
Refer to : **M Mothekhe**
Reference No: **4/4/1**
Extension : **8543**
Date : **21 June 2022**

**THE SPEAKER
COUNCIL ITEM**

SCHEDULE OF COUNCIL MEETINGS FOR 2022/2023 FINANCIAL YEAR

1. Purpose

The purpose of this memo is to request the Municipal Council to approve the schedule of meetings of the Council for the financial year 2022/2023.

2. Deliberations

Meetings of the Municipal Council are convened from time in line with the adopted program schedule. The program schedule of meetings of the Municipal Council entails the date of the meeting, the type of the meeting, the time and venue where the meetings are planned. The proposed program schedule of meetings had taken into account the compliance dates for submission of compliance reports, the legislative time-lines or dates for submission of matters such as the Annual reports, the IDP and budget approval, including process plans and related matters.

The schedule of meetings commences from July 2022 up to June 2023. The Municipal Council in terms of section 29 (1) of the Structures Act, Act No. 117 of 1998, should finalize a schedule of meetings.

2.1. Types of Municipal Council meetings

The Standing Rules and Orders of the Council defines two types of meetings as follows, namely;

a) Special Council meeting;

The Special Council meeting it's a meeting called to deal specifically with special matters and no other reports may be tabled in the Special meetings. The agenda and all relevant annexures must reach Council members at least 48 hours prior to the sitting of the meeting. In the event a new matter or motion is submitted for consideration, a simple majority of councillors must vote for inclusion of such matter

b) Ordinary Council meeting;

The ordinary Council meeting must be convened at least once a quarter (once in three months), to deal with the order of Council business provided in Rule 21.

2.2. Physical and Virtual meetings

From time to time the Speaker may change the arrangements of the meeting depending on the circumstances and various unforeseen reasons impacting on the venue suitability or security concerns, from physical meeting to virtual meeting, where members will be requested to join the meeting on the Microsoft platform. When the meetings are held on a virtual platform, it is always ideal that Council members should connect at least fifteen (15) minutes prior to the commencement of the meeting.

3. Financial Requirement

The are no financial implications on this memo.

4. Legislative Imperative

The schedule is in compliance with the Municipal Structures Act; Act 117 of 1998

The schedule is also in compliance with the MFMA; Act no 56 of 1998

The schedule is also in compliance to the Standing Rules and Order;

5. Recommendation

It is hereby recommended that the Municipal Council resolve that;

- a) that the attached schedule of programs of Council for the financial year 2022/2023 be approved;
- b) that the submission of reports for inclusion in the Council agenda must reach the Secretariat at least 10 working days in advance;
- c) that councillors and officials must please diarize the dates of Council program accordingly;
- d) that the chairpersons of committees must submit, the schedule of committee meetings for inclusion in the main Council program,

e) that the City Manager is requested to incorporate all the schedules of Council and Council committees, and afterwards be placed in the municipal website for access and notification to the public.

Submitted by:



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MOTETE MOTHEKHE
COMMITTEE SERVICES

SUPPORTED / NOT SUPPORTED



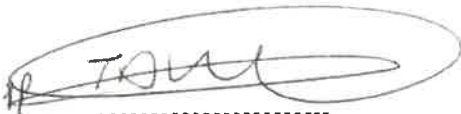
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NKATEKO MPANGANE
ACTING HOD: CORPORATE SERVICES

SUPPORTED/ NOT SUPPORTED



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MR. TEBOGO MOTLASHUPING
ACTING CITY MANAGER

SUPPORTED / NOT SUPPORTED



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MR ELLIOT MASEKO
CABINET REPRESENTATIVE

APPROVED/ NOT APPROVED



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COUNCILLOR SB LOCKMAN-NAIDOO
SPEAKER OF COUNCIL

**SCHEDULE FOR COUNCIL MEETING
2022/2023 FINANCIAL YEAR**

MONTH	DATE	TYPE OF MEETING	VENUE
2022/2023 Financial Year 2022			
JULY	28 – Thursday	Ordinary Council meeting	
AUGUST	25 – Thursday	Special – Approval of IDP/Budget process plan	
SEPTEMBER	29 – Thursday	Ordinary Council meeting	
OCTOBER	27 – Thursday	Special – submission of Compliance Reports	
NOVEMBER	24 – Thursday	Ordinary Council meeting	
2022/2023 Financial Year 2023			
JANUARY	26 – Thursday	Special-Tabling of Annual Report	
FEBRUARY	23 – Thursday	Ordinary Council meeting	
MARCH	30 – Thursday	Special – Tabling of IDP/Budget	
APRIL	27 – Thursday	Ordinary Council meeting	
MAY	25 – Thursday	Special – Approval of IDP/Budget	
JUNE	29 – Thursday	Ordinary Council meeting	

Public Holidays

2022		
9 August	Tuesday	National Women’s Day
24 September	Saturday	Heritage Day
16 December	Friday	Day of Reconciliation
25 December	Sunday	Christmas Day
26 December	Monday	Day of Goodwill
2023		
1 January	Sunday	New Year’s Day
2 January	Monday	Public Holiday
21 March	Tuesday	Human Rights Day
7 April	Friday	Good Friday
10 April	Monday	Family Day
27 April	Thursday	Freedom Day
1 May	Monday	Workers’ Day
16 June	Friday	Youth Day

School Holidays: Inland

2022	
Closed	Open
	18 July
3 October	10 October
15 December	
2023	
	11 January
17 March	5 April
24 June	