MBALA MUNICIPAL COUNCIL
MBALA DISTRICT

ATTENDANCE LIST FOR DISTRICT DEVELOPMENT COORIDNATING COMMITTEE (DDCC) FIRST QUARTER MEETING HELD ON 23RD MARCH, 2023 IN THE COUNCIL CHAMBER AT 10:00 HOURS

NAME	DEPARTMENT/INSTITUTION
1. ANNIE PAUL	DISTRICT ADMINISTRATION
2. LAURA .Y. MUNKANTA	MBALA MUNICIPAL COUNCIL
3. FAUSTINA MANJOMBI	MBALA MUNICIPAL COUNCIL
4. THOMAS KAUNDA	COMMUNITY DEVELOPMENT
5. CHILALA WILFRED	EDUCATION
6. SHINGA MWAMWIDZE	MBALA MUNICIPAL COUNCIL
7. LEWIS SINYANGWE	SHOW SOCIETY
8. MWAMBAZI .J. JAMES	MOTOR BIKE ASSOCIATION
9. JOSEPH SIMUKOKO	DISTRICT YOUTH CHAIRPERSON
10. DAVIES .C. MULENGA	INFRASTRUCTURE
11. FREDRICK CHILAMBWE	SOCIAL WELFARE
12. PETER SINYANGWE	ZANIS
13. CHAWE BENNY	WORLD VISION
14. CHARITY KABAMBA	MBALA MUNICIPAL COUNCIL
15. MWILA STEPHEN	MOTOMOTO MUSEUM
16. CLIVE MATENGA	MINISTRY OF AGRICULTURE
17. KAPYA MILTON	ST. MARY'S COLLEGE
18. TEDDY NGOSA	ZESCO
19. NKHATA TERRY	OLAM
20. CHISANGA .S. BWALYA	HEALTH
21. BELITA KUMWENDA	MBALA MUNICIPAL COUNCIL
22. DORIS CHIFUNDA	RADIO LUSWEPO
23. GRACE NKOMESHA	MBALA MUNICIPAL COUNCIL
24. PRAISE .M. KAZWAMI	OFFICE OF THE PRESIDENT
25. DR GOLIATH ZULU	MINISTRY OF FISHERIES & LIVESTOCK
26. KALUNGA MARIE-CLARIE	MBALA MUNICIPAL COUNCIL
27. MPEMBAMOTO MPAZI	MBALA MUNICIPAL COUNCIL
28. WINZA SIMBAYA	MBALA MUNICIPAL COUNCIL
29. DESYIVA .D. ZULU	NATIONAL ASSEMBLY
30. NATASHA NAMUKOKO	MBALA MUNICIPAL COUNCIL
31. MULENGA HARVEY	OFFICE OF THE PRESIDENT

AGENDA

1. National Anthem
2. Opening Prayer
3. Self-Introductions
4. Opening remarks by the Chairperson
5. Reading, Correction And Adoption of Minutes of The Previous Meeting
6. Matters Arising
7. Presentation of Reports from Sub-Committees
8. A.O.B
9. Closing Remarks/Prayer

The meeting was called to order at 10:03 hours by the DDCC Chairperson Mrs. Annie Paul

NATIONAL ANTHEM

The National anthem was sung by the members present at 10:05 hours.

OPENING PRAYER

An opening prayer was given by Grace Nkomesha at 10:11 hours.

APOLOGY

Apologies were received from the following:

Forestry department,

DMMU Coordinator

Pastor's fellowship.

DDCC/01/23/03/23: OPENING REMARKS BY CHAIRPERSON

The Chairperson in her opening remarks welcomed members to the meeting and apologized for having started the meeting late. She further acknowledged His Worship the Mayor in absentia and all the devolved departments. The Chairperson

emphasized that the DDCC meetings were very important and there was need to adhere to the calendar of meetings set for them. She added that it's through these DDCC meetings that we are able to identify the challenges been faced by the district thus there was need for members to attend these important meetings. She further tasked secretariats to take note of the members not present. The Chairperson encouraged members present to feel free to participate and not to leave it entirely to Council. She highlighted on the need to utilize the time we have so that we deliver to the people of Mbala. She further stated that there was need to development a work culture to get work done there and then and not procrastinate.

DDCC/02/23/03/23: READING, CORRECTION AND ADOPTION OF MINUTES FOR THE PREVIOUS MEETING.

Reading of the previous minutes was done by the Secretariat from planning department. On the attendance list, there were various corrections of names and some names were missing on the attendance list for the Town Clerk, DACO, Chamber of Commerce, Fisheries & Livestock as well as Chambeshi Water and Sewerage Company. There was a correction by an officer from Social welfare department on the naming of the Social Welfare Department, it was supposed to read as Social Welfare department alone and not **Community development department.** There were corrections on the naming of departments for Education and Agriculture to be read as **Ministry of Education** while for department of agriculture to read as **Ministry of Agriculture.**

There was another concern by the representative from **ZANIS stating there was need to rephrase the reporting in the minutes instead of reporting that 'she went on to say' it should read as she further said or she added that.** The representative from ZANIS further stated that there was need for Secretariat to be specified in the naming of DIO'S as there were different categories of DIO's and that the Ministry they presented should be informed for easy identification.

On a proposal by the Community Development officer and duly seconded by the Fisheries and livestock officer, it was resolved that the minutes were true just as discussed and that they be adopted with amendments.

DDCC/03/23/03/23 PRESENTATION OF REPORTS FROM SUB-COMMITTEES

1. **PRESENTATION FROM HUMAN DEVELOPMENT SUB COMMITTEE**

   A presentation was given by the subcommittee chairperson from DHO. The presentation is illustrated in **Appendix A**

   The DPO made reference to the report from Public Health department that there was no need for them to attaching figures/numbers to things they have no control over e.g deaths of people etc.

   The Town Clerk made mention that for the report given by DHO where health posts had been constructed but were not operationalized due to no accommodation

available, they should apply through CDF. She further added that there was need for the DHO to engage the WDCS and communities so as to have them apply for the construction of staff houses at already constructed health posts. In conclusion, she added that such constructions should move as a set, i.e. where there's a health post, there should be other facilities provided such as staff houses.

The District Commissioner made a comment by saying that the DHO should see to it that proper BOQs are done accordingly. She further advised that a list needs to be provided by DHO of villages that do not have either a health posts as well as a staff house so that those are knocked out one by one with the urgency that is needed and can be adopted under CDF community projects.

The DPO mentioned that the teachers at some schools were not helping the Local Authority or DEBS in terms of maintenance of the structures and that they wait until the situation worsens at which point they then apply for CDF projects when the schools were in very poor conditions. He further added that no applications were received from the General Hospital under CDF even after advising them to try CDF.

The District Commissioner in addition to DPOs comment over the poor state of the schools, in particular gave an example of Penza school , that it was noticed that the blown off roof was preventable. She further added that termites could be seen in the planks that then moved

through the walls and ate the terraces which then had moved to the other parts of the structure. She also added that the school staffs were been negligent and irresponsible in terms of maintenance of structure.

The representative from World Vision made mention of Katito Primary School saying that his office was approached by the school and that they were in receipt of a request from Katito Primary school for assistance in the purchase of iron sheets. He added that the BOQ was created and approval was made for a K24, 000.00 for having the house roofed and that the community needed to come up with all the necessary things that were needed.

He also added that Chisenga as well made a request for the staff house and they were advised to do a BOQ to which an approval of k16, 000 plus to have the house completed was granted. Kakungu as well had also requested for a staff house and that the BOQ of about K50, 000 was made and they were just awaiting approval.

The World Vision representative also added that Mfwambo as well had a challenge in regards to the staff house. But that the same hasn't been approved but request has been approved of 12,000.

The Town Clerk thanked World Vision for the good work they had been doing for the communities but stated that she was concerned and wanted to find out as to whether

a team of technocrats had taken time to do field appraisals of the said structures in order to check the strength as well as the quality of structures so as to avoid wastage of government resources seen as the works had begun by the community's themselves.

The representative from District Health Office mentioned that it was reported in the last DDCC meeting by the CDFC Committee that Chisenga Health Post was not been considered for funding because the structure put up by the community was of a compromised standard and as such it can't be corrected, but it just needs demolishment. Therefore, the DHO representative wanted to find out what could be done in the case where World Vision had already approved the funding for completion of the same.

The District Commissioner made reference to the point DPO had made with regards to the ablutions and mechanized water. She made mention that DEBS should give a report on schools that had pending ablution problems and that it should not wait for the WDC to respond but that DEBS itself can take the matter up. Same goes for things like clinics, schools, bus stations, public structures, markets.

TC made mention that they should vary VIP projects and upgrade to waterborne type of toilets as instructed by the Government.

DEBS mentioned that it was not right for those communities without the technical know-how of building structures according to their financial capacity and abilities which was the reason for why there was poor construction of the classroom blocks.

TC asked housing dept. representative to shed more light on Genius group whose core business was to provide financial literacy education. He further added that it was a country wide program whose target groups were marketers, small holder farmers and business enterprises. He also added that they would come do the training themselves and that councils role was to facilitate by engaging the targeted groups by helping through the recruitment process. The department representative had also made mention that letters had been written to civic leaders and marketers. For Mbala, target was to train 200 youths who are the target a month or two, the NGO would be in the district.

VET representative advised St. Mary's College of Education to engage the vet office on their aquaculture program that was mentioned in their report.

DC mentioned that in regards to keep Zambia clean campaign, she suggested that of the Graveyard clearing, because it was very unkempt. She suggested that the local authority should engage the community on cleaning the grave yards.

Public health representative wished to bring to the attention of the committee that in the past, there was

circular that instructed Districts to be carrying out keep Zambia clean on the last Fridays of every month, but now it had been changed because a new circular was released to conduct the campaign every Friday. It was then the view of the House to write to the Ministry when reports are been done requesting if the timings can be changed from 7hrs to the afternoon because it was not feasible to expect workers to report back for work immediately after clearing in the morning.

PRESENTATION FROM ECONOMIC DIVERSIFICATION

The presentation was done by the Chairperson of the subcommittee from Ministry of Agriculture. This presentation can be seen on Appendix B.

TC wanted to make clarification on the rehabilitation of President Avenue roads. She made mention that the advert was cancelled because RDA had come on board and she further stated that what was advertised would be undertaken by RDA and that it was initially supposed to be from Mpulungu Junction up to the Zombe Kasesha border but that requests have been made to have them work on Mbulu Bridge section.

She further added that the funds from the cancelled road project under CDF would be channeled towards other projects instead.

DEBS wanted to find out from Agriculture, why there were additional funds that were received than was budgeted for and a response was given that such usually does happen especially funds that come from other programs as well.

DC mentioned that she had a concern on the status of the District Investment Plan as reported by Moto Moto Museum and wanted to find out who was supposed to coordinate its formulation as they reported there was lack of coordination amongst govt. depts.

TC made mention that there was need to panel beat the current existing document and that there was need for the relevant departments to collaborate and work towards the same and that it should be taken down as a resolution.

Moto Moto museum representative mentioned that he had a concern with the number of accommodation establishments classified and their grading because of the poor standards of hospitality/lodges within the town and not supporting the tourism sector within the district.

DC responded by saying that there was need for the private sector to be engaged and sensitized as well as guided on the standards and classifications of lodges/accommodation/ hospitality sector.

Show Society representative agreed with the DCs comment by saying that indeed they need to be brought

on board and continue to invite them to the DDCC meetings.

PRESENTATION FROM GOOD GOVERNANCE ENVIRONMENT

The presentation was done by the Chairperson of the subcommittee from Director of Human Resource and Administration. This presentation can be seen on Appendix C.

DC wanted to find out how council had been doing the repossessions. She wanted to find out if council were calling individuals because she had received complaints of people mentioned that they had not been contacted at all.

Both PRM and Legal Dept. representative responded by saying that advertisements/ notices of repossessions were done in the papers and that individuals were contacted as well as radio programs regarding the same were done.

TC as an addition to the earlier contribution mentioned that there was an audit query over the Local Authority not providing services when service charges had been paid for by the community. She further added that people tend to not take council seriously.

She also mentioned that there have been payment plans that had been done for those individuals who were

struggling financially and had out it I writing to the council stating the sane challenges.

She also mentioned that to help in the collection of fees i.e. paying of rates, as well as repossessions, Bailiffs had been engaged.

DC responded by saying that before engaging bailiffs, the best option was to first hold a stakeholder meeting and conduct more radio announcements so as to inform everyone else of the happenings.

Director Administration contributed by stating that sensitizations had been continuously done to help in collection of the rates.

Show society Representative mentioned that leniency in regards to paying of rates and repossession of land should be given to the community.

DC responded by saying that in as much as we were Zambians, they as council workers needed to source for funds, and that the community should not take advantage of them and not do what is expected of them but should instead make sure to make payments/ have payment plans so as to allow council to provide the services that they were mandated to perform.

In conclusion, the Town Planner made mention that the budget was missing from the report of the subcommittee and that they needed to address other development outcomes as well as other strategies as given in the 8th NDP.

Director Admin responded by saying that she had taken note and that it would be submitted the following day.

PRESENTATION FROM SECRETARIAT

Debs wanted to find out what was the reason for the low turnout of applicants under secondary school bursaries and if it was possible to channel the funds to other components, channeled and how long the process takes.

DPO responded by saying that the council/CDFC has had a challenge in regards to bursary component applications been received. He further added that the Community had been engaged in terms of awareness and sensitization a number of times but that education was not a matter of interest to the community.

DC in addition to DPOs comment added that there was negligence on the part of the community with regards to education. She then added that more attention was being given to the grants component and not the bursary component and that Education was not valued within the district but nevertheless, the council should not be deterred from sensitizing even more on matters of education and should engage councilors, WDCS, local leadership on the bursary component to help spread the information.

She also added that the Country may come to a point in time where the bursary component ends up been scrapped off because of it not been seen to be of

importance by the community. But that while it's still there, let the district make use of it.

Regarding whether the funds can be channeled elsewhere, DPO responded by saying that it can be done and that the process does not take long because of decentralization which was done by way of the province local government office being given authority to approve.

DC made a suggestion stating that meal and accommodation allowances should be looked into to avoid issues of students abandoning their programs.

TC made mention that an improvement had been seen in terms of an increase in the number of applicants applying under the bursary's component. She further added that the bursary component was the only component that was not closed and that it was currently running until the end of the year.

She then mentioned that only once funds had been fully utilized, requests to vary funds towards a different component could be done and channeled towards other components of course with approval from the ministry.

Regarding meal allowances/accommodation, she mentioned that local authorities are restricted to only strictly pay for tuition fees because no official formal circular had been released regarding the same.

Community development representative also added by saying that with respect to avoiding issues of repetition of

projects, each department should fuse into the District IDP to avoid clashing of projects as new private sector and NGOs come into the districts, together with standardized BOQs for transparency purposes. Loopholes needed to be set in place to avoid such gaps.

TC was concerned on the status of the IDP, stating that it needed to be done as soon as possible. She went on to say that once it was formulated, all these issues could be planned for and the district would have an integrated approach in dealing with the challenges and plans various departments and stakeholders had.

She further stated that the ministry had given a K150, 000 out of the K400, 000 plus budget that was requested for, for a start, to begin the formulation of the IDP and that it was a phased approach and that secretariat/ planning department of the local authority should concentrate on this very important activity which was also appearing in the Auditor General's report. She further emphasized for the DPO to see to it that the activity was taken with importance it deserved.

World Vision representative mentioned that he was concerned with the issue of the boreholes and why there were so many boreholes in one area/village and that indeed the IDP would be able to guide on the same.

TC asked what time frame should planning department as coordinators should give the committee on the formulation of the IDP. She also mentioned that there should be an update every time of the progress of the IDP

during every DDCC meeting to which the DPO made mention that they would do as instructed.

Motorbike Association Chairperson had a concern on the issue of the bursaries component. He mentioned that he had noticed there was a challenge with regards to the spread of information stating that it was only been done within the CBD and not the outskirts and that there was need for more sensitization, information dissemination of the CDF meetings.

DPO had responded by saying that sensitization was done in all the respective wards and that there was need to increase the frequency especially with the new 2023 CDF that had a component specifically for the sensitization and awareness component.

VET representative made a comment on the lack of training in the report under the empowerment component by saying that there was need for more collaboration between the council and the devolved depts. He went on to say that once cooperatives had been identified, there was need to engage the outside depts. There was a plea to involve the livestock/fisheries department in the trainings to give the community the on matters of sustainability.

DACO made an observation on infrastructure development report that was given and wanted to find out whether it should be the communities to apply for such projects or the ministries should do so.

DC responded by saying that their offices (i.e. the government depts.) needed to engage the councilors and WDCs to take it up by applying from that end using the bottom up approach up.

VET representative made mention that he noticed that majority of the projects that were approved were that of health and education based and that there was need to engage the community on applying for various types of projects under different sectors.

He also wanted to find out on the sources of funding for the rabies program to which the TC by saying that she was not comfortable on currently commenting on the issues, but that there was need to sit and make a way forward regarding the source of funding.

DDCC04/23/03/23: CHAIR PERSON'S CLOSING REMARKS

The Chairperson was displeased to why some members of the DDCC were not in attendance. It was highlighted by the Chairperson that it's through the DDCC meetings that we are able to Plan and share developmental ideas for the district. She further stated that the members present are of great importance to the district and that the community relies on them for the district to development.

The Chairperson added that there was need to align our agenda with that of His Excellency Mr. Hakainde

Hichilema as His agenda would be reflected by us. Further, the Chairperson stated that funds are there within the district and there was need to utilize them for the benefits of the community. She then emphasized the need for submission of reports by sub-committees to secretariat for compilation.

The Chairperson thanked everyone present for attending the meeting and encouraged them not to follow the path of those that are not attending the meetings.

Lastly, she thanked World Vision for the lunch provided during the meeting.

DDCC/05/23/03/23: NATIONAL ANTHEM

The National Anthem was sang by the members present during the meeting at 17:51 hours.

DDCC/06/23/03/23: CLOSING PRAYER

The closing Prayer was given by the DEBS at 17:54 hours.

ACTIONS TO BE TAKEN

S/N	ACTIVITY	RESPONSIBLE	DATE	STATUS
1	Create report to present on the planned programme: - sensitization - registration of dogs - vaccination of dogs - cropping of dogs	LA VET POLICE MOH	In the next DDCC meeting	LA – memo for dog cropping and registration was done three weeks ago. Police:
2	Update On Street Lights	TC/LA	In the next DDCC meeting	Contractor was approached. Two 2 have been installed at the cross junction motion sensor type of street lights)
3	IDP Draft	-Planning dept (DPO) -All depts	Nine months after release of funds	On- going (formulation of the Planning Program and budget- draft has been done, letters of appointment sent out to IDP team)
4	Road map of activities that need to be undertaken for the IDP Formulation so as to appreciate the nine months	-Planning dept (DPO) -All depts	In the next DDCC meeting	Done
5	IDP team to meet and begin the formulation of the document	Planning dept (DPO) All depts	Before next DDCC meeting	7th july, 2023
6	Write to the Ministry to change the time for Keep Zambia Clean which is to be held	TC/LA		Campaign still been analysed at a national level and that

	every Friday from 07hrs in the morning to 14hrs in the afternoon			the ministry would revert back to the council on the way forward.
7	Assessment of Staff houses at health posts where world vision has approved funding	Infrastructure Dept/ Engineering Dept - LA		Not done yet.
8	- Updating of District Investment Profile - Updating DSA - Formulation of the investment profile	Planning dept (DPO) All depts	In the next DDCC meeting	letters have been sent out to devolved departments, private sector on updating the investment profile/ dsa and formulation of the investment plan
10	Engaging communities/ WDCs on applying for staff houses at Health posts under CDF Community projects	DHO		
11	Providing list of villages without health posts/ staff houses	DHO		
12	Providing list of schools with ablution problems	DEBS		Done
13	Engaging community on clearing the graveyards for keep Zambia clean campaign	LA-Public health dept.		The LA has been cleaning but community has not yet been engaged and DCs office will guide
14	Engaging and sensitizing the hospitality industry on the grading/	Moto Moto/ Chamber Of Commerce/ Show Society		Moto motot mentioned there was a plan to agree as pvt sector to

	standards of the lodges			meet and hold the said meeting.
15	Holding Stakeholder Meeting/ Sensitizations on payment of tariffs/ bailiffs	Legal Dept – LA PRM- LA	In the next DDCC meeting	Done Stakeholder meeting was held. Concluding in the full council meeting on 28.06.23 and communication of the decision will be mad
16	Sensitizations Meeting on CDF issues	PRM – LA Planning dept - LA	In the next DDCC meeting	Done

AUTHENTICATION OF MINUTES

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CHAIRPERSON'S SIGNATURE

DATE:

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SECRETARIAT'S SIGNATURE

DATE: