DIVISION: CITY PLANNING AND DEVELOPMENT

SUB-DIVISION: ECONOMIC DEVELOPMENT
SUB-DIVISION LAND-USE AND PLANNING
SUB-DIVISION TRANSPORTATION PLANNING
SUB-DIVISION ENVIRONMENTAL PLANNING
SUB-DIVISION STRATEGIC PROJECTS
SUB-DIVISION SUPPORT SERVICES

UNIT: METROPOLITAN LAND-USE PLANNING
UNIT: SUB-REGIONAL / LOCAL LAND-USE PLANNING AND LAND-USE MANAGEMENT
UNIT: BUILDING CONTROL
UNIT: LAW ENFORCEMENT
UNIT: DATA

Figure 1: City Planning purpose structure proposed by the Amund Beneke group

In April 2001
RESTRICTURING OF FUNCTIONS:
ECONOMIC DEVELOPMENT DIVISION

Become part of a positive process
A positive process is under way to restructure the individual functions of the Economic Development Division. The process will be driven by working groups, each of which will be coordinated by a convenor. Convenors have already been nominated for the Local Economic Development, Transport Planning and Management, Fresh Produce Market and City Planning working groups. Working groups for which convenors are still to be nominated are Tourism, Strategic Development, and Administrative Support Services.

A coordinator has also been nominated to coordinate the activities of all the working groups. The coordinator reports to the Divisional Manager, who in turn liaises with the Municipal Manager, the Transformation Manager and other Divisional Managers.

The convenors and the coordinator have been nominated to do important work during the transformation process. These functions should in no way be confused with appointments, promotions, or any other permanent change to the personnel structure. All the nominees retain their current job levels, etc.

What happened to the 'old' processes?
Since the establishment of the Division in December last year, there have been a number of ad hoc restructuring processes. Various discussions have taken place, and working groups were established related to some of these ad hoc processes. Some very valuable work was done by way of these processes. However, the manner in which it was done proved counter productive, mainly because of the following reasons:

- Restricted participation and involvement by officials.
- Inadequate communication.
- Lack of coordination within the Division and with other Divisions.
- No clearly defined mandate and terms of reference to structure the process.

A committed Divisional Manager
It is, however, the commitment of the Divisional Manager: Economic Development, Ms. Nomgqibelo Mdalose, that the new restructuring process will be inclusive of all officials, that communication will enjoy a high priority, that there will be proper coordination of restructuring processes within the Division, as well as coordination with processes of other Divisions, and that a clear structure and terms of reverence will be established to guide the process.

All Administrative Unit Managers have been asked to grant their officials permission to participate freely in the working groups.
What will the convenors do?
The task of the convenors will be two-fold. While they will focus on the restructuring of the functions, they will also manage the operational tasks within their function. The convenors will also be responsible for administrative and logistical support related to the activities of the working groups.

In conjunction with the working group members, the convenors have to compile a work plan which will contain information regarding a work program (including dates and frequency of meetings); goals, objectives and deliverables of working groups; establishment of sub-working groups or task teams if and when applicable, a communication strategy/plan to ensure participation and informed officials, as well as a modus operandi of the working group and task teams.

Let's respect the protocol
Uncertainty about correct protocol has caused a good measure of delay, misunderstanding, and embarrassment since the establishment of the Division. All officials are asked to take note that, from now on, the convenors will be the central point of reference for each function. You are kindly requested not to contact the Divisional Manager directly with requests (especially not requests for interviews) as this places undue strain on an already full portfolio. All enquiries, reports etc should be directed to the Divisional Manager via the relevant convenor.

The following is a list of the convenors and their contact numbers.

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>CONVENOR</th>
<th>PHYSICAL ADDRESS</th>
<th>TEL. NO.</th>
<th>FAX</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator</td>
<td>Pieter Vosloo</td>
<td>Room 227, 2nd floor, Old Raadsaal</td>
<td>337 4186</td>
<td>323 5824</td>
<td><a href="mailto:Pvosloo@gpmc.org.za">Pvosloo@gpmc.org.za</a></td>
</tr>
<tr>
<td>City Planning</td>
<td>Belinda van der Merwe</td>
<td>Room 411, HB Phillips</td>
<td>337 4075</td>
<td>328 5137</td>
<td><a href="mailto:BVDMERWE@gpmc.org.za">BVDMERWE@gpmc.org.za</a></td>
</tr>
<tr>
<td>Fresh Produce Market</td>
<td>Christo Groenewald</td>
<td>Market, DF Malan Drive</td>
<td>328 3010</td>
<td>323 2855</td>
<td><a href="mailto:Groenewald.Christo@pretoria.gov.za">Groenewald.Christo@pretoria.gov.za</a></td>
</tr>
<tr>
<td>Local Economic Development</td>
<td>Verna Nel</td>
<td></td>
<td>671 7252</td>
<td>671 7865</td>
<td><a href="mailto:Nelv@ctc.co.za">Nelv@ctc.co.za</a></td>
</tr>
<tr>
<td>Transport Planning and Management</td>
<td>Victor Baloyi</td>
<td>Room 501, HB Phillips</td>
<td>337 4068</td>
<td>328 5137</td>
<td><a href="mailto:Vbaloyi@gpmc.co.za">Vbaloyi@gpmc.co.za</a></td>
</tr>
</tbody>
</table>

Remember that your comments are important to us. Please do not hesitate to send us your comments/queries, preferably by fax or e-mail. You can count on a response!
Restructuring of City Planning Functions

DIVISION: ECONOMIC DEVELOPMENT

City Planning

Spatial Development Management
- Land Use Management
- Building Management
- Urban Design
- Outdoor Advertising

Spatial Development Planning
- Metropolitan Strategic Spatial Planning
- Region-wide Strategic Spatial Planning

Technical Support Services
- Registration & Information
- Drawing Office
- Legal Services
City Planning Restructuring
Convenor: Belinda van der Merwe

Spatial Development Management
Co-ordinator: Heny Bezuidenhout

Spatial Development Planning
Co-ordinator: Johnny Coetzee

Integrated Development Planning
Co-ordinators: Nikki Ludik & Johnny Coetzee

(#) Technical Support Services
Co-ordinator: Desiree Homann

Co-ordinators: Due to the universal influence and nature, which the specific task will have on the restructuring of the City Planning Function, a Co-ordinator for the task was nominated. Co-ordinators will mostly be involved with the restructuring process in a full time capacity.

Task Team Leaders: Due to the specific nature of the task to be performed within the restructuring of City Planning Functions, a Task Team Leader was nominated. Task Team Leaders will mostly be involved with the restructuring in a 60/40 ratio of time spent on a specific task.

Co-Task Team Leaders: A Co-Task Team Leader will support the Task Team Leader in performing the specific task and will be capacitated by the Task Team Leader so as to enhance empowerment and training of previously disadvantaged and junior personnel. Co-Task Team Leaders will mostly be involved with the restructuring through direct communication to and from the Task Team Leaders.

(#) The restructuring of the Technical Support Services will be subject to the outcome of the restructuring of the primary functions.