

**Knysna**

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2027/2028 IDP, BUDGET AND PMS TIME SCHEDULE — OUTSTANDING ACTIVITIES FROM 10 SEPTEMBER 2026 (INCLUDING DISTRICT/PROVINCIAL ALIGNMENT ACTIVITIES)

** Indicative date within the month originally proposed for this activity; the exact date has not yet been confirmed by the Garden Route District Municipality / Western Cape Government and remains subject to confirmation. Unmarked dates are either fixed statutory deadlines or dates confirmed in the District/Provincial engagement calendar.*

No.	Deliverable	Legislation	IDP Target Date	Budget Date	Target	PMS Target Date	Responsible Official
15	District IDP Managers Forum Meeting	MSA – Chapter 4	3 October 2026*	–	–	–	Senior Manager: IDP/PMS/IGR
17	Provincial IDP Managers Forum Meeting (Virtual)	IGR Act, 2005	10 October 2026*	–	–	–	Senior Manager: IDP/PMS/IGR
18	District Mayoral Forum Meeting/District Municipal Managers Forum Meeting	IGR Act, 2005	21 October 2026	–	–	–	Senior Manager: IDP/PMS/IGR
23	Notify the public about the approved time schedule of the Process Plan	MSA - Section 21, 21A, 28(3)	10 September 2026	10 September 2026	10 September 2026	10 September 2026	Senior Manager: IDP/PMS/IGR
24	Submit Time Schedule with key deadlines to the Garden Route District Municipality, DLG and WC Provincial Treasury	MSA - Section 29(3) (a) and (b)* *	10 September 2026	10 September 2026	10 September 2026	10 September 2026	Senior Manager: IDP/PMS/IGR
25	Section 71 monthly report	MFMA - Section 71 (1), (2), (3) and (4)	–	14 September 2026 (10 Working days after month end)	–	–	CFO / Manager: Budget and Expenditure
26	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	–	–	–	14 September 2026	Senior Manager: IDP/PMS/IGR
27	Conduct of IDP public participation meetings with ward committees, stakeholders, sectoral groupings, and members of the public, in accordance with the approved schedule.”	MSA - Section 29(1)(b)	22 September 2026 – 16 October 2026	–	–	–	Senior Manager: IDP/PMS/IGR Manager: PP Manager: IDP/PMS/IGR, Manager: PP
28	Informal performance evaluations of Directors	–	–	–	–	30 September 2026	–
30	District IDP Managers Forum Meeting (Preparation for JDMA Interface Meeting)	IGR Act, 2005	22 October 2026*	–	–	–	Senior Manager: IDP/PMS/IGR
31	Section 71 monthly report	MFMA - Section 71 (1), (2), (3) and (4)	–	14 October 2026 (10 Working days after month end)	–	–	CFO
32	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	–	–	–	13 October 2026	Senior Manager: IDP/PMS/IGR
33	Budget Office distributes current approved three-year capital budget and 2 years future planning to respective directorates to review existing projects on the two outer years and prioritize projects for the third outer year for inclusion in the draft IDP	MSA - Section 26(h)	–	30 October 2026	–	–	CFO / Manager: Budget and Expenditure
34	Section 154 Steering Committee Meeting	Constitution of RSA - Section 154	8 October 2026	–	–	–	MM; Directors; Senior Manager: IDP/PMS/IGR; National and Provincial Stakeholders
35	Submit Q1 quarterly report (July 2026 till September 2026) on implementation of the budget and financial state of affairs to Council	MFMA - Section 52 (d)	–	30 October 2026	–	–	Senior Manager: IDP/PMS/IGR
36	Sec 57 Managers quarterly informal assessments (for first quarter)	Municipal Planning and Performance Regulations Section 13	–	–	–	30 October 2026	Senior Manager: IDP/PMS/IGR
37	Community inputs circulated to senior management for administrative / technical inputs	MSA - Section 29(1)(b)	30 October 2026	–	–	–	Senior Manager: IDP/PMS/IGR
38	Determine Budget Assumptions for 2026/26 Medium Term Revenue and Expenditure Framework (MTREF)	MFMA - Section 1	–	30 October 2026	–	–	CFO; Manager: Budget and Expenditure
38A	Participate in the JDMA Interface Meeting to facilitate alignment of municipal planning, budgeting and implementation with district and provincial priorities. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	29 October 2026*	–	–	–	Senior Manager: IDP/PMS/IGR
39	JDMA Interface Meeting (engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans)	IGR Act, 2000	3 November 2026*	–	–	–	Senior Manager: IDP/PMS/IGR
40	Section 71 monthly report	MFMA - Section 71 (1), (2), (3) and (4)	–	13 November 2026 (10 Working days after month end)	–	–	CFO; Manager: Budget and Expenditure
41	Departments to prepare draft mSCOA compliant operating budgets – particular focus on Fund, Project and Item. Projects to be derived from IDP and a clear link to be established.	MFMA - Circular 80	–	30 November 2026	–	–	MM; Directors; Manager; CFO; Manager: Budget and Expenditure; Senior Manager: IDP/PMS/IGR
42	Departmental submissions of Draft Capital Budget for 2027/2028: Compilation of project plans (including outputs and outcomes to be achieved) Motivations for new projects Analysis of impact on the operating budget	MFMA - Circular 80	–	30 November 2026	–	–	MM; Directors; CFO; Manager: Budget and Expenditure; Senior Manager: IDP/PMS/IGR
43	Send out project plan template for each capital project to all Directors and MM	MFMA - Circular 80	–	30 November 2026	–	–	CFO; Manager: Budget and Expenditure
44	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	–	–	–	13 November 2026	MM; Directors; Senior Manager: IDP/PMS/IGR
45	Commence with the preparation of the capital programme	MSA Section 26(h)	–	30 November 2026	–	–	CFO; Manager: Budget and Expenditure
46	IDP and Budget Steering Committee meeting to discuss and review capital budget requests	–	–	30 November 2026	–	–	CFO / Manager: Budget and Expenditure

No.	Deliverable	Legislation	IDP Target Date	Budget Target Date	PMS Target Date	Responsible Official
47	Review current budget related policies and compile newly needed budget related policies	MBRR 7 MFMA Section 62	–	30 November 2026	–	CFO / Manager: Budget and Expenditure
47A	Participate in the District IDP Managers Forum, Municipal Managers Forum (MMF) and District Coordinating Forum (DCF) to consider and align municipal planning with the Draft District Framework and District IDP, Budget and PMS Process Plan. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	11 November 2026*	–	–	Senior Manager: IDP/PMS/IGR
47B	Participate in the district Public Participation Engagements. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	20 November 2026*	–	–	Senior Manager: IDP/PMS/IGR
47C	Strategic Integrated Municipal Engagement (SIME). (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	28 November 2026*	–	–	Senior Manager: IDP/PMS/IGR
48	Strategic Integrated Municipal Engagements (SIME1)	MSA Chapter 5 MFMA	3 January 2027*	–	–	–
49	District Mayoral Forum Meeting/District Municipal Managers Forum Meeting	IGR Act, 2005	8 January 2027*	–	–	Senior Manager: IDP/PMS/IGR
50	District IDP Managers Forum Meeting	MSA - Chapter 4	13 January 2027*	–	–	Senior Manager: IDP/PMS/IGR
51	District IDP Representative Forum	MSA - Chapter 4	19 January 2027*	–	–	Senior Manager: IDP/PMS/IGR
52	Section 71 monthly report	MFMA Section 71 (1), (2), (3) and (4)	–	14 December 2026 (10 Working days after month end)	–	CFO/ Manager: Budget and Expenditure
53	Discuss adjustment budget (2026/2026) and draft electricity budget and finalise tariff structure	MFMA Section 29	–	–	–	CFO/ Manager: Budget and Expenditure
54	Update budget guidelines based on NT Budget Circular	–	–	14 December 2026	–	CFO/ Manager: Budget and Expenditure
55	Submit Q2 quarterly report (1 October 2026 till 31 December 2026) on implementation of the budget and financial state of affairs to Council	–	–	15 December 2026	–	CFO/ Manager: Budget and Expenditure
56	Section 154 Steering Committee Meeting	Constitution of RSA - Section 154	24 January 2027*	–	–	MM; Directors; Senior Manager: IDP/PMS/IGR; National and Provincial Stakeholders
57	Finalise Knysna 2024/2026 Annual Report	MFMA - Section 121 (1)(2)(3)	15 December 2026	15 December 2026	15 December 2026	MM; Directors; All Managers; Senior Manager: IDP/PMS/IGR
57A	Attend the Provincial IDP Managers Forum, where applicable. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	3 December 2026	–	–	Senior Manager: IDP/PMS/IGR
58	Provincial IDP Managers Forum (Virtual)	MSA – Chapter 4	29 January 2027*	–	–	Senior Manager: IDP/PMS/IGR
59	Section 71 monthly report	MFMA Section 71 (1), (2), (3) and (4)	–	14 January 2027 (10 Working days after month end)	–	CFO/ Manager: Budget and Expenditure
60	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	–	–	13 January 2027	Senior Manager: IDP/PMS/IGR
61	Adjustments Budget and 2026/2026 MTREF workshop with MAYCO and Senior Management	MFMA – Sec 21	–	15 January 2027	–	CFO / Manager: Budget and Expenditure
62	Mayor tables Draft Annual Report for financial year –	MFMA section 127(2)	–	–	31 January 2027	Executive Mayor, MM, Manager: IDP/PMS/IGR
63	Prepare detailed MTREF draft budgets and plans for the next three years	MFMA, section 16	–	31 January 2027	–	CFO/ Manager: Budget and Expenditure
64	Municipal Manager submits Mid-year Budget and Performance Report to Mayor and Council (in terms of section 72 MFMA)	MFMA, section 54; 72; 88	–	31 January 2027	–	MM, CFO / Manager: Budget and Expenditure, Manager: IDP/PMS/IGR
65	Conduct performance evaluations of Municipal Manager and Directors for the previous financial year	Municipal Planning and Performance Regulations Section 13	–	–	To be finalised by 31 January 2027	Senior Manager: IDP/PMS/IGR
66	Submit Q2 quarterly report (October 2026 till December 2026) on implementation of the budget and financial state of affairs to Council	MFMA, Section 52 (d)	–	–	31 January 2027	Senior Manager: IDP/PMS/IGR
67	Submit Mid-year budget and performance assessment report 2026/26 (for the period July 2026 till December 2026) to the mayor and table to Council	MFMA - Section 54; 72; 88	–	–	31 January 2027	Senior Manager: IDP/PMS/IGR
68	Tabled 2025/2026 Annual Report submitted to Auditor General, Audit Committee, Provincial Treasury	MFMA - Section 127(5)(b)	–	–	10 February 2027	Senior Manager: IDP/PMS/IGR
69	Make public the Annual Report for comments and inputs	MFMA - Section 127(5)(a) MSA - Sec 21A	–	–	10 February 2027	Senior Manager: IDP/PMS/IGR
70	Finalise 2026/2027 Adjustments Budget and B Schedules	MFMA - Section 28 MBRR - Part 4	–	10 February 2027	–	CFO / Manager: Budget and Expenditure
71	Finalise 2027/2028 Draft MTREF and A Schedules	MFMA - Section 21 MBRR - Part 3	–	12 February 2027	–	CFO / Manager: Budget and Expenditure
72	Submit 2026/2027 Adjustments Budget to Budget Steering Committee	MFMA - Section 28 MBRR - Part 4	–	12 February 2027	–	CFO / Manager: Budget and Expenditure
73	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	–	–	15 February 2027	MM/Directors/Senior Manager: IDP/PMS/IGR
74	Submit Draft MTREF, tariffs and budget related policies to MAYCO	MFMA - Section 21 MBRR - Part 3	–	15 February 2027	–	CFO / Manager: Budget and Expenditure

No.	Deliverable	Legislation	IDP Target Date	Budget Target Date	PMS Target Date	Responsible Official
75	MAYCO considers and Adopts 2026/2027 Adjustments Budget and potentially Revised 2026/2027 SDBIP	MFMA - Sec 28 MBRR - Part 4	–	28 February 2027	–	CFO / Manager: Budget and Expenditure, Manager: IDP/PMS/IGR
76	Provincial Sector Departments inform municipalities of provincial budgetary allocations	PFMA – Section 27(3) 2026 MTBPS	–	28 February 2027	–	CFO / Manager: Budget and Expenditure
77	District IDP Managers Forum Meeting (Preparation of Draft IDP)	MSA, 2000	3 March 2027*	–	–	Senior Manager: IDP/PMS/IGR
78	District Mayoral Forum Meeting/District Municipal Managers Forum Meeting	IGR Act, 2005	29 March 2027*	–	–	Senior Manager: IDP/PMS/IGR
79	Technical Integrated Municipal Engagement	IGR Act, 2005	28 February 2027	28 February 2027	–	MM; CFO; Senior Manager: IDP/PMS/IGR
79A	Participate in the District IDP Managers Forum, Municipal Managers Forum (MMF) and District Coordinating Forum (DCF) to review progress on the IDP, Budget and PMS planning process and ensure alignment. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	3 February 2027*	–	–	Senior Manager: IDP/PMS/IGR
79B	Participate in Technical Integrated Municipal Engagements with Provincial Sector Departments. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	26 February 2027*	–	–	Senior Manager: IDP/PMS/IGR
80	Advertise the approved Adjustments Budget and Revised SDBIP 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	15 March 2027	15 March 2027	15 March 2027	CFO / Manager: Budget and Expenditure, Manager: IDP/PMS/IGR
81	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	–	–	15 March 2027	MM/Directors/Senior Manager: IDP/PMS/IGR
82	Section 71 monthly report	MFMA Section 71 (1), (2), (3) and (4)	–	12 March 2027 (10 Working days after month end)	–	CFO / Manager: Budget and Expenditure
83	Section 154 Steering Committee Meeting	Constitution of RSA - Section 154	3 April 2027*	–	–	MM; Directors; Senior Manager: IDP/PMS/IGR; National and Provincial Stakeholders
84	Executive Mayor and Mayoral Committee consider Oversight Report in terms of Section 121 of the MFMA	MFMA - Sec 129	31 March 2027	31 March 2027	31 March 2027	Senior Manager: IDP/PMS/IGR
85	Council meeting on draft IDP, budget, tariffs, and budget related policies and SDBIP (at least 90 days before the start of the budget year)	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	31 March 2027	31 March 2027	31 March 2027	CFO / Manager: Budget and Expenditure, Manager: IDP/PMS/IGR
86	Council meeting to consider the Annual Report and adopt an Oversight Report containing the Council's comments on the report	MFMA - Sec 129	–	–	31 March 2027	Senior Manager: IDP/PMS/IGR
87	Informal performance evaluations of Directors	–	–	–	30 April 2027	MM; Directors; Senior Manager: IDP/PMS/IGR
88	Submit Q3 quarterly report (January 2027 till March 2027) on implementation of the budget and financial state of affairs to Council	MFMA, Section 52 (d)	–	–	30 April 2027	–
89	Make public the Oversight Report (within 7 days of its adoption)	MFMA - Sec 129(3)	–	–	9 April 2027 (Within 7 days of adoption)	Senior Manager: IDP/PMS/IGR
90	Section 71 monthly report	MFMA Section 71 (1), (2), (3) and (4)	–	14 April 2027 (10 Working days after month end)	–	Senior Manager: IDP/PMS/IGR
91	Advertise the Draft IDP, SDBIP, budget and other required documents and provide at least 21 days for public comments and submissions	MFMA - Sec 22(a) MSA - Sec 21A MPPMR – Reg. 15(3)	14 April 2027 (Within 10 days after consideration)	14 April 2027 (Within 10 days after consideration)	14 April 2027 (Within 10 days after consideration)	CFO; Manager: IDP/PMS/IGR
92	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	–	–	13 April 2027 (By the 13th of each month)	MM/Directors/Senior Manager: IDP/PMS/IGR
93	Submit the Annual Report and Oversight Report to the provincial legislature as per Circular	MFMA - Sec 132(1) & (2)	–	–	9 April 2027	Senior Manager: IDP/PMS/IGR
94	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	–	–	13thMay 2027	MM/Directors/Senior Manager: IDP/PMS/IGR
95	Submit Quarter 3 Performance Report to Council	MPPMR – Reg. 13	–	–	30 April 2027	Senior Manager: IDP/PMS/IGR
96	JDMA Interface Meeting (engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans)	IGR Act, 2000	9 April 2027*	–	–	Senior Manager: IDP/PMS/IGR
97	District IDP Representative Forum	MSA - Chapter 4	16 April 2027*	–	–	Senior Manager: IDP/PMS/IGR
98	IDP / Budget Road Shows to consult the Draft IDP, SDBIP and Budget	MFMA - Sec 22(a); MSA - Sec 21A MPPMR – Reg. 15(3)	13 April 2027-13 May 2027	13 April 2027-13 May 2027	13 April 2027-13 May 2027	CFO/Manager: IDP/PMS/IGR
99	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	–	–	13 May 2027	MM/Directors/Senior Manager: IDP/PMS/IGR
100	SIME 2 - IDP and Budget Assessments by Provincial Treasury and Department of LG	MSA Chapter 5 MFMA	March/April 2027	–	–	MM, All Directors, CFO/Manager: IDP/PMS/IGR
100A	Participate in the JDMA Interface Meeting to review alignment and implementation progress. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	22 April 2027*	–	–	Senior Manager: IDP/PMS/IGR

No.	Deliverable	Legislation	IDP Target Date	Budget Date	Target	PMS Target Date	Responsible Official
100B	Participate in the district Public Participation Engagements. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	28 April 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
101	Quarter 3 Performance Report loaded on municipal website	MFMA - Sec 75(2) MSA - Sec 21(b)	—	—	—	31 May 2027	Senior Manager: IDP/PMS/IGR
102	Complete 2027/2028 MTREF budget documentation and A schedules	MFMA - Sec 24	—	—	31 May 2027	—	CFO; Senior Manager: Budget and Expenditure
103	Budget Steering Committee considers submissions made by the local community	MFMA - Sec 23	—	—	20 May 2027	—	CFO; Senior Manager: Budget and Expenditure
104	Council meeting to adopt Revised IDP, Performance Management Measures and targets and the budget (at least 30 days before the start of the budget year)	MFMA - Sec 24	31 May 2027	31 May 2027	31 May 2027	31 May 2027	CFO; Manager: Budget and Expenditure; Senior Manager: IDP/PMS/IGR
105	Place the IDP, multiyear budget, all budget-related documents and all budget-related policies on the website	MFMA - Sec 22 and 75 MSA - Sec 21A and 21B	7 June 2027	7 June 2027	7 June 2027	7 June 2027	CFO; Senior Manager: IDP/PMS/IGR
106	Monthly monitoring of SDBIP by Office of the Municipal Manager in collaboration with Top Management Team	MPR, 2006	—	—	—	14 June 2027	MM; Directors; Senior Manager: IDP/PMS/IGR
107	Submit a copy of the revised IDP to the MEC for LG (within 10 days of the adoption of the plan)	MSA - Section 32	15 June 2027 (Within 10 days of the adoption of the IDP)	—	—	—	Senior Manager: IDP/PMS/IGR
108	Submit approved budget to National and Provincial Treasuries	MFMA - Sec 24(3) MBRR – Reg. 20	—	—	12 June 2027	—	CFO / Manager: Budget and Expenditure
109	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)	12 June 2027 (Within 10 days after approval)	12 June 2027 (Within 10 days after approval)	12 June 2027 (Within 10 days after approval)	12 June 2027 (Within 10 days after approval)	CFO/ Senior Manager: IDP/PMS/IGR
110	Provincial IDP Managers Forum	MSA, 2000	3 May 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
110A	Participate in the SIME LG MTEC process and consider recommendations arising from the provincial assessment of the Draft IDP and Budget. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	29 May 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
111	Submit to the Executive Mayor the SDBIP for the budget year (no later than 14 days after the approval of an annual budget)	MFMA - Sec 69(3)(a)	—	—	—	18 June 2027 (Within 14 days after approval)	Senior Manager: IDP/PMS/IGR
112	District IDP Managers Forum Meeting	MSA, 2000	3 June 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
113	District Mayoral Forum Meeting/District Municipal Managers Forum Meeting	IGR Act, 2005	11 June 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
113A	Participate in the District IDP Managers Forum, Municipal Managers Forum (MMF) and District Coordinating Forum (DCF) to review implementation of the District Framework and identify improvements for the next planning cycle. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	20 June 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
113B	Attend the Provincial IDP Managers Forum, where applicable. (District/Provincial alignment activity — incorporated per comment received from the Garden Route District Municipality / Western Cape Government)	IGR Act, 2005 — GRDM/WCG comment	28 June 2027*	—	—	—	Senior Manager: IDP/PMS/IGR
114	Submit Q4 quarterly report (April 2027 till June 2027) on implementation of the budget and financial state of affairs to Council	MFMA, Section 52 (d)	—	—	—	31 July 2027	Senior Manager: IDP/PMS/IGR