



SDF / IDP / BUDGET TIME SCHEDULE FOR 2024/25

(In accordance with Section 21(1)(b) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and Section 29 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) and the Regulations made under these Acts)

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	
AUGUST 2023								
1	Place 4th Quarter Performance Report 2022/23 on website (must be placed on the website not later than 5 days) after its tabling in the council or on the date on which it must be made public, which ever occurs first)	MFMA - Section 75 (2) MSA 21(b)					01 August 2023	Snr Manager: Financial Management Services/Manager:IDP/PMS/PP
2	Submit 4th Quarter Performance Reports 2022/23 - SDBIP and Finance Performance Reports to National and Provincial Treasury	MPPMR - Reg 13					01 August 2023	Snr Manager: Financial Management Services/Manager:IDP/PMS/PP
3	Municipal Managers Forum & District Forum (MMF & DCF)	IGR Framework Act 13 of 2005					03 August 2023	Municipal Manager
4	Establishment of a IDP Committee (Municipal Departments)	MPBL - Chapter 2 Section 4(1), (2) and Section 8(1)	04 August 2023	04 August 2023				Director: Human Settlements, Planning and Development
5	Joint District IDP and Public Managers Forum Meeting to discuss District Framework and IDP/Budget/SDF/PMS Process Plan	IGR Framework Act 13 of 2005	08 August 2023					Manager: IDP/PMS/PP
6	Executive Mayor and Mayoral Committee considers the 2023/24 Capital Roll-Over Budget	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)				16 August 2023		Chief Financial Officer
7	Executive Mayor and Mayoral Committee recommend that SDF/IDP/Budget Time Schedule / Process Plan (at least 10 months before the start of the budget year) , IDP Public Participation Meeting Schedule, be approved by Council	MFMA - Sec 21(1)(b); MPBL - Chapter 2 Section 7(1)(a)	31 August 2023					Manager: IDP/PMS/PP
8	Departmental SDF/IDP/Budget Work Sessions to review and provide feedback on projects, key initiatives and programmes from the 2023/24 Community IDP Needs List and identified actions emanating from the 2023/24community engagement and sector plan analysis	Not Applicable	7 - 31 August 2023					Manager: IDP/PMS/PP together with All Departments

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
9	Council considers the 2023/24 Capital Roll-Over Budget (to be tabled before 25 August 2023)	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)				25 August 2023			Chief Financial Officer
10	Executive Mayor and Mayoral Committee considers the 2022/23 Capital Roll-Over Budget	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)				18 August 2021			Chief Financial Officer
11	Council considers the 2021/22 Capital Roll-Over Budget (to be tabled before 25 August 2023)	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)				25 August 2021			Chief Financial Officer
12	Place 2021/22 Capital Roll-Over Budget on website (must be placed on the website not later than 5 days after its tabling in the council or on the date on which it must be made public, which ever occurs first)	MFMA - Sec 75(2) MSA - Sec 21(b)				27 August 2023			Snr Manager: Financial Management Services

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP / PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
1	Council approve the SDF/IDP/Budget Time Schedule / Process Plan for 2024/25 (at least 10 months before the start of the budget year)-, IDP Public Participation Meeting Schedule	MFMA - Sec 21(1)(b)	31 August 2023						Manager: IDP/PMS/PP
13	Submit the SDF/IDP/Budget Time Schedule / Process Plan for 2024/25 to the MEC for Local Government in the Western Cape and the Provincial Minister (DEA&DP), confirming the intention not to amend the MSDF2023 in the 2023/24 year.	MPBL - Chapter 2 Section 3.2(b)		31 August 2023					Manager: Spatial Planning
14	Place advertisement to notify the public of the approved SDF/IDP/Budget Time Schedule on website, local newspapers and notice boards	MSA - Sec 21, 21A, 28(3); MPBL - Chapter 2 Section 3(2)(a)	28 August 2023						Manager: IDP/PMS/PP
15	Place 2023/24 Capital Roll-Over Budget on website (must be placed on the website not later than 5 days after its tabling in the council or on the date on which it must be made public, which ever occurs first)	MFMA - Sec 75(2) MSA - Sec 21(b)				28 August 2023			Snr Manager: Financial Management Services

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
16	Submit Annual Financial Statements (AFS) and Annual Performance Report (APR) 2022/23 to the Auditor - General for auditing (the accounting officer of a municipality must prepare the annual financial statements of the municipality and within 2 months after the end of the financial year to which those statements relate, submit the statements to the Auditor - General for auditing)	MFMA Sec 126 (1)(a) MSA - Sec 46 (1) (2)					31 August 2023	31 August 2023	Chief Financial Officer Manager: IDP/PMS/PP
SEPTEMBER 2023									
17	District IDP Managers Forum	MSA Section 24	01 September 2023						Manager: IDP/PMS/PP
18	JDMA interface Meeting (Garden Route District Municipality and Department Of Local Government)	MSA Section 24	01 September 2023						Manager: IDP/PMS/PP
19	Circular Economy Cluster (Garden Route Joint District and Metropolitan Approach / Growth and Development Strategy)	MSA Section 24	02 September 2023						Manager: IDP/PMS/PP
20	Technical Steering (Garden Route Joint District and Metropolitan Approach /Growth Development Strategy)	MSA Section 24	07 September 2023						Manager: IDP/PMS/PP
21	Water & Secure future Cluster (Garden Route Joint District and Metropolitan Approach /Growth Development Strategy)	MSA Section 24	27 September 2023						Manager: IDP/PMS/PP
22	Green Energy Cluster (Garden Route Joint District and Metropolitan Approach /Growth Development Strategy)	MSA Section 24	28 September 2023						Manager: IDP/PMS/PP
23	Review of Long Terms Financial Plan	MSA Section 26(a)				1 September 2023 - 30 January 2024			Chief Financial Officer

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	
OCTOBER 2023								
24	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)	MSA Section 29(1)(b)(i)	1 October - 13 October 2023					Manager: IDP/PMS/PP
25	Sustainable Tourism Cluster (Garden Route Joint District and Metropolitan Approach /Growth Development Strategy)	MSA Section 24	10 October 2023					Manager: IDP/PMS/PP
26	Support Wellbeing and Resilience Cluster (Garden Route Joint District and Metropolitan Approach /Growth Development Strategy)	MSA Section 24	11 October 2023					Manager: IDP/PMS/PP
27	Convene and IGR Reference Team for the Citizen interface (Garden Route Joint District and Metropolitan Approach /Growth Development Strategy)	MSA Section 24	11 October 2023					Manager: IDP/PMS/PP
28	Capture and refine all community inputs from the needs analysis process and sector engagement	Not Applicable	2 October - 13 October 2023	2 October - 13 October 2023				Manager: IDP/PMS/PP
29	Finalise all IDP/SDF inputs (Chapters) and distribute to all Departments for input and revisions	MSA Section 34	15 October 2023	15 October 2023				Manager: IDP/PMS/PP
30	Submission of priority requests to sector departments and the district municipality	Not Applicable	17 October 2023	17 October 2023				Manager: IDP/PMS/PP
31	The formulation of disaster strategies: Prevention and mitigation strategies, Vulnerability reduction strategies, Capacity building, Contingency building, Emergency preparedness.	DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 October 2023			Manager: Fire and Disaster
32	Submit 1st Quarterly report for period ending 30 September 2023 on implementation of the budget and financial state of affairs of the Municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 28					25 October 2023	Snr Manager: Financial Management Services/Manager:IDP/PMS/PP

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
33	Submit 1st Quarter Performance Reports 2023/24 - SDBIP and Finance Performance Reports to National and Provincial Treasury	MFMA - Sec 75(2) MSA - Sec 21(b)						25 October 2023	Snr Manager: Financial Management Services/Manager:IDP/PMS/PP
34	Place 1st Quarter Performance Report 2023/24 on the website (must be placed on the website not later than 5 days after its tabling in the council or on the date on which it must be made public, which ever occurs first)	MFMA - Sec 75(2) MSA - Sec 21(b)						30 October 2023	Snr Manager: Financial Management Services/Manager:IDP/PMS/PP

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
35	Operationalise disaster management in the municipality by means of identifying projects such as setting up the relevant structures.	DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 October 2023				Manager: Fire and Disaster
NOVEMBER 2023									
36	Municipal Managers Forum & District Forum (MMF & DCF)	IGR Framework Act 13 of 2005 -District Process	02 November 2023					02 November 2023	Municipal Manager
37	District IDP Managers Strategic Planning Session (IDP, IGR&Public Participation)		10 November 2023						
38	Municipal Strategic Session		15 November 2023					15 Novmeber 2023	Municipal Manager/ Manager IDP/PMS/PP
39	IDP Budget & PMS Representative Forum	IGR Framework Act 13 of 2005	29 November 2023						Municipal Manager/ Manager IDP/PMS/PP
40	MinMay	IGR Framework Act 13 of 2006						29 November 2023	Municipal Manager/
41	Green Energy Cluster (Garden Route Joint District and Metropolitan Approach /Growth Development Strategy)	IGR Framework Act 13 of 2007	30 November 2023						Manager: IDP/PMS/PP
42	Revise Departmental SDBIP 23/24 and Draft Top Layer SDBIP 25/25							6-10 November 2023	Manager: IDP/PMS/PP
43	Submit inputs for 2023/24 Operating and Capital Adjustments Budget to Manager: Budgeting and Costing	MFMA - Section 21 and 28				17 November 2023			Snr Manager: Financial Management Services and All Directorates
44	Identify all plans and planning requirements binding on the municipality in terms of national and provincial legislation	MSA - Sect 29(1)(c)	01 - 30 November 2023						Manager: IDP/PMS/PP
45	Operationalise disaster management in the municipality by means of identifying projects such as setting up the relevant structures.	DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 November 2023				Manager: Fire and Disaster

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NO	DESCRIPTION		IDP / PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
DECEMBER 2023									
46	Provincial IDP Managers' Forum	MSA - Sec 24	08 December 2023						Manager: IDP/PMS/PP
47	Submission of priority requests to sector departments and the district municipality	Not Applicable	16 December 2023						Manager: IDP/PMS/PP & DP
48	District Municipality (DM): Project alignment between the DM and Local Municipalities (L.M's)	MSA - Sec 24	17 December 2023						Manager: IDP/PMS/PP
49	Design of disaster management projects	DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 December 2023				Manager: Fire and Disaster
JANUARY 2024									
50	Directorates complete template for 2024 - 2027 Capital and Operational Budget for Budget Prioritisation	MSA Section 26(h)				19 January 2024			Snr Manager: Financial Management Services
51	Submit Mid-year Budget and Performance Assessment Report 2023/24 to Executive Mayor	MFMA - Sec 72				25 January 2024	25 January 2024		Manager: IDP/PMS/PP
52	Submit Mid-year Budget and Performance Report 2023/24 to Provincial Treasury and National Treasury by 25 January	MFMA - Section 72(1)(b) MBRR - Reg 35				25 January 2024			Manager: IDP/PMS/PP and Chief Financial Officer
53	Submit 2nd Quarterly report for the period ending 31 December 2023 on implementation of the budget and financial state of affairs of the Municipality to the Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29						25 January 2024	Chief Financial Officer and Manager: IDP/PMS/PP
54	Submit Mid-year Budget and Performance Assessment Reports 2023/24 to Council	MFMA - Section 72(1)(b) MBRR - Reg 35				25 January 2024	25 January 2024	25 January 2024	Snr Manager: Financial Management Services
55	Council considers the Draft Annual Report 2022/23 before advertising it for public comment	MFMA - Sec 127						25 January 2024	Manager: IDP/PMS/PP and Chief Financial Officer
56	Make public the Mid-Year Budget and Performance Report 2023/24 in the local newspaper and on municipal website	MFMA - Section 75 (2) MSA - Sec 21(b)						30 January 2024	Chief Financial Officer and Manager: IDP/PMS/PP

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
57	Submit the Draft Annual Report 2022/23, within five (5) days via e-mail and hard copy to the National Treasury, the Western Cape Department of Local Government, the Western Cape Provincial Treasury and the Auditor General	MFMA - Section 127(5)(b)					30 January 2024		Manager: IDP/PMS/PP
58	Place 2nd Quarter Performance Report 2023/24 on website	MFMA - Section 75 (2) MSA - Sec 21(b)						30 January 2024	Snr Manager: Financial Management Services/Manager:IDP/PMS/PP
FEBRUARY 2024									
59	Place advertisement in local newspapers to notify the public and other stakeholders to submit written comments on the Draft Annual Report 2022/23	MFMA - Sec 127(5)(a) MSA - Sec 21A					01 February 2024		Manager: IDP/PMS/PP
60	Advertise the approved Adjustments Budget 2023/224and Revised SDBIP 2023/224and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation (within 10 working days)	MFMA - Sec 28(7) MSA - Sec 21A MBRR - Part 4				03 February 2024	03 February 2024		Snr Manager: Financial Management Services and Manager: IDP/PMS/PP
61	District IDP Managers Meeting	IGR Framework Act 13 of 2005	05 February 2024						Manager: IDP/PMS/PP
62	Municipal Managers Forum & District Forum (MMF & DCF)	IGR Framework Act 13 of 2006						08 February 2024	Municipal Manager
63	Table the draft Annual Report 2022/23 to the MPAC to considers and evaluates the content of the Annual Report 2022/23	MFMA 127 and 129 (1)					05 - 09 February 2024		Manager: IDP/PMS/PP
64	Public Hearing: Consultation on the draft Annual Report 2022/23 with the local community	MFMA - Sec 127(5) MFMA - Sec 127(6)					12 February 2024		Manager: IDP/PMS/PP
65	Complete tariff setting exercise for 2024/25	MFMA Section 71				15 February 2024			Snr Manager: Financial Management Services
66	Review current budget related policies and compile newly needed budget related policies	MFMA - Sec 21 MBRR - Part 3				15 February 2024			Snr Manager: Financial Management Services
67	MAYCO considers and adopts 2023/24 Adjustments Budget and Draft Revised SDBIP 2023/24	MFMA - Sec 28 MBRR - Part 4				14 February 2024	14 February 2024		Snr Manager: Financial Management Services and Manager: IDP/PMS/PP

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
68	Feedback from officials confirming internal arrangements if the content of the Annual Report 2022/23 are credible, reliable and accurate. (Modification to the report before tabling it to Council)	MFMA Sec 121 and 122					19 February 2024		Manager: IDP/PMS/PP
69	Provincial IDP INDABA 2	IGR Framework Act 13 of 2006	19-23 February 2023						Manager: IDP/PMS/PP
70	Technical Integrated Municipal Engagements with Provincial Sector Departments	IGR Framework Act 13 of 2006	28 February 2024						Manager: IDP/PMS/PP
71	District Institutional Strategic Planning Session	IGR Framework Act 13 of 2007	19-20 February 2024						Manager: IDP/PMS/PP
72	Council considers the 2023/24 Adjustments Budget and Draft Revised TL SDBIP 2023/24	MFMA - Sec 28 MBRR - Part 4 MSA - Sec 28 and 29				21 February 2024	21 February 2024		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
73	Annual (2022/23) Performance Assessments for the Municipal Manager and Managers directly accountable to the Municipal Manager	MPPMR - Reg 13 GN 21- 17/01/2014					26 February 2024		Manager: IDP/PMS/PP
74	Technical Integrated Municipal Engagements (TIME)	MSA - Chapter 5	28 February 2024						Municipal Manager
MARCH 2024									
75	Advertise the approved Adjustments Budget 2023/24 and Revised SDBIP 2023/24 and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation (within 10 working days)	MFMA - Sec 28(7) MSA - Sec 21A MBRR - Part 4				01 March 2024	01 March 2024		Snr Manager: Financial Management Services and Manager: IDP/PMS/PP
76	Compilation of the Disaster Management Plan	DM Act, No 57 of 2002, Section 53 (1)(a-d) Section 53(2)(a)			15 March 2024				Manager: Fire and Disaster
77	Council considers Oversight Report and Annual Report 2022/23 for approval	MFMA - Sec 129					27 March 2024		Manager: IDP/PMS/PP

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
78	Review the Municipality's Performance Management System (PMS) - submit Revised Performance Management Policy to Council	MPPR - Reg 3(4)(b) and Reg 11(2)					27 March 2024		Manager: IDP/PMS/PP
79	Submission of 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 inputs (21 days)	MFMA - Sec 16(2) MSA - Sec 25 (b)(c) MBRR - Part 3				27 March 2024	27 March 2024		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
80	District Municipality submit draft IDP and budget to Council	MFMA - Sec 16(2) MSA - Sec 25 (b)(c) MBRR - Part 3	30 March 2024						Garden Route District Municipality
APRIL 2024									
81	Submit the budget to Department of Local Government, National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by budget	MFMA - Sec 22(b) MBRR - Reg 20				01 April 2024			Snr Manager: Financial Management Services
82	District IDP Managers' Forum	MSA - Sec 24	08 April 2024						Manager: IDP/PMS/PP
83	Place advertisement for the Oversight Report and the Annual Report 2022/23 to be released for information which must be placed on the municipal website within five (5) days after it is approved	MFMA - Sec 129(3) MFMA - Sec 75 ©					01 April 2024		Manager: IDP/PMS/PP
84	Submit the Draft IDP, Draft SDBIP 2024/25 to Department of Local Government, National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by the IDP and budget	MFMA - Sec 22(b) MSA - Sec 29(3)(b) MSA - Sec 32(1) MBRR - Reg 20	05 April 2024				05 April 2024		Manager: IDP/PMS/PP and Manager: Spatial Planning and Snr Manager: Financial Management Services
85	Ensure that the Oversight Report and Annual Report 2022/23 are made available at all municipal offices and libraries for information	MFMA - Sec 129(3)					05 April 2024		Manager: IDP/PMS/PP
86	Advertise the Draft IDP and Draft Budget and other required documents and provide at least 21 days for public comments and written submissions	MFMA - Sec 22(a) MSA - Sec 21A, 42 MPPMR - Reg 15(3)	02 - 22 April 2024			02 - 22 April 2024	02 - 22 April 2024		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
87	Public Participation Meetings to consult the Draft IDP, Draft SDBIP 2024/25 and Draft Budget	MFMA - Sec 22(a) MSA - Sec 21A, 42 MPPMR - Reg 15(3)	09 - 16 April 2024			09 - 16 April 2024	09 - 16 April 2024		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
88	Submit 3rd Quarter report for period ending 31 March 2024 on implementation of the budget and financial state of affairs of the Municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29						24 April 2024	Snr Manager: Financial Management Services

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
89	Submit 3rd Quarter Performance Reports 2023/24 - SDBIP and Performance Reports to National and Provincial Treasury	MPPMR - Reg 13						29 April 2024	Snr Manager: Financial Management Services/manager:IDP/PM S/PP
90	Place 3rd Quarter Performance Report 2023/24 on website	MFMA - Sec 75(2) MSA - Sec 21(b)						29 April 2024	Manager: IDP/PMS/PP
MAY 2024									
91	SIME / LG MTEC 3 IDP and Budget Assessments by Provincial Treasury and Department of Local Government	MSA Chapter 5 MFMA	06 May 2024			06 May 2024	06 May 2024		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
97	MAYCO meeting to consider the draft IDP, Draft Budget and Draft SDBIP 2023/24 (at least 30 days before the start of the budget year)	MFMA - Sec 24 MPBL Section 7(3)	22 May 2024			22 May 2024	22 May 2024		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services Manager Spatial
98	Council meeting to adopt final IDP, re-adopt the 2023 MSDF, Performance Management Measures and targets and the budget (at least 30 days before the start of the budget year)	MFMA - Sec 24; MFMA - Sec 24 MPBL Section 7(3)	29 May 2024	29 May 2024		29 May 2024	29 May 2024		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services, Manager Planning Manager Spatial
99	District Municipality adopt final IDP and budget	MFMA - Sec 24	31 May 2023						Garden District Municipality
JUNE 2024									
100	Place the adopted IDP, multi-year budget, all budget-related documents and all budget-related policies on the website	MFMA - Sec 22 and 75 (1)(2) MSA - Sec 21A and 21B	03 June 2024			03 June 2024			Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
101	Submit approved budget to National and Provincial Treasuries (both printed and electronic formats)	MFMA - Sec 24(3) MBRR - Reg 20				03 June 2024			Snr Manager: Financial Management Services
102	Municipal Managers Forum & District Forum (MMF & DCF)	IGR Framework Act 13 of 2005						06 June 2024	Municipal Manager

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
103	Provincial IDP Managers' Forum	IGR Framework Act 13 of 2006	10-14 June 2024						Manager: IDP/PMS/PP
104	Submit a copy of the IDP to the MEC for LG (within 10 days of the adoption of the plan)	MSA - Sec 21, 21A, 28(3)	07 June 2024						Manager: IDP/PMS/PP
105	Give notice to the public of the adoption of the IDP and Budget (within 14 days of the adoption of the plan) and budget (within 10 working days)	MBRR - Reg 18 MSA - Sec 25(4)(a)(b) MFMA - Sec 75(1)	07 June 2024			07 June 2024			Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
106	Submit to the Executive Mayor the TL SDBIP 2024/25 (no later than 14 days after the approval of an annual budget)	MFMA - Sec 69(3)(a)					12 June 2024		Manager: IDP/PMS/PP
107	Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after approval of the budget)	MFMA - Sec 53(1)(c) (ii)					26 June 2024		Manager: IDP/PMS/PP
JULY 2024									
108	Make public the projections, targets and indicators as set out in the TL SDBIP (no later than 14 days after the approval of the SDBIP) and submit to National and Provincial Treasuries (no later than 10 working days after the approval of the SDBIP)	MFMA Section 53(3)(a) MBRR Reg 19					10 July 2024		Manager: IDP/PMS/PP
109	Make public the performance agreements of the Municipal Manager and Managers directly accountable to the Municipal Manager (no later than 14 days after the approval of the SDBIP)	MFMA Section 53(3)(b)					10 July 2024		Manager: IDP/PMS/PP