

GEORGE MUNICIPALITY

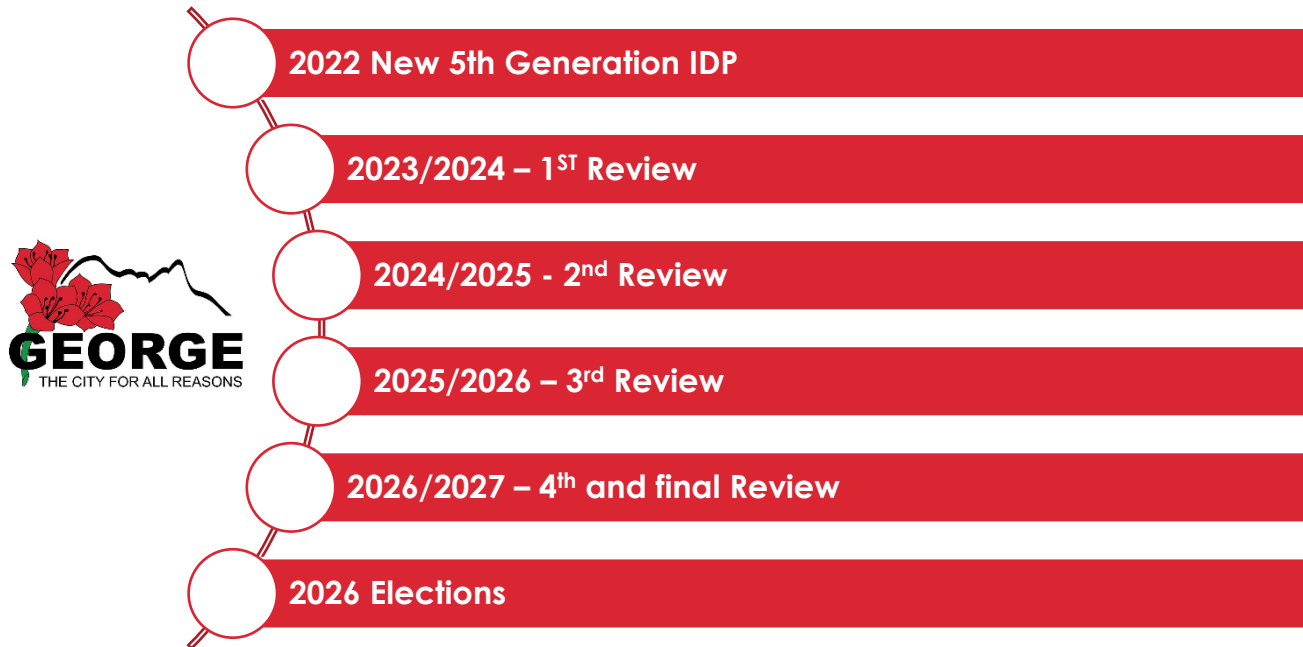
IDP/BUDGET/PMS & MSDF TIME-SCHEDULE 2027/2028

In preparation for the new five-year Integrated Development Plan/Budget and MSDF Review Process. In accordance with the Municipal Systems Act, the 2027/2028 planning cycle includes the preparation of a new five-year Integrated Development Plan (2027–2032) following the 2026 Local Government Elections.



1. IDP Process Planning

5th Generation Integrated Development Plan Process & Review Cycle



IDP/BUDGET TIME-SCHEDULE

2027/2028 PLANNING CYCLE

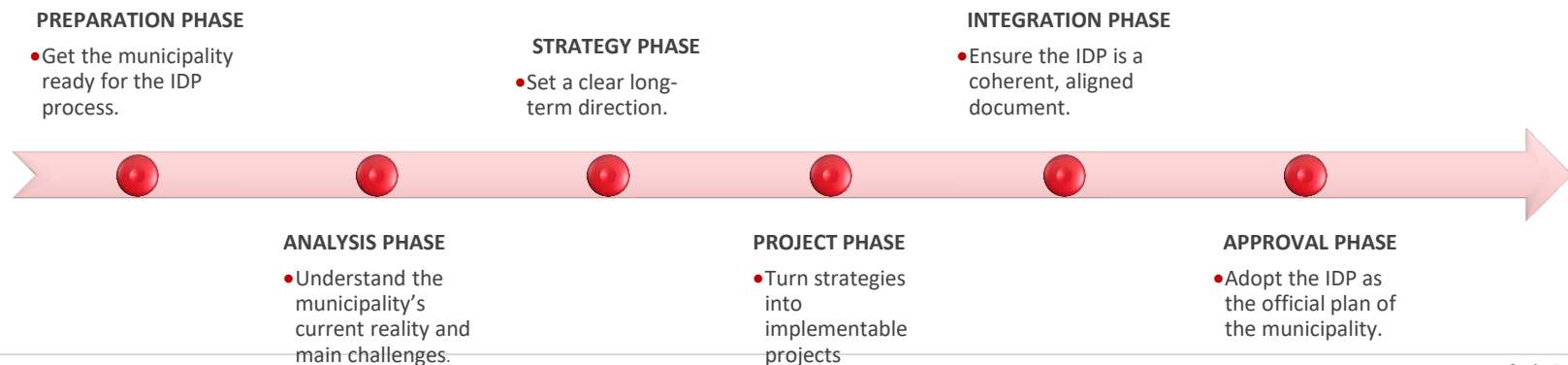
Compiled in terms of sections 28 and 29 of the Municipal Systems Act no 32 of 2000

OVERVIEW

The IDP Time-Schedule enhances integration and alignment between the IDP and Budget, thereby ensuring the development of an IDP-based budget. It fulfils the role of a business plan or an operational framework for the IDP process, outlining how the IDP process will be undertaken. The IDP Process Plan incorporates all municipal planning, budgeting, performance management, performance reporting and public and stakeholder engagement processes. The preparation of a time-schedule, which is in essence the IDP Process set out in writing, requires the adoption by Council. This plan must include the following:

- A programme specifying the time frames 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 drafting process;
- An indication of the organisational arrangements for the IDP process and
- Mechanisms and procedures for vertical and horizontal alignment

The table below summarises the important activities and deliverables to be considered during the phases of the process of drafting and annual review of the IDP Time-Schedule



IDP/BUDGET & MSDF TIME SCHEDULE OF KEY DEADLINES

Nr.	DELIVERABLE AND PROCESS MANAGEMENT	RESPONSIBILITY	OUTPUT	DATE	LEGAL FRAMEWORK
PREPARATION PHASE					
1	Development of IDP/Budget/MSDF Time-Schedule including internal consultations with key stakeholders	IDP, Planning & Budget Offices	Approved IDP and Budget Time Schedule	July 2026	IGR Framework Act 13 of 2005
2	Submit 4th Quarter Performance Report 2025/26 (Section 52) to council and make public after approval.	IDP & Budget Offices	Approved Quarter 4 Section 52 Report	July/August 2026	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.
3	Commencement of preparation and compilation of Status Quo Report for 2027MSDF amendment	Planning		July 2026	Standard Draft By-Law on Municipal Planning Chapter 2 Section 6(1) George Municipality Land Use Planning By-law 2023
4	COUNCIL MEETING: Adoption of the IDP/Budget & MSDF Time-Schedule	Council	Approved IDP and Budget Time Schedule	August 2026	
5	District IDP Managers Forum	IDP Office		August 2026	
6	Provincial IDP Managers Forums	DLG		August 2026	
7	COUNCIL considers the 2026/27 Capital Roll-Over Budget	CFO/Budget Office		August 2026	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)
8	Compile and submit Annual Financial Statements (AFS) and Annual Performance Report (APR) 2025/26 to the Auditor - General for auditing.	CFO	Annual Performance Report and Annual Financial Statements	August 2026	MFMA Sec 126 (1)(a) MSA - Sec 46 (1) (2) The accounting officer of a municipality must prepare the annual financial statements of the municipality and within 2 months after the end of the financial year to which those statements relate, submit the statements to the Auditor - General for auditing
9	Advertise/ make public the adopted Time-Schedule	IDP Office		September 2026	
10	Submit the adopted Time-Schedule to the MEC for Local Government	IDP Office		September 2026	

11	Technical Steercom	IDP Office		September 2026	
12	MMF & DCF	MM / IDP		September 2026	IGR Framework Act 13 of 2005
13	Finalisation of Status Quo Report for MSDF Amendment	Planning		September 2026	Standard Draft By-Law on Municipal Planning Chapter 2 Section 6(1) George Municipality Land Use Planning By-law 2023
14	JDMA interface Meeting (Garden Route District Municipality and George Municipality regarding sector department engagements)	IDP office		October 2026	MSA Section 24
ANALYSIS PHASE					
15	IGR Co-ordination Engagements: Technical Integrated Municipal Engagements (TIME)	Western Cape Government, IDP Office, MM and All Directors		October 2026	
16	Final round of public participation with all 28 wards with committees: To provide feedback on progress made on existing projects and share information on future projects. Media & Awareness Campaign to encourage public and sector participation in the IDP/Budget process.	Mayor's Office, IDP & BUDGET (The Mayor to present the IDP feedback to all 28 Wards)	Determine and assess the current level of development and the emerging challenges, opportunities and priority issues	September/October 2026	MSA Section 29(1)(b)(i)
17	Prepare a report on the outcomes of the public participation process and present it to the IDP and Budget Steering Committee and submit same to the Provincial Department of Local Government	IDP Office		October 2026	
18	Finalisation of Draft 2027 MSDF amendment Report	Deputy Director: Planning & Development		October - December 2026	
19	Submit 1st Quarterly report for period ending 30 September 2026 on	Snr Manager: Financial		October 2026	MFMA - Sec 52(d)

	implementation of the budget and financial state of affairs of the Municipality to Council	Management Services & Manager: IDP/PMS/PP			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
20	Local Government Elections 2026	All Municipalities		04 November 2026	
21	MMF & DCF	MM / IDP		November 2026	IGR Framework Act 13 of 2005
22	IDP and Budget Steering Committee Meetings	Executive Mayor		November 2026	
23	District IDP Managers Forum	District IDP Office		November 2026	IGR Framework Act 13 of 2005
24	SIME 1	DLG		November 2026	
25	Provincial IDP Managers Forum	District IDP Office / DLG		December 2026	
26	Produce an updated situational analysis Chapter of the IDP (informed by new trends, sources of information and new information from Directorates)	IDP Office		November 2026 – January 2027	
27	IDP Representative Forum	District IDP Office		November 2026	
28	Technical Steercom	District IDP Office		December 2026	MSA Section 25
STRATEGY PHASE					
29	Planning Session with Council Review / confirm the Municipal Vision, Mission, Strategic Goals and Values	Senior Management		January / February 2027	
30	Submit 2nd Quarterly report for period ending 31 December 2026 on implementation of the budget and financial state of affairs of the Municipality to Council	IDP/Budget Office	SDBIP performance report noted	January 2027	MFMA - Sec 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
31	Adjustments Budget: IDP and Budget Steering Committee: Directors present priority issues/proposed projects	IDP & Budget Office	Develop objectives for priority issues and determine	January 2027	MFMA Section 28(1): A municipality may revise an approved annual budget through an adjustments budget. MBRR Regulation 23(1): An adjustments budget may be

	Submit to Mayco and Council		programmes to achieve strategic intent including the development of the Strategic Scorecard		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.
32	Draft District Framework	IDP, IGR & Public Participation Unit	MSA, Act 32 of 2000 Section 27,28	January 2027	
33	Draft IDP, Budget and PMS Process Plan to new Council in accordance with the Municipal Systems Act.	IDP, IGR & Public Participation Unit	MSA, Act 32 of 2000 Section 27,28	January / February 2027	
34	New Council considers/adopts the IDP/Budget/PMS Process Plan.	IDP/Budget		January/February 2027	
35	Submit Mid-year budget and performance assessment (Section 72) to Mayoral Committee, Council and PT and NT	CFO/ IDP Office		January 2027	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
36	Produce and outline Budget strategy with high level estimates	Budget Office		February 2027	
37	Review tariffs and budget policies	CFO		February - May 2027	
38	MMF & DCF	MM / IDP		February 2027	
39	District IDP Managers Forum.	IDP, IGR & Public Participation	IGR Framework Act 13 of 2005 District Process	February 2027	
PROJECT PHASE					
40	IGR Co-ordination Engagements: Technical Integrated Municipal Engagements (TIME)	Sector Departments, IDP Office, MM		February- March 2027	

		and All Directors			
41	Draft MSDF Public Participation	Planning		February-March 2027	
42	Finalisation of the draft 2027/ 2028 IDP and draft Budget.	IDP/Budget Office		February – March 2027	
43	Compile the Draft SDBIP in preparation for submission to the Executive Mayor	PMS	MFMA Section 53	March 2027	
44	Finalisation of Draft 2027 MSDF Review Report	Planning		March 2027	
45	Co-ordinate the development of draft 2027/28 SDBIP One on one with all Directorates to confirm KPIs and performance targets.	PMS/Budget Office		March 2027	
INTEGRATION PHASE					
46	Incorporating the outcomes of the TIME in the Draft IDP	IDP Office	Incorporate programmes and projects in the IDP	February - March 2027	
47	District IDP Managers Forum: Focusing on the finalisation of all of the B-municipalities draft reviewed IDP's	District IDP Office		February 2027	
48	Integration of sector plans and institutional programmes	IDP Office, MM and All Directors		March 2027	
APPROVAL PHASE					
49	Council adoption of draft MSDF and permission for public participation	Planning		January 2027	
50	Tabling of the Draft 2027/2028 IDP/Budget & MSDF in Council	Executive Mayor	Approved draft IDP, budget & MSDF	March 2027	Municipal Systems Act, 2000 (Act 32 of 2000), Section 25(1) Municipal Finance Management Act, 2003 (Act 56 of 2003), Section 16(1) SPLUMA S20(2)
51	Submission of draft 2027 / 2028 IDP and budget to relevant institutions	IDP/Budget Office/MM		April 2027	
52	Budget Benchmark Assessments	CFO, MM and All Directors		May 2027	

53	PUBLIC PARTICIPATION: • Invite public comments on Draft Amended IDP 2027/2028 Review and Budget including engagements with all the 28 ward committees; • To provide feedback on current and future IDP projects as proposed by wards; and • To create an opportunity for further inputs on key highlights & proposals from the Draft Budget	Mayor / Budget Office / IDP Office (The Budget office presents the new budget to all 28 Wards)		April/May2027	
54	JDMA interface Meeting (Garden Route District Municipality and Department of Local Government)			April 2027	IGR Framework Act 13 of 2005
55	Submit 3rd Quarterly report for period ending 31 March 2027 on implementation of the budget and financial state of affairs of the Municipality to Council	IDP/Budget Office		April 2027	MFMA - Sec 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
56	Submit final draft 2027 MSDF Amendment Document to Council together with draft IDP	Planning / IDP		April 2027	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
57	Finalise the 2027/2028 SDBIP in accordance with the approved IDP and approved annual budget and submit the Draft SDBIP and draft performance agreements to the Executive Mayor.	Municipal Manager / PMS Office / Senior Management	Within 14 days after approval of the annual budget – May/June 2027		Section 69(3)(a) requires the accounting officer to submit the draft SDBIP to the Mayor no later than 14 days after approval of the budget.
58	Council to adopt final 2027/2028 IDP/Budget & MSDF	Council		May 2027	Municipal Systems Act, 2000 (Act 32 of 2000), Section 25(1) Municipal Finance Management Act, 2003 (Act 56 of 2003), Section 16(1) SPLUMA S20(2)
59	Executive Mayor approves the 2027/2028 Service Delivery and Budget Implementation Plan	Executive Mayor	Within 28 days after approval of the annual budget.	May/June 2027	MFMA Section 53(1)(c)(ii) The Mayor must ensure that the SDBIP is approved within 28 days after approval of the budget.

60	IDP Representative Forum	IDP Office	IGR engagements	April 2027	Municipal Systems Act, 2000 (Act 32 of 2000). Section 16(1), Section 29(1)(b)
61	District IDP Managers Forum	District IDP Office		June 2027	Municipal Systems Act, 2000 (Act 32 of 2000). Section 24(1) – Municipal planning must be aligned and coordinated among all spheres of government, including district and local municipalities. District Development Model (DDM) Policy framework encouraging “One Plan, One Budget” approach at district level; the District IDP Forum is used as a platform for alignment.
62	Provincial IDP Managers Forum	District IDP Office / DLG		June 2027	Municipal Systems Act, 2000 – Section 31 Intergovernmental Relations Framework Act, 2005 – Section 16–19 CoGTA Provincial IDP Guidelines
63	MMF & DCF	MM / IDP		June 2027	
64	Technical Steercom	IDP Office		June 2027	
65	Submission of Final IDP and budget to relevant institutions	IDP/Budget Office/MM		June 2027	MSA s32(1)(a) – adopted IDP to MEC within 10 days. MFMA s24(3) and applicable MBRR – approved budget submissions to National/Provincial Treasury.
66	Approved IDP and budget made public	IDP/Budget Office		June 2027	MSA s25(4) MSA s21A MFMA s75
MONITORING AND EVALUATION PHASE					
67	Section 56/57 Managers half-yearly evaluations for 2026/27	Corporate Services - HR	Performance evaluated	January- March 2027	
68	Commence with the compilation of the 2025/2026 Annual Report	IDP Office & Directorates	Compile annual report	July 2026 – January 2027	
69	Executive Mayor tables the 2025/2026 Annual Report	Executive Mayor	Annual Report 2025/2026 tabled	January 2027	MFMA Section 127 (2)
70	Executive Mayor tables adjustments budget for approval by Council	Executive Mayor	Approved adjustments budget	February 2027	MFMA Section 28

71	Annual Report made public (invite public inputs on the Annual Report)	MM	Annual report and adjustments budget made public	February 2027	MFMA Section 127 & MSA Section 21A)
72	Municipal Public Accounts Committee (MPAC) considers and evaluates the content of the 2025/2026 Annual Report	MPAC	Content of the 2025/2026 Annual Report considered and evaluated	February -March 2027	MFMA Section 129
73	Provincial IDP Managers Forum	IDP Office	Discussion on draft IDPs	March 2027	
74	Council adopts Annual & Oversight Report by 31 March	MM & Executive Mayor	Oversight report approved	March 2027	MFMA Section 129(1)
75	Adopted Annual Report including Oversight Report made public within seven days of adoption	MM		April 2027	MFMA Section 129(3) & MSA Section 21A
76	Within seven days of adoption of Annual & Oversight Report submit to Provincial Legislature and relevant MECs	MM		April 2027	MFMA Section 132(1)–(2)