
Refer to : Mr M Mothekhe
Reference No: 4/4/1
Extension : 8543
Date : 14 June 2019

**THE SPEAKER
COUNCIL ITEM**

PROGRAM SCHEDULE OF MEETINGS OF THE MUNICIPAL COUNCIL 2019/2020

1. PURPOSE

The purpose of this memo is to appraise the Municipal Council on the draft schedule of dates of meetings the Council, and Council committees.

2. BACKGROUND

Intermittently at the end of each financial year, the Municipal Council adopts a schedule of meetings for the next financial year. The schedule depicts the date, time and venue for all the meetings of Council, Council committees and including management meetings.

The directed intent of the approval and circulation of schedule of meetings is amongst others, to accord management ample time to prepare and diarize this meetings well in advance. And secondly, to have process plan in place to easily meet the times lines and further to ensure that planned activities do take place.

The approval of schedule of meetings in itself also illustrate times for submissions of reports, this aimed at ensuring that the overall coordination of activities which involves the following; integral parts of drafting, printing, packaging and circulation of agenda meet the required Standing Rules and Orders compliance provisions.

3. DELIBERATIONS

The key objective of a schedule of meetings is amongst others to enhance maximum preparations by councilors in an effort to encourage open debate in the process of decision-making. The schedule also serves as a gauge in ensuring that scheduled meetings take place and proper and timeous issuing of documents is adhered to.

Certain circumstances relating to non-sitting of meetings at times has been noted and primarily is influenced by lack-off or late submission of agenda items. In some instances, a report is submitted in less than 48 hours prior to the scheduled meeting. And a notion made will be that the chair of the Committee will request committee members to agree to the late tabling of such reports, this however is against the spirit of the Council Standing Rules and Orders, members must be accorded ample time to prepare and to give quality inputs.

Other reasons relate to submission of unsigned reports, this also creates a setback and result to late preparations and ultimately circulation of documentations.

It is incumbent upon the administration to ensure that the attached schedule of meetings is both realized and becomes a success by simply submitting reports on time and providing adequate information for decision-making. Strict adherence to the scheduled program serve as a litmus test to all and enhance of our committee management system.

4. RECOMMENDATIONS

It is hereby recommended that;

1. the Municipal Council considers and adopt the draft schedule calendar of meetings for the 2019/2020 financial year;
2. members are requested to diarize the schedule of meetings and HOD's further reminded to comply to the strict time schedules in submitting the compliance reports well in advance; and
3. the City Manager be requested to place the schedule of meetings in the website and publicize the dates of meetings of the Municipal Council.

SUPPORTED


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ADV. TANKISO MEA
CITY MANAGER

26/08/2019
.....
DATE:

RECOMMENDED/NOT RECOMMENDED


.....
COUNCILLOR MA SIYONZANA
SPEAKER

.....
DATE:

SCHEDULE OF MEETING FOR THE 2019/2020 FINANCIAL YEAR

MONDAYS: EXECUTIVE MANAGEMENT TEAM (EMT)
TUESDAYS: SECTION 79 OR 80 COMMITTEE (SEC79) OR (SEC80)
WEDNESDAYS: MAYORAL COMMITTEE (MC)
THURSDAYS: COUNCIL (CNL)
FRIDAYS: LOCAL LABOUR FORUM (LLF) and SUB COMMITTEES OF LLF (LLF Sub-Com)

2019												2020				
DAY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
MON	1 (EMT)											1 (EMT)				
TUE	2			1								2				
WED	3			2			1 New Year			1		3				
THU	4	1		3			2			2		4				
FRI	5 LLF Sub-Com	2 LLF Sub-Com		4 LLF Sub-Com	1 LLF Sub-com		3			3 LLF Sub-Com		5				
SAT	6	3		5	2		4	1		4		6				
SUN	7	4		6	3	1	5	2	1	5		7				
MON	8 (EMT)	5 (EMT)	2 (EMT)	7 (EMT)	4 (EMT)	2 (EMT)	6	3 (EMT)	2 (EMT)	6 (EMT)	4 (EMT)	8 (EMT)				
TUE	9 (SEC80)	6	3 (SEC79)	8 (SEC80)	5 (SEC80)	3	7	4 (SEC79)	3	7 (SEC80)	5	9 (SEC79)				
WED	10	7	4 LLF Sub-Com	9	6	4	8	5	4	8	6	10				
THU	11	8	5	10	7	5 (CNL)	9	6	5	9	7	11				
FRI	12	9 Women's Day	6	11	8	6 LLF Sub-Com	10	7 LLF Sub-Com	6 LLF Sub-Com	10 Good Friday	8 LLF Sub-Com	12 LLF Sub-Com				
SAT	13	10	7	12	9	7	11	8	7	11	9	13				
SUN	14	11	8	13	10	8	12	9	8	12	10	14				
MON	15 (EMT)	12 (EMT)	9 (EMT)	14 (EMT)	11 (EMT)	9 (EMT)	13 (EMT)	10 (EMT)	9 (EMT)	13 Family Day	11 (EMT)	15 (EMT)				
TUE	16	13	10	15	12	10	14 (SEC80)	11	10 (SEC79)	14	12 (SEC80)	16 Youth Day				
WED	17	14	11	16	13	11	15	12	11 (MC)	15	13 (MC)	17				
THU	18	15	12	17	14	12	16	13	12	16	14	18				
FRI	19	16	13	18	15	13 LLF	17 LLF Sub-Com	14	13	17	15	19				
SAT	20	17	14	19	16	14	18	15	14	18	16	20				
SUN	21	18	15	20	17	15	19	16	15	19	17	21				

2019												2020											
DAY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN											
MON	22 (EMT)	19 (EMT)	16 (EMT)	21 (EMT)	18 (EMT)	16 Reconciliation	20 (EMT)	17 (EMT)	16 (EMT)	20 (EMT)	18 (EMT)	22 (EMT)											
TUE	23 (SEC79)	29 (SEC80)	17	22 (SEC79)	19	17	21	18 (SEC79)	17	21	19(SEC80)	23 (SEC80)											
WED	24	21 (MC)	18	23 (MC)	20	18	22 (MC)	19	18	22	20	24											
THU	25	22	19	24	21	19	23	20	19	23	21	25 (CNL)											
FRI	26	23	20	25 LLF	22	20	24	21	20	24	22	26 LLF											
SAT	27	24	21	26	23	21	25	22	21 Human Rights	25	23	27											
SUN	28	25	22	27	24	22	26	23	22	26	24	28											
MON	29 (EMT)	26 (EMT)	23 (EMT)	28 (EMT)	25 (EMT)	23	27 (EMT)	24 (EMT)	23 (EMT)	27 Freedom Day	25 (EMT)	29 (EMT)											
TUE	30	27	24 Heritage Day	29	26 (SEC79)	24	28	25 (SEC80)	24	28	26	30											
WED	31 LLF	28	25	30	27 (MC)	25 Christmas Day	29	26	25	29	27												
THU		29 (CNL)	26	31 (CNL)	28	26 Family Day	30 (CNL)	27	26 (CNL) Tabling Budget	30 (CNL)	28 (CNL) Approve Budget												
FRI		30 LLF	27 LLF		29 LLF	27	31 LLF	28 LLF	27 LLF		29 LLF												
SAT		31	28		30	28		29	28		30												
SUN			28			29			29		31												
MON			30 (EMT)			30 (EMT)			30 (EMT)														
TUE						31			31														
WED																							
THU																							
FRI																							

School Holidays

School Close	School Open
2019	
14 June	9 July
20 September	1 October
4 December	
2020	
	15 January
20 March	31 March
12 June	7 July