



2022/2023 IDP, Budget & PMS Time Schedule of Key Deadlines



www.gardenroute.gov.za

Tel: 044 803 1300 • info@gardenroute.gov.za

Head Office: 54 York Street, George, Western Cape, South Africa



Month	IDP	Performance	Budget	Legal Reference
PREPARATION & ANALYSIS				
September				
1 September 2021	Submit 2022/2023 IDP Budget Time Schedule with Council resolution to MEC – DLG NT and PT (GRDM) Advertise IDP Budget & PMS Time Schedule (GRDM)		Submit 2022/2023 IDP Budget Time Schedule with Council resolution to MEC – DLG NT and PT (GRDM) Advertise IDP Budget & PMS Time Schedule (GRDM)	MSA Section 21, 28(3)
September 2021	Council to submit unaudited tabled annual report to MPAC for vetting and verification of councils' directive on service delivery and the committee to evaluate Senior Managers' performance agreement entered into			Circular 63 of the MFMA MFMA Section 127(5)
1 September 2021	Annual Report is made public and representation is invited			MFMA Section 127(5)
September 2021			Start setting up spreadsheets for budget submissions (Budget Office)	MFMA Section 21(1) (b) MFMA Section 21 (1) (b)
September			Review the Long term Financial Plan	MSA Section 26(h): An integrated

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2021				development plan must reflect a financial plan, which must include a budget projection for at least the next three years.
9-10 September 2021	Provincial IDP Managers Forum Meeting			
15 September 2021	District SDF Project Committee Meeting			
29 September 2021	IDP Budget & PMS Representative Forum Meeting	IDP Budget & PMS Representative Forum Meeting	IDP Budget & PMS Representative Forum Meeting	MSA Section 56(2) The executive mayor must - (a) identify the needs of the municipality; (b) review and evaluate those needs in order of Priority MSA Section 29 (1) (b) MSA Section 56 (2)
September 2021	B Municipalities Public Participation Process			MSA Section 16(1)(a) MSA Section 29(1)(b)(i)
September 2021	Knysna Municipality: IDP Budget & PMS Representative Forum Meeting			MSA Section 56(2) The executive mayor must - (a) identify the needs of the municipality; (b) review and evaluate those needs in order of Priority

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				MSA Section 29 (1) (b) MSA Section 56 (2)
October				
8 October 2021	Annual Report: Closing date for comments on Annual Report			MFMA Section 129, 130
20 October 2021	MPAC Meeting – Oversight Report			Circular 63
October 2021	B Municipalities Public Participation Process			MSA Section 16(1)(a) MSA Section 29(1)(b)(i)
20 October 2021	Oudtshoorn IGR / Stakeholder Representative Forum Meeting Municipality:			MSA, Act 32 of 2000 Section 24(1)(2)(3)(a)(b)(i)(ii)(4)
October 2021	Internal analysis <ul style="list-style-type: none"> • critical issues / with respect to every service • minimum service levels • institutional 		Commence with salary, vehicle and operating budget Send out capital budget spreadsheets to departments	
			Deadline for operating budget inputs, e.g. salary budget and vehicle budget	
19 October 2021	IDP Budget & PMS Steering Committee to consolidate the analysis Phase	IDP Budget & PMS Steering Committee to consolidate the	IDP Budget & PMS Steering Committee to consolidate the analysis Phase	

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		analysis Phase		
27 October	Municipal Elections Municipal Electoral Act, 27 of 2000 (proclaimed date but, subject to change)			
STRATEGIES, PROJECTS & PROGRAMME IDENTIFICATION				
November				
November – March 2022	New Municipal Council constituted			
November			Deadline for capital budget inputs from departments	
November	IGR Stakeholder and Sector Engagements to integrate sector plans into IDP			
November	George Municipality : IGR Engagements to obtain sector budget commitments			
9 November 2021	MMF & DCF		Due date for final adjustment budget submissions	
11 November 2021	Join District IDP & Public Managers Forum Meeting			
17 November 2021	Strategy Workshop (councillors, municipal manager, directors and selected senior managers) to consolidation all strategic			

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	inputs and to formulate the first draft of a new Strategy Chapter of the IDP.			
November 2021	Strategic Integrated Municipal Engagements			
December				
December 2021		Finalise first draft of departmental operational plans and SDBIP for review against strategic priorities	Commence with compilation of Adjustments Budget (B Schedule and Report)	
9-10 December 2021	Provincial IDP Managers Forum Meeting			
December 2021	Final Annual Report and Oversight Report tabled to Council, submitted to PT NT, AG and made public			Circular 63 of the MFMA
INTEGRATION				
January				

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January - March 2022	As part of item to Council obtain decision as to adoption of predecessors IDP with or without amendment Workshop the new Council on the predecessor IDP			
January	Integrate and align to IDP documentation and draft SDBIP	Integrate and align to IDP documentation and draft SDBIP	Finalise in the prescribed formats incorporating National & provincial budget allocations	
January 2022			Finalise budget policies	
January 2022		Section 72 mid-year assessment report: Council Mayco Provincial Treasury National Treasury	Section 72 mid-year assessment report: Council Mayco Provincial Treasury National Treasury	MFMA Section 72(1): The accounting officer of a municipality must by 25 January of each year- (a) assess the performance of the municipality during the first half of the financial year... and (b) submit a report on such assessment to- (i) the mayor of the municipality; (ii) the National Treasury; and (iii) the relevant provincial treasury MFMA Section 54(1)(f): The mayor must, in the case of a section 72 report, submit the report to the council by 31 January of each year.
January 2022		Finalise KPIs	Adjustments Budget	MFMA Section 28(1): A municipality

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		and Annual Performance Targets		may revise an approved annual budget through an adjustments budget. MBRR Regulation 23(1): An adjustments budget may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year.
January 2022	Post Adjustments Budget, Mid-year Section 72 assessment as well as the Annual Report on the website	Post Adjustments Budget, Mid-year Section 72 assessment as well as the Annual Report on the website	Post Adjustments Budget, Mid-year Section 72 assessment as well as the Annual Report on the website	MBRR Regulation 34(1): Within 5 working days of 25 January each year the municipal manager must make the mid-year budget and performance assessment public by placing it on the municipal website.
January	IDP Budget & PMS Steering Committee to prepare for institutional Strategic planning session	IDP Budget & PMS Steering Committee to prepare for institutional Strategic planning session	IDP Budget & PMS Steering Committee to prepare for institutional Strategic planning session	
FEBRUARY				
February 2022	Consult with communities on their development needs and priorities.			Section 29(1)(b)(i) of the MSA
February	Identify all plans and			

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2022	planning requirements binding on the municipality in terms of national and provincial legislation.			
February 2022	If decision is to adopt predecessors IDP without amendments or If decision is to adopt predecessors IDP with amendments, draft amended IDP.			Section 29(1)(c) of the MSA
February 2022		Compile draft SDBIP	Finalise the draft capital and operating budget and budget related policies	
			Finalise detailed operating and capital budgets in the prescribed formats incorporating National and Provincial budget allocations, integrate and align to IDP documentation and draft SDBIP, finalise budget policies including tariff policy Note any provincial and national allocations to municipalities (DORA and Prov Gazette) for incorporation into budget	
February 2022	Technical Integrated Municipal Engagements with Provincial Sector Departments			
9 February	Joint District IDP &			

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2022	Public Participation Managers Forum			
10 February 2022	MMF & DCF			
February 2022			Advertise Adjustments Budget and Mid-year Section 72 assessment in local newspapers	MBRR Regulation 26
16 & 17 February 2022	Institutional Strategic Planning Session	Institutional Strategic Planning Session	Institutional Strategic Planning Session	
Before February			Submit the approved adjustments budget to Provincial Treasury and National Treasury	MBRR Regulation 24(1)
Before February			Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three financial years (by no later than 120 days before the start of its budget year)	MFMA Section 37(2)
February 2021	Knysna Municipality Technical Integrated Municipal Engagements with Provincial Sector Departments			

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APPROVAL				
March				
10-11 March 2022	Provincial Managers Meeting	IDP Forum		
March 2022	<p>Table draft IDP and budget in Council (at least 90 days before the start of the budget year)</p> <ul style="list-style-type: none"> • Budget Steering Committee • Submit to Mayoral Committee • Submit to Council 		<p>Table draft IDP and budget in Council (at least 90 days before the start of the budget year)</p> <ul style="list-style-type: none"> • Budget Steering Committee • Submit to Mayoral Committee • Submit to Council 	<p>MFMA Section 16: The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year. In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of</p>
April				
April 2022	Make public the IDP, annual budget and supporting documentation and invite the community to submit representations		Make public the IDP, annual budget and supporting documentation and invite the community to submit representations	MFMA Section 22(a)
April 2022	Submit the draft IDP and budget to the Local Government,		Submit the draft IDP and budget to the Local Government, Provincial Treasury,	MFMA Section 22(b)

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	Provincial Treasury, National Treasury and other affected organs of state		National Treasury and other affected organs of state	
April 2022	Advertise proposed amendment for a period of 21 days to allow for public comment			
	Consult district municipality or local municipality on the proposed amendment as per Municipal Planning and Performance Management Regulations.			
	Process of consultation and meetings with local community and stakeholders, Provincial and National Treasury and other organs of State. (LGMTEC)	Process of consultation and meetings with local community and stakeholders, Provincial and National Treasury and	Process of consultation and meetings with local community and stakeholders, Provincial and National Treasury and other organs of State. (LGMTEC)	MFMA Section 23(1)

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		other organs of State. (LGMTEC)		
20 April 2022	IDP Budget & PMS Rep Forum	IDP Budget & PMS Rep Forum	IDP Budget & PMS Rep Forum	MFMA Section 23(1): When the annual budget has been tabled, the municipal council must consider any views of – (a) the local community.
April 2022	Knysna Municipality IDP Budget & PMS Rep Forum			MFMA Section 23(1): When the annual budget has been tabled, the municipal council must consider any views of – (a) the local community.
May				
May 2022	Table final IDP and budget in Council (at least 30 days before the start of the budget year)		Completion of Annual Budget amendments / Refinements Table final IDP and budget in Council (at least 30 days before the start of the budget year)	MFMA Section 24(1):
May 2022	Place the IDP, annual budget, all budget-related documents and all budget-related policies on the website (within 5 days of the adoption of the plan)		Place the IDP, annual budget, all budget-related documents and all budget-related policies on the website (within 5 days of the adoption of the plan)	MFMA Section 75(1)

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June				
June 2022	Give notice to the public of the adoption of the IDP and that copies or extracts are available for public inspection at specified places (within 14 days of adoption)		Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)	MSA Section 25(4)(a) MSA Section 25(4)(b)
June 2022	Publicise a summary of the IDP			
June 2022	If amended IDP submit copy to the MEC for Local Government (within 10 days of adoption)		Submit approved budget to the Provincial Treasury and National Treasury (within 10 working days after approval of the budget)	MSA Section 32(1)(a) MFMA Section 24(3)
June 2022		Submit to the Executive Mayor the draft SDBIP and draft annual performance agreements for the next year (within 14 days after approval of the budget)		MFMA Section 69(3):
June 2022		Place the performance		MFMA Section 75(1):

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		agreements and all service delivery agreements on the website		
June 2022		Submit copies of the performance agreements to the MEC for local government Submit the SDBIP to National and Provincial Treasury (within 10 working days approval of the plan)		MFMA Section 53(1)(c)(ii) MFMA Section 53(3)(b): MBRR Reg 20(2)(b): MFMA Section 53(3)(a):
June 2022		Make public the performance agreements of		MFMA Section 53(3)(b): .
9 June 2022	Joint District IDP & Public Managers Forum meeting to discuss the District Framework and IDP Budget & PMS Process Plan			
12 June 2022	MMF & DCF			

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	Provincial Managers Meeting	IDP Forum		
Preparation/Planning				
15 July 2022	District IDP Budget & PMS Alignment Working Session	District IDP Budget & PMS Alignment Working Session	District IDP Budget & PMS Alignment Working Session	MFMA Section 75(1) 21, 53, 68, 77 MFMA Section 53(3)(b) Municipal Structures Act, 1998 Part 4 & S83, 88 Municipal Systems Act, 2000, Sections 17, 34, 76-81, 105
20 July 2022	IDP Budget & PMS Steering Committee to outline the IDP Review Process	IDP Budget & PMS Steering Committee to outline the IDP Review Process	IDP Budget & PMS Steering Committee to outline the IDP Review Process	
August 2022		Panel evaluation of the previous financial year's performance		
August 2022		External Audit Committee: Evaluation of the annual financial statements and Annual Performance Report	Budget Steering Committee to discuss rollovers, savings declarations and new applications	
5 August 2022	MMF & DCF			
			Submit annual financial statements	

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			and annual performance report to the Auditor-General for auditing (within two months after the end of the financial year)	
August 2022	Council Approval of IDP Process Plan and District Framework for 2022/2023 -2026-2027			
August 2022	First Draft of Annual Report tabled to Council	First Draft of Annual Report tabled to Council	First Draft of Annual Report tabled to Council	MSA Section 126(1)(a): The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing MFMA Section 21(1)(b) Circular 63 of the MFMA