

TEAM MEETING MINUTES 10 JULY 2015

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| 1 Meeting Started | 9h00 |
| 2 Staff Present | |
| Andrew September | Jonathan Windvogel |
| Dr. Errol Myburg (CEO) | Katherine Robinson |
| Waseefa Dhansay | Jenna Lavin (Acting DD) |
| Heidi Boise | Ronny Nyuka |
| Ameerha Peters | |
| 3 Visitors | |
| Chris Snelling | |
| 4 Apologies | |
| Guy Thomas | Zwelibanzi Shiceka (ADPS) |
| 5 Matters Arising/Administration Matters | |
| 5.1 Application Check list | KR to amend Annexure A section of checklist to state both Title deed and power of attorney and make sure Annexure A correctly filled in. KR to sit with Ameerah Peters when she next has meeting with admin staff to explain new list |
| 5.2 Professionalism | Dr Myburg - organised meeting for next week Friday on professionalism. |
| 5.3 Driving councils members with GG | No recommended or encouraged Dr Myburg and JL |
| 5.4 Noise level | Request been made that all staff please reduce noise to a respectable level WD |
| 5.5 Letter for scanning at transport | Dr Myburg - organised, this will allow for team members to scan large scale plans |
| 5.6 DHF Correspondence | RN was concerned on the general commenting process of DHF. |
| 5.7 Re - letters | PM still working on this. |
| 5.8 Interruptions of HOMS meeting by questions from public at front desk | Dr Myburg has stated that all officers advise applicants that they will not be able to answer questions regarding applications during team meetings - was suggested that we allocate a time from between 09:00 - 12:00 for this to be enforced |
| 6 Team Decisions | See Case Allocation |
| 7 Recommendations for Committees | See Case Allocation |
| 8 Adoption of Minutes | Team Minutes from 03 July 2015 approved |
| 9 Closing | |

Mr. Zwelibanzi Shiceka

Dr. Errol Myburg

Assisant Director: Professional Services
(HWC)

Acting Chief Executive Officer (HWC)

