

2012/13 IDP AND BUDGET TIME-SCHEDULE OF EVENTS FOR THE APPROVAL OF THE 2013/14 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 2012/13 IDP and Budget time-schedule to Council	IDP/OPM	Approved time-schedule for 12/13	Municipal Finance Management Act Section 21(1)	August '12
	Advertisement of time-schedule on website, local newspapers and notice boards		Notification to public		After August '12 Council
2	Planning for the 2013/14 IDP and Budget: a) Strategic session with IDP, EMT, MAYCO	IDP/OPM & Budget	Discussion about the existing and changing circumstances that may need different strategies	Internal process	August '12
	b) Engaging the public on priorities for the IDP and Budget via joint Ward Committee meetings per Subcouncils	IDP/OPM/Budget/OPMS/PPU/SC	Prioritised needs from engagements	Municipal Systems Act Section 29(1b)	July/ August '12
	c) Engage Communities on Performance Man System on KPI and setting of targets	IDP/OPM	Updated Five Year Scorecard	Municipal Systems Act Section 42	
	d) Strategic session with IDP Reference Group (Corporate Scorecard process included)	IDP/OPM & Budget	Minutes of strategic session	Internal process	August / September '12
3	Initiate the Budget Process: a) Setting of Budget Agenda and timelines (MTREF review) (BSC/Mayco/EMT) and i.r.o. Tariffs, policies and TMA	Budget & ISL	Guidelines	N/A	July '12
	b) Inputs from Subcouncils , directorates and Portfolio Committees	Directorates/PCs/ Budget and SC	Input Summary		August/September '12
	c) Adjustments budget with potential 2013/14 impact	Budget	2012/13 Adjustments budget (potential)	Municipal Financial Management Act	August '12
4	4th Quarter Performance reports: a) 2011/12 Fourth Quarter Corporate Performance Report to PCs, Mayco & Council	IDP/OPM	Fourth Quarter Report on agenda	Mun. Planning and Performance Management Regulations - Section 13 City's Performance Management Policy and Guidelines	August '12
	b) Place 2011/12 Fourth Quarter Corporate Performance Report on website and make available to National Treasury		Fourth Quarter Report on web	Municipal Financial Management Section 75 (2) Municipal Systems Act 21(b)	August '12
	c) Submit (electronically) 2011/12 4th Quarter Performance Report (part of schedule C) to: National and Provincial Treasury	IDP/OPM Finance	Draft Annual Report submitted	Municipal Budget and Reporting Regulations - Section 31	August '12
	d) 2011/12 Fourth Quarter Directorate and department SDBIPs to PC's and Mayco	Directorates and Departments	Fourth Quarter Report on agenda	Internal process	August '12
5	External alignment and coordination: a) 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	Municipal Systems Act Section 24	August / September '12
	b) Consult political council caucuses on political priorities and needs	IDP/OPM	Summary of inputs	Municipal Systems Act Section Section 29 (iii)	September ' 12
6	Preparing the 2013/14 IDP and Budget: a) Submit MTREF report including parameters and assumptions to prepare Operating and Capital budgets to Mayco and Budget Steering Comm.	Budget	MTREF Report	N/A	October ' 12
	b) Draft and distribute tariff process brief	ISL	Tariff process briefing		
	c) Capital Budget briefing sessions with directorates	Budget	Briefing sessions		
	d) Operating Budget briefing sessions with directorates	Budget	Briefing sessions		
	e) Outcome of Budget Steering Committee and Subcouncil input to Portfolio committees	Budget	Summary of inputs		
7	1st Quarter and Annual Performance Report: a) Table draft 2011/12 Annual Report to Mayco.	IDP/OPM	Draft Annual Report on agenda	N/A	November '12
	b) 2012/13 First Quarter Corporate Performance Report to PCs, Mayco and Council	IDP/OPM	First Quarter Report on agenda	Municipal Planning and Performance Regulations Section 13 City's Performance management Policy and guidelines	November '12
	c) Place 2012/13 First Quarter Corporate Performance Report on website and make available to National Treasury	IDP/OPM	First Quarter Report on web	Municipal Financial Management Act Section 75 (2) Municipal Systems Act 21(b)	November '12
	d) 2012/13 First Quarter Directorate and Department SDBIPs to PC's and Mayco	Directorates and Departments	First Quarter Report on agenda	Municipal Budget and Reporting Regulations - Section 31 Municipal Finance Management Act	November '12
	e) Tabling 2011/12 Annual report to council	IDP/OPM	Annual Report on agenda	System of Delegations	November '12
	f) Final Draft of 2011/12 Annual Report (including the City's Financial statements) submitted to the Auditor General, Provincial Treasury & Dept. Local Government	IDP/OPM	Final draft Annual Report	Municipal Finance Management Act - Section 127 (2)	January '13
	g) Public participation process - 2011/12 Annual Report	IDP/OPM	Summary of public comments / inputs	Municipal Finance Management Act - 127 (5)	January '13
8	2012/13 Mid-year assessment and review (to potentially influence 2013/14)	Budget	Mid-year assessment (potential)	Municipal Financial Management Section 127 (5a)	February '13
9	First draft of 2013/14 Budgets: a) Input i.r.o. Budget related policies for the next financial year	ISL	Summary of inputs	Municipal Finance Management Act section 17	January '13
	b) Municipal entities to align their budgets and plans with City IDP	Shareholder, Contract Man Team and IDP/OPM	Aligned budget	Municipal Finance Management Act Section 87 (ii) and (iii) Municipal Finance Management Act Section 88	January '13
	c) 1st draft Capital Budget including ward allocation projects to BSC/EMT	Budget	Draft Capital budget	Municipal Finance Management Act	January '13
10	2nd Quarter and Annual Performance Reporting: a) 2012/13 Second Quarter (mid year) Corporate Performance Report to Mayco and Council	IDP/OPM	Second Quarter Report on agenda	Municipal Financial Management Act 72 System of Delegations	January/February '13
	b) 2012/13 Second Quarter (mid year) Corporate Performance Report placed on the website and sent to National Treasury and MEC			Municipal Systems Act 21b Municipal Finance Management Act 75(1) System of Delegations	January/February '13
	c) 2012/13 Second Quarter Corporate Performance Report to PCs			Municipal Finance Management Act System of Delegations	January /February '13
	d) 2011/12 Annual report made public and submitted to Portfolio Committees			Advert in newspapers and annual report public	February '13
	e) 2012/13 Second Quarter Directorate and department performance report to PC's, Mayco	Directorates and Departments	Performance report	Municipal Finance Management Act	February '13
11	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)	Budget & ISL	Draft Operating budget	Municipal Finance Management Act	February '13
	b) Completion of 2013/14 Draft: • Directorate Executive Summaries and SDBIPs • Departments Business Plans and SDBIPs to all Portfolio Committees, MAYCO	IDP/OPM, Directorates and Departments	Directorate and Departmental 2012/13 draft SDBIP's	Municipal Finance Management Act Municipal Budget and Reporting Regulations Schedule A, Part 2, 22, 23, 24	February '13
	c) Table draft 2013/14 IDP incl. Corporate Scorecard and Budget Report to Mayco and Council	IDP & Budget & ISL	Draft IDP & Budget	Municipal Finance Management Act Section 19, 22 and 23	March '13
	d) Approval of 2011/12 Oversight report on Annual Report by Council	IDP/OPM	Oversight Report	Municipal Finance Management Act	March '13

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	e) Conduct 2013/14 IDP incl. Corporate Scorecard and Budget Public Hearings to obtain public comment from communities, provincial government and other relevant stakeholders	IDP/OPM & Budget	Public comment on draft IDP & Budget	Municipal System Act section 29 (ii), section 42 / Municipal Financial Management Act section 22	April '13
12	3rd Quarter Performance Reports: a) 2012/13 Third Quarter Corporate Performance Report to PCs, Mayco and Council	IDP/OPM	Third Quarter Report on agenda	Municipal Systems Act 21b Municipal Finance Management Act 75(1) System of Delegations	June/July '13
	b) Place 2012/13 Third Quarter Corporate Performance Report on website and make available to National Treasury	IDP/OPM	Third Quarter Report on web	Municipal Finance Management Act System of Delegations	July '13
	c) 2012/13 Third Quarter Directorate and Department SDBIPs to PC's and Mayco	Directorates and Departments	Third Quarter Report on agenda	Municipal Finance Management Act System of Delegations	June '13
13	Approval of 2013/14 IDP incl. Corporate Scorecard and budget: a) Council must give final approval of the IDP incl. 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	IDP/OPM & Budget	Approved IDP & Budget for 2013/14	Municipal Finance Management Act Section 24 Municipal Finance Management Act Section 25	May '13
	b) Notification of approved 2013/14 IDP and Budget to public	IDP/OPM & Budget & ISL	Advertisements	Municipal Systems Act Section 25(4)(a)(b)	June '13
	c) Response to public comment i.r.o. Budget, tariffs and policies	ISL	Feedback to comments	Municipal Finance Management Act	June '13
	d) Approval of 2013/14 Final: • Directorate Executive Summaries and SDBIPs • Departments Business Plans and SDBIPs to all Portfolio Committees, MAYCO and Council	IDP/OPM, Directorates and Departments	Final Directorate and Department Plans	Municipal Finance Management Act Municipal Budget and Reporting Regulation Schedule A, Part 2, 22, 23, 24	May '13
	e) City Manager gives Draft 2013/14 Corporate SDBIP to the Executive Mayor for consideration, 14 days after approval of the budget	IDP/OPM	Draft Corporate Scorecard	Municipal Finance Management Act Section 69(3)(a)	May '13
14	Public Making and Compliance: a) Promulgation of tariffs for rates	Revenue	Summary of tariffs	Municipal Finance Management Act Municipal Planning and Performance Regulations	June '13
	b) Submit final 2013/14 IDP incl. Corporate Scorecard document to MEC of Local Government within 10 days after Council approval	IDP/OPM & ISL	Council Resolution	Municipal Systems Act Section 32(1)	June '13
	c) Executive Mayor to approve 2013/14 Corporate SDBIP within 28 days after approval of budget		Corporate SDBIP Book	Municipal Finance Management Act Section 53(1)(c)(ii)(2)	June '13
	e) Place all 2013/14 Directorate Executive Summaries and SDBIPs; and Department Business Plans and SDBIPs on website	IDP/OPM	Website	Municipal Finance Management Act Municipal Budget and Reporting Regulation Chapter 2, Part 3, 15(3)	June '13
	f) Submit 2013/14 Corporate SDBIP and Budget Document to National and Provincial Treasury and make public	IDP/OPM & Budget	Advert, Cover letters, electronic submission	Municipal Finance Management Act Section 53(3)(a) Municipal Finance Management Act Municipal Budget and Reporting Regulation Chapter 2, Part 3, 15(3)	June '13
	g) Letter to MEC on Final 2013/14 SDBIP	IDP/OPM	Letter to MEC	Municipal Finance Management Act Section 53(3)(b)	June '13

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

