

IDP AND BUDGET TIME-SCHEDULE 1 JULY 2016 - 30 JUNE 2017

Item No.	Deliverables	Coordinating Department	Output	Legislative Requirement and Information	Time Frame
1	Process Plan new term of office IDP 2017/18-2021/2022 a) Consultation on the Process Plan b) Adopt the Process Plan	IDP	Process Plan for the drafting of the next five-year IDP.	a) Section 28(2) of the Municipal Systems Act 32 of 2000, b)Section 28(1) of the Municipal Systems Act 32 of 2000.	July 2016
2	IDP and Budget Time Schedule 2017/2018: Tabling of IDP and Budget time-schedule to Council for approval.	IDP.OPM	Approved time-schedule	Municipal Finance Management Act (MFMA) Section 21(1) Municipal Systems Act Section 26(e), 35 (2) Spatial Planning and Land Use Management Act (SPLUMA) Section Sec 20 (2)	August'16
3	Budget Process: Setting of Budget Agenda and timelines (MTREF review) BSC/Mayco/EMT) i.r.o. Tariffs, policies and TMA	Budget & ISL	Strategic direction and guidance at commencement of budget process	Municipal Finance Management Act 53 (1)	July - August 2016 August 2016 ongoing
4	2016/17 August Adjustment Process: Adjustment 2016/17 budget with potential 2017/18 impact	Budget & IDP	2016/17 Adjustment budget and amended SDBIPs (potential)	Municipal Finance Management Act 28 Municipal Budget and Reporting Regulations 23	By 25 August 2016
5	Planning for the drafting of the new term of office IDP 2017/18 - 2021/2022 Communities inputs and Prioritisation	IDP.OPM	Community inputs and Prioritisation	Municipal Systems Act Section 29(b) Municipal Finance Management Act Section 35(c) and 37(1)(b) Spatial Planning and Land Use Management Act (SPLUMA) Sec 20(3)(a)	September - October'16
6	Draft and distribute tariff process brief (Parameters needed by 31 August 2016 for tariff review)	ISL	Tariff processs briefing	Municipal Finance Management Act Section 24(2)(c)(ii)	September 2016
7	Special Finance portfolio Meeting including Social Development PC (ECD & HOMAC) & Utilities PC - Input i.r.o. Budget related policies for the next financial year	Committee Services, ISL, Revenue, Human Settlements, Utility Services, TCT & Budget	Draft policies	Municipal Finance Management Act Section 17 & 21	28 October 2016
8	Publication of approved adjustment budget on website and submit to National & Provincial Treasuries both printed and electronic formats	Budget	Approved 2016/17 Admustment, Budget, IDP & SDBIPs being made available on official website and submission to NT and PT	Municipal Finance Management Act 28(7) Municipal Systems Act 21(b) Municipal Budget and Reporting Regulations 24,26 & 27(2)(b)	Within ten working days after mayor has tabled an adjustment budget in the municipal council.
9	Submission of draft 2017/18 BEPP to National Treasury * subject to minor time change.	SPUD	Draft 2017/18 BEPP	Division of Revenue Act Section 9.2(a),9,3,10.9 & 14.1 & 14.2	November 2016 * change to March 2017
10	Present MTREF parameters and assumptions to BSC to prepare detailed Operating and Capital budgets	Budget	Presentations	Municipal Finance Management Act Section 21	August to November 2016
11	Prepare detailed Operating and Capital budgets	Budget	Operating and Capiatl Budgets	Internal Process	November to February 2017
12	Submit Miscellaneous Tariff Reports to relevant Portfolio Committees	ISL	Tariff report	Municipal Finance Management Act Section 24(2)(c)(ii)	1 - 11 November 2016
13	r) Municipal entities to align their budgets and business 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 2017
14	Midyear Review and Adjustment Budget 2016/17 Mid-year assessment and review (to potentially influence 2017/18) to Mayor	IDP and Budget	Mid-year assessment	Municipal Finance Management Act Section 72	25 January 2017
15	Mid-year budget and performance assessment visits	Budget	Assessment visits	National Treasury Circular requirements	January - March 2017
16	Submission of Mid-year assessment to National and Provincial Treasury	Budget	Submission of Mid-year assessment to National and Provincial Treasury	Municipal Finance Management Act Section 72 Municipal Budget and Reporting Regulations 35	25 January 2017
17	Publication of Mid-year assessment	Budget	Publication of Mid-year assessment	Municipal Finance Management Act Section 72 Municipal Budget and Reporting Regulations 35	end of January 2017
18	2016/17 Mid-year Adjustment budget, IDP and SDBIPs (Corporate, Directorate & Department)	IDP & Budget	2016/17 Adjustment budget (2), IDP and SDBIPs (Corporate, Directorate & Departments)	Municipal Finance Management Act Section 28 & 54(1)(c) Municipal Budget and Reporting Regulations 23	By 28 February 2017
19	Publishing Adjustments Budget on website and submit to National and Provincial Treasury	IDP & Budget	Approved Adjustment Budget being made available on official website and submission to NT and PT	Municipal Finance Management Act Section 28(7) Municipal Systems Act 21(b) Municipal Budget and Reporting Regulations 24,26 & 27(2)(b)	Within ten working days after mayor has tabled an adjustment budget in the municipal council.
20	National Treasury 2016/17 mid-year review assessment (IDP, Budget and BEPP)	Budget	National Treasury assessment	Municipal Planning By-Law (MPB-L) Sec 7	February 2017
21	Special Finance Portfolio Committee Meeting including Social Development PC (ECD & HOMAC) & Utilities PC - Input i.r.o. Budget related policies for the next financial year	Committee Services, ISL, Revenue, Human Settlements, Utility Services, TCT & Budget	Draft policies	Municipal Finance Management Act Section 17 & 21	10 February 2017



CITY OF CAPE TOWN
ISIIXEKO SASEKAPA
STAD KAAPSTAD

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22	Services tariffs: a) Submit TCT fuel related tariff report to Portfolio Committee	TCT	Fuel related tariff report	Municipal Finance Management Act Section 24(2)(c)(ii)	3 February 2017
	b) Present Total Municipal Account to Budget Steering Committee	ISL	TMA Modelling	Municipal Systems Act 73 2(c) Municipal Finance Management Act Section 17(1)(a)	March 2017 - May 2017
23	Table the draft new term of office IDP 2017/18 - 2021/2022 incl. Corporate Scorecard as annexure to the 2017/18 - 2019/20 Budget to Mayco and Council	IDP & Budget & ISL	Draft IDP & Budget	Municipal Finance Management Act Section 16(2) and 17(1)(2)(3) Municipal Systems Act Regulation 3(4)(a-b)	March 2017
24	Draft Review of SDBIP 2017/2018	IDP.OPM	Draft SDBIP	Municipal Budget and Reporting Regulations 14(2)	April 2017
25	Budget and Benchmark Assessments	Budget	Budget and Benchmark Assessments	National Treasury Circular requirements	April - May 2017
26	Public Comment: a)Publication of annual tabled budgets incl. draft new term of office IDP 2017/18-2021/2022 b)Public comment on 2017/18 Draft new term of office IDP as annexure to Draft 2017/18 - 2019/20 Budget	IDP & Budget & ISL & Sub-councils & PPU.	Tabled Annual Budget incl. draft IDP new term of office 2017/18-2021/2022. available for viewing and comment.	Municipal Finance Management Act Section 22 Municipal Systems Act Section 21(a) Municipal Systems Act section 16(a) and 17	29 March 2017 until 21 April 2017
27	a) Submission of tabled annual budget and draft SDBIPs to National and Provincial Treasuries in both printed and electronic formats	IDP. OPM & Budget	Tabled annual budget + SDBIPs submitted	Municipal Finance Management Act Section 22(b) MFMA MBRR Regulation 15(3) (b)	April 2017
28	Council must give final approval of new term of office IDP 2017/18- 2021.2022 including the Corporate Scorecard, the Reviewed MSDP, BEPP and Budget document by resolution, setting taxes and tariffs, approving the new term of office 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, ISL, SPUD	Approved new term of office IDP, Budget and BEPP for 2017/18	Municipal Systems Act Section 25 (1) Municipal Planning By-Law (MPB-L) Section 6	May 2017
29	Submission of approved BEPP to National Treasury	SPUD	Approved BEPP Report for 2016/17	National Treasury Guidelines on BEPP	May-17
30	Notification of approved new term of office IDP 2017/18 - 2021/2022 and 2017/18 - 2019/20 Budget	IDP.OPM & Budget, ISL, SPUD	Advertisements	Municipal Systems Act 25(4)(a)(b)	Jun-17
31	Submission of approved annual budget to National and Provincial Treasuries in both printed and electronic formats	Budget	Submission of approved Budget and related documents including resolutions	Municipal Finance Management Act Section 24(3) Municipal Budget and Reporting Regulation 20	Within 10 days after the Municipality approved the annual budget
32	Publishing the approved annual budget, IDP and Report on Public Comments on the City's website and displaying the documents and various locations	Budget/ISL	Publication of approved IDP and annual budget and related documents including resolutions	Municipal Finance Management Act Section 22 Municipal Budget and Reporting Regulations 18 Municipal Systems Act Sections 21A and 21 B	Within 10 days after the Municipality approved the annual budget
33	Response to public comment i.r.o. Budget, tariffs, and policies	ISL	Responses to comments	Municipal Finance Management Act Section (23)(1)	June - July 2017
34	Promulgation of rates and additional rates to be levied	Revenue	Promulgation of rates and additional rates	Municipal Property Rates Act 14(3)	June 2017
35	Submit approved IDP new term of office 2017/18-2021/2022 including Corporate Scorecard document to MEC Local Government within 10 days after Council approval	IDP.OPM & SPUD	Council resolution, MEC memo	Municipal Systems Act Section 32(1) Western Cape Land Use Planning Act (LUPA) Sec 14 Municipal Planning By-Law (MPB-L) Sec 7	June 2017
36	Submit link to Budget Document, Advert & Council Resolution to the MEC for Local Government (WCG)	ISL	Submission of approved Budget and related documents including resolutions	Municipal Systems Act Section 75A(4)	9 June 2017
37	Draft SDBIP 2017/18 a) City Manager submits draft 2017/18 Corporate SDBIP and Directorate Executive Summaries and SDBIPs to the Executive Mayor for consideration, 14 days after approval of the budget	IDP.OPM	Corporate SDBIP Book . Corporate SDBIP . Directorate Executive Summaries and SDBIP . Departments Business Plans and SDBIPs	MFMA 69(3)(a)	June 2017
38	b) Executive Mayor approves 2017/18 SDBIPs within 28 days after approval of budget	IDP.OPM	Final 2017/18 SDBIP Book . Corporate SDBIP . Directorate Executive Summaries and SDBIP . Departments Business Plans and SDBIPs	MFMA 53(1)(c)(ii)	June 2017
39	c) Place the 2017/18 Corporate SDBIP and Directorate Executive Summaries and SDBIPs on website	IDP.OPM	Updated website	MBRR 19	July 2017
40	d) Submit 2017/18 Corporate SDBIP and Directorate Executive Summaries to National and Provincial Treasury and make public	IDP.OPM	Advert, Cover letters, electronic submission	MBBR 20(2)(b)	July 2017

* Item 9 time change from November 2016 to March 2017