



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

SDF / IDP / BUDGET TIME SCHEDULE / PROCESS PLAN FOR 2023/24

(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 2022									
1	Place 4th Quarter Performance Report 2021/22 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)					02 August 2022		Snr Manager: Financial Management Services
2	Submit 4th Quarter Performance Reports 2021/22 - SDBIP and Finance Performance Reports to National and Provincial Treasury	MPPMR - Reg 13						02 August 2022	Snr Manager: Financial Management Services
3	Submit the intention to amend the MSDF and the process to be followed in the amendment and confirm that the ISC process will not be undertaken	MPBL - Chapter 2 Section 2(b)		05 August 2022					Manager: Spatial Planning
4	Establishment of Project Committee and Terms of reference - MSDF	MPBL - Chapter 2 Section 4(1), (2) and Section 8(1)		05 August 2022					Director: Planning and Economic Development
5	Executive Mayor and Mayoral Committee considers the 2022/23 Capital Roll-Over Budget	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)				17 August 2022			Chief Financial Officer
6	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) and IDP Public Participation Meeting Schedule be approved by Council	MFMA - Sec 21(1)(b)	17 August 2022						Manager: IDP/PMS/PP
7	Council considers the 2022/23 Capital Roll-Over Budget (to be tabled before 25 August 2022)	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)				24 August 2022			Chief Financial Officer
8	Council approve the SDF/IDP/Budget Time Schedule / Process Plan for 2023/24 (at least 10 months before the start of the budget year) and IDP Public Participation Meeting Schedule	MFMA - Sec 21(1)(b)	24 August 2022						Manager: IDP/PMS/PP

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
9	Council approve the SDF status quo report	MSA Regulations - Chapter 2 section 3(6); LUPA - Section 13(1)(a); MPBL - Chapter 2 Section 3(b) and		24 August 2022					Manager: Spatial Planning
10	Place advertisement to notify the public of the approved SDF/IDP/Budget Time Schedule and IIDP Public Participation Meeting Schedule on website, local newspapers and notice boards	MSA - Sec 21, 21A, 28(3)	29 August 2022						Manager: IDP/PMS/PP
11	Place 2022/23 Capital Roll-Over Budget 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 - Sec 75(2) MSA - Sec 21(b)				29 August 2022			Snr Manager: Financial Management Services
12	Submit Annual Financial Statements (AFS) and Annual Performance Report (APR) 2021/22 to the Auditor - General for auditing (the accounting officer of a municipality must prepare the annual financial statements of the municipality and within 2 months after the end of the financial year to which those statements relate, submit the statements to the Auditor - General for auditing)	MFMA Sec 126 (1)(a) MSA - Sec 46 (1) (2)					31 August 2022	31 August 2022	Chief Financial Officer Manager: IDP/PMS/PP
SEPTEMBER 2022									
13	District IDP Managers Forum	MSA Section 24	01 September 2022						Manager: IDP/PMS/PP
14	Provincial IDP Managers Forum	MSA Section 24	16 September 2022						Manager: IDP/PMS/PP
15	IDP Public Participation period: during this period the community and stakeholders will be able to submit inputs for the review of the 5th Generation IDP 2022 - 2027	MSA Section 29(1)(b)(i)	07 - 28 September 2022						Manager: IDP/PMS/PP
16	SDF project team to draft the amendment to the MSDP (minor amendments)	MSA Regulations - Chapter 2 section 3(6); LUPA - Section 13(1)(a); MPBL - Chapter 2 Section 3(b) and 7(1)(b)		01 September - 31 October 2022					Manager: Spatial Planning

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
17	SDF/ IDP/ Budget public participation meetings for the review of the 5th Generation IDP 2022 – 2027	MSA Section 29(1)(b)(i)	19 – 22 September 2022						Manager: IDP/PMS/PP
18	SDF/ IDP/ Budget stakeholder engagement	Chapter 4 MSA	27 September 2022						Manager: IDP/PMS/PP
19	Capture and refine all community inputs from the needs analysis process and sector engagement	Not Applicable	28 - 30 September 2022						Manager: IDP/PMS/PP
20	Review of Long Terms Financial Plan	MSA Section 26(a)				1 September 2022 - 30 January 2023			Chief Financial Officer
OCTOBER 2022									
21	District IDP Managers Forum	MSA Section 24	6 October 2022						Manager: IDP/PMS/PP
22	Submission of priority requests to sector departments and the district municipality	Not Applicable	12 October 2022						Manager: IDP/PMS/PP
23	Strategic Integrated Municipal Engagements (SIME)		28 October 2022						Manager: IDP/PMS/PP
24	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 2022				Manager: Fire and Disaster
25	Submit 1st Quarterly report for period ending 30 September 2022 on implementation of the budget and financial state of affairs of the Municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 28						30 October 2022	Snr Manager: Financial Management Services
26	Submit 1st Quarter Performance Reports 2022/23 - SDBIP and Finance Performance Reports to National and Provincial Treasury	MFMA - Sec 75(2) MSA - Sec 21(b)						30 October 2022	Snr Manager: Financial Management Services
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)			30 October 2022				Manager: Fire and Disaster

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
NOVEMBER 2022									
28	Place 1st 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 - Sec 75(2) MSA - Sec 21(b)						2 November 2022	Snr Manager: Financial Management Services
29	District IDP Managers Forum	MSA Section 24	4 November 2022						Manager: IDP/PMS/PP
30	Submit inputs for 2022/23 Operating and Capital Adjustments Budget to Manager: Budgeting and Costing	MFMA - Section 21 and 28				18 November 2022			All Directorates
31	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 2022						Manager: IDP/PMS/PP
32	SDF project team to draft the amendment to the MSDF and submit it to Council to approve the publication thereof for public comment and to request comment from the Provincial Minister and the District Municipality. (major amendments)	MSA Regulations - Chapter 2 section 3(6); LUPA - Section 13(1)(a); MPBL - Chapter 2 Section 3(b) and		23 November 2022					Manager: Spatial Planning
33	Finalise all IDP inputs (Chapters) and distribute to all Departments for input and revisions / amendments	MSA Section 34	30 November 2022						Manager: IDP/PMS/PP
DECEMBER 2022									
34	SDF amendment notice of the proposed MSDF amendments in the Gazette and media (inform public, Provincial Minister and District Municipality) (60 days)(minor amended)	MSA - Chapter 4 Section 21(1) and (2); SPLUMA Section 20(3);		01 December - 31 January 2023					Manager: Spatial Planning
35	District IDP Managers Forum	MSA - Sec 24	2 December 2022						Manager: IDP/PMS/PP
36	District Public Participation Forum	MSA - Sec 24	8 December 2022						Manager: IDP/PMS/PP
37	Provincial IDP Managers' Forum	MSA - Sec 24	09 December 2022						Manager: IDP/PMS/PP
38	Design of disaster management projects:	DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 December 2022				Manager: Fire and Disaster

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
JANUARY 2023									
39	Directorates complete template for 2023 - 2026 Capital and Operational Budget for Budget Prioritisation	MSA Section 26(h)				20 January 2023			Snr Manager: Financial Management Services
40	Submit Mid-year Budget and Performance Assessment Report 2022/23 to Executive Mayor	MFMA - Sec 72				25 January 2023	25 January 2023		Manager: IDP/PMS/PP
41	Submit Mid-year Budget and Performance Report 2022/23 to Provincial Treasury and National Treasury by 25 January	MFMA - Section 72(1)(b) MBRR - Reg 35				25 January 2023			Manager: IDP/PMS/PP and Chief Financial Officer
42	Submit 2nd Quarterly report for period ending 31 December 2022 on implementation of the budget and financial state of affairs of the Municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29						25 January 2023	Chief Financial Officer and Manager: IDP/PMS/PP
43	Submit Mid-year Budget and Performance Assessment Reports 2022/23 to Council	MFMA - Section 72(1)(b) MBRR - Reg 35				25 January 2023	25 January 2023	25 January 2023	Snr Manager: Financial Management Services
44	Council considers the Draft Annual Report 2021/22 before advertising it for public comment	MFMA - Sec 127						25 January 2023	Manager: IDP/PMS/PP and Chief Financial Officer
45	Make public the Mid-Year Budget and Performance Report 2022/23 in the local newspaper and on municipal website	MFMA - Section 75 (2) MSA - Sec 21(b)						30 January 2023	Chief Financial Officer and Manager: IDP/PMS/PP
46	Submit the Draft Annual Report 2021/22 , 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 2023		Manager: IDP/PMS/PP

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
FEBRUARY 2023									
47	Project committee to consider the comments and representations received from the public and the Provincial Minister on the MSDF amendments (minor amended)	SPLUMA Section 20(3)(c); MPBL Section 7(1)(d), 7(2)		01 February - 31 March 2023					Manager: Spatial Planning
48	Project committee to compile amended MSDF and memorandum to Council highlighting reasons for the proposal and alignment with District Municipality's Framework for Integrated Planning. (minor amended)	MSA Regulations - Chapter 2 Section 3(2); District Framework for IDP requirement - MSA Section 27		01 February - 31 March 2023					Manager: Spatial Planning
49	Place advertisement in local newspapers to notify the public and other stakeholders to submit written comments on the Draft Annual Report 2021/22	MFMA - Sec 127(5)(a) MSA - Sec 21A					02 February 2023		Manager: IDP/PMS/PP
50	Place 2nd Quarter Performance Report 2022/23 on website	MFMA - Section 75 (2) MSA - Sec 21(b)						05 February 2023	Snr Manager: Financial Management Services
51	Table the draft Annual Report 2021/22 to the MPAC to considers and evaluates the content of the Annual Report 2021/22	MFMA 127 and 129 (1)					07 - 08 February 2023		Manager: IDP/PMS/PP
52	Public Hearing: Consultation on the draft Annual Report 2021/22 with the local community	MFMA - Sec 127(5) MFMA - Sec 127(6)					09 February 2023		Manager: IDP/PMS/PP
53	Complete tariff setting exercise for 2023/24	MFMA Section 71					15 February 2023		Snr Manager: Financial Management Services
54	Review current budget related policies and compile newly needed budget related policies	MFMA - Sec 21 MBRR - Part 3					15 February 2023		Snr Manager: Financial Management Services
55	MAYCO considers and adopts 2022/23 Adjustments Budget and Draft Revised SDBIP 2022/23	MFMA - Sec 28 MBRR - Part 4				15 February 2023	15 February 2023		Snr Manager: Financial Management Services and Manager: IDP/PMS/PP
56	Feedback from officials confirming internal arrangements if the content of the Annual Report 2021/22 are credible, reliable and accurate. (Modification to the report before tabling it to Council)	MFMA Sec 121 and 122					21 February 2023		Manager: IDP/PMS/PP

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
57	Council considers the 2022/23 Adjustments Budget and Draft Revised TL SDBIP 2022/23	MFMA - Sec 28 MBRR - Part 4 MSA - Sec 28 and 29				22 February 2023	22 February 2023		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
58	Annual (2021/22) Performance Assessments for the Municipal Manager and Managers directly accountable to the Municipal Manager	MPPMR - Reg 13 GN 21- 17/01/2014					24 February 2023		Manager: IDP/PMS/PP
59	Technical Integrated Municipal Engagements (TIME)	MSA - Chapter 5	28 February 2023						Municipal Manager
60	Compilation of the Disaster Management Plan	DM Act, No 57 of 2002, Section 53 (1)(a-d) Section 53(2)(a))			28 February 2023				Manager: Fire and Disaster
MARCH 2023									
61	Advertise the approved Adjustments Budget 2022/23 and Revised SDBIP 2022/23 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				02 March 2023	02 March 2023		Snr Manager: Financial Management Services and Manager: IDP/PMS/PP
62	District IDP Managers' Forum	MSA - Sec 24	09 March 2023						Manager: IDP/PMS/PP
63	District Municipality submit draft IDP and budget to Council	MFMA - Sec 16(2) MSA - Sec 25 (b)(c) MBRR - Part 3	30 March 2023						Cape Winelands District Municipality
64	Council considers Oversight Report and Annual Report 2021/22 for approval	MFMA - Sec 129					30 March 2023		Manager: IDP/PMS/PP
65	Review the Municipality's Performance Management System (PMS) - submit Revised Performance Management Policy to Council	MPPR - Reg 3(4)(b) and Reg 11 (2)					30 March 2023		Manager: IDP/PMS/PP
66	Submission of the draft IDP, budget, tariffs, budget related policies and SDBIP (at least 90 days before the start of the budget year) to Council for approval for the purpose of obtaining public comment and inputs (21 days)	MFMA - Sec 16(2) MSA - Sec 25 (b)(c) MBRR - Part 3				30 March 2023	30 March 2023		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
APRIL 2023									
67	Submit the budget to Department of Local Government, National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by budget	MFMA - Sec 22(b) MBRR - Reg 20				04 April 2023			Snr Manager: Financial Management Services
68	Place advertisement for the Oversight Report and the Annual Report 2021/22 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 ©					04 April 2023		Manager: IDP/PMS/PP
69	Submit the Draft IDP, Draft SDBIP 2023/24 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	07 April 2023				07 April 2023		Manager: IDP/PMS/PP and Manager: Spatial Planning and Snr Manager: Financial Management Services
70	Ensure that the Oversight Report and Annual Report 2021/22 are made available at all municipal offices and libraries for information	MFMA - Sec 129(3)					07 April 2023		Manager: IDP/PMS/PP
71	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)	03 - 24 April 2023			03 - 24 April 2023	03 - 24 April 2023		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
72	Public Participation Meetings to consult the Draft IDP, Draft SDBIP 2023/24 and Draft Budget	MFMA - Sec 22(a) MSA - Sec 21A, 42 MPPMR - Reg 15(3)	13 - 19 April 2023			13 - 19 April 2023	13 - 19 April 2023		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
73	Submit 3rd Quarter report for period ending 31 March 2023 on implementation of the budget and financial state of affairs of the Municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29						26 April 2023	Snr Manager: Financial Management Services
74	Submit 3rd Quarter Performance Reports 2022/23 - SDBIP and Performance Reports to National and Provincial Treasury	MPPMR - Reg 13						28 April 2023	Snr Manager: Financial Management Services

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
MAY 2023									
75	Place 3rd Quarter Performance Report 2022/23 on website	MFMA - Sec 75(2) MSA - Sec 21(b)						01 May 2023	Manager: IDP/PMS/PP
76	SIME / LG MTEC 3 IDP and Budget Assessments by Provincial Treasury and Department of Local Government	MSA Chapter 5 MFMA	08 May 2023			08 May 2023	08 May 2023		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
77	MAYCO meeting to consider the draft IDP, Draft Budget and Draft SDBIP 2023/24 (at least 30 days before the start of the budget year)	MFMA - Sec 24	24 May 2023			24 May 2023	24 May 2023		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
78	Council meeting to adopt the amended SDF , with reasons and response of the municipality to the comments submitted during public participation			31 May 2023					Manager: Spatial Planning
79	Council meeting to adopt final IDP, Performance Management Measures and targets and the budget (at least 30 days before the start of the budget year)	MFMA - Sec 24	31 May 2023			31 May 2023	31 May 2023		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
80	Place the adopted IDP, multi-year budget, all budget-related documents and all budget-related policies on the website	MFMA - Sec 22 and 75 (1)(2) MSA - Sec 21A and 21B	29 May 2023			31 May 2023			Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
81	District Municipality adopt final IDP and budget	MFMA - Sec 24	31 May 2023						Cape Winelands District Municipality
JUNE 2023									
82	MM to submit the written notice of the decision to amend the MSDF with reasons, the amended MSDF and a report setting out the response of the municipality to the comments submitted during public participation. (minor amended)	LUPA - Section 14		02 June 2023					Manager: Spatial Planning
83	Submit a copy of the IDP and amended SDF to the MEC for LG (within 10 days of the adoption of the plan)	MSA - Sec 21, 21A, 28(3)	02 June 2023						Manager: IDP/PMS/PP
84	Submit approved budget to National and Provincial Treasuries (both printed and electronic formats)	MFMA - Sec 24(3) MBRR - Reg 20				05 June 2023			Snr Manager: Financial Management Services
85	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)	07 June 2023			09 June 2023			Manager: IDP/PMS/PP and Snr Manager: Financial Management Services

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
86	Submit to the Executive Mayor the TL SDBIP 2023/24 (no later than 14 days after the approval of an annual budget)	MFMA - Sec 69(3)(a)					12 June 2023		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 2023		Manager: IDP/PMS/PP
JULY 2023									
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 2023		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 2023		Manager: IDP/PMS/PP