

ZULULAND DISTRICT MUNICIPALITY

SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN  
FOR THE QUARTER ENDED 31 MARCH 2020



MNGOMA  
MUBEKELA PHAMBILI  
MGOBUOOTHO

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## **1. Introduction**

### **1.1. Background to the SDBIP**

In terms of Section 69 (3) (a) of the Municipal Finance Management Act, the Municipal Manager must submit the SDBIP to the Mayor within 14 days after the approval of the Budget. The Mayor must subsequently approve the SDBIP within 28 days after the approval of the Budget in terms of Section 53 (1) (c) (ii) of the Municipal Finance Management Act. The Annual Budget for the 2019/20 financial year was approved by Council on 30 May 2020. The SDBIP for the Zululand District Municipality was approved by the Mayor within 28 days after approval of budget as stated in S53 (1)(c) (ii) and it will be monitored and revised quarterly.

### **1.2. Purpose of the SDBIP**

The purpose of the SDBIP can be summarized as follows:

1. It is a vital link between the Mayor and the administration of the municipality;
2. It facilitates the process for holding management accountable for its performance;
3. It is a tool for implementation, management and monitoring; and
4. It further serves as the basis for the performance measurement in service delivery against the year-end targets and the implementation of the budget.

### **1.3. Importance of the SDBIP**

A properly formulated SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the execution of the budget, and it:

- *Enables the Mayor to monitor the performance of the Municipal Manager,*
  - *Municipal Manager to monitor the performance of the senior managers; and*
  - *The community to monitor the performance of the municipality.*
- It is the excellent mechanism that produces quarterly targets that are reported to ensure implementation of the IDP. The SDBIP will also empower all councillors specifically facilitating engagement at ward level and allow them to undertake the appropriate oversight and monitoring of programs. The SDBIP will also measure in-year progress in the implementation of the budget; under spending of budget will be dealt with at early stages because it is reviewed quarterly.

#### **1.4. The Role of Council with regards to the SDBIP**

It is vitally important for Council to note that the components of the SDBIP are primary indicators of the municipality's performance on the annual Budget. In this regard, Councillors are encouraged to scrutinize the various components of the SDBIP and to pose questions where it is deemed necessary. This form of in-year reporting should uncover major problems and is aimed at ensuring that the Mayor and the Municipal Manager take the corrective steps when any unanticipated problems arise.

#### **1.5. Role of the Accounting Officer in respect of the SDBIP**

The Accounting Officer must:

1. Implement the Budget;
2. Ensure that spending is in accordance with the Budget and ensure that the expenditure is reduced when revenue is anticipated to be less than projected in the Budget or the SDBIP
3. Ensure that revenue and expenditure is properly monitored;
4. Prepare an adjustments Budget when necessary; and
5. Submit the draft SDBIP and draft annual performance agreements for the Municipal Manager and all senior managers.

#### **1.6. The key components of the 2019/20 SDBIP**

In terms of Circular No. 13 of the MFMA No. 56 of 2003, the SDBIP must contain:

- Monthly projections of revenue to be collected for each source;
- Monthly projections of expenditure by source (not required in terms of this Act);
- Monthly projections of expenditure (operating and capital) and revenue for each vote;
- Quarterly projections of service delivery targets and performance indicators of each vote;
- Detailed capital works plan broken down by ward over three years (Capital Plan – MIG)

These components of the SDBIP are discussed below.

## **2. MONTHLY PROJECTIONS OF REVENUE PER SOURCE**

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In terms of Section 15 of the MFMA, a municipality may, except where otherwise provided in this Act,

- incur expenditure only in terms of the approved Budget; and
- Within the limits of the amounts appropriated for the different votes in the approved Budget.

One of the most important and basic priorities of a municipality is to collect all its revenue as budgeted for, failure to collect the revenue will undermine the municipality's ability to deliver services. The SDBIP contains the monthly projections of revenue to be collected per source for the 2019/20 financial year. The reason for the inclusion of this component of the SDBIP is to ensure that the municipality monitors revenue collected during the quarter as all expenditure to be incurred in terms of the approved Budget must be financed from realistically anticipated revenues to be collected.

The Accounting Officer must monitor the actual revenues received against those projected in the SDBIP and submit explanations of any remedial action to be taken to ensure that projected revenue and expenditure remain within the municipality's approved Budget. This type of information requires the municipality to take urgent remedial steps to ensure it improves on its revenue-collection capacity if it wants to maintain its levels of service delivery and expenditure.

The revenue for the quarter ended 31 March 2020 is indicated below as follows:

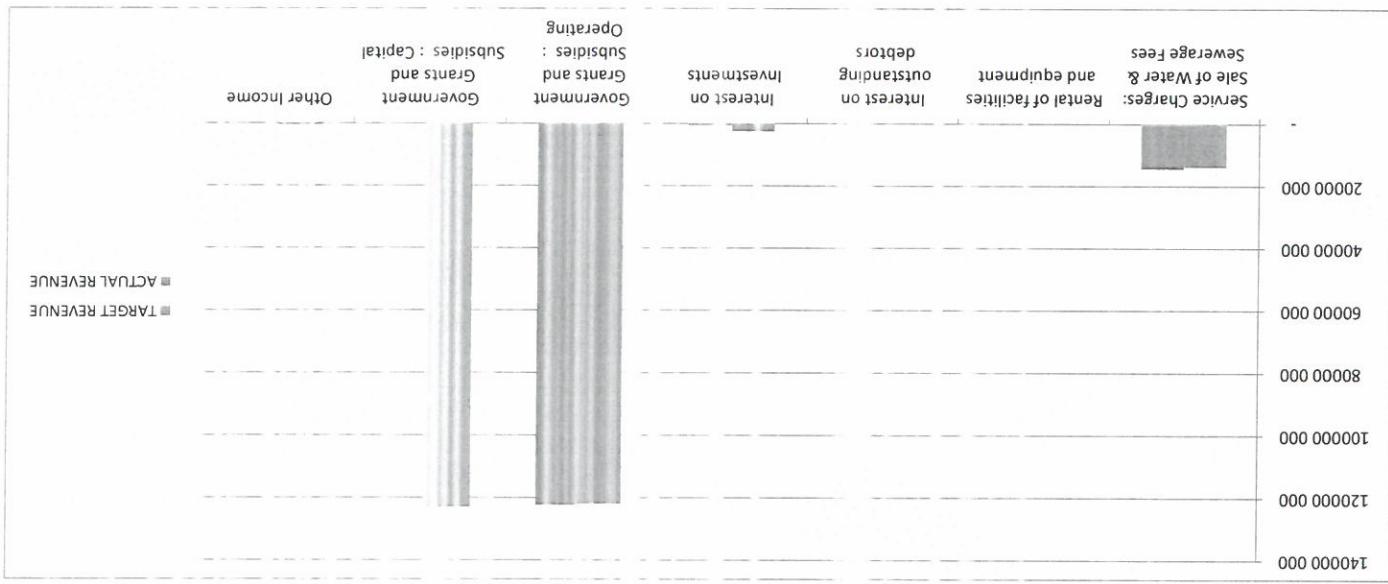
### **Monthly projections of total Revenue per Source**

The municipality must ensure that it has instituted measures to achieve monthly revenue targets for each revenue source. In order to ensure realistic revenue projections and ultimately balanced budgets, the Zululand District Municipality has to have comprehensive, coherent revenue policies that take into account appropriate service delivery levels, standards, ability to pay and collection efforts.

Revenue by Source	January	February	March	Target for Q 2	Variance	
Target	Actual	Target	Actual	Target	Actual	
Service Charges: Sale of Water & Sewerage Fees	4 563 583	7 792 546	3 544 130	4 563 583	2 965 686	13 690 750
Rental of facilities and equipment	15 000	13 830	15 000	13 691	6 391	45 000
Interest on outstanding debtors	-	3 115	-	1 528	-	3 112
Interest on Investments	833 333	393 565	833 333	149 334	833 333	17 389
Government Grants and Subsidies : Operating	40 650 333	-	40 650 333	550 000	40 650 333	121 740 000
Government Grants and Subsidies : Capital	40 987 667	-	40 987 667	-	40 987 667	122 290 000
Other Income	120 083	168 378	120 083	19 756	120 083	360 250
TOTALS	87 170 000	8 371 433	87 170 000	4 278 439	87 170 000	124 733 861
						261 510 000
						137 383 733
						124 126 267

Zululand District Municipality for the Quarter ended 31 March 2020  
Monthly Projections of Revenue by Source

Monthly Projections of Revenue by Source by Projected



Q2 Chart - Monthly Projections of Revenue by Source

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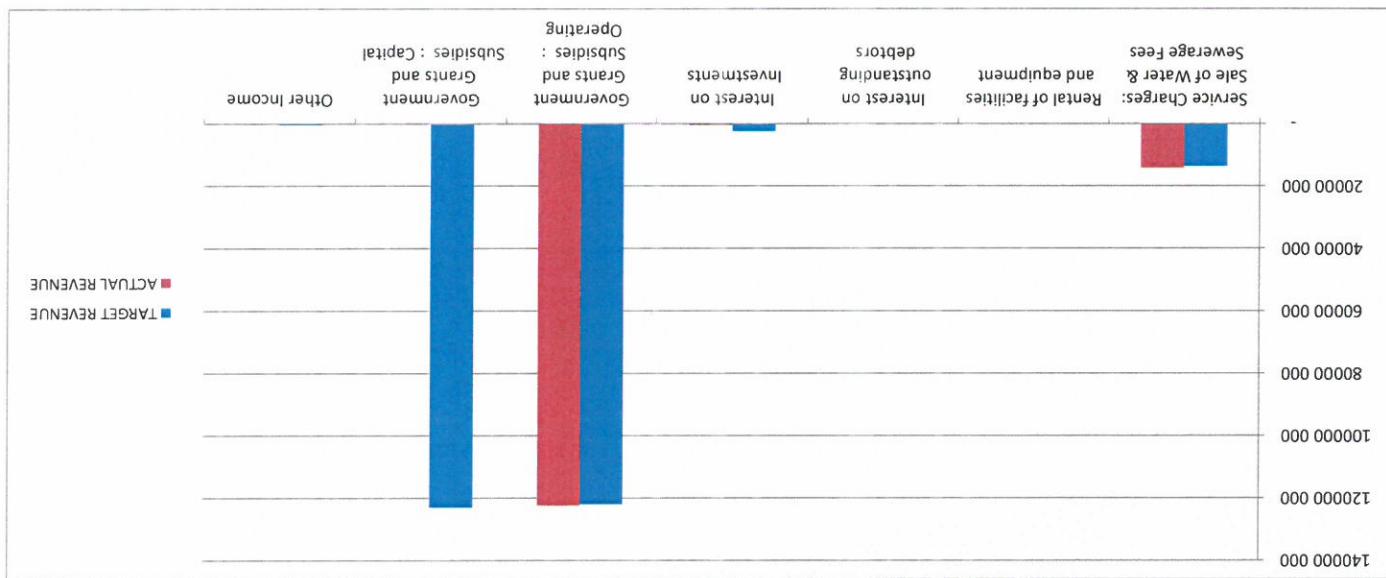
### **3. MONTHLY PROJECTIONS OF EXPENDITURE PER SOURCE**

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The monthly projections of expenditure per source is not included in terms of circular No.13 of the MFMA, but we as Zululand District Municipality have decided to add this component in order to see the movement of expenditure per source on monthly basis to be able to respond promptly and to initiate any remedial steps when necessary.

Zuluiland District Municipality for the Quarter ended 31 March 2020  
Monthly Projected Expenditure by Source

Expenditure by Source	JANUARY	FEBRUARY	MARCH		Totals for Q 3
Operating Expenditure	Target	Actual	Target	Actual	Variance
Employee related costs wages and salaries	16 684 873	17 003 413	16 684 873	20 389 634	50 054 620
Employee related costs wages and salaries	16 684 873	17 055 101	16 684 873	20 389 634	54 448 148
Employee related costs wages and salaries	16 684 873	17 055 101	16 684 873	20 389 634	54 448 148
Remuneration of Councillors	661 633	665 529	661 633	679 899	1 984 898
Bad debts	500 000	-	500 000	-	1 500 000
Collection costs	500 000	-	500 000	-	1 500 000
Depreciation	5 027 601	5 027 601	5 027 601	11 009 364	15 082 804
Repairs and maintenance	-	-	-	-	-
Interest-Depreciation Charges	-	-	-	-	-
Interest on external borrowings	-	-	-	-	-
Other Materials	1 271 105	523 109	1 271 105	-2 883 568	1 999 450
Bulk Purchases	1 808 561	2 991 580	1 808 561	302 501	1 266 183
Grants & Subsidies Paid	544 806	117 517	544 806	4 478 663	13 269 345
Contracted Services	13 269 345	8 906 945	13 269 345	1 331 167	6 743 175
General expenses - other (including abnormal expenses)	6 743 175	10 931 370	6 743 175	7 23 494	6 743 175
Loss on disposal of property, plant and equipment	46 511 099	46 686 928	46 511 099	26 010 543	58 626 767
Total Operating Expenditure	46 511 099	46 686 928	46 511 099	26 010 543	131 324 238
Capital Expenditure	171 250	-	171 250	17 231	496 520
Total Asset from own funds	40 987 667	10 459 972	40 987 667	42 908 793	41 158 917
Total Asset from grants & subsidies	40 987 667	10 459 972	40 987 667	21 85 67	75 244 437
Total Capital Expenditure	41 158 917	10 459 972	41 158 917	21 892 902	75 261 667
Total Assets - 47 718 564	48 215 083	47 718 564	48 215 083	75 261 667	48 215 083
TOTAL EXPENDITURE	87 670 016	57 146 901	87 670 016	68 919 336	87 670 016



Q3 Chart - Monthly Projections of Revenue by Source

#### **4. PROJECTIONS OF REVENUE & EXPENDITURE PER VOTE**

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It is important to view expenditure in relation to the revenue used to finance it. In this context, it is easy to see when expenditure exceeds revenue and the necessary remedial steps can then be taken to correct this situation. Failure to monitor expenditure in relation to revenue will seriously hamper the municipality's ability to achieve its strategic goals for the year.

##### Projections of Expenditure and Revenue per Vote

Compares the planned revenue and expenditure for the quarter ended 31 March 2020. It is clear that Zululand District Municipality will spend a lot in the provision of water to the community that it serves.

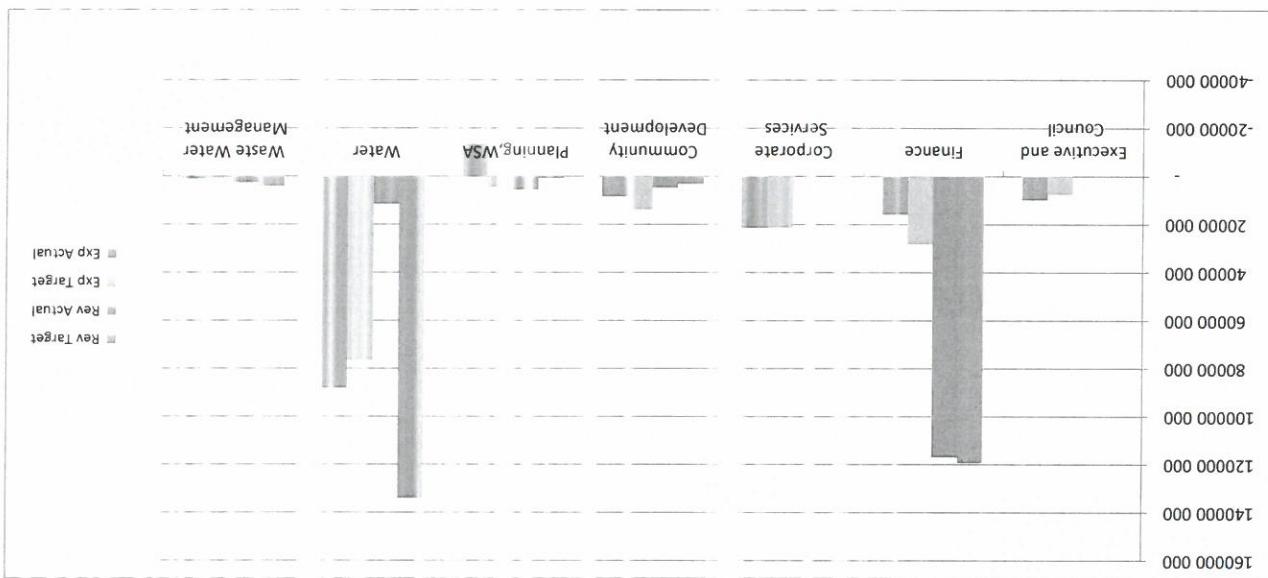
January											
February											
March											
Revenue by Vote											
Department	OPEX	Actual	CAPEx	Actual	Revenue	Actual	OPEX	Actual	Revenue	Actual	VARIANCE
Employee Benefits	0,409,917	32,000,594	104,653	4,600	39,770,035	205,133	0,409,917	8,070,740	104,503	17,201	30,770,353
Finances	2,441,030	4,222,994	-	-	2,411,083	2,066,688	-	-	2,333,272	0,021,000	-2,406,151
Executive and Council	-	-	-	-	-	-	-	-	-	-	-
General	0,616,750	6,818,750	161,667	-	25,000	25,914	7,000,171	7,315,616	161,667	-	25,000
Community Development	2,109,415	6,818,750	161,667	-	25,000	25,914	7,000,171	7,315,616	161,667	-	25,000
Corporate Services	0,409,917	32,000,594	104,653	4,600	39,770,035	205,133	0,409,917	8,070,740	104,503	17,201	30,770,353
Planning & SWA	1,402,750	17,650,565	-	-	1,402,750	18,070,924	-	-	254,500	0,000,000	1,402,750
Commonwealth	4,257,638	32,166,688	-	-	4,257,638	21,713,70	-	-	1,040,750	2,000,000	4,257,638
WIFIEP	25,719,171	20,660,731	30,200,000	10,459,772	44,662,353	6,000,986	21,621,917	12,610,231	30,200,000	41,876,793	6,000,986
Water Management	271,063	315,666	-	-	1,384,653	221,083	2,024,963	-	-	1,384,653	221,083
Total	50,616,750	68,886,828	38,520,250	10,454,772	87,170,000	8,371,433	50,616,750	20,010,563	38,520,250	87,170,000	8,371,433

Monthly Projections of Expenditure and Revenue by Vote

for Zululand District Municipality for the Quarter

and

Month 3 March 2020



Q2 Chart - Monthly Projections of Revenue and Expenditure by Vote

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## **5. QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS OF EACH VOTE**

In terms of the SDBIP, Zululand District Municipality is required to provide non-financial measurable performance objectives in the form of service delivery targets and other performance indicators. Service delivery targets relate to the level and standards of service being provided to the community, and include targets for the reductions in backlogs of basic services.

The goals and objectives set by Council as quantifiable outcomes that should be implemented by the administration over the next financial year are indicated on the sheet below.



Good Governance and Public Participation											
2 - Good Governance and Public Participation											
Program Driver											
Objectives	Indicator	Unit of Measure	KPI No	Baseline	Target	Status	Target date	Responsible	POE	Reason for variance	Corrective action
A sound customer relationship improved accountability and responsiveness to the community is achieved and sustained	Number of Disaster & Municipal Hallath Awareness campaigns held by specific date	21	20	100	1	Achieved	31-Mar-20	Unit	N/A	N/A	HOD (CS)
Effectively handling of community enquiries and responding through an effective customer care service	Percentage of logged complaints resolved by specific date	27	new KPI	Measured in the 4th Quarter	not due this quarter	Measures in the 4th Quarter	30-Jun-20	Q3M	Siza (Customer Care)	Complaints dealt with but not closed out on time	N/A
HOD (TS)											
All categories of Municipal Infrastructure and resources are stable and maintained (Water & Sanitation, disaster & infrastructure management, district airports & district roads)	Percentage of contractors who benefited from the municipal capital programme by specified date	15	new KPI	15.00	2	Not Achieved	31-Mar-20	PMU	Appointed letters to contractors were appointed in the third quarter	To ensure that contractors are appointed in the third quarter	HOD (TS)
All categories of Municipal Infrastructure and resources are stable and maintained (Water & Sanitation, disaster & infrastructure management, district airports & district roads)	Percentage of samples that pass laboratory tests	16	New KPI	92.00	95.1	Achieved	31-Mar-20	EWP	Monthly Q3M Reports	N/A	HOD (TS)
All categories of Municipal Infrastructure and resources are stable and maintained (Water & Sanitation, disaster & infrastructure management, district airports & district roads)	Sec 43 (reg 10 (d)) Number of jobs created through LED & Capital projects	17	2915	150.00	0	Not Achieved	31-Mar-20	LED	Beneficiary list	N/A	HOD (CS)
All categories of Municipal Infrastructure and resources are stable and maintained (Water & Sanitation, disaster & infrastructure management, district airports & district roads)	Number of fledgling contractors by specified date	1	new KPI	Measured in the 4th Quarter	not due this quarter	Measures in the 4th Quarter	30-Jun-20	Q3M	Number of beneficiaries of the municipality to prevent and enhance community	N/A	HOD (TS)
All categories of Municipal Infrastructure and resources are stable and maintained (Water & Sanitation, disaster & infrastructure management, district airports & district roads)	Lesser supply interruption time per plant less than specified target	18	new KPI	5.00	3.8	Achieved	31-Mar-20	WATER	Water notices	N/A	HOD (TS)
Continuously managing the total cost of owning and operating these assets while minimizing the total cost of owning and operating the capital assets to deliver the desired service levels & protecting the natural environment	Number of water service providers performing by WSA per quarter	10	new KPI	2.00	3	Achieved	31-Mar-20	WSA	WSR Reports	members could not attend the meetings to ensure that we have time	HOD (P)
Good Governance and Public Participation	Good Governance and Public Participation										
A sound customer relationship improved accountability and responsiveness to the community is achieved and sustained	Number of Disaster & Municipal Hallath Awareness campaigns held by specific date	21	20	100	1	Achieved	31-Mar-20	Disaster	Number	N/A	HOD (CS)
Effectively handling of community enquiries and responding through an effective customer care service	Percentage of logged complaints resolved by specific date	27	new KPI	Measured in the 4th Quarter	not due this quarter	Measures in the 4th Quarter	30-Jun-20	Q3M	Percentage	N/A	HOD (TS)

3. Spatial Planning and Environmental Management												
3. Spatial Planning and Environmental Management												
Program Driver												
Objectives	Indicator	KPI No	Baseline	Target	Q2 Actual	Target date	Responsible	PoE	Reason for variance	Corrective action		
Spatial Planning and Environmental Management	Indicator	unit of Measure	KPI No	Baseline	Target	Q2 Actual	Target date	Responsible	PoE	Reason for variance	Corrective action	
HOD (P)	Promoting and conserving the natural environment through land use management policies, plans and frameworks	Percentage of identified activities from the SEMP implemented by a spatial planning authority	new KPI	measured in 4th quarter	4th quarter	no due this	30-Jun-20	GIS	N/A	N/A	to extract the process for the service provider	service provider's process for extracting the natural environment through land use management policies, plans and frameworks
HOD (P)	Promoting integrated human settlements in spatial development	Minutes of the SDF reviewed Spatial Development Framework submitted to Council by specified date	new KPI	Preliminary report tabled and considered by the Planning & GIS Committee	N/A	NC Acquired	31-Mar-20	SCM delays	SCM delays	to fast-track the process for the service provider	service provider's process for extracting the natural environment through land use management policies, plans and frameworks	
HOD (P)	Promoting integrated human settlements in spatial development	Number of Planning and Technical Forums held per quarter	new KPI	1.00	1	Acquired	31-Mar-20	IDP	Minutes: Attendance	N/A		
HOD (P)	Promoting integrated human settlements in spatial development	Strategies, frameworks and policies	new KPI	1.00	1	Acquired	31-Mar-20	IDP	Minutes: Attendance	N/A		
4. Municipal Transformation and Organizational Development												
Program Driver	Objectives	Indicator	KPI No	Baseline	Target	Status	Target date	Responsible	PoE	Reason for variance	Corrective action	
HOD (Co)	Optimise workforce productivity by enforcing a sound organization	Percentage of budget allocated to the organization	new KPI	50.00	68	not due this	30-Jun-20	HR	Adverts of posts: HR	N/A	N/A	Culture
HOD (Co)	Optimise workforce productivity by enforcing a sound organization	Number of employees trained on delivery charter by specific date	new KPI	56.42%	40	Measured in 4th quarter	30-Jun-20	HR	Meemos: Attendance	N/A	N/A	Culture
HOD (Co)	Optimise workforce productivity by enforcing a sound organization	Skills Development Plan	new KPI	56.42%	40	Measured in 4th quarter	30-Jun-20	HR	Training Report & Emails	N/A	N/A	Culture
HOD (Co)	Optimise workforce productivity by enforcing a sound organization	Percentage of employees trained on delivery charter by specific date	new KPI	56.42%	40	Measured in 4th quarter	30-Jun-20	HR	Training Report & Emails	N/A	N/A	Culture
HOD (Co)	Optimise workforce productivity by enforcing a sound organization	Draft LED Plan reviewed and adopted by service provider	new KPI	not submitted	41	not due this	31-Mar-20	LED	Emerging frames	the service provider is apposite in 2nd quarter	to ensure the service provider is apposite in 2nd quarter	Systematic review and monitoring implementation of all municipal policies.
HOD (CS)	Systems, strategies and frameworks in line with any applicable legislation	Municipal Health bylaws submitted for gazetting to COGRA by specified date	new KPI	30/03/2020	42	new KPI	31/03/2020	date	Review is signed municipal health plan and Full Final laboratory report	N/A	N/A	Systems, strategies and frameworks in line with any applicable legislation
HOD (Co)	Working with recognised worker unions active in the municipality to promote and encourage orderly collective bargaining	Number Local labour forum meetings held per quarter	new KPI	1.00	1	Acquired	31-Mar-20	HR	Attendance register & Minutes	N/A	N/A	Systems, strategies and frameworks in line with any applicable legislation

5 - Local Economic and Social Deve

QUARTER 3 PERFORMANCE ASSESSMENT REPORT

WATER3

TOTAL TARGETS

NOT ACHIEVE  
ACHIEVED

NO INFORMATION PROVIDED

TOTAL TARGETS	ACHIEVED	NOT ACHIEVED	NO INFORMATION PROVIDED
0	0	0	0

**6. DETAILED CAPITAL WORKS PLAN**

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DC26 Zululand DM MIG Implementation Plan (002)

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DC26 Zululand DM MIG Implementation Plan (002)

DC26 Zyland DM MIG Im

**6. APPROVAL OF THE ZULULAND DISTRICT MUNICIPALITY'S SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN FOR THE QUARTER ENDED 30 June 2020.**

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The Zululand District Municipality's SDBIP for the quarter ending 31 March 2020 has been reviewed and approved by the Honourable Mayor: Cllr. T.D Buthelezi as said in S69 (3) (a) and S54 (3) of the Municipal Finance Management Act.

Date Approved:

24/04/2020

The Honourable Mayor:

T D Buthelezi  
TMJ

Signature: