



ZULULAND DISTRICT MUNICIPALITY
SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN
FOR THE QUARTER ENDED 30 SEPTEMBER 2022

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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 2020/21 financial year was approved by Council on 25 May 2022. 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 2022/2023 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

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 2022/2023 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 30 September 2022 is indicated below as follows:

Monthly projections of total Revenue per Source

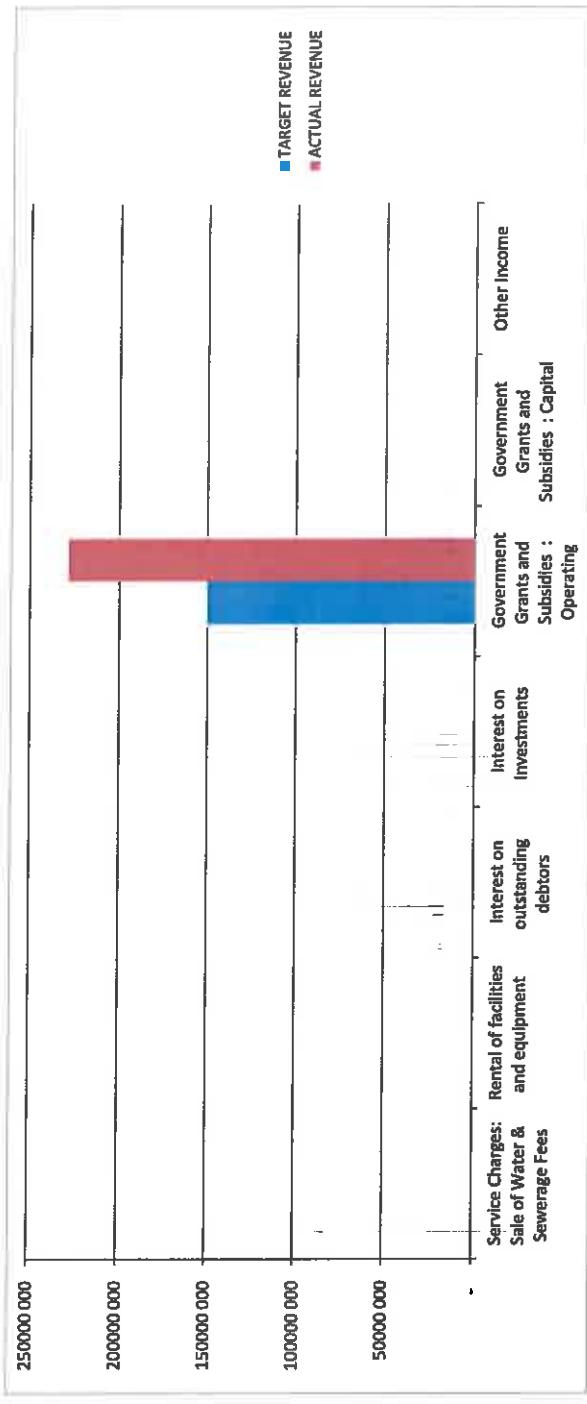
The municipality must ensure that it has instituted measures to achieve monthly revenue targets for each revenue source. In order to ensure realistic revenue projections and ultimately balanced budgets, the Zululand District Municipality has to have comprehensive, coherent revenue policies that take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

**Monthly projections of Revenue by Source of
Zululand District Municipality for the Quarter
ended 30 September 2021**

Monthly Projections of Revenue by Source

Revenue by Source	JULY			AUGUST			SEPTEMBER			Totals for Q_1		
	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Variance	
Property rates	-	-	-	-	-	-	-	-	-	-	-	
Service charges - electricity revenue	5 686 667	3 207 424	5 686 667	3 621 170	5 686 667	3 178 565	17 000 000	10 007 159	6 892 841	6 892 841	-	
Service charges - water revenue	1 041 667	1 263 025	1 041 667	1 388 000	1 041 667	1 343 984	3 125 000	3 995 809	870 809	870 809	-	
Service charges - sanitation revenue	-	-	-	-	-	-	-	-	-	-	-	
Service charges - refuse revenue	-	-	-	-	-	-	-	-	-	-	-	
Rental of facilities and equipment	15 291	16 503	15 291	17 079	15 291	17 342	45 872	50 924	-5 052	-5 052	-	
Interest earned - external investments	500 000	-	500 000	530 252	500 000	308 494	1 500 000	838 746	661 254	661 254	-	
Interest earned - outstanding debtors	7 083	11 481	7 083	12 501	7 083	15 145	21 250	39 127	-17 877	-17 877	-	
Fines, penalties and forfeits	12 500	9 946	12 500	4 640	12 500	-3 656	37 500	10 930	26 570	26 570	-	
Licences and permits	610	-	610	5 525	610	5 010	11 145	-11 145	-	-11 145	-	
Agency services	-	-	-	-	-	-	-	-	-	-	-	
Transfers and subsidies	50 108 833	228 692 000	50 108 833	3 330 000	50 108 833	-3 330 000	150 326 500	228 692 000	-78 365 500	-78 365 500	-	
Other revenue	59 208	279 696	59 208	-272 322	59 208	190 821	177 625	197 695	-20 070	-20 070	-	
Gains	-	-	-	-	-	-	-	-	-	-	-	
TOTALS	57 411 249	233 481 484	57 411 249	8 636 345	57 411 249	1 725 704	172 233 747	243 843 534	-71 609 787	-71 609 787	-	

Q1 Chart - Monthly Projections of Revenue by Source



3. MONTHLY PROJECTIONS OF EXPENDITURE PER SOURCE

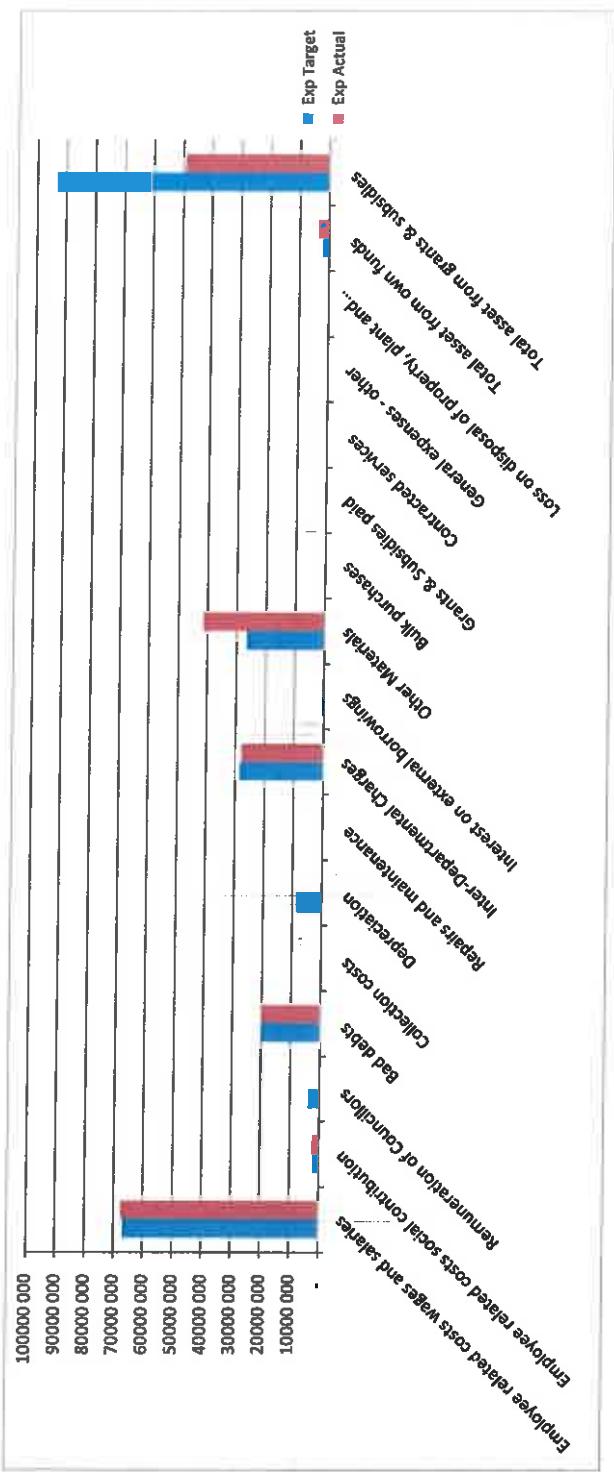
The monthly projections of expenditure per source is not included in terms of circular No 13 of the MFMA, but we as Zululand District Municipality have decided to add this component in order to see the movement of expenditure per source on monthly basis to be able to respond promptly and to initiate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

**Monthly Projections of Expenditure by Source of
Zululand District Municipality for the Quarter ended 30 September 2022**

Monthly Projections of Expenditure by Source

	JULY			AUGUST			SEPTEMBER			Totals for Q_1	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Variance
Operating Expenditure											
Employee related costs	22 346 04	9 310 338	22 346 004	22 346 044	35 061 454	22 346 004	22 717 507	57 038 012	67 889 399	67 889 399	-651 297
Remuneration of councillors	730 894	689 600	730 894	730 894	941 331	730 894	718 177	2 192 681	2 349 109	2 349 109	-156 128
Debt impairment	1 186 667	-	1 186 667	-	1 186 667	-	1 186 667	-	3 500 000	-	3 500 000
Depreciation & asset impairment	6 686 667	-	6 686 667	-	6 686 667	-	6 686 667	-	20 000 001	-	20 000 001
Finance charges	-	-	-	-	-	-	-	-	-	-	0
Inventory consumed	2 820 267	23 325	2 820 267	23 502	-	-	33 410	-	-	-	-
Contracted services	9 523 375	3 356	9 523 375	7 003 270	9 523 375	2 820 267	8 460 802	8 460 802	8 378 956	8 378 956	-
Transfers and subsidies	177 94	-	117 494	160 000	117 494	198 000	17 570 576	28 570 126	27 936 119	27 936 119	-640 007
Other expenditure	8 856 397	8 924 270	8 856 397	15 028 941	8 856 397	17 856 566	352 481	352 481	378 000	378 000	-25 519
Losses	-	-	-	-	-	-	26 574 921	41 518 817	41 518 817	41 518 817	-14 943 895
Total Operating Expenditure	52 229 675	22 803 706	52 229 675	71 572 531	52 229 675	65 469 344	156 689 025	156 689 025	156 689 025	156 689 025	-3 257 157
Capital Expenditure											
Total assets from own funds	765 130	1 445 115	765 130	1 432 487	765 130	759 792	2 265 391	3 637 393	3 637 393	3 637 393	-1 372 002
Total assets from grants & subsidies	31 025 500	4 057 444	31 025 500	12 240 546	31 025 500	32 235 491	93 076 500	49 133 381	49 133 381	49 133 381	43 243 019
Total Operating Expenditure	31 780 630	5 502 559	31 780 630	14 273 033	31 780 630	32 995 283	95 341 891	52 770 874	52 770 874	52 770 874	42 571 017
TOTAL EXPENDITURE	84 010 305	23 406 265	84 010 305	85 045 564	84 010 305	98 465 227	252 030 916	212 717 056	212 717 056	212 717 056	39 313 860

Q1 Chart - Monthly Projections of Expenditure by Source



4. PROJECTIONS OF REVENUE & EXPENDITURE PER VOTE

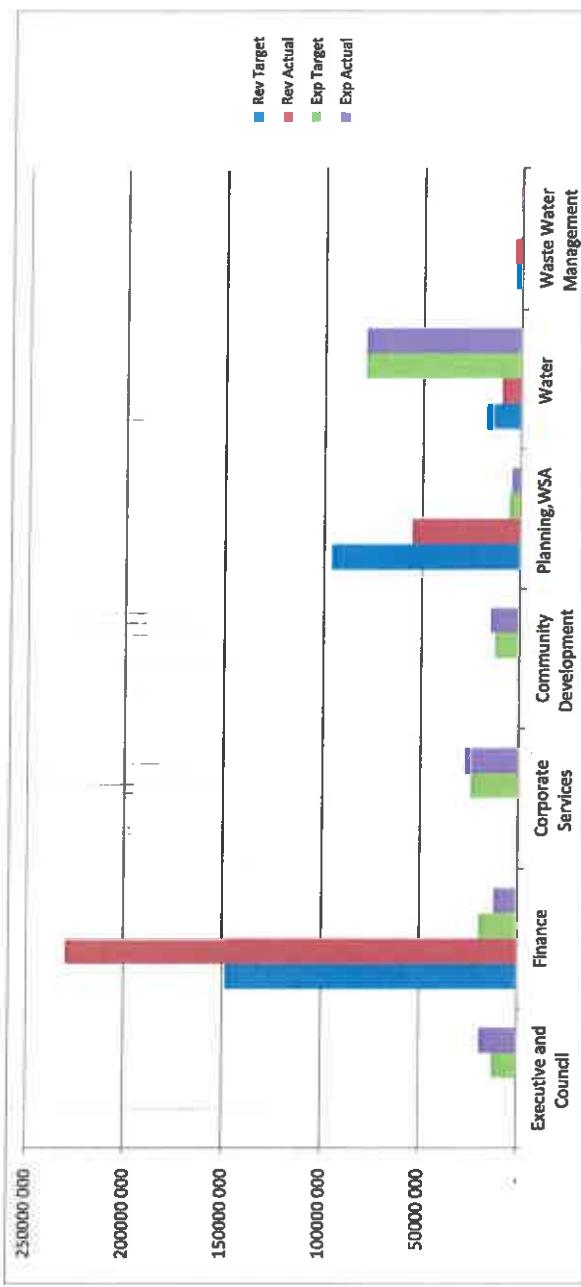
It is important to view expenditure in relation to the revenue used to finance it. In this context, it is easy to see when expenditure exceeds Revenue and the necessary remedial steps can then be taken to correct this situation. Failure to monitor expenditure in relation to Revenue will seriously hamper 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 30 September 2022. It is clear that Zululand District Municipality will spend a lot in the provision of water to the community that it serves.

NonMonthly Projections of Expenditure & Revenue by Vote for Zululand District Municipality for the Quarter ended 30 September 2007

Q1 Chart - Monthly Projections of Revenue and Expenditure by Vote



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.

DEPARTMENTAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN
TOP LAYER - ORGANIZATIONAL

Strategic Objective(s)		KPI No.	Key Performance Indicator	Unit of Measure	R&P Strategic Objective Ref. No.	Target Q1: 30 Sep 2022	Actual Q1: 30 Sep 2022	Reasonable Department frequency	Reason for variance	Status	Measures taken to improve performance	Portfolio of Evidence
Continuously managing all existing Infrastructure capital assets to minimize the total cost of owning and operating these assets. [Effective Asset Management, Internal & community safety building, collecting revenue, tariffs, monitoring & evaluation, environmental management]		1	Number of lighting conductors installed in identified rural households within ZDM per quarter	Number	SO 1.1.1	25	36	Quarterly	Corporate Services	In Progress	Certificate of compliance and Beneficiary list with GPS coordinates	
[RPA 02 - LOCAL ECONOMIC & SOCIAL DEVELOPMENT]		2	Infrastructure assets performed	Percentage	100%	100%	100%	Quarterly	ZDM Sector	On Track	Beneficiaries and GPS	
		3	Number of ZDM water contracts under construction per quarter	Number		23	23	Quarterly	Planning Services	On Track	Contracts list and Appointment letters of service providers	
		4	Number of ZDM sanitation contracts completed per quarter	Number		2	2	Quarterly	Private services	On Track	Contracts list or Progress reports and Appointment letters for service providers	
		5	Number of ZDM water contracts completed per quarter	Number		2	2	Quarterly	Planning Services	On Track	Projects get delayed	
		6	Percentage of ZDM Water determinants that pass laboratory tests per quarter	Percentage	95%	95%	Quarterly	Technical Services	On Track	Contracts to increase manpower and the working pace		
		7	The average time taken to fix spillages per quarter	Hours		80hrs	80hrs	Quarterly	Technical Services	On Track	Lab results	
		8	Number of domestic water meters installed per quarter	Number	0	0	Quarterly	Budget & Treasury	On Track	Job card summary report		
		9	Number of households within ZDM to be provided with access to water within RDP standard per quarter	Number	SO 1.2.1	332	332	Planning Services	On Track	On Track	Certificate of completion and Beneficiary list with GPS coordinates	
		10	Number of households within ZDM to be provided with sanitation facilities within RDP standard per quarter	Number		155	155	Quarterly	Planning Services	On Track	List of beneficiaries and GPS coordinates	
		11	Number of evaluation reports of ZDM water service provider (consolidated) performed per quarter	Number		1	1	Quarterly	Planning Services	On Track	More work was achieved on 1st 3 quarters	
											Evaluation reports and Proof of submission	
Established and maintaining partnerships with government and private sector to accelerate provision of universal, equitable & consistent access to the municipal services that local communities are entitled to.												
[RPA 02 - LOCAL ECONOMIC & SOCIAL DEVELOPMENT]												
Strategic Objective(s)		KPI No.	Key Performance Indicator	Unit of Measure	R&P Strategic Objective Ref. No.	Target Q1: 30 Sep 2022	Actual Q1: 30 Sep 2022	Reasonable Department frequency	Reason for variance	Status	Measures taken to improve performance	Portfolio of Evidence
Building the capacity of the people to engage in the economy		12	Number of reports on the Emerging Farmers and SME's as per the approved ZDM support plan submitted to Community Services Portfolio Committee per quarter	Date	SD 2.1.2	0	0	Quarterly	Community services	In Progress	Report and proof of submission	
		13	Number of students within ZDM trained in areas of priority annually	Number		50	50	Quarterly	Community services	On Track	Beneficiaries and GPS	
		14	Number of students within ZDM trained in areas of priority annually	Number		50	50	Quarterly	Community services	On Track	Graduation ceremony list	
		15	Number of students within ZDM trained in fashion design areas of priority annually	Number		50	50	Quarterly	Community services	On Track	Graduation ceremony list	

DEPARTMENTAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

TOP LAYER - ORGANIZATIONAL

Strategic Objective(s)	KPI No.	Key Performance Indicator	Unit of Measure	Key Strategic Objective Ref No.	QUARTERLY TARGETS		RESPONSIBLE DEPARTMENT	STATUS	REASON FOR VARIANCE	MEASURES TAKEN TO IMPROVE PERFORMANCE	Portfolio of Evidence
					Target date / reporting frequency	Actual Q1 30 Sep 2021					
Consolidating and expanding tourism	15	Number of ZDM LED Forum meetings held per quarter	Number	SD 2.1.3	1 ZDM LED Forum meeting held per quarter	1	30-Jun-23	Community Services			Notes, Agenda, Attendance register and minutes.
Consolidating and expanding tourism	17	Number of implementation reports submitted to Marketing Committee	Number	SD 2.2.1	1 Implementation report on Tourism & Marketing Strategy submitted to Community Services Portfolio Committee per quarter.	1	Quarterly	Community Services			Copy of Implementation reports on Tourism & Marketing Strategy and proof of submission
Supporting the well-being of vulnerable groups through short and long term initiatives	18	Number of implementation reports submitted to Finance Portfolio Committee	Number	SD 2.2.5	1 implementation report on the ZDM municipal FPAW Initiatives including critical projects.	0	1-Jun-22	Finance & Treasury	Date in Q1		Copy of implementation reports from the FPAW systems
Supporting the well-being of vulnerable groups through short and long term initiatives	19	Number of implementation reports on Indigen Policy submitted to Finance Portfolio Committee per quarter	Number	SD 2.2.6	1 implementation report on Indigen Policy submitted to Finance Portfolio Committee per quarter	0	1-Jun-22	Finance & Treasury	Date in Q1		Copy of Indigen Policy implementation report and proof of submission
KPA 03 - MUNICIPAL FINANCIAL VARIABILITY AND MANAGEMENT	20	Number of implementation reports submitted to Finance Portfolio Committee per quarter through ZDM FPAW grant projects	Number	SD 2.2.7	1 implementation report on the ZDM FPAW grant projects	0	1-Jun-22	Finance & Treasury	Date in Q1		Date of projections modified from FPAW program
Strategic Objective(s)											
Establishing and maintaining a sound and sustainable management of the fiscal and financial affairs of the municipality and its entities	21	Key Performance Indicator	Unit of Measure	Strategic Objective	Target date / reporting frequency	Actual Q1 30 Sep 2021	RESPONSIBLE DEPARTMENT	STATUS	REASON FOR VARIANCE	MEASURES TAKEN TO IMPROVE PERFORMANCE	Portfolio of Evidence
Establishing and maintaining a sound and sustainable management of the fiscal and financial affairs of the municipality and its entities	22	Percentage of disconnections implemented to identified non-paying ZDM customers per quarter	Percentage	SD 3.1.1	0.2% of identified non-paying ZDM customers per quarter	0.1%	Due in Q3	Budget & Treasury	Date in Q3		Council Resolution and Copy of Sec 54 Mid Year Budget & Performance Assessment
Apply sound financial management practices to keep a positive cash balance, coverage and liquidity ratios	23	Number of reports on irregular expenditure submitted to Finance Portfolio Committee per quarter	Number	SD 3.1.2	1 report on irregular expenditure submitted to Finance Portfolio Committee per quarter	1	Quarterly	Budget & Treasury	Date in Q3		Disconnection report and debtors age analysis report
Manage, monitor and review existing financial systems to support accurate and reliable reporting, budget monitoring and compliance	24	Date consolidated procurement plan submitted to MANCO by	Date	SD 3.1.3	1 consolidated procurement plan submitted to MANCO by 31-Aug-2022	31-Aug-22	Budget & Treasury	Date in Q3	Date in Q3	Proof of submission and Copy of Irregular Expenditure Report	
Manage, monitor and review existing financial systems to support accurate and reliable reporting, budget monitoring and compliance	25	Date reports on Sec 13 of the MFRA submitted to AEC by 31 July 2022	Date	SD 3.1.4	1 reports on Sec 13 of the MFRA submitted to AEC by 31 July 2022	31-Jul-2022	Budget & Treasury	Date in Q3	Date in Q3	Copy of consolidated procurement plan and proof of submission	
Manage, monitor and review existing financial systems to support accurate and reliable reporting, budget monitoring and compliance	26	Number of updated grants submitted to Finance Portfolio Committee	Number	SD 3.1.5	1 updated grants submitted to Finance Portfolio Committee	0	30-Jun-23	Budget & Treasury	Date in Q3		Proof of submission and copy of Sec 13 reports
Manage, monitor and review existing financial systems to support accurate and reliable reporting, budget monitoring and compliance	27	Date adjustment Budget submitted to council	Date	SD 3.1.6	1 adjustment Budget submitted to council	31-Aug-2022	Budget & Treasury	Date in Q3	Date in Q3	Council Resolution and copy of Adjustment Budget	
Manage, monitor and review existing financial systems to support accurate and reliable reporting, budget monitoring and compliance	28	Number of updates performed on the ZDM municipal Budget assets regular per quarter	Number	SD 3.1.7	1 update performed on the ZDM municipal Budget assets regular per quarter	1	1-Jun-23	Budget & Treasury	Date in Q3		Updated FAN
Manage, monitor and review existing financial systems to support accurate and reliable reporting, budget monitoring and compliance	29	Number of updated grants registered to Finance Portfolio Committee	Number	SD 3.1.8	1 updated grant registered submitted to Finance Portfolio Committee	1	Quarterly	Budget & Treasury			Copy of grant register and Finance Portfolio Committee
Manage, monitor and review existing financial systems to support accurate and reliable reporting, budget monitoring and compliance	30	Percentage of Collection Rate achieved per quarter	Percentage	SD 3.1.9	60% Collection Rate achieved per quarter	53%	Quarterly	Budget & Treasury	Date in Q3		Copy of Collection Report

DEPARTMENTAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN
TOP LAYER - ORGANIZATIONAL
FINANCIAL YEAR: 2022/2023

Strategic Objective(SO)	ID# No.	Key Performance Indicator	Date of Measure	IDP Strategic Objective Ref No.	QUARTERLY TARGETS		RESPONSIBLE DEPARTMENT	STATUS	REASON FOR VARIANCE	MEASURES TAKEN TO IMPROVE PERFORMANCE	Portfolio of Evidence
					Target Q1 30 Sep 2022	Actual Q1 30 Sep 2021					
31	Date 2022/2023 IDP Process	Date	30 August 2022	31 August 2022	Budget & Treasury and Finance Services					Council Resolution and copy of IDP Process Plan including Budget limit table	
	Plan including Budget items submitted to Council		Including Budget items table submitted Council by 31-Aug-22							Council Resolution and copy of the draft budget	
	Date Final Budget introduced to Council	Date								Council Resolution and copy of approved budget	
	Date Final Budget approved by Council	Date								Council Resolution and copy of draft budget related policies	
	Date Draft Budget revised policies submitted to Council	Date								Council Resolution and copy final budget related policies	
	Date Final budget revised policies submitted to Council	Date								Print screen of system update and copy of data strings	
35	Number of NSCDA Strategic uploaded to Local Government portal per quarter	Number			3 NSCDA data strings uploaded to Local Government portal per quarter		Budget & Treasury			Print of administrative copy of Sec77 Mid-Year Budget & Performance Assessment	
45	Number of Sec 11 reports submitted to the Mayor & Provincial Treasury	Number					Budget & Treasury				
38	Number of Sec 52 reports submitted to Council per quarter	Number			1 Sec 52 report submitted to Council per quarter [previous quarter]		Budget & Treasury			Print of submission and copy of Sec 52 report	
39	Number of Sec 66 reports submitted to Council per quarter	Number			3 Sec 66 reports submitted to Council per quarter [previous quarter]		Budget & Treasury			Print of submission and copy of Sec 66 report	
40	Number of Sec 11 reports submitted to Council, Provincial Treasury and Auditor General per quarter	Number			1 Sec 11 report submitted to Council, Provincial Treasury and Auditor General per quarter		Budget & Treasury			Council Resolution; Proof of submission and copy of Sec 11 reports	
41	Number of reports based on updated financials submitted to Mayor and Provincial Treasury per quarter	Number			3 reports based on updated financials submitted to Mayor and Provincial Treasury per quarter		Budget & Treasury			Updated grants register and Finance Portfolio Agenda	
42	Number of monthly budget statements submitted to Finance Portfolio Committee per quarter	Number			3 monthly budget statements (Sec 71 reports) submitted to Finance Portfolio Committee per quarter		Budget & Treasury			Print of submission and soft copy of Sec 71 report	
43	Percentage of tenders finalised within 3 months after date of advertisement per quarter	Percentage			SO 3.1.4 100% of tenders finalised within 3 months after date of advertisement per quarter		Budget & Treasury			Adverts and appointment letters	
44	Number of stock value reports submitted to Finance Portfolio Committee	Number			1 stock taking reports submitted to Finance Portfolio Committee		Budget & Treasury			Copy of Stock Taking report and proof of submission	
45	Number of SOC quarterly reports submitted to ECO per quarter	Number			1 SOC quarterly report submitted to ECO per quarter		Budget & Treasury			Proof of submission and Copy of SOC Quarterly reports	
Refine procurement systems and processes to respond to the demand for services											

DEPARTMENTAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN
TOP LAYER - ORGANIZATION

FINANCIAL YEAR: 2022/2023

Strategic Objective(SO)	KPI No.	Key Performance Indicator	Unit of Measure	KPI Strategic Objective Ref No:	QUARTERLY TARGETS		The responsible Department	STATUS	REASON FOR VARIANCE	MEASURE TAKEN TO IMPROVE PERFORMANCE	Portfolio of evidence
					Target Q1	Actual Q1					
Strategic Objective(SO)	KPI No.	Key Performance Indicator	Unit of Measure	KPI Strategic Objective Ref No:	Target Q1	Actual Q1	Target date / reporting frequency	Actual date / reporting frequency	Reason for variance	Measures taken to improve performance	Portfolio of evidence
Promoting transparent and accountable governance through regular community engagement and effective administration.	46	Number of LED awareness events held per quarter	Number	SD 4.4.2	1 LED awareness event held per quarter	1	Quarterly	Quarterly	Community Services	OOP and Attendance Register	OOP and Attendance Register
	47	Number of ZDM Health Awareness campaigns held per quarter	Number	SD 4.4.3	2 ZDM Health Awareness campaign held per quarter	2	Quarterly	Quarterly	Community Services	OOP and Attendance Register	OOP and Attendance Register
	48	Number of ZDM disaster awareness campaigns held per quarter	Number	SD 4.4.4	1 ZDM disaster awareness campaign held per quarter	1	Quarterly	Quarterly	Corporate Services	OOP and Attendance Register	OOP and Attendance Register
	49	Number of ZDM District Civil Society Forum meetings held per quarter	Number	SD 4.4.5	1 ZDM District Civil Society Forum meeting held per quarter	1	Quarterly	Quarterly	Community Services	Notice, Agenda, Minutes and attendance register	Notice, Agenda, Minutes and attendance register
Systematic development and/or review and monitoring implementation of all municipal policies, bylaws, strategies, plans and frameworks in line with any applicable legislation	50	Number of implementation reports on the ZDM LED strategy submitted to Community Services Portfolio Committee per quarter	Date	SD 4.4.6	1 Implementation report on the ZDM LED strategy submitted to Community Services Portfolio Committee per quarter	1	30-Jun-23	30-Jun-23	Community Services	Copy of submission and copy of LED strategy implementation reports	Copy of implementation reports on Indiana Arts & Craft Centre business strategy and proof of submission
	51	Number of implementation reports on Indiana Arts & Craft Centre business strategy submitted to Community Services Portfolio Committee per quarter	Date	SD 4.4.7	1 Implementation report on Indiana Arts & Craft Centre business strategy submitted to Community Services Portfolio Committee per quarter	1	30-Jun-23	30-Jun-23	Community Services	Copy of implementation reports on Indiana Arts & Craft Centre business strategy and proof of submission	Copy of implementation reports on Indiana Arts & Craft Centre business strategy and proof of submission
	52	Date of Council resolution adopted by Audit Committee	Date	SD 4.4.8	2022/2023 financial year audit committee adopted by Audit Committee	2022/2023 financial year audit committee adopted by Audit Committee	30-Jun-23	30-Jun-23	Corporate Services	Council resolution and Copy of Service delivery Charter	Council resolution and Copy of Service delivery Charter
	53	Date ZDM Service Delivery Charter Adopted by Council	Date	SD 4.4.9	2022/2023 financial year audit committee adopted by Audit Committee	2022/2023 financial year audit committee adopted by Audit Committee	30-Jun-23	30-Jun-23	Corporate Services	Date in Q3	Date in Q3
	54	Date IP&G and H&G Annual Implementation Plan submitted to Department of Water and Sanitation	Date	SD 4.4.10	2022/2023 financial year audit committee adopted by Audit Committee	2022/2023 financial year audit committee adopted by Audit Committee	15-Jan-23	15-Jan-23	Planning Services	Date in Q4	Date in Q4
	55	Date PHU Business Plan submitted to KZN-COSTA	Date	SD 4.4.11	2022/2023 financial year audit committee adopted by Audit Committee	2022/2023 financial year audit committee adopted by Audit Committee	15-Jan-23	15-Jan-23	Planning Services	Date in Q4	Date in Q4
	56	Date Three Year Performance Implementation Plan submitted to KZN-COSTA	Date	SD 4.4.12	2022/2023 financial year audit committee adopted by Audit Committee	2022/2023 financial year audit committee adopted by Audit Committee	20-Jun-23	20-Jun-23	Planning Services	Date in Q3	Date in Q3
	57	Date NPA Sec 11(1)(a) NPAFA (PAPL) Policies and bylaws submitted to the Council	Date	SD 4.4.13	2022/2023 financial year audit committee adopted by Audit Committee	2022/2023 financial year audit committee adopted by Audit Committee	30-Jun-23	30-Jun-23	Corporate Services	Date in Q4	Date in Q4
KPA05 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Strategic Objective(SO)	KPI No.	Key Performance Indicator	Unit of Measure	Responsible Department	Target Q1	Actual Q1	Target date / reporting frequency	Actual date / reporting frequency	Status	Portfolio of Evidence
	58	Number of policy workshops conducted for ZDM employees per quarter	Number	SD 5.1.1	1 policy workshop conducted for ZDM employees per quarter	1	Quarterly	Quarterly	Corporate Services		Notice, Attendance Register and copy of presentations made
	59	Number of ZDM employees trained on Isibho Pele principles per quarter	Number	SD 5.1.2	2022/2023 financial year audit committee adopted by Audit Committee	45	Quarterly	Quarterly	Corporate services		Notice, Attendance Register and copy of presentations made

DEPARTMENTAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN
TOP LAYER - ORGANIZATIONAL
FINANCIAL YEAR: 2022/2023

Strategic Objective(s)	KPI Ref.	Key Performance Indicator	Unit of Measure	IDP Strategic Objective Ref No. Target Q1: 30 Sep 2022	Target date / reporting Frequency	Responsive Department	Status	MEASURES TAKEN TO IMPROVE PERFORMANCE		Portfolio of Evidence
								Reason for variance	Measure taken	
	60	Number of workshops conducted on labour relations matters to 200k employees per quarter	Number	1	1 workshop conducted on labour relations matters to 200k employees per quarter	Quarterly	Corporate Services	On Track	Corporate Services	Notice, Attendance Register and copy of presentations made
	61	Number of workshops conducted on labour relations matters to 200k employees per quarter	Number	1	1 workshop conducted on labour relations matters to 200k employees per quarter	Quarterly	Corporate Services	On Track	Corporate Services	Copy of KPI report and Proof of submission
Promoting sound labour relations through promoting effective human resources practices	62	Date of employment equality plan reports submitted to Department of Labour:	Date	SD 5.1.2	Date in Q3	Corporate Services	Due in Q3			Proof of submission and copy of employment equality plan report
	63	Date of employment equality plan reports submitted to Council	Date	SD 5.1.2	Date in Q4	Corporate Services	Due in Q4			Council resolution and Employment equity Plan
	64	Date of 2023/2024 ZONE programme approved by council	Date	SD 5.1.2	Date in Q3	Corporate Services	Due in Q4			Council resolution and zoning plan
Optimise workforce productivity by enforcing a sound organisational culture	65	Number of District monthly statistics reports submitted to Provincial Department of Health per quarter	Number	SD 5.1.3	3 District monthly statistics reports submitted to Provincial Department of Health per quarter	Quarterly	Community Services	On Track	Community Services	Proof of Submission and copy of monthly statistics report
	66	Number of Statistics monthly reports submitted to Provincial Department of Health per quarter	Number	SD 5.1.3	3 Statistics monthly reports submitted to Provincial Department of Health per quarter	Quarterly	Community Services	On Track	Community Services	Proof of Submission and copy of monthly statistics report
	67	Number of quarterly evaluation expenditure reports submitted to the Department of Public Works per quarter	Number	SD 5.1.3	3 Quarterly evaluation expenditure reports submitted to the Department of Public Works per quarter	Quarterly	Community Services	On Track	Community Services	Acknowledgment of receipts and copies of expenditure reports
	68	Date of submission of narrative EFWP submitted to Department of Public Works	Date	SD 2022/2022 Annual Report on EFWP to Department of Public Works by 15 July 2022	SD 15-Jul-22	Community Services	On Track			Proof of submission and copy of report
	69	Number of MIG claims uploaded onto KZN MIS and submission of the MIG Expenditure and Commitments Schedule (MECS) to KZN-COSTA per quarter	Number	SD 5.1.6	3 MIG Claims uploaded onto MIG MIS and Submission of the MIG Expenditure and Commitments Schedule (MECS) to KZN-COSTA per quarter	Quarterly	Planning Services	On Track	Planning Services	Print screen of system upload
	70	Number of W&G and R&B QPE Reports submitted to Department of Water & Sanitation per quarter	Number	SD 5.1.6	1 W&G and R&B QPE Report submitted to Department of Water & Sanitation per quarter	Quarterly	Planning Services	On Track	Planning Services	Print screen of system upload
	71	Date MIG Annual Performance Evaluation Report submitted to KZN-COSTA	Date	SD 31-August 2022	SD 31-August 2022	Planning Services	On Track			Proof of Submission and copy of MIG Annual Performance Evaluation Report
	72	Number of MIG Expenditure and Payments uploaded to KZN-COSTA on MIG MIS per quarter	Number	SD 5.1.6	3 MIG Expenditure and Payments uploaded to KZN-COSTA on MIG MIS per quarter	Quarterly	Planning Services	On Track	Planning Services	Proof of Submission and proof of payments
	73	Number of W&G and R&B Monthly Reports (54) submitted to Department of Water & Sanitation per quarter	Number	SD 5.1.6	3 W&G and R&B Monthly Reports (54) submitted to Department of Water & Sanitation per quarter	Quarterly	Planning Services	On Track	Planning Services	Proof of Submission and copy W&G and R&B monthly report
	74	Number of W&G and R&B submittals to Council for adoption	Number	SD 5.1.6	3 W&G and R&B submittals to Council for adoption	Quarterly	Planning Services	On Track	Planning Services	General Quotation and copy of final KPI

DEPARTMENTAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN
TOP LAYER - ORGANIZATIONAL

FINANCIAL YEAR: 2022/2023

Strategic Objective(SO)	KPI Ref.	Key Performance Indicator	Unit of Measure	IDP Strategic Objective Ref No.	Quarterly Targets	Target date / reporting frequency	Responsible Department	Status	Reason for variance	Measures Taken to Improve Performance	Portfolio of Evidence
1	2	3	4	5	6	7	8	9	10	11	12
76	76	Submitted to the Metro Council	Count	76.1	Annual Audit Report submitted by Council	30 Sep 2022	Annual Q1 30 Sep 2022	Due in Q4	Due in Q4	None	Notice of Submission and signed SOCP
77	77	Date Annual Report submitted by Council	Date	77.1	Due in Q3	31-Aug-22	Council Services	Due in Q3	Council Resolution and copy of annual report		
78	78	Date AFS submitted to AG	Date	78.1	AFS submitted to AG by 31 Aug 2022	31-Aug-22	Budget & Treasury		Proof of submission and copy of AFS		
79	79	Date AFS submitted to AG audit report achieved	Date	79.1	Due in Q4	1-Dec-22	1-Dec-22	Due in Q4	Audit Report		
80	80	Date AFS unqualified audit opinion 2021/2022 achieved	Date	80.1	Due in Q2	31-Dec-2021	QMM	Due in Q2			
81	81	Date AG 2022 corrective action plan developed	Date	81.1	Due in Q2	31-Dec-2022	QMM	Due in Q2			
82	82	Percentage of resolved items in corrective action plan developed	Percentage	82.1	Due in Q4	31-Nov-23	Budget & Treasury	Due in Q4	Unpublished action plan		
83	83	Number of PMS reports submitted to Internal Audit per quarter	Number	83.1	1 PMS report submitted to Internal Audit per quarter	1	Quarterly	QMM	Adherence Register Assessment report and signed scoring sheets		
84	84	Data Performance Agreements for ZDNI Senior Managers submitted to IDN-COSTA	Date	84.1	Performance Agreements for ZDNI Senior Managers submitted to IDN-COSTA by 31-Aug-2022	14-Aug-22	QMM		Proof of submission and signed performance agreements		
85	85	Data Performance Agreements for ZDNI Senior Managers published in print and electronic platforms	Date	85.1	Performance Agreements for ZDNI Senior Managers published in print and electronic platforms by 30-Aug-2022	30-Aug-22	QMM		Copy of draft and print screen of ZDNI website		
86	86	Data Internal Audit Plan 2022/2023 submitted to Audit Committee for adoption	Date	86.1	Internal Audit Plan 2022/2023 submitted to Audit Committee for adoption by 30 Sept 2022	30-Sep-22	QMM		Internal Audit Plan and Audit Committee minutes		
87	87	Number of Consolidated Internal Audit reports submitted to the Audit committee per quarter	Number	87.1	1 Consolidated Internal Audit report submitted to the Audit committee per quarter	1	Quarterly	QMM	IA reports and Audit Committee minutes		
88	88	Number of Audit Committee meetings coordinated per quarter	Number	88.1	1 Audit committee meeting coordinated per quarter	2	Quarterly	QMM	Notice, Agenda, Minutes and attendance register		
89	89	Date ZDNI Annual Performance Report submitted to AG	Date	89.1	ZDNI Annual Performance Report submitted to AG by 31-Aug-2022	31-Aug-22	QMM		Proof of submission and copy of the APR		
90	90	Number of ECO Meetings coordinated per quarter	Number	90.1	1 ECO Meeting coordinated by 31-Aug-2022	2	Quarterly	Corporate Services	Notice, Agenda and attendance register		

DEPARTMENTAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN
TOP LAYER - ORGANIZATIONAL

FINANCIAL YEAR: 2022/2023

Strategic Objective/Function	SPP No.	Key Performance Indicators*	Unit of Measure	RDP Strategic Objective Ref No.	Budget Status / reporting frequency	Responsible Department	Status	Reason for variance	Portfolio of Evidence	
									Notice, Agenda and attendance register	Notice, Agenda and attendance register
	91	Number of portfolio committee meetings coordinated per quarter	Number	9 NSA Sec 79 (1) activities	5	Quarterly	Corporate Services			
	92	Number of MPAC meetings coordinated per quarter	Number	1 MPAC meeting coordinated per quarter	2	Quarterly	Corporate Services			
	93	Number of Council Meetings coordinated per quarter	Number	1 Council Meeting coordinated per quarter	1	Quarterly	Corporate Services			
	94	Number of Revenue Sharing Committee meetings conducted per quarter	Number	1 Revenue Sharing Committee meeting conducted per quarter	1	Quarterly	Budget & Treasury			
	95	Number of ICT Sharing Committee meetings held per quarter	Number	1 ICT sharing committee meeting held per quarter	1	Quarterly	Corporate Services			
Establishing consistency and alignment between the District and Local Government on issues of Environmental Relations	96	Number of Municipal Manager Technical ICN/DBM meetings coordinated per quarter	Number	SO 5.1.6	0	Quarterly	DM&M	Not Achieved		
	97	Number of Provincial Council for ATUS (PCA) presentations submitted to Office of the Premier by Premier by ZDM per quarter	Number	1 Provincial Council for AIDS [PCA] presentation submitted to Office of the Premier by ZDM per quarter	1	Quarterly	Community Services	Not Achieved		
	98	Number of reports submitted to Community Services Portfolio Committee on Civil Society Forum per quarter	Number	1 report submitted to Community Services Portfolio Committee on Civil Society Forum per quarter	0	Quarterly	Community Services	Not Achieved due to that it is our first strive for election of Civil Society Forum new structure in case there are no report yet have been made.		
	99	Number of ZDM EPWP Forum meetings conducted per quarter	Number	1 ZDM EPWP Forum meeting conducted per quarter	1	Quarterly	Community Services	Not Achieved		
	100	Number of ZDM Tourism Forum meetings held per quarter	Number	1 ZDM Tourism Forum meeting held per quarter	1	Quarterly	Community Services	Not Achieved		
	101	Number of ZDM District Youth Committee Meetings held per quarter	Number	1 ZDM District Youth Committee Meeting held per quarter	0	Quarterly	DM&M	Not Achieved		
	102	Date ZDM Youth in Business Seminar held	Date	0	30 Sep 2022	DM&M				
	103	Date ZDM Youth Camp held	Date	0	30 Sep 2022	DM&M				
	104	Date ZDM Youth in Business Development Program held	Date	0	27 Oct 2022	DM&M				
	105	Number of food premises inspected within ZDM per quarter	Number	SO 5.1.7	38	Quarterly	Community Services			
Monitor and enhance compliance with health and safety standards to improve employee working conditions and the public	106	Number of water samples within ZDM collected for independent laboratory testing per quarter	Number	20 water samples within ZDM	21	Quarterly	Community Service			
	107	Number of food premises inspected within ZDM per quarter	Number	60 food premises inspected within ZDM per quarter	109	Quarterly	Community Services			
							Summary of Inspection Register			

DEPARTMENTAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN
TOP LAYER - ORGANIZATIONAL

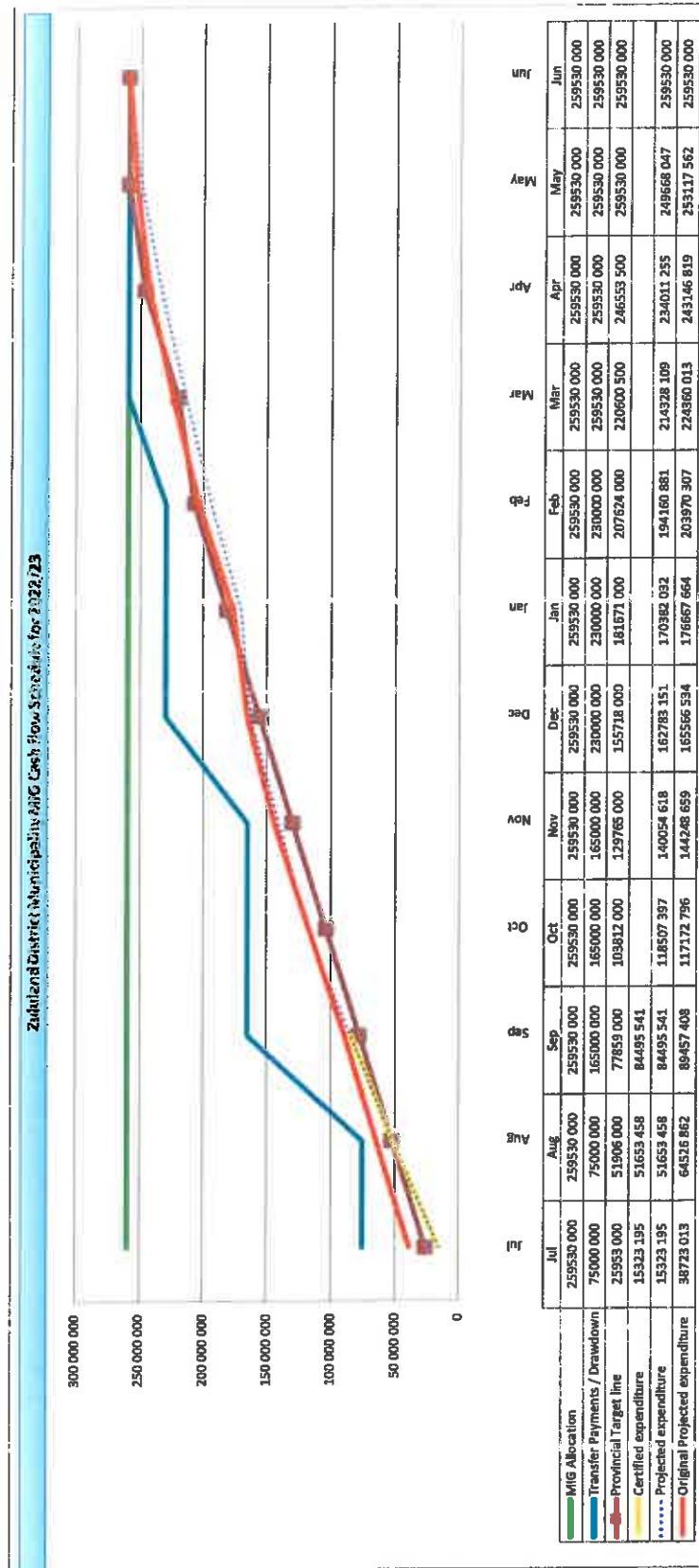
FINANCIAL YEAR: 2022/2023

Strategic Objective(s)	KPI No.	Key Performance Indicator	Unit of Measure	KPI Strategic Objective Ref No.	QUARTERLY TARGETS		Report date / reporting frequency	Responsible Department	Status	Reason for variance	Measures taken to improve performance	Portfolio of Evidence
					Target Q1	Actual Q1						
	108	Number of food samples within ZESA collected for independent laboratory testing per quarter	Number	20 Food samples within ZESA collected for independent laboratory testing per quarter	21	Actual 11.30 Sep 2021	Quarterly	Community Services	Green			Copy of Lab Results

MUNICIPAL MANAGER

SUMMARY REPORT FOR QUARTER 1 2022/23

KEY PERFORMANCE AREAS	Achieved
KPA 1 - BASIC SERVICE DELIVERY AND INFRASTRUCTURE	6
KPA 2- LOCAL ECONOMIC DEVELOPMENT	2
KPA 3 - MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	14
KPA 4 - GOOD GOVERNANCE AND PUBLIC PARTICIPATION	6
KPA 05 -Municipal Transformation & Organizational Development	34
TOTAL:	62
Percentage:	83%





 KWAZULU-NATAL PROVINCE
COOPERATIVE GOVERNANCE AND
TRADITIONAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

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Proposed changes in the United Press
Version 2001.0

MUNICIPAL INFRASTRUCTURE GRANT (MIG) - PROJECT CLAIMS SCHEDULE

MUNICIPALITY NAME:

THE CHAMBER OF COMMERCE

THE MUNICIPALITY HEREBY CERTIFIES THAT THE ABOVE SERVICES HAS BEEN RENDERED AND IS IN ORDER, THE WORK DESCRIBED HAS BEEN COMPLETED AND THE PRICE CHARGED IS REASONABLE AND/OR ACCORDING TO CONTRACTS AND BY WHOM AN AUTHORIZED VOTE, THE SUM TOTAL OF \$6 CLAIMS, WITH A TOTAL AMOUNT OF \$16.00 WAS NOT REPORTED AS AN HQ EXPENDITURE PRIOR, AS RELAYED TWO HQ FORMS ARE CAPTURED CORRECTLY AND SUBMITTED AGAINST THE CHARGE SCHEDULE, AND IS IN LINE WITH THE DRAFT CHARGE.

PREPARED BY: NAME: S Mohan
HEAD OF DEPARTMENT: NAME: T Boko
FOR AND ON BEHALF OF THE MUNICIPAL MANAGER: NAME: R N Hongesa

DELEGATION: Project Management Unit Support
DESIGNATION: Head of Department
DELEGATION: Municipal Manager

Additional Comments: Additional information or subject claim addenda(s) to the December 1994 CON-SETA Financial Report, within the corresponding CDR, will be assessed and reviewed at the next PTC.

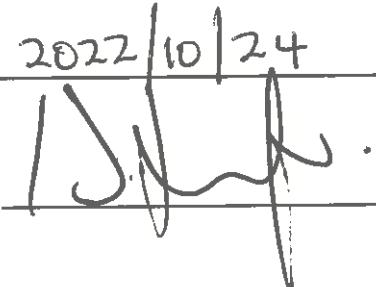
6. APPROVAL OF THE ZULULAND DISTRICT MUNICIPALITY'S SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN FOR THE QUARTER ENDED 30 SEPTEMBER 2022.

The Zululand District Municipality's SDBIP for the quarter ending 30 September 2022 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 Received:

2022 / 10 / 14

Date Approved:

2022 / 10 / 24


Signature: