



The GTM GREATER TUBATSE MUNICIPALITY

South Africa's first democratic platinum city



To : Director Corporate Services
Cc : Office of Municipal Manager
From : Mayor's Office
Date : December 12, 2012
Subject : Mayor and Executive Committee Members 'Ceremonial & Service Delivery Programme

Activity	Date	Time	Venue	Enabler	Enablers Activity
Back to school Campaign	9-11/01/2013	08H00-12h00	Selected school as per their performance	Manager Office Bearers	Develop programme based on identified school
Projects visit	13/03/2013	09h00-14h00	Wards:03,04;05;07;08;12 & 25	*Manager PMU *Manager Public Office Beares	*Provide technical support
Magoshi & Community groups meeting	14/02/2013	11h00	Ward:31,Kalkfontein	*Managers: Public Office Bearers, Communication, PMU, Public Participation	*Invite stakeholders *Provide technical support
Career Exhibition	15/02/2013	09h00-14h00	Maroga Community Hall	*Manager Public Office Bearer *Manager Communications	*Distribution of branding materials
Wards Youth Forums' Summit	16-17 Feb-2013	09h00-14h00	Clustered Wards	Units: Public Office Bearers, LED, Communication & Public Participation	Provide technical support as well as other basic logistics
Wards Youth Forums' Summit	23-24 Feb-2013	09h00-14h00	Clustered Wards	Units: Public Office Bearers, LED, Communication & Public Participation	Provide technical support as well as other basic logistics

Address:

Corner Kort and Eddie Sedibe Streets
P O Box 206, Burgersfort, 1150
Tel: (013) 231 7815
Fax: (013) 231 7467

Activity	Date	Time	Venue	Enabler	Enablers Activity
Meeting with Magoshi & Community groups	19/02/2013	10H00-13H00	Ward: 28	Units: Public Office Bearers, LED, Public Participation, PMU & Communications	Provide technical support
Houses hand over	20/02/2013	09h00-14h00	Wards 16, 18 & 23	Units: Public Office Bearers, Communications, Public Participations & SCM	*Provide event check list *Advert to electronic and print media *Procure required services
Magoshi and Community Groups meetings	21/02/2013	10h00-14h00	Ward: 24	Units: Public Office Bearers, Public Participation, PMU & LED	Provide technical support
Mayor meeting full time Councilors	25/02/2013	08h30-09h30	3 rd Floor Boardroom	Unit :Public Office Bearers	Provide secretariat support
Projects visit	27/02/2013	09h00-14h00	Wards: 13, 18, 20 & 31	Units :Public Office Bearers, PMU, Communication, Public Participation	Provide technical support & other basic logistics
Exco Outreach	28/02/2013	09h00-16h00	Wards: 09, 14 & 15 (Mmutlane Clinic)	Units: Public Office Bearers, PMU, Public Participation, Communication	*Establish event management team *Gather info about the wards *Provide technical support * Arrange adverts and interviews

Activity	Date	Time	Venue	Enabler	Enablers Activity
Wards Youth Forum summits continue	02-03 Mar-2013	09h00	C.N.Phatudi FET Campus & Old Municipal Chamber	Units: Public Office Bearers, Communication, LED & Public Participation	Provide technical support as well as other basic logistics
Magoshi and Community Groups meeting	05 Mar-2013	10h00-13h00	Mapodile Offices	Units: Public Office Bearers, Public Participations, LED & PMU	Provide technical support
Projects visit	06 Mar-2013	10h00-14h00	EPWP/CWP Projects	Units: Public Office Bearers, Public Participation, LED & PMU	*Identify wards with EPWP/CWP projects(wards already visited to be excluded) *provide technical support
Magoshi cluster meetings	12 Mar-2013	10h00-13h00	Dilokong Cluster-Marula Mine(Wards:03,08; 10 & 17)	Units: Public Office Bearers, Communication, Public Participation, LED & PMU	Provide technical support and other basic logistics
Projects visit	13 Mar-2013	10h00-14h00	EPWP/CWP Projects	Units: Public Office Bearers, PMU, LED, Public Participation & Communication	Provide technical support and other basic logistics
Magoshi Cluster meeting	14 Mar-2013	10h00-13h00	Praktiseer Cluster-GTM Offices Praktiseer	Units: Public Office Bearers, PMU, LED, Public Participation & Communication	Provide technical support & other basic logistics
Mayor meeting with Full time Councilors	15 Mar-2013	10h00-12h00	3 RD Floor Boardroom	Unit: Public Office Bearers	Provide secretariat support and other basic logistics
Mayor meeting with Special Programme Committee	18 Mar-2013	11h00-13h00	Municipal Chamber	Unit: Public Office Bearers	Provide technical support and other basic logistics
Exco Outreach	26 MAR-2013	10h00-15h00	Motlolo: (Wards:21.11 &17)		