MUNISIPALITEIT • LAINGSBURG • MUNICIPALITY

Munisipale Geboue, Van Riebeeckstraat

PRIVAATSAK X4
LAINGSBURG
6900

Municipal Buildings, Van Riebeeck Street

PRIVATE BAG X4
LAINGSBURG
6900

SUSMMISON FORM/VOORLEGGINGVORM

COUNCIL MEETING	**AUGUST 2026**
DEPARTMENT	**CORPORATE SERVICES, FINANCE AND COMPLIANCE SERVICES** • **IDP, PMS AND FINANCIAL SERVICES**
CONTACT NUMBER	**023 5511019**
DATE	**AUGUST 2026**
ITEM TOPIC AND ITEM NUMBER	**2026-2027 IDP/BUDGET TIME SCHEDULE OF KEY DEADLINES (PROCESS PLAN)**

<u>2026-2027 IDP/BUDGET TIME SCHEDULE OF KEY DEADLINES (PROCESS PLAN)</u>

PURPOSE

To obtain Council's approval for the 2026-2027 IDP/Budget Time Schedule of Key Deadlines (Process Plan).

BACKGROUND

The implementation of 2025-2026 Time Schedule of Key Deadlines (Process Plan) ended at the end of June 2026. It is required by legislation that a municipal council adopt a process to guide the planning, drafting and adoption of its IDP, Budget and PMS for each financial year. The process plan outlines the programme to be followed and provides detail on the issues specified in the Act.

The Time Schedule of Key Deadlines (Process Plan) is required to include:

- A programme specifying timeframes for the different steps;
- Outline mechanisms, processes and procedures for consultation of the community, organs of state, traditional authorities and role-players;
- Identify all plans and planning requirements binding on the municipality, and
- Be consistent with any other matters prescribed by legislation.

DISCUSSIONS

Section 21 of the Local Government Municipal Finance Management Act (MFMA), No. 56 of 2003 states that:

(1) "*The mayor of a municipality must-*

(a) co-ordinate the processes for preparing the Annual Budget and for reviewing the municipality's Integrated Development Plan and Budget-Related Policies to ensure that the tabled budget and any revisions of the Integrated Development Plan and Budget-Related Policies are mutually consistent and credible:

(b) at least ***10 months before the start of the budget year****, table in the municipal council a time schedule outlining key deadlines for-*

(i) the preparation, tabling and approval of the Annual Budget;

(ii) the annual review of-

(aa) the Integrated Development Plan in terms of Section 34 of the Municipal Systems Act; and

(bb) the Budget-Related Policies;

(iii) the tabling and adoption of any amendments to the Integrated Development Plan and Budget-Related Policies; and

(iv) any consultative processes forming part of the processes referred subparagraphs (i), (ii) and (iii)".

The process plan includes activities led by the municipality, District and Provincial Sector department. The actual dates of sitting of Fora that has impact on the drafting of the IDP and budget will be communicated as and when received from external stakeholders.

FINANCIAL IMPLICATIONS

None

LEGAL IMPLICATIONS

Local Government: Municipal Finance Management Act (MFMA) No. 56 of 2003,

Local Government Municipal Systems Act (MSA) No. 32 of 2000

PARTIES INVLOVED

Council and Management

RECOMMENDATION

1. **THAT** Council approves the 2026/27 IDP/Budget Time Schedule of Key Deadlines (Process Plan)
2. **THAT** a Public Notice be placed on the municipal website and distributed to all libraries and municipal offices to publish the IDP/Budget Time Schedule of Key Deadlines (Process Plan).
3. **THAT** the IDP/Budget Time Schedule of Key Deadlines (Process Plan) be submitted to the relevant stakeholders.
4. **THAT** the Executive Mayor monitor the implementation of the IDP/Budget Time Schedule of Key Deadlines (Process Plan)

5. **THAT** the Municipal Manager oversees the implementation of the IDP/Budget Time Schedule of Key Deadlines (Process Plan)