



SDF / IDP / BUDGET TIME SCHEDULE / PROCESS PLAN FOR 2025/26

(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 2024									
1	Place 4th Quarter Performance Report 2023/24 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 2024	Manager: Financial Statements, Compliance and Reporting
2	Submit 4th Quarter Performance Report 2023/24 - SDBIP and Financial Performance Reports to National and Provincial Treasury	MPPMR - Reg 13						07 August 2024	Manager: Financial Statements, Compliance and Reporting
3	Executive Mayor and Mayoral Committee considers the 2024/25 Roll-Over Adjustments Budget	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)				14 August 2024			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)	14 August 2024	14 August 2024					Manager: IDP/PMS/PP
5	Council considers the 2024/25 Roll-Over Adjustments Budget (to be tabled before 25 August 2024)	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)				21 August 2024			Snr Manager: Financial Management Services
6	Council approve the SDF/IDP/Budget Time Schedule / Process Plan for 2025/26 (at least 10 months before the start of the budget year)	MFMA - Sec 21 (1)(b)	21 August 2024	21 August 2024		21 August 2024			Manager: IDP/PMS/PP
7	Place the 2024/25 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, whichever occurs first)	MFMA - Sec 75(2) MSA - Sec 21 (b)				28 August 2024			Manager: Budget and Costing
8	Place an advertisement to notify the public of the approved SDF/IDP/Budget Time Schedule on the municipal website, and local newspaper	MSA - Sec 21, 21A, 28(3)	30 August 2024	30 August 2024					Manager: IDP/PMS/PP

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NO	DESCRIPTION		IDP / PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
9	Submit the Annual Financial Statements (AFS) and Annual Performance Report (APR) 2023/24 to the Auditor-General of South Africa (AGSA) 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 2024	31 August 2024	Chief Financial Officer Manager: IDP/PMS/PP
SEPTEMBER 2024									
10	Submit the Budget to the National- and Provincial Treasury as prescribed by legislation	MFMA - Sec 22(b) MBRR - Reg 20				04 September 2024			Manager: Budget and Costing
11	District IDP Managers Forum	MSA Section 24	06 September 2024						Manager: IDP/PMS/PP
12	IDP Public Participation period commences: during this period the community and stakeholders will be able to submit inputs for the 3rd review of the 5th Generation IDP 2022 - 2027 and MSDF	MSA Section 29(1)(b)(i)	09 - 30 September 2024	09 - 30 September 2024					Manager: IDP/PMS/PP
13	Host IDP Public Participation Open Days for the 3rd review of the 5th Generation IDP 2022 – 2027 and MSDF	MSA Section 29(1)(b)(i)	10 - 16 September 2024	10 - 16 September 2024					Manager: IDP/PMS/PP
14	Review of the Long Term Financial Plan	MSA Section 26(a)				02 September 2024 - 31 March 2025			Senior Manager: Financial Management Services
OCTOBER 2024									
15	Capture and refine all community inputs from the needs analysis process and stakeholder engagement	Not Applicable	01 - 18 October 2024	01 - 18 October 2024					Manager: IDP/PMS/PP
16	Finalise all IDP inputs (Chapters) and distribute to all municipal departments for input and revisions / amendments	MSA Section 34	25 October 2024	25 October 2024					Manager: IDP/PMS/PP
17	Submission of priority requests to the sector departments and the district municipality	Not Applicable	25 October 2024						Manager: IDP/PMS/PP
18	The formulation of disaster strategies: prevention and mitigation strategies, vulnerability reduction strategies, capacity building, Contingency building, and Emergency preparedness	DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 October 2024				Manager: Fire and Disaster

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
19	Submit the Quarter 1 MFMA S52 Quarterly Report Performance Assessment Report 2024/25 for the period ending 30 September 2024 on the 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						30 October 2024	Manager: Financial Statements, Compliance and Reporting
20	Submit Quarter 1 MFMA S52 Quarterly Report Performance Assessment Report 2024/25 - SDBIP and Finance Performance Reports to National and Provincial Treasury	MFMA - Sec 75(2) MSA - Sec 21(b)						30 October 2024	Manager: Financial Statements, Compliance and Reporting
21	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 2024				Manager: Fire and Disaster
NOVEMBER 2024									
22	Directorates to submit inputs for the 2024/25 Operating and Capital Mid-Year Adjustments Budget to the Manager: Budgeting and Costing	MFMA - Section 28				04 November 2024			Manager: Budget and Costing
23	Directorates complete the template for 2025 - 2028 Capital and Operational Budget for Budget Prioritisation	MFMA - Section 21 MSA Section 26(h)				04 November 2024			Manager: Budget and Costing
24	Place the Quarter 1 MFMA S52 Quarterly Report Performance Assessment Report 2024/25 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)						04 November 2024	Manager: Financial Statements, Compliance and Reporting
25	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 2024						Manager: IDP/PMS/PP
26	Submit to the Council a consolidated report on the IDP public participation input and comments received during September / October for consideration	MSA Section 34(a)	27 November 2024						Manager: IDP/PMS/PP
27	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)			29 November 2024				Manager: Fire and Disaster

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
DECEMBER 2024									
28	District IDP Managers Forum	MSA - Sec 24	04 December 2024						Manager: IDP/PMS/PP
29	Design of disaster management projects	DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 December 2024				Manager: Fire and Disaster
JANUARY 2025									
30	MAYCO considers and adopts the 2024/25 Adjustments Budget and Revised SDBIP 2024/25	MFMA - Sec 28 MBRR - Part 4				22 January 2025	22 January 2025		Snr Manager: Financial Management Services and Manager: IDP/PMS/PP
31	Submit Mid-Year Budget and Performance Assessment Report 2024/25 to Executive Mayor	MFMA - Sec 72				22 January 2025	22 January 2025		Manager: IDP/PMS/PP
32	Submit Mid-Year Budget and Performance Reports 2024/25 to Provincial Treasury and National Treasury by 25 January	MFMA - Section 72(1)(b) MBRR - Reg 35						24 January 2025	Manager: IDP/PMS/PP and Manager: Financial Statements, Compliance and Reporting
33	Council considers the 2024/25 Adjustments Budget and Revised TL SDBIP 2024/25	MFMA - Sec 28 MBRR - Part 4 MSA - Sec 28 and 29				29 January 2025	29 January 2025		Snr Manager: Financial Management Services and Manager: IDP/PMS/PP
34	Submit the Quarter 2 MFMA S52 Quarterly Report Performance Assessment Report 2024/25 for the period ending 31 December 2024 on the 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						29 January 2025	Manager: Financial Statements, Compliance and Reporting and Manager: IDP/PMS/PP
35	Submit the MFMA S72 Mid-Year Budget and Performance Assessment Report 2024/25 to the Council	MFMA - Section 72(1)(b) MBRR - Reg 35				29 January 2025	29 January 2025	29 January 2025	Manager: Financial Statements, Compliance and Reporting and Manager: IDP/PMS/PP

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
36	Council considers the Draft Annual Report 2023/24 before advertising it for public comment	MFMA - Sec 127					29 January 2025	29 January 2025	Manager: IDP/PMS/PP and Senior Manager: Financial Management Services
37	Council considers the MSDF/CEF review recommendations , and decides if the review process introduces a proposal for amending the MSDF due to a) the outcomes of the review or b) due to 'changing circumstances', including deciding on the establishment of an Intergovernmental Steering Committee (ISC)	MSA - Section 3(1) LUPA - Section 11(a) & (b)		29 January 2025					Senior Manager: Development Planning
FEBRUARY 2025									
38	Make public the Mid-Year Budget and Performance Report 2024/25 in the local newspaper and on municipal website	MFMA - Section 75 (2) MSA - Sec 21 (b)				05 February 2025		05 February 2025	Manager: Financial Statements, Compliance and Reporting and Manager: IDP/PMS/PP
39	Submit the Draft Annual Report 2023/24 , 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)					05 February 2025		Manager: IDP/PMS/PP
40	Place the Quarter 2 MFMA S52 Quarterly Report Performance Assessment Report 2024/25 on the municipal website	MFMA - Section 75 (2) MSA - Sec 21 (b)						05 February 2025	Manager: Financial Statements, Compliance and Reporting
41	Place an advertisement in local newspaper to notify the public and other stakeholders to submit written comments on the Draft Annual Report 2023/24	MFMA - Sec 127(5)(a) MSA - Sec 21A					06 February 2025		Manager: IDP/PMS/PP
42	Table the draft Annual Report 2023/24 to the MPAC to consider and evaluate the content of the Draft Annual Report 2023/24	MFMA 127 and 129 (1)					10 - 14 February 2025		Manager: IDP/PMS/PP
43	Advertise the approved Adjustments Budget 2024/25 and Revised SDBIP 2024/25 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				12 February 2025	12 February 2025		Manager: Budget and Costing and Manager: IDP/PMS/PP
44	Public Hearing: Consultation on the Draft Annual Report 2023/24 with the community and interested stakeholders	MFMA - Sec 127(5) MFMA - Sec 127(6)					12 February 2025		Manager: IDP/PMS/PP

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
45	Feedback from officials confirming internal arrangements if the Draft Annual Report 2023/24 content is credible, reliable and accurate. (Modification to the report before tabling it to the Council)	MFMA Sec 121 and 122					19 February 2025		Manager: IDP/PMS/PP
46	Annual (2023/24) and Mid-year (2024/25) Performance Assessments for the Municipal Manager and Managers directly accountable to the Municipal Manager	MPPMR - Reg 13 GN 21- 17/01/2014					26 February 2025		Manager: IDP/PMS/PP
47	Complete tariff setting exercise for 2025/26	MFMA Section 17				28 February 2025			Manager: Budget and Costing
48	Review the current Budget and Related Policies / By-laws inputs and newly needed budget related policies	MFMA - Sec 21 MBRR - Part 3				28 February 2025			Snr Manager: Financial Management Services
49	Technical Integrated Municipal Engagements (TIME)	MSA - Chapter 5	28 February 2025						Municipal Manager
MARCH 2025									
50	District IDP Managers' Forum	MSA - Sec 24	07 March 2025						Manager: IDP/PMS/PP
51	Compilation of the Disaster Management Plan	DM Act, No 57 of 2002, Section 53 (1)(a-d) Section 53(2)(a))			15 March 2025				Manager: Fire and Disaster
52	MAYCO meeting to consider the draft IDP, draft Budget and draft SDBIP 2025/26	MFMA - Sec 24	19 March 2025			19 March 2025	19 March 2025		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
53	Council considers the Oversight Report and Annual Report 2023/24 for approval	MFMA - Sec 129					26 March 2025		Manager: IDP/PMS/PP
54	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)					26 March 2025		Manager: IDP/PMS/PP
55	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	26 March 2025			26 March 2025	26 March 2025		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
56	Submit the Budget to National and Provincial Treasury, as prescribed by legislation	MFMA - Sec 22(b) MBRR - Reg 20				26 March 2025			Manager: Budget and Costing
57	The Cape Winelands District Municipality (CWDMM) to table their draft 3rd review IDP and Budget to its Council	MFMA - Sec 16(2) MSA - Sec 25 (b)(c) MBRR - Part 3	27 March 2025						Cape Winelands District Municipality
APRIL 2025									
58	Place an advertisement for the Annual Report Oversight Report and the Annual Report 2023/24 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 2025		Manager: IDP/PMS/PP
59	Distribute the Annual Report Oversight Report and Annual Report 2023/24 to all municipal offices and libraries for information	MFMA - Sec 129(3)					03 April 2025		Manager: IDP/PMS/PP
60	Submit the Draft IDP, Draft SDBIP 2025/26 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	04 April 2025				04 April 2025		Manager: IDP/PMS/PP
61	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)	07 - 29 April 2025			07 - 29 April 2025	07 - 29 April 2025		Manager: IDP/PMS/PP and Manager: Budget and Costing
62	Host IDP and Budget Public Participation Meetings: to consult on the Draft IDP, Draft SDBIP 2025/26 and Draft Budget	MFMA - Sec 22(a) MSA - Sec 21A, 42 MPPMR - Reg 15(3)	08 - 14 April 2025			08 - 14 April 2025	08 - 14 April 2025		Manager: IDP/PMS/PP and Manager: Budget and Costing
63	Submit the Quarter 3 MFMA S52 Quarterly Report Performance Assessment Report 2024/25 for period ending 31 March 2025 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						30 April 2025	Manager: Financial Statements, Compliance and Reporting and Manager: IDP/PMS/PP

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
MAY 2025									
64	Submit the Quarter 3 MFMA S52 Quarterly Report Performance Assessment Report 2024/25 - SDBIP and Performance Reports to National and Provincial Treasury	MPPMR - Reg 13						07 May 2025	Manager: Financial Statements, Compliance and Reporting
65	Place the Quarter 3 MFMA S52 Quarterly Report Performance Assessment Report 2024/25 on the municipal website	MFMA - Sec 75(2) MSA - Sec 21(b)						07 May 2025	Manager: IDP/PMS/PP
66	SIME / LG MTEC 3 IDP and Budget Assessments by Provincial Treasury and Department of Local Government	MSA Chapter 5 MFMA Section 23	09 May 2025			09 May 2025	09 May 2025		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
67	MAYCO meeting to consider the final IDP and Budget (at least 30 days before the start of the budget year)	MFMA - Sec 24	21 May 2025			21 May 2025	21 May 2025		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
68	Council meeting to adopt the IDP, Performance Management Measures and targets and the final Budget (at least 30 days before the start of the budget year)	MFMA - Sec 24	28 May 2025			28 May 2025	28 May 2025		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
69	The Cape Winelands District Municipality (CWDm) adopts their 3rd Review IDP and Budget	MFMA - Sec 24	29 May 2025						Cape Winelands District Municipality
JUNE 2025									
70	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	02 June 2025			04 June 2025			Manager: IDP/PMS/PP and Manager: Budget and Costing
71	Submit a copy of the adopted IDP to the MEC for Local Government (within 10 days of the adoption of the plan)	MSA - Sec 21, 21A, 28(3)	06 June 2025						Manager: IDP/PMS/PP
72	CWDM District IDP Managers' Forum	MSA - Sec 24	06 June 2025						Manager: IDP/PMS/PP
73	Submit the Approved Budget to the National- and Provincial Treasury as prescribed by legislation	MFMA - Sec 24(3) MBRR - Reg 20				11 June 2025			Manager: Budget and Costing

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
74	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)	11 June 2025			11 June 2025			Manager: IDP/PMS/PP and Manager: Budget and Costing
75	Submit to the Executive Mayor the draft TL SDBIP 2025/26 (no later than 14 days after the approval of an annual budget)	MFMA - Sec 69(3)(a)					11 June 2025		Manager: IDP/PMS/PP
76	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)					25 June 2025		Manager: IDP/PMS/PP
JULY 2025									
77	Preparation of the SDF / IDP / Budget Time Schedule for 2026/27	MFMA - Sec 21(1)(b)	01 - 30 July 2025						Manager: IDP/PMS/PP
78	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					09 July 2025		Manager: IDP/PMS/PP
79	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)					09 July 2025		Manager: IDP/PMS/PP