



OVERBERG DISTRICT MUNICIPALITY
DRAFT IDP/BUDGET/PMS TIME SCHEDULE OF
KEY DEADLINES FOR IN PREPARATION FOR 2027-2032

- ❖ 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	
July 2026	▪ Preparation of IDP/Budget Time Schedule for 2027-2032 ▪ Setting out process to be followed in Time Schedule of Key deadlines ▪ Engagement with Budget- and PMS Office for alignment purposes ▪ District IDP Managers Forum to ensure alignment and integration Time Schedules ▪ District Public Participation & Communications Forum ▪ WCDIF – District alignment ▪ Tabling and adoption of district and local municipalities Time-Schedule ▪ On-site support to local municipalities	▪ Prepare budget time schedule ▪ Submission of Q4 Section 52 reports (for last quarter of the previous financial year) MFMA Sec 52	▪ Roll-out of the SDBIP ▪ Sign Sec 57 Managers performance agreements ▪ Q4 Reports tabled to Council MPPR Reg. 14 as part of section 52(d)(MFMA) report	▪ Structures Act, 1998 Part 4 & S83, 88 ▪ Systems Act, 2000 S17, 34, 76-81, 105 ▪ MFMA, 2003 S21, 52, 53, 68, 77
August 2026	▪ Preparation of IDP/Budget Time Schedule for 2027-2032 ▪ Setting out process to be followed in Time Schedule of Key deadlines ▪ Tabling and adoption of district and local municipalities Time-Schedule ▪ District IDP Managers Forum ▪ Submission of Time-Schedule to sector department. ▪ On-site support to local municipalities	▪ Approve IDP/Budget Time Schedule ▪ Approve Adjustment Budget for roll-overs of Capital Projects	▪ Submission of Q4 SDBIP reports (for last quarter of the previous financial year) MPPR Reg. 14 ▪ Compile Annual Performance Reports prepared in terms of section 46 of MSA 2000 ▪ Quarterly Audit Committee Meeting (last quarter of financial year) MFMA S166 & MPPR Reg. 14(3)(a) ▪ Tabling of Draft Performance Report to Audit- & Performance Audit Comm ▪ Monthly monitoring of SDBIP	▪ Structures Act, 1998 Part 4 & S83 ▪ Systems Act, 2000 S17, 34, 36, 46, 105 ▪ MFMA, 2003 S21, 126, 166

September 2026	▪ Portfolio Committee Meetings ▪ District Public Participation & Communications Forum ▪ Local municipalities public participation meetings, sector- and ward committee engagements ▪ On-site support to local municipalities	▪ Portfolio Committee Meeting-Finance ▪	▪ Auditor-General audit of performance measures ▪ Monthly monitoring of SDBIP	▪ Structures Act, 1998 Part 4 ▪ Systems Act, 2000 S17, 31, 34, 105
October 2026	▪ District IDP Managers Forum ▪ Local municipalities public participation meetings, sector- and ward committee engagements ▪ Western Cape District Integrated Forum (WCDIF) ▪ On-site support to local municipalities	▪ Engagement with sector departments, share and evaluate plans, national policies, MTBPS. ▪ Budget Steercom – Strategic meeting on Budget for next MTREF Budget Cycle ▪ Send Budget guidelines to Departments ▪ Request inputs from Municipal Departments for the next MTREF capital and operating budget	▪ Compilation of Q1 Performance Report ▪ Q1 Reports tabled to Council MPPR Reg. 14 as part of section 52(d)(MFMA) report. ▪ Sec 57 Managers quarterly informal assessments (for first quarter) ▪ Internal Audit, audit Q1 performance ▪ Make public Q1 report. ▪ Monthly monitoring of SDBIP	▪ Structures Act, 1998 Part 4 & S83 ▪ Systems Act, 2000 S17, 25(3), 34 ▪ MFMA, 2003 S35, 36, 42, 52 ▪ MTBPS
November 2026	▪ Provincial CommTech Forum ▪ IDP Awareness ▪ District IDP Awareness ▪ Western Cape District Integrated Forum (WCDIF) ▪ Local Government Elections ▪ Constitution of new councils	▪ Mayco determines strategic choices for next three years. ▪ Budget Steercom – Presentations from Departments on Capital and operational needs for next MTREF Budgets	▪ Quarterly Audit- & Performance Audit Committee Meeting (for first quarter of current financial year) MFMA section 166 & MPPR Reg. 14(3)(a) ▪ Previous financial year Final S57 Managers Performance Assessments ▪ Monthly monitoring of SDBIP	▪ Structures Act, 1998 Part 4 & S83 ▪ Systems Act, 2000 S17, 34, 105 ▪ MFMA, 2003 S71, 166
December 2026	▪ Consultation with local municipalities – District Framework Plan	▪ Request input for budget related policies ▪ Update budget guidelines based on NT Budget Circular	▪ Finalise 2023/2024 Annual Report (MFMA section 121) ▪ Monthly monitoring of SDBIP	▪ Systems Act, 2000 S31, 34, 105
January 2027	▪ Strategic planning session with Council (Councillor IDP Process Induction & Advising council on IDP adoption option) ▪ Tabling of District Framework Plan (2027-2032) ▪ Draft 2027-2032 IDP Process Plan ▪ Publish Draft Process Plan for comment and input	▪ Prepare detailed MTREF draft budgets and plans for the next three years. ▪ Table Mid-Year review to Council	▪ Table Draft Annual Report to MPAC ▪ Mayor tables Draft Annual Report for financial year - MFMA section 127(2) ▪ Council adopts Draft Annual Report for year ending June. ▪ Compilation of Q2 Reports ▪ Q2 Reports tabled to Council MPPR Reg. 14 ▪ Municipal Manager submits Mid-year Budget and Performance Report to Mayor and Council (in terms of section 72 MFMA) ▪ Internal Audit, audit Q2 performance ▪ Make public Q2 report. ▪ Monthly monitoring of SDBIP	▪ Structures Act, 1998 S83 ▪ Systems Act, 2000 S34 ▪ MFMA, 2003 S21, 36, 52, 72, 75

February 2027	▪ Publish Draft Process Plan for comment and input ▪ Stakeholder engagement on development needs and priorities – Drafting of the 2027-2032 IDP ▪ Identification of priority IDP projects ▪ Sector Plan Workshop Review of sector plans ▪ Project alignment between Provincial, District and Local municipalities ▪ Sector plan review for inclusion in Draft IDP ▪ District IDP Managers Forum ▪ Technical Integrated Municipal Engagement (TIME) ▪ On-site support to local municipalities	▪ Finalise draft budget-related policies. ▪ Finalise draft budgets and plans for the next three years. ▪ Workshop draft budget and policies with Directors/Managers ▪ Budget Steercom and Council – Submit Midyear Adjustment Budget	▪ Make public Annual Report and invite community inputs into report (MFMA section 127 & MSA section 21a) ▪ Submit Annual Report to A-G, Provincial Treasury & CoGTA (MFMA section 127) ▪ Make public the Mid-year Report. ▪ Prepare Draft SDBIP ▪ Quarterly Audit Committee meeting (for second quarter of 18/19) MFMA S166 & MPPR Reg. 14(3)(a) ▪ Draft SDBIPs for next financial year developed and for incorporation into Draft IDP of next financial year. ▪ Refinement of KPI's and targets for inclusion in Draft IDP Review ▪ Preparation of Oversight Report on Annual Report ▪ Monthly monitoring of SDBIP	▪ Structures Act, 1998 Part 4 & S83, 88 ▪ Systems Act, 2000 17, 31, 34, 105 ▪ MFMA, 2003 S21, 28, 87, 127, 166
March 2027	▪ Drafting of new term of office IDP (regardless of adoption option) ▪ Integration of information from adopted sector plans into Draft IDP ▪ Initiation of new sector plans into Draft IDP ▪ District Public Participation & Communications Forum ▪ Table Draft 2027-2032 IDP ▪ Western Cape District Integrated Forum (WCDIF) ▪ On-site support to local municipalities	▪ Mayco/Budget Steering Committee consider MTREF budget and plans and review changes to IDP. ▪ Mayor tables MTREF budget, resolutions, 90 days before the start of the financial year	▪ Table Annual Report to MPAC to compile oversight Report ▪ Council to consider and adopt an Oversight Report [Due by 31 March] ▪ Table Revised SDBIP (if necessary) ▪ Set performance objectives for revenue for each budget vote. Next financial year ▪ Monthly monitoring of SDBIP	▪ Structures Act, 1998 Part 4 ▪ Systems Act, 2000 S17, 34 & as amended. ▪ MFMA, 2003 S16, 17, 22, 37, 42, 129
April 2027	▪ Drafting of new term of office IDP (regardless of adoption option) ▪ Submit Draft 2027-2032 IDP to Locals, National- & Provincial Government ▪ Publish Draft 2027-2032 IDP at strategic points across the region - for public comment / input. ▪ Consider written representations in respect of Draft 2027-2032 IDP. ▪ Assessments by Provincial Government. ▪ Local municipalities – public feedback meetings	▪ Submit Draft MTREF Budget to PT/NT ▪ Publicise Draft Budget for public comment. ▪ Public participation period ▪ Consider written representations in respect of Draft Budget ▪ Consider LGMTEC recommendations on Draft MTREF Budget for inclusion in final budget.	▪ Q3 Reports tabled to Council MPPR Reg. 14 ▪ Sect 57 Managers' informal quarterly assessments ▪ Review annual organisational performance targets (MPPR Regulation 11) ▪ Internal Audit, audit Q3 performance ▪ Make public Q3 report. ▪ Community input into organisational KPIs and targets through the Draft IDP process ▪ Monthly monitoring of SDBIP	▪ Structures Act, 1998 Part 4 & S83, 88 ▪ Systems Act, 2000 S17, 25, 31, 34, 105 ▪ MFMA, 2003 S22, 23, 37, 52

	▪ Strategic Integrated Municipal Engagement (SIME) ▪ On-site support to local municipalities		▪ Conduct Operational Risk assessment for 2027/2028	
May 2027	▪ Drafting of new term of office IDP (regardless of adoption option) ▪ Final adoption of 2027-2032 IDP ▪ Local municipalities – public feedback meetings ▪ Tabling and adoption of Final 2027-2032 IDP ▪ Report on the progress of Time Schedule activities to Council ▪ District IDP Managers Forum ▪ Provincial Public Participation Forum ▪ On-site support to local municipalities	▪ Adoption of Final MTREF Budget by Council	▪ Budget for expenses of Audit- and Performance Audit committee ▪ Monthly monitoring of SDBIP ▪ Communicate KPI to the community through the IDP (Chapter 4) ▪ Perform strategic risk assessment for 2027/2028	▪ Systems Act, 2000 S17, 34 ▪ MFMA, 2003 S16, 26, 53
June 2027	▪ Submission of IDP to MEC 10 days after adoption ▪ Publish a summary of IDP ▪ Publish 2027-2032 IDP on online platforms and strategic points across the region. ▪ Advertise 2027-2032 IDP. ▪ Submit 2027-2032 IDP to Locals, National- & Provincial Government ▪ Provincial IDP Managers Forum ▪ District Public Participation & Communications Forum ▪ Western Cape District Integrated Forum (WCDIF) ▪ On-site support to local municipalities	▪ Publicise Budget in local media. ▪ Submit approved Budget to PT/NT ▪ Submit Special Yearend Adjustment Budget (if necessary)	▪ Approval of TL SDBIP by Mayor ▪ Finalise departmental SDBIP	▪ Structures Act, 1998 Part 4 ▪ Systems Act, 2000 S17, 21, 31, 34, 38-45

**** Footnote**

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