOCHI
				2. JOHN LUMAYI
				3. JANET KAPITA
				4. KAJILU GEORGE

Kindly note that for Kikombe and Kyankwankwa (Solwezi Urban) polling districts in Tumvwanganai ward, registration of voters and nomination of candidates could not be conducted successfully as the number of community members who attended the sensitization meetings was very low. However, members of the facilitation team beefed up their efforts by way of Public Address System and further went on a door to door invitation campaign.

Further, the team was also hosted by Solwezi and Kabangabanga radio on a number of occasions to spread the news about ward development formation.

Even with the efforts above and on a third attempt, community members around Kikombe and Solwezi urban areas could not show up for the sensitization meetings in numbers.

S/N	WARD	POLLING DISTRICT/ ZONE	NO OF REGISTERED VOTERS	NAMES OF THE NOMINATED CANDIDATES
1.	KAMALAMBA	KIVUKU	124	1. RODGERS KISANYI
				2. MARIUS BAULENI
				3. DOROTHY KYABANYA
		KYAFUKUMA	54	1. FICKSON MWANAUTE
		KATANDANO	22	1. BROWN KAYEBETA
				2. CRAYPENY CHINZA
				3. GEORGE HAMANDO

Please note that for Solwezi nursing school zone/polling district in Kamalamba ward, attempts to sensitize the community were unsuccessful as very few community members showed up. The facilitation team is therefore looking for ways to deal with this.

S/N	WARD	POLLING DISTRICT/ ZONE	NO OF REGISTERED VOTERS	NAMES OF THE NOMINATED CANDIDATES
3	KAPIJIMPANGA	KIFUBWA	31	1.GIANT MULUBANKWAMBA
				2.HAPPSON KYALUSANZA
		MBONGE	89	1.ANDREW KASELAKANYA

With respect to Mutukutuku and Kandakanda zones/polling districts of Sanda'gombe ward, the facilitation team could not proceed to conduct the scheduled sensitization meetings due to logistics and transport challenges. However, the team is in the process of scheduling other meetings in these areas.

#### 4.3 ZONAL ELECTIONS

The communities were informed of the election dates which was scheduled to commence on 20<sup>th</sup> through to 28<sup>th</sup> November 2019 starting at 08:30hrs to 16:00hrs.

Tumvwanganai ward has produced nine (9) elected zonal representatives so far out of the fifteen (15) required representative i.e. three (3) representatives each from Rodwell Mwepu, Tumvwanganai and Kandemba (Kyawama) zones in line with the WDC

guidelines while the facilitation team is still trying to mobilise community members for sensitization for Kikombe and Kyankwankwa (Solwezi urban) zones. In Kapijimpanga ward, one (1) zonal representative was elected in Mbonge zone/polling district. In Kimasala ward, to replace the vacant positions, one (1) representative was elected for each of the zones/polling districts; Kivuku, Kyafukuma and Katandano.

Zonal elections have not yet been held in Kifubwa zone of Kapijimpanga due to no show up of community members on the date these were scheduled to take place. We presume this was as a result of the rains on that day. The team is yet to schedule a date for these elections.

The table below shows a summary of election results.

S/N	WARD	CANDIDATE	ZONE	SCORES
1	TUMVWANGANAI	RODGERS KASALUMUNA	RODWELL MWEPU	Unopposed
		JOHN KASEMPA	RODWELL MWEPU	Pulled out
		ACKIM SITIMA	RODWELL MWEPU	Unopposed
		CHARLES MUSONDA	RODWELL MWEPU	Unopposed
		CEASSIUS CHIPENKA	TUMVWANGANAI	17
		BI – SHIRT NJILAYO	TUMVWANGANAI	26
		MOSES MAKONDO	TUMVWANGANAI	31
		KIBOKO DAMON	TUMVWANGANAI	34
		KUMBUKA KANYENDA	TUMVWANGANAI	21
		MAXWELL MUNGOCHI	KANDEMBA	10
		JOHN LUMAYI	KANDEMBA	11
		JANET KAPITA	KANDEMBA	13
		KAJILU GEORGE	KANDEMBA	09
		RODGERS KISANYI	KIVUKU	00
2	KAMALABA	MARIUS BAULENI	KIVUKU	14
		DOROTHY KYABANYA	KIVUKU	10
		BROWN KAYEBETA	KATANDANO	Unopposed
		CRAYPENY CHINZA	KATANDANO	Unopposed
		GEORGE HAMANDO	KATANDANO	Unopposed
		FICKSON	KYAFUKUMA	Unopposed

		MWANAUTE		
3	<b>KAPIJIMPANGA</b>	ANDREW KASELAKANYA	MBONGE	Unopposed

## 1.0 CHALLENGES

The facilitation team has faced numerous challenges that have actually derailed the process as outlined below;

- Poor attendance during sensitization in some polling districts even though notification was adequately done. This prompted the facilitators to revisit the same areas several times.
- Some community members expressed lack of interest and appreciation in the activities.
- Upon being told that zonal representation is voluntary work, community members were reluctant to contest for the positions.
- There was only one council vehicle and sometimes utility vehicles for line ministries were busy with other activities.
- Clashing programs with other officers requiring use of the vehicle.
- Sometimes the facilitators would not be available for scheduled meetings because of their urgent work commitments.

**Compiled By: Samson Banda**  
**Socio Economic Planner**

## Appendix - Appointed Facilitators

S/N	NAME	DESIGNATION/DEPARTMENT
1	SAMSON BANDA	SOCIO PLANNER – COUNCIL
2	CHOTA NGULUBE	DISTRICT PLANNING OFFICER – COUNCIL
3	VAINESS CHALUNGUMANA	SENIOR COMMUNITY DEVELOPMENT OFFICER - COUNCIL
4	ROSARIA CHILESHE	CHIEF SETTLEMENTS OFFICER – COUNCIL
5	GODFREY MUNGWA	FINANCE – COUNCIL
6	KANDELA STEVEN	EDUCATION – PLANNING OFFICER
7	PRECIOUS KAZIMBWE	SOCIAL WELFARE

8	RICHARD CHILIKIMA	DISTRICT AGRICULTURE COORDINATOR
9	NYIRENDA WIDSON	SENIOR LEGAL ASSISTANT – COUNCIL
10	DAALA CHIBAWA	COMMUNITY DEVELOPMENT OFFICER



**MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 9<sup>TH</sup> DECEMBER, 2019  
IN THE MAYORS BOARDROOM CIVIC CENTRE, INDEPENDENCE AVENUE AT  
13:00 HOURS**

**PRESENT**

Cllr A.Pupe	-	Chairperson
Cllr N. Kamwandi	-	Member
J. Zya	-	Member
M. Chiyangi	-	Member
Cllr B. Sokotela	-	Deputy Mayor (Ex-officio)

**IN ATTENDANCE**

Cllr S. Namindi  
Cllr B. Nkanka

**OFFICERS IN ATTENDANCE**

B. Mboyi	Director Housing and Social Services
S. Bwalya	Director Planning
S. Z. Mbewe	Director Public Health
K. Bwalya	Director Engineering Services
E. Mazunda	Director Legal Services
C. Ngulube	District Planning Officer
R. Bandashi	Chief Internal Auditor
G. Matimba	(Ag) Director Human Resource Officer
C. Mwitwa	Valuation Officer
K. Mishengo	Committee Clerk
M. Lupambo	Assistant Committee Clerk

**APOLOGIES**

N. Mukumbi	His Worship the Mayor
Eng. B. Luanga	Town Clerk
A.T. Aongola	Director Finance

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Prior to the commencement of the meeting the notice was read and meeting was declared open at 13: 47 hours.

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**AC/01/12/19: NOTICE OF MEETING**  
The notice convening the meeting was read.

**AC/02/12/19: DECLARATION OF INTEREST**  
No declaration of interest was made

## **REPORT OF THE CHIEF INTERNAL AUDITOR**

**AC/03/12/19: MUSHITALA MARKET**

### **Objective**

The Chief Internal Auditor reported to the committee that a task was undertaken by internal Audit to;

Check if safe, health and habitable development was taking place at the market. As it was known that council had a general duty to enforce building regulations in its area by any formal means possible and if the means do not achieve compliance with the regulations of the council, demolition may be undertaken.

### **Observations**

It was observed that;

- Some structures had been built contrary to the building plans as some shops were encroaching in the market roads.
- Electricity had not been connected yet.
- Some vendors were still trading along the Kansanshi road and not in the market.

### **Risk**

It was further indicated that;

- There might be disorder in the market if structures were not built according to the plans.
- The loss of Council revenue as marketeers were not using the Market facility.

### **Recommendations**

It was recommended that;

- Prior to the commencement of any works in the market, the Council must ensure that the developers were following the approved plans by conducting building stage inspections.
- In future let all the trenches for the foundation of the market stands be dug by our casual workers under the supervision of our building inspectors to ensure that all shops were constructed well according to the plan. An allocation fee could be introduced to carter for the labor done by the casuals.

- According to Urban and Regional Planning Act number 3 of 2015. The Council must give 28 days' notice to non compliant developer to correct the breach of approved plans, failure to which the structures might be demolished by Council and the cost for which should be recovered from them.
- Council to electrify the market in order to curb street vendors.
- All illegal shops trading along Kansanshi road be demolished in order to compel everyone to be trading in the market.

**Management response:**

Management responded that Housing department had also observed that some structures had been built contrary to the building plan. However, It should be noted that the allocation of stands at Mushitala Market started in 2015 and the information gathered by the department indicated that by then there was no standard building plan given to the developers, that lead to 3 developers building using their own building plans, materials and were physically allocated the stands using a hand held GPS machine which did not accurately pick the points hence those structure protruding into the market roads. In 2018 the Council came up with standard building plans which developers had to follow with regulated building materials.

**Mushitala Market**



After lengthy deliberations,

**IT WAS RECOMMENDED THAT:**

- (i) Management should adhere to the Auditors recommendations.
- (ii) The demolishing of illegal shops along Kansanshi road be withdrawn to allow Council engage the shop owners.
- (iii) Shops along Kansanshi road to be formalized and standardized

**AC/04/12/19: GRADING OF ROADS AT MUSHITALA MARKET**

The Chief Internal Auditor reported to the committee that in an attempt to upgrade Mushitala market roads an amount of K25,674.03 was spent in July 2019 on fuel to grade all roads leading to the market and within the market.

**Observations**

It was observed that the roads had not been graded making accessibility of the market very difficult.

**Management response: Housing**

Management responded that Housing department did request for fuel amounting to K36, 271.00 for grading, gravelling and compacting of 0.8 kilometers of the 1.6 kilometers access roads at Mushitala Market. Fuel was procured and handed over to Engineering Department to do the works. However, upon start of works the grader broke down. Engineering department was engaged to hire the grader from Zambia National Service which had not yet been done. Engineering department might be in a better position to give more detailed information on that.

**Risk**

It was further indicated that the non grading of the roads;

- Had led to low revenue collected as Marketeers were not using the market facility.
- The Council funds may be misapplied.

**Recommendation**

Internal Audit recommended that the roads should be graded as soon as possible to facilitate better access to the market

### **Management response: Engineering**

Management responded that after the request was made for the fuel required for the road works, the grader broke down and the fuel was subsequently used for Indo- Zambia Car park among other activities. Engineering department had since made a request for the same amount of fuel, for the execution of the Mushitala road works.

After lengthy deliberations,

#### **IT WAS RECOMMENDED THAT:**

Management should ensure that the roads at Mushitala market are graded as soon as possible to facilitate better access to the market.

### **AC/05/12/19: INVESTMENTS**

#### **Objective**

The Chief Internal Auditor reported to the committee that a task was undertaken by internal Audit to find out if Council had plans to invest viable cash generating projects.

#### **Observation**

It was observed that as it was known that councils should generate their own revenues as opposed to dependency on equalization fund, it had come to the observation of audit section that Solwezi Municipal Council had not been investing in cash/revenue generating assets. The Council had become so much dependent on the rates from Kansanshi Mining Plc.

Condition on the ground was that council did not have an investment policy to guide on what to invest in, how much to invest, how long the investment must take to payback etc.

#### **Risks**

It was further indicated that;

- In an event Kansanshi Mining Plc decided to withdraw its operations from Zambia, Solwezi Municipal Council would start limping as it had not invested in cash/revenue generating assets that would enable it meet its obligations.
- Council may be investing without guidance.

#### **Recommendations**

It was recommended that;

- Council should start investing in income generating projects that were probable to generate future revenue to avoid reliance on Kansanshi Mining. Council must start investing in viable projects that would help sustain council operations in the long run.
- Council should develop an investment policy.

After lengthy deliberations,

**IT WAS RECOMMENDED THAT:**

- (i) The Management should ensure that council invests in income generating projects that would help sustain its operations in the long run.
- (ii) Management to ensure that council develops an investment policy.

**AC/06/12/19: ACCOUNTING PACKAGE**

The Chief Internal Auditor reported to the committee that Palm-soft was software, which was useful in accounting and human resource as it made these systems easier and faster. The palm-soft system could also be used to save space in offices as most documents would be on the system rather than shelves.

**Objective**

To find out if palm-soft package was fully operational as per previous audit recommendation.

**Observation**

It was observed that up to now, the system was not fully operational and the officers had not been trained.

**Risks**

It was further indicated that;

- The running of a single and manual system left no trail, which made missing documents difficult to track.
- The use of manual system reduced operational efficiency.

**Recommendation**

It was recommended that;

- The officers that should operate the software be trained, and the package be fully utilized by the start of 2020 accounting period.

- The software should be fully utilized to attain value for money.

After lengthy deliberations,

**IT WAS RECOMMENDED THAT:**

- (i) Management should ensure that the officers that would be operating the software be trained as soon as possible.
- (ii) Management to ensure that the software package at the council be fully utilized by the start of 2020 accounting period.

**AC/07/12/19: VEHICLE MAINTENANCE POLICY**

The Chief Internal Auditor reported to the committee that a vehicle maintenance policy was a policy that was developed by management to ensure that vehicles stay their intended period. That in return would ensure that costs were reduced as there would be few breakdowns.

**Observation**

It was observed that the council did not have a vehicle maintenance policy in place, as keeping up with regular maintenance helped prevent costly repairs.

**Risks**

It was further indicated that;

- Vehicles were going to break down before their useful life was over.
- Council may incur more costs in an event of breakdown.

**Recommendations**

It was recommended that council should develop a vehicle maintenance policy.

After lengthy deliberations,

**IT WAS RECOMMENDED THAT:**

Management should ensure that Solwezi Municipal Council develops a Vehicle Maintenance Policy as soon as possible.

## **AC/08/12/19: TRANSPORT POLICY**

The Chief Internal Auditor reported to the committee that transport policy was a policy developed by management in order to reduce fuel costs and to minimize unnecessary movements of vehicle.

### **Objective**

To find out how vehicles were utilized.

### **Observations**

It was observed that most of the drivers did not use logbooks and those that did were not supervised as the recording of mileages were irregular.

### **Risk**

It was further indicated that the Drivers and officers might be using council Vehicles and Council pool fuel for personal programs.

### **Recommendations**

It was recommended that top management should develop a management policy.

After lengthy deliberations;

### **IT WAS RECOMMENDED THAT:**

Management should ensure that Solwezi Municipal Council develops a transport policy as soon as possible.

## **AC/09/12/19: KYAWAMA MARKET-WASTE PICK UP AREA**

### **Objective**

The Chief Internal Auditor reported to the committee that a task was undertaken by internal Audit to find out if the market had a good operating environment for the public.

### **Observations**

It was observed that Kyawama market was safe for both people and vehicle as the barriers had set however the dumping point in Kyawama markets needed a gate to prevent marketers from operating from there.



### **Recommendation**

- It was recommended that; Council should ensure that the gate was installed at the Kyawama garbage pick point to prevent people trading right at the pickup point.

### **Kyawama market Garbage pick-up Area**



After lengthy deliberations,

### **IT WAS RECOMMENDED THAT:**

- (i) Management should ensure that Council installs the gate at the Kyawama garbage pick point.
- (ii) Management should ensure that the council comes up with measures that would prevent people from trading at the Kyawama garbage pick point urgently while it awaits the gate to be installed.

### **AC/10/12/19: PAYMENT VOUCHERS AND SUPPORTING DOCUMENTATION**

#### **Objective**

The Chief Internal Auditor reported to the committee that Internal Audit undertook a task to check if all payment vouchers and other supporting documents were properly kept.

#### **Observations**

It was observed that;

- Four (4) payment vouchers totaling K21, 474.67 were missing.

- Sixteen (17) payments totaling K1, 418,957.20 were inadequately supported by receipts.
- Three (3) payments totaling K9,310.00 were not acquitted or retired **see appendix 1**

### **Risks**

- Missing payment vouchers was a sign that controls were not working.
- Having no receipts may attract queries from External Auditor
- The third party may claim for more money as we had no proof of payment.

### **Recommendations**

It was recommended that management come up with effective controls.

After lengthy deliberations,

#### **IT WAS RECOMMENDED THAT:**

Management should ensure that council comes up with effective controls on the payment vouchers and supporting documents.

### **AC/11/12/19: TEST OF CONTROLS**

The Chief Internal Auditor reported to the committee that since the rain season had commenced, Internal audit conducted a test of controls concerning garbage collection to ensure water borne diseases were curbed. The objectives of test of controls were to assure council about the effectiveness of operations. The controls tested were for Kyawama, Main, Mitec, Mushitala, Messenger, Kandemba, Zambia and Kazomba Markets. According to our assessment the controls were strong and effective. However, another control which must be added was buying another skip truck for emergencies in case the one we had broke down.

After lengthy deliberations,

#### **IT WAS RECOMMENDED THAT:**

Management should ensure that council purchases another skip truck to avoid cut of service incase the only skip truck Council had breaks down.

### **AC/12/12/19: SUBMISSION OF INTERNAL AUDIT REPORTS TO THE CONTROLLER OF INTERNAL AUDIT**

The Chief Internal Auditor reported to the committee that according to Public Finance Management Act Number 1 of 2018, Chapter 16 (3), which states that an Internal Auditor shall submit reports to the Controller of Internal Audit, Controlling Officer and Audit Committee, and such reports should be copied to

the Minister, Accountant General, Secretary to the Treasury and the Auditor General. It was in that regard that the Chief Internal Auditor reported for the information of the Committee that the Internal Audit reports should not only be submitted to the Audit committee and the Controlling Officer but also to the Controller of Internal Audit.

After due consideration,

The Chief Internal Auditors report on the submission of the Internal Audit reports to the Controller of Internal Audit was **Noted**.

## **AC/13/12/19: INTERNAL AUDIT PLAN FOR 2020**

### **Introduction**

The Chief Internal Auditor reported to the committee that the Internal Audit Plan was developed to allow adequate coverage of the key risks which were faced by the Council. The findings of reviews performed in the year informed the opinion of Internal Audit over the Council's internal control environment.

### **Internal Audit Planning**

It was planned that the Governance, Risk and Best Value Committee's remit included agreeing to internal audit plans and ensuring internal audit works was properly planned with due regard to risk, materiality and coverage for 2020.

- Ensures that maximum benefit was obtained by the Council
- Focuses on strategic risks facing the Council and internal audit requirements, including rotational reviews of key financial controls, governance and risk management;
- Ensures that audit coverage was sufficient to provide an opinion on the adequacy, effectiveness and reliability of the Council's financial internal control system.
- Ensures that audit coverage was also sufficient to provide an opinion on the effectiveness of the systems designed to monitor progress in the implementation of the Council's functions, strategies and policies, and compliance with its statutory duties.

Solwezi Municipal Council should comply with the provisions of the Financial Management Act No 1 of 2018, Local Government Financial Regulations. In order to achieve this internal audit must:

- Prepare a risk-based audit plan for each financial year.
- Advise and report to the Town Clerk and the Audit Committee on the execution of the Internal audit plan and matters relating to:

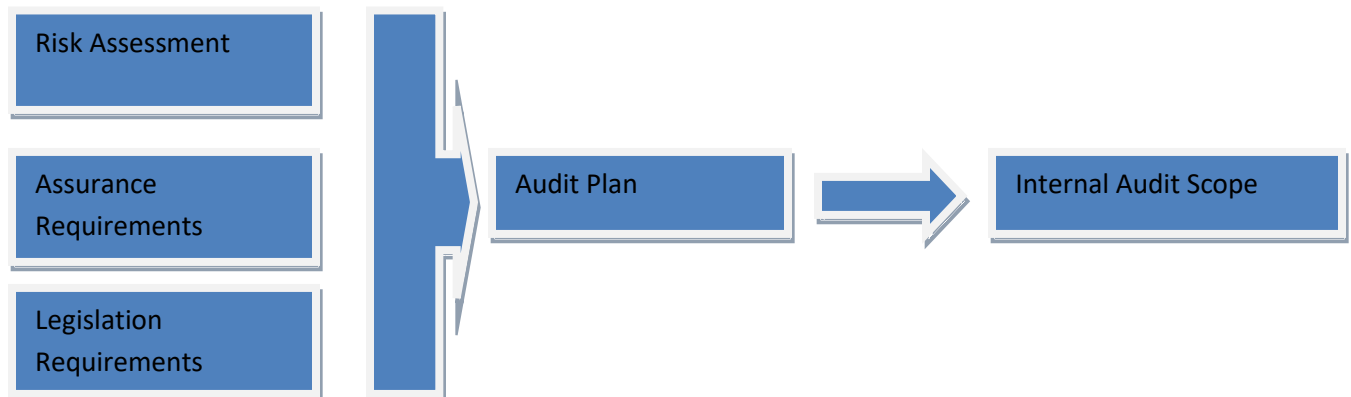
- Internal audit function.
- Internal control assessments.
- Accounting procedures and practices.
- Risk and risk management.
- Loss control.
- Compliance with Local government financial regulations, and other applicable legislation.

## 2. Development of Internal Audit Plans

The Internal Audit Charter required that an annual internal audit plan was prepared. To facilitate effective communication and planning, we had prepared a draft risk-based internal audit plan for the financial year ending 31 December 2020.

The proposed internal audit plans described below had been prepared to direct internal audit effort, based on available and envisaged resources, in terms of a risk-based methodology. A risk and control assessment report would be prepared, where management Participate in identifying key risks facing the Council, and key controls to mitigate identified risks including risk and action owners. The risk assessment constitutes an integral phase in the Preparation of the audit plans. The chief internal Auditor highlighted that the identification and management of risks is the primary responsibility of Council and management.

The following was a diagrammatical overview of the process by which the proposed internal audit plan was formulated:



The following was a listing of risks that were identified, sorted by focus area/ risk category. In the list of risks below, we had also indicated next to each individual risk item, our assessment of whether that particular risk item was auditable or not i.e. can that risk item be effectively reviewed by internal audit during its reviews.

<b>Number</b>	<b>Risks</b>	<b>Risk category</b>	<b>Auditable</b>	<b>Focus Area</b>
1	Inadequate maintenance & safeguarding of Council assets	Finance	Yes	Asset Management
2	Inability to collect revenue due to the Municipality	Finance	Yes	Debtors Management
3	Payments of services/ goods not yet rendered/ received.	Finance	Yes	Supply Chain Management
4	Inappropriate disposal of land	Social Services, Economic Development and Planning	Yes	Land Disposal
5	Delays in the procurement of goods and services.	Finance	Yes	Supply Chain Management
6	Failure to report to relevant stakeholders	Finance	Yes	Budget Process
7	Aging infrastructure	Engineering	Yes	Asset Management
8	Political interference in the administration of the Municipality	Office of the Town Clerk	Not	
9	Inaccurate recording of Council resolutions	Committee	Yes	Council Support
10	Inadequate implementation of social programmes	Social Services, Economic Development and Planning	Yes	Social Programme – Performance Audit
11	Inability to collect waste timeously	Public Health	Yes	Waste Management

The above assessment of internal audit auditable areas reveals that the following business Processes/ cycles should be the key focus of internal audit:

1. Risk Management
2. Asset Management
3. Budget Process
4. Debtors Management
5. Supply Chain Management
6. Land Disposal
7. Institutional Performance Management System
8. Risk Management
9. Development and Planning Management
10. Social Programme
11. Waste Management
12. Project Management

We acknowledge that not all risks identified would be audited and/ or were auditable. Monitoring and management of risks was primarily a responsibility of management, and as such, management was responsible to ensure that risks of the Council were properly identified, managed and monitored

Department	unit	Project details	Scope of Work	Anticipated Timing	Budget Hours	Audit Team
-Finance -Admin	-Finance -Admin	Asset Management	<ul style="list-style-type: none"> <li>Fixed asset recording and accounting treatment</li> <li>Fixed asset register maintenance and control</li> <li>Inscribing/ tagging of assets</li> <li>Asset verifications</li> <li>Motor Vehicles Usage</li> <li>Reconciliations (between the fixed asset register and the general ledger)</li> <li>Revenue collections</li> </ul>	-March -June -September -Dec	140hrs	R. Bandashi M.Manda B. Unonge

			<ul style="list-style-type: none"> <li>at source auditing</li> <li>Equalization Fund usage</li> </ul>			
Finance	-Finance	Debtors Management	<ul style="list-style-type: none"> <li>Credit Management</li> <li>Debtors Collection</li> <li>Register</li> </ul>	-February -April -July -Nov	100hrs	R. Bandashi M.Manda B. Unonge
-Admin	- Procurement	Supply Chain Management	<ul style="list-style-type: none"> <li>Availability of procurement plan</li> <li>Requisition and ordering process</li> <li>Receiving of goods and services</li> <li>Payments process</li> <li>Tendering process</li> <li>Supply database maintenance</li> </ul>	-April -July -Oct	60hrs	R. Bandashi M.Manda B. Unonge
-Admin	-Human Resource	Record Management	<ul style="list-style-type: none"> <li>Employees personal files</li> <li>Leave records</li> <li>Rate of staff going on leave</li> </ul>	-May -July -Oct	80hrs	R. Bandashi M.Manda B. Unonge
-Finance -Admin	- Accountancy -IT -HR	Budget Management Process	<ul style="list-style-type: none"> <li>Budget compilation process</li> <li>Budget approval</li> <li>Budget control, monitoring and reporting</li> <li>Management information on actual vs budget</li> <li>Budget virements</li> <li>Payroll Management</li> </ul>	-November	40hrs	R. Bandashi M.Manda B. Unonge
Planning	- Planning	Land Disposal	<ul style="list-style-type: none"> <li>Land Disposal Management process</li> <li>Geographical Information system</li> </ul>	-march -July -September	72hrs	R. Bandashi M.Manda B. Unonge
Public Health	-Pubic Health	Waste Management	<ul style="list-style-type: none"> <li>Waste management plan</li> <li>Public health</li> </ul>	-Jan -April - July	64hrs	R. Bandashi M.Manda B. Unonge

			inspections for the renewal of licenses and permits <ul style="list-style-type: none"> <li>• Efficiency in collection of penalty fees charged for non compliance</li> <li>• Compliance with legal requirements on waste management laid by ZEMA</li> <li>• Cost recovery on solid waste management</li> </ul>	- Oct		
Engineering		Project Management	<ul style="list-style-type: none"> <li>• Project agreement compliance monitoring</li> <li>• Project expenditure control/ monitoring</li> <li>• Project performance management and Accountability</li> </ul>	-January -April -July -Oct	100hrs	R. Bandashi M.Manda B. Unonge
Housing	- Markets - Community development	-Markets and Bus stations Management	<ul style="list-style-type: none"> <li>• Compliance with laws and regulations governing markets and bus stations</li> </ul>	-Feb -May -Aug -Nov	32hrs	R. Bandashi M.Manda B. Unonge

After due consideration,

The Chief internal Auditors report on the Internal Audit plan for 2020 was **Noted**.

There being no further business to transact, the meeting ended at 15:07 hours.

SIGNED:.....

DATE:.....

**CHAIRPERSON**



**MINUTES OF THE SPECIAL FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD IN THE MAYOR'S BOARDROOM, CIVIC CENTRE ON 16<sup>TH</sup> DECEMBER, 2019 AT 10:00 HOURS**

**PRESENT MEMBERS**

Cllr A. Pupe	Member
Cllr B. Nkanka	Member
Cllr S. Namindi	Member
Cllr B. Sokotela	Deputy Mayor - (Ex-officio)

**OFFICERS IN ATTENDANCE**

Eng. B. Luanga	Town Clerk
B. Mboyi	Director Housing and Social Services
K. Bwalya	Director Engineering Services
S. B. Mumba	Director Planning
A. T. Aongola	Director Finance
S. Z. Mbewe	Director Public Health
E. Mazunda	Director Legal Services
G. Matimba	Ag Director Human Resource and Administration
R. Bandashi	Chief Internal Auditor
K. Mishengo	Committee Clerk
M. Lupambo	Assistant Committee Clerk

**APOLOGIES**

N. Mukumbi	His Worship the Mayor
Cllr N. Kamwandi	Chairperson
G. M. N. Kanyata	Director Human Resource and Administration

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Prior to the commencement of the meeting the notice was read, and a prayer was given and the meeting was declared open at 10:20 hours.

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**SFHRGP/01/12/19: NOTICE OF MEETING**

The notice convening the meeting was read.

**SFHRGP/02/12/19: DECLARATION OF INTEREST**

No declaration of interest was made.

## **REPORT OF THE DIRECTOR FINANCE**

### **INTRODUCTION**

The Director reported to the committee that the 2020 budget estimates had been prepared using guidelines from the Ministry of Local Government issued on 10<sup>th</sup> October, 2019. Attached was Appendix 1 for details of guidelines. The 2020 budget would focus on delivering fiscal consolidation through the implementation of ongoing projects and programs directed at delivering services to the public.

In that vein, the budgeting process included Community participation through Non Governmental Organizations (NGOs) not forgetting GIZ which also facilitated the stakeholders meeting at Floriana Lodge.

It must be mentioned that there was a slight increase in the budget from K **K61, 870,087.00** million in 2019 to **K65, 616,279.00** million in 2020.

Premised on the above, the first section of the budget report would focus on the performance of the 2019 budget in terms of income, expenditure and a highlight of the projects that had been done.

The second section would look at the 2020 revenue and expenditure estimates and also the proposed capital projects.

### **SFHRGP/03/12/19: ADOPTION OF THE 2020 REVENUE AND EXPENDITURE ESTIMATES**

The Director presented for the consideration of the committee the 2019 Budget performance, Highlights of Capital Projects and adoption of the 2020 Revenue and Expenditure Estimates with the proposed Capital Projects.

After deliberations on the matter,

On a proposal by Councillor S. Namindi and dully seconded by Councillor B. Nkanka

### **IT WAS RECOMMENDED THAT;**

The Adoption of the 2020 Revenue and Expenditure Estimates be **APPROVED** with the following amendment;

- The remaining money from the savings meant for the procurement of the 6 utility Vehicles and 1 Hilux should go towards the Ward Development Fund in exception of Kamalamba Ward.

## 1.1 REVENUE PERFORMANCE UPTO 30<sup>TH</sup> SEPTEMBER 2019

Solwezi Municipal Council set out to raise revenue to the tune of **K61, 870,087** million but by 30<sup>th</sup> September, 2019 a total of **K36, 786,766** million or **79.27** percent of the flexed budget had been raised. See table below

Code Details	APPROVE D EST-2019	FLEXED EST-2019	ACTUAL JAN - SEP	VARIANCE	% PERF
Local Taxes and Rates	35,177,753	26,383,315	23,085,873	-3,297,442	87.50
Fees and Charges	5,567,440	4,175,580	2,790,421	-1,385,159	66.83
Other Receipts	9,807,094	7,355,321	4,222,526	-3,132,795	57.40
National Support	11,317,784	8,488,338	6,687,946	-1,800,391	78.79
<b>Total Revenue</b>	<b>61,870,087.00</b>	<b>46,402,554</b>	<b>36,786,766</b>	<b>-9,615,787</b>	<b>79.27</b>

### Analysis:

- **Local Taxes and Rates;** The table above showed that as of 30<sup>th</sup> September council managed to collect **K23 million** representing **87.50 percent** of the flexed budget for local taxes and rate. Of the **K23 million** collected, **K20 million** was money received from Kansanshi Mine and so there was need to sensitize the residential property owners on the need to comply with the law and pay the rates due to the Council. The bailiff had since been engaged to collect rates from commercial property owners who are in default.
- **Fees and Charges;** A total of **K2.7 million** or **66.83 percent** of the flexed budget has been collected. We were optimistic that following the directive by the Republican President to remove cadres from bus stations and markets, the Council would be able to collect the revenue expected from that vault.
- **Other Receipts;** A total of **K4.2 million** or **57.40 percent** of the flexed budget had been collected. With the ongoing renewals of permits, licenses and business levy, we were optimistic that the council would meet its target of **K7.3 million** by 31<sup>st</sup> December 2019. That line of revenue included service charges which had received positive response from plot applicants

- National Support; The council had no control over national support, however a total of **K6.6 million** or **78 percent** of the flexed budget had been received as Local Government Equalization Fund. The Constituency Development Fund for 2019 was yet to be received.

## 1.2 EXPENDITURE PERFORMANCE UPTO 30<sup>TH</sup> SEPTEMBER 2019

Solwezi Municipal Council had budgeted to spend a total of **K46, 402,566** million. However due to financial constraints and austerity measured a total of **K35, 392,266** million or **79** percent of the flexed budget had been spent by 30<sup>th</sup> September, 2019. See table below

Code Details	APPROVE D EST-2019	FLEXED EST-2019	ACTUAL JAN – SEP	VARIANCE	% PERFORMACE
Personal emoluments	18,232,406	13,674,305	15,058,340	-1,384,035	110
Provision of Service	29,476,135	22,107,101	15,728,070	-6,379,031	71
Other Expenses	14,161,547	10,621,160	4,605,856	-6,015,304	43
<b>Total Revenue</b>	<b>61,870,087 .00</b>	<b>46,402,566</b>	<b>35,392,266</b>	<b>-11,010,300</b>	<b>76</b>

### ANALYSIS:

- Personal Emoluments; **K15 million** or **110 percent** had been spent on personal emoluments. That was more than the **K13.6 million** which was budgeted. The upsurge was due to the increase in staff levels. As of 30<sup>th</sup> September 2019 a total of 22 new staff joined Solwezi Municipal Council causing a rise in the wage bill.
- Provision of Service; The Council was on course in terms of provision of services. As of 30<sup>th</sup> September, 2019 a total of **K15.7 million** or **71 percent** of the flexed budget had been spent.
- Other Expenses; A total of **K4.6 million** or **43 percent** had been spent on other expenses, which included **K1.7 million** part payment for a Motor grader and procurement of Tractor for refuse collection at a cost of **K300,000.00**

## 1.3 2019 CAPITAL PROJECTS

Below was a list of capitals project that had been financed by CDF, WDF, LGEF and Local Revenue;

**PROJECTS FINANCED BY CONSTITUENCY DEVELOPMENT FUND**

<b>NO</b>	<b>PROJECT NAME</b>	<b>AMOUNT SPENT</b>	<b>%STATUS</b>	<b>SOURCE OF FUNDS</b>
1	Construction of an Ablution Block at Tumvwanganai School	214,885	100	CDF
2	Construction of 1x3 CRB at Kyafukuma School	344,906	100	CDF
3	Construction of a ventilated improved pit latrine and completion of Wisdom Clinic	134,274	100	CDF
4	Completion of market stands and storage room at Zambia market	199,628	100	CDF
5	Completion of an ablution block at Mushitala Market	39,624	100	CDF
6	Borehole drilling and water reticulation at wisdom Clinic	95,447	100	CDF
7	Construction of a 1x3 CRB at Kimakolwe School	335.031	100	CDF
8	Drilling of a borehole at Solwezi Technical School	39,690	100	CDF
9	Completion of a 1x3 CRB at Kakombe Primary School	114,273	100	CDF

**PROJECTS FINANCED BY WARD DEVELOPMENT FUNDS**

<b>NO</b>	<b>PROJECT NAME</b>	<b>AMOUNT SPENT</b>	<b>%STATUS</b>	<b>SOURCE OF FUNDS</b>
1	Construction of a Health post in Kandundu	330,253	100	WDF
2	Construction of a Health post in Kivuku	276,189	100	WDF
3	Construction of a Maternity wing at Kimiteto Clinic	374,632	100	WDF
4	Construction of a 1x2 Laboratory at Rodwel Mwepu School	379,265	100	WDF
5	Construction of a 1x3 classroom block at Kazumba Community School	368,915	100	WDF
6	Roofing of Kajoba Community School	48,662	100	WDF

### PROJECTS FINANCED BY LOCAL REVENUE

NO	PROJECT NAME	AMOUNT SPENT	%STATUS	SOURCE OF FUNDS
1	Construction to chip and spray bituminous standard - Floriana - Nursing Road in Kamalamba Ward (1.8km	2,140,351	100	Local
2	Construction to chip and spray bituminous standard - pavers - Kimasala - Highland Road in Kimasala Ward (1.7)	3,483,617	100	Local
3	Levelling and Paving using prefabricated at Indo Zambia Bank Car Park	157,748	100	Local
4	Construction of a steel fence along the middle of the Island and on the refuse bay side of the road in Kyawama	442,343	100	Local
5	Procurement of a motor grader	1,708,000	50	Local

### PROJECTS FINANCED BY 20% LOCAL GOVERNMENT EQUALIZATION FUND

NO	PROJECT NAME	AMOUNT SPENT	%STATUS	SOURCE OF FUNDS
1	Rehabilitation of 1X3 class room block at Kimasala School	14,630	100	LGEF
2	Construction of a water tank and reticulation at Mushitala Market	47,220	100	LGEF
3	Construction of a 1X3 classroom block at Muzabula Primary School	329,417	100	LGEF

### 1.4 2020 REVENUE AND EXPENDITURE ESTIMATES

Code Details	2019 BUDGET	2020 ESTIMATES	VARIANCE	%INCREASE / (DECREASE)
Local Taxes and Rates	35,177,759.00	35,177,759.00	0.00	0.00
Fees and	5,732,448	4,744,510	-987,938	-17

Charges				
Other Receipts	9,542,095	14,376,223	4,834,128	51
National Support	11,317,786	11,317,786	0.00	0.00
<b>Total Revenue</b>	<b>61,870,087.00</b>	<b>65,616,279.00</b>	<b>3,746,183</b>	<b>6.05</b>

#### Assumptions Made on 2020 Revenue estimates

- **Local Taxes and Rates;** These had been maintained at 2019 level. It was not expected that movements would happen until the revaluation was done.
- **Fees and Charges;** There was a reduction in that area of revenue reason being a number of billboards had been pulled down to pave way for the construction of drainages along the T5 Road. In addition, the Road Development Agency was also collecting fees from billboards along the T5 road.
- **Other Receipts;** The general public had shown a lot of interest in acquiring land from our district. His Royal Highness Chief Kapijinpanga must be commended for providing land to the Local Authority. In light of the same, revenue from service charges had been increased in line with the 500 plots to be allocated in 2020 by the planning department. It was worth mentioning that other receipts include a provision of 1 percent of the **K240, 000,000** million for Developmental Charges been owed by Kansanshi Mine.
- **National Support;** That had been maintained at the same level as that of 2019 in that we do not expect an increase due to austerity measure that government had put in place.
- **Constituency Development Fund (CDF);** that had also been maintained reason as that on national support.

### 1.5 2020 EXPENDITURE ESTIMATES

DETAILS	2019 BUDGET	2020 ESTIMATES	Variance	% Increase/ Decrease
Personal Emoluments	18,232,406	19,978,588	1,746,182	9.58
Provision of Services	29,976,136	30,119,767	143,631	2.18
Other Expenses	14,161,574	15,517,924	1,356,350	9.58
<b>Total</b>	<b>61,870,089</b>	<b>65,616,279</b>	<b>3,246,163</b>	<b>6.05</b>

### Notes;

- **Personal Emoluments;** That had been increased by **K1.7 million** or **9.58** percent of the 2019 budget in order to facilitate the payment of salaries and wages, terminal benefits, leave travel benefits, overtime and settling in allowances.
- **Provision of Services;** Solwezi Municipal Council would continue to deliver services to the general public as mandated by the Local Government act of 2019. A Total of **K30 million** had been allocated for service provision.
- **Other Expenses;** That line of expenditure had seen an increase in its allocation of funds in order to facilitate the construction of roads, drainages, a truck park, wall fence for the new fire station and garbage bays,

## 1.6 PROPOSED PROJECTS FOR 2020

Below was a list of the proposed capital projects for 2020

NO	PROJECT NAME	AMOUNT SPENT	%STATUS	SOURCE OF FUNDS
1	CDF Projects	1,600,000		CDF
2	WDF Projects( Construction of 5 community Centres)	2,500,000		WDF
3	Construction of bituminous standard roads (2.5km)	4,100,00		Local revenue
4	Construction of drainages and culvert bridge (2.5Km)	1,287,500		Local revenue
5	Construction of a truck park	3,000,000		Local revenue
6	Construction and fencing of 10 garbage bays	300,000		Local revenue
7	Drilling of 10 boreholes and equipping them with hand pumps	410,000		Local revenue
8	Procurement Of Fuel for the Roads	1,255,000		Local revenue
9	Street lighting (2km)	1,200,000		Local revenue
10	Paving of car parks within the CBD (3,500 square meters)	1,422,126		Local revenue
11	Construction of an upper deck for the	800,000		Local revenue



	council chamber			
12	Construction of a wall fence at the site for new fire station	600,000		Local revenue
13	Procurement of 6 utility vehicles and 1 Hilux	2,200,000		Local revenue
14	Procurement of Motor Grader	1,708,000		Local revenue

## CONCLUSION

The budget was done under strict guidelines from the Ministry, active participation of staff, management and community stake holders, the Provincial Local Government Office and GIZ.

It was our hope that all expectations from government and other stakeholders had been taken care of in the budget and where they had not been met, it was due to financial constraints which council hoped to cater for in the year to come.

There being no further business to transact, the meeting ended at 12:10 hours.

Signed..... Date:.....  
Chairperson

**ACTION SHEET FOR THE MEETING OF THE ORDINARY COUNCIL HELD ON  
MONDAY 30<sup>th</sup> SEPTEMBER, 2019**

<b>MINUTE NUMBER</b>	<b>DECISION</b>	<b>BY WHOM</b>	<b>ACTION TAKEN</b>	<b>DATE IMPLEM ENTED</b>
<b>C/10/06/19</b> Property rates remission on commercial properties and preparation for northwestern Expo	<ul style="list-style-type: none"> <li>i. The waiver of 30% of the rates owed on commercial properties be <b>APPROVED</b></li> <li>ii. Property owners be given up to the second week of July to show serious commitment of painting and paving their buildings and frontage, respectively, respectively before the waiver was effected</li> <li>iii. The property owners should show commitment to settle the balance 70% of the remaining rates owed to the council.</li> <li>iv. Bailiffs be engaged against commercial owners who fail to clear the balances despite the 30% waiver extended to them.</li> </ul>	Director Finance	Actioned	18/07/19
<b>C/11/06/19</b> Proposal to control development in the district	<ul style="list-style-type: none"> <li>i. Zesco and North-western water and Sewerage Company to be demanding for approved building plans from any person or company applying for the connection of their</li> </ul>	Director Planning	Building Plans (Approved) one being requested before recommending for water and electricity connection.	October 2019

	<p>services.</p> <p>ii. Where building plans may not have been approved but dully submitted to the council a letter be sort from the council to clear such applicants.</p> <p>iii. Council should expedite the process in terms of building controls.</p>			
<b>SC/04/07/19</b> Holding of kwacha six million (K6, 000,000.00)2 <sup>ND</sup> half rates in Indo and Zanaco banks.	The proposal to hold Kwacha Six Million (K6, 000,000.00) in Indo and Zanaco Banks be <b>APPROVED.</b>	Director Finance	Not yet actioned. to be implemented next year.	To be implement ed in January 2020
<b>SC/05/07/19</b> Procurement of a new motor grader on hire purchase	The procurement of a new motor grader on hire purchase be <b>APPROVED.</b>	Director Finance	50% paid towards procurement of new motor grader	15th November 2019
<b>SC/06/07/19</b> K500,000 from Kalumbila town council-supplementary budget	The increase of council budget by K500, 000.00 in order to accommodate the supplementary income from Kalumbila Town Council be <b>APPROVED.</b>	Director Finance	Actioned	22 <sup>nd</sup> July 2019
<b>SC/08/07/19</b> Updating of the main Valuation Roll	<p>i. The joint Valuation Roll exercise with Mushindamo and Kalumbila Town Councils be <b>APPROVED.</b></p> <p>ii. Mr Dennis Bwalya Kasonde be appointed as Valuation Surveyor to prepare the joint valuation roll for Mushindamo, Solwezi and</p>	Director Finance	Updating of the Main Valuation Roll has commenced.	15th November 2019

	Kalumbila Councils.			
<b>PWDRE/03/07/19</b> Soneka family in Mitukutuku	(i) The allocation of plots 18165,18166, 18169 and 18170 to the Soneka family amounting to approximately 2 hectares be <b>APPROVED</b> (ii) The cancellation and replanning of Lot 36641/M be <b>APPROVED</b> (iii)The settlers on the ground to pay planning costs and service charges to the council.	Director Planning	- Soneka Family shown plots.  - Challenge with the replan implementation on part of the replan is on title for Kansanshi Royal Hotel	November 2019  October 2019
<b>PWDRE/04/07/19</b> Proposed sub-division for Leo Sakauta on stand 2456 Kyawama	The proposed sub-division for Leo Sakauta on stand 2456 Kyawama be <b>APPROVED.</b>	Director Planning	Recommended to Ministry of Lands	December 2019
<b>PWDRE/05/07/19</b> Proposed sub-division for Julius Tembo on stand 4778	The proposed sub-division for Julius Tembo on stand 4778 be <b>APPROVED.</b>	Director Planning	Recommendation letter prepared and forwarded to Ministry of Lands.	November 2019
<b>PWDRE/06/07/19</b> Proposed change of land use from residential to commercial on stand 168 for olibul investments limited.	i. The proposed change of land use from residential to commercial on stand 168 for Olibul investments limited be <b>APPROVED.</b>  ii. The application be forwarded to the Ministry of lands for approval.	Director Planning	Inspection by Provincial Planning done.  Application forwarded to Ministry of Local Government for approval.	October 2019

<b>PWDRE/07/07/19</b> Proposed numbering of 10 places of worship in Humphrey Mulemba Villa park.	The proposed numbering of 10 places of worship in Humphrey Mulemba Villa Park be <b>APPROVED</b>	Director Planning	Awaiting numbering	October 2019
<b>PWDRE/08/07/19</b> Allocation of plots after block numbering	The allocation of numbers to the developers on the ground as listed in the table be <b>APPROVED.</b>	Director Planning	Recommendation letters prepared and forwarded to Ministry of Lands	October 2019
<b>PWDRE/09/07/19</b> Application for formalization of plots in various areas	The application for formalization of plots in various areas as appearing in the table above and in appendix 4 be <b>APPROVED.</b>	Director Planning	Notification of applicants and Recommendation letters prepared and forwarded to Ministry of Lands	On going since October 2019
<b>PWDRE/10/07/19</b> Application for cancellation of plot 28, replanning and formalization for Puma Filling Station along independence avenue	Application for Cancellation of plot 28, Re-planning and formalization for puma filling station along Independence Avenue be <b>APPROVED.</b>	Director Planning	Recommendation letter prepared and forwarded to Ministry of Lands	October 2019
<b>PWDRE/11/07/19</b> Proposed re-planning of stand 10725 College area	Proposed Re-planning of stand 10725 College area be <b>APPROVED.</b>	Director Planning	Recommendation letter prepared and forwarded to Ministry of Lands	October 2019
<b>PWDRE/12/07/19</b> Cancellation of plots in Kazhiba	The application for cancellation of layout plan with numbers LN-1000001704/1 LN-1000001704/2 and LN-1000001704/3 be <b>APPROVED.</b>	Director Planning		

<b>PWDRE/14/07/19</b> Application for alternatives	The application for alternative plots from individuals in the table above be <b>APPROVED</b>	Director Planning	Recommendation letter prepared and forwarded to Ministry of Lands	October 2019
<b>PWDRE/17/07/19</b> Replacement of temporary plot numbers allocated to applicants with permanent numbers	The replacement of temporary plot numbers allocated to applicants with permanent numbers as shown in the table above be <b>APPROVED</b> .	Director Planning	Actioned Actioned Permanent numbers adopted on the layout.	October 2019
<b>PWDRE/22/07/19</b> Application for permission to develop	The list of applicants for permission to develop be <b>APPROVED</b> except for applicant no.12, Leo Sakauta Sokauta (Amit R.Patel).	Director Planning	Actioned Notification of approval issued and stamped and approved building plans issued to the applicant.	October 2019
<b>PWDRE/23/07/19</b> revocation of recommendation for plots and change of recommendations	The revocation of recommendation for plots and change of recommendations be <b>APPROVED</b> .	Director Planning	Implemented New recommendations forwarded to Ministry of Lands	October 2019
<b>PWDRE/28/07/19</b> Road works under the Solwezi Municipal Council and Kansanshi Mines partnership	Management to arrange a meeting with Kansanshi Mines and the committee to await guidance from the Town Clerk arising from the meeting	Director Engineering	The Mine was engaged and the disagreed with the proposal and we have since instructed them to work on the other two roads up to sub base level.	2nd October 2019
<b>PWDRE/33/07/19</b> Encroachment at Muzabula community school	The offer of alternative plots within Muzabula area to the affected people appearing in the table be <b>APPROVED</b>	Director Housing and Social Services	A meeting was held with Planning Department to discuss on the possibility of identifying an overspill from the affected people on 23rd October 2019. Planning is yet to go on the ground	Work in progress

<b>PWDRE/34/07/19</b> Undeveloped plots in wisdom settlement	The matter be deferred to the next committee meeting to allow the input of the Ward Development Committee members in the matter.	Director Housing and Social Services	A meeting was held with WDCs on 17th October 2019 were it was agreed that the WDCs should call for another meeting with the concerned stakeholders and the area Councillor to resolve the matter on 19th November 2019	19th October 2019
<b>PWDRE/35/07/19</b> Community sensitization meetings	The community be allowed to engage youths to open the roads and use part of the money that is paid to the council	Director Housing and Social Services	ZNS has been engaged to open roads and works have since commenced in Muzabula	10th October 2019
<b>PWDRE/36/07/19</b> Application for land occupancy licenses	(i) The application for land occupancy licenses appearing in appendix 1 be <b>Approved</b>  (ii) The people who had paid K500.00 for land Record Cards be allowed to top up K700 to enable them acquire land occupancy licenses.	Director Housing and Social Services	(i) Printing of Occupancy Licences for the under listed applicants has commenced. (ii) The concerned people are being communicated to pay the difference as they come.	30th October 2019
<b>PWDRE/43/07/19</b> Request for space to use as a health post at the bus station	The request for space to use as a health post at the bus station be <b>Approved</b>	Director Housing and Social Services	The department is yet to identify a shop that can be used as a health post. Like the one that has been offered to Zambia Police	Still in progress
<b>SFHRGP/05/08/19</b> Closing of some council accounts	The proposed council accounts to be closed be <b>Approved</b> except the project account.	Director Finance	Actioned but some accounts like Pool and Planning were not closed.	12th September 2019

<b>SPWDRE/03/09/19</b> Application for property transfer as per court order from Solwezi Municipal Council to Robert Kipola Ilunga of NRC 237922/24/1	The transfer of property be effected and that Mr Robert Kipola Ilunga of NRC No.237922/24/1 be offered alternative plot LN-1001119/406 in Mitukutuku area.	Director Planning.	Implemented Applicant communicated to of Council decision.	October 2019
<b>SPWDRE/04/09/19</b> Application for proposed extension of SUB A of Stand Sol/1231 For George Jangia	<ul style="list-style-type: none"> <li>i. The application for extension of sub A of stand Sol/1231 for George Jangia NRC No.338298/11/1 be <b>APPROVED</b></li> <li>ii. The extension of properties 4820,4892,4809, rem of 1231,8015 be <b>APPROVED</b></li> </ul>	Director planning	Implemented Recommendation Forwarded to Ministry of Lands for numbering.	November 2019
<b>SPWDRE/05/09/19</b> Alternative land for Workers Compensation Fund Control Board	The item be deferred to the next PWDRE meeting to allow the engagement of people farming in the said area.	Director Planning	Settlers and Sub Chief Muzabula engaged.	
<b>SPWDRE/06/09/19</b> Proposed re-planning of plot 1114 in Kyawama	<ul style="list-style-type: none"> <li>(i) The re-planning of plot 1114 in Kyawama for Kaumba David Kavwandula holder of NRC 199512/24/1 be <b>Approved.</b></li> <li>(ii) The applicant to pay the necessary fees for re-planning to the council.</li> </ul>	Director Planning	Recommendation letter prepared and forwarded to Ministry of Lands	November 2019
<b>SPWDRE/07/09/19</b> Proposed re-planning of stand 4269 and 4270 Chashire Area	The proposed re-planning of stand 4269 and 4270 Chashire area be <b>APPROVED.</b>	Director Planning	Recommendation letter prepared and forwarded to Ministry of Lands	November 2019



<b>SPWDRE/08/09/19</b> Proposed re-planning of stand 11061 and 1746 Riverside Area	Re-planning of stand 11061 and 1746 Riverside Area be <b>APPROVED</b>	Director Planning	Recommendation letter prepared and forwarded to Ministry of Lands	November 2019
<b>SPWDRE/10/09/19</b> Application for permission to develop	The list of applicants for permission to develop appearing in Appendix 6 be <b>APPROVED</b> .	Director Planning	Implemented Notification of approval issued and client has been informed	October 2019
<b>SPWDRE/12/09/19</b> Recommendation for revocation and reentry of plots in Kabitaka	The revocation and re-entry of plot numbers sol/13906,sol/13907,sol/13908, Sol/13837,Sol/13877,Sol/13892, Sol/13878, Sol/13848, Sol/13849. Sol/13852, 13870, Sol/13875, Sol/13883, Sol/13890, Sol/13892, 13897, and Sol/13913 be <b>APPROVED</b> .	Director Planning	Still being worked on.	
<b>AC/03/06/19</b> Excel Lodge	<ul style="list-style-type: none"> <li>i. The council should demolish Excel lodge and put up a Modern Gym.</li> <li>ii. The modern three (3)star hotel be built on virgin land to accommodate the size of the hotel and fresh air</li> </ul>	Chief Internal Auditor	No Action Taken	
<b>AC/04/09/19</b> Payment Vouchers	Management to adhere to Auditors recommendation	Director Finance		
<b>AC/06/09/19</b> Guard room	Management should ensure that council builds a guard room at the council depot.	Director Engineering	A request for material already made awaiting finance to fund	September 2019

<b>AC/07/09/19</b> Ward development fund and constituency development fund (CDF) Project for 2018	<b>a.) Ward Development fund</b> (i) The construction of the maternity wing in Kandundu  a. The floor and drainages should be re-done b. The window frame to be re-done c. The doors to be fully hinged d. Toilet doors to be replaced e. The contractor to paint the rooms properly	Director Engineering	Instruction already issued to contractor to work on the defects and they have acknowledged.	October 2019
	(ii) Kyafukuma School Construction of A 1*3 classroom -The floor be re-done - Completion of the clinic and construction of a pit latrine at wisdom -The door be replaced		Instruction already issued to contractor to work on the defects and they have acknowledged	October 2019
	(i) Zambia market compound market to be re-done as the stands had cracks (ii) The grill door to the storage should be re-done		Instruction already issued to contractor to work on the defects and they have since worked on the cracks. What remains is to work on the floor cracks.	October 2019
	Kakombe primary school -The ramps to be re-done		Instruction already issued to contractor to work on the defects and they have acknowledged	September 2019

<b>AC/07/09/19</b> Risk management policy	Management should ensure that Solwezi Municipal Council formulates a tailor made risk management policy	Management	Work in progress	
<b>FHRGP/03/08/19</b> Recommendation for substantive promotion	a) The above officer be substantively promoted to her position b) The matter be forwarded to the local government service commission for consideration.	Director Human Resource and Administration	The matter was forwarded to the Local Government Service Commission for consideration	31st October 2019
<b>FHRGP/06/08/19</b> Recommendation for Acting appointment –Peter Zulu- Assistant Internal Auditor, Finance	a) The above officer be appointed to act as group account on salary scale LGSS07 b) The matter be forwarded to the Local Government Service Commission for consideration	Director Human Resource and Administration	The matter was forwarded to the Local Government Service Commission for consideration	31st October 2019
<b>FHRGP/07/08/19</b> Staff confirmations- first appointment recommendation from various departments- Suwilangi Chila Market Master, Thokozile Ngoma Accounts Officer and Samson Banda Socio Economic Planner	a) The officers be confirmed in their substantive positions. b) The officers be admitted to the Permanent and Pensionable Establishment c) The matter be forwarded to the Local Government Service Commission for consideration	Director Human Resource and Administration	The matter was forwarded to the Local Government Service Commission for consideration	31st October 2019

<b>FHRGP/08/08/19</b> Staff recommendation for appointment for upgrade- :Getrude Katungu Office Orderly, Astridah Kalunga, Office Orderly and Lucy Yeyenga Market Supervisor.	a) The officers be upgraded and appointed in the recommended positions b) The matter be forwarded to the Local Service Commission for Consideration.	Director Human Resource and Administration	The matter was forwarded to the Local Government Service Commission for consideration	31st October 2019
<b>FHRGP/11/08/19</b> Application for retirement at 60 years –Mrs Emeldah B. Mwale –Registry Clerk –Human Resource and Adminstration Department	Mrs Emeldah .B. Mwale be considered for normal retirement in accordance with the provisions of local Authorities Superannuation Fund (Amendment) Act No.8 of 2016.	Director Human Resource and Administration	The application was forwarded to the Local Government Service Commission for consideration	31st October 2019
<b>FHRGP/12/08/19</b> Request for permission to commence school on Self Sponsorship Unonge Boyd Internal Audit Assistant and Elina Sumbe Council Police	a) The officers be granted permission to be attending Residential classes as well as time for exams when the programme commences. b) The matter be forwarded to the local Government Service Commission for consideration	Director Human Resource and Administration	The matter was forwarded to the Local Government Service Commission for consideration	31st October 2019

<b>FHRGP/14/08/19</b> Underpayment claims from officers in various categories for division IV employed 2012	Authority to harmonize and rationalize salary structures be Approved	Director Human Resource and Administration		
<b>FHRGP/15/08/19</b> Solwezi united football club coach-housing and social services department	a) Mr Sandras Kumwenda be appointed as head Coach b) Mr Kumwenda be transferred from Chipata Municipal Council to Solwezi Municipal Council in the position of Assistant Settlement officer salary scale LGSS14,however he would come with his personal to holder salary of Assistant Committee Clerk LGSS12 c) The Matter be forwarded to Local Government Service Commission for Consideration.	Director Human Resource and Administration	The matter was forwarded to the Local Government Service Commission for consideration	31st October 2019
<b>FHRGP/18/08/19</b> Recommendation for substantive promotion Edwina Mazunda-Legal Department	a) The officer be substantively promoted in the position of Director Legal Services LGSS 04. b) The Matter be forwarded to Local Government Service Commission for Consideration	Director Human Resource and Administration	The matter was forwarded to the Local Government Service Commission for consideration	31st October 2019
<b>FHRGP/19/08/19</b> Staff confirmations-first appointment-Ethel Siwale Mandona Council Advocate-Legal Department	a) The officer be substantively confirmed in her substantive position as council Advocate on salary scale LGSS 05. b) The officer be admitted to the permanent and pensionable Establishment.	Director Human Resource and Administration	The matter was forwarded to the Local Government Service Commission for consideration	31st October 2019

	c) The Matter be forwarded to Local Government Service Commission for Consideration.			
<b>FHRGP/23/08/19</b> Implementation of the Kyapatala local area plan	<p>The implementation of the Kyapatala Local Area Plan be <b>Approved</b> as follows,</p> <p>a) A re-planning of those plots affected by already built permanent structures contrary to the approved Local area plan be approved</p> <p>b) The unaffected plots be advertised in the print media and allocated to the General Public</p> <p>c) Surveyor General office be engaged to survey and prepare all the survey diagram to all properties at a cost of K2, 500.00 and K3000.00 respectively of which council would return a K1000.00 and survey gets K1,500.00 and K2000.00 respectively for each property.</p> <p>d) The settlers be given a 100% weaver on service charges for each plot developed except for charges going to North Western Water and Sewerage Company</p> <p>e) 50% of the service charges be used to open up roads in the same area.</p> <p>f) The service charges should include charges for water connection</p>	Director Planning	<p>Plots advertised and interviewed and paid up applicants allocated.</p> <p>Survey of the plots has been done.</p> <p>Inspection of survey diagrams underway</p> <p>2.2 Kms of Roads opened up</p>	

	<p>with North Western Water and Sewerage Company</p> <p>g) The Memorandum of Understanding (MOU) between Solwezi Municipal Council and Royal Establishment for implementation of the Kyapatala area Local Area Plan be <b>Approved.</b></p>			
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