

DRAKENSTEIN IDP AND BUDGET PROCESS PLAN: 2010/ 2011

DATE	STRATEGIC ACTIVITIES	CO-ORDINATING UNIT
July	PLANNING: STAKEHOLDERS ENGAGEMENT	
01 Jul 10	Preparation for IDP & Budget Process Plan	IDP/ Budget
12 Jul 10	Planning for next three year MTREF including Tariff rates and policies	Budget
12 Jul 10	Submit to Directorates template for Annual Reports (MSA, s46 & MFMA, s121)	IDP/PMS
14 Jul 10	MAYCO: considers and adopts proposed Draft IDP/ Budget Process Action Plan	
19 Jul 10	Reconstitution of Budget Steering Committee.	Budget
20 Jul 10	Tabling of Draft IDP & Budget Process Plan for Council Approval	IDP/Budget
20 Jul 10	Plan for IDP/Budget Process	IDP/Budget
26 Jul 10	Updating of Sectoral Departments Database through public notices,local newspaper and the website.	IDP
28 Jul 10	COUNCIL: considers and adopts Draft IDP/ Budget Process Action Plan	
28 Jul 10	Sign- off S57 Performance Contracts by the Executive Mayor/ Municipal Manager	PMS
28 Jul 10	Preparations for the MSA, s46 Annual Performance Report	IDP/PMS
28 Jul 10	Planning for the Annual Report (MFMA, s121)	IDP/PMS
August	ANALYSIS: PHASE	
02 Aug 10	Directorates submit draft annual performance report, MSA, s46 to IDP/PMS Office	All Directorates
04 Aug 10	MAYCO:	
04 Aug 10	Advertisement of IDP & Budget Process Plan on website,local newspapers and public amenities such as public libraries,municipal offices e.t.c	IDP
10 Aug 10	Submit Draft Annual Performance Report (MSA, s46) to the Municipal Manager	IDP/PMS
11 Aug 10	Start preparing Medium Term Forecast and determine budget assumptions	Budget
16 Aug 10	Finalise Medium Term Forecast	Budget
27 Aug 10	Stakeholders Engagement re: Inter-governmental Relations	IDP/IGR
31 Aug 10	Submit Annual Performance Report (MSA, s46) to the Auditor- General (AG)	IDP/PMS
September	ANALYSIS: PHASE	
01 Sep 10	MAYCO:	
01 Sep 10	Review previous IDP & Budget process 2009/2010	IDP/ Budget Office
01 Sep 10	Public participation sessions in process in consultation with Ward Councillours and Ward Committees regarding IDP Review	IDP
06 Sep 10	Formal S57 Performance Reviews	IDP/PMS
07 Sep 10	Formal S57 Performance Reviews	IDP/PMS
13 Sep 10	Submit MTREF Report including parameters and assumptions to prapare operating and capital buget to MayCo	Budget
13 Sep 10	Review the measures of Annual Performance Targets	Budget
15 Sep 10	MAYCO:	
16 Sep 10	Directorates submit draft annual report, MFMA, s121 to IDP/PMS Office	All Directorates
22 Sep 10	MAYCO: considers performance reviews report	
22 Sep 10	COUNCIL: considers performance reviews report	
October	STRATEGY/ PROJECT: PHASE	
01 Oct 10	Finalise Public Participation Process	IDP
06 Oct 10	MAYCO:	
08 Oct 10	Finalise Wards and Sector Plans to Directorates	IDP
11 Oct 10	Submit Capital Budget Templates to Directorates	Budget
11 Oct 10	Capital and Operational briefing session with Directorates	Budget
15 Oct 10	Submission of Quarterly Performance Report	All Directorates
18 Oct 10	Directorates commence with the preparation of Capital Budgets	All Directorates
20 Oct 10	MAYCO:	
25 Oct 10	Directorates finalise and submit their Draft Capital Budget to Budget Office	All Directorates
29 Oct 10	Informal S57 Performance Reviews	IDP/PMS
November	STRATEGY/ PROJECT: PHASE	
01 Nov 10	Submit Operational Budget Templates to Directorates	Budget
01 Nov 10	Directorates commence with the preparation of Operational Budget	All Directorates

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01 Nov 10	Distribute MFMA s72(a)(ii) and (iii) Templates for completion by Directorates	IDP/PMS
03 Nov 10	MAYCO:	
15 Nov 10	Directorates finalise and submit their Draft Operational Budget to Budget Office	All Directorates
17 Nov 10	MAYCO: Submission of IDP Review Outcomes	Budget
24 Nov 10	COUNCIL: Submission of IDP Review Outcomes	All Directorates
29 Nov 10	Consideration of draft budget submissions	All Directorates
30 Nov 10	Stakeholders Engagement re: Inter-governmental Relations	All Directorates
30 Nov 10	Submit Draft Reports in terms s72(a)(ii) and (iii) to the Municipal Manager	IDP/PMS
December	STRATEGY/ PROJECT: PHASE	
01 Dec 10	MAYCO: Submit first Draft Budget	
01 Dec 10	COUNCIL: Submit first Draft Budget	
07 Dec 10	Commence Mid Year Budget and Performance Assessment for 2010/ 2011	IDP/PMS/Budget
12 Dec 2010- 11 Jan 2011	<i>Summer School holidays</i>	
January	PROJECT/ INTEGRATION: PHASE	
14 Jan 11	Submission of Quarterly Performance Report	All Directorates
18 Jan 11	First draft operational budget including ward allocation projects	Budget
18 Jan 11	Preparing Proposed Draft IDP/ Budget for public release	IDP/Budget
18 Jan 11	Finalise Mid Year Assessment Reports 2010/ 2011to the Municipal Manager	IDP/Budget
	MAYCO: Considers performance assessment for the first half of the financial year and Adjustment Budget & Considers draft reports on outcomes of IDP and Draft Budget	
	COUNCIL: Considers performance assessment for the first half of the financial year and Adjustment Budget & Considers draft reports on outcomes of IDP and Draft Budget	
25 Jan 10	Submit to Council Draft Performance Reports in terms MFMA, s72(a)(ii) and (iii)	IDP/PMS
25 Jan 10	Submit to Council Draft Annual Report in terms MFMA s121	IDP/PMS
25 Jan 10	After the Annual Report in terms of MFMA s121 has been tabled in Council, the report will be made public in accordance with s127 of the MFMA	IDP/PMS
February	PROJECT/ INTEGRATION: PHASE	
01 Feb 11	Conduct survey and needs analysis to determine status of socio economic profile ,service delivery and level of needs.	IDP
01 Feb 11	Formal S57 Performance Reviews	IDP/PMS
07 Feb 11	Finalising second draft IDP/Budget for MayCo	IDP/Budget
	MAYCO: Considers and adopts first Draft IDP and Annual Budget as well as Program for Public Participation	
	COUNCIL: Consider and adopts first Draft IDP and Annual Budget as well as Program for Public Participation	
24 Feb 11	Stakeholders Engagement re: Inter-governmental Relations	IGR/IDP
25 Feb 11	Public Launch of Draft IDP/ Budget	

	DATE	STRATEGIC ACTIVITIES	CO-ORDINATING UNIT
	March	APPROVAL: PHASE	
	01 Mar 11	IDP & Budget Review Roadshow proceeds	IDP/Budget Office
	21 Mar 11	Start with Draft SDBIP	Budget/IDP
		MAYCO: considers performance reviews report	
		COUNCIL: considers performance reviews report	
	31 Mar 11	IDP & Budget Review Roadshow concludes	IDP/Budget
	31 Mar 11	Submit to Council the Final Draft, MFMA s121, Annual Report for adoption	IDP/PMS
	31 Mar 11	Submit to Council the Annual Report Oversight Committee Report in terms of MFMA, s129	IDP/PMS
	April	APPROVAL: PHASE	
	04 Apr 11	Distribute Provincial S47 Performance Questionnaire to all Directorates (from the Dept. Local Government)	IDP/PMS
	05 Apr 11	Public Comments Report distributed to Directorates	IDP
	12 Apr 11	Directorates submit comments/ responses on public comments.	All Directorates
	14 Apr 11	Public Comments Report tabled for MayCo	IDP
	15 Apr 11	Submission of Quarterly Performance Report	All Directorates
	18 Apr 11	Directorates to submit Draft S47 Provincial Performance Questionnaire to IDP/PMS	
		MAYCO: Comments report finalised for discussion and distributed	
		COUNCIL: Comments report finalised for discussion and distributed	
	26 Apr 11	Submit Draft s47 Provincial Performance Questionnaire to the Municipal Manager	IDP/PMS
	28 Apr 11	Informal S57 Performance Reviews	IDP/PMS
	May	APPROVAL: PHASE	
	04 May 11	Submit s47 Performance Questionnaire to Province	IDP/PMS
	04 May 11	Continue finalising Draft IDP/ Budget for approval	IDP/Budget
		MAYCO: adopts Final IDP Report & Budget	IDP/Budget
		SPECIAL MAYCO:	
	23 May 11	Final SDBIP to the Executive Mayor	Budget
	26 May 11	COUNCIL: adopts Final IDP Report & Budget	IDP/Budget
	June	MONITORING AND EVALUATION/ ANALYSIS: PHASE	
	07 Jun 11	Give effect to all requirements re: communication of approved IDP, Budget, SDBIP and PMS	IDP/Budget
	14 Jun 11	Submit 2011/ 2012 IDP/ Budget to the MECs and relevant departments	IDP/Budget
	15 Jun 11	Draft S57 Performance Contracts tabled to the Executive Mayor/ Municipal Manager	PMS
	15 Jun 11	Submission of Quarterly Performance Report	All Directorates
		MAYCO: Considers Draft SDBIP	
		MAYCO: Approves Final SDBIP	
		COUNCIL: Submit SDBIP for information	
	23 Jun 11	Launching of Community Based Planning in consultation with Ward Councillors, Ward Committee members, CDW's and Sectoral Departments with the Drakenstein Municipal Area.	IDP/Budget
	28 Jun 11	Community Based Planning proceeds	IDP
	28 Jun 11	Submit 2011/12 SDBIP to National and Provincial Departments and make it available for public information	Budget