



2024/2025 IDP, BUDGET PMS & SDF, Time Schedule of Key Deadlines

Activity	Responsible Unit or Department	Legal reference	Date
PREPARATION & ANALYSIS			
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	IDP	Circular 63 of the MFMA MFMA Section 127(5)	September 2023
Annual Report is made public, and representation is invited	IDP	MFMA Section 127(5)	September 2023
Start setting up spreadsheets for budget submissions (Budget Office)	Finance	MFMA Section 21(1) (b) MFMA Section 21 (1) (b)	September 2023
Review the Long-term Financial Plan	Finance	MSA Section 26(h): An integrated development plan must reflect a financial plan, which must include a budget projection for at least the next three years.	September 2023
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working day of the start of the month.	Finance	MFMA 71 (1)	September 2023
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.	Finance	MFMA 71 (5)	September 2023
Conclude initial consultation and review,	Finance	Guidance MFMA	September 2023

Activity	Responsible Unit or Department	Legal reference	Date
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.			
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.	Finance	MFMA 54 (1)	September 2023
Oudtshoorn Municipality to conduct Public Participation Meetings in the thirteen (13) wards	Oudtshoorn Municipality	MSA, Act 32 of 2000 Section 16	03-28 September 2023
Bitou Municipality Extended IDP Steering	Bitou Municipality	IDP Processes	September 2023
IDP Community Engagements	Knysna Municipality		September 2023
JDMA Interface Meeting	GRDM/DLG	JDMA Approach	September 2023
Circular Economy Cluster		Garden Route Joint District and Metropolitan Approach/ Growth Development Strategy	1 September 2023
Technical Steering Committee	All Cluster chairpersons & IGR Stakeholders	Garden Route Joint District and Metropolitan Approach/ Growth	7 September 2023

Activity	Responsible Unit or Department	Legal reference	Date
		Development Strategy	
Water & Secure future Cluster	All IGR Stakeholders relevant to the cluster	Garden Route Joint District and Metropolitan Approach/ Growth Development Strategy	27 September 2023
Green Energy Cluster	All IGR Stakeholders relevant to the cluster	Garden Route Joint District and Metropolitan Approach/ Growth Development Strategy	28 September 2023
MPAC Meeting – Annual Report	Office of the MM		October 2023
Sustainable Tourism Cluster	LED& IDP Section	Garden Route Joint District and Metropolitan Approach/ Growth Development Strategy	10 October 2023
Support Wellbeing and Resilience Cluster	LED & IDP section	Garden Route Joint District and Metropolitan Approach/ Growth Development Strategy	11 October 2023
IDP Budget & PMS Steering Committee Meeting	IDP	IDP Process	October 2023
Appoint Service Provider (subject to availability of funds) for the MSDF Development	Planning Department	MSDF Process	October 2023
Convene and IGR Reference Team for the Citizen interface	DLG & GRDM	Garden Route Joint District and Metropolitan Approach Process.	11 October 2023
Continuation of Bitou Municipality Public	Bitou Municipality	MSA, Act 32 of 2000	October 2023

Activity	Responsible Unit or Department	Legal reference	Date
Participation Meeting.			
Commence with salary, vehicle and operating budget Send out capital budget spreadsheets to Departments	Finance		October 2023
Deadline for operating budget inputs, e.g. salary budget and vehicle budget	Finance		October 2023
HoD/MM engagement – Joint consultation on providing context to provincial policy priorities.	Office of MM		October 2023
Medium-Term Budget Policy Committee – Alignment of provincial and local government policy priorities to applicable departmental and municipal plans and budgets.	Finance	JDMA Process	October 2023
STRATEGIES, PROJECTS & PROGRAMME IDENTIFICATION			
MMF & DCF	IDP/IGR & Public Participation Unit	IGR Framework Act 13 of 2005 District Process	2 November 2023
Deadline for capital budget inputs from departments	Finance		November 2023
Bitou Municipality Strategic Session	Bitou Municipality	N/A	November 2023
Oudtshoorn Municipality IGR / Stakeholder Representative Forum Meeting	Oudtshoorn Municipality	MSA Act of 2000 Section 24	November 2023
District IDP Managers Strategic Planning Session	IDP, IGR & Public Participation		November 2023

Activity	Responsible Unit or Department	Legal reference	Date
	Unit		
IDP Budget & PMS Representative Forum	IDP, IGR & Public Participation Unit		29 November 2023
MinMay	Department of Local Government	IGR Framework Act 13 of 2005	29 November 2023
Green Energy Cluster	LED & IDP Unit	Garden Route Joint District and Metropolitan Approach/ Growth Development Strategy	30 November 2023
Western Cape Integrated Forum	District IDP Managers		November 2023
Commence with compilation of Adjustments. Budget (B Schedule and Report)	Finance		December 2023
Provincial IDP Managers Forum	Department of Local Government	IGR Framework Act 13 of 2005 Western Cape Government process	7-8 December 2023
Final Annual Report and Oversight Report tabled to Council, submitted to PT NT, AG and made public	IDP, IGR & Public Participation Unit		December 2023
INTEGRATION			
Finalise in the prescribed formats incorporating National & provincial budget allocations	Finance	National Treasury Guidelines	January 2024
Finalise budget policies	Finance	National Treasury Guidelines	January 2024
Section 72 mid-year assessment report	Finance	MFMA Section 72(1): The accounting	25 January 2024

Activity	Responsible Unit or Department	Legal reference	Date
	PMS	<p>officer of a municipality must by 25 January of each year-</p> <p>(a) assess the performance of the municipality during the first half of the financial year... and (b) submit a report on such assessment to-</p> <p>(i) the mayor of the municipality;</p> <p>(ii) the National Treasury; and</p> <p>(iii) the relevant provincial treasury</p> <p>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</p>	
Adjustments Budget	Finance	<p>MFMA Section 28(1): A municipality may revise an approved annual budget through an adjustments budget. MBRR Regulation 23(1): An adjustments budget may be 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.</p>	January 2024

Activity	Responsible Unit or Department	Legal reference	Date
Post Adjustments Budget, Mid-year Section 72 assessment as well as the Annual Report on the website	Finance	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 2024
IDP Budget & PMS Steering Committee	IDP	Internal Process	February 2024
Finalize the draft capital and operating, budget and budget related policies	Finance		February 2024
District IDP Managers Meeting	IDP	IGR Framework Act 13 of 2005 District Process	February 2024
MMF & DCF	IDP	IGR Framework Act 13 of 2005 District Process	8 February 2024
Provincial IDP INDABA 2	Department of Local Government	IGR Framework Act 13 of 2005	19 -23 February 2024
Technical Integrated Municipal Engagements with Provincial Sector Departments	Western Cape Government	Western Cape Government process	28 February 2024
Technical Strategic Session	IDP, IGR & Public Participation Unit with the Strategic Manager Office	N/A	February 2024
District Institutional Strategic Planning Session	IDP, IGR & Public Participation	N/A	February 2024

Activity	Responsible Unit or Department	Legal reference	Date
	Unit with the Strategic Manager Office		
Submit Draft MSDF to Provincial Minister for comments	Planning Department		February 2024
Advertise Adjustments Budget and Mid-year Section 72 assessment in local newspapers	Finance	MBRR Regulation 26	February 2024
Submit the approved adjustments budget to Provincial Treasury and National Treasury	Finance	MBRR Regulation 24(1)	February 2024
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)	Finance	MFMA Section 37(2)	February 2024
Western Cape Integrated Forum	District IDP Managers		February 2024
APPROVAL			
GRDM Table draft IDP and budget in Council (at least 90 days before the start of the budget year)	IDP & Finance Department	MFMA Section 22 and 23 MSA Reg 3 (4) (a-b)	March 2024
All B Municipalities Submits the draft IDP, budget, tariffs, budget related policies and SDBIP (at least 90 days before the start of the budget year) to Council for approval for the purpose of obtaining public comment and	George Municipality Mossel Bay Municipality Oudtshoorn Municipality Bitou Municipality Kannaland Municipality	MFMA Section 22 and 23 MSA Reg 3 (4) (a-b)	27 March 2024 29 March 2024

Activity	Responsible Unit or Department	Legal reference	Date
inputs (21 days)	Hessequa Municipality Knysna Municipality		
Compile draft SDBIP and submit to council	PMS		March 2023
Make public the IDP, annual budget and supporting documentation and invite the community to submit representations	IDP Finance	MFMA Section 22(a)	April 2024
Submit the draft IDP and budget to the Local Government, Provincial Treasury, National Treasury and other affected organs of state	IDP Finance	MFMA Section 22(b)	April 2024
District IDP Managers Meeting	IDP		April 2024
Provincial Minister to submit comments to the municipality within 60 days.	Western Cape Department		April 2024
Conclude process of consultation on tabled budget and IDP with community and other stakeholders and assist Mayor to revise budget following feedback, taking into account the results of the third quarter (section 52) report.	IDP Finance	MFMA 68	April 2024
Bitou Municipality IDP and Budget Road Shows	Bitou Municipality		April 2024
Mossel Bay Municipality Consult public on Draft IDP and Budget. Public Participation meetings in all wards.	Mossel Bay Municipality		1- 25 April 2024

Activity	Responsible Unit or Department	Legal reference	Date
George Municipality Public Participation Meetings to consult the Draft IDP, Draft SDF, Draft SDBIP 2024/25 and Draft Budget	George Municipality	MFMA - Sec 22(a) MSA - Sec 21A, 42 MPPMR - Reg 15(3)	09 – 16 April 2024
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	Finance	MFMA 54 (1)	April 2024
Provincial Minister to submit comments to the municipality within 60 days.	WC Government		April 2024
IDP Budget & PMS Representative Forum	IDP		May 2024
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 IDP	Western Cape Government	IGR Framework Act 13 of 2005 Western Cape Government process	May 2024
GRDM Table final IDP, and budget in Council (at least 30 days before the start of the budget year)	IDP & Finance Department	MFMA Section 24(1):	May 2024
Submit amended MSDF to council for adoption	Planning department.		May 2024

Activity	Responsible Unit or Department	Legal reference	Date
All B Municipalities Submits the Final IDP, budget, tariffs, budget related policies and SDBIP to Council for approval.	George Municipality Mossel Bay Municipality Oudtshoorn Municipality Bitou Municipality Kannaland Municipality Hessequa Municipality Knysna Municipality	MFMA - Sec 24	29 May 2024 29 May 2024 27 May 2024
Place quarterly (section 52) report on budget implementation of the municipal website.	Finance	MFMA 75 (1) (k)	May 2024
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	Finance	MFMA 71 (1)	May 2024
Consider monthly (section 71 report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments.	PMS		May 2024
Submit report to council and make public any amendment to the SDBIP – due end of the month.	PMS		June 2024
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	IDP	MSA Section 25(4)(a)	June 2024

Activity	Responsible Unit or Department	Legal reference	Date
Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)	Finance	MFMA Section 22(a,b)	June 2024
Submit IDP & amended MSDF to Provincial Minister within 10 days of adoption	Planning department		June 2024
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)	PMS	MFMA Section 69(3):	June 2024
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month	Finance	MFMA Section 71	June 2024
MMF & DCF		IGR Framework Act 13 of 2005 District Process	June 2024
Provincial IDP Managers Forum Meeting		IGR Framework Act 13 of 2005 Western Cape Government process	June 2024
Western Cape Integrated Forum	District IDP Managers		July 2024
PLANNING AND PREPARATION FOR THE NEXT IDP CYCLE			
Joint District IDP & Public Managers Forum		IGR Framework Act 13 of 2005	August 2024

Activity	Responsible Unit or Department	Legal reference	Date
meeting to discuss the District Framework and IDP Budget & PMS Process Plan		District Process	
Council adopts IDP time schedule for next financial year	IDP	MFMA Section 21	August 2024
Unaudited Annual Report and tabled to Council	PMS IDP	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	August 2024
Make public the performance agreements of Municipal Manager and Senior Managers	PMS	MFMA Section 53(3)(b):	August 2024
External Audit Committee: Evaluation of the annual financial statements and Annual Performance Report	Office of the MM		August 2024
Submit annual financial statements and annual performance report to the Auditor- General for auditing (within two months after the end of the financial year)	Finance		August 2024

****Activities and Dates provided in this time schedule are subject to change based on available budget and changing circumstances***