

IDP / BUDGET TIME SCHEDULE 2013/14

PHASE	ACTIVITY	CO-ORDINATING DIRECTORATE/ OFFICE	TIMEFRAME
PREPARATION PHASE (JUNE TO JULY 2012)	Review of the IDP and Budget time schedule	Chief Financial Officer (CFO) and Chief Operating Officer (COO)	06-Jul-12
	Submission of 2013/14 to 2015/16 IDP and Budget development time schedule to Mayoral Committee	CFO and COO	18-Jul-12
	Approval of the IDP and Budget time schedule by Council	Office of the Executive Mayor, CFO and COO	26-Jul-12
	Advertisement of IDP and Budget time schedule on municipal website and in local newspapers	COO	27-Jul-12
	Conclusion of signed performance agreements (2012/13) of Municipal Manager and Section 57 employees	Municipal Manager and COO	31-Jul-12
ANALYSIS PHASE (JULY TO SEPT 2012)	Gap analysis and reconstitution of public participation structures and processes (e.g. IDP Representatives Forum)	COO	31-Jul-12
	Gap analysis and review of the IDP and Performance Management System and development of an Intervention Plan	COO	31-Jul-12
	Distribute Budget Circular and present Budget training sessions for Directorates' officials	CFO	6 to 10 Aug-12
	Submission of 2013/14 to 2015/16 Budget strategies and assumptions to Budget and Treasury Standing Committee	CFO	07-Aug-12
	Providing directorates with the base 2013/14 to 2015/16 Operating and Capital Budgets, adjusted to reflect the Budget assumptions and strategies approved by Council	CFO	17-Aug-12
	Approval of the reviewed public participation programme for IDP and Budget processes based on an analysis by the Mayoral Committee	COO , Constituency Services and CFO	31-Aug-12
	Submission of 2011/12 Annual Financial Statements to Office of the Auditor-General	Municipal Manager and CFO	31-Aug-12
	Submission of 2011/12 Annual Financial Statements by entities to Auditor-General and Chief Financial Officer	CFO and CEO of MBDA	31-Aug-12
	Submission of final 2011/12 annual performance information by directorates and MBDA to the Chief Operating Officer	CFO, COO, Executive Directors and CEO of MBDA	31-Jul-12

PHASE	ACTIVITY	CO-ORDINATING DIRECTORATE/ OFFICE	TIMEFRAME
ANALYSIS PHASE (JULY TO SEPT 2012)	Submission of 2011/12 financial and non-financial performance information to the Office of the Auditor-General	Municipal Manager and COO	31-Aug-12
	Approval by Council of 2013/14 Budget Strategy and Assumptions	CFO	30-Aug-12
	Convening IDP and Budget Steering Committee meeting	CFO and COO	19-Sep-12
	Convening IDP Representative Forum meeting	COO	28-Sep-12
	Intergovernmental engagements and engagements with entities and other government institutions on IDP and Budget	CFO and COO	30-Sep-12
	Ward-based needs analysis	COO, Constituency Services	30-Sep-12
	Socio-economic profiling of wards	COO	30-Sep-12
	Submission of 2011/12 Consolidated Annual Financial Statements to Auditor-General	Municipal Manager and CFO	30-Sep-12

PHASE	ACTIVITY	CO-ORDINATING DIRECTORATE/ OFFICE	TIMEFRAME
STRATEGIES PHASE (SEPT TO DEC 2012)	Draft 3-year Budget forecast on human resources costs in place and presented to Directorates	ED: Corporate Services/CFO	03-Sep-12
	Commence annual review of tariffs, fees and charges	CFO/ Executive Directors	01-Oct-12
	Engagements with Provincial Government regarding any adjustments to projected allocations for the next 3 years in terms of Medium-term Expenditure Framework	CFO, COO and Executive Directors	01-Oct-12
	Submission of Operating and Capital Budgets by directorates to Budget and Treasury Directorate	CFO, COO and Executive Directors	12-Oct-12
	Submission of municipal entity (MBDA's) Budget for 2013/14 - 2015/16 to Budget and Treasury Directorate	CEO of MBDA and CFO	12-Oct-12
	Commencing review of Budget related policies	CFO	26-Oct-12
	Draft Ward-based plans in place	COO	30-Nov-12
	Receipt of 2011/12 audited Annual Financial Statements and Audit Report from Auditor-General	CFO	30-Nov-12
	Submission of IDP inputs, including sector plans by directorates, the entity (MBDA) and trade unions, to Office of Chief Operating Officer	CFO, COO, Executive Directors, CEO of MBDA and Trade Unions	30-Nov-12
	Completion of review of tariffs, fees and charges	CFO and Executive Directors	03-Dec-12
	Convening IDP and Budget Steering Committee meeting	CFO and COO	05-Dec-12
	Convening IDP Representatives Forum meeting	COO	07-Dec-12
	Setting objectives, targets and indicators for the IDP	COO	14-Dec-12
	First Draft IDP (2013/14) in place	Municipal Manager, CFO and COO	31-Dec-12
	Completion of action plan to address issues raised in the Audit Report of the Auditor-General	Municipal Manager, CFO and COO	31-Dec-12

PHASE	ACTIVITY	CO-ORDINATING DIRECTORATE/ OFFICE	TIMEFRAME
PROJECTS PHASE (JAN TO MARCH 2013)	Provision of mid-year budget assessments by entity (MBDA)	CEO of MBDA and CFO	11-Jan-13
	Submission of 2012/13 Adjustments Budget to joint Budget and Treasury Standing Committee and Mayoral Committee	CFO	13-Feb-13
	Adoption of 2012/13 Adjustment Budget (and amended SDBIP, if necessary) by Council	Office of the Executive Mayor and CFO	21-Feb-13
	Submission of 2013/14 Draft Capital and Operating Budgets and IDP to Budget Task Team	CFO and COO	18 to 22 Feb-13
	Second Draft of the IDP available for public comment	COO	28-Feb-13
	Submission of 2013/14 Draft Capital and Operating Budgets and IDP to IDP and Budget Steering Committee	COO and CFO	28-Feb-13
	Draft directorate SDBIPs for 2013/14 financial year	COO, CFO and Executive Directors	28-Feb-13
	Review proposed National and Provincial Government allocations to the Municipality for incorporation into the Draft Budget for tabling	CFO	28-Feb-13
	2013/14 Draft Capital and Operating Budgets, Draft IDP and Draft SDBIP submitted to joint Budget and Treasury Standing Committee and Mayoral Committee	CFO and COO	13-Mar-13
	Development of Draft IDP and Budget Public Participation Programme	Office of the Executive Mayor, CFO and COO	15-Mar-13
	2013/14 Draft Capital and Operating Budgets and Draft IDP approved by Council for public participation	CFO and COO	28-Mar-13
	Briefing Councillors on the public participation programme to be undertaken after tabling of Draft 2013/14 IDP and Budget in Council	Office of the Executive Mayor, CFO and COO	29-Mar-13
	Publishing the Council approved Draft IDP and Budget (2013/14) on the municipal website	COO	29-Mar-13
	Forwarding 2013/14 Draft Capital and Operating Budgets and Draft IDP to National Treasury and Provincial Treasury and any prescribed national or provincial organs of state and other municipalities affected by the budget	CFO and COO	29-Mar-13
	Advertisement of 2013/14 Draft Capital and Operating Budget and Draft IDP in local newspapers for public comment and public participation	COO, Constituency Services and CFO	29-Mar-13
	Undertaking public participation meetings	Office of the Executive Mayor, Ward Councillors, Municipal Manager, CFO, COO, Executive Directors	3 to 23 Apr-13

PHASE	ACTIVITY	CO-ORDINATING DIRECTORATE/ OFFICE	TIMEFRAME
INTEGRATION PHASE (FEB TO JUNE 2013)	Updating 5-year financial plan for IDP	CFO	22-Feb-13
	Alignment of provincial and national programmes with IDP	COO	28-Feb-13
	Consolidation of all public participation inputs and comments in respect of 2013/14 Draft IDP and Budget	CFO and COO	25 to 30 Apr-13
	Submission of 2013/14 to 2015/16 IDP and Budget to joint Budget and Treasury Standing Committee and Mayoral Committee	CFO and COO	15-May-13
	Approval of 2013/14 to 2015/16 IDP and Budget by Council	CFO and COO	23-May-13
	Publishing the Council approved 2013/14 to 2015/16 IDP and Budget on the municipal website	COO and CFO	27-May-13
	Forwarding 2013/14 to 2015/16 IDP and Budget to National Treasury and Provincial Treasury and any prescribed national or provincial organs of state and other municipalities affected by the budget	CFO and COO	01-Jun-13
	Production of a summary of the IDP	COO	01-Jun-13
	Submission of the approved IDP to the MEC for local government	COO	03-Jun-13
	Giving notice to the public of the approved IDP and Budget (2013/14) and publicising a summary of the IDP	COO	06-Jun-13
	Approval of the Service Delivery and Budget Implementation Plan (2013/14) by the Executive Mayor	Office of the Executive Mayor and COO	20-Jun-13
	Submission of approved SDBIP to National Treasury and Provincial Treasury	MM, CFO and COO	04-Jul-13
	Publishing the SDBIP and performance agreements on the municipal website and in local newspapers	COO	04-Jul-13
	Tabling of the SDBIP and Performance Agreements in Council	COO	31-Jul-13

PHASE	ACTIVITY	CO-ORDINATING DIRECTORATE/ OFFICE	TIMEFRAME
MONITORING AND EVALUATION PHASE	Submission of first Draft 2011/12 Annual Report to the Auditor-General	COO	30-Oct-12
	First quarter report (2012/13) to Municipal Manager and Executive Mayor	COO	01-Nov-12
	Second quarter report (2012/13) to Municipal Manager and Executive Mayor	COO	31-Dec-12
	Tabling of 2012/13 Mid-term Performance Assessment Report to Executive Mayor/Mayoral Committee, together with a report on the recommendations of the revised projections for revenue and expenditure, including recommendations on the Adjustment Budget	COO	16-Jan-13
	Tabling of 2012/13 Mid-term Performance Assessment Report to Council, together with a report on the recommendations of the revised projections for revenue and expenditure, including recommendations on the Adjustment Budget	COO	24-Jan-13
	Submission of the 2012/13 Mid-term Performance Assessment Report to National Treasury and Provincial Treasury, together with a report on the recommendations of the revised projections for revenue and expenditure, including recommendations on the Adjustment Budget	COO	24-Jan-13
	Submission of Draft 2011/12 Annual Report to Council	COO	24-Jan-13
	Publishing of the 2012/13 Mid-term Performance Assessment Report, together with a report on the recommendations of the revised projections for revenue and expenditure, including recommendations on the Adjustment Budget on the municipal website	COO	30-Jan-13
	Publishing of notice in local newspapers inviting comments on 2011/12 Annual Report and communicating public participation programme	COO	31-Jan-13
	Submission of the 2012/13 Annual Report public participation programme to the Oversight Committee	COO	12-Feb-13
	Submission of 2012/13 Adjustment Budget to National Treasury and Provincial Treasury	CFO	07-Mar-13
	Publishing of the approved 2012/13 Adjustment Budget, with supporting documents	CFO	07-Mar-13
	Submission and approval of 2011/12 Annual Report and Municipal Public Accounts Committee Report by Council	COO	21-Mar-13
	Publishing adopted 2011/12 Annual Report on municipal website	COO	29-Mar-13
	Submission of adopted 2011/12 Annual Report to MEC for local government and other government structures	COO	29-Mar-13
	Third quarter report (2012/13) to Municipal Manager and Executive Mayor	COO	01-May-13
	Fourth quarter report (2012/13) to Municipal Manager and Executive Mayor	COO	01-Aug-13