

WEST COAST DISTRICT MUNICIPALITY



MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK

2019/2020 – 2021/2022

2018/2019 PROCESS PLAN



**WEST COAST DISTRICT MUNICIPALITY
IDP/BUDGET STRATEGIC MANAGEMENT FRAMEWORK FOR 2019-20**

PROCESS SCHEDULE

Task Name		Period	Human Resource
1 TIME SCHEDULE - PREPARATION			
1.1	IDP/LED Managers' Forum Concept Discussion		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>		Senior Manager: Strategic Services
1.4	IDP Co-ordinating Committee Meeting	July 2018 - September 2018	Municipal Manager
1.5	<i>Council meeting to approve time schedule (at least 10 months before the start of the budget year)</i>		Senior Manager: Strategic Services
1.5.1	<i>Council meeting and time schedule approval</i>		Municipal Manager
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)		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)	September 2018- January 2019	WCDM
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	Bergvliet (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 as necessary (District Municipality)	September 2018- January 2019	WCDM
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

Submit a quarterly audit report on performance measurement to the Municipal Manager and the Audit Committee		October 2018	Internal Audit
3.2	Quarterly audit submission		
3.3			
4	PROGRAMMES, PROJECTS AND PRELIMINARY CAPITAL BUDGET		
4.1	Priorities and Outputs		
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	December 2018 – February 2019	Municipal Manager
4.1.1.2	Technical Services programme		Director: Technical 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		
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: Technical 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: Technical 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 completes draft operating budget for 2018/19 and revised operating budget for 2017/18		CFO

4.2.5	Executive Mayoral Committee meeting on draft operating budget	Municipal Manager
4.2.5.1	Approval draft financial budget 2018/2019	
5 APPROVAL		
5.1	Approval of Draft IDP, PMS and Annual Budget	Mayoral Committee
5.1.1	MAYCO Recommendation of draft IDP to council	Council
5.1.2	Approval of Draft IDP, PMS and Annual Budget	Internal Audit
5.1.3	Submit a quarterly audit report on performance measurement to the Municipal Manager and the Audit Committee	Management CFO
5.1.4	Quarterly audit submission	Senior Manager: Strategic Services
5.1.5	Assess the performance of the municipality during the first half of the financial year	Director: Administration and Community Services
5.1.6	Assess the monthly statements	Internal Audit
5.1.7	Assess the municipality's service delivery performance and the service delivery targets and performance indicators set in the SDBIP	Director: Administration and Community Services
5.1.8	Assess the past year's annual report, and progress on resolving problems identified in the annual report	Internal Audit
5.1.9	Prepare an bi-annual audit report for submission to Council	Director: Administration and Community Services
5.1.10	Compile Annual Report i.t.o. Section 121 of the MFMA	Mayoral Committee
5.1.11	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.	Council
5.1.12	Council meeting on the annual report (within 7 months after the end of a financial year) and the bi-annual audit report	Director: Administration and Community Services
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.	Mayoral Committee
5.1.14	Make public the Annual Report for comments and inputs.	Council
5.1.15	Executive Mayoral Committee meeting on draft IDP, PMS and annual budget. Also consider Annual Report i.t.o. Section 121 of the MFMA.	Director: Administration and Community Services
5.1.16	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	Mayoral Committee
5.1.17	Place Annual Report on the Municipal Website	Council
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.	Council
5.2	Consultation and Refinement	Director: Administration and Community Services
5.2.1	Make public the Draft IDP, PMS, annual budget and other required documents for public comments and submissions	Director: Administration and Community Services
5.2.2	Publish the proposed Draft IDP, PMS and annual budget for public comment	Senior Manager: Strategic Services

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	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	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)	
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)	Municipal Manager

January 2019
–
May 2019

May 2019 –
July 2019

May 2019 –
July 2019

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)	
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)	Senior Manager: Strategic Services
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