

**Key IDP and budget time schedule of events**

<b>IDP PHASES</b>	<b>DELIVERABLE AND PROCESS MANAGEMENT</b>	<b>RESPONSIBLE</b>	<b>OUTPUT</b>	<b>DATES</b>
<b>PREPARATION PHASE</b>	Development of IDP and Budget Process Plan	IDP	Approved IDP and budget process plan	Aug 2009
	Draft Process Plan to IDP and Budget Steering Committee	IDP		21 Oct 2009
	Tabling of the IDP and Budget Process Plan to Council	EM		25 Nov 2009
	Advertisement of IDP and Budget Process Plan	IDP		26 Nov 2009
<b>ANALYSIS PHASE</b>	Committees and consultation forums for the budget process	MMCs: IDP and Finance	Determine and assess the current level of development and what are the emerging challenges, opportunities and priority issues	9 Dec 2009
	Briefing session with Budget Committee	CFO and City Manager		17 Dec 2009
	One day self assessment dialogue with EMT, MAYCO and Councillors	City Manager		14 Jan 2010
<b>STRATEGIES PHASE</b>	IDP Steering Committee to review emerging issues/changes and to prioritize IDP and budget items	EM, MMCs: IDP and Finance	Develop and/or refine objective for priority issues Determine ne programmes to achieve strategic intent Develop organisational scorecard	27 Jan 2010
	EMT to submit budget inputs on capital projects	City Manager		21 Dec 2009
	Centlec submit draft budget and business plans	Centlec		28 Jan 2010
	Refining municipal strategies, objectives, KPA's, KPI's and targets so as to influence the budget	EM		4 Feb 2010
	Initiate Public Participation process in line with MTREF	Office of the Speaker		8 Feb 2010
	MLM provides Centlec with comments on draft business plan and budget	EM and City Manager		12 Feb 2010
	MAYCO Lekgotla to confirm IDP, SDBIP and Budget priorities	EM		19 Feb 2010
	MAYCO approves municipal objectives, strategies, KPIs and targets	EM		25 Feb 2010
	Review tariffs and budget policies	CFO		26 Feb 2010
	<b>PROJECT PHASE</b>	Set and agree on IDP priority programme/projects		EM and City Manager
Review and align National and Provincial allocation for inclusion in the draft IDP and MTREF budget		City Manager and CFO	Agree on the spatial location of the projects	26 Feb 2010

	Draft MTREF budget developed	CFO	Develop draft budget	26 Feb 2010
	Directorates develop draft 2010/11 SDBIP and present to Portfolio Committees	IDP		9 Mar 2010
	One and multi-year scorecard revised and presented to MAYCO	City Manager		16 Mar 2010
<b>INTEGRATION PHASE</b>	Institutional plan refined to deliver on the municipal strategy	City Manager	Integrate and align with sector plans	18 Mar 2010
	Directorates identifying programmes and projects with external stakeholders	Deputy ED	Incorporate programmes and projects into IDP	23 Mar 2010
	Integration of sector plans and institutional programmes	IDP		23 Mar 2010
	Horizontal and vertical alignment with District, Province and other stakeholders	Deputy ED		23 Mar 2010
Financial plan and capital investment plan are developed	CFO	23 Mar 2010		
<b>APPROVAL PHASE</b>	Presentation of service plans and integration into the IDP document to MAYCO	City Manager		23 Mar 2010
	Tabling of the Draft IDP including proposed revisions and MTREF Budget and related resolutions – MLM and Centlec	EM	Approved IDP, budget and SDBIP	25 Mar 2010
	Submission of draft IDP and MTREF to MECs Treasury and Cooperative Governance, Traditional and Human Settlements, and National	IDP and Budget Office		26 Mar 2010
	Public participation process including hearings on Draft IDP and Budget	IDP		30 Mar to 9 Apr 2010
	IDP Budget Lekgotla	IDP		14 Apr 2010
	Special Council considers submissions, representations and recommendations from hearings. Executive Mayor to be provided with an opportunity to respond to submissions during consultation and table amendments for Council consideration	<b>Council</b>		22 Apr 2010
	Executive Mayor with support of MAYCO to recommend approval by Council after considering inputs from Council and all sectors	EM		29 Apr 2010
	Council meeting to approve MTREF budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure	<b>Council</b>		27 May 2010

	by vote before start of budget year			
	Publication of approved IDP and budget on the website and in local newspapers	IDP		2 Jun 2010
	Compilation and submission of draft 2010-11 SDBIP and annual performance agreements by City Manager to the Executive Mayor	City Manager	Approved SDBIP and annual performance agreements	
	Executive Mayor approves the 2010/11 SDBIP and annual performance agreements of the City Manager and senior managers within 28 days after the approval of IDP and budget. Executive Mayor ensures that the annual performance agreements are linked to the measurable performance objectives approved with the budget and SDBIP	Executive Mayor		15 Jun 2010
	The Executive Mayor submits the approved SDBIP and performance agreements to Council, MEC for Cooperative Governance, Traditional Affairs and Human Settlements and makes public within 14 days after approval	<b>Council</b> , EM, City Manager and IDP		30 Jun 2010
<b>MONITORING AND EVALUATION PHASE</b>	Quarterly SDBIP performance progress report for first quarter of 09-10, to Internal Audit, Audit Committee, EMT, MAYCO, Section 80 Committees and Council	IDP	Approved SDBIP performance reports	Oct 2009
	Sect 55 (57) Managers' quarterly assessments for first quarter of 09/10	City Manager	Service delivery performance assessed	Oct 2009
	Quarterly Audit Committee meeting (for the first quarter of 09-10) and for evaluation of s 55 (57) Managers final assessments	Internal Audit		Oct 2009
	Quarterly SDBIP performance progress report for second quarter of 09-10, to Internal Audit, Audit Committee, EMT, MAYCO, Section 80 Committees and Council	IDP	Approved SDBIP performance reports	Jan 2010
	Sect 57 Managers' quarterly assessments for second quarter of 09/10	City Manager	Service delivery performance assessed	Jan 2010
	Quarterly Audit Committee meeting (for the second quarter of 09-10) and for evaluation of s 57 Managers final assessments	Internal Audit		Jan 2010
	Mid-term budget and performance assessment	IDP	Mid-term finance and service delivery performance report	25 Jan 2010

			compliant to MFMA	
	Review of current budget and preparation of adjustment budget for approval by Council	CFO	Approved adjustment budget	28 Jan 2010
	Publicise adjustment budget on the website and in local newspapers	Budget Office		3 Mar 2010
	Quarterly SDBIP performance progress report for third quarter of 09-10, to Internal Audit, Audit Committee, EMT, MAYCO, Section 80 Committees and Council	IDP	Approved SDBIP performance reports	Apr 2010
	Sect 57 Managers' quarterly assessments for third quarter of 09/10	City Manager	Service delivery performance assessed	Apr 2010
	Quarterly Audit Committee meeting (for the third quarter of 09-10) and for evaluation of s 57 Managers final assessments	Internal Audit		Apr 2010
	Quarterly SDBIP performance progress report for fourth quarter of 09-10, to Internal Audit, Audit Committee, EMT, MAYCO, Section 80 Committees and Council	IDP	Approved SDBIP performance reports	Jul 2010
	Sect 57 Managers' quarterly assessments for fourth quarter of 09/10	City Manager	Service delivery performance assessed	Jul 2010
	Quarterly Audit Committee meeting (for the fourth quarter of 09-10) and for evaluation of s 57 Managers final assessments	Internal Audit		Jul 2010
	Auditor General audit of performance measures	Auditor General	Audited service delivery performance	Sept 2010
	Compile annual report for 08-09 and forward it to Auditor General	IDP	Compile annual report	Sept 2009
	Annual report 08-09 presented to MAYCO and Section 80 Committees	EM and City Manager	Annual report 2008-09 approved	Nov 2009
	Executive Mayor tables annual reports of MLM and Centlec for 08/09, to Council	EM		28 Jan 2010
	Executive Mayor tables an adjustment budget in Council	EM		28 Jan 2010
	Advertise annual report on the website and in local newspapers	IDP		3 Feb 2010
	Make public annual report and invite community inputs into report	IDP		3 Feb 2010

	Submit annual report to Auditor General, MECs for Local Government and Treasury	IDP		3 Feb 2010
	Council to consider and adopt an oversight report, due by 31 March	Office of the Speaker	Oversight report approved	Mar 2010
	Publicise Annual Oversight Report within seven day of adoption	IDP		Apr 2010
	Within seven days of adoption of Oversight Report submit to the Provincial Legislature/MEC Local Government the annual report of MLM and Centlec and the oversight reports on those annual reports	IDP		Apr 2010
<b>PREPARATION PHASE FOR 2011/12 MTREF period</b>	Annual review of organisational KPIs	IDP		Develop and/or review performance measures
	Review annual organisational performance targets	IDP	Jun 2010	
	<b>Community input into organisation KPIs and targets</b>	<b>IDP</b>	Jun 2010	