

## YOUR VIEWS COUNT

- We continuously strive to improve our standards. To do this, we need to know what kind of service you want;
- We promise to consider your views when setting our service standards;
- Inform us if you are not satisfied and are unhappy with our service delivery; and
- Give us your comments so that we can improve our service.

## WHAT WE ASK OF YOU

The quality of service we can provide to you depends on various issues including input and co-operation we receive. We therefore request you to:

- Be honest, polite and patient;
- Be timely in providing required and accurate information to the Subdivision;
- Comply with existing Legislations, Regulations and Procedures; and
- Treat our staff members with the necessary respect.

**When you communicate with us, please provide the following information:**

- Your full name
- Postal address/ email address/ telephone number/fax number
- Provide a clear description of your particular concern/s or need/s
- Keep a record of the issue at stake and the person in our Subdivision whom you dealt with as well as the date and the time of the communication to improve our services.

## FEEDBACK, COMMENTS AND COMPLAINTS

*If you have any comment, suggestion or a request about the activities or services of the Subdivision you should contact:*

Control Administrative Officer  
Zambezi Regional Council  
**Sibbinda Constituency**  
**Private Bag 5002**  
**Katima Mulilo**

Phone: +264 66- 686077

E-mail: [sibbindaco@zambezirc.gov.na](mailto:sibbindaco@zambezirc.gov.na)

Fax2Mail: 886562342

- If you are not satisfied with the response from the Subdivision, you may take the matter up with the Deputy Director: Administration
- If still not satisfied with the response or action taken you may approach the Director: Finance and Administration.
- Should you still not be satisfied with the response or action taken you may approach the Office of the Chief Regional Officer.
- Should you still not be satisfied with the response or action taken you may approach the Office of the Executive Director: Ministry of Urban and Rural Development;
- Should you still not be satisfied you may approach the Office of the Prime Minister.
- If still not satisfied you may approach the Office of the Ombudsman



**ZAMBEZI REGIONAL COUNCIL**  
**SIBBINDA CONSTITUENCY**

## **CUSTOMER SERVICE CHARTER**

**DIRECTORATE FINANCE AND ADMINISTRATION**

**DIVISION: ADMINISTRATION**  
**SUBDIVISION: CONSTITUENCY SUPPORT**

The Subdivision is responsible to serve as a link between the Council and the Community.



## **THIS CHARTER**

- Outlines the services we provide (What we do)
- Defines who our Customers are
- Reflects our commitment
- Sets standard of services that you can expect from us at all times
- States what we will do if you contact us
- States that your views count
- Indicates what we ask of you
- Explains how to provide us with feedback and how to make a complaint, if you are not satisfied with our service.

## **WHAT WE DO**

- Coordinate all stakeholders/community meetings;
- Identify sustainable programme/projects within the constituency;
- Ensure the implementation of community developmental programme and provide reports;
- Submit developmental proposals to the Directorate Planning, Monitoring & Evaluation;
- Notify applicants on status of the applications of project proposal;
- Facilitate the appointment of VDC, CDC, CACOC & CDRMC members;
- Coordinate the training for VDC, CDC, CACOC and CDRMC;
- Mobilize and coordinate personnel, equipment, safety and security materials to assist affected communities;
- Conduct assessment on the impact of disaster incidents.

## **OUR CUSTOMERS**

- Staff members
- Community members
- OMAs and LAs

## **OUR COMMITMENT TO YOU**

- ✓ Our commitment to our customers is the provision of effective and efficient services.
- ✓ We strive to execute our duties within the following guiding values:

### **Accountability**

We shall be accountable for carrying out responsibility effectively, timely and with integrity

### **Teamwork**

The involvement from the side of the Councillors, Staff and stakeholders to work towards a common goal.

### **Respect of ethnic and cultural diversity**

Recognizing and embracing unity of purpose

### **Transparency**

Our plans are open to the public for inputs and comments. Two ways interaction between council and its stakeholders in programme planning and implementation

### **Integrity**

We commit ourselves to be honest and fair in our doings and allocation of work to the public

## **OUR SERVICE PROMISE/STANDARDS**

We will:

- Provide relevant information and referrals at all times;
- Prepare and confirm logistics for stakeholders/community meetings two (2) days prior to meeting date;
- Ensure the implementation of community developmental programme and provide reports monthly;
- Submit developmental proposals to the Directorate Planning, Monitoring and Evaluation when the need arises.
- Coordinate the assessment and appraisal of project proposals within two (2) weeks after closing date;
- Notify applicant on status of the applications of project proposal within five (5) working days after CDC meeting;
- Hand over developmental project material/ equipment within a month after approval and in line with the Public Procurement Act 2015;

- Facilitate the appointment of VDC, CDC and CACOC members when need arises;
- Coordinate training for VDC, CDC, CACOC and CDRMC members after every two years or when need arises;
- Conduct assessment on the impact of disaster incidents within one (1) working day upon receipt of notification of the occurrence of disaster;
- Mobilize and coordinate personnel, equipment, safety and security materials to assist affected communities within two (2) days.

## **WHEN YOU CONTACT US**

### **If you phone us**

- We will answer to your call within 3 rings;
- We will return your call within 2 days if we can not provide an answer immediately.

### **If you write to us**

- We will acknowledge receipt within 2 working days, provide you with an explanation on how we will handle your case and inform you when to expect an answer.

### **If you visit us**

- We will attend to you within five (5) Minutes if you have an appointment with us;
- We will respond to your questions while you are with us, if we cannot we will let you know why, and when you can expect an answer;
- If you need referral, we will do it on your behalf by phone or by email and copy it to you, and provide you with the name of the person to contact, address and contact details.

