



**Bitou Local Municipality**  
**Bitou Plaaslike Munisipaliteit**  
**Umasipala WeBitou**

# **Agenda**

## **SPECIAL MUNICIPAL COUNCIL MEETING**

Venue: Council Chambers, Municipal Offices,  
Sewell Street, Plettenberg Bay

**DATE: 9 MAY 2022**

**Time: 9h00**

## **BITOU LOCAL MUNICIPALITY**

4 May 2022

The Executive Mayor  
Councillors  
Municipal Manager and Directors

### **SPECIAL COUNCIL MEETING: MONDAY, 9 MAY 2022 AT 9H00**

**NOTICE** is hereby given that a Special Council Meeting will be held in the Council Chambers, Municipal Offices, Plettenberg Bay on **MONDAY, 09 MAY 2022 AT 9H00** to discuss the business set forth in the Agenda.

Yours faithfully



**C N J TERBLANCHE**  
**SPEAKER OF COUNCIL**

### **Constitution of the Council**

The Speaker, Councillor C N J Terblanche  
The Executive Mayor, Councillor D J Swart

Councillor M A M Botha  
Councillor M P Busakwe  
Councillor S E Gcabayi  
Councillor J N Kamkam  
Councillor N P Kolwapi  
Councillor S A Mangxaba  
Councillor T Mhlana  
Councillor N Ndayi  
Councillor W J Nel  
Councillor A R Olivier  
Councillor N T Seti



# **Bitou Local Municipality**

## **Special Council Meeting**

**9 May 2022**

**Time: 9h00**

### **Order of Business**

**1. OPENING**

**2. ATTENDANCE**

The attendance registers of members of the Municipal Council, Officials will be circulated for signature.

**3. APPLICATION FOR LEAVE OF ABSENCE**

Application for leave of absence, if necessary, will be considered.

**4. DECLARATION OF INTERESTS**

Disclosure of interest by Councillors

**5. CONFIRMATION OF MINUTES FOR PREVIOUS MEETINGS (OPEN)**

No minutes for confirmation. Minutes to be confirm at the Ordinary Council Meeting on 31 May 2022.

**6. STATEMENTS AND COMMUNICATIONS BY:**

6.1. The Executive Mayor

6.2. The Speaker



**7. PRESENTATIONS**

None

**8. ITEMS FOR INFORMATION, WHICH HAVE BEEN DEALT WITH BY THE EXECUTIVE MAYOR IN TERMS OF DELEGATED AUTHORITY**

None

**9. NOTING OF OUTSTANDING / PARTIALLY IMPLEMENTED COUNCIL RESOLUTIONS**

None

**10. CONSIDERATION OF REPORTS (NON- DELEGATED MATTERS)**

Items for consideration: Schedule of Items attached.

**11. URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER**

None received

**12. CONSIDERATION OF NOTICES OF MOTION**

None received

**13. CONSIDERATION OF NOTICES OF QUESTION**

None received

**14. CONSIDERATION OF MOTIONS OF EXIGENCY**

None received



**15. IN-COMMITTEE MATTERS**

No In-Committee matters for consideration

**16. RECORDING OF COUNCILLORS PRESENT**

**17. CLOSURE**

## **10. CONSIDERATION OF REPORTS (NON-DELEGATED MATTERS)**

<p style="text-align: center;">PORTFOLIO INDEX</p> <p style="text-align: center;">CONSIDERATION OF REPORTS</p> <p style="text-align: center;"><b>SPECIAL COUNCIL (OPEN) MEETING</b></p> <p style="text-align: center;"><b>9 MAY 2022</b></p>			
<b>SECTION 1: OFFICE OF THE MUNICIPAL MANAGER</b>			
ITEM NO	SUBJECT	FILE REF	PAGE NO
C/1/51/05/22	DECLARATION OF VACANCY, APPROVAL OF SELECTION AND RECRUITMENT PROCESS FOR THE FILLING OF POSITION OF DIRECTOR COMMUNITY SERVICES	4/3/5/1/6	9 - 11
C/1/52/05/22	RESIGNATION OF THE DIRECTOR FINANCIAL SERVICES AND EARLY RELEASE FROM DUTIES: MR M DYUSHU	4/3/5/1/2	12 - 14
C/1/53/05/22	DECLARATION OF VACANCY, APPROVAL OF SELECTION AND RECRUITMENT PROCESS FOR THE FILLING OF POSITION OF DIRECTOR FINANCIAL SERVICES (CHIEF FINANCIAL OFFICER – CFO)	4/3/5/1/2	15 - 17
<b>SECTION 2: FINANCE</b>			
ITEM NO	SUBJECT	FILE REF	PAGE NO
	No Items for consideration		
<b>SECTION 3: CORPORATE SERVICES</b>			
ITEM NO	SUBJECT	FILE REF	PAGE NO
C/3/35/05/22	REVIEW OF NOMINATIONS OF COUNCIL REPRESENTATIVE TO SALGA PROVINCIAL WORKING GROUPS	12/2/1/3/1	19 - 42
<b>SECTION 4: COMMUNITY SERVICES</b>			
ITEM NO	SUBJECT	FILE REF	PAGE NO
	No Items for consideration		
<b>SECTION 5: ENGINEERING SERVICES</b>			
ITEM NO	SUBJECT	FILE REF	PAGE NO
	No Items for consideration		
<b>SECTION 6: ECONOMIC DEVELOPMENT &amp; PLANNING</b>			
ITEM NO	SUBJECT	FILE REF	PAGE NO
	No Items for consideration		

**SECTION 1**

**OFFICE OF THE MUNICIPAL  
MANAGER**



ITEM C/1/51/05/22

**DECLARATION OF VACANCY, APPROVAL OF SELECTION AND RECRUITMENT PROCESS FOR THE FILLING OF POSITION OF DIRECTOR COMMUNITY SERVICES**

**Portfolio Comm.**  
**File Ref:**

**Finance and Corporate**  
**4/3/5/1**

**Delegation:** Council

**Report from:** Municipal Manager

**Author:** Manager: Human Resources Administration

**Date:** 04 May 2022

**Purpose of the report**

The purpose of this report is to seek Council's approval to;

1. **Declare a vacancy** for the position of Director Community Services.
2. Obtain approval regarding the **contractual term of appointment**.
3. Obtain **approval for the recruitment and selection process** for the filling of the vacancy as prescribed in the Municipal Systems Act.

**Background**

The Director Community Services, Mr. Thozamile Sompani passed away on Tuesday, 26 April 2022, thus the position of Director Community Services became vacant on even date.

The filling of this key vacancy is critical to the effective functioning of the Directorate Community Services.

Section 56(1) (a) of the Local Government Municipal Systems Act, 32 of 2000 states that the municipal council after consultation with the municipal manager must appoint a manager directly accountable to the municipal manager.

The appointment of senior managers are regulated by Regulation 3 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, No. 37245 dated 17 January 2014.

The recruitment, selection and appointment of senior managers must take place in accordance with the municipal systems act and procedures contemplated in section 67 of the Act.

Regulation 7 (1) of the regulations stipulates that when a senior manager post becomes vacant, **or is due to become vacant**, the municipal manager in the case of a manager directly accountable to the municipal manager, must, upon receipt of official notification that the post

## Section 1: Office of the Municipal Manager

of a senior manager will become vacant, obtain approval from the municipal council for the filling of such vacant post in its next council meeting or as soon as it is reasonable possible to do so.

Notwithstanding the aforementioned sub regulation, the Speaker may convene a special meeting to obtain Council approval for the filling of a senior manager post.

Regulation 12 (4) of the Regulations specify that the selection panel for the appointment of a manager directly accountable to a municipal manager must consist of at least three and not more than five members; constituted as follows;

- (a) **The Municipal Manager who will be the chairperson;**
- (b) **A member of the Mayoral Committee or Councillor who is the portfolio head of the relevant portfolio; and**
- (c) **At least one other person; who is not a Councillor or a staff member of the municipality, and who has the expertise or experience in the area of the advertised post.**

### **Timeframes for the Selection Process**

<b>ACTIVITY</b>	<b>DATE</b>
Advertising for position of Director Community Services <i>(minimum of 14 days from the date of advertisement appearing and not more than 30 days)</i>	15 May 2022
Closing Date	14 June 2022
Shortlisting (within 30 days of closing of advert)	30 June 2022
Screening and competency assessments (within 21 days of shortlisting)	13 – 15 July 2022
Interviews (within 21 days of screening)	21 July 2022
Outcome report tabled in Council	28 July 2022
Successful candidate report for duty	01 September 2022

### **Financial Implication**

The position is on the approved staff establishment and is budgeted for.

### **Relevant Legislation**

- *Local Government: Municipal Systems Act, Act 32 of 2000,*

**RECOMMENDED BY THE MUNICIPAL MANAGER**

1. That Council note that the post of Director Community Services become vacant on 26 April 2022.
2. That Council approve and declare the vacancy of the post Director Community Services with effect from 26 April 2022.
3. That the following persons be approved by Council as the Selection and Interview Panel in terms of both Regulations 12 and 15 of Government Gazette No. (37245) respectively:
  - (a) **The Municipal Manager who will be the chairperson;**
  - (b) **A member of the Mayoral Committee or Councillor who is the portfolio head of the relevant portfolio; Councillor \_\_\_\_\_**
  - (c) **At least one other person; who is not a councillor or a staff member of the municipality, and who has the expertise or experience in the area of the advertised post.**
  - (d) *Two (2) Union Representatives, 1 union representative from IMATU and 1 Union Representative from SAMWU who will sit as observers*
4. That Council approves the Recruitment and Selection processes hereunder, in line with the Local Government: *Regulations on Employment and Conditions of Employment of Senior Managers*, as promulgated on 17 January 2014.

ACTIVITY	DATE
Advertising for position of Director Community Services <i>(minimum of 14 days from the date of advertisement appearing and not more than 30 days)</i>	15 May 2022
Closing Date	14 June 2022
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Outcome report tabled in Council	28 July 2022
Successful candidate report for duty	01 September 2022

6. That upon completion of the selection process a report containing the proposed appointment be tabled with Council in order for Council to make the necessary appointment.
7. That upon Council approving the appointment, the Municipal Manager be **mandated to negotiate** an offer of employment with the preferred candidate within the parameters of the specific service conditions and budgetary guidelines relating to the position.

## Section 1: Office of the Municipal Manager

ITEM C/1/52/05/22

### RESIGNATION OF THE DIRECTOR FINANCIAL SERVICES AND EARLY RELEASE FROM DUTIES: MR M DYUSHU

**Portfolio Comm:** Strategic Services &  
Office of Municipal Manager

**Demarcation:** All Wards  
**Delegation:** Council

**Fil ref:** 4/3/5/1/6

**Annexure:** Annexure “A” – Resignation Letter dated 03 May 2022 – M Dyushu

**Report from:** Municipal Manager

**Author:** Manager HR Administration

**Date:** 4 May 2022

#### **PURPOSE OF THE REPORT**

For Council to;

1. Take note of the resignation of the Director Financial Services, Mr. Mphumleli Dyushu
2. To obtain consent for the early release of Mr. M Dyushu prior to the expiry of the resignation notice period.

#### **BACKGROUND**

The Director Financial Services, Mr. Mphumleli Dyushu has resigned from the services of the municipality with effect from 30 June 2022.

Mr. Dyushu, must in terms of his contract of employment give 2 month’s written notice. In order to limit the impact of the resignation of the Chief Financial Officer on the institutional stability, Council is requested to consider the early release of the incumbent from office, effective from 31 May 2022.

#### **FINANCIAL IMPLICATIONS**

Remuneration for the period 01 May 2022 to 30 June 2022 as well as any benefits that may accrue in accordance with current agreement of employment until 30 June 2022.

## **Section 1: Office of the Municipal Manager**

### **RELEVANT LEGISLATION**

Municipal Systems Act, Act 32 of 2000, Section 56 and 57

### **RECOMMENDED BY THE MUNICIPAL MANAGER**

1. That Council take note of the resignation of the Director: Financial Services, Mr. Mphumleli Dyushu.
2. That Mr. M Dyushu be released from his official duties prior to serving his resignation notice period, i.e. 31 May 2022.
3. That the last date of office for the current Director: Financial Services is 31 May 2022 and that Mr Dyushu be remunerated for the period of 01 May 2022 until 30 June 2022.
4. That all remuneration, benefits, allowances and contributions due to the employee as contractually agreed upon be paid out after the last day of notice period i.e. after 30 June 2022, subject to any statutory deductions that may apply.
5. That Mr. Dyushu vacate office and return all property of the municipality in his possession to the municipality by no later than 31 May 2022.

## ANNEXURE "A"

49 Santini Place  
Bowtie Road  
Plettenberg Bay

3 May 2022

Municipal Manager  
Bitou Municipality  
Plettenberg Bay

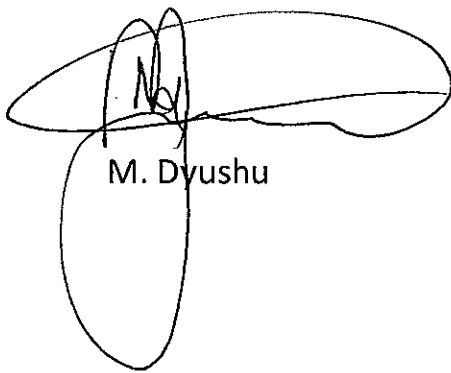
Sir

### Re: Resignation letter

Please accept this letter as formal notice of my resignation from my position as Chief Financial Officer at Bitou Municipality. My last day of employment will be 30 June 2022.

Thank you for giving me the opportunity to work in this position for the past 14 months. I have thoroughly enjoyed working here and appreciate all of the opportunities you have given me. However, I have decided it is time for me to move on to my next challenge.

Yours Sincerely



M. Dyushu

I hereby Acknowledge  
receipt of your Resignation  
letter. I will table in the  
Next available Council Meeting

6/5/22  
3/05/2022

ITEM C/1/53/05/22

**DECLARATION OF VACANCY, APPROVAL OF SELECTION AND RECRUITMENT PROCESS FOR THE FILLING OF POSITION OF DIRECTOR FINANCIAL SERVICES (CHIEF FINANCIAL OFFICER – CFO)**

**Portfolio Comm:** Finance & Corporate Services  
**File Ref:** 4/3/5/1/2

**Delegation:** Council

**Report from:** Municipal Manager

**Author of report:** Manager: Human Resources Administration

**Date:** 04 May 2022

**Purpose of the report**

The purpose of this report is to seek Council's approval to;

1. **Declare a vacancy** for the position of Director Financial Services.
2. Obtain approval regarding the **contractual term of appointment**.
3. Obtain **approval for the recruitment and selection process** for the filling of the vacancy as prescribed in the Municipal Systems Act.

**Background**

Mr. Mphumleli Dyushu resigned from his position as Director Financial Service. In terms of his employment agreement, Mr. Dyushu must give two months' notice in writing. Mr. Dyushu submitted his resignation letter to the Municipal Manager on Tuesday, 03 May 2022, therefore Mr. Dyushu's last day of employment in terms of his notice is 30 June 2022.

The filling of this key vacancy is critical to the effective functioning of the Directorate Financial Services.

Section 56(1) (a) of the Local Government Municipal Systems Act, 32 of 2000 states that the municipal council after consultation with the municipal manager must appoint a manager directly accountable to the municipal manager.

The appointment of senior managers are regulated by Regulation 3 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, No. 37245 dated 17 January 2014.

The recruitment, selection and appointment of senior managers must take place in accordance with the municipal systems act and procedures contemplated in section 67 of the Act.

## Section 1: Office of the Municipal Manager

Regulation 7 (1) of the regulations stipulates that when a senior manager post becomes vacant, **or is due to become vacant**, the municipal manager in the case of a manager directly accountable to the municipal manager, must, upon receipt of official notification that the post of a senior manager will become vacant, obtain approval from the municipal council for the filling of such vacant post in its next council meeting or as soon as it is reasonable possible to do so.

Notwithstanding the aforementioned sub regulation, the Speaker may convene a special meeting to obtain Council approval for the filling of a senior manager post.

Regulation 12 (4) of the Regulations specify that the selection panel for the appointment of a manager directly accountable to a municipal manager must consist of at least three and not more than five members; constituted as follows;

- (a) **The Municipal Manager who will be the chairperson;**
- (b) **A member of the Mayoral Committee or Councillor who is the portfolio head of the relevant portfolio; and**
- (c) **At least one other person; who is not a Councillor or a staff member of the municipality, and who has the expertise or experience in the area of the advertised post.**

### Timeframes for the Selection Process

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Outcome report tabled in Council	28 July 2022
Successful candidate report for duty	01 September 2022

### Financial Implication

The position is on the approved staff establishment and is budgeted for.

### Relevant Legislation

- *Local Government: Municipal Systems Act, Act 32 of 2000*



**RECOMMENDED BY THE MUNICIPAL MANAGER**

1. That Council note that the post of Director Financial Services will become vacant on 01 July 2022.
2. That Council approve and declare the vacancy of post Director Financial Services with effect from 01 July 2022.
3. That the following persons be approved by Council as the Selection and Interview Panel in terms of both Regulations 12 and 15 of Government Gazette No. (37245) respectively:
  - (a) **The Municipal Manager who will be the chairperson;**
  - (b) **A member of the Mayoral Committee or Councillor who is the portfolio head of the relevant portfolio; Councillor \_\_\_\_\_**
  - (c) **At least one other person; who is not a councillor or a staff member of the municipality, and who has the expertise or experience in the area of the advertised post.**
  - (d) *Two (2) Union Representatives, 1 union representative from IMATU and 1 Union Representative from SAMWU who will sit as observers*
4. That Council approves the Recruitment and Selection processes hereunder, in line with the Local Government: *Regulations on Employment and Conditions of Employment of Senior Managers*, as promulgated on 17 January 2014.

ACTIVITY	DATE
Advertising for position of Director Financial Services <i>(minimum of 14 days from the date of advertisement appearing and not more than 30 days)</i>	15 May 2022
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Outcome report tabled in Council	28 July 2022
Successful candidate report for duty	01 September 2022

6. That upon completion of the selection process a report containing the proposed appointment be tabled with Council in order for Council to make the necessary appointment.
7. That upon Council approving the appointment, the Municipal Manager be **mandated to negotiate** an offer of employment with the preferred candidate within the parameters of the specific service conditions and budgetary guidelines relating to the position.

# **SECTION 3**

## **CORPORATE SERVICES**

**ITEM C/3/35/05/22**

**REVIEW OF NOMINATIONS OF COUNCIL REPRESENTATIVE TO SALGA  
PROVINCIAL WORKING GROUPS**

**Portfolio Comm:** Finance & Corporate Services  
**File Ref:** 12/2/1/3/1

**Demarcation:** All Wards  
**Delegation:** Council

**Attachment:** Annexure A – Item C/3/34/04/22 submitted to the Ordinary Council Meeting of 28 April 2022

**Report by:** Acting Director Corporate Services

**Author:** Acting Director Corporate Services

**Date:** 5 May 2022

**Purpose of the report**

To inform Council of the establishment of the respective Provincial Working Groups and to request Council to nominate the official representative (Councillor) and a municipal official of Bitou Local Municipality to the respective Provincial Working Groups of SALGA. A secondi for each of the Working Groups needs to be nominated as well.

**Background / Discussion**

The Item was tabled before Council on 28 April 2022 and it was resolved that the Item be referred back.

Attached as Annexure A, please find the previous Item with annexures.

**Financial implications**

SALGA will cover the subsistence and travel costs of the official representative (Councillor), one per Provincial Working Group.

**RECOMMENDED BY THE MUNICIPAL MANAGER**

1. That cognizance be taken of the SALGA Working Groups and that Councillors be nominated by Council to serve on the respective Working Groups of SALGA.

SALGA Working Group		Councillors Representative	Secundis
(i)	Municipal Capability and Institutional Resilience		
(ii)	Community Development and Security		

### Section 3: Corporate Services

(iii)	Governance and Intergovernmental Relations		
(iv)	Economic Development and Job Creation		
(v)	Electricity and Energy, and Public Works		
(vi)	Water and Sanitation		
(vii)	Human Settlements and Urban Agenda		
(viii)	Health		
(ix)	Emergency Services and Disaster Management		
(x)	Municipal Finance and Fiscal Policy		
(xi)	Municipal Digital Solutions		
(xii)	Public Transport and Roads		
(xiii)	Environmental Management and Climate Resilience		
(xiv)	Development Planning and Rural Development		

2. That the following officials be delegated to accompany the relevant representatives

SALGA Working Group		Official/s
(i)	Municipal Capability and Institutional Resilience	Senior Manager Human Resource Management
(ii)	Community Development and Security	Senior Manager Public Safety
(iii)	Governance and Intergovernmental Relations	Senior Manager Governance and Compliance / Manager Communications and Customer Relations
(iv)	Economic Development and Job Creation	Manager Local Economic Development
(v)	Electricity and Energy, and Public Works	Senior Manager: Electrical
(vi)	Water and Sanitation	Manager: Water Services
(vii)	Human Settlements and Urban Agenda	Manager: Integrated Human Settlements
(viii)	Health	Environmental Officer
(ix)	Emergency Services and Disaster Management	Senior Manager Public Safety

### Section 3: Corporate Services

(x)	Municipal Finance and Fiscal Policy	Senior Manager: Financial Services/ Manager: Revenue Services
(xi)	Municipal Digital Solutions	Manager ICT
(xii)	Public Transport and Roads	Manager: Roads and Storm Water
(xiii)	Environmental Management and Climate Resilience	Environmental Officer
(xiv)	Development Planning and Rural Development	Manager: Town Planning & Development

3. That the Municipal Manager appoint, on an ad-hoc basis, any additional official/s who may be required to attend any given meeting of the SALGA Working Groups.

ITEM C/3/34/04/22
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<b>REVIEW OF NOMINATIONS OF COUNCIL REPRESENTATIVE TO SALGA PROVINCIAL WORKING GROUPS</b>
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**Portfolio Comm:** Finance & Corporate Services      **Demarcation:** All Wards  
**File Ref:** 12/2/1/3/1      **Delegation:** Council

**Attachment:** Electronic mail and SALGA Western Cape letter dated 22 April 2022

**Report by:** Acting Director Corporate Services

**Author:** Acting Director Corporate Services

**Date:** 25 April 2022

**Purpose of the report**

To inform Council of the establishment of the respective Provincial Working Groups and to request Council to nominate the official representative (Councillor) and a municipal official of Bitou Local Municipality to the respective Provincial Working Groups of SALGA. A secondi for each of the Working Groups needs to be nominated as well.

**Background / Discussion**

Letter dated 22 April 2022 received from the Provincial Executive Officer, SALGA, marked Annexure A, which is self-explanatory.

The nomination forms for the official representatives, secondi and municipal officials for SALGA Governance Structures Working Groups, circulated with above-mentioned letter are attached marked Annexure “B”.

The respective SALGA Provincial Working Groups Working Groups now established are as follows:

1. Municipal Capability and Institutional Resilience
2. Community Development and Security
3. Governance and Intergovernmental Relations
4. Economic Development and Job Creation
5. Electricity and Energy, and Public Works
6. Water and Sanitation
7. Human Settlements and Urban Agenda
8. Health
9. Emergency Services and Disaster Management
10. Municipal Finance and Fiscal Policy
11. Municipal Digital Solutions

### Section 3: Corporate Services

12. Public Transport and Roads
13. Environmental Management and Climate Resilience
14. Development Planning and Rural Development

Councillors may be accompanied by relevant officials in attending the meeting of the Working Groups.

#### **Financial implications**

SALGA will cover the subsistence and travel costs of the official representative (Councillor), one per Provincial Working Group.

#### **RECOMMENDED BY THE MUNICIPAL MANAGER**

1. That cognizance be taken of the SALGA Working Groups and that Councillors be nominated by Council to serve on the respective Working Groups of SALGA.

SALGA Working Group		Councillors Representative	Secundis
(i)	Municipal Capability and Institutional Resilience		
(ii)	Community Development and Security		
(iii)	Governance and Intergovernmental Relations		
(iv)	Economic Development and Job Creation		
(v)	Electricity and Energy, and Public Works		
(vi)	Water and Sanitation		
(vii)	Human Settlements and Urban Agenda		
(viii)	Health		
(ix)	Emergency Services and Disaster Management		
(x)	Municipal Finance and Fiscal Policy		
(xi)	Municipal Digital Solutions		
(xii)	Public Transport and Roads		
(xiii)	Environmental Management and Climate Resilience		
(xiv)	Development Planning and Rural Development		

### Section 3: Corporate Services

2. That the following officials be delegated to accompany the relevant representatives

SALGA Working Group		Official/s
(i)	Municipal Capability and Institutional Resilience	Senior Manager Human Resource Management
(ii)	Community Development and Security	Senior Manager Public Safety
(iii)	Governance and Intergovernmental Relations	Senior Manager Governance and Compliance / Manager Communications and Customer Relations
(iv)	Economic Development and Job Creation	Manager Local Economic Development
(v)	Electricity and Energy, and Public Works	Senior Manager: Electrical
(vi)	Water and Sanitation	Manager: Water Services
(vii)	Human Settlements and Urban Agenda	Manager: Integrated Human Settlements
(viii)	Health	Environmental Officer
(ix)	Emergency Services and Disaster Management	Senior Manager Public Safety
(x)	Municipal Finance and Fiscal Policy	Senior Manager: Financial Services/ Manager: Revenue Services
(xi)	Municipal Digital Solutions	Manager ICT
(xii)	Public Transport and Roads	Manager: Roads and Storm Water
(xiii)	Environmental Management and Climate Resilience	Environmental Officer
(xiv)	Development Planning and Rural Development	Manager: Town Planning & Development

3. That the Municipal Manager appoint, on an ad-hoc basis, any additional officials who may be required to attend any given meeting of the SALGA Working Groups.



Enq : Mr Khalil Mullagie  
Tel : 082-883-8337  
E-mail : [kmullagie@salga.org.za](mailto:kmullagie@salga.org.za)  
Date : 22 April 2022



**Physical Address**  
SALGA House  
44 Strand Street  
7th Floor  
CAPE TOWN  
8000

**TO: EXECUTIVE MAYORS  
SPEAKERS  
MUNICIPAL MANAGERS**

## **MUNICIPAL REPRESENTATIVES ON SALGA PROVINCIAL WORKING GROUPS [PWGs]**

The purpose of this communication is –

- To inform your Municipality of the establishment of the respective Provincial Working Groups [PWGs];
- To invite your Municipality to nominate the Official Representative [Councillor] and a municipal official to each respective PWG; and
- To advise Municipalities on some of the procedural matters of the PWGs and the Subsistence and Travel arrangements for the Official Representative.

The SALGA National Executive Committee [NEC] at its meeting on 13 April 2022, established the following Working Groups –

<b>SALGA WORKING GROUPS</b>	
1.	Municipal Capability and Institutional Resilience
2.	Community Development and Security
3.	Governance and Intergovernmental Relations
4.	Economic Development and Job Creation
5.	Electricity and Energy, and Public Works
6.	Water and Sanitation
7.	Human Settlements and Urban Agenda
8.	Health
9.	Emergency Services and Disaster Management
10.	Municipal Finance and Fiscal Policy
11.	Municipal Digital Solutions
12.	Public Transport and Roads
13.	Environmental Management and Climate Resilience
14.	Development Planning and Rural Development

The following procedures will be in place to support your Municipal representative participation in the PWGs –

- Notice of PWG meetings will be sent a month prior to meetings to invite Municipalities to suggest agenda items. We urge Municipalities to consider and submit items that should be part of PWG Agenda.



- Final PWG Agenda with supporting documents will be sent between one to two weeks prior to the meetings. This will be sent via a DropBox-link. The PWG will continue to be paperless meetings.
- PWGs will only be convened if the need exists.
- To address the perceived lack of proper mandating and reporting by Municipal representatives, all Municipalities are encouraged to have SALGA as a standing item on the Municipal Council Agenda and Mayoral Committee Agendas.
- To assist with report back by Municipal representatives, we will distribute within a week after the PWGs, a Summary of Outcomes of the respective PWGs. This will be followed by the draft minutes of the respective PWGs.
- The Official Councillor Representative attending the PWG should be briefed / mandated to make inputs on the Agenda Items of the PWG.
- We will on a bi-annual basis advise your Municipality of the attendance, any apologies and absence of your representatives to the respective PWG Meetings.
- We will cover the subsistence and travel costs of the Official Councillor Representative, one per PWG.
- Currently SALGA reimburses at **R4.18 per km** and **R152.00** [incidental costs] **for every night away**. **Accommodation** of the Official Councillor Representative **will be arranged if the travelling distance to and from office / home to the meeting venue is more than 300 kms** or if the Official Councillor Representative must attend two meetings on consecutive days and the return trip is less than 300 km but outside the metropolitan area. Arrangements for accommodation needs to be communicated with the relevant SALGA official **at least seven [7] working days before the event**. Municipalities will have to inform our offices when the Official Councillor Representative makes use or is travelling with an official municipal vehicle. **Sitting Allowances at R1 020** per sitting [minus 12.5%Tax = R892.50] will be paid to the Official Councillor Representatives if **attendance at the meeting was 60% or above**. If two meetings are held on the same day, only one Sitting Allowance Claim will be honoured.

You are invited to nominate a Councillor and a Municipal Official [note, the Municipal Official will not receive any S&T and sitting allowance] to represent your Municipality on the PWGs. You are encouraged to ensure that your representatives should have relevant exposure to the functional areas.

You are also requested to, where possible and considering the exposure and experience of Councillors in the different functional areas of the Working Group clustered together, to nominate one Councillor per clustered meeting. In this regard, it is anticipated that the following PWGs will be clustered –

CLUSTERS – PROVINCIAL WORKING GROUPS	
1.	Municipal Capability and Institutional Resilience
2.	<ul style="list-style-type: none"> <li>• Community Development and Security</li> <li>• Health</li> </ul>
3.	Governance and Intergovernmental Relations
4.	<ul style="list-style-type: none"> <li>• Economic Development and Job Creation</li> <li>• Development Planning and Rural Development</li> <li>• Electricity and Energy, and Public Works</li> <li>• Water and Sanitation</li> </ul>
5.	<ul style="list-style-type: none"> <li>• Human Settlements and Urban Agenda</li> <li>• Public Transport and Roads</li> <li>• Environmental Management and Climate Resilience</li> </ul>
6.	Emergency Services and Disaster Management
7.	<ul style="list-style-type: none"> <li>• Municipal Finance and Fiscal Policy</li> <li>• Municipal Digital Solutions</li> </ul>

Attached is the Representative Form for your Municipality to be completed and to be returned to Mrs Magda Marais at [mmarais@salga.org.za](mailto:mmarais@salga.org.za) on or before Friday, 13 May 2022.

Thank you



**KHALIL MULLAGIE**  
**PROVINCIAL DIRECTOR OPERATIONS**

ENCL



# OFFICIAL REPRESENTATIVES, SECUNDI AND MUNICIPAL OFFICIALS FOR SALGA GOVERNANCE STRUCTURES - Provincial Working Groups -



## BITOU MUNICIPALITY

### 1. MUNICIPAL CAPABILITY AND INSTITUTIONAL RESILIENCE

<b>Official Representative</b>	<b>Name</b>	<b>Cell Number</b>	
	<b>Surname</b>	<b>Email Address</b>	
	<b>Position</b> [please mark or indicate]	<b>Portfolio</b>	
		<b>Ward</b> <input type="text"/> <b>or</b> <b>Proportional</b> <input type="text"/>	
	<b>The Political Party the Councillor is representing</b>		
<b>Official Secundi</b>	<b>Name</b>	<b>Cell Number</b>	
	<b>Surname</b>	<b>Email Address</b>	
	<b>Position</b> [please mark or indicate]	<b>Portfolio</b>	
		<b>Ward</b> <input type="text"/> <b>or</b> <b>Proportional</b> <input type="text"/>	
	<b>The Political Party the Councillor is representing</b>		
<b>Municipal Official</b>	<b>Name</b>	<b>Cell Number</b>	
	<b>Surname</b>	<b>Email Address</b>	
	<b>Designation</b>	<b>Department</b>	

## 2. COMMUNITY DEVELOPMENT AND SECURITY

<b>Official Representative</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____ [MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below] _____	<b>Portfolio</b>	_____
			<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
	<b>The Political Party the Councillor is representing</b> _____			
<b>Official Secundi</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____ [MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below] _____	<b>Portfolio</b>	_____
			<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
	<b>The Political Party the Councillor is representing</b> _____			
<b>Municipal Official</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Designation</b>	_____	<b>Department</b>	_____

### 3. GOVERNANCE AND INTERGOVERNMENTAL RELATIONS

<b>Official Representative</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____	<b>Portfolio</b>	_____
		[MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below]		_____
		_____		_____
	<b>The Political Party the Councillor is representing</b>	_____		_____
			<b>Ward</b> <input type="checkbox"/>	<b>or Proportional</b> <input type="checkbox"/>
			_____	_____
<b>Official Secundi</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____	<b>Portfolio</b>	_____
		[MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below]		_____
		_____		_____
	<b>The Political Party the Councillor is representing</b>	_____		_____
			<b>Ward</b> <input type="checkbox"/>	<b>or Proportional</b> <input type="checkbox"/>
			_____	_____
<b>Municipal Official</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Designation</b>	_____	<b>Department</b>	_____
		_____		_____

#### 4. ECONOMIC DEVELOPMENT AND JOB CREATION

<b>Official Representative</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	[MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below] _____	<b>Portfolio</b>	_____
			<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
	<b>The Political Party the Councillor is representing</b>	_____		
<b>Official Secundi</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	[MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below] _____	<b>Portfolio</b>	_____
			<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
	<b>The Political Party the Councillor is representing</b>	_____		
<b>Municipal Official</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Designation</b>	_____	<b>Department</b>	_____

## 5. ELECTRICITY AND ENGERGY, AND PUBLIC WORKS

<b>Official Representative</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____ [MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below] _____	<b>Portfolio</b>	_____
	<b>The Political Party the Councillor is representing</b>	_____	<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
<b>Official Secundi</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____ [MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below] _____	<b>Portfolio</b>	_____
	<b>The Political Party the Councillor is representing</b>	_____	<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
<b>Municipal Official</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Designation</b>	_____	<b>Department</b>	_____



## 6. WATER AND SANITATION

<b>Official Representative</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____ [MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below] _____	<b>Portfolio</b>	_____
	<b>The Political Party the Councillor is representing</b>	_____	<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
<b>Official Secundi</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____ [MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below] _____	<b>Portfolio</b>	_____
	<b>The Political Party the Councillor is representing</b>	_____	<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
<b>Municipal Official</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Designation</b>	_____	<b>Department</b>	_____

## 7. HUMAN SETTLEMENTS AND URBAN AGENDA

<b>Official Representative</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____	<b>Portfolio</b>	_____
		[MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below]		_____
		_____		_____
	<b>The Political Party the Councillor is representing</b>	_____		_____
			<b>Ward</b> <input type="checkbox"/>	<b>or</b> <b>Proportional</b> <input type="checkbox"/>
			_____	_____
<b>Official Secundi</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____	<b>Portfolio</b>	_____
		[MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below]		_____
		_____		_____
	<b>The Political Party the Councillor is representing</b>	_____		_____
			<b>Ward</b> <input type="checkbox"/>	<b>or</b> <b>Proportional</b> <input type="checkbox"/>
			_____	_____
<b>Municipal Official</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Designation</b>	_____	<b>Department</b>	_____
		_____		_____

## 8. HEALTH

### Official Representative

**Name**

**Cell Number**

**Surname**

**Email Address**

**Position**  
[please mark  
or indicate]

[MayCo Member / Portfolio Chairperson /  
MPAC Chairperson / specify others below]

**Portfolio**

**Ward** ☐ **or** **Proportional** ☐

**The Political Party the Councillor is representing**

### Official Secundi

**Name**

**Cell Number**

**Surname**

**Email Address**

**Position**  
[please mark  
or indicate]

[MayCo Member / Portfolio Chairperson /  
MPAC Chairperson / specify others below]

**Portfolio**

**Ward** ☐ **or** **Proportional** ☐

**The Political Party the Councillor is representing**

### Municipal Official

**Name**

**Cell Number**

**Surname**

**Email Address**

**Designation**

**Department**

## 9. EMERGENCY SERVICES AND DISASTER MANAGEMENT

<b>Official Representative</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____	<b>Portfolio</b>	_____
		[MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below]		_____
		_____		_____
	<b>The Political Party the Councillor is representing</b>	_____		_____
			<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
<b>Official Secundi</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____	<b>Portfolio</b>	_____
		[MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below]		_____
		_____		_____
	<b>The Political Party the Councillor is representing</b>	_____		_____
			<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
<b>Municipal Official</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Designation</b>	_____	<b>Department</b>	_____
		_____		_____

## 10. MUNICIPAL FINANCE AND FISCAL POLICY

<b>Official Representative</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____ [MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below] _____	<b>Portfolio</b>	_____
	<b>The Political Party the Councillor is representing</b>	_____	<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
<b>Official Secundi</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____ [MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below] _____	<b>Portfolio</b>	_____
	<b>The Political Party the Councillor is representing</b>	_____	<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
<b>Municipal Official</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Designation</b>	_____	<b>Department</b>	_____

## 11. MUNICIPAL DIGITAL SOLUTIONS

<b>Official Representative</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	[MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below] _____	<b>Portfolio</b>	_____
			<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
	<b>The Political Party the Councillor is representing</b>	_____		
<b>Official Secundi</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	[MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below] _____	<b>Portfolio</b>	_____
			<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
	<b>The Political Party the Councillor is representing</b>	_____		
<b>Municipal Official</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Designation</b>	_____	<b>Department</b>	_____
		_____		_____

## 12. PUBLIC TRANSPORT AND ROADS

<b>Official Representative</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____	<b>Portfolio</b>	_____
		[MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below]		_____
		_____		_____
	<b>The Political Party the Councillor is representing</b>	_____		_____
			<b>Ward</b> <input type="checkbox"/>	<b>or</b> <b>Proportional</b> <input type="checkbox"/>
			_____	_____
<b>Official Secundi</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____	<b>Portfolio</b>	_____
		[MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below]		_____
		_____		_____
	<b>The Political Party the Councillor is representing</b>	_____		_____
			<b>Ward</b> <input type="checkbox"/>	<b>or</b> <b>Proportional</b> <input type="checkbox"/>
			_____	_____
<b>Municipal Official</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Designation</b>	_____	<b>Department</b>	_____
		_____		_____

### 13. ENVIRONMENTAL MANAGEMENT AND CLIMATE RESILIENCE

<b>Official Representative</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	[MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below] _____	<b>Portfolio</b>	_____
			<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
	<b>The Political Party the Councillor is representing</b>	_____		
<b>Official Secundi</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	[MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below] _____	<b>Portfolio</b>	_____
			<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
	<b>The Political Party the Councillor is representing</b>	_____		
<b>Municipal Official</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Designation</b>	_____	<b>Department</b>	_____



#### 14. DEVELOPMENT PLANNING AND RURAL DEVELOPMENT

<b>Official Representative</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____	<b>Portfolio</b>	_____
		[MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below]		_____
		_____	<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
	<b>The Political Party the Councillor is representing</b>			
_____				
<b>Official Secundi</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Position</b> [please mark or indicate]	_____	<b>Portfolio</b>	_____
		[MayCo Member / Portfolio Chairperson / MPAC Chairperson / specify others below]		_____
		_____	<b>Ward</b> <input type="checkbox"/> <b>or</b> <b>Proportional</b> <input type="checkbox"/>	_____
	<b>The Political Party the Councillor is representing</b>			
_____				
<b>Municipal Official</b>	<b>Name</b>	_____	<b>Cell Number</b>	_____
	<b>Surname</b>	_____	<b>Email Address</b>	_____
	<b>Designation</b>	_____	<b>Department</b>	_____
		_____		_____

Information provided for this form confirmed by 2 [two] of the following–

AUTHORITY	NAME	SIGNATURE	DATE OF SIGNATURE	COUNCIL RESOLUTION NUMBER [Copy Attached **]	DATE OF COUNCIL RESOLUTION
Municipal Manager					
Executive Mayor OR					
Speaker					

**\*\* COUNCIL RESOLUTION MUST BE ATTACHED**

Councillor Support always –

NAME	SURNAME	IMMEDIATE CONTACT NUMBER / CELL NUMBER	EMAIL ADDRESS
Mr / Mrs / Ms			
Mr / Mrs / Ms			