

Annexure B: Draft 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
1	Time Schedule: Tabling of Draft IDP and Budget time-schedule to Council	IDP/OPM	Approved time-schedule for 11/12	MSA 32 of 2000 & MFMA No. 56 of 2003	June '11
	Advertisement of time-schedule on website, local newspapers and notice boards	IDP/OPM	Notification to public	MSA s28	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	IDP/OPM	First Quarter Report on agenda	MFMA System of Delegations	June / July'11
	b) Place 10/11 Third Quarter Corporate Performance Report on website and make available to National Treasury	IDP/OPM	First Quarter Report on web	MFMA System of Delegations	June / July'11
	c) 10/11 Third Quarter Directorate and Department SDBIPs to PC's and Mayco	Directorates and Departments	First Quarter Report on agenda	MFMA	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	IDP/OPM & Budget	Discussion about the existing and changing circumstances that may need different strategies	N/A	July / August '11
	b) Strategic session with Sub Council chairs to revisit process and timelines	IDP/Budget	Minutes of strategic session	N/A	July / August '11
	c) Engaging the public on priorities for the IDP and Budget	IDP/OPM/Budget/O PMS/PPU	Prioritised needs from engagements	MSA Ch5 s29	July / August '11
	d) Strategic session with IDP Reference Group (Corporate Scorecard process included)	IDP/OPM & Budget	Minutes of strategic session	Internal process	August / September '11
	e) Acknowledgement of inputs received	IDP/OPM & Budget	Acknowledgements	N/A	September '11
6	Initiate the Budget Process: a) Reconstitute Budget Steering Committee(BSC)	Budget	Minutes of BSC meeting	MFMA 53(1)	August '11
	b) Setting of Budget Agenda and timelines (MTREF review) (BSC/Mayco/EMT) and i.r.o. Tariffs, policies and TMA	Budget & ISL	Guidelines	N/A	August '11
	c) Inputs from directorates and Portfolio Committees	Directorates/PCs/ Budget	Input Summary	N/A	September'11
	d) Adjustments budget with potential 2012/13 impact	Budget	2011/12 Adjustments budget (potential)	MFMA	August '11
7	4th Quarter and Annual Performance reports: a) 10/11 Fourth Quarter Corporate Performance Report to PCs, Mayco & Council	IDP/OPM	Fourth Quarter Report on agenda	MFMA System of Delegations	August '11
	b) Place 2010/11 Fourth Quarter Corporate Performance Report on website and make available to National Treasury	IDP/OPM	Fourth Quarter Report on web	MFMA System of Delegations	August '11
	c) First draft 10/11 Annual Report Auditor General	IDP/OPM Finance	Draft Annual Report submitted	MFMA	August '11
	d) 2010/11 Fourth Quarter Directorate and department SDBIPs to PC's and Mayco	Directorates and Departments	Fourth Quarter Report on agenda	MFMA	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	Budget	MTREF Report	N/A	October ' 11
	b) Draft and distribute tariff process brief	ISL	Tariff process briefing	N/A	October ' 11
	c) Line Departments to submit to Sub-Councils and Portfolio Committees summary of engagement inputs and their response to public inputs	IDP/OPM	Line Departments feedback of public input	Internal process	October ' 11
	d) Capital Budget briefing sessions with directorates	Budget	Briefing sessions	N/A	October ' 11
	e) Operating Budget briefing sessions with directorates	Budget	Briefing sessions	N/A	November '11
	f) Outcome of Budget Steering Committee and Subcouncil input to Portfolio committees	Budget	Summary of inputs	N/A	November '11
	g) Consult political council caucusses on political priorities and needs	IDP	Summary of inputs	N/A	October ' 11
11	1st Quarter and Annual Performance Report: a) Table draft Annual Report to Mayco.	IDP/OPM	Draft Annual Report on agenda		November '11
	b) 2011/12 First Quarter Corporate Performance Report to PCs, Mayco and Council	IDP/OPM	First Quarter Report on agenda	MFMA System of Delegations	November '11
	c) Place 2011/12 First Quarter Corporate Performance Report on website and make available to National Treasury	IDP/OPM	First Quarter Report on web	MFMA System of Delegations	November '11

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12	d) 2011/12 First Quarter Directorate and Department SDBIPs to PC's and Mayco	Directorates and Departments	First Quarter Report on agenda	MFMA System of Delegations	November '11
	e) Final Draft of Annual Report (including the City's Financial statements) submitted to the Auditor General	IDP/OPM	Final draft Annual Report	MFMA	January'12
	f) Tabling of 2010/11 Annual report to Council	IDP/OPM	Annual report on agenda	MFMA	January'12
13	2011/12 Mid-year assessment and review (to potentially influence 2012/13) First draft of Budgets:	Budget	Mid-year assessment (potential)	MFMA s28 / 72	January '12
	a) Input i.r.o. Budget related policies for the next financial year	ISL	Summary of inputs	MFMA s17	January '12
	b) Municipal entities to align their budgets and plans with City IDP	Shareholder, Contract Man Team, IDP.OPM	Aligned budget	MFMA	January '12
	c) 1st draft Capital Budget including ward allocation projects to BSC/EMT	Budget	Draft Capital budget	MFMA	January '12
14	2nd Quarter Performance Reporting:				
	a) 2011/12 Second Quarter (mid year) Corporate Performance Report to Mayco	IDP/OPM	Second Quarter Report on agenda	MFMA System of Delegations	February'12
	b) 2011/12 Second Quarter (mid year) Corporate Performance Report placed on the website and sent to National Treasury and MEC	IDP/OPM	Second Quarter report on web	MFMA System of Delegations	February'12
	c) 2011/12 Second Quarter (mid year) Corporate Performance Report to Council	IDP/OPM	Second Quarter report on agenda	MFMA System of Delegations	February'12
	d) Conduct S57 (top management) 2011/12 Mid-year performance reviews	IDP/OPM	Mid-year reviews held	MSA Regulations 2006	January'12
	e) 2011/12 Second Quarter Corporate Performance Report to PCs	IDP/OPM	Second Quarter report on agenda	MFMA System of Delegations	February'12
	f) 2010/11 Annual report made public and submitted to Portfolio Committees	IDP/OPM	Advert in newspapers and annual report public	MFMA	February'12
15	g) 2011/12 Second Quarter Directorate and department performance report to PC's, Mayco	Directorates and Departments	Performance report	MFMA	February'12
	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	MFMA	February'12
16	b) Completion of 2012/13 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	MFMA	February'12
	c) Table draft IDP and Budget Report to Mayco and Council	IDP & Budget & ISL	Draft IDP & Budget	MSA & MFMA s16(2)	March '12
17	3rd Quarter Performance:				
	a) Conduct S57 2011/12 third quarter reviews	IDP/OPM	Third quarter reviews held	MSA & MFMA	March / April 12
	b) Approval of 2010/11 Oversight report on Annual Report by Council	IDP/OPM	Oversight Report	MFMA	March'12
18	c) Public making of 2010/11 oversight report	IDP/OPM	Advertisements	MFMA	April'12
	Public Hearings:				
	a) Advertise and publish final draft of IDP and Budget for public comment and submit to National and Provincial Treasury and others.	IDP/OPM & ISL	Advertisements	MFMA	April'12
	b) Draft 2012/13 Corporate SDBIP and Budget Documentation to National and Provincial Treasury and MEC for Finance	IDP/OPM & BUDGET	Draft 2012/13 Corporate SDBIP	MFMA	April'12
	c) Conduct IDP/Corporate Scorecard / Budget Public Hearings to obtain public comment and inputs from communities, provincial government and other relevant stakeholders	IDP/OPM & Budget	Public comment on draft IDP & Budget	MSA s 74, 75 / MFMA s23	April'12
	d) Draft IDP and Budget consultation feedback to Subcouncils and Portfolio Committees	Budget	Overview presentation (IDP and Budgets) and detailed budget presentations by line	MFMA s23	April '12
	e) Corporate workshops iro Tariffs and Policies as part of Public Engagement Process	ISL	Comment on Policies & Tariffs	N/A	April '12
19	f) Acknowledgement of comments received	IDP & ISL	Acknowledgements	N/A	Begin May'12
	g) Feedback to Budget Steering Committee and MAYCO on draft consultative process	ISL & Budget	Report and amendments to policies and tariffs	MFMA	May ' 12
	Drafting s57 Contracts:				
20	Discuss 2012/13 draft Section 57 scorecards with EDs and MAYCO members	IDP/OPM	Draft Section 57 scorecards	MSA & MFMA	April / May 12
	3rd Quarter Performance Reports:				
	a) 2011/12 Third Quarter Corporate Performance Report to PCs, Mayco and Council	IDP/OPM	Third Quarter Report on agenda	MFMA System of Delegations	May'12

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19	b) Place 2011/12 Third Quarter Corporate Performance Report on website and make available to National Treasury	IDP/OPM	Third Quarter Report on web	MFMA System of Delegations	May'12
	c) 2011/12 Third Quarter Directorate and Department SDBIPs to PC's and Mayco	Directorates and Departments	Third Quarter Report on agenda	MFMA System of Delegations	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	IDP/OPM & Budget	Approved IDP & Budget for 2011/12	MSA s 25 & MFMA 24	May ' 12
	b) Notification of approved 2011/12 IDP and Budget to public	IDP/OPM & Budget & ISL	Advertisements	MSA and MFMA	June'12
	c) Response to public comment i.r.o. Budget, tariffs and policies	ISL	Feedback to comments	MFMA	June'12
	d) Approval of 2012/13 Final : • Directorate Executive Summaries and SDBIPs • Departments Business Plans and SDBIPs to all Portfolio Committees, MAYCO and Council (CD)	IDP/OPM, Directorates and Departments	Final Directorate and Department Plans	MFMA	May'12
	e) City Manager gives Draft 2012/13 Corporate SDBIP to the Executive Mayor for consideration, 14 days after approval of the budget	IDP/OPM	Draft Corporate Scorecard	MFMA	May'12

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21	S57 Performance contracts:	IDP/OPM	Signed new S57 Scorecards	MSA & MFMA	May '12
	a) S57 2012/13 new scorecards to be signed	IDP/OPM	Draft performance Agreements	MFMA s 23, 24 MSA Ch 4 as amended	May '12
	b) Executive Mayor receives the 2012/13 draft performance agreements within 14 days after the approval of the IDP and Budget.	IDP/OPM	Letter to MEC	MFMA s 16, 24, 26, 53 MFMA s 53	May / June '12
	c) Submit to the MEC of Local Government and make it public within 14 days after approval	IDP/OPM	Approved New S57 Scorecards	MSA & MFMA	July / August '12
	d) Council to note New Section 57 Scorecards	IDP/OPM	Notification to public	MSA and MFMA	August / September '12
22	Public Making and Compliance:	Revenue	Summary of tariffs	MFMA & MPRA	June'12
	a) Promulgation of tariffs for rates	IDP/OPM & ISL	Council Resolution	MSA	June'12
	b) Submit to MEC ito Systems Act and MFMA and Regulations on IDP and Budget / Tariffs	IDP/OPM	Corporate SDBIP Book	MFMA	June '12
	c) Executive Mayor to approve 2012/13 Corporate SDBIP within 28 days after approval of budget	IDP/OPM	2012/13 Directorate Executive Summaries	MFMA	June'12
	d) Submit 2012/13 Directorate Executive Summaries to National and Provincial Treasury	IDP/OPM	Website	MFMA	June'12
	e) Place all 2012/13 Directorate Executive Summaries and SDBIPs; and Department Business Plans and SDBIPs on website	IDP/OPM & Budget	2012/13 Corporate SDBIP Book	MFMA	June'12
	f) Submit 2012/13 Corporate SDBIP and Budget Document to National and Provincial Treasury and make public	IDP/OPM	Letter to MEC	MFMA	June'12
	g) Letter to MEC on Final 2010/11 SDBIP				

- ACRONYMS**
- BSC Budget Steering Committee
 - EMT Executive Management Team
 - IDP Integrated Development Plan
 - S Medium Term Budget Policy Statement
 - F Medium Term Revenue and Expenditure Framework
 - MSA Municipal Systems Act
 - MFMA Municipal Finance Management Act
 - MPRA Municipal Property Rates Act
 - O 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

