



MEETING MINUTES

Subject: Communication **Venue:** Boardroom 623
Services Directorate
Monthly Meeting

Date: 16 February 2026 **Time:** 09H00

Chairperson: Dr. Razwiedani KC **Secretary** Ms. Ramadhia MJ

ITEM NO.	DELIBERATIONS AND RESOLUTIONS	RESPONSIBLE PERSON
1. Opening and Welcome Remarks	<ul style="list-style-type: none">The chairperson commenced the meeting, extending a warm welcome to all attendees.	Chairperson
2. Attendance Register and Apologies	<ul style="list-style-type: none">A roll call was circulated, with apologies noted as follows:Mr. Makgaba S. C running late.Ms. Maremane P.S running late	All
3. Correction and adoption of the previous minutes	<ul style="list-style-type: none">The minutes were read, corrected, and proposed for adoption, with the motion seconded by Mr. Mothapo NJ	All
4. Matter arising from the previous minutes	<p>4.1 Marketing and Outreach programme's plan and update</p> <ul style="list-style-type: none">Submission of PPE's update will be made in the new financial year before the end of April 2026The Military Veteran's workshop will take place on the 26 February 2026, and the venue will be in the Polokwane Area.Supply Chain Management is currently in the	Dr. Razwiedani KC

	<ul style="list-style-type: none"> • process of procuring promotional materials, we are also expecting the attendance of the Minister of Military Veterans and Human Settlements. • The memo for branding was approved and the design had been sent to the service provider. <p>4.2 The Secretary moved for the adoption of the minutes, and the motion was seconded by Mr. Matlala CM</p>	
5. Feedback from other structures	<p>Feedback From Other Structures:</p> <ul style="list-style-type: none"> • Chief Director indicated that the budget allocated for translation services was withdrawn, as it was unlikely to be committed within the required timeframe but during the allocation process the funds were later returned. • Colleagues were requested to facilitate the signage of all District offices and Traditional Affairs. • Memo for the door name tag had been approved, including the memo to procure Speaker and Mascots. 	Ms. Baloyi ST
6. Marketing and Outreach Programme's Plans and Updates	<p>6.1 Recent and Upcoming Events:</p> <ul style="list-style-type: none"> • The Funeral service of Kgoshi Maja Ditsepu Cecil took place on the 14 February 2026 at Ga-Maja, Capricorn District • Handing over of the title deeds will take place on the 25 of February 2026 at Modimolle. • The Funeral of Hosi Dr. Nwamitwa Tinyiko Lwandlamuni will take place on the 22 February 2026 at Tzaneen, Mopani District. • Collogues will attend SALGA in Cape Town from 25-27 of February 2026 	Dr. Razwiedani K

	<ul style="list-style-type: none"> Regarding the Swearing-in ceremony of the Traditional Leader Council, colleagues were advised that only two ceremonies should be attended. 	
6.2 Internal Communication Plans and Updates	<p>6.2 Internal Communication</p> <ul style="list-style-type: none"> The policy on communication, Language and social media was submitted to Research for signing off. On Translation Services, we received two documents from the department of Sport, Arts and Culture, the previous year's budget speech in Sepedi and the services standard in isiNdebele. Local Government Elections were consolidated, the report for January was compiled and submitted. 	Mr. Rasodi LW
6.3 Media and Content Management Plans and Updates	<p>6.3 Media Content:</p> <ul style="list-style-type: none"> Collogues had submitted their draft budget speech, still waiting for inputs. the newsletter was still being worked on, and the article had been completed and was awaiting design. 	Mr. Matlala
7. Budget and Expenditure Updates	<p>7. Budget and Expenditure Updates:</p> <ul style="list-style-type: none"> Budget for marketing was still outstanding 	Ms. Mdluli M
8. Closure	<ul style="list-style-type: none"> The meeting was officially closed. The next meeting was scheduled for 30 March 2026, and the chairperson would be Mr. Rasodi LW. 	Chairperson

Minutes Approved/Not Approved:

Secretary

Date:

Chairperson

Date:

Director

Date:

AGENDA COMMUNICATION SERVICES MEETING

Date: 30 March 2026 Venue : Office 623, Hansa Towers Building Time: 9h00

ITEM No.	DESCRIPTION	RESPONSIBLE
1.	Opening and Welcome remarks	Chairperson
2.	Attendance Register and Apologies	All
3.	Correction of the previous minute	All
4.	Adoption of the previous minutes	All
5.	Matter arising from the previous minutes	All
6.	Feedback from other structures	Director
5.1	Marketing and outreach programmes plan and updates	Marketing and Outreach Programme Sub-Directorate
5.2	Internal communication plans and updates	Internal Communication Sub-Directorate
5.3	Media and content management plans and updates	Media and Content Management Sub-Directorate
6.	Budget and expenditure updates	Ms Mdluli M
7.	Any other matters	All
9.	Closure	Chairperson