REPUBLIC OF ZAMBIA

MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT

GUIDELINES ON THE ESTABLISHMENT, MANAGEMENT AND OPERATION OF WARD DEVELOPMENT COMMITTEES

2021

FOREWORD

The Government of the Republic of Zambia is committed to actualising a devolved system of governance as prescribed in the Constitution (Amendment) Act No. 2 of 2016. Article 147 of the Constitution provides that the management and administration of the political, social, legal and economic affairs of the State shall be devolved from the National Government level to the Local Government level. Further, Article 148 establishes that local governance shall be undertaken through sub-structures as platforms for citizen participation in decision making and development process at the local level. In affirming the provisions of the Constitution, Part V of the Local Government Act No. 2 of 2019, provides for the establishment of Ward Development Committees.

The Guidelines on the Establishment, Management and Operations of Ward Development Committees (WDCs), therefore, provide a significant demonstration of Government's assurance towards the implementation of Constitutional provisions on Decentralisation. The guidelines also provide linkages among the Ward Development Committee, the Local Authorities and other existing sub-structures at the local level.

I, therefore, wish to appeal and urge all stakeholders to utilise these Guidelines and ensure that developmental processes at the Sub-district level are in tandem with Government's aspirations to actualise decentralisation for sustained local level development.

Hon. Gary Nkombo, MP
MINISTER OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT

ACRONYMS

AIDS	Acquired Immuno-Deficiency Syndrome
CBO	Community Based Organisation
CDF	Constituency Development Fund
CSO	Civil Society Organisation
DDCC	District Development Coordinating Committee
DP	Director of Planning
DPO	District Planning Officer
DPU	District Planning Unit
FBO	Faith Based Organisation
HIV	Human Immuno-Deficiency Virus
MLGRD	Ministry of Local Government and Rural Development
MP	Member of Parliament
NDP	National Decentralisation Policy
NGO	Non-Governmental Organisation
NRC	National Registration Card
PD	Polling District
WDCs	Ward Development Committees
WDEC	Ward Development Executive Committee
WDS-C	Ward Development Sub-Committee

WORKING DEFINITIONS

In these Guidelines, unless the context otherwise requires:-

Accreditation	Means authority or certification granted by the Local Authority to an individual/organisation to observe or monitor Polling Station or Totalling Centre.
By- election	Means an election that is held when a vacancy occurs in the office of a Zonal Representative.
Candidate	A person contesting for the ward development committee membership.
Candidate Nomination	A formal process of validating a candidate to contest a zonal election
Chairperson	A person in charge of a meeting.
Committee	Includes the WDC, WDEC and Sub-Committee.
Council	Refers to City Council, Municipal Council, or Town Council.
Co-ordinator	A person who organizes the different parts of an activity and the people involved in it so that it works well.
District	An administrative Unit of a Province.
Dissolution	Refers to an act or process of disbanding the Committee.
Election	A formal process of choosing by voting a person or a group of people for positions in the Committee.
Election Monitoring	Refers to information gathering and on site fact finding of an electoral process for the purpose of making informed decisions.
Ex – officio	A person appointed as a member by virtue of office.
Independent Appeal Committee	Means the committee appointed by the Local Authority to handle appeals from an aggrieved person on a decision made by the WDC.
Local Authority	Means a Council and its secretariat consisting of persons appointed by the Local Government Service Commission.
Member	Refers to a Member of a Committee.
Meeting	Means a physical or virtual gathering of members.
Partisan Politics	Means being actively involved in a particular political party's activities.
Principal Officer	Refers to the Town Clerk or the Council Secretary, including a person for time being discharging the functions of their Office.
Polling District	The smallest segment into which the country is divided for the purposes of voting in an election.
Poll Staff	Persons appointed by the Local Authority to conduct elections at a polling station.

Polling Station	A gazetted venue in a polling district where voters cast their ballot during an election.
Register of voters	The Register of Voters prepared and certified by relevant Authorities.
Presiding Officer	An officer appointed by the Principal Officer to be in charge of conducting elections.
Sub-structure	Includes a district, ward and village.
Sub-National level	An administrative division of Government at Provincial or District level.
Trustee	A Government officer residing within the Ward appointed by the Council for purposes of being a caretaker of a WDC and its assets in the event of a WDC dissolution.
Uniformed Staff	Security personnel appointed to maintain law and order in and around a nomination centre, polling station and/or totalling/collation centre.
Voter	A person who is registered as a voter and whose name appears in the Voter Register.
Ward	A unit into which a district is divided for purposes of electing councillors.
Ward Councillor	Means an elected member of the Council.
Ward Development Committee	A body comprising of part time members appointed by the Town Clerk or Council Secretary for each ward in an area of a Local Authority.
Ward Development Executive Committee	A body of members elected from among the WDC to manage the operations of the WDC.
Zone	Refers to the geographical extent of the 'Polling Districts'.
Zonal Assembly	A platform where zonal representatives meet the community to discuss development needs, opportunities and activities in a zone.

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PART I

GENERAL INFORMATION

1.1 Introduction

These guidelines provide guidance on the establishment, management and operation of the Ward Development Committees (WDCs) and shall be used as a reference document at National, Provincial, District and Sub District levels. Users include stakeholders who work directly or indirectly with the WDCs. Specifically, the guidelines are aimed at outlining:

i. The process of establishing WDCs;
ii. The composition or membership of the WDCs; and
iii. The relationship between WDCs and the Local Authorities and other institutions at the local level.

1.2 Aims of the Ward Development Committees

The aims of the WDCs are to:

i. Create a link between communities and the Local Authorities.
ii. Ensure that the residents in the Ward have an input in decisions made by the Council.
iii. Stimulate and coordinate initiatives for the improvement of the environment and the livelihood of the residents.
iv. To help capture activities carried out in the ward by implementing partners.
v. Develop and maintain a register of all development projects by the Ward Development Committees and institutions (sector or otherwise) in the Ward.
vi. To provide a platform for stakeholders to operate independently with communities in the ward without political interference.

1.3 Legal and Policy Framework

The Constitution of Zambia (Amendment) Act No. 2 of 2016 provides for a devolved system of governance which facilitates community participation in decision making and development. The National Decentralisation Policy (revised 2013) also emphasises the importance of community participation in the development process. The policy and legal framework prescribe the sub-national structures which are intended to formalise the participation of citizens in the development process. At the sub-district level, the WDCs are established under section 36 of the Local Government Act No. 2 of 2019. The Act provides a legal platform for citizen participation.

PART II

ESTABLISHMENT, COMPOSITION AND FUNCTIONS OF COMMITTEES

2.1 THE WARD DEVELOPMENT COMMITTEE

2.1.1 Establishment

The Town Clerk or Council Secretary (Principal Officer), as the case may be, shall be responsible for the establishment of WDCs in the jurisdiction of a local authority. In undertaking this responsibility, a team of facilitators may be appointed from departments in the local authority and other Government institutions.

The Secretariat shall be drawn from the Planning Department or Unit, as the case may be, and shall coordinate the establishment of the WDCs.

2.1.2 Composition

The composition of the WDCs shall comprise the following part time members:

i. An elected zonal representative from each zone;
ii. Extension officers from the departments responsible for agriculture, fisheries and livestock, education, health, community development or economic sectors appointed based on the economic activity pre-dominant in a ward as determined by the Local Authority (ex-officios and nominated representatives);
iii. A representative from a local non-governmental organisation in a ward (nominated representative);
iv. A representative of the Zambia Agency for Persons with Disabilities (nominated representative);
v. A representative from a marginalised group (nominated representative);
vi. A representative of the Chief in the ward (nominated representative);
vii. Ward Councillor (nominated representative);
viii. A trustee from the Local Authority (ex officio);
ix. A youth, sports and recreation focal point person (ex officio and nominated representative); and
x. A gender focal point person (ex officio).

A Ward Development Committee may invite a person to attend and participate in the deliberation of a meeting. However, that person shall have no voting rights.

The Committee may invite officials from the Local Authority through the Town Clerk or Council Secretary, as the case may be, to make a presentation on any developmental issue.

2.1.3 Functions of the Ward Development Committee

The functions of a Ward Development Committee are to:

i. Prepare annual Ward Development Plans;
ii. Collect revenue, levies and fees on behalf of a Local Authority on appointment by resolution of the Council;
iii. Monitor and evaluate Ward development projects;
iv. Promote community engagement in Ward development Planning;
v. Formulate and submit a project list and budget proposals to the Constituency Development Fund (CDF) Committee in the first quarter of every year preceding the year in which a project is proposed to be implemented;
vi. Support research on an area of study for the advancement of the local community;
vii. Facilitate the identification of potential areas of investment and promote sustainable local economic development;
viii. Promote and participate in the co-management of natural and trans-boundary resources between or among wards;
ix. Provide a forum for dialogue and coordination on Ward development issues;
x. Identify areas for capacity building within the ward;
xi. Promote and encourage village regrouping and urban renewal activities;
xii. Identify in the ward, and submit to the Local Authority, potential areas of revenue sources likely to broaden the revenue base of the Local Authority;
xiii. Prudently manage resources allocated to the ward by the Local Authority in line with principles of public financial management;
xiv. Manage and keep a record of resources allocated to the Ward Development Committee;
xv. Prepare quarterly reports on developmental activities within the ward to the appropriate committee of the Local Authority;
xvi. Develop and maintain a ward based database as guided by the Local Authority; and
xvii. Execute other functions as delegated by the Local Authority excluding delegated Central Government functions to Local Authorities.

2.1.4 Functions of the Councillor and Ex-officios

Tabulated below are the specific roles and responsibilities of the Councillor, Ex-officios, and Chief's representative.

S/No.	Position	Roles/Responsibilities
01.	Ward Councillor	• Provide feedback to WDC on issues presented to the Council • Represent interests of the Ward in the Council • Raise and present motions from the Ward in the Council
02.	Ex-officios	• Provide sectoral policy guidance • Lobby for support from stakeholders on developmental issues related to WDC operations • Advocate for developmental issues on behalf of the WDC • Provide technical advice to the WDC • Provide technical assistance whenever required to the Committee
03.	Chief's representative	• Provide cultural and traditional advice • Lobby and advocate for support from stakeholders on developmental issues

2.2 THE WARD DEVELOPMENT EXECUTIVE COMMITTEE (WDEC)

A Ward Development Executive Committee shall be the executive arm of a Ward Development Committee.

2.2.1 Establishment and Composition of the WDEC

At the first ordinary meeting of the WDC, before proceeding to any other business, members shall elect the WDEC from among themselves.

The composition of the WDECs shall be the following part time members:

i. Chairperson, elected from among the elected members from zones; (Chairperson excludes ex-officios, a Ward Councillor and nominated members)
ii. Vice Chairperson, elected by the members from among themselves; (Vice Chairperson includes ex officio, a Ward Councillor and nominated members)
iii. Secretary;
iv. Treasurer; and
v. Four Committee Members.

The composition of the WDEC should be gender sensitive. At the meeting of electing the Chairperson, Vice Chairperson, Secretary, Treasurer and four Committee Members, a member shall propose the motion of electing a member to a proposed position. A member shall second a motion proposing the election of a member to a proposed position.

In an event that a counter proposal is raised and duly seconded, members shall vote by way of secret ballot or show of hands. The candidate with the highest votes shall be deemed elected into

a respective position. Where the Chairperson is absent, the Vice Chairperson shall preside over the meeting and where both are absent the members present shall elect among themselves a Chairperson to preside over that particular meeting.

2.2.3 Functions of the WDEC

Tabulated below are the specific roles and responsibilities of the members of the WDEC.

S/No	Position	Roles/Responsibilities
01.	Chairperson	i. Convene Meetings; ii. Set date, time and place of meeting; iii. Prepare agenda for meeting with the Secretary; iv. Preside over meetings; v. Guide deliberations of the meeting; vi. Submits approved WDC quarterly reports to the Council through the Department of Planning; vii. Ensure that decisions made in meetings are implemented by the respective members; viii. Assign tasks to members of the committee as the case may be; ix. Shall be the spokesperson for the WDC; and x. Perform any other roles or responsibilities incidental or connected to the office.
0.2	Secretary	i. Prepare minutes of the meeting and reports; ii. Keep records of all WDC's correspondence; iii. Publicise WDC meetings and activities; iv. Facilitate the preparation of the calendar of meetings; v. Send minutes and notice of meeting in accordance with the calendar; vi. Maintain the register of members; vii. Participate and contribute during meetings; viii. Receives, respond and send correspondence on behalf of WDEC; ix. Coordinate and facilitate receipt and submission of quarterly reports; and x. Perform any other roles or responsibilities incidental or connected to the office.
03.	Treasurer	i. Custodian of finances and Books of Accounts for the WDC; ii. Maintain WDC Books of Accounts; iii. Prepare and update financial records and asset register; iv. Spearhead resource mobilisation efforts of WDC; v. Participate and contribute during meetings; vi. Advice WDC on financial matters; and vii. Perform any other roles or responsibilities incidental or connected to the office.
04.	Committee Members	i. Work with/support the Chairperson, Secretary and Treasurer on specific assignments of the WDC; ii. Perform tasks as may be assigned by the WDC or Chairperson; iii. Perform all functions in good faith without fear or favour; and iv. Perform any other roles or responsibilities incidental or connected to the office.

2.3 THE WARD DEVELOPMENT SUB-COMMITTEE (WDS-C)

2.3.1 Establishment of the WDS-C

The WDC may, from among its members, appoint Sub-Committees for the purpose of examining and reporting on any matter. The following Sub-Committees may be appointed among others:

i. Finance and Planning Sub-Committee;
ii. Infrastructure Development Sub-Committee; and
iii. Socio-Economic Sub-Committee.

2.3.2 Composition of the WDS-C

The composition of the WDS-C shall be guided by the following:

i. A Sub-Committee shall not have more than five appointed members;
ii. Every Sub-Committee at its first meeting before proceeding to any other business shall elect the Chairperson and Secretary from among members of the Sub-Committee;
iii. The composition of the Sub-committee should be gender sensitive;
iv. At the meeting of electing the Chairperson and Secretary a member shall propose the motion of electing a member to a proposed position;
v. A member shall second a motion proposing the election of a member to a proposed position;
vi. In an event that a counter proposal is raised and duly seconded, members shall vote by way of secret ballot or show of hands. The candidate with the highest votes shall be deemed elected into that respective position;
vii. Where the Chairperson is absent, members present shall elect among themselves a Chairperson to preside over that particular meeting; and
viii. The Chairperson of the WDC may be an ex-officio member of a Sub-Committee.

2.3.3 Functions of Sub-Committees

a. Finance and Planning Sub-Committee

The functions of the Finance and Planning Sub-Committee shall be to-

i. Facilitate preparation of the budget for the Ward;
ii. Promote and attract investment in the Ward;
iii. Ensure that Books of Accounts are maintained;
iv. Assist the Council identify sources of revenue and collect local taxes;
v. Monitor the utilisation of financial resources in the Ward;
vi. Prepare and submit reports to the WDEC;

vii. Identify and prepare a proposed project list for submission to the WDC, (including project proposals to be funded by the Constituency Development Fund (CDF) and the Local Authority;

viii. Ensure that resources (logistical and financial) are managed in line with the Public Finance Management Act, No. 1 of 2018;

ix. Oversee maintenance of asset register which must be updated quarterly and ensure that the use of such property shall be strictly for purposes related to the operations of the Committee;

x. Formulate and implement annual work plan and budget in line with the financial year;

xi. Prepare and submit quarterly reports to the WDC;

xii. Monitor developmental activities of all institutions operating in the Ward;

xiii. Identify capacity gaps and train the local community to undertake its own monitoring and evaluation;

xiv. Provide information and advisory services arising from its M&E processes to its structures and stakeholders;

xv. Develop and maintain a Ward based database as guided by the Local Authority;

xvi. Review plans for the development of the Ward; and

xvii. Perform any other function as delegated by the WDC.

b. Infrastructure Development Sub-Committee

The functions of the infrastructure development Sub-Committee shall be to -

i. Ensure maintenance of existing infrastructure;

ii. Plan and facilitate the implementation of new infrastructure development;

iii. Facilitate the mobilisation of community members to meet up-front contributions towards project implementation;

iv. Monitor projects in order to ensure quality and value for money;

v. Promote the orderly development of the physical environment and adhere to the spatial development framework;

vi. Prepare and submit reports to the WDEC; and

vii. Perform any other function as delegated by the WDC.

c. Socio-Economic Sub-Committee

The functions of the Socio-Economic Sub-Committee shall be to -

i. Appraise, harmonise and recommend appropriate socio–economic projects to be undertaken;
ii. Ensure that cross-cutting issues are mainstreamed in all programmes and projects (i.e. gender, environment, HIV&AIDS, governance and the differently abled);
iii. Ensure appropriate targeting of support to vulnerable groups i.e. orphans, the aged, differently abled and the chronically ill and maintain register of vulnerable community members;
iv. Liaise with stakeholders on matters related to development were necessary;
v. Prepare and submit reports to the WDEC; and
vi. Perform any other function as delegated by the WDC.

PART III

COMMITTEE MEETINGS

3.1 General Conduct of Meetings

The following shall be the procedure for conducting meetings of committees.

3.1.1 Notice of Meeting

A Notice for a meeting shall be issued to all members by the Secretary not less than seven (7) days prior to the date of the meeting. A copy of the notice of a meeting shall be sent to the Traditional Authority, Member of Parliament (MP), and the Town Clerk or Council Secretary as the case may be. The notice of a meeting shall specify:

i. Agenda of the meeting;
ii. Venue of the meeting;
iii. Date and time of the meeting;
iv. Minutes of the previous meeting; and
v. Other relevant documents.

3.1.2 Quorum

i. A quorum of any ordinary meeting shall be half (1/2) of the members of the Committee;
ii. A quorum for a special meeting shall be two-thirds (2/3) of the members of the Committee;
iii. No meeting shall be held where a quorum is not met; and
iv. A quorum must be maintained throughout the meeting.

3.1.3 Voting

Decision making shall be through the majority vote. In the event of an equality of votes, the person presiding at the meeting shall have a deciding vote in addition to that person's deliberative vote.

3.2 TYPES OF MEETINGS

3.2.1 Ordinary Meetings

i. The WDC shall meet at least once every quarter of each financial year;
ii. The WDEC shall meet at least once a month;
iii. The WDS-C shall meet at least once in a quarter;

iv. Members of the public may attend Ordinary WDC Meetings as observers by invitation; and

v. The meetings of the WDC must be widely publicised.

3.2.2 Special Meetings

i. The WDC may hold a Special Meeting subject to the approval of the Principal Officer;

ii. Two-thirds (2/3) of the WDC members may request the Chairperson to convene a Special Meeting in writing;

iii. A Special Meeting may be convened upon request of the Chairperson with the approval of the Principal Officer;

iv. The Chairperson shall within five working days from the date of approval convene a Special Meeting;

v. In an event that the Chairperson fails to convene such a special meeting, the Principal Officer shall direct the Chairperson to convene such a Special Meeting; and

vi. Where a Chairperson has been directed to convene a meeting and fails to do so, the Principal Officer shall direct the Vice Chairperson or any other member of the Committee to convene such a Special Meeting.

3.2.3 Zonal Assembly

i. The Zonal representatives shall convene quarterly meetings with the community;

ii. A zonal meeting shall be held a month before a WDC meeting;

iii. Prior to holding a WDC meeting, the Zonal representatives must convene a meeting to discuss development issues affecting their area as presented by their communities and prepare to present those issues to the WDC meeting. The purpose of a Zonal meeting shall be to discuss the development needs, opportunities and activities in the Ward. The Zonal Representatives shall be required to provide feedback to the community on development issues discussed at every WDC meeting; and

iv. Posters, public address systems and other modes of communication may be used to organize participatory community meetings for a Zone.

PART IV

TENURE OF OFFICE AND DISSOLUTION OF THE WDC

4.1 Tenure of Office

i. A member of the Ward Development Committee shall hold office for a term of two and a half years and may be reappointed for one further term of two and a half years on terms and conditions that may be specified in the instrument of appointment.

ii. On the expiration of the terms for which a member is appointed, the member shall continue to hold office until another member is appointed, but in no case shall any extension of the period exceed three months.

iii. The election of a Ward Development Committee shall be held within two months after the general elections.

4.1.1 Vacancy

The office of a member of a Ward Development Committee shall be vacant if a member:

i. Dies;

ii. Is legally disqualified from discharging the functions of office;

iii. Is removed by the Council for misconduct;

iv. Resigns;

v. Ceases to be a resident of a Ward; and

vi. Other than a Councillor, engages in active politics.

Where a vacancy occurs in the office of an elected Ward Development Committee member, a by-election shall be held.

4.2 Dissolution of Committees

The following are the guidelines for dissolution of the WDC and WDEC:

4.2.1 Dissolution of WDC

The tenure of a Ward Development Committee shall lapse on the dissolution of the National Assembly. A Local Authority may dissolve a Ward Development Committee on:

i. The expiry of its tenure of office;

ii. A resolution of the council;

iii. The resignation of more than one third of its members; and

iv. A vote of no confidence cast by two thirds of the registered voters in the Ward.

A Local Authority may, subject to the approval of the Minister, suspend or dissolve a Ward Development Committee.

4.2.2 Dissolution of WDEC

The WDC shall dissolve the WDEC in the following circumstances;

i. Upon resignation of more than one third of its members;
ii. Non-performance of the WDEC according to their roles and responsibilities;
iii. Proven mismanagement of finances through an audit report;
iv. Upon engagement in active partisan politics; and
v. If at least two thirds of the ordinary members in the WDC cast a vote of no confidence to warrant its dissolution.

PART V

ZONAL ELECTIONS

5.1 Election of Zonal Representatives

Within two months after the general elections, Zonal elections shall be held in each Zone. Zonal Representatives shall be elected at a Zonal Assembly, at a date and time set by the Local Authority. Elections shall be conducted through a secret ballot based on a simple majority

5.1.1 Responsible Institution

The Local Authority shall be responsible for conducting Zonal elections including registration of voters, provision of logistics and setting calendar of elections.

Notwithstanding the above, in conducting elections, the Local Authority may be assisted by Cooperating Partners in providing any form of support.

5.1.2 Accreditation

All institutions and persons intending to observe or monitor the elections shall be required to obtain accreditation from the Local Authority seven days before the poll day.

5.1.3 Eligibility of Zonal Representative

A person qualifies to be elected a Zonal Representative if that person:

i. Is a Zambian Citizen who has at least attained the age of 18;
ii. Has a Green National Registration Card or a Resident Permit in a case of a foreign national; and
iii. Has been a resident for a particular Zone for a period not less than two years regardless of their social status, race, creed, beliefs, or sex.

5.1.4 Eligibility to Vote

A person registered as a voter in the Zonal Voters' Register may qualify to vote in Zonal elections provided that such a person produces a valid National Registration Card on the polling day. The information in the register should match the details on the National Registration Card of the person intending to vote.

5.1.5 Registration of Voters in the Zone

i. Registration of Voters shall take place immediately after the general elections and shall end two (2) weeks before the Zonal elections;

ii. The Local Authority shall publicise the exercise of voter registration in the Zone providing details on who qualifies to be registered as a voter, the venue of voter registration, period and time for voter registration.

5.1.6 Zonal Voter Verification

i. The residents shall be allowed to verify their details in the Zonal Voters' Register;

ii. After verification, the Zonal Voters' Register shall be left open to the public for inspection for two day after voters' register verification; and

iii. The Principal Officer shall approve the Zonal Voters' Register for use in the Zonal election.

5.1.7 Nominations

i. Candidates wishing to contest for Zonal elections shall be required to fill in the nomination form in their own handwriting.

ii. Nomination forms for candidates wishing to be elected as Zonal Representatives must be filed one (1) week before the poll day.

iii. The candidates must be supported by five community members who are registered in the Zonal Voter Register.

iv. The nomination forms shall be lodged with the Presiding Officer a week before the poll day.

The format of the Zonal Voters Register and nomination form are provided at the appendices

5.1.8 Method of Voting

i. A Voter shall be provided with a ballot paper containing the names of the candidates;

ii. A ballot paper shall have names of all candidates participating in that election;

iii. A voter shall be required to mark against a name of their preferred candidate;

iv. A voter not able to place a mark on the ballot paper due to any incapacity, shall be assisted by a relative, friend or an election staff.

v. At the close of the elections, the election staff shall open the ballot box and begin the counting process immediately.

vi. The counting of the cast ballot papers shall be done by way of tallying the votes cast for each candidate.

vii. Accredited monitors and observers present shall be allowed to witness the counting.

viii. A ballot paper shall be considered valid if it meets the following criteria;

a) It is correctly marked with a cross;

b) The mark is other than a cross but choice of voter is clear; and

c) The voter makes any mark in a single line indicating their choice.

ix. A ballot paper shall be rejected if;

a) Marked on more than one candidate;

b) Not marked; and

c) Not clear for whom the voter has chosen.

x. Announcement of result shall be made by the Presiding Officer.

xi. The candidate with most votes shall be declared a zonal representative.

xii. In an event of an equality of vote, the Presiding Officer shall cut two identical papers and ask an independent person to write the names of the candidates who obtained the highest votes but are at tie and the independent person thereafter shall fold the papers.

xiii. The Presiding Officer shall put the folded papers in an empty ballot box.

xiv. The Presiding Officer shall randomly pick a paper while looking away from the ballot box.

xv. The name of the candidate picked shall be declared duly elected zonal representative.

xvi. The Presiding Officer shall announce and declare the election results of a Zone.

The Announcement and declaration form is shown in the appendices

5.2 Election Petition

i. Where parties to an election are aggrieved with the outcome of an election, such parties may lodge in their written petition, stating grounds for their grievances;

ii. The petition must be lodged through the office of the Town Clerk/Council Secretary within seven (7) days from the day of the declaration of the election results of that particular Zone;

iii. The Town Clerk/Council Secretary shall refer such a petition to the Appeals Committee for determination which shall be constituted to attend to the election petition;

iv. If the Appellant is not satisfied with the outcome of the determination of the matter by Local Authority, the matter may be taken to a Court of Competent Jurisdiction for determination.

PART VI

DISCIPLINARY MATTERS, OFFENCES AND PENALTIES

6.1 Disciplinary Matters

As a coordinating body at Ward level, the WDC is expected to exercise high level of discipline. All members of the WDC shall at all times be expected to adhere to the highest standards of discipline and always endeavour to be exemplary during the discharge of their duties and functions. The cardinal tenets of discipline shall be morality, ethics, human-dignity, equity, equality, non-discrimination, openness, transparency, honesty, confidentiality, non-partisanship and dedicated selfless service to the community.

The Disciplinary Code of Conduct and Code of Ethics is provided in the appendices.

6.1.1 Disciplinary Committee

i. The mandate of the Committee shall be to deal with all disciplinary cases of the WDC.
ii. The Disciplinary Committee shall be formed on an ad-hoc basis. It shall have five (5) members and shall be composed of one Executive Committee member and four WDC Ordinary Members.
iii. The five (5) Disciplinary Committee Members shall choose from amongst themselves a Chairperson and Secretary.
iv. Three (3) members of the Committee shall form a quorum.
v. Where the Chairperson is not present, members shall appoint the Chairperson to preside over that particular meeting.
vi. Where the Secretary is not present, the members present shall appoint any of the members to record the proceedings of the meeting.

6.1.2 Disciplinary Steps

i. Upon receipt of a complaint, the Disciplinary Committee shall deal with the case and submit its recommendations to the WDC for a decision.
ii. Any person aggrieved with the decision of the WDC shall have the right to appeal to the Independent Appeal Committee based at the Local Authority within seven (7) days.
iii. Any person not satisfied with the resolution of the Local Authority, can appeal to any Court of Competent Jurisdiction in Zambia within seven (7) days.

6.1.3 Independent Appeals Committee of Ward Development Committees

An independent Appeals Committee of the WDC shall consist of Seven (7) members as follows;

i. Head of Human Resource Administration who shall be the Chairperson;
ii. Head of Legal Services, or in their absence Head of Community Development;
iii. Head of Planning;
iv. One representative from the Civil Society Organisation who sits on the District Development Coordinating Committee (DDCC);
v. Any member of the DDCC from a Public Institution;
vi. Head of Finance; and
vii. A representative from a Faith Based Organisation who sits on the DDCC

Secretariat shall be provided by the Human Resource Administration

6.1.4 Offences and Penalties

i. WDC members shall be made aware of the Disciplinary Code of Conduct, Code of Ethics, Offences and Penalties respectively.
ii. A member of the WDC who fails to comply with the standards of performance and behaviour set in the Codes of Conduct and Ethics commits an offence.
iii. The offence committed shall attract disciplinary action to be taken against an erring member.
iv. The disciplinary action shall be in form of a reprimand, suspension or expulsion of a member depending on the circumstances of each case.
v. Having read and made aware of the above, a member shall be required to sign to confirm their understanding and acceptance of the standards set out in the Codes of Conduct and Ethics.

The List of Offences and Penalties is provided in the Appendices

PART VII

FINANCING OPERATIONS OF WDCs AND MANAGEMENT OF FUNDS

7.1 Financing Operations of WDCs

i. The Local Authorities shall make budgetary provisions to support operations of the WDCs;

ii. Cooperating Partners and Civil Society Organisations may provide technical and financial support. This support may be given to the WDCs through the Ministry responsible for Local Government and Local Authority; and

iii. The WDCs should also engage stakeholders such as business community in raising resources for various community projects.

7.2 Bank Account of Ward Development Committee

i. The WDC shall open and maintain a bank account bearing the name of the Ward at the nearest Commercial Bank.

ii. The account shall have four (04) signatories comprising;

a) Panel A: The WDC Chairperson and Treasurer

b) Panel B: The Town Clerk/Council Secretary and Director of Finance/Council Treasurer

iii. One signatory from Panel A and one signatory from Panel B will pass a payment.

iv. The WDC account shall be audited in accordance with the Public Finance Management Act and Public Audit Act.

v. The Local Authority shall orient the WDC in Public Financial Management.

PART VIII

RELATIONSHIP WITH OTHER INSTITUTIONS, REPORTING ARRANGEMENTS, MONITORING AND EVALUATION

8.1 Relationships with Other Institutions

The WDC shall be the entry point of all development actors and interventions in the Ward. Therefore:

i. The WDC shall work very closely with other institutions in advancing implementation of developmental initiatives in the Ward;

ii. The WDC shall not assume the roles and responsibilities of other institutions operating in the Ward;

iii. Relevant actors in the Ward shall continue performing the mandate for which they were established for but are required to collaborate with the WDC; and

iv. The WDC shall make recommendations to the Local Authority of any uncooperative stakeholder for appropriate action.

Figure 1: Illustrates how information shall flow from the Community to Zones, then to the WDC up to the Local Authorities and through the Ministry of Local Government and Rural Development (MLGRD) to Cabinet Office. Likewise, feedback from Cabinet Office shall be channeled through MLGRD to Local Authorities and subsequently to other lower- level structures as shown in the flow chart.

INFORMATION FLOW CHART

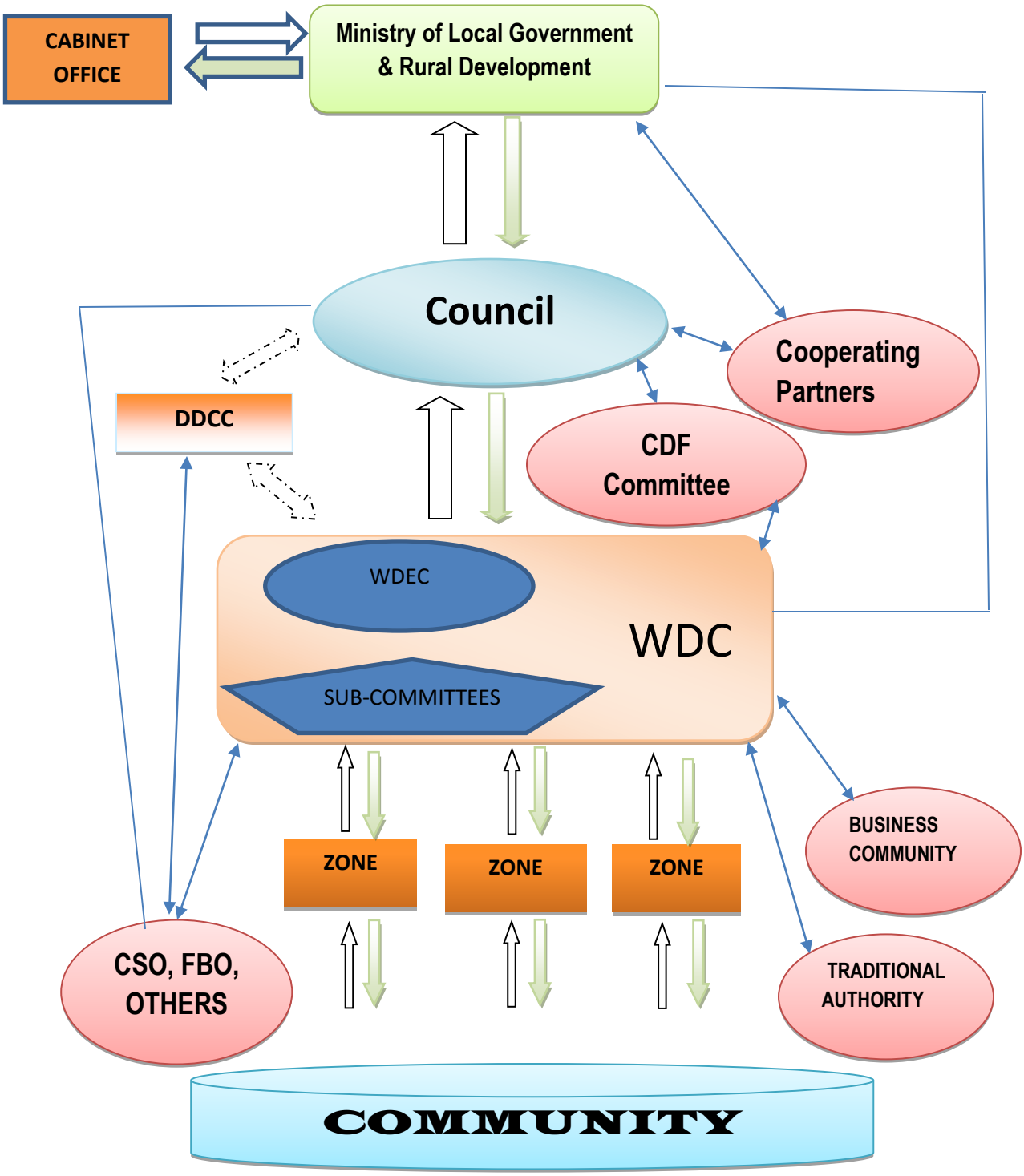

Figure: 1

Flow of information and reports

KEY

Bottom up -Top-down (feed Back)

8.2 Reporting Arrangements

WDCs shall generate quarterly reports which shall be a consolidation of the monthly reports generated by the WDECs and/or Sub-Committees. The reporting channel shall be as indicated below:

i. The reports and plans from the Zones shall be submitted to the WDEC through their Zonal representatives as the second level of participation. The Ward Development Executive Committee will thereafter refer these reports and plans to the WDC Sub-Committees for analysis, formulation of proposals and reconciliation;

ii. The WDC Sub-Committee reports shall thereafter be consolidated into a WDC report at the Ordinary meeting of the WDC. The WDC reports and Ward Development Plans shall be submitted to the Local Authority;

iii. Feedback from the MLGRD and the Local Authority to the WDCs shall be provided by the Principal Officers (Town Clerk or Council Secretary as the case may be). In turn, the WDCs shall provide feedback to the Community through their Zonal representatives; and

iv. Deliberate efforts shall be made by the Principal Officers (Town Clerk or Council Secretary as the case may be) to provide feedback to other stakeholders in the Ward among others, the Traditional Authorities, Community Based Organizations (CBOs) and Faith Based Organizations (FBOs)

8.3 Monitoring and Evaluation

i. The Ministry responsible for Local Government shall provide oversight on the establishment, management and operations of the WDCs;

ii. The Ministry responsible for Local Government shall provide policy direction for the smooth operations of the WDCs;

iii. Local Authorities, shall monitor and evaluate the performance of the WDCs; and

iv. Other stakeholders who have partnered with WDCs may also monitor and evaluate the performance of the WDCs.

APPENDICES

Appendix I: Zonal Election Voters' Register

Form One (1)

REPUBLIC OF ZAMBIA

Zonal Election Voters' Register

WARD..... DISTRICT.....

ZONE..... PUBLICATION

DATE……

Serial No.	Surname	First Name	Other Names	Gender	NRC. No.	Residential Area/Village	Age	Chiefdom	Zone	Ward	Constituency	District

Name of Local Authority…….

Approved by ……

Principal Officer

Date…….. **Signature ……....**

Appendix II: Nomination Form

Form Two (2)

REPUBLIC OF ZAMBIA
NOMINATION FORM

1. DECLARATION BY PROPOSER AND SECONDER

The Presiding Officer…….Council
We the undersigned being registered voters of …….Zone in .....Ward, do hereby nominate:
First Name: …….
Surname……
Residential Address ……..
to stand as a candidate for the election to the post of Zonal Representative in .....Zone on the .....Ward Development Committee

PROPOSER AND SECONDER

FULL NAME IN BLOCK LETTERS	**NRC**	**SIGNATURE**
1.		
2		

SUPPORTERS

We, being duly registered voters of .....Zone in..... Ward, support the candidature of..... to be elected as a zonal representative

FULL NAME IN BLOCK LETTERS	**NRC**	**SIGNATURE**
1.		
2.		
3.		
4.		
5.		

2. DECLARATION BY THE CANDIDATE

I, the said (**NAME IN BLOCK LETTERS**)
…….
do hereby declare that:

(a). I accept the nomination
(b). I am a resident of this Zone/Ward (**NAME OF THE WARD)**
……
(c). I am a Zambian Citizen, National Registration Card Number being

(d). Gender ……..

(e). I have attained the age of ……. ……

(f). I have not been convicted of any criminal offence in the last five (5) years

(g). I am able to read and write

(h). I am not involved in active partisan politics

Date: …….. Signature: …….....

3. PRESIDING OFFICER

I hereby declare that I accept/reject the application for the candidacy as indicated above.

Received by me (Name).....at (Place)
……..……..

(Time) …… (Date) …….

(Signature).....

Appendix III: WDC - Zonal Election Ballot Paper

Form Three (3)

REPUBLIC OF ZAMBIA
MINISTRY OF LOCAL GOVERNMENT
……..……..……. *COUNCIL*
WDC – ZONAL ELECTION BALLOT PAPER

WARD DEVELOPMENT COMMITTEE – ZONAL REPRESENTATIVE ELECTIONS

Ward Name: …….. **Zone Name**: …….

***Date:* ……**

Instructions

*Vote for your candidate(s) of your choice using the symbol **X** in the box at the far right side.*

S/No.	Candidate Name	Sex	Mark with an **X** on your candidate of Choice
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

***Note: the ballot paper may be improvised**

Appendix IV: Zonal Elections Results Declaration Form

Form Four (4)

REPUBLIC OF ZAMBIA
MINISTRY OF LOCAL GOVERNMENT
……..…… …….. *COUNCIL*

ZONAL ELECTIONS RESULTS DECLARATION FORM

I ……..... being the Presiding Officer for…….……. Zone
(Presiding Officer's Name in Full in Capital LETTERS)
do hereby declare that I have, in accordance with the law, ascertained the results of the election in the ……..... zone and that they have been given to……

	Name of Candidate	Votes (in figures)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

I further declare that a total of …… ballot papers have been rejected as invalid.

The tie of votes recorded has been broken by casting a lot in accordance with the provision of the guidelines.
(Delete if not applicable)

I therefore declare that the said ……. to be this day duly elected as a representative of ……. Zone ……for ……. Ward

Dated this …….. Day of …… 20 ……Signed ……

INSTRUCTIONS

1. This form must be completed in sufficient quantities to give one copy to each candidate or their polling agent by the Presiding Officer. The Presiding Officer must read out aloud the text from the original to the public at the place where the totalling of the votes takes place.

2. The full names of the candidates and votes received in figures and words must be inserted in the columns above, with the successful candidate's name at no. 1.

3. The original of this form must be delivered to the Council by the quickest possible means and a copy must be retained by the Presiding officer.

Appendix V: Action Plan on Establishment of WDCs

Form Five (5)

REPUBLIC OF ZAMBIA
MINISTRY OF LOCAL GOVERNMENT
……..…… …….. *COUNCIL*

ACTION PLAN ON ESTABLISHMENT OF WDCS

S/No.	Planned Activity	Responsible Person	Proposed date	Estimated cost
1	Briefing Management	Town Clerk/Council Secretary		
2	Appointment of Facilitation Team	Town Clerk/Council Secretary		
3	Formulation of a WDC Work Plan & Budgeting	Director Planning/District Planning Officer		
4	Briefing of Stakeholders (Councilors, DDCC & Chiefs etc.)	Director Planning/District Planning Officer		
5	Council Adoption of Programme & WDC establishment Budget	Town Clerk/ Council Secretary		
6	Community Sensitizations	Facilitation team		
7	Registration of Voters	Facilitation Team		
8	Nominations of candidates	Facilitation Team		
9	Election of WDCs	Facilitation Team		
10	Appointment of Ex-Officios	Town Clerk/Council Secretary		
11	Orientation of WDCs	Facilitation Team		
12	Election of WDEC	Director Planning/District Planning Officer		
13	Formation of Sub-Committees	Facilitation team		
14	Monitoring of WDC Operations by District Facilitation Team	Director Planning/District Planning Officer		

Appendix VI: Disciplinary Code of Conduct and Ethics

Code of Conduct

The following outlines the Ward Development Committee Code of Conduct:

i. The relationship between the WDC and its stakeholders is based upon mutual respect, trust, fairness and confidence.
ii. This code of conduct sets out some of the standards upon which this relationship is to be based.
iii. A breach of this code of conduct may result in disciplinary action being taken against the erring members in accordance with the WDC disciplinary procedure.
iv. Members shall at all times be expected to adhere to this code and always endeavour to be exemplary during the discharge of their duties and functions.

The following are the standards of conduct for members of WDCs:

i. **Meeting Attendance & Timekeeping**
    a. Members shall attend all meetings of the Committee except where leave of absence is granted by the Chairperson.
    b. Any member who, without permission, fails to attend three consecutive meetings to which such a member has been given due notice, may on the determination of the disciplinary committee, lose membership.
ii. **Punctuality for meetings**
    a. Members are expected to be punctual for meetings.
    b. In the event that a member fails to observe punctuality at a meeting, they shall be expected to provide adequate reasons for such conduct.
iii. **Alcohol & Substance Abuse**

    Members shall not attend meetings and/or other official functions, under the influence of any intoxicating substance.
iv. **Bullying and Harassment**

    Members shall not conduct themselves in a manner that intimidates, discriminates, harasses and victimises other members of the committee.

Code of Ethics

1. **Confidentiality**
   i. A Member shall maintain the confidentiality of information concerning the Committee or its stakeholders.
   ii. A Member shall not disclose information for the Committee, except with the authority of the Committee.
2. **Declaration of Interest**

   Members shall declare any interests whether direct or indirect, on any matter under discussion by the Committee, failure to disclose such interest may result in a member being sanctioned in accordance with the Anti-Corruption Commission Act.
3. **Financial Regulations**

   Members shall adhere to the provisions of the Public Finance Management Act.
4. **Gifts and Hospitality**
   i. Members shall not accept or solicit any gifts or fees as an inducement for any service connected with their office.
   ii. In an event where a member is given and or receives such gifts or fees, shall register and declare interest in accordance with the Anti-Corruption Commission Act.
   iii. The Committee shall maintain a gift register.
5. **Damage to Property**

   A member shall not cause deliberate damage or misuse Committee's property.
6. **Theft**

   A member shall not steal the property or assets of the Committee, its members, agents or clients.
7. **Allocation of land**

   Members shall not allocate land as such a responsibility remains the preserve of the Local Authority as delegated by the Ministry responsible for Land.
8. **Politics**

   Members shall not engage in partisan politics.

Appendix VII Offences and Penalties

	OFFENCE	PENALTY		
		1ST	2ND	3RD
1	Failure to attend meetings	Reprimand	Severe Reprimand	Refer to Disciplinary Committee
2	Failure to attend full session of meetings	Reprimand	Severe Reprimand	Refer to Disciplinary Committee
3	Violent behavior in meetings	Severe Reprimand	Refer to Disciplinary Committee	
4	Disregarding ruling of the Chairperson	Severe Reprimand	Refer to Disciplinary Committee	
5	Abusive language in a meeting	Severe Reprimand	Refer to Disciplinary Committee	
6	Failure to participate in WDC programs	Reprimand	Severe Reprimand	Refer to Disciplinary Committee
7	Failure to disclose interest in a matter before a meeting	Reprimand	Severe Reprimand	Refer to Disciplinary Committee
8	Failure to register financial interests	Reprimand	Severe Reprimand	Refer to Disciplinary Committee
9	Abuse of position or privileges	Reprimand	Severe Reprimand	Refer to Disciplinary Committee
10	Disclosure of confidential information	Reprimand	Severe Reprimand	Refer to Disciplinary Committee
11	Gaining pecuniary advantage	Reprimand	Severe Reprimand	Refer to Disciplinary Committee
12	Accepting bribes, commissions, fees, advances, gifts, rewards	Severe Reprimand	Refer to Disciplinary Committee	
13	Misuse of WDC property	Severe Reprimand	Refer to Disciplinary Committee	
14	Dishonest and unethical behaviour	Reprimand	Severe Reprimand	Refer to Disciplinary Committee
15	Lowering the integrity of a WDC	Reprimand	Severe Reprimand	Refer to Disciplinary Committee
16	Bias or impartial service	Reprimand	Severe Reprimand	Refer to Disciplinary Committee
17	Disrespect to Members	Reprimand	Severe Reprimand	Refer to Disciplinary Committee