LANGEBERG

MUNISIPALITEIT MUNICIPALITY MASIPALA

Raadslede van die Raad van die Langeberg Munisipaliteit

Kennis geskied hiermee van 'n Raadsvergadering
van die Raad van Langeberg Munisipaliteit wat gehou sal word op

25 AUGUSTUS 2026 om 10H00

in die Raadsaal, Munisipale Kantore, Kerkstraat, Robertson
om oorweging te verleen aan die items op die aangehegte agenda.

...

Councillors of the Council of the Langeberg Municipality

Notice is hereby given of a Council Meeting
of the Municipal Council of the Langeberg Municipality to be held on

25 AUGUST 2026 at 10H00

in the Council Chambers, Municipal Offices,
Church Street, Robertson to discuss the items on the appended agenda.

P Hess

CLLR • RDL P HESS
SPEAKER

AGENDA

~ 25 AUGUST 2026 ~

1. Opening / Opening

2. Attendance / Bywoning

3. Applications for leave of Absence / Aansoeke vir verlof tot afwesigheid

4. Approval of Minutes / Goedkeuring van Notule

   4.1 Confirmation of the Minutes of an Ordinary Meeting of the Council of Langeberg Municipality held on 24 June 2026 at 10h00 in the Council Chambers, Church Street, Robertson **05 - 12**

   Bekragtiging van die Notule van 'n Gewone Vergadering van die Raad van Langeberg Munisipaliteit gehou op 24 Junie 2026 om 10h00 in die Raadsaal, Munisipale Kantore, Kerkstraat, Robertson.

   4.2 Confirmation of the Minutes of a Statutory Meeting of the Council of Langeberg Municipality held on 29 July 2026 at 10h02 in the Council Chambers, Church Street, Robertson **13 - 15**

   Bekragtiging van die Notule van 'n Statutêre Vergadering van die Raad van Langeberg Munisipaliteit gehou op 29 Julie 2026 om 10h02 in die Raadsaal, Munisipale Kantore, Kerkstraat, Robertson.

5. Statements & Announcements by the Speaker / Verklarings & Mededelings deur die Speaker

6. Interviews with Delegations / Onderhoude met Afvaardigings

7. Statements & Announcements by the Mayor / Verklarings & Mededelings deur die Burgemeester

8. Urgent Matters & Reports, Statements & Announcements submitted by the Municipal Manager
   Dringende Aangeleenthede & Verslae, Verklarings & Mededelings voorgelê deur die Munisipale Bestuurder

   8.1 Matters which must be handled in terms of Section 30(5) of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998), as amended. Aforesaid stipulation reads as follows: (5) Before a municipal council takes a decision on any of the following matters it must first require its executive committee or executive mayor, if it has such a committee or mayor, to submit to it a report and recommendation on the matter: (1) any matter mentioned in Section 160(2) of the Constitution; (2) the approval of an integrated development plan for the municipality, and any amendment to that plan; and (3) the appointment and conditions of service of the municipal manager and a head of a department of the municipality. *Sake wat hanteer moet word in terme van Artikel 30(5) van die Wet op Plaaslike Regering: Munisipale Strukture, 1998 (Wet No 117 van 1998), soos gewysig. Voormelde bepaling lees as volg: (5) Alvorens 'n munisipale raad 'n besluit oor enige van die volgende aangeleenthede neem, moet hy eers sy uitvoerende komitee of uitvoerende burgemeester, indien hy so 'n komitee of burgemeester het, versoek om 'n verslag en aanbeveling oor die aangeleentheid aan hom voor te lê: (1) enige aangeleentheid genoem in Artikel 160(2) van die Grondwet; (2) die goedkeuring van 'n geïntegreerde ontwikkelingsplan vir die munisipaliteit, en enige wysigings van daardie plan; (3) die aanstelling en diensvoorwaardes van die munisipale bestuurder en 'n hoof van 'n departement van die munisipaliteit.*

   8.2 Matters which must be handled in terms of Section 32(1) and (2) of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998) as amended, and approved per Council Resolution A82 of 19 March 2001. / *Sake wat hanteer moet word in terme van die delegasies toegestaan ingevolge Artikel 32(1) en (2) van die Wet op Plaaslike Regering: Munisipale Strukture, 1998 (Wet No 117 van 1998), soos gewysig en aanvaar per Raadsbesluit A82 van 19 Maart 2001.*

   8.3 Report on matters of concern by representatives at the Cape Winelands District Municipality. /
   Rapportering aangaande sake van belang deur verteenwoordigers by die Kaapse Wynland Distrikmunisipaliteit.

   8.4 Other Matters / *Ander Sake*

9. Consideration of Notice of Motions / *Oorweging van Kennisgewing van Mosies*

   None / Geen

10. Consideration of Notice of Questions / Oorweging van Kennisgewing van Vrae

None / Geen

11. Consideration of Urgent Motions / Oorweging van Dringende Mosies

None / Geen

12. Consideration of Reports / Oorweging van Verslae

12.1	Reports submitted to Council for consideration **(A Items)** Verslae voorgelê aan die Raad vir oorweging **(A Items)**	**17**
12.2	Reports submitted to Council for consideration **(AA Items)** Verslae voorgelê aan die Raad vir oorweging **(AA-Items)**	**- - -**
12.3	Reports dealt with in terms of the delegated powers by the Mayoral Committee **(B & BB Items)** Verslae afgehandel deur die Burgemeesterskomitee in terme van gedelegeerde bevoegdhede **(B & BB-Items)**	**- - -**

A ITEMS

A5134

FINANCIAL REPORTING IN TERMS OF SECTION 71 OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 – JULY 2026 (9/2/1/3) (CHIEF FINANCIAL OFFICER)

Purpose of report

To submit a report in terms of the Monthly Budget Statement of the Local Government: Municipal Finance Management Act, 2003 to Council for information.

Comments

The report, as submitted to the Executive Mayor, National Treasury and Provincial Treasury, was attached to this report.

Aanbeveling / Recommendation

That the content of the report be noted.

Dat kennis geneem word van die inhoud van die verslag.

This item served before the Finance Portfolio Committee on 21 August 2026
Hierdie item het gedien voor die Finansies Portefeulje Komitee op 21 Augustus 2026
Recommendation / Aanbeveling

That the content of the report be noted.

Dat kennis geneem word van die inhoud van die verslag.

A5135

ROLL-OVER FROM 2025/2026 FINANCIAL YEAR – ADJUSTMENTS BUDGET 2026/2027 (DIRECTOR: FINANCIAL SERVICES - CFO)

Purpose of Report

To submit an adjustment budget for the 2026/2027 financial year as a result of projects rolled over from the 2025/26 financial year to the Council for consideration.

Background

The Medium-Term Revenue & Expenditure Framework (MTREF) report, which is compiled in terms of the Municipal Budgeting and Reporting Regulations (MBRR), was distributed prior to the Council meeting of the 25th of August 2026.

The adjustment budget incorporates all own funded projects that were not completed in the previous financial year and now being rolled over to the current financial year.

Incorporated is the new grant allocation for Electricity Master Plans and the grant rolled over for Community Development projects.

Legal Framework

Section 28 (2) (e) of the MFMA states the following:

An adjustments budget – "*may authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council;*"

In terms of the Budget and Reporting Regulations, regulation 23(3) in Government Gazette No: 32142 (Notice No: 393 of 2009) states that:

"If a national or provincial adjustments allocates or transfers additional revenues to a municipality, the Mayor of the municipality must, at the next available council meeting, but within 60 days of the approval of the relevant national or provincial adjustments budget, table an adjustments budget referred to in section 28(2)(b) of the Act in the municipal council meeting to appropriate these additional funds."

In terms of the Budget and Reporting Regulations, regulation 23(5) in Government Gazette No: 32142 (Notice No: 393 of 2009) states that:

An adjustments budget referred to in section 28(2) (e) of the MFMA may only be tabled after the end of the financial year to which the roll-overs relate and must be approved by the municipal council by the 25th of August of the financial year, following the financial year to which roll-overs relate."

Furthermore, section 30 of the MFMA states that:

"*The appropriation of funds in an annual or adjustments budget lapses to the extent that those funds are unspent at the end of the financial year to which the budget relates, except in the case of an appropriation for expenditure made for a period longer than that financial year in terms of section 16 (3).*"

Summary of adjustments is as follows:

ADJUSTMENTS - AUGUST 2026 ADJB

OPERATIONAL REVENUE

Description	Department	Funding	Original Budget 202627	Adjustment Own Funds	Adjustment Grants	AUGUST 2026 Adjustments Budget
Upgrading of Electrical Master Plans	ENGINEERING_Electricity	MERG	-		500 000.00	500 000.00
Upgrading of Informal Trading Area_Bonnievale	COMMUNITY_Community Facilities	CWDM	-	-	68 000.00	68 000.00
			-	-	568 000.00	568 000.00
			Own funds	-		MFMA s28(2)(b)
			PT / NT	568 000.00		MFMA s28(2)(E)

CAPITAL EXPENDITURE

Description	Department	Funding	Original Budget 202627	Adjustment Own Funds	Adjustment Grants	AUGUST 2026 Adjustments Budget
Upgrade ICT Infrastructure	ESIDS_ICT	CRR	3 500 000.00	938 813.40		4 438 813.40
Raising of Dassieshoek Dam wall	ENGINEERING_Water Distribution	CRR	-	333 758.13		333 758.13
Borehole	ENGINEERING_Water Distribution	CRR	-	115 246.91		115 246.91
Upg Robertson WWTW - CRR	ENGINEERING_Sewerage	CRR	-	4 473 962.84		4 473 962.84
The Supply and Installation of H25 Bailer at the Ashton New MRF	ENGINEERING_Solid Waste Services	CRR	-	1 744 500.00		1 744 500.00
Upgrading of Transfer stations: Robertson & Montagu	ENGINEERING_Solid Waste Services	CRR	-	1 150 883.34		1 150 883.34
Purchase of High Lifter Waste Compacters	ENGINEERING_Solid Waste Services	CRR	-	2 710 021.77		2 710 021.77
Ashton road upgrade (Ashton Residential Area, Industrial/ area, Zolani curbs)	ENGINEERING_Roads	CRR	12 000 000.00	5 351 148.17		17 351 148.17
Hino 300-614 MT with dropside body_1	ENGINEERING_Roads	CRR	-	644 896.03		644 896.03
Hino 300-614 MT with dropside body_2	ENGINEERING_Roads	CRR	-	644 896.03		644 896.03
The Rehabilitation/Upgrading of existing tar roads in 5 towns	ENGINEERING_Roads	CRR	-	4 177 174.24		4 177 174.24
Upgrading foodlights at Callie Dewet and Zolani sportsgound	COMMUNITY _Community Facilities	CRR	1 200 000.00	1 328 813.00		2 528 813.00
Upgrade of parks	COMMUNITY _Parks and Amenities	CRR	500 000.00	343 821.00		843 821.00
Upgrading of Electrical Master Plans	ENGINEERING_Electricity	MERG	-		434 782.61	434 782.61
Hino 300-714 AT with dropside body	ENGINEERING_Electricity	CRR	-	550 000.00		550 000.00
Equipment Community Facilities	COMMUNITY _Community Facilities		-	78 370.00		78 370.00
			17 200 000.00	24 586 304.86	434 782.61	42 221 087.47
			Own funds	24 586 304.86		MFMA s28(2)(B)
			PT / NT	434 782.61		MFMA s28(2)(E)

Financial implications

Financial implications are contained in the detailed report was attached separately.

Legal context

1. The MFMA Section 28, 30 and 16(3)
2. Municipal Budget and Reporting Regulations
3. Municipal Council Budget related Policies

Recommendation

That in respect of the 2026/27 financial year:

1. Council approves the rollover adjustment budget for August 2026 as set out in the following:
   i.Municipal Budget tables B1 – B10
   ii.Municipal Budget Supporting Documentation SB1 – SB19
2. The Service Delivery Budget and Implementation Plan (SDBIP) be amended in line with these rollover adjustments.

This item served before the Finance Portfolio Committee on 21 August 2026
Hierdie item het gedien voor die Finansies Portefeulje Komitee op 21 Augustus 2026
Recommendation / Aanbeveling

That in respect of the 2026/27 financial year:

1. Council approves the rollover adjustment budget for August 2026 as set out in the following:

   i. Municipal Budget tables B1 – B10
   ii. Municipal Budget Supporting Documentation SB1 – SB19

2. The Service Delivery Budget and Implementation Plan (SDBIP) be amended in line with these rollover adjustments.

TIME SCHEDULE OF KEY DEADLINES, INCLUDING THE IMPLEMENTATION PLAN FOR THE DEVELOPMENT OF THE 6TH GENERATION INTEGRATED DEVELOPMENT PLAN (2027–2032) (DIRECTOR: ECONOMIC, SOCIAL AND INTEGRATED DEVELOPMENT SERVICES)

1. Purpose

This Implementation Plan provides a structured and legally compliant roadmap for the preparation, consultation, approval, and adoption of the 6th Generation Integrated Development Plan (IDP) for the period 2027–2032, and clarifies the roles and responsibilities of Council, Administration, and stakeholders.

2. Strategic Context

The current 5th Generation IDP concludes at the end of the 2026/27 financial year. As Local Government Elections are scheduled for 4 November 2026, the municipality will implement a phased approach that ensures continuity during the transition between the outgoing and incoming Council.

3. Legislative Framework

Constitution of the Republic of South Africa, Municipal Systems Act (Sections 25 and 28 and Chapter 4), Municipal Finance Management Act, Municipal Planning and Performance Management Regulations, National Development Plan and applicable Provincial and District planning frameworks.

4. Institutional Roles and Responsibilities

Council takes cognizance of the Implementation Plan and approves the IDP Time Schedule and key Deadlines. The newly elected council to approve the IDP Process Plan. The Executive Mayor/Mayoral Committee provides political oversight. The Municipal Manager coordinates the process. The IDP Steering Committee manages technical coordination. Directors provide sector and project inputs. Ward Committees facilitate community participation. Stakeholders participate through consultation platforms.

5. Phase 1: Implementation Planning and Preparation (July–August 2026)

Draft, align and obtain approval of the IDP Time Schedule and key deadlines, while taking cognisance of the IDP Implementation Plan.

6. Phase 2: Analysis and Community Needs Assessment (August–October 2026)

Undertake situational analysis, review sector plans, and compile a Community Needs Register.

7. Phase 3: Election Transition and Councillor Induction (November–December 2026)

Consolidate information and capacitate the incoming Council. The newly elected Council to approve IDP Process Plan.

8. Phase 4: Development and Adoption of the 6th Generation IDP (January–May 2027)

Develop strategic priorities, prepare the Draft IDP, undertake public participation, align the budget and adopt the final IDP.

9. Consolidated Implementation Schedule

Activity	Timeframe	Responsibility	Deliverable
Approval of IDP Time Schedule	Aug 2026	Council	Approved Time Schedule
Data Collection and Analysis	Aug-Sep 2026	Administration	Situational Analysis Report
Sector Plan Review	Aug-Oct 2026	Directorates	Updated Sector Plans
Community Needs Assessment	Sep-Oct 2026	Ward Committees and social Media Platforms	Needs Register
Drafting of section 27 District IDP Framework: Provide input to the Cape Winelands District Municipality.	Oct-Nov 2026	Administration _ IDP Unit	Draft 2027-2032 District IDP Framework
Drafting of section 28 IDP Process Plan	October-December 2026	Administration _ IDP Unit	Draft 2027-2032 IDP Process Plan
Consolidation of community needs.	Nov 2026	Administration _ IDP Unit	Baseline Report
Councillor Induction	Nov-Dec 2026	Administration – Corporate Services	Capacitated Council

Consult communities on the IDP Process Plan and subsequently approve.	Dec 2026 – Jan 2027	Council	Approved IDP Process Plan
Strategic Planning Session	Jan 2027	Council	Strategic Priorities
Draft IDP Preparation & alignment to approved 2027-2032 District Framework	Feb-Mar 2027	Administration and Steering Committee	Draft IDP
IDP Public Participation	Mar-Apr 2027	Council and Administration	Participation Report
Budget Alignment	Apr 2027	Finance and IDP	Aligned IDP and Budget
Strategic Integrated Municipal Engagements 2	May 2027	Western Cape Department of Local Government	IDP assessment report for consideration in finalizing the 2027-2032 IDP.
Adoption of 2027-2032 IDP	May 2027	Council	Approved 6th Generation IDP

10. Gantt Chart – IDP Development Programme

Activity	Jul26	Aug26	Sep26	Oct26	Nov26	Dec26	Jan27	Feb27	Mar27	Apr27	May27	June27
Time Schedule of Key Deadlines	■	■										
Analysis		■	■									
Sector Plans		■	■	■								
Needs Assessment			■	■								
Prepare draft IDP Process Plan and provide input to draft District IDP Framework				■	■	■						
Input Consolidation					■							
Councillor Induction					■	■						
Strategic Planning							■					
Approve IDP Process Plan							■					
Draft IDP								■	■			
Public Participation									■	■		
Budget Alignment										■		
Council Approval											■	
Submit copy of adopted IDP to the MEC for Local Government (within 10 days of adoption).												■
Publicize summary of 2027-2032 IDP												■

11. Risk Management

Delayed establishment of Council – build buffer periods. Policy changes after elections – maintain evidence-based planning. Poor participation – use multiple engagement channels. Budget misalignment – ensure early Finance involvement.

12. Recommendation

1. Council is requested to approve the Time Schedule of Key Deadlines, including the implementation Plan for the development of the 6th Generation Integrated Development Plan (2027–2032) and,

2. To Authorize the Municipal Manager to implement and coordinate all related activities.

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2027/28 Time Schedule of Key Deadlines

ACTIVITIES	RESPONSIBLE DIRECTORATE	LEGISLATIVE REFERENCE	DATE
JULY 2026			
Compile Draft 2027/2028 IDP and Budget Time Schedule.	Economic, Social & Integrated Development Services	MFMA 21	31/07/2026
AUGUST 2026			
Submit Draft IDP and Budget Time Schedule to SMT.	Economic, Social & Integrated Development Services	Municipal planning Guidance	14/08/2026
Submit Draft IDP and Budget Time Schedule to Executive MAYCO.	Municipal Manager	Municipal planning Guidance	26/08/2026
Table 2027/2028 IDP and Budget Time Schedule to council for approval.	Executive Mayor	MFMA 21 (1) (b)	31/08/2026
Submit the 2026/2026 Financial Statements to the Auditor General.	Financial Services	MFMA 126 (1)	31/08/2026
SEPTEMBER 2026			
Advertise approved budget and IDP time schedule in terms of budget consultation policy and submit to NT,PT,WCG and CWDM	Financial Services / Economic, Social & Integrated Development Services	MFMA Guidance	04/09/2026
Determine strategic objectives for service delivery and development including backlogs for next three-year budget including reviews of other municipal, provincial, and national government sector and strategic plans	Council and SMT	Municipal planning Guidance	30/09/2026
Implement budget and IDP time schedule of key deadlines	Economic, Social & Integrated Development Services	MFMA Guidance	30/09/2026
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working day of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	12/09/2026
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	12/09/2026
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	12/09/2026
Submit monthly report for period ending 31 July for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	30/09/2026
Conclude initial consultation and review, establish direction and policy, confirm priorities, identify other financial and non-financial budget parameters including government allocations to determine revenue envelope, and financial outlook to identify need to review fiscal strategies.	Financial Services	MFMA Guidance	30/09/2026

Consider monthly (section 71) 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 the SDBIP – due end of month.	Financial Services	MFMA 54 (1)	30/09/2026
District IDP Managers Forum	Economic, Social & Integrated Development Services	MFMA Guidance	30/09/2026
Provincial IDP Managers Forum	Economic, Social & Integrated Development Services	MFMA Guidance	30/09/2026
Provide input to the Cape Winelands District Municipality on the draft 2027-2032 District IDP Framework	Cape Winelands District Municipality	Guidance	30/09/2026
Alignment of planning requirements, sector plans and strategic priorities.	CWDM / Sector Departments		30/09/2026
Intergovernmental planning and alignment engagements.	CWDM / Local Municipalities		30/09/2026
OCTOBER 2026			
Commence preparation of departmental operational plans and service delivery and budget implementation plan aligned to strategic priorities in IDP and inputs from other stakeholders including government and bulk service providers.	SMT	MFMA Guidance	31/10/2026
Strategic Integrated Municipal Engagements 2: Strategic engagements with the Western Cape Government and municipalities to discuss the strategic context and contemporary issues that could influence the 2027-2032 IDPs.	Western Cape Government and municipalities		12/10/2026
Commence preparation of annual report utilizing financial and non-financial information first reviewed as part of the budget and IDP analysis.	SMT	MFMA Guidance	31/10/2026
Conduct Ward Committee planning sessions.	Corporate Services	MFMA Guidance	31/10/2026
Conduct Stakeholder engagements (Business, Agriculture, Tourism, Youth, Disabled, NGOs, Safety & Security).	Economic, Social & Integrated Development Services	MFMA Guidance	31/10/2026
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	14/10/2026

Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	14/10/2026
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	14/10/2026
Submit monthly reports for period ending 30 September for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	30/10/2026
Submit quarterly report for period ending 30 September on implementation of the supply chain management policy to the Mayor and make report public.	Financial Services	SCM Reg 6 (3) & (4)	30/10/2026
Review quarterly projections for period ended 30 September for the SDBIP and compare actual performance to objectives, in conjunction with preparation of section 52 report.	Financial Services	MFMA Guidance	30/10/2026
Table in council quarterly consolidated report for period ending 30 September of all withdrawals not approved in the budget and submit report to the Provincial Treasury and the Auditor-General.	Financial Services	MFMA 11 (4)	30/10/2026
Submit quarterly (section 52) report for period ending 30 September on implementation of the budget and financial affairs of the municipality to council.	Financial Services	MFMA 52 (d)	30/10/2026
Conclude first budget draft and policies for initial council discussion.	Financial Services	MFMA Guidance	30/10/2026
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 month.	Financial Services	MFMA 54 (1)	30/10/2026
Public call for community needs and development priorities through municipal communication platforms, ward committees and public notices.	Economic, Social & Integrated Development Services	MFMA Guidance MSA Guidance	16/10/2026
Municipal quarterly response to Strategic Integrated Municipal Engagement 1 report from the Western Cape Department of Local Government	SMT	MFMA Guidance	30/10/2026
Compile Community Needs Analysis Report and Strategic Needs Register.	Economic, Social & Integrated Development Services	MFMA Guidance	30/10/2026
NOVEMBER 2026			
Local Government Elections 4 November 2026			
Consolidate community needs and development priorities received.	Economic, Social & Integrated Development Services	MFMA Guidance	13/11/2026
Council Induction and Orientation Programme	Municipal Manager	MFMA Guidance	27/11/2026
Commence community and stakeholder consultation process, review inputs, financial models, assess impacts on tariffs and charges and consider funding decisions including borrowing. Adjust estimates	SMT	MFMA Guidance	27/11/2026

based on plans and resources. Further council and management discussion and debate.			
Place quarterly (section 52) report on budget implementation on the municipal website.	Financial Services	MFMA 75 (1) (k)	06/11/2026
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	13/11/2026
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	13/11/2026
Submit monthly reports for period ending 31 October for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	27/11/2026
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.	Financial Services	MFMA 54 (1)	27/11/2026
Strategic Integrated Municipal Engagement 1 – Engagement between the Western Cape Government and municipalities	SMT	MFMA Guidance	27/11/2026
Preparation of Draft 2027–2032 IDP Process Plan for new council.	Economic, Social & Integrated Development Services	MFMA Guidance	30/11/2026
Conduct Strategic Planning Session for the Newly Elected Council.	Executive Mayor / Council	MFMA Guidance	27/11/2026
Table the 2027–2032 IDP Process Plan to council for adoption.	Executive Mayor	MFMA 21 (1)	30/11/2026
New Council term Commencement			
DECEMBER 2026			
Conduct Ward Based Plan Review	Corporate Services / Economic, Social & Integrated Development Services	MSA Guidance	18/12/2026
Directorate strategic planning and prioritisation of projects and programmes.	SMT	MFMA Guidance	18/12/2026
Provide working papers for adjustment Budget	Financial Services	MFMA Guidance	05/12/2026
Departments provide responses to Adjustment Budget	SMT	MFMA Guidance	18/12/2026
Align municipal priorities with district, provincial and national priorities.	Municipal Manager	MFMA Guidance	18/12/2026
New Council approve Process Plan and adopt IDP in current form with or without amendments	Executive Mayor	MFMA Guidance	18/12/2026
Gather financial inputs from bulk resource providers and agree on proposed price increase.	Financial Services	MFMA Guidance	18/12/2026
Review whether all bulk resource providers have lodged a request with National Treasury and SALGA seeking comments on proposed price increases of bulk resources.	Financial Services	MFMA Guidance	18/12/2026
Finalize first draft of departmental operational plans and SDBIP for review against strategic priorities.	Financial Services Economic, Social & Integrated Development Services	MFMA Guidance	18/12/2026

Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	14/12/2026
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	14/12/2026
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	14/12/2026
Finalize first draft of the annual report incorporating financial and non-financial information on performance, audit reports and annual financial statements.	Financial Services	MFMA Guidance	18/12/2026
Submit monthly reports for period ending 30 November for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	18/12/2026
Receive audit report on consolidated annual financial statements from the Auditor-General (for municipalities with a municipal entity).	Financial Services	MFMA 126 (3)	18/12/2026
Ensure that the Accounting Officer addresses any issues raised by the Auditor-General in the audit report, prepare action/audit plans to address and incorporate into the annual report (for municipalities with a municipal entity).	Municipal Manager	MFMA 131 (1)	18/12/2026
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.	Financial Services	MFMA 54 (1)	18/12/2026
District Managers IDP Forum	Economic, Social & Integrated Development Services	MFMA Guidance	18/12/2026
Provincial IDP Managers Forum	Economic, Social & Integrated Development Services	MFMA Guidance	14/12/2026
JANUARY 2027			
Compile and consider Inputs for Operational Budget (Directors & OMT's)	Financial Services	Municipal Strategic Planning	22/01/2027
Issue budget guidelines and parameters to directorates.	Financial Services	Municipal Strategic Planning	29/01/2027
Approval of Organizational Structure for Budgetary Purpose by MM	Municipal Manager	Municipal Strategic Planning	29/01/2027
Review and update sector plans and legislative compliance requirements.	Financial Services Economic, Social & Integrated Development Services	MFMA Guidance	29/01/2027

Submit Electricity Tariffs to NERSA	Financial Services	Municipal Strategic Planning	29/01/2027
Submit quarterly report for period ending 31 December on implementation of the supply chain management policy to the Mayor and make report public.	Financial Services	SCM Reg 6 (3) & (4)	29/01/2027
Review quarterly projections for period ending 31 December for SDBIP and compare actual performance to objectives, in conjunction with preparation of section 72 report.	Financial Services Economic, Social & Integrated Development Services	MFMA Guidance	29/01/2027
Ensure any written comments made to bulk resource providers by the municipality on the proposed increase of bulk resources are included in any submission made by the bulk resource providers to the required organs of state.	Financial Services	MFMA Guidance	29/01/2027
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	14/01/2027
Submit monthly statement to the provincial or national organ of state of municipality on allocations received – within 10- working days of the start of the month.	Financial Services	MFMA 71 (5)	14/01/2027
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	14/01/2027
Submit monthly reports for period ending 31 December for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	29/01/2027
Ensure that any municipal entity submits report for period ending 31 December on compliance with the prescribed minimum competency levels to council.	Financial Services	Competency Reg 14 (3) & (4)	29/01/2027
Review whether comments from National Treasury and SALGA have been received on proposed price increases of bulk resources.	Financial Services	MFMA Guidance	29/01/2027
Finalize annual performance report, assessments of arrears on taxes and service charges and an assessment of municipal performance together with recommendations from the council audit committee and details of corrective action undertaken arising from audit report, and minimum competency compliance for inclusion in the annual report.	Economic, Social & Integrated Development Services	MFMA 121 (3)(c) & (e) to (k) MSA 46 (2) MFMA Guidance	22/01/2027
Assess the performance of the municipality to 31 December and submit a (section 72) report on the assessment to the Mayor, Provincial Treasury and National Treasury. Consider an adjustments budget if necessary.	Financial Services	MFMA 72 (1)	22/01/2027
Further review all aspects of budget including any unforeseen and unavoidable expenditure in light of need for an adjustments budget.	Financial Services	MFMA 29	29/01/2027
Where necessary consider tabling and approval of an adjustments budget and submit to provincial and national treasury and other relevant organs of state.	Financial Services	MFMA 28 MFMA 22 (b) MFMA 24 (3)	22/01/2027

Table in council quarterly consolidated report for period ending 31 December of all withdrawals not approved in the budget and submit report to the provincial treasury and the Auditor-General	Financial Services	MFMA 11 (4)	22/01/2027
Table in council quarterly consolidated report for period ending 31 December on compliance with the prescribed minimum competency levels to council, Provincial Treasury and National Treasury.	Financial Services	Competency Reg 14 (2) (a) & (4)	22/01/2027
Submit quarterly (section 52) report for period ending 31 December on implementation of the budget and financial situation of the municipality to council.	Financial Services	MFMA 52 (1)	22/01/2027
Consider monthly and mid-year (Section 71 and 72) reports for the period ended 31 December, 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.	Financial Services Economic, Social & Integrated Development Services	MFMA 54 (1)	22/01/2027
Table to council the annual report of the municipality and any municipal entity for the year ended 30 June.	Economic, Social & Integrated Development Services	MFMA 127 (2)	22/01/2027
Make the annual report public and invite comments from the local community, submit report to the Auditor-General, Provincial Treasury and Western Cape Department of Local Government.	Economic, Social & Integrated Development Services	MFMA 127 (5)	29/01/2027
Finalize detailed operating and capital budgets in the prescribed formats incorporating national and provincial budget allocations, integrated and aligned to IDP and draft SDBIP, finalize budget policies including tariff policy.	Financial Services	MFMA Guidance	29/01/2027
Report to council on status of next three-year budget, previous year's annual report (including annual financial statements, audit report) and summarize overall findings of previous year's annual performance report – reinforce upcoming process of budget approval and oversight.	Financial Services	MFMA Guidance	29/01/2027
Municipal quarterly response to Strategic Integrated Municipal Engage 1 report from the Western Cape Department of Local Government	SMT	MFMA Guidance	29/01/2027
Update Municipal Profile, Situational Analysis and Key Development Indicators.	Economic, Social & Integrated Development Services	MFMA Guidance	29/01/2027
FEBRUARY 2027			
Make public the annual report and invite comments from the local community, submit report to the Auditor-General, Provincial Treasury and Western Cape Department of Local Government.	Economic, Social & Integrated Development Services	MFMA 127 (5)	05/02/2027
Place annual report on the municipal website.	Economic, Social & Integrated Development Services	MFMA 75 (1) (c)	05/02/2027
Directorates submit final capital and operational budget proposals.	SMT	Municipal Strategic Planning	26/02/2027

Compile Draft Operating and Capital Budget.	Financial Services	MFMA Guidance	26/02/2027
Establishment of Ward Committees	Council	MFMA Guidance	26/02/2027
IDP District Alignment Engagement.	Economic, Social & Integrated Development Services	MFMA Guidance	26/02/2027
Conduct Sector Department Alignment Sessions.	Economic, Social & Integrated Development Services	Municipal Strategic Planning	26/02/2027
IDP Office to provide draft IDP document for scrutiny by departments	Economic, Social & Integrated Development Services	Municipal Strategic Planning	12/02/2027
Departments provide inputs on draft IDP	Economic, Social & Integrated Development Services	Municipal Strategic Planning	19/02/2027
Project alignment between Provincial, District and Local municipalities. Prepare draft IDP document	Economic, Social & Integrated Development Services	Municipal Strategic Planning	26/02/2027
Receive proposed budget from the board of directors of any municipal entity under the sole or shared control of the municipality.	Financial Services	MFMA 87 (1)	26/02/2027
Place quarterly (section 52) report on budget implementation on the municipal website.	Financial Services	MFMA 75 (1) (k)	05/02/2027
Consider proposed budget of municipal entity and assess entity's priorities and objectives and make recommendations to the board of directors as necessary.	Financial Services	MFMA 87 (2) MFMA Guidance	26/02/2027
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	12/02/2027
Submit monthly statement of the provincial or national organ of state of municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	12/02/2027
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	12/02/2027
Submit monthly reports for period ending 31 January for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	26/02/2027
Note National budget for provincial and National allocations to municipalities for incorporation into budget.	Financial Services	MFMA Guidance	26/02/2027
Submit tabled adjustments budget to the Provincial Treasury, National Treasury and other affected organs of state.	Financial Services	MFMA Guidance	26/02/2027
Submit the approved adjustments budget to the Provincial Treasury and National Treasury.	Financial Services	MFMA Guidance	26/02/2027
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.	Financial Services	MFMA 54 (1)	26/02/2027
Finalize corrective measures from audit report.	SMT	MFMA Guidance	26/02/2027

Technical Integrated Municipal Engagement – Mid-year budget assessment engagement between the Municipality and the Provincial Treasury.	SMT	MFMA Guidance	26/02/2027
MARCH 2027			
Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three financial years.	Financial Services	MFMA 37 (2)	05/03/2027
Provide notification of any transfers that will be made by the municipality to other municipalities in each of the next three financial years.	Financial Services	MFMA 37 (2)	05/03/2027
Conduct a Strategic IDP Workshop with Council and SMT	Executive Mayor	Municipal Strategic Planning	12/03/2027
Conduct a Strategic IDP Workshop with Budget Steering Committee	Financial Services	Municipal Strategic Planning	12/03/2027
Final preparation and consolidation of the Draft IDP and Draft Budget.	Economic, Social & Integrated Development Services / Financial Services	Municipal Strategic Planning	12/03/2027
Consideration of the Draft IDP and Draft Budget by the Executive Mayor.	Executive Mayor	Municipal Strategic Planning	12/03/2027
Executive Mayor tables the Draft 2027–2032 IDP, Draft 2027/2028 Budget and Budget Related Policies before Council.	Executive Mayor	MFMA 16 & 21	31/03/2027
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	12/03/2027
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	12/03/2027
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	12/03/2027
Receive bulk resource providers' price increased as tabled in Parliament for the Western Cape Provincial Legislature.	Financial Services	MFMA 42	05/03/2027
Submit monthly reports for period ending 28 February for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	31/03/2027
Receive revised budget of municipal entity from board of directors.	Financial Services	MFMA 42	05/03/2027
Incorporate transfers to be made to or received from other municipalities.	Financial Services	MFMA 37 (2) MFMA Guidance	05/03/2027
Incorporate changes in prices for bulk resources and finalize tariff proposals for all charges.	Financial Services	MFMA 42 MFMA Guidance	05/03/2027

Print and distribute all budget documentation prior to meeting at which budget is to be tabled.	Financial Services	MFMA Guidance	19/03/2027
Table to council the draft annual budget and IDP supporting documents.	Executive Mayor	MFMA 16 (2), 17 & 87 (3)	31/03/2027
Consider and approve, reject or refer back the annual report at a council meeting.	Economic, Social & Integrated Development Services	MFMA 121 (1)	31/03/2027
Adopt an oversight report providing comments on the Annual Report.	Economic, Social & Integrated Development Services	MFMA 129 (1)	31/03/2027
Attend council and committee meetings where Annual Report is discussed and respond to questions	Economic, Social & Integrated Development Services	MFMA 129 (2) (a)	31/03/2027
Submit minutes of meetings where Annual Report is discussed to the Provincial Treasury and Western Cape Department of Local Government.	Economic, Social & Integrated Development Services	MFMA 129 (2) (b)	31/03/2027
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 amendments to the SDBIP – due end of the month.	Economic, Social & Integrated Development Services	MFMA 54 (1)	31/03/2027
District Managers IDP Forum	Economic, Social & Integrated Development Services	MFMA Guidance	31/03/2027
APRIL 2027			
Make public the tabled draft annual budget and accompanying budget documentation, and draft IDP for public consultation and participation. Submit to the Provincial Treasury, National Treasury and other affected organs of state.	Financial Services / Economic, Social & Integrated Development Services	MFMA 22	01/04/2027
Publish Draft IDP and Budget on Municipal Website and ensure availability at Municipal Offices and Libraries to allow for public comments for a minimum period of 30 days.	Financial Services / Economic, Social & Integrated Development Services	MFMA 22	06/04/2027
Commence process of consultation on tabled budget, publicize and conduct public hearings and meetings with wards, Provincial Treasury and other organs of state making a budget submission. Which includes Community Open Days. Publish ward based information.	Financial Services / Economic, Social & Integrated Development Services	MFMA 23 MFMA Guidance	06/04/2027
Confirm provincial and national budget allocations	Financial Services	MFMA Guidance	30/04/2027
Make public the oversight report.	Economic, Social & Integrated Development Services	MFMA 129 (3)	02/04/2027
Submit the annual report and oversight report to the Western Cape Provincial Legislature.	Economic, Social & Integrated Development Services	MFMA 132 (1) & (2)	07/04/2027

Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	14/04/2027
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	14/04/2027
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	14/04/2027
Submit monthly reports for period ending 31 March for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	30/04/2027
Submit quarterly report for period ending 31 March on implementation of the supply chain management policy to the Mayor and make report public.	Financial Services	SCM Reg 6 (3) & (4)	23/04/2027
Table to council quarterly consolidated report for period ending 31 March of all withdrawals not approved in the budget and submit report to the Provincial Treasury and Auditor-General.	Financial Services	MFMA 11 (4)	23/04/2027
Submit quarterly (section 52) report for period ending 31 March on implementation of the budget and financial state of affairs of the municipality to council.	Financial Services	MFMA 52 (d)	23/04/2027
Consider the views of the community and other stakeholders.	Financial Services Economic, Social & Integrated Development Services	MFMA 23 (1)	30/04/2027
Respond to submissions received and if necessary, revise the budget and table amendments for council consideration.	Financial Services Economic, Social & Integrated Development Services	MFMA 23 (2)	30/04/2027
Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate mechanisms. Submit report to council and make public any amendment to the SDBIP – due end of the month.	Financial Services	MFMA 54 (1)	30/04/2027
MAY 2027			
Conclude process of consultation on tabled budget and IDP with community and other stakeholders and assist Mayor to revise budget following feedback, considering the results of the third quarter (section 52) report.	Financial Services Economic, Social & Integrated Development Services	MFMA 68 MFMA Guidance	31/05/2027
Preparing final IDP and Budget documentation for final approval by council and consider any other comments from National or Provincial Government or organ of state.	Financial Services Economic, Social & Integrated Development Services	MFMA 68 MFMA Guidance	31/05/2027
Respond to submissions received and if necessary, revise the budget and table amendments for Mayco consideration.	Financial Services / Economic, Social & Integrated Development Services / SMT	MFMA Guidance Municipal Strategic Planning	31/05/2027
Place quarterly (section 52) report on budget implementation of the municipal website.	Financial Services	MFMA 75 (1) (k)	01/05/2027

Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	14/05/2027
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	14/05/2027
Submit monthly report on salaries and wages expenditure to council – within 10 working day of the start of the month.	Financial Services	MFMA 66	14/05/2027
Submit monthly reports for period ending 30 April for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	31/05/2027
Print and distribute all budget documentation including draft IDP and SDBIP documentation prior to meeting at which budget and IDP are to be approved.	Financial Services Economic, Social & Integrated Development Services	MFMA Guidance	31/05/2027
Council to consider approval and adoption of the IDP and annual budget	Council	MFMA 24 (1)	31/05/2027
Develop plan of action to start on preparation of annual financial statements, communicate what is to be done.	Financial Services	MFMA Guidance	31/05/2027
Distribute adopted IDP and associated supplementary documents to the MEC for Local Government within 10 days of adoption	Economic, Social & Integrated Development Services	MFMA Guidance	31/05/2027
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.	Financial Services	MFMA 54 (1)	31/05/2027
Ensure Final alignment with CWDM and Sector Departments.	Economic, Social & Integrated Development Services	MFMA Guidance	31/05/2027
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.	SMT	JDMA Processes	31/05/2027
JUNE 2027			
Submit draft SDBIP to the Mayor – final date under legislation 14 July.	Economic, Social & Integrated Development Services	MFMA 69 (3) (a)	12/06/2027
Submit draft annual performance agreements for the next year to the Mayor – final date under legislation 14 July.	Economic, Social & Integrated Development Services	MFMA 69 (3) (b)	12/06/2027
Simbit SDBIP to SMT and Mayoral Committee for consideration.	Economic, Social & Integrated Development Services	Municipal Strategic Planning	18/06/2027
Approve SDBIP – final date under legislation 28 July.	Economic, Social & Integrated Development Services	MFMA 53 (1) (c) (ii)	25/06/2027

Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	11/06/2027
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	11/06/2027
Submit monthly report on salaries and wages expenditure to council – within 10 working day of the start of the month.	Financial Services	MFMA 66	11/06/2027
Submit monthly reports for period ending 31 May for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	30/06/2027
Submit approved budget to National and Provincial Treasury	Financial Services	MFMA 24 (3)	30/06/2027
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.	Financial Services	MFMA 54 (1)	30/06/2027
District Managers IDP Forum	Economic, Social & Integrated Development Services	MFMA Guidance	30/06/2027
Consider the comments raised by the MEC of Local Government on the quality of the IDP as per section 32 of the Local Government: Municipal Systems Act 32 of 2000.	Economic, Social & Integrated Development Services	MFMA Guidance	30/06/2027
Publish approved IDP, Budget and Budget Related Policies and submit to relevant government departments.	Economic, Social & Integrated Development Services	MSA 21	14/06/2027
Give notice to the public of the adoption of the IDP and ensure that copies of or extracts are available for public inspection at specified places (within 14 days of adoption).	Financial Services Economic, Social & Integrated Development Services	MSA 25(4)	
Publicise a summary of the IDP within 14 days of adoption.	Financial Services Economic, Social & Integrated Development Services	MSA 25(4((b)	
JULY 2027			
Make public the service delivery budget implementation plan – final date under legislation	Economic, Social & Integrated Development Services	MFMA 53 (3) (a)	09/07/2027
Make public annual performance agreements and ensure copies are provided to council.	Economic, Social & Integrated Development Services	MFMA 53 (3)(b)	09/07/2027
Place annual performance agreements on the municipal website.	Economic, Social & Integrated Development Services	MFMA 75 (1) (d)	09/07/2027

Place approved annual budget and policies on the municipal website	Economic, Social & Integrated Development Services	MFMA 75 (1) (a) & (b)	02/07/2027
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	14/07/2027
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	14/07/2027
Submit monthly report on salaries and wages expenditure to council – within 10 working day of the start of the month.	Financial Services	MFMA 66	14/07/2027
Submit monthly reports for period ending 30 June for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	30/07/2027
Submit quarterly report for period ending 30 June on implementation of the supply chain management policy to the Mayor and make report public.	Financial Services	SCM Reg 6 (3) & (4)	30/07/2027
Review quarterly projections for period ending 30 June for service delivery and budget implementation plan and compare actual performance to objectives, in conjunction with preparation of section 52 report	Economic, Social & Integrated Development Services	MFMA Guidance	30/07/2027
Table to council quarterly consolidated report for period ending 30 June of all withdrawals not approved in the budget and submit report to the Provincial Treasury and Auditor-General.	Financial Services	MFMA 11 (4)	30/07/2027
Submit quarterly (section 52) report for period ending 30 June on implementation of the budget and financial affairs of the municipality to council	Economic, Social & Integrated Development Services	MFMA 52 (d)	30/07/2027
Table in council quarterly consolidated report for period ending 30 June on compliance with the prescribed minimum competency levels to council, Provincial Treasury and National Treasury.	Financial Services	Competency Reg 14 (2) (a) & (4)	30/07/2027
Submit annual report on implementation of the supply chain management policy to the Mayor and make report public	Financial Services	SCM Reg 6 (2) (a) (i)	30/07/2027
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.	Financial Services	MFMA 54 (1)	30/07/2027
Compile Draft 2028/2029 Process Plan with IDP and Budget Time Schedule.	Economic, Social & Integrated Development Services	MFMA 21	30/07/2027
AUGUST 2027			
Place quarterly (section 52) report on budget implementation on the municipal website.	Financial Services	MFMA 75 (1) (k)	31/08/2027
Submit monthly report statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	Financial Services	MFMA 71 (5)	13/08/2027
Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	Financial Services	MFMA 66	13/08/2027

Submit monthly report for period ending 31 July for each contract awarded and signed above the prescribed amount.	Financial Services	MFMA Guidance	31/08/2027
Submit the IDP & Budget draft process plan with time schedule to SMT	Financial Services / Economic, Social & Integrated Development Services	Municipal planning Guidance	31/08/2027
Table in council budget and IDP Process Plan/time schedule of key deadlines.	Financial Services Economic, Social & Integrated Development Services	MFMA 21 (1) (b) & 53 (1) (b)	31/08/2027
Previous Year's Financial Statements – Compile and submit municipal audit file to Auditor – General for auditing.	Financial Services	MFMA Guidance	31/08/2027
Consider monthly (section 71) 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 the SDBIP – due end of the month.	Financial Services	MFMA 54 (1)	31/08/2027
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working day of the start of the month.	Financial Services	MFMA 71 (1) MFMA Guidance	13/08/2027
Conclude initial consultation and review, establish direction and policy, confirm priorities, identify other financial and non-financial budget parameters including government allocations to determine revenue envelope, and financial outlook to identify need to review fiscal strategies.	Financial Services	MFMA Guidance	31/08/2027
Establish appropriate committees and consultation forums and plan programme of internal and public meetings, to update community needs analysis and obtain feedback on past year's performance.	Council and SMT	MFMA Guidance	31/08/2027

High level Summary of IDP Time Schedule 2027/28

Ref	Phase 1: Pre-Election
	August 2026
1	Submit Draft Budget and IDP **Time Schedule** to council for approval
	September 2026
2	Advertise approved budget and IDP time schedule in terms of budget consultation policy and submit to NT,PT,WCG and CWDM
3	Determine strategic objectives for service delivery and development including backlogs for next three-year budget including reviews of other municipal, provincial, and national government sector and strategic plans
4	Provincial IDP Managers Forum
5	Adoption and circulation of the District Framework Plan.
6	Alignment of planning requirements, sector plans and strategic priorities.

October 2026	
7	Commence preparation of departmental operational plans and service delivery and budget implementation plan aligned to strategic priorities in IDP and inputs from other stakeholders including government and bulk service providers.
8	Conduct Ward Committee planning sessions.
9	Conduct Stakeholder engagements (Business, Agriculture, Tourism, Youth, Disabled, NGOs, Safety & Security).
10	Public call for community needs and development priorities through municipal communication platforms, ward committees and public notices.
11	Compile Community Needs Analysis Report and Strategic Needs Register.
	Phase 2: Transition Period
November 2026	
Local Government Elections 4 November 2026	
12	Consolidate community needs and development priorities received.
13	Council Induction and Orientation Programme
14	Commence community and stakeholder consultation process, review inputs, financial models, assess impacts on tariffs and charges and consider funding decisions including borrowing. Adjust estimates based on plans and resources. Further council and management discussion and debate.
15	Strategic Integrated Municipal Engagement 1 – Engagement between the Western Cape Government and municipalities
16	Preparation of Draft 2027–2032 IDP Process Plan for new council.
17	Table the 2027–2032 IDP Process Plan to council for adoption
December 2026	
18	Directorate strategic planning and prioritisation of projects and programmes.
19	New Council adopt IDP in current form with or without amendments
	Phase 3: New Council Term
January 2027	
20	Conduct Strategic Planning Session for the Newly Elected Council.
21	Compile and consider Inputs for Operational Budget (Directors & OMT's)
22	Review and update sector plans and legislative compliance requirements.
23	Municipal quarterly response to Strategic Integrated Municipal Engage 1 report from the Western Cape Department of Local Government
24	Update Municipal Profile, Situational Analysis and Key Development Indicators.
February 2027	
25	Conduct Ward Based Plan Review
26	IDP District Alignment Engagement.
27	IDP Office to provide draft IDP document for scrutiny by departments
28	Departments provide input on draft IDP
29	Project alignment between Provincial, District and Local municipalities. Prepare draft IDP document
30	Technical Integrated Municipal Engagement – Mid-year budget assessment engagement between the Municipality and the Provincial Treasury.
31	Strategic Integrated Municipal Engagement (SIME).
March 2027	
32	Conduct a Strategic IDP Workshop with Council and SMT
33	Conduct a Strategic IDP Workshop with Budget Steering Committee

34	Executive Mayor tables the Draft 2027–2032 IDP, Draft 2027/2028 Budget and Budget Related Policies before Council.
April 2027	
35	Publish Draft IDP and Budget on Municipal Website and ensure availability at Municipal Offices and Libraries to allow for public comments for a minimum period of 21 days.
36	Commence process of consultation on tabled budget, publicize and conduct public hearings and meetings with wards, Provincial Treasury and other organs of state making a budget submission. Which includes Community Open Days. Publish ward based information.
May 2027	
	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.
37	Preparing final IDP and Budget documentation for final approval by council and consider any other comments from National or Provincial Government or organ of state.
38	Print and distribute all budget documentation including draft IDP and SDBIP documentation prior to meeting at which budget and IDP are to be approved.
39	Council to consider approval and adoption of the IDP and annual budget
40	Distribute adopted IDP and associated supplementary documents to the MEC for Local Government.
41	
June 2027	
42	Consider the comments raised by the MEC of Local Government on the quality of the IDP and IDP Process Plan as per section 32 of the Local Government: Municipal Systems Act 32 of 2000.
43	Publish approved IDP, Budget and Budget Related Policies and submit to relevant government departments.
July 2027	
44	Compile Draft 2028/2029 Time Schedule of Key Deadlines to coordinate the budget and review the 2027-2032 IDP. with IDP and Budget Time Schedule.
August 2027	
45	Table in council budget and time schedule of key deadlines.
46	Establish appropriate committees and consultation forums and plan programme of internal and public meetings, to update community needs analysis and obtain feedback on past year's performance.

Strategic development within a municipal IDP involves a structured, legally mandated five-phase framework:

1. **Analysis:** Assess the current socio-economic, infrastructural, and spatial realities A Public Participation Model for Integrated Development Planning in South Africa. Municipalities engage with local communities to identify the most pressing challenges regarding basic service delivery A Public Participation Model for Integrated Development Planning in South Africa.

   Phase 1 of the strategic development will include alignment with the Municipal Economic Review and Outlook as provided by Provincial Treasury. Scheduled IDP Open Days during September and October to comply with the public participation requirements. Intergovernmental planning alignment engagements with the Planning alignment with sector and strategic priorities scheduled for September with a review planned during February 2027, as well as a review of the project alignment. Municipal priorities alignment with district, provincial and national priorities scheduled for December 2026. Final alignment to be done during May for Final IDP approval by council.

2. **Strategies:** Formulate a clear, long-term development vision and set strategic objectives A Public Participation Model for Integrated Development Planning in South Africa. This establishes Key Performance Areas (KPAs) designed to bridge the gap between current challenges and the desired future A Public Participation Model for Integrated Development Plan in South Africa.

   Strategic Planning session with the new council scheduled for November when new council is elected.

3. **Projects:** Identify and prioritize specific capital projects and sectoral programs IDP 2022/23 - National Treasury. These initiatives must be financially mapped to ensure viability and implementation A Public Participation Model for Integrated Development Planning in South Africa.

   Current priorities will be presented to the new council when elected. Current projects aligning with the priorities to be reviewed by directorates and new council for approval. This is scheduled to be completed by the last working day of December 2026.

4. **Integration:** Align municipal projects horizontally across different internal departments and vertically with provincial or national government plans to ensure no duplication of effort A Public Participation Model for Integrated Development Planning in South Africa.

   Integration of projects are done throughout the IDP cycle during various phases. This is also aligned to and confirmed with the funded project list provided by Provincial Treasury.

5. **Approval:** Publish the draft IDP for public comments and ensure alignment across district levels A Public Participation Model for Integrated Development Planning in South Africa. The municipal council ultimately reviews and adopts the final IDP A Public Participation Model for Integrated Development Planning in South Africa.

   New Council to consider the IDP adoption options made provision for in section 25 of the MSA and scheduled to adopt the 2027-2032 IDP in May 2027..

   Call for first round comments and consultation scheduled October 2026, based on the Final IDP approved during May 2026. New Council Term draft IDP tabling scheduled for March 2027 and to be published in line with legislation. Second round of public participation scheduled for April 2027 based on the draft IDP published. Council to consider the approval and adoption of the final IDP during May 2027.

All amendments proposed shall be considered by Senior Management and implemented once approved by the newly elected council. District Municipality and the Department of Local Government will be consulted for guidance to comply with all legislative requirements.

RE-APPOINTMENT OF FINANCIAL MISCONDUCT DISCIPLINARY BOARD (2026/2027)

Purpose of report

To submit a report request to Council on the re-appointment of a Disciplinary Board for Langeberg Municipality in terms of regulation 4 of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings (Regulations).
To recommend the appointment of members to serve on the Financial Misconduct Disciplinary Board for a period of three (3) years, effective from **01 September 2026**, following the expiry of the current Board's term on **31 August 2026.**

Background

Langeberg Municipality has established a disciplinary board in terms of regulation 4 of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

Council established a disciplinary board to investigate allegations of financial misconduct in the municipality, and to monitor the institution of disciplinary proceedings against an alleged transgressor in terms of regulation 4(1) of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

Langeberg Municipal Council approved the establishment a disciplinary board in terms of resolution A4183. The disciplinary board for Langeberg Municipality will consist of following individuals:

a) The head of the internal audit unit within the municipality who is the Chief Audit Executive;
b) One member of the Audit Committee of the municipality; and
c) A senior manager from the legal division in the municipality who the Director: Corporate Services.

The current term of the Financial Misconduct Disciplinary Board will expire on **31 August 2026.** In order to ensure continuity in the management and adjudication of matters relating to financial misconduct, it is necessary to appoint a new Board before the expiry of the current term.

The current Board comprises the following members:

1. Mr Everson
2. Mr Mati
3. Mr Rini

Since the previous appointments were made:

- Mr Mati has subsequently been appointed as the Chief Financial Officer.

Comments

A disciplinary board is an independent advisory body that assists the council with the investigation of allegations of financial misconduct, and provide recommendations on further steps to be taken regarding disciplinary proceedings, or any other relevant steps to be taken.

A disciplinary board must consist of maximum five members appointed on a part- time basis by the council for a period not exceeding three years, in accordance with a process as determined by the municipal council.

A copy of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings and the approved Disciplinary Board terms of reference and reporting procedures are attached to this report.

Recommendation/ *Aanbeveling*

That Council approve the re-appointment of the disciplinary board for Langeberg Municipality consisting of following individuals to serve on the Financial Misconduct Disciplinary Board for a period of **three (3) years**, commencing **01 September 2026** and ending **31 August 2029**:

1. **Mr Rini** - member of the Audit and Performance Committee of the municipality; and
2. **Mr Everson** - a senior manager from the legal division in the municipality who is the Director: Corporate Services.
3. **Mr Magongo** - the head of the internal audit unit within the municipality who is the Chief Audit Executive

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

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GOVERNMENT NOTICE

NATIONAL TREASURY

CORRECTION NOTICE

In Ordinary (National) Government Gazette No. 37682, of 30 May 2014, Government Notice No. 425 is hereby withdrawn and replaced with the following:

No. R. 430 **30 May 2014**

LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003

MUNICIPAL REGULATIONS ON FINANCIAL MISCONDUCT PROCEDURES AND CRIMINAL PROCEEDINGS

The Minister of Finance has, in terms of sections 168 and 175, of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), and acting with the concurrence of the Minister of Cooperative Governance and Traditional Affairs, made the regulations as set out in the Schedule.

SCHEDULE

TABLE OF CONTENTS

CHAPTER 1
INTERPRETATION

Definitions

1. In these Regulations, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, unless the context indicates otherwise, and–
"Act" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

"designated official" means the official identified in a municipality or municipal entity to receive reports of allegations of financial offences against councillors or members of the board of directors of municipal entities;

"disciplinary board" means a disciplinary board established in terms of regulation 4(1) or a disciplinary board of a district municipality or provincial structure referred to in regulation 4(8);

"financial misconduct" means any act of financial misconduct referred to in-
(a) section 171 of the Act committed by an official of a municipality; or
(b) section 172 of the Act committed by an official of a municipal entity;

"financial offence" means any offence referred to in section 173 of the Act committed by-
(a) an official of a municipality or municipal entity;
(b) a councillor of a municipality;
(c) a member of the board of directors of a municipal entity; or
(d) any other person;

"investigator" means the board, treasury, person or team conducting a full investigation in terms of regulation 5(4).

CHAPTER 2
FINANCIAL MISCONDUCT PROCEDURES

Application of Chapter

2. This Chapter applies to alleged financial misconduct.

Reporting of allegations of financial misconduct

3. (1) Any person must report an allegation of financial misconduct against–
(a) the accounting officer, a senior manager or the chief financial officer of a municipality, to the municipal council of the municipality, the provincial treasury and the national treasury;
(b) an official of a municipality other than its accounting officer, to that accounting officer;
(c) the accounting officer of a municipal entity, to the chairperson of the board of directors, the mayor and the accounting officer of the entity's parent municipality;

(d) an official of a municipal entity other than its accounting officer, to that accounting officer.

(2) The mayor, the accounting officer or chairperson of the board of directors, as the case may be, must table an allegation referred to in sub-regulation (1) before the municipal council or, board of directors in the case of municipal entities, not later than seven days after receipt thereof or at the next sitting of the council or the board of directors.

(3) The person to whom an allegation of financial misconduct has been reported in terms of sub-regulation (1) must ensure that the report is treated in a confidential manner.

(4) This regulation must not be read as preventing a person from laying a criminal charge with the South African Police Service against any councillor, member of the board of directors of a municipal entity, or official of a municipality or municipal entity in relation to any conduct that may constitute an offence in terms of Part 2 of Chapter 15 of the Act.

(5) An official against whom an allegation of financial misconduct is made must be given an opportunity to make written representation to the municipality or municipal entity as to why he or she should not be suspended, within seven days of being notified of the allegation.

Establishment of disciplinary board and its functioning

4. (1) A municipal council or board of directors of a municipal entity must establish a disciplinary board to investigate allegations of financial misconduct in the municipality or municipal entity, and to monitor the institution of disciplinary proceedings against an alleged transgressor.

(2) A disciplinary board is an independent advisory body that assists the council or the board of directors with the investigation of allegations of financial misconduct, and provide recommendations on further steps to be taken regarding disciplinary proceedings, or any other relevant steps to be taken.

(3) A disciplinary board must consist of maximum five members appointed on a part- time basis by the council or board of directors for a period not exceeding three years, in accordance with a process as determined by the municipal council or board of directors.

(4) A member of a disciplinary board must-

(a) be a natural person;

(b) be a citizen or permanent resident of the Republic and resident in the province where the municipality is situated; and

(c) not be disqualified under sub-regulation (5).

(5) The following persons are disqualified from membership of a disciplinary board:

(a) a person who has been convicted of an offence in terms of this regulation or any other legislation;

(b) a person who, whether in the Republic or elsewhere, has been convicted of theft, fraud, forgery, the uttering of a forged document or any offence of which dishonesty is an element;
(c) a person who has at any time been removed from any office of trust on account of misconduct or dishonesty;
(d) an accounting officer of a municipality or municipal entity;
(e) a political office-bearer or a member of a board of directors; and
(f) a person who is an office-bearer in a political party.

(6) A disciplinary board may consist of-
(a) the head of the internal audit unit within the municipality or municipal entity or representative of an organisation performing internal audit functions for the municipality or municipal entity if the internal audit function is outsourced;
(b) one member of the Audit Committee of the municipality or municipal entity;
(c) a senior manager from the legal division in the municipality or municipal entity;
(d) a representative of the National Treasury or the provincial treasury; and
(e) any other person as may be determined by the municipal council or board of directors of a municipal entity.

(7) If an official referred to in sub-regulation (6)(a) or (c) is implicated in the financial misconduct, the municipality or municipal entity may co-opt a senior manager in another unit, who does not have a conflict of interest.

(8) If a municipality or municipal entity does not have sufficient capacity to establish a disciplinary board, a disciplinary board established by a district municipality or an equivalent provincial or national structure established for a similar purpose may, with approval of the district municipality or provincial or national structure, be used as a disciplinary board for the municipality or municipal entity.

Preliminary investigation of allegations of financial misconduct

5. (1) On receiving a report in terms of regulation 3(1), if the municipal council, board of directors or accounting officer of the municipality or municipal entity, is satisfied that there is reasonable cause to believe that an act of financial misconduct has been committed, it must within seven days refer the matter to the disciplinary board to conduct a preliminary investigation into the allegation as envisaged in terms of section 171(4)(a) or 172(3)(a) of the Act.

(2) A disciplinary board must conduct a preliminary investigation to determine whether or not the allegation is founded and make a recommendation to the council or board of directors as to whether sufficient grounds exists to warrant a full investigation into the allegation.

(3) If, during a preliminary investigation, the disciplinary board determines that the allegation is frivolous, vexatious, speculative or obviously unfounded, the investigation must be terminated.

(4) If the disciplinary board determines that the allegation is founded, a full investigation must be conducted by–
(a) the disciplinary board;
(b) the provincial treasury or the National Treasury, but only if the conditions specified in regulation 19 apply; or

(c) where the cost, the seniority of the alleged transgressor and the seriousness or sensitivity of investigating the alleged financial misconduct, warrants such a step, by–
   (i) a person appointed by the council or board of directors who has appropriate specialist expertise and who is not an official of the municipality or municipal entity; or
   (ii) an independent team of investigators appointed by the council or the board of directors;

in accordance with the applicable supply chain management prescripts.

(5) A team of investigators appointed in terms of sub-regulation (4)(c)(ii) may include–

(a) a person, other than an official of the municipality or municipal entity, with appropriate specialist expertise, designated by the municipal council or the board of directors; or
(b) an official of the department responsible for local government in the relevant province, designated by the department; or
(c) an official of the provincial treasury or the National Treasury, designated by the relevant treasury.

(6) The investigator or investigating team appointed in terms of sub-regulation (4)(c) must, within a period of 30 days of the appointment, submit a report with recommendations to the mayor or accounting officer as may be appropriate.

Investigation of allegation of financial misconduct and submission of reports

6. (1) A municipality or municipal entity must develop terms of reference for an investigation, in terms of regulation 5, within seven days of receipt of a referral from a disciplinary board for approval by the council or the board of directors.

(2) If the council or the board of directors has not acted on the recommendation by the disciplinary board that the financial misconduct is founded and sufficient grounds exist to warrant a full investigation into the allegation, the disciplinary board may request the provincial treasury or the National Treasury for assistance and a possible intervention in terms of regulation 19.

(3) After completion of a full investigation, the investigator must–

(a) compile a report on the investigation;
(b) submit its report to the mayor or the chairperson of the board of directors and the accounting officer together with its findings and recommendations, if applicable, regarding disciplinary steps that should be taken against the alleged transgressor; and
(c) immediately inform the speaker of the council of the submission of the report referred to in paragraph (b), and also submit a copy of the report to the provincial treasury and the National Treasury.

(4) The mayor, speaker, accounting officer or the chairperson of the board of directors must table the report of the investigation referred to in sub-

regulation (3)(b) in the council or the board of directors at the first sitting after the report is finalised.

(5) If the report that is tabled in the council or the board is amended, the person tabling the report must provide written reasons for the amendments to the council or the board.

(6) If the findings or recommendations of the report referred to in sub-regulation (3)(b) are rejected by the council or the board, reasons for the rejection must be provided to the investigator within five days of the rejection.

(7) Where the recommendations of the report referred to in sub-regulation (3)(b) regarding disciplinary steps against the alleged transgressor are not implemented, the investigator must notify the provincial treasury and the National Treasury for a possible intervention in terms of regulation 19.

(8) If the investigator recommends that disciplinary proceedings be instituted against the alleged transgressor the council or board of directors must by way of resolution institute the disciplinary proceedings-

(a) in the case of a senior manager, in accordance with the Local Government: Disciplinary Codes and Procedures for Senior Managers Regulations made in terms of the Municipal Systems Act; or
(b) in the case of an official who is not a senior manager, in accordance with the applicable collective bargaining agreement concluded in the bargaining council established for municipalities and municipal entities.

(9) Where the alleged transgressor is found guilty of financial misconduct after the disciplinary proceedings, he or she may not be re-employed in any municipality for a period of ten years as provided in section 57A(3) of the Municipal Systems Act.

Purpose of investigations

7. An investigation in terms of regulations 5 and 6 must establish–

(a) whether the allegation of financial misconduct has any substance; and
(b) if it has substance, whether sufficient grounds exist for instituting disciplinary proceedings against the alleged transgressor.

CHAPTER 3
CRIMINAL PROCEEDINGS

Application of Chapter

8. This Chapter applies to alleged financial offences.

Reporting of allegations of financial offences

9. (1) Any person may report an allegation of a financial offence against–

(a) a councillor of a municipality, to the designated official, the Minister of Finance and the MEC for finance;
(b) the speaker of a municipality, to the mayor of the municipality;
(c) a member of the board of directors of a municipal entity, to the designated official or, if the designated official is implicated, to the mayor and the accounting officer of the entity's parent municipality.

(2) An allegation referred to in sub-regulation (1)(a) or (b) must be dealt with in terms of the Code of Conduct for Councillors in Schedule 1 to the Municipal Systems Act.

(3) An allegation referred to in sub-regulation 1(c) must be dealt with in terms of the Code of Conduct for directors and members of staff of municipal entities in section 93L of the Municipal Systems Act.

Reporting of alleged financial offence to South African Police Service

10. (1) Where a financial offence has been committed by any person referred to in section 173 of the Act, the accounting officer or, if the accounting officer is involved, the municipal council or board of directors of the municipal entity, as the case may be, must report the alleged financial offence to the South African Police Service.

(2) If there is a likelihood of further financial loss for a municipality or municipal entity as a result of a financial offence, the accounting officer, council or board of directors must report the matter without delay to the South African Police Service and not await the completion of any investigation referred to in regulations 5 and 6 related to the financial offence.

(3) Where a financial offence is successfully prosecuted, the judgment must be reported to the National Treasury, together with full details of the convicted person, the name of the municipality where the offence was committed and the sanction that was imposed.

Allegations of financial offences not amounting to breaches of Code of Conduct for Councillors

11. (1) The designated official must, on receipt of a report of alleged financial offence referred to in section 173(4) or (5) of the Act by a councillor–

(a) authorise an investigation of the facts and circumstances of the alleged financial offence; and
(b) give that councillor an opportunity to make, within five days, a written submission with regard to the alleged financial offence.

(2) As soon as the designated official has complied with sub-regulation (1), the designated official must submit a report, within five days of completing the investigation, on the outcome of the investigation to the municipal council.

(3) The designated official must ensure that the public has access to the report referred to in sub-regulation (2).

(4) The designated official must, within five days of submitting the report to council, submit the report on the outcome of the investigation to–

(a) the MEC for finance in the province;
(b) the MEC for local government in the province;
(c) Minister of Finance, and
(d) Minister responsible for local government.

Allegations of financial offences not amounting to breaches of Code of Conduct for members of the board of directors of municipal entities

12. (1) The designated official must, on receipt of a report of alleged financial offence referred to in section 173(5) of the Act by a member of the board of directors or any other person referred to in that section–

(a) authorise an investigation of the facts and circumstances of the alleged financial offence; and
(b) give that member of the board of directors or other person the opportunity to make, within five days, a written submission with regard to the alleged financial offence.

(2) As soon as the designated official has complied with sub-regulation (1), the designated official must, within five days of completing the investigation, submit a report on the outcome of the investigation to the board of directors.

(3) The designated official must ensure that the public has access to the report referred to in sub-regulation (2).

(4) The designated official must, within five days of submission to the board of directors, furnish a report on the outcome of the investigation to–

(a) the board of directors;
(b) the municipal council of the entity's parent municipality;
(c) the MEC for finance in the province;
(d) the MEC for local government in the province;
(e) the Minister of Finance; and
(f) the Minister responsible for local government

CHAPTER 4

GENERAL

Application of Chapter

13. This Chapter applies to alleged financial misconduct and financial offences.

Preparation of information document on alleged financial misconduct and financial offences

14. (1) The municipality or municipal entity must prepare an information document on any alleged financial misconduct or financial offence stating–

(a) the name and position of the person against whom the allegation was made;
(b) a summary of the facts and circumstances of the alleged financial misconduct or financial offence, including the monetary value involved;
(c) any disciplinary steps taken or to be taken against the person concerned, or if no disciplinary steps have been or are to be taken, the reasons for that decision;
(d) in the case of a financial offence, the case number issued by the South African Police Service; and
(e) any steps taken or to be taken to recover any unauthorised, irregular or fruitless and wasteful expenditure incurred as a result of the alleged financial misconduct or financial offence in terms of section 32 of the Act.

(2) The municipality or municipal entity must within five days of finalising the information document submit it, together with any investigation report compiled in terms of regulation 5 and 6 to–

(a) the mayor of the municipality;
(b) the accounting officer of the parent municipality;
(c) the chairperson of the board of directors;
(d) the MEC for local government in the province;
(e) the national department responsible for local government;
(f) the provincial treasury;
(g) the National Treasury; and
(h) the Auditor-General;

Tabling of information document in municipal council or board of directors of municipal entities

15. (1) The mayor of a municipality or the chairperson of the board of directors must table the information document submitted in terms of regulation 14(2) in the municipal council or the board of directors at the first meeting of the council or the board of directors after receipt of the document.

(2) Any resolutions taken by the municipal council or the board of directors relating to the information document referred to in sub-regulation (1) must be reported to the provincial treasury and the national treasury.

(3) If the mayor, the accounting officer or the chairperson of the board of directors, as the case may be, is of the view that the alleged financial misconduct or financial offence may have a significant impact on the finances of the municipality, and that the funds need to be recovered from the alleged transgressor concerned, the mayor must request the speaker of the municipal council to convene a special meeting of the council to discuss the recoverability of the funds in accordance with section 32 of the Act.

Reports on disciplinary proceedings and criminal charges

16. (1) The municipality or municipal entity must report to the institutions referred to in regulation 14(2) (a) to (h)–

(a) any decision to institute or not to institute disciplinary proceedings against the person who allegedly committed a financial misconduct;
(b) the reasons for the decision;
(c) the outcome where disciplinary proceedings have been instituted; and
(d) whether a charge has been laid against the person concerned with the South African Police Service, if the alleged financial misconduct constitutes a financial offence in terms of section 173 of the Act.

(2) Municipalities and municipal entities must report on all suspensions, disciplinary or criminal proceedings instituted in cases of financial misconduct in their annual reports.

Procedures for confidential reporting financial misconduct and financial offence

17. (1) A municipality must–

(a) establish reporting procedures for persons to report allegations of financial misconduct and financial offences on a confidential basis; and
(b) make public the reporting procedures in accordance with section 21(1)(a) and (b) of the Municipal Systems Act.

(2) A parent municipality together with its municipal entity, must establish reporting procedures to allow persons to report allegations of financial misconduct and financial offence on a confidential basis and the municipal entity must make the reporting procedures public.

(3) When establishing reporting procedures in terms of sub-regulation (1) or (2), a municipality or municipal entity must take into account its financial and administrative capacity.

Protection of officials reporting allegations of financial misconduct and financial offence

18. The Protected Disclosures Act 2000 (Act No. 26 of 2000) applies to an official who makes a report or disclosure against a political office-bearer, a member of the board or an official who is alleged to have committed financial misconduct or a financial offence.

Interventions by treasury

19. If a municipality, designated official or municipal entity fails to investigate an allegation of financial misconduct or financial offence, the provincial treasury or the National Treasury may direct that the allegation be investigated.

Transitional arrangements

20. Any disciplinary process instituted before the commencement of these Regulations and not yet completed–

(a) must be finalised in terms of the prescripts applicable at the time when the process was instituted; or

(b) may, by agreement in writing between the affected official, political office-bearer or director of the municipal entity and the municipal council or board of directors, be finalised in terms of these Regulations.

Short title and commencement

21. These Regulations are called the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings and takes effect on 1 July 2014.

NOTICE – CHANGE OF TELEPHONE NUMBERS: GOVERNMENT PRINTING WORKS

As the mandated government security printer, providing world class security products and services, Government Printing Works has adopted some of the highly innovative technologies to best serve its customers and stakeholders. In line with this task, Government Printing Works has implemented a new telephony system to ensure most effective communication and accessibility. As a result of this development, our telephone numbers will change with effect from 3 February 2014, starting with the Pretoria offices.

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- Publications Enquiries : 012 748 6052/6053/6058 GeneralEnquiries@gpw.gov.za
  - Maps : 012 748 6061/6065 BookShop@gpw.gov.za
  - Debtors : 012 748 6060/6056/6064 PublicationsDebtors@gpw.gov.za
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- SCM : 012 748 6380/6373/6218
- Debtors : 012 748 6236/6242
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Please consult our website at www.gpwonline.co.za for more contact details.

The numbers for our provincial offices in Polokwane, East London and Mmabatho will not change at this stage.

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LANGEBERG MUNICIPALITY

DISCIPLINARY BOARD
TERMS OF REFERENCE AND REPORTING PROCEDURES
APPROVED BY COUNCIL RESOLUTION: AA496

Contents

1. Purpose

The purpose of the Disciplinary Board is restricted to alleged offences of financial misconduct and financial offences related to municipal officials as per sections 171, 172 and 173 of the Municipal Financial Management Act, 2003 (Act 56 of 2003).

Any allegations relating to the conduct of councillors must be dealt with in terms of the code of conduct of councillors as per items 13 and 14 of Schedule 1 of the Municipal Systems Act, 2000, (Act 32 of 2000).

This terms of reference:

- guide the reporting of allegations of financial misconduct; and
- Serves as a Terms of Reference for the Disciplinary Board to investigate allegations of Financial Misconduct against officials and senior management in terms of regulation 6 of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014.

2. Legislation requirements

The establishment of a Disciplinary Board is compulsory in terms of the Municipal Regulations for Financial Misconduct Procedures and Criminal Proceedings as published per GN 430 of 30 May 2014 (hereunder further referred to as "the Regulations).

Council approved the establishment of a Disciplinary Board on 27 July 2021 per item A4183.

3. Reporting of allegations of financial misconduct

3.1 In terms of regulation 3 of the Regulations, any person must report an allegation of financial misconduct against:

(a) the accounting officer, a senior manager or the chief financial officer of a municipality, to the municipal council of the municipality, the provincial treasury and the national treasury;

(b) an official of a municipality other than its accounting officer, to that accounting officer;

3.2 The mayor or the accounting officer, as the case may be, must table an allegation of financial misconduct, referred to above, before the municipal council, not later than seven days after receipt thereof or at the next sitting of the council.

3.3 This procedures must not be read as preventing a person from laying a criminal charge with the South African Police Service against any councillor or official of the municipality in relation to any conduct that may constitute an offence in terms of section 173 of the Act.

3.4 The person to whom an allegation of financial misconduct has been reported must ensure that the report is treated in a confidential manner.

3.5 An official against whom an allegation of financial misconduct is made must be given an opportunity to make written representation to the municipality as to why he or she should not be suspended, within seven days of being notified of the allegation.

3.6 Should a staff member or councillor or member of the public wish to report allegations of fraud or corruption anonymously, they can also contact or write to any member of management, the Municipal Manager, Executive Mayor, the Speaker, Chairperson of the Fraud & Risk Management Committee and/or Audit & Performance Committee or use the national fraud hotline – 0800 701 701.

3.7 In the case of the Municipal Manager or the Mayor receiving a report in terms of paragraph 3.5, the stipulations of paragraph 3.2 prevails. Any other person receiving a report in terms of section 3.6 must refer the information received to both the Municipal Manager and the Mayor.

3.8 Confidentiality of information will be protected as per the Langeberg Municipal Fraud Prevention Policy.

4. Objectives of the Disciplinary Board

The Objectives of the Disciplinary Board is to conduct an independent preliminary or full investigation in terms of the Regulations to establish:

- Whether the allegation of financial misconduct has any substance; and
- If it has substance, whether sufficient grounds exist for instituting disciplinary proceedings against the alleged transgressor.

The Disciplinary Board must also monitor the institution of disciplinary proceedings against an alleged transgressor.

5. Composition

The Financial Disciplinary Board shall consist of a maximum of 5 members according to regulation 4 (3) of the Regulations.

The members of the Disciplinary Board shall be formally appointed by the Council for a three year term in terms of regulation 4(3) of the Regulations.

The members, as a collective, shall possess the blend of skills, expertise and knowledge of the municipality, including familiarity with the concepts, principles and practice of financial misconduct.

The appointment of members of the Disciplinary Board will be in compliance with regulation 4 (4), (5) and (6) of the Regulations.

6. Responsibilities and functions of the Disciplinary Board

The responsibilities and functioning of the Disciplinary board are stipulated in in regulations 5 and 6 of the Regulations. The Disciplinary Board must determine its own procedures.

7. The authority and reporting requirements of the Disciplinary Board

a) The Disciplinary Board is mandated to interview any relevant person and to obtain all relevant documentation from any official or councillor that may assist with the investigations.

b) The Disciplinary Board has the authority to terminate a preliminary investigation if there are no grounds to support the allegations as per regulation 5 (3) of the Regulations.

c) If the Disciplinary Board has determined that the allegations is frivolous, vexatious, speculative, or obviously unfounded and has terminated the investigation, a report in this regard must be submitted to the Council under signature of the Chairperson of the Disciplinary Board.

d) If the Disciplinary Board determines that the allegations is founded, the Disciplinary Board must submit a report, under signature of the Chairperson of the Disciplinary Board, with recommendations to the Council as follows:

   (i) Whether the allegation(s) of financial misconduct has substance and warrant a full investigation, and
   (ii) Whether the cost, the seniority of the alleged transgressor and the seriousness or sensitivity to investigating the alleged financial misconduct warrants that a person be appointed by the Council who has appropriate specialist expertise and who is not an official of the municipality; or
   (iii) Whether an independent team of investigators have to appointed.

e) The Disciplinary Board will submit the report referred to above, on the findings and recommendation of the Disciplinary Board as "In-Committee report" to be tabled at the next sitting of the Council after completion of its investigation(s).

f) If the Council resolves that the Disciplinary Board must carry on with a full investigation, the Disciplinary Board is mandated to interview any relevant person and to obtain all relevant documentation from any official or councillor that may assist with the investigations.

g) The Disciplinary Board may make recommendations that disciplinary proceedings instituted against the alleged transgressor and the Council must by way of a resolution institute disciplinary hearings as follows:

   (i) In the case of a senior manager in accordance with the Local Government: Disciplinary Codes and Proceedings for Senior Managers Regulations as per the Systems Act; or

   (ii) In the case of an official who is not a senior manager, in accordance with the applicable collective bargaining agreement established for municipalities.

h) If the recommendations of the Disciplinary Board is rejected by the Council, the Accounting Officer must inform the Disciplinary Board within five (5) days of the rejection.

i) Where the recommendations of the report of the Disciplinary Board, regarding the steps to be taken, are not implemented, Disciplinary Board must notify the provincial- and the national treasury for a possible intervention in terms of regulation 19 of the Regulations.

j) If the Council resolves to appoint a team of investigators or a sole investigator the stipulations of regulation 5 (5) and (6) is to be followed.

8. Organizational arrangements

a) The Chairperson of the Disciplinary Board will decide on the first meeting of the Disciplinary Board as and when required, and the consecutive meetings will be agreed upon with the members. The quorum of the Disciplinary Board is the Chairperson plus at least one member.

b) Where the Chairperson of the Disciplinary Board is a member of the Audit and Performance Committee or appointed from outside public service, such a person shall be remunerated at the current rate of the Chairperson of the Audit and Performance Committee.

c) The Director Corporate Services will dedicate staff for the secretarial function. The meetings of the board will be recorded and minuted by the secretariat. Minutes of the board meetings will only be made available to the Accounting Officer and the Council and not individual councillors to protect the rights of the implicated persons and the interests of the municipality. Recordings will only be made available to affected parties as and when required.

9. Relationship with Council and management.

Although any person can report an allegation of financial misconduct, only the Council can instruct the Disciplinary Board to investigate and report on such allegations.

10. Maintenance of the Terms of Reference

The reviewing and amending of this term of reference is the responsibility of the Disciplinary Board as and when required.

DISCIPLINARY CASE / DISCIPLINARY COMMITTEE OUTCOME IN THE CASE AGAINST CLLR J G STEENKAMP (P/L JG STEENKAMP) (SPEAKER)

PURPOSE OF THE REPORT

To submit to Council for consideration, the outcome following the disciplinary hearing of Cllr J G Steenkamp.

BACKGROUND

Council at its meeting of 4 December 2024 under item A4831 resolved as follows:

"*That Council note the disciplinary process and that the matter will be referred to the Disciplinary Committee of Council.*"

COMMENTS

Attached to this report marked as "Annexure A" is the finding of the Disciplinary Committee following the disciplinary hearing.

Submitted for consideration by Council