

# BERGRIVIER MUNICIPALITY

## TIME SCHEDULE OF KEY DEADLINES

(PROCESS PLAN)

2015/16 IDP REVIEW

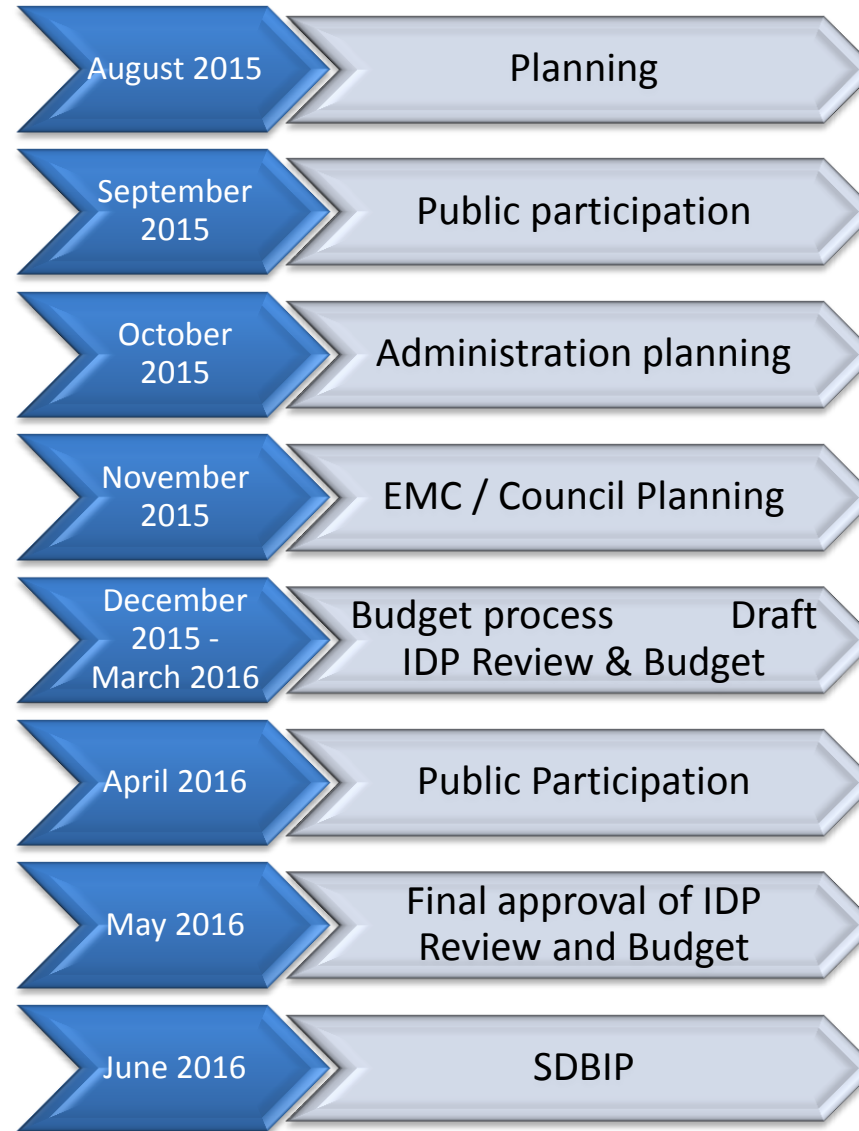
2015/16, 2016/17, 2017/18 BUDGET

School holidays

Weekends

Public Holidays

|               |  |
|---------------|--|
| MM            | Municipal Manager  |
| DF            | Director Finance   |
| DC            | Director Corporate Services                                      |
| DT            | Director Technical Services                                      |
| SM            | Strategic Manager  |
| IA            | Internal Auditor   |
| ST COM        | Budget Steering Committee  |
| M             | Mayor  |
| EMC           | Executive mayors Committee                                       |
| <i>Italic</i> | Aspects which are not part of schedule but warrant consideration |



|    | A                       | B          | C   | D   | E  | F                       |
|----|-------------------------|------------|---|---|--|-------------------------|
| 1  | <b>Month: July 2015</b> |            |   |   |  |                         |
| 2  | <b>Date</b>             | <b>Day</b> | <b>Activity</b>   | <b>Outcome</b>  | <b>Roles &amp; responsibilities</b>                      | <b>Notes / Comments</b> |
| 3  | 1                       | Wed        |   |   |  |                         |
| 4  | 2                       | Thur       |   |   |  |                         |
| 5  | 3                       | Fri        |   |   |  |                         |
| 6  | 4                       | Sat        |   |   |  |                         |
| 7  | 5                       | Sun        |   |   |  |                         |
| 8  | 6                       | Mon        |   |   |  |                         |
| 9  | 7                       | Tue        |   |   |  |                         |
| 10 | 8                       | Wed        |   |   |  |                         |
| 11 | 9                       | Thur       |   |   |  |                         |
| 12 | 10                      | Fri        |   |   |  |                         |
| 13 | 11                      | Sat        |   |   |  |                         |
| 14 | 12                      | Sun        |   |   |  |                         |
| 15 | 13                      | Mon        |   |   |  |                         |
| 16 | 14                      | Tue        |   |   |  |                         |
| 17 | 15                      | Wed        |   |   |  |                         |
| 18 | 16                      | Thur       |   |   |  |                         |
| 19 | 17                      | Fri        |   |   |  |                         |
| 20 | 18                      | Sat        |   |   |  |                         |
| 21 | 19                      | Sun        |   |   |  |                         |
| 22 | 20                      | Mon        |   |   |  |                         |
| 23 | 21                      | Tue        | Wykskomitee Vergadering Wyk 1 - 18:00   |   |  |                         |
| 24 | 22                      | Wed        | Wykskomitee Vergadering Wyk 2 - 19:00   |   |  |                         |
| 25 | 23                      | Thur       | Wykskomitee Vergadering Wyk 3 - 19:00   |   |  |                         |
| 26 | 24                      | Fri        |   |   |  |                         |
| 27 | 25                      | Sat        |   |   |  |                         |
| 28 | 26                      | Sun        |   |   |  |                         |
| 29 | 27                      | Mon        |   |   |  |                         |
| 30 | 28                      | Tue        | Submit time schedule of key deadlines (Process Plan) for 2015/16 IDP Review and 2015/16, 2016/17, 2017/18 Budget to Council (MSA 28 & MFMA (21 and 53)). Council to take note of Section 52 (d) REport (Quarter 4 of 2014/15) | Time schedule of key deadlines (Process Plan) approved by Council | SM to draft and Speaker to call Special Council meeting. |                         |
| 31 |                         |            | Wykskomitee Vergadering Wyk 4 - 19:00   |   |  |                         |
| 32 | 29                      | Wed        |   |   |  |                         |
| 33 | 30                      | Thur       | Wykskomitee Vergadering Wyk 5 - 19:00   |   |  |                         |
| 34 | 31                      | Fri        |   |   |  |                         |
| 35 | * School holidays       |            |   |   |  |                         |

|    | A                         | B          | C  | D  | E   | F                             |
|----|---------------------------|------------|--|--|---|-------------------------------|
| 1  | <b>Month: August 2015</b> |            |  |  |   |                               |
| 2  | <b>Date</b>               | <b>Day</b> | <b>Activity</b>  | <b>Outcome</b>   | <b>Roles &amp; responsibilities</b>   | <b>Notes / Comments</b>       |
| 3  | 1                         | Sat        |  |  |   |                               |
| 4  | 2                         | Sun        |  |  |   |                               |
| 5  | 3                         | Mon        |  |  |   |                               |
| 6  | 4                         | Tue        | Wykskomitee Vergadering Wyk 6 - 16:00  |  |   |                               |
| 7  | 5                         | Wed        |  |  |   |                               |
| 8  | 6                         | Thur       | Wykskomitee Vergadering Wyk 7 - 17:00  |  |   |                               |
| 9  | 7                         | Fri        | Publish Time schedule of key deadlines (Process Plan) (MSA 28(3) and 21) and submit it to relevant Organs of State. Include dates of public meetings in advertisement. | Public are made aware of process to be followed in reviewing IDP and compiling budget          | SM  |                               |
| 10 | 8                         | Sat        |  |  |   |                               |
| 11 | 9                         | Sun        | Womens Day   |  |   |                               |
| 12 | 10                        | Mon        | Public Holiday   |  |   |                               |
| 13 | 11                        | Tue        |  |  |   |                               |
| 14 | 12                        | Wed        |  |  |   |                               |
| 15 | 13                        | Thur       |  |  |   |                               |
| 16 | 14                        | Fri        |  |  |   |                               |
| 17 | 15                        | Sat        |  |  |   |                               |
| 18 | 16                        | Sun        |  |  |   |                               |
| 19 | 17                        | Mon        | Public meeting awareness campaign (Min 7 days notice)  | Public informed of meetings (SMS, flyers, emails, notice boards).                              | SM  | Preparation and notifications |
| 20 | 18                        | Tue        |  |  |   |                               |
| 21 | 19                        | Wed        |  |  |   |                               |
| 22 | 20                        | Thur       |  |  |   |                               |
| 23 | 21                        | Fri        |  |  |   |                               |
| 24 | 22                        | Sat        |  |  |   |                               |
| 25 | 23                        | Sun        |  |  |   |                               |
| 26 | 24                        | Mon        | Distribute IDP Forum invitations and agendas (Min 21 days notice)  | IDP Representative Forum stakeholders informed of workshop/s                                   |   |                               |
| 27 |                           |            | Distribute Ward Committee Agendas for IDP planning meeting (Min 7 days notice)   | Ward Committees engage with community on needs   | SM  |                               |
| 28 | 25                        | Tue        |  |  |   |                               |
| 29 | 26                        | Wed        |  |  |   |                               |
| 30 | 27                        | Thur       |  |  |   |                               |
| 31 | 27                        | Thur       |  |  |   |                               |
| 32 | 28                        | Fri        |  |  |   |                               |
| 33 | 29                        | Sat        |  |  |   |                               |
| 34 | 30                        | Sun        |  |  |   |                               |
| 35 | 31                        | Mon        | Ward Committee Meeting (1 & 2)   | Confirmation and re-prioritisation of municipal and sector department needs by Ward Committees | Ward Councillors & Strategic Services. MM & Directors to attend/delegate management |                               |
| 36 |                           |            | Submission of budget statement to Municipal manager (Political principles and parameters of the budget and IDP Process)  | Political guidance to be provided to administration in respect of IDP and Budget Process       | Mayor   |                               |

|    | A                            | B    | C   | D   | E  | F  |
|----|------------------------------|------|---|---|--|--|
| 1  | <b>Month: September 2015</b> |      |   |   |  |  |
| 2  | Date                         | Day  | Activity  | Outcome   | Roles & responsibilities   | Notes/Comments                                   |
| 3  | 1                            | Tue  | Ward Committee Meeting (3 &4)                                 | Confirmation and re- prioritisation of municipal and sector department needs.           | Ward Councillors and SM. MM and Directors to attend or delegate management staff to attend |  |
| 4  | 2                            | Wed  | Ward Committee Meeting (6 & 7)                                |   |  |  |
| 5  | 3                            | Thur | Ward Committee Meeting (5)                                    |   |  |  |
| 6  | 4                            | Fri  |   |   |  |  |
| 7  | 5                            | Sat  |   |   |  |  |
| 8  | 6                            | Sun  |   |   |  |  |
| 9  | 7                            | Mon  | IDP Public Meeting - Porterville                              | Confirmation and re- prioritisation of municipal and sector department needs by public. | SM to co-ordinate, MM and Directors to attend/ delegate managers to attend                 | Divide Top Management and SM office into 2 teams |
| 10 | 8                            | Tue  | IDP Public Meeting - Piketberg                                | Confirmation and re- prioritisation of municipal and sector department needs by public. | SM to co-ordinate, MM and Directors to attend/ delegate managers to attend                 |  |
| 11 | 9                            | Wed  | IDP Public Meeting - Eendekuil                                | Confirmation and re- prioritisation of municipal and sector department needs by public. | SM to co-ordinate, MM and Directors to attend/ delegate managers to attend                 |  |
| 12 | 10                           | Thur | IDP Public Meeting - Velddrif/Dwarskersbos                    | Confirmation and re- prioritisation of municipal and sector department needs by public. | SM to co-ordinate, MM and Directors to attend/ delegate managers to attend                 |  |
| 13 | 11                           | Fri  |   |   |  |  |
| 14 | 12                           | Sat  |   |   |  |  |
| 15 | 13                           | Sun  |   |   |  |  |
| 16 | 14                           | Mon  | IDP Public Meeting - Moravian Towns (Goedverwacht/Wittewater) | Confirmation and re- prioritisation of municipal and sector department needs by public. | SM to co-ordinate, MM and Directors to attend/ delegate managers to attend                 | Municipal Manager                                |
| 17 | 15                           | Tue  | IDP Public Meeting - Redelinghuys                             | Confirmation and re- prioritisation of municipal and sector department needs by public. | SM to co-ordinate, MM and Directors to attend/ delegate managers to attend                 | Divide Top Management and SM office into 2 teams |
| 18 | 16                           | Wed  | IDP Public Meeting - Aurora                                   | Confirmation and re- prioritisation of municipal and sector department needs by public. | SM to co-ordinate, MM and Directors to attend/ delegate managers to attend                 | Divide Top Management and SM office into 2 teams |

|    | A                 | B    | C  | D   | E   | F                       |  |
|----|-------------------|------|--|---|---|-------------------------|--|
| 19 | 17                | Thur | IDP Representative Forum Workshop - Porterville, Eendekuil, Piketberg  | Confirmation and re- prioritisation of municipal and sector department needs by sector representatives. | Mayor & MM and Directors to attend/ SM to co-ordinate | Full day workshop       |  |
| 20 | 18                | Fri  | IDP Representative Forum Workshop - Velddrif, Dwarskersbos, Aurora, Redelinghuys   | Confirmation and re- prioritisation of municipal and sector department needs by sector representatives. | Mayor & MM and Directors to attend/ SM to co-ordinate | Full day workshop       |  |
| 21 | 19                | Sat  |  |   |   |                         |  |
| 22 | 20                | Sun  |  |   |   |                         |  |
| 23 | 21                | Mon  |  |   |   |                         |  |
| 24 | 22                | Tue  |  |   |   |                         |  |
| 25 | 23                | Wed  | Performance evaluations  |   |   | Performance evaluations |  |
| 26 | 24                | Thur | Heritage Day   |   |   |                         |  |
| 27 | 25                | Fri  | School Holiday   |   |   |                         |  |
| 28 | 26                | Sat  |  |   |   |                         |  |
| 29 | 27                | Sun  |  |   |   |                         |  |
| 30 | 28                | Mon  |  |   |   |                         |  |
| 31 | 29                | Tue  | Approval of Risk Register and Based Audit Plan   | Risk Register to be approved by Risk Committee. Risk Based Audit Plan to be approved by Audit Committee | Risk Officer and Internal Auditor                     |                         |  |
| 32 | 30                | Wed  | Consolidated community needs analysis and submission of Provincial and National priorities to Dept Local Government for Provincial Delivery Plan | Consolidated report on community needs for strategic planning sessions                                  | SM  |                         |  |
| 33 | * School holidays |      |  |   |   |                         |  |

|    | A                          | B          | C  | D  | E  | F                    |
|----|----------------------------|------------|--|--|--|----------------------|
| 1  | <b>Month: October 2015</b> |            |  |  |  |                      |
| 2  | <b>Date</b>                | <b>Day</b> | <b>Activity</b>                                    | <b>Outcome</b>   | <b>Roles &amp; responsibilities</b>        |                      |
| 3  | 1                          | Thur       |  |  |  |                      |
| 4  | 2                          | Fri        |  |  |  |                      |
| 5  | 3                          | Sat        |  |  |  |                      |
| 6  | 4                          | Sun        |  |  |  |                      |
| 7  | 5                          | Mon        |  |  |  |                      |
| 8  | 6                          | Tue        | IDP Indaba   | Agreed list of priorities and joint initiatives with Provincial/National Departments   |  | Date to be confirmed |
| 9  | 7                          | Wed        | IDP Indaba   |  |  |                      |
| 10 | 8                          | Thur       | IDP Indaba   |  |  |                      |
| 11 | 9                          | Fri        |  |  |  |                      |
| 12 | 10                         | Sat        |  |  |  |                      |
| 13 | 11                         | Sun        |  |  |  |                      |
| 14 | 12                         | Mon        |  |  |  |                      |
| 15 | 13                         | Tue        |  |  |  |                      |
| 16 | 14                         | Wed        | Strategic Planning Sessions:<br>Technical Services | Formulation of Directorate Strategic Plans with personnel, operational and capital budgets and draft top layer KPI's. Portfolio Committees to be consulted in development. Planning to be based on Community Needs Analysis, Master Plans and Risks. | MM and Directors to convene and facilitate |                      |
| 17 |                            |            | Strategic Planning Sessions:<br>Corporate Services |  |  |                      |
| 18 | 15                         | Thur       | Strategic Planning Sessions:<br>Technical Services |  |  |                      |
| 19 |                            |            | Strategic Planning Sessions:<br>Corporate Services |  |  |                      |
| 20 | 16                         | Fri        | Strategic Planning Sessions:<br>Technical Services |  |  |                      |
| 21 |                            |            | Strategic Planning Sessions:<br>Corporate Services |  |  |                      |
| 22 | 17                         | Sat        |  |  |  |                      |

|    | A                 | B    | C   | D  | E  | F   |
|----|-------------------|------|---|--|--|---|
| 23 | 18                | Sun  |   |  |  |   |
| 24 | 19                | Mon  |   |  |  |   |
| 25 | 20                | Tue  |   |  |  |   |
| 26 | 21                | Wed  | Strategic Planning Sessions:<br>Financial Services                              | Formulation of Directorate Strategic Plans with personnel, operational and capital budgets and draft top layer KPI's. Portfolio Committees to be consulted in development. Planning to be based on Community Needs Analysis, Master Plans and Risks. | MM and Directors to convene and facilitate |   |
| 27 | 22                | Thur |   |  |  |   |
| 28 | 23                | Fri  |   |  |  |   |
| 29 | 24                | Sat  |   |  |  |   |
| 30 | 25                | Sun  |   |  |  |   |
| 31 | 26                | Mon  |   |  |  |   |
| 32 | 27                | Tue  |   |  |  |   |
| 33 | 28                | Wed  |   |  |  |   |
| 34 | 29                | Thur | Council to take note of Section 52 Report (Quarter 1)                           | Council resolution noting Section 52 (d) Report (Quarter 1 2015/16)  |  | Council to take note of Section 52 Report (Quarter 1) |
| 35 | 30                | Fri  | Submission of Directorate Strategic Planning Reports in prescribed format to SM | Directorate Strategy documents for use at Council Strategic Session and inclusion in IDP   | MM and Directors                           |   |
| 36 | 31                | Sat  |   |  |  |   |
| 37 | * School holidays |      |   |  |  |   |

|    | A                           | B          | C   | D  | E   | F            |
|----|-----------------------------|------------|---|--|---|--------------|
| 1  | <b>Month: November 2015</b> |            |   |  |   |              |
| 2  | <b>Date</b>                 | <b>Day</b> | <b>Activity</b>                             | <b>Outcome</b>   | <b>Roles &amp; responsibilities</b>   | <b>Notes</b> |
| 3  | 1                           | Sun        |   |  |   |              |
| 4  | 2                           | Mon        |   |  |   |              |
| 5  | 3                           | Tue        |   |  |   |              |
| 6  | 4                           | Wed        |   |  |   |              |
| 7  | 5                           | Thur       |   |  |   |              |
| 8  | 6                           | Fri        |   |  |   |              |
| 9  | 7                           | Sat        |   |  |   |              |
| 10 | 8                           | Sun        |   |  |   |              |
| 11 | 9                           | Mon        |   |  |   |              |
| 12 | 10                          | Tue        |   |  |   |              |
| 13 | 11                          | Wed        | Strategic Planning Sessions: Office of MM   | Formulation of Directorate Strategic Plans with personnel, operational and capital budgets and draft top layer KPI's. Portfolio Committees to be consulted in development. Planning to be based on Community Needs Analysis, Master Plans and Risks. | MM to convene and facilitate  |              |
| 14 | 12                          | Thur       |   |  |   |              |
| 15 | 13                          | Fri        |   |  |   |              |
| 16 | 14                          | Sat        |   |  |   |              |
| 17 | 15                          | Sun        |   |  |   |              |
| 18 | 16                          | Mon        | EMC / Management Strategic Planning Session | Consultation with EMC on Directorate Strategic Plans   | EMC, MM, Directors and Strategic Manager                                    |              |
| 19 | 17                          | Tue        |   |  |   |              |
| 20 | 18                          | Wed        |   |  |   |              |
| 21 | 19                          | Thur       | Council Strategic Planning Session          | Review priorities and provide input on Directorate Strategic Plans   | MM to convene. Councillors, Directors and designated senior Management Team |              |
| 22 | 20                          | Fri        |   |  |   |              |
| 23 | 21                          | Sat        |   |  |   |              |
| 24 | 22                          | Sun        |   |  |   |              |
| 25 | 23                          | Mon        |   |  |   |              |
| 26 | 24                          | Tue        |   |  |   |              |
| 27 | 25                          | Wed        |   |  |   |              |
| 28 | 26                          | Thur       |   |  |   |              |
| 29 | 27                          | Fri        |   |  |   |              |
| 30 | 28                          | Sat        |   |  |   |              |
| 31 | 29                          | Sun        |   |  |   |              |
| 32 | 30                          | Mon        |   |  |   |              |



|    | A                           | B          | C  | D                                       | E                                   | F |  |
|----|-----------------------------|------------|--|---|-------------------------------------|---|--|
| 1  | <b>Month: December 2015</b> |            |  |   |                                     |   |  |
| 2  | <b>Date</b>                 | <b>Day</b> | <b>Activity</b>  | <b>Outcome</b>                          | <b>Roles &amp; responsibilities</b> |   |  |
| 3  | 1                           | Tue        |  |   |                                     |   |  |
| 4  | 2                           | Wed        |  |   |                                     |   |  |
| 5  | 3                           | Thur       |  |   |                                     |   |  |
| 6  | 4                           | Fri        |  |   |                                     |   |  |
| 7  | 5                           | Sat        |  |   |                                     |   |  |
| 8  | 6                           | Sun        |  |   |                                     |   |  |
| 9  | 7                           | Mon        |  |   |                                     |   |  |
| 10 | 8                           | Tue        |  |   |                                     |   |  |
| 11 | 9                           | Wed        |  |   |                                     |   |  |
| 12 | 10                          | Thur       |  |   |                                     |   |  |
| 13 | 11                          | Fri        | Departments submit Adjustment Budget to Director Finance | Draft adjustment on prescribed template | MM and Directors                    |   |  |
| 14 | 12                          | Sat        |  |   |                                     |   |  |
| 15 | 13                          | Sun        |  |   |                                     |   |  |
| 16 | 14                          | Mon        |  |   |                                     |   |  |
| 17 | 15                          | Tue        |  |   |                                     |   |  |
| 18 | 16                          | Wed        | Day of reconciliation                                    |   |                                     |   |  |
| 19 | 17                          | Thur       |  |   |                                     |   |  |
| 20 | 18                          | Fri        |  |   |                                     |   |  |
| 21 | 19                          | Sat        |  |   |                                     |   |  |
| 22 | 20                          | Sun        |  |   |                                     |   |  |
| 23 | 21                          | Mon        |  |   |                                     |   |  |
| 24 | 22                          | Tue        |  |   |                                     |   |  |
| 25 | 23                          | Wed        |  |   |                                     |   |  |
| 26 | 24                          | Thur       |  |   |                                     |   |  |
| 27 | 25                          | Fri        | Christmas Day  |   |                                     |   |  |
| 28 | 26                          | Sat        | Family Day   |   |                                     |   |  |
| 29 | 27                          | Sun        |  |   |                                     |   |  |
| 30 | 28                          | Mon        |  |   |                                     |   |  |
| 31 | 29                          | Tue        |  |   |                                     |   |  |
| 32 | 30                          | Wed        |  |   |                                     |   |  |
| 33 | 31                          | Thur       |  |   |                                     |   |  |
| 34 | * School holidays           |            |  |   |                                     |   |  |
| 35 | * Public Holidays           |            |  |   |                                     |   |  |

|    | A                          | B          | C   | D  | E   | F |
|----|----------------------------|------------|---|--|---|---|
| 1  | <b>Month: January 2016</b> |            |   |  |   |   |
| 2  | <b>Date</b>                | <b>Day</b> | <b>Activity</b>   | <b>Outcome</b>   | <b>Roles &amp; responsibilities</b>               |   |
| 3  | 1                          | Fri        | New years day   |  |   |   |
| 4  | 2                          | Sat        |   |  |   |   |
| 5  | 3                          | Sun        |   |  |   |   |
| 6  | 4                          | Mon        |   |  |   |   |
| 7  | 5                          | Tue        |   |  |   |   |
| 8  | 6                          | Wed        |   |  |   |   |
| 9  | 7                          | Thur       |   |  |   |   |
| 10 | 8                          | Fri        |   |  |   |   |
| 11 | 9                          | Sat        |   |  |   |   |
| 12 | 10                         | Sun        |   |  |   |   |
| 13 | 11                         | Mon        | Management discuss division and principles of budget  | Draft budget developed                                 | MM, Directors & Budget Office                     |   |
| 14 | 12                         | Tue        | Departments submit Capital Budget for 2015/6, 2016/17, 2017/18  | Draft capital budget developed                         | MM and Directors                                  |   |
| 15 | 13                         | Wed        |   |  |   |   |
| 16 | 14                         | Thur       | Steering Committee discuss division and principles of budget  | Draft budget developed                                 | Steering Committee, MM, Directors and B&T Office  |   |
| 17 | 15                         | Fri        |   |  |   |   |
| 18 | 16                         | Sat        |   |  |   |   |
| 19 | 17                         | Sun        |   |  |   |   |
| 20 | 18                         | Mon        | Management submit operating Budget (2015/16, 2016/17, 2017/18)  | Operating budget submitted on prescribed templates     | MM, Directors & Budget Office                     |   |
| 21 |                            |            | Wykskomitee vergadering Wyk 1 - 18:00   |  |   |   |
| 22 |                            |            | Wykskomitee vergadering Wyk 2 - 19:00   |  |   |   |
| 23 | 19                         | Tue        | HR submit Personel budget information   | HR budget information on prescribed templates          | Director: Corporate Services                      |   |
| 24 |                            |            | Wykskomitee vergadering Wyk 3 - 19:00   |  |   |   |
| 25 |                            |            | Wykskomitee vergadering Wyk 4 - 19:00   |  |   |   |
| 26 | 20                         | Wed        | Wykskomitee vergadering Wyk 6 - 16:00   |  |   |   |
| 27 |                            |            | Wykskomitee vergadering Wyk 7 - 17:00   |  |   |   |
| 28 | 21                         | Thur       | Wykskomitee vergadering Wyk 5 - 19:00   |  |   |   |
| 29 | 22                         | Fri        | Steering Committee Discuss Draft Electricity Budget and Tariffs   | Draft budget developed                                 | Steering Committee, MM, Directors & Budget Office |   |
| 30 | 23                         | Sat        |   |  |   |   |
| 31 | 24                         | Sun        |   |  |   |   |
| 32 | 25                         | Mon        | Departments Discuss Adjustment Budget   | Draft adjustment budget (2015/16)                      | MM, Directors & Budget Office                     |   |
| 33 | 26                         | Tue        |   |  |   |   |
| 34 | 27                         | Wed        | Steering Committee Discuss Draft Electricity Budget and Tariffs   | Draft electricity budget                               | Steering Committee, MM, Directors & Budget Office |   |
| 35 | 28                         | Thur       |   |  |   |   |
| 36 | 29                         | Fri        | EMC/Council approve draft electricity budget and tariffs (2015/16, 2016/17, 2017/18) and notes Mid-Year budget and performance report (S72) (2015/16) Quarter 2 (S52) (2015/16) and table Draft Annual Report (2014/15) | Applicable EMC Recommendations and Council Resolutions | Speaker to call Special Council Meeting           |   |
| 37 | 30                         | Sat        |   |  |   |   |
| 38 | 31                         | Sun        |   |  |   |   |
| 39 | * School holidays          |            |   |  |   |   |
| 40 | * Public Holidays          |            |   |  |   |   |

**Month: February 2016**

| Date | Day  | Activity  | Outcome   | Roles & responsibilities                          | Notes |
|------|------|---|---|---|-------|
| 1    | Mon  | Management discuss Personnel structure and budget                         | Draft personnel budget                                | MM, Directors and Budget Office                   |       |
| 2    | Tue  | Management discuss Draft Adjustment Budget                                |   | MM, Directors & Budget Office                     |       |
| 3    | Wed  | Steering Committee Discuss Financial Policy Revisions                     | Draft financial policy revisions                      | Steering Committee, MM, Directors & Budget Office |       |
| 4    | Thur |   |   |   |       |
| 5    | Fri  | Publicise Draft Annual Report (2014/15) for comment                       | Public may comment on Draft Annual Report for 2014/15 | Strategic Services                                |       |
| 6    | Sat  |   |   |   |       |
| 7    | Sun  |   |   |   |       |
| 8    | Mon  |   |   |   |       |
| 9    | Tue  | IDP Indaba  |   |   |       |
| 10   | Wed  | IDP Indaba  |   |   |       |
| 11   | Thur |   |   |   |       |
| 12   | Fri  |   |   |   |       |
| 13   | Sat  |   |   |   |       |
| 14   | Sun  |   |   |   |       |
| 15   | Mon  | Steering Committee Discuss Personel Structure                             | Draft personnel budget                                | Steering Committee, MM, Directors & Budget Office |       |
| 16   | Tue  | Management discuss Capital Budget for 2016/17, 2017/18, 2018/19           | Draft capital budget                                  | MM, Directors & Budget Office                     |       |
|      |      | Council approve Adjustment Budget & SDBIP amendments                      | Applicable resolutions                                | Councillors, MM, Directors & Budget Office        |       |
| 17   | Wed  |   |   |   |       |
| 18   | Thur |   |   |   |       |
| 19   | Fri  |   |   |   |       |
| 20   | Sat  |   |   |   |       |
| 21   | Sun  |   |   |   |       |
| 22   | Mon  | Steering Committee Discuss New Capital Budget (2016/17, 2017/18, 2018/19) | Draft capital budget                                  | Steering Committee, MM, Directors & Budget Office |       |
| 23   | Tue  | Steering Committee discuss Budget and tariffs                             | Draft budget with tariffs                             | Office  |       |
| 24   | Wed  |   |   |   |       |
| 25   | Thur |   |   |   |       |
| 26   | Fri  |   |   |   |       |
| 27   | Sat  |   |   |   |       |
| 28   | Sun  |   |   |   |       |
| 29   | Mon  | Steering Committee discuss Budget and tariffs                             | Draft budget with tariffs                             | Office  |       |

**Month: March 2016**

| Date              | Day  | Activity  | Outcome  | Roles & responsibilities                                | Notes |  |
|-------------------|------|---|--|---|-------|--|
| 1                 | Tue  | Steering Committee discuss Budget and tariffs   | Draft budget with tariffs  | Steering Committee, MM, Directors & Budget Office       |       |  |
| 2                 | Wed  |   |  |   |       |  |
| 3                 | Thur | EMC / Steering Committee Discuss Budget and tariffs   | Draft budget with tariffs  | EMC / Steering Committee, MM, Directors & Budget Office |       |  |
| 4                 | Fri  | Closing date for comments on 2014/15 Annual Report  | Consolidate public comments and submit to Oversight Committee                              | Strategic Services                                      |       |  |
| 5                 | Sat  |   |  |   |       |  |
| 6                 | Sun  |   |  |   |       |  |
| 7                 | Mon  |   |  |   |       |  |
| 8                 | Tue  |   |  |   |       |  |
| 9                 | Wed  | EMC consider draft budget, IDP REview (2015/16) and SDBIP (2015/16)   | Resolutions recommending approval of draft budget and IDP review and noting of Draft SDBIP | EMC, MM, Directors and Budget Office                    |       |  |
| 10                | Thur |   |  |   |       |  |
| 11                | Fri  |   |  |   |       |  |
| 12                | Sat  |   |  |   |       |  |
| 13                | Sun  |   |  |   |       |  |
| 14                | Mon  |   |  |   |       |  |
| 15                | Tue  |   |  |   |       |  |
| 16                | Wed  |   |  |   |       |  |
| 17                | Thur |   |  |   |       |  |
| 18                | Fri  |   |  |   |       |  |
| 19                | Sat  |   |  |   |       |  |
| 20                | Sun  |   |  |   |       |  |
| 21                | Mon  | Human Rights Day  |  |   |       |  |
| 22                | Tue  |   |  |   |       |  |
| 23                | Wed  |   |  |   |       |  |
| 24                | Thur |   |  |   |       |  |
| 25                | Fri  | Good Friday   |  |   |       |  |
| 26                | Sat  |   |  |   |       |  |
| 27                | Sun  |   |  |   |       |  |
| 28                | Mon  | Family Day  |  |   |       |  |
| 29                | Tue  | Mayor presents budget and draft IDP review and draft SDBIP to Council for approval. council also approves final Annual Report and adopts Oversight Report | Applicable resolutions   | Speaker to call special Council meeting                 |       |  |
| 30                | Wed  | Publish notice of approval of draft budget and IDP with schedule of public meetings   | Public input - closing date - 30 April 2016  | Strategic Services                                      |       |  |
|                   |      | Submit Draft IDP Review to Dept Local Government for assessment   |  | Strategic Services                                      |       |  |
| 31                | Thur | Copies of draft Budget and IDP Review available at libraries  |  | Strategic Services/ Director Finance                    |       |  |
| * School holidays |      |   |  |   |       |  |
| * Public Holidays |      |   |  |   |       |  |

Month: April 2016

| Date | Day  | Activity   | Outcome  | Roles & responsibilities   |  |  |
|------|------|--|--|--|--|--|
| 1    | Fri  |  |  |  |  |  |
| 2    | Sat  |  |  |  |  |  |
| 3    | Sun  |  |  |  |  |  |
| 4    | Mon  | Public meeting awareness campaign (Min 7 days notice)                            | Public informed of meetings (SMS, flyers, emails, notice boards).  | SM   |  |  |
| 5    | Tue  |  |  |  |  |  |
| 6    | Wed  |  |  |  |  |  |
| 7    | Thur |  |  |  |  |  |
| 8    | Fri  |  |  |  |  |  |
| 9    | Sat  |  |  |  |  |  |
| 10   | Sun  |  |  |  |  |  |
| 11   | Mon  | Ward Committee Meeting (1 & 2)   | Community inputs on draft budget and IDP   | Ward Councillors and SM. MM and Directors to attend or delegate management staff to attend   |  |  |
| 12   | Tue  | Ward Committee Meeting (3 & 4)   |  |  |  |  |
| 13   | Wed  | Ward Committee Meeting (6 & 7)   |  |  |  |  |
| 14   | Thur | Ward Committee Meeting (5)   |  |  |  |  |
| 15   | Fri  |  |  |  |  |  |
| 16   | Sat  |  |  |  |  |  |
| 17   | Sun  |  |  |  |  |  |
| 18   | Mon  | IDP Public Meeting - Porterville   | Present draft budget and IDP review to community   | Mayor, Deputy Mayor, MM, Directors, SM   | Divide Top Management and SM office into 2 teams |  |
| 19   | Tue  | IDP Public Meeting - Piketberg   | Present draft budget and IDP review to community   | Mayor, Deputy Mayor, MM, Directors, SM   |  |  |
| 20   | Wed  | IDP Public Meeting - Eendekuil   | Present draft budget and IDP review to community   | Mayor, Deputy Mayor, MM, Directors, SM   |  |  |
| 21   | Thur | IDP Public Meeting - Velddrif/Dwarskersbos                                       | Present draft budget and IDP review to community   | Mayor, Deputy Mayor, MM, Directors, SM   |  |  |
| 22   | Fri  | IDP Public Meeting - Moravian Towns (Goedverwacht/Wittewater)                    | Present draft budget and IDP review to community   | Mayor, Deputy Mayor, MM, Directors, SM   | Municipal Manager                                |  |
| 23   | Sat  |  |  |  |  |  |
| 24   | Sun  |  |  |  |  |  |
| 25   | Mon  | IDP Representative Forum Workshop - Porterville, Eendekuil, Piketberg            | Sector inputs on draft budget and IDP review   | Strategic Services to co-ordinate. Mayor to chair, Councillors to attend, MM and Directors to attend/delegate management staff to attend | Full day workshop                                |  |
| 26   | Tue  | IDP Representative Forum Workshop - Velddrif, Dwarskersbos, Aurora, Redelinghuys | Sector inputs on draft budget and IDP review   | Strategic Services to co-ordinate. Mayor to chair, Councillors to attend, MM and Directors to attend/delegate management staff to attend | Full day workshop                                |  |
| 27   | Wed  | <b>Freedom Day</b>   |  |  |  |  |
| 28   | Thur |  |  |  |  |  |
| 29   | Fri  | Closing date for objections to Budget and IDP Review                             | Collation of written submissions as well as submissions received from ward committees and IDP Representative Forum | B&T Office and Strategic Services  |  |  |
|      |      | <i>Council to take note of Section 52 Report (Quarter 3)</i>                     |  |  |  |  |
| 30   | Sat  |  |  |  |  |  |

**Month: May 2016**

| <b>Date</b> | <b>Day</b> | <b>Activity</b>  | <b>Outcome</b>  | <b>Roles &amp; responsibilities</b>                      | <b>Notes</b> |
|-------------|------------|--|---|--|--------------|
| 1           | Sun        | Workers Day  |   |  |              |
| 2           | Mon        | Public Holiday   |   |  |              |
| 3           | Tue        |  |   |  |              |
| 4           | Wed        |  |   |  |              |
| 5           | Thur       |  |   |  |              |
| 6           | Fri        |  |   |  |              |
| 7           | Sat        |  |   |  |              |
| 8           | Sun        |  |   |  |              |
| 9           | Mon        |  |   |  |              |
| 10          | Tue        |  |   |  |              |
| 11          | Wed        | Steering Committee / EMC Consider public's comments on Budget and IDP Review | Review draft budget, IDP Review and SDBIP if necessary    | Steering Committee, EMC, MM, Directors and Budget Office |              |
| 12          | Thur       |  |   |  |              |
| 13          | Fri        | EMC - Consider public's comments on Budget and IDP Review                    | Resolution recommending approval of budget and IDP Review | EMC, MM, Directors and Budget Office                     |              |
| 14          | Sat        |  |   |  |              |
| 15          | Sun        |  |   |  |              |
| 16          | Mon        |  |   |  |              |
| 17          | Tue        |  |   |  |              |
| 18          | Wed        |  |   |  |              |
| 19          | Thur       |  |   |  |              |
| 20          | Fri        |  |   |  |              |
| 21          | Sat        |  |   |  |              |
| 22          | Sun        |  |   |  |              |
| 23          | Mon        |  |   |  |              |
| 24          | Tue        |  |   |  |              |
| 25          | Wed        |  |   |  |              |
| 26          | Thur       |  |   |  |              |
| 27          | Fri        |  |   |  |              |
| 28          | Sat        |  |   |  |              |
| 29          | Sun        |  |   |  |              |
| 30          | Mon        |  |   |  |              |
| 31          | Tue        | Council approve final IDP Review and Budget                                  | Council resolution approving IDP Review and Budget        | EMC, MM, Directors and Budget Office                     |              |

**Month: June 2016**

| Date              | Day  | Activity   | Outcome  | Roles & responsibilities                         | Notes |  |
|-------------------|------|--|--|--|-------|--|
| 1                 | Wed  | Submit Budget to NT,PGWC,COCTA   | National and Provincial Treasury notified of budget approval | Budget Office                                    |       |  |
|                   |      | Submit final budget and IDP Review to IT for website                       | Public notified of approval of IDP Review and budget         | Strategic Services and Director Finance (Budget) |       |  |
| 2                 | Thur |  |  |  |       |  |
| 3                 | Fri  | Publish notice of Budget and IDP Review approval                           |  | DF and SM  |       |  |
| 4                 | Sat  |  |  |  |       |  |
| 5                 | Sun  |  |  |  |       |  |
| 6                 | Mon  | Copies of approved budget and IDP Review made available at libraries       | Documents available for public scrutiny                      | Strategic Services and Director Finance (Budget) |       |  |
| 7                 | Tue  |  |  |  |       |  |
| 8                 | Wed  |  |  |  |       |  |
| 9                 | Thur |  |  |  |       |  |
| 10                | Fri  |  |  |  |       |  |
| 11                | Sat  |  |  |  |       |  |
| 12                | Sun  |  |  |  |       |  |
| 13                | Mon  | Draft SDBIP (top layer) and draft performance contracts submitted to Mayor | Mayor considers final SDBIP and performance contracts        | Strategic Services                               |       |  |
| 14                | Tue  |  |  |  |       |  |
| 15                | Wed  |  |  |  |       |  |
| 16                | Thur | Youth Day  |  |  |       |  |
| 17                | Fri  | Public Holiday   |  |  |       |  |
| 18                | Sat  |  |  |  |       |  |
| 19                | Sun  |  |  |  |       |  |
| 20                | Mon  |  |  |  |       |  |
| 21                | Tue  |  |  |  |       |  |
| 22                | Wed  | Final SDBIP approved by Mayor  | Final SDBIP (top layer) approved by Mayor                    | Strategic Services                               |       |  |
| 23                | Thur |  |  |  |       |  |
| 24                | Fri  |  |  |  |       |  |
| 25                | Sat  |  |  |  |       |  |
| 26                | Sun  |  |  |  |       |  |
| 27                | Mon  |  |  |  |       |  |
| 28                | Tue  |  |  |  |       |  |
| 29                | Wed  |  |  |  |       |  |
| 30                | Thur |  |  |  |       |  |
| * School holidays |      |  |  |  |       |  |
| * Public Holidays |      |  |  |  |       |  |