



CITY OF HARARE

JOINT FINANCE AND WORKS AND TOWN PLANNING COMMITTEE

MINUTES OF A MEETING OF THE ABOVE JOINT COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HOUSE ON WEDNESDAY, 26TH JUNE 2024 AT 11:45 AM AND ADJOURNED TO 3:00PM.

MEMBERS PRESENT: Councillors : P. Mutebuka (Chairperson)
: D. Ngadziore
: E. Dzinomurumbi
: L. A. Madede
: T. Utete
: T. Dzumbunu
: A. Nyakudya
: J. Pedzisai

OFFICIALS PRESENT

Rtd. Major M. Marara : Acting Town Clerk
E. Mushava : Acting Chamber Secretary
G. Kusangaya : Acting Finance Director
S. Nyabezi : Acting Director of Urban Planning
K. Mapunzamoyo : Acting Director of Works
D. Njanina : Chamber Secretary's Department (Committees Manager)
L. Banda : Department of Urban Planning
W. A. Vhutuza : Department of Urban Planning
J. Mazvimba : Department of Urban Planning
R. Biza : Town Clerk's Office (Supply Chain Division)
C. Banga : Chamber Secretary's Department (Committees Division)
S. K. Chimbetete : Chamber Secretary's Department (Committees Division)
P. Chihururu : Chamber Secretary's Department (Committees Division)
P. Tahwa : Town Clerk's Office (Intern)

RECOMMENDATIONS : 5

RESOLUTIONS : 1 to 4

REPORTERS AND MOVERS : **Councillors:** P. Mutebuka and D. Ngadziore

1. PRAYERS

The opening and closing prayers were led by Councillors E. Dzinomurumbi and A. Nyakudya respectively.

2. ELECTION OF CHAIRPERSON (1)

As members of the two (2) Committees who were present exceeded the minimum number that is five (5) members and each Committee being represented by at least two (2) members, the Joint Committee proceeded to elect a Chairperson to preside at this Meeting.

RESOLVED

That in terms of Section 36(3) of the Harare (Proceedings of the Council) by-laws, Councillor P. Mutebuka be and is hereby elected Chairperson to preside at this Meeting.

3. PROVISIONS REGARDING A JOINT MEETING OF TWO (2) OR MORE COMMITTEES (2)

The attention of the two (2) Committees were drawn to the provisions of Section 36(3) of the (Harare Proceedings of Council) by-laws which regulated the holding of Joint Meetings.

NOTED.

4. PROVISION OF PRINTING CARTRIDGES FOR TOWN HOUSE (5)

The Committee noted the dire need for provision of printing cartridges at Town House. The Committee enquired on the challenges being faced.

The Acting Supply Chain Manager advised the Committee on the procurement processes and that the tender for cartridges for the entire Council was at the advertising stage in terms of the Procurement regulations.

The Committee, while noting the processes, tasked the Supply Chain Manager and the Acting Chamber Secretary to urgently procure the cartridges for all Town House printers as a matter of urgency.

RESOLVED

- 1) That the Town Clerk (Supply Chain Manager) and the Acting Chamber Secretary (Senior Administration and Finance Officer) urgently procure printing cartridges for all printing machines at Town House and that the Acting Chamber Secretary (Senior Administration and Finance Officer) confirms acquisition of the cartridges at the following Meeting of the Finance and Development Committee.
- 2) That the Town Clerk (Supply Chain Manager) confirms with the Acting Chamber Secretary (SAFO) the number of cartridges required at Town House.

ACTION: TC(SCM), A/FD & A/CS (SAFO): 27/06/2024

5. HARARE MASTER PLAN CONSULTANCY SERVICE FEES BREAKDOWN AND GANTT CHART (3)

On 24 June 2024, the Special Council (Item 6) had resolved inter-alia-

"That the Acting Director of Urban Planning Services reports to a Joint Meeting of the Finance and Development and Works and Town Planning Committee on the consultancy fees following the reduced scope of works and hours giving a detailed breakdown of the activities and services to be provided by the Consultant".

The Committee had convened to consider the above matter and was advised that the respective Heads of Department had not finalised consultations on the matter. The Committee agreed to adjourn the meeting to 3:00pm on the same day to allow the Heads of Department to finalise the consultations.

Adjournment of Meeting at 11:52 am.

Resumption of Meeting at 3:18 pm.

The Committee now considered a report (25th June 2024, circulated to all members) by the Acting Director of Urban Planning recommending noting that the Harare Master Plan was approved by the Procurement Regulatory Authority of Zimbabwe (PRAZ) at a total cost of two million nine hundred and sixty-one thousand six hundred and forty-eight United States of America dollars forty cents (US\$ 2 961 648.40) which includes reimbursable costs such as workshop fees, software, benchmarking trip in the region, cellphones, tablets and furniture for the Command Centre, also noting reduction of professional fees from the budgeted five million seven hundred and eighty-three thousand and sixty-two United States of America dollars and fifty-two cents (US\$ 5 783 062.50) and total of 6 878.25 hours.

The Acting Director of Urban Planning reported that the market cost of preparing the Harare Master Plan was five million seven hundred and eighty-three thousand and sixty-two United States of America dollars and fifty-two cents (US\$ 5 783 062.50) and that the City had negotiated with the Consultant to come up with a total negotiated price cost of two million nine hundred and sixty-one thousand six hundred and forty-eight United States of America dollars and forty cents (US\$ 2 961 648.40).

He further drew the attention of the Committee to the deadline for submission of the draft Master Plan to the Ministry of Local Government and Public Works which was 30th June 2024 and also that the preparation of the Master Plan would go beyond the stated deadline.

The Acting Director of Urban Planning further took the Committee through the comparative cost schedule which indicated the total number of hours, unity of input, market price, total market value, and the total negotiated price for the preparation of the Master Plan which is attached herewith as an Annexure to these Minutes.

The Acting Director of Urban Planning further reported that the total hours that had been listed in the table were for the entire preparation of the Master Plan from the Consultant's inception date to the approval and operative date of the Harare Master Plan as detailed on the Gantt Chart attached to the report. The Gantt Chart indicated progress that had been made in achieving each milestone shown in the Chart.

He also reported that the Department had planned to undertake traffic surveys and household surveys within the last and the current week. This could however not be done as this required substantial funding which had not been provided for.

The Committee discussed the matter and enquired whether it could question some of the Items which were included in the schedule of costs as it appeared from the recommendation by the Director of Urban Planning that the total negotiated cost of two million nine hundred and sixty-one thousand six hundred and forty-eight United States of America dollars and forty cents (US\$ 2 961 648.40) was for noting as it had been approved by PRAZ. The Committee also recalled that the cost of preparation of the Master Plan which was approved by Council in 2018 was approximately two million one hundred thousand United States of America dollars (US\$2.10million). It questioned whether noting meant that the Council was precluded from debating items in the schedule of costs.

The Acting Director of Urban Planning advised that the market cost of preparing the Master Plan was five million seven hundred and eighty-three thousand and sixty-two dollars United States of America dollars and fifty cents (US\$5 783 062.50).

He further reported that Town Planning Consultants based in Singapore whom they had previously approached for the preparation of the Master Plan had also indicated consultancy fees which were over five million United States of America dollars (US\$5 million).

He further reported that the Honourable Minister had then advised the City to consider Local Town Planning consultants whom the City could negotiate with. He advised that the consultant had acknowledged the work that had been done in-house and had accordingly agreed to reduce the consultancy fees to two million nine hundred and sixty-one thousand six hundred and forty-eighty United States of America dollars and forty cents (US\$ 2 961 648.40) for reimbursable items which included software, furniture for the Command Centre, workshop fees, benchmarking trip in the region, cellphones and tablets used in data collection. He clarified that the Consultant was going to be paid on the basis of work which his department was going to acquit and confirm hours worked.

During further discussion, the Committee pointed out that it expected a considerable reduction in the consultancy fees after it had removed items from the schedule of requirements such as buses, cars, fuel, some equipment and in-house execution of the bulk of the Master Plan preparation works. The Committee was concerned that there had not been a reduction in the fees.

The Town Clerk (Acting Supply Chain Manager) advised that the sum of two million nine hundred thousand United States of America dollars (US\$2.9 million) referred to above was the estimated cost of preparing the Master Plan at Tender approval by PRAZ and that the actual cost was going to depend on the number of hours worked by the consultant.

The Acting Chamber Secretary also confirmed that the actual cost was going to be dependent on hours worked. She also advised that variations in the quoted sum in excess of the two million nine hundred thousand United States of America dollars (US\$2.9 million) were not allowed and could only be approved by PRAZ.

The Committee emphasized the need to save resources by ensuring that the quoted budget was not exhausted. It also enquired the number of professional bodies which comprised the Town Planning Consultants and whether the fees they charged were gazetted by the relevant professional bodies.

The Town Clerk (Acting Supply Chain Manager) advised that they had confirmed with the professional bodies and that if they had charged according to their professional bodies, costs in excess of five million United States of America dollars (US\$5 million) would have been quoted as outlined above and that the City had negotiated the charges down to approximately two million nine hundred thousand United States of America

dollars (US\$2.9 million). The Acting Finance Director (Fund Accountant) also advised that a sum of two million six hundred thousand United States of America dollars (US\$2.6 million) was provided for in the 2024 Council budget for the Master Plan.

The Committee also enquired on the availability of funds to enable the Consultant to commence work.

The Acting Finance Director advised that Council did not have money and that the budgeted cost needed to have been spread over three (3) years. He was however, going to negotiate a payment plan as the Master Plan could not be completed in one (1) year. He pointed out that a sum of two million nine hundred thousand United States of America dollars (US\$2.9 million) could not be raised at one time if it was demanded by the deadline of 30th June 2024.

The Committee also noted that transport for Consultant's Enumerators and food were going to be borne by the Consultant and agreed that such costs be provided for by Council in the initial payment. The Committee also requested the Acting Finance Director to proceed to pay the initial payment after this Meeting in terms of Council resolution.

It also tasked the Town Clerk (Supply Chain Manager), Acting Director of Urban Planning and Acting Finance Director to meet the Consultant in order to come up with a payment plan. It also noted that although payment was quoted in foreign currency, payments could be paid in local currency.

RESOLVED TO RECOMMEND

- (1) That Councils notes that Harare Master Plan was approved by the Procurement Regulatory Authority of Zimbabwe (PRAZ) at a total cost of two million nine hundred and sixty-one thousand six hundred and forty-eighty United States of America dollars and forty cents (US\$ 2 961 648.40) as detailed in the Acting Director of Urban Planning's report number 374/24 dated 25th June 2024, copy of which is pasted in the Minute Book as Annexure 'A'.
- (2) That the Town Clerk (Supply Chain Manager), Acting Director of Urban Planning and Acting Finance Director meet with the Consultant to agree on a payment plan and initial payments for Consultancy fees and that the Acting Finance Director proceed to pay the initial payment as indicated in the preamble above.
- (3) That Council notes that the payments will be acquitted as per work done and hours taken and approved by the Acting Director of Urban Planning.

- (4) That Council notes that the cost of the Harare Master Plan includes the reimbursable costs such as workshop fees, software, benchmarking trip in the region and cellphones, tables to be used in data collection and purchasing of furniture for the Command Centre.
- (5) That Council notes that the reduction of the professional fees from the budgeted five million seven hundred and eighty-three thousand and sixty-two United States of America dollars and fifty cents (\$5 783 062.50) to two million nine hundred and sixty-one thousand six hundred and forty-eighty United States of America dollars and forty cents (US\$ 2 961 648.40) took into cognizance of the secondary data that was collected, compiled and submitted to the Consultant.
- (6) That Council notes that the Draft Master Plan has a deadline of 30th June 2024, but the signing of the operative Master Plan can take up to a year with subsequent activities as shown in the Gantt Chart attached to these Minutes Annexure 'B' and also pasted in the Minute Book.
- (7) That Council notes that the working hours listed in the Comparative Cost Schedule detailed in the Acting Director of Urban Planning report number 374/24 dated 25th June 2024, account for the entire preparation process from the Consultant's inception date to approval and operative date of the Harare Master Plan as shown on the Gantt Chart (Annexure 'A' to the Minutes).

ACTION: TC (SCM), A/CS, A/DUPS & A/FD: 05/07/2024.

THE MEETING ENDED AT 4:15PM

SKC/om.