

2025/2026

*Integrated Development Plan Review Process Plan  
With Key Activities and Timelines*



*Office of the Municipal Manager  
Annex Building  
Municipal Building  
27 Voortrekker Street  
Ficksburg  
9730*

*TEL: 051 933 9302*

*Email: [manager@setsoto.co.za](mailto:manager@setsoto.co.za)*

*Website: [www.setsoto.org.za](http://www.setsoto.org.za)*

## INTEGRATED DEVELOPMENT PLAN PROCESS 2025/2026 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 Process Plan, as per council resolution of the meeting held 29<sup>th</sup> August 2025. Below are the extracts from Integrated Development Plan Process Plan 2025/2026 for notification to local community.

Legal Reference	Integrated Development Plan	Performance Management and 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 Budgeted Costs	July 2025
Municipal Systems Act, 32 of 2000, Section 28	Council adopts the Integrated Development Plan Review Process Plan 2024/2025 with Key Activities and Timelines	Council adopts the Integrated Development Plan Review Process Plan 2025/2026 with Key Activities and Timelines	Council adopts the Integrated Development Plan Review Process Plan 2025/2026 with Key Activities and Timelines	August 2025-September 2025
Municipal Systems Act, 32 of 2000, Sections 21 and 28(3)	Submit Integrated Development Plan Review Process Plan 2024/2025 and Budget Time Schedule with Council resolution to Member of the Executive Council, Department of Corporative Governance and Free State Provincial Treasury	Municipal Council	Submit 2024/2025 Integrated Development Plan Review Process Plan and Budget Time Schedule with Council resolution to Member of the Executive Council, Department of Corporative Governance and Free State Provincial Treasury	
Circular 63 of the Municipal Finance Management Act, 56 of 2003, Section 127(5)	Council to submit unaudited tabled annual performance report to Municipal Public Accounts Committee for vetting and verification of councils' directive on service delivery and the committee to evaluate Senior Managers' performance agreement entered	Submit Annual Financial Statements and Annual Performance Report to the Auditor-General for auditing within two months after the end of the financial year	Submit annual financial statements and annual performance report to the Auditor-General for auditing (within two months after the end of the financial year)	
Municipal Finance Management Act, 56 of 2003, Section 21(1) (b)			Start setting up spreadsheets for budget submissions-Budget and Treasury Office	
Municipal Systems Act, 32 of 2000, Section 26(h):  An integrated development plan must reflect a financial plan, which must include a budget projection for at least the next three years			Review the Long-term Financial Plan	
Legally Compliant Document	Provincial Integrated Development Plan Managers Forum Meeting			

Legal Reference	Integrated Development Plan	Performance Management and Development system	Budget	Timeline
Municipal Systems Act, 32 of 2000, Section 56(2)  The executive mayor must –  (a) identify the needs of the municipality; (b) review and evaluate those needs in order of Priority MSA Section 29 (1) (b) MSA Section 56 (2)	Integrated Development Plan, Performance Management and Development System and Budget Representative Forum Meeting	Integrated Development Plan, Performance Management and Development System and Budget Representative Forum Meeting	Integrated Development Plan, Performance Management and Development System and Budget Representative Forum Meeting	September 2025
Municipal Systems Act, 32 of 2000, Section 16(1)(a) MSA Section 29(1)(b)(i)	Public Participation Process			
Circular 63	Municipal Public Accounts Committee Meeting – Oversight Report  Internal analysis <ul style="list-style-type: none"><li>critical issues / with respect to every service</li><li>minimum service levels</li><li>institutional analysis</li></ul>		Commence with salary, vehicle and operating budget  Send out capital budget spreadsheets to department	October 2025
	Integrated Development Plan, Performance Management and Development System and Budget Steering Committee to consolidate the Analysis Phase	Integrated Development Plan, Performance Management and Development System and Budget Steering Committee to consolidate the Analysis Phase	Integrated Development Plan, Performance Management and Development System and Budget Steering Committee to consolidate the Analysis Phase	
Alignment	Thabo Mofutsanyana District Municipality's Intergovernmental Relations Stakeholder and Sector Engagements to integrate  Municipal Managers Forum and Thabo Mofutsanyana District Coordinating Forum meeting  Thabo Mofutsanyana District Municipality Task Team Meeting	Alignment with the district developmental priorities	Deadline for capital budget inputs from departments	
Legally Compliant Document	Provincial Integrated Development Plan Managers Forum Meeting			

Legal Reference	Integrated Development Plan	Performance Management and Development system	Budget	Timeline
<p>Municipal Finance Management Act, 56 of 2003, Section 72(1):</p> <p>The accounting officer of a municipality must by 25 January of each year-</p> <p>(a) assess the performance of the municipality during the first half of the financial year... and (b) submit a report on such assessment to-</p> <p>(i) the mayor of the municipality;</p> <p>(ii) the National Treasury; and (iii) the relevant provincial treasury</p> <p>Municipal Finance Management Act, 56 of 2003, Section 54(1)(f):</p> <p>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>Provincial Integrated Development Plan Managers Forum Meeting</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 2026</p>
<p>Municipal Finance Management Act, 56 of 2003, Section 28(1):</p> <p>A municipality may revise an approved annual budget through an adjustments budget.</p> <p>Municipal Budgeting and Reporting Regulation 23(1):</p> <p>An adjustments budget may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year</p>		<p>Finalise Key Performance Indicators and Annual Performance Targets</p>	<p>Adjustments Budget</p>	

Legal Reference	Integrated Development Plan	Performance Management and Development system	Budget	Timeline
Municipal Budgeting and Reporting Regulation 34(1):  Within 5 working days of 25 January each year the municipal manager must make the mid-year budget and performance assessment public by placing it on the municipal website.	Post Adjustments Budget, Mid-year Section 72 assessment as well as the Annual Report on the website	Post Adjustments Budget, Mid-year Section 72 assessment as well as the Annual Report on the website	Post Adjustments Budget, Mid-year Section 72 assessment as well as the Annual Report on the website	January 2026
	Integrated Development Plan, Performance Management and Development Systems and Budget Steering Committee to prepare for institutional Strategic planning session	Integrated Development Plan, Performance Management and Development Systems and Budget Steering Committee to prepare for institutional Strategic planning	Integrated Development Plan, Performance Management and Development Systems and Budget Steering Committee to prepare for institutional Strategic planning session	
Municipal Finance Management Act, 56 of 2003, Section 127(5)		Annual Report is made public, and representation is invited		
Municipal Finance Management Act, 56 of 2003, Section 129, 130		Annual Report: Closing date for comments on Annual Report		
Municipal Budgeting and Reporting Regulation 26	Technical Integrated Municipal Engagements with Provincial Sector Departments		Advertise Adjustments Budget and Mid-year Section 72 assessment in local newspapers	
Municipal Budgeting and Reporting Regulation 24(1)			Submit the approved adjustments budget to Provincial Treasury and National Treasury	
Municipal Finance Management Act, 56 of 2003, Section 37(2)			Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three fin years (by no later than 120 days before the start of its budget year)	
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 Integrated Development Plan and budget in Council at least 90 days before the start of the budget year  Budget Steering Committee submit to Mayoral Committee and Mayoral Committee table to Council	Table draft Integrated Development Plan and budget in Council at least 90 days before the start of the budget year  Budget Steering Committee submit to Mayoral Committee and Mayoral Committee table to Council	Table draft Integrated Development Plan and budget in Council at least 90 days before the start of the budget year  Budget Steering Committee submit to Mayoral Committee and Mayoral Committee table to Council	March 2026

Legal Reference	Integrated Development Plan	Performance Management and Development system	Budget	Timeline
Municipal Finance Management Act, 56 of 2003, Section 22(a)	Make public the Integrated Development Plan, annual budget and supporting documentation and invite the community to submit representations for 21 days	Table draft Integrated Development Plan and budget in Council at least 90 days before the start of the budget year	Make public the Integrated Development Plan, annual budget and supporting documentation and invite the community to submit representation	April 2026
Municipal Finance Management Act, 56 of 2003 Section 22(b)	Submit the draft Integrated Development Plan and budget to the Local Government, Provincial Treasury, National Treasury and other affected organs of state		Submit the draft Integrated Development Plan and budget to the Local Government, Provincial Treasury, National Treasury and other affected organs of state	
	2022 Institutional Strategic Planning Session			
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 consultation and meetings with local community and stakeholders, Provincial and National Treasury and other organs of State	
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	Integrated Development Plan, Budget and Performance Management and Development Systems Representative Forum	Integrated Development Plan, Budget and Performance Management and Development Systems Representative Forum	May 2026
Municipal Finance Management Act, 56 of 2003, Section 24(1):	Table final Integrated Development Plan and budget in Council (at least 30 days before the start of the budget year	Table final Integrated Development Plan and budget in Council (at least 30 days before the start of the budget year	Completion of Annual Budget amendments / Refinements  Table final Integrated Development Plan and budget in Council (at least 30 days before the start of the budget year	
Municipal Finance Management Act, 56 of 2003, Section 75(1	Place the Integrated Development Plan, annual budget, all budget related documents and all budget-related policies on the website		Place the Integrated Development Plan, annual budget, all budget-related documents and all budget-related policies on the website within 5 days of the adoption of the plan.	June 2026
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 Integrated Development Plan and that copies or extracts are available for public inspection at specified 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)	

Legal Reference	Integrated Development Plan	Performance Management and Development system	Budget	Timeline
Municipal Systems Act, 32 of 2000, Section 25(4)(a) MSA Section 25(4)(b)	Publicise a summary of the Integrated Development Plan	Table final Integrated Development Plan and budget in Council (at least 30 days before the start of the budget year)	Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)	June 2026
Municipal Systems Act, 32 of 2000, Section 32(1)(a) MFMA Section 24(3)	If amended Integrated Development Plan submit copy to the Member of the Executive Council for Local Government in the province within 10 days of adoption	Submit to the Executive Mayor the draft Service Delivery and Budget Implementation Plan and draft annual performance agreements for the next year (within 14 days after approval of the budget)	Submit approved budget to the Provincial Treasury and National Treasury (within 10 working days after approval of the budget)	July 2026
Municipal Finance Management Act, 56 of 2003, Section 69(3):		Place the performance agreements and all service delivery agreements on the website		
Municipal Finance Management Act, 56 of 2003, Section 75(1)		Submit copies of the performance agreements to the Member of the Executive Council responsible for local government in the province		
Municipal Finance Management Act, 56 of 2003, Section 53(1)(c)(ii)		Submit the Service Delivery and Budget Implementation Plan to National and Provincial Treasury within 10 working days approval of the plan		
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):				
Municipal Finance Management Act, 56 of 2003, Section 53(3)(b)		Make public the performance agreements of the Municipal Manager and Senior Managers		

**NOMVULA MALATJIE (MRS)**  
**MUNICIPAL MANAGER**