

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

Figure v: City Planning Restructuring Employee Audit Form (a)

SIGNED:	CAPACITY:	DATE:
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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

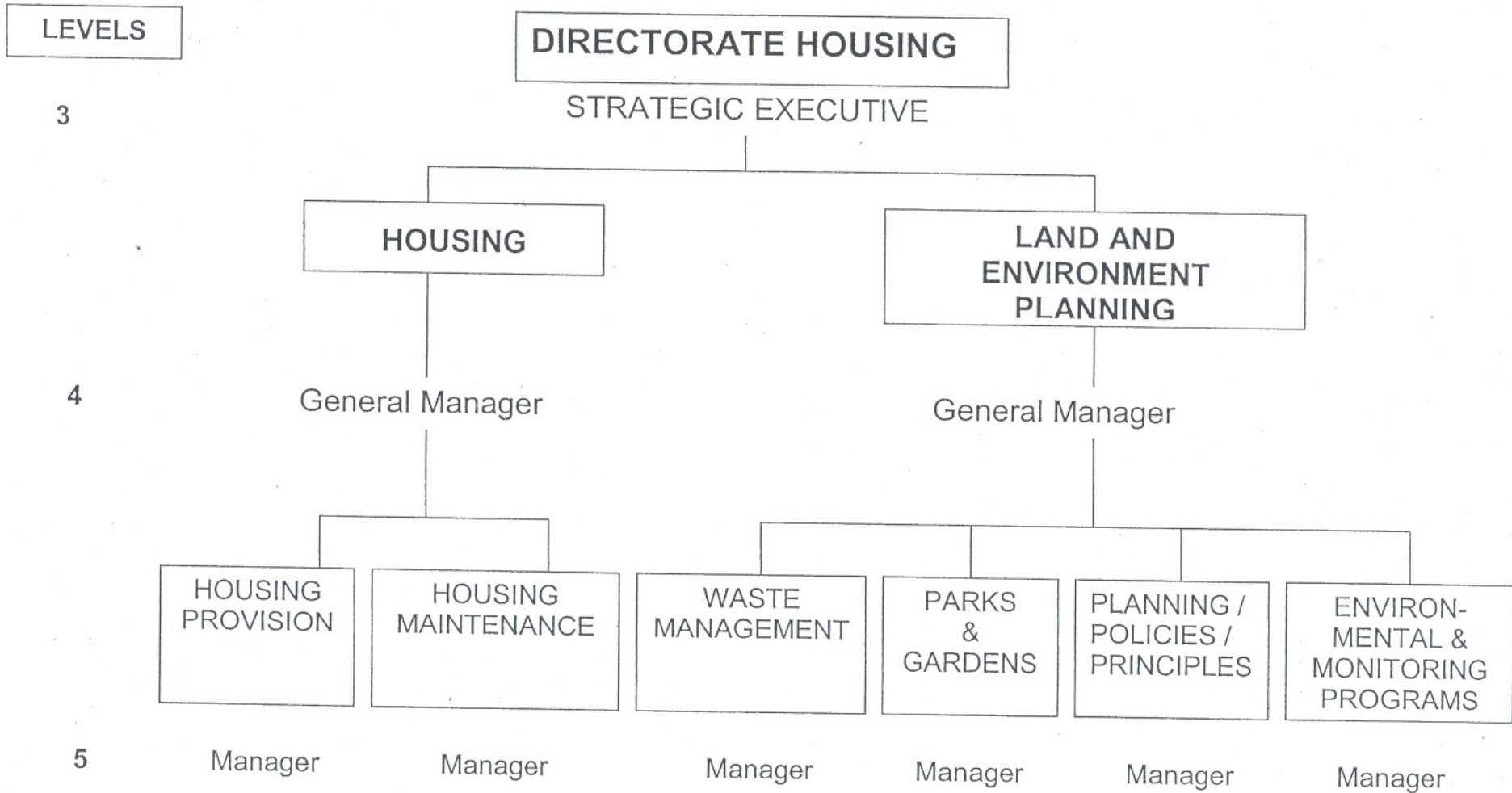


Figure vi: Approved macro organizational structure for the Housing Directorate as on 1 July 2001

PROPOSED INTERIM MACRO ORGANIZATIONAL STRUCTURE

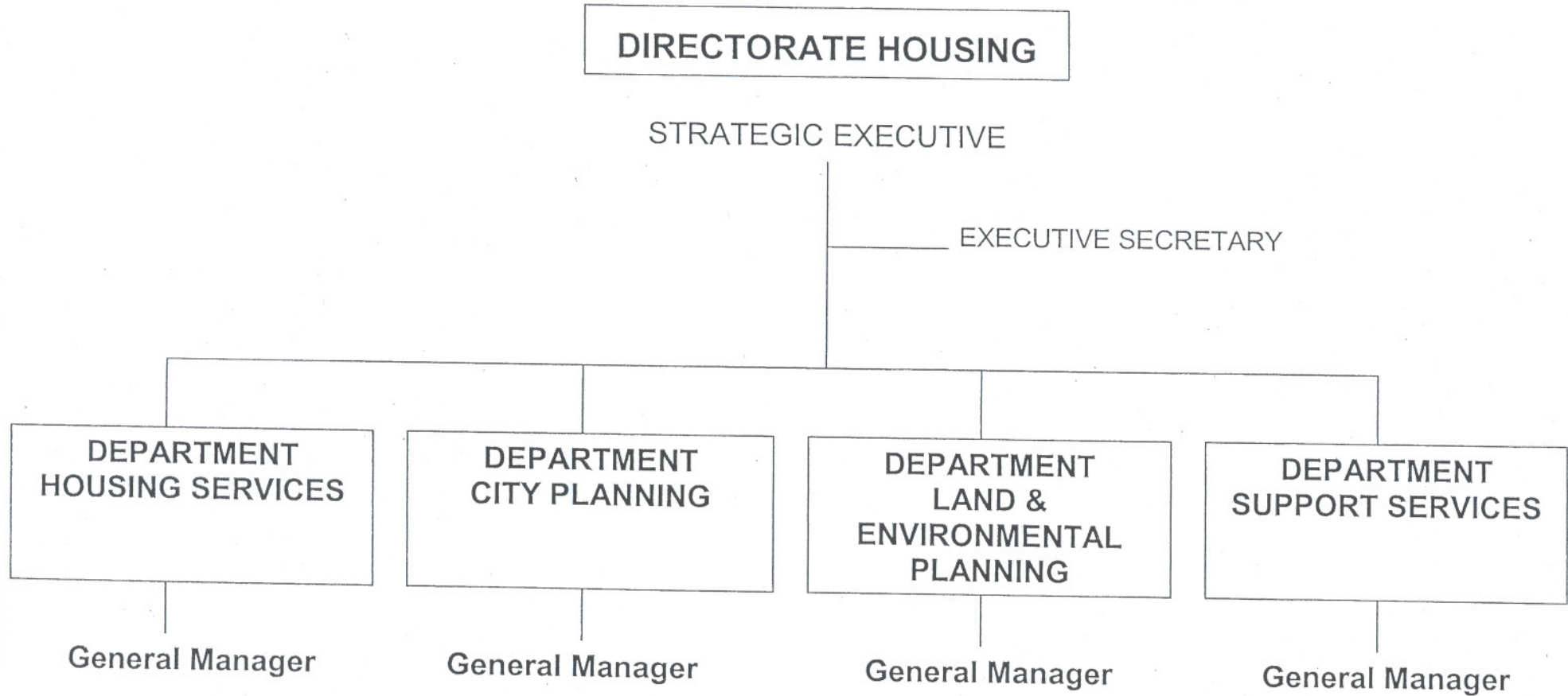


Figure vii: Proposed new macro organizational structure: Housing Directorate, as on 7 August 2001