

MAHIKENG LOCAL MUNICIPALITY



PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL

26 June 2025

As prepared in accordance with Section 14 of the **Promotion of Access to Information Act, 2 of 2000 (as amended)**

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1. LIST OF ACRONYMS AND ABBREVIATIONS

- | | | |
|-----|--------------------|-------------------------------------------------------------------|
| 1.1 | “CEO” | Chief Executive Officer |
| 1.2 | “DIO” | Deputy Information Officer; |
| 1.3 | “IO” | Information Officer; |
| 1.4 | “Minister” | Minister of Justice and Correctional Services; |
| 1.5 | “PAIA” | Promotion of Access to Information Act No. 2 of 2000 (as Amended; |
| 1.6 | “PFMA” | Public Finance Management Act No.1 of 1999 as Amended; |
| 1.7 | “POPIA” | Protection of Personal Information Act No.4 of 2013; |
| 1.8 | “Regulator” | Information Regulator (South Africa). |

2. THE CONSTITUTIONAL RIGHT OF ACCESS TO INFORMATION

- 2.1 **Section 32**, the Constitution enshrines the right of every person's access to information held by both public and private bodies. **Section 32(2)** further directs that legislation must be enacted to give effect to the right of access to information, by detailing the ways in which information from public and private bodies can be accessed. The enactment of the *Promotion of Access to Information Act (PAIA) 2 of 2000* is the culmination of that legislative process.
- 2.2 In the year 2000, the abovementioned PAIA was enacted, fulfilling the directive of **section 32(2)** of the Constitution as alluded above.
- 2.3 The right of access to information is a unique Constitutional right as it enables the realisation of other human rights. The purpose of the PAIA is to promote the right of access to information, to foster a culture of transparency and accountability in South Africa. Furthermore, PAIA is aimed at encouraging an open democracy where individuals from all walks of life are empowered to engage with organs of government and participate in decisions which affect their lives. The Act also aims to give effect to the right to information in a speedy, inexpensive and effortless manner.
- 2.4 However, the application of the PAIA in the attainment of these objectives is tempered by the requirements for the protection of personal information as outlined in the *Protection of Personal Information Act 4 of 2013 (POPIA)*. The purpose of the POPIA *inter alia* is to give effect to the constitutional right to privacy by safeguarding personal information¹ subject to justifiable limitations that are aimed at balancing the right to privacy against other rights, particularly the right to information.
- 2.5 **Section 14** of PAIA obliges the MLM as a local governance public body, to compile and publish a manual in three official languages and make a copy of the Manual freely available (except if a printed hard copy is requested) on the web site of the public body; at the head office of the public body for public inspection during normal business hours; if a person wants a hard copy, the public body must make a copy,

¹ See section 1 of the *Protection of Personal Information Act 4 of 2013*

but it may request payment of a reasonable fee for the provision of a hard copy; and to the Regulator upon request.

3. THE PURPOSE OF THE PAIA MANUAL

The published PAIA is useful for the public in that it enables them to -

- 3.1 check the nature of the records which may already be available at the Mahikeng Local Municipality, without the need for submitting a formal PAIA request;
- 3.2 have an understanding of how to make a request for access to a record of the Mahikeng Local Municipality;
- 3.3 access all the relevant contact details of the persons who will assist the public with the records they intend to access;
- 3.4 know all the remedies available from the Mahikeng Local Municipality regarding request for access to the records, before approaching the Regulator or the Courts;
- 3.5 the description of the services available to members of the public from the Mahikeng Local Municipality, and how to gain access to those services;
- 3.6 a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 3.7 assess how the Municipality will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 3.8 know if the Mahikeng Local Municipality has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and

- 3.9 know whether the Mahikeng Local Municipality has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

4. ESTABLISHMENT OF THE MAHIKENG LOCAL MUNICIPALITY (MLM)

The Mahikeng Local Municipality (MLM) derives its status from section 151 of the Constitution and is accorded the power in terms section 153(3) to govern on its own initiative, the local government affairs of its community subject to national and provincial legislation.

Further, section 156 of the Constitution, 1996 gives municipalities the authority to:

- Administer local government matters listed in Part B of Schedules 4 and 5.
- Make and enforce by-laws for effective administration of these matters.
- Exercise any additional powers assigned by national or provincial legislation.

It also clarifies that if there's a conflict between a by-law and national/provincial legislation, the by-law prevails if the higher legislation is inoperative due to a conflict referred to in Section 149.

Section 229 relates to Municipal Fiscal Powers and Functions and the section empowers municipalities to:

- Impose property rates and surcharges on fees for services provided by or on behalf of the municipality.
- Charge for services such as water, electricity, and waste removal.
- However, national legislation may regulate how these fiscal powers are exercised, including limits on rates and surcharges to ensure fairness and equity.

These sections are part of the broader framework that ensures municipalities can govern effectively and sustainably while being held accountable to national standards.

5. STRUCTURE OF THE MAHIKENG LOCAL MUNICIPALITY AND FUNCTIONS

5.1. The Purpose and Functions of Municipal Directorates

The tables below contain summaries of the purpose and Functions of the various Municipal Offices and Directorates.

POLITICAL OFFICES

Purpose: To offer political leadership in the municipality thereby ensuring that the basic service delivery is provided in a most effective and efficient manner and to represent the institution at various levels of society.

Functions:

1. Defining and developing KPA's for council and reviews the Municipal Managers performance contract.
2. Lobby for funding by identifying possible streams, engaging and consulting funders, facilitation of partnerships, exchanging human capital/programs(twinning programs) and monitoring and evaluating partnerships.
3. Facilitating, supporting and co-ordinating Mayoral Special Programs such as People with Disabilities, the Youth, Women, Children, HIV and AIDS programs, & the Elderly. Maintaining a partnership relation with the Traditional Leadership in the Mahikeng Municipality's area of jurisdiction.

Purpose: To provide support to Councillors and encourage the involvement of communities and community organizations in development matters of the municipality.

Functions:

3. Providing administrative support to Councillors and providing Civic Education by developing relevant forums/ structures on education to ensure sufficient capacity and community participation, implementing of strategies and engaging Civic groups.
4. Ensuring compliance to the Code of Conduct by Councillors through the provision of administrative support, ensuring the functionality of Council oversight of Committees, developing oversight programs and providing a research function
5. Ensuring maximum Public Participation by developing programs for the Youth, Children, the Elders and Women.
6. Ensuring that regular consultative meetings are held to provide update and identifying capacity gaps on the Auditor General's Report, providing community feedback sessions, and ensuring the establishment of Ward Committees.

Purpose: To lead, guide and to ensure that the policies of National and Provincial Government are implemented.

Functions:

3. Overall political co-ordination of caucuses with Mahikeng Local Municipality.
4. Ensuring that the establishment of Whippersy within Mahikeng Local Municipality is realised.
5. Co-ordinating the caucuses within Mahikeng Local Municipality.

OFFICE OF THE MUNICIPAL MANAGER

Purpose: To provide strategic leadership and direction of the administration of the municipality through effective strategies to fulfil the objects of government and the constitution an any other legislative framework that governs local government.

Functions:

1. Ensuring that the Strategic Direction of the municipality is realised through IDP, Monitoring and Evaluation.
2. Ensuring sufficient Public Relations by maintaining access to information through developmental and internal Communication.
3. Provision of a credible, efficient and effective Internal Auditing service.
4. Providing efficient and effective Risk Management Systems.
5. Ensuring the performance of delegated functions in terms of Section 55 and 59 of Municipal Systems Act and related legislations.
6. Providing Human Resource Management, Legal and Administrative services, and ICT function for Mahikeng Local Municipality.
7. Ensuring the provision of effective Public Safety services within the Mahikeng municipal area.
8. Providing effective services to the community of Mahikeng in relation to Waste Disposal, Library Services, Parks and Cemeteries and the upkeep of Community Amenities.
9. Management and facilitation of Housing Developments and the provision of Town Planning Services.
10. Ensuring that the Economic Development of Mahikeng is realised through promoting Tourism, Agriculture, Sports, Mining, Arts, Culture, Manufacturing and Retail.
11. Providing and effective Infrastructural maintenance and upgrade of facilities in Mahikeng Municipality.
12. Leading an accountable and sustainable Financial Management for Mahikeng Local Municipality.

DIRECTORATE CORPORATE SUPPORT SERVICES

Purpose: To provide a support function in relation to the overall administration of the municipality with emphasis on the provision of an ICT function, Human Resource Management and General Administration.

Functions:

1. Providing an ICT function to the municipality through the monitoring of all matters relating to the infrastructural ICT network of the organisation.
2. Providing a comprehensive Human Resource Management support function through the management of personnel matters, benefits administration, employee wellness and OHS, labour relations, staff emoluments and work-study services.
3. Rendering a general administration function to the municipality through the co-ordination of activities related to secretariat support, records management and admin activities.
4. Providing a Legal Service function to the municipality to mitigate the risk

of litigation and to ensure compliance to pieces of legislation governing Local Government.

ICT

Purpose: To provide an overall ICT function to Mahikeng Local Municipality

Functions:

1. Administering the ICT system by ensuring that they(systems) meet the availability requirements and monitoring that they are effective and accessible to users .
2. Managing the systems to afford access to the network and resolving connectivity challenges.
3. Administering the configuration, installation and managing data back-ups for applications and systems on with laptops, server etc.
4. Protecting Mahikeng Local Municipality's information/data (information management) from external and internal threats by keeping abreast with latest security legislation and developing reporting and response system to address security threats.

LEGAL

Purpose: To provide a Legal Services function to the municipality to mitigate the risk of litigation and ensure compliance to legislation governing Local Government.

Functions:

1. Provision of Legal opinion and advise to the municipality.
2. Drafting of lease agreements, Drafting and management of contracts and Drafting of Municipal By- Laws.
3. Making recommendations on legal claims for and against the municipality.

GENERAL ADMINISTRATION

Purpose:

4. To provide secretariat support to Council, its Committees and to render administrative support to the overall Municipality with regards to correspondence, telephone services, printing, enquiries, messenger services, cleaning services, and the management of municipal archives/records .

Functions:

5. Providing an effective and integrated secretariat support to Council, its Committees..
6. Providing an effective administrative support to the Municipality regarding correspondence, telephone services, enquiries, printing, messenger services and management of records and archives.
7. Rendering a general cleaning service of the municipal buildings.

DIRECTORATE PUBLIC SAFETY

Purpose: To provide quality, professional and sustainable integrated public safety

function through the management and provision of Fire Brigade, Testing & Licencing, Law Enforcement, Security & Protocol and Disaster Management functions.

Functions:

1. Managing the provision of an efficient and seamless function on rendering a Fire Brigade service to the community of Mahikeng.
2. Ensuring that the community of Mahikeng is efficiently served with a Testing & Licensing service.
3. Ensuring that Law Enforcement is at all times prioritised and observed by providing support service to the residents of Mahikeng.
4. Providing the necessary Security and Protection service to Mahikeng Local Municipality.
5. Providing a Disaster Management service to the community of Mahikeng.

TESTING AND LICENSING

Purpose: To provide quality, professional and sustainable integrated testing and licensing in accordance with relevant legislation.

Functions:

1. The arrangement for booking of learners and driving licenses, light and heavy vehicles.
2. The testing of learners and learner drivers for light and heavy motor vehicles.
3. Authorising the issuing of learners and driving licences light and heavy motor vehicles.
4. Managing the renewals of driving licenses.
5. Authorizing, issuing and managing PrPDP'S for passenger's goods and dangerous goods.
6. Testing motor vehicles of all classes.
7. The issuing of certificates of roadworthiness.
8. Receiving of revenue from the clients of Mahikeng Local Municipality for services rendered.
9. The application and issue of instructor's certificates.

HUMAN RESOURCE MANAGEMENT

Purpose: To monitor and administer recruitment processes, promotion of health & safety matters, monitoring of skills development practices, provision of a Workstudy and Transformation function, the maintenance of sound labour relations, promotion of wellness practices within the municipality and the monitoring of employee performance.

Functions:

1. Managing the administration of Personnel matters on staff appointments,

- terminations and incapacitations.
- 2. Managing leave and employee benefits.
- 3. Developing, Maintaining and Implementing Human Resource Management policies and procedures.
- 4. Ensuring safe keeping of staff files.
- 5. Managing the implementation of Occupational Health and Safety Act and policies.
- 6. Ensuring the existence of Employees Wellness programme.
- 7. Managing the Human Resource development within council through coordination of Workplace Skills plans and the induction of new personnel.
- 8. The provision of Organisational Design and Workstudy services to ensure efficient and optimum utilisation of resources in the municipality.
- 9. Managing the Labour Relations environment through the administration of dispute resolutions and playing an advisory role on employer/employee relations.
- 10. Monitoring of employee performance within the municipality

DIRECTORATE FINANCE

Purpose: To provide financial support function to the overall municipal, political and administrative activities with emphasis of the following functions: Budgeting and Reporting, Revenue, Credit Control and Debt Collection, Supply Chain Management, Payment of Creditors, Salaries and Allowances, Asset Management, Preparations of Annual Financial Statements and Business Processes.

Functions:

- 1. Provision of reporting function by compiling monthly reports, quarterly reports, midterm report and annual financial statement of the municipality.
- 2. Provision of Supply Chain Management by collecting information from each directorate, issuing orders.
- 3. Compilation of Annual Budgets and Adjustment Budgets of the municipality after collecting information from various sources of revenue and provisions of expenditure estimates.
- 4. Rendering service of assets and warehouse of various goods and stocks
- 5. Rendering of consumer services accounts monthly for the entire urban area of MLM, collection of revenue and enforcing credit control and debt collection policy.
- 6. Rendering a service of the payment of salaries, allowances to both administration and Councillors.
- 7. Provision of business processes by utilisation of the municipal financial system and generating reports.

BUDGET & REPORTING

Purpose: To render a budgetary function through proper drafting of budgets, reporting and financial reporting.

Functions:

1. Preparation of municipal budgets through preparations, control, SDBIP and mid-year review adjustment budgets
2. Proper reporting through annual reports, AFS, Items to Council and Committees
3. Rendering a financial accounting function by monitoring cash flow, banking/ investments, grant management, asset management, insurances, cost accounting and risk management

EXPENDITURE

Purpose: To render an accounting service to the municipality through the management of salaries, payments, creditors, VAT and financial records management.

Functions:

1. Orders & directs expenditure payments and order payments
2. Management of the Payroll function through the proper administration of Reconciliations and deductions.
3. Effective management of the Creditors function within the municipality through the management of VAT and proper reconciliation of creditors.

DIRECTORATE FINANCE

REVENUE & DEBT COLLECTION

Purpose: To provide revenue generation and a collection function to the municipality through the monitoring of rates and sewer, customer services, revenue protection and billing and receipting

Functions:

1. The maintenance of Valuation Roll and liaison with Deeds, The clearance of Rates and consumer services and handling and management of general enquiries
2. Management of Credit Control and Debt Collection and provision of a meter reading and billing function
3. The effective handling and management of Free Basic Services to the

deserving community of Mahikeng.

SUPPLY CHAIN MANAGEMENT

Purpose: To render a budgetary and treasury function through proper financial planning, reporting and provisioning that includes procurement and bidding and the management of materials.

Functions:

1. Provision of effective demand management system and rendering a system of Acquisition & Disposal Management.
2. Ensuring the rendering of an effective Bid Committee Management and monitoring of Supplier Performance systems to ensure compliance to legislation.
3. Management of a fault free system of Logistics and providing a system of Contract Management for the municipality.

ASSET MANAGEMENT

Purpose: To ensure that the municipality's assets are fully recorded, tracked and accounted for as per MFMA and GRAP by monitoring and guiding processes of acquisition, use, safeguarding and disposal of assets.

Functions:

1. Management of the municipality's assets which are both movable and immovable.
2. Development of Asset Management Plans for the municipality to ensure compliance to GRAP and MFMA.

ANNUAL FINANCIAL STATEMENTS

Purpose: To render Annual Financial Statement Unit that will improve and maintain an audit opinion of Mahikeng Local Municipality through preparation of fairly presented and reliable GRAP compliant financial statements and reports.

Functions:

1. Preparation of GRAP compliant annual financial statements and keeping abreast of compliance matters
2. Revision of the general ledger & the trial balance to ensure correct classifications and notification of any inaccuracies.
3. Clearing of findings as raised by the Auditor General with the assistance of other identified Unit Heads/Sections.
4. Preparation of monthly and yearly reconciliations & maintaining comprehensive accounting policy documents.
5. Rendering support in relation to month and year end closing & ensures that

AFS are Mscoa compliant.

6. Ensures proper billing by current consultants by rendering a monitoring function.

MUNICIPAL BUSINESS PROCESSES

Purpose: To maintain and administer the municipality's Financial Management System, Payday Salary System, Employee Leave System and the Orbit Document System.

Functions:

1. Maintenance of systems in relation to compliance to daily updates of receipts, monthly billing and month/ Year end procedures.
2. Co-ordination with internal and external Auditors on system reports and System support for all BTO sections and other Departments.
3. Uploading and maintenance of the General Valuation Roll.

DIRECTORATE INFRASTRUCTURE

WATER AND SANITATION

Purpose: To provide water in an efficient, functional operation to meet the objectives of the Mafikeng local Municipality.

Functions:

1. Constructing of new water drains and connection to new sites and Approval of plans regarding water connections.
2. Maintaining the water system regarding repairs to pipes, meters etc. and Facilitating implementation of projects through the water services authority.
3. Liaising with all relevant stakeholders regarding water provision and rendering a meter management service, WCDM, approval of new connections, WWTW & Pumps and the effective management of the entire water meter network system.
4. Ensuring the provision of disease-free and drinkable water to the community of Mahikeng

BIO CHEMIST

Purpose: To provide A Bio Chemist and Microbiological sampling, testing of

potable water and wastewater to ensure distribution of good quality and safe drinking water for proper end to end wastewater treatment and disposal of treated water in an environmentally begins manner.

Functions:

1. Advising and coordinating test procedures and making recommendations/interpretation.
2. Determining chemical, microbiological and physical properties and reactions of organic and inorganic compounds.
3. Conducting research and exploring the best practices on the improvement of equipment.
4. Conducting qualitative and quantitative experiments on chemical substances to ensure quality control

ELECTRO- MECHANICAL, CIVIC BUILDINGS & FLEET

Purpose: To maintain Civic Buildings of Mafikeng Municipality to be of acceptable standards and to maintain equipment and vehicles in an efficient running condition.

Functions:

1. Ensuring an Energy Management function within Mahikeng Local municipality's area of operation and Maintenance of Municipal Buildings
2. Ensuring the efficient maintenance function of the electromechanical unit of Mahikeng Local Municipality.
3. Repairing vehicles, Servicing of vehicles, preparing paperwork for roadworthiness and attending engine overhaul, wheel bearings and ball joints.
4. Replacing broken and worn outdoors, installing of burglar doors, Painting, welding, plastering and sealing roofs and plumbing and fitting toilet systems and repair leakages.

DIRECTORATE SOCIO-ECONOMIC DEVELOPMENT

Purpose: To ensure that the economic development of Mahikeng is realised through the promotion of Tourism, Agriculture, Sports, Mining, Arts, Culture, Manufacturing and Retail. To create an enabling Socio – Economic environment to thrive within Mahikeng Local Municipality

Functions:

1. Management of the Investment creation process through Economic policy development & Investment creation.
2. Management of Trade & Manufacturing initiatives.
3. Management of Tourism, Sports and SMME Marketing.
4. Management of Mining & Agriculture Development
5. Facilitating the promotion of Retail and Manufacturing.
6. Promoting Tourism and Branding of Mahikeng Local Municipality.
7. Facilitating and encouraging Information Technology and Media.
8. Promoting and supporting Investments and Community Banking within Mahikeng Local Municipality
9. Monitoring and supporting Sports, Arts and Culture.
10. Promoting agriculture and mining development in Mafikeng.

DIRECTORATE INFRASTRUCTURE

Purpose: To provide effective infrastructural maintenance and upgrade of facilities in Mahikeng Local Municipality

Functions:

1. Providing water in an efficient functional operation to meet the objectives of Mahikeng Local Municipality.
2. Providing a safe and effective road and storm water network within Mahikeng Local Municipality.
3. Maintaining civic buildings of Mahikeng Local Municipality to be in acceptable standards and to maintain equipment and vehicles in an efficient running condition.
4. Providing a bio chemist function to the municipality for the satisfaction of the community of Mahikeng.
5. Rendering a PMU function for the community of Mahikeng.

ROADS AND STORM WATER

Purpose: To provide a safe and effective road and storm water network within the Mafikeng Local Municipality area of jurisdiction.

Functions:

1. The construction and maintenance of a safe road.
2. The provision of a free flowing and clear storm water network.
3. The up keeping of all road's verges in a safe condition.

DIRECTORATE PLANNING & DEVELOPMENT

DISASTER MANAGEMENT

Purpose: To provide quality, professional and sustainable Disaster Management services that meets the expectations of Mahikeng Local Municipality.

Functions:

1. Rendering a support function during the disaster period.
2. Providing the necessary support service in Response and Recovery during Disaster situations.
3. Providing a relief service in relation to Planning and Preparedness for Disaster situations.

FIRE BRIGADE

Purpose: To provide quality, professional and sustainable Fire Brigade services that meet the expectations of the Mafikeng municipal area.

Functions:

1. The extinguishing and prevention of fires and recommending the approval of business building plans.
2. Conducting business fire safety inspections and providing rescue services.
3. Rendering a fire education awareness service.

SECURITY & PROTECTION SERVICES

Purpose: To provide the necessary physical security services and protection function to the municipal properties/buildings and the offices of the Executives

Functions:

1. Providing physical security to municipal buildings/properties.
2. Monitoring security service providers to the municipality
3. Rendering a protection function to the Offices of the Executives

DIRECTORATE PUBLIC SAFETY (LAW ENFORCEMENT)

LAW ENFORCEMENT

Purpose: To provide quality, professional and sustainable traffic and by law management and control service to Mafikeng Local Municipality.

Functions:

1. Issuing of summons and attending court related matters(traffic).
Controlling traffic.
2. Administering and processing of traffic offences.
3. Road safety awareness education.
4. Maintaining of road infrastructure relating to road signs and markings.
5. Executing warrants of arrest.
6. Impounding of all stray animals form public roads.
7. Enforcement of By Laws

DIRECTORATE PUBLIC SAFETY

HUMAN RESOURCE MANAGEMENT

Purpose: To monitor and administer recruitment processes, promotion of health & safety matters, monitoring of skills development practices, provision of a Workstudy and Transformation function, the maintenance of sound labour relations, promotion of wellness practices within the municipality and the monitoring of employee performance.

Functions:

1. Managing the administration of Personnel matters on staff appointments, terminations and incapacitations.
2. Managing leave and employee benefits.
3. Developing, Maintaining and Implementing Human Resource Management policies and procedures.
4. Ensuring safe keeping of staff files.
5. Managing the implementation of Occupational Health and Safety Act and policies.
6. Ensuring the existence of Employees Wellness programme.
7. Managing the Human Resource development within council through coordination of Workplace Skills plans and the induction of new personnel.
8. The provision of Organisational Design and Workstudy services to ensure efficient and optimum utilisation of resources in the municipality.

9. Managing the Labour Relations environment through the administration of dispute resolutions and playing an advisory role on employer/employee relations.

10. Monitoring of employee performance within the municipality.

5.2 Functions of the Municipality

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

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

6. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE MAHIKENG LOCAL MUNICIPALITY (MLM)

6.1 Chief Information Officer

The Municipal Manager Advocate Dineo Innocentia Mongwaketse is the Accounting Officer and designated Information Officer. The Information Officer's contact details are as follows:

Postal Address:

Private Bag X63
MMABATHO
2735

Physical Address:

Cnr University Drive & Hector Peterson Street
Mmabatho
North West Province
Telephone no.: +27 18 389 0111 (switchboard)

6.2 Deputy Information Officer

Requestor's of information are required to address all requests to the, Ms. Thato Silolo who has been delegated the responsibilities of Deputy Information Officer. The Deputy Information Officers contact details are as follows:

Physical Address:

Cnr University Drive & Hector Peterson Street
Mmabatho
North West Province

Telephone no.: +27 18 389 0111 (switchboard)

Email: communications@mahikeng.gov.za

6.3 Access to information general contacts

Email: communications@mahikeng.gov.za

7. RECORD REQUEST PROCEDURE

7.1 Compliance Requirements

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 or refusal mentioned in the Act.

7.2 Request Application Process

Should a person require access to information held by MLM, the following application steps are to be followed:

- i. The request must be made in writing on the prescribed request form **Annexure C** and forwarded to the Chief Information Officer or Deputy Information Officer as per paragraph 6.1 and 6.2 above.
- ii. The requester must also indicate whether they would like a copy of the record or if they would like to inspect the record at MLM's premises.
- iii. The application form must be accompanied by the prescribed request fee of R100.00 in the case of personal requestor (For fees, see "Fees Payable").

- iv. 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 office, would damage the record or infringe a copyright not owned by the MLM.
- v. If the requester wishes to be informed of the decision regarding the request in any other manner, e.g. by telephone / fax / e-mail, in addition to a written reply, it must be indicated as such.
- vi. 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.
- vii. When a requester is unable to read or write or has a disability, the request can be made orally. In such a case, the Information Officer/Deputy Information Officer must complete the form on behalf of the requester.

7.3 Fees Payable

In terms of the Act, two types of fees are required to be paid, namely the request fee which is a standard fee, and the access fee which must be calculated by factoring in reproduction costs, search and preparation time and cost, as well as postal costs.

- A requester, who seeks access to a record containing personal information about that requester, is not required to pay the request fee. Every other requester must pay the relevant request fee.
- The Information Officer/Assistant Information Officer will notify the requester to pay the prescribed fee before further processing the request.
- The request fee payable is **R100.00 (one hundred rand)**. The requester may lodge an internal appeal or an application to the court against payment of the request fee.

7.4 Decision and Notice

- The decision of the Information Officer /Deputy Information Officer on the request shall be given to the requestor within 30 (thirty) days of receipt of the request, unless the period to deal with the request has been extended.

- If the request is granted, a further access fee must be paid for the search, preparation and reproduction of the record where applicable. See also Annexure D for fees payable.
- The requester will be given the required information if not refused, if available, within a reasonable time after receipt of the application form and prescribed fees.

7.5 Transfer of Requests

If a request for access is made for information which is not in the possession of Secretary of the MLM, or if the information is more closely connected to another public body, the request will be transferred within 14 (fourteen) days after the request has been received, to the other body / institution / organisation who could provide the information.

7.6 Records not found / Do not exist

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 will by means of an affidavit / affirmation inform the requester accordingly, giving full reasons.

7.7 Deferral of access

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.

7.8 Grounds of refusal of access to records

The Information Officer / Assistant Information Officer of the MLM may refuse access to records in instances relating to:

- personal information in respect of an identifiable, living, natural person, or an identifiable, existing juristic person, as defined in section 1 of the *POPIA*;
- the mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person (section 34);
- the mandatory protection of the commercial information of a third party (section 36);

- the mandatory protection of confidential information of third parties if the disclosure of the record would constitute a breach of a duty of confidence to said third parties (section 37);
- the mandatory protection of the safety of individuals and the protection of property (section 38);
- the mandatory protection of records which could be regarded as privileged in legal proceedings (section 40);
- the mandatory protection of information the disclosure of which could potentially prejudice the defence, security and international relations of Republic (section 41);
- the mandatory protection of information the disclosure of which could materially jeopardise the economic interests and financial welfare of Republic, the commercial activities of public bodies or the ability of the government to manage the economy of the Republic effectively in the best interests of the Republic (section 42);
- the mandatory protection of research information of a third party, public body or the subject matter of said research if its disclosure could result in a serious disadvantage (section 43);
- the mandatory protection of information regarding the operations of public bodies the disclosure of which could reasonably be expected to frustrate or jeopardise the operations of public bodies (section 44);

7.9 Remedies Available (Section 14(1)(h))

A requester may lodge an internal appeal to the Speaker of the MLM or any forum which may be established for such appeals 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 regarding access to a record must be made is extended.

- Access to a record is not provided in the requested form.

A “data subject/third party” (party in respect of whom an institution holds personal data) may lodge an internal appeal with the Speaker of the MLM or any forum which may be established for such appeals against a decision by the Information Officer or Assistant Information Officer to disclose information relating to the Data Subject.

7.10 Appeal Procedure (Section 74(1) and (2))

An internal appeal must be lodged on the prescribed form

Under Section 74(1) and (2) of the PAIA, the internal appeal procedure allows a requester or third party to challenge certain decisions made by a public body’s information officer:

- Section 74(1): A requester may lodge an internal appeal with the relevant authority if their request for access to information is refused, or if a decision is made under Sections 22, 26(1), or 29(3) that affects them.
- Section 74(2): A third party (party in respect of whom an institution holds personal data) may appeal a decision to grant access to a record that affects their rights or interests.

This appeal must be submitted using the prescribed Form 4 attached as Annexure E, typically within 60 days of the decision being communicated.

The internal appeal –

- must be delivered, posted, faxed or sent by electronic mail to the Information Officer or the Deputy Information Officer and the Speaker of the MLM or such other forum established for such appeal.
- must identify the subject of the internal appeal and give reasons for the appeal.
- must state the manner in which the applicant wishes to be informed of the decision on the internal appeal, in addition to a written reply.
- must, if applicable, be accompanied by the prescribed appeal fees.

- must specify a postal address, fax number or e-mail address.
- the Information Officer or Assistant Information Officer must within **10 (ten) working days** after receipt of an internal appeal, submit it to the Appeal Authority, namely the Speaker of the MLM for consideration.
- late appeals may be allowed if good cause can be shown.

7.11 Application to Court

A requester or third party may by way of Application to Court approach the courts for **judicial review if the internal appeal procedure against a decision of the Information Officer or Assistant Information Officer has been exhausted.**

8. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 8.1. The Regulator has, in terms of section 10(1) of PAIA, updated and made available the revised Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 8.2. The Guide is available in each of the official languages.
- 8.3. The aforesaid Guide contains the description of-
- 8.3.1. the objects of PAIA and POPIA;
 - 8.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 8.3.2.1. the Information Officer of every public body, and
 - 8.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;
 - 8.3.3. the manner and form of a request for-

- 8.3.3.1. access to a record of a public body contemplated in section 11; and
- 8.3.3.2. access to a record of a private body contemplated in section 50;
- 8.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
- 8.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 8.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIAA, including the manner of lodging-
 - 8.3.6.1. an internal appeal;
 - 8.3.6.2. a complaint to the Regulator; and
 - 8.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 8.3.7. the provisions of sections 14 and 51 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 8.3.8. the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 8.3.9. the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and
- 8.3.10. the regulations made in terms of section 92.

8.4. Members of the public can inspect or make copies of the Guide from the offices of the public or private bodies, including the office of the Regulator, during normal working hours. The Guide can also be obtained-

8.4.1. upon request to the Information Officer;

8.4.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

9. HOW TO ACCESS AND USE THE INFORMATION REGULATOR (SOUTH AFRICA) PAIA GUIDE (Section 10 and Section 14(1)(c) of the PAIA)

The guide on how to use the PAIA of 2000 is available from the Information Regulator in all official languages. Enquiries can be directed to:

Postal Address:


Information Regulator (South Africa)
P.O. Box 31533
Braamfontein
Johannesburg
2017









Physical Address:

JD House
27 Stiemens Street
Braamfontein
Johannesburg
2017

Tel.: (+27) 010 023 5214
Fax: (+27) 086 500 33519
Email: inforeg@justice.gov.za

10. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE MAHIKENG LOCAL MUNICIPALITY AND HOW TO GAIN ACCESS TO THOSE SERVICES

Service	Description	How to Access
 Electricity	Power distribution, free basic electricity for qualifying households. A limited amount provided to qualifying low-income households.	Register with municipality or Eskom; indigent support program.

 Waste Management	Weekly refuse collection, recycling, landfill management.	Automatic for registered properties; Apply for support if eligible
 Roads & Transport	Road maintenance, pothole repairs, public transport systems.	Report issues via service desks or municipal mobile apps.
 Housing & Urban Planning	RDP housing, affordable housing, zoning and land use.	Apply through housing department or during IDP sessions.
 Health Services	Clinics, immunizations, maternal care, environmental health monitoring.	Visit local clinics or attend outreach campaigns.
 Parks & Recreation	Maintenance of green spaces, playgrounds, and sports facilities. Public parks, sports grounds, cultural events.	Free entry to parks; Check municipal calendar for events and local media.
 Libraries & Education	Public libraries, internet access, youth development programs. After-school programs and skills training.	Visit your local library or youth office.
 Business & SMME Support	Support for entrepreneurs. Supplier registration, entrepreneurship training.	Join municipal forums or register online.
 Indigent Support Program	Free basic water, electricity, sanitation and refuse removal. Aimed at helping low-income families meet basic needs.	Apply at municipal offices with proof of income and residence.

If you're in Mahikeng, you can reach the Municipality at +27 18 389 0111 or visit us at Cnr University Drive & Hector Peterson Street, Mmabatho, North West Province.

11. PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY OR THE EXERCISE OF POWERS OR PERFORMANCE OF DUTIES BY THE MAHIKENG LOCAL MUNICIPALITY

11.1 Legal Framework Supporting Public Participation

- *Constitution of South Africa (1996)*: Section 152(1)(e) mandates municipalities to encourage community involvement.
- *Municipal Systems Act (32 of 2000)*: Chapter 4 outlines mechanisms for community participation.
- *Municipal Structures Act (117 of 1998)*: Establishes ward committees and participatory governance.

- *Municipal Finance Management Act (56 of 2003)*: Requires public input on budgets and long-term financial decisions.

11.2 Areas Where Public Participation Is Required

Municipal Function	Public Involvement
Integrated Development Plan (IDP)	Community consultations during planning and review phases.
Budget Preparation & Approval	Public hearings and comment periods before adoption.
Performance Management System (PMS)	Feedback on service delivery and municipal performance.
Policy Formulation & By-law Development	Draft policies shared for public comment and discussion.
Service Delivery Agreements	Community input on service levels and delivery mechanisms.
Establishment of Municipal Entities	Public consultation before creating new service entities.
Long-Term Contracts or Debt Agreements	Public comment required before approval.

11.3 Mechanisms for Public Participation

- **Ward Committees**: Local representatives who relay community concerns to council.
- **Public Meetings & Hearings**: Open forums for discussion and feedback.
- **Petitions & Submissions**: Formal channels for community input.
- **Community Development Workers (CDWs)**: Facilitate engagement between government and citizens.
- **Online Platforms & Notices**: Websites and social media used to share information and collect feedback.

11.4 Communication & Transparency Tools

- **Public Notices**: Announcements in newspapers, municipal buildings, and online.

- **Access to Documents:** Draft policies, budgets, and reports made available for review.
- **Municipal Websites:** Central hubs for updates, documents, and participation portals.

11.5 Role of the Community

- **As Voters:** Elect representatives who shape policy.
- **As Stakeholders:** Participate in consultations and forums.
- **As Watchdogs:** Monitor municipal performance and hold officials accountable.

12. PROCESSING OF PERSONAL INFORMATION

12.1 Purpose of Processing

The MLM requires information that can identify a person or organisation, either on its own, or when it's combined with other information about that person or organization (personal information). Personal information relating to both natural and juristic persons enable the MLM to carry out its business and organisational functions. The manner in which this information is processed and the purpose for which it is processed is determined by the MLM.

The MLM is the responsible party for the purposes of POPIA and will ensure that the personal information of a "data subject" (as defined in POPIA), is processed:

- lawfully, fairly and transparently;
- in accordance with the rights of data subjects, where applicable; and
- only for the purposes for which it was collected and not for a secondary purpose unless that processing is compatible with the original purpose.

12.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

In terms of **section 1 of POPIA**, a data subject (a person) means either be a natural or a juristic person. The various categories of Data Subjects in respect of

which the MLM processes personal information and the types of personal information relating thereto includes but is not limited to those detailed in the table below:

CATEGORIES OF DATA SUBJECTS	PERSONAL INFORMATION THAT MAY BE PROCESSED
Natural Persons	Names and surname; titles, Identity number (where relevant), date of birth, gender (where relevant), cell./tel. contact number(s), fax number, email address, residential, postal or business address and confidential correspondence, ethnic or social origin, educational qualifications, criminal behaviour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, personal biometric information, etc.
Juristic Persons	Names of contact persons; Name of legal entity; physical and postal address; cell./tel. contact number(s), fax number, email address); registration number; financial, commercial and service agreements, invoices, tax related information; scientific or technical information and trade secrets; FICA documentation, BBB-EE certificates, etc.
Employees	Gender, pregnancy; marital status; race, age, language; educational information (qualifications); financial information; employment income and benefits; tax related information; employment history; ID number; physical and postal address; cell./tel. contact number(s), fax number, email address; ethnic or social origin, educational qualifications; employee pension and provident fund information; employee contracts; disciplinary procedures; employee performance records; payroll records; electronic access records; time and attendance records; physical access records; CCTV records; health and safety records; training records; criminal behaviour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, personal biometric information, etc.
Website visitors	Name, email address, company name, job title and telephone number, URL.
Visitors	Physical access records; ID number; physical and postal address; cell./tel. contact number(s), fax number, email address; electronic access records and CCTV records.

12.3 Planned transborder flows of personal information

Where the MLM uses third-party providers who provide services that involve processing personal information outside of South Africa or in the Cloud, we will ensure that any third party that we transfer personal information to protects it in the same way as if it was being used in South Africa. This means that the third party is subject to either a law or a contract that upholds principles of reasonable processing of the information and that is substantially similar to the principles contained in POPIA and any Cloud Data Policy that may come into effect.

12.4 General Description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

MLM uses various security measures and technologies to protect personal information from unauthorised access, use, disclosure, alteration, or destruction in line with POPIA.

- 12.4.1 MLM has adopted an organisation wide privacy awareness culture where employees are trained on an ongoing basis to treat your information as confidential.
- 12.4.2 MLM will carry out all due diligence for safeguarding personal information; however, it cannot guarantee its absolute security.
- 12.4.3 MLM has put in place data protection agreements with third parties with whom it shares personal information and require them to institute appropriate security measures to keep it secure.
- 12.4.4 The transmission of information to MLM via the internet or a mobile phone network connection may not be completely secure and where possible MLM will put the necessary safeguards to eliminate or minimise the risks.
- 12.4.5 Our IT systems are on the Cloud and our IT service provider uses firewalls, password access and encryption methods; however, there are always risks that personal information may be accessed by an unauthorised third party through illegal activity.
- 12.4.6 If a data breach happens, we will inform the Information Regulator and those parties whose data is compromised as soon as possible, unless law enforcement officials advise us to delay so as not to hamper their investigations.

- 12.4.7 When you share personal information or otherwise interact in the public areas with other users, such personal information may be viewed by all users and may be publicly distributed outside. We have no control of this.

13. UPDATING OF THE MANUAL

The MLM, if necessary, shall update and publish its manual every second year to ensure its continued application and relevance.

14. AVAILABILITY OF THE PAIA MANUAL (Section 14(3))

A copy of this manual is available –

- at the Reception Desk:
Mahikeng Moiloa Local Municipality
Cnr University Drive & Hector Peterson Street
Mmabatho
North West Province
- on request from our Deputy Information Officer
- on our website: www.mahikeng.gov.za
- from the Information Regulator (South Africa) at the addresses and/or telephone numbers as published by the Regulator.
- the designated contact person referred to in this manual. This manual has been made available to the Human Rights Commission.

The manual may be amended from time to time and as soon as any amendments have been finalized, the latest version of the manual will be made public.

15. ASSOCIATED ANNEXURES

ANNEXURE A: CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE (VOLUNTARY DISCLOSURE)

ANNEXURE B: SUBJECTS AND CATEGORIES OF RECORDS CREATED AND MAINTAINED BY THE MUNICIPALITY THAT ARE ALSO AVAILABLE TO THE PUBLIC.

ANNEXURE C: REQUEST FOR ACCESS TO RECORD OF PUBLIC FORM

ANNEXURE D: PRESCRIBED FEES SCHEDULE

ANNEXURE E: FORM B NOTICE OF INTERNAL APPEAL

ANNEXURE A: CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE (VOLUNTARY DISCLOSURE)

The records set out below are automatically available, meaning that they must be made available to the public upon by email, letter, fax or without a person having to request access in terms of the PAIA. These records must be accessible through the municipality’s offices, libraries and, digital copies of these records must also be made available through either the municipality’s official website. The only fee payable, if any, is the prescribed fee for reproductions/photocopies.

Where appropriate, the Information Officer of Deputy Information may deny access to or delete any part of a record to which access may or must be refused in terms of section 15(4) of PAIA, and the relevant provisions of the *POPIA*.

All other records must be requested as provided for in this manual.

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000			
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i) AND FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)			
ACT	LEGISLATIVE REQUIREMENTS	RECORD THAT MUST BE MADE PUBLICLY ACCESSIBLE	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15 (1) (b))
Promotion of Access to Information Act (PAIA)	Section 14(1)(a)	Functions and Organisational structure Functions and Organisational structure of Municipality and its directorates	<ul style="list-style-type: none"> • Directorate: Human Resources • Website: www.mahikeng.gov.za
Municipal Finance	Section 22: Publication of Annual	Annual and adjustment budgets and all	<ul style="list-style-type: none"> • Website:

<p>Management Act (MFMA)</p>	<p>Budget</p> <p>S22(a)(i): Immediately after the annual budget is tabled in a municipal council, the accounting officer of the municipality must make public the annual budget and related documents.</p> <p>Section 75: Lists the information that the accounting officer must place on the MLM municipality's website, not later than five days after the date it was tabled in council or must have been published.</p>	<p>supporting documentation including:</p> <ul style="list-style-type: none"> • Draft resolutions for approval of the budget, increase in tax or other tariff, and any other matter that may be prescribed; • measurable performance objectives for revenue from each source and for each vote in the budget; • a projection of cash flow for the budget, broken down by month; • proposed amendments to the Integrated Development Plan (IDP); • proposed amendments to budget related policies; • particulars of investments; • budget information on municipal entities; • details on proposed new municipal entities; • proposed new Service Delivery Agreements (SDAs); • proposed amendments to existing SDAs; • proposed allocations/grants to other municipalities, anybody assisting the municipality with the performance of its functions, other organs of state or any nonstate organisation/body; and proposed cost of salary, allowances and benefits for: <ul style="list-style-type: none"> • each political office bearer; • each councillor; • the Municipal Manager (MM); • the Chief Financial Officer (CFO); • each senior manager; • every official earning as much as or more than a senior manager; • every member of the board of directors of every municipal entity; and • the Chief Executive Officer 	<p>www.mahikeng.gov.za</p> <ul style="list-style-type: none"> • Documents displayed at the municipality's head and satellite offices and libraries
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		(CEO) and senior manager of every municipal entity).	
Municipal Finance Management Act (MFMA)	Section 141(3)(c)(ii): The accounting officer must publish a notice in a newspaper of general circulation in the municipality stating the place, including any website address, where copies of the financial recovery plan will be available to the public free of charge or at a reasonable price; and inviting the local community to submit written comments in respect of the plan.	The financial recovery plan.	<ul style="list-style-type: none"> • Website: www.mahikeng.gov.za • Documents displayed at the municipality's head and satellite offices and libraries
Municipal Finance Management Act (MFMA)	<p>Section 46(3)(a)(i): The municipality may incur long-term debt if the accounting officer has made public an information statement setting out particulars, amount, purpose and particulars of any security in respect thereof.</p> <p>Section 75: Lists the information that the accounting officer must place on the MLM municipality's website, not later than five days after the date it was tabled in council or must have been published.</p>	Details about any long-term debt the municipality will incur (this information must be made public at least 21 days before the debt is incurred)	<ul style="list-style-type: none"> • Website: www.mahikeng.gov.za • Documents displayed at the municipality's head and satellite offices and libraries
Municipal Finance Management Act (MFMA)	Section 53(3)(b): The Mayor must ensure that the Performance Agreements of Municipal Manager (MM) and	<ul style="list-style-type: none"> • Revenue and expenditure projections; and 	<ul style="list-style-type: none"> • Website: www.mahikeng.gov.za

	<p>Senior Managers are made public.</p> <p>Section 53(3)(a): The Mayor must ensure that the revenue and expenditure projections for each month and service delivery and budget implementation plans are made public.</p> <p>Section 75: Lists the information that the accounting officer must place on the MLM municipality's website, not later than five days after the date it was tabled in council or must have been published.</p> <p>Section 120: The accounting officer to make public particulars of proposed Public Private Partnerships (PPP) including report on the feasibility study.</p>	<ul style="list-style-type: none"> • Performance agreements (in terms of section 57(1)(b) of the Municipal Systems Act) for: <ul style="list-style-type: none"> - the MM; and - All senior managers 	<ul style="list-style-type: none"> • Documents displayed at the municipality's head and satellite offices and libraries
<p>Municipal Finance Management Act (MFMA)</p>	<p>Section 75: Lists the information that the accounting officer must place on the MLM municipality's website, not later than five days after the date it was tabled in council or must have been published.</p>	<p>Annual and adjustment budgets and all budget-related documents and policies;</p> <ul style="list-style-type: none"> • The annual report (also in terms of section 88 and section 127(5)(a)(i)) • All quarterly reports (also in terms of section 52(d)) tabled in the council • All SDAs • All supply chain management contracts above a prescribed value 	<ul style="list-style-type: none"> • Website: www.mahikeng.gov.za • Documents displayed at the municipality's head and satellite offices and libraries

		<ul style="list-style-type: none"> • List of assets over a prescribed value that have been disposed of during the previous quarter • All Public Private Partnership (PPP) agreements; and • All contracts which will impose financial obligations on the municipality beyond one financial year 	
Municipal Finance Management Act (MFMA)	Section 87(10): The approved or adjusted budget of every municipal entity must be made public in the same way as the municipality's budget.	The approved or adjusted budget for every municipal entity.	<ul style="list-style-type: none"> • Website: www.mahikeng.gov.za • Documents displayed at the municipality's head and satellite offices and libraries
Municipal Finance Management Act (MFMA)	Section 120(6)(b): At least 60 days prior to the meeting of the council at which the matter is to be considered, make public particulars of the proposed public-private partnership including the report on the feasibility study and invite the local community and other interested persons to submit comments or representations in respect of the proposed public-private partnership.	The feasibility study done in respect of any prospective PPP.	<ul style="list-style-type: none"> • Website: www.mahikeng.gov.za • Documents displayed at the municipality's head and satellite offices and libraries
Municipal Finance	Section 120(6)(b): At least 60	The feasibility study done in respect of any	<ul style="list-style-type: none"> • Website:

Management Act (MFMA)	<p>days prior to the meeting of the council at which the matter is to be considered, make public particulars of the proposed public-private partnership including the report on the feasibility study and invite the local community and other interested persons to submit comments or representations in respect of the proposed public-private partnership.</p>	<p>prospective PPP.</p>	<p>www.mahikeng.gov.za</p> <ul style="list-style-type: none"> • Documents displayed at the municipality's head and satellite offices and libraries municipal venues
Municipal Finance Management Act (MFMA)	<p>Section 129(3): The accounting officer must make public an oversight report within seven days of its adoption.</p>	<p>The oversight record of the accounting officer on the annual report.</p>	<ul style="list-style-type: none"> • Website: www.mahikeng.gov.za • Documents displayed at the municipality's head and satellite offices and libraries
Municipal Finance Management Act (MFMA)	<p>Section 141(3)(c)ii): The accounting officer must publish a notice in a newspaper of general circulation in the municipality stating the place, including any website address, where copies of the financial recovery plan will be available to the public free of charge or at a reasonable price; and inviting the local community to submit written comments in respect of the plan.</p>	<p>The financial recovery plan.</p>	
Municipal Finance Management Act	<p>Section 169: The Minister must publish the draft regulations in</p>	<p>All draft regulations open for public comment.</p>	<ul style="list-style-type: none"> • Website:

(MFMA)	the Government Gazette for public comment before they are promulgated.		www.mahikeng.gov.za <ul style="list-style-type: none"> • Documents displayed at the municipality's head and satellite offices and libraries • Government Gazette
Municipal Property Rates Act (MPRA)	Section 49(1) & (2): the municipal manager must within 21 days of receipt of the roll publish in the prescribed form in the provincial Gazette, and local newspapers a notice stating that the roll is open for public inspection for a period stated in the notice, which may not be less than 30 days from the date of publication of the last notice; and inviting every person who wishes to lodge an objection in respect of any matter in, or omitted from, the roll to do so in the prescribed manner within the stated period.	Municipal Valuation Roll	<ul style="list-style-type: none"> • Website: www.mahikeng.gov.za • Documents displayed at the municipality's head and satellite offices and libraries • Provincial Gazette • Local Newspapers
Municipal Systems Act (MSA)	Section 12(3): No by-law may be passed by a municipal council unless it has been published for public comment in a manner that allows the public to make representations in regard to the proposed by-law.	Proposed By-laws.	<ul style="list-style-type: none"> • Website: www.mahikeng.gov.za • Documents displayed at the municipality's head and satellite offices and libraries

<p>Municipal Systems Act (MSA)</p>	<p>Section 13: A by-law passed by a municipal council must be published promptly in the Provincial Gazette, and when feasible, also in a local newspaper or in any other practical way to bring the contents thereof to the attention of the local community.</p> <p>The Constitution, 1996 – Section 162(1): A municipal by-law may only be enforced after it has been published in the official provincial gazette.</p>	<p>Passed by-laws (also in terms of section 162 of the Constitution) including laws including laws adopted to give effect to the implementation and enforcement of:</p> <ul style="list-style-type: none"> • The Tariff Policy (see section 75); and • The Credit Control and Debt Collection Policy (see section 75). 	<ul style="list-style-type: none"> • Website: www.mahikeng.gov.za • Documents displayed at the municipality's head and satellite offices and libraries • Provincial Gazette
<p>Municipal Systems Act (MSA)</p>	<p>Section 15(3): The municipality must compile and maintain a compilation of all its by-laws and upon request by a member of the public, must provide a copy or extract against payment of a reasonable fee.</p>	<p>The municipal code (abound or loose-leaf, and when feasible also electronic compilation of all the municipality's by-laws).</p>	<ul style="list-style-type: none"> • Website: www.mahikeng.gov.za • Documents displayed at the municipality's head and satellite offices and libraries
<p>Municipal Systems Act (MSA)</p>	<p>Section 13: A by-law passed by a municipal council must be published promptly in the Provincial Gazette, and when feasible, also in a local newspaper or in any other practical way to bring the contents thereof to the attention of the local community.</p>	<p>Approved adjustment budgets, supporting documentation and resolutions.</p>	<ul style="list-style-type: none"> • Website: www.mahikeng.gov.za • Documents displayed at the municipality's head and satellite offices and libraries • Provincial Gazette
<p>Municipal Systems Act</p>	<p>Section 25(4): A municipality must within 14 days of adoption</p>	<p>The Integrated Development Plan (IDP) (including spatial development framework).</p>	<ul style="list-style-type: none"> • Website:

(MSA)	of integrated development plan give notice to the public of the adoption of the plan; and that, copies of or extracts from the plan are available for public inspection at specified places; and publicise a summary of the plan.		<p>www.mahikeng.gov.za</p> <ul style="list-style-type: none"> • Documents displayed at the municipality's head and satellite offices and libraries
Municipal Systems Act (MSA)	Section 44: A municipality must make known internally and publish key performance indicators and performance targets set for its performance management system.	The general key performance indicators and performance targets set for the municipality's performance management system.	<ul style="list-style-type: none"> • Intranet • Documents displayed at the municipality's head and satellite offices and libraries
Municipal Systems Act (MSA)	<p>Section 75A(3)(b): The municipal manager must, without delay after the passing of a resolution to levy and recover fees, charges or tariffs in respect of any function or service of the municipality, conspicuously display a copy of the resolution for a period of at least 30 days at the main administrative office of the municipality and at such other places within the municipality to which the public has access.</p> <p>Section 49(1) & (2): the municipal manager must within 21 days of receipt of the roll publish in the prescribed</p>	<ul style="list-style-type: none"> • All resolutions passed for the levying of fees, charges and/or tariffs. • Municipal Valuation Roll 	<ul style="list-style-type: none"> • Website: www.mahikeng.gov.za • Documents displayed at the municipality's head and satellite offices and libraries • Provincial Gazette • Local Newspapers

	<p>form in the provincial Gazette, and local newspapers a notice stating that the roll is open for public inspection for a period stated in the notice, which may not be less than 30 days from the date of publication of the last notice; and inviting every person who wishes to lodge an objection in respect of any matter in, or omitted from, the roll to do so in the prescribed manner within the stated period.</p>		
<p>Municipal Systems Act (MSA)</p>	<p>Section 84(3): When a municipality has entered into a service delivery agreement it must make copies of the agreement available at its offices for public inspection; and give notice in the media of particulars of the service that will be provided under the agreement; the name of the selected service provider, and the place where and the period for which copies of the agreement are available for public inspection.</p>	<ul style="list-style-type: none"> • All SDAs entered into; and • Detail in relation to every SDA entered into, about; <ul style="list-style-type: none"> - The name of the selected service provider; and - The place and period for which copies of the agreements are available for inspection. 	<ul style="list-style-type: none"> • Website: www.mahikeng.gov.za • Documents displayed at the municipality's head and satellite offices and libraries
<p>Constitution of the Republic of South Africa, 1996</p>	<p>Section 156(1) of the Constitution read with Part B of Schedule 4.</p> <p>A municipality has executive authority in respect of, and has the right to administer the local government matters listed in Part B of Schedule 4 and Part B of</p>	<ul style="list-style-type: none"> • Business processes • Policy plans • Zoning schemes • Viewing of building plans: <p>Approved building plans or building plans</p>	<ul style="list-style-type: none"> • Website: www.mahikeng.gov.za • Documents displayed at the municipality's head and satellite offices and libraries • Department: Development Management/ Planning

	<p>Schedule 5, or any other matter assigned to it by national or provincial legislation.</p>	<p>awaiting approval, which include all ancillary documentation pertaining thereto, are available subject to making prior arrangements:</p> <ul style="list-style-type: none"> ○ to interested and affected parties in respect of new developments and ○ to adjoining neighbours who have a bona fide interest, provided that: <ul style="list-style-type: none"> ○ a request form is completed for identification and recordkeeping purposes ○ satisfactory proof of residence or ownership is submitted by adjoining neighbours ○ viewing will take place under supervision ○ copyright protection applies; plans may not be copied without the written consent of the copyright holder. 	
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<p>Constitution of the Republic of South Africa, 1996</p>	<p>Section 156(1) of the Constitution read with Part B of Schedule 4.</p> <p>A municipality has executive authority in respect of, and has the right to administer the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5, or any other matter assigned to it by national or provincial legislation.</p>	<p>Geographic Information System (GIS)/GeoSpatial Data and Layers</p> <p>Aerial Orthophoto (only limited access and only recent years; full datasets available for purchase via City Maps Section) 10 m height raster</p> <ul style="list-style-type: none"> ○ Town survey mark information ○ Various spatial data/GIS layers that have been approved for public dissemination by the Open Data Steering Committee <p>Registers</p> <ul style="list-style-type: none"> ○ City approved file plan(s) ○ City approved schedule for records other than correspondence ○ Disposal authorities ○ Destruction register copy (original kept by registries/departments) ○ Department 	<ul style="list-style-type: none"> ● Department: Information and Knowledge Management ● Available for viewing on MLM Map Viewer at https://citymaps.mahikeng.gov.za ● Available for downloading or as web service on Open Data Portal at www.opendata.mahikeng.gov.za ● Available from Records Management Operations and Compliance Office, Information and Knowledge Management Department.
<p>Municipal Systems Act (MSA)</p>	<p>Section 19: The municipal manager of a municipality must give notice to the public, in a manner determined by the municipal council, of the time, date and venue of every ordinary meeting of the council; and</p>	<p>Agendas and minutes of Council</p> <ul style="list-style-type: none"> ● All agendas and minutes of open meetings of Council and its committees, including agendas and minutes of open meetings of the Executive Mayor and 	<ul style="list-style-type: none"> ● Department Executive Committee Services ● Website: www.mahikeng.gov.za

	<p>special or urgent meeting of the council, except when time constraints make this impossible.</p>	<p>Mayoral Committee (Mayco) are published to the City's external website and are automatically accessible by members of the public.</p> <ul style="list-style-type: none"> • Minutes of meetings held with community members 	
		<p>Business details</p> <ul style="list-style-type: none"> • Name, locality, address, telephone numbers, contact persons, hours of business of all Council offices and depots 	<ul style="list-style-type: none"> • Department: Corporate Services • Website: www.mahikeng.gov.za
		<p>Councillors' official details (including the Mayor, the Deputy Mayor, the Speaker and office bearers)</p> <p>Information regarding each councillor's:</p> <ul style="list-style-type: none"> • name, address, telephone numbers • ward/proportional, political party and election details, position in Council, e.g. committee membership, whether fulltime or part-time • representation on outside bodies • salary, allowances, etc. • details of trips outside municipal area • declaration of interests in accordance 	<ul style="list-style-type: none"> • Corporate Services Unit • Website: www.mahikeng.gov.za

		<p>with item 7 of the Code of Conduct</p> <ul style="list-style-type: none"> attendance registers, absence records and fines imposed 	
		<p>Staff's official information as included in the exceptions to personal information provided for in terms of section 34 (f) of the Promotion of Access to Information Act, Act 2 of 2000</p> <ul style="list-style-type: none"> The fact that an individual who is or was an official of the MLM Title, work address, work telephone number and other similar particulars of the individual. The classification, salary scale or remuneration and responsibilities of the position held or services performed by the individual. <p>NB: Salary scale or remuneration pertains to that of a post currently occupied by the individual, not specific salary or specific remuneration currently earned by an official)</p>	<ul style="list-style-type: none"> Department: Human Resources Website: http://www.mahikeng.gov.za Departments/Hum and Resources Department
Municipal Systems Act (MSA)	Section 59: Delegations developed by Municipal Council	<p>Delegations to:</p> <ul style="list-style-type: none"> Political office bearers Members of staff Municipal Structures (Mayco, 	<ul style="list-style-type: none"> Department: Corporate Services Website: www.mahikeng.gov.za

		subcouncil, portfolio committees)	
Constitution of the Republic of South Africa, 1996	<p>Section 156(1) of the Constitution read with Part B of Schedule 5.</p> <p>A municipality has executive authority in respect of and has the right to administer the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5, or any other matter assigned to it by national or provincial legislation.</p>	<p>Recreation and Parks (cemeteries)</p> <ul style="list-style-type: none"> Burial registers Plot books, etc. 	<ul style="list-style-type: none"> Department: Recreation and Parks Website: www.mahikeng.gov.za
Constitution of the Republic of South Africa, 1996	<p>Section 156(1) of the Constitution read with Part B of Schedule 5:</p> <p>A municipality has executive authority in respect of, and has the right to administer the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5, or any other matter assigned to it by national or provincial legislation.</p>	<p>Schedules</p> <ul style="list-style-type: none"> Waste collection days – schedule and map Drop-off sites – time schedule 	<ul style="list-style-type: none"> Department: Solid Waste Management Website: http://www.mahikeng.gov.za/Departments/Solid Waste Management Department
Constitution of the Republic of South Africa,	<p>Section 156(1) of the Constitution read with Part B of Schedule 4.</p> <p>A municipality has executive</p>	<p>Spatial datasets</p> <ul style="list-style-type: none"> Building plan statistics: A summary report of building plans that indicates 	<ul style="list-style-type: none"> Department: City and Settlements Planning Website: http://www.mahikeng.gov.za/Departmen

<p>1996</p>	<p>authority in respect of, and has the right to administer the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5, or any other matter assigned to it by national or provincial legislation.</p>	<p>the number of plans submitted and approved in the MLM.</p> <ul style="list-style-type: none"> • Integrated rapid transit (IRT) system bus routes: Shows integrated rapid transit system bus routes. The data set consists of KMZ and CSV files, as well as a set of zipped files required for the SHP format. • Integrated rapid transit (IRT) system bus stops: Shows IRT system bus stops. The data set consists of KMZ and CSV files, as well as a set of zipped files required for the SHP format. • Integrated Split Zoning: Integrated Split Zoning for City of Cape Town. Split zoning where one base zone applies to a portion of the land unit and one or more other base zones apply to other portions of the land unit. • Land use application statistics: A summary report of land use applications that indicates the number of plans lodged and approved in the MLM. • Official planning suburbs: Indicates 	<p>ts/Transport Urban Development Authority</p>
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		<p>the locations and boundaries of official planning suburbs. The data set consists of KMZ, CSV and XML files, as well as a set of zipped files required for the SHP format.</p> <ul style="list-style-type: none">• Public Wi-Fi hotspots: The locations of the City's Public Wi-Fi• Complexes: All complexes are depicted through polygons that cover all the single title properties that form part of the complex. The attributes will also contain the name, what type of complex it is, residential, business, etc., whether it is gated or not gated as well as a unique key for each complex polygon.• Estates: Estates are similar to complexes but different in that estates tend to be larger and can often have a number of complexes inside the estate as well as sectional scheme properties. All estates are depicted through polygons that cover all the single title properties that form part of the estate. The attributes will also contain the name, whether it is gated or not gated as well as a unique key for each estate polygon.	
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		<ul style="list-style-type: none"> • CBD floor area factor: Floor area factor is the amount of floor space an owner can develop on the land unit. The factor is expressed as a proportion of the land unit size. These floor factors are 'special floor factors' that are applicable in addition to their base zone because they are part of an overlay. • Subdivisional areas: Land zoned as a subdivisional area may be subdivided as contemplated in the municipal planning by-law. Conditions of approval for rezoning to subdivisional area are subject to prescribed conditions. • Land parcel: Surveyor-general approved land parcels. The land parcel feature class consists of the City's cadastral information. This data set consists of CSV, KMZ, XLSX, XML and SHP files. • Mahikeng Town CBD: CBD allows for specific provisions in terms of zoning, land use and building regulations. • Storm water flood line: Flood line polyline features demarcating flood return periods per year comprising 	
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		<p>zonal-types trapped low and watercourse flooding conditions.</p> <ul style="list-style-type: none"> • Public parking areas: Spatial locations of public parking areas, off-street, deemed MLM-owned only, represented as polygons. • On-street parking: Spatial locations of on-street parking areas, represented as a point. Only attribute captured is construction material. • *All datasets listed above are available for copying. 	
<p>Constitution of the Republic of South Africa, 1996</p>	<p>Section 156(1) of the Constitution read with Part A of Schedule 4.</p> <p>A municipality has executive authority in respect of, and has the right to administer the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5, or any other matter assigned to it by national or provincial legislation.</p>	<p>Financial records</p> <ul style="list-style-type: none"> • Account statements (only available to account owners upon positive identification) • Arrears (only available to account owners upon positive identification) • Annual statements 	<p>Department: Finance and Revenue Collection</p>
	<p>Section 156(1) of the</p>	<p>Housing</p>	<p>Department: Property</p>

<p>Constitution of the Republic of South Africa, 1996</p>	<p>Constitution read with Part A of Schedule 4.</p> <p>A municipality has executive authority in respect of, and has the right to administer the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5, or any other matter assigned to it by national or provincial legislation.</p>	<ul style="list-style-type: none"> • Land available for housing development • Available municipal housing • Details of housing waiting list 	<p>Management</p>
		<p>Local Economic Development</p> <ul style="list-style-type: none"> • Local economic development policies; 	<p>Department: Economic Development and Markets</p>
<p>Constitution of the Republic of South Africa, 1996</p>	<p>Section 156(1) of the Constitution read with Part B of Schedule 4.</p> <p>A municipality has executive authority in respect of, and has the right to administer the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5, or any other matter assigned to it by national or provincial legislation.</p>	<p>Fire and Rescue</p> <ul style="list-style-type: none"> • Fire Safety Awareness pamphlets and Fire Safety Tips • Fire Statistics • List of fire station facilities 	<ul style="list-style-type: none"> • Department: Community Safety and Emergency Services • Website: www.mahikeng.gov.za
<p>Constitution of the Republic of South Africa, 1996</p>	<p>Section 156</p> <p>A municipality has executive</p>	<p>Tenders</p> <ul style="list-style-type: none"> • Application for tenders/requests for 	<ul style="list-style-type: none"> • Department: Supply Chain

	<p>authority in respect of, and has the right to administer the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5, or any other matter assigned to it by national or provincial legislation.</p>	<p>quotations.</p> <ul style="list-style-type: none"> • Awarded tenders and requests for quotations awarded. • Report of the Bid Evaluation Committee to the Bid Adjudication Committee, including scoresheets. Personal information of third parties to be severed before disclosure. • Resolution of the Bid Adjudication Committee/tender adjudication decisions • Tender advert as well as technical specifications. • Tender/ bid documents of the requester, after public opening, upon positive identification. 	<p>Management</p> <ul style="list-style-type: none"> • Websites: http://www.mahikeng.gov.za/Departments/Supply Chain Management (SCM) Department
<p>Municipal Systems Act (MSA)</p>	<p>Section 11(3)(a): A municipality exercises its legislative or executive authority by developing and adopting policies, plans, strategies and programmes, including setting targets for delivery.</p>	<p>Policies</p> <ul style="list-style-type: none"> • All Municipal Policies 	<ul style="list-style-type: none"> • Website: www.mahikeng.gov.za • Municipal Offices and other designated municipal venues

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)

Information brochures
Publications: (All publications by and on behalf of the municipality that have been made public or presented to Council and in which no copyright is held by persons or bodies not connected to the City. Print copies may not always be available):

- Municipal Newsletters
- Ombudsman's quarterly newsletter
Procedures and requirements for applications for funding provided by a municipality for community projects

ANNEXURE B: SUBJECTS AND CATEGORIES OF RECORDS CREATED AND MAINTAINED BY THE MUNICIPALITY² THAT ARE ALSO AVAILABLE TO THE PUBLIC

ITEM NO.	SUBJECTS AND CATEGORIES OF RECORDS CREATED AND MAINTAINED BY THE MUNICIPALITY ³
1.	<p>LEGISLATION AND POLICIES</p> <ul style="list-style-type: none"> • Drafts, amendments, advertising, comments and legal opinions • Draft legislation • Draft national policies • By-Laws • Community Participation Policy • Draft Poverty Alleviation Policy • Youth Development Policy • Grants-in-aid Policy • Policy Building Plans
	<p>Communications strategy Council Minutes and Agendas-</p>

² Section 117 of the Municipal Systems Act

³ Section 117 of the Municipal Systems Act

<p>2.</p>	<p>ORGANISATION AND CONTROL</p> <ul style="list-style-type: none"> • Office management or instructions • Organisational development • Delegation of authority • Service delivery • Disclosure of official information or confidentiality • Internal emergency planning • Use of Council's official languages • Records control • Internal audit • Mutual aid to other bodies • Visits or inspections • Customer relations management • Application processes, forms, fees and guidelines • Racism or sexism • Enterprise resource planning (ERP) • Smoking • Appeals management • Form management • Integrated risk management • Information and knowledge management (IKM) • Business management systems
<p>3.</p>	<p>ELECTIONS</p> <ul style="list-style-type: none"> • Local Government Elections • Provincial Elections • National Elections
<p>4.</p>	<p>COUNCIL AND COUNCILLOR MATTERS</p>

	<ul style="list-style-type: none"> • Composition of Council, Mayco, portfolio committees and subcouncils • Representation on bodies • Council, committee and subcouncil meetings • Matters concerning Councillors • Functioning of junior council • Ad hoc committee meetings • Site inspections • Establishment of political offices
<p>5.</p>	<p>FINANCE</p> <ul style="list-style-type: none"> • Estimates • Financial Budgets • Financial statements • Financial sustainability • Interdepartmental recoveries and recharge • Property valuations, property rates, loans • Grant funding • Consolidated Annual Financial Statements • Draft Guidelines for ad-hoc Grants in-aid • Own funds • Tariffs, fees, charges, fines and deposits • Funding or subsidies received • Implementation of GAMAP Project • Credit facilities • Financial assistance and sponsorship rendered • Financial management of bequests • Bookkeeping and banking • Investments • Risk finance

	<ul style="list-style-type: none"> • Petty cash • Value-added tax (VAT) • Reports and returns • Settlement of accounts due by Council • Levies • Cashier's float
<p>6.</p>	<p>STAFF</p> <ul style="list-style-type: none"> • Staff strength and grading • Conditions of service • Recruitment and appointments, appeals and freezing/unfreezing • Terminations and severances • Staff movements • Job evaluation and appeals • Staff finance • Staff appraisals • Labour relations • Staff control • Assistance • Letters of thanks • Acts of bravery/commendations • Congratulations, condolences, messages of goodwill to staff • Newsletters and notices • Statistics • Standby duties • Staff restructuring • Utilisation of offenders for community services • Rendering of chaplain services • Occupational risk management/health and safety

<p>7.</p>	<p>TRAINING AND DEVELOPMENT</p> <ul style="list-style-type: none"> • Skills Development Plan • Mentorship • Training needs assessment • Productivity Development Scheme • Capacity building • Statistics • Career Path Development • Staff training • Councillor training • Workshops or information sessions or congresses or seminars • Job-shadowing • Bosberade
<p>8.</p>	<p>SUPPLY CHAIN MANAGEMENT</p> <ul style="list-style-type: none"> • Tenders and contracts • Quotations • Guarantees • Tender deviation reports • Tender/vendor defaulters • Vendor registrations
<p>9.</p>	<p>INFORMATION TECHNOLOGY</p> <ul style="list-style-type: none"> • Licenses • Contracts • Service level agreements • Smart City Strategies • Security measures • Support

	<ul style="list-style-type: none"> • Application and operating systems • Internet • Projects or investigations • Geographic Information Systems (GIS) • Intranet • Liaison with companies
<p>10.</p>	<p>PUBLICITY AND INFORMATION</p> <ul style="list-style-type: none"> • Press releases • Radio or television interviews • Public participation or hearing • Own publications or videos • Publications by outside bodies or advertising media • Courtesy notices received from or dispatched to outside bodies • Promotion of products by outside bodies • Participation by Council in shows, exhibitions, displays and competitions • Competitions arranged by Council • Emblems • Complaints and enquiries • Gifts and souvenirs • History of Council • Educational tours and visits • Compilation of information regarding specific communities • National or international networking • Innovation, information and knowledge management • Awareness campaigns • Public relations or communications
<p>11.</p>	<p>FESTIVALS AND SOCIAL MATTERS</p>

	<ul style="list-style-type: none"> • Speeches • Protocol and list of addresses • Festivals, events and exhibitions • Receptions and functions • Concerts and performances • Civic honours or awards • Commemorative services or events • Letters of thanks, congratulations, condolences and messages of goodwill • Mayoral patronage • Memorial services • Holiday season planning, proposals and reports
<p>12.</p>	<p>MUNICIPAL REPORTS, RETURNS AND STATISTICS</p> <ul style="list-style-type: none"> • Main files • Reports • Returns and statistics • Questionnaires • Monitoring of status of municipalities • Surveys
<p>13.</p>	<p>BUILDINGS AND PROPERTY TRANSACTIONS</p> <ul style="list-style-type: none"> • Release of bonds: communicate • Granting or refusal of free use • Investigation on sale of buildings and land • Asset control or management • Investigation in respect of purchase of land • Valuation of Council properties • Buildings • Land

<p>14.</p>	<p>LEGAL MATTERS</p> <ul style="list-style-type: none"> • Legal opinions and court decisions • Civil action claims • Establishment or functioning of Municipal Courts • Prosecutions • Contraventions and complaints • Section 62 appeals • Regulation 50 resolution of disputes, objections, complaints and queries in terms of the <i>Municipal Finance Management Act</i> • Enforcement of building development management • Enforcement of land use management • Municipal Supply Chain Management Regulations, Regulation 38 • Statistics
<p>15.</p>	<p>LICENCES AND PERMITS</p> <ul style="list-style-type: none"> • Scheduled Trade Permits & Licences • Permits, certificates and concessions Property Matters
<p>16.</p>	<p>URBAN PLANNING AND BUILDING CONTROL</p> <ul style="list-style-type: none"> • Termination and alteration of boundaries • Surveys • Project planning • Town planning or zoning schemes • Personal Building Plans • Road maps and plans for future road development • Town Planning Zoning (incl. maps) & Regulations • Application Processes, fees and guidelines • Zoning certificates • Copies of building plans (property owner only)

	<ul style="list-style-type: none"> • Forward planning • Township establishment • Land use management or township control • Identification of land • Naming • Town entrance improvements • Conservation of built environment • Building control • Control of advertising • Cultural or heritage studies
<p>17.</p>	<p>ECONOMIC PLANNING AND DEVELOPMENT</p> <ul style="list-style-type: none"> • Investment and Trade facilitation • Coordinating and managing economic data on GIS • Establishment of development vehicles • Statistics • Main economic sectors • Employment creation • Small, Medium and Micro Enterprises (SMMEs) • Training and development • Livestock management • Urban farming and small farming settlements
<p>18.</p>	<p>TRAFFIC ENGINEERING AND TRANSPORTATION PLANNING</p> <ul style="list-style-type: none"> • Traffic management systems • Traffic impact or transportation studies • Traffic accident or incident management plans • Transport System Management (TSM) projects • Traffic data measurements

	<ul style="list-style-type: none"> • Vehicle Licensing • Road accidents • Traffic calming measures • Traffic signs and road markings • Traffic signals • Pedestrian facilities • Public transport • Rail facilities • Airports or civil aviation • Parking • Park-a-bike
<p>19.</p>	<p>ENVIRONMENTAL MANAGEMENT</p> <ul style="list-style-type: none"> • Integrated Environmental Impact Assessment (EIA) studies or programmes • Sustainable environment • Environmental education and awareness • Environmental communication and promotion • Environmental enforcement • Reports and returns • Comments on other development proposals • Metropolitan open space studies or planning • Matters affecting the environment • Individual environmental units
<p>20.</p>	<p>ROADS</p> <ul style="list-style-type: none"> • Proclamations and de-proclamations • Road reinstatements • Street naming and numbering • Management of roads

	<ul style="list-style-type: none"> • National roads • National roads • Toll roads • Provincial roads/trunk roads • Main and proclaimed main roads • Local streets and squares • Road fencing • Private roads • Footways, sidewalks, kerbs, verges and boundary fences • Access driveways • Bridges, subways and level crossings • Cycle paths • Intersections • Permanent closure of streets, lanes and level crossings • Control of non-municipal underground construction works • Applications for consent for roadworks on properties and other wayleaves • Road access • Scenic routes • Servitudes
<p>21.</p>	<p>SOLID WASTE MANAGEMENT</p> <ul style="list-style-type: none"> • Special projects • Refuse removals • Supply of refuse bins, bags and tidy tips • Street and area cleansing • River bank cleansing • Cleaning of storm water drains • Mobile toilets • Stercus (compost, dung, manure, excrement and muck)/night soil removals

	<ul style="list-style-type: none"> • Cleaning of subways • Refuse disposal • Processing of compost • Recycling (Bale and rail) • Codisposals
22.	<p>STORMWATER DRAINAGE</p> <ul style="list-style-type: none"> • Distribution network • Regional storm water catchment management • Servitudes • Pollution of stormwater • Cleaning of stormwater drains
23.	<p>SEWERAGE</p> <ul style="list-style-type: none"> • Bulk sewerage • Provision of sewerage treatment capacity • Maintenance of regional sewers • Installation of distribution network • Purification • Servitudes and way leaves • Liaison or agreements with Cape Metropolitan administration
24.	<p>WATER SUPPLY</p> <ul style="list-style-type: none"> • Purchasing of water • Water quality monitoring (Potable Water Test Results) • State of water resources • CCTV operations • Acquisition of sources • Distribution and supply

	<ul style="list-style-type: none"> • Main pipe lines • Water treatment plants • Reservoirs • Dams • Filtration plants • Water wayleaves • Registration of notarial water servitudes • Meters • Fire hydrants • Underground water for irrigation purposes • Servitudes • Pump stations • Bulk water
<p>25.</p>	<p>CEMETERIES AND CREMATORIA</p> <ul style="list-style-type: none"> • Cemeteries • Crematoria • Gardens of remembrance • Walls of remembrance • Mausoleum
<p>26.</p>	<p>MARKETS AND TRADING SERVICES</p> <ul style="list-style-type: none"> • Statistics or schedules • Fixing of market hours and closing on public holidays • Adoption of National Code of Guidelines and Instructions • Fresh produce and flower markets • Flea, craft and night markets • Hawking and trading activities
<p>27.</p>	

	<p>ABATTOIRS</p> <ul style="list-style-type: none"> • Veterinary services • Humane killing and animal welfare • Production of by-products • Offal • Gut • Hygiene • Effluent • Manure removal • Meat imports • Exemptions • Cold storage facilities • Use and leases • Animal diseases • Meat exports • Laboratory reports • Slaughtering • Reports • Donations • Control and receiving of livestock • Slaughtering and auction starting times • Washing of trucks • Abattoir social matters • Liaison with abattoir role-players
<p>28.</p>	<p>SAFETY AND SECURITY SERVICES</p> <ul style="list-style-type: none"> • Fire services • Disaster risk management • Law enforcement

	<ul style="list-style-type: none"> • Traffic control and enforcement • Public Emergency Communications
29.	<p>HUMAN SETTLEMENTS AND HOUSING</p> <ul style="list-style-type: none"> • Planning or provision • Income of housing beneficiaries or prospective buyers • Inspection tours of housing schemes • Waiting list or allocations • Liaison or role of housing associations or companies • Rapid land release • Repossession of homes • Housing for very poor or indigent • Backyard dwellings • Informal settlements • Housing projects • Leased housing schemes • Housing for the aged • Statistics
30.	<p>HEALTH SERVICES</p> <ul style="list-style-type: none"> • Clinics, Medical Centres and Hospitals • Health plans • Facilities • Health programmes • Support services health statistics/ information research • Quality assurance • Environmental Health
31.	<p>LIBRARY SERVICES</p>

	<ul style="list-style-type: none"> • Acquisition of library materials • Interlibrary loans • Planning and provision • Maintenance of library buildings • Usage of library buildings • Security in respect of library material • Provision of special services • Computerised library system • Liaison • Reports and returns • Donations rendered • Hours of operation • Marketing • Inspection/monitoring/visits • Library programmes
<p>32.</p>	<p>SPORTS AND RECREATION</p> <ul style="list-style-type: none"> • Liaison with sport federations or councils or boards • Sport facilities, complexes and grounds • Swimming pools • Recreation facilities or multipurpose halls or civic centres and other halls • Planning and staging of recreational events • Skateboard and rollerblading facilities • Come and play programmes
<p>33.</p>	<p>PARKS, GARDENS, PUBLIC OPEN SPACES AND HORTICULTURAL MATTERS</p> <ul style="list-style-type: none"> • Parks, public open spaces and gardens • Nurseries, horticultural matters and landscaping •

<p>34.</p>	<p>MANAGEMENT OF HOLIDAY RESORTS, CARAVAN PARKS AND OTHER FACILITIES</p> <ul style="list-style-type: none"> • Holiday resorts, caravan parks, camping sites and braai areas • Pavilions, tea rooms, kiosks and restaurants • Public ablution facilities • Planning and staging of events
<p>35.</p>	<p>MUSEUMS, MONUMENTS, MEMORABALIA AND WORKS OF ART</p> <ul style="list-style-type: none"> • Museums, monuments, memorials, plaques and other heritages • Art galleries or works of art or bequests offered or entrusted to Council • Reports
<p>36.</p>	<p>COMMUNITY DEVELOPMENT AND SOCIAL WELFARE</p> <ul style="list-style-type: none"> • Social development plan • Community liaison • Reconstruction and development programme • Strategies and services in respect of community development projects • Investigation in respect of services in previously disadvantaged areas • Database in respect of community organisations • Cultural infrastructure
<p>37.</p>	<p>EDUCATION</p> <ul style="list-style-type: none"> • Liaison with schools • Establishment and closure of schools, crèches and facilities
<p>38.</p>	<p>COMMUNICATION AND POSTAL SERVICES</p> <ul style="list-style-type: none"> • Community radio station • Postal and telecommunication services

39.	CONTROLLING OF ANIMALS <ul style="list-style-type: none">• Municipal Pounds• Liaison with animal rescue organisations• Management of animals
40.	INTEGRATED SERVICES AND PROJECTS

ANNEXURE C: FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Section 18(1) of the *Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)*)

[Regulation 6]

FOR ADMINISTRATIVE USE ONLY

Reference number:

REQUEST RECEIVED BY:

Name:.....

Information Officer (IO)/Deputy Information Officer:.....

Request fee (if any) R

Deposit (if any) R

Access fee R.....

.....

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of public body

Information Officer/Deputy Information Officer:

.....

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
(b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

.....

Identity number:

.....

Postal

address:.....

.....

Fax number:

.....

Telephone number:

.....

E-mail address:

.....

Capacity in which request is made, when made on behalf of another person:

.....
.....
.....
.....

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

.....
.....

Identity number:

.....

D. Particulars of record

*(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record:

.....
.....
.....
.....
.....

2. Reference number, if available:.....

3. Any further particulars of record:
.....
.....
.....
.....
.....
.....

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

.....
.....

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
_____	_____
_____	_____
_____	_____

Mark the appropriate box with an X.
NOTES:
(a) Compliance with your request in the specified form may depend on the form in which the record is available.
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
(c) The fee payable for access to the record, if any, will be determined partly by the form in

which access is requested.

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	View the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES	NO

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....
.....

Signed at this day of
..... 20.....

**SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE**

ANNEXURE D: PRESCRIBED FEES SCHEDULE

A requester does not need to pay an access fee to a public body if:

- they are a single person whose annual income, after permissible deductions (such as PAYE and UIF), is less than R14 712.00 a year, or
- they are married and the joint income with their partner, after permissible deductions (such as PAYE and UIF), is less than R27 192.00 per year.

ITEM	DESCRIPTION	AMOUNT
1.	Request fee, payable by every requester	R100.00
2.	Photocopy or printed black & white copy for every A4 page	R1.50 per page or part of the page
3.	Printed copy of A4-size page	R1.50 per page or part of the page
4.	For a copy in a computer-readable form on: a flash drive (provided by the requester) a compact disc (CD) if the requester provides the CD to us a compact disc (CD) if we give the CD to the requester	R40.00 R40.00 R60.00
5.	For a transcription of visual images, for an A4-size page or part of the page	This service will be outsourced. The fee will depend on the quotation from the service provider.
6.	For a copy of visual images	This service will be outsourced. The fee will depend on the quotation from the service provider.
7.	For a transcription of an audio record, per A4-size page	R24.00
8.	For a copy of an audio record on a flash drive (provided by the requester) For a copy of an audio record on compact disc (CD) if the requester provides the CD to us For a copy of an audio record on compact disc (CD) if we give the CD to the requester	R40.00 R40.00 R60.00

9.	For each hour or part of an hour (excluding the first hour) reasonably required to search for, and prepare the record for disclosure The search and preparation fee cannot exceed	R100.00 R300.00
10.	Deposit: if the search exceeds 6 hours	One-third of the amount per request. It is calculated in terms of items 2 to 8 above.
11.	Postage, email or any other electronic transfer	Actual expense, if any.

ANNEXURE E: FORM B

NOTICE OF INTERNAL APPEAL

(Section 75 of the *Promotion of Access to Information Act 2000 (Act No. 2 of 2000)*)

[Regulation 8]

STATE YOUR REFERENCE NUMBER:
.....

A. Particulars of public body

The Information Officer: Advocate Dineo Innocentia Mongwaketse (Municipal Manager) or

The Deputy Information Officer: Ms. Thato Silolo (Director, Corporate Support Services)
Legal Officer)

Chief Information Officer

The Municipal Manager is the Accounting Officer and designated Information Officer. The Information Officer's contact details are as follows:

Postal Address:

Private Bag X63
MMABATHO
2735

Physical Address:

Cnr University Drive & Hector Peterson Street
Mmabatho
North West Province

Telephone no.: +27 18 389 0111 (switchboard)

Deputy Information Officer

Requestor's of information are required to address all requests to Ms. Thato Silolo who has been delegated the responsibilities of Deputy Information Officer. The Deputy Information Officers contact details are as follows:

Physical Address:

Cnr University Drive & Hector Peterson Street
Mmabatho
North West Province

Telephone no.: +27 18 389 0111 (switchboard)

Email: communications@mahikeng.gov.za

B. Particulars of requester/third party who lodges the internal appeal

- | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(a) The particulars of the person who lodge the internal appeal must be given below.
(b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
(c) If the appellant is a third person and not the person who originally requested the information,
the particulars of the requester must be given at C below.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Full names and surname:

.....

Identity number:

.....

Postal address:

.....

Fax number:

.....

Telephone number:

.....

E-mail address:

.....

Capacity in which request is made, when made on behalf of another person:

.....

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname:

.....

Identity number:

.....

D. The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an X in the appropriate box:

	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(l) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. Grounds for appeal

If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.

State the grounds on which the internal appeal is based:

.....
.....
.....
.....

State any other information that may be relevant in considering the appeal:

.....
.....
.....
.....
.....
.....

E. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

.....
.....

Particulars of manner:

.....
.....

Signed at this day of

.....20.....

SIGNATURE OF APPELLANT

FOR ADMINISTRATIVE USE ONLY:

OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received on

.....
(date) by (state rank, name and surname of Information Officer/Deputy Information Officer).
Appeal accompanied by the reasons for the Information Officer's/Deputy Information Officer's
decision and, where applicable, the particulars of any third party to whom or which the record
relates, submitted by the Information Officer/Deputy Information Officer on (date) to the relevant
authority.

OUTCOME OF APPEAL:

**DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER
CONFIRMED/NEW DECISION SUBSTITUTED.**

NEW DECISION:

.....
RELEVANT AUTHORITY

DATE

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE
RELEVANT AUTHORITY ON (date):