

STANDARD OPERATING PROCEDURE – AGENDA COMPILATION FOR COUNCIL AND COMMITTEE MEETINGS

Document No: Admin/Committees/COM001	Title: Procedures for Agenda Compilation for Council and Committee Meetings	Effective Date: 1st July 2022
Revision No: 01	Prepared By: M Rossouw (Manager: Administration and Auxiliary Services)	Date Prepared: 1st June 2022
Standards: Standing Rules of Order	Approved By: Director: Corporate Services Approved By: The Municipal Manager Approved By: Council	Date Approved: 8 June 2022 Date Approved: [Date] Date Approved: 29 June 2022

No.	Procedure	Responsible Person	Frequency
1.	Procedure for Submission of Items/Reports by Directorates for Council & Mayoral Committee Meetings:		
	1.1 A Deadline notice requesting submission of items is distributed 7 days before the closing date for the compilation of Council and Mayoral Committee Meetings	Committee Clerk	As per approved Council Calendar deadline notice date
	1.2 By the closing date of submission, completed items from Directorates are to be submitted to Committee Services by the Author of the item, Personal Assistant/Office Administrators or the relevant person in a department delegated with the responsibility to do so Completed Item Means: <ul style="list-style-type: none"> • Correct format and layout as per Annexure A • Correct font and size • All annexures labelled and attached • Contains signatures of the author, Head of Dept(HOD) and Municipal Manager • Contains comments of the respective HOD where the item originates and HOD's of all other departments (This is to ensure that all departments give their inputs especially on cross cutting matters) 	Author of item/Personal Assistant/Office Administrators	As per approved Council Calendar closing date

No.	Procedure	Responsible Person	Frequency
	<ul style="list-style-type: none"> Must contain the comments of the Municipal Manager Financial, legal and other implications 		
1.3	All items must be submitted by 16h00 on the closing date. Items submitted after the closing date will not be accepted	Author of item/Personal Assistant/Office Administrators	As per approved Council Calendar closing date by 16h00
1.4	In case of extreme emergency, written approval for submission of late items must be obtained from the Speaker for Council items and the Executive Mayor for Mayoral Committee items, based on a strong motivation as why such item should be considered for approval.	Speaker / Mayor	When required
2.	<p>2.1 Committee Services will compile the draft agenda and the following process is followed:</p> <ul style="list-style-type: none"> Committee Clerk compiles Agenda within 24 hours of receipt of items. Committee Officer to proof read draft Agenda within 8 hours of receipt. Manager Administration & Auxiliary Services does 1st level quality check of draft Agenda within 8 hours of receipt. Director: Corporate Services performs final quality check of draft Agenda within 8 hours of receipt. The draft agenda is then sent to the Speaker to verify Agenda of Council and to the Mayor in the case of the Mayoral Committee Agenda within 8 hours of receipt. The draft agenda is then sent back to the Committee Clerk and within 8 hours of receipt of the draft agenda, attends to final editing of the draft agenda and distributes to members accordingly. Distribution to take place 7 days before the meeting. 	<p>Committee Clerk</p> <p>Committee Clerk</p> <p>Committee Officer</p> <p>Manager Administration and Auxiliary Services</p> <p>Director: Corporate Services</p> <p>Speaker & Executive Mayor</p> <p>Committee Clerk</p>	<p></p> <p></p> <p></p> <p>Within a 7-day turn-around time</p>
3.	3.1 The following email addresses have been created for the submission of items. Items not submitted to the correct email address will not be accepted:	Author of item/Personal Assistant/Office Administrators	

No.	Procedure	Responsible Person	Frequency
	<ul style="list-style-type: none"> council@kouga.gov.za (Council items) mayoral@kouga.gov.za (Mayoral items) 		
4.	<p>Procedure for Submission of Items/Reports by Directorates for Portfolio and other Committee Meetings:</p> <p>4.1 A Deadline notice requesting submission of items is distributed 7 days before the closing date for the compilation of Portfolio and other Committee Meetings.</p> <p>4.2 By the closing date of submission, completed items from Directorates are to be submitted to Committee Services by the Author of the item, Personal Assistant/Office Administrators or the relevant person in a department delegated with the responsibility to do so.</p> <p>4.3 All items from departments are to be sent in a single email and not separately.</p> <p>4.4 All items are to be submitted in the item sequence preferred by the Directorate.</p> <p>Completed Item Means:</p> <ul style="list-style-type: none"> Correct format and layout as per Annexure A Correct font and size All annexures labelled and attached Contains signatures of the author, Head of Dept(HOD),Municipal Manager and Portfolio/Committee Chairperson Contains comments of the respective HOD where the item originates and HOD's of all other departments (This is to ensure that all departments give their inputs especially on cross cutting matters) Must contain the comments of the Municipal Manager Financial, legal and other implications <p>4.5 All items must be submitted by 16h00 on the closing date. Items submitted after the closing date will not be accepted</p> <p>4.6 In case of extreme emergency, written approval for submission of late items must be obtained from the Chairperson of the Committee and the Director: Corporate Services, based on a</p>	<p>Committee Clerk</p> <p>Author of item/Personal Assistant/Office Administrators</p> <p>Author of item/Personal Assistant/Office Administrators</p> <p>Chairperson of Committee and Director:</p>	<p>As per approved Council Calendar deadline notice date</p> <p>As per approved Council Calendar closing date</p> <p>As per approved Council Calendar closing date by 16h00</p> <p>When required</p>

No.	Procedure	Responsible Person	Frequency
	strong motivation as why such item should be considered for approval.	Corporate Services	
5.	5.1 Committee Services will compile the draft agenda and the following process is followed:	Committee Clerk	Within a 7-day turn-around time
	<ul style="list-style-type: none"> Committee Clerk compiles Agenda within 24 hours of receipt of items 	Committee Clerk	
	<ul style="list-style-type: none"> Committee Officer to proof read draft Agenda within 8 hours of receipt 	Committee Officer	
	<ul style="list-style-type: none"> Manager Administration & Auxiliary Services does 1st level quality check of draft Agenda within 8 hours of receipt. 	Manager Administration and Auxiliary Services	
	<ul style="list-style-type: none"> Director: Corporate Services performs final quality check of draft Agenda within 8 hours of receipt. 	Director: Corporate Services	
	<ul style="list-style-type: none"> The draft agenda is then sent to the Chairperson to verify Agenda within 8 hours of receipt. 	Chairperson of Committee	
6.	6.1 The following email addresses have been created for the submission of items. Items not submitted to the correct email address will not be accepted:	Author of item/Personal Assistant/Office Administrators	
	<ul style="list-style-type: none"> Corporate Services Portfolio Committee Meeting - psetlai@kouga.gov.za, cc – nzode@kouga.gov.za M&E Portfolio Committee Meeting – psetlai@kouga.gov.za, cc - nzode@kouga.gov.za Finance Portfolio Committee Meeting - nmazibuko@kouga.gov.za, cc – nzode@kouga.gov.za Community Services Portfolio Committee Meeting - psetlai@kouga.gov.za, cc – nzode@kouga.gov.za 		

No.	Procedure	Responsible Person	Frequency
	<ul style="list-style-type: none"> • PDT Portfolio Committee Meeting - nmazibuko@kouga.gov.za, cc – nzode@kouga.gov.za • I&E Portfolio Committee Meeting - nmazibuko@kouga.gov.za, cc – nzode@kouga.gov.za • KAC – nmazibuko@kouga.gov.za, cc - nzode@kouga.gov.za • MPAC – psetlai@kouga.gov.za, cc nzode@kouga.gov.za • Policy Workshop – nmazibuko@kouga.gov.za, cc – nzode@kouga.gov.za • Rules and Ethics Committee – nmazibuko@kouga.gov.za, cc- nzode@kouga.gov.za • Other Meetings - As indicated in notice of meeting 		
7.	<p>Time Management: Approved Scheduled Meetings:</p> <p>7.1 All Council and Committee meetings are approved by a Council resolution with the commencement of the ensuing Financial Year for preplanning of meetings.</p>	Municipal Council	Annually
	<p>7.2 Approved Council and Committee meetings are reflected on the Institutional Calendar on Outlook which is managed by Administration: Committee Services and accessible to employees</p>	Manager Administration & Auxiliary Services / ICT Department	Weekly
	<p>7.3 Time management of approved Council and Committee meetings are reflected on the Institutional Calendar indicating the distribution of deadline notices, closing date for submission of reports/items with the distribution date of Council and Committee agendas which is within 7 days of such meeting.</p>	Manager Administration & Auxiliary Services	



C DU PLESSIS
MUNICIPAL MANAGER

Supporting Documents & Records:

Supporting Document Name	Supporting Document Number
Annexure A - Format and Layout of Items	001

ANNEXURE A

KOUGA MUNICIPALITY (EC 108)

RELEVANT MEETING
i.e. PORTFOLIO COMMITTEE MEETING

RELEVANT DIRECTORATE
i.e. CORPORATE SERVICES

DATE: DATE OF MEETING
i.e. 28 JANUARY 2021

ITEM NO: YR/MONTH/DIRECTORATE
i.e. 21/01/CORP1

HEADING OF ITEM

1. Introduction

2. Background

3. Comments by the Directorates

4. Financial implications

5. Legal implications

6. Other implications

7. Recommendation

7.1 That

7.2 That

7.3 That

Comments by Directorates needs to be added, if no comment, this needs to be indicated as "none"
Financial, Legal Implications and other Implication – the above same rule applies

NO ROMAN NUMBERING TO BE USED

Item prepared by :

Item approved by :

Item endorsed by :

Item noted by the Portfolio Chairperson

Maintain consistency in ALL items with regards signatures

The Municipal Manager