

# IDP & BUDGET TIME-SCHEDULE FOR 2010/11 FOR THE 2011/12 PROCESS



Item No.	Deliverable	Co-Ordinating Department	Output	Legislative Requirement and Information	Time Frame
1	Tabling of Draft IDP & Budget time-schedule to all Committees and Council	IDP/OPM	Approved time-schedule for 10/11	MSA 32 of 2000 & MFMA No. 56 of 2003	May/July'10
2	Advertisement of time-schedule on website, local newspapers and notice boards	IDP/OPM	Notification to public		After July'10 council
3	09/10 Third Quarter Performance Report to PCs, Mayco & Council	IDP/OPM	First Quarter Report on agenda	MFMA System of Delegations	May'10
4	Place 09/10 Third Quarter Corporate Performance Report on website and make available to National Treasury	IDP/OPM	First Quarter Report on web	MFMA System of Delegations	May'10
5	09/10 Third Quarter Directorate and Department SDBIPs to PC's and Mayco	Directorates and Departments	First Quarter Report on agenda	MFMA	May'10
6	Compile an Analysis Report in preparation for determining the strategic priorities and for inclusion in the IDP	Knowledge & Information Management and IDP/OPM	Assessment of existing levels of development; Priority issues or problems; information on available resources	MSA Ch5 s 26	June / July'10
7	Briefing sessions to Directorates to initiate Annual Report process	IDP/OPM		Internal process	June ' 10
8	Strategic session with IDP, EMT, MAYCO, Portfolio Committee and Sub-Council Chairs	IDP/OPM & Budget	Discussion about the existing and changing circumstances that may need different strategies		July'10
9	Strategic session with IDP Reference Group (Corporate Scorecard process included)	IDP/OPM & Budget		Internal process	July ' 10
10	Reconstitution of Budget Steering Committee (BSC)	Budget		MFMA 53(1)	July '10
11	Initial consultation with Subcouncils	IDP/OPM & Budget	Briefing sessions	Internal process	July '10
12	Setting of Budget Agenda and timelines (MTREF review) (BSC/Mayco/EMT) and i.r.o. Tariffs, policies and TMA	Budget & ISL	Guidelines		July'10
13	Inputs from directorates and Portfolio Committees	Directorates/PCs/ Budget			July - August '10
14	Engagement with communities / ward Forums and Sector organisations to participate in the prioritisation of Council initiatives at Ward, Sub-Council and City-wide level.	IDP/OPM/Budget/OPMS/PPU/Social Development	Prioritised needs assessment of engagements	MSA Ch5 s29	July / Aug '10
15	Adjustments budget with potential 2011/12 impact	Budget	2010/11 Adjustments budget (potential)		August '10
16	09/10 Fourth Quarter Corporate Performance Report to PCs, Mayco & Council	IDP/OPM	Fourth Quarter Report on agenda	MFMA System of Delegations	August'10
17	Place 2009/10 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'10
18	First draft 2009/10 Annual Report Auditor General	IDP/OPM Finance	Draft Annual Report submitted	MFMA	August / September'10
19	Consult with provincial sector departments, district and local municipalities on sector specific programmes for alignment with City plans.	IDP	Alignment of Prov./Neighbouring municipalities projects / programmes with CoCT	MSA Ch5 s24	August / September'10
20	Conduct S57 2009/10 final performance reviews	OPM	Reviews conducted	MSA & MFMA	August/September '10
21	2009/10 Fourth Quarter Directorate and department SDBIPs to PC's and Mayco	Directorates and Departments	Fourth Quarter Report on agenda		September'10
22	Briefing to municipal entities on drafting of strategic plans and budgets	IDP/OPM		MFMA s 35, 36, 42, MTBPS	September'10
23	Submit comments / inputs from engagements to line departments via C3 notification	IDP/OPM & Budget	Consideration of comments / input into line department budgets		September ' 10
24	Submit MTREF report including parameters and assumptions to prepare Operating and Capital budgets to Mayco	Budget			October ' 10
25	Draft and distribute tariff process brief	ISL			October ' 10
26	Acknowledgement of comments / inputs received	IDP/OPM & Budget			October ' 10
27	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 ' 10
28	Capital Budget briefing sessions with directorates	Budget	Briefing sessions		October ' 10
29	Operating Budget briefing sessions with directorates	Budget	Briefing sessions		October '10
30	Consult political council caucuses on political priorities and needs				October ' 10
31	Table draft Annual Report to Mayco.	IDP/OPM	Draft Annual Report on agenda		October ' 10
32	2010/11 First Quarter Corporate Performance Report to PCs, Mayco & Council	IDP/OPM	First Quarter Report on agenda	MFMA System of Delegations	November '10
33	Place 2010/11 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 '10
34	2010/11 First Quarter Directorate and Department SDBIPs to PC's and Mayco	Directorates and Departments	First Quarter Report on agenda	MFMA System of Delegations	November '10
35	Final Draft of Annual Report (including the City's Financial statements) submitted to the Auditor General	IDP/OPM	Final draft Annual Report	MFMA	end November '10
36	2010/11 Mid-year assessment and review (to potentially influence 2011/12)	Budget	Mid-year assessment (potential)	MFMA s28 / 72	January '11
37	Feedback i.r.o. Budget related policies for the next financial year	ISL		MFMA s17	January '11
38	Municipal entities to align their budgets and plans with City IDP	Shareholder and Contract Management Team /IDP/OPM		MFMA	January '11
39	1st draft Capital Budget including ward allocation projects to BSC/EMT	Budget			January '11
40	Tabling of 2009/10 Annual report to Council	IDP/OPM	Annual report on agenda	MFMA	January '11
41	2010/11 Second Quarter (mid year) Corporate Performance Report to Mayco	IDP/OPM	Second Quarter Report on agenda	MFMA System of Delegations	January '11
42	2010/11 Second Quarter (mid year) Corporate Performance Report placed on the website and sent to National Treasury & MEC	IDP/OPM	Second Quarter report on web	MFMA System of Delegations	January '11
43	2010/11 Second Quarter (mid year) Corporate Performance Report to Council	IDP/OPM	Second Quarter report on agenda	MFMA System of Delegations	January '11
44	Conduct S57 (top management) 2010/11 Mid-year performance reviews	IDP/OPM	Mid-year reviews held		January / February '11
45	2010/11 Second Quarter Corporate Performance Report to PCs	IDP/OPM	Second Quarter report on agenda	MFMA System of Delegations	February ' 11
46	2009/10 Annual report made public and submitted to PCs	IDP/OPM	Advert in newspapers and annual report public	MFMA	February ' 11
47	1st draft Operating Budget including: Ward allocation projects, particulars of beneficiaries of Grants-in-Aid Particulars of beneficiaries of Grants-in-Aid (ward allocations and other)	Budget & ISL			February ' 11

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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
48	2010/11 Second Quarter Directorate and department performance report to PC's, Mayco	Directorates and Departments		MFMA	February '11
49	All 2011/12 Draft : • Directorate Executive Summaries and SDBIPs • Departments Business Plans and SDBIPs - to all Portfolio Committees, MAYCO	IDP/OPM, Directorates and Departments			March '11
50	Conduct S57 2010/11 third quarter reviews	IDP/OPM	Third quarter reviews held	MSA & MFMA	March/April'11
51	Table draft IDP and Budget Report to Mayco and Council	IDP & Budget & ISL	Draft IDP & Budget	MSA & MFMA s16(2)	March '11
52	Approval of 2009/10 Oversight report on Annual Report by Council	IDP/OPM			March '11
53	Public making of 2009/10 oversight report	IDP/OPM			March '11
54	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	IDP/OPM & ISL		MFMA	April'11
55	Draft 2011/12 Corporate SDBIP and Budget Documentation to National and Provincial Treasury and MEC for Finance	IDP/OPM & BUDGET			April'11
56	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'11
57	Draft IDP and Budget consultation feedback to Subcouncils and Portfolio Committees	Budget	Overview presentation by IDP & Budget with detailed budget presentations by line departments	MFMA s23	April '11
58	Acknowledgement of comments / inputs received	IDP & ISL			Begin May'11
59	Submit comments / inputs from engagements to line departments via C3 notification	IDP/OPM & ISL	Consideration of comments / input into line department budgets	Internal process	Begin May'11
60	Discuss 2011/12 draft Section 57 scorecards with EDs and MAYCO members	IDP/OPM	Draft Section 57 scorecards	MSA & MFMA	April '11
61	S57 new scorecards to be signed	IDP/OPM	Signed new S57 Scorecards	MSA & MFMA	May'11
62	2010/11 Third Quarter Corporate Performance Report to PCs, Mayco & Council	IDP/OPM	Third Quarter Report on agenda	MFMA System of Delegations	May '11
63	Place 2010/11 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 '11
64	2010/11 Third Quarter Directorate and Department SDBIPs to PC's and Mayco	Directorates and Departments	Third Quarter Report on agenda	MFMA System of Delegations	May '11
65	Feedback to Budget Steering Committee and MAYCO on draft consultative process	ISL & Budget	Report and amendments to policies and tariffs	MFMA	May '11
66	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 '11
67	Notification of approved 2011/12 IDP and Budget to public	IDP/OPM & Budget & ISL		MSA and MFMA	June'11
68	Response to public comment i.r.o. Budget, tariffs and policies	ISL	Feedback to comments	MFMA	June '11
69	All 2011/12 Final: • Directorate Executive Summaries and SDBIPs • Departments Business Plans and SDBIPs - To all Portfolio Committees, MAYCO & Council (CD)	IDP/OPM, Directorates and Departments	Final Directorate and Department Plans	MFMA	June'11
70	City Manager gives Draft 2011/12 Corporate SDBIP to the Executive Mayor for consideration, 14 days after approval of the budget	IDP/OPM	Draft Corporate Scorecard	MFMA	June'11
71	Executive Mayor receives the draft performance agreements within 14 days after the approval of the IDP and Budget.	IDP/OPM	Draft performance Agreements	MFMA s 23, 24 MSA Ch 4 as amended	June'11
72	Executive Mayor approves 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	IDP/OPM		MFMA s 16, 24, 26, 53 MFMA s 53	June'11
73	Council to note New Section 57 Scorecards	IDP/OPM	Approved New S57 Scorecards	MSA & MFMA	June'11
74	Notification of approved 2011/12 S57 (top management performance agreement) to public	IDP/OPM	Notification to public	MSA and MFMA	June'11
75	Promulgation of tariffs for rates	Revenue		MFMA & MPRA	June '11
76	Submit to MEC ito Systems Act and MFMA & Regulations on IDP and Budget / Tariffs	IDP/OPM & ISL	Council Resolution	MSA	June'11
77	Executive Mayor to approve 2011/12 Corporate SDBIP within 28 days after approval of the budget	IDP/OPM	Corporate SDBIP Book	MFMA	June'11
78	Submit 2011/12 Directorate Executive Summaries to National and Provincial Treasury	IDP/OPM		MFMA	June'11
79	Place all 2011/12 Directorate Executive Summaries and SDBIPs; and Department Business Plans and SDBIPs on website	IDP/OPM		MFMA	June'11
80	Submit 2011/12 Corporate SDBIP and Budget Document to National and Provincial Treasury and make public	IDP/OPM & Budget		MFMA	June / July'11
81	Letter to MEC ito Systems Act and Regulations on Final 2010/11 SDBIP	IDP/OPM		MFMA	July'11

## 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