

DRAFT –IDP AND BUDGET TIME-SCHEDULE FOR 2009/10



CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

THIS CITY WORKS FOR YOU

PHASE	ACTIVITY	CO-ORDINATING DEPARTMENT	OUTPUT	TIME FRAME
PREPARATION PHASE (MAY - JUNE '09)	Tabling of Draft IDP & Budget time-schedule to all Committees and Council	IDP/OPM and Budget	Approved 2010/2011 IDP/OPM and Budget Time-Schedule	End June '09
	Advertisement of Time-Schedule on website, local newspapers and notice boards	IDP		5 days after submission to Council
ANALYSIS PHASE (JUNE - SEPT'09) <i>(Considering residents perception of their problems and needs, as well as technical analysis)</i>	Reconstitution of Budget Committee	Budget	Assessment report of the existing level of development Priority issues / challenges, opportunities Understanding of causes of priority issues / challenges, opportunities Medium Term Revenue and Expenditure Framework (MTREF) process plan Discussions about the existing and changing circumstances that may need different strategies Brief all parties regarding discussions had at lekgotla An opportunity for stakeholders to give feedback after having opportunity for discussions	June '09
	Briefing session with Budget Committee			June – Mid July '09
	Establishment of the Evaluation Panel for 2008/09 financial year for the City Manager and Executive Directors performance reviews	OPM		July '09
	MTREF process plan to EMT and Budget Committee	Budget		Aug/Sept.'09
	MTREF updated after input from Directorates and Portfolio Committee references			Aug. '09
	2 Day lekgotla with EMT, MAYCO, Portfolio Committee and Sub-Council Chairpersons	IDP		Sept. 09
	Briefing sessions in all 8 planning districts to ward fora, sector bodies and stakeholders	IDP / Subcouncils / PPU		Sept. '09
	Intergovernmental engagement Engagement with Province and Neighbouring Municipalities Municipal Entities	IDP		Oct.'09
	Feedback from engagements via the subcouncil offices, fax and e-mail	IDP / Subcouncils / PPU		End Oct.'09
	MAYCO / EMT strategic prioritisation session	IDP		Oct. '09
	Respond to comments / inputs on the IDP received via the engagement process	IDP		
STRATEGIES PHASE (OCT. – DEC. '09) <i>(Formulate solutions to address problems identified in the analysis phase – relook SFA's)</i>	Review and revise SFA's, Objectives and Corporate Scorecard indicators with STRIDE and OPREF (2010/2011)	IDP & OPM	Objectives (for each priority issue) Strategic options Corporate Scorecard indicators	Oct.'09
	Budget Hearings Capital Budget Briefing with Directorates	Budget		Oct. '09 Mid Oct. '09
	Section 57 Performance Reviews, Completed Performance Plan	OPM		Oct. '09
	MTREF outcomes identified MTREF report submitted to MAYCO	Budget		Early Nov.'09
	Operating Budget briefing with Directorates	Budget		Mid Nov.'09
	Strategic planning session with MAYCO / EMT	IDP and Budget		Nov. '09
	Review Tariffs, Policies and Total Municipal Accounts	Finance : ISL		End Nov. '09
	Circulate guidelines for the revision of Tariffs, Fees and Charges	Finance : ISL		Nov – Dec '09
PROJECTS PHASE (JAN. – MARCH '10) <i>(Project identification should have a direct link to SFA and objectives)</i>	1 st Draft IDP and Capital Budget	IDP and Budget	Project outputs, targets and geographic location Draft Capital Budget	Mid Jan. '10
	Review proposed National and Provincial Government 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 2010)	Budget		End Jan'10
	Review and rationalization of projects (redesigning and upgrade)	IDP		Jan/Feb. '10
	1 st Draft Operating Budget	Budget		Feb. '10
	Alignment of Provincial and National programs	IDP		Feb.'10
	All Directorates and Departments draft SDBIP's and Business Plans to all Committees and Council (2010/2011)	IDP		Beginning of March '10
	Review five and one year Corporate Scorecards to all Committees and Council (2010/2011)	IDP		Beginning of March '10

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INTEGRATION PHASE (JAN. MARCH '10) <i>(Integration of information from sector department and the public to ensure alignment to the objectives, strategies and resources as well as Provincial and National development programmes)</i>	Integration of sector plans and institutional programmes	ALL	Integrated Sectoral Plans Draft IDP and Budget Summary of Public Comments	March '10
	Screening of the draft IDP Review 2010/11	IDP		March '10
	Review tariffs, policies and TMA (Total Municipal Accounts)	Finance		March '10
	Tabling of Draft IDP and Budget to Mayco and Council	IDP and Budget		March '10
APPROVAL PHASE (APRIL – JUNE '10).	Directorates Budget to Portfolio Committees for comment	Line Dept.	Approved IDP, SDBIP and Budget	April '10
	Public Comment on Draft 2010/11 IDP Review and Budget	IDP, Budget and ISL		April '10
	Submit report to the Mayoral Committee and Council on consideration of public comment received	IDP and Finance: ISL		Begin May '10
	Approval of IDP and Budget by Council	IDP, Budget and Finance: ISL		End May '10
	Advertisement of Budget and IDP on the website and local newspapers	Finance: ISL and IDP		End May '10
	Respond to comments / objections on Budget & IDP received via the Public Participation Process	Finance: ISL and IDP		Mid June '10
	Executive Mayor approves the Service Delivery and Budget Implementation Plan (SDBIP) (2010/2011)	IDP		28 days after the approval of the Budget
	All SDBIP's and Business Plans noted by Council (2010/2011)	IDP		End June '10
	Advertisement of SDBIP on the website and in local newspapers	IDP		14 days after approval by Executive Mayor
	Mayor to approve performance agreements within 28 days after approval of the IDP and budget Submit to the MEC of local government and make it public within 14 days after approval	IDP Office		End June '10
MONITORING AND EVALUATION PHASE	09/10 First quarter performance progress reports to Portfolio Committees	IDP	Approval of first quarter Performance Reports	Beginning of November
	09/10 First quarter performance progress reports to Council	IDP		Beginning December
	09/10 Second quarter performance progress reports to Council	IDP	Approval of second quarter Performance Reports	End January
	09/10 Second quarter performance progress reports to Portfolio Committees	IDP		Beginning of February
	09/10 January target adjustment process to all Committees and Council	IDP	Approval of target adjustments process	End March
	Advertisement of the adjustment budget target changes on the website and in local newspapers	IDP		Promptly after approved Adjustment Budget
	09/10 Third quarter performance progress reports to Portfolio Committees	IDP	Approval of third quarter Performance Reports	Beginning of May
	09/10 Third quarter Performance Process Reports to Council	IDP		End May
	09/10 Fourth quarter performance process reports to PCs	IDP	Approval of fourth quarter Performance Reports	Beginning of August
	09/10 Fourth quarter performance process reports to Council	IDP		End August
First Draft 08/09 Annual Report forwarded to the Auditor General	08/09 Annual Report to all Committees and Council	IDP	Approved 08/09 Annual Report of City and Municipal Entities	End Sept.
	08/09 Municipal Entities to submit Annual Reports to Council	OPM		End January
	08/09 Annual Report public participation process	IDP		Dec.'09
	Advertisement of Annual Report on the website, local newspapers, libraries and Sub-Councils	IDP		February month
				7 days after submission to Council
Approval of 08/09 annual Oversight Report			Approval of the Oversight Report	End February
	Tabling of the 08/09 annual Oversight Report at Council			End March
PREPARATION PHASE FOR 2010/11 TIME-SCHEDULE FOR THE 2011/12 FINANCIAL YEAR (MAY - JUNE '09)	Tabling of Draft IDP & Budget time-schedule to all Committees and Council	IDP/OPM and Budget	Approved 2010/2011 IDP/OPM and Budget Time-Schedule	May '10
	Advertisement of Time-Schedule on website, local newspapers and notice boards	IDP		June '10