

GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 3 OF 1981

The Local Administration Act
(Act No. 15 of 1980)

The Local Administration (District Secretariat)
(Member's Functions) Order, 1981

IN EXERCISE of the powers contained in section *eighty-three* of the Local Administration Act, 1980, the following Order is hereby made:

1. This Order may be cited as the Local Administration (District Secretariat) (Member's Functions) Order, 1981. Title

2. The functions of each member of a District Secretariat shall be as set out in the Schedule hereto. Functions of District Secretariat member

LUSAKA
14th January, 1981
[LGH.64/9/31]

D. M. LISULO,
Prime Minister

SCHEDULE
(Paragraph 2)

Post	Functions
(a) District Executive Secretary	(i) General supervision and co-ordination of the operations of the District Secretariat (ii) Preparation of agenda, meetings and resolutions of the Council (iii) Performance of any or all the functions of the District Secretariat if deemed necessary
(b) Political Secretary	(i) Party Organisation (ii) Information (iii) Publicity (iv) Public Relations (v) Elections (vi) Conferences (vii) Seminars (viii) Celebrations (ix) Public Meetings (x) Trade Unions (xi) Ward/Branch/Village Section Committees

<i>Post</i>	<i>Functions</i>
(c) Administrative Secretary	(i) Administration (ii) Registry/Records (iii) Methods and Organisation (iv) Registration (v) Census (vi) Staff Matters (vii) Transport Pool
(d) Development Secretary	(i) Planning (ii) Public Works (iii) Mechanical Services (iv) Agriculture (v) Data Collation (vi) Fisheries (vii) Forests (viii) Water (ix) Veterinary Services (x) Communication (xi) Traffic (xii) Fire Services (xiii) Valuation (xiv) Monuments and Relics (xv) Co-operatives (xvi) Tourism and Parks
(e) Financial Secretary	(i) Budget (ii) Accounting (iii) Revenue (iv) Licensing (v) Payments (vi) Internal Audit (vii) Personal Levy (viii) Stores (ix) Banking (x) Insurance
(f) Commercial and Industrial Secretary	(i) Commerce/Trade (ii) Manufacturing (iii) Trading Licences (iv) Parastatal Bodies (v) Price Control (vi) Liquor Undertaking (vii) Private Enterprises
(g) Security Secretary	(i) National Service (ii) Home Guards (iii) School Cadets (iv) Police (v) Parades (vi) Special Constables (vii) Military Affairs (viii) National Service Production Units (ix) Rural Reconstruction Centres (x) Prisons
(h) Social Secretary	(i) Community Development (ii) Social Welfare (iii) Public Health (iv) Public Education (v) Training (vi) Housing Estates (vii) Public Amenities (viii) Youth and Sports (ix) Clubs and Societies (x) Religious Matters (xi) Social Security (xii) Cultural Services
(i) Legal Secretary	(i) All legal matters pertaining to the functions and operations of a council (ii) Courts (Administration)