



IDP, BUDGET, PMS & SDF, Time Schedule of Key Deadlines

In preparation for the 2025/2026 Integrated Development Plan Review process

Activity		Responsible Unit or Department	Legal reference	Time Frame
PREPARATION & ANALYSIS				
#	SEPTEMBER			
1.	Commencement of IDP analysis of institutional services and infrastructure provision, backlogs, and priorities in line with the functions of the district. Unaudited Annual Report as submitted to Auditor-General to be used as input into the IDP strategic phase process and community verification & input by MPAC on reported performance.	IDP, IGR & Public Participation	IDP Process	September 2024
2.	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, IGR & Public Participation Performance	Circular 63 of the MFMA MFMA Section 127(5)	September 2024
3.	Annual Report is made public, and representation is invited	IDP, IGR & Public Participation	MFMA Section 127(5)	September 2024
4.	Start setting up spreadsheets for budget submissions Budget offices of municipality and entities determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives	Finance	MFMA Section 21 (1) (b) MFMA Section 21 (1) (b)	September 2024
5.	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 2024

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6.	Conduct Public Participation Meetings in the thirteen (13) wards in a form of a ward feedback meetings by ward councillors and ward committees	Oudtshoorn Municipality	MSA, Act 32 of 2000 Section 16	September 2024
7.	Consultation Meetings with the Ward Committee Members on IDP Processes for 2025/2026.	Oudtshoorn Municipality		September 2024
8.	IDP Public Meetings – Public meetings attended by ward committee members, other role-players / stakeholders, and members of the public and sectoral groupings as per approved schedule.	Knysna Municipality	MSA Section 29(1)(b)	September 2024
9.	Conduct public participation process into 2025/2026 IDP Review and Budget for the greater Mossel bay	Mossel Bay Municipality		September 2024
OCTOBER				
10.	IDP Public Participation period: during this period, the community and stakeholders will be able to submit inputs for the review of the 5th Generation IDP 2022 - 2027 (joint process)	George Municipality	MSA Section 29(1)(b)(i)	October 2024
11.	Technical IDP Budget & PMS Steering Committee Meeting	IDP, IGR & Public Participation	IDP Process	October 2024
12.	Appoint Service Provider (subject to availability of funds) for the MSDF Development <i>Process to be completed August – October 2025</i>	Human Settlements Department	MSDF Process (10 -12 month process)	October 2024
13.	Commence with salary, vehicle and operating budget	Finance		October 2024

Activity		Responsible Unit or Department	Legal reference	Time Frame
	Send out capital budget spreadsheets to Departments			
14.	Deadline for operating budget inputs, e.g. salary budget and vehicle budget	Finance		October 2024
15.	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 2024
16.	JDMA Interface Meeting	GRDM/DLG	JDMA Approach	October 2024
17.	GDS Technical Steering Committee	All Cluster chairpersons & IGR Stakeholders	Garden Route Growth & Development Strategy	October 2024
18.	IDP Public Meetings - Public meetings attended by ward committee members, other role-players / stakeholders and members of the public and sectoral groupings as per approved schedule	Knysna Municipality	MSA Section 29(1)(b)	October 2024
STRATEGIES, PROJECTS & PROGRAMME IDENTIFICATION				
NOVEMBER				
19.	MMF & DCF	IDP, IGR & Public Participation Unit	IGR Framework Act 13 of 2005 District Process	November 2024
20.	Deadline for capital budget inputs from departments	Finance		November 2024
21.	Municipal Strategic Session	George Municipality		November 2024
22.	District IDP Managers Strategic Planning Session	IDP, IGR & Public Participation Unit		November 2024
23.	IDP Budget & PMS Representative Forum	IDP, IGR & Public Participation Unit		November 2024
24.	MinMay	Department of Local	IGR Framework Act 13 of 2005	November 2024

Activity		Responsible Unit or Department	Legal reference	Time Frame
		Government		
25.	Provincial IDP INDABA 2	Department of Local Government	IGR Framework Act 13 of 2005	November 2024
DECEMBER				
26.	Commence with compilation of Adjustments. Budget (B Schedule and Report)	Finance		December 2024
27.	Final Annual Report and Oversight Report tabled to Council, submitted to PT NT, AG and made public	IDP, IGR & Public Participation Unit		December 2024
INTEGRATION				
JANUARY				
28.	Finalise in the prescribed formats incorporating National & provincial budget allocations	Finance	National Treasury Guidelines	January 2025
29.	Finalise budget policies	Finance	National Treasury Guidelines	January 2025
30.	Section 72 mid-year assessment report+	Finance PMS	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	25 January 2025

Activity		Responsible Unit or Department	Legal reference	Time Frame
			report to the council by 31 January of each year	
31.	Adjustments Budget	Finance	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.	January 2025
32.	Post Adjustments Budget, Mid-year Section 72 assessment	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 2025
33.	Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for three years must be available by 20 January)	Finance	MFMA Section 36	January 2025
34.	JDMA Interface Meeting	GRDM/DLG	JDMA Approach	January 2025
FEBRUARY				
35.	Technical IDP Budget & PMS Steering Committee	IDP, IGR & Public Participation	Internal Process	February 2025
36.	Finalize the draft capital and operating, budget and budget related policies	Finance		February 2025
37.	District IDP Managers Meeting	IDP, IGR & Public Participation	IGR Framework Act 13 of 2005 District Process	February 2025

Activity		Responsible Unit or Department	Legal reference	Time Frame
38.	MMF & DCF	IDP, IGR & Public Participation	IGR Framework Act 13 of 2005 District Process	February 2025
39.	Technical Integrated Municipal Engagements with Provincial Sector Departments	Western Cape Government	Western Cape Government process	February 2025
40.	Strategic Planning Sessions	IDP, IGR & Public Participation with the Strategic Manager Office	N/A	February 2025
41.	Advertise Adjustments Budget and Mid-year Section 72 assessment in local newspapers	Finance	MBRR Regulation 26	February 2025
42.	Submit the approved adjustments budget to Provincial Treasury and National Treasury	Finance	MBRR Regulation 24(1)	February 2025
43.	Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three fin years (by no later than 120 days before the start of its budget year)	Finance	MFMA Section 37(2)	February 2025
44.	Mossel Bay Development Forum Meeting to ascertain private investment / funding support for 2024/25.	Mossel Bay Municipality		February 2025
APPROVAL				
MARCH				
45.	GRDM Table Draft IDP and Budget in Council (at least 90 days before the start of the budget year)	IDP, IGR & Public Participation & Finance Department	MFMA Section 22 and 23 MSA Reg 3 (4) (a-b)	March 2025
46.	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	George Municipality Mossel Bay Municipality Oudtshoorn Municipality Bitou Municipality	MFMA Section 22 and 23 MSA Reg 3 (4) (a-b)	March 2025 March 2025

Activity		Responsible Unit or Department	Legal reference	Time Frame
	public comment and inputs (21 days)	Kannaland Municipality Hessequa Municipality Knysna Municipality		
47.	GDS Technical Steering Committee	All Cluster chairpersons & IGR Stakeholders	Garden Route, Growth & Development Strategy	March 2025
48.	Compile draft SDBIP and submit to council	PMS		March 2025
APRIL				
49.	Make public the IDP, annual budget and supporting documentation and invite the community to submit representations	IDP, IGR & Public Participation Finance	MFMA Section 22(a)	April 2025
50.	Consult public on Draft IDP and Budget. Public Participation meetings in all wards.	Mossel Bay Municipality		April 2025
51.	Submit the Draft IDP and Budget to the Local Government, Provincial Treasury, National Treasury and other affected organs of state	IDP, IGR & Public Participation Finance	MFMA Section 22(b)	April 2025
52.	Mossel Bay Development Forum Meeting to consult stakeholders on 5-year Draft IDP and Budget.	Mossel Bay Municipality		April 2025
53.	George Municipality Public Participation Meetings to consult the Draft IDP, Draft SDF, Draft SDBIP 2025/26 and Draft Budget	George Municipality	MFMA - Sec 22(a) MSA - Sec 21A, 42 MPPMR - Reg 15(3)	April 2025
54.	IDP Budget & PMS Representative Forum	IDP, IGR & Public Participation		April 2025
55.	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 2025

Activity		Responsible Unit or Department	Legal reference	Time Frame
56.	JDMA Interface Meeting	GRDM/DLG	JDMA Approach	April 2025
57.	Oudtshoorn Municipality Mayoral Imbizo to all thirteen wards to consult with the community on Draft IDP/Budget		MSA, Act 32 of 2000 Section 16(1)(a)(i)(ii)(iii)(iv)(v)(b)(i)(ii)(c)	April 2025
58.	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, IGR & Public Participation Finance	MFMA 68	April 2025
MAY				
59.	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 2025
60.	GRDM table Final IDP, and Budget in Council (at least 30 days before the start of the budget year)	IDP, IGR & Public Participation & Finance Department	MFMA Section 24(1):	May 2025
61.	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	May 2025
62.	GDS Technical Steering Committee	All Cluster chairpersons & IGR Stakeholders	Growth & Development Strategy	May 2025
63.	IDP / Budget Road Shows to consult the Draft IDP, SDBIP and Budget	Knysna Municipality	MFMA – Sec 22(a)	May 2025

Activity		Responsible Unit or Department	Legal reference	Time Frame
			MSA - Sec 21A MPPMR – Reg 15 (3)	
JUNE				
64.	Submit report to council and make public any amendment to the SDBIP – due end of the month.	PMS		June 2025
65.	Give notice to the public of the adoption of the IDP and those copies or extracts are available for public inspection at specified places (within 14 days of adoption)	IDP, IGR & Public Participation	MSA Section 25(4)(a)	June 2025
66.	Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)	Finance	MFMA Section22(a,b)	June 2025
67.	Submit IDP to Provincial Minister within 10 days of adoption	Planning department		June 2025
68.	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 2025
69.	MMF & DCF	IDP, IGR & Public Participation Unit	IGR Framework Act 13 of 2005 District Process	June 2025
JULY				
70.	Joint District IDP & Public Managers Forum meeting to discuss the IDP Process for the next financial year. IDP annual review and/ amendment process begins	IDP, IGR & Public Participation unit	IGR Framework Act 13 of 2005 District Process	July 2025

Activity		Responsible Unit or Department	Legal reference	Time Frame
71.	Accounting officers and senior officials of municipality and entities begin planning for next three-year budget.	Finance	MFMA Section 68 & 77	July 2025
PLANNING AND PREPARATION FOR THE NEXT IDP CYCLE				
AUGUST				
72.	Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP and budget related policies and consultation processes at least 10 months before the start of the budget year.	IDP, IGR & Public Participation unit	MFMA Section 21, 22,23	August 2025
73.	Roll-over Adjustment Budget (by 25 August each year)	Finance	MFMA Section 28	August 2025
74.	MMF & DCF	IDP, IGR & Public Participation unit	IGR Framework Act 13 of 2005 District Process	August 2025
75.	Unaudited Annual Report tabled to Council	PMS IDP, IGR & Public Participation unit	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 2025
76.	Make public the Performance Agreements of Municipal Manager and Senior Managers	PMS	MFMA Section 53(3)(b):	August 2025
77.	External Audit Committee: Evaluation of the Annual Financial Statements and Annual Performance Report	Office of the MM		August 2025
78.	Submit Annual Financial Statements and Annual	Finance		August 2025

Activity	Responsible Unit or Department	Legal reference	Time Frame
Performance Report to the Auditor- General for auditing (within two months after the end of the financial year)			

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