



KANNALAND
MUNISIPALITEIT | MUNICIPALITY

2026/2027 IDP/BUDGET & PMS TIME SCHEDULE

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SECTION ONE: INTRODUCTION AND BACKGROUND

1.1 Introduction

The Integrated Development Plan (IDP), process is a process through which municipalities prepare a strategic development plan for a five-year period and thereafter annually review the adopted plan. This IDP is the key instrument for local government to cope with its new developmental role and seeking to arrive at decisions on issues such as municipal budgets, spatial management, promotion of local economic development and institutional transformation in a consultative, systematic and strategic manner.

In order to ensure certain minimum quality standards of the IDP process and proper coordination between and within spheres of government, the municipality needs to prepare an IDP/Budget Process Plan (In reference to planning for a Five-Year Plan) or an IDP/Budget Time Schedule (When the Five-Year Plan is reviewed) and formulate a budget to implement the IDP. In terms of Municipal Systems Act, Act 32 of 2000 the municipality must follow a process to draft its IDP. In terms of section 29 of the act the IDP and Budget Time Schedule have to include the following:

- A programme specifying the timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other role players in the IDP and budget formulation processes; and
- Cost estimates for the process.

The preparation of the IDP time schedule is in essence the formulation of the IDP and Budget processes, set out in writing and requires the adoption by Council.

1.2 Legal Planning Context

The preparation of the IDP and Budget processes are regulated by the Municipal Systems Act, Act 32 of 2000 and the Municipal Finance Management Act, No 56 of 2003. This is to ensure certain minimum quality standards of the integrated development planning and budget process and proper coordination between and within the spheres of government

As the IDP is a legislative requirement it has a legal status and it supersedes all other plans that guide development at local level.

The Municipal Systems Act, No 32 of 2000 Section 28(1)(2)(3) (as amended) and the Municipal Finance Management Act, Act 56 of 2003 confer the responsibility on the Mayor to provide political guidance over the budget process and the priorities that must guide the preparation

of the annual budgets. In terms of section 34 of the Municipal Systems Act, the Mayor must coordinate the annual revision of the IDP and determine how the IDP is to be taken into account or revised for the purpose of the budget.

Chapter 5, Section 26 of the Municipal Systems Act regulates the following core components that must be reflected in a municipality's IDP:

- a) The Council's vision for the long-term development of the municipality with special emphasis on the most critical development and internal transformation needs*
- b) An assessment of the existing level of development in the municipality, which must include and identification of communities which do not have access to basic municipal services*
- c) The Council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs*
- d) The Council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation*
- e) A Spatial Development Framework (SDF) which must include the provision of basic guidelines for a land use management system for the municipality*
- f) The Council's operational strategies;*
- g) Applicable Disaster Management Plans*
- h) A financial plan, which must include a budget projection for at least the next three years; and the key performance indicators and performance targets determined in terms of Section 41 of the MSA.*

Section 27 stipulates that:

- 1) Each district municipality, within a prescribed period after the start of its elected terms and after following a consultative process with the local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole;
- 2) A framework referred to in subsection (1) binds both the district municipality and the local municipalities in the area of the district municipalities,
- 3) The framework must ensure proper consultation, co-ordination and alignment of the IDP Process of the district municipality and the various local municipalities.

1.3 Alignment between IDP, Budget and PMS

In terms of the Municipal Systems Act, a municipality is required to prepare an organisational performance management system that links to the IDP. To date significant progress was made with the process of aligning the IDP, Budget and Performance Management System (PMS).

The municipality will continually strive to, fully link and integrate these three processes to an even greater extent through the Time Schedule. It should however, be noted that the Performance Management System (PMS) on its own requires an in-depth process comparable to that of the IDP. Such PMS is tightly linked and guided by the IDP and Budget processes.

The PMS process will address the following issues:

- Development of a Performance Management Framework for approval by Council
- Development of Organisation-wide Service delivery Budget Implementation Plan(SDBIP)
- Alignment of the PMS, Budget and IDP processes;
- Scheduled reporting against the SDBIP
- Implementation of individual performance management system at managerial level.
- Cascading down performance management to lower levels of the organization.

The IDP, performance management systems (PMS) and budget are all components of one overall development planning and management system. The IDP sets out what the municipality aims to accomplish, how it will do this. The PMS enables the municipality to check to what extent it is achieving its aims.

The budget provides the resources that the municipality will use to achieve its aims. As indicated earlier, every attempt is made in this process plan to align the IDP and PMS formulation and/or review, and the budget preparation process. The linkages of the three processes are summarised in the following diagram:

THE LINKAGES BETWEEN IDP, BUDGET AND PMS

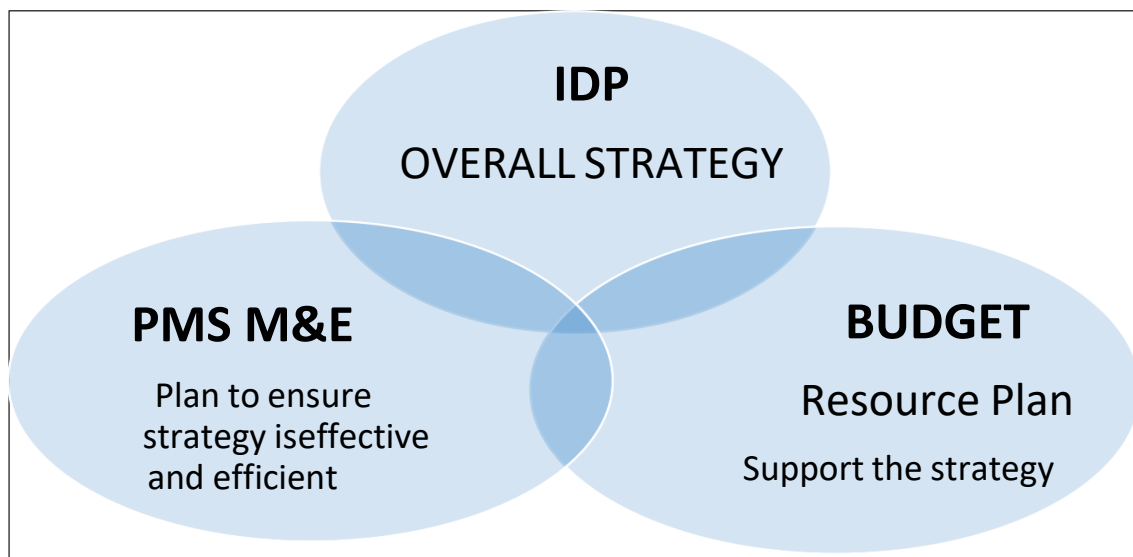


Figure 1: Linkage between IDP, Budget and PMS

KANNALAND LOCAL MUNICIPALITY IDP

1.4 The purpose of the IDP Time Schedule

In order to ensure certain minimum quality standards of the IDP process, and proper coordination between and within spheres of government, the preparation of the IDP time schedule and the drafting of the annual budget of municipalities are regulated in both the Municipal Systems Act (Act 32 of 2000) and the Municipal Finance Management Act (Act 56 of 2003).

Section 28 of the MSA stipulates that:

- (1) Each municipal council must adopt a process set out in writing to guide the planning, drafting, adoption and review of the IDP and*
- (2) A municipality must give notice to the local community of particulars of the process it intends to follow.*

Section 21 (1) of the MFMA stipulates that the Mayor of a municipality must –

At least 10 months before the start of the budget year, table in the municipal council a timeschedule outlining key deadlines for;

- (i) The preparation, tabling and approval of the annual budget;*
- (ii) The annual review of –*
 - the integrated development plan in terms of section 34 of the Municipal Systems Act; and*
 - the budget-related policies;*
- (iii) The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
- (iv) Any consultative processes forming part of the processes referred to in sub-paragraphs (i), (ii) and (iii)*

This document constitutes the Time Schedule for the review of the Amended 2022/2027 IDP and Medium-Term Budget. This Times Schedule therefore essentially fulfils the function of a business plan and/or operational plan for the IDP and budget process. The time schedule outlines in a simplified and transparent manner **what** should happen **when**, by **whom**, with **whom** and **where** during the process of formulating an IDP and budget for the Kannaland Local Municipality.

SECTION TWO: IDP DEVELOPEMENT PROCESS

2.1 Key elements to be addressed in this process

During the IDP and Budget consultative sessions, an IDP/Budget Steering Committee under the leadership of the Executive Mayor must address service delivery challenges across the municipality dating as far back as the 3rd and 4th Generation IDP's service delivery needs. This we must undertake as we fulfil our Constitutional mandate utilising inter-governmental processes and platforms by means of strategic partnerships to coordinate developmentprocess.

The Municipality will pursue strategic goals during this term of Council as per the, Medium- Term Strategic Framework and Five-Year Local Government Strategic Agenda:

- To ensure **service excellence** within and around Kannaland Local Municipality
To stimulate integrated and sustainable **economic development**;
- To improve and sustain **financial, human resource and management** excellence;
- To evolve **institutional excellence** through a thoroughgoing institutional reengineering, effective leadership and effective long range development planning.

The municipality will accelerate implementation to roll back existing service delivery backlog identified during previous IDP consultative processes, and in line with the financial status of the municipality.

The following is a summary of the main activities to be undertaken during this IDP Process:

2.1.1 Refine and/or develop the strategic elements of the IDP in terms of council's new priorities

- Review the vision, mission and objectives;
- Develop strategy elements of the IDP;
- Determining programmes to achieve the strategic intent;
- Develop and enhance existing institutional plans;
- Develop/Review a fully integrated spatial development framework;
- Strengthen Performance Management system and cascading of performance management;
- Develop organisational scorecard;
- The preparation and review (if required) of relevant sector plans

2.1.2 Assessment issues

- Comments received from Councillors, Ward Committees and other various role-players in the presentation and assessment of the IDP,
- Gaps in terms of shortcomings and weaknesses identified through self-assessment of previous IDP's
- Implement recommendation(s) received from the MEC for Local Government on the previous approved IDP
- Current status on the implementation process.

2.1.3 Details of activities to accomplish outputs

- ***Incorporation of role-players inputs in planning process***

In developing the IDP for the constituted Council, the Municipality need to assess the impact on the achievement of the IDP development priorities. This include reviewing all projects and programs linked to MTREF. In this way the Municipality will focus on the implementation for the coming three years, while on the other hand is able to monitor and evaluate implementation progress on those programmes, projects and services.

- ***Review of progress with lessons for the future***

The starting point in understanding the current developmental situation is the review of the relevance of the strategies developed and applied to achieve the past and current set goals. **Secondly**, we need to determine the extent of implementation with regard to projects, programmes and services against IDP plans for the previous years.

Some of this can be from secondary data (e.g. previous annual reports). The review of the organisational performance for the 2022-23 financial year(s) would provide an opportunity to review progress for the IDP and also assist in making information for the annual report readily available, as well as determining the implications for the future. It is suggested that the two processes be integrated, and a format used which ensures that directorates provide lessons learned and implications for the future, as well as analysis of what they have done. This will build on refining and/or developing section 3.2 as part presentation and discussion, so that we are able to come up with coherent recommendations across the Municipality.

- ***Core elements of the IDP preparation***

The core elements of the IDP preparation correspond to the core functions of the municipalities as outlined in the Municipal Systems Act and other legislations, including the critical elements that came up during the IDP development and review in the past years.

The core components of the integrated development plan follow:

- the municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- an assessment of the existing level of development in the municipality, which must include the identification of communities which do not have access to basic municipal services;
- the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;

- the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- the council's operational strategies;
- applicable disaster management plans;
- a financial plan, which must include a budget projection for at least the next three years; and
- The key performance indicators and performance targets determined in terms of section 41 of Municipal Systems Act.

2.1.4 Inclusion of new information where necessary

- Addressing areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review
- Process (i.e. MFMA);
- Alignment of the IDP with newly completed Kannaland Local Municipality Statutory Plans;
- Development of the Strategic elements of the IDP;
- The ongoing alignment of the Performance Management System (PMS), in terms of Chapter 6 of the MSA, with the IDP;
- The update of the Financial Plan, the list of projects (both internal and external), and the capital investment framework;
- Incorporate final Ward Projects in terms of the Medium-Term Revenue and Expenditure Framework (MTREF).

SECTION THREE: HORIZONTAL AND VERTICAL ALIGNMENT

3.1. Framework plan

In terms of Chapter 5 and Section 26 of the Municipal Systems Act (2000), districts are required to prepare and adopt a Framework Plan which indicates how the district and Local Municipalities will align their IDPs. The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the district and in doing so, proper consultation, coordination and alignment of the review process of the district municipality and various local municipalities can be maintained.

Alignment with service providers is essential to ensure that the district and local municipality's priorities can be reflected in the service providers' project prioritization process and in turn the service providers' projects can be reflected in the IDP document.

Regular meetings with service providers would be required in the course of IDP review process

Cross-border alignment with neighbouring municipalities is also necessary to ensure the spatial co-ordination of development effort. This is possible by using the existing Provincial Co-ordinating IDP SIME and Joint District Planning Forum as well as strategic discussions between neighbouring local municipalities.

3.2. Alignment with stakeholders

It is anticipated that an IDP and Budget Consultative and IDP Programme Workshops which will be led by MAYCO and Senior Management will create such a platform as well as a series of individual meetings with key organs of the state.

3.3 Stakeholders in the IDP process

- ***Municipality***

The IDP guides the development plans of the local municipality.

- ***Councillors***

The IDP gives councillors an opportunity to make decisions based on the needs and aspirations of their constituencies.

- ***Communities and other stakeholders***

The IDP is based on community needs and priorities. Communities have the chance to participate in identifying their most important needs through the IDP public participation processes. The IDP process encourages all stakeholders who reside and conduct business within a municipal area to participate in the preparation and implementation of the development plan.

- ***National and provincial sector departments***

Many government services that affect communities at local level are delivered by provincial and national government departments -for example: police stations, clinics and schools. Municipalities must take into account the programmes and policies of these departments. The departments should participate in the IDP process so that they can be guided how to use their resources to address local needs.

SECTION FOUR: PUBLIC PARTICIPATION IN THE IDP PROCESS

4.1. Public Consultation

Public consultation forms an integral part of the IDP preparation and formulation process under the direct leadership of the political heads of the institution. The

municipality's direct links with communities are councillors whom represent the direct interests of communities. Community or public consultation must thus be driven and directed by council, technically supported by the bureaucracy based on the nature of support required.

The Mayor and Speaker will chair public consultation sessions with the public as public representatives, supported by ward councillors in the respective areas where consultations will be undertaken.

The logistical and technical support provided by the administration must be aligned with the IDP planning process and directed towards achieving IDP outcome.

SECTION FIVE: ORGANISATIONAL ARRANGEMENTS

5.1 IDP institutional and management arrangements

The IDP and Budget formulation process will be guided and undertaken within the following organizational management mechanisms:

- Municipal Council is the final decision-making/approval of IDP and will continuously monitor progress of the development and implementation of its IDP;
- Councillors will be responsible for linking integrated development planning process to their constituencies/wards;
- IDP/Budget Steering Committee of politicians to drive the process, and make key strategic decisions needed at various points on the way;
- The IDP Manager together with senior management will drive the administrative part of the process;
- IDP Task Team across directorates, line management level to drive the IDP;
- IDP Representative Forum/Budget Conference to consult with stakeholders.

The IDP Stakeholder Forum is also required in terms of legislation to bring in external stakeholders at key decision points in the process, who have a statutory right to be involved in the decision-making process around the IDP. Wards will be making their proposals and inputs through the Area-based planning process, but will also form part of the Stakeholder Forum.

5.1.1 IDP/Budget Steering Committee

The IDP/Budget Steering Committee (SC) is a strategic, political and technical working team making political and technical decisions and inputs that must ensure a smooth

compilation and implementation of the IDP. The IDP SC and the Stakeholder Forum will be constituted for the preparation of the IDP process. As part of the IDP and budget formulation process, the Steering Committee which supports the Municipal Manager, the Manager: IDP & PMS and the Budget Office should remain as follows:

Institutional composition:

- The IDP/Budget Steering Committee will be chaired by the Mayor and in his absence, a delegated MAYCO councillor.
- Members of the IDP/Budget Steering Committee will consist of MAYCO, Speaker, Municipal Manager, IDP/PMS and Budget Treasury Officer (BTO).
- MAYCO and Directors, Manager IDP/PMS and BTO will be responsible for the preparation of the IDP, PMS and Budget and any other members as the mayor may deem fit.
- Secretariat will be provided by the Strategic Department.

5.1.2 Terms of Reference for the IDP/Budget Steering Committee

The terms of reference for the IDP and Budget Steering Committee are as follows:

- Facilitate terms of reference for the various planning activities associated with the IDP and Budget;
- Commission studies necessary as may be required for the successful compilation of the IDP;
- Processes and documents:
 - Inputs from sub-committee/s, study teams;
 - Inputs from provincial sector departments and support providers;
 - Processes and document outputs;
 - Makes content and technical recommendations;
 - Prepare, facilitate and documents meetings;
- Facilitate control mechanisms regarding the effective and efficient implementation, monitoring and amendment of the IDP and Budget;
- Ensure coordination and integration of sectoral plans and projects; and
- Ensure that the municipal budget is in line with the IDP.

5.1.3 Municipal Manager

As the head of administration, the Municipal Manager is responsible and accountable for the implementation of the municipality's IDP, and the monitoring of progress with implementation of the plan. He is also the responsible person for championing the IDP planning process.

5.1.4 Managers: IDP and Organisational Performance

Amongst others, the following responsibilities have been allocated to the Manager: IDP /PMS for the IDP Process:

- Ensure that the Process Plan is finalised and adopted by Council;
- Adjust the IDP according to the proposals of the MEC;
- Identify additional role-players to sit on the IDP Stakeholder Forum;
- Ensure the continuous participation of role players;
- Monitor the participation of role players;
- Ensure appropriate procedures are followed;
- Ensure documentation is prepared properly;
- Carry out the day-to-day management of the IDP process;
- Respond to comments and enquiries;
- Ensure alignment of the IDP with other IDPs within the District Municipality;
- Co-ordinate the inclusion of Sector Plans into the IDP documentation;
- Co-ordinate the inclusion of the Performance Management System (PMS) / SDBIP into the IDP;
- Submit the approved review IDP to the relevant authorities.

5.2. IDP and Budget Forum

5.2.1 Composition of IDP and Budget Forum

The IDP and Budget Forum will facilitate and co-ordinate participation as part of the preparation phase of the IDP and will continue its functions throughout the annual IDP Review processes. The proposed composition of the IDP and Budget Forum is potentially municipal stakeholders.

5.2.2 Terms of Reference for the IDP Representative Forum

The terms of reference for the IDP Representative Forum are as follows:

- Represent the interest of the municipality's constituency in the IDP process;
- Form a structures link between the municipality and representatives of the public;
- Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders including municipal government;
- Ensure communication between all the stakeholder representatives including the municipal;
- Monitor the performance of the planning and implementation process;
- Integrate and prioritise issues, strategies, projects and programmes and identify budget requirements; and
- Monitor the performance of planning and implementation process.

5.3 IDP Task Team

5.3.1 Composition of IDP Task Team

There will be an IDP Task Team to drive the preparation and development of the IDP. This should ideally be a small technical team constituted by relevant municipal and line function officials. The IDP Task Team should be chaired by the Municipal Manager and/or a Director and the secretary should be the Manager: IDP / PMS. It will work full-time for the period of the preparation of the IDP, and should meet formally with the Municipal Manager and/or the Director on a weekly basis. Additional project teams may be needed to develop specific projects.

5.3.2 Terms of Reference for the IDP Task Team

The IDP Task Team will be involved in the management, discussion of the contents of IDP by:

- Providing inputs related to the various planning steps;
- Summarising/digesting/processing inputs from participation process;
- Providing technical and sector related expertise and information; and
- Preparing draft projects proposals.

5.4 Roles and Responsibilities of Different Spheres of Government in the IDP Process

The responsibility to prepare and adopt the IDP lies with Kannaland local Municipality. However, IDP is seen as a key measure to identify and respond timeously and effectively to local developmental challenges and priorities, in a manner that leverages involvement and responses of all stakeholders including across sectoral basis and contributions by the district, provincial and national governments. It is therefore required for all stakeholders to be fully aware of their own responsibilities and of other role-players' responsibilities to ensure a smooth and well organised the planning process. In order to ensure that there is a clear understanding of all required roles and responsibilities between the three spheres, the following are highlighted:

SPHERE OF GOVERNMENT	ROLES & RESPONSIBILITIES
LOCAL	
Local Municipality and Entity	Prepare the IDP
	Adopt the IDP
District Municipality (Garden Route)	Prepare the District IDP
	Adopt the District IDP

2026/2027 IDP/BUDGET & PMS TIME SCHEDULE

	Facilitate District Guidelines on Growth and Development
PROVINCIAL	
Department Local Government, Western Cape Provincial Government	Coordinate training
	Provide financial support
	Provide general IDP Guidance
	Monitor municipal process
	Facilitate alignment of IDPs with sector department policies and programmes
	IGR sessions/Forums
Sector Departments	Provide relevant information on sector department's policies, programmes and budgets
	Contribute sector expertise and technical knowledge to the formulation of municipal policies and strategies
	Be guided by municipal IDPs in the allocation of resources at the local level
	IGR sessions/Forums
NATIONAL	
Department of Cooperative Governance and Traditional Affairs	Issue legislation and policy in support of IDP's
	Issue Integrated Development Planning Guidelines
	Establish a Planning and Implementation Management Support System
	Provide a national training framework
	Provide financial assistance
	IGR sessions/Forums
Sector Departments	Provide relevant information on sector department's policies, programmes and budgets

	Contribute sector expertise and technical knowledge to the formulation of municipal policies and strategies
	Be guided by municipal IDP's in the allocation of resources at the local level
	IGR sessions/Forums

SECTION SIX: ROLES, RESPONSIBILITIES AND KEY ACTIVITIES

6.1 Role Players

The Municipality will confirm the identification of the following role players in the IDP and Budget processes:

Internal Role-players

- Council and the MAYCO ;
- Nominated Councillors;
- Mayor;
- Municipal Manager;
- Manager: IDP / PMS;
- IDP/Budget Steering Committee; and
- Stakeholder Forum/Civil Society.

External Role –players

1. Relevant Government Departments;
2. Municipal officials;
3. Representative Forum / Civil Society.

6.2 Key Activities

Following are a summary of the key activities to take place in terms of the IDP, Budget and PMS for the new term of IDP Process:

2026/2027 IDP/BUDGET & PMS TIME SCHEDULE

KANNALAND MUNICIPALITY 2026/2027 DRAFT IDP/ BUDGET AND PMS TIME SCHEDULE AUGUST 2026 – JUNE 2027

Activity		Responsible Unit or Department	Legal reference	Time Frame
PREPARATION & ANALYSIS				
AUGUST				
1.	Conduct an assessment of progress of performance measurements, PMPF and changing circumstances in the municipality to constitute a review of the IDP	Executive Mayor Municipal Manager		01 August 2026
2.	MMF/DCF	Executive Mayor Municipal Manager		06 August 2026
3.	Tabling of Final IDP & Budget Time Schedule to Council	Executive Mayor Council		30 August 2026
4.	Review Performance Management Policy Framework	IMM/Manager: IDP and PMS		30 August 2026
5.	Assess municipal financial position and capacity (based on the Annual Financial Statement of previous budget year)	Chief Financial Officer		25 August 2026
6.	Review Sector Plans, update Policy Register to Council	Municipal Manager/ Executive Directors / Council		30 August 2026
7.	Determine any changes in the Socio- economic conditions & trends of Kannaland Municipality	Senior Management		27 August 2026
8.	Ward Committee Preparatory IDP, PMS and Budget Workshops Prioritisation of development objectives, projects& programmes by Ward Committees:	Ward Councilors Ward Committees IDP Manager/PP Officer/Senior Managers		12 August 2026
SEPTEMBER				
9.	Premier's Co-ordinating Forum – Joint consultation with Western Cape Cabinet, HoDs, Municipal Managers and relevant Senior Management.	MM and Senior Management		TBD

2026/2027 IDP/BUDGET & PMS TIME SCHEDULE

10.	Embarking on a public participation process via bi monthly public meetings per ward to: Conduct induction and training of ward committees Discuss ward concerns and opportunities Provide community feedback on progress of ward priorities Presentation of IDP Review & Budget time schedule/Process Plan and IDP Developing Ward Based Neighborhood Development Plans Obtain input on community needs for IDP Review Process	Executive Mayor Councillors Senior Management IDP Manager/ Municipal Manager		TBD
11.	IDP and Budget PP Stakeholder Engagement Facilitate a more inclusive consultation process for the prioritisation of ward projects/programmes	CFO/IDP Manager/PP Officer/MM/Senior Managers		16 September 2026
12.	Provincial IDP Managers Forum Meeting	Provincial Dept. of Local Government IDP Manager		26-27 September 2026
13.	IDP Indaba 1 – Project and budget alignment and implementation of IDP projects between all three spheres of government using JDMA methodology (Provincial adaption of strategies to meet Municipal Service delivery priorities	MM/IDP Manager and Senior Management/Departmental Managers		4-5 September 2026
OCTOBER				
14.	Initiate public participation process on IDP and Budget	Speaker		14 October 2026
15.	GDS/JDMA Garden Route Technical Steering Committee Meeting (JDMA process)	MM/Manager: IDP&PMS/ Senior/Line Management		TBD
16.	Determine the funding/revenue potentially available for next 3 years	Chief Financial Officer		10 October 2026
17.	HOD/MM engagement – Joint consultation on providing context to provincial policy priorities.	HOD/MM		17 October 2026
18.	Medium-Term Budget Policy Committee –	Chief Financial Officer/ IDP		24 October 2026

2026/2027 IDP/BUDGET & PMS TIME SCHEDULE

	Alignment of provincial and local government policy priorities to applicable departmental and municipal plans and budgets.	Manager/MM/Executive Directors		
19.	Commence public participation process on IDP and Budget	IDP Manager/LED Manager/Senior Managers/Line Managers		07 October 2026
20.	Advertising a schedule of public meetings per ward arranged for PP Stakeholder engagements held in October and April	Ward Committee Administrator		17 October 2026
21.	Quarterly meetings of IDP & Budget Steering Committee	Executive Mayor MM/CFO/IDP Manager		23 October 2026
22.	Embarking on a public participation process via public meetings per ward to obtain final input from stakeholders on the tabled draft IDP & Budget	Executive Mayor Councillors, CFO IDP Manager/ Municipal Manager, Senior Managers		23 October 2026
23.	Embarking on a public participation process via public meetings per ward to obtain final input from stakeholders on the tabled draft IDP & Budget	Executive Mayor Councillors, MM, Senior Managers		23 October 2026
NOVEMBER				
24.	District IDP Managers Forum – Alignment of IDP Review and Budget Time Schedule and Process Plan with District One plan /District Framework Plan	Garden Route District IDP Manager/Manager: IDP and PMS		20 November 2026
25.	District IDP Managers Forum	IDP Manager		20 November 2026
26.	GDS/JDMA Garden Route Technical Steering Committee Meeting (JDMA Process)	IDP Manager/LED Manager/Senior Managers/Line Managers		12 November 2026
27.	Determine the likely financial outlook and identify changes to fiscal strategies	Chief Financial Officer		28 November 2026
28.	Ward Committee Preparatory IDP, PMS and Budget Workshops Prioritisation of development objectives, projects & programmes by Ward Committees:	Ward Councilors Ward Committees IDP Manager/PP Officer/Senior Managers		11 November 2026
29.	Joint District IDP & Public Participation Managers Forum	Garden Route District/IDP Manager/PP Officer/IDP Manager		TBD
DECEMBER				
30.	Join District IDP & Public Participation	IDP Manager/PP Officer		04 December 2026

2026/2027 IDP/BUDGET & PMS TIME SCHEDULE

	Managers Forum Meeting			
31.	IDP budget and PMS Representative Forum	IDP Stakeholders/ Ward Committees/ Cllrs/MM/IDP Manager/CFO		29 December 2026
JANUARY				
32.	Embark on process of establishment of ward committees	Executive Mayor Councillors Senior Management IDP Manager/ Municipal Manager		TBD
33.	Strategic Planning Session to conduct a mid-term review: Council's Strategic Objectives. Assessment of the performance of implementation of Council's 5yr strategic plan (2022-2027 IDP)	Executive Mayor Senior Managers		15 January 2027
34.	Workshop for the preparation of Adjustment Budget	Chief Financial Officer		22 January 2027
35.	Quarterly meetings of IDP & Budget Steering Committee	Executive Mayor MM/CFO/IDP Manager		22 January 2027
36.	Preparation of draft IDP Review document	IDP Manager		15 January 2027
FEBRUARY				
37.	District IDP Managers Forum – Alignment of IDP Review and Budget Time Schedule and Process Plan with District One plan /District Framework Plan	Garden Route District IDP Manager/Manager: IDP and PMS		18 February 2027
38.	District IDP Managers Forum	IDP Manager		18 February 2027
39.	GDS/JDMA Garden Route Technical Steering Committee Meeting (JDMA Process)	IDP Manager/LED Manager/Senior Managers/Line Managers		06 February 2027
40.	TIME & SIME 1: Technical Integrated Municipal Engagement – Technical engagement on governance and mid-year budget assessments and service delivery risks (DLG Joint Planning)	PT/DLG/District/ MM/Senior Management/IDP Manager/CFO		February 2027
41.	Ward Committee Preparatory IDP, PMS and Budget Workshops	Ward Councillors Ward Committees IDP Manager/PP		12 February 2027

2026/2027 IDP/BUDGET & PMS TIME SCHEDULE

	Prioritisation of development objectives, projects & programmes by Ward Committees:	Officer/Senior Managers		
42.	IDP INDABA 2 engagement: Identify projects & programmes which might need support/financial assistance from Government. Refer community issues identified during IDP process but are not competencies of Local Government to National & Provincial Sector Departments	Provincial Dept. of Local Government IDP Manager		26 February 2027
43.	IDP Indaba 2 engagement Alignment of Strategic objectives/projects and budget of the municipality with that of the provincial and national government departments using JDMA methodology. Sectors report back on provincial investment footprint and implementation of projects in municipalities	DLG/PT/Municipal Manager/ Senior Managers/IDP Manager/ Departmental Managers		TBC
44.	Tabling & approval of Adjustment Budget (to be approved before 28 Feb)	Chief Financial Officer		28 February 2027
45.	MMF and DCF	Municipal Manager/Executive Mayor		09 February 2027
46.	Identification of new Capex/Opex projects & programmes culminating from the IDP Review Process	All departments		15 February 2027
47.	District IDP Managers Forum	IDP Manager		18 February 2027
48.	Conduct planning alignment engagements between district and local municipalities	IDP Manager		TBD
MARCH				
49.	GDS/JDMA Garden Route Technical Steering Committee Meeting (JDMA process)	MM/Manager: IDP&PMS/ Senior/Line Management		20 March 2027
50.	Embarking on a public participation process via bi monthly public meetings per ward to: Conduct induction and training of ward committees Discuss ward concerns and opportunities Provide community feedback on progress of ward priorities	Executive Mayor Councillors Senior Management IDP Manager/		March 2027

2026/2027 IDP/BUDGET & PMS TIME SCHEDULE

	Presentation of IDP Review & Budget time schedule/Process Plan and IDP Developing Ward Based Neighborhood Development Plans Obtain input on community needs for IDP Review Process	Municipal Manager		
51.	IDP and Budget PP Stakeholder Engagement Facilitate a more inclusive consultation process for the prioritisation of ward projects/programmes	CFO/IDP Manager/PP Officer/MM/Senior Managers		17 March 2027
52.	Workshop with Council to finalize: Draft IDP Draft Operational & Capital Budget	Executive Mayor Senior Management		23 March 2027
53.	Quarterly meetings of IDP & Budget Steering Committee	Executive Mayor MM/CFO/IDP Manager		12 March 2027
54.	Circulation of draft IDP Review document to all directorates for their input & comment	IDP Manager		25 March 2027
55.	Tabling of draft IDP & Budget to Council	Executive Mayor Council		31 March 2027
56.	Publishing of draft IDP & Budget (including proposed tariffs) for perusal and public comment	IDP Manager/ CFO		31 March 2027
57.	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	Provincial Dept. of Local GovernmentIDP Manager/MM/Executive Directors/CFO		TBD
APRIL				
58.	Provincial IDP Managers Forum	IDP Manager		3-4 April 2027
59.	Advertising a schedule of public meetings per ward arranged for PP Stakeholder engagements held in October and April	Ward Committee Administrator		14 April 2027
60.	IDP Budget & PMS Rep Forum - (MFMA Section 23(1): When the annual budget has been tabled, the municipal council must			18 April 2027

2026/2027 IDP/BUDGET & PMS TIME SCHEDULE

	consider any views of – (a) the local community.)			
61.	Identification of new Capex/Opex projects & programmes culminating from the IDP Review Process	All departments		25 April 2027
62.	Prioritisation of internal & external Capex & Opex projects & Programmes	IDP & Budget Steering Committee		25 April 2027
63.	Quarterly meetings of IDP & Budget Steering Committee	Executive Mayor MM/CFO/IDP Manager		25 April 2027
64.	Submission of tabled draft IDP Review & Budget to the MEC: Local Government, National & Provincial Treasury (Within 10 working days after tabling)	IDP Manager CFO		04 April 2027
65.	Incorporate notes and comment from MEC: Local Government, DEADP and Provincial Treasury on Draft IDP and Budget	IDP Manager CFO		15 April 2027
MAY				
66.	District IDP Managers Forum – Alignment of IDP and Budget Time Schedule and Process Plan with District One plan /District Framework Plan	Garden Route District IDP Manager/Manager: IDP and PMS		08 May 2027
67.	District IDP Managers Forum	IDP Manager		08 May 2027
68.	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	Provincial Dept. of Local GovernmentIDP Manager/MM/Executive Directors/CFO		May 2027
69.	Consider all public submissions on Draft IDP and Budget	CFO IDP Manager		16 May 2027
70.	Mayco meeting to consider submissions	Municipal Manager		21 May 2027
71.	Council workshop on draft IDP & Budget prior to Adoption	CFO IDP Manager		22 May 2027
72.	Council meeting to adopt the final IDP & Annual Budget and the Performance Management measures and targets	Executive Mayor Municipal Manager Council		27 May 2027

2026/2027 IDP/BUDGET & PMS TIME SCHEDULE

	(At least 30 days before the start of the budget year)			
73.	Management workshop to finalize the SDBIP's	Performance and Compliance Officer		02 May 2027
74.	Publish the adopted IDP & Budget as well as notice with all budget related documents and policies on the municipal website	IDP Manager CFO		04 May 2027
75.	Submit a copy of the adopted IDP & Budget to the MEC: Local Government and Treasury (Within 10 working days after adoption)	IDP Manager CFO		04 May 2027
76.	Advertise a public notice of the adoption of the IDP	IDP Manager		04 May 2027
77.	Publish a summary of the IDP and Budget on municipal website.	IDP Manager		04 May 2027
78.	District IDP Budget & PMS Alignment Working Session (July 2025 TBD) MFMA Section 75(1) 21, 53, 68, 77 MFMA Section 53(3)(b) Municipal Structures Act, 1998 Part 4 & S83, 88 Municipal Systems Act, 2000, Sections 17, 34, 76-81, 105	IDP Manager		08 May 2027
JUNE				
79.	Refine funding policies; review tariff structures	Chief Financial Officer		29 June 2027
80.	MMF & DCF	Municipal Manager Executive Mayor		12 June 2027
81.	Premier Coordinating Forum	Municipal Manager Executive Mayor		20 June 2027
82.	Approval of the Service Delivery & Budget Implementation Plan (SDBIP) (within 28 days of approval of budget)	Executive Mayor		24 June 2027

The Final 2026/27 Time Schedule and IDP/Budget Process Plan shall be tabled to council for adoption during August 2026.

2026/2027 IDP/BUDGET & PMS TIME SCHEDULE