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Your Ref:  
Room 201, Bram Fischer Building

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Our Ref:  
Date: 22 September 2020

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**SPEAKER  
COUNCIL ITEM**

**PROGRAMME SCHEDULE OF MEETINGS OF MUNICIPAL COUNCIL AND ITS COMMITTEES**

**1. PURPOSE**

The purpose of this report is to appraise the Municipal Council on the program schedule of meeting for the 2020/2021 period and request consonant approval thereof.

**2. BACKGROUND**

The purpose and aim of having a program schedule of activities or meetings for the entire organization is to ensure that we synchronize in a seamless way the operations of the municipality and channel proper routing of reports throughout the required council committee system. So that by the time reports or items reach the Municipal Council, enough information is availed to enhance quick decision-making process. From time to time the Municipal Council approves a schedule of meetings well in advance to ensure that all Council members are able to plan and program their diaries for all council activities and programs.

Over the years and as had been the practice, the Municipal Council program has always been aligned to the financial year, over-lapping the calendar program, due to the strict compliance reporting that should be observe and adhered to.

### **3. DELIBERATIONS**

#### **a. PROMOTION OF GOOD GOVERNANCE**

By crafting and implementing a living program schedule of meetings of Council and its committees, measures would have been cast in iron to achieve elements of good governance. Key to this schedule is that administrative management should have a complete buy-in and adherence to strict reporting time-lines to ensure that the goals and milestones of this schedules are both met and achieved, which include but not limited to the following principles;

- Transparency;
- Responsiveness;
- Effectiveness and efficiency;
- Accountability;
- Participation;
- Equity and inclusiveness

#### **4. LEGAL AND ADMINISTRATIVE IMPLICATIONS**

In line with the provisions of the Municipal Systems Act, (Act No. 32 of 1998) The time for a hurried approval of a program or schedule of meetings is over, it is incumbent upon the Executive Authority to honour this plan and ensure that compliance and administrative reports reach the programming team well in advance, secondly approvals are done timeously and committees are convened fittingly. Preparedness and input contributions as the hall mark for maximum participation by councillors is essential; and that can mainly be achieved by enabling all to receive information and agenda packages timeously prior to committee meetings.

Councillors and Senior Management officials are accordingly requested to please diarize the attached program schedule, detailing the times, venues and dates of meetings of Council, Council Committees, Mayoral Committee, Section 80 Committees and including management committees. All efforts will be made to ensure that, compliance to the current regulations relating to covid-19 is adhered to, and the current platform of Microsoft teams will be utilized for meeting engagements and processes.

## 5. RECOMMENDATIONS

It is hereby recommended that it be resolved;

- (i) That the Municipal Council takes note of this report;
- (ii) That the Executive Management Team should adhere to strict timelines for submissions of compliance and administrative reports, at least ten working days prior to the sitting of Council and Council Committees;
- (iii) That the approved schedule be placed in the municipal website and be advertised to ensure that communities of Mangaung and stakeholders, where possible are able to attend council activities.

**Recommended/ Not Recommended**



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**CITY MANAGER**  
**ADVOCATE TB MEA**

**Approved / not approved**



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**SPEAKER**  
**COUNCILLOR MA SIYONZANA**

**SCHEDULE OF MEETING FOR THE 2020/2021 FINANCIAL YEAR**

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

2020							2021					
DAY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
MON												
TUE			1			1		1(EMT)	1(EMT)			1
WED	1		2			2		2(SEC79)	2(SEC80)			2
THU	2		3			3		3	3			3
FRI	3		4			4		4	4			4
SAT	4		5			5		5	5			5
SUN	5		6			6		6	6			6
MON	6(EMT)	3(EMT)	7(EMT)	5(EMT)	2(EMT)	7(EMT)	4	8(EMT)	8(EMT)	7	2	7(EMT)
TUE	7	4(SEC79)	8(SEC80)	6(SEC80)	3(SEC79)	8	5(SEC80)	9	9	5 Family day	3(EMT)	8
WED	8	5	9	7	4	9	6	10 MC	10 MC	6	4(SEC80)	9 MC
THU	9	6	10	8	5	10	7	11	11	7 MC	5	10
FRI	10	7	11	9	6	11	8	12	12	8	6	11
SAT	11	8	12	10	7	12	9	13	13	9	7	12
SUN	12	9 Women's Day	13	11	8	13	10	14	14	10	8	13
MON	13	10 Public Holiday	14(EMT)	12(EMT)	9(EMT)	14	11(EMT)	15(EMT)	15(EMT)	11	9	14
TUE	14	11	15	13	10(SEC80)	15	12	16(EMT)	16(EMT)	12(EMT)	10(EMT)	15
WED	15	12 MC	16	14 MC	11	16	13 MC	17	17	13	11	16
THU	16	13	17	15	12	17	14	18	18	14	12 MC	17 Youth Day
FRI	17	14	18	16	13	18	15	19	19	15	13	18
SAT	18	15	19	17	14	19	16	20	20	16	14	19
SUN	19	16	20	18	15	20	17	21	21 Human Rights Day	17	15	20



		2020					2021					
DAY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
MON	20	17(EMT)	21	19(EMT)	16(EMT)	21	18(EMT)	22(EMT)	22 Public Holiday	19(EMT)	17(EMT)	21(EMT)
TUE	21	18	22	20	17	22	19	23	23	20	18	22
WED	22	19	23	21	18 MC	23	20	24	24	21	19	23
THU	23	20	24 Heritage Day	22	19	24	21	25 CNL	25 CNL Tabling of budget	22	20	24 CNL
FRI	24	21	25	23	20	25 Christmas Day	22	26	26	23	21	25
SAT	25	22	26	24	21	26 Day of Goodwill	23	27	27	24	22	26
SUN	26	23	27	25	22	27	24	28	28	25	23	27
MON	27	24(EMT)	28	26(EMT)	23(EMT)	28	25(EMT)	29	29	26	24(EMT)	28
TUE	28	25	29	27	24	29	26	30	30	27 Freedom Day	25	29
WED	29	26	30	28	25	30	27	31	31	28	26	30
THU	30	27 CNL		29 CNL	26	31	28 CNL			29 CNL	27 CNL	30
FRI	31	28		30	27		29 Compliance			30	28 Approval of budget	
SAT		29		31	28		30			30	29	
SUN		30		29	29		31				30	
MON		31			30						31	
TUE												
WED												
THU												
FRI												

**School Holidays**

School Close	School Open
2020	
12 June	7 July
18 September	29 September
4 December	
2021	
	13 January
29 March	6 April
14 June	5 July