NKEYEMA TOWN COUNCIL

NOTICE OF MEETING, AGENDA, PREVIOUS MINUTES OF THE COUNCIL AND ITS STANDING COMMITTEES TO BE PRESENTED TO THE SECOND ORDINARY COUNCIL MEETING TO BE HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, NKEYEMA ALONG MONGU – LUSAKA ROAD ON FRIDAY 27TH JUNE, 2025 AT 10:00 HOURS

25TH JUNE, 2025

CIVIC CENTRE
P.O. BOX 940010
NKEYEMA

MOFFAT MWANZA
COUNCIL SECRETARY

NKEYEMA TOWN COUNCIL

NOTICE OF MEETING, AGENDA, PREVIOUS MINUTES OF THE COUNCIL AND ITS STANDING COMMITTEES TO BE PRESENTED TO THE SECOND ORDINARY COUNCIL MEETING TO BE HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, NKEYEMA ALONG MONGU – LUSAKA ROAD ON FRIDAY 27TH JUNE, 2025 AT 10:00 HOURS

NKEYEMA
DEVELOPMENT THROUGH SUSTAINABLE AGRICULTURE AND COMMUNITY PARTICIPATION
NKEYEMA DISTRICT COUNCIL
25 JUN 2025
COUNCIL SECRETARY
P.O. BOX 940010, NKEYEMA

25TH JUNE, 2025

CIVIC CENTRE
P.O. BOX 940010
NKEYEMA

MOFFAT MWANZA
COUNCIL SECRETARY

MINUTES OF THE FOURTH ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, NKEYEMA ALONG MONGU – LUSAKA ON THURSDAY 3RD APRIL, 2025 AT 10:00 HOURS

MEMBERS PRESENT

Rayford Chitoti	-	Council Chairperson
Marvelous Nalubutu	-	Deputy Council Chairperson
Charles M. Mwanangombe	-	Member
Brian Namangolwa	-	Member
Webster Miyombo	-	Member
Matauka Mukanwa	-	Member
David Mbambe	-	Member
Zabangwa Minyoi	-	Member

OFFICERS IN ATTENDANCE

Moffat Mwanza	-	Council Secretary
Dr. Mundemba Simon	-	District Health Director
Chimbala Abraham	-	Director of Engineering
Elvis M. Mubita	-	Director Finance
Chunda Bunda	-	Director planning
Kudakwashe Mutentwa	-	Council Advocate
Chola Kapembwa	-	Deputy Director Engineering
Joseph Sichula	-	Chief Accountant
Mfula Nsofwa	-	Town Planner
Dexter N. Sishekanu	-	Senior Legal Assistant
James Kawaba	-	Internal Auditor
Sheillar Mboozi	-	Human Resource Officer
Ing'utu Silishebo	-	Senior Legal Assistant
Kaumba Konde	-	Assistant Procurement Officer
Mubita Simalumba	-	Systems Analyst
Alpheus Kaputula	-	Public Relation Officer
Cynthia M. Situmbeko	-	Assistant Community Development Officer
Kawanga Namangolwa	-	Intern – Community Development
Namasiku Kufekisa	-	Assistant Internal Auditor
Namushi Muchezi **(Recorder)**	-	Committee Clerk
Phumuzile Moyo	-	Stenographer

APOLOGY OF ABSENCE

The apology of absence was recorded.

CALL TO ORDER

The meeting was called to order at 11:03 hours.

NATIONAL ANTHEM

Prior to the commencement of the meeting, the National Anthem was sung as per practice and procedure.

PRAYER

The opening prayer was offered by Councillor Oscar Zeka.

NOTICE OF MEETING
The notice convening the meeting was read by the Council Secretary.

COUNCIL CHAIRPERSON'S COMMUNICATION AND ANNOUNCEMENTS
The Council Chairperson delivered his Communication and announcements and afterwards it was noted.

OC.17.03.25: CONFIRMATION OF THE PREVIOUS MINUTES OF THE THIRD ORDINARY COUNCIL MEETING HELD ON FRIDAY 27TH DECEMBER, 2025

Upon a proposal by Councillor Oscar Zeka duly seconded by Councillor Matauka Mukanwa,

It was;

RESOLVED THAT:

The minutes of the third Ordinary Council meeting held on Friday 27th December,2024 be **CONFIRMED** as a true and correct minutes of the proceedings of the Council.

OC.18.03.24: ADOPTOIN OF MINUTES OF THE FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON FRIDAY 21ST MARCH, 2024

Upon a proposal by Councillor Webster Miyombo duly second by Councillor David Mbambe,

It was;

RESOLVED THAT:

The minutes of Finance, Human Resource and General Purposes committee meeting held on Friday 21st March, 2024 be **ADOPTED** as part of the proceedings of the Council.

OC.19.04.25: ADOPTION OF THE MINUTES OF THE MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON MONDAY 24TH MARCH, 2025

Upon a proposal by Councillor Webster Miyombo and duly seconded by Councillor David Mbambe,

It was;

RESOLVED THAT:

The minutes of the Audit Committee Meeting held on Monday 24th March, 2025 be **ADOPTED** as a part of the proceedings of the Council.

OC.20.03.25: ADOPTION OF THE MINUTES OF THE PLANS, WORKS DEVELOPMENT AND REAL EATATES COMMITTEE MEETING HELD ON THURSDAY 27TH MARCH, 2025

Upon a proposal by Councillor Charles M. Mwanangombe duly seconded by Councillor Zabangwa Minyoi,

It was;

RESOLVED THAT:

The minutes of the Plans Works Development and Real Estates Committee meeting held on Thursday 27th March, 2025 be **ADOPTED** as part of the proceeding of the Council.

CHAIRPERSON'S CLOSING REMARKS

The Council Chairperson thanked the members for the full participation during the deliberations. He observed that the meeting was fruitful adding that member should continue to work hard for the benefit of the entire District and the Nation at large. The Council Chairperson however cautioned the members against digressing away from the agenda during council meetings as they were guided by the standing orders and other applicable legal provisions.

There being no other business to transact, the meeting was declared officially closed.

CLOSING PRAYER

The closing prayer was offered by Councillor David Mbambe at 12:47 hours.

Signed this 03rd Day of April 2025

RAYFORD CHITOTI
COUNCIL CHAIRPERSON

MINUTES OF THE FINANCE, HUMAN RESOURCES AND GENERAL PURPOSE COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER CIVIC CENTRE ALONG MONGU – LUSAKA ROAD ON WEDNESDAY 11TH JUNE, 2025

MEMBERS PRESENT

Webster Miyombo	-	Chairperson
Mukanwa Matauka	-	Member
David Mbambe	-	Member
Marvelous Nalubutu	-	Ex – Officio
Rayford Chitoti	-	Ex – Officio

NON-MEMBERS PRESENT

Brian Namangolwa

MEMBERS ABSENT WITH APOLOGY

Charles M. Mwanangombe	-	Member

OFFICERS IN ATTENDANCE

Moffat Mwanza	-	Council Secretary
Chimbala Abraham	-	Director of Engineering
Elvis Mubita	-	Director of Finance
Chunda Bunda	-	Director of Planning
Kawaba James	-	Internal Auditor
Kudakwashe Mutentwa	-	Council Advocate
Ivy Samboko	-	Chief Administrative and Committee
Joseph Sichula	-	Chief Accountant
Sivan Nyambe	-	Senior Procurement Officer
Mubita Simalumba	-	Systems Analyst
Deckster N. Sishekanu	-	Senior Legal Assistant Officer
Mboozi Sheilla	-	Human Resource Officer
Namushi Muchezi (**Recorder)**	-	Committee Clerk

CALL TO ORDER

The meeting was called to order at 10:49 hours.

OPENING PRAYER

The opening prayer was offered by Councillor Marvelous Nalubutu the Deputy Council Chairperson.

NOTICE OF MEETING

Prior to the commencement of the meeting and in line with the provisions of the law, the Director of Finance read the notice convening the meeting.

CHAIRPERSON'S OPENING REMARKS

The Chairperson welcomed both the members and management everyone to the meeting and urged member to fully participate in the deliberations with objectivity. Meanwhile, on a sad note, he informed those in attendance that the Country was mourning the former head of state (the 6th President) who had died on Thursday 5th June, 2025 in Medforum Hospital in Pretoria South Africa after some illness. In view of the foregoing, a moment of silence was observed in honour of the former head of state.

Thereafter, the meeting was declared officially open.

FHRGP.O1.06.25: **BUDGET PERFORMANCE FOR THE PERIOD 1st JANUARY TO 31st MARCH 2025**

THE Director of Finance reported for information of the Committee that the receipts and payments for the **First Quarter of 2025** showing how the Council performed in terms of the actual revenue collected against the budget and the expenditure of the same versus the budget was as shown below:

1.1 Revenue – 2025 Budget – 1st January to 31st March

The Estimated Revenue Budget for the period 1st January to 31st March 2025 was **K 20,777,155.00** with:

1. **K 534,593.00** representing **2.6%** of the budget from **local resources**.
2. **K 11,228,024.25**representing **54.0%** from **National Support** and,
3. **K 9,014,537.75** representing **43.4%** from **Constituency Development Fund**.

The actual collections for the period 1st January to 31st March 2025 amounted to **K13,126,482.51** representing **63.2%** of the budget which figure included:

1. **K659,676.74** representing **123.4%** of the quarters' budget from **local resources**.
2. **K 6,168,490.77** being Government disbursements representing **55.0%** of the quarters' budget as **National Support** and,
3. **K 6,298,315.00** representing **69.9%** of the quarters' budget from **Constituency Development Fund (CDF)**.

The overall collection efficiency on both locally generated funds and National Support is **63.2%** of the quarter budget.

the report also presented an analysis of the actual Income in comparison with the approved budget for the period January to March 2025 as shown in table below:

Budget Performance for the 3 Months of January to March 2025. Table1

REVENUE PERFORMANCE								
#	REVENUE	JAN-MARCH FLEXED BUDGET D=3/12*12C	JAN -MARCH ACTUAL	%	ANNUAL BUDGET	CUMMULATIVE YTD	%	VARIANCE J=G-H
1	LOCAL TAXES	49,230.50	1,020.00	2.1	196,922.00	1,020.00	0.5	(195,902.00)
2	CHARGES	323,737.50	750.00	0.2	1,294,950.00	750.00	0.1	(1,294,200.00)
3	LICENCES	6,162.50	2,000.00	32.5	24,650.00	2,000.00	8.1	(22,650.00)
4	LEVIES	35,312.50	81,220.00	230.0	141,250.00	81,220.00	57.5	(60,030.00)
5	PERMITS	39,200.00	25750.0	65.7	156,800.00	25750.0	16.4	(131,050.00)
6	CHARGES	68,450.00	2,000.00	2.9	273,800.00	2,000.00	0.7	(271,800.00)
7	RECIEPTS	12,500.00	546,936.74	4375.5	50,000.00	546,936.74	1093.9	496,936.74
	REVENUE TOTAL	**534,593.00**	**659,676.74**	**123.4**	**2,138,372.00**	**659,676.74**	**30.8**	**(1,478,695.26)**

#	REVENUE	JAN TO MARCH FLEXED BUDGET D=3/12*C	JAN TO MARCH ACTUAL	%	ANNUAL BUDGET	CUMMULATIVE YTD	%	VARIANCE
1	CDF	9,014,537.75	6,298,315.00	69.9	36,058,151.00	6,298,315.00	17.5	(29,759,836.00)
2	HEALTH GRANT	501,013.00	247,951.34	49.5	2,004,052.00	247,951.34	12.4	(1,756,100.66)
2	GRANT IN LIEU OF RATE	50,000.00	0.00	0.0	200,000.00	0.00	0.0	(200,000.00)
3	LGEF	2,939,499.75	2,603,813.88	88.6	11,757,999.00	2,603,813.88	22.1	(9,154,185.12)
4	SOCIAL PROTECTION	4,464,426.00	3,110,031.27	69.7	17,857,704.00	3,110,031.27	17.4	(14,747,672.73)
5	FISHERIES & LIVESTOCK GRANT	121,540.00	157,284.28	129.4	486,160.00	157,284.28	32.4	(328,875.72)
6	SPORTS GRANT	64,655.25	43,103.44	66.7	258,621.00	43,103.44	16.7	(215,517.56)
7	AGRICULTURE GRANT	136,500.00	0.00	0.0	546,000.00	0.00	0.0	(546,000.00)
8	ROADS GRANT	800,146.75	0.00	0.0	3,200,587.00	0.00	0.0	(3,200,587.00)
9	OTHER GRANTS	2,150,243.50	6,306.56	0.3	8,600,974.00	6,306.56	0.1	(8,594,667.44)
	TOTAL NATIONAL SUPPORT	**20,242,562.00**	**12,466,805.77**	**61.6**	**80,970,248.00**	**12,466,805.77**	**15.4**	**(68,503,442.23)**
	GRAND TOTAL	**20,777,155.00**	**13,126,482.51**	**63.2**	**83,108,620.00**	**13,126,482.51**	**15.8**	**(69,982,137.49)**

Detailed Receipts and Payments is hereto attached to these minutes.

Expenditure- 2025 budget 1st January to 31st March 2025

It was further reported that the total approved expenditure budget for the period 1st January to 31st March 2025 was **K17, 833,506.35** out of which a sum of **K 20,777,155.00** was spent during the period representing a performance of **85.8%.**

Table 2 shows an analysis of the actual expenditure in comparison with the approved budget for the period January to March 2025:

EXPENDITURE BUDGET PERFORMANCE FOR JANUARY TO MARCH 2025
TABLE 2

EXPENDITURE	JAN TO MARCH FLEXED BUDGET D=3/12*C	JAN TO MARCH ACTUAL	%	ANNUAL BUDGET	CUMMULATIVE YTD	%	VARIANCE
CDF	9,014,537.75	8,180,818.35	90.8	36,058,151.00	8,180,818.35	22.7	(27,877,332.65)
LOCAL GOVERNANCE	444,331.50	265,723.55	59.8	1,777,326.00	265,723.55	15.0	(1,511,602.45)
IDP	580,277.75	347,023.48	59.8	2,321,111.00	347,023.48	15.0	(1,974,087.52)
ECONOMIC & BUSINESS	647,297.75	387,103.45	59.8	2,589,191.00	387,103.45	15.0	(2,202,087.55)
PUBLIC HEALTH & ENV	141,564.25	84,659.66	59.8	566,257.00	84,659.66	15.0	(481,597.34)
HOUSING & COMMUNITY	1,097,139.25	656,122.14	59.8	4,388,557.00	656,122.14	15.0	(3,732,434.86)
RECREATION & CULTURE	65,086.25	0.00	0.0	260,345.00	0.00	0.0	(260,345.00)
EDUCATION & SKILLS DEV	4,810.25	0.00	0.0	19,241.00	0.00	0.0	(19,241.00)
PUBLIC ORDER & SAFETY	399,408.75	238,858.40	59.8	1,597,635.00	238,858.40	15.0	(1,358,776.60)
MGT & SUPPORT SERVICES	1,435,048.50	858,201.99	59.8	5,740,194.00	858,201.99	15.0	(4,881,992.01)
RESOURCE MOBILISATION	1,724,174.00	95,000.00	5.5	6,896,696.00	95,000.00	1.4	(6,801,696.00)
HEALTH SERVICES	501,013.00	254,232.49	50.7	2,004,052.00	254,232.49	12.7	(1,749,819.51)
AGRICULTURE	136,500.00	0.00	0.0	546,000.00	0.00	0.0	(546,000.00)
FISHERIES & LIVESTOCK	121,540.00	39,500.00	32.5	486,160.00	39,500.00	8.1	(446,660.00)
SOCIAL PROTECTION	4,464,426.00	6,426,262.84	143.9	17,857,704.00	6,426,262.84	36.0	(11,431,441.16)
GRAND TOTAL	**20,777,155.00**	**17,833,506.35**	**85.8**	**83,108,620.00**	**17,833,506.35**	**21.5**	**(65,275,113.65)**

The detailed Receipts and Payments is attached to these minutes.

The information was **NOTED.**

FHRGP.O2.06.25: LOAN REPAYMENTS

The Director of Finance reported to the Committee that on 31st January 2024, the Local Authority had received **Loan Repayments** amounting to **K531,121.11** in the Constituency Development Fund (CDF) Revolving Fund Account at Access Bank Plc. The breakdown of the repayment as indicated below:

1. Principle **K 376,534.99**
2. Interest **K 154,586.12**

The report was **NOTED.**

FHRGP.O3.06.25: EMPOWERMENT LOANS REPAYMENT PERFORMANCE AS AT 30th APRIL 2025

The Director of Finance reported to the Committee that the Local Authority had disbursed loans worthy **K7,594,714.00** in **2023 and 2024** out of which a total of **K531,121.11** in disbursed loans**,** both Principle and interest, was repaid. He explained that this represented a **7.0%** performance adding that it was important to note that the Local Authority should have been receiving loan repayments amounting to **K 200,703.00 monthly** which **translated into 2,408,436.00** per **annum.**

The Committee heard that 47 out of 51 **beneficiaries** were in **arrears** amounting to **K1,883,951.00** and the Amounts had been overdue for the period between **2** to **24 months.**

The Loan Repayment (Amortization Schedule) is attached to these minutes.

The information was **NOTED.**

FHRGP.O4.06.25: IMPLEMENTATION OF THE COMPUTERISED ACCOUNTING SYSTEM

The Director of Finance reported to the Committee that following the implementation of a reliable internet and Solar Power Supply by Smart Zambia, Management had as at 10th June 2025, implemented the computerized revenue and accounting system. Henceforth, the manual receipts were in the process of being phased out at the Civic Centre, revenue hall. He further informed the members that the manual payment vouchers would be phased out, a move which would enhance the efficiency and accuracy in record keeping and serial numbering of Payment Vouchers.

The information was **NOTED.**

FHRGP.O5.06.25: ADOPTION OF THE RETIREMENT FORMULA

The Human Resource Officer reported for consideration of the Committee that since the establishment of Nkeyema Town Council in 2013, there had never been a record of a

Retired Officer and so as such, no Terminal Benefits Formula had been used. She explained that since Ms. Maimbo Matoya had officially retired on 31st January, 2025, there was need to adopt a Formula in order to enable the Council calculate her Terminal Benefits as well as others to come as the Council waits for a standard Formula from the Ministry.

The Human Resource Officer clarified that Payment of Terminal Benefits would continue to be calculated and paid by the Local Authorities as retention and accrued rights from the 1996 Conditions of Service to all eligible Employees in accordance with the New Condition of Service for Officers in Division I of the Local Government Service for the year 2025.

It was recommended for the Decision of the Committee that in accordance with the Terms and Conditions of Service on Terminal Benefits for retired Employees, the following Formula be adopted:

Retirement Package

First 10 Years = Basic Monthly Pay x 1.5 x 10
Subsequent Years = Basic Monthly Pay x 3.5 x Number of Years

Leave Days Benefits
Basic Salary x Number of Accumulated Leave Days/22

Repatriation
As guided by Government from-time-to-time.

After due consideration and upon a proposal by Councillor David Mbambe and duly seconded by Mukanwa Matauka,

It was;

RESOLVED TO RECOMMENDED THAT:
The above recommended Terminal Benefits Formula be **ADOPTED** by Nkeyema Town Council.

FHRGP.O6.06.25: STAFF TRANSFERS-OUT

The Human Resource Officer reported for the Information of the Committee that the Local Government Service

Commission [LGSC] acting in the Name and on behalf of the Republican President transferred out one Officer to Maisaiti Town Council.

The transfer was as a result of the recommendation by the Principal Officer to the Local Government Service Commission [LGSC] to transfer the Officer to any Local Authority near the Copperbelt Province where her husband worked from in line with the Government's policy of uniting Couples.

Table 1: the details of the Officer who had been transferred-Out were presented to the Committee as shown below:

S/N	NAME	SUBSTANTIVE POSITION	COUNCIL TRANSFERRED TO	REMARKS
1.	NIZA NANYANGWE	STORES OFFICER	MASAITI TOWN COUNCIL	TRANSFERRED IN THE SAME CAPACITY TO UNITE WITH HER SPOUSE

The report was **NOTED.**

FHRGP.O7.06.25: STAFF FIRST APPOINTMENTS

The Human Resource Officer reported for the Information of the Committee that the Local Government Service Commission [LGSC] acting in the Name and on behalf of the Republican President had appointed a New Officer under Nkeyema Town Council.

Details of the Officer were presented to the Committee as shown in the table below:

Table 1: Staff First Appointment

S/N	NAME	SUBSTANTIVE POSITION	QUALIFICATIONS	REMARKS
1.	VICTOR CHENDEENDE	ENVIRONMENTAL HEALTH TECHNOLOGIST [LGSS/09]	GRADE 12 SCHOOL CERTIFICATE, DIPLOMA IN ENVIRONMENTAL HEALTH TECHNOLOGY	REPORTED ON 17.04.2025, FIRST APPOINTMENT

The report was **NOTED.**

FHRGP.O8.06.25: STAFF SUBSTANTIVE PROMOTION – MS. KAAYO KASAMA

The Human Resource Officer reported for the Information of the Committee that the Local Government Service Commission [LGSC] acting in the Name and on behalf of the Republican President had substantively Promoted Ms. Kaayo Kasama as Human Resource Officer [LGSS/08].

The report was **NOTED.**

FHRGP.O9.06.25: STAFF SUBSTANTIVE PROMOTION – MS. IVY SAMBOKO

The Human Resource Officer reported for the Information of the Committee that the Local Government Service Commission [LGSC] acting in the Name and on behalf of the Republican President had substantively Promoted Ms. Ivy Samboko as Chief Administrative and Committee Officer [LGSS/06].

The report was **NOTED.**

FHRGP.10.06.25: STAFF SUBSTANTIVE PROMOTION – MR. VINCENT NJOBVU

The Human Resource Officer reported for the Information of the Committee that the Local Government Service Commission [LGSC] acting in the Name and on behalf of the Republican President had substantively Promoted Mr. Vincent Njobvu [Revenue Collector, LGSS/18] as Administrative Officer [LGSS/10]. The Position had fallen vacant after the Promotion of the Administrative Officer [Ms. Ivy Samboko].

The information was **NOTED.**

FHRGP.11.06.25: STAFF SUBSTANTIVE PROMOTION – MR. SIVAN NYAMBE

The Human Resource Officer reported for the Information of the Committee that the Local Government Service Commission [LGSC] acting in the Name and on behalf of the Republican President had substantively Promoted Mr. Sivan Nyambe [Committee Clerk, LGSS/10] as Senior Procurement Officer [LGSS/07].

The report was **NOTED.**

FHRGP.11.06.25: UPDATE REPORT ON THE ACCIDENT INVOLVING COUNCIL PROPERTY VEHICLE NO. NKE 1. DRIVEN BY PATRICK C. KATOTI.

The Chief Administrative and Committee Officer reported to the Committee that the vehicle No. NKE 1. driven by Patrick C. Katoti was Involved in a Road Accident On Friday, 24th May, 2025 in Serenje area in whichthe said vehicle was coming back from Mansa in Luapula Province where the Council Chairperson had gone on official duty. Members heard that the matter was reported to Zambia Police station in Serenje as well as to Zambia State General Insurance Limited Mongu office – Western; the company which the Council had an Insurance cover with.

It was explained that meanwhile, Management were making efforts to have a Police Accident report processed adding that a detailed report on the same would be presented in the next Committee sitting once the police accident report was released.

The information was **NOTED.**

FHRGP.11.06.25: PROCUREMENT OF CANON PRINTER

The Chief Administrative and Committee Officer reported for the information of the Committee that Management had resolved to procure an industrial printer to be allocated to Administration department under Committee section as this would help for efficient management of Council Committees and Ordinary Council meetings as all business undertakings and transactions required computer services.

She therefore confirm that the industrial printer Canon 24/251 was delivered to Nkeyema Town Council by Vintage Technologies Limited at a total cost of K61,596.00.

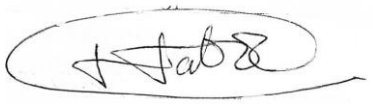
The matter was **NOTED.**

CHAIRPERSON'S CLOSING REMARKS

The Chairperson thanked the members for their active participation and urged them to continue sacrificing for the betterment of the District and the Nation at large. He observed that there was a growing tendency by members to come very late for meetings a situation he described as retrogressive. He therefore called on both the members of the Committee and management to improve in time management. T

Thereafter, he declared the meeting officially closed with prayer by Councilor David Mbambe.

Signed this 03rd Day of April 2025



COMMITTEE CHAIRPERSON

MINUTES OF THE AUDIT COMMITTEE MEETING HELD IN THE IN THE COUNCIL CHAMBER, CIVIC CENTRE, NKEYEMA ALONG MONGU – LUSAKA ROAD ON THURSDAY 12TH JUNE, 2025 AT 09:00 HOURS

MEMBERS PRESENT

Oscar Zeka	-	Chairperson
Webster Miyombo	-	Member
Kabati Akamandisa	-	Member
David Mbambe	-	Member
Marvelous Nalubutu	-	Ex – Officio
Chitoti Rayford	-	Ex – Officio

NON MEMBERS PRESENT

Charles M. Mwanangombe

OFFICERS IN ATTENDANCE

Moffat Mwanza	-	Council Secretary
Elvis Mubita	-	Director of Finance
Kudakwashe Mutentwa	-	Council Advocate
Abraham Chimbala	-	Director of Engineering
Chunda Bunda	-	Director of Planning
Joseph Sichula	-	Chief Accountant
Ivy Samboko	-	Chief Administrative and Committee Officer
Sivan Nyambe	-	Senior Procurement Officer
Namasiku Kufekisa	-	Assistant Internal Auditor
Namushi Muchezi **(Recorder)**	-	Committee Clerk

APOLOGY OF ABSENCE
No apology of absence was recorded.

CALL TO ORDER
The meeting was called to order at 10:48 hours.

OPENING PRAYER

The opening prayer was offered by Prophet Kabati Akamandisa.

NOTICE OF MEETING
Prior to the commencement of the meeting, the Internal Auditor Mr. James Kawaba read the notice convening the meeting.

DECLARATION OF INTEREST
No declaration of interest was recorded.

CHAIRPERSON'S OPENING REMARKS
The chairperson thanked everyone for the attendance and urged them to be objective in the meeting. Thereafter, he declared the meeting officially open.

AUD.01.06.25: PAYMENTS MADE WITHOUT ADVANCE PAYMENT GUARANTEE OR BOND MANAGEMENT CONTROL

The Public Procurement Regulations of 2022 No.197 (4)

The Internal Auditor reported to the Committee that the Public Procurement Regulations of 2022 No.197 (4) states that "***a procuring entity shall only pay an advance payment against the provision by the supplier of an advance payment guarantee or bond, covering the full amount of the advance payment"***

Findings

However, contrary to the Public Procurement Regulations of 2022 No.197 (4) the Local Authority had made Advance payments amounting to **K1,266,276.89** involving Five (5) contractors without Advance payment Guarantee or Bond. See details below:

Root cause

The major root cause to this query was the understaffing level which was in Finance Department.

Risks

Loss of Funds in the event that the contractor fails to perform.

Recommendation

It was recommended that Management should only pay an advance payment against the provision by the supplier of an advance payment guarantee or bond, covering the full amount of the advance payment

Management response

The following was the management response:

"Management acknowledges the findings by the Internal Auditor and wishes to state that reason was because of the misfiled and some were not attached to the payment voucher. However, management wishes to state the Advance Payment Guarantee or Bonds which were missing have been attached and are available for scrutiny".

Current Status

The following was reported as the status of the query after management response:

"Management availed the documents late for verification. Therefore, the matter is still outstanding as the documents are yet to be verified".

After due consideration of the matter and upon a proposal by Councillor David Mbambe and duly seconded by Councillor Webster Miyombo;

It was;

RESOLVED TO RECOMMEND THAT:

The Internal Auditor should verify the documents and give an update on the matter the ordinary Council meeting.

AUD.02.06.25: MISSING PAYMENT VOUCHERS

Management Control

The Internal Auditor reported to the Committee that the Public Finance Management (General) Regulations No. 72 (1) of 2020 stated that, "***a payment voucher with supporting documents, and any other forms which support a charge entered in the accounts, shall be filed, secured against loss, and be readily available for audit."***

However, contrary to the regulation, Sixty-nine (69) payment vouchers in amounts totaling K1, 576, 536.21 processed during the period under review had not been availed for audit as at 31st March, 2025.

Root cause

The major root cause to this query is the understaffing level which is in Finance Department.

Possible Risk

There is a risk of concealing fraudulent transactions resulting in loss of public funds

Recommendations

Management should ensure that all payment vouchers are availed for audit and strict adherence to the Public Finance Management General Regulation.

Management response

Management acknowledges the findings by the Internal Auditor. However, management wishes to state that the payment vouchers were misfiled and have since been retrieved and hereby made available for audit verification.

Current Status

Management availed the documents late for verification. Therefore, the matter is still outstanding as the documents are yet to be verified.

After due consideration of the matter and upon a proposal by Councillor David Mbambe and duly seconded by Mr. Kabati Akamandisa;

It was;

RESOLVED TO RECOMMEND THAT:

The Internal Auditor should verify the documents and give an update on the matter during the ordinary Council meeting.

AUD.03.06.25: LACK OF IMPREST REGISTER
Management Control
The public Finance management (General), Regulations of 2020 No. 101

The Internal Auditor reported to the Committee that stated that "***a public body shall keep a record of the issue and retirement of imprest in a Register of Imprest***".

Findings
Members heard that contrary to the public Finance management (General), Regulations of 2020 No. 101 the local authority did not keep a record of the issue and retirement of imprest in a register of imprest.

Root Cause
Failure to adhere to known rules and regulations.

Possible risks

Lack of accountability.

Recommendation

The following recommendation was made:

"*Management should ensure that an imprest register is put in place for proper record keeping of imprest issued and retired".*

Management response

Management had provided the following response:

"Management acknowledges the findings by the Internal Auditor that at the time of audit, the imprest register was not available. However, management wishes to state that register was introduced and is available for audit verification".

Current Status

"Management availed the document late for verification. Therefore, the matter is still outstanding as the documents is yet to be verified".

After due consideration of the matter and upon a proposal by Councillor David Mbambe and duly seconded by Mr. Kabati Akamandisa;

It was;

RESOLVED TO RECOMMEND THAT:

The Internal Auditor should verify the documents and give an update on the matter during the ordinary Council meeting.

AUD.04.06.25: UNRETIRED SPECIAL IMPREST

Management Control

The public Finance management (General), Regulations of 2020 No. 94 (3)

The Internal Auditor reported to the Committee that stated that special imprest means imprest that is issued as payment to an office holder for the purpose of providing funds to meet expenses when the office holder is travelling on duty and is limited to an office holder's entitlement

Findings

Contrary to the public Finance management (General), Regulations of 2020 No.94 (3), Eight (8) payments in amounts totaling K29, 840.23 processed during the period under review has not been retired **See Appendix 3**

Root cause

Non-adherance to known rules and regulation

Possible Risks

Loss of funds

Recommendation

Management should ensure that imprest is retired immediately after the purpose for which imprest was issued is fulfilled. This should be retired within seven working days of the office holder's return to the station.

Management response

Management acknowledges the findings by the Internal Auditor. However, management wishes to state that on 06th June, 2025 Finance Department wrote to all the employee who did not retire the imprest to do so, failure to do so, the same will be deducted from the June, 2025 salary in accordance with public Finance management (General), Regulations of 2020 No.94 (3)

Current Status

Management availed the documents late for verification. Therefore, the matter is still outstanding as the documents are yet to be verified.

After a short discussion of the matter and upon a proposal by Councillor Webster Miyombo and duly seconded by Mr. Kabati Akamandisa;

It was;

RESOLVED TO RECOMMEND THAT:

The Internal Auditor should verify the documents and give an update on the matter during the ordinary Council meeting.

AUD.05.06.25: NON INDICATION OF SERIAL NUMBERS ON PAYMENT VOUCHERS

Management Control

The public Finance management (General), Regulations of 2020 No. 49

The Internal Auditor reported to the Committee that stated that ***"a payment voucher shall be completed with details indicating coding allocations, date, serial number, quantity rate, authority and other relevant description".***

Findings

However, contrary to the financial regulation, all payment vouchers had no serial numbers indicated.

Root cause

Non-adherence to known rules and regulations.

Risks

The following were reported to be the associated risks:

- Failure to identify missing payment vouchers.
- Duplication of payments vouchers.

Recommendation

The following recommendation was made:

Management should ensure that payment voucher was numbered and adhere to known regulations.

Management response

The following was the Management response:

"Management acknowledges the findings by the Internal Auditor. However, management wishes to state that after the procurement of a billing system and installation of uninterrupted power supply by Smart Zambia, Management is now in the process of implementing a system which is computerized, so that all payment vouchers are indicated with serial numbers".

Current Status

The following the status after management response:

"Management availed the documents late for verification. Therefore, the matter is still outstanding as the documents are yet to be verified".

A discussion ensued and upon a proposal by Councillor Webster Miyombo and duly seconded by Mr. David Mbambe;

It was;

RESOLVED TO RECOMMEND THAT:

The Internal Auditor should verify the documents and give an update on the matter during the ordinary Council meeting.

AUD.06.06.25: PAYMENTS MADE WITHOUT PRE-AUDITED

Management Control

The Internal Auditor reported to the Committee that reported that the Treasury and Financial Management Circular No. 7 of 2020 (B) stated that *"payments in respect of Ministries Provinces and other Spending Agencies (MPSAs) not on IFMIS and TSA should be pre-audited before bank instructions such as cheque, electronic funds transfer advice (EFT) or any duly authorized instructions to pay, can be affected".*

Findings

However, contrary to the Circular, Five (5) payments in amounts totaling **K1, 266,276.89** were processed without being pre-audited by an internal auditor.

Root cause

Non-adherence to known rules and regulations.

Possible Risks

The following the possible risks:

- Passing payments without supporting documentation
- Payments may be made to fictitious vendors or for inflated invoice

Recommendation

The following recommendations were made:

- A payment system should be followed in accordance with the Treasury and Financial Management Circular No. 7 of 2020.
- Avoid artificial emergencies so that proper procedures can be followed.
- Submit papers to administration and finance on time so that proper procedure can be followed.

Management response

The following was the management response:

"Management acknowledges the findings by the Internal Auditor and wish to state that this was at the time when internal audit was not in the office, assigned to some other duties. However, management wishes to state that the payment vouchers in question were availed for scrutiny by internal audit".

Current Status

The following the stats after management response:

"*Management availed the documents late for verification. Therefore, the matter is still outstanding as the documents are yet to be verified".*

The information was **NOTED.**

AUD.07.06.25: FAILURE TO SUBMIT A WORK PROGRAM BY CONTRACTORS

Management Control

The Internal Auditor reported to the Committee that reported that according to the General Condition of Contract (25.1), a contractor shall submit for approval a program for the works within two (2) from the date of signing the contract.

Findings

The following findings were discovered:

Contrary to the General Condition of Contract (25.1), Twelve (12) contractors that were engaged did not submit a program for the works being done.

Root cause

Some contractors submitted but could not adhere to it.

Risks

- Works not finishing on dates stated in the contracts.

Recommendation

The following recommendation was made:

"Management should ensure that contractors submit a program for the works being carried out as provided for in the contract".

Management response

The following was management response:

"Management acknowledges auditor's observation however wishes to state that contractors did submit work schedules as this is part of the evaluation criteria. Non adherence to this schedule is mostly experienced due to erratic supply of funds".

Current Status

The following was the status of the query after management response:

"The matter is closed as management availed work programs"

The matter was **NOTED.**

AUD.08.06.25: LACK OF A MONITORING SCHEDULE

Management Control

The Internal Auditor reported that according to the CDF guidelines (8.1.3) *the Principal Officer of a Local Authority shall constitute a team to monitor the implementation of projects at the district level.*

Findings

However, contrary to the CDF guideline (8.1.3), it was noted that engineering department did not have a formal monitoring schedule in place for its ongoing projects and operational activities.

Possible risks

The following was the possible risk:

May hinder effective oversight and timely identification of project delays.

Recommendation

The following recommendation was made:

"*Management should put in a place a defined monitoring schedule to enhance accountability, support timely decision making and ensure early identification of issues that may impact project outcome"*

Management response

Management acknowledges auditor's findings however wishes to state that a comprehensive monthly monitoring schedule is in place. Contractors are funded are various stages based on the performance which makes the schedule to be constantly adjusted as need arises.

Current status

The following was the status after the management response:

"The matter is closed as Management availed the adjusted monitoring scheduled".

The matter was **NOTED.**

AUD.09.06.25: DELAYED COMPLETION OF 2024 PROJECTS

1. Drilling and Equipping of Boreholes

The Internal Auditor reported to the Committee that on 29th November 2024 the council had awarded a contract to ML Drilling and Exploration (Z) limited for the drilling and equipping of eight (8) boreholes in the district at a contract sum of K757, 668.

Findings

Physical inspection of the boreholes carried out during the period under review revealed that works had stalled. The contract period was eight (8) weeks.

As at 21st may 2025 the contractor had been paid amounts totaling K189, 417 leaving a balance of K568, 251. Further the contractor was not on site during the visit.

Root cause

The delayment in processing of advance payment due to recall of funds.

Risks

- Failure to provide a service.

Recommendation

The following recommendation was made:

"Management should ensure that planned works are completed within the stipulated time frame in the contract".

Management response

The following was the management response:

"Management acknowledges the auditor's observation however the delayment is attributed to delayed processing of advance payment due to recall of funds. Management has since paid advance unfortunately the contractor couldn't proceed with the works due to heavy rains as roads become inaccessible. Further the contract has been extended to 30th August 2025 and advance ***bond renewed by the contractor".***

Current Status

The following was the status after management response:

"Management response is noted. However, the matter is still outstanding as the Eight (8) boreholes have not been drilled".

The report was **NOTED.**

2. Rehabilitation of an Old Office Block at Civic Center

On 25th October, 2024 the council had awarded a contract to Uyoya Contractors for the rehabilitation of an old office block at civic center. The contract sum was K476, 127.13 and the project to start on 25th January, 2025 and would end after 20 calendar weeks.

The scope of works included block and concrete works, roofing installation, plastering, joinery and ironmongery, flooring and glazing, painting and decorating.

Findings

A physical inspection of the project carried out during the period under review revealed that works had stalled.

As at 21st may 2025 the contractor had been paid amounts totaling K297, 071.47 leaving a balance of K179, 055.65. Further the contractor was not on site during the visit. The outstanding works include Joinery and ironmongery, Glazing, plastering, flooring and Painting

Root cause

The delayment was attributed to slow cash flow as the project was funded through locally generated revenue.

Risks

- Works not finishing on dates stated in the contracts.

Recommendation

Works should be completed within the stipulated time frame in the contracts.

Management response

"Management acknowledges auditor's observation however, the limited revenue base as negatively affected implementation of the project. Further management has intensified revenue collection through creating revenue task force and dedicating the vehicle GRZ600 to revenue generation".

Current Status

"Management response is noted. However, the matter is still outstanding as the rehabilitation of the old office block has not been completed".

3. Construction of a 1x3 classroom block at Nkeyema Primary School

On 25th October, 2024 the council awarded a contract to Integrity Enterprise Limited for the construction of a 1x3 classroom block at Nkeyema Primary School. The contract sum was K713, 116.56 and the project was to start on 25th October, 2024 and complete after 20 calendar weeks.

The scope of works included block and concrete works, roofing installation, plastering, joinery and ironmongery, flooring and glazing, painting and decorating.

Findings

A physical inspection of the project carried out during the period under review revealed that the project had not been completed seven (7) months from its initial completion date.

As at 19th may 2025 the contractor had been paid amounts totaling K316, 750 leaving a balance of K396, 366.20. Further the

contractor was on site during the visit. The outstanding works include Block works, Joinery and ironmongery, Roofing installation, Glazing, flooring and Painting

Root cause

The delayment in processing of advance payment due to recall of funds.

Risks

- Works not finishing on dates stated in the contracts.

Recommendation

Works should be completed within the stipulated time frame in the contracts.

Management response

"Management acknowledges auditor's observation however wishes to state that monitoring and supervision has been intensified to ensure timely decision making during project cycle".

Current Status

"Management response is noted. However, the matter is still outstanding as the project has not been completed".

4. Construction of a 1x3 classroom block at Mudeu Community School

On 25th October, 2024 the council awarded a contract to Likomas Construction Limited for the construction of a 1x3 classroom block at Mudeu Community School. The contract sum was K830, 639.60 and the project to start on 25th October, 2024 and will end after 20 calendar weeks.

The scope of works included block and concrete works, roofing installation, plastering, joinery and ironmongery, flooring and glazing, painting and decorating.

Findings

A physical inspection of the project carried out during the period under review revealed that the project had not been completed seven (7) months from its initial completion date.

As at 16th may 2025 the contractor had been paid amounts totaling K207, 659.90 leaving a balance of K622, 979.7. Further the contractor was on site during the visit. The outstanding works include Block works, Joinery and ironmongery, Roofing installation, Glazing, flooring and Painting

Root cause

The delayment in processing of advance payment due to recall of funds.

Risks

- Works not finishing on dates stated in the contracts.

Recommendation

Works should be completed within the stipulated time frame in the contracts

Management response

"Management acknowledges auditor's observation however wishes to state that the project was awarded towards onset of rainy season which made transportation of materials impossible due to floods. The contractor has since mobilized shortly after the rains and works are progressing scheduled to be completed by 30th August 2025".

Current status

"Management response is noted. However, the matter is still outstanding".

5. Construction of a Clinic at Kabilulwe

On 25th October, 2024 the council had awarded a contract to Menk investment Limited for the construction of a Clinic at Kabilulwe. The contract sum is K827, 065.77 and the project to start on 25th October, 2024 and will end after 20 calendar weeks.

The scope of works included block and concrete works, roofing installation, plastering, joinery and ironmongery, flooring and glazing, painting and decorating.

Findings

A physical inspection of the project carried out during the period under review revealed that the project had not been completed seven (7) months from its initial completion date.

As at 14th may 2025 the contractor had been paid amounts totaling K549, 489.92 leaving a balance of K277, 577.85. Further the contractor was not on site during the visit. The outstanding works include Glazing, flooring and Painting.

Root cause

The delayment in processing of advance payment due to recall of funds.

Risks

- Works not finishing on dates stated in the contracts.

Recommendation

Works should be completed within the stipulated time frame in the contracts

Management response

"Management acknowledges the auditor's observation and wishes to state that the delayment is due to lapses in processing of interim payment certificates. Funds sometimes take long to be processed due to recall of funds by the ministry".

Current Status

"Management response is noted. However, the matter is still outstanding as the project has not been completed".

6. Construction of a Clinic at Kakumba

On 20th August, 2024 the council awarded a contract to Palaba investment for the construction of a Clinic at Kakumba in Munkuye Ward. The contract sum was K800, 000.00 and the project to start on 20th August, 2024 and will end after 20 calendar weeks.

The scope of works included block and concrete works, roofing installation, plastering, joinery and ironmongery, flooring and glazing, painting and decorating.

Findings

A physical inspection of the project carried out during the period under review revealed that the project had not been completed seven (7) months from its initial completion date.

As at 15th may 2025 the contractor had been paid amounts totaling K611, 098.78 leaving a balance of K188, 901.27. Further the

contractor was on site during the visit. The outstanding works include Block works, joinery and ironmongery, plastering, Glazing, flooring and Painting

Root cause

The delayment in processing of advance payment due to recall of funds.

Risks

- Works not finishing on dates stated in the contracts.

Recommendation

Works should be completed within the stipulated time frame in the contracts

Management response

Management acknowledges the auditor's observation and wishes to state that the delayment is due to lapses in processing of interim payment certificates. Funds sometimes take long to be processed due to recall of funds by the ministry.

Current Status

"Management response is noted. However, the matter is still outstanding as the project has not been completed".

7. Construction of a Clinic at Kapa

On 20th August, 2024 the council awarded a contract to Summation Construction Company Limited for the construction of a Clinic at Kapa in Shimano Ward. The contract sum was K626, 665.48 and the project to start on 20th August, 2024 and will end after 20 calendar weeks.

The scope of works included block and concrete works, roofing installation, plastering, joinery and ironmongery, flooring and glazing, painting and decorating.

Findings

A physical inspection of the project carried out during the period under review revealed that the project had not been completed nine (9) months from its initial completion date.

As at 19th may 2025 the contractor had been paid amounts totaling K450, 133.73 leaving a balance of K176, 531.75. Further the contractor was on site during the visit. The outstanding works include Block works, Joinery and ironmongery, Roofing installation, Glazing, flooring and Painting

Root cause

The delayment in processing of advance payment due to recall of funds

Risks

- Works not finishing on dates stated in the contracts.

Recommendation

Works should be completed within the stipulated time frame in the contracts.

Management response

Management acknowledges the auditor's observation and wishes to state that the delayment is due to lapses in processing of interim payment certificates. Funds some times take long to be processed due to recall of funds by the ministry.

Current Status

"Management response is noted. However, the matter is still outstanding as the project has not been completed".

8. Construction of an Ablution Block

On 7th January, 2025 the council had awarded a contract to Baka Mwitila Contractors and General Dealers for the construction of an Ablution Block in Shishamba Ward. The contract sum was K189, 599.60 and the project to start on 7th January, 2025 and will end after 20 calendar weeks.

The scope of works included block and concrete works, roofing installation, plastering, joinery and ironmongery, flooring and glazing, painting and decorating.

Findings

A physical inspection of the project carried out during the period under review revealed that the project was scheduled for completion on 7th June 2025.

As at 21st may 2025 the contractor had been paid amounts totaling K115, 982.05 leaving a balance of K73, 617.55. Further the contractor was not on site during the visit. The outstanding works included Block works, Joinery and ironmongery, Roofing installation, Glazing, flooring and Painting

Root cause

The delayment in processing of advance payment due to recall of funds

Risks

- Works not finishing on dates stated in the contracts.

Recommendation

Works should be completed within the stipulated time frame in the contracts

Management response

"Management acknowledges the auditor's observation and wishes to state that the delayment is due to lapses in processing of interim payment certificates. Funds sometimes take long to be processed due to recall of funds by the ministry".

Current Status

"Management response is noted. However, the matter is still outstanding as the project has not been completed".

9. Construction of Maternity Annex in Mimpongo

On 7th January, 2025 the council had awarded a contract to Jones Mupishi construction and for the construction of Maternity Annex in Mimpongo in Shishamba Ward. The contract sum was K1, 176,781.2 and the project to start on 7th January, 2025 and will end after 20 calendar weeks.

The scope of works included block and concrete works, roofing installation, plastering, joinery and ironmongery, flooring and glazing, painting and decorating.

Findings

A physical inspection of the project carried out during the period under review revealed that the project was at ring beam. The project was expected to be completed on 7th June 2025.

As at 21st may 2025 the contractor had been paid amounts totaling K538, 021.71 leaving a balance of K661, 104.84. Further the contractor was not on site during the visit. The outstanding works include Block works, Joinery and ironmongery, Roofing installation, Glazing, flooring and Painting

Root cause

The delayment in processing of advance payment due to recall of funds

Risks

- Works not finishing on dates stated in the contracts.

Recommendation

Works should be completed within the stipulated time frame in the contracts

Management response

Management acknowledges the auditor's observation and wishes to state that the delayment is due to lapses in processing of interim payment certificates. Funds sometimes take long to be processed due to recall of funds by the ministry.

Current Status

"Management response is noted. However, the matter is still outstanding as the project has not been completed".

10. Construction of Nkeyema Mini Hospital

On 7th January, 2025 the council awarded a contract to J Mwingila Enterprise LTD for the Construction of Nkeyema Mini Hospital in Nkeyema Ward. The contract sum was K1, 199, 126.56 and the project to start on 7th January, 2025 and will end after 20 calendar weeks.

The scope of works included block and concrete works, roofing installation, plastering, joinery and ironmongery, flooring and glazing, painting and decorating.

Findings

A physical inspection of the project carried out during the period under review revealed that the project is at lower window level and it is expected to be completed on 7th June 2025.

As at 21st may 2025 the contractor had been paid amounts totaling K500, 201.69 leaving a balance of K599, 798.31. Further the contractor was on site during the visit. The outstanding works include Block works, Joinery and ironmongery, Roofing installation, Glazing, flooring and Painting

Root cause

The delayment in processing of advance payment due to recall of funds

Risks

- Works not finishing on dates stated in the contracts.

Recommendation

Works should be completed within the stipulated time frame in the contracts

Management response

Management acknowledges the auditor's observation and wishes to state that the delayment is due to lapses in processing of interim payment certificates. Funds sometimes take long to be processed due to recall of funds by the ministry.

Current Status

"Management response is noted. However, the matter is still outstanding as the project has not been completed".

A long discussion ensued and upon a proposal by Councillor David Mbambe and duly seconded by Councillor Webster Miyombo,

It was;

RESOLVED TO RECOMMEND THAT:

Management should ensure that the recommendations contained in the internal Auditor's report were adhered to.

CHAIRPERSON'S CLOSING REMARKS

The Chairperson thanked everyone for the attending the meeting and urged Management to adhere to the provisions of the law in order to reduce audit queries in the institution. He also implored both members and management to improve in time management.

Thereafter, he declared the meeting officially closed with a prayer offered by Councillor David Mbambe at 13:20 hours.

Signed this 12th Day of June 2025

COMMITTEE CHAIRPERSON

MINUTES OF THE PLANS, WORKS DEVELOPMENT AND REAL ESTATES COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ALONG MONGU – LUSAKA ROAD ON FRIDAY 13TH JUNE, 2025 AT 09:00 HOURS

MEMBERS PRESENT

Charles M. Mwanangombe	-	Chairperson
Brian Namangolwa	-	Member
Zabangwa Minyoi	-	Member
Mukanwa Matauka	-	Member
Marvelous Nalubutu	-	Ex-Officio
Rayford Chitoti	-	Ex-Officio

OFFICERS IN ATTENDANCE

Moffat Mwanza	-	Council Secretary
Dr. Mundemba Simon	-	District Health Director
Chunda Bumba	-	Director of Planning
Lifumbo Mundia	-	District Education Board Secretary
Abraham Chimbala	-	Director of Engineering
Kudakwashe Mutentwa	-	Council Advocate
Simalabbe Sikaulu	-	District Community Development Officer
Ivy Samboko	-	Chief Administrative and Committee
Gibson Muyembe	-	EE
Mfula Nsofwa	-	Town Planner
James Kawaba	-	Internal Auditor
Susan M. Miyoba	-	Acting Senior Agricultural Officer
Sivan Nyambe	-	Senior Procurement Officer
		Officer
Namushi Muchezi (**Recorder)**	-	Committee Clerk
Phumuzile Moyo	-	Stenographer

APOLOGY OF ABSENCE

No apology of absence was recorded.

CALL TO ORDER

The meeting was called to order at 10:38 hours.

OPENING PRAYER

NOTICE OF MEETING

Prior to the commencement of the meeting, the Director of Engineering Eng. Chimbala Abraham read the notice convening the meeting.

DECLARATION OF INTEREST

Those that were conflicted declared interest at an appropriate time during the proceedings of the meeting. See details on minute number PWDRE.13.06.25.

CHAIRPERSON'S OPENING REMARKS

The Chairperson welcomed the members to the meeting and urged everyone to take the issue of time management very seriously because previously meetings had been starting much later than the stipulated time situation he described as not only unacceptable but also un ethical. He therefore implored both the members and management to make amends in this area. Thereafter, the meeting was declared officially open.

PWDRE.01.06.25: UPDATE ON CDF PROJECTS

The Director of Engineering reported to the Committee that the status of ongoing CDF projects as tabulated below.

S/N	NAME OF PROJECT	CURRENT STATUS	CHALLENGES	ACTION TAKEN
01	Construction of a 1x3 CRB at Shishamba	100% Completion	Contractor delayed in completion.	Completed and handed over.
02	Construction of 1x3 CRB at Kalapu	100% Completion	Contractor delayed in completion.	Completed and handed over.
03	Construction of a 1x3 CRB at Kanyanta	100% Completion	Contractor delayed in completion.	Completed and handed over.
04	Construction of a 1x3 CRB at Kanatebe	100% Completion	Contractor delayed in completion.	Completed and handed over.
05	Construction of 1x3 CRB at Kankwanda	100% Completion	Blown off roof by strong whirl wind.	Completed and handed over.
06	Construction of a 1x3 CRB at Mukoshela	100% Completion	Inadequate funds to attend to remaining works.	Completed and handed over.
07	Construction of a 1x3 CRB at Kalale Kamazambo	100% Completion	Contractor delayed in completion.	Completed and handed over.
08	Construction of a theater at Zonal Clinic	100% Completion	Inadequate funds to complete the remaining works	Completed and handed over.
09	Construction of Njonjolo Bridge	100% Completion	Difficulties in finding tipper trucks to ferry gravel for raising embankment	Completed awaits commissioning
10	Construction of a clinic at Kalale	100% Completion	Contractor delayed in completion.	Completed awaits commissioning.

11	Construction of 1x3 CRB at Lombelombe	100% Completion	Unresponsiveness for the two consecutive advertisements which were done.	Completed and handed over.
12	Construction of a 1x3 CRB at Timuna	95% Completion	Contractor abandoned the site	Contractor on site doing finishes

Meanwhile, members expressed satisfaction with most of the projects which were executed so far and therefore management to continue engaging only contractors who were serious regardless of where they came from so long as they met the criterion.

The report was **NOTED.**

PWDRE.02.06.25: UPDATE ON 2024 CDF PROJECTS

The Director of Engineering reported for information of the Committee that the status of the ongoing 2024 Constituency Development Fund (CDF) projects as tabulated below:

S/N	NAME OF PROJECT	CURRENT STATUS	REASONS FOR DELAYMENT	ACTION TAKEN
01	Construction of Police post at Munkuye	100% completion	Delayed due to land dispute.	Project completed however recommended **for water reticulation system**
02	Construction of Chikamba bridge	100% completion	Delayed disbursement of funds.	Project completed and handed over
03	Construction of a Clinic at Kakumba	90% completion (Finishing)	Delayed disbursement of funds.	Contractor has since been paid and on site
04	Construction of Ablution at Sishamba Local Court	90% completion (Finishes)	Insufficient funds hence variation to the design.	Contractor has since been paid and on site
05	Construction of Staff house at	90% completion (Finishes)	Luck of successful bidder for the project	Contractor paid and on site

	Namilangi primary school		on two consecutive adverts	
06	Construction of Health Post at Kabilulwe	85% completion	Delayed disbursement of advance payment	Contractor paid and on site
07	Construction of Health Post at Kappa	80% Completion (Plastering)	Delayed disbursement of funds.	Contractor has since been paid and on site
08	Construction of a Maternity wing at Nkeyema Mini hospital	60% Completion (Ring beam)	Delayed disbursement of funds.	Contractor paid and on site
09	Construction of a Maternity wing at Mimpongo	60% Completion (Ring beam)	Delayed disbursement of funds.	Contractor paid and on site
10	Construction of Chief's palace at Njonjolo	90% completion	Variation of funds due to new scope of works	Contractor submitted IPC2 and forwarded for payment
11	Procurement of Ambulance	Centrally procured		
12	Procurement of motor bikes	Centrally procured		
13	Rural Electrification Authority	MoU signed		**Recommended for variation to Water schemes**
14	Construction of 1x3CRB at Mudeu	40% completion	Road cut off due to heavy rains	Contractor paid and mobilized on site
15	Construction of a 1x3CRB at Nkeyema Primary (Disaster)	50% completion	Delayed disbursement of advance payment	Contractor paid and mobilized on site
16	Drilling and equipping 16 boreholes with Indian Mark 2	50% completion	Delayed disbursement of advance payment	Contractors paid and 8 boreholes completed.

The report was **NOTED.**

PWDRE.03.06.25: STATUS OF CAPITAL PROJECTS

The Director of Engineering reported for information of the Committee on the status of capital projects in Nkeyema District.

The summary showing the status of capital projects whose funding was from Devolution Support Fund was presented as tabulated in the table below:

S/N	NAME OF PROJECT	CURRENT STATUS	CHALLENGES	ACTION TAKEN
1	Construction of ablution at Shamapene roadside market	Evaluation	No successful bidder	Re-advertised
2	Construction of ablution at slaughter slab	Evaluation	No successful bidder	Re-advertised
3	Construction of water reticulation at Shamapene roadside market	Evaluation	No successful bidder	Re-advertised
4	Construction of water reticulation at slaughter slab	Procurement		Awarded
5	Construction of kandende crossing point	Evaluation		
6	Rehabilitation of office space at civic centre	70% completion	Inadequate funds as this is from locally generated revenue	Accelerated revenue collection through task force

The matter was **NOTED.**

PWDRE.04.06.25: REHABILITATION OF 20KM NJONJOLO ROAD

The Director of Engineering reported for information of the Committee on the progress of Njonjolo road adding that so far grading and road formation was complete. The works which were being done were spot gravelling as well as compaction of approximately 5km and that works were expected to be completed by 30th June 2025.

The information was **NOTED.**

PWDRE.05.06.25: REHABILITATION OF 30KM KAMAKOKWA-LOMBELOMBE ROAD

The Director of Engineering reported for information of the Committee the progress of 30km Kamakokwa-Lombelombe Resettlement Centre road. He explained that thus far the contractor had achieved 85% of the works remaining with ancillary and concrete works with light gravelling of some portion. The Director of Engineering explained that works were temporarily suspended due to heavy rains which flooded borrow pits. However, the contractor was on site and had resumed operations for the final phase.

The matter was **NOTED.**

PWDRE.06.06.25: CONSTRUCTION OF HEALTHY ROOMS BY HEALTHY LEARNERS

The Director of Engineering reported to the Committee on the progress of healthy rooms in Twelve Schools by Healthy Learners. He added that so far earth works excavations had been achieved in all the selected Schools. Members heard that Management had however faced a challenge in procuring materials locally such as blocks and stones. Further, there was a delayment on procurement of other materials such as building/river sand and gravel due to challenges in securing vendors. However, material mobilization had started and the construction would commence once all the materials were ready.

The information was **NOTED.**

PWDRE.07.06.25: UPDATE ON CASH FOR WORK

The Director of Engineering reported to the Committee that Cash for Work program had continued to be implemented across the District in various zones adding that so far Management had a total cumulative beneficiary of 20, 203 amounting to K12, 121,800 as at 31st March, 2025. It was explained that Management had continued experiencing challenges in mismatch on phone numbers and beneficiaries which was constantly been addressed through engagement of data entry clerks and WDC Chairperson.

The matter was **NOTED.**

PWDRE.08.06.25: SOLAR INSTALLATION AT CIVIC CENTRE

The Director of Engineering reported for information of the Committee that Nkeyema District was amongst the Districts which had been selected in Western Province to benefit from the World Bank's installation of Solar power back up systems. On 19th, May 2025, Exponent Technologies Limited successfully completed the supply, delivery and installation of the Solar power backup system for Nkeyema Town Council. The contractor was engaged by Smart Zambia Institute to supply and deliver Solar power backup system for Nkeyema Town Council under the contract number SZI/W/LB/002/2025.

Members heard that the system was sufficient to meet power demand at the institution and was running effectively.

The matter was **NOTED.**

PWDRE.09.06.25: APPLICATION FOR CONVERSION FROM CUSTOMARY TENURE TO LEASEHOLD OF LAND TENURE.

The Director of Planning to reported for the decision of the Committee that Nkeyema Town Council was in receipt of an application from Mr. Mukumbuta Mukumbuta who intended to convert his parcel of land from customary tenure to lease hold tenure. The applicant had followed the procedure of land acquisition by providing all the necessary requirements.

The table shown below contains the applicant's details as they were presented to the Committee:

NO	NAME	NRC	LAND SIZE	WARD	CHIEFS APPROVAL	LAND OWNERSHIP CERTIFICATE	COMMENT
1.	Mukumbuta Mukumbuta	227157/82/1	108.41ha	Shishamba	yes	yes	Outside the township boundary

Nkeyema Town Council had successfully conducted a land inspection on Monday 12th May, 2025 and had found no encumbrances.

Therefore, there are no objections to the submissions for obtaining of title deeds on the parcel of land. Given this background, it was further reported that:

a. The application be recommended for approvals to the Ordinary Council following field findings and inspections.
b. The approved application be forwarded to the Commissioner of Lands for numbering and issuance of title.
c. The applicants be informed of Council's decision at an appropriate time.

After due consideration and upon a proposal by Councillor Mukanwa Matauka and duly seconded by Councillor Minyoi Zabangwa,

It was;

RESOLVED TO RECOMMEND THAT:
The above application for conversion from customary tenure to leasehold of land tenure in respect of Mr. Mukumbuta Mukumbuta be **APPROVED.**

PWDRE.10.06.25: APPLICATION FOR CONVERSION FROM CUSTOMARY TENURE TO LEASEHOLD OF LAND TENURE.

The Director of Planning to reported for consideration of the Committee that Nkeyema Town Council was in receipt of an application for Conversion of tenure from Customary to Leasehold tenure from Mr. Lyumina Kakundu who intended to convert his parcel of land from customary tenure to lease hold tenure. The applicant had followed the procedure of land acquisition by providing all the necessary requirements.

The table below contained the summary of the application in question:

NO	NAME	NRC	LAND SIZE	WARD	CHIEFS APPROVAL	LAND OWNERSHIP CERTIFICATE	COMMENT
1.	Lyumina Kakundu	313582/61/1	72.4ha	Lombe Lombe	yes	yes	Located in the Game Management Area Conservation Zone.

Members hard that Nkeyema Town Council had successfully conducted the land assessment on Friday 6th June, 2025 and found that the parcel of Land was located in the Game Management Area Conservation Zone.

Given this background, it was recommended that:

a. The application be rejected as this area was a gazetted protected area under Mufunta Game Management.
b. The applicants be informed of Council's decision at an appropriate time.

After due consideration and upon a proposal by Councillor Brian Namangolwa and duly seconded by Councillor Minyoi Zabangwa,

It was;

RESOLVED TO RECOMMEND THAT:
The above application for conversion from customary tenure to leasehold of land tenure in respect of Mr. Lyumina Kakundu be **DISAPPROVED** as the land in question was a gazetted protected area under Mufunta Game Management area.

PWDRE.11.06.25: DEFERRED APPLICATION FOR CONVERSION FROM CUSTOMARY TENURE TO LEASEHOLD OF LAND TENURE

The Director of Planning to reported to the Committee that under minute under **PWDRE/111/03/24,** the Council had Deferred applications for Conversion of tenure from Customary to Leasehold tenure in respect of SGC Investment LTD and Redemption Evangelist Church due to unresolved issues during site visit.

In this regard, Nkeyema Town Council had successfully conducted a field inspection on Monday 12th May, 2025 and

had found no encumbrances on the ground. The details of the applications in question were presented as tabulated in the table below:

NO	NAME	NRC	LAND SIZE	WARD	CHIEFS APPROVAL	LAND OWNERSHIP CERTIFICATE	COMMENT
1.	SGC Investment Ltd	ZDA0048/01/2019	4,729sqm2	Nkeyema	yes	yes	Outside the township boundary
2.	Redemption Evangelist Church	ORS/102/66/6102	41.370ha	Litoya	yes	yes	Outside the township boundary

Therefore, there are no objections to the submissions for obtaining of certificate of title on the parcel of land. Given this background, I wish to report that:

a. The applications be recommended for approvals to the Ordinary Council following field findings and inspections.
b. The approved applications be forwarded to the Commissioner of Lands for numbering and issuance of title.
c. The applicants be informed of Council's decision.

After a short debate and upon a proposal by Councillor Brian Namangolwa and duly seconded by Councillor Minyoi Zabangwa,

It was;

RESOLVED TO RECOMMEND THAT:
The above two applications for previously deferred application for conversion from customary tenure to leasehold of land tenure in respect of **SGC Investment LTD** and Redemption Evangelist Church be **APPROVED.**

PWDRE.12.06.25: APPLICATIONS FOR PLOT LEGALISATION

The Director of Planning to reported to the Committee that Management was in Receipt of an Application for Plot Legalization following successful purchase of the parcel of land from initial holders and physical inspection to ascertain the physical status was conducted. It was established that the plots in question had no encumbrances. The table below shows the details of the application:

S/No.	APPLICANT	SETTLER	PLOT NO.	LAND USE	LOCATION
1.	Kutumwa Kutumwa NRC No. 197751/31/1	Milton Namakando Mukamba NRC No.338002/11/1	Nkeye LN/68 /2178	Residential Medium Cost Plot	Kabombwa

The Director of Planning explained that Nkeyema Town Council had no objection to the Legalization of the plot.

He therefore recommended as follows:

a) The applicants be recommended for approvals to the Ordinary Council.
b) The approved applicants be forwarded to the Commissioner of Lands for further processing.
c) The applicants be informed of Council's decision at an appropriate time.

After due consideration and upon a proposal by Councillor Minyoi Zabangwa and duly seconded by Councillor Brian Namangolwa,

It was;

RESOLVED TO RECOMMEND THAT:
The above application for plot legalization in respect of Kutumwa Kutumwa be **APPROVED.**

PWDRE.13.06.25: RESIDENTIAL PLOT ALLOCATION

The Director of Planning to reported for consideration of the Committee that the Department was in receipt of a letter from Ms. Brenda Kafunya a settler of Munkuye Cross Area, in which she had agreed to accept an alternative plot of land offered to her by management in the year 2018.

Tit was explained that the said settler had settled on plot number **LN/4731** for over 20 years. However, following a technical assessment of the area, it was established that this particular area was the most suitable and strategic site for the drilling of the community borehole. Given the importance of ensuring sustainable water supply, it became necessary to reserve the original plot for this critical infrastructure.

Members heard that in the light of this development, the client was engaged and offered a Medium cost plot Numbered **LN/68/1350** which was of comparable value and suitability. The Settler had reviewed and accepted this offer and had agreed to proceed with the allocation process. The reference documents were attached to the report as Appendix I.

Management therefore recommended as follows:

a. The Committee to acknowledge this development and approve the formalization of the allocation the said Medium cost plot Numbered **LN/68/1350.**
b. The Settler be recommended for approvals to the Ordinary Council.
c. The approval be forwarded to the Commissioner of Lands.
d. The applicants be informed of Council's decision at an appropriate time.

After due consideration and upon a proposal by Councillor Brian Namangolwa and duly seconded by Councillor,

It was;

RESOLVED TO RECOMMEND THAT:
The above application be **APPROVED** as per the recommendation.

At this point, the following persons declared interest and excused themselves since matter was up for discussion:

- James Kawaba
- Kudakwashe Mutentwa

PWDRE.14.06.25: RESIDENTIAL PLOT APPLICANTS

The Director of Planning reported for decision of the Committee that following the previous plot advertisement which had ran from 5th May, to 30th May 2025 and was conducted on first come first serve basis , Nineteen (19) applicants had submitted complete applications and fulfilled all the necessary requirements within the stipulated time frame.

Based on the order of the application and compliance with eligibility criteria, the following individuals were deemed successful: the table below was inserted for easy reference.

NO	APPLICANT NAME	NRC	SEX	LAND USE
1	Chambani Lisulo	162311/81/1	M	Residential High-Cost
2	Chambani Lisulo	162311/81/1	M	Residential High-Cost
3	Cynthia Mutale	663178/11/1	F	Residential High-Cost
4	James Kawaba	325044/10/1	M	Residential Medium-Cost
5	Chambani Lisulo	162311/81/1	M	Residential Medium-Cost
6	Chambani Lisulo	162311/81/1	M	Residential Medium-Cost
7	Kudakwashe Mutentwa	338811/10/1	F	Residential Medium-Cost
8	Kelvin Inambao	250931/71/1	M	Residential Medium-Cost
9	Kelvin Inambao	250931/71/1	M	Residential Medium-Cost
10	Deckster Sishekanu	138381/86/1	M	Residential Medium-Cost
11	Monde Kapawa	538466/11/1	F	Residential Medium-Cost
12	James Kawaba	325044/10/1	M	Residential Low-Cost
13	Webster Miyombo	240032/82/1	M	Residential Low-Cost
14	Lukonde Saviour	168742/45/1	M	Residential Low-Cost
15	Malumo Muketoi	281086/81/1	M	Residential Low-Cost
16	Webster Miyombo	240032/82/1	M	Residential Low-Cost
17	Elizabeth Nawa	249390/82/1	M	Residential Low-Cost
18	James Kawaba	325044/10/1	M	Residential Low-Cost
19	Inutu Silishebo	207456/65/1	F	Residential Low-Cost

The above list of applicants was attached to the report as Appendix II.

The Director of Planning therefore recommended that:

a) The applicants be recommended for approvals to the Ordinary Council.
b) The approved applicants be forwarded to the Commissioner of Lands for further processing.
c) The applicants be informed of Council's decision at an appropriate time.

After some debate and upon a proposal by Councillor Brian Namangolwa and seconded by Councillor Mukanwa Matauka,

It was;

RESOLVED TO RECOMMEND THAT:
The above applications for residential plots be **APPROVED.**

PWDRE.15.06.25: HANDOVER OF PLANNING FUNCTIONS TO NKEYEMA TOWN COUNCIL AS A LOCAL PLANNING AUTHORITY

The Director of Planning reported for information of the Committee the successful hand over of planning functions to Nkeyema Town Council as previously reported adding that The exercise was conducted from 26th May - 2nd June, 2025 at Nkeyema Town Council and a subsequent exchange visit to Senanga Town Council. He explained that the implication of that development was that Nkeyema Local Planning Authority had assumed responsibility for the delegated planning functions and all systems and procedures required for the effective discharge of its duties in Nkeyema District.

The letter was attached as appendix III for easy reference.

The matter was **NOTED.**

PWDRE.16.06.25: PROPOSED FEES AND CHARGES FOR PLANNING SERVICES

The Director of Planning reported for information of the Committee that Nkeyema Local Planning Authority intended to propose a new fee structure for planning services following the attainment of the planning authority status.

The proposed fees and charges were presented to the Committee as shown below;

a). PLOT PREMIUM

S/No.	Use/ Zone	Proposed Application Fee	Current rate (ZMW)	Proposed Rate
1.	Residential Lowcost plot	350	2,000.00	2,500.00
2.	Residential Medium Cost	350	4,000.00	4,500.00
3.	Residential HighCost	350	6,000.00	6,500.00

4.	SmallHolding	500		2,500.00 per Ha
5	Primary School	800		50,000.00
6	Filling Station	1000		80,000.00
7	Lodge			35,000.00
8	Commercial			
	Small Commercial		6,000.00	8,000.00
	Medium Commercial			20,000.00
	High Commercial			50,000.00
9	Place of Worship	1000		10,000.00
10	Light Industrial	1,000.00		35,000.00
11	Heavy Industrial	1,000.00		50,000.00

b). CONVERSION OF TENURE

CLASSIFICATION	**CURRENT INSPECTION FEE**	**PROPOSED RATE (ZMW) INSPECTION FEE**	**ENDORSEMENT FEE (ZMW)**
Application Fee	500.00	500.00	
0.1 Hectares – 10.9Ha	1,500.00	2,500.00	100
11Ha – 49.9Ha	2,500.00	3,500.00	200
50Ha – 99.9Ha		5,000.00	300
100Ha -250Ha		7,500.00	400
Above 251Ha		**10,000 Plus 20 For every Additional Hectare**	500

c). SCRUTINY FEES

USE/ ZONING	**PROPOSED RATE PER SQUARE METRE (ZMW)**
Residential	2.00
Commercial /Industrial	3.00
Place of Worship	1.50
Perimeter Wall	3.00
Industrial	7.5

S/N	CATEGORY	CURRENT RATE (ZMW)	PROPOSED RATE (ZMW)
1	**Scruitiny Fee for Planning Permission** Filling/ Service Station		K5,000.00 plus Scrutiny fee for Commercial Buildings
2	**Penalty fee without Planning Permission to develop**		
	Industrial Plot		K5,000.00 + Scrutiny fee
	Commercial Plot		K2,000.00 + Scrutiny fee
	Residential H/C plot		K1,000.00 + Scrutiny fee
	Residential MC/LC		K500.00 + Scrutiny fee
3	**Zesco Letter- Power connection**		K150.00 for Residential
			K200.00 for Commercial
4	**Regularisation**		Existing plot premium Charge plus scrutiny fees (Without Settler Agreement form) With settler Agreement form 10% of the transaction
5	**Subdivision and Consolidation**		K600.00 per Subdivision/Consolidation
6	**Site Plans**		K150 per Plot
7	**Beacon Identification**		K100.00 per Plot
8	**Minute Extracts and Endorsement**		
	Council Plots		K150.00
9	**Renewal of Lease**		K500.00
10	**Stage Inspection Fees (7 stages)**		
	Low Cost		K50.00
	Medium Cost		K60.00
	High Cost		K70.00

	Commercial/Institutional/Industrial		K150.00
10	**Retrive of Documents**		K100.00
11	**Application in Principle**		K500.00
12	**Beacon Identification** -Smallholding		K100.00/Beacon

d). CHANGE OF LAND USE

CLASSIFICATION	**PROPOSED RATE (ZMW)**
General Residential to Business/Commercial, Institutional, etc	K0.4/m2
General Residential to Special Residential (Flats, Multi- purpose)	K0.25m2
Agriculture Smallholding to Business, Institutional/ Industrial	K0.4m2
Agricultural Smallholding to Residential (Flats/Multiple Housing Units)	K0.3m2
Industrial to Business/ Commercial	K0.5m

After a long debate and upon a proposal by Councillor Brian Namangolwa and duly seconded by Councillor Mukanwa Matauka,

It was;

RESOLVED TO RECOMMEND THAT:

The proposed fees and charges for planning services be **APPROVED.**

PWDRE.17.06.25: CONDOM PROGRAMMING

The Director of Planning reported to the Committee that in a bid to prevent HIV new infection and Sexually Transmitted Infections (STIs) which was on the rise especially to the adolescent and young adults' population, reproductive health commodities for community distribution which had been out of stock for a quite some time was now available. So far about twenty-three thousand (23,000) male pieces of condoms had been distributed in all the hotspot areas of the District.

The matter was **NOTED.**

PWDRE.18.06.25: ADOLESCENT HEALTH SERVICES PERFORMANCE

The Director of Planning informed the Committee that the District recorded a lot of teenage pregnancies of more than 600 pregnancies reaching to 22.7% above 10% threshold as well as teenage marriages of about 111 during quarter 1 of 2025. The catchment area of facilities with the highest contribution of teenage pregnancies had come from Nkeyema Mini Hospital, Njonjolo Health Post, Maloba Health Post and Kahare Rural Health Centre.

About 30% of the adolescent population had tested HIV positive giving positivity yield of 0.6% and were all initiated on treatment accounting for an initiation rate of 100%.

Members heard that in addition, the District also had recorded high number of other Sexually Transmitted Infections (STIs) such as syphilis, warts, genital ulcers and urethral discharge which interpreted incidences of the infections among adolescents.

In terms of substance abuse, the District had recorded higher numbers of alcohol abuse in relation to Drug abuse.

Key challenges

- Initiation ceremony content promotes certain behaviors that promoted sexual activities.
- No standard youth friendly facilities to sustaining impact awareness.
- Teen pregnancy and culture sensitivity
- inadequate recreation facilities like sports
- Commodity stock outs also contributed to the increase

Recommendation

- ✓ Civic and traditional leaders together with key stakeholders to come up with strong by-laws on Initiation ceremonies that implement adolescent friendly package.

- ✓ The initiation ceremony champions to be targeted and taught on adolescent health package.
- ✓ Community engagement meetings needed to be sustained.
- ✓ Adolescent health packages also needed to be incorporated in church camp meeting gatherings.
- ✓ Youth friendly corners to be incorporated in school learning institutions to understand their value
- ✓ Local authority to strengthen the operation regulation of bars and night clubs in order to prevent adolescents from abusing alcohol
- ✓ Source funds to build youth friendly spaces such as recreational facilities.

The matter was **NOTED.**

PWDRE.19.06.25: APPROVAL OF 2025 CONSTITUENCY DEVELOPMENT FUND (CDF) LOAN AND GRANT BENEFICIARIES.

The Director of Planning reported for the information of the Committee that during the Constituency Development Fund Committee meeting held in the Council Chamber at Nkeyema Town Council on Monday 10th February, 2025 and Thursday 13th February, 2025, the Committee had selected Sixty-Two (62) grant applicants and Twenty-One (21) loan applicants from the eight (8) respective wards in the District. The selected loan applicants had been forwarded to the Bank for further screening and scrutiny and later would be forwarded to the Provincial Local Government Office (PLGO) for approval.

a). Particulars of the loan applicants were highlighted in table 1 below:

The total amount requested by the loan applications was Three Million Five hundred and Eighty Thousand Kwacha (ZMW3, 580, 000. 00).

No.	Name of Group/ Name of Business/Company	Ward	Contact Person (Name)	Contact Person (Phone No.)	Type of Business	Loan Amount Requested	Amount Recommended by CDFC

1	HALUSEBENZENI FARM	BULOTO	MWANGARA MWANGELWA	779625950	IRRIGATION EQUIPMENT	150,000.00	150,000.00
2	TONJE TULYE FARM	BULOTO	IMWELLA MWENDA	967923576	IRRIGATION EQUIPMENT	200,000.00	200,000.00
3	MUPONDO TRANSPORT SERVICES	LITOYA	PETER M MUKONDA	978964649	FARMING	150,000.00	150,000.00
4	THIMBU BUSINESS VENTURES	LITOYA	JONAS MUMBA MUMBA	976652755	FARMING	200,000.00	200,000.00
5	MATIKANDI GENERAL DEALERS	LOMBEL OMBE	KANDALA KINGSLEY KANDALA	977332763	BUYING AND SELLING OF MAIZE	200,000.00	200,000.00
6	MUYANDYA BANTU CROPS AND FISH FARMING	LOMBEL OMBE	OBERT MOONDE	952349911	CROP AND FISH FARMING	200,000.00	200,000.00
7	KAKUPU ENTERPRISE	MUNKUYE	MUFWINDA PATRICK LIMBWANGU	777379936	FARMING	150,000.00	150,000.00
8	KUTUMA TRANSPORT	MUNKUYE	NYAMBE KUTUMBA		TRANSPORTATION	200,000.00	200,000.00
9	FILO VENTURES	NAMILANGI	FABIAN LIHOMBO	969323636	ESTATES	200,000.00	200,000.00
10	MARNUM VENTURE	SHIMANO	MONDE NYAMBE	971142278	IRRIGATION EQUIPMENT	150,000.00	150,000.00
11	KENMADU VENTURES	SHIMANO	KENETH MADUNGWE	977766551	METAL FABRICATION	200,000.00	200,000.00
12	MEETIMOYE TRANSPORT	SHIMANO	MITIFOLO MOYELA	960897202	TRANSPORTATION	200,000.00	200,000.00
13	ZABALU GENERAL DEALERS	SHISHAMBA	WALUKA AKAKULUBELWA	764000719	HAMMER MEAL	200,000.00	200,000.00
14	JABULUMA ENTERPRISE	SHISHAMBA	MULETA MUYUNDA	775899669	GROCERY	180,000.00	180,000.00
15	LAST CONER BUSINESS CENTER	LITOYA	GIFT MATE MATE	976472256	IRRIGATION EQUIPMENT	200,000.00	200,000.00
16	PRISVA BUSINESS VENTURES	MUNKUYE	PATRICK KALUWASHA	773328297	IRRIGATION EQUIPMENT	150,000.00	150,000.00

17	TOURCH NOT TRANSPORT	NKEYEMA	JOYCE MUZALA	973158311	TRANSPORTATION	150,000.00	150,000.00
18	JUSUTA GENERAL DEALERS	NKEYEMA	JUDITH MUSOLE	977710171	RESTAURANT AND BAR	150,000.00	150,000.00
19	NKOKA BUSINESS ENTERPRISE	NKEYEMA	KENETH TOLOPO	972874482	PIGGERY	150,000.00	150,000.00
20	MUFASI GENERAL DEALERS	SHISHAMBA	MUFAYA SILISHEBO	955959433	IRRIGATION EQUIPMENT	150,000.00	150,000.00
21	SHISA FARMS	NAMILANGI	KAZHILA KAPALU	0771254983	PIGGERY/ HAMMER MILL	200,000.00	200,000.00
TOTAL							**3,580,000.00**

b) Table 2 below shows the approved grant beneficiaries by the Ministry of Local Government and Rural Development under the 2025 CDF grant empowerment component. In this regard, twenty-two (62) applicants were approved with the total amount coming to Two Million Four hundred and Eighty Thousand Kwacha (ZMW2, 480, 000. 00). The Local Authority was therefore preparing the disbursement of funds to the under listed beneficiary:

No	Name of Group	Ward	Contact person	Contact Number	Type of venture (specify)	Amount requested (ZMW)
1	Kamiheto A	Buloto	Mubondwa Simuye	974142910	Chicken Rearing	K40,000.00
2	Kanabombe Youth Club	Buloto	Konde Konde	775329580	Piggery	K40,000.00
3	Limbwela Youth Club	Buloto	Musole Likumbi	972646941	Piggery	K40,000.00
4	Blessed Womens Club	Buloto	Colina Musaka	97622635	Cattle Rearing	K40,000.00
5	Maloba Jetters Youth Club	Buloto	Nymbe Mwangala	978090099	Grocery	K40,000.00
6	Chala Ukutule	Buloto	Henry Nyame	0967663202	Farming	K40,000.00
7	Lulika Fela Womens Club	Buloto	Mrs Sibamba	0777065177		K40,000.00
8	Libuyungu MPC	Munkuye	Nalukui Litia	760908293	Poultry	K40,000.00
9	Namamono Bunde	Munkuye	Nosiku Sitali	957347762	Gardening	K40,000.00
10	Kamikenga Womens Group	Munkuye	Precious Muyunda	768375649	Poultry	K40,000.00
11	Munkuye Ward Club	Munkuye	Winnie Mweetwa	972950229	Village Banking	K40,000.00
12	Liyongosi Womens Club	Munkuye	Nawa Muyunda	966526298	Chicken Rearing	K40,000.00
13	Munkuye Marketeers womwns club	Munkuye	Sepiso Lishangwe	962279967	Village Banking	K40,000.00
14	Mukhoma Cooperative society	Munkuye	Nyundu Nambula	961270082	Village Banking	K40,000.00
15	First Choice Youth Club	Munkuye	Fnius Kahare	760390513	Restaurant	K40,000.00
16	Lombelombe Centre Farms MPC	Lombelombe	Douglas Sitwala	956633594	Incubator/Egg hatchery	K40,000.00
17	Kabilulwe Youth Club	Lombelombe	Lydia Nyambe	964084837	Improved Village Chicken Production	K40,000.00
18	Mavunji East Youth Club	Lombelombe	Siputuma Siputuma	963303396	Poultry	K40,000.00
19	Kachale North Youth Club	Lombelombe	Namakau Samwaka	764502383	Improved Village Chicken Production	K40,000.00
20	Lombelombe Testimony youth club	Lombelombe	Mukosiku Nalukui	971159160	Mixed Farming	K40,000.00
21	Buffalo Youth Club	Lombelombe	Inambao Sitwala	770154289	Poultry	K40,000.00

22	Kiya Lubilo Youth Club	Lombelombe	Mweene Hamilumbe	971194837	Piggery	K40,000.00
23	Hope Youth Club	Nkeyema	Joseph Mweemba	976331870	Piggery	K40,000.00
24	Dagmore General Dealers	Nkeyema	Mode Nawani	973080064	Carpentry	K40,000.00
25	Matoya Youth Club	Nkeyema	Josphine Nganga	962528509	Poultry	K40,000.00
26	Mukishi Construction	Nkeyema	Charles Sindamu	777343540	Maize Production	K40,000.00
27	Ndalomba Womens Club	Nkeyema	Memory Ndabali	970317750	Farming	K40,000.00
28	Kulumbwe Mulena Youth Club	Nkeyema	Mutafela Lubinda	77123176	Goat Production	K40,000.00
29	Tumbo Womens Club	Nkeyema	Charity Musangu	77378414	Poultry	K40,000.00
30	Nakako Club	Nkeyema	Richard Lubasi	961211818	Gardening	K40,000.00
31	Minato Youth MPC	Shimano	Danny Mubanga	9770080159	Piggery	K40,000.00
32	Andume MPC	Shimano	Chisola Kazhiko	961425043	Goat Rearing	K40,000.00
33	Nahiya Womens Club	Shimano	Modreen Mbomena	764300137	Piggery	K40,000.00
34	Kusebeza Amoho Womens	Shimano	Mata Mata	962590721	Poultry	K40,000.00
35	God Knows Savings and Credit Club	Shimano	Kamwengo Mukelebai	762920500	Poultry	K40,000.00
36	Libala Womens Club	Shimano	Fostina Mulenga	968182584	Poultry	K40,000.00
37	Nalikenani MPC	Shimano	Lisitu	967637716	Maize Production	K40,000.00
38	Mapililo MPC	Shimano	Victor Chimbali	766803811	Poultry	K40,000.00
39	Success Youth Club	Shishamba	Margret Nuwe	767692774	Oxen Drought	K40,000.00
40	Galaxy Youth Club	Shishamba	Isaac Musheke	773071483	Gardening	K40,000.00
41	Kakwiliti Womens Club	Shishamba	Nosiku Lukonga	956401080	Improved Village Chicken Production	K40,000.00
42	Nginda Womens Club	Shishamba	Mukelebai Nawa	763989087	Poultry	K40,000.00
43	Amutone Womens Club	Shishamba	Esther Njungu	961307262	Village Banking	K40,000.00
44	Kutandala MPC	Shishamba	Martin Mutukwa	768946188	Poultry	K40,000.00
45	Tulyetonje Womens Club	Shishamba	Julia Muyaule	956390404	Goat Rearing	K40,000.00

46	Kayuya MPCS	Shishamba	Maimbolwa Mwangala	961062798	Crop Farming	K40,000.00
47	Grace Women's Club	Litoya	Silitonga Nakweti	978040367	Goat Rearing	K40,000.00
48	Kucha Ni Babamu Womens Club	Litoya	Chilinge Biemba	774905792	Poultry	K40,000.00
49	Lyambweta MPC	Litoya	Mutti Mathews	979727099	Goat Rearing	K40,000.00
50	Tulilenihamo Womens Club	Litoya	Nalukui Matomola	974099002	Village Banking	K40,000.00
51	Kangungu Womens Club	Litoya	Beauty Mbambo	973121328	Village Banking	K40,000.00
52	Mundeu MPC	Litoya	Mukayamali Pelekelo	766800508	Farming	K40,000.00
53	Kamungomba MPC	Litoya	Namunji Mukuti	972111025	Piggery	K40,000.00
54	Lizoho Womens Club	Litoya	Precious Mutango	770092401	Village Banking	K40,000.00
55	Mabanga Tiko Womens Club	Namilangi	Miyoba Limpo	774149913	Goat Rearing	K40,000.00
56	Kufumana Chapo Womens Club	Namilangi	Alex Yakomba Kalemba	969295977	Poultry	K40,000.00
57	KwalaMba Youth Club	Namilangi	Margret Kandanda	76635268	Poultry	K40,000.00
58	Kanatebe Yoth Club	Namilangi	Memory Mbambe	777435722	Poultry	K40,000.00
59	Linanga Sipalo Youth Club	Namilangi	Catherine Ngwila	977425757	Goat Rearing	K40,000.00
60	Kakwanda Sunshine Youth Club	Namilangi	Christabel Mebelo	776458382	Village Banking	K40,000.00
61	Kama Womens Club	Namilangi	Simataa Mangondo	963671186	Poultry	K40,000.00
62	Kakwanda Malo Youth Club	Namilangi	Sharon Kayuba	961033769	Poultry	K40,000.00
GRAND TOTAL						**K2,480,000.00**

The report was **NOTED.**

PWDRE.20.06.25: APPROVAL OF 2024 CONSTITUENCY DEVELOPMENT FUND (CDF) - BURSARIES

a) Secondary School Boarding Bursary

The Director of Planning reported that the Ministry of Local Government and Rural Development had approved a total number of One Hundred Twenty-Five (125) student for the Secondary School Boarding Bursary at the total cost of

K407, 700.00 to be sponsored under the 2025 CDF allocation at various Government Boarding Schools.

b) Skills Development Bursary

It was further explained that the Ministry of Local Government and Rural Development had approved a total number of One Hundred Seventeen (117) student for the Skill development bursary at the total cost of K2, 685, 259.60 to be sponsored under the 2025 CDF allocation in various skills training.

The matter was **NOTED.**

PWDRE.21.06.25: NAMING OF THE NEWLY CONSTRUCTED POLICE POST IN MUNKUYE WARD AS KAPELWA MBANGWETA POLICE POST

The Director of Planning reported for the consideration of the Committee that Nkeyema Town Council was in receipt of a motion from the Ward Councilor for Munkuye Ward, requesting the Council to name the newly constructed Police Post in Munkuye Ward as "***Kapelwa Mbangweta Police Post***" once the construction was completed. The application had highlighted that the services of the first Member of Parliament for Nkeyema Constituency should be recognized by naming the Police Post in his name as a pioneer of development in the District. A copy of the application was attached to the report as appendix IV for easy reference.

After due consideration of the matter and upon a proposal by Councillor Brian Namangolwa and seconded by Councillor Matauka Mukanwa,

It was;

RESOLVED TO RECOMMEND THAT:

The application to name the newly constructed police post as ""***Kapelwa Mbangweta Police Post***" be **APPROVED.**

PWDRE.22.06.25: INTRODUCTION

The District Education Board Secretary reported that the second quarter report of the year 2025 was about the activities of education in Nkeyema District of Western Province. The report covered the following aspects: District Philosophy, staffing, learner enrollment, number of institutions, infrastructure development, emphasis areas,

school feeding program, school health and curriculum development and implementation.

The information was **NOTED.**

PWDRE.23.06.25: DISTRICT PHILOSOPHY

The District Education Board Secretary reported to the Committee that Nkeyema District Education Board was operating under the following philosophy:

Motto: *United for Excellence*

Mission Statement

- *To enhance inclusive teaching and learning processes which are aimed at ensuring high learner performance in all schools through collaboration with other stakeholders in the District.*

Vision

- *To provide quality, lifelong education for all which is accessible, inclusive and relevant to the people of Nkeyema District and the nation as a whole.*

The matter was **NOTED.**

PWDRE.24.06.25: STAFFING

The District Education Board Secretary reported to the Committee that there had been changes at the top Management of education in Nkeyema. Mr Musialike Akayupwa had retired and had since been replaced by Mr Lifumbo Mundia as District Education Board Secretary. The Human Resource Management Officer, Ms Gwen Ngwenya had been transferred to Kabwe and had since been replaced by Ms Tamara. Members heard that the total Staffing for the District stood at 629 adding that a total of 23 teachers were deployed to the District and 22 reported while one had declined.

The information **NOTED.**

PWDRE.25.06.25: LEARNER ENROLLMENT

The District Education Board Secretary reported to the Committee that at that time, Nkeyema District had a total of

38,890 pupils from Early Childhood Education to grade 12 taught by 629 teachers. This translated to a teacher- Pupil ratio of 1 to 61 that required drastic measures to ensure optimal learning outcomes and one of the measures taken in this regard was to ensure that all school Head teachers and Deputy Headteachers in schools had at least a class or a subject to teach.

5.0 Number of Institutions

Nkeyema District Education Board was running a total of 102 schools. The District had a total of 102 schools out of which 37 GRZ Primary Schools, 54 were Community Schools and 5 were Private Schools adding there were 6 GRZ day Secondary Schools. Members heard that there was one primary school (Shishamba) with Form 1 learners, 95 ECE centres that were annexed at Primary Schools and 1 was a standalone (Nkeyema ECE Centre) in the District.

The matter was **NOTED.**

PWDRE.26.06.25: INFRASTRUCTURE DEVELOPMENT

The District Education Board Secretary reported to the Committee that in the period under review, the District had recorded great strides in the area of infrastructure development courtesy of Constituency Development Fund (CDF), Central Government through Ministry of Education and the Public Private Partnership (PPP). Through Constituency Development Fund (CDF), Seven (7) by one by three Classroom Blocks at Shishamba, Kankwanda, Kanatebe, Kanyanta, Mukoshela, Kalapu and Lombelombe were commissioned by the Honourable Minister for Western Province, Mr Kapelwa Mbangweta, Member of Parliament for Nkeyema Constituency. One by three Classroom Block and two staff houses were commissioned and handed over at Shimano Secondary School. Further, World Vision Zambia also had constructed and handed over one by three Classroom Block with furniture at Katomwa, Ablution block at Nalumino Mundia and one modern staff house at Kapa Primary School.

Meanwhile, Works were on-going at two construction sites under Zambia Education Enhancement Project – AF (ZEEP - AF) at Kanchale and Kahare Day Secondary Schools though

not according to plan. The major challenge at the sites was water as well as insufficient material supply due to some suppliers who had not supplied correct quantities and in some cases wrong specifications.

He explained that Works at Kandende Secondary School of one by three Classroom Block and two staff houses had stalled in addition to being shoddy as the contractor had left the site for a long time.

The matter was **NOTED.**

PWDRE.27.06.25: EMPHASIS AREAS

The District Education Board Secretary reported that the set five emphasis areas to be concentrated on in 2025 were embarked on in the period under review. This was not to say other areas were not important and that they would not be attended to as all aspects relating to education were important and would be attended to accordingly but these five areas would be given top priority in 2025. The five (5) areas were as outlined below:

7.1 Learner Performance

Members heard that the District's learner performance had not been impressive, scoring 54 percent at Grade 7 and positioned last (16) in the Province, 36 percent at Grade 9 and positioned last (16) in the District and 50 percent at Grade 12 and positioned 4th in the Province. This had necessitated the development of drastic measures during the period under review which included control of teacher movement and all Head Teachers participating in the teaching of the learners.

7.2 Professionalism

It was explained that there was emphasis on professional ethics adherence by all teaching professionals in the District. The ethics included Integrity, Transparency, Honesty, accountability, innovation and loyalty.

7.3 Production Unit

Members heard that Production Unit was a policy in the Ministry of Education and as such the District promoted development of viable Production Unit and every school would have Production Unit based on the selected thematic area. The District Education Board Secretary added that Situtu Primary School for example had harvested a total of 29 bags of maize while Schools with reliable running water had also embarked on gardening.

7.4 Tourism and Hospitality

By virtue of its comparative advantage of proximity to one of the biggest tourist attractions, Kafue National Park, Nkeyema District Education Board had embarked on promoting tourism and hospitality. The first identified area was the reach cultural heritage that the country was endowed with. The District was working to promote cultural dances and all aspects of Zambian Culture in its diversity.

7.5 MORAL FIBRE

Zambia being a Christian Nation the District embarked on promoting the development of a moral fabric through praying at every meeting and assembly as well as reading of a text.

The report was **NOTED.**

PWDRE.28.06.25: SCHOOL FEEDING PROGRAM

The District Education Board Secretary reported for information of the Committee that the District had received food for Emergency School Feeding Programme through World Food Programme administered by Save the Children. A total of 94 schools had benefited from the initiative through food supplies such as bags of maize, beans, salt and cooking oil adding that the intervention had improved learner attendance to School.

The report was **NOTED.**

PWDRE.29.06.25: SCHOOL HEALTH

The District Education Board Secretary reported for information of the Committee that the District had embarked

on robust health provision programme to learners and teachers through the support of Healthy Learners working on behalf of the Government of the Republic of Zambia. It was explained that a total of Twelve (12) Schools had selected and these were Munkuye (Munkuye Ward), Kalale, Nkeyema, Mangongi (Nkeyema Ward), Kamasisi (Litoya Ward), Kankwanda, Mawilo, Shishamba (Shishamba Ward), Shimano, Kapa Special Unit, Nalumino Mundia (Shimano Ward), Chibuli (Buloto Ward). Members heard that a total of 34 school administrators and 84 teachers and administrators were trained. Further, Temporal Health Rooms had been set aside and learners and teachers had started accessing primary health care. The programme had so far had proved to be helpful in reducing learner absenteeism and expected to improve learner performance.

He also added that the construction of health rooms had commenced with excavation already done at the 12 identified schools and building materials were already in the District.

The information was **NOTED.**

PWDRE.30.06.25: CURRICULUM DEVELOPMENT AND IMPLEMENTATION

The District Education Board Secretary reported for information of the Committee the country was transitioning from Outcome Based Curriculum to Competency Based Curriculum whereby Teaching and learning would be offered at the following levels:

- ECE – Levels I and II
- Lower Primary – Grade 1 to 3
- Upper Primary – Grades 4 to 6
- O level – Form 1 and 4
- A level – Form 5 and 6

The District had rolled out the ECE level one, grade 1 and Form One and all Primary Schools were offering ECE level 1 and grade 1 while Form 1 was at all the 6 Secondary Schools and Shishamba Primary School. He informed members that in light of these changes, the District had had 2 orientation workshops for teachers in the District of which One orientation was on the Competency Based Curriculum, 371 Primary and Secondary Teachers were oriented in the CBC in all their schools and 354 Primary and Secondary School teachers were reached in the Grid orientation. The oriented teachers cascaded the programme to other teachers in their

Schools. These workshops had positioned the District for a full rollout of the new curriculum.

Furthermore, it was explained that the junior secondary education would only be provided at Secondary Schools. These changes have added pressure on the 6 Secondary Schools as all the 94 Primary Schools with grade 7s were feeding the 6 Secondary Schools. To reduce this pressure, the District had proposed to the Ministry of Education that Shishamba Primary School be given a Secondary School status to make it the seventh secondary school in the District.

- **Yale Centres and Status**

The education sector was mandated to provide education opportunities to the out of School Youths hence the District had the following Youth and adult Literacy Education (YALE) active centres as shown below:

			YALE		OOSC		
S/N	**SCHOOL**	**MALE**	**FEMALE**	**TOTAL**	**MALE**	**FEMALE**	**TOTAL**
1	Munkuye primary	08	08	16	21	17	38
2	Shishamba primary	02	34	36			
3	Mawilo primary	07	26	33	3	8	11
4	Chibuli primary	10	15	25	-	-	-
5	Libuyungu primary	03	13	16	-	-	-
6	Mimpongo primary	03	20	23	-	-	-
7	Kakanda primary	34	32	76	-	-	-
8	Kangolongolo primary	0	25	25	-	-	-
9	Nkeyema external	01	35	36	15	23	38
10	Kankwanda external	-	-	-	3	0	03
11	Kalale external	-	-	-	4	6	10
12	Shimano external	-	-	-	22	18	38
13	Kandende external	-	-	-	11	11	22
14	Mangongi external	-	-	-	22	23	45
15	Nalumino Mundia external	-	-	-	3	4	07
16	Kamakowa external	02	40	42	5	6	11
17	Munkuye GCE	-	-	-	45	68	113

The matter was **NOTED.**

PWDRE.31.06.25: EXECUTIVE SUMMARY

The District Health Director reported for the information of the Committee that Nkeyema District was one of the 16 Districts of Western Province of Zambia and was sharing its borders with other Districts such as Luampa, Kafue National park, Kaoma district and Mfumbwe District.

Members heard that the District had 13 Health facilities, One (1) Zonal clinic, five (5) Health Centers, five (5) health Posts and two (2) Mini Hospitals. The District had no First level Hospital hence patients were referred to Kaoma Hospital for further investigation and Management.

It was explained that the Health Centres and Posts provided Primary Health care services which included Maternal, neonatal and child health, youth and adolescent health, Communicable diseases, especially malaria, HIV and AIDS, STIs and TB, NCDs, Disease outbreaks and epidemic control, public health surveillance, Environmental health and food safety, Health service referral systems, Health promotion and education, Community health, social determinants of health. The District Health Office was responsible for health systems strengthening by ensuring that Essential drugs and medical supplies, Infrastructure and equipment, Health information, Health care financing, Leadership and governance.

Meanwhile, Nkeyema District had a particularity of doubling the population in last 10 years, from 51000 to 133000.

The annual expected pregnancies were 3,061 and expected live births were 3,022. Based on these estimates; maternal and child health services form the bulk of health services provision in the District.

The District Health Director assured members that the Theatre which was built under CDF at Zonal clinic would definitely address most of maternal emergencies.

The information was **NOTED.**

PWDRE.32.06.25: FINANCIAL UPDATE

The District Health Director reported that the office had observed a great improvement in term of regularity of

receiving the grant this year like it was also the previous year. He added that all these funds were sitting in the sector grant account from the Council where the DHD alone from the District Heath Office was a signatory. The office was still receiving financial support from Coag (CDC) and Global funds in the area of TB/HIV.

The matter was **NOTED.**

PWDRE.33.06.25: DRUGS SITUATION

The District Health Director reported for the information of the Committee that the situation was better than last year; all the facilities had received all the basic drugs and commodities during the period under review.

The stock levels could be estimated at 80%.

He informed the members that the office was experiencing a shortage of coartem but as an office, they had managed to organize some few doses which could assist the facilities even for a week or more while they were waiting the bigger supply from ZAMSA.

Maternal and neonatal care

The District did not record any maternal deaths during the period under review even up to time of reporting.

All the complicated cases were collected from the facilities to Kaoma Hospital or Luampa for further management; some cases were handled by the officers from the DHO to the health facilities.

Public Health/Disease outbreak

No Disease outbreaks were recorded during the period under review though there were cases of food poisoning at Kakanda Health post.

Human Resource

The office had trained 22 polyvalents CBVs out of the 35 that had been allocated to Nkeyema District.

These CBVs were deployed in all the facilities where they were offering their services.

The report was **NOTED.**

PWDRE.34.06.25: CHALLENGES

The District Health Director reported for the information of the Committee that the following were the major challenges during the period under review:

Maternal Health

1. The office does not have an ambulance for patient referrals; instead, the office was using the utility vehicle which was in bad shape with constant breakdown.
2. Constant breakdown of motorbikes for implementation of maternal health activities.

Child Health

The big catch up which was a program started in the beginning of the year aimed to vaccinate all the children with zero vaccination was going well in some facilities but most of the facilities were facing transport challenges because of the bad conditions of our motorbikes.

District Health office level

1. Funds allocated to Nkeyema District health office not considering the population, (not equitable).
2. No reliable transport for patients referrals and program implementation.

Health Facility level

1. Inadequate motorized transport in all the facilities.
2. Poor referral of Underweight children (below -3Z) to the Hospital for further mgt.
3. Inadequate accommodation for staff at the facilities.

Community level

1. Inadequate number of SMAGs and only 40% of them are active. Only 6 facilities supported by partners have active SMAGS.
2. Some CBVs are demotivated because not picked amongst the trained polyvalent CBVs.

The information was **NOTED.**

PWDRE.35.06.25: MAJOR ACHIEVEMENTS

The District Health Director reported for the information of the Committee that the District health office had recorded the following achievements.

1. The District Health Office had maintained significant improvement in most of the indicators, especially the maternal indicators like institutional deliveries, skilled deliveries and HIV/TB.
2. No institutional or community maternal death was recorded during the period under review.
3. All the facilities had at least one trained staff.
4. The two facilities which were newly opened were already offering services.

Recommendations

He also made the following recommendations:

1. The office was urgently requesting for an ambulance for patients referrals or the use of CDF vehicle at the time of breakdown of the current utility vehicle.
2. All newly opened facilities to be equipped from CDF.
3. CDF to consider the set-up of the building for imaging, laboratory department, more staff houses and more health facilities.
4. The Council to facilitate the lobbing of the increment of more funds for the District Health office.
5. CDF to consider the procurement of motorbikes for EPI.

Conclusion

Nkeyema District Health office was committed to improve health care standard of Nkeyema people by offering quality services with the resource available but also needed more support to achieve that goal. Generally, the picture was good; more improvements were expected on the years to come. The office will remain thankful to the council for their unprecedented support.

The matter was **NOTED.**

PWDRE.36.06.25: LIVELIHOOD EMPOWERMENT SUPPORT SCHEME

1.1 Girls' Education and Women's Empowerment and Livelihoods (GEWEL) - Supporting Women Livelihood (SWL) Project

The District Community Development Officer reported for the information of the Committee that Nkeyema District had successfully held a GEWEL 2.0 Supporting Women

Livelihood (SWL) for Human Capital Project Inception meeting on Tuesday 20th May, 2025 at Nkeyema Town Council Chamber.

GEWEL 2.0 comprised of four components namely:

1. Foundational Social Cash Transfer and Nutrition (SCT)
2. Keeping Girls in School and Beyond (KGS)
3. Supporting Women Livelihood for Climate-Smart Productive Inclusion (SWL)
4. Institutional Strengthening and system Building for 'Cash Plus' delivery (ISSB)

He informed members that Nkeyema Community Development Department was selected as one the District to implement the third component that was the Supporting Women Livelihood for Climate-Smart Productive Inclusion (SWL) this year 2025.

The report was **NOTED.**

PWDRE.37.06.25: VILLAGE BANKING

The District Community Development Officer reported for the information of the Committee that the Department of Community Development on 2nd May,2025 disbursed K 30,000.00 to 20 beneficiaries of Namilangi Subcentre.

The table below shows Nkeyema District Village Bank status as at 31th May, 2025.

BENEFICIARY CENTRE	**AMOUNT DISBURSED (K,000)**	**NO. OF BENEFICIARIES**	**LOAN REPAYMENT**		
			EXPECTED (K,000)	**ACTUAL (K,000)**	**SAVINGS (K,000)**
Namilangi	K30,000	20	36,000	15,200	4,187
TOTAL	**K30,000**	**20**	**36,000**	**15,200**	**4,187**

The matter was **NOTED.**

PWDRE.38.06.25: NON – FORMAL EDUCATION AND SKILLS TRAINING

The District Community Development Officer reported on the non – formal education and skills training as sown in the table below:

Adult Literacy

S/N	Ward	Class Name	No of Instructors			No of Classes	Total No of students			Remarks
			M	F	Total		M	F	Total	
1	Shishamba	Mimpongo	0	02	02	01	0	17	17	All the classes lack teaching and learning materials for effective implementation of the program
2		Lengula	01	0	01	01	2	15	17	
3		Shikonde	01	0	01	01	3	23	25	
4	Shimano	Shimano	0	1	01	1	2	13	15	
5	Litoya		0	1	01	1	1	9	9	
6	Lombelombe		01	0	01	02	14	27	41	

The Non – Formal Education and Skills Training function was devolved to the Local Government the previous year (2024).

The report was **NOTED.**

PWDRE.39.06.25: COMMUNITY SELF-HELP INITIATIVE PROGRAMME

Activities Implemented

The District Community Development Officer reported for the information of the Committee that on 28/05/2025, a meeting was held with the Litoya, LombeLombe and Nkeyema satellite Committees on the status and utilization of the equipment and livestock for the Conservation Farming Project, a community self- help initiative that was spearheaded by FSP recoveries in 2023.

The report was **NOTED.**

PWDRE.40.06.25: FOOD SECURITY PACK PROGRAMME
2024/ 2025 FSP Wet Lands Cropping Sub-Programme

Activities Implemented during the Reporting Month

The District Community Development Officer reported for the information of the Committee that during the Month under review Nkeyema District Community Development had conducted a series of Community engagement meetings with FSP wetland beneficiaries and CWAC members on the importance of pay back recoveries.

- 16/05/2025**: -** lipako and Kayula cwacs. Attendance M,68. F,97. T:165. 21/03/2025 to 31/05/2025 **–** Njonjolo CWAC
- 25/05/2025 –Mawilo cwac; Attendance were males 10 and females 38; Total 48.
- 30/05/2025 – Kangolongolo CWAC- attendance females 43 and males 25; total 68.

Traditional and Emergency Wetland Cropping Programs

The tables' bellow indicates status of the Tradition Wetlands Cropping Recoveries by 31st May, 2025:

Name of CWAC	No. of Packs	Monetary Payback				Total Actual Payback Amount	CWAC (10%)
		Expected Amount-Cereal	Actual Amount-Cereal	Expected Amount-Vegetables	Actual AmountVegetables		
Njonjolo	113	K20,000	K15,580	K31,500	K20,000	K35,580	K3,558
Kamakokwa	175	K44,000	K31,600	K32,500	K20,500	K52,100	K5,210
Jikuyu	125	K40,000	K16,000	K12,500	K2,100	K18,100	K 1,810
Kalale	112	K20,000	K4,400	K31,000	K4,000	K8,400	K840
Namamono	85	K25,000	K 20,000	K14,000	K4,600	K24, 600	
Kabombwa	90	K16,000	K13,000	K25,000	K8,600	K21,600	
Total	**700**	**K165,000**	**K100,580**	**K146,500**	**K59,800**	**K160,380**	

Emergency Wetlands

Below is a Table for the 2024 Emergency wetlands Recovery collections as at 31st May, 2025.

Name of CWAC	No. of Packs	Monetary Payback				Total Actual Payback Amount	CWAC (10%)
		Expected Amount-Cereal	Actual Amount-Cereal	Expected Amount-Vegetables	Actual Amount Vegetables		
Matoya	108	K21,600	K13,200	K27,000	K12,000	K25,200	K2,520
Mabumbu	90	K20,000	-	K45,000	K20,600	K20,600	1,135
Mung'andu	150	K24,000	K8,000	K45,000	K6,800	K14,800	1,210
Mutoleka	161	K24,000	-	K50,500	K4,000	K4,000	200
Namilangi	258	K40,000	K26,700	K79,000	K36,470	K63,170	K11,900
Sibesha	51	-	-	K25,000	K7,600	K7,600	K2,500
Shishamba	81	K20,000	K13,750	K15,000	K2,550	K16,300	K3,500
Kampombo	186	K32,000	-	K53,000	-	-	-
Kayula	71	-	-	K35,500	-	-	K3500 (expected)
Miyowa	119	K46,800	-	K1000	-	-	K4780 (expected)
Shimano	142	K24,000	-	K41,000	-	-	K6,500 (expected)
Lipako	120	K44,800	K12,000	K4000	-	K12,000	K4880 (expected)
Mawilo	159	K26,800	K15,050	K46,000	K14,750	K29,800	K7,280
Mimpongo	99	-	-	K49,500	K11,600	K11,600	K4,950
Kangolongolo	205	K58,000	K15,210	K29,000	K8,870	K24,080	K2,900
Total	**2000**	**K 382,000**	**K103,910**	**K545,500**	**K125,240**	**K229,150**	

The information was **NOTED.**

PWDRE.41.06.25: ALTERNATIVE LIVELIHOOD INTERVENTION (ALI) PROGRAM

Activities implemented during the Reporting Month

The District Community Development Officer reported for the information of the Committee that on 13/05/2025 Nkeyema south Community Development Staff had conducted an inventory of small livestock (Pigs and Chickens) for Kamungomba and Njonjolo CWACs to assess the status and number of animals so as to come up with Passover. See the table below:

CWAC	NUMBER OF BENEFICIARIES	TYPE OF LIVESTOCK	TOTAL ANIMALS DISTRIBUTED	CURRENT NUMBER OF ANIMALS
Kamungomba	44	Piglets	132	59
Njonjolo	65	Chickens	325	130
	109			

The matter was **NOTED.**

PWDRE.42.06.25: FSP SIFAZ PROGRAMME

The District Community Development Officer reported for the information of the Committee that during the Month of May 2025, the Department was engaged by the FAO through Nkeyema District Agricultural Office in Identifying the 21 beneficiary households under Mukandamina Area to be put on FSP SIFAZ Wetlands cropping program. The following was the standard criteria that was followed:

- FSP farmers as primary beneficiaries for wetland farming
- Farmers with access to a water source that will steer the sustenance of the wetland/winter crop production
- Farmers that are practicing wetland or winter production
- The willingness to adopt the technology of choice (Soil Health or Biological weed control). The wetland beneficiaries to implement the technologies on permanent raised beds that meet the standard of incorporating the technology.
- The willingness to provide missing inputs to ensure the SIP technology been implemented meets criteria (integration of the legumes and cereals).
- Farmer willing to openly provide a platform for other to learn

The information was **NOTED.**

PWDRE.43.06.25: COLLABORATION WITH OTHER ORGANIZATIONS/DEPARTMENTS

The District Community Development Officer reported for the information of the Committee that Training of Pay Point Managers (PPMs) was conducted from 10/04/2025 to 16/04/2025 .

He explained that Training of PPMs under the Social Cash transfer (SCT) was crucial in providing knowledge and skills on Prevention of Sexual Exploitation and Abuse (PSEA) and

address any issues that may arise, ultimately contributing to the programs overall impact and beneficiary satisfaction.

Members heard that Training of Community Welfare Assistance Committees (CWACs) was also conducted from 20/04/2025 to 11/05/2025 while The 85 CWACs were Trained to support Vulnerable Individuals and families through the implementation of Social Protection programs. The Training CWAC members were which were done in their respective areas included the Prevention of Sexual Exploitation and Abuse (PSEA) that would enhance the promotion of transparency and accountability in the service delivery of Social Protection programs.
The matter was **NOTED.**

PWDRE.44.06.25: Farmer Capacity Building

The District Agricultural Coordinator reported to the Committee that the Ministry had during the reporting period conducted the following Trainings:

Type of training	Targeted groups	Number trained	Objective	comments
Climate Smart Agriculture	Sub district agricultural staff	22	To become farmer trainers	This kind of training is still on going. There is 1 camp remaining to undertake the trainings
	Farmers	2000	To enhance their resilience to adverse climatic conditions	

The matter was **NOTED.**

PWDRE.45.06.25: FIELD DAYS

The District Agricultural Coordinator reported to the Committee that the Ministry of Agriculture had used field days as technology transfer tools and the the following field days were conducted:

s/n	Camp	# field days	Technology presented	Observations
1	Shimano	1	Variety performance in Maize (Zea Maize)	Corteva and Dekalb varieties were compared among themselves and with the other.
			Planting Time	

				It was also noticed that maize planted earlier in November generally performed better than that planted later.
2.	Mimpongo	2	Crop Diversification	Planting a diversity of crops significantly reduces risk as other crop types perform better under similar condition. Bad practices generally have reduced yields due to several factors. Row (using planter or rope) was easily managed and efficiently utilized applied inputs. Applying D at planting and Urea at knee level produced better results than mixing the two.
			Good practices compared to bad practices in crop performance	
			Planting methods	
			Fertilizer application	
3	Njonjolo	1	Conservation Agriculture	Proves that CA reduces cost in terms of inputs used. Also is resilient in extreme weather conditions. A number of Corteva varieties were observed on performs especially cob quality and yield levels.
			Variety performance	
4.	Kankwanda	1	Comparison between planting basins and conversional ploughing	Planting basins conserve soil moisture better, it also maintains soil structure, texture.
			Importance of planting time	Fields planted mid-January to mid-December generally performed much better than those planted later
5.	Munkuye	1	Conservation practices against conversional practices	Fields planted under CA generally outperformed those planted using conversional methods.
			Crop diversification	Diversification provides diverse options and mitigates total crop failure
			Comparisons between early, medium and late maturing varieties	Each respective cultivar performs best when planted at the right time and conditions

The information was **NOTED.**

PWDRE.45.06.25: CROP DAMAGE

The District Agricultural Coordinator reported to the Committee that during the period under review, the office had received and processed quite a lot of crop damage cases. However, most of the reported cases were linked to matters

of Land Disputes in which cases it was strongly advised that the affected farmers were advised to report the same to their local Chiefs and village indunas to settle adding that should that fail, then the case would be sent over to the courts of law. The approach aimed to reduce congestion at the courts or police stations.

The report was **NOTED.**

PWDRE.46.06.25: ELEPHANT DAMAGE

The District Agricultural Coordinator reported to the Committee that the Elephant Damage was mostly reported rampant around Nakuyuwa and parts of Njonjolo. Unlike damage by animals' this one was unsustainable to the environment adding that if the animals are elephants, then one could report to the wildlife down.

The information was **NOTED.**

PWDRE.47.06.25: DISTRIBUTION OF FALL ARMY WORM CHEMICALS TO FARMERS

The District Agricultural Coordinator reported to the Committee that the Ministry of Agriculture had received 300ltrs of Fall Army Worm Chemicals. These were distributed through the respective camp officers to farmers to help in combating and mitigating damage caused by FAW to crops, especially maize.

The report was **NOTED.**

PWDRE.48.06.25: FARMER INPUT SUPPORT PROGRAMME (FISP)

The District Agricultural Coordinator reported to the Committee that the FISP Programme was successfully completed with 10, 000 registered farmers benefiting. He informed members that the District implemented the E-Voucher payment system. This gave farmers the freedom to make decisions on what input types they wanted. The farmers had access to inputs early in the season.

It was reported that with the good rains experienced in most parts of the District, Nkeyema was poised to record a very good harvest, compared to the previous 2023/2024 farming season which had droughty conditions in nearly all the wards of the District.

The matter was **NOTED.**

PWDRE.49.06.25: INSURANCE PAYOUTS

The District Agricultural Coordinator reported to the Committee that more than 7000 farmers who had benefited from FISP in the 2023/2024 farming season had received their insurance payouts amounting to K3,337/ person except a few who had not yet received; a situation he attributed to their Phone numbers. He added that cases were being handled on a case by case basis as they were reported. Meanwhile, these payouts were administered by selected insurance companies and were based on weather indexing. Satellite technology could identify affected areas and the level of severity for each, hence payable amounts could differ.

The information was **NOTED.**

PWDRE.50.06.25: SUSTAINABLE AGRICULTURE FINANCE FACILITY LOANS. (SAFF)

The District Agricultural Coordinator reported to the Committee that the loans were aimed at improving access to various agricultural inputs and grow the agricultural sector as well as creating business for the local Agro dealers.

Meanwhile, 99 applicants had successfully received their loans while 8 applicants had accessed loans from NATSAVE bank.

Further, 91 had received threes from Indo Zambia Bank. The only component that was accessed during that season was the crops component. The irrigation component had started but this time had very difficult conditions attached whereby only 2 farmer files had been submitted to the bank.

The matter was **NOTED.**

PWDRE.51.06.25: NATIONAL AGRICULTURAL INFORMATION SERVICES (NAIS)

The District Agricultural Coordinator reported to the Committee that NAIS was responsible for the dissemination of agricultural information to the farming and general community ensuring visibility of the activities of the Ministry. Members heard that during the reporting period the following programs were conducted:

- 2 radio programs

- 3 Dry Stories
- 6 coverage reports on all the field days conducted

The report was **NOTED.**

CHAIRPERSON'S CLOSING REAMRKS

The Chairperson thanked the members for the active participation during the deliberations and also thanked management for the guidance to the Committee. Thereafter, the meeting was declared officially closed after a prayer offered by Councillor Brian Namangolwa.

Signed this 13th Day of June 2025

COMMITTEE CHAIRPERSON