

Certified a true copy of an extract of a Special Council Meeting held on 25 August 2016.

  
 SENIOR MANAGER: ADMINISTRATION

25/08/2016  
 DATE

R6/8-16 SCHEDULE OF KEY DEADLINES: COMPILATION OF 2017/18 IDP/BUDGET PROCESS

(5/1/1-2017/18)

(Report of the Directorate Finance)  
 (M Cornett)

**RESOLVED**

- i) that the contents of the report be noted;
- ii) that the process and time schedule for the compilation of the 2017/18 IDP and budget be approved;
- iii) that the Local Community be notified of the time schedule the Municipality intends to follow.

SCHEDULE OF KEY DEADLINES: 2017/18 IDP/BUDGET PROCESS						
DATE	ACTION TO BE FOLLOWED	CAPITAL BUDGET	PERSONNEL BUDGET	OPERATING BUDGET (Main Budget)	ADJUST BUDGET	IDP
18/08/2016	IDP/Budget Process plan for deliberation <ul style="list-style-type: none"> <li>• Prepare full IDP process</li> </ul>					✓
23/08/2016	First IDP Representative Forum <ul style="list-style-type: none"> <li>▪ Presentation of the Process Plan</li> <li>▪ The provision of feedback on the <i>status quo</i> and strategic framework components of the IDP; i.e. Key issues, Strategies and Objectives and other</li> </ul>					✓

SCHEDULE OF KEY DEADLINES: 2017/18 IDP/BUDGET PROCESS						
DATE	ACTION TO BE FOLLOWED	CAPITAL BUDGET	PERSONNEL BUDGET	OPERATING BUDGET (Main Budget)	ADJUST BUDGET	IDP
	programs					
23/08/2016	Special Mayoral Committee Meeting: Consider the Roll Over Adjustments Budget Consider the schedule of key deadlines for the IDP/Budget process for 2017/18	✓	✓	✓	✓	✓
25/08/2016	Special Council Meeting: Approve the Roll Over Adjustments Budget				✓	
25/08/2016	Special Council Meeting: Adopt the budget- and IDP time schedule	✓	✓	✓	✓	✓
30/08/2016	Submit IDP/Budget key deadlines to West Coast District Municipality					✓
01/09/2016	Publish IDP/Budget Schedule of key deadlines for 2017/18 in newspaper and on website					✓
05/09/2016	Finance: Request input on the 2017/18 tariffs from Departments.			✓		
19/09/2016-7/10/2016	IDP Public Participation					✓
18/10/2016	Budget Steering Committee (Determining the budget principles)	✓	✓	✓		
18/10/2016	Special Mayoral Committee Meeting: Consider the budget principles	✓	✓	✓		
13/10/2016	Finance: Submit budget schedules to all Directorates for completion	✓				
14/10/2016	Finalisation of the Organisational Restructuring internal process for 2017/18		✓			
25/10/2016	Special Council Meeting: Adopt the 2017/18 budget principles	✓	✓	✓		
18/10/2016	Finance: Submit budget schedules to all Directorates for completion of Operating			✓		

SCHEDULE OF KEY DEADLINES: 2017/18 IDP/BUDGET PROCESS						
DATE	ACTION TO BE FOLLOWED	CAPITAL BUDGET	PERSONNEL BUDGET	OPERATING BUDGET (Main Budget)	ADJUST BUDGET	IDP
	Budget Projects					
18/10/2016	Finance: Submit budget schedules to all Directorates for completion			✓		
24/10/2016	All Directorates: Provide revised sundry tariffs with motivations to Finance			✓		
8/11/2016	IDP input following strategic sessions <ul style="list-style-type: none"> <li>• Presentation of Situational Analysis</li> <li>▪ IDP Vision and Mission</li> <li>▪ Strategic objectives and key outcomes</li> </ul>					✓
10/11/2016	All Directorates: Provide completed budget schedules for 2017/18 with motivations to Finance	✓				
17/11/2016	All Directorates: Provide comments to Finance on the accuracy and completeness of budget input captured.	✓				
18/11/2016	All Directorates: Provide completed budget schedules for 2017/18 with motivations			✓		
24/11/2016	All Directorates: Provide comments to Finance on the accuracy and completeness of budget input captured.			✓		
17/11/2016 and/or 18/11/2016	Budget Steering Committee Workshop: Salary and Capital budget	✓	✓			
14/11/2016	Finance: Request inputs from Departments on the Adjustment budget				✓	
23/11/2016	Mayoral Committee Meeting: Consider the approval of the draft Capital & Personnel Budget for incorporation in main budgets	✓	✓			
02/12/2016	All Directorates: Provide completed adjusted budget schedules for 2016/17 with motivations to Finance				✓	

SCHEDULE OF KEY DEADLINES: 2017/18 IDP/BUDGET PROCESS						
DATE	ACTION TO BE FOLLOWED	CAPITAL BUDGET	PERSONNEL BUDGET	OPERATING BUDGET (Main Budget)	ADJUST BUDGET	IDP
29/11/2016	Ordinary Council Meeting: Consider the approval of the draft Capital & Personnel Budget for incorporation in main budgets	✓	✓			
08/12/2016	All Directorates: Provide comments to Finance on the accuracy and completeness of budget input captured.				✓	
09/01/2017-12/01/2017	Budget balancing sessions with all Directorates			✓	✓	
23/01/2017	Submit Summary Draft Operating Budget to CFO			✓		
16/02/2017	Special Mayoral Committee: Consider Main Adjustments Budget				✓	
16/02/2017	Workshop with Budget Steering Committee and Mayoral Committee (All Councillors invited)	✓	✓	✓		✓
23/02/2017	Special Council Meeting: Consider approval of Main adjustment Budget				✓	
28/02/2017	IDP Rep Forum <ul style="list-style-type: none"> <li>• Presentation of the draft IDP and Budget ahead of public participation process</li> <li>• Prioritised Projects and Programs</li> <li>• Draft Revised Analysis</li> <li>• Draft Revised Objectives and Strategies</li> </ul> Draft Projects and Programmes linked to budget					✓
10/03/2017	<ul style="list-style-type: none"> <li>• Budget //IDP Agenda to be submitted to all Councillors</li> </ul>	✓	✓	✓		✓
16/03/2017	Special Mayoral Committee	✓	✓	✓		✓

SCHEDULE OF KEY DEADLINES: 2017/18 IDP/BUDGET PROCESS						
DATE	ACTION TO BE FOLLOWED	CAPITAL BUDGET	PERSONNEL BUDGET	OPERATING BUDGET (Main Budget)	ADJUST BUDGET	IDP
	Meeting: Tabling of the 2017/18 draft Budget & IDP					
27/03/2017	Special Council Meeting: Tabling of the 2017/18 draft Budget & IDP	✓	✓	✓		✓
29/03/2017	Distribute all budget related documents to all council's offices and libraries for public inspection;	✓	✓	✓		✓
29/03/2017	Submit budget to NT and PT in prescribed formats for inputs					
29/03/2017	Advertise budget for inputs and comments in local newspaper and place on municipal website;					
April 2017	Provincial IDP assessment week					✓
03/04/2017 to 26/04/2017	Public Meetings: Announcement and discussion of budget for representations to be submitted for consideration	✓	✓	✓		✓
28/04/2017	Closing of comments and representations on the Draft IDP and Budget @16 h 30	✓	✓	✓		✓
04/05/2017	Special Council workshop: Considering all inputs and/or objections on the budget and IDP, budget related policies and supply chain management policy.	✓	✓	✓		✓
18/05/2017	Special Mayoral Committee Meeting: Final consideration of new IDP & Budget to be proposed to Council for adoption with due consideration of inputs received.	✓	✓	✓		✓
25/05/2017	Special Council Meeting: Final consideration and adoption of new IDP and Budget.	✓	✓	✓		✓

