



BREED VALLEY
MUNICIPALITY · MUNISIPALITEIT · UMASIPALA

bvm@bvm.gov.za 

023 348 2600 

30 Baring Street, Worcester, Western Cape
6849, South Africa, Private Bag X3046

www.bvm.gov.za

In your reply, please quote: 2024-2025 IDP & Budget Time Schedule

Reference:

Enquiries: Khuselwa Slenga (023 348 2815 / kslenga@bvm.gov.za) and/or Chad Malgas (023 348 2615 / cmalgas@bvm.gov.za)

RESOLVED

That in respect of –

THE 2024/25 IDP & BUDGET TIME SCHEDULE AND PROPOSED WARD COMMITTEE/PUBLIC ENGAGEMENT PLAN as discussed by Council at the Council meeting held on 22 August 2023, **resolution number C79/2023:**

1. That the 2024/25 IDP & Budget Time Schedule be approved in terms of Sections 21(1)(b) and 53(1)(b) of the Municipal Finance Management Act (Act 56 of 2003), read together with Sections 28 and 34 of the Local Government Municipal Systems Act (Act 32 of 2000), with specific emphasis on the following:
 - a. The planned activities earmarked for implementation from September 2023 – August 2024 be noted;
 - b. The proposed ward committee/public engagement plan, scheduled in October/November 2023 and March/April 2024 respectively, be noted coupled with the endorsement to consult it with each Ward Councillor and applicable stakeholder(s) prior to finalisation and publication thereof.

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

TIME SCHEDULE IN TERMS OF SECTION 21(1)(B) OF THE MFMA

September 2023 – August 2024



2024/2025 IDP CYCLE INCLUDING THE PMS AND BUDGET LINKAGES

1. ACRONYMS

AG	Auditor-General of South Africa
IDP	Integrated Development Plan(ning)
LUPA	Land Use Planning Act
MBRR	Municipal Budget and Reporting Regulations, 2009
MFMA	Municipal Finance Management Act (Act 56 of 2003)
MPPMR	Municipal Planning and Performance Management Regulations, 2001

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

MPR	Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006
MSA	Municipal Systems Act (Act 32 of 2000)
MTBPS	Medium-Term Budget Policy Statement
PM	Performance Management
SDF	Spatial Development Framework
SPLUMA	Spatial Planning and Land Use Management Act

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

2. KEY ACTIVITIES IN THE IDP, BUDGET AND PMS PROCESS

Below is a summary of the key activities planned for implementation throughout September 2023 – August 2024 (2023/24 & 2024/25 financial year). These activities serve (amongst others) as point of departure in the compilation & finalisation of the 2nd review/ 1st amendment of the 5th Generation IDP (2022/23 – 2026/27), the 2024/25 Budget and the 2023/24 financial- and performance reporting cycle respectively.

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
SEPTEMBER 2023	Continue with the compilation of new- or the review of existing Sector Plans for consideration and incorporation into the 2 nd review / 1 st amendment of the 5 th Generation IDP			Executive Management/BVM Management/IDP & PM Unit
	Commence with the compilation/review of ward-based plans to identify ward priorities			Community Development Unit/ IDP & PM Unit
	Continuation of 1 st round of ward report-back meetings & commencement of 2 nd round of ward committee meetings			Community Development Unit
	Review and prepare the Vision, Mission and Objectives linked to the 2 nd review / 1 st amendment of the 5 th Generation IDP			Executive Management/IDP & PM Unit
	Review of provincial and national government sector and strategic plans		MFMA S35, 36, MTBPS	IDP & PM Unit
	Consider provincial and national sector specific programmes (schools, libraries, clinics, water, electricity, roads, etc.) for preliminary alignment/inclusion in the 2 nd review / 1 st amendment of the 5 th Generation IDP		MFMA S35, 36, MTBPS	IDP & PM Unit
	Audit of performance measures			AG
	Assess municipal performance and identify where changes are needed for next 3 years [incorporate community inputs]			Executive Management/IDP & PM Unit
	Review the municipality's performance management system (PMS)		MPPMR Reg. 14	Internal Audit/IDP & PM Unit
	Review the measures and annual performance targets (as and when recommended by the AG)			IDP & PM Unit
	Send reminder to BVM Management to submit their performance inputs for consideration in the 2023/2024 Q1 SDBIP Performance Report			IDP & PM Unit
	Stage 1: Inception of the Review of the SDF which includes a notification to Council stating the intention to review the SDF; subsequent Council's notification, establishing an internal project steering committee in respect of the review process			MSA Section 34, SPLUMA Section 21 (2), LUPA Section 11 (a) and (b), MPPMR Reg. 2 (4), BVM Municipal Land Use

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
			Planning By-Law Section 5	
	Stage 2: Updating of SDF Status Quo Report			Town Planning/BVM Departments/Internal Project Steering Committee
OCTOBER 2023	Integration of information from reviewed provincial and national sector plans into the 2 nd review / 1 st amendment of the 5 th Generation IDP			IDP & PM Unit
	Review and update the strategic elements of the IDP			IDP & PM Unit
	IDP Steering Committee Meeting			IDP & PM Unit
	Discuss potential price increases of bulk resources with sector departments		MFMA S35, 36, 42; MTBPS	Accounting Officer/CFO
	Determine revenue projections and proposed rates and service charges	Oct 2023		CFO/Budget Steering Committee/Budget & Costing Unit
	Drafts initial allocations to functions and departments for the next financial year based on strategic objectives	Oct 2023		CFO/Budget & Costing Unit
	Engagement with sector departments, share and evaluate plans, national policies, MTBPS			CFO/Financial Planning Unit
	Incorporate initial changes into IDP			IDP & PM Unit
	Submission of 2023/24 Q1 performance inputs by BVM Management			Executive Management/BVM Management/IDP & PM Unit
	Tabling & submission of the unaudited Q1 SDBIP Performance Report (for first quarter of 2023/24) to Council & stakeholders		MSA S41 (1)(e); MFMA S52 (d); MPPR Reg. 14	Director Strategic Support Services/IDP & PM Unit
	S57 Managers' informal quarterly performance assessments (for first quarter of 2023/24)			Executive Management/BVM Management/IDP & PM Unit
	Commence with 1st round public participation sessions throughout all wards			Executive Management/BVM Management/IDP & PM Unit
	Stage 3: Commencement of the compilation of the Draft SDF			Town Planning
NOVEMBER 2023	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets			Executive Management/IDP & PM Unit
	Identification of priority IDP projects based on stakeholder inputs			Executive Management/IDP & PM Unit
	Reviews and initial changes are drafted into IDP		MSA S34	IDP & PM Unit

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous year’s performance as per audited financial statements	Nov 2023		Executive Management/Budget Steering Committee
	Identify new CAPEX/OPEX projects and programmes emanating from IDP & Budget engagements	Nov 2023		Executive Management/IDP Steering Committee/Budget & Costing Unit/IDP & PM Unit
	Auditor-General provides audit report by 30 November 2023		MFMA S126(4)	AG/Accounting Officer
	Review performance of service providers as per the approved policy			Executive Management/BVM Management
	S57 Managers’ formal quarterly performance assessments (for fourth quarter and as at year-end of 2022/23)			Executive Mayor/Portfolio Councillors/Executive Management/IDP & PM Unit
	Continuation of 1st round public participation sessions throughout all wards (subject to non-conclusion in October 2023)			Executive Management/BVM Management/IDP & PM Unit
	Commencement of 3 rd round of ward committee engagements			Community Development
DECEMBER 2023	Continuation of 3 rd round of ward committee engagements			Community Development
	Mayor tables the draft 2022/23 Annual Report in Council (last week of November or first week of December)		MFMA S127(2)	Executive Mayor/Accounting Officer/IDP & PM Unit
	The draft 2022/23 Annual Report is referred to MPAC for commencement of the oversight process		MFMA S129	Enterprise Risk Management Unit/IDP & PM Unit
	Submit the draft 2022/23 Annual Report to National Government, Provincial Government & the AG) and publish it on local media platforms, calling for community inputs/representations thereon		MFMA S127 & MSA S21a	IDP & PM Unit
	Departments to comment on the reviewed Municipal Strategies, Objectives, KPA’s, KPI’s and targets			Executive Management/BVM Management
	Project alignment between CWDM and BVM			IDP & PM Unit
	Review & refinement of priority IDP projects			IDP & PM Unit
	Council finalises tariff policies for next financial year		MSA S74, 75	Executive Mayor/CFO
	Inputs from Departments for Adjustments Budget	Dec 2023		Executive Management/Budget Steering Committee/Budget & Costing Unit
	Commence with preparations pertaining to the 2023/24 mid-year performance review and S57 Managers’ performance assessment			IDP & PM Unit

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	Review and respond to recommendations contained in LG-MTEC reports and IDP (2023/24) Analysis Reports	Dec 2023		IDP & PM Unit
	Send reminder to BVM Management to submit their performance inputs for consideration in the 2023/24 Q2 SDBIP Performance Report		MSA S41 (1)(e); MFMA S52 (d)	IDP & PM Unit
JANUARY 2024	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets in strategic planning session with senior management			IDP & PM Unit
	Review & refinement of priority IDP projects			IDP & PM Unit
	IDP Steering Committee Meeting			IDP & PM Unit
	Submission of 2023/24 Q2 performance inputs by BVM Management			Executive Management/BVM Management/IDP & PM Unit
	Tabling & submission of the unaudited Q2 SDBIP & Financial Performance Report – Section 72 (for second quarter of 2023/24) to Council & stakeholders		MSA S41 (1)(e); MFMA S52 (d); MPPR Reg. 14	Accounting Officer/CFO/Director Strategic Support Services/Financial Planning Unit/IDP & PM Unit
	Table the final 2022/23 Annual Report & Oversight Report in Council, for Council's consideration & adoption/approval (subject to this activity not been completed in December 2023)		MFMA S121, S127 & S129	IDP & PM Unit
	Council considers the 2022/23 Oversight Report and adopts/approves the 2022/23 Annual Report (subject to this activity not been completed in December 2023)			Council/IDP & PM Unit
	Publicise the final 2022/23 Annual & Oversight Report and submit it to the National (NT) and Provincial (PT & DLG) Government as well as the AG (subject to this activity not been completed in December 2023)		MFMA S127, 129 & 132; MSA S21A	IDP & PM Unit
	Commencement of 4 th round of ward committee engagements			Community Development
Stage 4: Public Participation in respect of the First Draft SDF		BVM Land Use Planning By-Law Section 5(b)(c), SPLUMA Section 20(3)(b) – 60 days commenting period	Town Planning	
FEBRUARY 2024	Continuation of 4 th round of ward committee engagements			Community Development
	Commencement of 2 nd round of ward report-back meetings			Community Development Unit

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	Continuous Review of Municipal Strategies, Objectives, KPA's, KPI's and targets			IDP & PM Unit
	Continuous identification/review of priority IDP projects			Executive Management / BVM Management / IDP & PM Unit
	Assess the municipality's service delivery performance and the service delivery targets and performance indicators set in the 2023/24 TL SDBIP, amend if necessary, and submit to Council for consideration and approval			Executive Management/BVM Management/ IDP & PM Unit
	Subject to Council's approval, submit the amended 2023/24 TL SDBIP to NT, PT and DLG			IDP & PM Unit
	Assess the past year's annual report, and progress on resolving issues identified in the annual report			Executive Management/BVM Management/ IDP & PM Unit
	Accounting Officer finalises and submits to Mayor proposed budgets and plans for next three-years, taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report			Accounting Officer/CFO/Budget & Costing Unit
	Prepare Adjustments Budget	Feb 2024		CFO/Budget & Costing Unit
	Table Adjustments Budget before Council	Feb 2024	MFMA S28(2) b,d,f	Executive Mayor
	S57 Managers' formal quarterly performance assessments (for second quarter and as at mid-year of 2023/24)			Executive Mayor/Portfolio Councillors/Executive Management/IDP & PM Unit
	Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling	Feb 2024	MFMA S36	CFO/Manager Budget & Costing
MARCH 2024	Commencement of 5 th round of ward committee engagements			Community Development
	Submit approved Adjustments Budget to NT, PT and Public	10 Working days after approval		Budget & Costing Unit
	Commence with the compilation of the 2024/25 SDBIP (coupled with consideration/review/amendment of 5-year performance scorecards) & S57 Performance Agreements			Executive Management/BVM Management/IDP & PM Unit
	Conclusion of the draft Municipal Strategies/Sector Plans, Objectives, KPA's, and KPI's and targets for inclusion in the draft IDP & Budget			IDP & PM Unit
	IDP Steering Committee Meeting			IDP & PM Unit

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	Mayor tables the draft 2 nd review / 1 st amendment of the 5 th Generation IDP & 2024/25 Budget, at least 90 days before start of budget year, to Council for consideration (<u>note</u> : should an amendment of the IDP be needed, the process as stipulated in regulation 3 of the MPPMR will be followed from this point forward until conclusion of the process)	Mar 2024	MFMA S16, 22, 23, 87; MSA S 34	Executive Mayor/Executive Management/
	Submit 1 st draft 2024/25 SDBIP to Council			IDP & PM Unit
	Send reminder to BVM Management to submit their performance inputs for consideration in the 2023/24 Q3 SDBIP Performance Report		MSA S41 (1)(e); MFMA S52 (d)	IDP & PM Unit
	Set performance objectives for revenue for each budget vote		MFMA S 17	CFO/Revenue Unit
	Commence with 2 nd round public participation sessions throughout all wards on the draft 2 nd review / 1 st amendment of the 5 th Generation IDP and Budget			Council/Executive Management/BVM Management/IDP & PM Unit
APRIL 2024	Publicise draft 2 nd review / 1 st amendment of the 5 th Generation IDP and 2024/25 Budget and invite local community to make written comments in respect of the IDP and Budget	Immediately after Tabling before Council	MFMA S22 & MSA S21A	Accounting Officer/CFO/Director Strategic Support Services/Budget & Costing Unit/IDP & PM Unit
	Accounting officer publishes tabled budget, plans, and proposed revisions to IDP and submits to NT, PT and others as prescribed	Immediately after Tabling before Council	MFMA S22 & MSA S21A	Accounting Officer/CFO/Director Strategic Support Services/Budget & Costing Unit/IDP & PM Unit
	Review written comments/input received in respect of the Budget and IDP	April 2024	Best Practice	Executive Management/Budget & Costing Unit/IDP & PM Unit
	Finalisation of the Municipal Strategies/Sector Plans, Objectives, KPA's, and KPI's and targets for inclusion in the final IDP & Budget			IDP & PM Unit
	IDP Steering Committee Meeting			IDP & PM Unit
	Continue with the 2 nd round public participation sessions throughout all wards on the draft 2 nd review / 1 st amendment of the 5 th Generation IDP and Budget			Council/Executive Management/BVM Management/IDP & PM Unit
	Review/finalisation of community inputs on the draft IDP & Budget			IDP Steering Committee/Executive Management/BVM Management/IDP & PM Unit
	District/Local Municipalities' Alignment of Strategies			IDP & PM Unit
	Prepare departmental business plans linked to the IDP strategies, objectives, KPI's and targets			IDP & PM Unit
	Accounting officer assists the Mayor in revising budget documentation	30 April 2024	MFMA S21	MM/CFO

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	in accordance with consultative processes and taking into account the results from the third quarterly review of the current year			
	Submission of 2023/24 Q3 performance inputs by BVM Management			Executive Management/BVM Management/IDP & PM Unit
	Tabling & submission of the unaudited Q3 SDBIP Performance Report (for third quarter of 2023/24) to Council & stakeholders		MSA S41 (1)(e); MFMA S52 (d); MPPR Reg. 14	Director Strategic Support Services/IDP & PM Unit
	Refinement & finalisation of Municipal Strategies/Plans, Objectives, KPA's, KPI's and targets and inclusion into the draft 2 nd review / 1 st amendment of the 5 th Generation IDP			IDP & PM Unit
	S57 Managers' informal quarterly performance assessments (for third quarter of 2023/24)			Executive Management/BVM Management/IDP & PM Unit
	Review annual organisational performance targets		MPPR Reg. 11	MM/IDP & PM Unit
	Stage 5: Final Draft SDF – Workshop with Council			Town Planning
MAY 2024	Accounting officer assists the Mayor in preparing the final IDP & Budget documentation for Council's consideration & approval at least 30 days before the start of the new fiscal year taking into account consultative processes and any other new information	May 2024	MFMA S23	Executive Management/Executive Mayor/Council
	Convene IDP Representative Forum			IDP & PM Unit
	EXCO recommends adoption of the IDP to Council			Council/Executive Management/IDP & PM Unit
	Council to consider approval/adoption of the IDP, Budget and all other associated documentation as legislatively prescribed (e.g. sectoral plans, taxes and tariffs, budget related policies, etc.) at least 30 days before start of budget year	31 May 2024	MFMA S23, 24; MSA Ch 4	Council
	Publish the IDP, Budget and all other associated documentation as legislatively prescribed on the municipal website	Within 5 days of adoption	MFMA S75; MSA S21A	Budget & Costing Unit/IDP & PM Unit
	Consider community input into the municipality's SDBIP (KPIs and targets)			IDP & PM Unit
	Commencement of 6 th round of ward committee engagements			Community Development
	Stage 6: Publicise the Council notice of the adopted SDF in the local media and the Provincial Gazette, within 14 days of the date of adoption	Within 14 days after adoption of the Reviewed SDF	SPLUMA Section 20 (3), BVM Land Use Planning By-Law (2015) Section 5(2)	Town Planning
JUNE 2024	Continuation of 6 th round of ward committee engagements			Community Development

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	Submission of the approved Budget, IDP & other associated documentation (as legislatively prescribed) to National (NT) & Provincial Government (PT, DLG & DEADP)	Within 10 working days after Council approval	MBRR 20	Accounting Officer/CFO/Director SSS/Budget & Costing Unit/IDP & PM Unit
	Give notice to the public of the adoption of the IDP, Budget and other associated documentation as legislatively prescribed	Within 10 working days after Council approval	MSA S21A; MSA S25 (4)(a); MBRR 18	Accounting Officer/CFO/Director SSS/Budget & Costing Unit/IDP & PM Unit
	Submission of 2 nd (final) draft SDBIP & S57 Performance Agreements to the Executive Mayor, no later than 14 days after the approval of the Budget		MFMA S69(3)	Executive Mayor/Executive Management/IDP PMS Unit
	Conclusion & submission of the final TL SDBIP to the Executive Mayor for approval within 28 days after approval of the budget; coupled with the finalisation and conclusion of the annual S57 Performance Agreements by no later than 30 days after commencement of the new financial year (note: the S57 Performance Agreements will be concluded & published in July should it not be finalised within June)		MFMA S53; MSA S 38-45, 57(2)	Executive Mayor/Executive Management/IDP & PM Unit
	Publication of approved SDBIP & S57 Performance Agreements on the municipal website/social media/local media & circulation thereof to National Government (NT) and Provincial Government (PT & DLG – MEC for Local Government)		MFMA S53(3); MBRR 19	IDP & PM Unit
	Send reminder to BVM Management to submit their performance inputs for consideration in the 2023/24 Q4 SDBIP Performance Report		MSA S41 (1)(e); MFMA S52 (d)	IDP & PM Unit
JULY 2024	Preparation of the draft 2025/26 IDP/Budget/Performance Management Time Schedule (hereafter referred to as the Time Schedule) for implementation in the 2024/25 financial period		MFMA S21(1)(b)	Executive Management/BVM Management//IDP & PM Unit
	Executive/Senior Management to discuss & provide input on the draft Time Schedule & to ensure internal alignment			Executive Management/BVM Management//IDP & PM Unit
	Engagement with the Provincial Department of Local Government & Cape Winelands District Municipality to ensure alignment, coupled with the submission of the draft Time Schedule to them for input			PGWC/CWDM/IDP & PM Unit
	Address provincial IDP Assessment findings (subject to the receipt of correspondence from the Provincial DLG)		MSA S31	DLG/Executive Management/BVM Management/IDP & PM Unit
	Executive Mayor initiates planning for next three-year budget cycle in accordance with co-ordination role of budget process and review of previous year's budgeting process		MFMA S53	Executive Mayor/Executive Management
	Accounting Officer, Executive Management and Senior Management		MSA S76-81	Executive Management/BVM

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	of municipality review options and contracts for service delivery			Management
	Approve and announce new budget schedule and set up committees and forums after consultation on performance and changing needs			Executive Management
	Submission of 2023/24 Q4 performance inputs by BVM Management			Executive Management/BVM Management/IDP & PM Unit
	Tabling & submission of the unaudited Q4 SDBIP Performance Report (for last quarter of 2023/24) to Council & stakeholders		MSA S41 (1)(e); MFMA S52 (d); MPPR Reg. 14	Director Strategic Support Services/IDP & PM Unit
	Finalisation of S57 Performance Agreements & submission to the Executive Mayor & Municipal Manager for approval by no later than 31 July 2024 (subject to not being concluded during June)		MFMA S69 MSA S57	Executive Mayor/Executive Management/IDP & PM Unit
	Tabling the approved SDBIP & S57 Performance Agreements in Council for notification purposes			Council/Executive Management/IDP & PM Unit
	Commence with the preparation/review of Sector Plans for consideration/incorporation in the 2025/26 IDP & Budget			Executive Management/BVM Management
	Preparation of the 2023/24 draft Annual Financial Statements & collation of user input into the 2023/24 draft Annual Report & Annual Performance Report		MFMA S126(1)(a); MSA S46	Executive Management/BVM Management/IDP & PM Unit
	Commencement of ward cluster workshops			Community Development
	Commencement of 1 st round of ward committee meetings			Community Development
AUGUST 2024	Continuation of ward cluster workshops			Community Development
	Continuation of 1 st round of ward committee meetings			Community Development
	Commencement of 1 st round of ward report-back meetings			Community Development
	Roll-Over Budget tabled to Council (by the 25 th of August)	Aug 2024	MFMA S28(2)(e), MBRR 23(5)	CFO/Budget & Costing Unit
	Executive Mayor tables the Time Schedule in Council	Aug 2024	MFMA S21,22, 23 MSA S34	Council/IDP & PM Unit
	Submit approved Time Schedule to National Treasury, Provincial Treasury, Department of Local Government and the Cape Winelands District Municipality	Aug 2024		IDP & PM Unit
	Publication of the approved Time Schedule in order to meet AG audit requirements			IDP & PM Unit
	Review comments received from DLG (where applicable) on the			IDP Steering Committee/Executive

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	2024/25 IDP document (2 nd review or 1 st amendment of the 5 th Generation IDP 2022 - 2027)			Management/IDP/PMS unit
	Self-assessment to identify gaps in the IDP process			IDP Steering Committee / Executive Management / BVM Management / IDP/PMS unit
	Review situational analysis to identify changing community needs and challenges			IDP Steering Committee / IDP/PMS unit
	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets			IDP Steering Committee / Executive Management / BVM Management / IDP/PMS unit
	Accounting Officer submits final draft Annual Financial Statements and Annual Performance Report (pertaining to the 2023/24 financial period) to the Auditor-General by 31 August 2024	Aug 2024	MFMA S126(1)(a); MSA S46	Accounting Officer/CFO/Director Strategic Support Services

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

INTERGOVERNMENTAL ALIGNMENT			
District/Provincial Alignment	Municipal First Quarter (2023/24)	01/07/2023	30/09/2023
	Premier’s Co-ordinating Forum	(TBC)	Western Cape Cabinet/HoD/, Municipal Managers/relevant Senior Management
	IDP Indaba 1 – Project and budget alignment and implementation of IDP projects between all three spheres of government using JDMA methodology	(TBC)	Western Cape Provincial Government Team/Municipal IDP and Departmental Managers
	District & Provincial IDP Managers Forum	(TBC)	DLG: IDP Directorate/CWDM IDP Unit/BVM IDP Unit/Municipal IDP Units throughout the Province
	Municipal Second Quarter	01/10/2023	31/12/2023
	DCF	(TBC)	Mayors/MMs/HODs/Senior Officials & District Support Teams
	SIME	(TBC)	Provincial Government & Municipalities
	Provincial IDP Managers Forum	(TBC)	DLG: IDP Directorate
	Municipal Third Quarter	01/01/2024	31/03/2024
	Mid-year budget and performance assessment visits	(TBC)	Provincial Treasury
	DCF	(TBC)	Mayors/MMs/HODs/Senior Officials & District Support Teams
	TIME	(TBC)	PT/DLG/MM’s/CFO’s
	IDP Indaba	(TBC)	Provincial Departments & Municipalities
	Provincial IDP Managers Forum	(TBC)	DLG: IDP Directorate
	Municipal Fourth Quarter	01/04/2024	30/06/2024
	IDP, Budget and Benchmark Assessments	(TBC)	Provincial Departments & Municipalities
DCF	(TBC)	Mayors/MMs/HODs/Senior Officials & District Support Teams	
District & Provincial IDP Managers Forum	(TBC)	DLG: IDP Directorate/CWDM IDP Unit/BVM IDP Unit/Municipal IDP Units throughout the Province	

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

Council should note that these are planned activities earmarked for implementation throughout the 2023/2024 financial year, in relation to the compilation and finalisation of the 2024/25 IDP and Budget and the 2023/24 financial- & performance reporting cycle respectively. By approving the Time Schedule, Council confers authority to the Executive Mayor and/or Accounting Officer to alter the Time Schedule to comply with legislative prescripts, binding deadlines and changing/unforeseen/urgent circumstances that may become applicable throughout the process.

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

3. PROPOSED IDP PUBLIC/WARD COMMITTEE ENGAGEMENT SCHEDULE

FIRST ROUND: OCTOBER/ NOVEMBER 2023 (PROPOSED: WARD COUNCILLOR/WARD COMMITTEE ENGAGEMENTS)

DATE	WARD	PROPOSED VENUE	TIME
Monday, 2-Oct-2023	1	Touwsrivier Municipal Office	18:00
Tuesday, 3-Oct-2023	2	De Doorns Municipal Offices	18:00
	3	De Doorns MPC	
Wednesday, 4-Oct-2023	18	Zwelethemba MPC	18:00
Thursday, 5-Oct-2023	14	BVM Committee Room/Smart Boardroom	18:00
	15	BVM Council Chambers	
Monday, 9-Oct-2023	11	BVM Council Chambers	18:00
	16	Zwelethemba MPC	
Tuesday, 10-Oct-2023	9	BVM Council Chambers	18:00
	10	BVM Committee Room/Smart Boardroom	
Wednesday, 11-Oct-2023	6	BVM Council Chambers	18:00
	7	BVM Committee Room/Smart Boardroom	
Thursday, 12-Oct-2023	14	BVM Council Chambers	18:00
	21	BVM Committee Room/Smart Boardroom	
Monday, 16-Oct-2023	4	De Doorns MPC	18:00
	5	De Doorns Municipal Office	
Tuesday, 17-Oct-2023	8	Zwelethemba MPC	18:00
	13	BVM Council Chambers	
Wednesday, 18-Oct-2023	19	Rawsonville Municipal Offices	18:30
	20	VGK Goudini Church Hall	
Thursday, 19-Oct-2023	12	BVM Council Chambers	18:00
	17	Zwelethemba MPC	

- **Dates, order, venue and time and methodology (i.e. physical/virtual and/or hybrid) of meetings may change based on logistical considerations and unforeseen/unavoidable circumstances. The proposed schedule will be consulted and finalised with each Ward Councillor (and all applicable role players involved) prior to final publication.**

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

SECOND ROUND: MARCH/APRIL 2024 (PROPOSED: PUBLIC ENGAGEMENTS)

DATE	WARD	PROPOSED VENUE	TIME
Wednesday, 27-Mar-2024	1	Steenvliet Community Hall	18:00
Thursday, 28-Mar-2024	2	De Doorns MCP	18:00
	10	AME Calvary Church	
Tuesday, 2-Apr-2024	3	De Doorns MPC	18:00
	18	Zwelethemba MPC	
Wednesday, 3-Apr-2024	11	BVM Indoor Sport Centre	18:00
	13 (excluding Avian Park portion)	Maranatha Church Hall	
Thursday, 4-Apr-2024	8	Zwelethemba Community Hall	18:00
	16	Zwelethemba MPC	
Monday, 8-Apr-2024	9	Esselen Park Primary School	18:00
	14	Victoria Park Primary School	
Tuesday, 9-Apr-2024	6, 7, 15 including the Worcester-suburbs of 5 & 12	BVM Town Hall (Worcester)	18:00
Wednesday, 10-Apr-2024	4	Orchard Primary School	18:00
	5 (only De Doorns portion)	AME De Wet Church	
Thursday, 11-Apr-2024	21 including Avian Park portions of 12 & 13	Avian Park Primary School / Somerset High School	18:00
Monday, 15-Apr-2024	19	Goudini High School	18:30
	20	VGK Goudini Church Hall	
Tuesday, 16-Apr-2024	17	Zwelethemba MPC	18:00

- **Dates, order, venue and time and methodology (i.e. physical/virtual and/or hybrid) of meetings may change based on logistical considerations and unforeseen/unavoidable circumstances. The proposed schedule will be consulted and finalised with each Ward Councillor (and all applicable role players involved) prior to final publication.**