

DRAKENSTEIN IDP AND BUDGET PROCESS PLAN: 2011/ 2012- 2013/ 2014

	DATE	STRATEGIC ACTIVITIES	CO-ORDINATING UNIT
2011/ 2012			
1	JULY	PLANNING PHASE	
	1-Jul-11	Preparation for IDP & Budget Process Plan	IDP
	12-Jul-11	Process Plan Session with all Directorates	IDP
	19-Jul-11	Reconstitute of Budget Steering Committee	Budget
	20-Jul-11	MAYCO: Considers and Adopts proposed Draft IDP/ Budget Process Plan	IDP
	27-Jul-11	COUNCIL: Considers and Adopts Draft IDP/ Budget Process Plan	IDP
2	AUGUST	ANALYSIS PHASE	
	4-Aug-11	Advertisement of IDP & Budget Process Plan on Website, Local Newspapers and Public Amenities such as Public Libraries, Municipal Offices etc.	IDP
	4-Aug-11	Invitation for Sector- registration into the Municipal Stakeholder Database	IDP
	11-Aug-11	Start preparing Medium Forecast and determine Budget Assumptions to be used	Budget
	12-Aug-11	Community Based Planning Launch	IDP
		Process Plan Presentation	IDP
		Establishment of Community and Stakeholders Forum/ IDP Representative Forum (e.g Ward Committees)	IDP
	22-Aug-11	Ward Based Planning Engagements Commence (Prioritization of community needs per ward)	IDP
	30-Aug-11	Finalize Medium Term Forecast	Budget
	31-Aug-11	Annual Performance Report submitted to the Auditor-General	PMS

	DATE	STRATEGIC ACTIVITIES	CO-ORDINATING UNIT
3	SEPTEMBER	ANALYSIS PHASE	
	20-Sep-11	Ward Based Planning Engagements Continues (Prioritization of community needs per ward)	IDP
	20-Sep-11	Determine Revenue Projections and Proposed Rate and Service Charges and Drafts Initial Allocations to functions and departments for the next financial year after taking into account Strategic Objectives.	IDP
	29-Sep-11	Ward Based Planning Engagements Finalized (Prioritization of Community Needs per Ward)	IDP
4	OCTOBER	STRATEGY PHASE	
	12-Oct-11	Report on Ward Based Planning Finalized	IDP
	13-Oct-11	Capital and Operational Briefing Session with Directorates	Budget
	13-Oct-11	Distribute Capital Budget Templates to Directorates	All Directorates
	13-Oct-11	Directorates Commence with the Preparation of Capital Budgets	All Directorates
		MAYCO: Submission of Draft Ward Development Plans	IDP
		COUNCIL: Submission of Draft Ward Development Plans	IDP
	17-Oct-11	Workshop on developing a Vision, defining of Development Objectives and Strategies	Municipal Manager
	20-Oct-11	Popularisation of Municipal Vision, Mission and Values through Workshops, Local Newspapers and Roadshows	Municipal Manager
	25-Oct-11	Analysis of Demographic Profile	IDP
	27-Oct-11	Capital and Operational Briefing Session with Directorates	Budget
	28-Oct-11	Distribute Capital Budget Templates to Directorates	All Directorates
	28-Oct-11	Directorates Commence with the Preparation of Capital Budgets	All Directorates
5	NOVEMBER	STRATEGY/ PROJECT PHASE	
	1-Nov-11	Directorates finalize and submit their Draft Capital Budgets to the Budget Office	All Directorates
	2-Nov-11	Distribute Operational Budget Templates to Directorates	All Directorates
	2-Nov-11	Directorates Commence with the Preparation of Operational Budgets	All Directorates

	DATE	STRATEGIC ACTIVITIES	CO-ORDINATING UNIT
	11-Nov-11	Alignment of Sectoral Plans	IDP
	21-Nov-11	Directorates finalize and submit their Draft Operational Budgets to the Budget Office	All Directorates
	28-Nov-11	Submission of Draft Project Plans	All Directorates
	30-Nov-11	Designing of Ward Development Plans	IDP
6	DECEMBER	STRATEGY/ PROJECT PHASE	
	2-Dec-11	Ward Based Planning Engagements with Sector Departments	IDP
	5-Dec-11	Preparation of First Draft IDP	IDP
	5-Dec-11	Directorates finalize and submit their Draft Operational Budgets to the Budget Office	All Directorates
	5-Dec-11	Commence Mid- year Assessments	PMS, Budget
	7-Dec-11	MAYCO: Submission of first draft budget	
		COUNCIL:	
	12-Dec-11	Alignment of Project Plans	IDP
	14-Dec-11	Preparation for Mid- year Performance Assessment	PMS
		<i>Summer School holidays</i>	
7	JANUARY	PROJECT/ INTEGRATION PHASE	
	9-Jan-12	Finalise Mid- year Assessments and submit to the Municipal Manager	PMS, Budget
	20-Jan-12	Finalisation of First Draft IDP	IDP
		MAYCO: CONSIDERS MID- YEAR ASSESSMENTS FOR THE FIRST HALF OF THE FINANCIAL YEAR, ADJUSTMENT BUDGET, DRAFT ANNUAL REPORT, AND DRAFT BUDGET	IDP, PMS, BUDGET
	26-Jan-12	COUNCIL: CONSIDERS MID- YEAR ASSESSMENTS FOR THE FIRST HALF OF THE FINANCIAL YEAR, ADJUSTMENT BUDGET, AND DRAFT ANNUAL REPORT	IDP, PMS, BUDGET

	DATE	STRATEGIC ACTIVITIES	CO-ORDINATING UNIT
8	FEBRUARY	PROJECT/ INTEGRATION PHASE	
		MAYCO: CONSIDERS AND ADOPTS FIRST DRAFT IDP	IDP
		COUNCIL: CONSIDER AND ADOPTS FIRST DRAFT IDP	IDP
	24-Feb-12	Advertisement of Draft IDP on Website, Local Newspapers and Public Amenities such as Public Libraries, Municipal Offices etc.	IDP
		MAYCO: Considers proposed Draft Annual Budget, Annual Report as well as Oversight Report, and Programme for Public Participation	Budget, PMS, IDP
		COUNCIL: Considers proposed Draft Annual Budget, Adopt Annual Report as well as Oversight Report, and Programme for Public Participation	Budget, PMS, IDP
	29-Feb-12	Start with Draft SDBIPs and PMS	Budget, PMS
9	MARCH	PROJECT/ APPROVAL PHASE	
	1-Mar-12	IDP & BUDGET REVIEW ROADSHOW COMMENCE	IDP, Budget
	20-Mar-12	IDP & BUDGET REVIEW ROADSHOW FINALIZED	IDP
	26-Mar-12	Public Comments Report Finalized and Distributed to Directorates for Comments	IDP
	28-Mar-12	Directorates submit Comments Report to be finalized for submission to Council	All Directorates
10	APRIL	APPROVAL PHASE	
		MAYCO: Adopts Final Draft IDP Report & Budget	IDP, Budget
		COUNCIL: ADOPTS FINAL DRAFT IDP REPORT & BUDGET	IDP, Budget
		Advertisement of Draft IDP on Website, Local Newspapers and Public Amenities such as Public Libraries, Municipal Offices etc.	IDP, BUDGET
11	MAY	APPROVAL PHASE	
	20-May-12	Submit SDBIP to the Mayor for Approval	Budget

	DATE	STRATEGIC ACTIVITIES	CO-ORDINATING UNIT
12	JUNE	MONITORING AND EVALUATION PHASE	
	6-Jun-12	IDP Review Preparation Commence	IDP
	9-Jun-12	Councillors, Executive Management Team briefing Session (Confirm responsibilities and dates of the meetings)	Municipal Manager
	12-Jun-12	Submit 2011/ 2012 IDP/ Budget to the MECs and relevant Departments	IDP, Budget
	25-Jun-12	Submit SDBIP to the Mayor for Approval	Budget
		2012/ 2013	
13	JULY	MONITORING AND EVALUATION PHASE	
	6-Jul-12	Preparation for IDP & Budget Process Plan	IDP
	12-Jul-12	Process Plan Session with all Directorates	IDP
		MAYCO: Considers and Adopts Draft IDP/ Budget Process Plan	IDP
		COUNCIL: Considers and Adopts Draft IDP/ Budget Process Plan	IDP
	18-Jul-12	IDP Review Process Commences	IDP
14	AUGUST	ANALYSIS PHASE	
	13-Aug-12	Start preparing Medium Term Forecast and determine Budget Assumptions to be used	Budget
	25-Aug-12	Stakeholder Engagement on IDP Review Process Commence	IDP
	29-Aug-12	Finalise Medium Term Forecast	Budget
15	SEPTEMBER	STRATEGIES PHASE	
	5-Sep-12	Sector Departments Engagement on IDP Review Process	IDP
	17-Sep-12	Capital and Operational Briefing Session with Directorates	All Directorates
	17-Sep-12	Distribute Capital Budget Templates to Directorates	Budget
	17-Sep-12	Directorates commence with the preparation of Capital budgets	All Directorates
	23-Sep-12	Stakeholder Engagement on IDP Review Process Finalized	IDP

	DATE	STRATEGIC ACTIVITIES	CO-ORDINATING UNIT
	24-Sep-12	Determine Revenue Projections and Proposed Rate and Service Charges and Drafts Initial Allocations to Functions and Departments for the next financial year after taking into account Strategic Objectives.	Budget
16	OCTOBER	PROJECTS PHASE	
	2-Oct-12	Distribute Operational Budget Templates to Directorates	Budget
	2-Oct-12	Directorates Commence with the preparation of Operational budgets	All Directorates
	15-Oct-12	Directorates finalise and submit their Draft Capital Budget to Budget Office	All Directorates
	23-Oct-12	Incorporate Public Comments into the Draft Plans and Budget	Budget, All
	30-Oct-12	Directorates finalize and submit their Draft Operational Budget to Budget Office	All Directorates
	30-Oct-12	Directorates finalise and submit their Draft Capital Budget to Budget Office	All Directorates
17	NOVEMBER	INTEGRATION PHASE	
	10-Nov-12	Integration of Plans and Projects with Sector Departments	IDP
	22-Nov-12	Consideration of Draft Budget submissions	All Directorates
18	DECEMBER	INTERGRATION PHASE	
	5-Dec-12	Preparation of First Draft IDP Review Report	IDP
	5-Dec-12	Commence Mid Year Assessments	PMS, Budget
	5-Dec-12	MAYCO: Submission of first Draft Budget	
		COUNCIL:	
		SUMMER SCHOOL	

	DATE	STRATEGIC ACTIVITIES	CO-ORDINATING UNIT
19	JANUARY	INTERGATION /APPROVAL PHASE	
	9-Jan-13	Finalise Mid Year Assessments and submit to Municipal Manager	IDP, Budget
	20-Jan-13	Finalisation of First Draft IDP Review Report	IDP
		MAYCO: Considers Mid- year Assessments for the First Half of the Financial Year, Adjustment Budget, Draft Annual Report, and Draft Budget	IDP, PMS, Budget
	26-Jan-13	COUNCIL: Considers Mid- year Assessments for the First Half of the Financial Year, Adjustment Budget, and Draft Annual Report	IDP, PMS, Budget
20	FEBRUARY	APPROVAL PHASE	
		MAYCO: Considers and Adopts First Draft IDP, Review Report, Draft Annual Budget, Annual Report as well as Oversight Report, and Programme for Public Participation	IDP
		COUNCIL: Consider and Adopts First Draft IDP, Review Report, Draft Annual Budget, Annual Report as well as Oversight Report, and Programme for Public Participation	IDP
	10-Feb-13	Advertisement of Draft IDP on Website, Local Newspapers and Public Amenities such as Public Libraries, Municipal Offices etc.	IDP, Budget
		Start with Draft SDBIPs and PMS	IDP, PMS, Budget
21	MARCH	APPROVAL PHASE	
	6-Mar-13	Community and Sector engagements on the Draft IDP Review	IDP
	7-Mar-13	IDP & Budget Review Roadshow Commence	IDP, Budget
	17-Mar-13	IDP & Budget Review Roadshow Finalized	IDP
	26-Mar-13	Public Comments Report Finalized and Distributed to Directorates for Comments	IDP
	28-Mar-13	Directorates submit Comments Report to be finalized for submission to Council	All Directorates

	DATE	STRATEGIC ACTIVITIES	CO-ORDINATING UNIT
22	APRIL	APPROVAL PHASE	
		MAYCO: Adopts Final Draft IDP Review Report & Budget	IDP, Budget
		COUNCIL: Adopts Final Draft IDP Review Report & Budget	IDP, Budget
	4-Apr-13	Advertisement of Draft IDP on Website, Local Newspapers and Public Amenities such as Public Libraries, Municipal Offices etc.	IDP, Budget
23	MAY	APPROVAL: PHASE	
		Submit SDBIP to Mayor for Approval	Budget
24	JUNE	APPROVAL PHASE	
	1-Jun-13	Councillors, Executive Management Team briefing Session (Confirm responsibilities and dates of the meetings)	Municipal Manager
	6-Jun-13	Submit 2011/ 2012 IDP/ Budget to the MECs and relevant Departments	IDP, Budget
	13-Jun-13	IDP Review Preparation Commence	IDP
	25-Jun-13	Submit SDBIP to Mayor for Approval	Budget
		2013/ 2014	
25	JULY	MONITORING AND EVALUATION PHASE	
	6-Jul-13	Preparation for IDP & Budget Process Plan	IDP
	12-Jul-13	Process Plan Session with all Directorates	IDP
		MAYCO: Considers and Adopts Draft IDP/ Budget Process Plan	IDP
		COUNCIL: Considers and Adopts Draft IDP/ Budget Process Plan	IDP
	18-Jul-13	IDP Review Process Commence	IDP

	DATE	STRATEGIC ACTIVITIES	CO-ORDINATING UNIT
26	AUGUST	ANALYSIS PHASE	
	1-Aug-13	Stakeholder Engagement on IDP Review Process Continues	IDP
	13-Aug-13	Start preparing Medium Term Forecast and determine Budget Assumptions to be used	Budget
		Finalise Medium Term Forecast	Budget
27	SEPTEMBER	STRATEGIES PHASE	
	3-Sep-13	Sector Departments Engagement on IDP Review Process	IDP
	23-Sep-13	Stakeholder Engagement on IDP Review Process Finalized	IDP
	29-Sep-13	Determine Revenue Projections and Proposed Rate and Service Charges and Drafts Initial Allocations to Functions and Departments for the next financial year after taking into account Strategic Objectives.	Budget
		Capital and Operational Briefing Session with Directorates	All Directorates
		Distribute Capital Budget Templates to Directorates	Budget
		Directorates commence with the preparation of Capital budgets	All Directorates
28	OCTOBER	PROJECTS PHASE	
	23-Oct-13	Incorporate Public Comments into the Draft Plans and Budget	Budget, All
		Distribute Operational Budget Templates to Directorates	Budget
		Directorates Commence with the preparation of Operational budgets	All Directorates
		Directorates finalise and submit their Draft Capital Budget to Budget Office	All Directorates
		Directorates finalize and submit their Draft Operational Budget to Budget Office	All Directorates
29	NOVEMBER	INTEGRATION PHASE	
	10-Nov-13	Integration of Plans and Projects with Sector Departments	IDP
	22-Nov-13	Consideration of Draft Budget submissions	All Directorates

	DATE	STRATEGIC ACTIVITIES	CO-ORDINATING UNIT
30	DECEMBER	INTERGRATION PHASE	
	5-Dec-13	Preparation of First Draft IDP Review Report	IDP
	5-Dec-13	Commence Mid Year Assessments	PMS, Budget
	7-Dec-13	MAYCO: Submission of first draft budget	
		COUNCIL:	
<i>SUMMER SCHOOL</i>			
31	JANUARY	INTERGATION /APPROVAL PHASE	
	9-Jan-14	Finalise Mid Year Assessments and submit to Municipal Manager	IDP, Budget
	20-Jan-14	Finalisation of First Draft IDP Review Report	IDP
		MAYCO: Considers Mid- year Assessments for the First Half of the Financial Year, Adjustment Budget, Draft Annual Report, and Draft Budget	IDP, PMS, Budget
	26-Jan-14	COUNCIL: Considers Mid- year Assessments for the First Half of the Financial Year, Adjustment Budget, and Draft Annual Report	IDP, PMS, Budget
32	FEBRUARY	APPROVAL PHASE	
		MAYCO: Considers and Adopts First Draft IDP Review Report	IDP
		COUNCIL: Consider and Adopts First Draft IDP Review Report	IDP
	10-Feb-14	Advertisement of Draft IDP on Website, Local Newspapers and Public Amenities such as Public Libraries, Municipal Offices etc.	IDP, Budget
		MAYCO: Considers proposed Draft Annual Budget, Annual Report as well as Oversight Report, and Programme for Public Participation	Budget, PMS, IDP
		COUNCIL: Considers proposed Draft Annual Budget, Adopt Annual Report as well as Oversight Report, and Programme for Public Participation	Budget, PMS, IDP
		Start with Draft SDBIPs and PMS	IDP, PMS, Budget

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33	MARCH	APPROVAL PHASE	
	6-Mar-14	Community and Sector engagements on the Draft IDP Review	IDP
	7-Mar-14	IDP & Budget Review Roadshow Commence	IDP, Budget
	17-Mar-14	IDP & Budget Review Roadshow Finalized	IDP
	26-Mar-14	Public Comments Report Finalized and Distributed to Directorates for Comments	IDP
	28-Mar-14	Directorates submit Comments Report to be finalized for submission to Council	All Directorates
34	APRIL	APPROVAL PHASE	
		MAYCO: Adopts Final Draft IDP Review Report & Budget	IDP, Budget
		COUNCIL: Adopts Final Draft IDP Review Report & Budget	IDP, Budget
	4-May-14	Advertisement of Draft IDP on Website, Local Newspapers and Public Amenities such as Public Libraries, Municipal Offices etc.	IDP, Budget
35	MAY	APPROVAL PHASE	
		Submit SDBIP to Mayor for Approval	Budget
36	JUNE	APPROVAL PHASE	
	6-Jun-14	Submit 2011/ 2012 IDP/ Budget to the MECs and relevant Departments	IDP, Budget
	13-Jun-14	IDP Review Preparation Commence	IDP
	27-Jun-14	Councillors, Executive Management Team briefing Session (Confirm responsibilities and dates of the meetings)	Municipal Manager
	30-Jun-14	Process Plan Session with all Directorates	IDP