

# MUNICIPALITY OF MARONDERA

HIS WORSHIP THE MAYOR AND ALL COUNCILLORS

NOTICE IS HEREBY GIVEN THAT THERE WILL BE A 549<sup>TH</sup> FULL COUNCIL MEETING TO BE HELD ON WEDNESDAY THE 10<sup>TH</sup> OF JULY 2024 AT 1500HOURS IN THE COUNCIL CHAMBER

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## AGENDA

OPENING PRAYER

APOLOGIES

DECLARATION OF INTERESTS

5643. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

Minutes of the 548<sup>th</sup> Full Council Meeting held on Wednesday the 22<sup>nd</sup> of May 2024 having been circulated may be taken as read and may be passed and signed as a correct record.

5644. MATTERS ARISING

5645. MAYOR'S REPORT AND ANNOUNCEMENTS

5646. MINUTES, REPORTS AND RECOMMENDATIONS OF THE HEALTH, HOUSING AND COMMUNITY SERVICES COMMITTEE

5647. MINUTES, REPORTS AND RECOMMENDATIONS OF THE WORKS AND ENVIRONMENTAL MANAGEMENT COMMITTEE

5648. MINUTES, REPORTS AND RECOMMENDATIONS OF THE HUMAN CAPITAL AND SERVICES COMMITTEE

5649. MINUTES, REPORTS AND RECOMMENDATIONS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

5650. MINUTES, REPORTS AND RECOMMENDATIONS OF THE AUDIT COMMITTEE



# MUNICIPALITY OF MARONDERA

NOTICE IS HEREBY GIVEN THAT THERE SHALL BE A MEETING OF THE MUNICIPAL COUNCIL SITTING AS A LICENCING AUTHORITY FORMED UNDER THE SHOP LICENCE ACT (CHAPTER 14:17) OF 1996 TO BE HELD ON WEDNESDAY THE 10<sup>TH</sup> OF JULY 2024 AT 1530 HOURS IN THE COUNCIL CHAMBER

## AGENDA

### OPENING PRAYER

### APOLOGIES

### DECLARATION OF INTERESTS

### 3844. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on Wednesday the 22<sup>nd</sup> of May 2024 having been circulated may be taken as read and may be passed and signed as a correct record.

### 3845. MATTERS ARISING

### 3846. APPLICATION FOR TRADING LICENCES: APRIL

Name of Applicant/Trade Name	Type of Business	Address of Business	Public health remarks	Town planning remarks
Dust Africa pvt ltd	Plastics	2149 longlands road granite side Marondera	recommended	recommended
Halsted zera	gas	63 chicago drive industrial area Marondera	recommended	recommended
Brighty diesel services	Car repairs	2153 granite side Marondera	recommended	recommended
Sagesa flea market	Flea market	45 Ruzawi road Marondera	recommended	recommended
Ruvara paints hardware	Hardware	232 Birmingham industrial Marondera	recommended	recommended
AAYBEE boutique	Clothing	2712 pine street Marondera	recommended	recommended
Define horizon t/a tip top atlas	Financial institution	112 chicago drive CBD Marondera	recommended	recommended

## 5651. STANDS

## A. CESSIONS

Address	Cedent	Cessionary	Stage of Development	Recommendation
Stand number 259 Nyameni	Clever Saga ID63-51029 D27	Clever Saga	House	Recommended
Stand number 3639 Rusike phase 1	Mukonowasauka Charles ID 63-2228499	Merley Mukonowasauka	House	Recommended
Stand number 20 Dendera Ave Rujeko Nyameni	Takawira Fireyi ID 43-008609 M 58  ID 43-005051V43	Charity Nariti ID Number 42- 163518 K42	House	Recommended
Stand number 43 Hanga ST Rujkeko	Mukwenge Mathlon Muchatishi(deceased)	Agatha Muchatishi Nzuma Tendai M ID 42-042512 G42	House	Recommended
Stand number 3672 Ruzawi park	Banda Ernest ID 43- 035082 M43	Nyatsuro Oliver ID 75-2003842 E 50	House	Recommended
Stand number 10110 Gura Way Chitepo	Esther Jena (deceased) ID 43-040577K18	Thomas Banda ID 47-2018851J47	Walls Completed	Recommended
Stand Number 5557 Cherutombo	Nhundu Isaac ID 43-0005337 N 27	Mvududu Joseph ID 75-378813 R 75 and Vheremu Marvellous Tarumbidzwa ID 48-158023 B 47	Retiree stand	Recommended
Stand Number 5123 Cherutombo	Muchono Nyasha Gloria ID 63-242065 A 71  Muchono William ID 13-2037880 B 13	Zimbudzana Josphat ID 43-167436 A43	Cession house	Recommended



		Zimbudzana Michele Shamiso ID 29-2037880 C 42		
Stand Number 2203 Lower Paradise	Mukonowasauka Paula ID 63-1153586 F 45	Merley Mukonowasauka	HOUSE	Recommended
Stand Number 10663 Rujeko	Mukundwi Edward Ranganai ID 43-001288 E 12	Chatsakama Maxwell ID 49-080115 A 49	Roof level	Recommended

B. APPLICATION FOR TITLE DEEDS

Nil

C. APPLICATION FOR EARLY TITLE DEEDS

Nil

5652. CORRESPONDENCES



R.D Nyamuzihwa

Town Clerk

08-07-24



# MUNICIPALITY OF MARONDERA

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 22<sup>ND</sup> MARCH 2024 AT 1600PM IN THE COUNCIL CHAMBER

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## Councillors Present:

His Worship the Mayor	Councillor C Muroop	(In Absentia)
Councillor J Muzarandi	Deputy Mayor	
Councillor C Ngweni		
Councillor S Vilela		
Councillor C Mazambani		
Councillor M Ndoro		
Councillor C Hove		
Councillor H Chipashu		
Councillor B Govere		
Councillor M Maradza		
Councillor G Mponda		
Councillor B Mujuru		
Councillor M Marozva		
Councillor MC Muzarandi		

R.D Nyamuzihwa	Town Clerk
T Ndoro	Acting Chamber Secretary
L.J Mashonganyika	Acting Director of Works
T Paraiwa	Acting Director of Housing
M Muzawaka	Accountant Expenditure
N Chavhunduka	Environmental Health Technician
V Muchavhira	Committees Officer (Mining)
W Hama	Graduate Trainee (Mining)
F Mavingire	Central Admin Attachee

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## 1. Opening Prayer

An opening prayer was received from Cllr Vilela

## 2. Apologies

Nil

## 3. Welcome Remarks

His Worship the Mayor welcomed all Councillors and management to the Full Council meeting.

Confirmed as a true record Chairman.....

Date .....

5640 MINUTES, REPORTS AND RECOMMENDATIONS OF THE HUMAN CAPITAL AND SERVICES COMMITTEE HELD ON THE 8<sup>TH</sup> OF MAY 2024

The Committee Chairperson presented the recommendations made by the Committee and moved for the adoption of the recommendations.

FC/70/24 Mr Kudakwashe Tapfumaneyi (Public Relations Officer) be placed in Grade 13 from Grade 12A.

FC/71/24 Ms Netsai Maingahama (Town Clerk's Personal Assistant) be placed in Grade 12.

FC/72/24 Council to conduct an Organogram Review Workshop.

FC/73/24 Council to recruit two contract grave diggers and one contract grave attendant.

*Cllr Mazambani proposed for the adoption of the above recommendations seconded by Cllr Mponda and Cllr Govere.*

5641 MINUTES, REPORTS AND RECOMMENDATIONS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON THE 9<sup>TH</sup> OF MAY 2024

The Committee Chairperson presented the recommendations made by the Committee and moved for the adoption of the recommendations.

FC/74/24 Council to move its main Account from AFC to CBZ and other local banks

FC/75/24 Council to use internet banking system

FC/76/24 Council to open Overdrafts facilities.

FC/77/24 Council to procure 5 devices, 3 hand held receivers (Germin) and 2 Tablets (Samsung brand) for GIS Section.

FC/78/24 A token of appreciation be reviewed upwards from USD 5 000 to USD 7 000 across the board after serving Council for 10 consecutive years.

FC/79/24 Council to de-recognise shares from Old Mutual appearing in financial statements.

*Cllr Govere proposed for the adoption of the above recommendations seconded by Cllr Maradza*

5642 MINUTES, REPORTS AND RECOMMENDATIONS OF THE AUDIT COMMITTEE HELD ON THE 14<sup>TH</sup> OF MAY 2024

The Committee Chairperson presented the recommendations made by the Committee and moved for the adoption of the recommendations.

FC/80/24 Council to issue colour coded trading licences to differentiate the period being covered by the licence that is half year and full year.

Confirmed as a true record Chairman.....

Date .....



The Town Clerk reiterated on the financial challenges being faced by Council, he thus called for a holistic approach from all Councillors in terms of revenue collection. He explained that Garikai had not been officially handed over to Council from Public Works hence Council's hands were tied in terms of development. He however emphasised that short term measures such as borehole drilling would be put in place in order to help with water shortages. He further explained that Council was working on finalising the issue of interested investors towards Water Treatment Plant augmentation.

5637 MAYOR'S REPORT AND ANNOUNCEMENTS

Nil

5638 MINUTES, REPORTS AND RECOMMENDATIONS OF THE HEALTH, HOUSING AND COMMUNITY SERVICES COMMITTEE HELD ON THE 10<sup>TH</sup> OF APRIL 2024

The Committee Chairperson presented the recommendations made by the Committee and moved for the adoption of the recommendations.

FC/63/24 Council to give free graves to genuine individuals or families who cannot afford to pay for graves.

*Cllr Govere proposed for the adoption of the above recommendations seconded by Cllr Ngwena*

5639 MINUTES, REPORTS AND RECOMMENDATIONS OF THE WORKS AND ENVIRONMENTAL MANAGEMENT COMMITTEE HELD ON THE 7<sup>TH</sup> OF MAY 2024

The Committee Chairperson presented the recommendations made by the Committee and moved for the adoption of the recommendations.

FC/64/24 Dombotombo Library be temporarily closed pending renovations and reconstruction.

FC/65/24 Fire Extinguishers be purchased and installed/placed at all Council premises.

FC/66/24 Road maintenance and rehabilitation be carried out equitably in all wards.

FC/67/24 Mr E. Mukodza be granted a permit to establish a 3 semi-detached cluster house on stand 4617 Winston Park (Marondera Township).

FC/68/24 Mr S. L. Mainda be granted a permit to establish a 2 semi-detached cluster house on stand 5174 Winston Park (Marondera Township).

FC/69/24 A site office be erected urgently at Elmswood in preparation of stand allocation.

*Cllr Ngwena proposed for the adoption of the above recommendations seconded by Cllr Vilela and Cllr Chipashu*

Confirmed as a true record Chairman.....

Date .....



5635. Minutes of the 547<sup>th</sup> Full Council Meeting held on 21 March 2024

His Worship the Mayor moved for the adoption of minutes of 547<sup>th</sup> Full Council Meeting which was held on 21 March 2024 on a proposal by Cllr Hove seconded by Cllr Chipashu and Cllr Ndoro.

5636 MATTERS ARISING

5636.1 Update on Nyambuya Dam and construction of Boundary Wall at Town Clerk's residence

Cllr Vilela sought update on the progress of Nyambuya Dam as well as construction of the boundary wall at Town Clerk's residence. He added that Nyambuya Dam should be a priority such that it complements Wenimbe and Rufaro dams in supplying water.

The Town Clerk explained that lack of funds was the main challenge which Council was facing in order to fulfil all projects. He highlighted that about 150 000 USD was needed for Nyambuya Dam alone. As for construction of the boundary wall, he explained that priority had been given towards Glensomers cemetery project. He added that UMBUKA had been given first preference to construct ablution facilities at Glensomers cemetery and all materials were in place.

The A/Director of Engineering Services informed the house that 2 pumps were back on line for Rufaro Dam. He added that Council was working on the quarry pond under Africa Development Bank and hoped that the pond would be completed by end of June.

5636.2 Update on Modular Tanks

The Deputy Mayor sought update on the connections of modular tanks. He bemoaned that there were areas which had been facing water challenges yet the modular tanks had been installed. He mentioned areas such as Shanje, Mwendamberi, Go For It and Muchabvuma that they were not receiving water despite the modular tanks being in place.

Councillor Ngwena concurred with the Deputy Mayor. He added that areas such as Mukanya, Rusike Phase 3 and parts of Phase 2 were also facing water challenges since 2017.

Councillor Marozva also highlighted that the same problem was being faced in Garikayi area.

The A/Director of Engineering Services explained that for Cherutombo and Nyameni the Engineering team were working towards installation of non-return valves. For Rusike Phase 3 and parts of Phase 2 he explained that the area was a higher ground area and Ruware modular tanks were not able to supply water to such high areas. He advised that Ruware modular tanks needed augmentation in order to meet up the demand. He further highlighted that erratic electricity supply was also another challenge being faced in water supply. He however emphasised for long term plan in water supply.

*Confirmed as a true record Chairman.....*

*Date .....*



# MUNICIPALITY OF MARONDERA

MINUTES OF AUDIT COMMITTEE MEETING HELD ON THURSDAY THE 27<sup>TH</sup>  
OF JUNE 2024 AT 1400HRS IN COUNCIL CHAMBER

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**Present:**

Councillor H Chipashu	Deputy Chairperson (chairing)
Councillor C Hove	Committee Member
Councillor M.C Mujaranji	Committee Member

**In Attendance:**

J Harry	Audit Manager
C Mambara	Auditor
P Chiripanyanga	Audit Clerk
M.K Chatindo	Audit Graduate Trainee
R Gumbo	Audit Intern
V Muchavhaira	Committee Officer (Minuting)

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1. Opening Prayer

An opening prayer was received from R Gumbo.

2. Quorum

The Audit Manager ascertained the quorum.

3. Apologies

Cllr Mponda

P Mr Chiripanyanga, Audit Clerk

N.T Tapfumane Graduate Trainee

4. Declaration of Interests

Nil

5. Welcome Remarks

The Committee Chairperson welcomed everyone to the meeting.

234. Confirmation of Minutes

Correction page 4 paragraph 2 line 4 "... premises or any part..."

Cllr Chipashu called for the confirmation and adoption of the previous minutes of the Audit Committee held on Thursday the 14<sup>th</sup> of May 2024. They were taken as read and passed and signed as a correct record on a proposal by Cllr Mujaranji seconded by Cllr Hove.

Confirmed as a true record Chairman.....

Date .....



Specific funds were \$ 5000000. Normal revenue for the period from the 7th was ZIG \$ 3,149,665.59 while specific funds were ZIG \$ 27356.45. The Revenue Accountant explained that variants noted in the debit-raising report were caused by interbank changes.

**ii. Comments on USD collections (Refer to Attachment)**

Gross collections from all areas in April amounted to \$ 162,541.20. This represents a decrease in revenue of \$ 12,487.35 or 7% in absolute figures compared to the previous month. Normal revenue was \$ 151,313.20 whilst Specific funds were \$ 11,228.00.

Challenges noted where that Parking and Enforcement staff were many but revenue collected was not much. non-ambulance returns and leakages from Council clinics would be looked into.

**iii. Comments on Expenditure in RTGS and ZIG**

Total expenditure incurred for the 1 to 6 April was RTGS \$ 950,974,996.07 which represents a decrease in expenditure of RTGS \$ 2,310,157,723.14 or 71% in absolute figures compared to the previous month. Payroll-related expenditure accounts for RTGS \$685,384,881.58 or 72% of the total expenditure for the month whilst operations and other services account for RTGS \$ 265,590,114.49 or 28%. The total expenditure from the 7th was ZIG \$ 2,855,283.27. payroll-related expenditure amounted to \$2,707,495.96 or 95% of the total expenditure for the month whilst operations and other services account for ZIG \$ 147,787.31 or 5%.

The Expenditure Accountant reported that the next Finance report would present numbers and figures of payments made towards withdrawals from the Elmswood project.

**iv. Comments on Expenditure USD (Refer to Attachment)**

Total expenditure incurred for the month of April was \$ 192,121.68 which represents a decrease in expenditure of \$ 56,115.86 absolute figures compared to the previous month. Payroll-related expenditure accounts for \$ 110,718.39 or % of the total expenditure for the month whilst operations and other services account for \$ 155175.61 or 62.51%.

The Expenditure Accountant reported that because of the challenges faced regarding bank balances, 70% of the revenue had been used up by salaries and travelling and subsistence payments.

**v. Creditors**

A total of ZIG 8,209,339.78 and USD 420,638.54 was needed to pay priority creditors and constant negotiations are still ongoing to protect Council from garnishes.

**vi. Legal fees**

CIlr M. Nodoro noted that the legal fees owed I.E.G Musimbe and Partners by the Council were high. The Finance Director explained that the figures shown were an accumulation of all Council legal fees, and payments were spread.

Confirmed as a true record ..... Date.....



gadget shortages. However, changes are expected to enable Council to pay statutory obligations and top priority creditors.

APRIL 2024 ZIG	APRIL 2024 USD
1 472 291.545	\$33 499.99
<i>50% collection efficiency of the total revenue collected</i>	<i>59% collection efficiency of the total revenue collected</i>

### 3917.7 Currency Changes

The Finance Director reported that the Council's payments and payroll processing had been drastically and negatively affected by the delays in the configuration and conversions of figures by AFC Bank. He said preliminary accounts reconciliations had been agreed upon after 5 weeks of the introduction of ZIG currency.

### 3917.8 General Valuation

The Finance Director reported that there had been an outcry regarding the increase in Council bills but assured the committee that the 10% tariff adjustment agreed upon for the 2024 budget was the one effected. The Revenue Accountant explained that the increase in bills raised by some stakeholders was a result of the statutory requirements of the Urban Councils Act on the General Valuation that had been implemented. He said the General Valuation stated that only properties that were charged rates (residential) would be charged per acreage and zoning. The Revenue Accountant further reiterated that despite that other properties were exempted from rates, they still required Council resources and services and the intent was an administration fee would contribute towards the administrative costs associated with managing these exemptions. Cllr C.Mazambani recommended that all stakeholders that were facing any challenges with billing of rates and services statements see the Revenue Accountant for assistance. The committee then agreed and recommended to Full Council that:

*FCM/12/24 Council charge Administrations Fees to all other properties exempted from Rates charges*

*The committee agreed to notify the Full Council that the General Valuation implementation had been effected.*

### 3917.9 Revenue Collections and Expenditure

#### i. Comments on RTGS and ZIG collections (Refer to income and Expenditure Account)

Gross collections from all areas in April from the 1st to the 6th amounted to RTGS \$ 838,664,618.69. This represents a decrease in revenue of RTGS \$ 2,819,352,403.76 or 77% in absolute figures compared to the previous month. The gross collection from all areas from the 7th of April amounted to ZIG \$3,177,022.04. Normal revenue was RTGS \$ 833,664.618.69 whilst

Confirmed as a true record ..... Date.....



transferred to the sale pens had been reserved for Council activities that may arise. He further explained that the sale had been sustainable since almost all stock had been sold at once as they were still young and valuable. The Deputy Mayor added that the project has been sustainable since its inception with only a few stocks to what it is now. The Finance Director said the project had outstanding needs and a BOQ's had been submitted to Procurement. The Chief Security Officer added that there was a need for a fire guard and if possible, a trench to be dug to demarcate the same time barring illegal vehicle access to the farm

Project stock stood at 166 cattle and 275 goats.

*The committee agreed and approved Projects to utilize the funds generated from the sale to purchase needs for the farm as was submitted through requisitions by the Farm Supervisor.*

### **3917. FINANCE DIRECTOR'S REPORT**

Reports were tabled.

#### **3917.1 Final Accounts**

The Finance Director reported that the 2022 Financial statements were sent to the Auditor General's Office awaiting their signing and returning by the coming week. The audit of the 2023 Financial statements was now expected to commence soon after the signing of the completed 2022 audit. Council would be updated.

#### **3917.2 Budget**

The Finance Director reported that the 2024 Budget was approved and reviews for the first quarter are expected to begin soon.

#### **3917.3 IPSAS training**

Waiting for dates and Central administration which will incorporate Council Schools.

#### **3917.4 Cashflow Planning**

The Finance Director said cashflow planning would begin end of June 2024 together with the Finance report of the same month after consultations and planning with all departments and committees on the requirements and urgency.

#### **3917.5 Procurement**

The Finance Director reported that Finance would incorporate all procurement issues. A progress report will be presented on all outstanding orders and plans.

#### **3917.6 Debt Collection/Staffing**

The Finance Director thanked the Council for the engagements of new staff but said that despite that, there had been no significant revenue collection progress during the first month due to

*Confirmed as a true record* ..... *Date*.....



After a lengthy discussion on the pros and cons of the schools' incorporation, the committee agreed and recommended to the Full Council that:

*FCM /09/24 The incorporation of the 6 Council schools into the 2024 Budget is implemented whilst management consults with Council schools on modalities of standardization of a levy to fund the School projects.*

### **3916.3 Revenue Collection**

Cllr M.Ndoro sought an update on revenue collection.

The Finance Director in his response said the incoming of the new cashiers had helped in implementing the rotation matrix, and other revenue collection strategies resulting in improved supervision and revenue collection. He however stressed the need to improve on the lack of comprehensive databases. The Revenue Accountant said the Council made follow-ups on leases through property owners or caretakers, by so reiterating the need for reviewed and updated databases. The Chief Security Officer said it was pragmatic when enforcing payments to make follow-ups on property owners and caretakers rather than on individual tenants.

Cllr H. Chipashu proposed the formation of a sub-investment committee that would report to the Finance committee with the inclusion of city fathers and that the Council diversify into other projects through PPE's to raise revenue and not expect collections from stakeholders only. It was agreed that PPE's and BOT's (build operate and transfer) policies should be promoted, enforced and implemented to enable Council to prosper. The Finance Director reinforced that such a recommendation was previously made as a strategy to infuse expertise from the private sector with Council's strategic comparative advantages, especially the availability of titled land. It was therefore necessary for the proposed investment sub-committee to review all applications submitted for investments to potential PPE collaborations.

Thereafter the committee agreed and recommended to Full Council that:

*FCM/10/24 Council reaffirms the PPE's policy implementation*

*FCM/11/24 Council to rename and expand the previous Revenue Committee to the Revenue Investment Committee which would expand its membership to policymakers and other council departments.*

### **3916.4 Cattle and Ranching Project**

Cllr Ndoro sought an update on the disposal of the 45 cattle and if the sale had been worthwhile.

The Projects Supervisor informed the committee that 42 cattle had gone to the CC Sales, Mt Hampden pens. Of the forty-two, 40 steers that had been sold and had raised USD 18 from invoices after costs. Two bulls were not sold due to low prices on the day and were being held at the CC sales pens awaiting bidding prices to rise. The other 3 beasts that were not

Confirmed as a true record ..... Date.....



**4. Welcome Remarks**

The Committee Chairperson, Cllr C. Mazambani presided over the meeting and welcomed everyone present. He commended how the Finance report had changed from compositions to presentations. The Finance Director acknowledged the Chairperson's comments and hinted being the first issue of the report more improvements were coming for better informed decision-making by the committee. He then went ahead and read the agenda for the meeting.

**3915. Confirmation of minutes**

The Chairperson called for confirmation of minutes for the previous meeting held on the 9<sup>th</sup> of May 2024. They were taken as read and were passed and signed as a correct record on a proposal by Cllr H. Chipashu and seconded by Cllr M. Ndoro after the following statement "The Deputy Mayor proposed that Council purchase hay bails" on page 4 of the previous minutes was corrected to "Cllr M.C. Mujaranji proposed that Council purchase hay bales".

**3916. MATTERS ARISING**

**3916.1 Update on disaggregated budgeting workshop**

Cllr C. Mazambani sought an update on the disaggregated budgeting workshop which still had not been conducted.

The Finance Director responded by saying he was waiting for dates from the Acting Chamber Secretary who had assured that the workshop would be conducted during the second quarter. He said follow-ups will be made with the Acting Chamber Secretary's office for scheduling of the meeting as the second quarter was coming to an end.

**3916.2 Update on the inclusion of schools in Council budgeting**

Cllr H. Chipashu sought an update on compliance with IPSAS regards to the inclusion of the 6 Council schools.

The Finance Director responded by saying, the Council had not complied with the standards for the 2022 financial year which was also picked by the external Auditors and is part of the qualification. In addition, he said headmasters of these schools would be invited for training by TAS on the IPSAS roadmap implementation and alignment of their processes to meet IPSAS requirements before consolidation. Cllr C. Mazambani tasked the Finance Director to engage with his management team in coming up with a simplified way of how to incorporate these schools. The Finance Director said budgeting for these schools would be informed by their individual needs and supplementary budgeting would be inevitable to incorporate the school's programs into Council's existing budget.

*Confirmed as a true record .....*

*Date.....*



# MUNICIPALITY OF MARONDERA

MINUTES OF WORKS AND ENVIRONMENTAL MANAGEMENT COMMITTEE  
MEETING HELD ON MONDAY THE 17<sup>TH</sup> OF JUNE 2024 AT 1530 HOURS IN  
COUNCIL CHAMBER

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**Present:**

Councillor M Ndoro	Chairperson for Works Committee (in chair)
Councillor J Mujaranji	Deputy Mayor
Councillor S Vilela	Committee Member
Councillor C Mazambani	Committee Member
Councillor H Chipashu	Committee Member

**In Attendance:**

Eng I.T Mashonganyika	Acting Director of Engineering Services
T Ndoro	Acting Chamber Secretary
J Harry	Audit Manager
M Muzawaka	Accountant Expenditure
J Svosvai	Acting Town Planner
K Tapfumanyei	Public Relations Officer
T Mikazhu	Water Superintendent
W Mhukayesango	Mechanical Services
T Maingchama	Electrician
T Chikanga	Roads Department
P Maiwasha	Chief Building Inspectorate
T Munyebvu	Town Planning Technician
S Chikanga	Plumber
R Mhlanga	Works Graduate Trainee
V Ruzive	Engineering Graduate Trainee
P Anduwele	PA to Director of Engineering
V Muchavahira	Committees Officer (Minuting)
W Hama	Graduate Trainee (Minuting)
F Mavingire	Central Admin Attachee

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1. Opening Prayer

An opening prayer was received from W Mhukayesango.

2. Apologies

Cllr Hove

Cllr Ngwena

A/Director of Housing and Community Services

Confirmed as a true record Chairman.....

Date .....



Cllr Ngwena sought update on the issue of the extraction of pit sand.

The Acting Chamber Secretary informed the house that a location to extract pit sand had been identified just outside Garikai suburb.

*The Committee Chairperson moved for the adoption of Chamber Secretary's report on proposal by Cllr Vilela seconded by Cllr Ngwena and Cllr Govere.*

565. MATTERS REFERRED BY OTHER COMMITTEES AND FULL COUNCIL

Nil

566. COMMITMENT REGISTERS

The A/Chamber Secretary explained that the Department was committing as indicated.

567. CORRESPONDENCES

567.1 Secondment letters – Ministry of Health

Ministry of Health seconded nurses to Council clinics. Mr Edgar Kateo was seconded to Dombotombo Clinic from Mahusekwa. There were also three more staff who were seconded from Marondera Hospital, two to Dombotombo clinic and one to Nyameni clinic. However, the nurses remained Central Government employees.

Mr Vambe, Environmental Health Technician was also seconded to Council, however, he remained Central Government employee.

567.2 Request to seek donations for inter cities sports festival

The A/Chamber Secretary read a letter on request for Council to seek donations towards the upcoming inter cities festival.

Cllr Vilela sought to know Council position regarding the issue of donations.

The Audit Manager, explained that all donations towards Council were to be vetted and declared to Council through the office of the Town Clerk. He added on that Council also had a donations register which was to be signed by the Donor, on the items donated as well as the cost. He emphasised that the donations needed to be declared to Council.

The house agreed and recommended to Full Council that;

HC/15/24 Council be permitted to seek donations towards Inter-Cities Sports Festival.

CLOSING REMARKS

There being no further business to discuss, the meeting was declared closed at 1738hrs. A closing prayer was received from Councillor Ndoro.

Confirmed as a true record Chairman.....

Date .....



The A/Chamber Secretary informed the house that Council have been taking care of some of the medical expenses which would be reimbursed through NSSA's worker's compensation and insurance fund.

Deputy Mayor raised concern over the reduction of Council permanent staff through death and retirements. He proposed that these gaps be filled up by employing contract workers to be permanent.

The Acting Chamber Secretary informed the house that they noted that and adopted a system of internal adverts.

Cllr Marozva highlighted need for gender equality when recruiting.

Cllr Vilela bemoaned that Council Worker's Committee needed to cater for every worker including contract workers. He also sought to know why some employees were not being given acting allowances highlighting some employees at the Public Health Section.

The A/Chamber Secretary stated that he would convey the message during the next Workers Committee meeting.

The Human Resources Officer, Mr Mironga explained that all those in acting positions were being paid their acting allowances.

*The house agreed that the matter of Public Health employees be referred to the next Housing, Health and Community Services Committee meeting.*

**564.3 Graduate Trainees Engagements**

The A/Chamber Secretary reported that following interviews for Information Technology Graduate Trainees held on Monday the 27<sup>th</sup> of May 2024, Donn Paradza, Maranatha Chitare and Memory Tizora were the top 3 candidates.

It was therefore agreed and recommended to Full Council that:

**HC/13/24 Council to engage the following as IT Graduate Trainees (a) Donn Paradza (male) (b) Maranatha Chitare (male) and Memory Tizora (female). However, in the event that any of the above fails to take up the offer, Council could engage Addington Makosa (male).**

**564.4 Update on Medical Aid Payment**

The A/Chamber Secretary explained that only a few employees remained with the Council medical aid due to challenges being faced in late payment to the service provider. He advised that Council need to make advance payments such that employees would be able to access the health services anytime.

The house agreed and recommended to Full Council that;

**HC/14/24 Council engages two other service providers for Medical Aid services.**

**564.5 Security, Fire and Ambulance**

The house noted the report.

*Confirmed as a true record Chairman.....*

*Date .....*



The Acting Chamber Secretary advised that War Veterans in Public Service were allowed to go as far as seventy years at work. On the structure of the Security Section, he explained that the job evaluation exercise would be coming up with a standard structure.

563.5 Safety Clothing

Cllr Maradza sought update on the protective clothing for all departments.  
Mr Zvitiki explained that Kushing Phikelela had been given a contract to supply one hundred work suits but only a few had been collected because they had registered a complaint that they were having challenges with their machines. He further stated that protective clothing were being procured in batches. He however advised that Sections should make advance requisitions to allow procurement process before materials have been depleted.

563.5 Dombotombo Market

Cllr Ndoro sought update on the fact-finding visit to Dombotombo market. He further sought to know on the rotation of cashiers and police details at Dombotombo market.  
The A/Chamber Secretary informed the house that the A/Director of Housing and Community Services was in the process of compiling a report for same. He advised that the matter be referred to the relevant Committee. He added that he would engage the Chief Security Officer regarding rotation of police details in Council markets.  
*The house agreed that the issue on the fact-finding visit to Dombotombo market be referred to the next Housing, Health and Community Services Committee Meeting.*  
The Accountant Revenue, Mr Mungwena explained new cashiers have been deployed to collection points such as Council markets and hoped for an improvement in revenue collection. He however, lamented on the makeshift tables inside Dombotombo market, highlighting the need for standard vending tables for easy revenue collection.

564. CHAMBER SECRETARY'S REPORT (March-April 2024)

The report was tabled.

564.1 Statistics on Employment

The A/Chamber Secretary reported that Council recorded 2 deaths during the month of March, the then A/Director of Housing and Community Services Mr Besa and Mr Chataza and one death during the month of April, Mr Zamadenga leaving a total of 222 permanent employees.

564.2 Work related injuries

Cllr Govere proposed that Ms Faith Mukombe upon recoup be given lighter duties since she was injured while on duty.  
Cllr Vilela sought to know Council position regarding work related injuries to contract employees.

*Confirmed as a true record Chairman.....*

*Date .....*



and were passed and signed as a correct record on a proposal by the Cllr Vilela seconded by Cllr Ngwena and Cllr Govere.

563 MATTERS ARISING

563.1 Job Evaluation

Councillor Vilela sought update on the job evaluation exercise.

The A/Procurement Manager, Mr Zvitiki explained that Best Practices was coming for contract signing such that they commence the exercise.

The A/Chamber Secretary explained that the Consultatnt had been engaged with Central Government Performance appraisals.

563.2 Vacant Positions

The A/Chamber Secretary advised that shortlisting process for senior positions had been done. Now awaiting interviews. He added that recruitment for other positions were being done in phases starting with were there were serious gaps.

Cllr Ndoro sought update on recruitment of Water Works employees.

The Human Resources Officer explained that adverts for same had been flighted.

The A/Director of Engineering Services explained that an external advert had been made and the minimum qualifications was a National Certificate in Water and Waste Water Management.

563.3 Fire Arms

The Chief Security Officer informed the house that a purchase of five fire arms was done and four more are to be purchased to make them nine. He explained that the fire arms needed to be registered and also medical examination for some police details who would handle the fire arms. He added that he had engaged Armoury at ZRP and they highlighted requirements needed for Council to have an armoury. He further explained that not all Council police details would be trained to use the fire arms.

Cllr Ndoro suggested that all Council police details be trained on how to use fire arms but only permit a few to handle them. He further bemoaned on the work ethics of the police details highlighting that public relations trainings were needed.

563.4 War Veterans at Security Section

Cllr Ngwena proposed that War Veterans be deployed to other departments with lighter duties given their age in light of the demands of the security job.

Cllr Govere explained that the structure for Security Section need to be reviewed to accommodate Chief Superintendents.

*Confirmed as a true record Chairman.....*

*Date .....*



# MUNICIPALITY OF MARONDERA

MINUTES OF HUMAN CAPITAL AND SERVICES COMMITTEE MEETING HELD  
ON TUESDAY 18<sup>TH</sup> OF JUNE 2024 AT 1530HRS IN COUNCIL CHAMBER

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**Present:**

Councillor M Maradza	Chairperson	(in chair)
Councillor C Ngwena	Vice Chairperson	
Councillor J Mujaranji	Deputy Mayor	
Councillor B Govere	Committee Member	
Councillor M Marozva	Committee Member	
Councillor B Mujuru	Committee Member	

**In Attendance:**

T Ndoro	Acting Chamber Secretary
Eng I.T Mashonganyika	Acting Director of Engineering Services
C Manuwere	Chief Security Officer
J Harry	Audit Manager
M Muzawaka	Accountant Expenditure
K Tapfumaneyi	Public Relations Officer
G Mironga	Human Resource Officer
V Muchavahira	Committees Officer (Minuting)
F Mavingire	Central Admin Attachee (Minuting)

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**1. Opening Prayer**

An opening prayer was received from Councillor Govere

**2. Apologies**

A/Director of Housing and Community Services  
Cllr Mujuru  
Cllr Hove

**3. Declaration of Interests**

Nil

**4. Welcome Remarks**

The Committee Chairperson Cllr Maradza welcomed everyone to the meeting.

The Chamber Secretary read the notice of the meeting.

**562 CONFIRMATION OF MINUTES**

The Chairperson called for confirmation of the previous minutes of the Human Capital and Services Committee meeting held on the 8<sup>th</sup> of May 2024. They were taken as read

*Confirmed as a true record Chairman.....*

*Date .....*



The Committee Officer sought to know if Council had signed MOUs with different NGOs operating at both Council clinics.

The A/Director of Housing and Community Services explained that currently there were no MOUs but Council was in the process of facilitating that. He added that the MOUs can have a clause where the NGOs can remit a certain percentage to Council.

*The issue of rotating cashiers was emphasised with the house agreeing that Clerks and Cashiers at both Council clinics needed to be rotated as well.*

#### **3034.1 Challenges**

The A/Sister-In Charge highlighted some challenges being faced at both Council clinics as follows:

- Inadequate working space.
- Need for a borehole for Nyameni Clinic
- Need for a Generator at Dombotombo clinic
- OI Departments windows need burglar bars (both clinics)

The A/Director of Housing and Community Services promised to look into the highlighted issues.

The Committee Chairperson moved for the adoption of the Reports, with a proposal from Cllr Ngwena seconded by Cllr M.C Mujaranji and Cllr Mujuru.

#### **3035 MATTERS REFERRED BY OTHER COMMITTEES AND FULL COUNCIL**

Nil

#### **3036 COMMITMENT REGISTERS**

The A/Director of Housing and Community Services explained that the Department was committing as indicated.

#### **3037 CORRESPONDENCES**

##### **3037.1 Disaster Reduction Plan for Marondera District**

The A/Director of Housing and Community Services highlighted that Municipality of Marondera together with Marondera Rural District Council had been tasked to come up with Disaster Reduction Plan for the District on epidemics disasters. He explained that the Plan had been crafted and now awaiting adoption. He proposed that Council might as well craft its own Disaster Reduction Plan specific our area of jurisdiction.

*The matter was referred to the next Full Council meeting.*

#### **CLOSING REMARKS**

There being no further business to discuss, the meeting was declared closed at 1745hrs. A closing prayer was received from Mr Matsitsiro.

Confirmed as a true record Chairman.....

Date .....



but it had been shown that it is expensive, hence need to connect water from the ZESA Pension Fund borehole to provide uninterrupted water supply at the toilet.

Cllr Vilela sought update on the refuse compactors and also why the high boxer was not functional.

Mr Paraiwa informed the house that the High boxer was having a challenge of breaks failure, however, requisition for same had been made.

Mr Muzawaka explained that lot of funds had been channelled towards repairs and maintenance of the High Boxer. He added that the Internal Audit had made some audits and it was noted that the vehicle had become expensive to maintain. He thus proposed that the High Boxer be auctioned and Council budget for purchase of new refuse compactor.

The A/Director of Engineering Services Engineer suggested that Council adopt a system similar to that of Masvingo City Council of buying a refuse truck every year. He explained that this system had helped the City of Masvingo to increase their refuse compactors fleet and also to make sure that refuse collection was done religiously as per schedule.

The Deputy Mayor concurred. He added that the more refuse compactors were needed in order for Council to be able to service upcoming suburbs such as Elmswood and Shepperton.

*The house unanimously agreed that Council purchase one durable refuse compactor every year and the matter was referred to the next Finance and General Purposes Committee meeting.*

3034 NURSE IN CHARGE'S REPORT OCTOBER- DECEMBER AND JANUARY- FEBRUARY

The report was tabled.

The Committee Chairperson also bemoaned on the revenue being generated from both Council clinics. He explained that the funds were not realistic compared to the number of patients being served during each month.

Sister Nyambiya highlighted that Cashiers at Council clinics were being involved in corrupt activities. She explained that some Cashiers were pocketing consultation fees from patients and stamp their cards as Council employees an act of prejudicing Council. She added that the number of patients reported for each month include those that are treated for free by NGOs (ladies of the night) as well as neo-natal and pre-natal patients.

Confirmed as a true record Chairman.....

Date .....



On a separate note, Mr Mungwena sought update on issuing of leases which had been stopped. He proposed that many people were operating without licences because they could not get one before issuance of a Lease thus contributing to loss of revenue. He thus proposed that issuance of a lease be done on a condition that the applicant is on the waiting list.

The Acting Chamber Secretary explained that the Council Housing Policy clearly stated that leases be issued only to applicants on the waiting list. He further explained that suspension of issuing Leases had been done as a Development Control measure and was necessary. He also stated that an applicant is to be given a licence after being issued a lease by Council. He further advised the house that the matter of issuing Lease be referred to Full Council.

Mr Mungwena proposed that those operating at Masaraure should pay licences to Council. He added that Council should also fine those practising Open-Worshipping.

The A/Director of Housing and Community Services concurred. He added that those operating at Masaraure would be made to pay for their licences. On Open-Worshipping he explained that a by-law on the same would be enforced.

It was therefore agreed and recommended to Full Council that:

HHC/04/24 (a) All applicants be given a Lease on condition they are on the waiting list.

(b) Those already operating without a Lease should as well pay for waiting list fees for consideration.

HHC/05/24 All applicants to be given a License upon issuance of a Lease by Council.

#### 3044.3 Prevention and Control of Communicable Diseases

It was reported that during the period under review 90 diarrheal cases were recorded at both Dombotombo and Nyameni clinics and 73% were children under 5years old. Health education sessions were conducted and sensitisation on cholera was also done.

Mr Chavhunduka also reported that stray dogs were now a menace in the community. Health Education on the importance of dog vaccination was emphasised and all dog owners were advised to keep their dogs in fenced premises. Public Health Section in conjunction with Veterinary department conducted a mass vaccination awareness. Dogs were vaccinated at a subsidised fee at all shopping centres in Marondera.

#### 3044.4 Waste Control and Management

##### Refuse collection

Mr Chavhunduka reported that refuse collection was done as per schedule except for days on which the trucks were down. A clean-up campaign was conducted on the 5<sup>th</sup> of April 2024 with the involvement of various stakeholders. He further reported that there was need for construction of incinerators for both Council Clinics for incineration of medical waste. He added that the Section was facing water challenges for public toilets cleansing (The Green public toilet). The Section had since resorted to use bowser water

Confirmed as a true record Chairman.....

Date .....



*The A/Chamber Secretary was tasked to come up with areas that needed SOP's as well as arrange a workshop for the same.*

Mr Matsitsiro proposed that vendors at Dombotombo market be moved to the retail market.

The A/Director of Housing concurred. He explained that an investment had been made towards construction of the retail market and as such vendors needed to utilise the market so that Council also recover funds used. He added that the retail market had more organised vending space than the wholesale market which had makeshift tables which made it difficult in revenue collection.

On a separate note, the A/Director of Housing and Community Services gave an update on the consultation and fact finding visit to Dombotombo market. He highlighted that a lot needed to be done at the market for Council to collect more revenue.

#### Cemeteries

The Housing and Community Services Officer reported that the issue of free graves which were being offered more than those that were being paid for was still a challenge. He added that selling of graves was one among other sources of revenue for Council hence the need to minimise issuance of free graves to those who could afford one.

#### Parks and Gardens

The Committee Chairperson highlighted that he had noted that the Parks and Garden Section had shortage of tools hence the need to be adequately equipped. He added that the Section was the one responsible for beautifying the town, through maintenance of gardens as well as cemetery maintenance, thus action needed to be taken to equip the section.

### 3044 ENVIRONMENTAL HEALTH MANAGER'S REPORT (MARCH AND APRIL 2024)

The report was tabled.

#### 3044.1 Trading Premises Inspections

Mr Chavhunduka, the Environmental Health Technician reported that purposive and routine trading premises inspections were conducted by the sections. Satisfactory premises were issued with licences or have their licences renewed after paying the fees for their respective trades.

#### 3044.2 License Renewals

It was highlighted that a total of 36 business had their trading licenses renewed. However, 3 premises were not licensed as they were not meeting the standards requirements. During the period under review 11 new licenses were issued.

*Confirmed as a true record Chairman.....*

*Date .....*