

TERM OF OFFICE IDP PROCESS PLAN 2011/12-2015/16

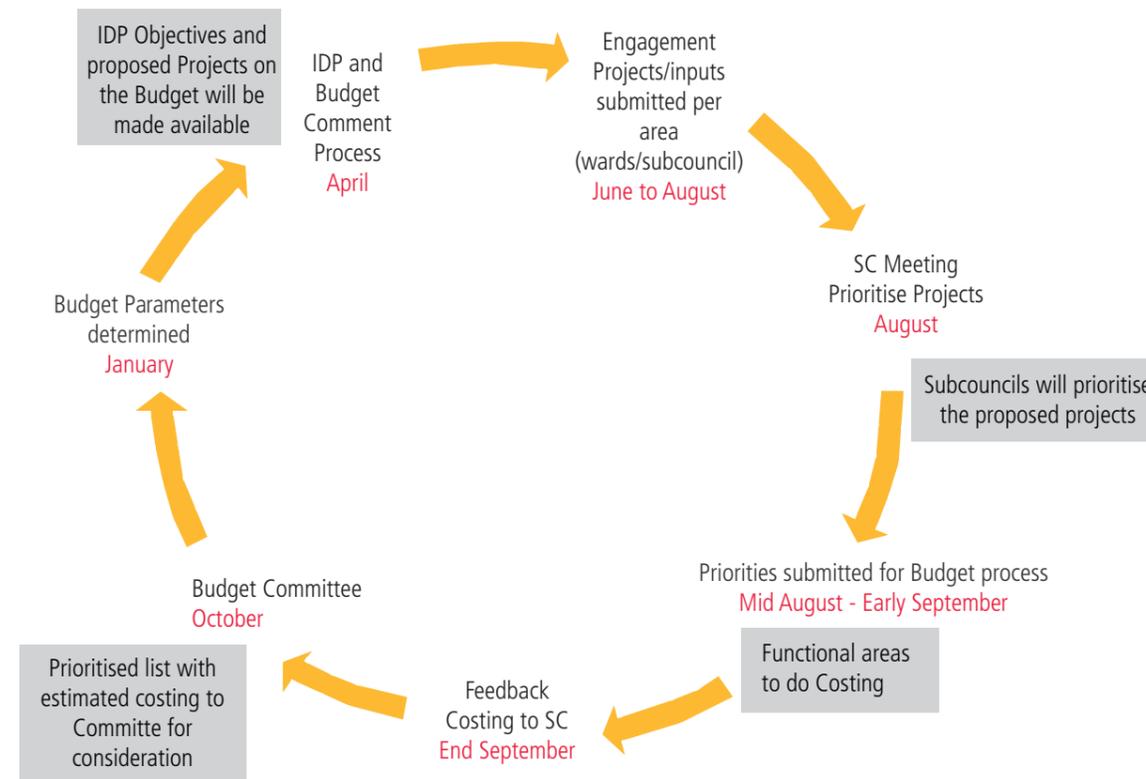
ITEM NO.	DELIVERABLE	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
1	Time Schedule: <ul style="list-style-type: none"> • Tabling of Draft IDP and Budget time-schedule to Council 	MSA 32 of 2000 & MFMA No. 56 of 2003	June
2	Public Engagement <ul style="list-style-type: none"> • Advertisement of time-schedule on website, local newspapers and notice boards • Acknowledgement of inputs received 	MSA CH5 S29 MSA S28	July / August September
3	Annual Report: <ul style="list-style-type: none"> • Tabling of Annual report to Council • Annual report made public and submitted to PCs • Approval of Oversight report on Annual Report by Council • Public making of oversight report 	MFMA	January February March April
4	Provisional approval of Draft IDP (5 Year Plan) and Budget: <ul style="list-style-type: none"> • Table draft IDP and Budget Report to Mayco and Council • Advertise and publish final draft of IDP and Budget for public comment and submit to National and Provincial Treasury and others as prescribed 	MSA & MFMA s16(2)	March April
5	IDP and Budget Hearings: <ul style="list-style-type: none"> • Conduct IDP/Corporate Scorecard / Budget Public Hearings to obtain public comment and inputs from communities, provincial government and other relevant stakeholders • Acknowledgement of comments received • Response to public comment i.r.o. Budget, tariffs and policies 	MSA s 74, 75 / MFMA s23	April May June
6	Approval of the Budget and IDP: <ul style="list-style-type: none"> • Draft IDP and Budget consultation feedback to Subcouncils and Portfolio Committees • Council must give final approval of the IDP/Corporate Scorecard and Budget document by resolution, setting taxes and tariffs, approving changes to the IDP and budget related policies, approve measurable performance objectives for revenue by source and expenditure by vote before the start of the financial year 	MFMA s23 MSA s 25 & MFMA 24	April May
7	Public Making of Budget and IDP	MSA and MFMA	June

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ITEM NO.	DELIVERABLE	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
8	Section 57 (MSA) Performance Agreements: <ul style="list-style-type: none"> Submit performance agreements to the Executive Mayor within 10 days after approval of the IDP and Budget. Council to note New Section 57 Scorecards Notification of approved S57 (top management performance agreements) to the public 	MFMA s 16, 24, 26, 53 MFMA s 53	May / June July/August August/ September
9	Approval of SDBIP's: <ul style="list-style-type: none"> Executive Mayor to approve Corporate SDBIP within 28 days after approval of the budget Place all Directorate Executive Summaries and SDBIPs and Department Business Plans and SDBIPs on website 	MFMA	May June August/ September

ACRONYMS

EMT	Executive Management Team
IDP	Integrated Development Plan
MSA	Municipal Systems Act
MFMA	Municipal Finance Management Act
MAYCO	Mayoral Committee
OPM	Organisational Performance Management
SDBIP	Service Delivery and Budget Implementation Plan



2011/12 IDP AND BUDGET TIME-SCHEDULE OF EVENTS FOR THE APPROVAL OF THE 2012/13 IDP AND BUDGET



CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

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ITEM NO.	DELIVERABLE	CO-ORDINATING DEPARTMENT	OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
1	Time Schedule: • Tabling of Draft IDP and Budget time-schedule to Council • Advertisement of time-schedule on website, local newspapers and notice boards	IDP/OPM IDP/OPM	<ul style="list-style-type: none"> Approved time-schedule for 11/12 Notification to public 	MSA 32 of 2000 & MFMA No. 56 of 2003 MSA s28	June '11 After June '11 Council
2	• Conclusion of 2011/12 S57 performance plans	IDP/OPM	• N/A	MSA	May / June
3	Third Quarter report a) 10/11 Third Quarter Performance Report to PCs, Mayco & Council b) Place 10/11 Third Quarter Corporate Performance Report on website and make available to National Treasury c) 10/11 Third Quarter Directorate and Department SDBIPs to PC's and Mayco	IDP/OPM IDP/OPM Directorates and Departments	<ul style="list-style-type: none"> First Quarter Report on agenda First Quarter Report on web First Quarter Report on agenda 	MFMA System of Delegations MFMA System of Delegations MFMA	June / July '11 June / July '11 June / July '11
4	Briefing sessions to Directorates to initiate Annual Report process	IDP/OPM	• Minutes of briefing session	Internal process	June '11
5	Planning for the IDP and Budget: a) Strategic session with IDP, EMT, MAYCO and Portfolio Committee b) Strategic session with Sub Council chairs to revisit process and timelines c) Engaging the public on priorities for the IDP and Budget d) Strategic session with IDP Reference Group (Corporate Scorecard process included) e) Acknowledgement of inputs received	IDP/OPM & Budget IDP/Budget IDP/OPM/Budget/OPMS/PPU IDP/OPM & Budget IDP/OPM & Budget	<ul style="list-style-type: none"> "Discussion about the existing and changing circumstances that may need different strategies" Minutes of strategic session "Prioritised needs from engagements" Minutes of strategic session Acknowledgements 	N/A N/A MSA Ch5 s29 Internal process N/A	July / August '11 July / August '11 July / August '11 August / September '11 September '11
6	Initiate the Budget Process: a) Reconstitute Budget Steering Committee (BSC) b) Setting of Budget Agenda and timelines (MTREF review) (BSC/Mayco/EMT) and i.r.o. Tariffs, policies and TMA c) Inputs from directorates and Portfolio Committees d) Adjustments budget with potential 2012/13 impact	Budget Budget & ISL Directorates/PCs/ Budget Budget	Minutes of BSC meeting Guidelines Input Summary 2011/12 Adjustments budget (potential)	MFMA 53(1) N/A N/A MFMA	August '11 August '11 September '11 August '11
7	4th Quarter and Annual Performance reports: a) 10/11 Fourth Quarter Corporate Performance Report to PCs, Mayco & Council b) Place 2010/11 Fourth Quarter Corporate Performance Report on website and make available to National Treasury c) First draft 10/11 Annual Report Auditor General d) 2010/11 Fourth Quarter Directorate and department SDBIPs to PC's and Mayco	IDP/OPM IDP/OPM IDP/OPM Finance Directorates and Departments	Fourth Quarter Report on agenda Fourth Quarter Report on web Draft Annual Report submitted Fourth Quarter Report on agenda	MFMA System of Delegations MFMA System of Delegations MFMA MFMA	August '11 August '11 August '11 August '11
8	External alignment and coordination: Consult with provincial sector departments, district and local municipalities on sector specific programmes for alignment with City plans.	IDP/OPM	Alignment of Prov./Neighbouring municipalities projects / programmes with CoCT	MSA Ch5 s24	August / September '11
9	S57 Performance Reviews: a) Conduct S57 2010/11 final performance review	OPM	Reviews conducted	MSA & MFMA	July / August '11
10	Preparing the Budget: a) Submit MTREF report including parameters and assumptions to prepare Operating and Capital budgets to Mayco b) Draft and distribute tariff process brief c) Line Departments to submit to Sub-Councils and Portfolio Committees summary of engagement inputs and their response to public inputs d) Capital Budget briefing sessions with directorates e) Operating Budget briefing sessions with directorates f) Outcome of Budget Steering Committee and Subcouncil input to Portfolio committees g) Consult political council caucusses on political priorities and needs	Budget ISL IDP/OPM Budget Budget Budget IDP	MTREF Report Tariff process briefing Line Departments feedback of public input Briefing sessions Briefing sessions Summary of inputs Summary of inputs	N/A N/A Internal process N/A N/A N/A N/A	October '11 October '11 October '11 October '11 November '11 November '11 October '11
11	1st Quarter and Annual Performance Report: a) Table draft Annual Report to Mayco. b) 2011/12 First Quarter Corporate Performance Report to PCs, Mayco and Council c) Place 2011/12 First Quarter Corporate Performance Report on website and make available to National Treasury	IDP/OPM IDP/OPM IDP/OPM	Draft Annual Report on agenda First Quarter Report on agenda First Quarter Report on web	MFMA System of Delegations MFMA System of Delegations	November '11 November '11 November '11
12	d) 2011/12 First Quarter Directorate and Department SDBIPs to PC's and Mayco e) Final Draft of Annual Report (including the City's Financial statements) submitted to the Auditor General f) Tabling of 2010/11 Annual report to Council	Directorates and Departments IDP/OPM IDP/OPM	First Quarter Report on agenda Final draft Annual Report Annual report on agenda	MFMA System of Delegations MFMA MFMA	November '11 January '12 January '12
13	2011/12 Mid-year assessment and review (to potentially influence 2012/13) First draft of Budgets: a) Input i.r.o. Budget related policies for the next financial year b) Municipal entities to align their budgets and plans with City IDP c) 1st draft Capital Budget including ward allocation projects to BSC/EMT	Budget ISL Shareholder, Contract Man Team, IDP/OPM Budget	Mid-year assessment (potential) Summary of inputs Aligned budget Draft Capital budget	MFMA s28 / 72 MFMA s17 MFMA MFMA	January '12 January '12 January '12 January '12
14	2nd Quarter Performance Reporting: a) 2011/12 Second Quarter (mid year) Corporate Performance Report to Mayco b) 2011/12 Second Quarter (mid year) Corporate Performance Report placed on the website and sent to National Treasury and MEC c) 2011/12 Second Quarter (mid year) Corporate Performance Report to Council d) Conduct S57 (top management) 2011/12 Mid-year performance reviews e) 2011/12 Second Quarter Corporate Performance Report to PCs" f) 2010/11 Annual report made public and submitted to Portfolio Committees g) 2011/12 Second Quarter Directorate and department performance report to PC's, Mayco	IDP/OPM IDP/OPM IDP/OPM IDP/OPM IDP/OPM IDP/OPM Directorates and Departments	<ul style="list-style-type: none"> Second Quarter Report on agenda Second Quarter report on web Second Quarter report on agenda Mid-year reviews held Second Quarter report on agenda Advert in newspapers and annual report public Performance report 	MFMA System of Delegations MFMA System of Delegations MFMA System of Delegations MSA Regulations 2006 MFMA System of Delegations MFMA MFMA	February '12 February '12 February '12 January '12 February '12 February '12 February '12

2011/12 IDP AND BUDGET TIME-SCHEDULE OF EVENTS FOR THE APPROVAL OF THE 2012/13 IDP AND BUDGET

ITEM NO.	DELIVERABLE	CO-ORDINATING DEPARTMENT	OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
15	First Drafts of Plans Completed: a) 1st draft Operating Budget including: Ward allocation projects, particulars of beneficiaries of Section 67 Grants (ward allocations and other) b) Completion of 2012/13 Draft: • Directorate Executive Summaries and SDBIPs • Departments Business Plans and SDBIPs to all Portfolio Committees, MAYCO c) Table draft IDP and Budget Report to Mayco and Council	Budget & ISL IDP/OPM, Directorates and Departments IDP & Budget & ISL	<ul style="list-style-type: none"> Draft Operating budget Directorate and Departmental 2012/13 draft SDBIP's Draft IDP & Budget 	MFMA MFMA MSA & MFMA s16(2)	February '12 February '12 March '12
16	3rd Quarter Performance: a) Conduct S57 2011/12 third quarter reviews b) Approval of 2010/11 Oversight report on Annual Report by Council c) Public making of 2010/11 oversight report	IDP/OPM IDP/OPM IDP/OPM	<ul style="list-style-type: none"> Third quarter reviews held Oversight Report Advertisements 	MSA & MFMA MFMA MFMA	March / April '12 March '12 April '12
17	Public Hearings: a) Advertise and publish final draft of IDP and Budget for public comment and submit to National and Provincial Treasury and others. b) Draft 2012/13 Corporate SDBIP and Budget Documentation to National and Provincial Treasury and MEC for Finance c) Conduct IDP/Corporate Scorecard / Budget Public Hearings to obtain public comment and inputs from communities, provincial government and other relevant stakeholders d) Draft IDP and Budget consultation feedback to Subcouncils and Portfolio Committees e) Corporate workshops iro Tariffs and Policies as part of Public Engagement Process f) Acknowledgement of comments received g) Feedback to Budget Steering Committee and MAYCO on draft consultative process	IDP/OPM & ISL IDP/OPM & BUDGET IDP/OPM & Budget Budget ISL IDP & ISL ISL & Budget	<ul style="list-style-type: none"> Advertisements Draft 2012/13 Corporate SDBIP Public comment on draft IDP & Budget Overview presentation (IDP and Budgets) and detailed budget presentations by line Comment on Policies & Tariffs Acknowledgements Report and amendments to policies and tariffs 	MFMA MFMA MSA s 74, 75 / MFMA s23 MFMA s23 N/A N/A MFMA	April '12 April '12 April '12 April '12 April '12 Begin May '12 May '12
18	Drafting s57 Contracts: Discuss 2012/13 draft Section 57 scorecards with EDs and MAYCO members	IDP/OPM	Draft Section 57 scorecards	MSA & MFMA	April / May 12
19	3rd Quarter Performance Reports: a) 2011/12 Third Quarter Corporate Performance Report to PCs, Mayco and Council b) Place 2011/12 Third Quarter Corporate Performance Report on website and make available to National Treasury c) 2011/12 Third Quarter Directorate and Department SDBIPs to PC's and Mayco	IDP/OPM IDP/OPM Directorates and Departments	Third Quarter Report on agenda Third Quarter Report on web Third Quarter Report on agenda	MFMA System of Delegations MFMA System of Delegations MFMA System of Delegations	May '12 May '12 May '12
20	Approval of Budget and IDP a) Council must give final approval of the IDP/Corporate Scorecard & Budget document by resolution, setting taxes and tariffs, approving changes to the IDP and budget related policies, approve measurable performance objectives for revenue by source and expenditure by vote before the start of the financial year b) Notification of approved 2012/13 IDP and Budget to public c) Response to public comment i.r.o. Budget, tariffs and policies d) Approval of 2012/13 Final: • Directorate Executive Summaries and SDBIPs • Departments Business Plans and SDBIPs to all Portfolio Committees, MAYCO and Council (CD) e) City Manager gives Draft 2012/13 Corporate SDBIP to the Executive Mayor for consideration, 14 days after approval of the budget	IDP/OPM & Budget IDP/OPM & Budget & ISL ISL IDP/OPM, Directorates and Departments IDP/OPM	Approved IDP & Budget for 2012/13 Advertisements Feedback to comments Final Directorate and Department Plans Draft Corporate Scorecard	MSA s 25 & MFMA 24 MSA and MFMA MFMA MFMA MFMA	May '12 June '12 June '12 May '12 May '12
21	S57 Performance contracts: a) S57 2012/13 new scorecards to be signed b) Executive Mayor receives the 2012/13 draft performance agreements within 14 days after the approval of the IDP and Budget. c) Submit to the MEC of Local Government and make it public within 14 days after approval d) Council to note New Section 57 Scorecards e) Notification of approved 2012/13 S57 (top management performance agreement) to public	IDP/OPM IDP/OPM IDP/OPM IDP/OPM IDP/OPM IDP/OPM	Signed new S57 Scorecards Draft performance Agreements Letter to MEC Approved New S57 Scorecards Notification to public	MSA & MFMA MFMA s 23, 24 MSA Ch 4 as amended MFMA s 16, 24, 26, 53 MFMA s 53 MSA & MFMA MSA and MFMA	May '12 May '12 May / June '12 July / August '12 August / September '12
22	Public Making and Compliance: a) Promulgation of tariffs for rates b) Submit to MEC ito Systems Act and MFMA and Regulations on IDP and Budget / Tariffs" c) Executive Mayor to approve 2012/13 Corporate SDBIP within 28 days after approval of budget d) Submit 2012/13 Directorate Executive Summaries to National and Provincial Treasury f) Submit 2012/13 Corporate SDBIP and Budget Document to National and Provincial Treasury and make public g) Letter to MEC on Final 2012/13 SDBIP	Revenue IDP/OPM & ISL IDP/OPM IDP/OPM IDP/OPM IDP/OPM & Budget IDP/OPM	Summary of tariffs Council Resolution Corporate SDBIP Book 2012/13 Directorate Executive Summaries Website 2012/13 Corporate SDBIP Book Letter to MEC	MFMA & MPRA MSA MFMA MFMA MFMA MFMA MFMA	June '12 June '12 June '12 June '12 June '12 June '12 June '12

ACRONYMS

BSC	Budget Steering Committee
EMT	Executive Management Team
IDP	Integrated Development Plan
MTBPS	Medium Term Budget Policy Statement
MTREF	Medium Term Revenue and Expenditure Framework
MSA	Municipal Systems Act
MFMA	Municipal Finance Management Act
MPRA	Municipal Property Rates Act
MAYCO	Mayoral Committee
OPM	Organisational Performance Management
PC's	Portfolio Committees
PPU	Public Participation Unit
SDBIP	Service Delivery and Budget Implementation Plan
TMA	Total Municipal Account

