

STANDARD OPERATING PROCEDURE (SOP)

PREPARATION OF COUNCIL AND COUNCIL COMMITTEE MEETINGS

MANGAUNG METROPOLITAN MUNICIPALITY
Directorate: Corporate Services
Sub-Directorate: Committee Services

JULY 2025 – JUNE 2026


APPROVED BY COUNCIL:	30 JUNE 2025
COUNCIL RESOLUTION NUMBER:	112.1 – 30/06/2025
SIGNED BY HOD: CORPORATE SERVICES	

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1. PURPOSE

The Standard operating procedure has been formulated to provide uniform appropriate and adequate guidelines in preparation for council and council committee meetings.

This standard operating procedure must be read in conjunction with the Standing Rules and Orders and other relevant regulations.

2. LEGISLATIVE FRAMEWORK

The type of procedure determines the flow of information and submission by directorates. It should also be noted that in terms of the provision of the Constitution, Structures Act and Municipal Systems Act it is the duty of the City to exercise its legislative or executive authority by administering and regulating its internal affairs and the local government affairs of the local community to effective the performance of its structures.

i. The Constitution:

"160 (6) A municipal council may make By-laws which prescribe rules and orders for:

- (a) Its internal arrangements;*
- (b) Its business and proceeding.*
- (c) The establishment, composition, procedures ,powers and functions of its committees".*

ii. Municipal Systems Act:

"(8)(1) A municipality, has all the functions and powers conferred by or assigned to it in terms of the constitution, and must exercise them subject to chapter 5 of the Municipal Structures Act.

- (2) A municipality has the right to do anything reasonably necessary for, on incidental to, the effective performance of its functions and (The exercise of its power)"*

iii. Municipal Structures Act 117 of 1998 as amended:

"(18)(2) A municipal council must meet at least quarterly.

iv. **Standing Rules and Orders By-Law:**

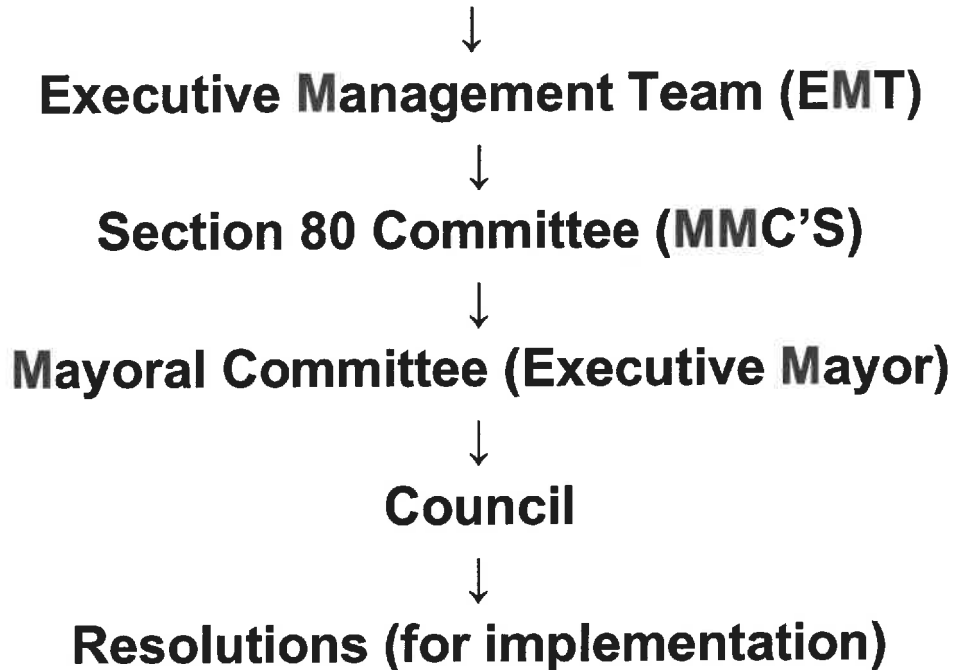
Standing rules and orders By-law does not provide direction on how procedure to be followed, but rather providing guidelines on time frames for the service of notices.

3. **SUBMISSION OF REPORTS**

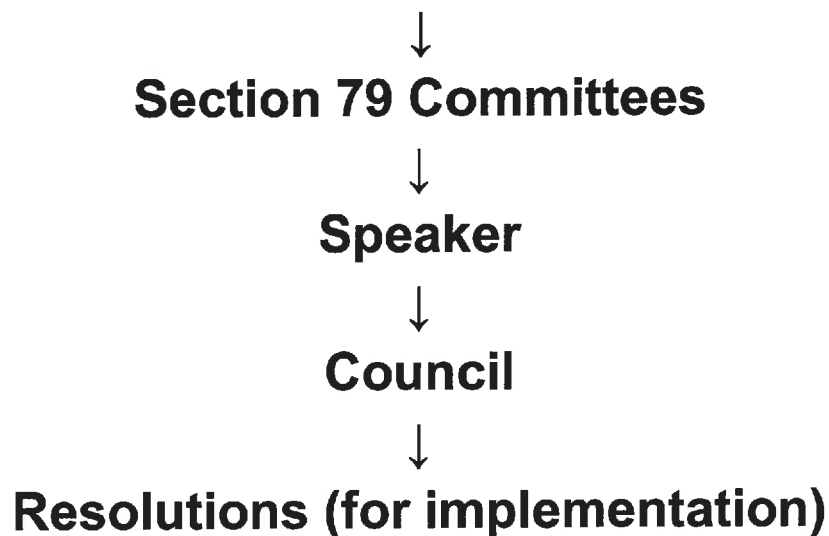
- a) All directorates must submit reports in preparation of all council and council committees (such as) Section 79 Committees, Section 80 Committees, Mayoral Committee, Council etc, and must reach Committee Services **at least five (5) working days** before a notice of the meeting can be send out to a particular Committee.
- i. Documents must be well prepared with clear recommendations and must be **signed** by all relevant authorities.
- ii. Each Directorate should submit its report(s)/item(s) to Committee Services at **least five (5) working days prior** the issuing of notices of any committee meeting.
- iii. Upon receipt of the reports, Committee Services Sub- Directorate must prepare a draft agenda and send it out to the City Manager/Speaker for signatures.
- iv. Once the City Manager/Speaker have signed the agenda with reports, Committee Services will generate (printing) and circulate copies to the relevant committee members/council members electronically (in terms of Rule 5.1 or 6.1 or 8 of the Standing Rules and Orders).
- v. Committee Services is not responsible to verify the completeness of any reports/documents as outlined under point *i.* and *ii.* above.
- vi. Any reports/documents submitted after the closing date as outlined under point *ii.* above will not be accepted for the next ensuing meeting.

4. **SUMMARY OF PROCESS FLOW OF ITEMS/REPORTS**

A. Line Department



B. Office of the Speaker



COUNCIL MEETINGS
2025/26 FINANCIAL YEAR

MONTH	DATE	TYPE OF MEETING
2025/26 FINANCIAL YEAR: 2025		
JULY	24 July 2025	Ordinary meeting Compliance (4 th Quarter 2024/25 Reports)
AUGUST	28 August 2025	Special meeting AFS and IDP Budget Process Plan
SEPTEMBER		
OCTOBER	23 October 2025	Ordinary meeting Compliance (1 st Quarter 2025/26 Reports)
NOVEMBER		
DECEMBER	12 December 2025	Special meeting
2025/26 FINANCIAL YEAR: 2026		
JANUARY	29 January 2026	Ordinary meeting Compliance (2 nd Quarter and Mid Term 2025/26 Reports) Noting of Annual Report 2024/25
FEBRUARY	26 February 2026	Special meeting Adjustment Budget
MARCH	26 March 2026	Special meeting Noting of the Draft IDP and MTREF (Budget) 2026/27
APRIL	30 April 2026	Ordinary meeting Compliance (3 rd Quarter 2025/26 Reports)
MAY	15 May 2026	Budget Conference
	28 May 2026	Special meeting Adoption of the IDP and MTREF (budget) 2026/27
JUNE		

MAYORAL COMMITTEE MEETINGS
2025/26 FINANCIAL YEAR

MONTH	DATE	TYPE OF MEETING
2025/26 FINANCIAL YEAR: 2025		
JULY	16 July 2025	Ordinary meeting Compliance (4 th Quarter 2024/25 Reports)
AUGUST	20 August 2025	Special meeting AFS and IDP Budget Process Plan
SEPTEMBER	17 September 2025	Special meeting
OCTOBER	15 October 2025	Ordinary meeting Compliance (1 st Quarter 2025/26 Reports)
NOVEMBER	19 November 2025	Special meeting
DECEMBER	8 May 2025	Special meeting
2025/26 FINANCIAL YEAR: 2026		
JANUARY	21 January 2026	Ordinary meeting Compliance (2 nd Quarter and Mid Term 2025/26 Reports) Noting of Annual Report 2024/25
FEBRUARY	18 February 2026	Special meeting Adjustment Budget
MARCH	18 March 2026	Special meeting Noting of the Draft IDP and MTREF (Budget) 2026/27
APRIL	22 April 2026	Ordinary meeting Compliance (3 rd Quarter 2025/26 Reports)
MAY	20 May 2026	Special meeting Adoption of the IDP and MTREF (budget) 2026/27
JUNE		

Ref: MS X QILO
Ext: 8605/8514
Date: 1 JULY 2025

COUNCIL 112.1 – 30/06/2025

**THE CITY MANAGER
THE HOD: CORPORATE SERVICES
THE HEAD OFFICE OF THE SPEAKER**

**ANNUAL SCHEDULE OF MEETINGS AND STANDARD OPERATING PROCEDURE OF
THE MANGAUNG METROPOLITAN MUNICIPALITY FOR THE 2025/ 2026 FINANCIAL
YEAR (JULY 2025 – JUNE 2026)**

I wish to inform you that the abovementioned report was considered and approved by Council at the meeting held on **Monday, 30 June 2025** as follows:

RESOLVED

- (a) That Council approved the schedule of Council meetings and the standard operating procedure of the Mangaung Metropolitan Municipal Council for the 2025/2026 financial year (July 2025 to June 2026).
- (b) That Council took note that both the approved schedule of meetings and standard operating procedure will be uploaded on the municipal website of the Mangaung Metropolitan Municipality.
- (c) That Councillors and administration must diarize the dates as per the schedule attached to the report.

The matter is therefore conveyed for your urgent attention and execution.


CITY MANAGER
MR SELLO MORE


DATE:


SPEAKER OF COUNCIL
CLLR BONGANI LAWRENCE MATHAE


DATE:

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- RECORDS MANAGEMENT UNIT

**ANNUAL SCHEDULE OF MEETINGS AND STANDARD OPERATING PROCEDURE OF
THE MANGAUNG METROPOLITAN MUNICIPALITY FOR THE 2025/ 2026 FINANCIAL
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