



## OVERBERG DISTRICT MUNICIPALITY IDP/BUDGET/PMS TIME SCHEDULE OF

### KEY DEADLINES FOR IN PREPARATION FOR **2025/2026**

- ❖ **Section 21(1)(b) of the Local Government: Municipal Finance Management Act (MFMA), 2003 (Act 56 of 2003) states that the mayor of a municipality must at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget; and the annual review of the integrated development plan in terms of section 34 of the Municipal Systems Act.**
- ❖ **The 5-Year Integrated Development Plan will be reviewed but may be amended in terms of Regulation 3 of the Municipal Planning and Performance Management Regulations, 2001.**

MONTH	ACTIVITIES			LEGISLATIVE FRAMEWORK
	IDP	BUDGET	PMS/RISK	
<b>July 2024</b>	<ul style="list-style-type: none"> <li>▪ Preparation of IDP/Budget Time Schedule for 2025/26</li> <li>▪ Engagement with Budget- and PMS Office for alignment purposes</li> <li>▪ District IDP Managers engagement to ensure alignment and integration of IDP Process Plans and Time Schedules</li> <li>▪ District Public Participation &amp; Communications Forum</li> <li>▪ Tabling and adoption of district and local municipalities Time-Schedule</li> <li>▪ WCDIF</li> <li>▪ Circulation of ODM Draft Public Participation Policy for comment and input</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare budget time schedule for 2025/26</li> </ul>	<ul style="list-style-type: none"> <li>▪ Roll-out of the SDBIP</li> <li>▪ Sign Sec 57 Managers performance agreements</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83, 88</li> <li>▪ Systems Act, 2000 S17, 34, 76-81, 105</li> <li>▪ MFMA, 2003 S21, 53, 68, 77</li> </ul>
<b>August 2024</b>	<ul style="list-style-type: none"> <li>▪ Tabling and adoption of district and local municipalities Time-Schedule Advertise IDP/Budget</li> <li>▪ Time schedule for public information and to meet AG audit requirements.</li> <li>▪ District IDP Managers Engagement with Provincial Department</li> <li>▪ Submission of Time-Schedule to sector department.</li> <li>▪ Council Workshop - ODM Draft Public Participation Policy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approve IDP/Budget Time Schedule for 2025/2026</li> <li>▪ Approve Adjustment Budget for roll-overs of Capital Projects</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submission of Q4 SDBIP reports (for last quarter of the previous financial year) MPPR Reg. 14</li> <li>▪ Compile Annual Performance Reports prepared in terms of section 46 of MSA 2000</li> <li>▪ Quarterly Audit Committee Meeting (last quarter of financial year) MFMA S166 &amp; MPPR Reg. 14(3)(a)</li> <li>▪ Tabling of Draft Performance Report to Audit- &amp; Performance Audit Comm</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83</li> <li>▪ Systems Act, 2000 S17, 34, 36, 46, 105</li> <li>▪ MFMA, 2003 S21, 126, 166</li> </ul>

<b>September 2024</b>	<ul style="list-style-type: none"> <li>▪ Portfolio Committee Meetings</li> <li>▪ District Public Participation &amp; Communications Forum</li> <li>Local municipalities public participation meetings, sector- and ward committee engagements</li> <li>▪ Western Cape District Integrated Forum (<b>WCDIF</b>)</li> <li>▪ Tabling ODM Draft Public Participation Policy to portfolio</li> </ul>	<ul style="list-style-type: none"> <li>▪ Portfolio Committee Meeting-Finance</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Auditor-General audit of performance measures</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4</li> <li>▪ Systems Act, 2000 S17, 31, 34, 105</li> </ul>
<b>October 2024</b>	<ul style="list-style-type: none"> <li>▪ Internal Strategic Sessions: Departmental</li> <li>▪ District IDP Managers Forum / Strategic Session</li> <li>▪ Local municipalities public participation meetings, sector- and ward committee engagements</li> <li>▪ Tabling ODM Draft Public Participation Policy to council for approval</li> <li>▪ Possible IDP Amendment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Engagement with sector departments, share and evaluate plans, national policies, MTBPS.</li> <li>▪ Budget Steercom – Strategic meeting on Budget for next MTREF Budget Cycle</li> <li>▪ Send Budget guidelines to Departments</li> <li>▪ Request inputs from Municipal Departments for the next MTREF capital and operating budget</li> </ul>	<ul style="list-style-type: none"> <li>▪ Compilation of Q1 Performance Report</li> <li>▪ Q1 Reports tabled to Council MPPR Reg. 14 as part of section 52(d)(MFMA) report.</li> <li>▪ Sec 57 Managers quarterly informal assessments (for first quarter)</li> <li>▪ Internal Audit, audit Q1 performance</li> <li>▪ Make public Q1 report.</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83</li> <li>▪ Systems Act, 2000 S17, 25(3), 34</li> <li>▪ MFMA, 2003 S35, 36, 42, 52</li> <li>▪ MTBPS</li> </ul>
<b>November 2024</b>	<ul style="list-style-type: none"> <li>▪ Provincial CommTech Forum</li> <li>▪ IDP Awareness</li> <li>▪ Overstrand Public Participation – Feedback meetings</li> <li>▪ District IDP Awareness</li> <li>▪ Possible IDP Amendment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mayco determines strategic choices for next three years.</li> <li>▪ Budget Steercom – Presentations from Departments on Capital and operational needs for next MTREF Budgets</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quarterly Audit- &amp; Performance Audit Committee Meeting (for first quarter of current financial year) MFMA section 166 &amp; MPPR Reg. 14(3)(a)</li> <li>▪ Previous financial year Final S57 Managers Performance Assessments</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83</li> <li>▪ Systems Act, 2000 S17, 34, 105</li> <li>▪ MFMA, 2003 S71, 166</li> </ul>
<b>December 2024</b>	<ul style="list-style-type: none"> <li>▪ District Public Participation &amp; Communications Forum</li> <li>▪ Provincial Public Participation Forum</li> <li>▪ Provincial IDP Managers Forum</li> <li>▪ Western Cape District Integrated Forum (<b>WCDIF</b>)</li> <li>▪ Possible IDP Amendment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Request input for budget related policies</li> <li>▪ Update budget guidelines based on NT Budget Circular</li> </ul>	<ul style="list-style-type: none"> <li>▪ Finalise 2023/2024 Annual Report (MFMA section 121)</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Systems Act, 2000 S31, 34, 105</li> </ul>
<b>January 2025</b>	<ul style="list-style-type: none"> <li>▪ Council recess</li> <li>▪ Submit budget inputs for 2025/2026 financial year</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare detailed MTREF draft budgets and plans for the next three years.</li> <li>▪ Table Mid-Year review to Council</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mayor tables Draft Annual Report for financial year - MFMA section 127(2)</li> <li>▪ Council adopts Draft Annual Report for year ending June.</li> <li>▪ Compilation of Q2 Reports</li> <li>▪ Q2 Reports tabled to Council MPPR Reg. 14</li> <li>▪ Municipal Manager submits Mid-year Budget and Performance Report to Mayor and Council (in terms of section 72 MFMA)</li> <li>▪ Internal Audit, audit Q2 performance</li> <li>▪ Make public Q2 report.</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 S83</li> <li>▪ Systems Act, 2000 S34</li> <li>▪ MFMA, 2003 S21, 36, 52, 72, 75</li> </ul>

<b>February 2025</b>	<ul style="list-style-type: none"> <li>▪ Strategic Session of Council for continuous review of identified programmes, strategies, goals, objectives and KPI's.</li> <li>▪ Consider impact of mid-year Budget and Performance Report in Draft IDP Review</li> <li>▪ Identification of priority IDP projects</li> <li>▪ IDP/Budget/PMS/Risk engagement to ensure alignment of processes.</li> <li>▪ Project alignment between Provincial, District and Local municipalities</li> <li>▪ Conclusion of sector plans for inclusion in Draft IDP Review</li> <li>▪ District IDP Managers engagement to ensure integrated development planning for the district as a whole – particularly in respect of Draft IDPs</li> <li>▪ Technical Integrated Municipal Engagement (<b>TIME</b>)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Finalise draft budget-related policies.</li> <li>▪ Finalise draft budgets and plans for the next three years.</li> <li>▪ Workshop draft budget and policies with Directors/Managers</li> <li>▪ Budget Steercom and Council – Submit Midyear Adjustment Budget</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make public Annual Report and invite community inputs into report (MFMA section 127 &amp; MSA section 21a)</li> <li>▪ Submit Annual Report to A-G, Provincial Treasury &amp; CoGTA (MFMA section 127)</li> <li>▪ Make public the Mid-year Report.</li> <li>▪ Prepare Draft SDBIP</li> <li>▪ Quarterly Audit Committee meeting (for second quarter of 18/19) MFMA S166 &amp; MPPR Reg. 14(3)(a)</li> <li>▪ Draft SDBIPs for next financial year developed and for incorporation into Draft IDP of next financial year.</li> <li>▪ Refinement of KPI's and targets for inclusion in Draft IDP Review</li> <li>▪ Preparation of Oversight Report on Annual Report</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83, 88</li> <li>▪ Systems Act, 2000 S17, 31, 34, 105</li> <li>▪ MFMA, 2003 S21, 28, 87, 127, 166</li> </ul>
<b>March 2025</b>	<ul style="list-style-type: none"> <li>▪ Integration of information from adopted sector plans into IDP Review</li> <li>▪ Initiation of new sector plans into IDP</li> <li>▪ District Public Participation &amp; Communications Forum</li> <li>▪ Table Draft IDP Review/Amendment for 2025/2026 to Council for adoption.</li> <li>▪ Western Cape District Integrated Forum (<b>WCDIF</b>)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mayco/Budget Steering Committee consider MTREF budget and plans and review changes to IDP.</li> <li>▪ Mayor tables MTREF budget, resolutions, 90 days before the start of the financial year</li> </ul>	<ul style="list-style-type: none"> <li>▪ Table Annual Report to MPAC for input to compile Oversight Report</li> <li>▪ Council to consider and adopt an Oversight Report [Due by 31 March]</li> <li>▪ Table Revised SDBIP (if necessary)</li> <li>▪ Set performance objectives for revenue for each budget vote.</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4</li> <li>▪ Systems Act, 2000 S17, 34 &amp; as amended.</li> <li>▪ MFMA, 2003 S16, 17, 22, 37, 42, 129</li> </ul>
<b>April 2025</b>	<ul style="list-style-type: none"> <li>▪ Submit Draft IDP Review to Locals, Province, National- &amp; Provincial Treasury</li> <li>▪ Publish Draft IDP Review at strategic points across the region - <b>for public comment / input.</b></li> <li>▪ Consider written representations in respect of Draft IDP Review.</li> <li>▪ Draft IDP Assessments by Provincial Government.</li> <li>▪ Local Municipalities Public Participation</li> <li>▪ Strategic Integrated Municipal Engagement (<b>SIME</b>)</li> <li>▪ Local municipalities – public feedback meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submit Draft MTREF Budget to PT/NT</li> <li>▪ Publicise Draft Budget for public comment.</li> <li>▪ Public participation period</li> <li>▪ Consider written representations in respect of Draft Budget</li> <li>▪ Consider LGMTEC recommendations on Draft MTREF Budget for inclusion in final budget.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Q3 Reports tabled to Council MPPR Reg. 14</li> <li>▪ Sect 57 Managers' informal quarterly assessments</li> <li>▪ Review annual organisational performance targets (MPPR Regulation 11)</li> <li>▪ Internal Audit, audit Q3 performance</li> <li>▪ Make public Q3 report.</li> <li>▪ Community input into organisational KPIs and targets through the Draft IDP process</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83, 88</li> <li>▪ Systems Act, 2000 S17, 25, 31, 34, 105</li> <li>▪ MFMA, 2003 S22, 23, 37, 52</li> </ul>

<b>May 2025</b>	<ul style="list-style-type: none"> <li>▪ Local municipalities – public feedback meetings</li> <li>▪ Adoption of Final IDP Review</li> <li>▪ Report progress of Time Schedule activities to Council</li> <li>▪ District IDP Managers Engagement</li> <li>▪ Provincial Public Participation Forum</li> <li>▪ LG MTEC - consider recommendations on Draft IDP Review for inclusion in Final Review</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adoption of Final MTREF Budget by Council</li> </ul>	<ul style="list-style-type: none"> <li>▪ Budget for expenses of Audit- and Performance Audit committee</li> <li>▪ Monthly monitoring of SDBIP</li> <li>▪ Communicate KPI to the community through the IDP (Chapter 4)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Systems Act, 2000 S17, 34</li> <li>▪ MFMA, 2003 S16, 26, 53</li> </ul>
<b>June 2025</b>	<ul style="list-style-type: none"> <li>▪ Publish Final IDP Review/Amendment on online platforms and strategic points across the region.</li> <li>▪ Advertise Final IDP Review/Amendment for public information and to meet AG audit requirements.</li> <li>▪ Submit Final IDP Review/Amendment to Locals, Province, National- &amp; Provincial Treasury</li> <li>▪ Provincial IDP Managers Forum</li> <li>▪ District Public Participation &amp; Communications Forum</li> <li>▪ Western Cape District Integrated Forum (WCDIF)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Publicise Budget in local media.</li> <li>▪ Submit approved Budget to PT/NT</li> <li>▪ Submit Special Yearend Adjustment Budget (if necessary)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approval of SDBIP by Mayor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4</li> <li>▪ Systems Act, 2000 S17, 21, 31, 34, 38-45</li> </ul>

**\*\* Footnote**

**IDP Amendment will be considered as changing circumstances so allow. Amendment is guided by the prescribed legislation.**