

# **BEAUFORT WEST MUNICIPALITY**



## **TIME SCHEDULE OF KEY DEADLINES – 2025/2026**

*As per Section 21 of MFMA*

**TABLING DATE: 26 August 2025**

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## 1. LIST OF ABBREVIATIONS

|       |   |
|-------|---|
| BSC   | Budget Steering Committee                                 |
| MM    | Municipal Manager   |
| CFO   | Chief Financial Officer                                   |
| IDP   | Integrated Development Plan                               |
| DCS   | Director Corporate Services                               |
| PP    | Public Participation                                      |
| HRM   | Human Resource Management                                 |
| AG    | Auditor General   |
| PMS   | Performance Management System                             |
| MBRR  | Municipal Budget and Reporting Regulations                |
| MFMA  | Municipal Finance Management Act                          |
| MPPMR | Municipal Planning and Performance Management Regulations |
| MSA   | Municipal Systems Act                                     |
| SCM   | Supply Chain Management                                   |
| MPAC  | Municipal Public Accounts Committee                       |
| SIME  | Strategic Information Municipal Engagement                |
| NT    | National Treasury   |
| PT    | Provincial Treasury                                       |
| CKD   | Central Karoo District                                    |
| CKDM  | Central Karoo District Municipality                       |
| BWM   | Beaufort West Municipality                                |
| LBM   | Laingsburg Municipality                                   |
| PAM   | Prince Albert Municipality                                |
| DLG   | Department of Local Government                            |
| MEC   | Member of Executive Council                               |
| DCF   | District Coordinating Forum                               |
| DCTF  | District Coordinating Technical Forum                     |
| COMMS | Communications  |

## 2. 2025/2026 IDP AND BUDGET TIME SCHEDULE FOR THE FINANCIAL YEAR 2026/2027

| MONTH                 | ACTIVITY   | RESPONSIBLE PERSON         | DATE               | LEGISLATIVE FRAMEWORK    |
|-----------------------|--|----------------------------|--------------------|--------------------------|
| <b>SEPTEMBER 2025</b> |  |                            |                    |                          |
|                       | <ul style="list-style-type: none"> <li>Advertise IDP Public Participation and Ward Committees Meeting.</li> </ul>  | IDP                        | September          | Guidance: Section 29 MSA |
|                       | <ul style="list-style-type: none"> <li>Strategic Planning Meeting of Council.</li> </ul>   | CKDM - Strategic Support   | September          |                          |
|                       | <ul style="list-style-type: none"> <li>Auditor General, audit of performance measures.</li> </ul>  | AG                         | September          |                          |
|                       | <ul style="list-style-type: none"> <li>Submit adopted time schedule of key deadlines with Council resolution to DLG, National Treasury and Provincial Treasury.</li> </ul> | IDP/DCS                    | September          |                          |
|                       | <ul style="list-style-type: none"> <li>Q1 Provincial IDP Managers/Coordinators Forum Meeting.</li> </ul>   | DLG:IDP                    | TBC(September)     |                          |
|                       | <ul style="list-style-type: none"> <li>Reflect integration of reviewed sector plans into IDP.</li> </ul>   | IDP                        | September          |                          |
|                       | <ul style="list-style-type: none"> <li>Determine revenue projections and update policies and objectives.</li> </ul>  | MM/CFO/IDP/Senior Managers | September          |                          |
|                       | <ul style="list-style-type: none"> <li>Municipal Public Accounts Committee.</li> </ul>   | DCS                        | September          |                          |
|                       | <ul style="list-style-type: none"> <li>Q1 District Coordinating Technical Forum Meeting.</li> </ul>  | MM/Legal Services          | September          |                          |
|                       | <ul style="list-style-type: none"> <li>Q1 CK District Speakers Forum Meeting.</li> </ul>   | MM & Strategic - IDP       | End September 2025 |                          |
|                       | <ul style="list-style-type: none"> <li>Q1 District Coordinating Forum Meeting.</li> </ul>  | MM/Executive Mayor         | September          |                          |

| <b>MONTH</b> | <b>ACTIVITY</b>  | <b>RESPONSIBLE PERSON</b>         | <b>DATE</b>   | <b>LEGISLATIVE FRAMEWORK</b>                                  |
|--------------|--|-----------------------------------|---|---|
|              | <ul style="list-style-type: none"> <li>District CFO Forum.</li> </ul>  | CKDM CFO and Local Municipalities | September   |   |
|              | <ul style="list-style-type: none"> <li>Advertise IDP Time Schedule of Key Deadlines – circulate with stakeholders.</li> </ul>  | IDP/DCS                           | September   |   |
|              | <ul style="list-style-type: none"> <li>Provincial CFO Forum.</li> </ul>  | Provincial CFO's                  | September   |   |
|              | <ul style="list-style-type: none"> <li>Q1 District Joint IDP, PP &amp; Communications Managers Forum Meeting.</li> </ul>   | IDP/PP/COMMS                      | 05 September  |   |
|              | <ul style="list-style-type: none"> <li>Submit monthly Section 71 MFMA report on the budget to the Mayor and the Provincial Treasury.</li> </ul>  | MM/CFO                            | September<br>(No later than 10 working days after the end of the month) | <ul style="list-style-type: none"> <li>MFMA 71(1)</li> </ul>  |
|              | <ul style="list-style-type: none"> <li>Submit monthly statement to the provincial or national organ of state/Municipality on allocations received.</li> </ul>  | MM/CFO                            | September<br>(No later than 10 working days after the end of the month) | <ul style="list-style-type: none"> <li>MFMA 71 (5)</li> </ul> |
|              | <ul style="list-style-type: none"> <li>Submit monthly report on salaries, wages, allowance and benefits to Council.</li> </ul>   | MM/CFO                            | September   | <ul style="list-style-type: none"> <li>MFMA 66</li> </ul>     |
|              | <ul style="list-style-type: none"> <li>The Mayor to consider the monthly Section 71 MFMA report, review implementation of budget and service delivery and budget implementation amendments. Submit report to Council and make public any amendment to the 2025/26 SDBIP if amendments are deemed necessary.</li> </ul> | Executive Mayor/CFO               | September   |   |
|              | <ul style="list-style-type: none"> <li>Set up a meeting with the Performance Management to discuss the performance trends of the Municipality as part of the IDP review process for 2025/26.</li> </ul>  | DLG:IDP                           | September   |   |

| MONTH               | ACTIVITY  | RESPONSIBLE PERSON           | DATE         | LEGISLATIVE FRAMEWORK   |
|---------------------|---|------------------------------|--------------|---|
|                     | <ul style="list-style-type: none"> <li>Integration session of adopted sector plans for review.</li> </ul>   | IDP/Sector Champions         | 19 September |   |
|                     | <ul style="list-style-type: none"> <li>District Council Meeting.</li> </ul>   | Speaker                      | September    |   |
|                     | <ul style="list-style-type: none"> <li>Municipal Council Meeting.</li> </ul>  | Speaker                      | 30 September |   |
| <b>OCTOBER 2025</b> |   |                              |              |   |
|                     | <ul style="list-style-type: none"> <li>Determine Revenue projections and policies.</li> </ul>   | CFO                          | October      | <ul style="list-style-type: none"> <li>Review of policies and budget plans.</li> <li>Develop objectives for priority issues and determine programmes to achieve strategic intent including the development of scorecard.</li> </ul> |
|                     | <ul style="list-style-type: none"> <li>CKD IDP Managers/Coordinators Forum Meeting.</li> </ul>  | IDP                          | 03 October   |   |
|                     | <ul style="list-style-type: none"> <li>IDP Steering Committee Meeting (Feedback on situational analysis).</li> </ul>  | IDP                          | October      |   |
|                     | <ul style="list-style-type: none"> <li>Reflect integration of reviewed sector plans into IDP.</li> </ul>  | IDP                          | October      |   |
|                     | <ul style="list-style-type: none"> <li>Commence preparation of departmental SDBIP alignment to strategic objectives in the IDP and inputs from other stakeholders including government and bulk service providers.</li> </ul> | Executive Mayor/MM/Directors | October      |   |
|                     | <ul style="list-style-type: none"> <li>Draft initial allocations to sector departments.</li> </ul>  | CFO                          | October      |   |

| <b>MONTH</b> | <b>ACTIVITY</b>   | <b>RESPONSIBLE PERSON</b> | <b>DATE</b>   | <b>LEGISLATIVE FRAMEWORK</b>  |
|--------------|---|---------------------------|---|---|
|              | <ul style="list-style-type: none"> <li>Compile and submit Q1 performance report to Council.</li> </ul>  | PMS/CFO                   | October   | <ul style="list-style-type: none"> <li>MFMA Section 52 (d)</li> </ul>     |
|              | <ul style="list-style-type: none"> <li>Submit the quarterly report for the period ending 30 September on the implementation of the SCM policy to the Mayor and make the report public.</li> </ul>   | CFO                       | October   | <ul style="list-style-type: none"> <li>SCM Reg 6 (3) &amp; (4)</li> </ul> |
|              | <ul style="list-style-type: none"> <li>Review quarterly projections for period ended 30 September 2025 for the preparation of the SDBIP and compare actual performance to objections, in conjunction with the preparation of the section 52 MFMA report.</li> </ul> | Executive Mayor           | October   | <ul style="list-style-type: none"> <li>MFMA 52</li> </ul>                 |
|              | <ul style="list-style-type: none"> <li>Submit monthly Section 71 MFMA report on the budget to the Mayor and the Provincial Treasury.</li> </ul>   | MM/CFO                    | October<br>(No later than 10 working days after the end of the month) | <ul style="list-style-type: none"> <li>MFMA 71(1)</li> </ul>              |
|              | <ul style="list-style-type: none"> <li>Submit monthly statement to the provincial or national organ of state/Municipality on allocations received.</li> </ul>   | MM/CFO                    | October<br>(No later than 10 working days after the end of the month) | <ul style="list-style-type: none"> <li>MFMA 71 (5)</li> </ul>             |
|              | <ul style="list-style-type: none"> <li>Submit monthly report on salaries, wages, allowance and benefits to Council.</li> </ul>  | MM/CFO                    | October   | <ul style="list-style-type: none"> <li>MFMA 66</li> </ul>                 |
|              | <ul style="list-style-type: none"> <li>Table in Council quarterly consolidated report for period ending 30 September of all withdrawals not approved in the budget and submit to PT and AG.</li> </ul>  | MM                        | October   | <ul style="list-style-type: none"> <li>MFMA 11 (4)</li> </ul>             |

| <b>MONTH</b>         | <b>ACTIVITY</b>   | <b>RESPONSIBLE PERSON</b>                | <b>DATE</b>                                   | <b>LEGISLATIVE FRAMEWORK</b>   |
|----------------------|---|--|---|--|
|                      | <ul style="list-style-type: none"> <li>Submit the quarterly section 52 MFMA report for period ending 30 September 2025 on implementation of the budget and financial affairs of the municipality to Council.</li> </ul> | Executive Mayor/CFO                      | October                                       | <ul style="list-style-type: none"> <li>MFMA 52(d)</li> </ul>   |
|                      | <ul style="list-style-type: none"> <li>Send priorities to sector departments DDM/JDMA Process.</li> </ul>   | ONE PLAN IDP                             | October                                       |  |
|                      | <ul style="list-style-type: none"> <li>CKDM IDP Awareness drive.</li> </ul>   | IDP                                      | October                                       |  |
|                      | <ul style="list-style-type: none"> <li>First round of public participation in all seven (7) Wards and Ward Committees for IDP.</li> </ul>   | IDP/PP                                   | October - November                            |  |
|                      | <ul style="list-style-type: none"> <li>Municipal Public Accounts Committee.</li> </ul>  | DCS                                      | October                                       |  |
|                      | <ul style="list-style-type: none"> <li>Risk Management Committee meeting</li> </ul>   | Chief Risk Officer                       | 23 October                                    |  |
|                      | <ul style="list-style-type: none"> <li>Public/ Community IDP Awareness &amp; Participation Engagements.</li> </ul>  | CKDM PP & Officials and including Locals | October (BWM)<br>October(LBM)<br>October(PAM) |  |
|                      | <ul style="list-style-type: none"> <li>District Council Meeting</li> </ul>  | Speaker                                  | October                                       |  |
|                      | <ul style="list-style-type: none"> <li>Municipal Council Meeting</li> </ul>   | Speaker                                  | 28 October                                    |  |
| <b>NOVEMBER 2025</b> |   |  |   |  |
|                      | <ul style="list-style-type: none"> <li>Q2 CKD IDP Representative Forum.</li> </ul>  | IDP/Sector Departments                   | 20 November                                   | <ul style="list-style-type: none"> <li>Accounting Officer reviews and draft initial changes to IDP MSA Section 34</li> </ul> |



| MONTH | ACTIVITY  | RESPONSIBLE PERSON | DATE        | LEGISLATIVE FRAMEWORK   |
|-------|---|--------------------|-------------|---|
|       | <ul style="list-style-type: none"> <li>Consolidation of budget and plans.</li> </ul>  | CFO                | November    |   |
|       | <ul style="list-style-type: none"> <li>Table of draft Annual report to Audit committee.</li> </ul>  | PMS                | November    |   |
|       | <ul style="list-style-type: none"> <li>Q2 District Public Participation &amp; Communication Forum Meeting.</li> </ul>   | CKD PP/IDP/COMMS   | 19 November |   |
|       | <ul style="list-style-type: none"> <li>Place quarterly section 52 MFMA report on budget implementation on the municipal website.</li> </ul>   | MM                 | November    | <ul style="list-style-type: none"> <li>MFMA 54 (1)</li> </ul> |
|       | <ul style="list-style-type: none"> <li>The Executive Mayor to consider the monthly section 71 MFMA report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. Submit report to Council and make public any amendment to SDBIP if amendments are deemed necessary.</li> </ul> | MM/Executive Mayor | November    | <ul style="list-style-type: none"> <li>MFMA 54 (1)</li> </ul> |
|       | <ul style="list-style-type: none"> <li>Identify changed circumstances that might impact the strategic direction of the Municipality and require it to amend its IDP.</li> </ul>   | DLG:IDP            | November    |   |
|       | <ul style="list-style-type: none"> <li>Assess the changed circumstances impact on the IDP and what aspects of the IDP might require it to amend its IDP.</li> </ul>   | IDP                | November    |   |

| <b>MONTH</b> | <b>ACTIVITY</b>   | <b>RESPONSIBLE PERSON</b>                     | <b>DATE</b>  | <b>LEGISLATIVE FRAMEWORK</b>  |
|--------------|---|---|--|---|
|              | <ul style="list-style-type: none"> <li>Internal engagements to prioritize needs and assistance from sector departments.</li> </ul>              | IDP/ All internal departments within the BWM. | November   |   |
|              | <ul style="list-style-type: none"> <li>Submit monthly section 71 report on the budget to the Mayor and PT.</li> </ul>                           | MM/CFO  | November<br>(No later than 10 working days after the end of the month) | <ul style="list-style-type: none"> <li>MFMA 71 (1)</li> </ul>   |
|              | <ul style="list-style-type: none"> <li>Submit monthly report on salaries, wages, allowance and benefits to Council.</li> </ul>                  | MM/CFO  | November   | <ul style="list-style-type: none"> <li>MFMA 66</li> </ul>   |
|              | <ul style="list-style-type: none"> <li>Send priorities to sector departments.</li> </ul>  | IDP   | November   |   |
|              | <ul style="list-style-type: none"> <li>Strategic Integrated Municipal engagements 1 (SIME) with municipalities.</li> </ul>                      | DLG   | November   |   |
|              | <ul style="list-style-type: none"> <li>Municipal Public Accounts Committee.</li> </ul>  | DCS   | November   |   |
|              | <ul style="list-style-type: none"> <li>Audit and Performance Committee Meeting.</li> </ul>  | Internal Audit                                | 19 November  |   |
|              | <ul style="list-style-type: none"> <li>Finalize Audit Report for the financial year.</li> </ul>   | AG  | November   | <ul style="list-style-type: none"> <li>Auditor General return audit report (Due by 30 November) MFMA 126 (4)</li> </ul> |
|              | <ul style="list-style-type: none"> <li>Strategic session with Council about the Vision, Mission and Strategic Objectives and Values.</li> </ul> | MM/IDP  | November   |   |
|              | <ul style="list-style-type: none"> <li>Q2 District Coordinating Technical Forum meeting.</li> </ul>   | MM / Legal Services                           | 07 November  |   |

| <b>MONTH</b>         | <b>ACTIVITY</b>  | <b>RESPONSIBLE PERSON</b> | <b>DATE</b>    | <b>LEGISLATIVE FRAMEWORK</b>                                  |
|----------------------|--|---------------------------|----------------|---|
|                      | <ul style="list-style-type: none"> <li>Q2 District Coordinating Forum Meeting.</li> </ul>  | Executive Mayor/MM        | November       |   |
|                      | <ul style="list-style-type: none"> <li>District Interface Team.</li> </ul>   | DLG                       | November       |   |
|                      | <ul style="list-style-type: none"> <li>District Council Meeting.</li> </ul>  | Speaker                   | November       |   |
|                      | <ul style="list-style-type: none"> <li>BWM Council Meeting.</li> </ul>   | Speaker                   | 25 November    |   |
| <b>DECEMBER 2025</b> |  |                           |                |   |
|                      | <ul style="list-style-type: none"> <li>IDP Steering Committee Meeting (Comment on reviewed Municipal Strategies (Prioritize projects &amp; programmes)).</li> </ul>  | IDP/Budget/Directors      | December       |   |
|                      | <ul style="list-style-type: none"> <li>Provincial IDP Managers/Coordinators Forum.</li> </ul>  | DLG:IDP                   | 4 & 5 December |   |
|                      | <ul style="list-style-type: none"> <li>Executive determines strategic direction for the next three years and finalize tariff policies.</li> </ul>  | Senior Management         | December       |   |
|                      | <ul style="list-style-type: none"> <li>The Mayor to consider the monthly section 71 MFMA report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate to the SDBIP if amendments are deemed necessary.</li> </ul> | MM/CFO                    | December       | <ul style="list-style-type: none"> <li>MFMA 54 (1)</li> </ul> |
|                      | <ul style="list-style-type: none"> <li>Asses the changed circumstances impact on the IDP and what aspects of the IDP might require an amendment as a result thereof.</li> </ul>  | DLG:IDP                   | December       |   |

| MONTH               | ACTIVITY   | RESPONSIBLE PERSON     | DATE   | LEGISLATIVE FRAMEWORK   |
|---------------------|--|------------------------|--|---|
|                     | <ul style="list-style-type: none"> <li>Submit monthly section 71 MFMA report on the budget to the Executive Mayor and PT.</li> </ul>   | MM/CFO                 | December<br>(No later than 10 working days after the end of the month) | <ul style="list-style-type: none"> <li>MFMA 71(1)</li> </ul>  |
|                     | <ul style="list-style-type: none"> <li>Submit monthly statement to the provincial or national organ of state or Municipality on allocations received.</li> </ul>   | MM/CFO                 | December<br>(Within 10 working days of the start of the new month)     | <ul style="list-style-type: none"> <li>MFMA 71 (5)</li> </ul>   |
|                     | <ul style="list-style-type: none"> <li>Submit monthly report on salaries and wages expenditure to Council.</li> </ul>  | MM/CFO                 | December   | <ul style="list-style-type: none"> <li>MFMA 66</li> </ul>   |
|                     | <ul style="list-style-type: none"> <li>Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to Council and make public any amendment to the SDBIP-due end of the month.</li> </ul> | MM/CFO/Executive Mayor | December   | <ul style="list-style-type: none"> <li>MFMA 54 (1)</li> </ul>   |
|                     | <ul style="list-style-type: none"> <li>Outline / Review municipal Strategic Objectives, KPAs, KPIs and Targets.</li> </ul>   | Senior Management/PMS  | December   |   |
|                     | <ul style="list-style-type: none"> <li>District Council Meeting</li> </ul>   | Speaker                | December   |   |
|                     | <ul style="list-style-type: none"> <li>BWM Council Meeting</li> </ul>  | Speaker                | 11 December  |   |
| <b>JANUARY 2026</b> |  |                        |  |   |
|                     | <ul style="list-style-type: none"> <li>Prepare detailed budget and plans for the next three (3) years.</li> </ul>  | Budget                 | January-February   | <ul style="list-style-type: none"> <li>MFMA Section 36</li> <li>Accounting officer finalizes and submits to Mayor proposed IDP</li> </ul> |

| MONTH | ACTIVITY   | RESPONSIBLE PERSON | DATE  | LEGISLATIVE FRAMEWORK   |
|-------|--|--------------------|---|---|
|       |  |                    |   | and Budget for next two years   |
|       | <ul style="list-style-type: none"> <li>Compile and submit Quarterly Performance Report for Q2.</li> </ul>  | PMS                | January   | <ul style="list-style-type: none"> <li>MFMA Section 52 (d)</li> </ul>     |
|       | <ul style="list-style-type: none"> <li>Compile and submit Audit Action Plan to the AG.</li> </ul>  | CFO                | January   |   |
|       | <ul style="list-style-type: none"> <li>Mid-term/Mid-year Report submitted to the Executive Mayor.</li> </ul>   | CFO/PMS            | January   | <ul style="list-style-type: none"> <li>MFMA Section 72</li> </ul>         |
|       | <ul style="list-style-type: none"> <li>MM table mid-year report to Council for approval.</li> </ul>  | MM                 | January   | <ul style="list-style-type: none"> <li>MFMA Section 72</li> </ul>         |
|       | <ul style="list-style-type: none"> <li>Submit quarterly report for period ending 31 December on implementation of the SCM policy to the Mayor and make report public.</li> </ul>   | CFO                | January   | <ul style="list-style-type: none"> <li>SCM Reg 6 (3) &amp; (4)</li> </ul> |
|       | <ul style="list-style-type: none"> <li>Review quarterly projections for period ending 31 December for SDBIP and compare actual performance to objectives, in conjunction with preparation of section 72 report.</li> </ul> | MM                 | January   | <ul style="list-style-type: none"> <li>Guidance MFMA</li> </ul>           |
|       | <ul style="list-style-type: none"> <li>Submit monthly section 71 MFMA report on the budget to the Executive Mayor and the PT.</li> </ul>   | MM/CFO             | January<br>(No later than 10 working days after the end of the month) | <ul style="list-style-type: none"> <li>MFMA 71 (1)</li> </ul>             |
|       | <ul style="list-style-type: none"> <li>Submit monthly statement to provincial or national organ of state or municipality on allocations received.</li> </ul>   | MM/CFO             | January<br>(Within 10 working days after the end of the month)        | <ul style="list-style-type: none"> <li>MFMA 71 (5)</li> </ul>             |

| MONTH | ACTIVITY  | RESPONSIBLE PERSON    | DATE    | LEGISLATIVE FRAMEWORK   |
|-------|---|-----------------------|---------|---|
|       | <ul style="list-style-type: none"> <li>Submit monthly report on salaries, wages, allowance and benefits to Council.</li> </ul>  | MM/CFO                | January | <ul style="list-style-type: none"> <li>MFMA 66</li> </ul>   |
|       | <ul style="list-style-type: none"> <li>Midterm/mid-year Report is published in the local newspaper.</li> </ul>  | Senior Managers       | January | <ul style="list-style-type: none"> <li>MFMA Section 72</li> </ul>                                     |
|       | <ul style="list-style-type: none"> <li>Finalise annual performance report, assessment of arrears on taxes and service charges and an assessment of municipal performance together with recommendations from Council Audit Committee and details of corrective action undertaken arising from Audit report, and minimum competency compliance for inclusion in the Annual Report.</li> </ul> | DCS                   | January | <ul style="list-style-type: none"> <li>MFMA 121 (3) (c) &amp; (e)-(k);</li> <li>MSA 46 (2)</li> </ul> |
|       | <ul style="list-style-type: none"> <li>Assess the performance of the municipality to 31 December 2025 and submit a section 72 MFMA report on the assessment to the Executive Mayor, PT and NT. Consider an adjustments budget if necessary.</li> </ul>  | MM/CFO                | January | <ul style="list-style-type: none"> <li>MFMA 72 (1)</li> </ul>   |
|       | <ul style="list-style-type: none"> <li>Further review all aspects of budget including any unforeseen and unavoidable expenditure in light of need for adjustments budget.</li> </ul>  | Executive Mayor/CFO   | January | <ul style="list-style-type: none"> <li>MFMA 29</li> </ul>   |
|       | <ul style="list-style-type: none"> <li>Where necessary consider tabling and approval of an adjustments budget.</li> </ul>   | CFO                   | January | <ul style="list-style-type: none"> <li>MFMA 28</li> </ul>   |
|       | <ul style="list-style-type: none"> <li>Table in Council quarterly consolidated report for period ending 31 December 2025 of all</li> </ul>  | MM/CFO/Senior Manager | January | <ul style="list-style-type: none"> <li>MFMA 11 (4)</li> </ul>   |

| <b>MONTH</b> | <b>ACTIVITY</b>   | <b>RESPONSIBLE PERSON</b> | <b>DATE</b> | <b>LEGISLATIVE FRAMEWORK</b>                                  |
|--------------|---|---------------------------|-------------|---|
|              | withdrawals not approved in the budget and submit report to the PT and AG.  |                           |             |   |
|              | <ul style="list-style-type: none"> <li>Submit quarterly section 52 MFMA report for period ending 31 December on implementation of the budget and financial situation and submit report of the municipality to Council.</li> </ul>   | Executive Mayor/CFO       | January     | <ul style="list-style-type: none"> <li>MFMA 52 (d)</li> </ul> |
|              | <ul style="list-style-type: none"> <li>Consider monthly and mid-year (Section 71 and 72 MFMA) reports for the period ended 31 December 2025, review implementation of 2025/26 SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to Council and make public any amendment to 2025/26 SDBIP.</li> </ul> | Executive Mayor/MM        | January     | <ul style="list-style-type: none"> <li>MFMA 54 (1)</li> </ul> |
|              | <ul style="list-style-type: none"> <li>Table Draft Annual Report to Council.</li> </ul>   | Executive Mayor/MM        | January     | MFMA 127 (2)  |
|              | <ul style="list-style-type: none"> <li>Make public the annual report and invite comments from the local community, submit report to AG, PT and Western Cape Department of Local Government.</li> </ul>  | MM                        | January     | MFMA 127 (5)  |
|              | <ul style="list-style-type: none"> <li>Q3 District Coordinating Technical Forum.</li> </ul>   | MM/Legal Services         | January     |   |
|              | <ul style="list-style-type: none"> <li>Q3 District Coordinating Forum.</li> </ul>   | MM & Executive Mayor      | January     |   |
|              | <ul style="list-style-type: none"> <li>CKDM IDP Managers and IDP Representative Forum meeting.</li> </ul>   | IDP / PP                  | January     |   |

| MONTH                | ACTIVITY  | RESPONSIBLE PERSON | DATE                 | LEGISLATIVE FRAMEWORK  |
|----------------------|---|--------------------|----------------------|--|
|                      | <ul style="list-style-type: none"> <li>District Council Meeting.</li> </ul>   | Speaker            | January              |  |
|                      | <ul style="list-style-type: none"> <li>BWM Municipal monthly Council meeting.</li> </ul>  | Speaker            | 27 January           |  |
|                      | <ul style="list-style-type: none"> <li>CKD IDP Managers/Coordinators and Representative Forum</li> </ul>  | IDP/MM             | Last week of January |  |
| <b>FEBRUARY 2026</b> |   |                    |                      |  |
|                      | <ul style="list-style-type: none"> <li>Continuous Review of Municipal Strategic Objectives, KPAs, KPIs and Targets.</li> </ul>  | PMS/IDP            | February             |  |
|                      | <ul style="list-style-type: none"> <li>Place quarterly section 52 MFMA report on budget implementation on the municipal website.</li> </ul>   | MM                 | February             | MFMA 75 (1) (k)  |
|                      | <ul style="list-style-type: none"> <li>Q3 Joint District Public Participation &amp; Communication Forum.</li> </ul>   | IDP/PP             | 12 February          |  |
|                      | <ul style="list-style-type: none"> <li>Council adopts Adjustment budget and SDBIP, Performance agreements to be adjusted and section 57 Managers and MM and placed on municipal website.</li> </ul> | MM/Budget/PMS      | February             | <ul style="list-style-type: none"> <li>MFMA Section 129(1)</li> </ul>  |
|                      | <ul style="list-style-type: none"> <li>Advertise Adjustment Budget and Mid-year Section 72 assessment in local newspapers.</li> </ul>   | CFO/DCS            | February             | <ul style="list-style-type: none"> <li>Within 10 working days after the municipal council has approved an adjustment budget, the municipal manager must make public, the approved adjustments budget and supporting</li> </ul> |



| MONTH | ACTIVITY   | RESPONSIBLE PERSON        | DATE   | LEGISLATIVE FRAMEWORK  |
|-------|--|---------------------------|--|--|
|       |  |                           |  | documentation, as well as the resolutions referred to in regulation 25(3). MBRR Regulations 26(1)  |
|       | <ul style="list-style-type: none"> <li>Municipal Public Accounts Committee</li> </ul>  | DCS                       | February   |  |
|       | <ul style="list-style-type: none"> <li>IDP Steering Committee Meeting (Alignment)</li> </ul>   | IDP/CFO/Senior Management | February   |  |
|       | <ul style="list-style-type: none"> <li>Integration of Projects &amp; Programmes (JDMA Approach)</li> </ul>   | DLG                       | February   | <ul style="list-style-type: none"> <li>Accounting officer finalizes and submits to Executive Mayor proposed IDP and Budget for next two years</li> </ul> |
|       | <ul style="list-style-type: none"> <li>Conclusion of Sector Plans for the next financial year</li> </ul>   | Senior Managers           | February   |  |
|       | <ul style="list-style-type: none"> <li>Place the 2024/25 Annual Report on the municipal website.</li> </ul>  | MM                        | February   | <ul style="list-style-type: none"> <li>MFMA 75(1)</li> </ul>   |
|       | <ul style="list-style-type: none"> <li>Submit monthly section 71 MFMA report on the budget to the Executive Mayor and the PT.</li> </ul>                         | MM/CFO/Budget             | February<br>(No later than 10 working days after the end of the month) | <ul style="list-style-type: none"> <li>MFMA 71 (1)</li> </ul>  |
|       | <ul style="list-style-type: none"> <li>Submit monthly statement to the provincial or national organ of state or municipality on allocations received.</li> </ul> | MM/CFO/Budget             | February<br>(Within 10 working days after the end of the month)        | <ul style="list-style-type: none"> <li>MFMA 71 (5))</li> </ul>   |

| <b>MONTH</b> | <b>ACTIVITY</b>  | <b>RESPONSIBLE PERSON</b> | <b>DATE</b> | <b>LEGISLATIVE FRAMEWORK</b>                                     |
|--------------|--|---------------------------|-------------|--|
|              | <ul style="list-style-type: none"> <li>Submit monthly report on salaries, wages, allowance and benefits to Council.</li> </ul>   | MM/CFO/Budget             | February    | <ul style="list-style-type: none"> <li>MFMA 66</li> </ul>        |
|              | <ul style="list-style-type: none"> <li>Submit tabled adjustments budget to PT, NT and other affected organs of state.</li> </ul>   | MM/CFO/Budget             | February    | <ul style="list-style-type: none"> <li>MFMA 22 (b)</li> </ul>    |
|              | <ul style="list-style-type: none"> <li>Submit the approved adjustments budget to the PT and NT.</li> </ul>   | MM/Budget                 | February    | <ul style="list-style-type: none"> <li>MFMA 24 (3)</li> </ul>    |
|              | <ul style="list-style-type: none"> <li>Consider the monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to Council and make public any amendment to the SDBIP – due end of the month.</li> </ul> | Executive Mayor/MM/Budget | February    | <ul style="list-style-type: none"> <li>MFMA 54 (1)</li> </ul>    |
|              | <ul style="list-style-type: none"> <li>Technical Integrated Municipal Engagement – Technical engagement on governance and mid-year budget assessments and service delivery risks</li> </ul>  | MM                        | February    | <ul style="list-style-type: none"> <li>JDMA Processes</li> </ul> |
|              | <ul style="list-style-type: none"> <li>Q3 Speakers Forum</li> </ul>  | District Speakers         | 28 February |  |
|              | <ul style="list-style-type: none"> <li>CKDM IDP Awareness drive.</li> </ul>  | IDP                       | 18 February |  |
|              | <ul style="list-style-type: none"> <li>District Council Meeting</li> </ul>   | Speaker                   | February    |  |
|              | <ul style="list-style-type: none"> <li>BWM Council Meeting</li> </ul>  | Speaker                   | 24 February |  |

| MONTH             | ACTIVITY  | RESPONSIBLE PERSON | DATE  | LEGISLATIVE FRAMEWORK   |
|-------------------|---|--------------------|---|---|
| <b>MARCH 2026</b> |   |                    |   |   |
|                   | <ul style="list-style-type: none"> <li>Q3 District Coordinating Forum Meeting.</li> </ul>   | Executive Mayors   | March   |   |
|                   | <ul style="list-style-type: none"> <li>Workshop draft IDP &amp; Budget with Council.</li> </ul>   | Mayor/MM/CFO/IDP   | March   |   |
|                   | <ul style="list-style-type: none"> <li>Draft SDBIP for incorporation into draft IDP.</li> </ul>   | DCS/PMS/IDP        | March   | <ul style="list-style-type: none"> <li>MFMA Section 17</li> </ul>             |
|                   | <ul style="list-style-type: none"> <li>Table in Council Draft IDP and Budget 2026/27, with all supporting documents for approval by Council.</li> </ul>   | Executive Mayor/MM | March   | <ul style="list-style-type: none"> <li>MFMA 16 (2), 17 &amp; 87(3)</li> </ul> |
|                   | <ul style="list-style-type: none"> <li>Follow the processes set out in Regulation 3 of the Local Government: Municipal Planning and Performance Management Regulations should the Council decide to amend the IDP.</li> </ul> | IDP                | March   | <ul style="list-style-type: none"> <li>MSA-Regulation 3</li> </ul>            |
|                   | <ul style="list-style-type: none"> <li>Received notification of any transfers that will be made to the municipalities in each of the three financial years.</li> </ul>  | MM/CFO/Budget      | March   | <ul style="list-style-type: none"> <li>MFMA 37 (2)</li> </ul>                 |
|                   | <ul style="list-style-type: none"> <li>Submit monthly section 71 MFMA report on the budget to the Executive Mayor and PT.</li> </ul>  | MM/CFO             | March<br>(No later than 10 working days after the end of the month) | <ul style="list-style-type: none"> <li>MFMA 71 (1)</li> </ul>                 |
|                   | <ul style="list-style-type: none"> <li>Submit monthly statement to the provincial or national organ of state or municipality on allocations received.</li> </ul>  | MM/CFO/Budget      | March<br>(Within 10 working days after the end of the month)        | <ul style="list-style-type: none"> <li>MFMA 71 (5)</li> </ul>                 |

| MONTH | ACTIVITY  | RESPONSIBLE PERSON | DATE  | LEGISLATIVE FRAMEWORK  |
|-------|---|--------------------|-------|--|
|       | <ul style="list-style-type: none"> <li>Submit monthly report on salaries, wages, allowance and benefits to Council.</li> </ul>  | MM/CFO/Budget      | March | <ul style="list-style-type: none"> <li>MFMA 66</li> </ul>      |
|       | <ul style="list-style-type: none"> <li>Incorporate transfers to be made to or received from other municipalities into draft budget.</li> </ul>  | MM/CFO/Budget      | March | <ul style="list-style-type: none"> <li>MFMA 37 (2)</li> </ul>  |
|       | <ul style="list-style-type: none"> <li>Incorporate changes in prices for bulk resources and finalise tariff proposals for all charges.</li> </ul>   | MM                 | March | <ul style="list-style-type: none"> <li>MFMA 42</li> </ul>      |
|       | <ul style="list-style-type: none"> <li>Make public the tabled annual budget and accompanying budget documentation, invite the community to submit representations and submit to the PT, NT and other affected organs of state.</li> </ul> | MM                 | March | <ul style="list-style-type: none"> <li>MFMA 22</li> </ul>      |
|       | <ul style="list-style-type: none"> <li>Consider and approve, reject or refer back the 2024/25 Annual Report at a Council meeting.</li> </ul>  | MM                 | March | <ul style="list-style-type: none"> <li>MFMA 121 (1)</li> </ul> |
|       | <ul style="list-style-type: none"> <li>Adopt an oversight report providing comments on the 2024/25 Annual Report.</li> </ul>  | MM                 | March | <ul style="list-style-type: none"> <li>MFMA 129 (1)</li> </ul> |

| <b>MONTH</b> | <b>ACTIVITY</b>   | <b>RESPONSIBLE PERSON</b> | <b>DATE</b> | <b>LEGISLATIVE FRAMEWORK</b>                                  |
|--------------|---|---------------------------|-------------|---|
|              | <ul style="list-style-type: none"> <li>Consider monthly section 71 MFMA report, review implementation of the 2025/26 SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to Council and make any public amendments to the 2025/26 SDBIP.</li> </ul> | Executive Mayor/MM/CFO    | March       | <ul style="list-style-type: none"> <li>MFMA 54 (1)</li> </ul> |
|              | <ul style="list-style-type: none"> <li>Advise the Central Karoo District Municipality and Department of Local Government on the outcome of the annual IDP review process and Council's decision.</li> </ul>   | DLG SOP                   | March       |   |
|              | <ul style="list-style-type: none"> <li>District Coordinating Technical Forum</li> </ul>   | Executive Mayors/MM       | March       |   |
|              | <ul style="list-style-type: none"> <li>District Council Meeting.</li> </ul>   | Speaker                   | March       |   |
|              | <ul style="list-style-type: none"> <li>B/West Municipal Council Meeting.</li> </ul>   | Speaker                   | 31 March    |   |
|              | <ul style="list-style-type: none"> <li>CKDM IDP Managers and IDP Representative Forum meeting.</li> </ul>   | CKDM IDP                  | 12 March    |   |
|              | <ul style="list-style-type: none"> <li>Municipal Public Accounts Committee</li> </ul>   | DCS                       | March       |   |
|              | <ul style="list-style-type: none"> <li>Risk Management Committee Meeting</li> </ul>   | Internal Audit            | 24 March    |   |
|              | <ul style="list-style-type: none"> <li>Audit and Performance Committee Meeting</li> </ul>   | Internal Audit            | 26 March    |   |

| MONTH             | ACTIVITY   | RESPONSIBLE PERSON     | DATE  | LEGISLATIVE FRAMEWORK   |
|-------------------|--|------------------------|-------|---|
|                   | <ul style="list-style-type: none"> <li>Mid-year Evaluation of MM and Section 57 Managers</li> </ul>  | PMS/HRM                | March | <ul style="list-style-type: none"> <li>Regulation 805</li> </ul>  |
| <b>APRIL 2026</b> |  |                        |       |   |
|                   | <ul style="list-style-type: none"> <li>Send Draft IDP to NT and PT.</li> </ul>   | MM/IDP                 | April | <ul style="list-style-type: none"> <li>Accounting Officer assist the Mayor in revising the budget.</li> </ul> |
|                   | <ul style="list-style-type: none"> <li>Advertise Draft IDP and Budget documents for public inputs and comments.</li> </ul>   | IDP/CFO                | April |   |
|                   | <ul style="list-style-type: none"> <li>Second round of public participation on Draft – IDP &amp; Budget.</li> </ul>  | Executive Mayor/MM/CFO | April |   |
|                   | <ul style="list-style-type: none"> <li>Finalization of Draft IDP &amp; Budget documents.</li> </ul>  | IDP/CFO                | April |   |
|                   | <ul style="list-style-type: none"> <li>Q4 District Coordinating Technical Forum</li> </ul>   | Executive Mayor/MM     | April |   |
|                   | <ul style="list-style-type: none"> <li>Make public the oversight report in line with section 129 of the Local Government: Municipal Finance Management Act.</li> </ul> | MM                     | April | <ul style="list-style-type: none"> <li>MFMA 129 (3)</li> </ul>  |
|                   | <ul style="list-style-type: none"> <li>Submit the 2024/25 Annual Report and oversight report to the Western Cape Provincial Legislature.</li> </ul>                    | MM                     | April | <ul style="list-style-type: none"> <li>MFMA 132 (1) &amp; (2)</li> </ul>                                      |

| MONTH | ACTIVITY  | RESPONSIBLE PERSON         | DATE   | LEGISLATIVE FRAMEWORK   |
|-------|---|----------------------------|--|---|
|       | <ul style="list-style-type: none"> <li>Review quarterly projections for period ending 31 March 2026 for the 2025/26 SDBIP and compare actual performance to objectives, in conjunction with preparation of section 52 MFMA report.</li> </ul> |                            | April  | Guidance  |
|       | <ul style="list-style-type: none"> <li>Submit monthly section 71 MFMA report on the budget to the Executive Mayor and PT.</li> </ul>  | MM/CFO/Budget              | April<br>(No later than 10 working days after the end of the month.) | <ul style="list-style-type: none"> <li>MFMA 71 (1)</li> </ul> |
|       | <ul style="list-style-type: none"> <li>Submit monthly statement to the provincial or national organ of state or municipality on allocations received.</li> </ul>  | MM/CFO/Budget              | April<br>(Within 10 working days after the end of the month.)        | <ul style="list-style-type: none"> <li>MFMA 71 (5)</li> </ul> |
|       | <ul style="list-style-type: none"> <li>Submit monthly report on salaries, wages, allowance and benefits to Council.</li> </ul>  | MM/CFO/Budget              | April  | <ul style="list-style-type: none"> <li>MFMA 66</li> </ul>     |
|       | <ul style="list-style-type: none"> <li>Table in Council quarterly consolidated report for period ending 31 March of all withdrawals not approved in budget and submit report to the PT and AG.</li> </ul>                                     | MM/CFO/Budget              | April  | <ul style="list-style-type: none"> <li>MFMA 11</li> </ul>     |
|       | <ul style="list-style-type: none"> <li>Submit quarterly section 52 MFMA report for period ending 31 March 2026 on implementation of the budget and financial state of affairs of the municipality to Council.</li> </ul>                      | Executive Mayor/CFO        | April  | <ul style="list-style-type: none"> <li>MFMA 52 (d)</li> </ul> |
|       | <ul style="list-style-type: none"> <li>Consider the views of the community and other stakeholders on the draft budget for the 2026/27 financial year.</li> </ul>  | Executive Mayor/CFO/Budget | April  | <ul style="list-style-type: none"> <li>MFMA 23 (1)</li> </ul> |

| <b>MONTH</b> | <b>ACTIVITY</b>  | <b>RESPONSIBLE PERSON</b>       | <b>DATE</b>       | <b>LEGISLATIVE FRAMEWORK</b>                                  |
|--------------|--|---------------------------------|-------------------|---|
|              | <ul style="list-style-type: none"> <li>Respond to submissions received on the draft budget for the 2026/27 financial year and if necessary, revise the budget and table amendments for Council consideration.</li> </ul>   | Executive Mayor                 | April             | <ul style="list-style-type: none"> <li>MFMA 23 (2)</li> </ul> |
|              | <ul style="list-style-type: none"> <li>Consider monthly section 71 MFMA report, review implementation of the 2025/26 SDBIP, identify problems and amend or recommend appropriate mechanisms. Submit report to Council and make public any amendment to the 2025/26 SDBIP.</li> </ul> | Executive Mayor/MM              | April             | <ul style="list-style-type: none"> <li>MFMA 54 (1)</li> </ul> |
|              | <ul style="list-style-type: none"> <li>Compile and submit Quarterly Performance Report Q2 to Council.</li> </ul>   | PMS/CFO                         | April             |   |
|              | <ul style="list-style-type: none"> <li>BWM Public Participation Process/ Draft IDP &amp; Budget.</li> </ul>  | BWM/IDP/CFO/PP                  | April             |   |
|              | <ul style="list-style-type: none"> <li>Conduct Stakeholder and Public Participation engagements.</li> </ul>  | CKDM Strategic Support Services | 08 April – 15 May |   |
|              | <ul style="list-style-type: none"> <li>Municipal Public Accounts Committee.</li> </ul>   | DCS                             | April             |   |
|              | <ul style="list-style-type: none"> <li>Conclusion for Sector plans for inclusion of IDP.</li> </ul>  | Internal departments            | April             |   |
|              | <ul style="list-style-type: none"> <li>Q4 Joint District Public Participation &amp; Communication Forum.</li> </ul>  | CKDM IDP/PP/COMMS               | 08 April          |   |



| MONTH           | ACTIVITY  | RESPONSIBLE PERSON  | DATE     | LEGISLATIVE FRAMEWORK   |
|-----------------|---|---------------------|----------|---|
|                 | <ul style="list-style-type: none"> <li>Compile and submit Quarterly Performance Report for Q3 to Council.</li> </ul>  | PMS/CFO             | April    |   |
|                 | <ul style="list-style-type: none"> <li>District Council Meeting</li> </ul>  | Speaker             | April    |   |
|                 | <ul style="list-style-type: none"> <li>BWM Council Meeting</li> </ul>   | Speaker             | 28 April |   |
| <b>MAY 2026</b> |   |                     |          |   |
|                 | <ul style="list-style-type: none"> <li>Review written comments in respect of the draft (advertised) IDP.</li> </ul>   | MM/IDP              | May      | <ul style="list-style-type: none"> <li>MFMA Section 23,24</li> <li>MSA Chapter 4</li> </ul> |
|                 | <ul style="list-style-type: none"> <li>Q4 District IDP Managers/Coordinators.</li> </ul>  | IDP/MM              | 20 May   |   |
|                 | <ul style="list-style-type: none"> <li>Community inputs into organization KPIs and Target.</li> </ul>   | IDP/PMS             | May      |   |
|                 | <ul style="list-style-type: none"> <li>Q4 District Coordinating Forum</li> </ul>  | Executive Mayors/MM | April    |   |
|                 | <ul style="list-style-type: none"> <li>SIME LG MTEC: IDP, budget and SDF assessments – Provincial Government and Municipality to discuss findings and recommendations emanating from the assessments. Integrate input into the draft IDP and Budget.</li> </ul> | MM/CFO/IDP          | May      | <ul style="list-style-type: none"> <li>IGR</li> </ul>                                       |

| <b>MONTH</b> | <b>ACTIVITY</b>   | <b>RESPONSIBLE PERSON</b> | <b>DATE</b>  | <b>LEGISLATIVE FRAMEWORK</b>   |
|--------------|---|---------------------------|--|--|
|              | <ul style="list-style-type: none"> <li>Preparing final IDP and Budget documentation for final approval by Council, review any other comments from National, or Provincial Government or organ state.</li> </ul> | MM/CFO/IDP                | May  | <ul style="list-style-type: none"> <li>MFMA 68 and MSA Guidance</li> </ul> |
|              | <ul style="list-style-type: none"> <li>Place quarterly (section 52) report on budget implementation of the municipal website.</li> </ul>  | MM                        | May  | <ul style="list-style-type: none"> <li>MFMA 75 (1) (k)</li> </ul>          |
|              | <ul style="list-style-type: none"> <li>Submit monthly section 71 MFMA report on the budget to the Executive Mayor and PT.</li> </ul>  | MM/CFO/Budget             | May<br>(No later than 10 working days after the end of month.) | <ul style="list-style-type: none"> <li>MFMA 71 (1)</li> </ul>              |
|              | <ul style="list-style-type: none"> <li>Submit monthly statement to the provincial or national organ of state or municipality on allocations received.</li> </ul>  | MM/CFO/Budget             | May<br>(Within 10 working days after the end of the month.)    | <ul style="list-style-type: none"> <li>MFMA 71 (5)</li> </ul>              |
|              | <ul style="list-style-type: none"> <li>Submit monthly report on salaries, wages, allowance and benefits to Council.</li> </ul>  | MM/CFO/Budget             | May  | <ul style="list-style-type: none"> <li>MFMA 66</li> </ul>                  |
|              | <ul style="list-style-type: none"> <li>Q-4 District IDP Managers and IDP Representative Forum.</li> </ul>   | IDP/MM                    | 20 May   |  |
|              | <ul style="list-style-type: none"> <li>Municipal Public Accounts Committee.</li> </ul>  | DCS                       | May  |  |
|              | <ul style="list-style-type: none"> <li>District Municipal Council Meeting.</li> </ul>   | Speaker                   | May  |  |
|              | <ul style="list-style-type: none"> <li>BWM Council Meeting.</li> </ul>  | Speaker                   | 26 May   |  |

| MONTH            | ACTIVITY   | RESPONSIBLE PERSON         | DATE | LEGISLATIVE FRAMEWORK   |
|------------------|--|----------------------------|------|---|
|                  | <ul style="list-style-type: none"> <li>Final Adoption of IDP &amp; Budget, Organogram.</li> </ul>  | IDP/CFO/MM/Executive Mayor | May  | <ul style="list-style-type: none"> <li>MFMA 24 (1) and MSA Guidance</li> </ul>                              |
|                  | <ul style="list-style-type: none"> <li>Tabling of IDP and Budget related policies to Council for adoption.</li> </ul>  | MM/Executive Mayor         | May  |   |
|                  | <ul style="list-style-type: none"> <li>Distribute adopted IDP and associated supplementary documents to the MEC for Local Government if the Municipality adopts an amended IDP.</li> </ul>   | IDP/DCS                    | May  | <ul style="list-style-type: none"> <li>MSA 32 (1)</li> </ul>  |
|                  | <ul style="list-style-type: none"> <li>Consider monthly section 71 MFMA report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to Council and make public any amendment to the SDBIP.</li> </ul> | Executive Mayor/MM         | May  | <ul style="list-style-type: none"> <li>MFMA 54 (1)</li> </ul>   |
|                  | <ul style="list-style-type: none"> <li>Q4 District Speakers Forum.</li> </ul>  | District Speaker           | May  |   |
| <b>JUNE 2026</b> |  |                            |      |   |
|                  | <ul style="list-style-type: none"> <li>Submit draft 2026/27SDBIP to the Executive Mayor.</li> </ul>  | Executive Mayor            | June | <ul style="list-style-type: none"> <li>MFMA 69 (3) (a)</li> </ul>   |
|                  | <ul style="list-style-type: none"> <li>Submit draft annual performance agreements for the next financial year to the Executive Mayor.</li> </ul>   | MM                         | June | <ul style="list-style-type: none"> <li>MFMA 69 (3) (b)</li> </ul>   |
|                  | <ul style="list-style-type: none"> <li>Approve annual budget and IDP by Council resolution, including taxes, tariffs, measurable performance objectives, changes to the IDP</li> </ul>   | MM/Executive Mayor/CFO/IDP | June | <ul style="list-style-type: none"> <li>MFMA 16 (1), 24 (2) &amp; 53 (1) (c) (i) and MSA guidance</li> </ul> |

| MONTH | ACTIVITY   | RESPONSIBLE PERSON | DATE  | LEGISLATIVE FRAMEWORK   |
|-------|--|--------------------|---|---|
|       | and Budget related policies, include service delivery agreements and long-term contracts where appropriate.  |                    |   |   |
|       | <ul style="list-style-type: none"> <li>Inform community about the approved IDP &amp; Budget: Place copies in/on libraries, website and notices in newspaper</li> </ul>   | IDP/CFO            | June  |   |
|       | <ul style="list-style-type: none"> <li>Approve the 2026/27 SDBIP.</li> </ul>   | Executive Mayor    | June  | <ul style="list-style-type: none"> <li>MFMA 53 (1) (c) (i)</li> </ul>                         |
|       | <ul style="list-style-type: none"> <li>Send IDP &amp; Budget related documents to DLG,PT &amp; NT.</li> </ul>  | IDP/CFO            | June  | <ul style="list-style-type: none"> <li>MFMA 24 (3)</li> </ul>                                 |
|       | <ul style="list-style-type: none"> <li>Audit and Performance Committee Meeting</li> </ul>  | Internal Audit     | 25 June   |   |
|       | <ul style="list-style-type: none"> <li>Submit copies of SDBIP to NT and PT.</li> </ul>   | PMS                | June (10 days after approval)                                       | <ul style="list-style-type: none"> <li>MFMA Section 53</li> <li>MSA Sections 38-45</li> </ul> |
|       | <ul style="list-style-type: none"> <li>Submit monthly section 71 MFMA report on the budget to the Executive Mayor and PT.</li> </ul>   | MM/CFO/Budget      | June<br>(No later than 10 working days after the end of the month.) | <ul style="list-style-type: none"> <li>MFMA 71 (1)</li> </ul>                                 |
|       | <ul style="list-style-type: none"> <li>Submit monthly statement to the provincial or national organ of state or municipality on allocations received.</li> </ul>   | MM/CFO/Budget      | June<br>(No later than 10 working days after the end of the month.) | <ul style="list-style-type: none"> <li>MFMA 71 (5)</li> </ul>                                 |
|       | <ul style="list-style-type: none"> <li>Consider monthly (section 71 report, review implementation of the 2026/27 SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to</li> </ul> | Executive Mayor/MM | June  | <ul style="list-style-type: none"> <li>MFMA 54 (1)c</li> </ul>                                |

| <b>MONTH</b>     | <b>ACTIVITY</b>   | <b>RESPONSIBLE PERSON</b> | <b>DATE</b>                     | <b>LEGISLATIVE FRAMEWORK</b>  |
|------------------|---|---------------------------|---------------------------------|---|
|                  | Council and make public any amendment to the SDBIP.   |                           |                                 |   |
|                  | <ul style="list-style-type: none"> <li>Municipal Public Accounts Committee.</li> </ul>  | DCS                       | June                            |   |
|                  | <ul style="list-style-type: none"> <li>District Council Meeting</li> </ul>  | Speaker                   | June                            |   |
|                  | <ul style="list-style-type: none"> <li>BWM Council Meeting</li> </ul>   | Speaker                   | 30 June                         |   |
| <b>JULY 2026</b> |   |                           |                                 |   |
|                  | <ul style="list-style-type: none"> <li>Signing of performance agreements of MM and Section 57 Managers</li> </ul>                       | PMS/HRM                   | July (before 31 <sup>st</sup> ) |   |
|                  | <ul style="list-style-type: none"> <li>Submit copies of SDBIP to NT and PT</li> </ul>   | IDP                       | July                            | <ul style="list-style-type: none"> <li>Section 57 of the MSA</li> </ul>                       |
|                  | <ul style="list-style-type: none"> <li>Make public, the performance agreements of MM and Senior Managers (Municipal Website)</li> </ul> | IDP                       |                                 | <ul style="list-style-type: none"> <li>MFMA Section 53</li> <li>MSA Sections 38-45</li> </ul> |

| MONTH | ACTIVITY  | RESPONSIBLE PERSON         | DATE | LEGISLATIVE FRAMEWORK   |
|-------|---|----------------------------|------|---|
|       | <ul style="list-style-type: none"> <li>Preparation of the draft IDP &amp; Budget Time Schedule</li> <li>Engagement with the Budget Office and PMS alignment purposes.</li> <li>Review participatory forums and mechanisms.</li> <li><b>MINMAY : PLANNING</b></li> <li>District Mayors present strategic and planning priorities &amp; service delivery challenges.</li> </ul> | IDP/CFO/Budget and PMS     | July | <ul style="list-style-type: none"> <li>Accounting Officer and Senior Officials begin planning for the next two-year budget MFMA Section 68, 77.</li> <li>Accounting Officer and Senior Managers review options and contracts for service delivery.</li> </ul> |
|       | <ul style="list-style-type: none"> <li>Send first draft IDP and Budget Time Schedule to CKDM IDP.</li> <li>Managers alignment/Expect to receive the Draft IDP/Budget Time Schedule of the CKDM for inputs/alignment</li> </ul>  | IDP                        | July |   |
|       | <ul style="list-style-type: none"> <li>Approve and announce new budget schedules and set up committees/forums.</li> <li>Consultation on Performance and changing needs</li> </ul>   | Budget and Treasury Office | July |   |
|       | <ul style="list-style-type: none"> <li>Q1 District Public Participation and Communication forum meeting.</li> </ul>   | IDP-PP                     | July |   |
|       | <ul style="list-style-type: none"> <li>Roll out of the SDBIP.</li> <li>Prepare/Review departmental sector plans for next financial year.</li> <li>Preparing Annual Performance Report (Section 46)</li> <li>Prepare and submit performance agreements of Municipal Manager and Senior Managers to the MEC and municipal website.</li> </ul>                                   | PMS and Budget             | July | <ul style="list-style-type: none"> <li>Performance agreements must be submitted to the Council and MEC for Local Government in Province. MFMA Section 53(3)(b)</li> <li>MFMA Section 52 (d)</li> </ul>  |

| MONTH              | ACTIVITY   | RESPONSIBLE PERSON       | DATE  | LEGISLATIVE FRAMEWORK   |
|--------------------|--|--------------------------|---|---|
|                    | <ul style="list-style-type: none"> <li>Compile and submit Q4 performance report to Council</li> </ul>  |                          |   |   |
|                    | <ul style="list-style-type: none"> <li>Submit monthly section 71 MFMA report on the budget to the Executive Mayor and PT.</li> </ul>   | MM/CFO/Budget            | July<br>(No later than 10 working days after the end of the month.) | <ul style="list-style-type: none"> <li>MFMA 71 (1)</li> </ul>       |
|                    | <ul style="list-style-type: none"> <li>Submit monthly statement to the provincial or national organ of state or municipality on allocations received.</li> </ul>   | MM/CFO/Budget            | July<br>(No later than 10 working days after the end of the month.) | <ul style="list-style-type: none"> <li>MFMA 71 (5)</li> </ul>       |
|                    | <ul style="list-style-type: none"> <li>Consider monthly (section 71 report, review implementation of the 2026/27 SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to Council and make public any amendment to the SDBIP.</li> </ul> | Executive Mayor/MM       | July  | <ul style="list-style-type: none"> <li>MFMA 54 (1)c</li> </ul>      |
|                    | <ul style="list-style-type: none"> <li>CKDM IDP Representative Forum Meeting.</li> </ul>   | IDP/PP                   | July  |   |
|                    | <ul style="list-style-type: none"> <li>District Council Meeting</li> </ul>   | Speaker                  | July  |   |
|                    | <ul style="list-style-type: none"> <li>BWM Council Meeting</li> </ul>  | Speaker                  | July  |   |
| <b>AUGUST 2026</b> |  |                          |   |   |
|                    | <ul style="list-style-type: none"> <li>Consult and review performance and financial position</li> </ul>  | PMS - CFO                | August  |   |
|                    | <ul style="list-style-type: none"> <li>Executive Mayor table IDP and Budget Time Schedule for 2027/2028 to Council for Approval</li> </ul>   | IDP/MM & Executive Mayor | August  | <ul style="list-style-type: none"> <li>Section 34 of MSA</li> </ul> |

| MONTH | ACTIVITY   | RESPONSIBLE PERSON         | DATE  | LEGISLATIVE FRAMEWORK  |
|-------|--|----------------------------|---|--|
|       | <ul style="list-style-type: none"> <li>Submit monthly section 71 MFMA report on the budget to the Executive Mayor and PT.</li> </ul>   | MM/CFO/Budget              | August<br>(No later than 10 working days after the end of the month.) | <ul style="list-style-type: none"> <li>MFMA 71 (1)</li> </ul>            |
|       | <ul style="list-style-type: none"> <li>Submit monthly statement to the provincial or national organ of state or municipality on allocations received.</li> </ul>   | MM/CFO/Budget              | August<br>(No later than 10 working days after the end of the month.) | <ul style="list-style-type: none"> <li>MFMA 71 (5)</li> </ul>            |
|       | <ul style="list-style-type: none"> <li>Consider monthly (section 71 report, review implementation of the 2026/27 SDBIP, identify problems and amend or recommend appropriate amendments. Submit report to Council and make public any amendment to the SDBIP.</li> </ul> | Executive Mayor/MM         | August  | <ul style="list-style-type: none"> <li>MFMA 54 (1)c</li> </ul>           |
|       | <ul style="list-style-type: none"> <li>Submit annual financial performance report to Council</li> </ul>  | CFO                        | August  | <ul style="list-style-type: none"> <li>MFMA Section 126(1)(a)</li> </ul> |
|       | <ul style="list-style-type: none"> <li>CKDM – Hold and follow up – IDP &amp; Public Participation Alignment Forum Meeting.</li> </ul>  | IDP & Public Participation | August  |  |
|       | <ul style="list-style-type: none"> <li>District Council Meeting</li> </ul>   | Speaker                    | August  |  |
|       | <ul style="list-style-type: none"> <li>BWM Council Meeting</li> </ul>  | Speaker                    | August  |  |



### **3. ADOPTION OF THE IDP/BUDGET TIME SCHEDULE BY COUNCIL**

The IDP Time Schedule of Key Deadlines 2025-2026 must be approved by Council before the 31<sup>st</sup> August 2025.