### CPR CITY PLANNING EMPLOYEE AUDIT

CPR

All employees of the current City Planning Functions at all the Administrative Units are here-by requested to complete the Audit Form comprehensively and to submit it to the Office of the Divisional Manager: Economic Development on or before 4 June 2001 at 16:00. The forms may be submitted via fax for the attention of Nikki Ludik at (012) 3285137 or may be sent electronically via email to <a href="mailto:nludik@gpmc.org.za">nludik@gpmc.org.za</a>.

It has come under the attention of the Divisional Manager that there is no universal employee audit containing all the necessary information for restructuring purposes. Allthough it is accepted that employees had to submit similar audit forms in the past, those forms did not contain all the important information, which is now crucial for a successful restructuring process. Please accept the completion of this form in a positive light as it is envisaged that these forms may assist the Divisional Manager to utilise personnel where most appropriate by taking into account, not only the employee's experience and qualifications, but also the respective fields of expertise and interests.

If you have any questions please contact Nikki Ludik at (012) 3374073 / 0824671812.

Environment

Urban Design Housing

First Names	Last Name	
Gender	Home Language	
Race	Nationality	
Job Designation	Current Post Level	
Id nr.	Administrative Unit	
Previous Dispensation Department / Division	Office Location / Physical Address	
Office Phone nr.	Office Fax nr.	
Email Address	Cell Phone nr.	
Postal Address	Residential Location / suburb	
Total number of years at current Admin Unit	Highest Qualifications	
Where was qualifications obtained	Other completed courses, training programs etc.	
Your fields	of expertise (Please tick the appropriate box/es)	
Land use management	Communication	
Development Control	Marketing	
IDP / LDO	Local Economic Development	
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Other: Please list

Project management					
Management		Your specific fields of interest:			
Spatial planning		* <sub>2</sub>	**		
Outdoor Advertising					
Registration & General					
Information			35		
Planning Data			*		
Legal Services					
Finances & Human resources			* .		
Training					
Drawing Office					
		ructuring Task Teams			
Would you like to be involved in the CPR Task Teams, or are you already involved with the Task Teams? YES NO  If yes, in which Task Teams would you like to be involved with / are you involved with and on what basis?					
If yes, in which Task Teams would you life	ke to be involved with / are you in	volved with and on what basis?	THE COLUMN THE PARTY		
TASK TEAMS (please tick the appropriate box/es)		INVOLVEMENT	INVOLVEMENT OCCASSIONALLY FOR FEEDBACK		
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#### IF YOU ARE INTERESTED IN BECOMING A TASK TEAM MEMBER OR IF YOU ARE ALREADY A TASK TEAM MEMBER, READ THIS:

- A Task Team is a consultative body.
- Task Team Members may be nominated by the Task Team Leader to assist with specific problems, tasks and functions.
- Task Teams will meet on a regular basis as, when and where most appropriate for the majority of the Task Team Members.
- The Task Team Leader will communicate meeting arrangements to the Task Team Members.
- If you have any questions related to your specific Task Team, please contact your Task Team Leader directly. In the instance where a Task Team Leader has not been nominated, please contact the Function Co-ordinator directly.
- If you have any *other* questions related to the *restructuring process* please contact Desiree Homann at 0829284394.
- If you are unhappy about any issue or problem related to your specific Task Team which you feel you can not openly discuss within your Task Team or with your Task Team Leader, please contact Nikki Ludik at 0824671812.

#### IF YOU ARE NOT INTERESTED IN BECOMING A TASK TEAM MEMBER, READ THIS:

- If you are not a member of a Task Team and you have any questions related to a specific Task Team, please contact the Task Team Leader directly.
- In the instance where a Task Team Leader has not been nominated, please contact the Function Co-ordinator directly.
- If you have any other questions related to the restructuring process please contact Desiree Homann at 0829284394.
- If you are unhappy about any issue or problem related to a specific Task Team, which you feel you can not openly discuss with the Task Team Leader, please contact Nikki Ludik at 0824671812.

## THANK YOU FOR YOUR TIME! YOU ARE A VERY IMPORTANT PERSON IN THE RESTRUCTURING OF THE CITY PLANNING FUNCTION AND AS SUCH YOUR POSITIVE INPUT ARE HIGHLY APPRECIATED!

# APPROVED MACRO ORGANIZATIONAL STRUCTURE

