

## TEAM MEETING MINUTES 17 JULY 2015

- 1 Meeting Started** 10h00
- 2 Staff Present**
  - Andrew September (Secretary)
  - Dr. Errol Myburg (CEO)
  - Zwelibanzi Shiceka (ADPS)
  - Ronny Nyuka
  - Jonathan Windvogel
  - Katherine Robinson
  - Heidi Boise
- 3 Visitors**
- 4 Apologies**
  - Waseefa Dhansay
  - Jenna Lavin (Acting DD)
  - Guy Thomas
- 5 Matters Arising/Administration Matters**
  - 5.1 Whatsapp Group** AS suggested that a whatsapp group to be created for all officers. HOMS was general agreement on the group creation.
  - 5.2 HIMS Report Back** EM noted that case officers need to test HIMS for feedback.
  - 5.3 Programs for case officer PC** KR was concerned about not being accessed to essential programs on case officers' PC. KR suggested that a letter to be drafted to IT for all the programs that's needed.
  - 5.5 Printer and Scanner** EM reported back on the status of the printer. EM suggested that HWC make an application to deal with the quality of photocopy machine.
  - 5.6 Heritage Month** ZS reported back on the meeting had on heritage month.
  - 5.7 Stationery** HOMS suggested to order paper CD envelopes, stickers and permanent CD markers
  - 5.8 The transfer of Ronny Nyuka's cases** ZS noted that once RN leaves; case officers will divide his remaining cases to lessen ZS workload.
  - 5.9 Staff (Vacant Posts)** ZS and EM reported back on the status of vacant posts.

## **5.1 Decisions taken by HOMS**

A concern was raised in relation to a decision taken in HOMS meeting on the 03 July 2015. Decision taken need to be adhered to as they are binding to everyone. If any officer has a concern with reasons and physical evidence to defend your argument, table it at the next meeting.

## **9 Closing**

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**Mr. Zwelibanzi Shiceka**  
**Assisant Director: Professional**  
**Services (HWC)**

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**Dr. Errol Myburg**  
**Acting Chief Executive Officer (HWC)**