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ANNEXURE 1: MUNICIPAL SECTOR PLANS, POLICIES & BY-LAWS  
2025-2026 SENQU MUNICIPALITY – POLICY INDEX

No	POLICY	ANY PROPOSED CHANGES	DATE APPROVED/ REVIEWED	Resolution No	REVIEWAL DATE	RESPONSIBLE DEPARTMENT/PERSON	DATE OF EFFECTIVENESS
1	Delegation Framework	NO	November 2021		When required	Manager Strategic Support	01 JULY 2024
2	Communication & Information Disclosure	NO	11/2005		When required	Manager Strategic Support	01 JULY 2024
3	Public Participation	NO	30/07/2021	039/OCM/21	When required	Manager Stakeholder & IGR	01 JULY 2024
4	Vulnerable Groups Mainstreaming	NO	30/07/2021	041/OCM/21	When required	Manager Stakeholder & IGR	01 JULY 2024
5	Customer Care Policy	NO	30/07/2021	040OCM/21	When required	Manager Stakeholder & IGR	01 JULY 2024
6	Customer Care Policy Statement	NO	2010		When required	Manager Stakeholder & IGR	01 JULY 2024
7	Central Register Manual	NO	27 March 2013	10.5 – 1.5	When required	Manager Council Support	01 JULY 2024
8	Records Management	NO	27 March 2013	10.5-1.6	When required	Manager Council Support	01 JULY 2024
9	Communication Policy	YES	15 May 2024	041/SCM/24	When required	Manager Strategic Support	01 JULY 2024
10	Communication Strategy 5 years	NO	30 May 2022		When required	Manager Strategic Support	01 JULY 2024
11	Social media	YES	15 May 2024	041/SCM/24	When required	Manager Strategic Support	01 JULY 2024
12	Branding Policy	YES	15 May 2024	041/SCM/24	When required	Manager Strategic Support	01 JULY 2024
13	Internal Audit Charter	NO	19 March 2018		Annually	Chief Audit Executive	01 JULY 2024
14	Audit Committee Charter	NO	18 March 2018	Approved by audit committee	When required	Chief Audit Executive	01 JULY 2024
15	PAIA Manual	YES	15 May 2024	036/SCM/19	When required	Manager Strategic Support	01 JULY 2024
16	Anti-corruption strategy	NO			When required	Manager Governance & Compliance	01 JULY 2024
17	Performance Management	NO	November 2025		When required	Manager Governance & Compliance	To be adopted in July 2026
18	Risk Management Policy and Framework	YES	15 May 2024	041/SCM/24	When required	Manager Governance & Compliance	01 JULY 2024
<b>MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT</b>							
19	Leave	YES	2025		When required	HR Manager	1 June 2025
20	Recruitment and Selection	YES	29 May 2026		When required	HR Manager	01 June 2026
21	Skills Development	YES	15 May 2024	041/SCM/24	When required	HR,LR & Legal Manager	01 JULY 2024
22	Promotion, Demotion and Transfer	NO	31 March 2015	10.7.2.1.1	When required	HR,LR & Legal Manager	01 JULY 2024
23	Bereavement	YES	15 May 2024	041/SCM/24	When required	HR Manager	01 JULY 2024
24	Remuneration	YES	30 May 2026	041/SCM/24	When required	HR Manager	1 June 2026
25	Subsistence and Travelling	YES	29 May 2026	041/SCM/24	When required	Manager Demand Management	1 June 2026
26	Employee's assistance Programme (EAP)	YES	15 May 2024	041/SCM/24	When required	HR Manager	01 JULY 2024
27	Essential user scheme	NO	29 September 2014	10.6.1	When required	SEM	01 JULY 2024
28	Relocation	NO	6 June 2016	7.1.3.1	When required	LR & Legal Manager	01 JULY 2024

No	POLICY	ANY PROPOSED CHANGES	DATE APPROVED/ REVIEWED	Resolution No	REVIEWAL DATE	RESPONSIBLE DEPARTMENT/PERSON	DATE OF EFFECTIVENESS
29	Perks/travelling allowance	NO	26 May 2021	025/SCM/21	When required	LR & Legal Manager	01 JULY 2024
30	Scarce Skills Remuneration	NO	6 June 2016	7.1.3.1	When Required	LR & Legal Manager	01 JULY 2024
31	Housing Subsidy/Allowance Scheme Home Owners and Gap Market Employees	NO	6 June 2016	7.1.2.1	When required	LR & Legal Manager	01 JULY 2024
32	Cellular Phone	NO	30 May 2025	010/SCM/21	Annually	LR & Legal Manager	01 JULY 2024
33	Termination of Employment	NO	31 May 2023	023/OCM/17	When required	LR & Legal Manager	01 JULY 2024
34	Training and Development	NO	6 June 2016	7.1.3.1	When required	LR & Legal Manager	01 JULY 2024
35	Sexual Harassment	NO	29 September 2015	10.1.1.1	When required	LR & Legal Manager	01 JULY 2024
36	Health and Safety	NO	28 July 2017	023/OCM/17	When required	LR & Legal Manager & OHS Committee	01 JULY 2024
38	Alcohol and Drug abuse	NO	29 September 2015	10.1.1.1	When required	LR & Legal Manager	01 JULY 2024
39	Employment Equity & Reasonable accommodation	Yes	To go 30 June 2026		When required	HR Manager	01 JULY 2024
40	Attraction & Retention	NO	28 March 2014	10.3.1.1	When required	LR & Legal Manager	01 JULY 2024
41	Disciplinary and Grievance Policy & Procedure	NO	2025		When required	HR Manager	To go 30 June 2026
42	Qualification Recognition	Yes	29 May 2026		When required	HR Manager	1 June 2026
43	Exit Interviews	NO	2010				01 JULY 2024
44	Telephone Usage	NO	27 March 2013	10.5-1.4	When required	Manager Council Support	01 JULY 2024
45	Housing	NO	27 March 2013	10.5-1.8	When required	Manager Council Support	01 JULY 2024
46	Catering	YES	29 May 2026		Annually	Manager Legal services	1 June 2026
47	Fleet Management	NO	3 July 2009	8.5-3.2	When required	Manager Roads	Go to 30 June 2026
48	Internship Programme Framework and Policy	NO	31 May 2023		When required		Go to 30 June 2026
49	Inservice Training	NO	31 May 2023		When required		Go to 30 June 2026
50	Danger Allowance	NO			When required		Go to 30 June 2026
51	Probation Management	NO	31 May 2023		When required		Go to 30 June 2026
53	Vehicle Allowance	Yes	29 May 2026		When required		1 June 2026
54	Use of Mayor & Speaker Vehicle	NO	5 December 2014	10.7.3.1	When required	Manager Strategic Support	01 JULY 2024
	Bursary Policy		29 May 2026				1 June 2026
<b>FINANCIAL VIABILITY AND MANAGEMENT</b>							
55	Supply Chain Management	YES	29 May 2026		Annually	Manager SCM	1 June 2026
56	Credit Control and Debt Collection	YES	29 May 2026		Annually	Manager Revenue	1 June 2026
57	Asset Management and Insurance	YES	29 May 2026		Annually	Manager SCM	1 June 2026
58	Property Rates and Valuation	YES	29 May 2026		Annually	Manager Revenue	1 June 2026
59	Information System Security/IT Change Management Patch Management	NO	30 June 2016 All these policies form part on the	10.3.3.	When required	Manager ICT	01 JULY 2024

No	POLICY	ANY PROPOSED CHANGES	DATE APPROVED/ REVIEWED	Resolution No	REVIEWAL DATE	RESPONSIBLE DEPARTMENT/PERSON	DATE OF EFFECTIVENESS
	Privacy Network access Server Hardening Account Management Policy Administration and Special access Physical security Portable computing Password Acceptable Use Virus Protection Vendor Access Network configuration Electronic Mail Software Licencing		one main IT policy				
60	ICT Strategic Plan	YES	15 May 2024	041/SCM/24	When required	Manager ICT	01 JULY 2024
61	Municipal Corporate Strategic ICT Governance Framework	NO	31 May 2023		When required	Manager ICT	01 JULY 2024
62	Tariff & Services	YES	29 May 2026	041/SCM/24	Annually	Manager Revenue	1 June 2026
63	Disaster Recovery Plan Municipal Corporate Governance of information Communication Technology (MCGICT) Senqu Municipality Disaster Recovery Plan IT Data Backup Recovery & Retention IT Governance Charter IT Internal Audit Plan IT Management IT Operating Systems Security IT Project and Portfolio Management IT Risk Management IT Risk Register Template IT Security control IT SLA Management IT User Access Management IT Strategic Plan	YES	15 May 2024	041/SCM/24	When required	Manager ICT	01 JULY 2024
64	Borrowing and Funding and Reserves	YES	29 May 2026	041/SCM/24	Annually	CFO	1 June 2026
65	Cash Management and Investment	YES	29 May 2026	041/SCM/24	Annually	Manager Revenue	1 June 2026
66	Debt Incentive Scheme	YES	29 May 2026	041/SCM/24	Annually	Manager Revenue	1 June 2026
67	Impairments to debtors and the writing off Irrecoverable Debt 2021-22	YES	15 May 2024	041/SCM/24	Annually	Manager Revenue	01 JULY 2024

No	POLICY	ANY PROPOSED CHANGES	DATE APPROVED/ REVIEWED	Resolution No	REVIEWAL DATE	RESPONSIBLE DEPARTMENT/PERSON	DATE OF EFFECTIVENESS
68	Free Basic Services and Indigent Subsidy	YES	29 May 2026		Annually	Manager Revenue	1 June 2026
69	Virement	YES	29 May 2026		Annually	Manager BTO	1 June 2026
70	Municipal Cost Containment	YES	29 May 2026		Annually	CFO	1 June 2026
71	IDP (Integrated development Plan) Process and Budget	YES	29 May 2026				1 June 2026
72	Liquidity	YES	29 May 2026		Annually	Manager BTO	1 June 2026
<b>SPATIAL RATIONAL</b>							
73	Subdivision, rezoning, consolidation and building	NO	29 September 2015	10.4.1.1.		Manager Housing and Town Planning	01 JULY 2024
<b>LOCAL ECONOMIC DEVELOPMENT</b>							
74	Street and Public Names	NO	2021		When required	Manager IPED	01 JULY 2024
75	Draft Trade and Investment	NO	Draft 2018		When required	Manager IPED	01 JULY 2024
<b>BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT</b>							
76	Roads	NO	26 June 2015	11 5.8	When required	Manager Roads	01 JULY 2024
77	Pauper Burial	NO	2 November 2010	7.10-3.1	When required	Manager Community Services	01 JULY 2024
78	Use of Municipal Facilities	NO	2010		When required	Manager Community Services	01 JULY 2024
79	Expanded Public Works (EPWP ) Framework and policy	NO	31 May 2023		When required	Manager PMU	01 JULY 2024
80	EPWP Framework Phase 3	NO	May 2016		When required	Manager PMU	01 JULY 2024
81	EPWP Framework Phase 4	NO	2020		When required	Manager PMU	01 JULY 2024
82	Code of Ethics for Municipal staff	YES	15 May 2024	041/SCM/19			01 JULY 2024
83	Individual performance policy	YES	15 May 2024	041/SCM/19			01 JULY 2024
84	Fraud prevention plan	YES	15 May 2024	041/SCM/19			01 JULY 2024

## BYLAWS

Bylaw	Gazette promulgated	Date
Building control 2017	4217	1 April 2019
Child care services 2017	4217	1 April 2019
Corporate identity 2017	4217	1 April 2019
Credit control and debt collection	4217	1 April 2019
Electricity supply 2017	4217	1 April 2019
Indigent support 2017	4217	1 April 2019
Keeping of animals, birds and poultry and businesses relating thereto 2017	4217	1 April 2019
Municipal Commonage 2017	4217	1 April 2019
Nuisance Control 2017	4217	1 April 2019
Outdoor advertising and signage 2017	4217	1 April 2019
Prevention of tampering with electrical installations and the improper and unauthorised use of such installations 2017	4217	1 April 2019
Liquor Trading 2017	4217	1 April 2019
Property Rates 2017	4217	1 April 2019
Public Amenities 2017	4217	1 April 2019

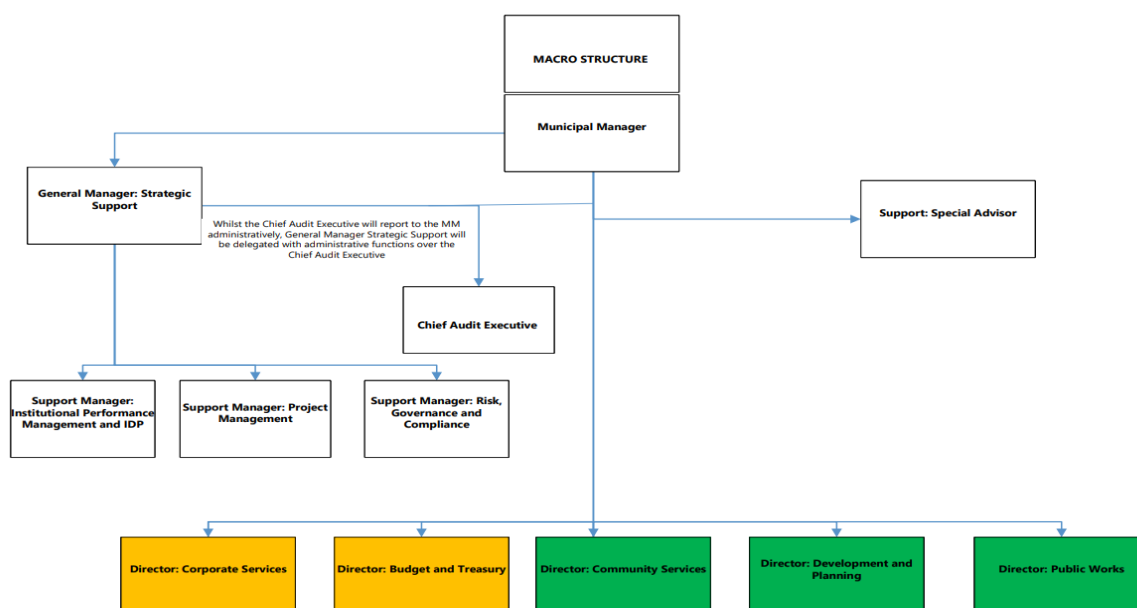
Street lighting 2017	4217	1 April 2019
Tariffs 2017	4217	1 April 2019
Roads and streets 2017	4217	1 April 2019
Road traffic 2017	4217	1 April 2019
Business and street trading 2017	4217	1 April 2019
Wayleaves 2017	4217	1 April 2019
Waste Management 2017	4217	1 April 2019
Anti Land Invasion bylaw		December 2022
SPLUMA bylaw		2016
Draft bylaw for business licences, permits and business recognition permits		2026

## MUNICIPAL PLANS AND STRATEGIES

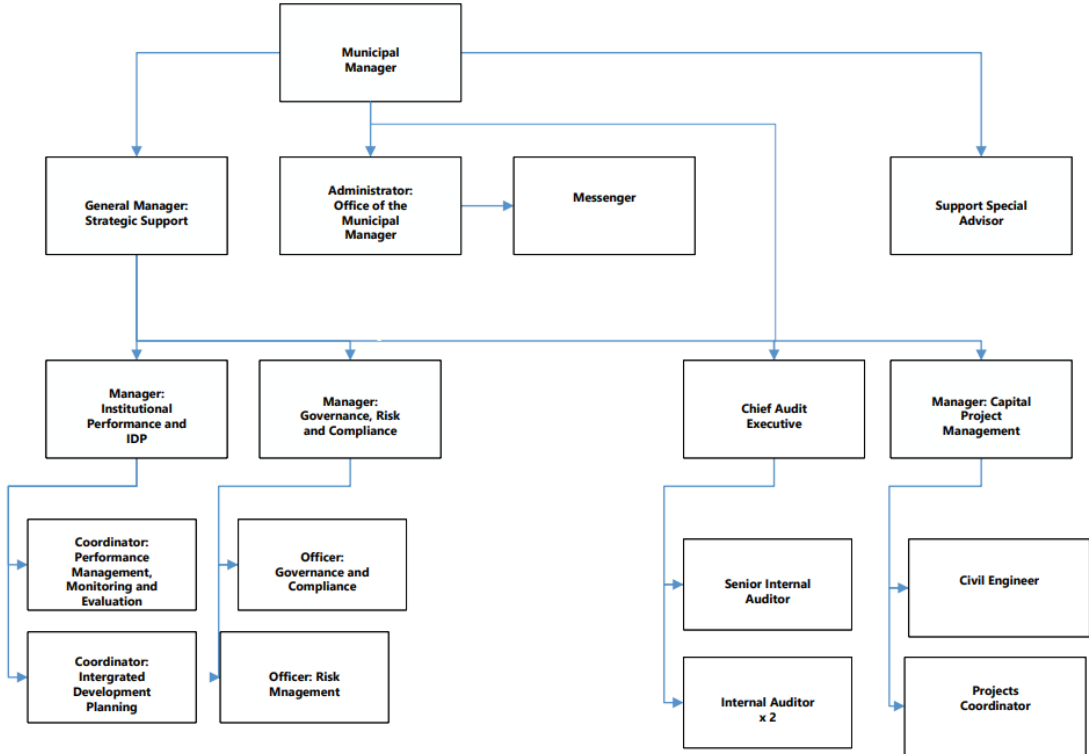
No	Plan or Strategy	Adoption date	Resolution No	Review when	Responsible Department
1	Draft HIV/AIDS & TB Strategy	July 2026		When required	Corporate Services
2	Branding Manual	2026		When required	Municipal Manager
3	Spatial Development Framework	December 2022		Every 5 years	DTPS
4	Sterkspruit LSDF 2017	2017		When required	DTPS
5	Lady Grey LSDF 2020	2020		When required	DTPS
6	Barkly East LSDF 2021	2021		When required	DTPS
7	Housing Sector Plan 2020	2020		When required	DTPS
8	Draft Housing sector Plan	2026		When required	DTPS
9	Land Use Management System and Framework	31 March 2017		When required	DTPS
10	Fraud Prevention Plan	December 2018		When required	Municipal Manager
11	LED Strategy	June 2025		Every 5 years	DTPS
12	Responsible Tourism Plan	June 2022		Every 5 years	DTPS
13	Sterkspruit Small town revitalisation	2016		When required	DTPS
14	Barkly East Small Town revitalisation Plan	2017		When required	DTPS
15	Integrated waste Management Plan	30 May 2025		Every 5 years	Community Services
16	5 Year financial Plan	Adopted May 2022 and reviewed annually with IDP		Every 5 years	Finance
17	Work Place Skills Plan	Adopted annually		Annually	Corporate Services
18	Revised Employment Equity & Reasonable Accommodation Plan	July 2026		Every 5 years	Corporate Services
19	HR Strategy	29 May 2020		Every 5 years	Corporate Services
20	Organogram	Reviewed annually and adopted with IDP		Annually	
21	Water Services Development Plan, Water Resources Plan, Forestry Plan	Utilise JGDM		Every 5 years	JGDM
22	Integrated Transport Plan	2010		Every 10 years	JGDM
23	Energy Master Plan	Not a REDS			
24	Area Based Plans (Land Reform)	Not applicable as not DM. utilise JGDM		Every 10 years	JGDM
25	Infrastructure Investment Plan (EPWP)	Yes as part of 3 yr CIP and EPWP projects		Every 5 years	Technical Services

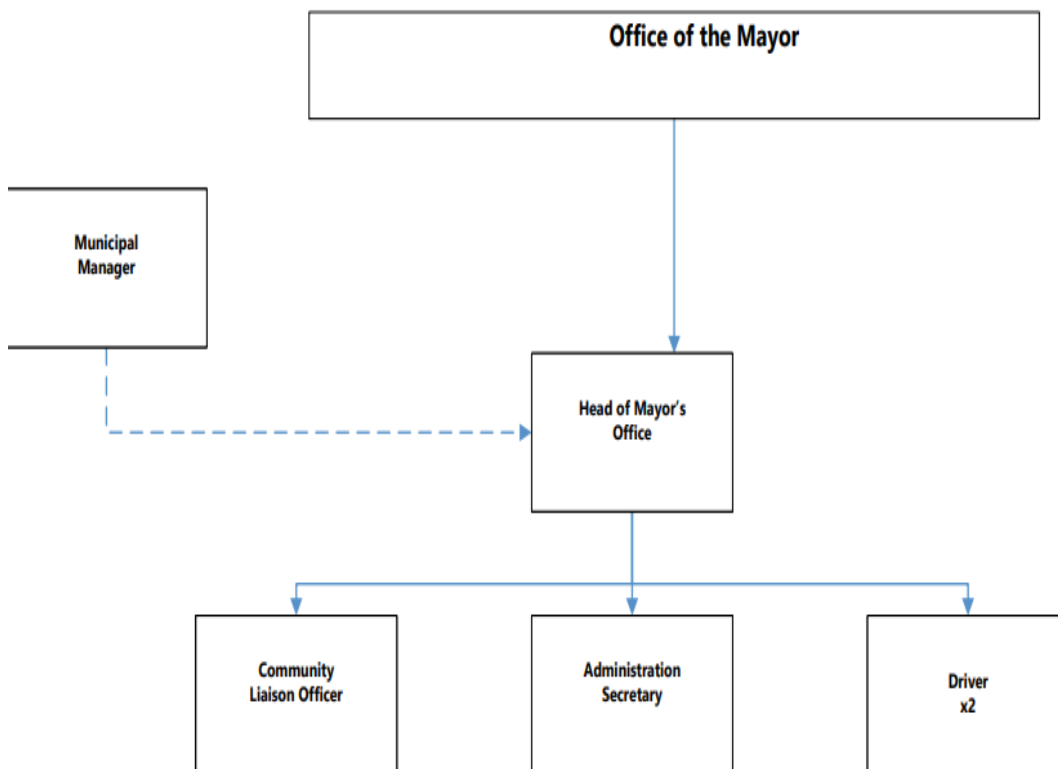
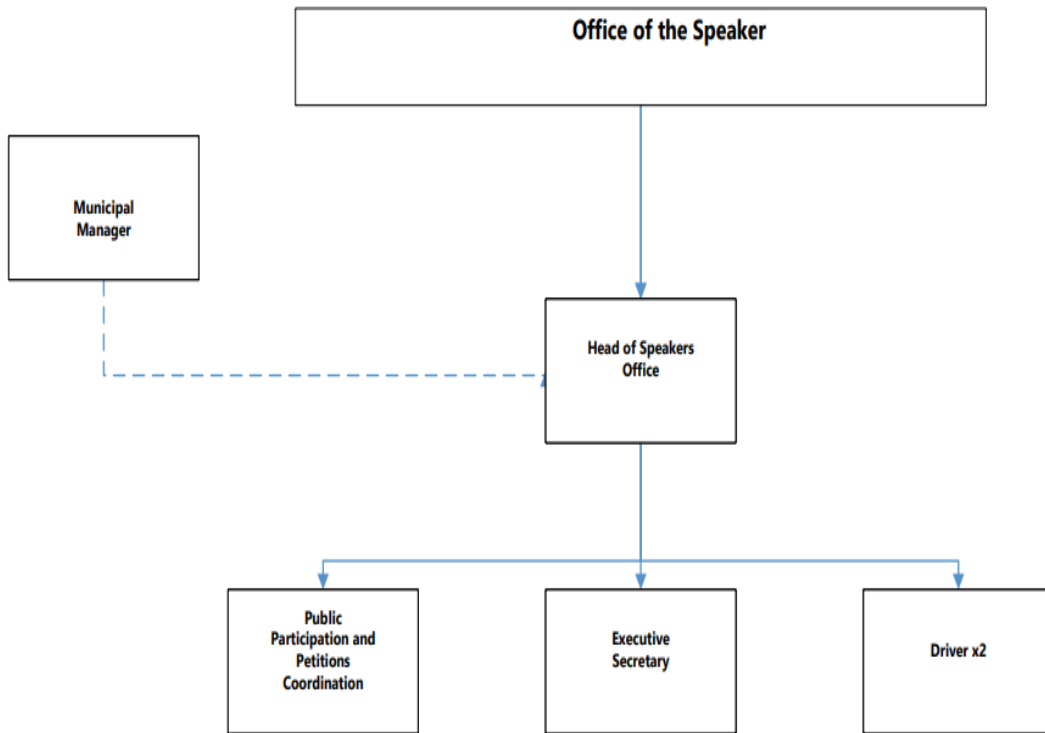
No	Plan or Strategy	Adoption date	Resolution No	Review when	Responsible Department
26	Road and Stormwater Master Plan	2008		When required	Technical Services
27	Commonage Plan	2017		When required	Community Services
28	Environmental management Plan	30 May 2025		When required	Community Services
29	Draft Disaster Management Plan	29 May 2026			Community Services
30	Draft Agricultural Plan	To be adopted May 2027			DTPS
31	Draft Gender-based violence and femicide strategy	To be adopted July 2026			Corporate Services

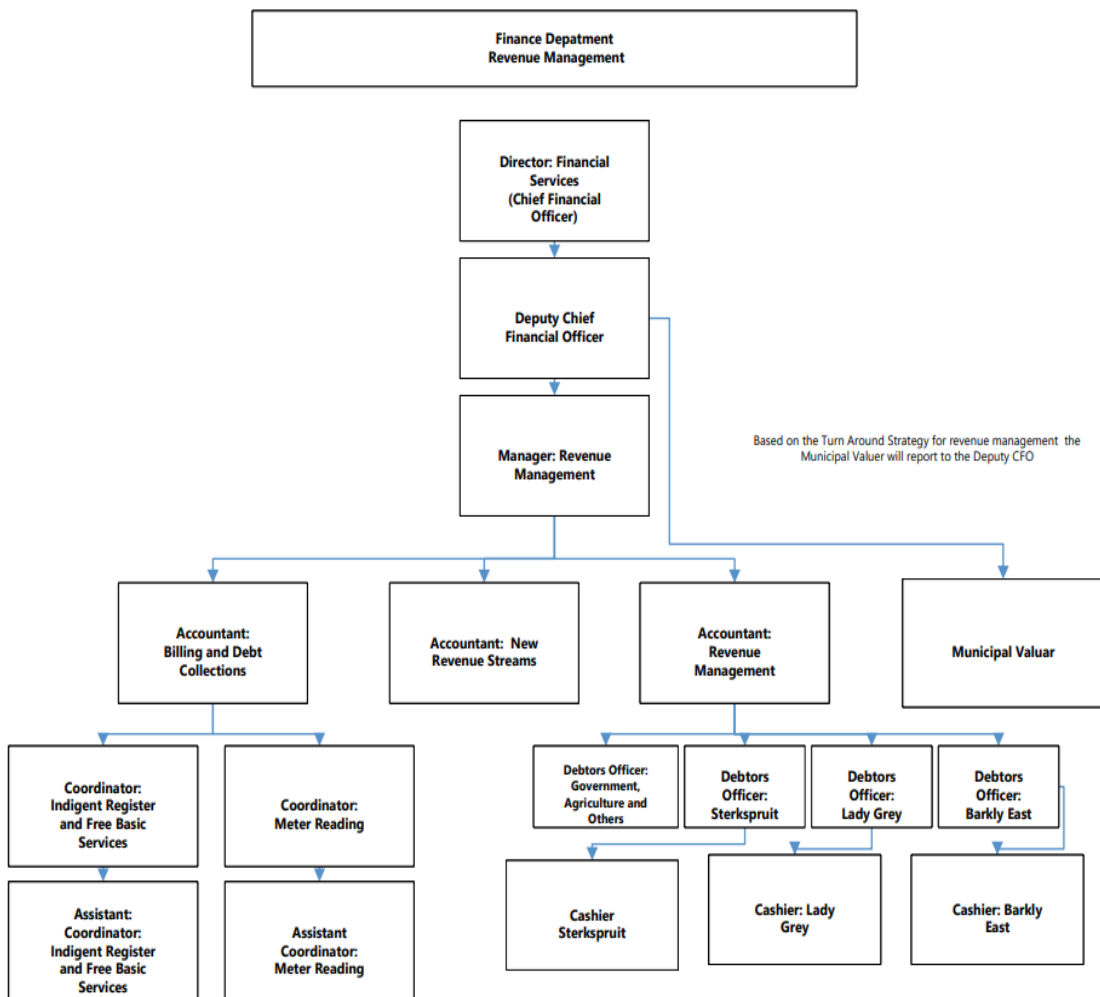
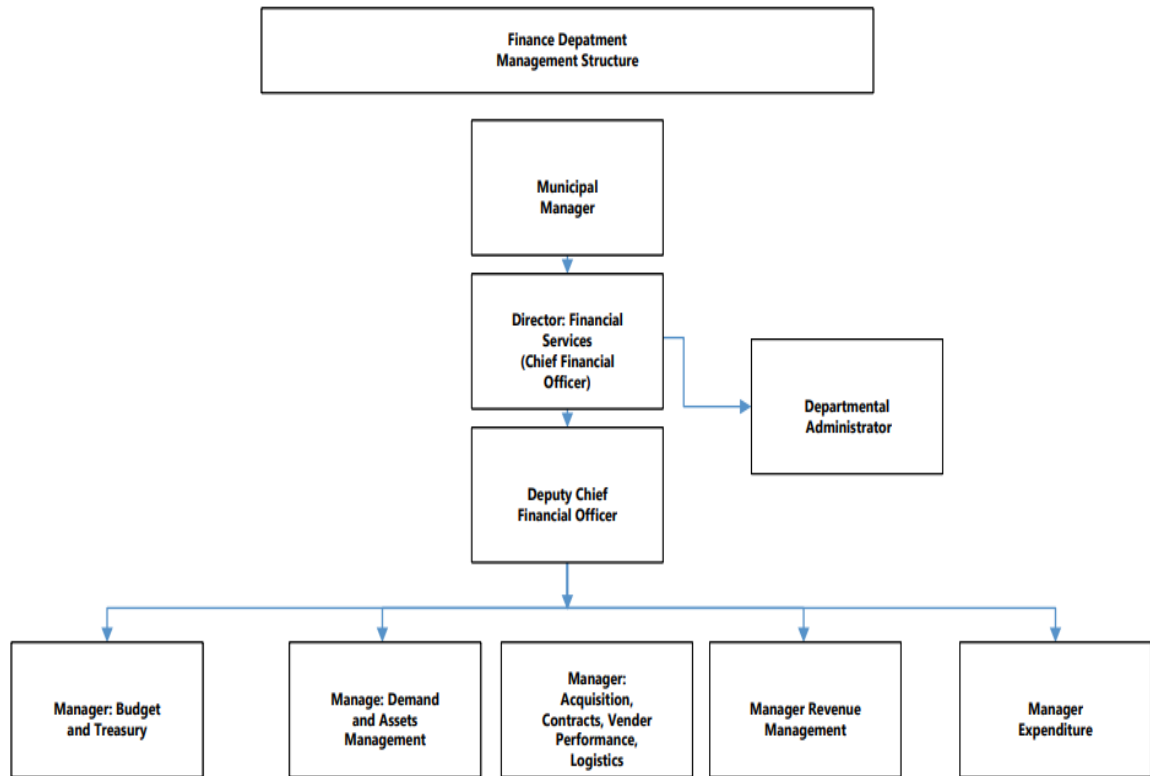
## ANNEURE 2: ABRIDGED ORGANOGRAM

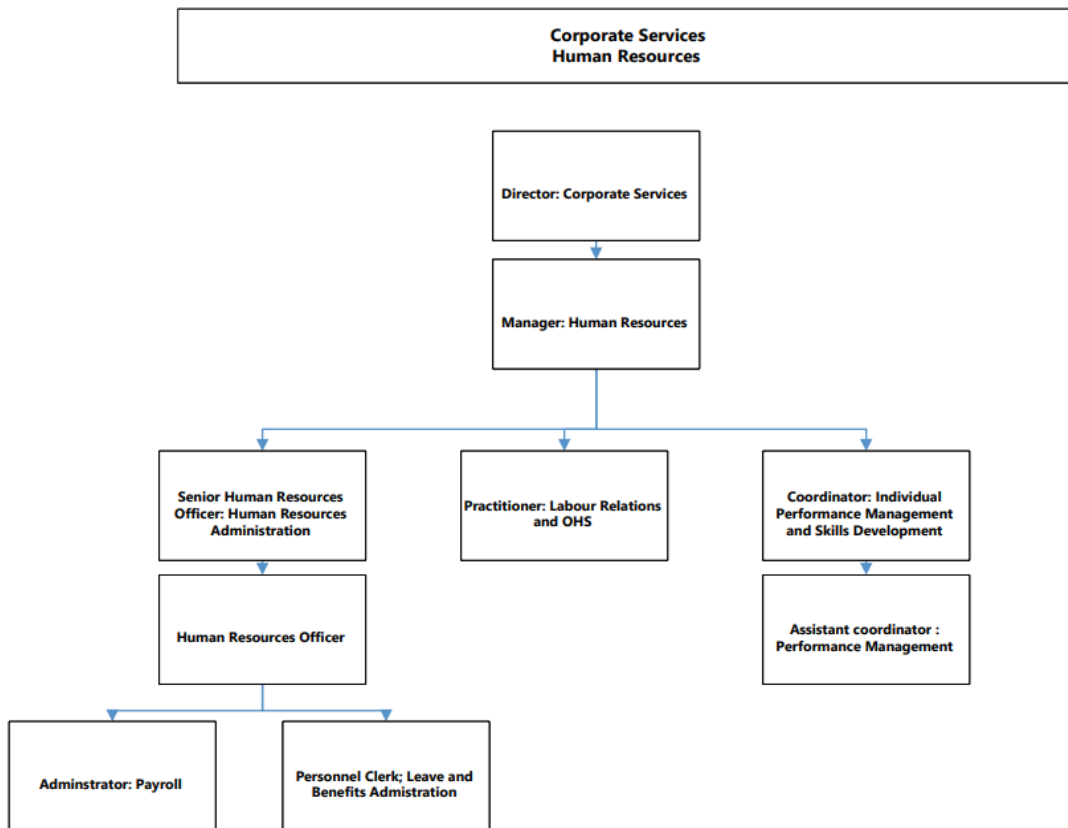
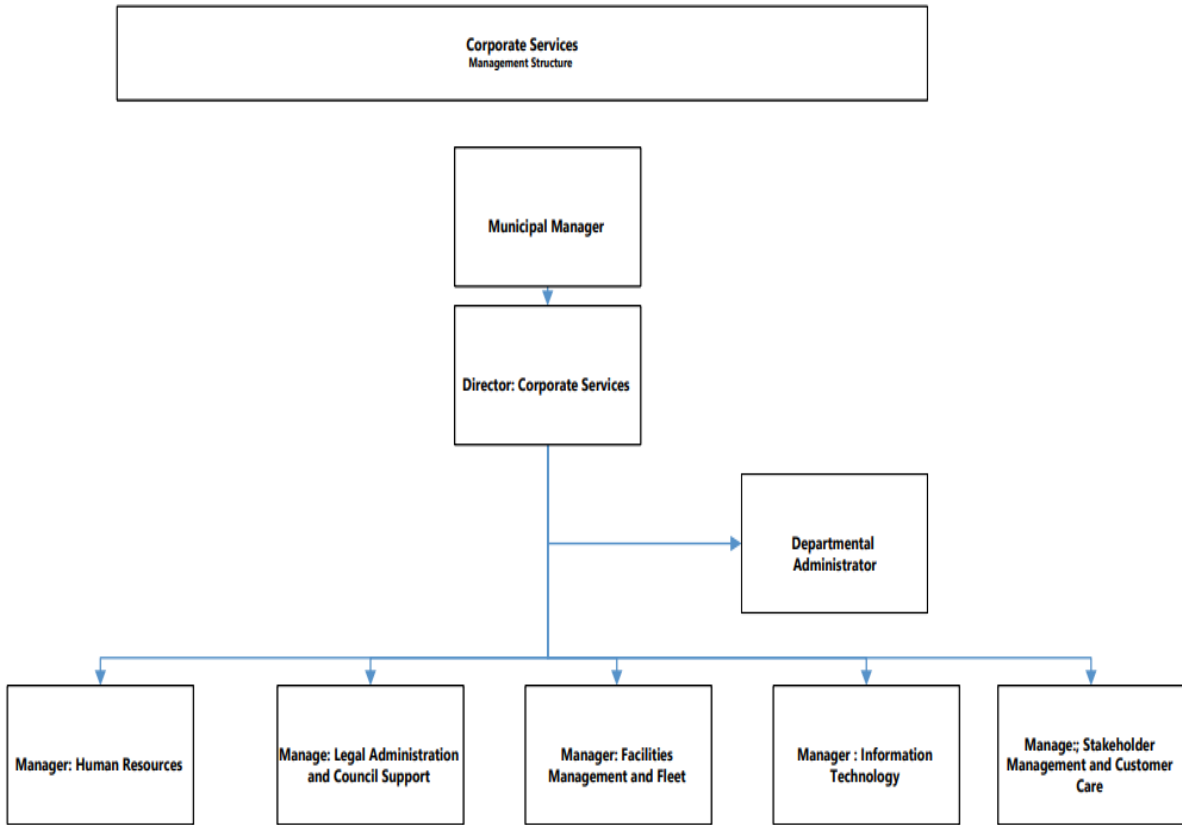


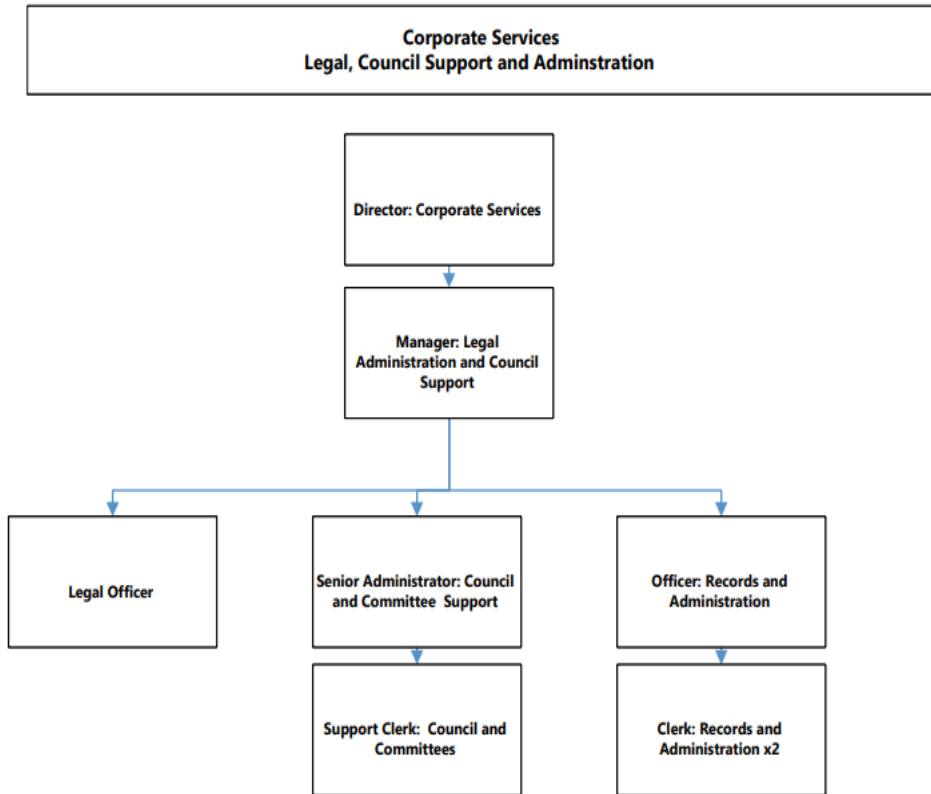
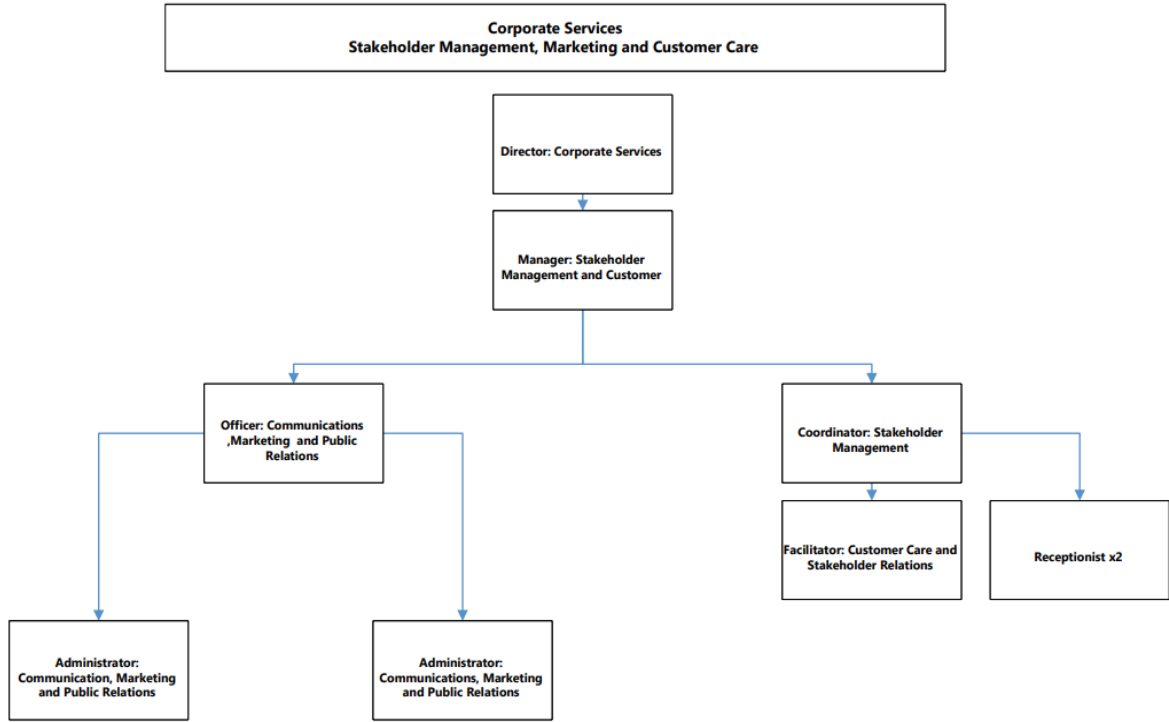
**Municipal Manager  
Office of the Municipal Manager**



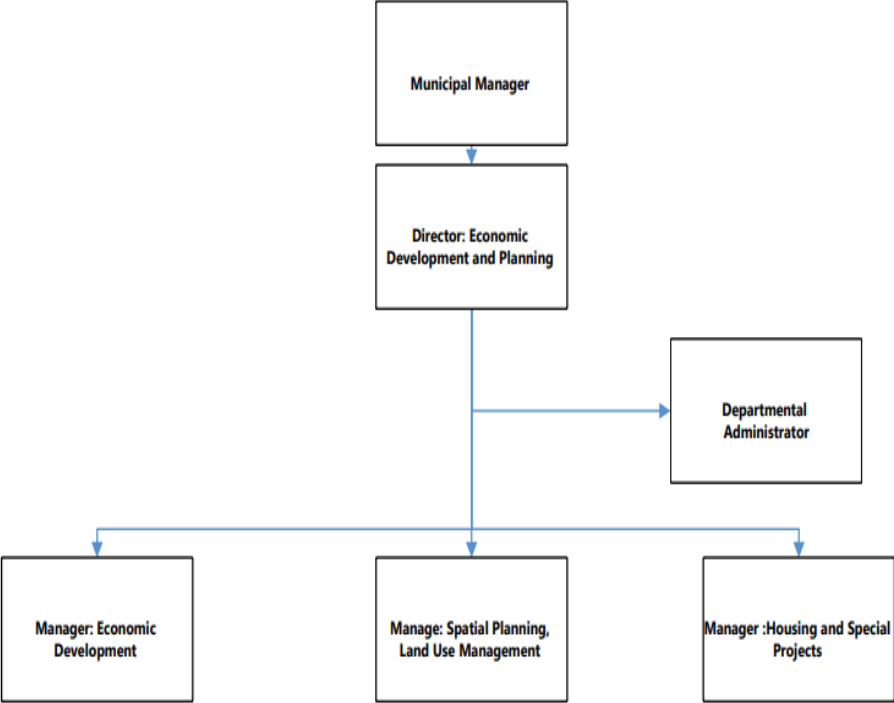




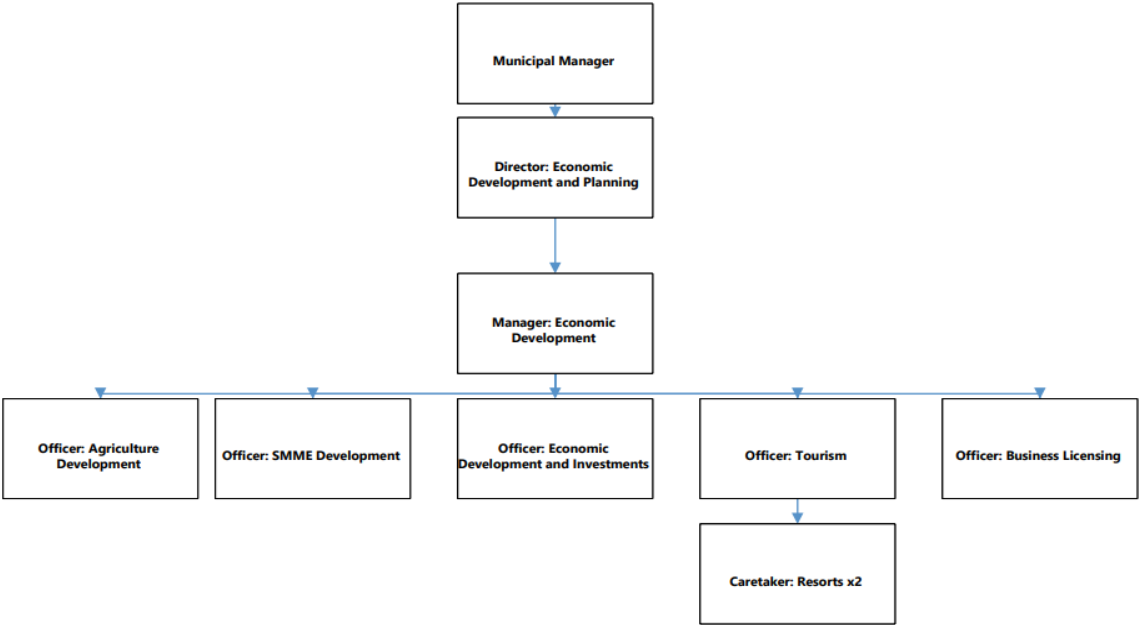


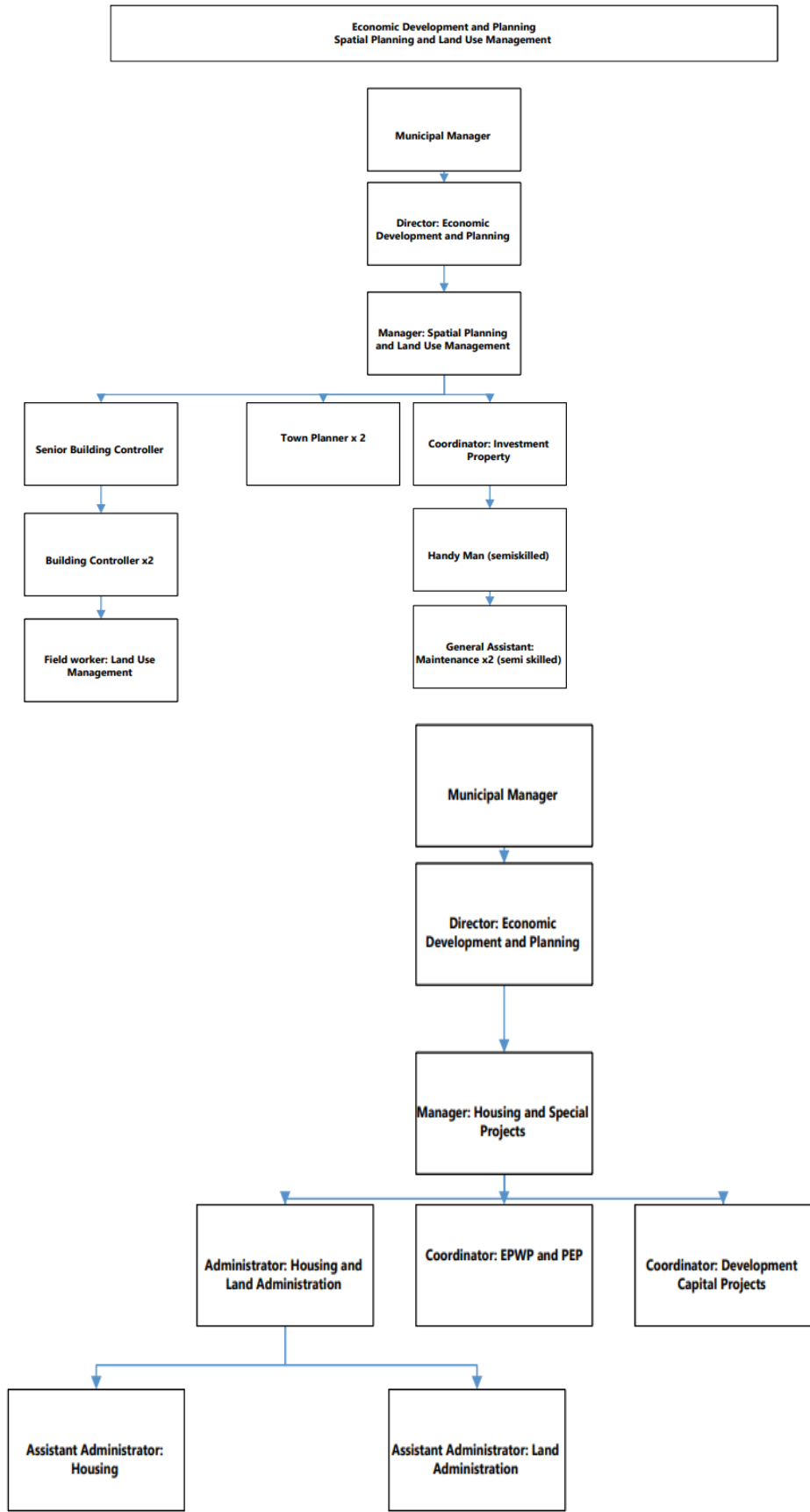


**Economic Development and Planning  
Management Structure**

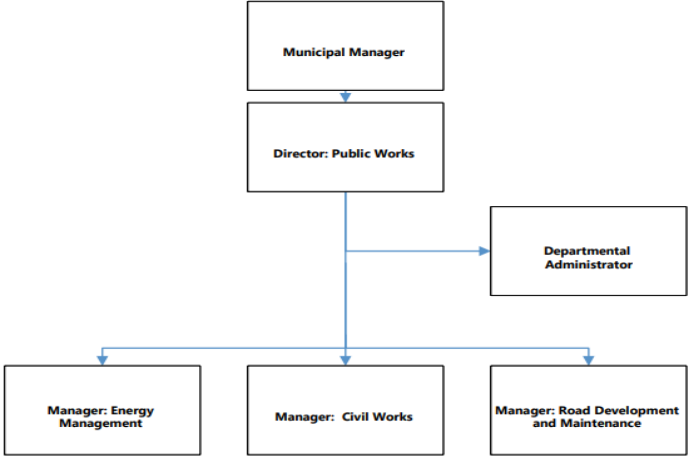


**Economic Development and Planning  
Economic Development**

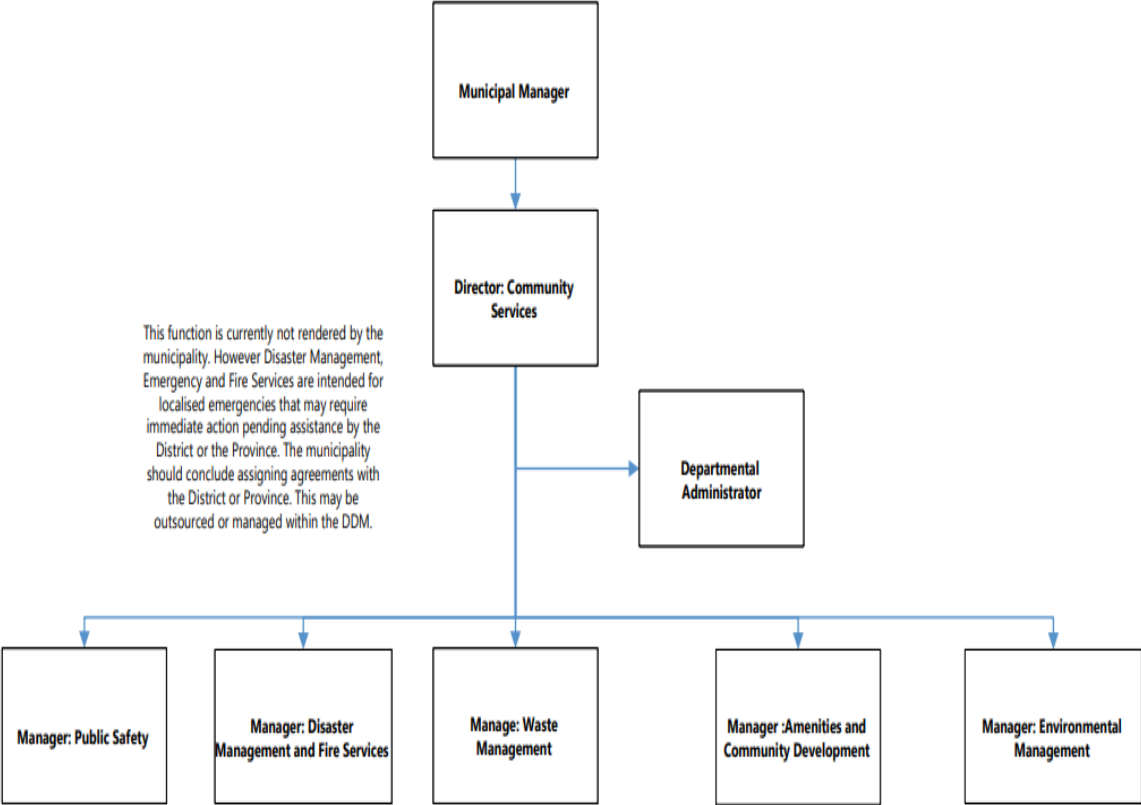




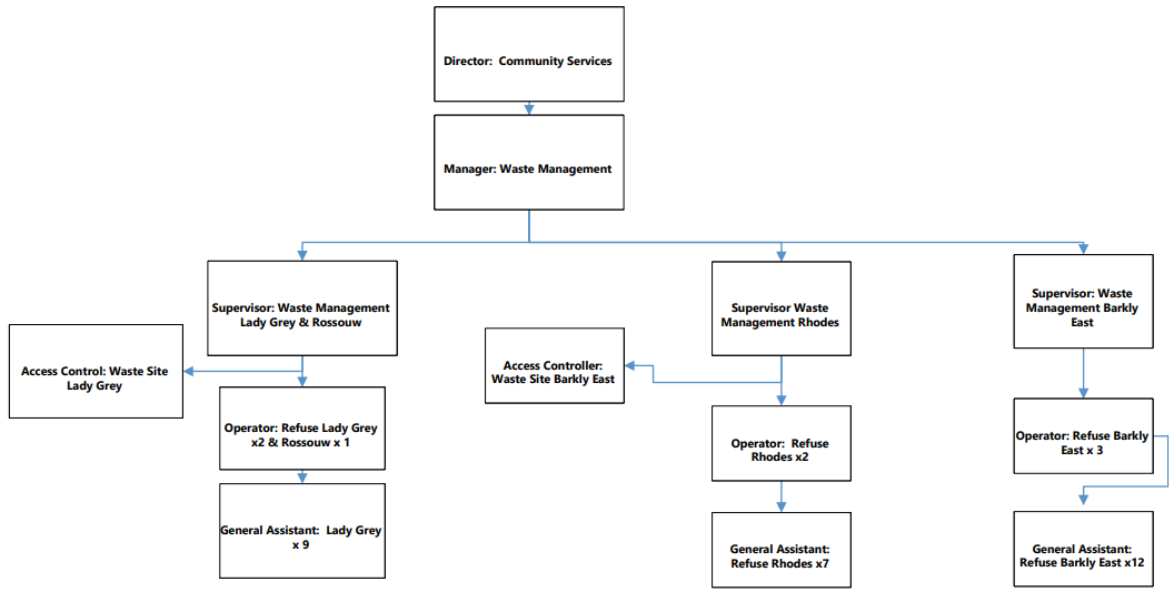
**Department of Public Works  
Management Structure**



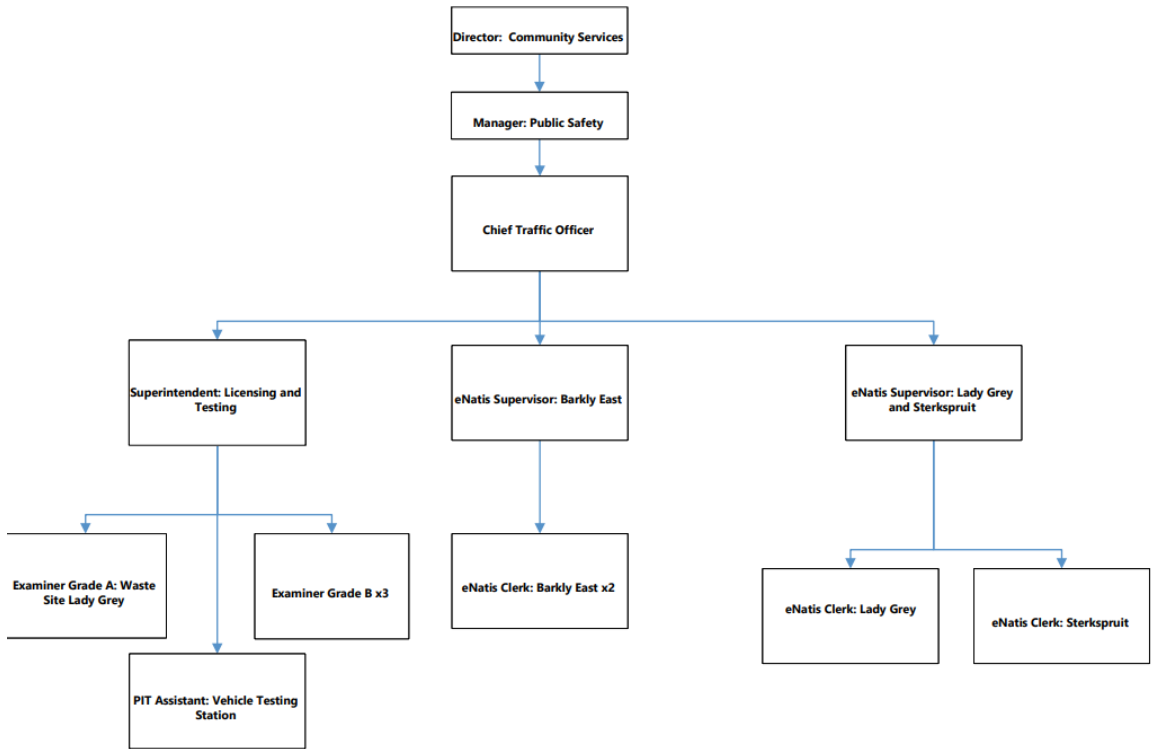
**Community Services  
Management Structure**

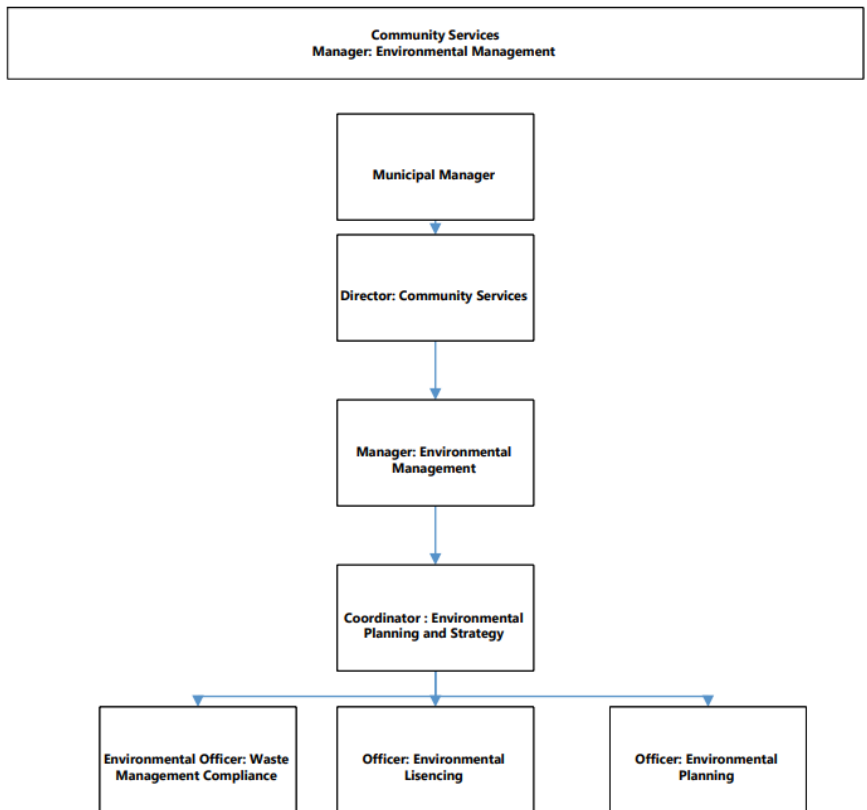
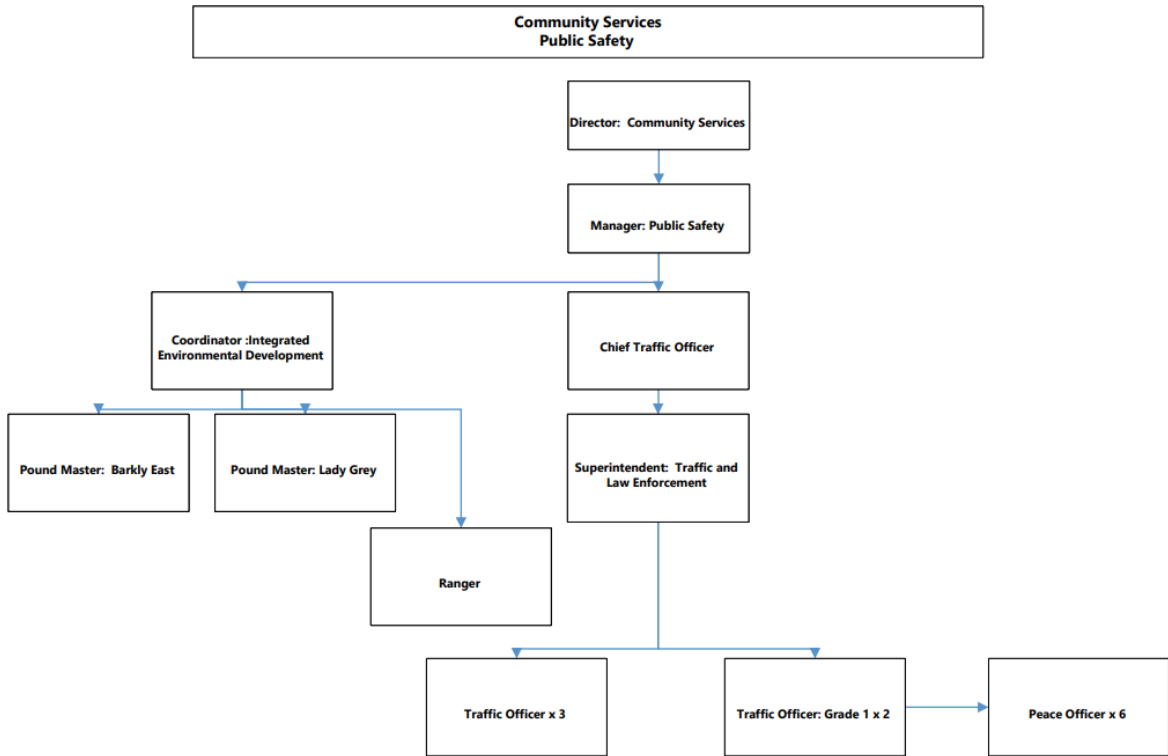


**Community Services  
Waste Management (continued)**



**Community Services  
Public Safety**





# ANNEXURE 3: COUNCIL RESOLUTION FOR THE IDP PROCESS PLAN



## EXTRACT

**Ordinary Council Meeting date** : 04 August 2025  
**Item Number** :053/OCM/25  
**Subject** : IDP: DRAFT IDP & BUDGET PROCESS PLAN 2026-2027  
REVIEW  
REF: P&ED/IDP

During the Ordinary Council Meeting held on the 04 August 2025 a report on Draft IDP and Budget Process Plan 2026-2027 review was tabled for approval.

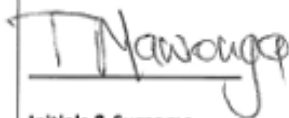
Thereafter the Council

**RESOLVED**

**Council after careful consideration approved the report on Draft IDP and Budget Process Plan 2026-2027 review as follows:**

- 4.1. Council adopted the draft IDP and Budget Process Plan (2026-2027) which outlines the process for the final review of the 2022-2027 IDP.

This is to certify that this is an extract of unconfirmed minutes of the Ordinary Council Meeting held on the 04 August 2025.



Initials & Surname  
MUNICIPAL MANAGER



Signature



Date

ANNEXURE 4: COUNCIL RESOLUTION FOR DRAFT IDP ADOPTION



**EXTRACT**

**Ordinary Council Meeting date** : 31 March 2026  
**Item Number** : 026/SCM/26  
**Subject** : REPORT ON THE DRAFT INTEGRATED DEVELOPMENT PLAN REVIEW 2026-27

During the Special Council Meeting held on the 31 March 2026 a report on the draft Integrated Development Plan Review 2026-27 was tabled for approval.

Thereafter the Council

**RESOLVED**

**Council after careful consideration approved the Report on draft IDP review 2026-2027 as follows:**

- 4.1. Council adopted the draft IDP Review 2026-27 subject to the following additions being made to the document after Council adoption. These are as follows:
- Draft Senqu budgeted projects
  - Additions to the financial plan of updated budget tables
  - Updated annexures
  - Time frame to be included on Tiffindell Project Plan

This is to certify that this is an extract of unconfirmed minutes of the Special Council Meeting held on the 31<sup>st</sup> March 2026.

T Mawonga

Initials & Surname  
MUNICIPAL MANAGER

Signature

31/03/2026

Date

ANNEXURE 5: COUNCIL RESOLUTION FOR THE ADOPTION OF THE FINAL IDP



**EXTRACT**

**Special Council Meeting date** : 29 May 2026  
**Item Number** : 040/SCM/26  
**Subject** : FINAL INTEGRATED DEVELOPMENT PLAN (REVIEW 2026/27)

During the Special Council Meeting held on the 29 May 2026 a report on IDP REVIEW 2026/27 Financial year was tabled for approval.

Thereafter the Council

**RESOLVED**

**Council after careful consideration approved the IDP (2026-2027) Report as follows:**

- 4.1. Council adopted the final Reviewed IDP (2026-2027) subject to the following additions being made to the document after Council adoption. These are as follows:
- Final Senqu budgeted projects
  - Annexures
  - Updated financial plan

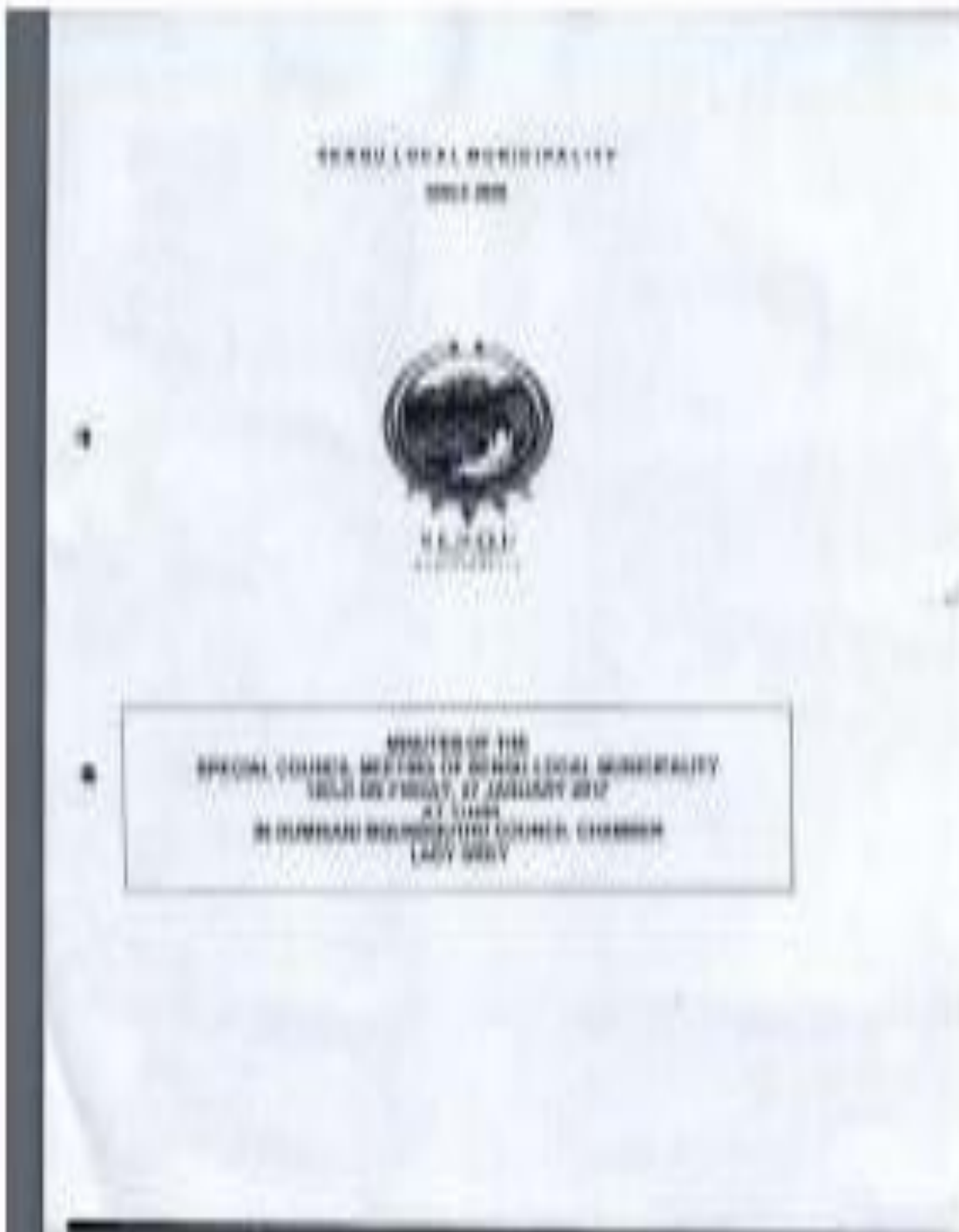
This is to certify that this is an extract of unconfirmed minutes of the Special Council Meeting held on the 29 May 2026.

I Mawongel  
Initials & Surname  
MUNICIPAL MANAGER

[Signature]  
Signature

29/5/2026  
Date

ANNEXURE 6: RESOLUTION OF S 81 MPRA



## ANNEXURE 7: COUNCIL ADOPTION OF HR STRATEGY

MINUTES OF SPECIAL COUNCIL MEETING 20 MAY 2020

023/SCM/20

### SENQU HUMAN RESOURCES STRATEGY

#### **1. BACKGROUND AND DISCUSSIONS**

- 1.1. In the context of Developmental Local Government, municipalities are tasked with crucial responsibility of fulfilling the constitutional mandates delegated to them. As the staff component of any municipality is the vehicle of service delivery and ultimately responsible for compliance with the listed constitutional mandate, it is incumbent on municipalities to ensure that its human resources capacity is recruited, selected, managed and developed in a manner in which it can perform its responsibilities in an economical, effective, efficient and accountable way.
- 1.2. Senqu Municipality's Corporate Services Department contributes specifically to Human Capital Development and Management by improving the Corporate Organisational Climate and Culture through the application of sound, standard, consistent and integrated Human Capital Management Practices that adhere to just, fair and respected criteria in accordance with international best practice standards; and by contributing to the effectiveness, efficiency and productivity of the Municipality's services by through proper utilisation of employees and related resources.
- 1.3. The Corporate Services Directorate developed the Human Resources Strategy and tabled it to Senior Management for inputs and consideration. Senior management after consideration of same recommended that it be tabled to Council for adoption.

#### **2. RESOLVED**

- 2.1.1. Council approved that the adopted recruitment and selection framework be amended to cater for virtual meetings;
- 2.1.2. The Municipal Manager was authorised to do everything required to implement Council 's resolution.

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ANNEXURE 8: DRAFT SDBIP – Contained in a separate document.

ANNEXURE 9: DRAFT DISASTER MANAGEMENT PLAN – contained in a separate document