



GA-SEGONYANA LOCAL MUNICIPALITY

2025/2026

IDP/PMS & Budget Process Plan

IDP, PMS & BUDGET PROCESS PLAN

FOR THE 2025/26 PLANNING CYCLE

Ga-Segonyana Municipality is currently embarking on the IDP for 2024/2025. This plan will address, amongst others, the following:

- (a) Comments received from the various role-players in the IDP process, especially the community members through various Wards, through the IDP Representative Forum, the IDP Road shows and the IDP
- (b) Engagement sessions.
- (c) Areas requiring additional attention in terms of legislative requirements;
- (d) Areas identified through self-assessment;
- (e) The review of KPI's (PMS) and alignment to budget;
- (f) The update of the 5-year Financial Plan as well as the list of projects;
- (g) Identification of new projects,
- (h) The finalization of the incomplete Sector Plans
- (i) Implementation of existing projects
- (j) The update of the Spatial Development Framework (SDF); and
- (k) The preparation and update of existing Sector Plans.

Chapter 4, section 16 (1) and (2) of the Municipal Finance Management Act states that –

- (1) *The Council of the municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.*
- (2) *In order for the municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at the council meeting at least 90 days before the start of the budget year.*

The above section must be read in conjunction with section 24 (1) which states that the Council must at least 30 days before the start of the new financial year approve the annual budget. It is clear that this Act provides very strict time frames within which the budget process must be completed.

Adding to the above the Act states in section 21 (1) (b) that –

The Mayor of a municipality must-

- (b) *at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-*
- (j) *the preparation, tabling and approval of the annual budget;*
 - (ii) *the annual review of-*
 - (aa) *the integrated development plan in terms of section 34 of the Municipal Systems Act; and*
 - (bb) *the budget related policies;*
 - (iii) *the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
 - (iv) *any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

INTRODUCTION

The Integrated Development Plan (IDP) is the municipality's principal strategic planning document. The IDP tells the community which part of the longer-term spatial development plan (20 to 30 years) of the municipality, the current council will be targeting to achieve during its 5-year term (2022/23 – 2026).

It is therefore important that the IDP demonstrates how the municipality's projects, programmes and activities coordinate and integrate, both internally between directorates and externally between stakeholders/vested interest groups and other spheres of government. The IDP must ultimately enhance integrated service delivery and development and promote a sustainable, integrated community in the municipality. The IDP provides a view of the full basket of services the municipality provides, bearing in mind that communities cannot be developed in a fragmented manner. As the key strategic plan of the municipality, the priorities identified in the IDP informs all financial planning and budgeting undertaken by the municipality.

This document outlines the activities that the municipality will undertake to review its existing IDP and budget and develop its 2024/25 IDP review, budget and Service Delivery and Budget Implementation Plan (SDBIP). It is crucial that citizen involvement is increased through municipal driven structures such as Ward Committees and various representative forums. The document sets-out how the municipality intends to engage the community during the upcoming budget process. It is important to bear in mind that the end result of the IDP process is not only to produce an updated IDP document, budget and SDBIP but the actual implementation of projects and service delivery which will ultimately improve the conditions in which the people of Ga-Segonyana LM live daily. This document is the municipal council's policy tool to guide the administration and council on when and what must take place to ensure a credible and relevant IDP/ budget process.

SECTION 1: LEGISLATIVE PLANNING AND BUDGETING FRAMEWORK

Section 25 of the Municipal Systems Act, 2000 requires of the Ga-Segonyana Municipality to adopt an IDP in terms of the following requirements:

Adoption of integrated development plans.—(1) Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which—

- (a) links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality;
- (b) aligns the resources and capacity of the municipality with the implementation of the plan;
- (c) forms the policy framework and general basis on which annual budgets must be based;
- (d) complies with the provisions of this Chapter; and
- (e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

In terms of contents, the new IDPs must contain, as a minimum, the following information:

Section 26 of the Municipal Systems Act, 2000 - Core components of integrated development plans.—An integrated development plan must reflect—

- (a) the municipal council's vision for the long-term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- (b) an assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
- (c) the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- (d) the council's development strategies which must be aligned with any national or provincial sector plans and planning requirements binding on the municipality in terms of legislation;
- (e) a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- (f) the council's operational strategies;
- (g) applicable disaster management plans;
- (h) a financial plan, which must include a budget projection for at least the next three years; and
- (i) the key performance indicators and performance targets of the municipality.

Section 29 of the Municipal Systems Act, 2000: Process to be followed.—(1) The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must—

- (a) be in accordance with a predetermined programme specifying time-frames for the different steps;
- (b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for—
 - (i) the local community to be consulted on its development needs and priorities;
 - (ii) the local community to participate in the drafting of the integrated development plan; and
 - (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;
- (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- (d) be consistent with any other matters that may be prescribed by regulation.

(3) A local municipality must—

- (a) align its integrated development plan with the framework adopted ...; and
- (b) draft its integrated development plan, taking into account the integrated development processes of, and proposals submitted to it by the district municipality.

Section 28(1) of the Municipal System Act, (Act 32 of 2000) (the MSA) requires the municipal council to adopt a process, in writing, to guide the planning, drafting and review of its IDP. Section 21 of the MFMA makes the Mayor of the municipality responsible to co-ordinate and integrates the processes of (i) preparing the annual budget and SDBIP and (ii) reviewing the IDP. The MFMA requires that the Mayor tables the time schedule outlining the key activities in the process to Council for approval. This must annually be done by latest 31 August (or ten (10) months prior to the final approval of the IDP and Budget). The budget process plan, immediately after its approval must be submitted in hard and electronic copies to:

- the National Treasury (lg.documents@treasury.gov.za);
- the Northern Cape provincial treasury (ncptmfma@ncpg.gov.za) ; and
- the Department of Cooperative Government and Traditional Affairs (GOGSTA).

This document outlines the programme Ga-Segonyana LM will follow during 2024/25 and provides detail on the issues required in the MSA and MFMA. A process plan must include the following:

- A programme specifying time-frames for the different steps;
- Outline mechanisms, processes and procedures for consultation of the community, organs of state, traditional authorities and role-players;
- A consultation process for price increases of bulk resources (water, electricity, etc.);
- Identify all plans and planning requirements binding on the municipality;
- Be consistent with any other matters prescribed by legislation.

THE LEGISLATIVE BUDGET FRAMEWORK

Municipal Finance Management Act, 2003: Annual budgets

16. (1) The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.

(2) 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 the budget year.

(3) Subsection (1) does not preclude the appropriation of money for capital expenditure for a period not exceeding three financial years, provided a separate appropriation is made for each of those financial years.

Contents of annual budgets and supporting documents

17. (1) An annual budget of a municipality must be a schedule in the prescribed format—

(a) setting out realistically anticipated revenue for the budget year from each revenue source;

(b) appropriating expenditure for the budget year under the different votes of the municipality;

(c) setting out indicative revenue per revenue source and projected expenditure by vote for the two financial years following the budget year;

(d) setting out—

(i) estimated revenue and expenditure by vote for the current year; and

(ii) actual revenue and expenditure by vote for the financial year preceding the current year; and

(e) a statement containing any other information required by section 215(3) of the Constitution or as may be prescribed.

(2) An annual budget must generally be divided into a capital and an operating budget in accordance with international best practice, as may be prescribed.

Budget preparation process

21. (1) The mayor of a municipality must—

(a) co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;

(b) at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for—

(i) the preparation, tabling and approval of the annual budget;

(ii) the annual review of—

(aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and

(bb) the budget-related policies;

(2) When preparing the annual budget, the mayor of a municipality must—

(a) take into account the municipality's integrated development plan;

(b) take all reasonable steps to ensure that the municipality revises the integrated development plan in terms of section 34 of the Municipal Systems Act, taking into account realistic revenue and expenditure projections for future years;

(c) take into account the national budget, the relevant provincial budget, the national government's fiscal and macro-economic policy, the annual Division of Revenue Act and any agreements reached in the Budget Forum;

(d) consult—

(i) the relevant district municipality and all other local municipalities within the area of the district municipality, if the municipality is a local municipality;

(ii) all local municipalities within its area, if the municipality is a district municipality;

(iii) the relevant provincial treasury, and when requested, the National Treasury; and

(iv) any national or provincial organs of state, as may be prescribed; and

(e) provide, on request, any information relating to the budget—

(i) to the National Treasury; and

(ii) subject to any limitations that may be prescribed, to—

(aa) the national departments responsible for water, sanitation, electricity and any other service as may be prescribed;

(bb) any other national and provincial organ of states, as may be prescribed; and

(cc) another municipality affected by the budget.

ALIGNMENT PROCESS

The Municipal Systems Act states that development strategies must be aligned with national and provincial sector plans as well as planning requirements. It also establishes that a single inclusive and strategic plan must be adopted which links, integrates and coordinates plans.

Although alignment was not always reached fully in the previous IDP cycle the municipality takes the following documents in account in the IDP process:

- Integrated Sustainable Rural Development Programme (ISRDP)
- Northern Cape Provincial Growth and Development Strategy (PGDS)
- District Growth and Development Strategy (DGDS)
- National Spatial Development Programme (NSDP)
- IDP Community Consultations Comments

Besides the alignment with national, provincial and district programmes and policies, internal alignment is also reached in the process plan, aligning the budget, the PMS and the IDP.

As mentioned earlier, the legislation and PMS compel municipalities to align the planning process (IDP) with other processes as required by the Municipal Finance Management Act, amongst others. Adding to this, it is sometimes a difficult task to align projects and timeframes of the IDP with Provincial and National Departments as well as the District Municipality. An attempt has been made to comply with this requirement in the previous IDP processes, but it is recognised that room for improvement does exist. The Municipality will increase its efforts to consider the various Provincial and National Department's efforts in the IDP and also to improve the process of budget allocations to the Local Municipalities.

PURPOSE OF AND REPORTING AGAINST THE IDP AND BUDGET PROCESS PLAN

The purpose of the process plan is to indicate the various planned activities, strategies and deadline timeframes to compose the IDP for the five-year cycle (2022/2023 - 2026), the budget and the SDBIP.

The process plan aims to ensure integration and alignment between the IDP, Budget and SDBIP, thereby ensuring the development of an IDP based budget. It fulfils the role of a business plan or an operational framework for the IDP process outlining the manner in which the IDP process will be undertaken. In addition, it identifies the activities in the process around the key statutory annual operational processes in budget, SDBIP and IDP compilation,

performance management implementation and the adoption of the municipality's annual report.

The IDP and Budget processes are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and budget related policies and the final budget and SDBIP are consistent and credible. Credibility refers to the municipality's ability and capacity to spend and deliver services in accordance with its approved budget. The process creates its own dynamics since it involves external role-players and vested interest groups. This requires accurate logistical planning and arrangements of engagement sessions to ensure that the process is implemented in accordance with the approved time schedule.

Experience has taught us that deviation from the approved time schedule may occur due to unforeseen events and circumstances which are beyond the control of the municipal council and the administration. This may require adjustment to the timeframes to ensure that the execution of the process remains practical and that all legislative requirements are adhered to. The Mayor as coordinator of the IDP, Budget and SDBIP process will regularly inform council, the National Treasury, provincial treasury and the Department of Cooperative Governance and Traditional Affairs (COGSTA) on progress against the approved targets and timeframes and any adjustments that may be required.

MEDIUMS / METHODS OF INFORMING STAKEHOLDERS IN IDP AND BUDGET PROCESS

The following mediums/methods can be used to inform or communicate to stakeholders at any point in time during the process:

- Radio Talk Shows and Announcements
- Newspaper Publications
- Loud Hailing
- Flyers, Posters and Pamphlets
- Ward Committee meetings
- CDW involvement – To give feedback/information
- IDP Rep Forums and Community Consultation

ORGANISATIONAL AND STRUCTURAL ARRANGEMENTS

IDP REPRESENTATIVE FORUM

The IDP Representative Forum will include representatives from the following stakeholders:

- The Mayor and Councillors
- Senior managers
- Traditional leaders
- CBOs and NGOs (those who have registered with the municipality)
- Faith based organisations (those who have registered with the municipality)
- National and Provincial sector departments and institutions
- Advocates from organised groups.

Terms of Reference:

- Represent the interests of their constituents in the IDP process
- Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders including municipal government
- Ensure communication between all the stakeholder representatives including the municipal government
- Monitor the performance of the planning and implementation process
- Participate in the process of setting up and monitoring “key performance indicators” in line with the “Performance Management Manual”.

IDP & BUDGET STEERING COMMITTEE

The IDP Steering Committee is constituted by a technical working team of councillors, Municipal Manager, heads of Departments, senior officials and the Mayor to ensure a smooth planning process. The Mayor is responsible for the process, but will often delegate functions to members of the Steering Committee.

The IDP Steering Committee will include the following stakeholders:

- The Mayor
- Councillors that are serving on the IDP Portfolio committee
- The Municipal Manager and Senior Managers / Directors
- The IDP Manager

Terms of Reference:

- Provides terms of reference for the various planning activities
- Commissions research studies
- Considers and comment on:
 - inputs from sub-committee/s, study teams and consultants
 - inputs from provincial sector departments and support providers
- Processes, summarises and documents outputs
- Makes content recommendations
- Prepares, facilitates and documents meetings

IDP TECHNICAL COMMITTEE

This Committee will be chaired by the Municipal Manager and will be directly accountable to the IDP Steering committee. The main responsibility of the Committee will be to do the technical research and work required to formulate and finalise the content of the IDP.

Terms of Reference:

- To ensure the validity and technical correctness of the information presented to the IDP Representative Forum and Steering Committee.
- To co-ordinate and align matters of mutual concern among the relevant stakeholders.
- To facilitate the integration of policies, objectives, strategies and projects into the daily functioning and planning of the municipality.

SUMMARY OF ROLES AND RESPONSIBILITIES

Council	<ul style="list-style-type: none">➤ Approve and adopt the process and framework plans as well as IDP, PMS and Budget Process Plan.➤ Monitor the implementation and approve any amendments of the plan when necessary.
Mayor and EXCO	<ul style="list-style-type: none">➤ Consider the IDP/PMS and Budget Process Plan and submit to Council for approval annually by latest 31 August.➤ Overall political guidance, management, coordination and monitoring of the IDP, PMS and Budget processes (MFMA section 53).➤ Establish a budget steering committee as envisaged in the Municipal Budget and Reporting Regulations (MBRR) (Regulation 4).➤ Assign and delegate responsibilities in this regard to the Municipal Manager.

	<ul style="list-style-type: none"> ➤ Submit the draft IDP, budget and SDBIP to Council for community consultation and approval. ➤ Submit final IDP and Budget to Council for adoption. ➤ The Mayor to approve the final SDBIP. ➤ Co-ordinate plans and timetables for the Budget. ➤ Exercise close oversight on the IDP, Budget and SDBIP preparation. ➤ Ensure and drives political engagement with the province and national departments on unfunded or under-funded mandates. ➤ Escalate community priorities and requests (relating to national and/ or provincial mandates) formally, in writing, to the relevant national/ provincial organs of state – follow-up and coordinate that feedback to the community is provided.
Speaker	<ul style="list-style-type: none"> ➤ Overall monitoring of the public participation process. ➤ Exercise oversight of the ward committee system.
Ward Councillors / Ward Committees	<ul style="list-style-type: none"> ➤ Form a link between the municipality and residents. ➤ Link the IDP, Budget and SDBIP process to their respective Wards. ➤ Assist in the organising of public consultation and participation. ➤ Explain and engage the community during the process. ➤ Monitor the implementation of the IDP with respect to their particular wards. ➤ Encourage residents to take part in the IDP process. ➤ Provide feedback to the community during and after approval of the IDP, Budget and SDBIP. Especially on community priorities that could not be accommodated and the reasons for such, including when or how it will be addressed in future.
Municipal Public Accounts Committee	<ul style="list-style-type: none"> ➤ Consider and evaluate the content of the annual report and to make recommendations to council when adopting an oversight report on the annual report ➤ Examine the financial and audit reports of the municipality ➤ Evaluate the extent to which the Audit committee and the Auditor General's recommendations have been implemented ➤ Promote good governance, transparency and accountability on the use of municipal resources ➤ Recommend or undertake any investigation in its area of responsibility, after reviewing any investigation report already undertaken by the municipality or the Audit Committee ➤ Perform any other functions assigned to it through a resolution of council within its area of responsibility
Municipal Manager	<ul style="list-style-type: none"> ➤ Overall responsibility for the IDP.
IDP Manager	<ul style="list-style-type: none"> ➤ Responsible for managing the IDP process through. <ul style="list-style-type: none"> • Facilitation of the IDP process, • Co-ordinating IDP related activities, • Facilitating reporting and the documentation thereof, • Liaising with District Municipality and Provincial Sector Departments, • Providing secretariat functions for the IDP Steering Committee and the Representative Forum.
BTO Manager	<p>Ensures that the municipal budget is linked to the IDP. Responsible for:</p> <ul style="list-style-type: none"> ➤ Co-ordinating the budget implementation in a manner aimed at addressing the issues raised in the IDP, ➤ Development of the 3-year integrated financial plan.

IDP Steering Committee	<p>The technical working team, also the “<i>drivers of the bus</i>”, consist of the Mayor and IDP Councillors, the Municipal Manager, Heads of departments and the IDP Manager.</p> <ul style="list-style-type: none"> ➤ This committee meets quarterly. It is chaired by the mayor or a councillor delegated by the Mayor ➤ It is responsible for IDP processes, resources and outputs, ➤ It oversees the monthly status reports that are received from departments, ➤ It makes recommendations to Council, ➤ It oversees the meetings of the IDP Representative Forum, ➤ The committee is responsible for the process of integration and alignment.
IDP Representative Forum	<p>Representatives from local organisations and communities.</p> <ul style="list-style-type: none"> ➤ It forms the interface for community participation in the affairs of the council, ➤ Operates on consensus basis in the determination of priority issues for the municipal area, ➤ Participates in the annual IDP review process, ➤ Meets quarterly to discuss progress and shortcomings, ➤ All the wards within the municipal area are represented on this forum by the Ward Committee chairpersons (Ward Councillors)
Budget Steering Committee	<p><u>The budget steering committee (BSC) is responsible for the budget process.</u></p> <p>The composition of the BSC is as follows:</p> <ul style="list-style-type: none"> ➤ Mayor (chairperson) of finance standing committee ➤ Municipal Manager ➤ Manager Financial Services ➤ Deputy Manager Financial Services (Budget Office - BO) ➤ Other managers will be co-opted when necessary. Councillors may attend any meetings of BSC and will be co-opted, when necessary, to smoothen the process. <p><u>Other stakeholders to be consulted:</u></p> <ul style="list-style-type: none"> ➤ Local Economics Steering Committee (and forum) ➤ Local Farmers Steering Committee (and forum) ➤ IDP Rep Forum
Heads of Departments and senior managers	<ul style="list-style-type: none"> ➤ Provide relevant technical, sector and financial information for analysis for determining priority issues. ➤ Provide technical expertise in consideration and finalisation of strategies and identification of projects. ➤ Provide departmental, operational and capital budgetary information. ➤ Preparation of project proposals, integration of projects and sector programmes.

DISTRIBUTION OF ROLES AND RESPONSIBILITIES BETWEEN THE MUNICIPALITY AND EXTERNAL ROLE PLAYERS

ROLE PLAYERS	ROLES AND RESPONSIBILITIES
<i>Ga-Segonyana Local Municipality</i>	<ul style="list-style-type: none"> ➤ Prepare and adopt the IDP, Budget and SDBIP. ➤ Undertake the overall planning, management and coordination of the IDP and budget process. ➤ Consider comments of the MEC's for local government and finance, the National Treasury and/ or provincial treasury and other national and/ or provincial organs of state on the IDP, Budget and SDBIP and adjust if necessary. ➤ Ensure linkage between the IDP, Budget and SDBIP.
<i>Local Residents, Communities and Stakeholders</i>	<ul style="list-style-type: none"> ➤ Represents interest and contributes knowledge and ideas in the IDP process by participating in and through the ward committees. ➤ Keep constituencies informed on IDP activities and outcomes.
<i>JTG District Municipality</i>	<ul style="list-style-type: none"> ➤ Ensure alignment of the IDP between the municipality and the district municipality (Integrated District and Local Planning). ➤ Preparation of joint strategy workshops between municipality, provincial and national government.
<i>Provincial Government</i>	<ul style="list-style-type: none"> ➤ Ensure horizontal alignment of the IDP between the municipality and the District municipality. ➤ Ensuring vertical and sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at local/district level. ➤ Efficient financial management of Provincial grants. ➤ Monitor the IDP and budget progress. ➤ Assist municipalities in compiling the IDP and budget. ➤ Coordinate and manage the MEC's assessment of the IDP. ➤ Provincial Treasury must provide views and comments on the draft budget and any budget-related policies and documentation for consideration by council when tabling the budget. ➤ Conduct Medium Term Revenue and Expenditure Framework (MTREF) budget and IDP assessment.
<i>Sector Departments</i>	<ul style="list-style-type: none"> ➤ Contribute sector expertise and knowledge. ➤ Provide sector plans and programmes for inclusion in the IDP and budget.
<i>National Government</i>	<ul style="list-style-type: none"> ➤ National Treasury issues MFMA Circulars and guidelines on the manner in which municipal councils should process their annual budgets, including guidelines on the formation of a committee of the council to consider the budget (Section 23(3) of the MFMA). ➤ National Treasury issues guidance and provide support to the provincial treasury to assess the budget, SDBIP and integrations/ links of the budget with the IDP.

FRAMEWORK FOR COMMUNITY INVOLVEMENT IN IDP PROCESSES

The Ga-Segonyana Municipality will conduct community engagement in its IDP, budget and PMS processes in terms of the requirements of Chapters 4 of the Municipal Systems Act and the Municipal Planning and Performance Management Regulations, 2001.

The following mechanisms would be used by the Municipality during the various community engagement sessions:

Participation in the **IDP Representative Forum** to:

- inform advocacy groups, traditional leaders, sector departments, communities, community-based organisations, faith based organisations, non- governmental organisations and non profit organisations on relevant planning activities and their outcomes;
- analyse issues, determine priorities, negotiate and reach consensus;
- participate in the designing of project proposals and/or asses them;
- discuss and comment on the draft IDP;
- ensure that annual business plans and budgets are based on and linked to the IDP; and
- monitor performance in implementation of the IDP.

Conducting meetings or workshops with groups, communities or organisations to prepare for and follow up on relevant planning activities.

Local newspapers, local radio, municipal website and libraries will be used to inform the community about engagement sessions and the availability of the draft and final IDP, budgets and PMS. The same information will be made available on the municipal web-site.

The community road shows will be conducted between November 2024 and February 2025 to bring the draft IDP and budget to the community.

ANNEXURE A

2024/25 IDP REVIEW COMMUNITY AND STAKEHOLDERS CONSULTATIVE ROAD SHOW SCHEDULE

Meeting schedule for IDP Review Road Show

Ward	Date	Area	Venue	Time
Ward 11	Monday, 13 January 2025	To be confirmed	To be confirmed	10h00
Ward 02	Monday, 13 January 2025			16h00
Ward 08	Tuesday, 14 January 2025	To be confirmed	To be confirmed	10h00
Ward 04	Tuesday, 14 January 2025			16h00
Ward 06	Wednesday, 15 January 2025	To be confirmed	To be confirmed	10h00
Ward 01	Wednesday, 15 January 2025			18h00
Ward 10	Thursday, 16 January 2025	To be confirmed	To be confirmed	10h00
Ward 03	Thursday, 16 January 2025			16h00
Ward 15	Monday, 20 January 2025	To be confirmed	To be confirmed	10h00
Ward 05	Monday, 20 January 2025			16h00
Ward 12	Tuesday, 21 January 2025	To be confirmed	To be confirmed	10h00
Ward 07	Tuesday, 21 January 2025			17h30
Ward 09	Wednesday, 22 January 2025	To be confirmed	To be confirmed	10h00
Ward 13	Wednesday, 22 January 2025			17h30
Ward 14	Thursday, 23 January 2025	To be confirmed	To be confirmed	10h00

ANNEXURE

IDP STEERING COMMITTEE ITINERARY

QUARTER	DATE	VENUE	TIME
1st Quarter	11 September 2024	Council Chambers	10h00
2nd Quarter	20 November 2024	Council Chambers	10h00
3 rd Quarter	12 February 2025	Council Chamber	10h00
4 th Quarter	09 April 2025	Council Chamber	10h00

IDP REPRESENTATIVE FORUM ITINERARY

QUARTER	DATE	VENUE	TIME
1 ST Quarter	12 September 2024	Council Chamber	10h00
2 nd Quarter	21 November 2024	Council Chamber	10h00
3 rd Quarter	13 February 2025	Council Chamber	10h00
4 th Quarter	10 April 2025	Council Chamber	10h00

IDP REGIONAL FORUM ITINERARY

TECHNICAL IGR	POLITICAL IGR
1 ST Quarter-	1 st Quarter-
2 nd Quarter-	2 nd Quarter-
3 rd Quarter-	3 rd Quarter-
4 th Quarter-	4 th Quarter-

2025/26 DRAFT IDP COMMUNITY AND STAKEHOLDERS CONSULTATIVE ROAD SHOW SCHEDULE

Date	Ward	Area	Venue	Time
Monday, 07 April 2025	Ward 6	To be confirmed	To be confirmed	10:00
	Ward 1			18:00
Tuesday, 08 April 2025	Ward 8	To be confirmed	To be confirmed	10:00
	Ward 5			16h00
Wednesday, 09 April 2025	Ward 4	To be confirmed	To be confirmed	10h00
	Ward 9			17h00
Thursday, 10 April 2025	Ward 12	To be confirmed	To be confirmed	10:00
	Ward 2			16h00
Monday, 14 April 2025	Ward 10	To be confirmed	To be confirmed	10:00
	Ward 3			16h00
Tuesday, 15 April 2025	Ward 11	To be confirmed	To be confirmed	10h00
	Ward 13			15h00
Wednesday, 16 April 2025	Ward 7	To be confirmed	To be confirmed	10h00
	Ward 14			16:00
Thursday, 17 April 2025	Ward 15	To be confirmed	To be confirmed	17:00

COMPREHENSIVE LIST OF LEGISLATION AND POLICIES TO BE CONSIDERED DURING THE IDP AND BUDGET PLANNING PROCESSES

The Constitution of the Republic of South Africa 1996

The Constitution redefined local government as a sphere of government that is distinctive from, yet interdependent and interrelated with provincial and national government. Importantly, the Constitution conferred developmental duties to local government.

5 Year Local Government Strategic Agenda

5YLGSA is a strategic thrust of how government which seeks to improve the functioning of local government sector. It focuses on 5 Key Performance Areas namely:

1. Basic Service Delivery
2. Municipal Institutional Development and Transformation
3. Local Economic Development (LED)
4. Municipal Financial Viability and Management
5. Good Governance and Public Participation

Public Finance Management Act No. 1 of 1999 (as amended by the Public Finance Management Amendment Act No. 29 of 1999)

To regulate financial management in the national and provincial governments; to ensure that all revenue, expenditure, assets and liabilities of the spheres of governments are managed efficiently and effectively; to provide for the responsibility of persons entrusted with financial management in these spheres of governments; and provide for matters connected therewith.

Local Government: Municipal Finance Management Act, No 56 of 2003

This MFMA provides sound and sustainable management of the financial affairs of municipalities and other institutions in the local sphere of government and it establishes treasury norms and standards for the local sphere of government.

The Development Facilitation Act No. 67 of 1995

This Act provides directive principles to guide the drafting, adoption and implementation of all policies and legislation for all spheres of government regulating spatial planning, land-use

Municipal Systems Act of 2000

The Act introduces changes towards the manner in which municipalities are organized internally, the way they plan and utilize resources, monitor and measure their performance, delegate authority, render services and manage their finances and revenue. Critically, the MSA formalizes a range of alternative service delivery mechanisms that could be used to complement traditional service rendering mechanisms / arrangements used by municipalities.

This Act also enables the Integrated Development Plans (IDP). The IDP is a single and inclusive strategic plan that must be compiled and adopted by the municipality. IDPs must include a financial plan, performance management plan, disaster plan and a spatial development framework within which all sector plans should be addressed.

Municipal Demarcation Act of 1998

The Municipal Demarcation Act of 1998 provided for the re-demarcation of municipal boundaries and this resulted in the rationalization of 843 municipal entities into 284 larger and possibly economically viable entities.

White Paper on Local Government of 1998

The White Paper on Local Government is a broad policy framework that proposes wholesale changes in the areas of political, administrative structures of local government, electoral systems, demarcations, finances, services, infrastructure development, planning and so forth. The White Paper maps out a vision of developmental local government that is committed to working actively with citizens to identify sustainable ways of meeting their social, economic and material needs and thereby improve their quality of life. Developmental local government envisages the transformation of municipal administrations into rationalized, representative, less bureaucratic, people-centered, efficient, transparent, accountable and responsive entities.

Disaster Management Act 57 of 2003

Streamlines and unifies disaster management and promotes a risk reduction approach particularly at provincial and local levels. It eliminates the confusion around disaster declaration and addresses current legislative gaps.

Fire Brigade Act No. 99 of 1987

Forms an element of disaster management in terms of norms and standards in the prevention of fires or any hazards leading to risks and or disasters.

National Veld and Forestry Act No. 101 of 1998

It emphasizes the formation of Fire Protection Associations for the purpose of predicting, preventing, managing and extinguishing veld fires.

The National Environmental Management Act of 1999

Provides for environmental management strategies to prevent and mitigate environmental disasters.

Traditional Leadership and Governance Framework Act No. 41 of 2003

The Act provides for the recognition of traditional leaders, their roles and functions, recognition of traditional communities, establishment of traditional councils and matters connected therewith.

Public Audit Act, 2004 (Act 25 of 2004)

The following Acts will be impacted upon by Act No.41 of 2003

House of Traditional Leaders Act No. 6 of 1994

Provides for the establishment of the Northern Cape House of Traditional leaders, and matters connected therewith.

National Spatial Development Perspective (NSDP)

The NSDP also includes a mechanism aimed at aligning spatial choices regarding government investment and development spending across all spheres of government. This approach seeks to focus the bulk of fixed investments of government on those areas with the potential

for sustainable economic development. In these areas government's objectives of both promoting economic growth and alleviating poverty will be best achieved. In areas of limited potential it is recommended that beyond the level of basic services, to which all citizens are entitled, government should concentrate primarily on social investment such as human resource development, labor market intelligence and social transfers to give people in these areas better information and opportunities to gravitate towards areas with economic potential.

- a) Local Government Transition Act, 1993 (Act 209 of 1993)
- b) Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)
- c) Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004)
- d) Municipal Planning and Performance Regulations, 2001
- e) Physical Planning Act, 1991 (Act 125 of 1991)
- f) Removal of Restrictions Act, 1967 (Act 84 of 1967)
- g) Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970)
- h) Township Regulations, 1 May 1970
- i) Townships Ordinance, 1998 (Ord 9 of 1998)
- j) Local Government Laws Amendment Act, 2008
- k) IGR Framework Act
- l) IGR Toolkit
- m) Ward Committee Handbook
- n) Ward Committee Resource Book
- o) Gazetted Local Government Regulations for the Term of Office of Ward Committee Members as well as National Framework: Criteria for determining Out of Pocket Expenses for Ward Committee Members, 2009 for your consideration and action
- p) Guidelines on establishment of ward committees (page 6 and 19)
- q) Cauldron on Service Delivery Protests
- r) Community Development Workers Programme Handbook
- s) Draft Policy on Community Development Workers Programme
- t) Community Development Workers Programme Masterplan
- u) IDP Framework
- v) LED Strategy
- w) Provincial Assessment report

Annexure B Ga-Segonyana Local Municipality

2025/2026 IDP AND BUDGET PROCESS SCHEDULE OF KEY DEADLINES

FOR THE APPROVAL OF THE 2024/2025 IDP, BUDGET AND SDBIP

Required in terms of Section 21(1)(b) of the MFMA

Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
Previous year's AFS: ensure that MM addresses any issue raised by AG in the Audit report and prepare action plan.	BTO & CFO	MM	MFMA 131 (1)	June 2024	
Review and drafting of the 2024/25 IDP Framework and process plans in accordance with the relevant legislation	IDP/PMS & Budget Office	IDP/PMS & Budget Manager	Internal Processes	August 2024	
Tabling of 2025/2026 IDP/PMS & Budget Process Plan for approval, including time schedules for IDP/Budget Public participation meetings.	Municipal Manager	Council	MFMA 21(1)(b)	31 August 2024	
Review and costing of municipal rates and tariffs. Preparation of tariffs and bulk resources. 9(Water Board), electricity (NERSA). To provide HOD's with the previous year operating expenditure/income	CFO	CFO and all HOD's	MFMA	August 2024	
Attend Technical IGR District Forum	IDP Office	Municipal Manager and Mayor	IGR		
PMS Coordinating Meeting	PMS Manager	PMS Manager	Internal Process	August 2024	
Make public the SDBIP, performance agreements and ensure copies are		PMS & MM's Office	MFMA 53 (3) a&b	August 2024	

Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
provided to council and provincial MEC for Local Government.					
Compile and submit municipal audit file (AFS included) to AG		Municipal Manager	MFMA	31 August 2024	
Advertise the budget process on Municipal Website.	IDP Office	IDP & MM's Office	MSA and MFMA	September 2024	
Forward IDP/Budget process plan (hard and electronic copies) to National, Provincial Treasury and COGHSTA after approval.	IDP/BTO	IDP & BTO	MFMA 28(7)	September 2024	
IDP and Budget Steering committee	IDP Manager	IDP Manager		Sept 2024	
Convene IDP Representative Forum Meeting	IDP Office	Mayor, Municipal Manager and IDP Manager	Internal Process	Sept 2024	
Prepare first quarter performance Reports (July-September 2024)	PMS Office	PMS Manager and HOD's	MSA, MFMA	October 2024	
Verification of first quarter reports	Shared Service Internal Audit Department	Internal Audit unit & PMS		October 2024	
Consolidate first quarter reports	PMS Office	PMS Manager	MSA	October 2024	
1 st quarter performance review session	Municipal Manager	Municipal Manager & PMS	MSA	October 2024	
Council to consider first quarter performance report (July-September 2023)	Office of the Municipal Manager and PMS Manager	Mayor and Municipal Manager	Internal Process	October 2024	
MPAC to consider 1 st quarter performance report (July-September 2024)	Office of the Municipal Manager	MPAC	MFMA 129	October 2024	
Consult sector departments to establish Projects/Programmes for IDP Review 2024-2025	IDP Office	IDP Manager	MSA Ch5 24	Oct/Nov 2024 & Feb 2025	
Submit the monthly report to PT, NT and other stakeholders within 10 working days		CFO	MFMA 71	On monthly basis (01/07/2024 – 30/06/2025)	
Submit Quarterly Report (July – September 2024) on implementation of	Office of the MM	Mayor	MFMA s52(d)	October 2024	

Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
budget and financial state of affairs to Council					
Engagements with Provincial Government regarding any adjustments to projected allocations for next 3 years in terms of the MTREF	BTO	CFO/HOD's	MFMA 28	October 2024	
Review Municipal Spatial Development Framework	Senior Town Planner	Senior Town Planner and Technical Service Manager	Internal Process	October 2024	
Receive the audit report on previous years AFS from AG	CFO	MM	MFMA 126 (3)	November 2024	
Consider MEC comments and recommendations on assessment of initial IDP Document and IDP processes followed.	IDP Office	Municipal Manager, Directors IDP Coordinator	MSA 21	Nov/Dec 2024	
Final assessment of Section 57 Managers 2023/24 Performance.		PMS & MM's Office	MSA & MFMA	Dec 2024	
Place quarterly (s52) report on the budget implementation on the municipal website		BTO & MM's Office	MFMA 75 (1)k	On quarterly basis (01/07/2024 – 30/06/2025)	
District IGR	JTGDM	IDP Manager			
IDP Road shows in all Wards 1-15. Discuss, scrutinise and prioritize community needs as outcome of IDP/Budget public engagement sessions. Escalate community needs relating to national/ provincial mandates to relevant organ(s) of state	IDP/PMS & Budget Office	Mayor, Municipal Manager and IDP/PMS & Budget Manager	MSA	Oct/Nov2024 & Jan/Feb 2025	
IDP and Budget Steering Committee Meeting	IDP Manager	IDP Manager	Internal Process	November 2024	
IDP Representative Forum Meeting	IDP Manager	IDP Manager	Internal Process	November 2024	
Based on financial statements of 2023/24 determine municipality's financial position & assess its financial	BTO	CFO	Internal Process	November 2024	

Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
capacity & available funding for next three years					
Submit Bulk Resource documentation (Water Board) & (NERSA) for consultation on municipal tariffs for 2024/25 and the two outer Budget years.	BTO	CFO	Internal Process	November 2024	
District IDP/PMS Regional Forum	JTGDM	JTG			
Adjustment Budget: Income / Expenditure inputs and statistics to be returned to Budget Office	All Departments	BTO & HOD's	Internal Process	December 2024	
Management articulates outcomes, objectives, priorities and outputs desired for next three years and submit capital budget project proposals for draft IDP Review document to Budget Office	All Departments	Budget Steering Committee Management	Internal Process	December 2024	
Review of Municipal Strategic Plan Workshop with Standing Committees and HOD's: Review Municipal KPA's and Strategic Objectives	Office of the MM	Council, Municipal Manager and HOD's	Internal Process	Nov 2024 & Feb 2025	
Managers identify/create Projects as outcome of the prioritisation of development needs during IDP public engagements sessions with projected budget allocations.	All Departments	CFO/ HOD's	MSA	Nov / Dec 2024 & Jan/Feb 2025	
Review Municipal Strategies, objectives, KPA's, KPI's and targets. - Identification of priority IDP KPI's incorporate in IDP and link to budget	IDP, PMS & BUDGET Manager	IDP Steering Committee CFO/BTO IDP&PMS	MSA and MFMA	Nov - Dec 2024 & Jan / Feb 2025	
Submit Quarterly Report (Oct – December 2024) on implementation of budget and financial state of affairs to Council	Office of the MM	Mayor	MFMA s52(d)	January 2025	
Finalise 2 nd quarter performance report (Oct to Dec 2024)	PMS Manager	PMS Manager and all HOD's	MSA 41 (e)	January 2025	
Compile and submit section 72 reports and submit it council	CFO and PMS Manager	PMS Manager and all HODs	MFMA 72	January 2025	

Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
Mid-year performance review session	Municipal Manager	Mayor and Municipal Manager	MSA	January 2025	
Final assessment of Section 57 Managers 2023/24 Performance	MM's Office	Municipal Manager and Mayor	MSA and MFMA	January 2025	
MPAC to consider 2023/24 Annual Report	Office of the Municipal Manager and PMS Manager	MPAC	Internal Process	January 2025	
Request and/ or follow-up with Water Board/ NERSA/ other Bulk Service providers for feedback on proposed municipal 2023/2024 – 2024/25 tariffs and engagement documentation submitted in Nov 2024	BTO	CFO	MFMA	January 2025	
District IDP Regional Forum	IDP/PMS Manager	JTGDM			
District IGR	IDP/PMS Manager	JTGDM			
Meetings and formal consultation with Bulk Service Providers (ESKOM and relevant Water Board on bulk purchase price increase assumptions	BTO	CFO	MFMA 2(e)	January 2025	
Adjustment Budget Rollovers; changes on SDBIP and KPI'S as per Adjustment Budget	BTO and PMS	CFO, BTO & PMS	MFMA 28	January 2025	
Tabling of 2023/24 Annual Report to Council	Office of the MM	Municipal Manager	MFMA 127(2)	January 2025	
Note the premier and president state of the nation address for further budget priorities.		Mayor	MFMA Guide	February 2025	
Management finalises the draft IDP & Capital Budget for referral to IDP & Budget Steering Committees	Office of the MM	Municipal Manager HOD's	Internal Process	February 2025	
IDP and Budget Steering Committee Meeting	IDP Manager	IDP Manager	Internal Process	February 2025	
IDP Representative Meeting	IDP Manager	All Stakeholders	Internal Process	February 2025	

Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
Convening Budget Steering Committee Meeting for the purpose to discuss and prioritise draft Capital projects for the next three years	Office of the MM	Budget Steering Committee	MFMA 53	February 2025	
Final review of municipal strategies, objectives, KPA's, KPI's and targets	PMS Office	PMS Manager	Internal Process	February 2025	
Review all budget related policies	BTO	CFO	MBRR 7	February 2025	
Adjustment Budget: Finalise Capital and Operational budget projections for 2024/25	BTO	CFO	MBRR 21	February 2025	
Budget and Performance engagement with Treasury	BTO & PMS	MM& CFO	MFMA 71(1) MSA 41	February 2025	
Submit Annual Report to Auditor General, Provincial Treasury and COGHSTA	Office of the MM	Municipal Manager	MFMA (127) (5)(b)	February 2025	
HOD's Identify projects and forward local Budget Needs priorities to JTG DM. Project alignment between John Taolo Gaetsewe DM and Ga-Segonyana Local Municipality	All Departments	HOD'S	Internal Process	February 2025	
Ward Community Meetings: Discuss and brief Ward Committees about Council's revised strategic plan, Strategic Objectives and envisaged deliverables.	Director Corporate	Manager in the Political Office	Internal Process	February 2025	
Review tariffs and charges and determine affordable tariffs and finalise income budget.	BTO	CFO	MFMA 20	February 2025	
Table 2024/25 Adjustment Budget to Council for approval	Office of the MM & CFO	Municipal Manager	MBRR 23	February 2025	
Present Draft IDP and Budget to Steering Committee for quality check	IDP/ BTO Office	IDP and Budget Steering Committees	MBRR 4	March 2025	

Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
Submit first draft IDP to JTG DM for Project alignment between the JTG DM and Ga-Segonyana Local Municipality	IDP Office	IDP Manager	Internal Process	March 2025	
Upload Adjustment Budget document and data strings on the LG Portal	BTO	CFO	MBRR 24	March 2025	
Finalise departmental Plans and link to IDP	All Departments	IDP Manager and all HOD's	MSA	March 2025	
Publication of approved Adjustment Budget after approval per MSA and on municipal website	BTO	CFO	MBRR 26	March 2025	
Table draft IDP, Budget, SDBIP and Related policies and proposed schedule of Draft IDP Review and Budget Road shows. Public Meetings for IDP & Budget Feedback/Consultation Process to Council (Principal Approval)	IDP Manager, BTO and PMS Manager	Municipal Manager	MFMA 16	March 2025	
Council adopts the 2023/2024 Annual and AG's Report	MM and CFO	Council	MFMA 129(1)	March 2025	
Council to Consider and adopt the MPAC oversight report on 2023/2024 Annual Report	PMS & Office of the MM	Municipal Manager	MFMA 129(1)	31 March 2025	
Advertise & Inviting public comments on Draft Budget, Proposed Tariffs, and IDP Place copies of Draft Budget and IDP at all municipal buildings.	IDP&BUDGET Managers	Municipal Manager, IDP & BUDGET Manager	MBRR 15	April 2025(Advertise) 1 – 30 April 2025 (public comments)	
Submit Quarterly Report (Jan – March 2025) on implementation of budget and financial state of affairs to Council	Office of the MM	Mayor	MFMA s52(d)	April 2025	S
IDP Representative Form Meeting	IDP Manager	IDP Manager	Internal Processes	April 2025	
District IDP Regional Forum	IDP Manager	JTGDM			
District IGR	IDP Manager	JTGDM			

Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
Finalise 3rd quarter performance report (Jan – March 2024)	PMS Manager	PMS Manager and all HOD's	MSA 41 (e)	April 2025	
Upload Copy of approved Draft Budget, IDP, SDBIP, related documents and Data strings immediately after tabling	Office of the MM	BTO&IDP Manager	MFMA 22(b)	April 2025	
Publicise the oversight report	PMS	MM	MFMA 129 (3)	April 2025	
Submit annual report & oversight report to the provincial legislature	PMS	MM	MFMA 132 (1&2)	April 2025	
Public Consultation Meetings/ Road shows Feedback / Consultation on preliminary approved Draft IDP Review and Budget (Details as per Annexure A)	IDP Office	Mayor Municipal Manager HOD's IDP Office	MBRR 15	April 2025	
Engagement with the NC Provincial Treasury on draft budget benchmark	CFO&BTO	Municipal Manager	MFMA Ch 5	April 2025	
CFO and Manager Corporate Service analyse public and Ward Committee comments and inputs on Draft IDP and Budget and prepare recommendations for Council's perusal	Corporate Services BTO	CFO Manager Corporate Services	MBRR 16(1)(a)	April 2025	
Council considers public and Sector Departments comments & inputs, and revise IDP, Budget and SDBIP if necessary.	IDP Office	Municipal Manager	MBRR 16(1)(a)	April 2025	
Present Final IDP/Budget and draft SDBIP to Steering Committees for quality Check (Including recommendations made by all stakeholders and Council)	IDP/PMS and BTO	IDP and Budget Steering Committees	MBRR 4	May 2025	
Table final IDP and Budget & related documents to Council for approval.	Office of the MM	Municipal Manager	MFMA 24(1)	May 2025	
Inform local community about approved IDP and Budget Detail – Place Newspaper Article, Copies at Libraries and Municipal Website	Office of the MM	Municipal Manager	MBRR 18	June 2025	

Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
Upload copy of approved Budget, IDP, & related documents (incl. final draft SDBIP) on the Lg Portal	IDP Office BTO	BTO & IDP	MFMA 24(3)	June 2025	
Publication of Approved Budget and IDP within 10 working days on Municipal Website	BTO IDP Office	BTO & IDP	MFMA 75(1)(a)	June 2025	
Submit final SDBIP to Mayor within 14 days after approval of budget	Office of the MM	Municipal Manager	MFMA 69(3)(a)	June 2025	
Mayor approves the municipality's SDBIP within 28 days after the approval of the budget and submit hard and electronic copy to NT and PT	Mayor's Office	Mayor	MFMA (53)(1)(c)(ii)	June 2025	
Start consolidating 4 th quarter performance report	PMS Manager	PMS Manager and all HOD's	MSA 41 (e)	June 2025	
Start the process of consolidating the annual performance report	PMS Manager	PMS Manager and all HOD's	MSA 46	June 2025	
Submit all bank account details to PT, NT & AG		MM	MFMA 9(b)	June 2025	