

TIME SCHEDULE OF KEY DEADLINES, INCLUDING THE IMPLEMENTATION PLAN FOR THE DEVELOPMENT OF THE 6TH GENERATION INTEGRATED DEVELOPMENT PLAN (2027–2032)
(DIRECTOR: ECONOMIC, SOCIAL AND INTEGRATED DEVELOPMENT SERVICES)

1. Purpose

This Implementation Plan provides a structured and legally compliant roadmap for the preparation, consultation, approval, and adoption of the 6th Generation Integrated Development Plan (IDP) for the period 2027–2032, and clarifies the roles and responsibilities of Council, Administration, and stakeholders.

2. Strategic Context

The current 5th Generation IDP concludes at the end of the 2026/27 financial year. As Local Government Elections are scheduled for 4 November 2026, the municipality will implement a phased approach that ensures continuity during the transition between the outgoing and incoming Council.

3. Legislative Framework

Constitution of the Republic of South Africa, Municipal Systems Act (Sections 25 and 28 and Chapter 4), Municipal Finance Management Act, Municipal Planning and Performance Management Regulations, National Development Plan and applicable Provincial and District planning frameworks.

4. Institutional Roles and Responsibilities

Council takes cognizance of the Implementation Plan and approves the IDP Time Schedule and key Deadlines. The newly elected council to approve the IDP Process Plan. The Executive Mayor/Mayoral Committee provides political oversight. The Municipal Manager coordinates the process. The IDP Steering Committee manages technical coordination. Directors provide sector and project inputs. Ward Committees facilitate community participation. Stakeholders participate through consultation platforms.

5. Phase 1: Implementation Planning and Preparation (July–August 2026)

Draft, align and obtain approval of the IDP Time Schedule and key deadlines, while taking cognisance of the IDP Implementation Plan.

6. Phase 2: Analysis and Community Needs Assessment (August–October 2026)

Undertake situational analysis, review sector plans, and compile a Community Needs Register.

7. Phase 3: Election Transition and Councillor Induction (November–December 2026)

Consolidate information and capacitate the incoming Council. The newly elected Council to approve IDP Process Plan.

8. Phase 4: Development and Adoption of the 6th Generation IDP (January–May 2027)

Develop strategic priorities, prepare the Draft IDP, undertake public participation, align the budget and adopt the final IDP.

9. Consolidated Implementation Schedule

Activity	Timeframe	Responsibility	Deliverable
Approval of IDP Time Schedule	Aug 2026	Council	Approved Time Schedule
Data Collection and Analysis	Aug-Sep 2026	Administration	Situational Analysis Report
Sector Plan Review	Aug-Oct 2026	Directorates	Updated Sector Plans
Community Needs Assessment	Sep-Oct 2026	Ward Committees and social Media Platforms	Needs Register
Drafting of section 27 District IDP Framework: Provide input to the Cape Winelands District Municipality.	Oct-Nov 2026	Administration _ IDP Unit	Draft 2027-2032 District IDP Framework
Drafting of section 28 IDP Process Plan	October-December 2026	Administration _ IDP Unit	Draft 2027-2032 IDP Process Plan
Consolidation of community needs.	Nov 2026	Administration _ IDP Unit	Baseline Report
Councillor Induction	Nov-Dec 2026	Administration – Corporate Services	Capacitated Council

Consult communities on the IDP Process Plan and subsequently approve.	Dec 2026 – Jan 2027	Council	Approved IDP Process Plan
Strategic Planning Session	Jan 2027	Council	Strategic Priorities
Draft IDP Preparation & alignment to approved 2027-2032 District Framework	Feb-Mar 2027	Administration and Steering Committee	Draft IDP
IDP Public Participation	Mar-Apr 2027	Council and Administration	Participation Report
Budget Alignment	Apr 2027	Finance and IDP	Aligned IDP and Budget
Strategic Integrated Municipal Engagements 2	May 2027	Western Cape Department of Local Government	IDP assessment report for consideration in finalizing the 2027-2032 IDP.
Adoption of 2027-2032 IDP	May 2027	Council	Approved 6th Generation IDP

10. Gantt Chart – IDP Development Programme

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11. Risk Management

Delayed establishment of Council – build buffer periods. Policy changes after elections – maintain evidence-based planning. Poor participation – use multiple engagement channels. Budget misalignment – ensure early Finance involvement.

12. Recommendation

1. Council is requested to approve the Time Schedule of Key Deadlines, including the implementation Plan for the development of the 6th Generation Integrated Development Plan (2027–2032) and,
2. To Authorize the Municipal Manager to implement and coordinate all related activities.

This item served before an Ordinary Meeting of Council on 25 August 2026

Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 25 Augustus 2026

Eenparig Besluit / Unanimously Resolved

1. Council is requested to approve the Time Schedule of Key Deadlines, including the implementation Plan for the development of the 6th Generation Integrated Development Plan (2027–2032) and,
2. To Authorize the Municipal Manager to implement and coordinate all related activities.

(A5136)



2027/28 Time Schedule of Key Deadlines

ACTIVITIES	RESPONSIBLE DIRECTORATE	LEGISLATIVE REFERENCE	DATE
JULY 2026			
Compile Draft 2027/2028 IDP and Budget Time Schedule.	Economic, Social & Integrated Development Services	MFMA 21	31/07/2026
AUGUST 2026			
Submit Draft IDP and Budget Time Schedule to SMT.	Economic, Social & Integrated Development Services	Municipal planning Guidance	14/08/2026
Submit Draft IDP and Budget Time Schedule to Executive MAYCO.	Municipal Manager	Municipal planning Guidance	26/08/2026
Table 2027/2028 IDP and Budget Time Schedule to council for approval.	Executive Mayor	MFMA 21 (1) (b)	31/08/2026
Submit the 2025/2026 Financial Statements to the Auditor General.	Financial Services	MFMA 126 (1)	31/08/2026
SEPTEMBER 2026			
Advertise approved budget and IDP time schedule in terms of budget consultation policy and submit to NT,PT,WCG and CWDM	Financial Services / Economic, Social & Integrated Development Services	MFMA Guidance	04/09/2026
Determine strategic objectives for service delivery and development including backlogs for next three-year budget including reviews of other municipal, provincial, and national government sector and strategic plans	Council and SMT	Municipal planning Guidance	30/09/2026
Implement budget and IDP time schedule of key deadlines	Economic, Social & Integrated Development Services	MFMA Guidance	30/09/2026
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working day of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	12/09/2026
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	12/09/2026
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	12/09/2026
Submit monthly report for period ending 31 July for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	30/09/2026
Conclude initial consultation and review, establish direction and policy, confirm priorities, identify other financial and non-financial budget parameters including government allocations to determine revenue envelope, and financial outlook to identify need to review fiscal strategies.	Financial Services	MFMA Guidance	30/09/2026

Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of month.	Financial Services	MFMA 54 (1)	30/09/2026
District IDP Managers Forum	Economic, Social & Integrated Development Services	MFMA Guidance	30/09/2026
Provincial IDP Managers Forum	Economic, Social & Integrated Development Services	MFMA Guidance	30/09/2026
Provide input to the Cape Winelands District Municipality on the draft 2027-2032 District IDP Framework	Cape Winelands District Municipality	Guidance	30/09/2026
Alignment of planning requirements, sector plans and strategic priorities.	CWDM / Sector Departments		30/09/2026
Intergovernmental planning and alignment engagements.	CWDM / Local Municipalities		30/09/2026
OCTOBER 2026			
Commence preparation of departmental operational plans and service delivery and budget implementation plan aligned to strategic priorities in IDP and inputs from other stakeholders including government and bulk service providers.	SMT	MFMA Guidance	31/10/2026
Strategic Integrated Municipal Engagements 2: Strategic engagements with the Western Cape Government and municipalities to discuss the strategic context and contemporary issues that could influence the 2027-2032 IDPs.	Western Cape Government and municipalities		12/10/2026
Commence preparation of annual report utilizing financial and non-financial information first reviewed as part of the budget and IDP analysis.	SMT	MFMA Guidance	31/10/2026
Conduct Ward Committee planning sessions.	Corporate Services	MFMA Guidance	31/10/2026
Conduct Stakeholder engagements (Business, Agriculture, Tourism, Youth, Disabled, NGOs, Safety & Security).	Economic, Social & Integrated Development Services	MFMA Guidance	31/10/2026
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	14/10/2026

Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	14/10/2026
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	14/10/2026
Submit monthly reports for period ending 30 September for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	30/10/2026
Submit quarterly report for period ending 30 September on implementation of the supply chain management policy to the Mayor and make report public.	Financial Services	SCM Reg 6 (3) & (4)	30/10/2026
Review quarterly projections for period ended 30 September for the SDBIP and compare actual performance to objectives, in conjunction with preparation of section 52 report.	Financial Services	MFMA Guidance	30/10/2026
Table in council quarterly consolidated report for period ending 30 September of all withdrawals not approved in the budget and submit report to the Provincial Treasury and the Auditor-General.	Financial Services	MFMA 11 (4)	30/10/2026
Submit quarterly (section 52) report for period ending 30 September on implementation of the budget and financial affairs of the municipality to council.	Financial Services	MFMA 52 (d)	30/10/2026
Conclude first budget draft and policies for initial council discussion.	Financial Services	MFMA Guidance	30/10/2026
Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of month.	Financial Services	MFMA 54 (1)	30/10/2026
Public call for community needs and development priorities through municipal communication platforms, ward committees and public notices.	Economic, Social & Integrated Development Services	MFMA Guidance MSA Guidance	16/10/2026
Municipal quarterly response to Strategic Integrated Municipal Engagement 1 report from the Western Cape Department of Local Government	SMT	MFMA Guidance	30/10/2026
Compile Community Needs Analysis Report and Strategic Needs Register.	Economic, Social & Integrated Development Services	MFMA Guidance	30/10/2026
NOVEMBER 2026			
Local Government Elections 4 November 2026			
Consolidate community needs and development priorities received.	Economic, Social & Integrated Development Services	MFMA Guidance	13/11/2026
Council Induction and Orientation Programme	Municipal Manager	MFMA Guidance	27/11/2026
Commence community and stakeholder consultation process, review inputs, financial models, assess impacts on tariffs and charges and consider funding decisions including borrowing. Adjust estimates	SMT	MFMA Guidance	27/11/2026

based on plans and resources. Further council and management discussion and debate.			
Place quarterly (section 52) report on budget implementation on the municipal website.	Financial Services	MFMA 75 (1) (k)	06/11/2026
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	13/11/2026
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	13/11/2026
Submit monthly reports for period ending 31 October for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	27/11/2026
Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of the month.	Financial Services	MFMA 54 (1)	27/11/2026
Strategic Integrated Municipal Engagement 1 – Engagement between the Western Cape Government and municipalities	SMT	MFMA Guidance	27/11/2026
Preparation of Draft 2027–2032 IDP Process Plan for new council.	Economic, Social & Integrated Development Services	MFMA Guidance	30/11/2026
Conduct Strategic Planning Session for the Newly Elected Council.	Executive Mayor / Council	MFMA Guidance	27/11/2026
Table the 2027–2032 IDP Process Plan to council for adoption.	Executive Mayor	MFMA 21 (1)	30/11/2026
New Council term Commencement			
DECEMBER 2026			
Conduct Ward Based Plan Review	Corporate Services / Economic, Social & Integrated Development Services	MSA Guidance	18/12/2026
Directorate strategic planning and prioritisation of projects and programmes.	SMT	MFMA Guidance	18/12/2026
Provide working papers for adjustment Budget	Financial Services	MFMA Guidance	05/12/2026
Departments provide responses to Adjustment Budget	SMT	MFMA Guidance	18/12/2026
Align municipal priorities with district, provincial and national priorities.	Municipal Manager	MFMA Guidance	18/12/2026
New Council approve Process Plan and adopt IDP in current form with or without amendments	Executive Mayor	MFMA Guidance	18/12/2026
Gather financial inputs from bulk resource providers and agree on proposed price increase.	Financial Services	MFMA Guidance	18/12/2026
Review whether all bulk resource providers have lodged a request with National Treasury and SALGA seeking comments on proposed price increases of bulk resources.	Financial Services	MFMA Guidance	18/12/2026
Finalize first draft of departmental operational plans and SDBIP for review against strategic priorities.	Financial Services Economic, Social & Integrated Development Services	MFMA Guidance	18/12/2026

Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	14/12/2026
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	14/12/2026
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	14/12/2026
Finalize first draft of the annual report incorporating financial and non-financial information on performance, audit reports and annual financial statements.	Financial Services	MFMA Guidance	18/12/2026
Submit monthly reports for period ending 30 November for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	18/12/2026
Receive audit report on consolidated annual financial statements from the Auditor-General (for municipalities with a municipal entity).	Financial Services	MFMA 126 (3)	18/12/2026
Ensure that the Accounting Officer addresses any issues raised by the Auditor-General in the audit report, prepare action/audit plans to address and incorporate into the annual report (for municipalities with a municipal entity).	Municipal Manager	MFMA 131 (1)	18/12/2026
Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of the month.	Financial Services	MFMA 54 (1)	18/12/2026
District Managers IDP Forum	Economic, Social & Integrated Development Services	MFMA Guidance	18/12/2026
Provincial IDP Managers Forum	Economic, Social & Integrated Development Services	MFMA Guidance	14/12/2026
JANUARY 2027			
Compile and consider Inputs for Operational Budget (Directors & OMT's)	Financial Services	Municipal Strategic Planning	22/01/2027
Issue budget guidelines and parameters to directorates.	Financial Services	Municipal Strategic Planning	29/01/2027
Approval of Organizational Structure for Budgetary Purpose by MM	Municipal Manager	Municipal Strategic Planning	29/01/2027
Review and update sector plans and legislative compliance requirements.	Financial Services Economic, Social & Integrated Development Services	MFMA Guidance	29/01/2027

Submit Electricity Tariffs to NERSA	Financial Services	Municipal Strategic Planning	29/01/2027
Submit quarterly report for period ending 31 December on implementation of the supply chain management policy to the Mayor and make report public.	Financial Services	SCM Reg 6 (3) & (4)	29/01/2027
Review quarterly projections for period ending 31 December for SDBIP and compare actual performance to objectives, in conjunction with preparation of section 72 report.	Financial Services Economic, Social & Integrated Development Services	MFMA Guidance	29/01/2027
Ensure any written comments made to bulk resource providers by the municipality on the proposed increase of bulk resources are included in any submission made by the bulk resource providers to the required organs of state.	Financial Services	MFMA Guidance	29/01/2027
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	14/01/2027
Submit monthly statement to the provincial or national organ of state of municipality on allocations received – within 10- working days of the start of the month.	Financial Services	MFMA 71 (5)	14/01/2027
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	14/01/2027
Submit monthly reports for period ending 31 December for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	29/01/2027
Ensure that any municipal entity submits report for period ending 31 December on compliance with the prescribed minimum competency levels to council.	Financial Services	Competency Reg 14 (3) & (4)	29/01/2027
Review whether comments from National Treasury and SALGA have been received on proposed price increases of bulk resources.	Financial Services	MFMA Guidance	29/01/2027
Finalize annual performance report, assessments of arrears on taxes and service charges and an assessment of municipal performance together with recommendations from the council audit committee and details of corrective action undertaken arising from audit report, and minimum competency compliance for inclusion in the annual report.	Economic, Social & Integrated Development Services	MFMA 121 (3)(c) & (e) to (k) MSA 46 (2) MFMA Guidance	22/01/2027
Assess the performance of the municipality to 31 December and submit a (section 72) report on the assessment to the Mayor, Provincial Treasury and National Treasury. Consider an adjustments budget if necessary.	Financial Services	MFMA 72 (1)	22/01/2027
Further review all aspects of budget including any unforeseen and unavoidable expenditure in light of need for an adjustments budget.	Financial Services	MFMA 29	29/01/2027
Where necessary consider tabling and approval of an adjustments budget and submit to provincial and national treasury and other relevant organs of state.	Financial Services	MFMA 28 MFMA 22 (b) MFMA 24 (3)	22/01/2027

Table in council quarterly consolidated report for period ending 31 December of all withdrawals not approved in the budget and submit report to the provincial treasury and the Auditor-General	Financial Services	MFMA 11 (4)	22/01/2027
Table in council quarterly consolidated report for period ending 31 December on compliance with the prescribed minimum competency levels to council, Provincial Treasury and National Treasury.	Financial Services	Competency Reg 14 (2) (a) & (4)	22/01/2027
Submit quarterly (section 52) report for period ending 31 December on implementation of the budget and financial situation of the municipality to council.	Financial Services	MFMA 52 (1)	22/01/2027
Consider monthly and mid-year (Section 71 and 72) reports for the period ended 31 December, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP - due end of the month.	Financial Services Economic, Social & Integrated Development Services	MFMA 54 (1)	22/01/2027
Table to council the annual report of the municipality and any municipal entity for the year ended 30 June.	Economic, Social & Integrated Development Services	MFMA 127 (2)	22/01/2027
Make the annual report public and invite comments from the local community, submit report to the Auditor-General, Provincial Treasury and Western Cape Department of Local Government.	Economic, Social & Integrated Development Services	MFMA 127 (5)	29/01/2027
Finalize detailed operating and capital budgets in the prescribed formats incorporating national and provincial budget allocations, integrated and aligned to IDP and draft SDBIP, finalize budget policies including tariff policy.	Financial Services	MFMA Guidance	29/01/2027
Report to council on status of next three-year budget, previous year's annual report (including annual financial statements, audit report) and summarize overall findings of previous year's annual performance report – reinforce upcoming process of budget approval and oversight.	Financial Services	MFMA Guidance	29/01/2027
Municipal quarterly response to Strategic Integrated Municipal Engage 1 report from the Western Cape Department of Local Government	SMT	MFMA Guidance	29/01/2027
Update Municipal Profile, Situational Analysis and Key Development Indicators.	Economic, Social & Integrated Development Services	MFMA Guidance	29/01/2027
FEBRUARY 2027			
Make public the annual report and invite comments from the local community, submit report to the Auditor-General, Provincial Treasury and Western Cape Department of Local Government.	Economic, Social & Integrated Development Services	MFMA 127 (5)	05/02/2027
Place annual report on the municipal website.	Economic, Social & Integrated Development Services	MFMA 75 (1) (c)	05/02/2027
Directorates submit final capital and operational budget proposals.	SMT	Municipal Strategic Planning	26/02/2027

Compile Draft Operating and Capital Budget.	Financial Services	MFMA Guidance	26/02/2027
Establishment of Ward Committees	Council	MFMA Guidance	26/02/2027
IDP District Alignment Engagement.	Economic, Social & Integrated Development Services	MFMA Guidance	26/02/2027
Conduct Sector Department Alignment Sessions.	Economic, Social & Integrated Development Services	Municipal Strategic Planning	26/02/2027
IDP Office to provide draft IDP document for scrutiny by departments	Economic, Social & Integrated Development Services	Municipal Strategic Planning	12/02/2027
Departments provide inputs on draft IDP	Economic, Social & Integrated Development Services	Municipal Strategic Planning	19/02/2027
Project alignment between Provincial, District and Local municipalities. Prepare draft IDP document	Economic, Social & Integrated Development Services	Municipal Strategic Planning	26/02/2027
Receive proposed budget from the board of directors of any municipal entity under the sole or shared control of the municipality.	Financial Services	MFMA 87 (1)	26/02/2027
Place quarterly (section 52) report on budget implementation on the municipal website.	Financial Services	MFMA 75 (1) (k)	05/02/2027
Consider proposed budget of municipal entity and assess entity's priorities and objectives and make recommendations to the board of directors as necessary.	Financial Services	MFMA 87 (2) MFMA Guidance	26/02/2027
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	12/02/2027
Submit monthly statement of the provincial or national organ of state of municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	12/02/2027
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	12/02/2027
Submit monthly reports for period ending 31 January for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	26/02/2027
Note National budget for provincial and National allocations to municipalities for incorporation into budget.	Financial Services	MFMA Guidance	26/02/2027
Submit tabled adjustments budget to the Provincial Treasury, National Treasury and other affected organs of state.	Financial Services	MFMA Guidance	26/02/2027
Submit the approved adjustments budget to the Provincial Treasury and National Treasury.	Financial Services	MFMA Guidance	26/02/2027
Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of the month.	Financial Services	MFMA 54 (1)	26/02/2027
Finalize corrective measures from audit report.	SMT	MFMA Guidance	26/02/2027

Technical Integrated Municipal Engagement – Mid-year budget assessment engagement between the Municipality and the Provincial Treasury.	SMT	MFMA Guidance	26/02/2027
MARCH 2027			
Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three financial years.	Financial Services	MFMA 37 (2)	05/03/2027
Provide notification of any transfers that will be made by the municipality to other municipalities in each of the next three financial years.	Financial Services	MFMA 37 (2)	05/03/2027
Conduct a Strategic IDP Workshop with Council and SMT	Executive Mayor	Municipal Strategic Planning	12/03/2027
Conduct a Strategic IDP Workshop with Budget Steering Committee	Financial Services	Municipal Strategic Planning	12/03/2027
Final preparation and consolidation of the Draft IDP and Draft Budget.	Economic, Social & Integrated Development Services / Financial Services	Municipal Strategic Planning	12/03/2027
Consideration of the Draft IDP and Draft Budget by the Executive Mayor.	Executive Mayor	Municipal Strategic Planning	12/03/2027
Executive Mayor tables the Draft 2027–2032 IDP, Draft 2027/2028 Budget and Budget Related Policies before Council.	Executive Mayor	MFMA 16 & 21	31/03/2027
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	12/03/2027
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	12/03/2027
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	12/03/2027
Receive bulk resource providers' price increased as tabled in Parliament for the Western Cape Provincial Legislature.	Financial Services	MFMA 42	05/03/2027
Submit monthly reports for period ending 28 February for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	31/03/2027
Receive revised budget of municipal entity from board of directors.	Financial Services	MFMA 42	05/03/2027
Incorporate transfers to be made to or received from other municipalities.	Financial Services	MFMA 37 (2) MFMA Guidance	05/03/2027
Incorporate changes in prices for bulk resources and finalize tariff proposals for all charges.	Financial Services	MFMA 42 MFMA Guidance	05/03/2027

Print and distribute all budget documentation prior to meeting at which budget is to be tabled.	Financial Services	MFMA Guidance	19/03/2027
Table to council the draft annual budget and IDP supporting documents.	Executive Mayor	MFMA 16 (2), 17 & 87 (3)	31/03/2027
Consider and approve, reject or refer back the annual report at a council meeting.	Economic, Social & Integrated Development Services	MFMA 121 (1)	31/03/2027
Adopt an oversight report providing comments on the Annual Report.	Economic, Social & Integrated Development Services	MFMA 129 (1)	31/03/2027
Attend council and committee meetings where Annual Report is discussed and respond to questions	Economic, Social & Integrated Development Services	MFMA 129 (2) (a)	31/03/2027
Submit minutes of meetings where Annual Report is discussed to the Provincial Treasury and Western Cape Department of Local Government.	Economic, Social & Integrated Development Services	MFMA 129 (2) (b)	31/03/2027
Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendments to the SDBIP – due end of the month.	Economic, Social & Integrated Development Services	MFMA 54 (1)	31/03/2027
District Managers IDP Forum	Economic, Social & Integrated Development Services	MFMA Guidance	31/03/2027
APRIL 2027			
Make public the tabled draft annual budget and accompanying budget documentation, and draft IDP for public consultation and participation. Submit to the Provincial Treasury, National Treasury and other affected organs of state.	Financial Services / Economic, Social & Integrated Development Services	MFMA 22	01/04/2027
Publish Draft IDP and Budget on Municipal Website and ensure availability at Municipal Offices and Libraries to allow for public comments for a minimum period of 30 days.	Financial Services / Economic, Social & Integrated Development Services	MFMA 22	06/04/2027
Commence process of consultation on tabled budget, publicize and conduct public hearings and meetings with wards, Provincial Treasury and other organs of state making a budget submission. Which includes Community Open Days. Publish ward based information.	Financial Services / Economic, Social & Integrated Development Services	MFMA 23 MFMA Guidance	06/04/2027
Confirm provincial and national budget allocations	Financial Services	MFMA Guidance	30/04/2027
Make public the oversight report.	Economic, Social & Integrated Development Services	MFMA 129 (3)	02/04/2027
Submit the annual report and oversight report to the Western Cape Provincial Legislature.	Economic, Social & Integrated Development Services	MFMA 132 (1) & (2)	07/04/2027

Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	14/04/2027
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	14/04/2027
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	14/04/2027
Submit monthly reports for period ending 31 March for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	30/04/2027
Submit quarterly report for period ending 31 March on implementation of the supply chain management policy to the Mayor and make report public.	Financial Services	SCM Reg 6 (3) & (4)	23/04/2027
Table to council quarterly consolidated report for period ending 31 March of all withdrawals not approved in the budget and submit report to the Provincial Treasury and Auditor-General.	Financial Services	MFMA 11 (4)	23/04/2027
Submit quarterly (section 52) report for period ending 31 March on implementation of the budget and financial state of affairs of the municipality to council.	Financial Services	MFMA 52 (d)	23/04/2027
Consider the views of the community and other stakeholders.	Financial Services Economic, Social & Integrated Development Services	MFMA 23 (1)	30/04/2027
Respond to submissions received and if necessary, revise the budget and table amendments for council consideration.	Financial Services Economic, Social & Integrated Development Services	MFMA 23 (2)	30/04/2027
Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate mechanisms. Submit report to council and make public any amendment to the SDBIP – due end of the month.	Financial Services	MFMA 54 (1)	30/04/2027
MAY 2027			
Conclude process of consultation on tabled budget and IDP with community and other stakeholders and assist Mayor to revise budget following feedback, considering the results of the third quarter (section 52) report.	Financial Services Economic, Social & Integrated Development Services	MFMA 68 MFMA Guidance	31/05/2027
Preparing final IDP and Budget documentation for final approval by council and consider any other comments from National or Provincial Government or organ of state.	Financial Services Economic, Social & Integrated Development Services	MFMA 68 MFMA Guidance	31/05/2027
Respond to submissions received and if necessary, revise the budget and table amendments for Mayco consideration.	Financial Services / Economic, Social & Integrated Development Services / SMT	MFMA Guidance Municipal Strategic Planning	31/05/2027
Place quarterly (section 52) report on budget implementation of the municipal website.	Financial Services	MFMA 75 (1) (k)	01/05/2027

Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	14/05/2027
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	14/05/2027
Submit monthly report on salaries and wages expenditure to council – within 10 working day of the start of the month.	Financial Services	MFMA 66	14/05/2027
Submit monthly reports for period ending 30 April for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	31/05/2027
Print and distribute all budget documentation including draft IDP and SDBIP documentation prior to meeting at which budget and IDP are to be approved.	Financial Services Economic, Social & Integrated Development Services	MFMA Guidance	31/05/2027
Council to consider approval and adoption of the IDP and annual budget	Council	MFMA 24 (1)	31/05/2027
Develop plan of action to start on preparation of annual financial statements, communicate what is to be done.	Financial Services	MFMA Guidance	31/05/2027
Distribute adopted IDP and associated supplementary documents to the MEC for Local Government within 10 days of adoption	Economic, Social & Integrated Development Services	MFMA Guidance	31/05/2027
Consider monthly (section 71 report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of the month.	Financial Services	MFMA 54 (1)	31/05/2027
Ensure Final alignment with CWDM and Sector Departments.	Economic, Social & Integrated Development Services	MFMA Guidance	31/05/2027
SIME LG MTEC: IDP and assessments – Provincial Government and Municipality to discuss findings and recommendations emanating from IDP and Budget assessment. Integrated input into draft IDP and Budget.	SMT	JDMA Processes	31/05/2027
JUNE 2027			
Submit draft SDBIP to the Mayor – final date under legislation 14 July.	Economic, Social & Integrated Development Services	MFMA 69 (3) (a)	12/06/2027
Submit draft annual performance agreements for the next year to the Mayor – final date under legislation 14 July.	Economic, Social & Integrated Development Services	MFMA 69 (3) (b)	12/06/2027
Submit SDBIP to SMT and Mayoral Committee for consideration.	Economic, Social & Integrated Development Services	Municipal Strategic Planning	18/06/2027
Approve SDBIP – final date under legislation 28 July.	Economic, Social & Integrated Development Services	MFMA 53 (1) (c) (ii)	25/06/2027

Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	11/06/2027
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	11/06/2027
Submit monthly report on salaries and wages expenditure to council – within 10 working day of the start of the month.	Financial Services	MFMA 66	11/06/2027
Submit monthly reports for period ending 31 May for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	30/06/2027
Submit approved budget to National and Provincial Treasury	Financial Services	MFMA 24 (3)	30/06/2027
Consider monthly (section 71 report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of the month.	Financial Services	MFMA 54 (1)	30/06/2027
District Managers IDP Forum	Economic, Social & Integrated Development Services	MFMA Guidance	30/06/2027
Consider the comments raised by the MEC of Local Government on the quality of the IDP as per section 32 of the Local Government: Municipal Systems Act 32 of 2000.	Economic, Social & Integrated Development Services	MFMA Guidance	30/06/2027
Publish approved IDP, Budget and Budget Related Policies and submit to relevant government departments.	Economic, Social & Integrated Development Services	MSA 21	14/06/2027
Give notice to the public of the adoption of the IDP and ensure that copies of or extracts are available for public inspection at specified places (within 14 days of adoption).	Financial Services Economic, Social & Integrated Development Services	MSA 25(4)	
Publicise a summary of the IDP within 14 days of adoption.	Financial Services Economic, Social & Integrated Development Services	MSA 25(4)(b)	
JULY 2027			
Make public the service delivery budget implementation plan – final date under legislation	Economic, Social & Integrated Development Services	MFMA 53 (3) (a)	09/07/2027
Make public annual performance agreements and ensure copies are provided to council.	Economic, Social & Integrated Development Services	MFMA 53 (3)(b)	09/07/2027
Place annual performance agreements on the municipal website.	Economic, Social & Integrated Development Services	MFMA 75 (1) (d)	09/07/2027

Place approved annual budget and policies on the municipal website	Economic, Social & Integrated Development Services	MFMA 75 (1) (a) & (b)	02/07/2027
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	14/07/2027
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	14/07/2027
Submit monthly report on salaries and wages expenditure to council – within 10 working day of the start of the month.	Financial Services	MFMA 66	14/07/2027
Submit monthly reports for period ending 30 June for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	30/07/2027
Submit quarterly report for period ending 30 June on implementation of the supply chain management policy to the Mayor and make report public.	Financial Services	SCM Reg 6 (3) & (4)	30/07/2027
Review quarterly projections for period ending 30 June for service delivery and budget implementation plan and compare actual performance to objectives, in conjunction with preparation of section 52 report	Economic, Social & Integrated Development Services	MFMA Guidance	30/07/2027
Table to council quarterly consolidated report for period ending 30 June of all withdrawals not approved in the budget and submit report to the Provincial Treasury and Auditor-General.	Financial Services	MFMA 11 (4)	30/07/2027
Submit quarterly (section 52) report for period ending 30 June on implementation of the budget and financial affairs of the municipality to council	Economic, Social & Integrated Development Services	MFMA 52 (d)	30/07/2027
Table in council quarterly consolidated report for period ending 30 June on compliance with the prescribed minimum competency levels to council, Provincial Treasury and National Treasury.	Financial Services	Competency Reg 14 (2) (a) & (4)	30/07/2027
Submit annual report on implementation of the supply chain management policy to the Mayor and make report public	Financial Services	SCM Reg 6 (2) (a) (i)	30/07/2027
Consider monthly (section 71 report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of the month.	Financial Services	MFMA 54 (1)	30/07/2027
Compile Draft 2028/2029 Process Plan with IDP and Budget Time Schedule.	Economic, Social & Integrated Development Services	MFMA 21	30/07/2027
AUGUST 2027			
Place quarterly (section 52) report on budget implementation on the municipal website.	Financial Services	MFMA 75 (1) (k)	31/08/2027
Submit monthly report statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	13/08/2027
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	13/08/2027

Submit monthly report for period ending 31 July for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	31/08/2027
Submit the IDP & Budget draft process plan with time schedule to SMT	Financial Services / Economic, Social & Integrated Development Services	Municipal planning Guidance	31/08/2027
Table in council budget and IDP Process Plan/time schedule of key deadlines.	Financial Services Economic, Social & Integrated Development Services	MFMA 21 (1) (b) & 53 (1) (b)	31/08/2027
Previous Year's Financial Statements – Compile and submit municipal audit file to Auditor – General for auditing.	Financial Services	MFMA Guidance	31/08/2027
Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of the month.	Financial Services	MFMA 54 (1)	31/08/2027
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working day of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	13/08/2027
Conclude initial consultation and review, establish direction and policy, confirm priorities, identify other financial and non-financial budget parameters including government allocations to determine revenue envelope, and financial outlook to identify need to review fiscal strategies.	Financial Services	MFMA Guidance	31/08/2027
Establish appropriate committees and consultation forums and plan programme of internal and public meetings, to update community needs analysis and obtain feedback on past year's performance.	Council and SMT	MFMA Guidance	31/08/2027

High level Summary of IDP Time Schedule 2027/28

Ref	Phase 1: Pre-Election
August 2026	
1	Submit Draft Budget and IDP Time Schedule to council for approval
September 2026	
2	Advertise approved budget and IDP time schedule in terms of budget consultation policy and submit to NT,PT,WCG and CWDM
3	Determine strategic objectives for service delivery and development including backlogs for next three-year budget including reviews of other municipal, provincial, and national government sector and strategic plans
4	Provincial IDP Managers Forum
5	Adoption and circulation of the District Framework Plan.
6	Alignment of planning requirements, sector plans and strategic priorities.

October 2026	
7	Commence preparation of departmental operational plans and service delivery and budget implementation plan aligned to strategic priorities in IDP and inputs from other stakeholders including government and bulk service providers.
8	Conduct Ward Committee planning sessions.
9	Conduct Stakeholder engagements (Business, Agriculture, Tourism, Youth, Disabled, NGOs, Safety & Security).
10	Public call for community needs and development priorities through municipal communication platforms, ward committees and public notices.
11	Compile Community Needs Analysis Report and Strategic Needs Register.
Phase 2: Transition Period	
November 2026	
Local Government Elections 4 November 2026	
12	Consolidate community needs and development priorities received.
13	Council Induction and Orientation Programme
14	Commence community and stakeholder consultation process, review inputs, financial models, assess impacts on tariffs and charges and consider funding decisions including borrowing. Adjust estimates based on plans and resources. Further council and management discussion and debate.
15	Strategic Integrated Municipal Engagement 1 – Engagement between the Western Cape Government and municipalities
16	Preparation of Draft 2027–2032 IDP Process Plan for new council.
17	Table the 2027–2032 IDP Process Plan to council for adoption
December 2026	
18	Directorate strategic planning and prioritisation of projects and programmes.
19	New Council adopt IDP in current form with or without amendments
Phase 3: New Council Term	
January 2027	
20	Conduct Strategic Planning Session for the Newly Elected Council.
21	Compile and consider Inputs for Operational Budget (Directors & OMT's)
22	Review and update sector plans and legislative compliance requirements.
23	Municipal quarterly response to Strategic Integrated Municipal Engage 1 report from the Western Cape Department of Local Government
24	Update Municipal Profile, Situational Analysis and Key Development Indicators.
February 2027	
25	Conduct Ward Based Plan Review
26	IDP District Alignment Engagement.
27	IDP Office to provide draft IDP document for scrutiny by departments
28	Departments provide input on draft IDP
29	Project alignment between Provincial, District and Local municipalities. Prepare draft IDP document
30	Technical Integrated Municipal Engagement – Mid-year budget assessment engagement between the Municipality and the Provincial Treasury.
31	Strategic Integrated Municipal Engagement (SIME).
March 2027	
32	Conduct a Strategic IDP Workshop with Council and SMT
33	Conduct a Strategic IDP Workshop with Budget Steering Committee

34	Executive Mayor tables the Draft 2027–2032 IDP, Draft 2027/2028 Budget and Budget Related Policies before Council.
April 2027	
35	Publish Draft IDP and Budget on Municipal Website and ensure availability at Municipal Offices and Libraries to allow for public comments for a minimum period of 21 days.
36	Commence process of consultation on tabled budget, publicize and conduct public hearings and meetings with wards, Provincial Treasury and other organs of state making a budget submission. Which includes Community Open Days. Publish ward based information.
May 2027	
	SIME LG MTEC: IDP and assessments – Provincial Government and Municipality to discuss findings and recommendations emanating from IDP and Budget assessment. Integrated input into draft IDP and Budget.
37	Preparing final IDP and Budget documentation for final approval by council and consider any other comments from National or Provincial Government or organ of state.
38	Print and distribute all budget documentation including draft IDP and SDBIP documentation prior to meeting at which budget and IDP are to be approved.
39	Council to consider approval and adoption of the IDP and annual budget
40	Distribute adopted IDP and associated supplementary documents to the MEC for Local Government.
41	
June 2027	
42	Consider the comments raised by the MEC of Local Government on the quality of the IDP and IDP Process Plan as per section 32 of the Local Government: Municipal Systems Act 32 of 2000.
43	Publish approved IDP, Budget and Budget Related Policies and submit to relevant government departments.
July 2027	
44	Compile Draft 2028/2029 Time Schedule of Key Deadlines to coordinate the budget and review the 2027-2032 IDP. with IDP and Budget Time Schedule.
August 2027	
45	Table in council budget and time schedule of key deadlines.
46	Establish appropriate committees and consultation forums and plan programme of internal and public meetings, to update community needs analysis and obtain feedback on past year's performance.

Strategic development within a municipal IDP involves a structured, legally mandated five-phase framework:

1. **Analysis:** Assess the current socio-economic, infrastructural, and spatial realities A Public Participation Model for Integrated Development Planning in South Africa. Municipalities engage with local communities to identify the most pressing challenges regarding basic service delivery A Public Participation Model for Integrated Development Planning in South Africa.

Phase 1 of the strategic development will include alignment with the Municipal Economic Review and Outlook as provided by Provincial Treasury. Scheduled IDP Open Days during September and October to comply with the public participation requirements. Intergovernmental planning alignment engagements with the Planning alignment with sector and strategic priorities scheduled for September with a review planned during February 2027, as well as a review of the project alignment. Municipal priorities alignment with district, provincial and national priorities scheduled for December 2026. Final alignment to be done during May for Final IDP approval by council.

2. **Strategies:** Formulate a clear, long-term development vision and set strategic objectives A Public Participation Model for Integrated Development Planning in South Africa. This establishes Key Performance Areas (KPA's) designed to bridge the gap between current challenges and the desired future A Public Participation Model for Integrated Development Plan in South Africa.

Strategic Planning session with the new council scheduled for November when new council is elected.

3. **Projects:** Identify and prioritize specific capital projects and sectoral programs IDP 2022/23 - National Treasury. These initiatives must be financially mapped to ensure viability and implementation A Public Participation Model for Integrated Development Planning in South Africa.

Current priorities will be presented to the new council when elected. Current projects aligning with the priorities to be reviewed by directorates and new council for approval. This is scheduled to be completed by the last working day of December 2026.

4. **Integration:** Align municipal projects horizontally across different internal departments and vertically with provincial or national government plans to ensure no duplication of effort A Public Participation Model for Integrated Development Planning in South Africa.

Integration of projects are done throughout the IDP cycle during various phases. This is also aligned to and confirmed with the funded project list provided by Provincial Treasury.

5. **Approval:** Publish the draft IDP for public comments and ensure alignment across district levels A Public Participation Model for Integrated Development Planning in South Africa. The municipal council ultimately reviews and adopts the final IDP A Public Participation Model for Integrated Development Planning in South Africa.

New Council to consider the IDP adoption options made provision for in section 25 of the MSA and scheduled to adopt the 2027-2032 IDP in May 2027..

Call for first round comments and consultation scheduled October 2026, based on the Final IDP approved during May 2026. New Council Term draft IDP tabling scheduled for March 2027 and to be published in line with legislation. Second round of public participation scheduled for April 2027 based on the draft IDP published. Council to consider the approval and adoption of the final IDP during May 2027.

All amendments proposed shall be considered by Senior Management and implemented once approved by the newly elected council. District Municipality and the Department of Local Government will be consulted for guidance to comply with all legislative requirements.