



**THABAZIMBI LOCAL MUNICIPALITY**

***“Together we move South Africa forward”***

**DRAFT COMMUNICATION AND PUBLIC PARTICIPATION  
STRATEGY**

**2016 - 2021**

*A five year communication and public participation roadmap  
for Thabazimbi Local Municipality*

*with  
Programme of  
Action*

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## 1. INTRODUCTION

Thabazimbi municipality is located in the South-western part of Limpopo Province, situated in Waterberg District. The municipality shares borders with North West and the Republic of Botswana. Thabazimbi is known as mountain of iron which is the Tswana name for this peaceful productive town, referring to the highly lucrative iron ore reef first discovered in 1919.

The Municipality has Marakele National park, which is a subsidiary of National Parks board .It includes Thabazimbi, Northam, Leeupoort, Rooiberg, Rooibokraal and Dwaalboom rural towns. It is a very peaceful place to live in and malaria free. The game lodges scattered around the area helps to promote the issue of environmental sustainability.

Mining operations in Thabazimbi started in the 1930's when iron and steel were discovered in the area. Thabazimbi was proclaimed as a town in 1953. Iscor Steelworks used to draw much of their raw materials from Thabazimbi Kumba Resources until the mine was closed in 2016. Apart from Iron Ore, Thabazimbi Municipality is surrounded by Platinum producing mines such as Northam Platinum Mine (Zondereinde), Anglo American Mine (Amandelbult and Swartklip Mines). Other Minerals produced in the area include Andalusite, which is mined by Rhino Mine and Lime stone for the production of cement by Pretoria Portland Cement (PPC) at Dwaalboom and Mamba Cement Mine at Koedoeskop, Chronimet mine(Skilpadnest).

## 2. BACKGROUND

Since 1994 the government has put in place policies and legislative frameworks that seek to promote participatory in governance. This communication and public participation strategy is informed by the following legislative framework:

- Constitution of the Republic of South Africa Act, 1996 (Act 108 of 1996).
- Copyright Act, 1978 (Act No 98 of 1978).
- Electronic Communications and Transactions Act, 2002 (Act No 25 of 2002).
- Electronic Communications Act, 2005 (Act No 36 of 2005).
- Government Communicators Handbook 2014/17.
- Limpopo Province Language Policy 2011.
- Media Development and Diversity Agency Act (Act No. 14 of 2002).
- Minimum Information Security Standards (MISS).
- Municipal Finance Management Act – 2003
- Municipal Property Rates Act, 2004

- Municipal Systems Act No. 7 of 2011 as amended.
- Municipal Structures Act No 1 of 2003 as amended.
- National Development Plan :Vision 2030
- National Policy Framework for Public Participation ,2007
- Promotion of Access to Information Act ,2000
- Protection of Disclosure Act,( Act No 26 2000)
- Public Finance Management Act, 1999 (Act No 2 of 1999).
- Spatial and Land Use Management Act (Act No 16 of 2013).
- The White Paper on Local Government, 1998
- Promotion of Administrative Justice Act, 2000 (Act No 3 of 2000)
- White Paper on Transforming Public Service Delivery, 1997

The strategy will be implemented based on the 9 point plan:

1. Resolving the energy challenge
2. Revitalising agriculture and the agro-processing value chain
3. Advancing beneficiation or adding value to the mineral wealth
4. More effective implementation of a higher impact Industrial Action Policy Action Plan (IPAP)
5. Encouraging private-sector investment
6. Moderating workplace conflict
7. Unlocking the potential of SMMEs, cooperatives, townships and rural enterprises
8. State reform and boosting the role of state-owned companies, information and communications technology infrastructure or broadband roll-out, water, sanitation and transport infrastructure
9. Operation Phakisa, which is aimed at growing the ocean economy and other sectors.

### **3. STRATEGY OBJECTIVES**

- To profile Thabazimbi Local Municipality and its projects.
- To educate and inform the community in local languages about services and opportunities presented by municipal / government programme.
- To promote community participation in all municipal / government programme.
- To ensure access to government and municipal information by communities.
- To enhance communication between the municipality and its stakeholders internally and externally.
- To integrate all public and private stakeholders plans or programmes for dissemination of coherent messages.
- To provide feedback on all government programmes.
- To promote public confidence, interest, build and secure partnerships and enhance the municipal image.

- Strengthen relationship with the media.
- To enhance Communication Platforms.

#### **4. ENVIRONMENTAL ANALYSIS**

There is Political stability in Thabazimbi Local Municipality. The 2016 Local Government Elections brought about the new political leadership in the Municipality. Thabazimbi Local Municipality is composed of 12 wards. Of the 12 wards, 8 ward councillors are from ANC, 2 DA and 2 EFF and 11 PR councillors. As a result of coalition by both DA, EFF, TRA and FF Plus, decision was taken to forward the Mayor who happens to be a member of TRA and the Speaker and Chief Whip from DA respectively. Currently the municipality is under Administration Section 139(1) b.

The economically active populations (EAP) are people who are aged between 18 and 65, and are able and willing to work (STATS, SA). Unemployment rate is at 20%.

Economically, Thabazimbi Municipality relies on Mining, Agriculture and Tourism.

Communities continue to have confidence in the municipality; however, there is still a perception about lack of service delivery and accountability.

There are no community radio in Thabazimbi. The municipality is having Die Kwevoel online and Bushvelder Platinum Weekly as local media. Other media accessible within the municipal boundaries include Thobela FM, Motswedding FM, Sowetan, Daily Sun, The Star, Beeld, Citizen, New Age, Sunday Sun, Sunday World, Sunday Times, and City Press.

#### **5. CHALLENGES**

- Poor integration of government programmes from National and Provincial Levels.
- Insufficient budget allocation and human resources.
- Inadequate communication platforms, e.g. poor network coverage.
- Poor relationship between ward committees, ward councillors and community development workers.
- Lack of adequate feedback to communities.
- Lack of proper branding of municipal offices.
- Municipality offices scattered in town.

#### **6. MESSAGES AND THEME**

##### **CORE MESSAGES**

*“Together we move South Africa forward”*

## SUB THEMES

*“Working together to provide quality service to the people of Thabazimbi”*

### 7. MESSENGERS, AUDIENCE AND CHANNELS AND OUTCOMES

MESSENGERS	AUDIENCES	CHANNELS
<p><b>7.1 Primary messengers</b></p> <ul style="list-style-type: none"> <li>• Mayor</li> </ul> <p><b>7.2 Secondary messengers:</b></p> <ul style="list-style-type: none"> <li>• Councillors</li> <li>• Municipal Managers</li> <li>• Head of Communication Managers (Section 57)</li> <li>• Community Development Workers</li> <li>• Community Liaison Officers</li> </ul>	<p>Audience targeted:</p> <ul style="list-style-type: none"> <li>• General Public</li> <li>• Stakeholders</li> <li>• Employees</li> </ul>	<p>Channels used:</p> <ul style="list-style-type: none"> <li>• Outreach programmes</li> <li>• Publications</li> <li>• Mass Media</li> <li>• Social media</li> <li>• Forums and Committees</li> <li>• Meetings and Workshops</li> <li>• Website</li> <li>• Noticeboards</li> </ul>

### 8. PHASED COMMUNICATION APPROACH

The Five Year Communication Programme will annually follow the Government Communication Cycle. The five year plan shall start in July 2016 and end in June 2021 in line with the following monthly themes : **July –Moral regeneration month; August - National Women’s month ; September- Heritage and Tourism Month; October - Transport and Social Development Month; November National Awareness on violence against women and children month; December National reconciliation month; January Back to School Month; February Safety and Security Month ; March Human Rights Month; April - Freedom month; May - Workers’ month;** and end with **June - National Youth ’ month;** This process will repeat itself annually. Implementation of the strategy shall follow the phased approach:

TASK	COMMUNICATION ACTION	RESPONSIBILITY	TIMEFRAME
<b>PHASE 1</b>	Development of Communication and Public Participation strategy and action plan	Communication and Public Participation units and internal and external departments	May 2016

<b>PHASE 2</b>	Adoption and approval of the strategy by the council	Communication and Public Participation units and internal and external departments	June 2016
<b>PHASE 3</b>	Monitoring and implementation of the strategy	Communication and Public Participation units and internal and external departments	July 2016 – June 2021
<b>PHASE 4</b>	Review of the strategy and action plan	Communication and Public Participation units and internal and external departments	May – June 2017

**9. Implementation of the strategy shall encompass these activities:**

POWERS AND FUNCTIONS PER DEPARTMENT	RESPONSIBILITY
Integrated Development Planning for the municipality as a whole.	Municipal Manager's Office
Refuse removal, refuse dumps and solid waste; Cemeteries and crematoria; Firefighting services and disaster management; and Air pollution	Social and Community Services
Municipal roads which form an integral part of road transport system for the district area as a whole; Bulk water supply and Bulk supply of electricity	Infrastructure and Development
Building control, town planning and local economic development.	Planning & Economic Development
Revenue management and billing, debt collection, financial reporting and expenditure management.	Finance Department
Human resources management, fleet management, information technology, administration and council and legal services.	Corporate Services

**10. STRUCTURES AND PROCESSES**

**10.1 STRUCTURES**

The following structures and processes shall prevail:

Communication and Public Participation units should revive Local Communication Forum consisting of all sector departments and stakeholders.

Ward Committee Forum inclusive CDWS chaired by the Speaker

## 10.2 PROCESSES

Communication and public participation activities shall be in line with the IDP process as follows:

### 10.2.1 ACTION PLAN: TIME FRAME AND RESOURCES/FOR ALL THE PHASES

IDP	PHASE O: PREPARATION Planning Activities 0/1- 0/14	RES	KEY DEADLINE	CoGHSTA				OTP									
				JULY				AUGUST				SEPTEMBER					
				1	2	3	4	1	2	3	4	1	2	3	4		
	0/1 Preparation of IDP/Budget/PMS Process Pan.	Divisional Head IDP, Divisional Head Budget and Treasury & Divisional Head PMS	1 <sup>st</sup> -4 <sup>th</sup> week July 15														
	0/2 TLM 1 <sup>st</sup> and 2 <sup>nd</sup> Management Meeting.	All Managers, All Divisional Heads, Chief Internal Auditor, PMS Co-ordinator, Communication Officer	1 <sup>st</sup> & 4 <sup>th</sup> week July 15														
	0/3 TLM 1 <sup>st</sup> MPAC Meeting.	MPAC Committee	2 <sup>nd</sup> week July 15														
	0/4 WDM 1 <sup>st</sup> IDP/PMS Management Committee Meeting on Draft Framework/Process plan.	Divisional Head IDP & WDM	1 <sup>st</sup> -4 <sup>th</sup> week July 15														
	0/5 TLM 1 <sup>st</sup> EXCO Meeting.	EXCO	4 <sup>th</sup> week July 15														
	0/6WDM 1 <sup>st</sup> Rep Forum on Framework.	Divisional Head IDP, PMT, EXCO & WDM	4 <sup>th</sup> week Aug 15														
	0/7 Notice to the public of the adoption of Process Plan.	Divisional Head IDP	3 <sup>rd</sup> -4 <sup>th</sup> week Sept 15														
	0/8 TLM 2 <sup>nd</sup> IDP/Budget Steering	All Managers, All	4 <sup>th</sup> week Oct 15														



	Committee on Process Plan.	Divisional Heads, EXCO, PMT																		
	0/9 TLM 1 <sup>st</sup> Rep Forum.	All Stakeholders	2 <sup>nd</sup> week Aug 15																	
	0/10 TLM 2 <sup>nd</sup> EXCO Meeting.	EXCO	4 <sup>th</sup> week Aug 15																	
	0/11 TLM 4 <sup>th</sup> Management Meeting.	All Managers, All Divisional Heads, Chief Internal Auditor, PMS Co-ordinator, Communication Officer	1 <sup>st</sup> week Oct 15																	
	0/12 TLM 2 <sup>nd</sup> MPAC Meeting.	MPAC Committee	2 <sup>nd</sup> week Aug 15																	
	0/13 TLM 3 <sup>rd</sup> EXCO Meeting	EXCO	3 <sup>rd</sup> week Sept 15																	
	0/14 TLM 1 <sup>st</sup> Council Meeting.	Council	4 <sup>th</sup> week Sept 15																	
<b>IDP</b>	<b>PHASE 1: ANALYSIS Planning Activities 1/1- 1/3</b>	<b>RES</b>	<b>KEY DEADLINE</b>	<b>JULY</b>				<b>AUGUST</b>				<b>SEPTEMBER</b>								
				<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>					
	1/1 Collection of latest data and statistics on situational analysis	Divisional Head IDP	1 <sup>st</sup> - 4 <sup>th</sup> week July 15																	
	1/2 Review of baseline information	Divisional Head IDP & All Managers	1 <sup>st</sup> - 4 <sup>th</sup> week Sept 15																	
	1/3 1 <sup>st</sup> Provincial IDP Consultative Session on Analysis Phase	Divisional Head IDP & All Managers	3 <sup>rd</sup> week Sept 15																	

<b>PMS</b>	<b>ACTIVITY</b>	<b>RES</b>	<b>KEY DEADLINE</b>	<b>JULY</b>				<b>AUGUST</b>				<b>SEPTEMBER</b>							
	SDBIP approves by the Mayor	Mayor, Divisional Head PMS	1 <sup>st</sup> week July 14																
	Prepare Performance Agreements of Managers	MM, Divisional Head PMS	4 <sup>th</sup> week July 14																
	Submission of fourth quarter report to Management team and to Performance Audit Committee	MM, Divisional Head PMS	1 <sup>st</sup> week Aug 14																
	WDM 1 <sup>st</sup> Monitoring and Evaluation	Divisional Head IDP,	1 <sup>st</sup> week Aug 14																

	meeting	PMS & WDM																
		MM, Divisional Head																
	Consolidate the performance Chapter of Annual Report	PMS	3 <sup>rd</sup> week Aug 14															
<b>BGT</b>	Commence planning for next three year budget, reviews of IDP and budget policies and consultation in accordance with budget process coordination role-review previous year's budget evaluation checklist, council delegations and budget time schedules of key deadlines.	Mayor	1 <sup>st</sup> week of July 14															
	Establish departmental budget committees to include portfolio councillors and officials and delegate tasks in accordance with delegations policies.	AO, MM	1 <sup>st</sup> week of July 14															
	Commence process to review delegations and all budget related policies including reviews of tariffs, rates, credit control and supply chain management and cash management/investment policies.	AO,MM	1 <sup>st</sup> week of July 14															
	Table in council budget and IDP time schedule of key deadlines(including timing for development of policies and process of consultation)	Mayor	4 <sup>th</sup> week of Aug 14															
	Establish appropriate committees and consultation forums and plan program of internal public meetings,	Mayor	4 <sup>th</sup> week of Aug 14															




	to update community needs analysis and obtain feedback on past year's performance.																		
	Advertise budget and IDP time schedule in terms of budget consultation policy	AO, MM	4 <sup>th</sup> week of Aug 14																
	Commence process of review of IDP and service delivery mechanisms to gauge impact of new or existing service delivery agreements and long term contracts on budget where appropriate.	Mayor	4 <sup>th</sup> week of Aug 14																
	Determine strategic objectives for service delivery and development including backlogs for next three year budget including reviews of other municipal, provincial and national government sector and strategic plans	Council	4 <sup>th</sup> week of Aug 14																
	Ensure internal analyses of financial and non-financial performance over year are prepared, analyse gaps between actual and planned performance, assess impacts of plans. Determine financial position and assess financial capacity against future strategies.	AO, MM	4 <sup>th</sup> week of Aug 14																

Conclude initial consultation and review, establish direction and policy, confirm priorities, identify other financial and non-financial budget parameters including government allocations to determine revenue envelope, and financial outlook to identify need to review fiscal strategies.	AO,MM	4 <sup>th</sup> week of Sept 14																		
Implement budget and IDP time schedule of key deadlines	AO, MM	4 <sup>th</sup> week of Sept 14																		

**Critical Notes:** National and Provincial Departments prepare Adjustment Estimates - September 2015

 Thabazimbi Municipality    
  Waterberg District Municipality    
  CoGHSTA    
  OTP

**TABLE 6: SECOND QUARTER ACTION PLAN (OCTOBER, NOVEMBER, DECEMBER 2016)**

IDP	PHASE 2: STRATEGY Planning Activities 2/1- 2/15	RES	KEY DEADLINE	OCTOBER				NOVEMBER				DECEMBER								
				1	2	3	4	1	2	3	4	1	2	3	4					
2/1 TLM 4 <sup>th</sup>	Management Meeting	All Managers, All Divisional Heads, Chief Internal Auditor, PMS Co-ordinator, Communication Officer	1 <sup>st</sup> & 4 <sup>th</sup> week Oct 15																	
2/2 WDM 2 <sup>nd</sup>	IDP/PMS	Divisional Head IDP	2 <sup>nd</sup> week Oct 15																	

Management Committee Meeting.	& WDM																		
2/3 TLM 4 <sup>th</sup> MPAC Meeting.	MPAC Committee	2 <sup>nd</sup> week Oct 15																	
2/4TLM 2 <sup>nd</sup> IDP/Budget Steering Committee meeting on Analysis.	All Managers, All Divisional Heads, EXCO, PMT	4 <sup>th</sup> week Oct 15																	
2/5 Notice to the public of the Public Participation Programme.	Divisional Head IDP	2 <sup>nd</sup> week Oct 15																	
2/6 TLM 1 <sup>st</sup> Council Consultation Meeting on Public Participation.	All Councillors, Ward Committees & CDWs	2 <sup>nd</sup> week Oct 15																	
2/7 TLM 1 <sup>st</sup> Round of Public Participation.	All Wards, Councillors, Officials	3 <sup>rd</sup> - 4 <sup>th</sup> week Sep 15																	
2/8TLM 2 <sup>nd</sup> Rep Forum on Analysis & prioritization.	Stakeholders	4 <sup>th</sup> week Oct 15																	
2/9 TLM 4 <sup>th</sup> EXCO Meeting.	EXCO	4 <sup>th</sup> week Oct 15																	
2/10 WDM 2 <sup>nd</sup> Rep Forum.	Divisional Head IDP, PMT, EXCO & WDM	1 <sup>st</sup> week Nov 15																	
2/11 WDM 2 <sup>nd</sup> Monitoring & Evaluation meeting.	Divisional Head IDP, PMT, EXCO & WDM	2 <sup>nd</sup> week Nov 15																	
2/12 2 <sup>nd</sup> Provincial IDP Consultative Session on Strategy Phase.	Divisional. Head IDP & All Managers	3 <sup>rd</sup> week Nov 15																	
2/13 TLM 5 <sup>th</sup> EXCO Meeting.	EXCO	4 <sup>th</sup> week Nov 15																	
2/14 3 <sup>rd</sup> Provincial Development Planning Forum- Strategy Phase.	All Sec 57 Managers, WDM, Divisional Head IDP	1 <sup>st</sup> week Dec 15																	
2/15 TLM 2 <sup>nd</sup> Council Meeting.	Council	1 <sup>st</sup> week Dec 15																	

	ACTIVITY	RES	KEY DEADLINE	OCTOBER				NOVEMBER				DECEMBER			
<b>PMS</b>	Compile assessment of municipality's performance against performance objectives for revenue and votes: Quarterly assessment of IDP Implementation for 2014/15.	MM, PMS Coordinator	2 <sup>nd</sup> week of Oct 14												
	1 <sup>st</sup> quarterly PMS Audit Report to MM and Audit Committee.	Divisional PMS Head	3 <sup>rd</sup> week of Oct 14												
	Draft Annual Report.	Divisional PMS, MM Head	1 <sup>st</sup> week of Nov 14												
	Council approve Annual Performance Report.	MM, Divisional PMS Head	4 <sup>th</sup> week of Nov 14												
	Community input into 2015/16 Annual Report.	MM, Divisional PMS Head	2 <sup>nd</sup> week of Dec 14												
<b>BGT</b>	Commence preparation of departmental operational plans and SDBIP aligned to strategic priorities in IDP and inputs from other stakeholders including government and bulk service providers and (NER).	AO,MM	1 <sup>st</sup> week of Oct 14												
	Conclude first budget draft & policies for initial council resolution.	AO, MM	4 <sup>th</sup> week of Oct 14												
	Commence community and stakeholder consultation process, review inputs, financial models, assess impacts on tariffs and charges and consider funding decisions including borrowing. Adjust estimates based on plans and resources. Further council and management discussion and debate.	AO,MM	1 <sup>st</sup> week of Nov 14												

Finalise inputs from bulk resource providers and (NER) and agree on proposed price increases.	AO,MM	1 <sup>st</sup> week of Dec 14													
Review whether all bulk resource providers have lodged a request with National Treasury & SALGA seeking comments on proposed price increases of bulk purchases.	AO,MM	1 <sup>st</sup> week of Dec 14													
Finalise first draft of departmental operational plans and SDBIP for review against strategic priorities.	AO, MM	1 <sup>st</sup> week of Dec 14													

**Critical Notes: National and Provincial Departments finalizes MTEF's**

 Thabazimbi Local Municipality
  Waterberg District Municipality
  CoGHSTA
  OTP

**TABLE 7: THIRD QUARTER ACTION PLAN (JANUARY, FEBRUARY, MARCH 2017)**

IDP	PHASE 3: PROJECT Planning Activities 3/1- 3/18	RES	KEY DEADLINE	JANUARY				FEBRUARY				MARCH			
				1	2	3	4	1	2	3	4	1	2	3	4
	3/1 TLM 6 <sup>th</sup> Management Meeting.	All Managers, All Divisional Heads, Chief Internal Auditor, PMS Co-ordinator, Communication Officer	4 <sup>th</sup> week Jan 16												
	3/2 TLM Strategic Planning Session	EXCO, Officials, Stakeholders	4 <sup>th</sup> week Jan 16												
	3/3 TLM 6 <sup>th</sup> MPAC Meeting.	MPAC Committee	2 <sup>nd</sup> week Jan 16												
	3/4 WDM Strategic Planning Forum.	WDM, TBZ Managers, EXCO, Div. Head IDP, Stakeholders	4 <sup>th</sup> week Feb 16												
	3/5 WDM 3 <sup>rd</sup> Monitoring &	Div. Head IDP, PMT,	3 <sup>rd</sup> week Jan 16												





	ACTIVITY	RES	KEY DEADLINE	JANUARY				FEBRUARY				MARCH			
PMS	2 <sup>nd</sup> Quarterly review of PMS action Steps	MM, Divisional Head PMS	2 <sup>nd</sup> week of Jan 15	■											
	2 <sup>nd</sup> Quarterly PMS Audit Report to MM and Audit Committee.	Divisional Head PMS	2 <sup>nd</sup> week of Jan 15	■											
	Mid – Year Performance Report.	MM		■											
	Submit Annual Report to AG, Provincial Treasury and CoGHSTA.	MM	1 <sup>st</sup> week of Feb 15					■							
	Develop Draft 2015/16 SDBIP.	MM, Divisional Head PMS	2 <sup>nd</sup> week of Feb 15						■						
	Submit the Draft SDBIP to Council.	MM, PMS Coordinator	3 <sup>rd</sup> week of March 15											■	
	Consolidation of expenditure forecasts on the IDP.	Divisional Head PMS	3 <sup>rd</sup> week of March 15											■	
BGT	Submission of all outstanding 2014/15 personnel budget figures.	Management Team	1 <sup>st</sup> week of Jan 15	■											
	Compilation of 2014/15 Adjustment Budget Template.	CFO	4 <sup>th</sup> week of Jan 15						■						
	Review of Budget related policies.	CFO	2 <sup>nd</sup> week of Feb 15							■					
	Submission of all outstanding operating 2014/15 Adjustment Budget figures.	Management Team	2 <sup>nd</sup> week of Feb 15							■					
	Completion of 2014/15 Adjustment Budget.	CFO	1 <sup>st</sup> week of Jan 15	■											
	Submission of final 2015/16 IDP projects to CFO.	Divisional Head IDP	2 <sup>nd</sup> week of Feb 15							■					
	Completion of 2015/16 Operating Expenditure Budget.	CFO	3 <sup>rd</sup> week of Feb 15								■				

	National Treasury DORA Publication.	National Treasury	3 <sup>rd</sup> week of Feb 15																
	Completion of 2015/16 Operating Revenue Budget.	CFO	3 <sup>rd</sup> week of Feb 15																
	Completion of 2015/16 Personnel Budget.	CFO	3 <sup>rd</sup> week of Feb 15																
	Completion of 2015/16 Draft IDP/Budget & Submission to Mayor.	CFO	4 <sup>th</sup> week of Feb 15																
	National Treasury 2015/16 Budget Circular issued.	National Treasury	4 <sup>th</sup> week of Feb 15																
	Council adopts 2014/15 Adjustment Budget.	Council	2 <sup>nd</sup> week of Jan 15																
	Tabling of Draft 2015/16 IDP/Budget to Council.	MM, Divisional Head IDP,CFO	3 <sup>rd</sup> week of March 15																
	Consider impact of National Treasury 2015/16 Budget Circular on the Tabled 2015/16 Budget.	CFO	4 <sup>th</sup> week of March 15																



**TABLE 8: FOURTH QUARTER ACTION PLAN (APRIL, MAY, JUNE 2017)**

IDP	PHASE 4 : INTEGRATION Planning Activities 4/1- 4/7	RES	KEY DEADLINE	APRIL				MAY				JUNE							
				1	2	3	4	1	2	3	4	1	2	3	4				
	4/1 TLM 9 <sup>th</sup> Management Meeting.	All Managers, All Divisional Heads, Chief Internal Auditor, PMS Co-ordinator, Communication Officer	4 <sup>th</sup> week Apr 16																
	4/2 TLM 8 <sup>th</sup> MPAC Meeting.	MPAC Committee	2 <sup>nd</sup> week Apr 16																
	4/3TLM 4 <sup>th</sup> IDP/Budget Steering	All Managers, All	2 <sup>nd</sup> week April 16																

Committee meeting on Analysis.	Divisional Heads, EXCO, PMT															
4/4 Notice to the public of the Public Participation Programme.	Divisional Head IDP	2 <sup>nd</sup> week April 16														
4/5 TLM 2 <sup>nd</sup> Council Consultation Meeting on Public Participation.	All Councillors, Ward Committees & CDWs	2 <sup>nd</sup> week April 16														
4/6 TLM 2 <sup>nd</sup> Round of Public Participation.	All Wards, Councillors, Officials	2 <sup>nd</sup> –4 <sup>th</sup> week April 2016														
4/7 Public comments invited for the Draft IDP/Budget for 21 days.	Divisional Head IDP & MM	1 <sup>st</sup> -4 <sup>th</sup> week April 16														
<b>PHASE 5: APPROVAL Planning Activities 5/1-5/11</b>	<b>RES</b>	<b>KEY DEADLINE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>		
5/1 TLM 10 <sup>th</sup> EXCO Meeting.	EXCO	4 <sup>th</sup> week April 16														
5/2 TLM 4 <sup>th</sup> Rep Forum on the final IDP and Budget documents for 2016/17.	Stakeholders	3 <sup>rd</sup> week May 16														
5/3 WDM 4 <sup>th</sup> Rep Forum.	Divisional Head IDP, PMT, EXCO & WDM	4 <sup>th</sup> week May 16														
5/4 TLM 4 <sup>th</sup> Council Meeting on Approval and adoption of Final IDP 2016/17.	Council	4 <sup>th</sup> week May 16														
5/5 WDM 4 <sup>th</sup> IDP/PMS Management Committee Meeting.	Divisional Head IDP & WDM	1 <sup>st</sup> week June 16														
5/6 TLM 9 <sup>th</sup> Management Meeting.	All Managers, All Divisional Heads, Chief Internal Auditor, PMS Co-ordinator, Communication Officer	1 <sup>st</sup> week June 16														
5/7 TLM 9 <sup>th</sup> MPAC Meeting.	MPAC Committee	4 <sup>th</sup> week May 16														
5/8 TLM 10 <sup>th</sup> MPAC Meeting.	MPAC Committee	2 <sup>nd</sup> week June 16														
5/9 TLM 9 <sup>th</sup> EXCO Meeting.	EXCO	4 <sup>th</sup> week June 15														
5/10 Submission of adopted IDP for 2016/17 within 10 days of	Divisional Head. IDP,	2 <sup>nd</sup> week June 16														

approval.																				
5/11 Notice to the Public of approval of Final IDP 2016/17 within 14 days of adoption.	Divisional Head Admin and Council Support	1 <sup>st</sup> week June 16																		

ACTIVITY	RES	KEY DEADLINE	APRIL	MAY	JUNE
3 <sup>rd</sup> quarterly review of PMS action Steps (Quarterly meeting of Audit Committee).	MM / Divisional Head PMS	2 <sup>nd</sup> week of April 15			
3 <sup>rd</sup> quarter PMS Audit Report to MM and Audit Committee.	Divisional Head PMS	3 <sup>rd</sup> week of April 15			
Community input into Organisational KPI's and Targets.	Divisional Head PMS/ MM/ IDP Manager	1 <sup>st</sup> week of April 15			
Approved SDBIP publicised for information and monitoring purposes.	MM				

<b>BGT</b>	Implement changes to 2015/16 Tabled Budget from community participation process.	CFO	1 <sup>st</sup> week of May 15																	
	Submission 2015/16 Final Budget to the Mayor.	CFO	1 <sup>st</sup> week of May15																	
	2015/16 IDP/Budget adopted by Council	Council	2 <sup>nd</sup> week of May 15																	
	Approve SDBIP.	Mayor	4 <sup>th</sup> week of June 15																	
	Submit approved budget to the provincial and national treasuries	AO, MM	4 <sup>th</sup> week of June 15																	

**Critical Notes: Municipal Budget Finalised - April 2016  
Finalize IDP Implementation Plan - May 2016**

**11. PROGRAM OF ACTION JULY 2016- JUNE 2017**

<b>MONTH</b>	<b>ACTIVITY</b>	<b>DATE</b>	<b>OBJECTIVE</b>	<b>OUTCOME</b>	<b>RESPONSIBILITY</b>	<b>REMARKS</b>
<b>JULY 2016</b>	<b>Mandela Day 67 minutes of community service.</b>	<b>18/07/2016</b>	To do community work in honouring the world greatest icon and international statesman, Nelson Rolihlahla Mandela (May his soul rest in peace).	Participation in Mandela day.	<b>All Stakeholders</b>	<b>JULY</b>
	<b>Women Month Celebration. Build up event for National Women's day celebration.</b>	To be confirmed.	To celebrate and honour women.	To have honoured women.	<b>Office of the Mayor, Manager in the Office of the Mayor, Special Projects Officer NGO/CBO Sector Departments</b>	
<b>SEPTEMBER 2016</b>						
	<b>Heritage Day</b>	<b>To be confirmed.</b>	To encourage local community to participate in heritage.	To promote cultural diversity.	<b>Manager in the Office of the MM</b>	
	<b>By Law Public</b>	<b>To be confirmed.</b>	To broadly consult communities on service delivery.		<b>Div Head Legal</b>	

<b>OCTOBER 2016</b>	<b>Participation</b>					
	<b>Public Participation Programme.</b>	<b>To be confirmed</b>	To broadly consult communities on service delivery.	Communities will be informed of the programmes and plans of the municipality.	<b>Office of the Mayor; IDP office</b>	
	<b>Pre-exams well wishes and messages.</b>	<b>To be confirmed</b>	To motivate learners during their exams period.	To have improved and quality results.	<b>Office of the Mayor</b>	
<b>NOVEMBER 2016</b>						
	<b>16 Days of activism</b>  <b>Popularising the core messages through water bills, website, local newspapers and newsletter.</b>	<b>25/11/2016</b>	To mobilize communities to act against abuse of women and children.	To have more informed community.	<b>All sector departments Office of the Mayor, Manager in the Office of the Mayor SPO</b>	
<b>DECEMBER 2016</b>	<b>World Aids Day Build-ups.</b>	<b>01/12/2016</b>	To keep public informed about the policies and programs of government through bi-lateral	To have educated and informed	<b>Office of the Mayor; Manager in the Office of the Mayor</b>	

			with stakeholders as well as registering community views for government attention.	community as far as this pandemic is concerned.	<b>SPO HIV/AIDS and Disability Coordinator</b>	
	<b>Children's Day.</b>	<b>To be confirmed</b>	To educate the community about their rights especially children. Celebrate children's day with vulnerable and orphans.	To have well informed and educated children.	<b>Office of the Mayor; Manager in the Office of the Mayor Special Projects Officer</b>	
	<b>International Day for the Disabled.</b>	<b>To be confirmed</b>	We care and what government has done and plans to do with challenges facing them.	To have educated and informed community as far as government programme is concerned.	<b>Office of the Mayor; Manager in the Office of the Mayor Special Projects Officer</b>	
	<b>Festive Season message.</b>	<b>12/12/2016</b>	To wish all municipal residents good and safe festive holidays.	To ensure that all have an accident free holidays.	<b>Office of the Mayor</b>	
<b>JANUARY 2017</b>	<b>Back to school campaign.</b>	<b>To be confirmed</b>	To motivate poor and underperforming schools and congratulate the best performing schools within the municipality.	To have an improved and increase number of performing schools.	<b>Office of the Mayor</b>	
<b>FEBRUARY 2017</b>	<b>SONA</b>	<b>To be confirmed</b>	To informed community about the programme of government.	Communities will be	<b>GCIS</b>	

				informed of the programmes and plans of the government.		
	<b>SOPA</b>	<b>To be confirmed</b>	To informed community about the programme of government-in the Province.	Communities will be informed of the programmes and plans of the Province.	<b>Limpopo Legislature Office of the Mayor</b>	
<b>MARCH 2017</b>	<b>Human Rights Day.</b>	<b>To be confirmed.</b>	To educate and inform residents of opportunities available as well as their constitutional rights and obligations.	To have more informed community.	<b>All Sector Departments</b>	
<b>APRIL 2017</b>	<b>Public Participation Programme.</b>	<b>To be confirmed</b>	To broadly consult communities on service delivery.	Communities will be informed of the programmes and plans of the municipality.	<b>Office of the Mayor; IDP office</b>	
	<b>IDP Rep</b>	<b>To be</b>	To inform communities about	To have	<b>Office of the Mayor</b>	



	<b>Forum</b>	<b>confirmed</b>	municipal programmes.	increase participation in all municipal programmes.	<b>All Sector Departments</b>	
<b>MAY 2017</b>	<b>SOMA</b>	<b>To be confirmed</b>	To informed community about the programme of the municipality.	Communities will be informed of the programmes and plans of the Municipality.	<b>Office of the Mayor</b>	
<b>JUNE 2017</b>	<b>Youth Month Thabazimbi Youth Information Session.</b>	<b>To be confirmed</b>	To educate and inform the community especially youth about policies and programmes of government.	To have informed youth.	<b>Office of the Mayor; Manager in the Office of the Mayor Special Projects Officer</b>	

## 12. MONITORING AND EVALUATION

Monitoring and evaluation of communication programmes shall be conducted through municipal performance management system. Communication and Public Participation units play an oversight role on all communication activities. Relevant Structures such as Local Communication Forum will monitor the implementation of the strategy.

The Municipal Manager will sign-off all communication information products, events before implementation.