13.4 RAPPORT 4 – BESTUUR VAN DIE ADMINISTRATIEWE BURO AAN DIE LEDE VAN DIE ADMINISTRATIEWE BURO – PERSONEELSAKE

13.4 REPORT 4 – MANAGEMENT OF THE ADMINISTRATIVE BUREAU TO MEMBERS OF THE ADMINISTRATIVE BUREAU – STAFF AFFAIRS

1. Sake waarvan die Sinode kennis neem	**1. Matters the Synod take note of**
1.1 *Bestuursopvolging* Tydens die vorige termyn is gerapporteer dat die voormalige uitvoerende bestuurder van die Administratiewe Buro, ds LH van Schaik, gedurende Maart 2014 emeriteringsouderdom bereik het en dat sy dienskontrak in Desember 2014 sou verstryk. Die Bestuur van die Administratiewe Buro het reeds gedurende Junie 2014 vir sy opvolging beplan. Na deeglike oorweging van die koste vir die hervulling van die pos, asook die beskikbaarheid en die kundigheid wat in die huidige personeel gesetel is, is besluit om die pos nie te hervul voor Desember 2015 nie. Groter verantwoordelikheid ten opsigte van besluitneming en uitvoering sou op die finansiële- en administratiewe bestuurders (br HJD Coetzee en dr W du Plessis, onderskeidelik) geplaas word om die dag tot dag take te hanteer.Twee bestuurslede is aangewys om oorhoofs ondersteuning by die bedryfsaktiwiteite te verleen en bepaalde insette te lewer, sonder om elke dag by die Admin Buro te wees. Ds W Vogel sou die verpligtinge van advies en skakeling behartig, nadat 'n ooreenkoms met die Kerkraad van GK Cachet vir sy dienste kontraktueel op 'n deeltydse grondslag aangegaan is. Dr JA Kruger sou dienooreenkomstig aspekte rakende die bestuur van die Administratiewe Buro kontraktueel op 'n deeltydse grondslag behartig. Laasgenoemde sluit sake in soos ondersteuning en indiensopleiding aan die finansiële- en administratiewe bestuurders, asook die skriftelike neerlegging en implementering van werksprosedures.	1.1 *Management Succession* During the previous term it was reported that the former executive director of the Administrative Bureau, Rev LH van Schaik, reached retirement age in March 2014 and that his service contract would end in December 2014. The Management of the Administrative Bureau already addressed his succession in June 2014. Upon thorough consideration of the cost to fill the position as well as the availability and expertise residing among staff at present, it was decided to not fill the position before December 2015. Greater responsibility in terms of decision making and execution would fall to the financial and administrative managers (br HJD Coetzee and dr W du Plessis respectively) to manage the day-to-day tasks. Two members of management were appointed to offer general support with the operational activities as well as a degree of input, without working full-time in the Administrative Bureau. Rev W Vogel would take on the duties of advice and public relations, after entering into a contractual agreement with the Church Council of GK Cachet for his part-time services. Dr JA Kruger would similarly attend to aspects pertaining to the management of the Administrative Bureau on a part-time basis. The latter includes duties such as support and in-service training of the financial and administrative managers as well as the documentation and implementation of work procedures.
1.2 *Voortgesette bestuursopvolging* Aan die einde van 2015 het die	1.2 *Follow-up on management* At the end of 2015 the Management of

Bestuur van die Administratiewe Buro weereens herbesin oor die verloop van die bestuursbetrokkenheid gedurende die voorafgaande jaar. Voortspruitend hieruit is besluit dat die Skakeldeputate bevoeg is om skakeling voort te sit volgens die Sinodebesluite van die voorafgaande Sinodes sonder dat 'n bestuursverteenwoordiger deeltyds by die Administratiewe Buro betrokke moet wees. Derhalwe is GK Cachet in kennis gestel dat die kontrak vir die betrokkenheid van ds W Vogel nie hernu sou word vanaf 1 Januarie 2016 nie. Dr JA Kruger wat met menslike hulpbronne belas is, sou steeds voortgaan om leiding en bestuursopleiding van die personeel te behartig, maar sy direkte betrokkenheid word afgeskaal en die personeel moet hom in alle sake ken wat sy verantwoordelikheidsarea behels. 'n Besondere woord van dank word aan die twee broeders gerig wat sedert Augustus 2014 leiding by die Administratiewe Buro geneem het soos opgedra deur die Bestuur van die Administratiewe Buro.	the Administrative Bureau again considered the management participation over the past year. The Liaison Deputies were deemed able to continue with their task, as per decisions of previous Synods, without requiring the aid of a part-time management representative at the Administrative Bureau. GK Cachet was thus advised that the contract with Rev W Vogel would not be renewed, with effect as of 1 January 2016. Dr JA Kruger tasked with human resources would continue to offer guidance and management training to the staff, but his direct involvement would be scaled down and staff are to inform him of all matters related to his responsibilities. A special word of thanks is expressed to these two brothers who assumed leadership at the Administrative Bureau, since August 2014, as requested by the Management of the Administrative Bureau.
1.3 *Stelselimplementering* Ten einde opleiding te fasiliteer, asook om kennis oor die volle omvang van die Administratiewe Buro se bedrywighede vir alle personeel beskikbaar te stel, is 'n intranet ontwikkel wat deurlopend opdateer word. Die struktuur en databasis van die intranet is gedurende 2016 voltooi. Gedurende 2017 is daar aandag gegee aan die volledige werksbeskrywings van elke personeellid. Die doelwit daarvan is om moontlike plaasvervangers onmiddellik in staat te stel om die taak van enige personeellid, in geval van afwesigheid of diensverlating, so gladweg en foutloos as moontlik voort te sit. Daar word beoog om hierdie fase voor November 2017 af te handel.	1.3 *System implementation* An intranet was developed and regularly updated to facilitate training as well as provide information on the full scope of the Administrative Bureau's activities to all staff. The structure and database of the intranet was completed during 2016 and in 2017 the full job descriptions of every member of staff was undertaken. The goal of doing so is to enable potential substitutes to continue the work of any member of staff, when on leave or having resigned, as well and smoothly as possible. This phase is set to be completed before November 2017.
1.4 *Personeelaangeleenthede* Met dankbaarheid kan gerapporteer word dat personeel van die Administratiewe Buro besonder stabiel en lojaal is. Sedert 2014 is jaarlikse beoordeling- en prestasiegesprekke	1.4 *Staff Affairs* Thankfully the staff of the Administrative Bureau are particularly stabile and loyal. Since 2014 evaluation and performance meetings are held with staff each year. Given that every member of

met die personeel gevoer. Aangesien elke bestuurslid, soos uiteengesit in die Reglement van die Administratiewe Buro, intensief by bepaalde Komitees of Deputate betrokke is, bestaan daar ook ‘n goeie samewerking tussen die Bestuur en die personeel. Ter inligting kan gemeld word dat die volgende personeellede se diensjare tans soos volg daar uitsien:	management intensively serves on Committees or as Deputies, as per the Regulations of the Administrative Bureau, there is a good relationship between Management and staff. As a matter of interest, the employment term of the following members of staff is as follows:

PERSONEELBESONDERHEDE – DIENSJARE: 2017 / STAFF DETAILS – EMPLOYMENT PERIODS: 2017

Naam/Name	**Posbenaming/**	**Diens-jare**
Coetzee, Johan (Br)	Finansiële bestuurder/Financial Manager	8
Du Plessis, Wymie (Dr)	Administratiewe bestuurder/Administrative Manager	35
Du Toit, Ami (Sr)	Registrateur TSP/Registrar TSP	5
Fourie, Joey (Sr)	Kopieredakteur /Copy Editor	29
Huisman, Carmie (Sr)	Argivaris/Archivist	10
Kroeze, Petro (Sr)	Administratiewe Beampte/Administrative Official	14
Leeuw, Annah (Sr)	Versendingsklerk/Dispatch Clerk	37
Mathyse, Abraham (Br)	Bode/tuinier/skoonmaker/Messenger/gardener/cleaner	5
Mathyse, Hendrik (Br)	Bode/skoonmaker TSP/Messenger/cleaner TSP	28
Mokobi, Angie (Sr)	Debiteure klerk/Debtors Clerk	30
Lakay, Martie (Sr)	Skoonmaker TSP/Cleaner TSP	0
Myburgh, Wilna (Sr)	Klerk Jeugsorg (Kruispad)/Clerk Youth Care (Kruispad)	2
Pretorius, Dalene (Sr)	Assistent rekenmeester/Assistant Accountant	3
Sauer, Loïs (Sr)	Finansiële assistent/Financial assistant	14
Harmse, Thea (Sr)	Assistent vir Rektoraat TSP/Assistant to Rectorate TSP	-

‘n Besondere woord van dank word aan elkeen van bogemelde personeel vir hulle uitstaande diens gerig. In besonder word br HJD Coetzee en dr W du Plessis bedank vir hulle leiding en getroue werk wat dikwels veel langer as die normale werksure strek.	A sincere word of thanks is expressed to each of the above members of staff for their service to date. A special word of thanks to br HJD Coetzee and dr W du Plessis for their leadership and dedicated work that often go far beyond normal business hours.

Rapporteur: *Reporter*: