

IDP AND BUDGET TIME-SCHEDULE FOR THE APPROVAL OF THE 2016/17 IDP AND 2016/17 - 2018/19 BUDGET

Item No.	Deliverable	Co-Ordinating Department	Output	Legislative Requirement and Information	Time Frame
1	Time Schedule: a) Tabling of IDP and Budget time-schedule to Executive Mayor for approval	IDP/OPM	Approved time-schedule	Municipal Finance Management Act (MFMA) Section 21(1)	August '15
	b) Advertisement of time-schedule on website, local newspapers and notice boards		Notification to public	Municipal Systems Act Section 21, 21A & 21B, 28 (3)	After Council approval
2	Planning for the 2016/17 Reviewed IDP: External alignment and coordination a) Cluster meetings with Provincial Government	IDP/OPM	Cluster meetings Meetings with neighbouring municipalities	Municipal Systems Act Section 24 Municipal Finance Management Act Section 35(c) and 37(1)(b)	September - October '15
	b) Meetings with neighbouring municipalities				
	c) Reviewing the 2012 - 2017 IDP in accordance with the performance management system	IDP/OPM	Reviewing process	Municipal Systems Act Section 34(a)	September '15
	d) Councillor or Committee of Council to submit a memorandum with recommendations for amendments to the IDP and Corporate Scorecard document to Council	IDP/OPM	Memorandum	Municipal System Act Section 34(b) Municipal Planning and Performance Management Regulations 3(1), (2), (4)(a)	October '15
	e) Publish the amendments to the IDP document for comment by the public 21 days.	IDP/OPM	Advertisement	Municipal Planning and Performance Management Regulations 3(4)(b)	November '15
	f) Table public comments on proposed amendments to Council	IDP/OPM	Proposed amendments	Internal Process	March '15
	Initiate the Budget Process:			Municipal Finance Management Act 53(1)	
3	Setting of Budget Agenda and timelines (MTREF review) BSC/Mayco/EMT) and 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 '15
	Input into 2016/17 Budget PPP a) Public engagement meetings on the Budget	PPU, IDL & Subcouncil	Submission	Municipal Finance Management Act Section 21	August - September '15
	b) Inputs from Directorates and Portfolio Committees	Directorates/PCs/ Budget	Input Summary / Committee References	Municipal Finance Management Act Section 21	August- October '15
4	2015/16 August Adjustment Process: a) Adjustment 2015/16 budget with potential 2016/17 impact	Budget & IDP	2015/16 Adjustment budget and amended SDBIPs (potential)	Municipal Finance Management Act Section 28 Municipal Budget and Reporting Regulations 23	by 25 August '15
	b) Publication of approved adjustment budget on website and submit to National & Provincial Treasuries both printed and electronic formats		Approved 2015/16 Adjustment, Budget, IDP & SDBIPs 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 Regulation 24, 26 & 27(2) (b)	September '15
5	Submission of draft 2016/17 BEPP to National Treasury	SPUD	Draft 2016/17 BEPP	Division of Revenue Act Section 9.2(a), 9.3, 10.9 & 14.1 & 14.2	November '15
6	Preparing the 2016/17 - 2018/19 Budget: a) Present MTREF parameters and assumptions to BSC to prepare detailed Operating and Capital budgets	Budget	Presentations	Municipal Finance Management Act Section 21	August '15 - January '16
	b) Prepare detailed Operating and Capital budgets	Budget	Operating and Capital Budgets	Internal Process	
	c) Draft and distribute tariff process brief	ISL	Tariff process briefing	Municipal Finance Management Act Section 24(2)(c)(ii)	September '15
7	Midyear Review and Adjustment budget a) 2015/16 Mid-year assessment and review (to potentially influence 2016/17) to Mayor	IDP and Budget	Mid-year assessment	Municipal Finance Management Act Section 72	by 25 January '16
	b) 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	by 25 January '16
	c) Publication of Mid-year assessment	Budget	Publication of Mid-year assessment	Municipal Finance Management Act Section 72 Municipal Budget and Reporting Regulations 34	end January '16
	d) 2015/16 Mid-year Adjustment Budget, IDP and SDBIPs (Corporate, Directorate & Departments)	IDP and Budget	2015/16 Adjustment Budget (2), IDP and SDBIPs (Corporate, Directorate & Departments)	Municipal Finance Management Act Section 28 and 54 (1) (c) Municipal Budget and Reporting Regulations 23	end January '16
	e) Publishing Adjustments Budget on website and submit to National and Provincial Treasury	IDP and Budget	Approved Adjustments 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 Regulation 24, 26 & 27(2) (b)	February '16
8	Mid year Review National Treasury 2015/16 mid-year review assessment (IDP, Budget and BEPP)	Budget	National Treasury assessment	Municipal Finance Management Act Section 5	February '16
9	First draft of 2016/17 - 2018/19 Budgets: a) Input i.r.o. Budget related policies for the next financial year	ISL	Draft Policies	Municipal Finance Management Act Section 17	February '16
	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 '16
	c) Submit Miscellaneous Tariff Reports to relevant Portfolio Committees	ISL	Tariff Reports	Municipal Finance Management Act Section 24(2)(c)(ii)	November/December '15
10	Services tariffs: a) Submit Utility Services tariff reports to Portfolio Committee and TCT fuel related tariffs	Utility Services / ISL	Draft Utility Services tariffs	Municipal Finance Management Act Section 24(2)(c)(ii)	February '16
	b) Present Total Municipal Account to Budget Steering Committee	ISL	TMA Modelling	Municipal System Act Section 73 2(c) and Municipal Finance Management Act section 17(1)(a)	March '16 - May '16
11	When complying with section 68 of the Act, the municipal manager must submit the draft municipal service delivery and budget implementation plan (SDBIP) to the mayor together with the annual budget to be considered by the mayor for tabling in terms of section 16(2) of the Act	IDP/OPM	Draft SDBIP	Municipal Budget and Reporting Regulations 14(2)	March '16



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

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12	Tabling 2016/17 Draft IDP Review and Draft 2016/17 - 2018/19 Budget: a) Table 2016/17 IDP Review incl. Corporate Scorecard and 2016/17 - 2018/19 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 '16
	b) Table IDP 2016/17 IDP amendments to Mayco and Council	IDP	IDP amendments	Municipal Systems Act 34 (b) Municipal Finance Management Act Section 17(3)	March '16
	c) Public engagement meetings 2016/17 Draft IDP amendments and Draft 2016/17 - 2018/19 Budget	PPU, IDL, Subcouncil & IDP	Public meetings	Municipal Systems Act section 16 (a) and 17	28 March - 15 April '16
13	Publication and Compliance: a) Publication of annual tabled budgets incl. IDP amendments for consultation	Budget & ISL	Tabled Annual Budget incl. IDP amendments available for viewing	Municipal Finance Management Act Section 22 Municipal Systems Act Section 21(a)	April '16
	b) Submission of tabled annual budget and draft SDBIPs to National and Provincial Treasuries in both printed and electronic formats	IDP.OPM and Budget	Tabled annual budget + SDBIPs submitted	Municipal Finance Management Act Section 22(b) MFMA MBRR Regulation 15 (3) (b)	April '16
	c) Submission of tabled budget to Portfolio Committees for comment	Line departments	Comment on tabled Budget		April '16
	d) Submission of Public Comments report to Finance PC, BSC, Mayco and Council	ISL	Approved Public Comments report	Municipal Finance Management Act Section 23	May '16
14	LGMTEC: Provincial analysis of the draft 2016/17 reviewed IDP & Budget	BUDGET	Provincial feedback report	Municipal Financial Management Action section 23 & 34	April '16
15	National Treasury Benchmarking : National Treasury: 2016/17 Benchmarking engagement	BUDGET	National Treasury benchmark assessment	Municipal Financial Management Action section 23 & 34	May '16
	Approval of 2016/17 IDP amendments incl. Corporate Scorecard, 2016/17 BEPP and 2016/17 - 2018/19 Budget: a) Council must give final approval of amendments to the IDP including the Corporate Scorecard, BEPP and Budget document by resolution, setting taxes and tariffs, approving amendments 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, ISL, SPUD	Approved amended IDP, Budget and BEPP for 2016/17	Municipal Finance Management Act Section 24 Municipal Systems Regulations. 2(1) Division of Revenue Act Sec 14 (2) (c)	May '16
16	b) Submission of approved BEPP to National Treasury	SPUD	Approved BEPP Report for 2016/17	Division of Revenue Act Sec 14 (1)	May '16
	c) Notification of approved 2016/17 IDP and 2016/17 - 2018/19 Budget	IDP/OPM & Budget & ISL	Advertisements	Municipal Systems Act Section 25(4)(a)(b)	June '16
	d) 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 working days after the municipal council approved the annual budget
	e) Publishing the approved annual budget, IDP and Report on Public Comments on the City's website and displaying the documents at 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 Regulation 18 Municipal Systems Act Sections 21A and 21B	Within 10 working days after the municipal council approved the annual budget
	f) Response to public comment i.r.o. Budget, tariffs and policies	ISL	Responses to comments	Municipal Finance Management Act Section (23)(1)	June - July '16
	g) Promulgation of rates and additional rates to be levied	Revenue	Promulgation of rates and additional rates	Municipal Property Rates Act 14(3)	June '16
	h) Submit approved amended 2016/17 IDP including Corporate Scorecard document to MEC of Local Government within 10 days after Council approval	IDP/OPM	Council Resolution, MEC memo	Municipal Systems Act Section 32(1)	June '16 (Within 10 working days after the Municipal Council approved the IDP)
	i) 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)	June '16
17	Approval of 2016/17 SDBIPs a) City Manager submits draft 2016/17 Corporate SDBIP and Directorate Executive Summaries and SDBIP's to the Executive Mayor for consideration, 14 days after approval of the budget	IDP/OPM	Corporate SDBIP Book • Corporate SDBIP • Directorate Executive Summaries and SDBIPs • Departments Business Plans and SDBIPs	Municipal Finance Management Act Section 69(3)(a)	June '16
	b) Executive Mayor approves 2016/17 SDBIPs within 28 days after approval of budget	IDP/OPM	Final 2016/2017 SDBIP Book • Corporate SDBIP • Directorate Executive Summaries and SDBIPs • Departments Business Plans and SDBIPs	Municipal Finance Management Act Section 53(1)(c)(ii)(2)	June '16
	c) Place the 2016/17 Corporate SDBIP and Directorate Executive Summaries and SDBIP's, on website	IDP/OPM	Updated website	Municipal Finance Management Act Municipal Budget and Reporting Regulation Chapter 2, Part 3, 15(3)	July '16
	d) Submit 2016/17 Corporate SDBIP and Directorate Executive Summaries to National and Provincial Treasury and make public	IDP/OPM	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) and 20 (2)(b)	July '16
BEPP	Built Environment Performance Plan	DORA	Division of Revenue Act (Act 10 of 2014)		
IDL	Interdepartmental Liaison	IDP	Integrated Development Plan		
ISL	Inter Services liaison	MTBPS	Medium Term Budget Policy Statement		
MTREF	Medium Term Revenue and Expenditure Framework	MSA	Municipal Systems Act		
MFA	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	SPUD	Spatial Planning & Urban Design		
TMA	Total Municipal Account				