



DR. BEYERS NAUDE LOCAL MUNICIPALITY

PAIA MANUAL

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Promotion of Access to Information Act 2 of 2000 (PAIA)**

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PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA)

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PAIA Manual: Dr Beyers Naude Local Municipality

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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.

2. TERMS & DEFINITIONS

Term	Descriptions
Access Control	Access control is a method of restricting access to sensitive data. Only those that have had their identity verified can access company data through an access control gateway.
Accountability	The responsible party must ensure that the conditions and all the measures set out in the Act that give effect to such conditions, are complied with at the time of the determining the purpose and means of the processing.
Biometrics	Means a technique of personal identification that is based on physical, physiological or behavioural characterisation including blood typing, fingerprinting, DNA analysis, retinal scanning and voice recognition.
Breach Disclosure	The requirement that an organization notify regulators and/or victims of incidents affecting the confidentiality and security of personal data.
Bring Your Own Device (BYOD)	Refers to the trend of employees using personal devices to connect to their organizational networks and access work-related systems and potentially sensitive or confidential data. Personal devices could include smartphones, personal computers, tablets, or USB drives.
Cloud Computing	Cloud computing is the on-demand availability of computer system resources, especially data storage and computing power, without direct active management by the user.

Codes of Conduct	Means a code of conduct issued in terms of Chapter 7 of POPIA.
Confidentiality	The keeping of another person or entity's information private. Certain professionals are required by law to keep information shared by a client or patient private, without disclosing the information, even to law enforcement, except under certain specific circumstances.
Consent	Means any voluntary, specific and informed expression of will in terms of which permission is given for the processing of personal information.
Cross Border Data Transfer	Refer to moving personal data from one country to another across international borders.
Cyber Security	Cyber security is the state or process of protecting and recovering networks, devices and programs from any type of cyberattack.
Data Anonymization	A type of information sanitization whose intent is privacy protection. It is the process of removing personally identifiable information from data sets, so that the people whom the data describe remain anonymous.
Data Breach	A data breach is an incident where information is stolen or taken from a system without the knowledge or authorization of the system's owner.
Data Subject	Means the person to whom personal information relates.
Data Subject Participation	Data subjects may request whether their personal information is held, as well as the correction and/or deletion of any personal information held about them.
De-identify	in relation to personal information of a data subject, means to delete any information that— a) identifies the data subject. b) can be used or manipulated by a reasonably foreseeable method to identify the data subject; or c) can be linked by a reasonably foreseeable method to other information that identifies the data subject, and d) “de-identified” has a corresponding meaning.
Disclosure	The action of making new or secret information known.
Document Library	A special type of library, used to store related files or documents together with their metadata.
Further Processing Limitation	Personal information may not be processed for a secondary purpose unless that processing is compatible with the original purpose.
Information Officer	Of, or in relation to, a – a) MUNICIPALITY means an Information Officer or Deputy Information Officer as contemplated in terms of section 1 or 17; or

	b) private body means the head of a private body as contemplated in section 1, of the Promotion of Access to Information Act.
In-place records management	This records management option is used when a document is left in its current location, but declared as a record that can no longer be edited. In other words, the record is immutable.
Information Quality	The responsible party must take reasonably steps to ensure that the personal information collected is complete, accurate, not misleading and updated where necessary.
Location Tracking	Location tracking refers to technologies that physically locate and electronically record and track the movement of people or objects. Location tracking technology is in use every day with GPS navigation, locations located on digital pictures and searching for businesses nearby using common apps.
Metadata (Columns)	Metadata is used to describe the content and files that are stored and managed on a SharePoint site. If set up correctly, metadata can be used for automatic routing, workflow and managing of content. In SharePoint, columns are used to add and manage metadata.
Mobile Device	A mobile device (or handheld computer) is a <u>computer</u> small enough to hold and operate in the hand. Typically, any handheld computer device will have an LCD or <u>OLED</u> flatscreen interface, providing a <u>touchscreen</u> interface with digital buttons and keyboard or physical buttons along with a physical keyboard. Many such devices can connect to the Internet and interconnect with other devices such as car entertainment systems or <u>headsets</u> via <u>Wi-Fi</u> , <u>Bluetooth</u> , cellular networks or <u>near field communication</u> (NFC).
Multi-factor authentication (MFA)	Multi-factor authentication is an electronic authentication method in which a computer user is granted access to a website or application only after successfully presenting two or more pieces of evidence to an authentication mechanism: knowledge, possession, and inherence.
Navigation	Navigation helps users to browse the site and find information. There are two types of navigation in SharePoint: • Current navigation (also called Quick Launch), which is used to navigate the contents of a site. • Top navigation (also called global navigation or the navigation bar), which is used to navigate between sites.
Openness	The data subject whose information you are collecting must be aware that you are collecting such personal information and for what purpose the information will be used.
Operator	The POPIA person (or Entity) who processes personal information for or on behalf of a responsible party in terms of a contract or mandate, without coming under the direct authority of that party.
Person	Means a natural person or a juristic person.

Personal Information	Means information relating to an identifiable, living, natural person, identifiable, existing juristic person, including, but not limited to— a) information relating to the race, gender, sex, national or social origin, language, age disability. b) information relating to the education or medical or financial history of the person. c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other assignment to the person. d) the biometric information of the person. e) the opinion, views or preferences of the person. f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence. g) the views or opinions of another individual about the person; and h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.
POPIA	Protection of Personal Information Act. The South African Privacy law.
Privacy	Privacy is the ability of an individual or group to seclude themselves or information about themselves, and thereby express themselves selectively. When something is private to a person, it usually means that something is inherently special or sensitive to them.
Privacy by Design	Means building privacy into the design, operation, and management of a given system, business process, or design specification; it is based on adherence with the 7 Foundational Principles of Privacy by Design.
Private Body	a) A natural person who carries or has carried on any trade, business or profession, but only in such capacity. b) A partnership which carries or has carried on any trade, business or profession; or c) Any former or existing juristic person.
Processing	Any operation or activity or any set of operations, whether by automatic means, concerning personal information, including— a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use. b) dissemination by means of transmission, distribution or making available in any other form; or c) merging, linking, as well as restriction, degradation, erasure or destruction of information.
Processing Limitation	a) Personal information may only be processed in a fair and lawful manner and only with the consent of the data subject.

MUNICIPALITY	b) any department of state or administration in the national or provincial sphere of government or any municipality in the local sphere of government; or c) any other functionary or institution when i. exercising a power or performing a duty in terms of the Constitution or a provincial constitution; or ii. exercising a public power or performing a public function in terms of any legislation.
Purpose Specific	Personal information may only be processed for specific, explicitly defined and legitimate reasons.
Record	Means any recorded information— a) regardless of form or medium, including any of the following: i. Writing on any material. ii. information produced, recorded or stored by means of any tape-recorder, computer equipment, whether hardware or software or both, or other device, and any material subsequently derived from information so produced, recorded or stored. iii. label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means. iv. book, map, plan, graph or drawing. v. photograph, film, negative, tape or other device in which one or more visual images are embodied so as to be capable, with or without the aid of some other equipment, of being reproduced. b) in the possession or under the control of a responsible party. c) whether or not it was created by a responsible party; and d) regardless of when it came into existence;
Records Centre	A records centre is created using a site template and comes with built-in features (such as versioning, auditing, metadata management and record routing) to manage the records management process. A records centre is a separate part of a SharePoint site.
Re-identify	in relation to personal information of a data subject, means to resurrect any information that has been de-identified, that— a) identifies the data subject. b) can be used or manipulated by a reasonably foreseeable method to identify the data subject; or c) can be linked by a reasonably foreseeable method to other information that identifies the data subject, and “re-identified” has a corresponding meaning.
Responsible Party	The POPIA public or private body or any other person which determines the purpose of and means for processing personal information.

Restriction	Means to withhold from circulation, use or publication any personal information that forms part of a filing system, but not to delete or destroy such information
Requestor	in relation to- a) a MUNICIPALITY, means- i. any person (other than a MUNICIPALITY or an official thereof) making a ii. request for access to a record of that MUNICIPALITY; or iii. a person acting on behalf of the person referred to in subparagraph above. b) a private body, means- i. any person, including, but not limited to, a MUNICIPALITY or an official thereof, ii. making a request for access to a record of that private body; or iii. a person acting on behalf of the person contemplated in subparagraph above;
Right to be Forgotten (RTBF)	A right to have personal data deleted, in particular from the world wide web. South African law does not explicitly recognise a general right to be forgotten.
Security	Security settings control who can access sites, what content they can see and what they can do with the content. Security can be set on sites, web parts, folders and documents/items. Users should be added to security groups and permission should be assigned on group level, not on individual user level.
Security Safeguards	Personal information must be kept secure against the risk of loss, unlawful access, interference, modification, unauthorized destruction and disclosure.
The Act	means Promotion of Access to Information Act 2 of 2000.
Third Parties	means any natural or juristic person other than the Requester or, such party acting on behalf of the Requester.
Views	Views control what information is displayed in lists and libraries but can only be fully utilised if metadata is properly set up and used. Views determine what columns are displayed, how information is sorted, grouped and filtered. It is possible to create multiple views to display the same information in different ways, depending on how it is filtered, sorted and organised. A public view is available to all users on a site, whereas a private view is only available to the user that created it.

3. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 3.1 check the nature of the records which may already be available at Dr. Beyers Naude Local Municipality, without the need for submitting a formal PAIA request.
- 3.2 understand how to make a request for access to a record of the Dr. Beyers Naude 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 Dr. Beyers Naude 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 Dr. Beyers Naude 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 if the body 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 Dr. Beyers Naude 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 Dr. Beyers Naude 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 DR. BEYERS NAUDE LOCAL MUNICIPALITY

Dr. Beyers Naude Municipality was established according to -

Chapter 1 Section 2 and 9 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998).

The Dr Beyers Naudé Local Municipality is a new local municipality that was established by merging the Camdeboo, Ikwezi and Baviaans local municipalities in the Sarah Baartman District of the Eastern Cape in South Africa. The decision to merge the municipalities was taken by the Municipal Demarcation Board in 2015 but only took effect after municipal elections on 3 August 2016.

4.1. Objectives/Mandate

4.1.1 Objective

Back-to-Basics principles,

- Deliver quality services and ensure that all households have access to basic services,
- Create an environment that is safe, healthy and conducive to socio-economic growth and development,
- Effectively manage and protect our human capital and natural resources,
- Manage our finances and administration effectively and transparently,
- Keep the public informed and involved through efficient communication and public participation programmes,
- Address service backlogs, whilst diligently maintaining Municipal assets and infrastructure,
- Be instrumental in improving the quality of life and livelihoods of our people by building cohesive and flourishing societies.

4.1.2 Mission

A responsive, developmental and unifying Local Government providing quality services to its citizens in a safe, healthy and well-managed environment, with equal opportunities for all.

5. STRUCTURE OF THE DR. BEYERS NAUDE LOCAL MUNICIPALITY AND FUNCTIONS

5.1. Structure

5.1.1 See Annexure A for the Organisational Top Structure of the Dr Beyers Naudé Local Municipality.

5.1.2 See Annexure B for the List of Committees.

5.2. Functions

5.2.1 Functions and Objectives of the Municipal Council:

The primary role of the Municipal Council is that of political oversight of the municipality's functions, programmes and the management of the administration.

5.2.2 Functions of Dr. Beyers Naude Local Municipality:

The functional areas of competence of the Dr Beyers Naudé Local Municipality (EC101) are indicated in the table below and is the Municipality's authoritative mandate in terms of Section 156 of the South African Constitution, Act 108/1996:

SCHEDULE 4: PART B	STATUS	SCHEDULE 5: PART B	STATUS
Air Pollution	ü	Beaches & Amusement Facilities	N/A
Building Regulations	ü	Billboards & display of Advertisements in public places	ü
Child Care Facilities	Privatized	Cemeteries, Funeral Parlors and Crematoria	ü
Electricity & Gas Reticulation	ü	Cleansing	ü
Fire-fighting Services	ü	Control of Public Nuisances	ü
Local Tourism	Partially outsourced	Control of undertakings that sell liquor to the public	ü
Municipal Airports	ü	Facilities for the accommodation, care and burial of animals	SPCA
Municipal Planning	ü	Fencing and Fences	ü
Municipal Health Services (PHC has been provincialized)	N/A	Licensing of dogs	Not enforced
Municipal Public Transport (applicable mainly to Metros)	N/A	Licensing and control of under- takings that sell food to the public	ü
Municipal Public Works	ü	Local Amenities	ü
Pontoons, ferries, jetties, piers and harbors	N/A	Local Sport Facilities	ü
Stormwater Management systems in built-up areas	ü	Markets	ü
Trading Regulations	ü	Municipal Abattoirs	Privatized
Water & Sanitation Services (potable water, domestic waste-water & sewage: WSA and WSP)	ü	Municipal Parks & Recreation	ü
POWERS AND FUNCTIONS OF DISTRICT MUNICIPALITY AND PROVINCE		Noise Pollution	ü
		Pounds	ü

Disaster Management - is the function of SBDM. BNLM only provides a support service in this regard.	Public Places	ü
Environmental Health Services – this function has been taken back by District	Refuse Removal, refuse dumps and solid waste disposal	ü
Housing - is a provincial function – BNLM only administers the beneficiary list. The municipality is not responsible for the building of houses.	Street Trading	ü
Library Services - is a function of SBDM – the municipality provides the building for the library and pays the salaries of the library employees with funding received from SBDM.	Street Lighting	ü
Vehicle Licensing – is a support services provided by BNLM.	Traffic and Parking	ü

KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE DR. BEYERS LOCAL NAUDE MUNICIPALITY

5.3. Chief Information Officer

Name: Dr Edward Martin Rankwana
Tel: 049 8071318
Email: mmoffice@bnlm.gov.za

5.4. Deputy Information Officer

Name: Ms Zoleka Viola Kali
Tel: 049 807 1106
Email: kaliz@bnlm.gov.za

5.5. Access to information general contacts

Email: info@bnlm.gov.za

5.6. Records that may be requested

The records to be requested by a requester means any recorded information generated by Dr. Beyers Naude Local Municipality in the execution of its mandate, regardless of its form or medium, which is in the possession or under the control of Dr. Beyers Naude Local Municipality whether it was created by Dr. Beyers Naude Local Municipality or not.

All requests will be evaluated to determine whether the requested records contain Personal Information in terms of POPIA, which can potentially impact whether the request will be granted or not.

5.7. Request procedures and timelines

A requester shall be given access to information, or a record held by Dr. Beyers Naude Local Municipality if the following requirements, as set out in the Act, are met, namely:

- (i) The request must be addressed to the Information Officer, using the contact details stated above.
- (ii) The request should be lodged on the prescribed request form and attach proof of payment of the prescribed fee (if any). The fee structure is available in Schedule 1 to this manual.
- (iii) The requester must provide sufficient information on the request form to enable the Information Officer to identify the information or record requested.
- (iv) The requester should choose the preferred form of access (view, obtain a copy, paper or electronic format etc.) and the language for the provision of the information as well as state other preferences provided for on the request form. The requester should also specify his or her postal address or fax number in the Republic of South Africa.
- (v) In the event of the requester making a request on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.
- (vi) The right of a requester to access information in terms of this Act is not affected by any reasons given by that requester, or any belief by the Information Officer as to what the reasons for the request may be.
- (vii) Should an individual be unable to make a request for access to information or a record of Dr. Beyers Naude Local Municipality because of illiteracy or disability, he or she may make such a request orally. The Information Officer of Dr. Beyers Naude Local Municipality must then reduce the oral request to writing in the prescribed form and supply the requester with a copy thereof.
- (viii) The Information Officer will inform the requester of his decision to grant or refuse the information within thirty (30) days following receipt of the request.
- (ix) If the request for information involves a third party, the Information Officer may extend the thirty-day period mentioned above, by up to but not exceeding a further thirty (30) days in order to give a third party the chance to make representations.

5.8. Head Office

Postal Address: PO BOX 71, GRAAFF-REINET

Physical Address: Church Square, Graaff-Reinet

Telephone: 049 807 5700

Email: info@bnlm.gov.za

Website: www.bnlm.gov.za

6. DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE DR. BEYERS NAUDE LOCAL MUNICIPALITY

6.1. Internal appeal against the decision of the Information Officer

A requester may lodge an internal appeal against a decision of the Information Officer within 60 days after the decision is made, on a prescribed form, with the Information Regulator or any committee designated by the Information Regulator to deal with such appeals. If a notice to a third party is required, an appeal may be lodged within 30 days after notice is given to the appellant of the decision appealed against or if the notice to the appellant is not required, after the decision was taken.

The appeal must be delivered or sent to the Information Officer at his or her address, fax number or electronic mail address. The appeal must identify the subject of the internal appeal and state the reasons for the internal appeal and may include any other relevant information known to the appellant.

6.2. Remedies available if request is declined

In the case where the internal appeal structure upholds the decision of the Information Officer, the requester will be entitled to lodge an appeal against the decision taken by the Information Officer, with the Information Regulator. In the event that the Information Regulator upholds the decision, the requester may approach a competent court to compel Dr. Beyers Naude Local Municipality to grant access. The Information Officer shall submit a quarterly report of all processed and refused requests to the Information Regulator.

6.3. Prescribed Fees

The Act sets out two types of fees, namely a request fee and an access fee, they are required to be paid prior to Dr. Beyers Naude Local Municipality accessing the request for information.

A personal requester, i.e. a requester who requests access to a record containing personal information is not required to pay the request fee. Any other requester, who is not a personal requester, will be required to pay such fee.

The requester (other than a personal requester) must be notified by the Information Officer to pay the prescribed request fee before processing the request.

Should the requester be aggrieved by the tender or payment of the request fee, the requester may bring an application to court.

The Information Officer must notify the requester of his/her decision in the manner specified by the requester.

Where access to information has been granted, the requester must pay an access fee for the reproduction, location, preparation of copies or transcripts of the information and for time reasonably required more than the prescribed hours estimated in the Act for these purposes, in order to disclose the information.

6.4. Grounds for refusal of access to records – PAIA Part 1 Chapter 4

The Information Officer may, and in some circumstances must, refuse a request for Information if that information relates to the following:

- (i) Protection of the privacy of a third party who is a natural person, even if deceased.
- (ii) Protection of certain records of the South African Revenue Services.
- (iii) Protection of the commercial information of a third party.
- (iv) Protection of the confidential information of third parties, supplied in confidence or protected in terms of an agreement.
- (v) Protection of the safety of individuals and property.
- (vi) Protection of police dockets in bail proceedings and law enforcement and legal proceedings.
- (vii) Protection of records privileged from production of legal proceedings.
- (viii) Protection of records reasonable expected to cause prejudice to the defence, security and international relations of the Republic of South Africa.
- (ix) Protection of records relating to the economic interest and the financial welfare of the Republic of South Africa and the commercial interests of public bodies and Dr. Beyers Naude Local Municipality.
- (x) Protection of research information of a third party, including a public body and Dr. Beyers Naude Local Municipality.
- (xi) Protection of the operations of public bodies and Dr. Beyers Naude Local Municipality; and
- (xii) Manifestly frivolous or vexatious requests or those that would result in a substantial and unreasonable diversion of resources.

- a) *internal appeal,*
- b) *process for complaining to the Information Regulator or any regulatory body; and/or*
- c) *process for approaching the Court with jurisdiction for appropriate relief.*

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

- 7.1. 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.
- 7.2. The Guide is available in each of the official languages.
- 7.3. The aforesaid Guide contains the description of-
 - 7.3.1. the objects of PAIA and POPIA.
 - 7.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 7.3.2.1. the Information Officer of every MUNICIPALITY, and
 - 7.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
 - 7.3.3. the manner and form of a request for-
 - 7.3.3.1. access to a record of a MUNICIPALITY contemplated in section 11³; and
 - 7.3.3.2. access to a record of a private body contemplated in section 50⁴;

¹ Section 17(1) of PAIA- For the purposes of PAIA, each MUNICIPALITY must, subject to legislation governing the employment of personnel of Dr. Beyers Naude Municipality concerned, designate such number of persons as deputy information officers as are necessary to render Dr. Beyers Naude Municipality as accessible as reasonably possible for requesters of its records.

² Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

³ Section 11(1) of PAIA- A requester must be given access to a record of a MUNICIPALITY if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁴ Section 50(1) of PAIA- A requester must be given access to any record of a private body if-

- a) that record is required for the exercise or protection of any rights;
- b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and
- c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

- 7.3.4. the assistance available from the Information Officer of a MUNICIPALITY in terms of PAIA and POPIA.
- 7.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 7.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 7.3.6.1. an internal appeal.
 - 7.3.6.2. a complaint to the Regulator; and
 - 7.3.6.3. an application with a court against a decision by the information officer of a MUNICIPALITY, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body.
- 7.3.7. the provisions of sections 14⁵ and 51⁶ requiring a MUNICIPALITY and private body, respectively, to compile a manual, and how to obtain access to a manual.
- 7.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a MUNICIPALITY and private body, respectively.

⁵ Section 14(1) of PAIA- The information officer of a MUNICIPALITY must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a MUNICIPALITY, must make available in the prescribed manner a description of the categories of records of Dr. Beyers Naude Municipality that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

7.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and

7.3.10. the regulations made in terms of section 92¹¹.

7.4. 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-

7.4.1. upon request to the Information Officer.

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

8. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD BY THE DR. BEYERS NAUDE LOCAL MUNICIPALITY

Subjects on which the body holds records	Categories of records held on each subject
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plan, Annual Performance Plan, IDP
Policies and Procedures	- Policies - Procedures
Human Resources / Internal	- Routine enquiries - Job evaluation - Creation and conversion of posts - Conditions of service - Salary matters - Schemes

⁹ Section 22(1) of PAIA- The information officer of a MUNICIPALITY to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

(a) any matter which is required or permitted by this Act to be prescribed;
(b) any matter relating to the fees contemplated in sections 22 and 54;
(c) any notice required by this Act;
(d) uniform criteria to be applied by the information officer of a MUNICIPALITY when deciding which categories of records are to be made available in terms of section 15; and
(e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

Subjects on which the body holds records	Categories of records held on each subject
	- Allowances - Vacancies, recruitment and appointments - Training and skills development - Financial matters (salaries and allowances) - Personnel control and mobility - Termination of Service - Labour relations matters
Legislation	- Drafting and amendment of legislation relevant to Dr. Beyers Naude Local Municipality
Organisation and Control	- Delegation of authority - Work planning and procedure - Records management - Privatisation - Departmental organisation
Council Matters	- Routine enquiries - Election - Ward committees - Reports and returns
Finance	- Routine enquiries - Budget - Audit matters - Valuations - Revenue - Expenditure - Reports and returns
Supply chain management	- Routine enquiries - Supply chain management - Services - Bids - Fleet Management
Land and buildings administration	- Routine enquiries - Land administration - Municipal Buildings - Housing

Subjects on which the body holds records	Categories of records held on each subject
Reports and returns	- Reports - Returns
Publicity Information	- Enquiries - Publication - Publicity matters - Information
Social functions, event, and celebrations	- Routine enquiries - Social functions - Festivals and events - National, Provincial and Local celebrations
Meetings of municipal bodies and other organisations	- Routine enquiries - Municipal bodies - Community organizations - Statutory bodies - Provincial departments - Non-Governmental bodies - Minutes and reports - Committees - Associations - Institution
Legal Services	- Routine enquiries - Procedures and methods - Appointment of attorneys - Legal advice - Agreements - Litigations - Investigations - Offences, Disputes, Claims
Licenses	- Routine enquiries - Memoranda of Understanding - Licences - Permits
Town Planning and Control	- Routine enquiries

Subjects on which the body holds records	Categories of records held on each subject
	- Registration of establishment of municipal boundaries - Acquisition and disposal of property - Reservation of sites - Industry - Town planning and development - Municipal Infrastructure Grant projects - Local Economic Development projects - Land Planning and development - Rezoning and subdivision - Industrial development - Agreements for partnerships
Municipal Services	- Electricity supply - Water supply - Roads and Streets - Waste disposal (includes sewerage) - Refuse removal
Community Services	- Routine enquiries - Traffic control - Library services - Recreation and sport facilities - Market and public vendors - Fire brigade services - Disaster management - Cemetery - Pound - Museums
Local economic development	- Social and economic development services - Tourism matters - Case Files
External	- Municipal clients, potential clients - Business partners and other stakeholders - Members of the public

Subjects on which the body holds records	Categories of records held on each subject
	- Municipality current, past and prospective suppliers, service providers, and professional consultants. - Current and past Municipality Council Members and Nominee members. - Visitors to Municipality premises.

9. CATEGORIES OF RECORDS OF THE DR. BEYERS NAUDE LOCAL MUNICIPALITY WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category	Document Type	Available on Website	Available upon request
Tender document	- Advertised tender - Name of successful bidder	X	
Strategic Documents (Plans and Report)	- Organisational profile (Overview, Objectives, Functions, Architecture) - Annual Reports; - Strategic Plan; - Annual Performance Plan; - Strategic and Performance Plans; - Integrated Development Plan (IDP) - Organisational Structure	X	
Records relating to:	- Brochures and maps - Information available on website - Geographic Information System - Service register (alphanumeric data) - Infrastructure themes - Reports - Plan filing (civic information) (paper based / electronic) - Cadastral maps (paper based / electronic)	X X X X	X X X X

Category	Document Type	Available on Website	Available upon request
	- Surveyor general plan (paper based / electronic)		X
	- Framework plans (paper based/ electronic)		X
	- Scheme maps (paper based / electronic)		X
	- Lease area plans (paper based / electronic)		X
	- Budget including adjustment budget (electronic / paper based)	X	
	- Budget related policies	X	
	- Performance agreements		X
	- Service delivery agreements		X
	- Long-term borrowing contracts		X
	- Contracts / information / public partnership as prescribed in section 75 of the Municipal Financial Management Act	X	
	- Order & remittances (paper based)		X
	- Investment register (manual)		X
	- Loan register (electronic / manual)		X
	- Asset register (electronic / manual)		X
	- Financial statements (electronic)		X
	- Debtors history (electronic)		X
	- Strategic environmental assessment		X
	- Building plans		X
	- Minutes of open council and open executive committee	X	

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

10.1. Powers, duties and function

The functional structure consists of a municipal manager who is the Information Officer with 4 Departments whose heads reports directly to the Municipality Manager

- **Office of the Municipal Manager**
Performance management system, Special programmes, Integrated development plan, information technology and Communications
- **Corporate Services Department**
Council support, Administration and Auxiliary, Records management, Special programmes, Occupational health and safety and Human resource management.
- **Infrastructure Services Department**
Project management unit, Local economic development, Human settlement, Civil services and EPWP.
- **Finance Services Department**
Supply chain management, Revenue, Expenditure, Budget and compliance, Assets management, Fleet management and Payroll administration.
- **Community Services Department**
Disaster management, Traffic services, Waste, Libraries services.
Services rendered by the Council are as described in Section 84 of the Municipal Structures Act no 117 of 1998. The Council further has a legal jurisdiction within its boundaries for matters falling under municipal control and acts as agent for the Dr. Beyers Naude Local Municipality in terms of the Business Act No 71 of 1991. The services are rendered by the department as specified in section 6.2 above and must be accessed by application to the relevant department as and when applicable.

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

11.1. Functional

Any members of the public submit a representation in writing to the Council at its physical or postal address. Appeals against the outcome may be directed to the Municipal Manager (Information Officer), the relevant Committee of Council, Council's Executive Committee or the full Council.

11.2. Political

Any members of the public may submit representations to the Ward Councillor who was elected for his ward or to a Councillor representing a political party of his choice. Said councillor will then act upon representations as he or she sees

fit. If there is no appeal to the functional structure regarding any failure, omission or action by a member of the political party, such remedy must be sought from the Speaker, who is the Chairman of the Council or from the relevant political party.

12. PROCESSING OF PERSONAL INFORMATION

To safeguard the privacy and protection of personal information, all personal information processed by Dr. Beyers Naude Local Municipality is managed in terms of the POPI Act.

12.1. Purpose of Processing

Personal information will only be used for the purpose for which it was collected and agreed. This may include but is not limited to:

- (i) management of members of the public information.
- (ii) management of service provider information.
- (iii) provision of appropriate Municipality products and services.
- (iv) confirmation, verification and updating of customer/applicants' details.
- (v) conducting credit reference searches or verification.
- (vi) maintenance of customer records.
- (vii) stakeholder relationship management and support.
- (viii) general administration, financial and tax purposes.
- (ix) compliance with legal and regulatory requirements.
- (x) fraud and crime prevention and detection.
- (xi) town planning.
- (xii) recruitment.
- (xiii) employee management and support; and
- (xiv) market research, customer satisfaction surveys and statistical analysis.

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

The categories of data subjects are not exhaustive but are meant to give a broad indication of the data subjects:

- (i) Municipality clients, potential clients.
- (ii) Business partners and other stakeholders.
- (iii) Members of the public
- (iv) Municipality current, past and prospective employees and their families (dependents and beneficiaries);

- (v) Municipality current, past and prospective suppliers, service providers, and professional consultants.
- (vi) Current and past Municipality Council Members and Nominee members.
- (vii) Visitors to Municipality premises.

Categories of Data Subjects	Personal Information that may be Processed
Natural Persons	Names and surname; contact details (contact number(s), fax number, email address); Residential, postal or business address; Unique Identifier/Identity Number and confidential correspondence
Juristic Persons	Names of contact persons; Name of legal entity; physical and postal address; contact details (contact number(s), fax number, email address); registration number; financial, commercial, scientific or technical information and trade secrets
Employees	Gender, pregnancy; marital status; Race age, language, educational information (qualifications); financial information; employment history; ID number; physical and postal address; contact details(contact number(s), fax number, email address); criminal behaviour; well-being and their relatives (family members) race, medical, gender, sex, nationality, ethnic or social origin, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, biometric information of the person

12.3. The recipients or categories of recipients to whom the personal information may be supplied

Dr. Beyers Naude Local Municipality sometimes shares personal information it processes with the individual themselves and with other third parties. Where necessary or required, Dr. Beyers Naude Local Municipality may share information with:

- (i) personal information verification and credit reference agencies.

- (ii) regulatory and reporting authorities, government institutions.
- (iii) collection agencies.
- (iv) professional advisors and consultants.
- (v) suppliers and service providers.
- (vi) family, associates and representatives of the person whose personal information we are processing; and
- (vii) law enforcement agencies and courts.

Category of personal information	Recipients or Categories of Recipients
Identity number and names, for criminal checks	South African Police Services / Law enforcement agencies and courts.
Qualifications, for qualification verifications	South African Qualifications Authority.
Credit and payment history, for credit information	Credit Bureaus / Collection agencies.
Personal information	Family, associates and representatives of the person whose personal information being processed.
Personal information applicable to the service provided	Professional advisors and consultants.
Personal information applicable to the service provided	Suppliers and service providers.

12.4. Planned transborder flows of personal information

Dr. Beyers Naude Local Municipality may from time to time, in the execution of its mandate, need to transfer personal information of data subjects with third parties in other countries. Dr. Beyers Naude Local Municipality shall ensure that it complies with POPIA in the dissemination of such information. Such transfer will only be done if one of the following requirements are met:

- (i) the foreign recipients of personal information are subject to a law, binding corporate rule, or a binding agreement which contains provisions substantially similar to POPIA in relation to the processing and transfer of personal information.
- (ii) the data subject consents to the transfer; or
- (iii) the transfer is necessary for the performance of a contract between the data subject and the responsible party; or

- (iv) the transfer is necessary for the performance of a contract concluded in the interest of the data subject between the responsible party and the third party; or
- (v) the transfer is for the benefit of the data subject, and it is not practical to obtain the consent of the data subject.

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

- (i) It is a requirement of POPIA to adequately protect the personal information held by the responsible party to avoid unauthorised access and use of your personal information. All personal information processed by Dr. Beyers Naude Local Municipality is managed in terms of the POPI Act.
- (ii) Digital personal information is stored in secure electronic servers.
- (iii) Physical (paper) records are stored in lockable steel cabinets.
- (iv) Security controls and processes shall be reviewed regularly to ensure that personal information is secure.
- (v) The following procedures are in place to protect personal information:
- (vi) Dr. Beyers Naude Local Municipality Information Officer is responsible for compliance with the conditions of the lawful processing of personal information and other provisions of POPIA.
- (vii) Dr. Beyers Naude Local Municipality's processes shall be updated to ensure that consent is received from data subjects for the collection, processing, distribution and storage of their information as required POPIA.
- (viii) data subjects shall be advised of their rights during the information collection stage.
- (ix) access to information and systems containing personal information shall be limited only to authorised users in line with their roles and responsibilities.
- (x) requests for access to information and requests for information received from outside Dr. Beyers Naude Local Municipality shall be managed in line with this manual.
- (xi) When using third parties to process personal information, the said third parties shall be required to sign a service level agreement guaranteeing their commitment to the Protection of Personal Information; and
- (xii) training and awareness on Dr. Beyers Naude Local Municipality and POPIA to ensure compliance.

14. OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION [POPIA SECTION 11(3) (A)]

A data subject who wishes to object to the processing of personal information must submit the objection to the responsible party on Schedule 3.

The responsible party, or a designated person, must render such reasonable assistance as is necessary, free of charge, to enable the data subject to make an objection on Schedule 3.

15. CORRECTION/DELETION OF PERSONAL INFORMATION [POPIA SECTION 24(1)]

A data subject who wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the responsible party on Schedule 4.

The responsible party, or a designated person, must render the necessary assistance to enable a data subject to complete Schedule 4 free of charge.

16. AVAILABILITY OF THE MANUAL

16.1 This Manual is made available in the following official language-

16.1.1 English;

16.2 A copy of this Manual or the updated version thereof, is also available as follows-

16.2.1 on (www.bnlm.gov.za) if any, of Dr. Beyers Naude Local Municipality.

16.2.2 at the head office of Dr. Beyers Naude Local Municipality for public inspection during normal business hours.

16.2.3 to any person upon request and upon the payment of a reasonable prescribed fee; and

16.2.4 to the Information Regulator upon request.

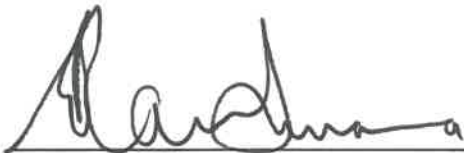
16.3 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

17. UPDATING OF THE MANUAL

Dr Beyers Naude Local Municipality will, if necessary, update and publish this Manual annually.

Issued by

Dr Edward Martin Rankwana



Municipal Manager

SCHEDULE 1

PRESCRIBED FEES IN RESPECT OF PUBLIC BODIES

Part ii of Notice 187 in the Government Gazette on the 15 February 2002.

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0.60 for every photocopy of an A4-size page or part thereof.
2. The fee for a copy of the guide as contemplated in regulations 2(3) (b) and 3(4) (c) is R0.60 for every photocopy of an A4-size page or part thereof.
3. The fees for reproduction referred to in regulation 7(1) are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R 0.60
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(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R 0.40
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c)	For a copy in a computer-readable form on:	
i)	Stiffy disc	R 5.00
ii)	Compact disc	R40.00

d)	For a transcription of visual images:	
i)	A4-size page or part thereof	R22.00
ii)	A copy of visual images	R60.00

e)	For a transcription of an audio record:	
i)	A4-size page or part thereof	R12.00
(ii)	A copy of an audio record	R17.00

The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35.00.

The access fees payable by a requester referred to in regulation 7(3) are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R0.60
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- | | | |
|-------|--|--------|
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | R0.40 |
| <hr/> | | |
| (c) | For a copy in a computer-readable form on - | |
| (i) | compact disc | R40.00 |
| <hr/> | | |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof | R22.00 |
| | (ii) For a copy of visual images | R60.00 |
| <hr/> | | |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof | R12,00 |
| | (ii) For a copy of an audio record | R17.00 |
| <hr/> | | |
| (f) | To search for and prepare the record for disclosure, R15.00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. | |
| <hr/> | | |

For purposes of section 22(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
- The actual postage is payable when a copy of a record must be posted to a requester.

SCHEDULE 2

**PRESCRIBED FORMS FOR ACCESS TO INFORMATION REQUEST FOR
ACCESS TO RECORD OF MUNICIPALITY**

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

FOR DEPARTMENTAL USE

Reference number:

Request received by (state rank, name and surname of information officer/deputy information officer) on (date) at (place).

Request fee (if any): R.....

Deposit (if any): R.....

Access fee: R.....

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of MUNICIPALITY

Name of MUNICIPALITY	
Designated Information Officer	
Designated Deputy Information Officer	
Email address of Information Officer/ Deputy Information Officer	
Postal address	
Street address	
Telephone number	
Fax number	

B. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to the record must be recorded below.

(b) Furnish an address and/or fax number in the Republic to which information must be sent.

(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 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, therefore.

1. 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:
NOTES:	

- (a) Your indication as to the required form of access depends 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.

Mark the appropriate box with an "X".

1. If the record is in written or printed form -

☐	copy of record*	☐	inspection of record
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2. If record consists of visual images -

☐	view the images	☐	copy of the images*	☐	transcription of the images*
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(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

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* (magnetic or optical disc)
--------------------------	-------------------------	--------------------------	--	--------------------------	--

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

YES

NO

A postal fee is payable.

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record?

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 thereof 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 WHO'S BEHALF REQUEST IS MADE"

SCHEDULE 3

**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF
SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT
NO. 4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
Regulation 2]**

Note:

1. *Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique identifier/identity	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
B	DETAILS OF THE RESPONSIBLE PARTY
Name(s) and surname/ registered name of responsible	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/email	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f)

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR
DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION
IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL
INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL
INFORMATION, 2018**

[Regulation 3]

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an "x".

Request for:

- | | |
|--------------------------|--|
| ☐ | Correction or deletion of the personal information about the data subject |
| ☐ | Destroying or deletion of a record of personal information about the data subject that is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information. |

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname/ registered name of data	
Unique identifier/ identity number	
Residential, postal or business address:	
	Code ()
Fax number/ e-mail address:	
B	DETAILS OF THE RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()

7. ANNEXURE A: TOP STRUCTURE OF THE MUNICIPALITY

CONFIDENTIAL

DR BEYERS NAUDE LOCAL MUNICIPALITY PROPOSED MICRO STRUCTURE 15 JUNE 2017

OFFICE OF THE MUNICIPAL MANAGER

RECOMMENDED BY
MUNICIPAL MANAGER

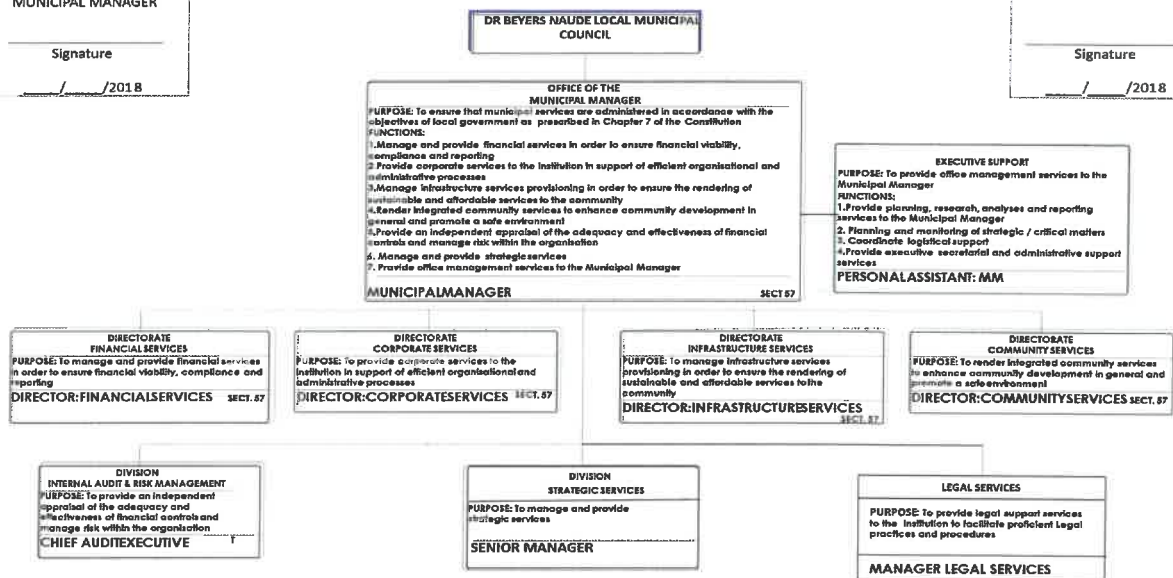
Signature _____

_____/_____/2018

APPROVED BY COUNCIL

Signature _____

_____/_____/2018



8. ANNEXURE B: - LIST OF COMMITTEES ESTABLISHED

Committees established by Council: -

- Executive Committee
- Corporate Services Portfolio Committee
- BTO Portfolio Committee
- Infrastructure Services Portfolio Committee
- Community Services Portfolio Committee
- Budget Steering Committee
- Commonage Committee
- Appeal Authority
- Municipal Public Accounts Committee (MPAC)
- Local Labour Forum (LLF)
- Training Committee
- Audit Committee
- Ethics & Rules Committee
- Petitions Committee
- Women's Caucus
- IDP Rep. Forum
- IDP Steering Committee

Administration Committees: -

- Bid Adjudication Committee
- Evaluation Committee
- Specifications Committee
- Public Participation Committee
- ICT Steering Committee
- Municipal Planning Tribunal (MPT)
- Occupational Health & Safety Committee