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M A N U A L S

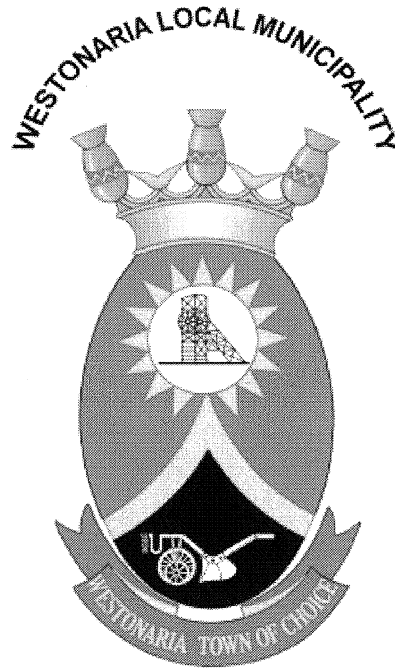
IN ACCORDANCE WITH

THE PROMOTION OF ACCESS TO

INFORMATION ACT (NO. 2 OF 2000)



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**PROMOTION OF ACCESS TO INFORMATION
MANUAL
COMPILED IN ACCORDANCE WITH SECTION 14 OF
PROMOTION OF ACCESS TO INFORMATION ACT,
NO. 2 OF 2000 (PAIA)**

Westonaria Local Municipality

PROMOTION OF ACCESS TO INFORMATION MANUAL**Compiled in accordance with Section 14 of the Promotion of Access to Information Act, Act No 2 of 2000, (PAIA)**

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1. INTRODUCTION

The Promotion of Access to Information Act, No 2 of 2000 ("the Act") was enacted on 3 February 2000, giving effect to the constitutional right of access to, inter alia, any information held by the State, subject to justifiable limitations, including but not limited to limitations aimed at the reasonable protection of privacy, commercial confidentiality; and effective, efficient and good governance in a manner which balances that right with any other right, including the Bill of Rights in the Constitution.

The Act also sets out the requisite procedural issues attached to a request for information.

Please note that wherever reference is made to "Public Body" in this manual, it will refer to Westonaria Local Municipality ("the Municipality"), a public body within the local sphere of government, for whom this manual is drafted.

2. PURPOSE AND SCOPE OF THIS MANUAL

Section 14 of the Act obliges the Information Officer (Municipal Manager) of public bodies, like the Westonaria Local Municipality, to compile a manual which would assist a person to obtain access to information held by such public body and stipulates the minimum requirements such manual has to comply with.

As required under Section 14, this Manual contains the following information:

- A description of the Municipality's structure and functions;
- The postal and street address, phone number, fax number and electronic mail address of the Information Officer as well as of the Deputy Information Officer designated;
- A description of the Guide compiled by the South African Human Rights Commission and how to access it;
- Sufficient detail to facilitate a request for access to a record of the Municipality;
- A description of the subjects on which the Municipality holds records and the categories of records held on each subject;
- Categories of records of the Municipality which are available without a person having to request access;
- A description of the services available to members of the public from the Municipality and how to gain access to those services;
- A description of any arrangement or provision for a person by consultation, making representations or otherwise, to participate in or influence:
- The formulation of policy; or
- The exercise of powers or performance of duties by the Municipality;
- A description of all remedies available in respect of an act or a failure to act by the Municipality; and
- Such other information as may be prescribed.

3. DESCRIPTION OF THE STRUCTURE AND FUNCTIONS OF THE MUNICIPALITY IN TERMS OF SECTION 14(1)(a)

The Westonaria Local Municipality, as a juristic person with perpetual succession, was proclaimed i.t.o Section 12 of the Local Government Structures Act No 117 of 1998 as an Executive Mayoral System combined with a Ward Participatory System. The Municipality is classified as a category B municipality in terms of the Local Government Municipal Demarcation Act, Act No 27 of 1998.

Structure of the municipality:

The municipality comprises of the Council and its administration.

At a political level the Municipality comprises of 31 Councillors (16 Ward Councillors and 15 Proportional Representatives) with party representation as set out below:

African National Congress	:	23 seats
Democratic Alliance	:	4 seats
Inkatha Freedom Party	:	1 seat
United Democratic Movement	:	1 seat
Azapo	:	1 seat
Cope	:	1 seat

The Municipality has an Executive Mayor, who is also the Chairperson of the Mayoral Committee of Council, as well as a Speaker, who is the Chairperson of the Council.

The day to day functioning and decision making of the municipality takes place through Portfolio Committees, which report to the Mayoral Committee and is thereafter ratified by Council.

The Portfolio Committees that report to the Mayoral Committee are:

Corporate Services
Finance
Human Settlements
Infrastructure Services
Public Safety
Health and Social Development

Administratively, the Municipality is run by the Municipal Manager, who is the Administrative Head and Accounting Officer of the Municipality, assisted by a Head of Department for each Portfolio, as set out here above.

Functions of the Municipality

The Municipality has executive and legislative authority and is empowered to govern, on its own initiative, the local governmental affairs of its community, subject to national and provincial legislation, as provided for in the Constitution and other relevant legislation.

The Municipality operates within a legislative framework which consists of various statutes, which include:

- The Constitution of the Republic of South Africa (Act 108 of 1996);
- The Local Government: Transitional Act (Act 209 of 1993);
- The Local Government: Municipal Structures Act (Act 117 of 1998);
- The Local Government: Municipal Systems Act (Act 32 of 2000); and
- The Local Government: Municipal Finance Management Act (Act 56 of 2003)

Other Statutes which impacts on the governance of the Municipality include (the list is not exhaustive:

- The Water Services Act (Act 108 of 1997);
- The National Water Act (Act 36 of 1998);
- The Electoral Act, 1998 (Act 73 of 1998);
- The Promotion of Local Government Affairs Act (Act 91 of 1983);
- The Electricity Act (Act 41 of 1987);
- The Promotion of Access to Information Act (Act 2 of 2000);
- The Promotion of Administrative Justice Act (Act 3 of 2000);
- The National Health Act (Act 61 of 2003);
- The Occupational Health And Safety Act (Act 85 of 1993);
- The Labour Relations Act (Act 66 of 1995);
- The Basic Conditions of Employment Act (Act 75 of 1997);
- The Employment Equity Act (Act 55 of 1998);
- The Skills Development Act (Act 97 of 1998);
- The Unemployment Insurance Act (Act 63 of 2001);
- The Pension Funds Act (Act 24 of 1956);

- The Housing Act (Act 107 of 1997);
- The Prevention of Illegal Eviction from and Unlawful Occupation of Land Act (Act 19 of 1998);
- The Removal of Restrictions Act (Act 84 of 1967);
- The Expropriation Act (Act 63 Of 1975);
- The Limitation of Legal Proceedings (Provincial And Local Authorities) Act (Act 94 of 1970);
- The Arbitration Act (Act 42 of 1965);
- The Public Audit Act (Act 25 of 2004); and
- The National Road Traffic Act (Act 93 of 1996)

The Municipality's function is to carry out its constitutional mandate, by striving within its financial and administrative capacity to achieve the objects of local government, viz:

- To provide democratic and accountable government for local communities;
- To ensure the provision of services to communities in a sustainable manner;
- To promote social and economic development
- To promote a safe and healthy environment; and
- To encourage the involvement of communities and community organisations in the matters of local government.

4. CONTACT DETAILS OF THE MUNICIPALITY

Physical Address:

Civic Centre
Neptune Street
Westonaria
1779

Postal Address:

P.O. Box 19
Westonaria
1780

Telephone Number:

(011) 278-3000

Fax Number:

(011) 753- 4176

Website Address:

www.westonaria.gov.za

E-mail Address:

nshilubane@westonaria.gov.za

5. CONTACT DETAILS OF INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER

Information Officer:

Name and Designation	Postal Address	Physical Address	Telephone and Fax No.	E-mail Address
Mr. TC Ndlovu Municipal Manager	P.O. Box 19 Westonaria 1780	Civic Centre Neptune St Westonaria 1779	Telephone: (011) 278-3000 Fax: (011) 753-4176	tndlovu@ westonaria.gov.za

Deputy Information Officer:

Name and Designation	Postal Address	Physical Address	Telephone Number	E-mail Address
Ms M. E. Engelbrecht (Manager: Administration)	P.O. Box 19 Westonaria 1780	First Floor Civic Centre Neptune St Westonaria 1779	Telephone: (011) 278-3000 Fax: (011) 753-4176	mengelbrecht@westonaria.gov.za

6. THE HUMAN RIGHTS COMMISSION GUIDE

A Guide has been compiled by the Human Rights Commission in terms of Section 10 of the Act, which contains information required by a person wishing to exercise any right, contemplated by the Act. The Guide is available in all of the official languages from the PAIA Unit of the Human Rights Commission, who may be contacted at:

Physical Address: 29 Princess of Wales Terrace
Cnr of York and St Andrews Street, Parktown

Postal Address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484 8300
Fax: +27 11 484 1360
Website: www.sahrc.org.za
E-mail: paia@sahrc.org.za

7. Functions and Structure of Westonaria Local Municipality

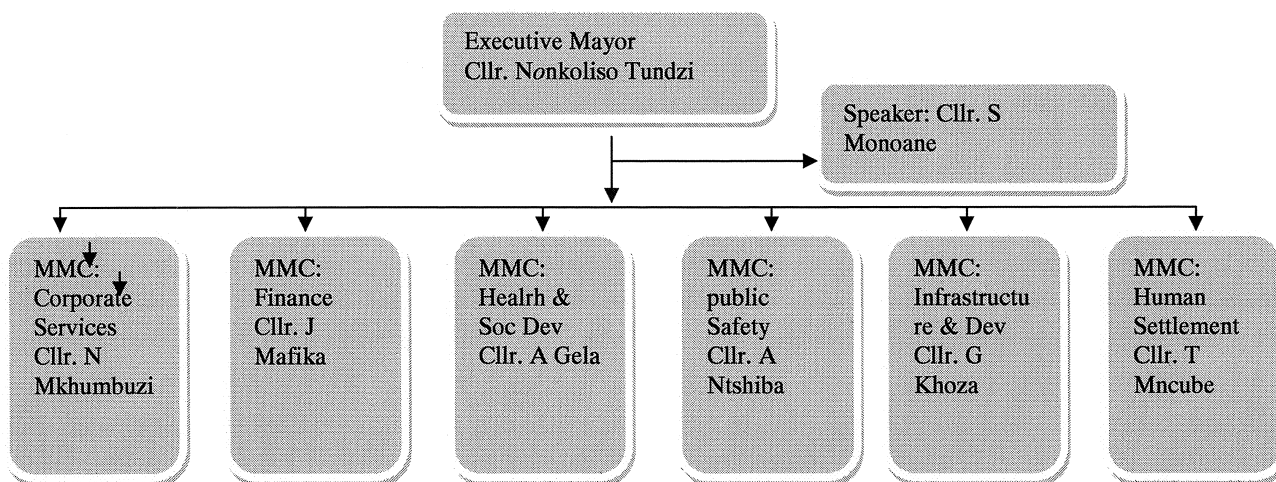
The functions of Westonaria Local Municipality as prescribed by Section 84(1) of the Local Government Municipal Structures Act and adjusted by the Minister and MEC responsible for local government in terms of sections 84(3) and 85 of the said Act respectively are as follows.

Functions of Westonaria Local Municipality				
Infrastructure Services	Community Services	Financial Services	Corporate Services	Internal Affairs
Electricity Water & Sanitation (Sewerage) Waste Management, Parks & Cemeteries Roads & Stormwater Building Inspections, Mechanical Workshop & Internal Planning	Housing Public Safety Sports, Recreation, Arts & Culture Libraries Public & Environmental Health Social Development	Revenue, Credit Control & Debt Collection Expenditure, Procurement & Stores Financial Planning Local Economic Development	Administration Communications & Marketing Councillor Support Human Resource Legal, Property & Town Planning Information Technology	Internal Audit Infrastructure Development and Planning (IDP) Performance Management System (PMS)

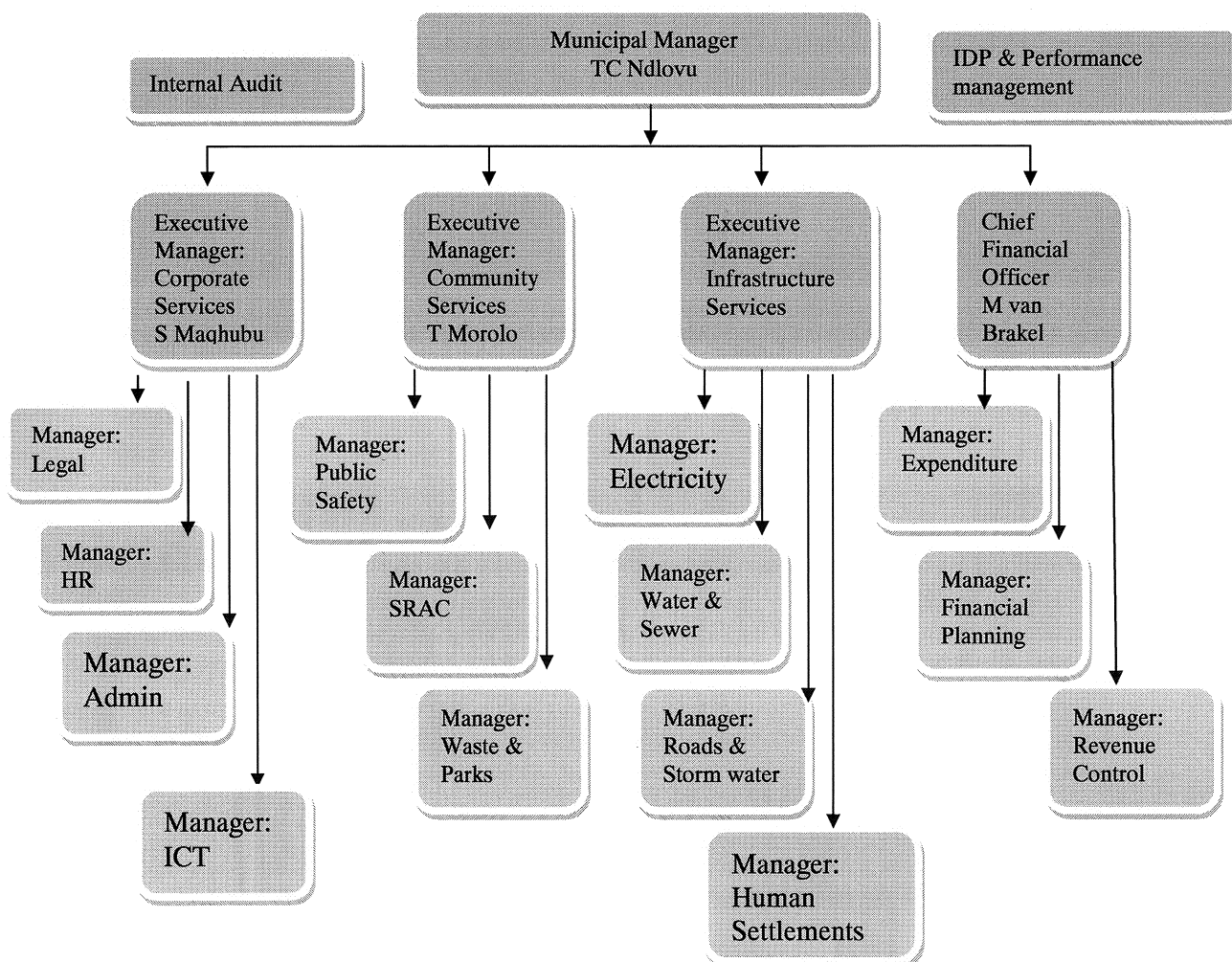
How to gain access to these services

The services offered can be accessed through the offices of the relevant departments based at the Civic Centre, Neptune Street, Westonaria.

7.1 Political Structure



7.2 Administrative Structure



8. DESCRIPTION OF SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE MUNICIPALITY

"Records" of the municipality refer to those records created or received in the course of official business and which are kept as evidence of the Municipality's functions, activities and transactions.

There are different forms of records, for example **correspondence files, maps, plans, registers, agendas and minutes, by-laws and tariffs, policy documents, etc.** which could be available in different media formats, i.e. paper or electronic. Annexure "A" gives a description of the subjects on which the Municipality holds records, as well as the categories held on each subject.

9. RECORDS HELD AND ACCESS TO RECORDS HELD BY THE MUNICIPALITY

The method of managing records in the Municipality is in accordance with national archive requirements.

It should be noted that inclusion in the following list of records does not mean that the files or records are necessarily accessible under the Promotion of Access to Information Act. The Act prohibits a public body from allowing access, and/or allows the public body to refuse access, to certain types of information. Chapter 4 of the Act deals with the grounds for refusal of access to records (See Pt 12 hereunder).

Information to be formally requested in terms of the Act includes, includes inter alia:

- Statutory Documents;
- Correspondence on General Files;
- Financial Records;
- Tenders
- Annual financial reports;
- Management reports;
- Cheque returns;
- Salary Advices;
- Employees' Leave Records;
- UIF Returns;
- Documentations on Policies and Conditions of Employment;
- Documentation on disciplinary matters;
- Data base of service recipients, including but not limited to residents, customers, suppliers, etc.;
- Various agreements entered into between the Municipality and third parties;
- Documents pertaining to tenders and other procurement related matters;
- Minutes of the Municipality and its various committees and sub-committees;
- Internal correspondence;
- Internal Policies and Procedures;
- Records obtained from third parties held by the Municipality.
- Council minutes and agendas (In closed Council);

10. VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS (SECTION 15)

The records as set out in **Annexure "B"** are automatically available without a person having to request access in terms of the Act, but where appropriate, remain subject to review by the Information Officer or Deputy Information Officer in terms of Section 15 (4) of the Act.]. All other records must be formally requested as provided for in this manual.

The only fee payable, if any, for access to these records is the prescribed fee for reproduction.

Where a request for information cannot be met a requester shall be:

- Informed of his/her right to make a formal application under the Act.
- Informed of the fact that certain types of requests for information may be refused.
- Informed of his/her right to appeal if a request is initially refused.

11. REQUEST FOR ACCESS (SECTION 11)

Access given

When a record/information is requested in terms of the Act, the requester must be given access thereto, if the requester complies with the following:

“All the procedural requirements in the Act, relating to the request for access to a record; and Access to the record is not refused on any ground of refusal mentioned in the Act.”

Form of Request [Section 18(1)]

Access to information which is not automatically available must be requested in writing on the prescribed form (Form A), attached hereto as **Annexure “C”** and be forwarded to the Information Officer or Deputy Information Officer. The application form must be accompanied by the prescribed request fee.

The application should clearly state what information is required and if the request is for a copy of a record, or whether the requester would like to view the record at the office of the Municipality.

If a person asks for access in a particular form, the requester would be given access in the manner that has been asked for, unless doing so would interfere unreasonably with the running of the Municipality or would damage its records or infringe a copyright not owned by the municipality.

If the requester wishes to be informed of the decision regarding the request in any other manner, e.g. telephonically, by fax or e-mail, in addition to a written reply, it must be indicated as such.

In cases where the requester is asking for information on behalf of somebody else, the capacity in which the request is being made should be indicated and proof hereof provided.

When a requester is unable to read or write or has a disability, the request can be made orally, in which event the Information Officer or Deputy Information Officer will complete the form on behalf of the requester.

If for practical reasons access cannot be given in the requested manner but in an alternative manner, then the fee for access will be calculated according to the manner that the requester had requested.

The Information officer or Deputy Information Officer will render such reasonable assistance, free of charge, as is necessary to enable that requester to comply with section 18(1).

If a requester has made a request for access that does not comply with section 18(l), the Information officer/Deputy Information Officer concerned may refuse the request if he/she has:

Notified the requester of an intention to refuse the request and stated in the notice:

The reasons for the contemplated refusal; and that the information officer/Deputy Information Officer, or another official, would assist that requester in order to make the request in a form that would remove the grounds for refusal; given the requester a reasonable opportunity to seek such assistance; as far as reasonably possible, furnished the requester with any information that would assist the making of the request in that form; and

given the requester a reasonable opportunity to confirm the request or alter it to comply with section 18(l).

11.3 Transfer of Requests (Section 20)

If a request for access is made for information which is not in the possession of the Municipality, or if the information is more closely connected to another public body, the Information Officer/Deputy Information Officer will assist the requester to make the request to the relevant Information Officer of the other body, or transfer the request to the other body within 14 (fourteen) days after the request has been received,

Fees payable (Section 22)

In terms of the Act, two types of fees are required to be paid, namely the request fee and the access fee.

A requester who seeks access to a record containing personal information about him or herself, the requester, is not required to pay the request fee. Every other requester must pay the relevant request fee.

The Information Officer/Deputy Information Officer will notify the requester to pay the prescribed fee, if any, before further processing the request. The prescribed request fee payable is set out in Annexure "D". The requester may also be notified to pay a deposit under certain circumstances.

The requester may lodge an internal appeal or an application to the court against the payment of the request fee.

Certain persons, as set out in **Annexure "E"**, are exempted from paying access fees.

Records not found/Non-existing (Section 23)

In cases where records cannot be found or do not exist and all reasonable steps have been taken to find the requested record, the Information Officer/Deputy Information Officer will by means of an affidavit/affirmation, inform the requester accordingly, giving full reasons.

Deferral of Access (Section 24)

Requests may be deferred until information becomes available. The requester will be notified accordingly and requested to make representations within 30 (thirty) days as to why the information is required prior to it becoming public.

Decisions and notice (Section 25)

The Municipality will respond to the request within 30 (thirty) calendar days, unless the request contains considerations that are of such a nature that an extension of the 30 day time limit is necessitated. Where an extension of the 30 day time limit is required, the requester shall be notified accordingly, together with an explanation why such extension was necessitated. The time limit may be extended only once, for a further period of 30 days (Section 26).

If the Information Officer/Deputy Information Officer fails to give the decision on a request for access to the requester within the periods as set out hereabove, the Information Officer/Deputy Information Officer is regarded as having refused the request (Section 27).

If the request is granted, a further access fee as set out in Annexure "D" must be paid for the search, preparation and reproduction of the record, where applicable.

The requester will be given the required information, if available, within a reasonable time after receipt of the application form and prescribed fee.

Language of access (Section 31)

The record will be made available in the language preferred by the requester, if it exists in that language, or, if it does not exist in that language or the requester has no preference or has not indicated a preference, in any language it exists in.

12. REFUSAL OF ACCESS TO CERTAIN RECORDS

As indicated hereabove, the right of access to information is subject to justifiable limitations, including but not limited to limitations aimed at the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance and in a manner which balances that right with any other right, including the Bill of Rights in Chapter 2 of the Constitution.

Section 9 (b)(ii) recognises that the right to access to information must be given effect to in a manner which balances the right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

The Information Officer/Deputy Information Officer may refuse access to certain records under the circumstances as provided for in sections 33 to 46 in Chapter 4 of the Act (**See Annexure "F"**).

13. THIRD PARTY NOTIFICATION AND INTERVENTION (CHAPTER 5)

Notice to third parties (Section 47)

The Information Officer/Deputy Information Officer considering a request for access to a record of a third party must take all reasonable steps to inform a third party to whom or which the record relates of the request as soon as reasonably possible, but in any event, within 21 days after the request is received, by the fastest means reasonably possible.

The third party may, within 21 days after being so informed, make written or oral representations to the Information Officer/Deputy Information Officer why the request should be refused or may give written consent for the disclosure of the record to the requester.

Decision on representations by third parties (Section 49)

The information officer must, within 30 days, decide whether to grant the request for access and notify the third party accordingly. If the request for access is granted, the notice must state:

Adequate reasons for granting the request, including the provisions of this Act relied upon; that the third party may lodge an internal appeal or an application, as the case may be, against the decision within 30 days after notice is given, and the procedure for lodging the internal appeal or application; and that the requester will be given access to the record after expiry of the applicable period, unless such internal appeal or application with a court is lodged within that period.

14. INTERNAL APPEALS AGAINST DECISIONS OF INFORMATION OFFICERS (PART 4 OF THE ACT)

Right of internal appeal (Section 74)

A requester may lodge an internal appeal with the municipality against a decision of the Information Officer or Deputy Information Officer, if:

- A request for access is refused;
- The fees charged are unacceptable;

The period within which a decision with regard to access to a record must be made, is extended; and Access to a record is not provided in the requested form; and

A third party may lodge an internal appeal with the municipality against a decision by the Information Officer, Deputy Information Officer to disclose information relating to that third party.

Appeal procedure and fees (Section 75)

An internal appeal must be lodged on the prescribed form (Form B), which is attached as Annexure "G", within the following periods:

A period of 60 (sixty) days;

If notice to a third party is required i.t.o. Section 49 (1)(b), within 30 (thirty) days after notice is given to the appellant of the decision appealed against or, if notice to the appellant is not required, after the decision was taken.

The internal appeal

An internal appeal must:

- be delivered, posted, faxed or sent electronically to the Information Officer or Deputy Information Officer;
- state the manner in which the applicant wishes to be informed of the decision on the internal appeal, in addition to a written reply;
- identify the subject of the internal appeal and give reasons for the appeal;
- if applicable, be accompanied by the prescribed appeal fee(s); and
- Specify a postal address, fax number or e-mail address.

The Information Officer or Deputy Information Officer must, within ten (10) working days after the receipt of an internal appeal, submit it, together with his/her reasons for the decision, to the Relevant Authority, namely the Executive Mayor, or in her absence the Speaker or any other person designated by the municipal Council in writing, for consideration.

If an internal appeal is considered against the refusal of a request for access to a record of a third party, the third party to whom or which the record relates, must be informed of the internal appeal and he/she may, within 21 days after being so informed, make written representations why the request for access should not be granted or give written consent for the disclosure of the record to the requester concerned.

Late appeals may be allowed, if good cause can be shown.

Decision on internal appeal and notice thereof (Section 77)

When deciding on the internal appeal the Relevant Authority may confirm the decision appealed against or substitute a new decision for it, within 30 days after the internal appeal is received by the Information Officer/Deputy Information Officer.

The Relevant Authority will immediately after the decision on an internal appeal give notice of the decision to the appellant and any relevant third party, state adequate reasons for the decision, and that the appellant, third party or requester, as the case may be, may lodge an application with a court against the decision on internal appeal within 60 days; or, if notice to a third party is required, within 30 days after notice is given, and also state the procedure for lodging the application.

If the Relevant Authority fails to give notice of the decision on an internal appeal to the appellant within the periods indicated here above, it is regarded as having dismissed the internal appeal.

15. APPLICATIONS TO COURT (PART 4, CHAPTER 2 OF THE ACT)

A requester or third party may make an application to a Court regarding the decisions of the Information Officer/Deputy Information Officer, but only after the internal appeal process has been exhausted.

A requester may make an application to a Court, if he/she is:

- Aggrieved by the decision of the Information Officer or Deputy Information Officer to disallow the late lodging of an internal appeal;
- Aggrieved by the decision of an Information Officer or Deputy Information Officer of a public body, other than the Information Officer of a national department, provincial administration or municipality to refuse a request for access;
- Aggrieved by the decision of an Information Officer or Deputy Information Officer relating to fees required to be paid, the extension of the period within which to deal with the request or the form of access in which the information will be furnished.
- Apply to a Court by way of an application for appropriate relief i.t.o. Section 82, within 30 days.

16. ARRANGEMENTS ALLOWING FOR PUBLIC PARTICIPATION [(SECTION 14(1)(g))]

Section 14(1)(a) of the Act requires the Municipality to make arrangements or provisions for a person, by consultation, to make representations to participate in or influence the formulation of policy or the exercise of powers or performance of duties by the Municipality.

Public participation in a local government context is governed by the Local Government Municipal Systems Act, 2000 (Act 32 of 2000) and the Municipal Structures Act, 1998 (Act 117 of 1998).

The purpose of the public participation process is to ensure that the Municipality, as well as the broader community, co-owns the public participation process and the end product.

The municipality seeks actively to facilitate the engagement of the community in its planning and policy making processes, through public hearings and ward based public meetings in the annual review of its Integrated Development Plan (IDP).

This is also used as an opportunity to provide feedback on the performance levels achieved by the municipality.

A municipal unit has been formed to concentrate on involving the community in Council's public processes and planning, such as the finalisation of the annual budget and the annual IDP review.

The municipality may use any of the following methods to engage in public participation:

Distribution of documents in public places for comment;

- Surveys;
- Newspaper advertisements;
- Formal public hearings;
- Public meetings; and
- Development of a public participation structure.

17. Other information as prescribed in terms of section 14(1)(i)

There is currently no information available from the Minister of Justice and Constitutional Development, in terms of Section 92, to be placed here.

ANNEXURE “A”**SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE MUNICIPALITY**

(These records are available subject to a person having to request access in terms of the Act and subject to such information not being excluded from disclosure in terms of the Act.)

Infrastructure

Electricity distribution layouts
Road maps and plans for future road developments
Geographical information systems
Landfill sites – future and existing

Financial Information

Tariffs
Subsidy income
Estimates
VAT records
Invoices and supporting documentation
Bank statements and records of investments held (if any)
Pension Funds: annual reports and financial statements
Debtors' statements and financial history
Council bank reconciliations
Details of payments made to creditors
Rentals levied and arrears in situation
Councillors' allowance details

Human Resource Records

UIF records
Staff vacancies, circulars and advertisements
Human resource policies and procedures
Salary and remuneration package details
Leave records
Medical records of patients, i.e. employees
Health: training, promotion and education

Operational Statistics and Records

Statistical information
Town planning statistical information
Electricity disconnection/reconnection statistics
Strategic plans and statistical information relating to:
Roads
Stormwater engineering
Drainage plans
Catchment management plans
Development set-back lines
Control lines
Stormwater complaints database
Traffic and transportation
Architectural services
Contingency and strategic emergency plans
Monthly statistics
Operational emergency procedures
Legal opinions and litigation files
Environment matters
Clinics – statistical information
Housing – backlog situation and future plans
Details of evictions
Libraries – archival collection
Fines – processing details, i.e. fines, summonses, court rolls, etc

Motor vehicle testing and license records

Contraventions and prosecutions
Accident records
Arrest reports/records
Solid waste tonnage collection
Water consumption records
Water services disconnection and reconnection details
Electricity supply details

Municipal Services and Customer Records

Customers' application, registration and consumption details
Library membership details

Property matters

Building plans
Town planning applications and consents
Town planning enforcement records
Geographical information
Information on Council-owned land
Valuation rolls
Lease agreements for properties rented by the municipality (if any)
Lease agreements for properties rented to the municipality (if any)
Agreements of properties alienated by the Municipality
Sale agreements of properties acquired by the Municipality
Title deeds of municipal properties
Applications to lease or purchase property
Applications of property for municipal usage, including expropriations
Allocations of social sites to religious/institutional organizations
Information on sale of commercial/non-commercial property within the municipal area
Property holdings of the municipality

General statistics, surveys and audits

Environmental impact assessments
Demographic data
Social information
Economic information of the region
Accident records
Accident statistics and reports
Major hazard installation and risk assessments
Diseases
Details of current housing – owners/tenants
Occupational Health and Safety Audit of municipal buildings
Fire risk survey of municipal buildings
Occupational hygiene on municipal properties
Records of investigations conducted and their outcomes
Water quality
Audit reports i.e. forensic, computer and risk audit

Municipal Plans and Policy Decisions

Legislation affecting Local Government, including by-laws
Health policy issues

Procurement Records

Details of quotations obtained
Copies of tenders advertised and awarded
Database of suppliers' registration for tendering purposes
Details of tenders/contracts awarded
Standards of performance of security tenders