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DRAFT IDP / BUDGET SCHEDULE OF EVENTS FOR 2008/09 FINANCIAL YEAR														
1ST QUARTER : JULY 2008 - SEPTEMBER 2008														
IDP CYCLE					BUDGET CYCLE					OPMS CYCLE				
LEG. REF.	DATE	ACTION	FIN YEAR	ACTION BY	LEG. REF.	DATE	ACTION	FIN YEAR	ACTION BY	LEG. REF.	DATE	ACTION	FIN YEAR	ACTION BY
					Constitution s. 156; GIA Policy	June 2008	Advertisements calling for applications for Grants-In-Aid Funding placed by Line Departments and Sub Councils who have not yet advertised.	08/09	ISL		June - Mid July 2008	Establishment of Section 57 Evaluation Panel for 07/08 Final Review	07/08	OPM Office; Executive Mayor
					Constitution s. 156; MFMA s. 17(3)(j); MFMA s. 67; MSA s. 8	June - July 2008	In instances where Sub Councils have made recommendations regarding allocations of Grants, these are to be reviewed in terms of the new GIA Policy during their June meetings, and then be submitted to the Integrated Grants Administrative Committee (IGAC) for consideration during July 2008.	08/09	ISL					
											Mid July 2008	Evidence for Corporate SDBIP	07/08	OPM Office
											Mid July 2008	Request for Completed Performance Plans & Evidence Files (Section 57's Final Review)	07/08	OPM Office & Section 57's
											21-Jul	Final closing date for Q4 Corporate, Directorate and Department Performance Report	07/08	IDP Office, Directorate
					Constitution s. 156; GIA Policy; MFMA s. 67	July - August 2008	Applications considered by Line Departments and Sub Councils during first screening in respect of responses to advertisements in 2 above.	08/09	ISL					
											4-7 Aug	Q4 Corporate, Directorate and Department Performance reports on PC	07/08	IDP Office, Directorate
	Aug	Inform Portfolio & MAYCO on contents of Schedule of Events	08/09	IDP Office							Mid August	Training of Direct Capturers & other role-players re: CPM System	08/09	OPM Office
MFMA s21	Aug	Submission of final Schedule of Events to MAYCO	08/09	IDP										
	Aug	Liase with Econdev wrt to presentation of the IDP at Small Bussiness week	08/09	IDP & Econ										
MFMA s21; MSA 34	27-Aug	Schedule of Events to be adopted by Council	08/09	IDP	Constitution s. 156; GIA Policy	August 2008	Advertisements calling for applications for Grants-In-Aid Funding placed by Line Departments and Sub Councils.	09/10	ISL					
	30-Aug	Copy of adopted Schedule of Events to MEC Office & HOD	08/09	IDP		5 August 2008	Process plan to EMT		BUDGETS					
MSA s31	30-Aug	Publish & make known simplified version of key deadlines of process plan	08/09	IDP & Communications		27 August 2008	Establishment of Budget Committee		BUDGETS					

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	Aug	1st IDP Draft	09/10	IDP & OPM	GIA Policy; MFMA s. 67	End of August 2008	Line Departments and Sub Councils submit recommendations to the IGAC	08/09	ISL		End August 2008	Final Review of Section 57 Employees for 07/08	07/08	OPM Office; Consultant & Sect 57's
	Sept	EMT & MAYCO Strat session	09/10	IDP & Budget & IKM		03 September 2008	EMT / MAYCO STRAT SESSION (session 1) (Outcome MTREF mandate)		IDP/PM & BUDGETS, IKM					
MSA s24	Sept	Engage with neighbouring municipality sector departments on sector specific programmes	09/10	IDP / Prov		08 September 2008	Review 1: MTREF model (review principles and update with basics) - Budget Committee and EMT		BUDGETS		End Sept	First draft Annual report forwarded to the Auditor General	07/08	IDP Office
	Sept	Roll-out of Decentralise Planning	08/09	IDP./ Econ./Soc./ Subcoun		1 - 30 September 2008	Consultative process with Directorates and Portfolio Committees re MTREF Model		BUDGETS		Sept	Review past performance for Annual Report	07/08	IDP Office / ED & Relevant Director
MSA s24	Sept	Engage provincial & national sector departments on sector specific programmes for alignment with City's IDP	09/10	IDP & Prov./DPL G	Constitution s. 156; GIA Policy; MFMA s. 67	End of September 2008	IGAC performs the second screening and submits recommendations regarding Line Departments to Portfolio Committees and those in respect of Sub Councils to the Budget Department.	08/09	ISL		Sept - Oct	Corporate SDBIP alignment meetings on cross functional indicators	09/10	IDP Office, Directorate
MSA s29	Sept-Oct	Engagement with Ward Forums for inputs to draft IDP	09/10	IDP / Governance & Interface					Ch 6 – MSA		Sept - Oct	5 Year Corporate Scorecard reviewed	09/10	IDP Office, Directorate
MSA s29	Sept-Oct	Internal engagement for inputs to Draft IDP	09/10	All Dept							Sept - Oct	Definitions of Corporate Scorecard reviewed	09/10	IDP Office, Directorate
	Sept-Oct	Assessment & Incorporation of stakeholders comments	09/10	All Dept							Sept - Oct	Review of Annual Corporate Scorecard	09/10	IDP Office, Directorate

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2ND QUARTER : OCTOBER 2008 - DECEMBER 2008														
IDP CYCLE					BUDGET CYCLE					OPMS CYCLE				
LEG. REF.	DATE	ACTION	FIN YEAR	ACTION BY	LEG. REF.	DATE	ACTION	FIN YEAR	ACTION BY	LEG. REF.	DATE	ACTION	FIN YEAR	ACTION BY
	Oct	Draft district plans	08/09	IDP	Constitution s. 156; GIA Policy; MFMA s. 67	September - October 2008	Applications considered by line Departments and Sub Councils during first screening	09/10	ISL		20-Oct	Final closing date for Q1 Corporate, Directorate and Department Performance Report	08/09	IDP Office, Directorate
	Oct	Alignment & Integration of Sector Plan, Projects, Budget & Identification of Sector Plans to be drafted	09/10	All Dept	GIA Policy; MFMA s. 67	October 2008	Budget Department submits IGAC recommendations regarding Sub Council allocations to Mayco	08/09	ISL / BUDGETS	Mun. Regs. Sect 13;PMS Framework	Mid October	Section 57 Performance Reviews;Completed Performance Plans	08/09	OPM Office
	Oct	Align IDP with Draft Budget Estimates, Prov. & Nat. Priorities	09/10	IDP & Budget	GIA Policy; MFMA s. 67	October 2008	Portfolio Committees consider Line Department allocations as recommended by IGAC	08/09	ISL		Mid October	Mayco Evaluations; Peer Evaluations & Sub-Council Evaluations of S57 Employees	08/09	OPM Office
	Oct	NATIONAL IMBIZO	08/09	Prov.	GIA Policy; MFMA s. 67	October 2008	Mayco and Council consider recommendations of Portfolio Committees regarding Line Department's and IGAC regarding Sub Council's allocations respectively	08/09	ISL		Mid October	Monitoring of Direct Capturers on CPM System	08/09	OPM Office
	Oct	Prepare to draft Statutory Plans	09/10	All Dept		1 October 2008	EMT / Mayco Strat 2 - MTREF model		BUDGETS					
						2 - 30 October 2008	MTREF refinement via Budget Committee hearings from directorates, Sub Councils and Portfolio Committees		BUDGETS					
						06 October 2008	09/10 Capital Budget Technical Briefing session with Directorate Financial Managers		BUDGETS					
					MFMA s. 17(3), 24(2)(c), 62(1)(f); MSA s. 4(1)(c), 74(1), 75A; Consitution 229(1)(a); MPRA s. 2(1)	2 - 31 October 2008	Review Tariffs, Policies & TMA	09/10	ISL					
					Draft SRA By-law & Policy ; MPRA s. 22	Mid October 2008	Inform Special Rating Areas (CID's) to prepare budget for following year	09/10	ISL					
						31 October 2008	Post Budget Committee Outcome to EMT		BUDGETS					

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					Constitution s. 156; GIA Policy; MFMA s. 67	End of October 2008	Line Departments and Sub Councils submit recommendations to the Integrated Grants Administrative Committee "IGAC"	09/10	ISL					
	Nov	Compile Draft Analysis Report	08/09	IKM , IDP	GIA Policy; MFMA s. 67	After 1 November 2008	Inform Successful / unsuccessful applicants of grants awarded, get agreements signed	08/09	Line Departments and Sub Councils		3-6 November	Q1 Corporate, Directorate and Department Performance reports on PC	08/09	IDP Office, Directorate
	Nov	MTEC 1 Engagement	08/09	IDP / All Depts		05 November 2008	MTREF (including income/revenue parameters proposals 09/10) – report to Mayco		BUDGETS					
	Nov	DPLG IDP Review	08/09	IDP		26 November 2008	Operating Budget briefing to Directorates		BUDGETS					
					MFMA s. 17(3), 24(2)(c), 62(1)(f); MSA s. 4(1)(c), 74(1), 75A; Constitution 229(1)(a); MPRA s. 2(1)	End of November 2008	Review Tariffs, Policies & TMA	09/10	ISL					
					Constitution s. 156; GIA Policy; MFMA s. 67	November - December 2008	IGAC performs the second screening	09/10	ISL		Nov - Dec	All Directorate and Department to submit SDBIPs and Business Plans	09/10	IDP Office, Directorate
						09 December 2008	Draft Capital Budget to EMT		BUDGETS		Nov - Dec	Directorate and Department SDBIP Capex link to SFA's and Directorate Objectives	09/10	IDP Office, Directorate
					MFMA s. 17(3), 24(2)(c), 62(1)(f); MSA s. 4(1)(c), 74(1), 75A; Constitution 229(1)(a); MPRA s. 2(1)	Mid December 2008	Review Tariffs, Policies & TMA	09/10	ISL	MFMA Circ 32	End December	Municipal entities submit annual report at 31 December to Municipal Manager	07/08	Municipal Entities

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3RD QUARTER : JANUARY 2009 - MARCH 2009														
IDP CYCLE					BUDGET CYCLE					OPMS CYCLE				
LEG. REF.	DATE	ACTION	FIN YEAR	ACTION BY	LEG. REF.	DATE	ACTION	FIN YEAR	ACTION BY	LEG. REF.	DATE	ACTION	FIN YEAR	ACTION BY
	Jan	Review and draft initial changes to IDP	09/10	IDP & OPM	MFMA s. 17(3), 24(2)(c), 62(1)(f); MSA s. 4(1)(c), 74(1), 75A; Consitution 229(1)(a); MPRA s. 2(1)	January 2009	Review Tariffs, Policies & TMA	09/10	ISL		Mid January	Monitoring Of Direct Capturing on CPM System	08/09	OPM Office
	Jan	MTEC 2 Engagement	08/09	IDP / All Depts		25 January 2009	2008/09 Mid-year review & Assessment report		BUDGETS		Mid January	Final closing date for Mid-year Corporate, Directorate and Department Performance Report	08/09	IDP Office, Directorate
					MFMA s 87(1)	30 January 2009	Entity board of directors must approve and submit proposed budget and plans for the next 3 years budgets to the City at least 150 days before the start of the financial year		IDP/BUDGETS	MFMA S72	25-Jan	Submit Mid-year SDBIP Performance Progress Report to the Mayor, NT and Provincial Treasury SDBIPs	08/09	IDP Office
					MFMA s 36	30 January 2009	Review proposed national and provincial allocations to the City for incorporation into the draft budget for tabling (Provincial and national allocation for 3 years must be available by 20 January)		BUDGETS	MSA S41; Mun Regs.13; PMS Framework	End January	S57 Mid-Year Performance Reviews; Completed Performance Plans & Evidence	08/09	OPM Office
					Draft SRA By-law & Policy & MPRA s. 22	31 January 2009	Submit Special Rating Areas budgets	09/10	ISL		End January	Mayco Evaluations; Peer Evaluations; Sub-Council Evaluations of S57 Employees	08/09	OPM Office
					GIA Policy; MFMA s. 67	End of January 2009	IGAC submits the particulars of recommended applications in respect of Sub Council Grants to the Budget Department for inclusion in the draft Budget.	09/10	ISL		End January	Evidence for Mid-year Corp SDBIP	08/09	OPM Office
					GIA Policy; MFMA s. 67	End of January 2009	IGAC submits the particulars of recommended applications in respect of Line Departments to the relevant Portfolio Committee	09/10	ISL		End January	Annual Report submitted to Council	07/08	IDP Office
	Feb	Engage with internal stakeholders on propose changes to IDP	09/10	IDP & Ref. Group	MFMA s. 16(2), 17(3), 24(2), MSA s. 75A	February 2009	Submit Tariff Reports to Portfolio Committees for onward submission to Mayco and Council	09/10	All Services & ISL		Begin February	Mid-year Corporate, Directorate and Department Performance reports on PC	08/09	IDP Office, Directorate
						24 February 2009	Draft Operating Budget to EMT incorporating additional requirements proposals to EMT		BUDGETS & ISL	S127(5)(a) (MSA) -S21A and B	Begin February	Annual report made public and local community invited to submit representations	07/08	IDP Office, Sub Councils

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					MFMA s. 17(3), 24(2)(c), 62(1)(f); MSA s. 4(1)(c), 74(1), 75A; Constitution 229(1)(a); MPRA s. 2(1)	February 2009	Review Tariffs, Policies & TMA	09/10	ISL		Begin February	Annual Report to Portfolio Committees as part of public input process	07/08	IDP Office
MSA s34; MFMA s21	March	Submit propose draft reviewed IDP to all committees	09/10	IDP & OPM / Budget		3 & 17 March 2009	Mayco Budget (including Tariff Book & Budget related policies)		IDP/BUDGETS & ISL	S127(5)(b)	Immediately after annual report is tabled	Annual report submitted to Auditor-General, relevant provincial treasury and provincial department responsible for local government in the province.	07/08	IDP Office
	March	Customer Satisfaction Survey completed	09/10	IDP & IKM	MFMA s. 16(1)	Mid March 2009	Compile a Tariff Book incorporating any changes from Portfolio Committees	09/10	ISL					
	March	Draft Analysis report	09/10	IDP & IKM	MFMA s. 22(a); MSA s. 75A	Mid March 2009	Prepare advertisement for public participation process	09/10	ISL / IDP					
						25 March 2009	IDP & Budget tabling – Council (including Tariff Book & Budget related policies)		IDP/BUDGETS & ISL					
					MFMA s 16, 22, 23, 87. MSA s34	25 March 2009	Mayor tables municipality draft budget, budgets of entities and Special Rating Areas (CIDs), resolutions, plans and proposed revisions to IDP at least 90 days before the start of the financial year		IDP/BUDGETS & ISL					
					GIA Policy; MFMA s. 67	End of March 2009	Budget Department submits the grants draft budget in respect of Sub Council Grants for consideration by Executive Mayor and Mayoral Committee "Mayco".	09/10	ISL / BUDGETS	S129(1)	31-Mar	Council considered the annual reports and adopted an oversight report	07/08	IDP Office
					GIA Policy; MFMA s. 67	End of March 2009	Portfolio Committee submits the Grants draft budget in respect of Line Departments to Executive Mayor and Mayco for the following financial year.	09/10	ISL	MFMA 16 (2), Circ 45	End March	Submit Budget, IDP and draft SDBIPs to National and Provincial Treasury	09/10	IDP, Budget
MFMA s17	end March	Tabling Draft reviewed IDP to Council	09/10	IDP & Budget	MFMA s. 17(3), 24(2)(c), 62(1)(f); MSA s. 4(1)(c), 74(1), 75A; Constitution 229(1)(a); MPRA s. 2(1)	March 2009	Review Tariffs, Policies & TMA	09/10	ISL					

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4TH QUARTER : APRIL 2009 - JUNE 2009														
IDP CYCLE					BUDGET CYCLE					OPMS CYCLE				
LEG. REF.	DATE	ACTION	FIN YEAR	ACTION BY	LEG. REF.	DATE	ACTION	FIN YEAR	ACTION BY	LEG. REF.	DATE	ACTION	FIN YEAR	ACTION BY
					MFMA s. 17(3), 24(2)(c), 62(1)(f); MSA s. 4(1)(c), 74(1), 75A; Consitutio n 229(1)(a); MPRA s. 2(1)	April 2009	Review Tariffs, Policies & TMA	09/10	ISL	S129(3)	07-Apr	Make public the oversight report within 7 days of its adoption by Council	07/08	IDP Office
										MSA S41; Mun Regs S13 & PMS Framewo rk	Mid April	S57 Performance Reviews; Completed Performance Plans	08/09	OPM Office
	April	MTEC 3 Engagement	08/09	IDP & Budget							Mid April	Mayco Evaluations; Peer Evaluations & Sub-Council Evaluations of S57 Employees	08/09	OPM Office
											Mid April	Monitoring of Direct Capturers on CPM System	08/09	OPM Office
MSA s29; MFMA s22 23	April	Publish reviewed IDP & draft budget for public comment	09/10	IDP & Budget	MFMA s 22&23	April 2009	Co-ordinate public responses to Budget and related policies and tariffs	09/10	ISL		Mid April	Final closing date for Q3 Corporate, Directorate and Department Performance Report	08/09	IDP Office, Directorate
MSA s29; MFMA s22 23	April	Conduct public hearings to obtain public comment on draft IDP/Budget	09/10	IDP & Budget	MFMA s. 22; MSA s. 75A	1 - 30 April 2009	Advertise and publish final draft of IDP and Budget for 30 days for public comment and submit to National and Provincial Treasury and others as prescribed	09/10	IDP / ISL		April to May	Finalise all budget documentation and linkage with IDP and SDBIPs	09/10	IDP Office, Budget, Directorates
					MFMA s. 17(3), 24(2)(c), 62(1)(f); MSA s. 4(1)(c), 74(1), 75A; Consitutio n 229(1)(a); MPRA s. 2(1)	May 2009	Review Tariffs, Policies & TMA	09/10	ISL		Begin May	Q3 Corporate, Directorate and Department Performance reports on PC	08/09	IDP Office, Directorate

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MFMA 16 / MSA 34	May	Submission to Council for adoption of final IDP & Budget	09/10	IDP/OPM & Budget	MFMA s 16, 24, 26, 53 MFMA s 53 MSA s 38-45, 57 (2)	31 May 2009	Council must give final approval of the IDP Review & Budget document by resolution, setting taxes and tariffs, approving changes to the IDP Review and budget related policies, approve measurable performance objectives for revenue by source and expenditure by vote before the start of the financial year resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote		IDP/BUDGETS						
					MPRA s. 14 (3)	31 May 2009	Send MEC: Finance & Tourism copies in respect of cent-in-the rand etc. for promulgation	09/10	Revenue / ISL	MSA S41; Mun Regs S13; PMS Framework	End May	Appointment of S57 Evaluation Panel to evaluate 08/09 Performance Plans	08/09	OPM Office; Executive Mayor	
					MFMA s 22(a)(ii) & 23 (2)(a)	31 May 2009	Report to mayco / Council re public responses received	09/10	ISL	MSA s 57 91) (b), s 57, MFMA s 69	End May	Drafting of S57 Performance Agreements; Performance Plans & PDP's	09/10	OPM Office	
					MSA 75A(4)	31 May 2009	Send MEC: Finance & Tourism copy of Council Resolution and advertisements relating to Budget / IDP	09/10	ISL						
	1st week June	Advertise approve IDP & Budget	09/10	IDP & Budget	GIA Policy; MFMA s. 67	1 June 2009	Inform Successful / unsuccessful applicants of grants awarded, get agreements signed	09/10	Line Departments and Sub Councils		Begin June	Draft SDBIP Book on Portfolio Committees	09/10	IDP Office	
MSA s 32 (1 a)	1st week June	Letter ot MEC ito Systems Act Regulations	09/10	IDP						MSA s 57 91) (b), s 57, MFMA s 69	Mid June	Mayor must receive the SDBIP and draft performance agreements within 14 days after approval of the budget and the IDP.	09/10	IDP Office	
										MFMA s 53, 16, 24, 26, 53, 75, 87 MSA s 38-45, 57 (2)	End June	Mayor to approve SDBIP's and performance agreements within 28 days after approval of the IDP and budget. Submit to the MEC of local government and makes it public within 14 days after approval	09/10	IDP Office	
										MSA s 57 91) (b), s 57, MFMA s 69	End June	Sign-Off S57 Performance Agreements & Performance Plans	09/10	OPM Office: Executive Mayor & Council	

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										MSA s 57 91 (b), s 57, MFMA s 69	Mid July	S57 Final Performance Reviews; Completed Performance Plans & Evidence	08/09	OPM Office; S57 Evaluation Panel
											Mid-July	Evidence for Corp SDBIP	08/09	OPM Office
										PMS Framework	Mid-July	Monitoring & Evaluation of Direct Capturers on CPM System	08/09	OPM Office
										PMS Framework	Mid-July	Mayco Evaluations; Peer Evaluations & Sub-Council Evaluations of S57 Employees	08/09	OPM Office
										MFMA s53 (3); MFMA s59 (1); PMS Framework	Mid July	Inform MEC & National Minister re: Performance Agreements & publish on website	09/10	OPM Office; City Manager