



SDF / IDP / BUDGET TIME SCHEDULE / PROCESS PLAN FOR 2024/25

(In accordance with Section 21(1)(b) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and Section 29 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) and the Regulations made under these Acts)

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES						RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
AUGUST 2023									
1	Place 4th Quarter Performance Report 2022/23 on website (must be placed on the website not later than 5 days) after its tabling in the council or on the date on which it must be made public, which ever occurs first)	MFMA - Section 75 (2) MSA 21(b)					01 August 2023		Snr Manager: Financial Management Services
2	Submit 4th Quarter Performance Reports 2022/23 - SDBIP and Finance Performance Reports to National and Provincial Treasury	MPPMR - Reg 13						01 August 2023	Snr Manager: Financial Management Services
3	Executive Mayor and Mayoral Committee considers the 2023/24 Roll-Over Adjustments Budget	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)				16 August 2023			Snr Manager: Financial Management Services
4	Executive Mayor and Mayoral Committee recommend that SDF/IDP/Budget Time Schedule / Process Plan (at least 10 months before the start of the budget year) be approved by the Council	MFMA - Sec 21(1)(b)	16 August 2023						Manager: IDP/PMS/PP
5	Submit the draft proposed amendments to the IDP to MayCo taking into consideration the requirements of the Municipal Planning and Performance Management Regulations to recommend to the Council	MSA 32 - Section 34 (b) MPPMR - Reg. 3	16 August 2023	16 August 2023					Manager: IDP/PMS/PP
6	Council considers the 2023/24 Roll-Over Adjustments Budget (to be tabled before 25 August 2023)	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)				23 August 2023			Snr Manager: Financial Management Services
7	Council approve the SDF/IDP/Budget Time Schedule / Process Plan for 2024/25 (at least 10 months before the start of the budget year)	MFMA - Sec 21(1)(b)	23 August 2023						Manager: IDP/PMS/PP

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
8	Submit the proposed draft IDP amendments , taking into consideration the requirements of the Municipal Planning and Performance Management Regulations to the Council for approval for the purpose of obtaining public comment (21 days)	MSA 32 - Section 34 (b) MPPMR - Reg. 3	23 August 2023	23 August 2023					Manager: IDP/PMS/PP
9	Place advertisement to notify the public of the approved SDF/IDP/Budget Time Schedule on website, local newspapers and notice boards	MSA - Sec 21, 21A, 28(3)	28 August 2023						Manager: IDP/PMS/PP
10	Advertise the proposed draft IDP amendments for a period of 21 days to allow for public comment on the municipal website and local newspaper	MPPMR Regulation 15(3)	28 August 2023	28 August 2023					Manager: IDP/PMS/PP
11	Period for public comment on the proposed draft IDP amendments for a period of 21 days	MPPMR Regulation 15(3)	28 August 2023 - 18 September 2023	28 August 2023 - 18 September 2023					Manager: IDP/PMS/PP
12	Place 2023/24 Roll-Over Adjustments Budget on the website (must be placed on the website not later than 5 days after its tabling in the council or on the date on which it must be made public, which ever occurs first)	MFMA - Sec 75(2) MSA - Sec 21(b)				28 August 2023			Manager: Budget and Costing
13	Submit the Annual Financial Statements (AFS) and Annual Performance Report (APR) 2022/23 to the Auditor-General for auditing (the accounting officer of a municipality must prepare the annual financial statements of the municipality within 2 months after the end of the financial year to which those statements relate and submit the statements to the Auditor-General for auditing)	MFMA Sec 126 (1)(a) MSA - Sec 46 (1) (2)					31 August 2023	31 August 2023	Chief Financial Officer Manager: IDP/PMS/PP
SEPTEMBER 2023									
14	District IDP Managers Forum	MSA Section 24	01 September 2023						Manager: IDP/PMS/PP
15	Submit the Budget to the National- and Provincial Treasury as prescribed by legislation	MFMA - Sec 22(b) MBRR - Reg 20				06 September 2023			Manager: Budget and Costing

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
16	Submit the proposed draft IDP Amendments to the MEC, Provincial Treasury and National Treasury and other affected organs of state within 10 working days after the Council approval	MSA - Section 29	01 September 2023	01 September 2023					Manager: IDP/PMS/PP
17	Submit the draft IDP Amendment to the District Municipality for input within 10 working days after the Council approval	MSA - Section 29(3)(b) MPPMR - Reg. 3(6)	01 September 2023	01 September 2023					Manager: IDP/PMS/PP
18	Provincial IDP Managers Forum	MSA Section 24	15 September 2023						Manager: IDP/PMS/PP
19	Public Participation period: during this period the community and stakeholders will be able to submit inputs for the 2nd review of the 5th Generation IDP 2022 - 2027 and MSDF	MSA Section 29(1)(b)(i)	12 September - 02 October 2023	12 September - 02 October 2023					Manager: IDP/PMS/PP
20	Public participation meetings for the 2nd review of the 5th Generation IDP 2022 – 2027 and MSDF	MSA Section 29(1)(b)(i)	12 – 21 September 2023	12 – 21 September 2023					Manager: IDP/PMS/PP
21	Capture and refine all community inputs from the needs analysis process and sector engagement	Not Applicable	21 September - 13 October 2023						Manager: IDP/PMS/PP
22	Review the MSDF based on community and sector inputs received	Not Applicable		21 September - 13 October 2023					Manager: Spatial Planning
23	Review of the Long Terms Financial Plan	MSA Section 26(a)				1 September 2023 - 30 January 2024			Senior Manager: Financial Management Services
OCTOBER 2023									
24	Finalise all IDP inputs (Chapters) and distribute to all Departments for input and revisions / amendments	MSA Section 34	15 October 2023						Manager: IDP/PMS/PP
25	Submission of priority requests to sector departments and the district municipality	Not Applicable	17 October 2023						Manager: IDP/PMS/PP

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
26	The formulation of disaster strategies: Prevention and mitigation strategies, Vulnerability reduction strategies, Capacity building, Contingency building, Emergency preparedness.	DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 October 2023				Manager: Fire and Disaster
27	Submit 1st Quarterly report for period ending 30 September 2023 on implementation of the budget and financial state of affairs of the Municipality to the Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 28						25 October 2023	Manager: Financial Statements, Compliance and Reporting
28	Submit 1st Quarter Performance Reports 2023/24 - SDBIP and Finance Performance Reports to National and Provincial Treasury	MFMA - Sec 75(2) MSA - Sec 21(b)						25 October 2023	Manager: Financial Statements, Compliance and Reporting
29	Submit the final amended IDP to the Council for adoption together with the memorandum in terms of Reg. 3	Regulation 3(1) ff the MSA Regulations	25 October 2023	25 October 2023					Manager: IDP/PMS/PP
30	Place the adopted IDP Amendment on the municipal website	MFMA - Sec 75 (1)(2) MSA - Sec 21A and 21B	30 October 2023	30 October 2023					Manager: IDP/PMS/PP
31	Place the 1st Quarter Performance Report 2023/24 on the municipal website (must be placed on the website not later than 5 days after its tabling in the council or on the date on which it must be made public, which ever occurs first)	MFMA - Sec 75(2) MSA - Sec 21(b)						30 October 2023	Manager: Financial Statements, Compliance and Reporting
32	Operationalise disaster management in the municipality by means of identifying projects such as setting up the relevant structures	DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 October 2023				Manager: Fire and Disaster
NOVEMBER 2023									
33	Directorates submits inputs for 2023/24 Operating and Capital Adjustments Budget to Manager: Budgeting and Costing	MFMA - Section 28				01 November 2023			Manager: Budget and Costing
34	Directorates complete template for 2024 - 2027 Capital and Operational Budget for Budget Prioritisation	MFMA - Section 21 MSA Section 26(h)				01 November 2023			Manager: Budget and Costing
35	Submit a copy of the adopted IDP Amendment to the MEC for local government as well as Provincial Treasury, National Treasury and District Municipality within 10 days of the adoption or amendment of the	MSA Section 32(1)(a):	3 November 2023	3 November 2023					Manager: IDP/PMS/PP

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
36	Give notice to the public of the adoption of the amended IDP (within 14 days of the adoption of the plan) and place hard copies in libraries and ward offices	Sec 25(4)(a)(b)	07 November 2023	07 November 2023					Manager: IDP/PMS/PP
37	Identify all plans and planning requirements binding on the municipality in terms of national and provincial legislation	MSA - Sect 29(1)(c)	01 - 30 November 2023						Manager: IDP/PMS/PP
38	Operationalise disaster management in the municipality by means of identifying projects such as setting up the relevant structures	DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 November 2023				Manager: Fire and Disaster
DECEMBER 2023									
39	District IDP Managers Forum	MSA - Sec 24	1 December 2023						Manager: IDP/PMS/PP
40	Provincial IDP Managers' Forum	MSA - Sec 24	08 December 2023						Manager: IDP/PMS/PP
41	Design of disaster management projects	DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 December 2023				Manager: Fire and Disaster
JANUARY 2024									
42	MAYCO considers and adopts the 2023/24 Adjustments Budget and Draft Revised SDBIP 2023/24	MFMA - Sec 28 MBRR - Part 4				17 January 2024	17 January 2024		Snr Manager: Financial Management Services and Manager: IDP/PMS/PP
43	Council considers the 2023/24 Adjustments Budget and Draft Revised TL SDBIP 2023/24	MFMA - Sec 28 MBRR - Part 4 MSA - Sec 28 and 29				24 January 2024	24 January 2024		Snr Manager: Financial Management Services and Manager: IDP/PMS/PP
44	Submit Mid-year Budget and Performance Assessment Report 2023/24 to Executive Mayor	MFMA - Sec 72				24 January 2024	24 January 2024		Manager: IDP/PMS/PP

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
45	Submit Mid-year Budget and Performance Report 2023/24 to Provincial Treasury and National Treasury by 25 January	MFMA - Section 72(1)(b) MBRR - Reg 35				25 January 2024			Manager: IDP/PMS/PP and Manager: Financial Statements, Compliance and Reporting
46	Submit the 2nd quarterly report for the period ending 31 December 2023 on implementation of the budget and financial state of affairs of the Municipality to the Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29						24 January 2024	Manager: Financial Statements, Compliance and Reporting and Manager: IDP/PMS/PP
47	Submit Mid-year Budget and Performance Assessment Reports 2023/24 to the Council	MFMA - Section 72(1)(b) MBRR - Reg 35				24 January 2024	24 January 2024	24 January 2024	Snr Manager: Financial Management Services
48	Council considers the Draft Annual Report 2022/23 before advertising it for public comment	MFMA - Sec 127						24 January 2024	Manager: IDP/PMS/PP and Senior Manager: Financial Management Services
49	Make public the Mid-Year Budget and Performance Report 2023/24 in the local newspaper and on municipal website	MFMA - Section 75 (2) MSA - Sec 21(b)						30 January 2024	Manager: Financial Statements, Compliance and Reporting and Manager: IDP/PMS/PP
50	Submit the Draft Annual Report 2022/23 , within five (5) days via e-mail and hard copy to the National Treasury, the Western Cape Department of Local Government, the Western Cape Provincial Treasury and the Auditor General	MFMA - Section 127(5)(b)					30 January 2024		Manager: IDP/PMS/PP
51	Place the 2nd Quarter Performance Report 2023/24 on website	MFMA - Section 75 (2) MSA - Sec 21(b)						30 January 2024	Manager: Financial Statements, Compliance and Reporting

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
FEBRUARY 2024									
52	Place advertisement in local newspapers to notify the public and other stakeholders to submit written comments on the Draft Annual Report 2022/23	MFMA - Sec 127(5)(a) MSA - Sec 21A					01 February 2024		Manager: IDP/PMS/PP
53	Table the draft Annual Report 2022/23 to the MPAC to considers and evaluates the content of the Annual Report 2022/23	MFMA 127 and 129 (1)					05 - 09 February 2024		Manager: IDP/PMS/PP
54	Advertise the approved Adjustments Budget 2023/24 and Revised SDBIP 2023/24 and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation (within 10 working days)	MFMA - Sec 28(7) MSA - Sec 21A MBRR - Part 4				07 February 2024	07 February 2024		Manager: Budget and Costing and Manager: IDP/PMS/PP
55	Public Hearing: Consultation on the draft Annual Report 2022/23 with the community and interested stakeholders	MFMA - Sec 127(5) MFMA - Sec 127(6)					12 February 2024		Manager: IDP/PMS/PP
56	Feedback from officials confirming internal arrangements if the content of the Annual Report 2022/23 are credible, reliable and accurate. (Modification to the report before tabling it to the Council)	MFMA Sec 121 and 122					19 February 2024		Manager: IDP/PMS/PP
57	Annual (2022/23) Performance Assessments for the Municipal Manager and Managers directly accountable to the Municipal Manager	MPPMR - Reg 13 GN 21- 17/01/2014					26 February 2024		Manager: IDP/PMS/PP
58	Complete tariff setting exercise for 2024/25	MFMA Section 17				28 February 2024			Manager: Budget and Costing
59	Review the current Budget and Related Policies / By-laws inputs and newly needed budget related policies	MFMA - Sec 21 MBRR - Part 3				28 February 2024			Snr Manager: Financial Management Services

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
60	Technical Integrated Municipal Engagements (TIME)	MSA - Chapter 5	28 February 2024						Municipal Manager
MARCH 2024									
61	District IDP Managers' Forum	MSA - Sec 24	08 March 2024						Manager: IDP/PMS/PP
62	Provincial IDP Managers Forum	MSA - Sec 24	14 - 15 March 2024						Manager: IDP/PMS/PP
63	Compilation of the Disaster Management Plan	DM Act, No 57 of 2002, Section 53 (1)(a-d) Section 53(2)(a))			15 March 2024				Manager: Fire and Disaster
64	MAYCO meeting to consider the draft IDP, Draft Budget and Draft SDBIP 2024/25	MFMA - Sec 24	20 March 2024			20 March 2024	20 March 2024		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
65	Council considers the Oversight Report and Annual Report 2022/23 for approval	MFMA - Sec 129					27 March 2024		Manager: IDP/PMS/PP
66	Review the municipality's Performance Management System (PMS) - submit the Revised Performance Management Policy to the Council	MPPR - Reg 3(4)(b) and Reg 11(2)					27 March 2024		Manager: IDP/PMS/PP
67	Submission of the draft IDP, Budget, tariffs, budget related policies and SDBIP (at least 90 days before the start of the budget year) to the Council for approval for the purpose of obtaining public comment and inputs (21 days)	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	27 March 2024			27 March 2024	27 March 2024		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
68	District Municipality to table draft 2nd Review IDP and Budget to the Council	MFMA - Sec 16(2) MSA - Sec 25 (b)(c) MBRR - Part 3	30 March 2024						Cape Winelands District Municipality

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
APRIL 2024									
69	Submit the Budget to National and Provincial Treasury, as prescribed by legislation	MFMA - Sec 22(b) MBRR - Reg 20				01 April 2024			Manager: Budget and Costing
70	Place advertisement for the Oversight Report and the Annual Report 2022/23 to be released for information which must be placed on the municipal website within five (5) days after it is approved	MFMA - Sec 129(3) MFMA - Sec 75 ©					01 April 2024		Manager: IDP/PMS/PP
71	Submit the Draft IDP, Draft SDBIP 2024/25 to Department of Local Government, National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by the IDP and budget	MFMA - Sec 22(b) MSA - Sec 29(3)(b) MSA - Sec 32(1) MBRR - Reg 20	05 April 2024				05 April 2024		Manager: IDP/PMS/PP
72	Ensure that the Oversight Report and Annual Report 2022/23 are made available at all municipal offices and libraries for information	MFMA - Sec 129(3)					05 April 2024		Manager: IDP/PMS/PP
73	Advertise the Draft IDP and Draft Budget and other required documents and provide at least 21 days for public comments and written submissions	MFMA - Sec 22(a) MSA - Sec 21A, 42 MPPMR - Reg 15(3)	02 - 22 April 2024			02 - 22 April 2024	02 - 22 April 2024		Manager: IDP/PMS/PP and Manager: Budget and Costing
74	Public Participation Meetings to consult the Draft IDP, Draft SDBIP 2024/25 and Draft Budget	MFMA - Sec 22(a) MSA - Sec 21A, 42 MPPMR - Reg 15(3)	09 - 16 April 2024			09 - 16 April 2024	09 - 16 April 2024		Manager: IDP/PMS/PP and Manager: Budget and Costing
75	Submit the 3rd Quarter Performance Report for period ending 31 March 2024 on implementation of the budget and financial state of affairs of the Municipality to the Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29						24 April 2024	Snr Manager: Financial Management Services
76	Submit the 3rd Quarter Performance Reports 2023/24 - SDBIP and Performance Reports to National and Provincial Treasury	MPPMR - Reg 13						29 April 2024	Manager: Financial Statements, Compliance and Reporting
77	Place the 3rd Quarter Performance Report 2023/24 on the municipal website	MFMA - Sec 75(2) MSA - Sec 21(b)						29 April 2024	Manager: IDP/PMS/PP

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
MAY 2024									
78	SIME / LG MTEC 3 IDP and Budget Assessments by Provincial Treasury and Department of Local Government	MSA Chapter 5 MFMA Section 23	06 May 2024			06 May 2024	06 May 2024		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
79	MAYCO meeting to consider the final IDP, final Budget and final SDBIP 2024/25 (at least 30 days before the start of the budget year)	MFMA - Sec 24	22 May 2024			22 May 2024	22 May 2024		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
80	Council meeting to adopt the final IDP, Performance Management Measures and targets and the final Budget (at least 30 days before the start of the budget year)	MFMA - Sec 24	29 May 2024			29 May 2024	29 May 2024		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
81	District Municipality adopt 2nd Review IDP and Budget	MFMA - Sec 24	31 May 2023						Cape Winelands District Municipality
JUNE 2024									
82	Place the adopted IDP, multi-year budget, all budget-related documents and all budget-related policies on the municipal website	MFMA - Sec 22 and 75 (1)(2) MSA - Sec 21A and 21B	03 June 2024			03 June 2024			Manager: IDP/PMS/PP and Manager: Budget and Costing
83	Submit a copy of the adopted IDP to the MEC for LG (within 10 days of the adoption of the plan)	MSA - Sec 21, 21A, 28(3)	07 June 2024						Manager: IDP/PMS/PP
84	Give notice to the public of the adoption of the IDP and Budget (within 14 days of the adoption of the plan) and budget (within 10 working days)	MBRR - Reg 18 MSA - Sec 25(4)(a)(b) MFMA - Sec 75(1)	12 June 2024			12 June 2024			Manager: IDP/PMS/PP and Manager: Budget and Costing
85	Submit the Approved Budget to National- and Provincial Treasury as prescribed by legislation	MFMA - Sec 24(3) MBRR - Reg 20				12 June 2024			Manager: Budget and Costing
86	Submit to the Executive Mayor the TL SDBIP 2024/25 (no later than 14 days after the approval of an annual budget)	MFMA - Sec 69(3)(a)					12 June 2024		Manager: IDP/PMS/PP
87	Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after approval of the budget)	MFMA - Sec 53(1)(c) (ii)					26 June 2024		Manager: IDP/PMS/PP

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
JULY 2024									
88	Make public the projections, targets and indicators as set out in the TL SDBIP (no later than 14 days after the approval of the SDBIP) and submit to National and Provincial Treasuries (no later than 10 working days after the approval of the SDBIP)	MFMA Section 53(3)(a) MBRR Reg 19					10 July 2024		Manager: IDP/PMS/PP
89	Make public the performance agreements of the Municipal Manager and Managers directly accountable to the Municipal Manager (no later than 14 days after the approval of the SDBIP)	MFMA Section 53(3)(b)					10 July 2024		Manager: IDP/PMS/PP