

IDP & BUDGET ENGAGEMENT METHODOLOGY/PLAN – MARCH/APRIL 2025

What?

The second round of IDP/Budget engagements seek to provide feedback on the current ward priorities (i.e. 24/25 financial period), preliminary comment on the newly identified ward priorities (i.e. 25/26 financial period) as well as the 25/26 Budget and related documentation/information. With reference to the above, the following information will be provided in a presentation or related format:

- 24/25 Ward Priorities (Current Financial Period):
 - **Compulsory** feedback on the status of the top 5 priorities per ward;
 - **Compulsory** feedback on priorities (outside of the top 5), that have successfully been implemented, or are in process of being implemented (only where applicable);
 - Departmental prerogative will be applied regarding feedback on the remainder of the priorities (outside of the top 5). It will not be compulsory for departments to provide feedback hereon, as these fall outside of the envisaged implementation scope. Attendees are welcome to engage directorates on such priorities once the floor has been opened for interactive engagement.
- 25/26 Ward Priorities (Forthcoming Financial Period):
 - **Compulsory** preliminary feedback/response on the top 5 priorities per ward;
 - Pre-liminary feedback on priorities outside of the top 5 is not mandatory, however, departments have been encouraged to provide pre-liminary feedback **if resources will be allocated** towards such priorities and/or whether **the implementation of such priorities have already commenced in the prior period**, and **due for continuation/finalization within the forthcoming financial period**.
- 25/26 Budget and Related Information (may include, but not limited to the following):
 - Overview of 25/26 capital & operating budget, as well as key projects (capital & discretionary)
 - 25/26 Revenue & expenditure projections
 - Summary of core budget principles/assumptions
 - Proposed tariffs and impact on households/consumers
 - Ward-based budget allocations as far practically possible
 - Any related information that may be deemed useful for public consumption

How?

The engagements will be structured in clusters, based on the Jamboree/Road Show **methodology (NB: the engagements are not a Jamboree event)**. Wards have been grouped per geographical area coupled with the similarity of priority needs registered within the geographical area. In doing so, we hope to entice a greater sense of integrated development planning not only within- but also across wards. The success of this round of public engagements are predominantly dependent on the following factors (challenges within any of these factors may derail the process in its entirety):

- Timeous receipt and accuracy of the information above
- Full commitment and participation by all user departments and stakeholders involved
- Buy-in from all Ward Councillors and constituents
- Timeous planning and finalization of all logistical arrangements
- Adequate financial resources to fund all components of the plan

In terms of preparing and hosting an engagement, the following is proposed:

The logistical/administrative team will prepare the venue at least 1 hour before the commencement of the engagement. The venue shall be set up as follows (minor amendments within the setup may apply as circumstances dictate):

- x2 tables at the entrance that will serve as first point of contact for registration and information regarding the navigation of the venue based on the community's input/enquiry/need
- x5-10 tables inside the venue (preferably 2 per directorate). As certain venues may present size constraints, representatives of individual departments shall be grouped per their directorate. The Executive Mayor, Portfolio Councillors and Municipal Manager shall roam between the various stations as the need dictates

- x2 tables inside the venue, for the representatives of the Service Support Centre (SSC), subject to their availability
- x1 table for representatives of the IEC

The engagement will commence at 15:00 (or an alternative time confirmed by the Ward Councillor). The municipality will conduct a presentation covering the introduction and purpose of the engagement, feedback on budgetary information and feedback on the top 5 ward priorities per ward (24/25 & 25/26). Hereafter, the session will be opened for the public to visit any of the directorial service stations to engage with members of the municipal team per their input/enquiry/need. A final repeat of the presentation and introductory process will be conducted at 18:00, to accommodate attendees who were unable to attend during the afternoon. At 19:30, the engagement and venue will be “closed” for new attendees. However, the team will conclude the engagement with those attendees present in the venue at that time. New attendees that join from 19:30 onwards, will be advised to submit their input/enquiry/need to their respective ward Councillor and/or ward committee member(s) in order to be channeled to the municipality. The highlighted portion will not apply to engagements scheduled from 18:00. All engagements (irrespective of the commencement time, will conclude at 20:00.

The IDP/PMS department will assign one administrative support official per directorate, to assist with minute taking. Additional administrative support personnel (based on individual department representation) shall be arranged by the directorate/department concerned (if and where required). One major risk is that a particular station may be inundated by constituents, which may disrupt the intended flow of the engagement. It is therefore imperative that the Executive Management coordinate the interaction with ward members at their respective stations. The Mayoral Committee Members and respective Ward Councillors will occupy a critical supportive role in ensuring that engagements run as planned, without significant disruptions.

Who?

The sessions will be open to all members of the public and/or stakeholders. However, citizens/stakeholders should specifically note their ward’s scheduled cluster engagement.

From a municipal perspective, members of the Mayoral Committee, Ward Councillors, Executive- and Senior Management, as well as departmental staff will attend all cluster engagements. Representation from the SSC (per engagement) will be solicited but is subject to their availability.

As a single consolidated engagement is scheduled per day, full representation of the aforementioned members is guaranteed, unless a justifiable apology for non-attendance is submitted in advance.

IDP/BUDGET PUBLIC ENGAGEMENTS (March / April 2025)

Proposed Meeting Date	Proposed Time	Ward	Councillor	Proposed Venue (Note: venue must be central within the cluster and large enough to accommodate the setup)	Proposed Executive & Management Team
Wednesday 26 March 2025	18:00 - 20:00	Touwsrivier Cluster (Ward 1)	Clr Johnson	Steenvliet Community Hall	Executive Management Team Mayoral Committee Departmental Representatives
Thursday 27 March 2025	16:00 - 20:00	De Doorns Cluster 1 (Ward 3)	Clr Ralehoko	De Doorns MPC	Executive Management Team Mayoral Committee Departmental Representatives
Monday 31 March 2025	15:00 - 20:00	De Doorns Cluster 2 (Ward 2)	Clr Nyithana	De Doorns MPC	Executive Management Team Mayoral Committee Departmental Representatives
Tuesday 1 April 2025	16:00 - 20:00	De Doorns Cluster 3 (Wards 4 & 5)	Clr Vaughan; Deputy Mayor Von Willingh	De Doorns MPC	Executive Management Team Mayoral Committee Departmental Representatives
Wednesday 2 April 2025	15:00 - 20:00	Avian Park Cluster (Wards 12; 13; 21)	Clr Bedworth; Ald Farao; Clr Judge	Avian Park Primary School	Executive Management Team Mayoral Committee Departmental Representatives
Thursday 3 April 2025	15:00 - 20:00	Rawsonville Cluster (Wards 19; 20)	Clr Goedeman; Clr Pietersen	VGK Goudini Church Hall	Executive Management Team Mayoral Committee Departmental Representatives
Monday 7 April 2025	18:00 - 20:00	Zwelethemba Cluster 2 (Ward 17)	Clr Sibozo	Zwelethemba Community Hall	Executive Management Team Mayoral Committee Departmental Representatives
Tuesday 8 April 2025	18:00 - 20:00	Zwelethemba Cluster 1 (Ward 8)	Clr Williams	Zwelethemba Community Hall	Executive Management Team Mayoral Committee Departmental Representatives
Wednesday 9 April 2025	18:00 - 20:00	Zwelethemba Cluster 3 (Ward 18)	Clr Yayi	Zwelethemba MPC Auditorium	Executive Management Team Mayoral Committee Departmental Representatives
Thursday 10 April 2025	18:00 - 20:00	Zwelethemba Cluster 4 (Wards 16)	Clr Mangali	Zwelethemba MPC Auditorium	Executive Management Team Mayoral Committee Departmental Representatives
Monday 14 April 2025	15:00 - 20:00	Worcester South Cluster 1 (Ward 11; 13; 14)	Ald Sampson; Ald Farao; Clr Jack	Maranatha Church	Executive Management Team Mayoral Committee Departmental Representatives
Tuesday 15 April 2025	15:00 - 20:00	Worcester South Cluster 2 (Wards 8; 9; 10)	Clr Williams; Clr Daames; Clr Swartz	Esselen Park Primary School	Executive Management Team Mayoral Committee Departmental Representatives
Wednesday 16 April 2025	15:00 - 20:00	Worcester North Cluster (Wards 5; 6; 7; 12; 15)	Deputy Mayor Von Willingh; Clr vd Westhuizen; Clr Kritzinger; Clr Bedworth; Clr Pieters	BVM Town Hall	Executive Management Team Mayoral Committee Departmental Representatives