

**LIST OF STATUS QUO DOCUMENTATION AND SERVICE DELIVERY INFORMATION REQUESTED
FROM EACH MUNICIPALITY IN SCOPE OF PROTOTYPE STAFF ESTABLISHMENT PROJECT**

- 1) IDP 2022/2023
- 2) SDBIP 2022/2023
- 3) Approved Organisational Structure/ Current structure (showing purpose and functions of each business unit – i.e. department/division/section)
- 4) Indication of employment contract type for each position on the organisational structure
- 5) Document (hard copy or electronic file) containing all post levels and corresponding salary packages / /structures
- 6) Electronic file (hard copy if e-copy not available) containing all job descriptions to the current organisational structure
- 7) Results / report of latest job evaluation carried out on jobs on the current organisational structure
- 8) Name of the Job Evaluation System used by the municipality
- 9) Name of the Human Resources Information System (HRIS) used by the municipality (indication whether it is owned and hosted by the municipality, or if on contract / under license and hosted by the Service Provider / license holder)
- 10) Strategy / plan used to migrate or redeploy staff into the revised organisational structure (latest strategy / plan)
- 11) Skills Audit report (latest)
- 12) Judgements having a bearing on organisational structure
- 13) Unresolved or ongoing grievances against the current organisational structure / staff establishment
- 14) List of all municipality's entities (e.g., for economic development, electricity, water, sanitation, waste management, transport, fresh produce market, property management, zoological garden, social housing, roads, etc.)
- 15) Delegations of power / authority document (latest)
- 16) Customer satisfaction survey reports (latest)
- 17) Work Study or OD Reports from past review / restructuring processes (last 2 reviews)
- 18) All business processes (for each department / division in the municipality)
- 19) Customer Service Charter
- 20) Current / Latest Work Force Plan (HR Plan)
- 21) Latest Organisational Performance Report (past 2 financial years) against IDP/SDBIP
- 22) Management Reports by Auditor General of SA (latest financial year)
- 23) Risk assessment reports (latest financial year – must match year of IDP supplied)
- 24) Internal audit report (latest financial year)
- 25) Service Level Agreements on any service delivery matter (e.g., arrangement between local municipalities, or between a district and a local to deliver some services, such as services like disaster / fire, and water; as well as with a provincial government, and national government).
- 26) Service Delivery Models
- 27) List, and geographical locations of, e.g., the following service delivery facilities:
 - a. Potable water treatment plants
 - b. Potable water reservoirs
 - c. Names / groupings / sets of potable water networks
 - d. Waste water treatment plants (sewage plants)
 - e. Names / groupings / sets of waste water (sewage) networks
 - f. Electricity power stations
 - g. Electricity transmission stations

- h. Electricity distribution stations / substations
 - i. Names / groupings / sets of electricity distribution networks
 - j. Landfill sites
 - k. Waste transfer stations
 - l. Major access roads / routes
 - m. Major access bridges
 - n. Major / critical service roads / routes
 - o. Cemeteries
 - p. Parks
 - q. Sport facilities (stadiums, arenas, fields, etc.)
 - r. Arts and culture facilities (e.g. theatres, libraries, galleries, etc.)
 - s. Community halls
 - t. Rates halls / MPCCs
 - u. Traffic stations / municipal police stations
 - v. Drivers' licence test centres
 - w. Vehicle testing stations
 - x. Municipal pounds (for animals, vehicles)
 - y. Fire stations / emergency service stations (including sea rescue / search and recovery)
 - z. Nature / game reserves under municipal management
 - aa. Transport entities
 - bb. Fresh produce markets
 - cc. Zoological parks / gardens under municipal management
 - dd. Social housing blocks / properties
 - ee. Environmental health facilities
 - ff. LED forums
- 28) Any document / strategy / plan in place to implement aspects of the District Development Model (DDM).
- 29) Letter / document stating the current ration of personnel expenditure (salaries, etc.) to operating buget.
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