

WEST COAST DISTRICT MUNICIPALITY IDP/BUDGET STRATEGIC MANAGEMENT FRAMEWORK FOR 2017-18



PROCESS SCHEDULE

	Task Name	Period	Human Resource
1	TIME SCHEDULE - PREPARATION		
1.1	IDP/LED Managers' Forum Concept Discussion	July 2017 - September 2017	Senior Manager: Strategic Services
1.2	Time schedule to be discussed at HOD Meeting		Municipal Manager
1.3	<i>Executive Mayoral Committee meeting - recommendation of time schedule</i>		
1.4	IDP Co-ordinating Committee Meeting		Senior Manager: Strategic Services
1.5	<i>Council meeting to approve time schedule (at least 10 months before the start of the budget year)</i>		Municipal Manager
1.5.1	<i>Council meeting and time schedule approval</i>		
1.6	Advertise Process Schedule to Public		Senior Manager: Strategic Services
2	ANALYSIS		
2.1	Community input		
2.1.1	Public meetings attended by all ward committee members, other role-players/stakeholders & members of the public (B-Municipalities)	September 2017- January 2018	Senior Manager: Strategic Services
2.1.2	Meetings with ward committees to compile new 5yr IDP / PMS (B-Municipalities/ C-Municipality 1 Ward per B)		
2.1.3	Development of ward based plans (B-Municipalities)		
2.1.4	District Consultation in Municipal Level IDP Meetings (C-Municipality)		
2.1.4.1	Cederberg (Ward based)		
2.1.4.2	Bergvrievier (IDP Rep Forum)		
2.1.4.3	Matzikama (IDP Rep Forum)		
2.1.4.4	Saldanha Bay (Ward Based)		
2.1.4.5	Swartland (SMAF)		
2.1.5	District Meetings with Sector Groups (District Municipality)		
2.1.5.1	Economic Development		
2.1.5.2	Civil Society		
2.1.5.3	Government		
2.1.6	IDP Co-ordinating Committee Meeting/ DCFTECH		Senior Manager: Strategic Services

2.2	Performance analysis			
2.2.1	Assess municipal performance and identify where changes are needed for next 3 years [incorporate community inputs]	September 2017- January 2018	Senior Manager: Strategic Services	
2.2.2	the municipality's performance management system (PMS)			
2.2.3	the measures and annual performance targets			
2.2.4	the baseline information for each measure			
2.3	Financial analysis			
2.3.1	Assess the financial position and capacity of the municipality		CFO	
2.3.2	Review budget related policies and set new policy priorities for next 3 years			
2.3.3	Determine the funding / revenue potentially available for next three years			
2.3.4	Determine the most likely financial outlook and identify need for changes to fiscal strategies			
2.3.5	Determine factors that can influence budgets for the next 3 years and broad financial parameters			
2.3.6	Refine funding policies including tariff structures			
2.3.7	Discussion of financial analysis at HOD meeting			
2.3.8	Approval of financial analysis	Council		
2.3.9	Joint meeting between WCDM and B-Municipalities on financial analysis	WCDM		
2.3.10	MAYCO Recommendation - financial budget to council	Municipal Manager		
2.3.11	Council approval financial budget			
2.4	Situational analysis			
2.4.1	and update information contained in LG-MTEC reports		Senior Manager: Strategic Services	
2.4.2	the current realities and examine changing conditions and new information		Senior Manager: Strategic Services	
2.4.3	external mechanisms for possible changes to agreements impacting on the next budget		Senior Manager: Strategic Services	
2.4.4	Examine sectoral plans for gaps and priority issues			
2.4.5	Obtain inputs from Councillors and Management with regard to needs and priorities			
2.5	Inter-governmental alignment	September 2017- February 2018		
2.5.1	District Alignment Bi-lateral engagement meetings with each B-municipality		Senior Manager: Strategic Services	
2.5.2	Provincial Sector alignment Workshop with District and B-Municipalities			
2.5.2.1	Discussion document based on outcome of the above-mentioned workshop prepared by WCDM and circulated to B-Municipalities.		Senior Manager: Strategic Services	
3	STRATEGY (Vision, mission, and strategic goals)			
3.1	<i>Workshop with Executive Mayoral Committee and Extended Management on strategic direction to guide the compilation of the IDP and annual budget (B-Municipalities)</i>	September 2017 –	Municipal Manager	

3.2	Submit a quarterly audit report on performance measurement to the Municipal Manager and the Audit Committee	October 2017	Internal Audit
3.3	Quarterly audit submission		
4	PROGRAMMES, PROJECTS AND PRELIMINARY CAPITAL BUDGET		
4.1	Priorities and Outputs	December 2017 – February 2018	
4.1.1	programmes and projects and provide for priorities and outputs desired for next 3 years with updated cost estimates		Management
4.1.1.1	Office of the Municipal Manager programme		Municipal Manager
4.1.1.2	Technical Services programme		Director: Techninal Services
4.1.1.3	Financial Services programme		CFO
4.1.1.4	Administration and Community Services programme		Director: Administration and Community Services
4.1.2	Commence with the preparation of project plans as part of the budget process (will later be used to compile SDBIP's)		Management
4.1.3	Meetings between Management and Ward Committee members to prioritise (per sector) (B-Municipalities)	LM IDP Managers Senior Manager: Strategic Services	
4.1.4	IDP Co-ordinating Committee Meeting/ DCFTECH		
4.2	Operating Budget	December 2017 – February 2018	
4.2.1	All relevant information as well as computer printouts to various departments		CFO
4.2.2	All departments prepare 2018/2019 operating budget as well as revised operating budget for 2017/18		Management
4.2.2.1	Office of Municipal Manager programme		Municipal Manager
4.2.2.2	Technical Services programme		Director: Techninal Services
4.2.2.3	Financial Services programme		CFO
4.2.2.4	Administration and Community Services programme		Director: Administration and Community Services
4.2.3	Departments submit their draft operating budgets to Financial Services (appointments for meetings will be made beforehand)		Management
4.2.3.1	Office of the Municipal Manager programme		Municipal Manager
4.2.3.2	Technical Services programme		Director: Techninal Services
4.2.3.3	Financial Services programme		CFO
4.2.3.4	Administration and Community Services programme		Director: Administration and Community Services
4.2.4	Financial Services compiles draft operating budget for 2018/19 and revised operating budget for 2017/18		CFO

4.2.5	<i>Executive Mayoral Committee meeting on draft operating budget</i>		Municipal Manager
4.2.5.1	<i>Approval draft financial budget 2018/2019</i>		
5	APPROVAL		
5.1	Approval of Draft IDP, PMS and Annual Budget		
5.1.1	MAYCO Recommendation of draft IDP to council	January 2018 – May 2018	Mayoral Committee
5.1.2	Approval of Draft IDP, PMS and Annual Budget		Council
5.1.3	Submit a quarterly audit report on performance measurement to the Municipal Manager and the Audit Committee		Internal Audit
5.1.4	Quarterly audit submission		
5.1.5	Assess the performance of the municipality during the first half of the financial year		Management
5.1.6	Assess the monthly statements		CFO
5.1.7	Assess the municipality's service delivery performance and the service delivery targets and performance indicators set in the SDBIP	January 2018 – May 2018	Senior Manager: Strategic Services
5.1.8	Assess the past year's annual report, and progress on resolving problems identified in the annual report		Director: Administration and Community Services
5.1.9	Prepare an bi-annual audit report for submission to Council		Internal Audit
5.1.10	Compile Annual Report i.t.o. Section 121 of the MFMA		Director: Administration and Community Services
5.1.11	<i>Executive Mayoral Committee meeting on: (1) performance assessment for the first half of the financial year (by 25 January of each year); (2) the Annual Report; and (3) the bi-annual audit report.</i>		Mayoral Committee
5.1.12	<i>Council meeting on the annual report (within 7 months after the end of a financial year) and the bi-annual audit report</i>		Council
5.1.13	Submit the Annual Report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.		Director: Administration and Community Services
5.1.14	Make public the Annual Report for comments and inputs.		
5.1.15	<i>Executive Mayoral Committee meeting on draft IDP, PMS and annual budget. Also consider Annual Report i.t.o. Section 121 of the MFMA.</i>		Mayoral Committee
5.1.16	<i>Council meeting on draft IDP, PMS and annual budget (at least 90 days before the start of the budget year). Council must also consider the Annual Report and adopt an oversight report containing the Council's comments on the report</i>		Council
5.1.17	Place Annual Report on the Municipal Website		
5.1.18	Make public the Oversight Report (within 7 days of its adoption)	Director: Administration and Community Services	
5.1.19	Submit the Annual Report and Oversight Report to the provincial legislature.		
5.2	Consultation and Refinement		
5.2.1	Make public the Draft IDP, PMS, annual budget and other required documents for public comments and submissions		Senior Manager: Strategic Services
5.2.2	Publish the proposed Draft IDP, PMS and annual budget for public comment		

5.2.3	Ward Committee meetings (B-Municipalities)		LM IDP Managers
5.2.4	District Workshop with District Stakeholders		Municipal Manager
5.2.5	IDP Co-ordinating Committee Meeting		Senior Manager: Strategic Services
5.2.6	Submit a quarterly audit report on performance measurement to the Municipal Manager and the Audit Committee	January 2018 – May 2018	Internal Audit
5.2.7	Submit the draft annual budget to National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by the budget		CFO
5.2.8	Submit the proposed IDP to Provincial Government		Senior Manager: Strategic Services
5.2.9	B Municipalities submit the proposed IDP and annual budget to the West Coast District Municipality		LM IDP Managers & CFO's
5.2.10	District meeting with all B-Municipalities and provincial and national sector departments to discuss the District's comments on the IDP's and budgets of the B-Municipalities (LG-MTECH)		Municipal Manager
5.2.11	Council considers submissions made by the local community, National or Provincial Treasury, national or provincial organs of state or municipalities (B-Municipalities)		
5.3	Final Approval of Final IDP, PMS and Annual Budget		
5.3.1	Executive Mayoral Committee meeting to consider the submissions and, if necessary, to revise the budget		Mayoral Committee
5.3.2	Special Council meeting to approve revised IDP, Performance Management Measures and targets and the annual budget (at least 30 days before the start of the budget year)		Council
5.3.2.1	Council approves final IDP/ Budget 2018/2019		
6	FURTHER ACTION		
6.1	Public Notice		
6.1.1	Place the IDP, Annual budget, all budget-related documents and all budget-related policies on the website	May 2018 – July 2018	Senior Manager: Strategic Services
6.1.2	Publish tariffs for 2018/19 for public comment		CFO
6.1.3	Submit a copy of the IDP and Budget to the MEC for local government (within 10 days of the adoption of the plan)		Senior Manager: Strategic Services
6.1.4	Publicise a summary of the IDP and Budget (within 14 days of the adoption of the plan)		
6.2	SDBIP and Annual Performance Agreements		
6.2.1	Submit to the Executive Mayor a draft SDBIP for the budget year (no later than 14 days after the approval of an annual budget)	May 2018 – July 2018	Municipal Manager
6.2.2	Submit to the Executive Mayor drafts of the Annual Performance agreements (no later than 14 days after the approval of an annual budget)		

6.2.3	<i>Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after approval of the budget)</i>	
6.2.4	Place the performance agreements and all service delivery agreements on the website	
6.2.5	Make public the projections, targets and indicators as set out in the SDBIP (no later than 14 days after the approval of the SDBIP)	Senior Manager: Strategic Services
6.2.6	Make public the performance agreements of Mun Manager and senior managers (no later than 14 days after the approval of the SDBIP)	
6.2.7	Submit copies of the performance agreements to Council and the MEC for local government	
6.2.8	Submit the approved budget to the National Treasury and the Provincial Treasury	
6.2.9	Submit a quarterly audit report on Performance Measurement to the Municipal Manager and the Audit Committee	
6.2.10	Prepare an bi-annual audit report for submission to Council	Internal Audit