

CAPE WINELANDS DISTRICT MUNICIPALITY				
IDP/BUDGET STRATEGIC MANAGEMENT FRAMEWORK FOR 2017/18 - 2019/20 FINANCIAL YEARS				Annexure "B"
Task Name	Start Date	Finish Date	Resource Name	
<b>1</b>	<b>TIME SCHEDULE - PREPARATION</b>	2016/06/13	2016/10/31	
1.1	District IDP Managers preparation workshop	2016/06/10	2016/06/10	Dir. IDP, PMS & RM
1.2	Executive Mayoral Committee meeting to approve draft time schedule	2016/07/05	2016/07/05	Dir. IDP, PMS & RM
1.3	Council meeting to approve time schedule (at least 10 months before the start of the budget year)	2016/07/21	2016/07/21	Dir. IDP, PMS & RM
1.4	Executive Mayoral Committee meeting to approve draft Section 27 IDP Framework	2016/08/29	2016/11/25	Dir. IDP, PMS & RM
1.4	Council meeting to approve Section 27 IDP Framework	2016/08/29	2016/11/25	Dir. IDP, PMS & RM
1.5	Elections	2016/08/03	2016/08/03	
<b>2</b>	<b>ANALYSIS</b>	2016/08/08	2016/12/23	
<b>2.1</b>	<b>Community input</b>	2016/09/12	2016/12/23	
2.1.1	Public meetings attended by all ward committee members, other role-players/stakeholders & members of the public (B-Municipalities)	2016/09/12	2016/12/23	IDP Managers
2.1.2	Meetings with ward committees to revise IDP / PMS (B-Municipalities)	2016/09/12	2016/12/23	All IDP Managers
2.1.3	Development of ward based plans (B-Municipalities)	2016/09/12	2016/12/23	All IDP Managers
2.1.4	District Meetings with sector groups (C-Municipality), collaborating with the B-municipalities	2016/09/12	2016/12/23	Dir. IDP, PMS & RM
<b>2.2</b>	<b>Performance analysis</b>	2016/09/12	2016/12/23	
2.2.1	Assess municipal performance and identify where changes are needed for next 3 years [incorporate community inputs]	2016/09/12	2016/12/23	Deputy Dir. PMS &RM
2.2.2	Review the municipality's performance management system (PMS)	2016/09/12	2016/12/23	Deputy Dir. PMS &RM
2.2.3	Review the measures and annual performance targets	2016/09/12	2016/12/23	Deputy Dir. PMS &RM
2.2.5	Submit First Draft Annual Report to the Auditor General	2016/07/02	2016/08/28	Deputy Dir. PMS &RM
<b>2.3</b>	<b>Financial analysis</b>	2016/09/05	2016/12/23	
2.3.1	Assess the financial position and capacity of the municipality	2016/09/05	2016/12/23	CFO
2.3.2	Review budget related policies and set new policy priorities for next 3 years	2016/09/05	2016/12/23	CFO
2.3.3	Determine the funding / revenue potentially available for next three years	2016/09/05	2016/12/23	CFO
2.3.4	Determine the most likely financial outlook and identify need for changes to fiscal strategies	2016/09/05	2016/12/23	CFO
2.3.5	Determine factors that can influence budgets for the next 3 years and broad financial parameters	2016/09/05	2016/12/23	CFO
2.3.6	Refine funding policies including tariff structures	2016/09/05	2016/12/23	CFO
2.3.7	Revise Financial Plan	2016/09/05	2016/12/23	CFO
2.3.8	Quarterly Bueget Steering Committee	2016/09/05	2016/12/23	CFO
2.3.9	Quarterly Strategic management Engagement	2016/09/05	2016/12/23	Management
<b>2.4</b>	<b>Situational analysis</b>	2016/09/05	2016/12/23	
2.4.1	Review and update information contained in LG-MTEC reports and IDP Analysis Reports	2016/09/05	2016/12/23	Dir. IDP, PMS & RM
2.4.2	Review the current realities and examine changing conditions and new information	2016/09/05	2016/12/23	Management
2.4.3	Review external mechanisms for possible changes to agreements impacting on the next budget	2016/09/05	2016/12/23	Management
2.4.4	Examine sectoral plans for gaps and priority issues	2016/09/05	2016/12/23	Management
2.4.5	Obtain inputs from Councillors and Management with regard to needs and priorities (strategic workshop)	2016/09/05	2016/12/23	Dir. IDP, PMS & RM
<b>2.5</b>	<b>Intergovernmental Alignment</b>	<b>2016/08/02</b>	<b>2017/05/31</b>	
<b>3</b>	<b>STRATEGY (Vision, mission, focus areas and strategic objectives)</b>	<b>2016/10/03</b>	<b>2016/12/23</b>	
3.1	Municipal Strategic Planning Session with Mayoral Committee and Whips of all parties represented on the Cape Winelands District Council	2016/10/03	2016/12/23	District Exec Mayor
3.2	IDP Strategic Alignment Roundtable - DCF Technical Forums - Prioritization of community input - Preparing for IDP Indaba Process - Incorporating of IDP Analysis 2016 recommendations by Sector Departments, MEC - Distric/Local Municipalities' Alignment of Strategies	2016/10/03	2016/12/23	Dir. IDP, PMS & RM
3.3	Submit a quarterly audit report on performance measurement to the Municipal Manager and the Audit Committee (SDBIP & S52 report)	2016/07/01	2017/06/30	Internal Audit
<b>4</b>	<b>PROGRAMMES, PROJECTS AND PRELIMINARY CAPITAL BUDGET</b>	<b>2016/10/31</b>	<b>2016/12/06</b>	
<b>4.1</b>	<b>Priorities and Outputs</b>	2016/11/01	2016/12/07	
4.1.1	Review programmes and projects and provide for priorities and outputs desired for next 3 years with updated cost estimates	2016/10/31	2016/12/06	Management

4.1.2	Commence with the preparation of project plans as part of the budget process (will later be used to compile SDBIP's)	2016/10/31	2016/12/06	Management
4.1.3	Meetings between Management and Ward Committee members to prioritise (per sector) <b>(B-Municipalities)</b>	2016/10/31	2016/12/06	Management
4.1.4	Meeting of the District Coordinating Forum to prioritise <b>(C-Municipality)</b>	2016/10/31	2017/02/28	District Exec Mayor
4.1.5	<i>Executive Mayoral Committee meeting to adopt strategic priorities and preliminary budget allocations</i> <b>(B-Municipalities)</b>	2016/11/05	2016/12/23	Mun Manager

4.1.6	District Executive Mayoral Committee meeting to adopt strategic priorities and preliminary budget allocations	2016/11/05	2017/02/28	CWDM
<b>4.2</b>	<b>Operating Budget</b>	<b>2016/11/01</b>	<b>2017/02/28</b>	
4.2.1	All relevant information as well as computer printouts to various departments	2016/11/01	2016/11/28	CFO
4.2.2	All departments prepare operating budget	2016/11/28	2017/01/10	Management
4.2.3	Departments submit their draft operating budgets to Financial Services (appointments for meetings will be made beforehand)	2016/11/28	2017/02/10	Management
4.2.4	Financial Services compiles draft operating budget for 2017/18 and revised operating budget for 2017/18	2016/11/28	2017/02/10	CFO
4.2.5	Executive Mayoral Committee meeting on draft operating budget	2017/02/03	2017/02/28	Mun Manager
<b>5</b>	<b>APPROVAL</b>	<b>2017/03/06</b>	<b>2017/06/30</b>	
<b>5.1</b>	<b>Approval of Draft IDP, PMS and Annual Budget</b>			
5.1.1	Revise and update Sector Plans	2017/01/09	2017/06/31	Management
5.1.2	Revise and update Performance Management System	2017/01/09	2017/06/31	Deputy Dir. PMS & RM
5.1.3	Revise and update IDP document	2017/01/09	2017/06/31	Dir. IDP, PMS & RM
5.1.4	Assess the performance of the municipality during the first half of the financial year	2017/01/09	2017/06/31	Management
5.1.5	Assess the monthly statements	2017/01/09	2017/01/31	CFO
	<b>Task Name</b>	<b>Start Date</b>	<b>Finish Date</b>	<b>Resource Name</b>
5.1.6	Assess the municipality's service delivery performance and the service delivery targets and performance indicators set in the SDBIP	2017/01/06	2017/02/28	Management
5.1.7	Assess the past year's annual report, and progress on resolving problems identified in the annual report	2017/01/06	2017/02/28	Management
5.1.8	Compile Annual Report i.t.o. Section 121 of the MFMA	2017/01/06	2017/02/28	Management
5.1.9	Adjustment Budget	2017/01/06	2017/02/28	Management
5.1.10	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.	2017/01/09	2017/01/31	Mun Manager
5.1.11	Council meeting on the annual report (within 7 months after the end of a financial year) and the bi-annual audit report	2017/01/09	2017/02/28	Mun Manager
5.1.12	Submit the Annual Report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.	2017/01/09	2017/02/28	Mun Manager
5.1.13	Make public the Annual Report for comments and inputs.	2017/02/02	2017/02/28	Mun Manager
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.	2017/03/14	2017/03/31	Mun Manager
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	2017/03/14	2017/03/31	Mun Manager
5.1.17	Approval of the Annual Report by Council (only CWDM)	2017/03/14	2017/03/31	Mun Manager
5.1.18	Place Annual Report on the Municipal Website	2017/03/14	2017/03/31	Dir. IDP, PMS & RM
5.1.19	Make public the Oversight Report (within 7 days of its adoption)	2017/03/14	2017/03/31	Mun Manager
5.1.20	Submit the Annual Report and Oversight Report to the provincial legislature.	2017/03/24	2017/04/04	Mun Manager
<b>5.2</b>	<b>Consultation and Refinement</b>	<b>2017/03/24</b>	<b>2017/05/30</b>	
5.2.1	Make public the Draft IDP, PMS, annual budget and other required documents for public comments and submissions	2017/03/27	2017/04/25	Dir. IDP, PMS & RM
5.2.2	Publish the proposed revised IDP, PMS and annual budget for public comment	2017/03/27	2017/04/25	Dir. IDP, PMS & RM and CFO
5.2.3	Ward Committee meetings (B-Municipalities)	2017/04/03	2017/04/25	LM IDP Managers & CFO's
5.2.4	Public Hearings (B & C Municipalities)	2017/04/03	2017/04/25	Mun Manager
5.2.5	Meeting of all ward committee members and other role-players/stakeholders (B-Municipalities)	2017/04/03	2017/04/25	Mun Manager
5.2.6	District workshop with district stakeholders	2016/10/19	2017/04/25	CWDM
5.2.7	Submit a quarterly audit report on performance measurement to the Municipal Manager and the Audit Committee	2017/04/03	2017/04/25	Internal Audit
5.2.8	Submit the annual budget to National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by the budget	2017/03/24	2017/04/25	CFO
5.2.9	Submit the proposed revised IDP to Provincial Government	2017/03/24	2017/04/25	Dir. IDP, PMS & RM
5.2.10	Submit the proposed revised IDP and annual budget to the Cape Winelands District Municipality	2017/03/24	2017/04/25	LM IDP Managers & CFO's
5.2.11	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)	2017/03/24	2017/04/25	CWDM
5.2.12	Mid-year budget and performance assessment visits by NT	2017/01/01	2017/03/31	CFO
5.2.13	Budget and Benchmark Assessments by NT	2017/04/01	2017/05/31	CFO
<b>5.3</b>	<b>Final Approval of IDP, PMS and Annual Budget</b>	<b>2017/05/05</b>	<b>2017/05/31</b>	

5.3.1	<i>Executive Mayoral Committee meeting to consider the submissions and, if necessary, to revise the budget</i>	2017/05/05	2017/05/31	Mun Manager
5.3.2	<i>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)</i>	2016/05/15	2016/05/31	Mun Manager

<b>6</b>	<b>FURTHER ACTION</b>	<b>2017/05/15</b>	<b>2017/07/24</b>	
<b>6.1</b>	<b>Public Notice</b>			
6.1.1	Place the IDP, multi-year budget, all budget-related documents and all budget-related policies on the website	2017/06/13	2017/06/30	Dir. IDP, PMS & RM and CFO
6.1.2	Publish tariffs for 2017/18 for public comment	2017/06/13	2017/06/30	CFO
6.1.3	Submit a copy of the revised IDP and Budget to the MEC for local government (within 10 days of the adoption of the plan)	2017/06/13	2017/06/30	Dir. IDP, PMS & RM and CFO
6.1.4	Give notice to the public of the adoption of the IDP and Budget (within 14 days of the adoption of the plan)	2017/06/13	2017/06/30	Dir. IDP, PMS & RM and CFO
<b>6.2</b>	<b>SDBIP and Annual Performance Agreements</b>			
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)	2017/06/13	2017/06/30	Mun Manager
	<b>Task Name</b>	<b>Start Date</b>	<b>Finish Date</b>	<b>Resource Name</b>
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)	2017/06/13	2017/06/30	Mun Manager
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>	2017/06/13	2017/06/30	Mun Manager
6.2.5	Place the performance agreements and all service delivery agreements on the website	2017/06/13	2017/06/30	Mun Manager
6.2.6	Make public the projections, targets and indicators as set out in the SDBIP (no later than 14 days after the approval of the SDBIP)	2017/06/13	2017/06/30	Mun Manager
6.2.7	Make public the performance agreements of Mun Manager and senior managers (no later than 14 days after the approval of the SDBIP)	2017/06/13	2017/06/30	Mun Manager
6.2.8	Submit copies of the performance agreements to Council and the MEC for local government	2017/06/13	2017/06/30	Mun Manager
6.2.9	Submit the approved budget to the National Treasury and the Provincial Treasury	2017/06/13	2017/06/30	CFO
6.2.10	Submit a quarterly audit report on performance measurement to the Municipal Manager and the Audit Committee	2017/06/13	2017/06/30	Internal Audit
6.2.11	Prepare an bi-annual audit report for submission to Council	2017/07/03	2017/07/25	Internal Audit
<b>7</b>	<b>INTERGOVERNMENTAL ALIGNMENT</b>			
<b>7.1</b>	<b>Municipal First Quarter</b>	<b>2016/07/08</b>	<b>2016/09/30</b>	
7.1.1	District IDP Managers Forum - Preparation for IDP Indaba	2016/07/08	2016/09/30	Dir. IDP, PMS & RM
7.1.3	District Public Participation and Communications Forum - Implementation of IDP Public Participation Plans	2016/07/08	2016/09/30	Dir. IDP, PMS & RM
7.1.4	IDP Indaba	2016/07/08	2016/09/30	DoLG: IDP Directorate
7.1.5	DCF	2016/07/08	2016/09/30	Administrative Services
7.1.6	Provincial IDP Managers Forum	2016/07/08	2016/09/30	DoLG: IDP Directorate
<b>7.2</b>	<b>Municipal Second Quarter</b>	<b>2016/10/01</b>	<b>2016/12/31</b>	
7.2.1	DCF	2016/10/01	2016/12/06	Administrative Services
7.2.2	Provincial IDP Managers Forum	2016/10/01	2016/12/06	DoLG: IDP Directorate
<b>7.3</b>	<b>Municipal Third Quarter</b>	<b>2017/01/01</b>	<b>2017/03/31</b>	
7.3.1	DCF	2017/01/01	2017/03/31	Administrative Services
7.3.2	Provincial IDP Managers Forum	2017/01/01	2017/03/31	DoLG: IDP Directorate
7.3.3	LGMTEC	2017/01/01	2017/03/31	Provincial Treasury
7.3.4	IDP Indaba	2017/01/01	2017/03/31	DoLG: IDP Directorate
<b>7.4</b>	<b>Municipal Fourth Quarter</b>	<b>2017/04/01</b>	<b>2017/06/30</b>	
7.4.1	DCF	2017/04/01	2017/06/30	Administrative Services
7.4.2	Provincial IDP Managers Forum	2017/04/01	2017/06/30	DoLG: IDP Directorate
7.4.3	LGMTEC 3	2017/04/01	2017/06/30	Provincial Treasury
7.4.4	Draft IDP Analysis	2017/04/01	2017/06/30	DoLG: IDP Directorate