



### INTEGRATED DEVELOPMENT PLAN PROCESS 2024/2025 SETSOTO LOCAL MUNICIPALITY PUBLIC NOTICE

In accordance with section 28(3), of the Local Government: Municipal System Act, 32 of 2000, notice is hereby given to the local community of the particulars of the process the municipality intend to follow in either amending or adopting the Integrated Development Plan, as per council resolution of the meeting held 29<sup>th</sup> August 2024. Below are the extracts from integrated Development Plan Process Plan 2024/2025 for notification to local community.

Legal References	Intergrated Development Plan	Performance Management Development System	Budget	Timeline
Alignment	Review of the District IDP Framework	Alignment of the District IDP Review Process Plan with the local Municipality's IDP Review Process Plans	Review Activities with Budget Costs	July 2024
Municipal System Act, 32 of 2000, Section 28	Council adopts the Intergrated Development Plan Review Process Plan 2024/2025 with key Activities and Timelines	Council adopts the Intergrated Development Plan Review Process Plan 2024/2025 with key Activities and Timelines	Council adopts the Intergrated Development Plan review Process plan 2023/2024 with key Activities and Timelines	August 2024
Municipal Systems Act, 32 of 2000, Section 21 and 28(3)	Submit Intergrated Development Review Process Plan 2024/2025 and Budget Time Schedule with Council resolution to Member of the Executive Council , Department of Corporate Governance and Free State Provincial Treasury	Municipal	Submit 2024/2025 Intergrated Development Plan Review Process Plan and Budget Time Schedule with Council resolution to member of the Executive Council , Department	August 2024/September 2024

			of Corporative Gvernance and Free State Provincial Treasury	
		Submit Annual Financial Statement and Performance Report to the Auditorp-General for auditing within two months after the end of the financial year	Submit annual financial statement and annual performance report to the Auditor -General for auditing (within two months after the end of the financial year)	August 2024
Circular 63 of the Municipal Finance Management Act , 56 of 2003, section 127(5)	Council to submit unaudited table annual performance report to municipal Public Accounts Committee for vetting and verification of councils directive on service delivery and the committee to avaluate Senior Managers performance agreement entered			September 2024
Municipal Finance Management Act , 56 of 2003, section 21(1)(b)			Start setting up spreadsheets for budget submissions- Budget and Treasury Office	September 2024
Municipal Systems Act , 32 of 2000,Section 26 (h):  An intergrated development plan must reflect a financial plan , which must include a budget projection for at least the next three years			Review the Long term Financial Plan	September 2024
Legally Compliant Document	Provincial intergrated development Plan Managers Forum Meeting			September 2024
<b>Legal Reference</b>	<b>Intergrated Development Plan</b>	<b>Performance Management and Development System</b>	<b>Budget</b>	<b>Timeline</b>
Municipal Systems Act,32 of 2000, Section 56(2)  The executive mayor must – (a) Identify the needs of the municipality; (b) Review and evaluate these needs in order of priority MSA Section	Intergrated Development Plan ,Performance Management and Development System and Budget Representative forum meeting	Intergrated Development Plan , Performance Management and Development system and Budget Representantative Forum Meeting	Intergrated Development Plan , Performance Management and Budget Representative Forum Meeting	September 2024

29(1)(b)MSA Section 56(2)				
Municipal Systems Act 32 of 2000, Section 16 (1)(a)MSA Section 29 (1)(b)(i)	Public Participation Process			September 2024
Circular 63	Municipal Public Accounts Committee Meeting- Oversight Report			October 2024
	Internal analysis <ul style="list-style-type: none"> <li>• Critical issues/ with respect to every service</li> <li>• Minimum services levels institutional analysis</li> </ul>		Commence with salary , vehicle and operating budget Send out capital budget spreadsheets to department	October 2024
	Intergrated Development Plan , Performance Management and Development system and Budget steering Committee to consolidate the analysis Phase		Intergrated Development Plan , Performance Management and Development system and Budget Steering Committee to consolidate the Analysis Phase	October 2024
			Deadline for capital budget inputs from department	November 2024
Alignment	Thabo Mofutsanyana District Municipality's Intergovernmental Relations stakeholders and Sector Engagement to intergrate	Alignment with the district developmental priorities		November 2024
	Municipal Managers Forum and Thabo Mofutsanyana District Coordinating Forum meeting			
	Thabo Mofutsanyana District Municipality Task Team Meeting			
Legally Complaint Document	Provincial intergrated Development Plan Managers Forum Meeting			December 2024

Legal References	Intergrated Development Plan	Performances Management and Development System	Budget	timeline
<p>Municipal Finance Management Act, 56 of 2003, Section 72 (1): The accounting officer of a municipality must by 25 January of each year – (a)asses the performance of the municipality during the first half of the financial year ...and (b) submit a report on such assessment to – (i) the mayor of the municipality : (ii) the National Treasury; and (iii) the revelent provincial treasury municipal Finance Management Act, The mayor must in the case of a section 72 report , submit the report to the council by 31 January of each year</p>		<p>Section 72 midyear assessment report:</p> <ul style="list-style-type: none"> <li>• Council</li> <li>• Mayoral committee</li> <li>• Provincial treasury</li> <li>• National treasury</li> </ul>	<p>Section 72 midyear assessment report:</p> <ul style="list-style-type: none"> <li>• Council</li> <li>• Mayoral committee</li> <li>• Provincial treasury</li> <li>• National treasury</li> </ul>	<p>January 2024</p>
<p>Municipal Finance Management Act, 56 of 2003 Section 72 (1):</p> <p>A municipality may revise an approved annual budget through an adjustment budget .</p> <p>Municipal Budget and Reporting Regulations 23(1)</p> <p>An adjustment budget may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council , but not later than 28 February of the current year</p>		<p>Finalise key Performance indicators and Annual Performance Targets</p>	<p>Adjustments Budget</p>	<p>January 2025</p>
Legal References	Intergrated Development Plan	Performance Management and Development system	Budget	Timeline
<p>Municipal Budget and Reporting Regulations 34(1):</p>	<p>Post Adjustments Budget , Mid-year Section 72 assessment as well as the Annual Report on the website</p>	<p>Post Adjustment Budget , mid-year Section 72 assessment as well as the Annual Report on the website</p>	<p>Post Adjustments Budget , Mid-year Section 72 assessment</p>	<p>January 2025</p>

Within 5 working days of 25 January each year the municipal manager must make the mid- year budget and performance assessment public by placing it on the municipal website.			as well as the Annual Report on the website	
	Intergrated Development Plan , Performance Management and Development Systems and Budget Steering Committee to prepare for institutional strategic planning session	Intergrated Development , Performance Management and Development Systems and budget steering committee to prepare for institutional strategic planning	Intergrated Development Plan , Performance Management and Development System and Budget Steering Committee to prepare for institutional strategic planning session	January 2025
Municipal Finance Management Act ,56 of 2003, Section 127(5)		Annual Report is made public , representation is invided		January 2025
Municipal Finance Management Act 56 of 2003, Section 129,130		Annual Report: Closing date for comments on Annual Report		February 2025
Municipal Budgeting and Reporting Regulations 26  Municipal Budgeting and Reporting regulations	Technical intergrated Municipal Engagements with provincial Sector Departments		Advertise adjustments Budget and Mid-year Section 72 assessment in local newspaper submit the approved adjustment budget to provincial Treasury and National Treasury	February 2025

Municipal Finance Management Act 56 of 2003, Section 37(2)			Received notifications of any transfers that will be made to the municipality from other municipalities in each of the next three years (by no later than 120 days before the start of its budget year)	February 2025
Municipal Finance Management Act 56, of 2003 Section 16: The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year. 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 new financial year	Table draft intergrated Development plan and budget in Council at least 90 days before the start of the budget year budget steering committee submit to Mayoral C ommittee and Mayoral Committee table to Council	Table draft Integrated Development Plan and budget in council atleast 90 days before the start of the budget year  Budget Steering Committee submit to Mayoral Committee and Mayaral Committee table council	Table draft intergrated Development Plan and budget in Council atleast 90 days before the start of the budget year  Budget steering Committee submit to mayoral Committee and Mayoral Committee table to Council	March 2025
<b>Legal Reference</b>	<b>Intergrated Development Plan</b>	<b>Performance Management and Development systems</b>	<b>Budget</b>	<b>Timeline</b>
Municipal Finance Management Act , 56 of 2003 , Section 22(a)	Make public the Intergrated Development Plan, and annual budget and supporting documentation and invite the community to submit representation for 21 days		Make public the Intergrated Development Plan , annual budget and supporting documentation and invite the community to submit representation	April 2025
Municipal Finance Management Act, 56 of 2003 Section 22(b)	Submit the draft Intergrated Development Plan and budget to the Local Government, Provincial Treasury and other affected organs of state		Submit the draft integrated Development Plan and budget to the Local Government , provincial Treasury , Nationa Treasury and other affected organs of state	April 2025
	2022 Institutional strategic planning Session			April 2025

Municipal Finance Management Act, 56 of 2003 Section 23(1)	Process of consultation and meetings with local community and stakeholders, Provincial and National Treasury and other organs of State	Process of consultation and meetings with local community and stakeholders, Provincial and National Treasury and other organs of state	Process of consultations and meetings with local community and stakeholders, Provincial and National Treasury and other organs of state	April 2025
Municipal Finance Management Act .56, of 2003 Section 23(1): When the annual budget has been tabled, the municipal council must consider any views of –(a)the local community	IDP Budget & PMS Rep Forum	Intergrated Development Plan, Budget and Performance Management and Development Systems Representative Forum	Intergrated Development Plan, Budget and Performance Management and Development Systems Representative Forum	May 2025
Municipal Finance Management Act, 56 of 2003 Section 24(1)	Table final Intergrated Development Plan and budget in council (atleast 30 days before the start of the budget year)	Table final intergrated Development Plan and budget in council (atleast 30 days before the start of the budget year)	Completion of Annual Budget amendments /Refinements  Table final Intergrated Development Plan and budget in council (atleast 30 days before the start of the budget year)	May 2025
Municipal Systems Act, 32 of 2000 Section 75(1)	Place Intergrated Development Plan, annual budget, all budget related documents and all budget related policies on the website		Place the Intergrated Development Plan, annual budget, all related budget policies on the website within 5 days of the adoption of the plan.	June 2025
Municipal Systems Act, 32 of 2000, Section 25(4)(a) MSA Section 25(4)(b)	Give notice to the public of the adoption of the Intergrated Development Plan and that copies or extract are available for public inspections at specific places (within 14 days of adoption)		Make public the approved annual budget and supporting documentation(including tariffs)(within 10 working days after approval of the budget)	June 2025
<b>Legal Reference</b>	<b>Intergrated Development Plan</b>	<b>Performance Management and Development system</b>	<b>Budget</b>	<b>Timeline</b>
	Publicise a summary of the Intergrated Development Plan			June 2025
Municipal Finance Systems Act 56, of 2003 Section 69(3)	If amended Intergrsted Development Plan submit copy to the Member of the Exeructive Council for local Government in the province within 10 days of adoption		Submit approved budget to the Provincial Treasury and National	June 2025

			Treasury and Natina treasury(within 10 working days after approved of the budget)	
Municipal Finance Systems Act 56 of 2003 Section 69(3)		Submit to the Executive Mayor the draft service and budget Implementation plan and draft annual performance agreement for the next year(within 14 days after aproval of the budget)		June2025
Municipal Finance Management Act 56 of 2003 Section 75(1)		Place the performance agreements and all service delivery agreement on the website		July 2025
Municipal Finance Management Act 56 of 2003 Section 53 (1)(c)(ii)  Municipal Finance Management Act, 56 of 2003 , section 53(3)(b): Municipal Budgeting and Reporting Regulation 20(2)(b): Municipal Finance Management Act 56 of 2003 Section 53(3)(a)		Submit copies of the performance agreement to the member of the executive Council responsible for local government in the province Submit the service delivery and Budget implementation Plan to National and provincial treasury Within 10 working days approved of the plan		July 2025
Municipal Finance Management Act, 56 of 2003, Section 53(3)(b)		Make public the performance agreement of the Municipal Manager and Senior Managers		July 2025

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**MRS N.F MALATJIE**  
**MUNICIPAL MANAGER**