



Swartland Municipality

IDP/Budget/SDF Time Schedule

September 2024 - August 2025

1. ACRONYMS

MSA	Municipal Systems Act 32 of 2000
MPPMR	Municipal Planning and Performance Management Regulations, 2001
MFMA	Municipal Finance Management Act 56 of 2003
MPR	Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006
MBRR	Municipal Budget and Reporting Regulations, 2009
SPLUMA	Spatial Planning and Land Use Planning Act 2013
WCLUPA	Western Cape Land Use Planning Act 2014
MSDF	Municipal Spatial Development Framework
BYLAW	Swartland Municipality : Land Use Planning Bylaw, 2017

2. GENERAL LEGAL REQUIREMENTS RELEVANT TO THE IDP / BUDGET PROCESS

2.1. Municipal Systems Act, Section 21A(1) - Documents to be made public

All documents that must be **made public** by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community -

- (a) by displaying the documents at the municipality's head and satellite offices and libraries;
- (b) by displaying the documents on the municipality's official website, **and**
- (c) by notifying the local community, in accordance with **section 21**, of the place, including the website address, where detailed particulars concerning the documents can be obtained.

2.2. Municipal Systems Act, Section 21(1) - Communications to local community

When anything must be notified by a municipality through the media to the local community in terms of this Act or any other applicable legislation, it must be done -

- (a) in the local newspaper or newspapers of its area;
- (b) in a newspaper or newspapers circulating in its area and determined by the council as a newspaper of record; **or**
- (c) by means of radio broadcasts covering the area of the municipality.

2.3. Municipal Systems Act, Section 25(1) - Adoption of IDP's

Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which -

- (a) links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality;
- (b) aligns the resources and capacity of the municipality with the implementation of the plan;
- (c) forms the policy framework and general basis on which annual budgets must be based;
- (d) complies with the provisions of this Chapter; and
- (e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

2.4. Municipal Systems Act, Section 28 - Adoption of process

- (1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its IDP.
- (2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- (3) A municipality must give notice to the local community of particulars of the process it intends to follow.

2.5. Municipal Systems Act, Section 34 - Annual review and amendment of IDP

A municipal council-

- (a) **must** review its integrated development plan-
 - (i) annually in accordance with an assessment of its performance measurements in terms of section 41; and
 - (ii) to the extent that changing circumstances so demand; and
- (b) **may** amend its integrated development plan in accordance with a prescribed process.

2.6. Municipal Planning and Performance Management Regulations, 2001, Regulation 3 - Process for amending IDP's

- (1) Only a member or committee of a municipal council may introduce a proposal for amending the municipality's integrated development plan in the council.
- (2) Any proposal for amending a municipality's IDP must be-
 - (a) accompanied by a memorandum setting out the reasons for the proposal; and
 - (b) aligned with the framework adopted in terms of section 27 of the Act.
- (3) An amendment to a municipality's IDP is adopted by a decision taken by a municipal council in accordance with the rules and orders of the council.
- (4) No amendment to a municipality's IDP may be adopted by the municipal council unless-
 - (a) all the members of the council have been given reasonable notice;
 - (b) the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment;
 - (c) *[district municipality]*; and
 - (d) the municipality, if it is a local municipality, has complied with subregulation (6).
- (5) *[district municipality]*
- (6) A local municipality that considers an amendment to its IDP must -
 - (a) consult the district municipality in whose area it falls on the proposed amendment; and
 - (b) take all comments submitted to it by the district municipality into account before it takes a final decision on the proposed amendment.

3. KEY DEADLINES PER MONTH

SEPTEMBER 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	11 Sept: Portfolio Committees
15	16	17	18	19	20	21	18 Sep: Mayoral Committee
22	23	24	25	26	27	28	24 Sep: Heritage Day
29	30						

Task	Date	Legal Reference
Commence with the spreadsheets for multi-year capital and operating budgets (Budget Office)	2 Sep	
Determine revenue projections and proposed rate and service charges and drafts initial allocations for the next financial year after taking into account strategic objectives.	2 Sep	
Engage with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc)	2 Sep	
Annual panel evaluation of the 2023/2024 performance	Sep	<p>MPR Regulation 27(4) Evaluation panel:</p> <p>(d) For purposes of evaluating the annual performance of the municipal manager:</p> <ul style="list-style-type: none"> (i) Executive Mayor or Mayor; (ii) Chairperson of the audit committee; (iii) Member of the mayoral committee; (iv) Mayor and/or municipal manager from another municipality; and (v) Member of a ward committee as nominated by the Executive Mayor. <p>(e) For purposes of evaluating the annual performance of managers directly accountable to the municipal manager:</p> <ul style="list-style-type: none"> (i) Municipal Manager; (ii) Chairperson of the audit committee; (iii) Member of the mayoral; and (iv) Municipal manager from another municipality.
Submit the performance assessment results of the municipal manager to the MEC for local government	Sep	<p>MPR Regulation 34(3): The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within 14 days after the conclusion of the assessment.</p>
Determine scope to amend the SDF to include the Capital Expenditure Framework, amendment of urban edges of Darling and Malmesbury	Sep	Section 10 & 11 of LUPA
Distribute operating and capital budget spreadsheets to departments for purposes of multi-year request verification	30 Sept	

OCTOBER 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	9 Oct: Portfolio Committee
13	14	15	16	17	18	19	16 Oct: Mayoral Committee
20	21	22	23	24	25	26	
27	28	29	30	31			31 Oct: Council Meeting

Task	Date	Legal Reference
Commence with salary, vehicle and operating budget compilation	1 Oct	
Determine potential price increases of bulk resources	1 Oct	
Identify changes and additions to SDF and create the relevant text and maps.	1 Oct	
Submit Section 52 Report to Council	31 Oct	MFMA Section 52(d): The mayor must, within 30 days of the end of each quarter , submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality.
Ward 1, 2, 8 & 10 (IDP meetings)	28 Oct	
Ward 5, 6, 11 & 12 (IDP meetings)	29 Oct	
Ward 9 (IDP meeting)	30 Oct	
Ward 3, 4 & 7 (IDP meeting)	31 Oct	
Deadline for operating budget inputs, including salary budget and vehicle budget	31 Oct	

NOVEMBER 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	13 Nov: Portfolio Committees
17	18	19	20	21	22	23	20 Nov: Mayoral Committee
24	25	26	27	28	29	30	26 Nov: PRAC

Task	Date	Legal Reference
Determine possible tariff increases for water and electricity	Nov	
Audit Outcomes released internally	Nov	
SDF: Have a Strategy Workshop (include the relevant councillors, municipal manager, directors, selected senior managers and SDF project committee) to reconcile views and opinions of the political structures and administration.	Nov	
Submit Section 52 Report to the National Treasury and the relevant provincial treasury	1 Nov	MBRR Regulation 31(1)(c): The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality must be submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.
Deadline for capital budget inputs from departments	5 Nov	
Due date for final adjustment budget submissions	11 Nov	
Review the key performance indicators and targets for current financial year during the performance assessment meetings	25-28 Nov	

DECEMBER 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	11 Dec: Mayoral Committee
15	16	17	18	19	20	21	16 Dec: Day of Reconciliation
22	23	24	25	26	27	28	25 Dec: Christmas Day; 26 Dec: Day of Goodwill
29	30	31					

Task	Date	Legal Reference
Commence with compilation of Adjustments Budget (B Schedule and Report)	2 Dec	
Commence with compilation of midyear budget and performance assessments report	2 Dec	
Strategic Session (IDP)	Dec	
Finalize the Draft amendment of the SDF to be presented to the EMC and Council for in principle approval.	Dec	

JANUARY 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	1 Jan: New Year's Day
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	22 Jan: Mayoral Committee
26	27	28	29	30	31		30 Jan: Council

Task	Date	Legal Reference
Budget: <ul style="list-style-type: none"> ▪ Finalise budget in the prescribed formats incorporating National & provincial budget allocations ▪ Integrate and align to IDP documentation ▪ Finalise budget and related policies 	Jan+Feb	
Annual Report: <ul style="list-style-type: none"> ▪ Submit to Mayoral Committee ▪ Table in Council 	22 Jan 30 Jan	MFMA Section 127(2): The mayor of a municipality must, within seven months after the end of a financial year , table in the municipal council the annual report of the municipality.
Section 72 mid-year assessment report: <ul style="list-style-type: none"> ▪ Submit to Mayoral Committee ▪ Submit to Provincial Treasury and National Treasury ▪ Submit to Council 	22 Jan Jan 30 Jan	MFMA Section 72(1): The accounting officer of a municipality must by 25 January of each year- (a) assess the performance of the municipality during the first half of the financial year; and (b) submit a report on such assessment to- (i) the mayor of the municipality; (ii) the National Treasury; and (iii) the relevant provincial treasury MFMA Section 54(1)(f): The mayor must, in the case of a section 72 report, submit the report to the council by 31 January of each year. MBRR Regulation 35(1): The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form - (a) the mid-year budget and performance assessment by 25 January of each year; and (b) any other information relating to the mid-year budget and performance assessment as may be required by the National Treasury.
<ul style="list-style-type: none"> ▪ Submit review of KPI's and performance targets for current financial year to Mayoral Committee 	22 Jan	

Task	Date	Legal Reference
Adjustments Budget:		MFMA Section 28(1): A municipality may revise an approved annual budget through an adjustments budget.
▪ Submit to Budget Steering Committee	16 Jan	
▪ Submit to Mayoral Committee	22 Jan	
▪ Submit to Council	30 Jan	MBRR Regulation 23(1): An adjustments budget may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year.
Submit Section 52 Report to Council	30 Jan	MFMA Section 52(d): The mayor must, within 30 days of the end of each quarter , submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality
Submit Draft amendment of the SDF to Mayoral Committee	22 Jan	SPLUMA S20(2) The municipal spatial development framework must be prepared as part of a municipality's integrated development plan with the provisions of the MSA
Submit Draft amendment of the SDF to Council	30 Jan	WCLUPA S13(1) The municipality must submit a draft amendment of a spatial development framework to the provincial Minister for written comment.
Open days to be held - • Yzerfontein Community Hall • Darling Community Hall • Wesbank Community Hall • Riebeeck West Town Hall • Moorreesburg Library Hall • Abbotsdale Community Hall • Chatsworth Library	Jan	BYLAW The project committee must compile a first draft of the amendment of the municipal spatial development framework and submit to the Council to approve the publication thereof for public comment. Bylaw S.7(1)(b)
Make the midyear budget and performance assessment public by placing it on the municipal website. Make public* any other information that the municipal council considers appropriate to facilitate public awareness of the midyear budget and performance assessment. * See paragraph 2.1 and 2.2 of this document	31 Jan 5+6 Feb	MBRR Regulation 34: (1) Within five working days of 25 January each year the municipal manager must make the midyear budget and performance assessment public by placing it on the municipal website. (2) The municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the midyear budget and performance assessment, including - (a) summaries in alternate languages predominant in the community; and (b) info relevant to each ward in the municipality.

FEBRUARY 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	12 Feb: Portfolio Committee
16	17	18	19	20	21	22	19 Feb: Mayoral Committee
23	24	25	26	27	28		

Task	Date	Legal Reference
Finalise detailed operating and capital budgets in the prescribed formats incorporating National and Provincial budget allocations, integrate and align to IDP documentation and draft SDBIP, finalise budget policies including tariff policy	Feb+Mar	
Note any provincial and national allocations to municipalities (DORA and Prov Gazette) for incorporation into budget	Feb+Mar	
Compile draft SDBIP for next financial year	Feb+Mar	

Task	Date	Legal Reference
Review the KPI's and performance targets for next financial year	Feb+Mar	MPPMR Regulation 11: (1) A municipality must review its KPI's annually as part of the performance review process referred to in regulation 13. (2) Whenever a municipality amends its IDP in terms of section 34 of the Act, the municipality must review those KPI's that will be affected by such amendment. MPPMR Regulation 12: (1) A municipality must, for each financial year, set performance targets for each of the KPI's set by it.
Submit Section 52 Report to the National Treasury and the relevant provincial treasury	4 Feb	MBRR Regulation 31(1)(c): The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality must be submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.
Annual Report:		MFMA Section 127(5): Immediately after an annual report is tabled in the council in terms of subsection (2), the accounting officer of the municipality must-
<ul style="list-style-type: none"> Submit to the Auditor-General, Provincial Treasury and provincial department responsible for local government 	1 Feb	(a) in accordance with section 21A of the Municipal Systems Act -
<ul style="list-style-type: none"> Make public* and invite comments from the local community <p>* See paragraph 2.1 and 2.2 of this document</p>	5+6 Feb	(i) make public the annual report; and (ii) invite the local community to submit representations in connection with the annual report. (b) submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.
Post Adjustments Budget and Annual Report on the website	1 Feb	MFMA Section 75(1): The accounting officer of a municipality must place on the website referred to in section 21A of the Municipal Systems Act the following documents of the municipality: (a) The annual and adjustments budgets and all budget related documents, (b) all budget related policies and (c) the annual report
Make public* the Adjustments Budget	5+6 Feb	MBRR Regulation 26(1): Within 10 working days after the municipal council has approved an adjustments budget, the municipal manager must make public the approved adjustments budget and supporting documentation, as well as the resolutions referred to in regulation 25(3).
* See paragraph 2.1 and 2.2 of this document		
Submit the approved adjustments budget to Provincial Treasury and National Treasury	Before 12 Feb	MBRR Regulation 24(1): The municipal manager must comply with section 28(7) of the Act within 10 working days after the mayor has tabled an adjustments budget in the municipal council MFMA Section 28(7): Sections 22(b), 23(3) and 24(3) apply in respect of an adjustments budget, and in such application a reference in those sections to an annual budget must be read as a reference to an adjustments budget.
Submit revised SDBIP for the current financial year to the Mayoral Committee (following approval of an adjustments budget)	19 Feb	MFMA Section 54(1)(c): On receipt of a statement or report submitted in terms of section 71 or 72, the mayor must consider and, if necessary, make any revisions to the SDBIP, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget.
Make public* any revisions of the SDBIP	27+28 Feb	
* See paragraph 2.1 and 2.2 of this document		
Post revised SDBIP on the municipal website	21 Feb	(3) The mayor must ensure that any revisions of the SDBIP are made public promptly.
Submit revised SDBIP to Provincial Treasury and National Treasury	28 Feb	MBRR Regulation 27(2)(b): The municipal manager must submit to the National Treasury and the relevant provincial treasury, in

Task	Date	Legal Reference
		both printed and electronic form the amended SDBIP, within ten working days after the council has approved the amended plan in terms of section 54(1)(c) of the Act;
Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three fin years	Before 26 Feb	MFMA Section 37(2): The accounting officer of a municipality responsible for the transfer of any allocation to another municipality must, by no later than 120 days before the start of its budget year , notify the receiving municipality of the projected amount of any allocation proposed to be transferred to that municipality during each of the next 3 fin years.
Preliminary approval of electricity tariff increase for submission to NERSA	26 Feb	

MARCH 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	12 Mar: Portfolio Committee
16	17	18	19	20	21	22	21 Mar: Human Rights Day
23	24	25	26	27	28	29	26 Mar: Mayoral Committee
30	31						31 Mar: Council

Task	Date	Legal Reference
Technical Integrated Municipal Engagement (TIME) and IDP Indaba engagements	Mar	
Annual Report:		
▪ MPAC Meeting – Oversight Report	6 Mar	
Draft IDP, budget and review of KPI's and targets for next fin year		MFMA Section 16:
▪ Submit budget to Budget Steering Committee	18 Mar	(1) The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that fin year .
▪ Submit to Mayoral Committee	26 Mar	(2) In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year .
▪ Table in Council	31 Mar	MPPMR regulation:
		(1) Only a member or committee of a municipal council may introduce a proposal for amending the municipality's integrated development plan in the council.
		(2) Any proposal for amending a municipality's IDP must be-
		(a) accompanied by a memorandum setting out the reasons for the proposal; and
		(b) aligned with the framework adopted in terms of section 27 of the Act.
Draft SDBIP for next financial year		MBRR Regulation 14:
▪ Submit to Mayoral Committee	26 Mar	(2) When complying with section 68 of the MFMA, the municipal manager must submit the draft municipal SDBIP to the mayor together with the annual budget to be considered by the mayor for tabling in terms of section 16(2) of the MFMA.
▪ Table in Council	31 Mar	(3) For effective planning and implementation of the annual budget, the draft municipal SDBIP may form part of the budget documentation and be tabled in the municipal council if so recommended by the Budget Steering Committee.
Annual Report approval:		

Task	Date	Legal Reference
<ul style="list-style-type: none"> Consider and approve, reject or refer back the annual report at a council meeting 	31 Mar	<p>MFMA Section 121(1): The council of a municipality must within nine months after the end of a financial year deal with the annual report of the municipality and of any municipal entity under the municipality's sole or shared control in accordance with section 129</p> <p>MFMA Section 129(1): The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127, adopt an oversight report containing the council's comments on the annual report.</p>
<ul style="list-style-type: none"> Adopt an oversight report providing comments on the annual report 	31 Mar	

APRIL 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	9 Apr: Portfolio Committee
13	14	15	16	17	18	19	16 Apr: Mayoral Committee, 18 Apr: Good Friday
20	21	22	23	24	25	26	21 Apr: Family Day; 24 Apr: Council
27	28	29	30				27 Apr: Freedom Day; 28 Apr: Public Holiday

Task	Date	Legal Reference
Invite Mayoral Consultative forum members and other invited stakeholders and ward committee members to comment on the draft IDP	Apr	MFMA Section 23(1): When the annual budget has been tabled, the municipal council must consider any views of – (a) the local community.
Consider and address comments received on the amendment of the SDF during the public participation process. Finalize report for the EMC and Council decision in May 2025.	Apr	WCLUPA S.13 (1)(b): Consider comments from Provincial Minister Bylaw S.7(10)(d): Consider comments from Provincial Minister
Post on the website: <ul style="list-style-type: none"> Budget documents Draft SDBIP for next fin year Draft IDP of predecessor Draft KPI's and targets for next fin year Annual Report and Oversight Report 	4 Apr	MSA Section 21A(1)(b): All documents that must be made public by a municipality in terms of a requirement of this Act, the MFMA or other applicable legislation, must be conveyed to the local community by displaying the documents on the municipality's official website, if the municipality has a website as envisaged by section 21B.
Annual Report submission: <ul style="list-style-type: none"> Submit copies of the minutes of those meetings to the Auditor General, the relevant provincial treasury and the provincial department for local government 	4 Apr	MFMA Section 129(2)(b): The accounting officer must submit copies of the minutes of those meetings to the Auditor General, the relevant provincial treasury and the provincial department responsible for local government in the province.
<ul style="list-style-type: none"> Submit copies of the annual report and oversight report(s) to the provincial legislator 	4 Apr	MFMA Section 132: (1) The following documents must be submitted to the provincial legislature: (a) The annual report ; and (b) all oversight reports on those annual reports adopted in terms of section 129(1). (2) The accounting officer of a municipality must submit the documents referred to in subsection (1) (a) and (b) to the provincial legislature within seven days after the municipal council has adopted the relevant oversight report in terms of section 129(1).
<p>Make public* the draft IDP, the review of KPI's and performance targets, as well as the annual budget and invite the community to submit representations</p> <p>* See paragraph 2.1 and 2.2 of this document</p>	4 Apr	MSA Section 42: A municipality, through appropriate mechanisms, processes and procedures established in terms of Chapter 4, must allow the community to participate in the setting of appropriate key performance indicators and performance targets for the municipality. MFMA Section 22(a): Immediately after an annual budget is tabled in a municipal council, the

Task	Date	Legal Reference
		<p>accounting officer of the municipality must in accordance with Chapter 4 of the Municipal Systems Act -</p> <ul style="list-style-type: none"> (i) Make public the annual budget and the documents referred to in Section 17(3); and (ii) invite the local community to submit representations in connection with the budget; <p>MBRR Regulation 15(1): When making public the annual budget and supporting documentation the municipal manager must also make public any other information that the municipal council considers appropriate to facilitate the budget consultation process</p> <p>MPPMR Regulation 3(4): No amendment to a municipality's IDP may be adopted by the municipal council unless (b) the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment</p> <p>MPPMR Regulation 15(3): A municipality must afford the local community at least 21 days to comment on the final draft of its IDP before the plan is submitted to the council for adoption.</p>
<p>Make public* the oversight report</p> <p>* See paragraph 2.1 and 2.2 of this document</p>	4 Apr	<p>MFMA Section 129(3): The accounting officer must in accordance with section 21A of the Municipal Systems Act make public an oversight report referred to in subsection (1) within seven days of its adoption.</p>
<p>Process of consultation and meetings with Provincial and National Treasury and other organs of state</p>	Apr	<p>MFMA Section 23(1): When the annual budget has been tabled, the municipal council must consider any views of –</p> <ul style="list-style-type: none"> (a) the local community; and (b) the National Treasury, the relevant provincial treasury and any provincial or national organs of state or municipalities which made submissions on the budget. <p>MSA Section 29(1)(b): The process followed by a municipality to draft its IDP, including its consideration and adoption of the draft plan, must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for-</p> <ul style="list-style-type: none"> (i) the local community to be consulted on its development needs and priorities; (ii) the local community to participate in the drafting of the IDP; and (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the IDP.
<p>Submit the draft IDP, draft SDBIP and budget to the Local Government, Provincial Treasury, National Treasury and other affected organs of state</p>	5 Apr	<p>MFMA Section 22(b): Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must submit the annual budget --</p> <ul style="list-style-type: none"> (i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and (ii) in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget. <p>MBRR Regulation 15(3): When submitting the annual budget to the National Treasury and the relevant provincial treasury the municipal manager must also submit, in both printed and electronic form -</p>

Task	Date	Legal Reference
		<p>(a) the supporting documentation as tabled in the municipal council;</p> <p>(b) the draft SDBIP; and</p> <p>(c) any other information as may be required by the National Treasury</p> <p>MBRR Regulation 15(4): The municipal manager must send copies of the annual budget and supporting documentation, in both printed and electronic form, to any other municipality affected by the annual budget within 10 working days of the annual budget being tabled in the municipal council.</p>
Submit the draft IDP to the District Municipality	5 Apr	<p>MSA Section 29(3)(b): A local municipality must draft its IDP, taking into account the integrated development processes of, and proposals submitted to it by the district municipality.</p> <p>MPPMR Regulation 3(6): A local municipality that considers an amendment to its integrated development plan must-</p> <p>(a) consult the district municipality in whose area it falls on the proposed amendment; and</p> <p>(b) take all comments submitted to it by the district municipality into account before it takes a final decision on the proposed amendment.</p>
Submit Section 52 Report to Council	30 Apr	MFMA Section 52(d): The mayor must, within 30 days of the end of each quarter , submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality
Submit Section 52 Report to the National Treasury and the relevant provincial treasury	30 Apr	MBRR Regulation 31(1)(c): The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality must be submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.

MAY 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	1 May: Workers Day
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	14 May: Portfolio Committee
18	19	20	21	22	23	24	21 May: Mayoral Committee
25	26	27	28	29	30	31	29 May: Council

Task	Date	Legal Reference
Strategic Integrated Municipal Engagement (SIME)	May	
Compile a summary of the IDP	May	MSA Section 25(4)(b): A municipality must, within 14 days of the adoption of its IDP in terms of subsection (1) or (3) publicise a summary of the plan.
Council must give the mayor an opportunity to respond to the submissions and, if necessary, to revise the budget and table amendments for consideration by the council	May	MFMA Section 23(2): After considering all budget submissions, the council must give the mayor an opportunity- <p>(a) to respond to the submissions; and</p> <p>(b) if necessary, to revise the budget and table amendments for consideration by the council.</p>
Finalisation of IDP, review of KPI's and performance targets, as well as the annual budget amendments / refinements	Before 16 May	
Submit annual budget to Budget Steering Committee	15 May	

Task	Date	Legal Reference
Submit IDP, review of KPI's and performance targets, SDF as well as the annual budget to Mayoral Committee	21 May	MFMA Section 24(1): The Council must at least 30 days before the start of the budget year consider the approval of the annual budget.
Submit IDP, SDF and annual budget to Council	29 May	<p>(2) An annual budget -</p> <p>(a) must be approved before the start of the budget year;</p> <p>(b) is approved by the adoption by the council of a resolution referred to in section 17(3)(a)(i); and</p> <p>(c) must be approved together with the adoption of resolutions as may be necessary</p> <p>MPPMR regulation 3:</p> <p>(1) Only a member or committee of a municipal council may introduce a proposal for amending the municipality's integrated development plan in the council.</p> <p>(2) Any proposal for amending a municipality's IDP must be-</p> <p>(a) accompanied by a memorandum setting out the reasons for the proposal; and</p> <p>(b) aligned with the framework adopted in terms of section 27 of the Act.</p> <p>(3) An amendment to a municipality's IDP is adopted by a decision taken by a municipal council in accordance with the rules and orders of the council.</p> <p>(4) No amendment to a municipality's IDP may be adopted by the municipal council unless-</p> <p>(a) all the members of the council have been given reasonable notice;</p> <p>(b) the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment;</p> <p>(c) [district municipality]; and</p> <p>(d) the municipality, if it is a local municipality, has complied with subregulation (6).</p> <p>MBRR Regulation 16(1): At least 30 days before the start of the budget year the mayor must table the following documents in the municipal council -</p> <p>(a) a report summarising the local community's views on the annual budget;</p> <p>(b) any comments on the annual budget received from the National Treasury and the relevant provincial treasury;</p> <p>(c) any comments on the annual budget received from any other organ of state, including any affected municipality; and</p> <p>(d) any comments on the annual budget received from any other stakeholders</p>
Place the IDP, annual budget and all budget-related policies on the website	30 May	<p>MFMA Section 75(1): The accounting officer of a municipality must place on the website the following documents of the municipality:</p> <p>(a) the annual and adjustments budgets and all budget-related documents; and</p> <p>(b) all budget-related policies</p> <p>MSA Section 21A(1)(b): All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community by displaying the documents on the municipality's official website, if the municipality has a website as envisaged by section 21B.</p>

Task	Date	Legal Reference
		MFMA Section 75(2): A document referred to above must be placed on the website not later than five days after its tabling in the council or on the date on which it must be made public, whichever occurs first.
Make known reviewed KPI's and performance targets by placing it on the municipal website	30 May	MSA Section 44: A municipality, in a manner determined by its council, must make known, both internally and to the general public, the key performance indicators and performance targets set by it for purposes of its performance management system.

JUNE 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	11 Jun: Portfolio Committee
15	16	17	18	19	20	21	16 Jun: Youth day
22	23	24	25	26	27	28	18 June: Mayoral Committee
29	30						

Task	Date	Legal Reference
Review the provisions of the performance agreements during June each year	June	MPR Regulation 24: (1) The performance agreement must be entered into for each financial year of the municipality, or part thereof.
Give notice of the amended SDF	June	Legal Ref: Bylaw S7(3) : Must within 14 days of its decision give notice of its decision in the media and Provincial Gazette
Submit a copy of the IDP to the MEC for local government (if amended) and the Department of Local Government	6 Jun	MSA Section 32(1)(a): The municipal manager of a municipality must submit a copy of the IDP as adopted by the council of the municipality, and any subsequent amendment to the plan, to the MEC for local government in the province within 10 days of the adoption or amendment of the plan. (b) The copy of the IDP to be submitted in terms of paragraph (a) must be accompanied by - (i) a summary of the process referred to in section 29(1); (ii) a statement that the process has been complied with, together with any explanations that may be necessary to amplify the statement
In case of an amendment of the IDP , Council must consider the MEC's proposals and respond within 30 days	Within 30 days of receiving the MEC's request	MSA Section 32(3): A municipal council must consider the MEC's proposals, and within 30 days of receiving the MEC's request must - (a) if it agrees with those proposals, adjust its IDP or amendment in accordance with the MEC's request; or (b) if it disagrees with the proposals, object to the MEC's request and furnish the MEC with reasons in writing why it disagrees.
Make public* the approved IDP, approved annual budget and supporting documentation (including tariffs) * See paragraph 2.1 and 2.2 of this document	10+11 Jun	MSA Section 25(4): A municipality must, within 14 days of the adoption of its IDP in terms of subsection (1) or (3) - (a) give notice to the public - (i) of the adoption of the plan; and (ii) that copies of or extracts from the plan are available for public inspection at specified places. MBRR Reg 18: (1) Within ten working days after the municipal council has approved the annual budget of a municipality, the municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved annual budget and supporting documentation and

Task	Date	Legal Reference
		<p>the resolutions referred to in sect 24(2)(c) of the Act.</p> <p>(2) The municipal manager must also make public any other information that the municipal council considers appropriate to facilitate public awareness of the annual budget, including-</p> <p>(a) summaries of the annual budget and supporting documentation in alternate languages predominant in the community;</p> <p>(b) information relevant to each ward in the municipality.</p> <p>(3) All information contemplated in subregulation (2) must cover:</p> <p>(a) the relevant financial and service delivery implications of the annual budget; and</p> <p>(b) at least the previous year's actual outcome, the current year's forecast outcome, the budget year and the following two years.</p>
Submit to the Mayor the draft SDBIP and draft annual performance agreements for the next year	11 Jun	<p>MFMA Section 69(3): The accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor -</p> <p>(a) a draft SDBIP for the budget year.</p> <p>(b) drafts of the annual performance agreements as required in terms of section 57(1)(b) of the Municipal Systems Act for the municipal manager and all senior managers.</p>
Submit approved IDP and budget to the Provincial Treasury and National Treasury	Before 12 Jun	<p>MFMA Section 24(3): The accounting officer of a municipality must submit the approved annual budget to the National Treasury and the relevant provincial treasury.</p> <p>MBRR Reg 20: The municipal manager must comply with section 24(3) of the Act within ten working days after the municipal council has approved the annual budget.</p>
Submit the draft SDBIP and draft annual performance agreements for the next year to the Mayoral Committee	12 June	<p>MFMA Section 53(1)(c)(ii): The mayor of a municipality must take all reasonable steps to ensure that the municipality's SDBIP is approved by the mayor within 28 days after approval of the budget.</p>
Place the performance agreements and all service delivery agreements on the website	Jun	<p>MFMA Section 75(1): The accounting officer of a municipality must place on the website the following documents of the municipality:</p> <p>(d) performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act; and</p> <p>(e) all service delivery agreements</p>
<p>Make public* the projections, targets and indicators as set out in the SDBIP as well as the performance agreements of Municipal Manager and senior managers</p> <p>* See paragraph 2.1 and 2.2 of this document</p>	24+25 Jun	<p>MFMA Section 53(3):</p> <p>(a) The mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the SDBIP, are made public no later than 14 days after the approval of the SDBIP.</p> <p>(b) The mayor must ensure that the performance agreements of municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's SDBIP.</p> <p>MBRR Reg 19: The municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved SDBIP within ten working days after the mayor has approved the plan in terms of section 53(1)(c)(ii) of the Act.</p>

Task	Date	Legal Reference
Submit the SDBIP to National and Provincial Treasury	Jun	MBRR Reg 20(2)(b): The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form the approved SDBIP within ten working days after the mayor has approved the plan.
Conclude new performance agreements that replaces the previous agreement at least once a year	30 Jun	MSA Section 57(2)(a)(ii): The performance agreement must be concluded annually within one month after the beginning of each financial year MPPMR Regulation 24(2): The parties must conclude a new performance agreement that replaces the previous agreement at least once a year within one month after the commencement of the new financial year.
Publish property rates tariffs in Provincial Gazette	Jun	PROPERTY RATES ACT Section 14(2): A resolution levying rates in a municipality must be promulgated by publishing the resolution in the Provincial Gazette.
Distribution of Budget and Tariff books	Jun	
Submit copies of the performance agreements to Council and the MEC for local government as well as the national minister responsible for local government	30 Jun	MFMA Section 53(3)(b): Copies of such performance agreements must be submitted to the council and the MEC for local government in the province. MPR Regulation 4(5): The performance agreements must be submitted to the MEC responsible for local government as well as the national minister responsible for local government within fourteen (14) days after concluding the employment contract and performance agreement.
Implement pre-paid electricity tariffs by 24:00	30 Jun	

JULY 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	16 July, Mayoral Committee
20	21	22	23	24	25	26	
27	28	29	30	31			31 July Council Meeting

Task	Date	Legal Reference
Submit Section 52 Report to Council	31 Jul	MFMA Section 52(d): The mayor must, within 30 days of the end of each quarter , submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality
Submit Section 52 Report to the National Treasury and the relevant provincial treasury	Jul	MBRR Regulation 31(1)(c): The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality must be submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.

AUGUST 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	
3	4	5	6	7	8	9	9 Aug: National Women's Day
10	11	12	13	14	15	16	13 Aug: Portfolio Committee;
17	18	19	20	21	22	23	20 Aug: Mayoral Committee
24	25	26	27	28	29	30	25 Aug: Council
31							

Task	Date	Legal Reference
Performance and Risk Audit Committee: Evaluation of the Annual Performance Report	Aug	
Performance and Risk Audit Committee: Annual financial statements	Aug	
Process Plan and time schedule of key deadlines:		<p>MFMA Section 21(1)(b): The mayor of a municipality must at least 10 months before the start of the budget year, table in council a time schedule outlining key deadlines for -</p> <p>(i) the preparation, tabling and approval of the annual budget;</p> <p>(ii) the annual review of-</p> <p>(aa) the IDP in terms of section 34 of the Municipal Systems Act; and</p> <p>(bb) the budget-related policies;</p> <p>(iii) the tabling and adoption of any amendments to the IDP and the budget-related policies; and</p> <p>(iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).</p>
▪ Submit to Mayoral Committee	13 Aug	
▪ Submit to Council	25 Aug	
▪ Submit to the Provincial Treasury, Department of Local Government and the West Coast District Municipality	28 Aug	
Submit annual financial statements and annual performance report to the Auditor-General for auditing	Before 31 Aug	<p>MSA Section 126(1)(a): The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing.</p> <p>MSA Section 46(1): A municipality must prepare for each financial year a performance report reflecting</p> <p>(a) the performance of the municipality and of each external service provider during that financial year;</p> <p>(b) a comparison of the performances referred to in paragraph (a) with targets set for and performances in the previous financial year; and</p> <p>(c) measures taken to improve performance.</p> <p>(2) An annual performance report must form part of the municipality's annual report in terms of Chapter 12 of the Municipal Finance Management Act.</p>