CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY

MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2000 [ACT NO. 2 OF 2000]
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**Acronyms**

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<td>COJ:</td>
<td>City of Johannesburg Metropolitan Municipality</td>
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<td>City</td>
<td>City of Johannesburg Metropolitan Municipality</td>
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<td>DIO:</td>
<td>Deputy Information Officer</td>
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DEFINITIONS OF TERMS

'access fee' means a fee prescribed for the purposes of reproduction, search and preparation of access and, if applicable, postal fees;

'Act' means the Promotion of Access to Information Act 2 of 2000 (PAIA)

'application' means an application to a court for an appropriate relief after exhausting internal process;

'Constitution' means the Constitution of the Republic of South Africa, 1996 (Act 1088 of 1996);

'court' means-
(a) the Constitutional Court acting in terms of section 167 (6) (a) of the Constitution; or
(b) (i) a High Court or another court of similar status, or
(ii) a Magistrate's Court, either generally or in respect of a specified class of decisions in terms of this Act, designated by the Minister, by notice in the Gazette, and presided over by a magistrate designated in writing by the Minister, after consultation with the Magistrates Commission, within whose area of jurisdiction-
(aa) the decision of the information officer or relevant authority of a public body or the head of a private body has been taken;
(bb) the public body or private body concerned has its principal place of administration or business; or
(cc) the requester or third party concerned is domiciled or ordinarily resident;

'head' of or in relation to a private body means-
(a) in the case of a natural person, that natural person or any person duly authorised by that natural person;
(b) in the case of partnership, any partner of the partnership or any person duly authorised by the partnership;
(c) In the case of a juristic person-
(i) The chief executive officer or equivalent officer of the juristic person or any, person duly authorised by that officer; or
(ii) the person who is acting as such or any person duly authorised by such acting person;

'information officer' of, or in relation to, a public body-
(a) in the case of a national department, provincial administration or organisational component-
(i) mentioned in Column 1 of Schedule I or 3 to the Public Service Act, 1994 (Proclamation I03 of 1994), means the officer who is the incumbent of the post bearing the designation mentioned in Column 2 of the said Schedule I or 3 opposite the name of the relevant national department, provincial administration or organisational component or the person who is acting as such; or
(ii) not so mentioned, means the Director-General, head, executive director or equivalent officer, respectively, of that national department, provincial administration or organisational component, respectively;
(b) in the case of a municipality, means the municipal manager appointed in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), or the person who is acting as such; or
(c) in the case of any other public body, means the chief executive officer, or equivalent officer, of that public body or the person who is acting as such;

'internal appeal' means an internal appeal refers to the process whereby a requester is dissatisfied with the decision of the information officer or in an instance where his/her request was ignored nd no response given within 30 days / extended period of 30 days. An internal appeal has to be lodged with the relevant authority where such process is applicable;

'Minister' means the Cabinet member responsible for the administration of justice;

'official' in relation to a public or private body, means-
(a) any person in the employ (permanently or temporarily and full-time or part-time) of the public or private body, as the case may be, including the head of the body, in his or her capacity as such; or
(b) a member of the public or private body, in his or her capacity as such;

'PAIA' means Promotion of Access to Information Act 2 of 2000

'PAIA request form' means the name given to the document submitted to a public or private body requesting access to information in terms of PAIA

'person' means a natural person or a juristic person;
‘personal information’ means information about an identifiable individual, including, but not limited to—
(a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the individual;
(b) information relating to the education or the medical, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
(c) any identifying number, symbol or other particular assigned to the individual;
(d) the address, fingerprints or blood type of the individual;
(e) the personal opinions, views or preferences of the individual, except where they are about another individual or about a proposal for a grant, an award or a prize to be made to another individual;
(f) correspondence sent by the individual 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 individual;
(h) the views or opinions of another individual about a proposal for a grant, an award or a prize to be made to the individual, but excluding the name of the other individual where it appears with the views or opinions of the other individual; and
(i) in the name of the individual where it appears with other personal information relating to the individual or where the disclosure of the name itself would reveal information about the individual, but excludes information about an individual who has been dead for more than 20 years;

‘personal requester’ means a requester seeking access to a record containing personal information about the requester;

‘private body’ means—
(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, but excludes a public body;

‘public body’ means—
(a) any department of state or administration in the national or provincial sphere of government or any municipality in the local sphere of government; or
(b) 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;

‘record’ of, or in relation to, a public or private body, means any recorded information—
(a) regardless of form or medium;
(b) in the possession or under the control of that public or private body, respectively; and
(c) whether or not it was created by that public or private body, respectively;

‘records automatically available’ means records that can be accessed without a person having to request access in terms of PAIA

‘relevant authority’ in relation to—
(a) a public body referred to in paragraph (a) of the definition of ‘public body’ in the national sphere of government, means—
(i) in the case of the Office of the Presidency, the person designated in writing by the President; or
(ii) in any other case, the Minister responsible for that public body or the person designated in writing by that Minister;
(b) a public body referred to in paragraph (a) of the definition of ‘public body’ in the provincial sphere of government, means—
(i) in the case of the Office of a Premier, the person designated in writing by the Premier; or
(ii) in any other case, the member of the Executive Council responsible for that public body or the person designated in writing by that member; or
(c) a municipality, means—
(i) the mayor;
(ii) the speaker; or
(iii) any other person, designated in writing by the Municipal Council of that municipality;
‘request fee’ the fee that must be paid by the requester before a request can be processed

‘request for access’ in relation to-
(a) a public body, means a request for access to a record of a public body in terms of section II: or
(b) a private body, means a request for access to a record of a private body in terms of section 50;

‘requester’ in relation to-
(a) a public body, means-
   (i) any person (other than a public body contemplated in paragraph (a) or (b) (i) of the definition of ‘public body’, or an official thereof) making a request for access to a record of that public body; or
   (ii) a person acting on behalf of the person referred to in subparagraph (i);
(b) a private body, means-
   (i) any person including but not limited to, a public body or an official thereof, making a request for access to a record of that private body; or
   (ii) a person acting on behalf of the person contemplated in subparagraph (i);

‘third party’ in relation to a request for access to-
(a) a record of a public body, means any person (including, but not limited to, the government of a foreign state, an international organisation or an organ of that government or organisation) other than-
   (i) the requester concerned; and
   (ii) a public body; or
(b) a record of a private body, means any person (including, but not limited to, a public body) other than the requester, but, for the purposes of sections 34 and 63, the reference to ‘person’ in paragraphs (a) and (b) must be construed as a reference to ‘natural person’;

‘working days’ means any days other than Saturdays, Sundays or public holidays, as defined in section 1 of the Public Holidays Act, 1994 (Act 36 of 1994).
1. LEGISLATIVE MANDATE OF CITY OF JOHANNESBURG MUNICIPALITY

- Audit Profession Act, 2005 (Act No.26 of 2005)
- Advertising on Roads and Ribbons Development Act 21 of 1994
- Basic Conditions of Employment Act,1997 (Act No:75 of 1997)
- Children's Act,2005 (Act No.38 of 2005)
- Code of Good Practice for employment and conditions of work for Special Public Works Programmes
- Code of good practise: Preparation, implementation and monitoring of employment equity plans
- Community Schemes Ombud Services Act,2011 (Act No.9 of 2011)
- Companies Act, 2008 (Act No. 71 of 2008)
- Companies Act Regulations
- Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)
- Competition Amendment Act, 2000 (Act No. 39 of 2000)
- Consumer Protection Act, 2008 (Act No. 68 of 2008)
- Control of Access to Public Premises and Vehicles Act, 1985 (Act No. 53 of 1985)
- Copyright Act, 1978 (Act No. 98 of 1978)
- Council For Built Environment Act, 2000 (Act No. 43 of 2000)
- Criminal Procedure Act, 1977 (Act No. 51 of 1977)
- Cultural Laws Amendment Act,2001 (Act No: 36 of 2001)
- Deeds Registries Amendment Act, 2013 (Act No.34 of 2013)
- Disaster Management Act, 2002 (Act No. 57 of 2002)
- Disaster Management Framework,2005
- Division of Revenue Act,2013 (Act No.2 of 2013)
- Electricity Act, 1987 (Act No.41 of 1987)
- Electricity Regulation Act,2006 (Act No.4 of 2006)
- Electronic Communications Amendment Act, 2014 (Act No.1 of 2014)
- Electronic Communications and Transactions Act,2002 (Act No.25 of 2002)
- Employment Equity Amendment Act , 2013 (Act No. 47 of 2013)
- Employment Equity Regulations
- Engineering Profession of South Africa, 2000(Act No.46 of 2000)
- Expropriation Amendment Act, 1992 (Act No. 45 of 1992)
- Firearms Control Act, 2000 (Act No.60 of 2000)
- Gauteng Planning and Development Act, 2003 (Act No.3 of 2003)
- General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)
- Generally Recognised Accounting Practice
- Guidelines for the Implementation of Labour Intense Infrastructure Projects under the expanded Public Works Programme, 3rd Edition 2015
• Health Professions Act, 1974 (Act No. 56 of 1974)
• Housing Amendment Act, 2001 (Act No.4 of 2001)
• Housing Code
• Housing Development Agency Act, 2008 (Act No.23 of 2008)
• Infrastructure Development Act, 2014 (Act No.23 of 2014)
• Intergovernmental Fiscal Relations Act, 1997 (Act No.97 of 1997)
• Intergovernmental Relations Framework, 2005 (Act No. 13 of 2005)
• Labour Relations Amendment Act, 2012 (Act No. of 2012)
• Labour Relations Regulations
• Medicines and Related Substances Control Amendment Act, 1991 (Act No.94 of 1991)
• Minimum Information Security Standards
• Minimum Physical Security Standards
• Municipal Finance Management Act, Circular No.68
• Municipal Finance Management Act, Circular No.76
• Municipal Investment and Municipal PPP Regulations – Gazette No.27431, 1 April 2005
• Municipal Property Rates Act, 2004 (Act No. 6 of 2004)
• Municipal Regulations on Minimum Competency Levels- Gazette No.29967
• Municipal Regulations – Financial Misconduct
• Municipal Supply Chain Management Regulations Gazette No.27636, 30 May 2005
• National Building Regulations and Building Standards Act, 1977 (Act No. 103 1977)
• National Environmental Management: Protected Areas Act, 2003 (Act No. 57 of 2003)
• National Health Amendment Act, 2013 (Act No.12 of 2013)
• National Heritage Resources, Act 1999 (Act No.25 of 1999)
• National Housing Code
• National Small Business Amendment Act, 1996 (Act No. 102 of 1996)
• National Strategic Intelligence Act, 1994 (Act No. 39 of 1994)
• National Qualifications Framework Act, 2008 (Act No. 67 of 2008)
• Nursing Act, 2005 (Act No.33 of 2005)
• Occupational Health and Safety Act, 1993 (Act No. 81 of 1993)
• Pharmacy Amendment Act, 2000 (Act No.1 of 2000)
• Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
• Prevention and Combating of Corrupt Activities Act, 2004 (Act No.12 of 2004)
• Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001)
• Promotion of Access to Information Act, 2000 (Act. 2 of 2000)
• Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000)
• Promotion of Equality & Unfair Discrimination Act, 2000 (Act No.4 of 2000)
• Protected Disclosures Act, 2000 (Act No.26 of 2000)
• Protection of Information Act, 1982 (Act No. 84 of 1982)
• Protection of Personal Information, 2013 (Act No. 4 of 2013)
- Regulation of Interception of Communications and Provision of Communication-Related Information Act, 2002 (Act No. 70 of 2002)
- Rental Housing Act, 1999 (Act No. 50 of 1999)
- Skills Development Levies Act, 1999 (Act No. 9 of 1999)
- Social Housing Act, 2008 (Act No. 16 of 2008)
- Spatial Planning and Land Use Management Act, 2013 (Act No 16 of 2013)
- State Information Technology Agency Amendment Act, 2002 (Act No. 38 of 2002)
- Telecommunications Act, 1996 (Act No. 103 of 1996)
- Trespass Act, 1959 (Act No. 6 of 1959)
- Tourism Act, 2014 (Act No. 3 of 2014)
- World Heritage Convention Act, 1999 (Act No. 49 of 1999)

2. STRUCTURE OF THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY

COJ LINE FUNCTIONS REPORTING TO CITY MANAGER, MES AND RELEVANT POLITICAL

- Economic Development (MMC)
- Development Planning (MMC)
- Environment & Infrastructure Services (MMC)
- Housing (MMC)
- Public Safety (MMC)
- Community Development (MMC)
- Transport (MMC)
- Health & Social Development (MMC)
OFFICE OF THE CITY MANAGER, GROUP FUNCTIONS AND RELEVANT POLITICAL PORTFOLIOS

HIGH LEVEL STRUCTURE OF POLITICAL OFFICES
3. INFORMATION OFFICERS

The City Manager is in terms of Section 1 of the Act the information officer of the City of Johannesburg.

The contact details of the information officer and deputy information officer(s) designated in terms of Section 17 of the Act are as follows:

**Information Officer:**

Dr Ndlovhioniswani Lukhwareni  
City Manager  
City of Johannesburg  
P O Box 1049  
Johannesburg 2000  
Tel No: 011 407-7300  
Facsimile No: 011 403-1012

**Deputy Information Officers:**

Ms Thembisa Zwane  
City of Johannesburg  
P O Box 1049  
Johannesburg 2000  
Tel No: 011 407-6930  
Facsimile No: 086 450 7676  
E-mail: accesstoinfo@joburg.org.za  
Web Site: www.joburg.org.za
4. THE PURPOSE OF THE MANUAL

The purpose of this manual is to inform the public about the records held by the City of Johannesburg Metropolitan Municipality and how to obtain access to such records, this is in accordance with provision of section 14 of PAIA.

The City’s Municipal Owned Entities such as Johannesburg City Power, Johannesburg Water, Pikitup, Johannesburg City Parks and Zoo, Johannesburg Roads Agency, Johannesburg Development Agency, Johannesburg MetroBus, Johannesburg Civic Theatre, Johannesburg Fresh Produce Market, City of Joburg Property Company, Johannesburg Tourism Company and Johannesburg Social Housing Company, in terms of the legislation should produce their own manual and be responsible for managing requests made under The Act.

5. THE PURPOSE OF PAIA

The Promotion of Access to Information Act, 2000 [Act No.2 of 2000] (the Act) gives effect to the constitutional right of access to any information held by any public or private body that is required for the exercise or protection of any rights. The Act sets out the procedures attached to such a request.

PAIA was enacted:

- to give effect to the constitutional right of access to –
- any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights; and

- to give effect to the constitutional obligation of the State of promoting a human’s right culture and social justice.

6. THE OBJECTIVES OF PAIA

- It promotes:
  - transparency
  - accountability, and
  - effective governance of all public and private bodies

- It educates and empowers everyone to understand their rights and to understand the functions and operations of public bodies so that they can:
  - effectively scrutinize and participate in decision making by public bodies that affect their rights

Section 9 of the Act, however, recognises that such right to access to information is subject to certain justifiable limitations, for instance limitations aimed at:

- The reasonable protection of privacy
- Commercial confidentiality
- Effective, efficient and good governance.
7. **SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY**

Under the Promotion of Access to Information Act the City of Johannesburg is required to state what records it holds. Given the wide range of services provided, this listing of records is constantly being updated and may change over time. The method of managing records in the City of Johannesburg is in accordance with national archive requirements.

It should be noted that inclusion in the following list of records does not mean that the files or records are necessarily accessible under the Promotion of Access to Information Act. The Act prohibits a public body from allowing access, and/or allows the public body to refuse access, to certain types of information. Chapter 4 of the Act deals with the grounds for refusal of access to records. For further information please refer to the *Promotion of Access to Information Act No. 2, 2000*.

**The following are main headings in the City's records keeping section:**

- Legislation
- Organisation and Control
- Council and Council Matters
- Staff
- Finance
- Domestic Supplies and Services
- Buildings and Grounds
- Tenders, Quotations and Contracts
- Reports and Returns
- Publicity and Information
- Festivals and Social Matters
- Composition and meetings of bodies and other gatherings
- Legal matters
- Licences and Permits
- Town Planning and Control
- Essential Services
- Community Services
- List of separate case files
1. Legislation

1/P Policy
1/R Routine enquiries
1/1 Parliamentary legislation and regulations
1/1/1 Drafting and amendment
1/1/2 Legal opinions
1/2 Provincial legislation and regulations
1/2/1 Drafting and amendments
1/2/2 Legal opinions
1/3 Council by-laws
1/3/1 General
1/3/1/1 Drafting, amendment, tabling
1/3/1/1/R Routine Enquiries
1/3/1/2 Advertising, objections, publication
1/3/1/3 Submission for approval by premier
1/3/2 Standard
1/3/2/1 Drafting and amendment
1/3/3 Compulsory
1/3/3/1 Drafting and amendment
1/4 Council regulations
1/4/1 Drafting and amendment

2. Organisation and Control

2/P Policy
2/R Routine enquiries
2/1 Corporate Governance Protocol
2/1/1 City of Johannesburg Protocol and etiquette manual
2/2 Rating evaluation questionnaire
2/3 Establishment of new section/offices
2/3/1 Call Centre/ Joburg Connect
2/3/2 People Centre
2/3/3 Municipal Courts
2/3/4 Shareholder Unit (CMU)
2/3/5 Visitor and Resource Centre 16th Floor (Joburg Innovation and Knowledge Exchange)
2/3/6 Council center
2/3/7 The Business Place Johannesburg
2/3/8 Joburg Centre for Software Engineering (JCSE)
2/3/9 Relocation
2/3/9/1 JMPD – Langlaagte testing
2/3/10 Migrants in Johannesburg
2/3/10/P Policy
2/3/11 Layout – Administration and records
2/3/12 City of Johannesburg 2030
2/3/13 JMPD
2/3/14 Group Legal and Contracts Department
2/4 Work planning and procedures
2/4/R Routine enquiries
2/4/1 City Development plan
2/4/1/1  Citizen Relationship
2/4/1/2  Urban Management
2/4/1/3  Administration and Services Review
2/4/1/4  Revitalisation of the change agent network and institutionalization of change management
2/4/1/5  Review of City safety strategy
2/4/1/6  Strategic Risk Register for Group Legal
2/4/2  Business plan scorecards
2/4/2/P  Policy
2/4/2/R  Routine enquiries
2/4/3  Section 21 Companies
2/5  Delegation of authority
2/5/1  Temporary
2/5/2  Delegation of power
2/5/2/1  Function & duties
2/6  Office instructions
2/7  Records control
2/7/1  Filing systems
2/7/1/P  Policy
2/7/1/1  Compilation and amendment
2/7/1/1/1  Electronic records system
2/7/1/1/2  Electronic procurement system
2/7/1/1/3  Electronic user manual
2/7/1/1/4  Approved systems
2/7/1/1/5  Storage of documents and files for other sections and departments
2/7/1/1/6  Data Backups & Archiving Review
2/7/1/1/7  COJ RM Forum-Meeting
2/7/1/1/8  Request for assistance (Central Records)
2/7/1/1/9  Missing Personnel files
2/7/1/1/10  Termination records and schedule of records other than correspondence systems

2/7/2  Disposal of records
2/7/2/1  Obtaining of disposal authority
2/7/2/2  Transfer
2/7/2/3  Destruction
2/7/2/4  Microfilming (Disposal authority from National Archives should be obtained on 2/7/2/1)
2/7/3  Data processing
2/7/4  Inspections
2/7/5  Returns
2/7/6  Gauteng Provincial Archives
2/8  Privatisation
2/9  Grading of local authority
2/10  Meetings of heads
2/10/1  Arrangements
2/10/2  Agendas
2/10/3  Minutes
2/11  Service delivery monitoring
3. COUNCIL AND COUNCIL MATTERS

3/P Policy
3/R Routine enquiries
3/1 Elections
3/1/1 Council
3/1/1/1 Determination of wards
3/1/1/2 Voters’ roll
3/1/1/3 Nominations
3/1/1/4 Polling booths
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3/1/3/1 Executive Mayor

3/2 Meetings
3/2/1 Main files
3/2/1/P Policy
3/2/1/R Routine enquiries (TEMP)
3/2/1/1 Motions
3/2/1/2 Questions by councillors
3/2/1/3 Outstanding resolutions
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3/2/1/6 Standing orders
3/2/1/7 Petitions
3/2/1/8 Attendance/Non-attendance/Cancellation

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3/2/2/1 Meeting Arrangements
3/2/2/1/2 Agendas and minutes
3/2/2/1/3 Contact details for committee officers
3/2/2/1/4 Binding and posting of books
3/2/2/1/5 Children & Youth council
Deliveries of agendas to councillors

Councillors pension fund

Minutes
Routine enquiries
Committees
Mayoral committee
Land Use Management System Comm.
Facility Management Comm. (at recreation centers)
Central Acquisition and Executive Acquisition Comm
New Committees for 2006
Site Development plan evaluation comm.
Civilian Oversight of JMPD
Metro center SHE Steering Committee (GSHC)

Forum
Routine enquires
Nodal Management Forum
Metropolitan Transport & Metropolitan Taxi
Contractors control forum

Matters concerning councillors
Trade with councillors
(Own private companies/declaration)
Awards to councillors
Information to councillors
Code of Conduct
Benefits and Privileges
Appointments/resignations/retirements/deaths/
Contact details
Remuneration for councillors - allowances
Administration support system
Guide Legislative of councillors
Qualifications of councillors
Legal representation
Names and addresses
Designation of full-time councillors
Responsibilities of councillors
Human Resources services
Induction programmes
Certificate of recognition
Visits and tours- Policy

Funerals
Policy
Civic funerals
Late Walter Sisulu
Transport to funerals
Brigade EMS funerals
4. **Staff**

4/P  Policy-Disabilities

4/R  Routine enquiries

4/1  **Posts control**

4/1/1  **Main files**

4/1/1/P  Policy

4/1/1/1  **Furnishing of information**

4/1/1/1/R  Routine enquiries

4/1/1/1/1  To other bodies

4/1/1/1/2  By other bodies

4/1/1/2  Duty sheets

4/1/1/3  Evaluation of posts

4/1/2  **Sections/structures**

4/1/2/R  Routine enquiries

4/1/2/1  **Metro Central**

4/1/2/1/1  Communication

4/1/2/1/2  Contract Management Unit

4/1/2/1/3  Administrative structure

4/1/2/1/4  Housing department

4/1/2/1/5  City Manager event management unit

4/1/2/1/6  Finance and Economic Development – Shareholder Unit

4/1/2/1/7  Executive structure of COJ 2006

4/1/2/1/8  City of Joburg Property Company (Pty) Ltd

4/1/2/1/9  Level 3 and 4

4/1/2/1/10  Economic Development

4/1/2/1/11  Urban Management – Regions

4/2  **Determination of conditions of service**

4/2/P  Policy

4/2/R  Routine enquiries

4/2/1  Annual salary increase for COJ staff

4/2/2  Leave

4/2/2/P  Policy

4/2/2/1  **Corporate Service**

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4/2/2/1/2  Special leave

4/2/2/1/3  Sick leave

4/2/2/1/4  Maternity leave

4/2/2/1/5  Leave /time off in lieu of work

4/2/2/1/6  Annual leave

4/2/2/1/7  Family responsibility

4/2/2/1/8  Selling of leave

4/2/2/1/9  Leave during strikes

4/2/2/1/10  Leave and relief arrangements

4/2/2/1/11  Compensation

4/2/2/2  Regions

4/2/2/3  Utilities and Agencies
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4/2/2/4  Time keeping
4/2/2/5  Monthly activity report for Audit purposes – Leave of Absence
4/2/2/6  Monthly activity report (GLC)
4/2/3  Closing of offices
4/2/3/1  Public Holidays
4/2/4  Work outside of the services of the council
4/2/5  Annual service bonus
4/3  Vacancies and appointments
4/3/P  Policy
4/3/R  Routine enquiries
4/3/1  Temporary/part time/contracts
4/3/1/1  Consultants
4/3/1/2  Voluntary workers
4/3/1/2/P  Policy
4/3/2  Contract appointments
4/3/3  Transfers/secondments/migration
4/3/3/1  Objections to appointments/migrations
4/3/3/2  Secretaries for councillors
4/3/4  Acting appointments
4/3/4/R  Routine enquiries
4/3/4/1  City Manager Office
4/3/4/2  Acting Executive Mayor
4/3/4/3  Risk Assurance service
4/3/4/4  Corporate & Share Services
4/3/5  Advertising of post
4/4  Training and qualifications
4/4/P  Policy
4/4/R  Routine enquiries
4/4/1  Scholarships
4/4/1/1  Councillors
4/4/1/2  Contract between Unisa and COJ
4/4/2  Courses/workshops/seminars/breakaways
4/4/2/1  Mayoral Lekgotla
4/4/2/2  Training, Services providers-Legal & Compliance Employee
4/4/2/3  Workshop-Legal and Contract
4/4/2/4  SHELA & FCM Training
4/4/2/5  MFMA National Treasury for Senior Managers
4/4/3  Languages
4/4/4  Internship / Learnership
4/4/5  Environmental Health Officer
4/4/6  Expanded Public Works programme (EPWP)
4/4/7  Gauteng Provincial training
4/4/7/1  Training
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4/5  Financial
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4/5/1/1/4  Payroll signoff per unit

4/5/2  Payment of allowances
4/5/2/1  Subsistence and travel
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4/5/2/1/5  Housing allowance
4/5/2/1/6  Chaplain/ministry allowance
4/5/2/1/7  Dress allowance
4/5/2/1/8  Cell phone allowance/ councillors
4/5/2/1/9  Subsidised Education Scheme (GL&C)

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4/5/3/R  Routine enquiries
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4/5/3/3  Insurance
4/5/3/4  Pension
4/5/3/5  Councillors
4/5/3/6  UIF
4/5/3/7  Collection of commissions
4/5/3/8  SAMWU strike fund levy
4/5/3/9  Municipal rates services
4/5/3/10  ID Councillors – Party contribution
4/5/4  Loans
4/5/4/1  Housing
4/5/4/2  Study/bursaries (SETS)
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4/5/4/4  Councillors study loan
4/5/5  Pension fund
4/5/5/1  Main files
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4/5/5/2/1  JHB Municipal Pension Fund
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4/5/5/2/2/1  Rules
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4/5/5/2/3/1  Rules
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4/7/3/2 Regions

4/7/3/3 Utilities/Agencies
4/7/3/3/1 City Power Johannesburg (Pty) Ltd
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4/7/3/3  Johannesburg City Parks
4/7/3/4  Johannesburg Roads Agency (Pty) Ltd
4/7/3/4  Central Distribution Function (CDF’s)
4/7/3/4/1 Housing department
4/7/3/4/2 Metro Police
4/7/3/4/3 Social Development
4/7/3/4/4 Protocol
4/7/3/5  Development Planning and Urban Management
4/7/3/5/1 A Wheeler
4/7/4  Clothing/protective
4/7/4/1 Uniforms
4/7/5  Legal section
4/7/5/1 Important legal documents
4/7/5/2 Service rendered by the State – Law Adviser
4/7/6  Gifts or donations
4/7/7  Database for employees
4/7/8  ID cards
4/7/9  Employee Survey
4/7/11 Internal control and procedures
4/8  Staff evaluation and grading
4/8/1 Merit assessments
4/8/2 Determination of seniority
4/8/3 Grading of posts
4/8/4P Policy
4/8/4/1 Score cards
4/8/4/2 Performance bonuses
4/8/4/3/P Performance Management System (PMS) GL&C
4/8/5 Valuation services
4/8/6 Performance management system (communication)
4/9  Staff returns and statistics
4/9/1 Accidents at Work (WCA)
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4/10/2 Strikes/time off/marches
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4/10/3/1 Arbitration
4/10/3/1/1 South African Local Government Bargaining Council (SALGBC)
4/10/3/1/2 Award-FTC Dispute
4/10/3/2 Disputes
4/10/4 Legal Opinions
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4/10/7 Grievances and appeals
4/11 Productivity
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4/12 Human Resources Strategy
4/12/P Policy
4/12/1 JMPD – Gavin Anderson
4/12/2 Human Development Implementation Plan for COJ
4/13 Employment Equity
4/13/1 E E (Legal and Compliance Directorate)
4/14 Assistance of employees
4/14/1 Disciplinary action (CONFIDENTIAL)
4/14/2 Investigation Durban Roodepoort Deep Hostel (CONFIDENTIAL)
4/14/3 Legal assistance to employees (CONFIDENTIAL)
4/14/4 Employee Assistance Programme (EAP)
4/14/5 E P Ngwenyama – Theft Charges
4/14/6 Alleged Misconduct of Housing Officials Region F
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4/14/8 Protection against intimidation
4/14/9 Insubordination by words, behaviour and assault
4/15 National Bargaining Council
4/16 Visits/Tours
4/16/1 Approval and arrangements
4/16/2 Report backs
4/16/3 Site visits

5. Finance

5/1 Estimates
5/1/P Policy
5/1/1 Annual Estimates – Compilation of
(Open a file cover for each year e.g. 5/1/1 –2001/2 etc.)
(Medium Term Operation
5/1/1 Core Administration
5/1/2 Excess
5/1/3 Cash Flows/ Financial statements
5/1/4 Budget
5/1/4/1 Service Delivery and Budget Implementation Plan (SDBIP)
Budget motivation-Legal and Compliance

Mid-Year budget and performance assessment of companies
(Open a file for each entity or department and number consecutively)

Yearly budget for Integrated Development Plan (IDP)
(Open a file for each year e.g. 5/1/4/3/1 – 2001/2 etc.)

Capital budget
(Open a file cover for each Capital Budget year e.g. 5/1/4/4/1-2001/2 etc.)

Operating Budget
(Open a file cover for each budget year eg. 5/1/4/5/1-2002/2 etc.)

Expanded Public Works Programme (EPWP)
Capital Budget
(Open a file for each year e.g. 5/1/4/6/1 – 2001/2 etc.)

Financial Performance and Position

The Development Planning and Urban Management Sector
Johannesburg Development Agency Sector
The Community Development Sector
Environment Sector
Economic Development Sector
Housing Sector
The Roodepoort City Theatre Sector
Infrastructure Services Sector
Transportation Sector

Financial assistant from Local Government

Long term planning

Evaluations

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Routine enquiries
Appointments of appraiser
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Valuation court
Appointment of
Valuation certificates
Objections against valuations
Lanseria airport 1993 (pty) ltd vs COJ
Refund of amount unlawfully based on inflated property valuation

Melrose arch investment holding (pty) ltd
Valuation board/appeals

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Land and property tax
(For collection see 5/13)

Policy
Routine enquiries

Determination of

Clearance certificates

(E.g. when property is transferred)

Remission

Renewal tax incentive

Account numbers

Demand for amendment of rates charges billed

Edge to Edge 1280 CC

Loans

(For staff loans see 4/5/4) – Loans to public see 5/16/1/3)

Policy

Borrowing powers

Application and approvals

External loans

Short-term loans

Long-term loans

(Open a file for each loan and number consecutively)

Internal loans

Endowment fund

Capital development fund

Tariffs of charges

Policy

Routine enquiries

Determination

Water

Electricity

Environmental health services

Johannesburg Metropolitan Police Department (JMPD)

Issuing of certificates and information

Land development application & building plan

Crèches

Library & Information services

Sports & Recreation

Alexandra flats

Emergency Management services

Johannesburg Zoo

Egoli Gas

Consumer Accounts

Pikitup

Supply of information

Council Rental Stock

Biokinetic centres

Imposition of assessment rates/rebases/remissions

Of assessment rates (yearly) (Grant & Aid)

Objections to tariffs of charges

Remissions of rate and tariffs (Grant in aid)

Sport and recreation centers
| 5/5/3/2 | Schools and Education institutions |
| 5/5/3/3 | Retirement and Old Age homes |
| 5/5/4 | Utilities and agencies/tariffs |
| 5/5/4/1 | Johannesburg City Parks |
| 5/5/4/2 | Metro Bus |
| 5/5/4/3 | Road Agency |
| 5/5/4/4 | Pikitup |
| 5/5/4/5 | Johannesburg Zoo |
| 5/5/4/6 | City Power (Pty) Ltd |
| 5/5/4/7 | Jhb Water |
| 5/5/5 | Minor tariffs |
| 5/5/5/1 | Hector Pieterse Memorial Museum |
| 5/5/5/2 | Museums, Galleries & Community Arts center |

| 5/6 | Subsidies received |
| 5/6/P | Policy |
| 5/6/1 | Individual subsidies |
| 5/6/2 | Housing subsidies and guarantees |
| 5/6/3 | Medical aid subsidies |
| 5/6/4 | Municipal services subsidy scheme |

| 5/7 | Deposits |
| 5/7/P | Policy |
| 5/7/1 | Water and electricity |

| 5/8 | Funds and levies |
| 5/8/R | Routine enquiries |
| 5/8/1 | Reserve fund |
| 5/8/2 | SALGA/Bargaining council |
| 5/8/3 | SALGA |
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| 5/8/5 | Disaster fund |
| 5/8/6 | City Improvement districts |
| 5/8/7 | Transfer of funds |
| 5/8/7/1 | Johannesburg Development Agency (JDA) |

| 5/9 | Investments |
| 5/9/P | Policy |
| 5/9/R | Routine enquiries |
| 5/9/1 | Long term |
| 5/9/2 | Short term |
| 5/9/3 | COJ Capital Investment Framework (BOND ISSUE) |
| 5/9/3/1 | CAPEX 2010 Municipal retail bonds |
| 5/9/4 | Investor Relations Implementation plan |
| 5/9/5 | Non-financial investment |
| 5/9/6 | Domestic Medium-Term Note (DMTN) Retail Bond |

| 5/10 | Claims |
| 5/10/P | Policy |
| 5/10/R | Routine enquiries |
Annual service bonus

Accidents

Councillors

Procedures for claims

Recovery of monies from third parties

Writing-off irrecoverable debts

Compensation

Subsidised education debts

Leave & Sick leave

Deceased employees

Bonus years

Salaries

Claims register

Claims JRAS

SALA Pension fund (R.D. Ramatlo) vs JHB Unicity Municipality

SALA Pension fund (M. Mesican) vs JHB Unicity Municipality

SALA Pension fund (M.W. Masipa) vs JHB Unicity Municipality

Outstanding Profession fees for Paballo Engineering Services CC and Deveng Africa consulting Engineers and Project Manager

Phile Muzi Housing Projects

CHM Vuwani computer solutions

Settlement of accounts

Telephone accounts

Metro central

Home telephones

Cellular phones-Split billing

Telkom / JHB World Summit company (JOWSCO)

Telkom /EMLC

Fax machines accounts

Outstanding accounts/COJ to pay

Public Protectorate

Precedent

Electronic Payments

Congresses, seminars

Newspapers

Deeds search fees AKTEX

Magazines

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Catering

SAP system

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Grants and Pension Fund: Councillors

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(For staff see 4/5/2)

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Deputy Mayor
5/12/1/3  Management committee members
5/12/2  Pension fund matters
5/12/2/1  Councillors Gratuity Fund BENONI
5/12/2/2  Study allowance for councillors

5/13  Collection of money
5/13/P  Policy
5/13/1P  COJ Credit Control & Debt collection Policy
5/13/1  Credit Control
5/13/1/1  Revenue shared services center (RSSC)
5/13/1/2  Rent paid to council
5/13/1/3  Written off / irrecoverable
5/13/1/3/1  Islamic Bank Ltd-Ormonde Ext. 16, 20-24
5/13/1/4  Building plans fees
5/13/1/5  Overpayments on accounts
5/13/1/6  Collection of revenue received from Outdoor Advertising
5/13/1/7  Car loans
5/13/1/8  Payment to wrong suppliers-Cool Ideas (cool ideas 1232)
5/13/1/9  Arrears rental collection for flats
5/13/1/9/1  Davidsonville and extensions
  (Open a file cover for each arrears rental collection
e.g. 5/13/1/9/1/1 – 2001/2 etc.)
5/13/1/10  Arrears rental collection for houses
  (Open a file cover for each arrears rental collection
e.g. 5/13/1/10/1/1 – 2001/2 etc.)
5/13/1/10/2  Housing Rental Collection
5/13/1/11  Dishonoured cheques

5/13/2  Charges for services-despatch
5/13/3  Traffic fines
5/13/4  Charges for agenda’s and minutes and reports
5/13/5  Sell of the Debtors book
5/13/6  Admission of guilt fines
5/13/7  Taxes/Vat

5/14  Insurance
5/14/P  Policy
5/14/R  Routine enquiries
5/14/1  Short term insurance
5/14/2  Cases
5/14/2/1  All Risk Management
5/14/2/1/P  Policy
5/14/2/1/1  Insurance claims
5/14/2/2  Fires
5/14/2/3  Third Party
5/14/2/4  Asset registers claim form
5/14/2/5  COJ and UACS renewal report
5/14/2/6  First Link insurance cover- NOW FNB Insurance
5/14/2/7  Fleet Africa
5/14/2/8  Guardrisk insurance
5/14/2/29  Motor insurance staff- Alexandra Forbes
5/14/3  Councillors
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Loss of municipal property
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5/18/R
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(See par 7 of the general instructions)
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Central statistical services
5/19/1
S.A. Reserve Bank
5/19/2

Grants
(Open a file each beneficiary and number consecutively)
5/20
Routine enquiries
5/20/R

Petty cash
5/21
Receiving of donations
5/22
JMPD- International Marketing Council (IMC)
5/22/1
Social Development
5/22/2
6. Domestic Supplies and Services

(1. For tenders, quotations and contracts see main series 8
2. Domestic supplies and services related to building structures and ground designed specifically for the benefit of the community are dealt with under the main series for essential and Community services)

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6/2 Domestic services

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<td>6/2/R</td>
<td>Routine enquiries</td>
<td></td>
</tr>
<tr>
<td>6/2/1</td>
<td>Transport</td>
<td></td>
</tr>
<tr>
<td>6/2/1/1</td>
<td>Applications and approvals</td>
<td></td>
</tr>
<tr>
<td>6/2/1/2</td>
<td>Accident reports/claims</td>
<td></td>
</tr>
<tr>
<td>6/2/1/3</td>
<td>Fuel</td>
<td></td>
</tr>
<tr>
<td>6/2/1/3/R</td>
<td>Routine enquiries</td>
<td></td>
</tr>
<tr>
<td>6/2/1/3/1</td>
<td>Issuing of fuel</td>
<td></td>
</tr>
<tr>
<td>6/2/1/4</td>
<td>Outsourcing super fleet (Now Fleed Africa)</td>
<td></td>
</tr>
<tr>
<td>6/2/2</td>
<td>Communication</td>
<td>(Excluding Transport)</td>
</tr>
</tbody>
</table>

30
6/2/2/1/1  Franking machine
6/2/2/1/1/1 Monthly Refunds
6/2/2/1/2 Renewal of post boxes
6/2/2/2 Telephone services
6/2/2/2/1 Telematic- Mtech S.A.
6/2/2/2/2 Unified cellular phone management tool
6/2/2/2/3 Voice mail system
6/2/2/3 Telefax
6/2/2/4 E-mail
6/2/2/5 Cellphone- Vodacom
6/2/2/6 Cellphone- MTN
6/2/2/7 Vodacom Cellphone Contract Statements
6/2/3 Translation and interpreting services
6/2/4 Security services
6/2/5 Courier services

6/3 Canteens and caterers and refreshments
(Open a file for each Canteen, caterers and refreshments and number consecutively)

6/3/R Routine enquiries

6/4 Firearms
6/4/1 Officials

6/5 ATM Machine
6/5/1 Metro Centre

7. Buildings and Grounds

(All council buildings, structures and grounds designed specifically for the benefit of the community are dealt with under the series essential and community services.)

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>SUBJECT</th>
<th>DISPOSAL INSTRUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1</td>
<td>Buildings</td>
<td></td>
</tr>
<tr>
<td>7/1/P</td>
<td>Policy</td>
<td></td>
</tr>
<tr>
<td>7/1/R</td>
<td>Routine enquiries</td>
<td></td>
</tr>
<tr>
<td>7/1/1</td>
<td>Acquisition</td>
<td></td>
</tr>
<tr>
<td>7/1/1/1</td>
<td>Purchase</td>
<td></td>
</tr>
<tr>
<td>7/1/1/2</td>
<td>Erection</td>
<td></td>
</tr>
<tr>
<td>7/1/1/3</td>
<td>Hire/use of halls</td>
<td></td>
</tr>
<tr>
<td>7/1/1/4</td>
<td>Expropriations</td>
<td>(Open a file for each Expropriation and number consecutively)</td>
</tr>
</tbody>
</table>

7/1/1/5 Corporate buildings (Facility Management)
7/1/1/6 Building into accommodation
7/1/1/7 Filming
7/1/2 Allocation/accommodation
(Open a file for each region and number consecutively)
Lease of buildings

(Open a file for each region and number consecutively)

Utilities

Central housing office

Metro civic center

Policy

Maintenance/alterations (TEMP)

Lifts in building (Schindler)

Smoke detection

Plants in offices

Emergency evacuation plan

Office space

Eco City Trust – 11 floor

S A Cities Network (SACN) 16th Floor

Access control

Policy

Access cards for employees

Public

Exits

Contingency plan

Metro Centre Floor plan

Rentals

Alienation

City Hall

Sale and leasing of council own buildings

City Hall

Relocation of Employees at Randburg fire station

Demolition of buildings

Parkview

Dube Hostel

Turffontein

Alexandra

Grounds

Routine enquiries

Acquisition

Purchase

Expropriation

Hire

Maintenance

Alienation

Letting

Sale

Embellishment

Inner City
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
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<tr>
<td>7/3/P</td>
<td>Policy</td>
</tr>
<tr>
<td>7/3/R</td>
<td>Routine enquiries</td>
</tr>
<tr>
<td>7/3/1</td>
<td>Better/bad buildings programme</td>
</tr>
<tr>
<td>7/3/1/1</td>
<td>Lebanon House</td>
</tr>
<tr>
<td>7/3/1/2</td>
<td>Drill Hall</td>
</tr>
<tr>
<td>7/3/1/3</td>
<td>Issues and Opinions</td>
</tr>
<tr>
<td>7/3/1/4</td>
<td>Inner City property scheme</td>
</tr>
<tr>
<td>7/3/1/4/1</td>
<td>Relocation of Koch mansions 7 pieterson str hillbrow</td>
</tr>
<tr>
<td>7/3/2</td>
<td>Inner city housing upgrading trust (ICHUT)</td>
</tr>
<tr>
<td>7/3/3</td>
<td>Metro Mall</td>
</tr>
<tr>
<td>7/3/4</td>
<td>Roads states</td>
</tr>
<tr>
<td>7/3/5</td>
<td>Traders forum</td>
</tr>
<tr>
<td>7/3/6</td>
<td>Braamfontein Urban design framework</td>
</tr>
<tr>
<td>7/3/7</td>
<td>Compilation of database for managing agents</td>
</tr>
<tr>
<td>7/3/8</td>
<td>Human development strategy for the COJ</td>
</tr>
<tr>
<td>7/3/9</td>
<td>Inner City clean up</td>
</tr>
<tr>
<td>7/3/10</td>
<td>Fire Safety – Inspections</td>
</tr>
<tr>
<td>7/3/11</td>
<td>Inner City Street stalls</td>
</tr>
<tr>
<td>7/3/12</td>
<td>Inner City summit</td>
</tr>
<tr>
<td>7/3/13</td>
<td>Pilot Projects</td>
</tr>
<tr>
<td>7/3/14</td>
<td>Revenue from Outdoor Advertising</td>
</tr>
<tr>
<td>7/3/15</td>
<td>Regeneration Charter commitments</td>
</tr>
<tr>
<td>7/3/16</td>
<td>Inner City Fund</td>
</tr>
<tr>
<td>7/3/17</td>
<td>Nancefield boxing academy</td>
</tr>
<tr>
<td>7/5</td>
<td>Aerials/masts/antennas</td>
</tr>
<tr>
<td>7/5/P</td>
<td>Policy</td>
</tr>
</tbody>
</table>
8. Tenders, Quotations and Contracts

(Agreements should not be placed on files in this main series
They should be placed on the appropriate subject files elsewhere in the system

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>SUBJECT</th>
<th>DISPOSAL INSTRUCTION</th>
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<tbody>
<tr>
<td>8/1</td>
<td>Main files</td>
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</tr>
<tr>
<td>8/1/P</td>
<td>Policy</td>
<td></td>
</tr>
<tr>
<td>8/1/R</td>
<td>Routine enquiries</td>
<td></td>
</tr>
<tr>
<td>8/1/1</td>
<td>Opening of tenders</td>
<td></td>
</tr>
<tr>
<td>8/1/2</td>
<td>Late tenders/returned tenders</td>
<td></td>
</tr>
<tr>
<td>8/1/3</td>
<td>Black Economic Empowerment (BEE)</td>
<td></td>
</tr>
<tr>
<td>8/1/3/P</td>
<td>Policy</td>
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</tr>
<tr>
<td>8/1/4</td>
<td>Objections to tenders</td>
<td>(Open a file for each objection and number consecutively)</td>
</tr>
<tr>
<td>8/2</td>
<td>Specific tenders and quotations</td>
<td></td>
</tr>
<tr>
<td>8/3</td>
<td>Specific contracts</td>
<td>(Open a file for each objection and number consecutively)</td>
</tr>
<tr>
<td>8/4</td>
<td>Supply chain Management (SCM)</td>
<td></td>
</tr>
<tr>
<td>8/4/P</td>
<td>Policy</td>
<td></td>
</tr>
<tr>
<td>8/4/1</td>
<td>Registration application form</td>
<td></td>
</tr>
<tr>
<td>8/4/2</td>
<td>Demand Management programme</td>
<td></td>
</tr>
<tr>
<td>8/4/3</td>
<td>Scope of work for capability support agents (CSA’S) and Template for identifying existing contractors to be accredited</td>
<td></td>
</tr>
<tr>
<td>8/4/4</td>
<td>Draft terms of reference for contract doe diligence and or audit for COJ</td>
<td></td>
</tr>
</tbody>
</table>

9. Reports and Returns

This main series should only be used for annual, quarterly, monthly and other reports and returns which cannot be placed under another main series, see also par 7 of the general instructions.)

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>SUBJECT</th>
<th>DISPOSAL INSTRUCTION</th>
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</thead>
<tbody>
<tr>
<td>9/P</td>
<td>Policy</td>
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</tr>
<tr>
<td>9/R</td>
<td>Routine enquiries</td>
<td></td>
</tr>
<tr>
<td>9/1</td>
<td>Reports</td>
<td></td>
</tr>
<tr>
<td>9/1/1</td>
<td>Annual reports</td>
<td>(Open a file for each department and number consecutively)</td>
</tr>
<tr>
<td>9/1/1/2</td>
<td>Region</td>
<td>(Open a file for each region and number consecutively)</td>
</tr>
<tr>
<td>9/1/1/3</td>
<td>Utilities</td>
<td>(Open a file for each region and number consecutively)</td>
</tr>
<tr>
<td>9/1/1/4</td>
<td>Entities-(Corporates)</td>
<td>(Open a file for each region and number consecutively)</td>
</tr>
<tr>
<td>9/1/1/5</td>
<td>Agencies</td>
<td>(Open a file for each region and number consecutively)</td>
</tr>
<tr>
<td>9/1/1/6</td>
<td>Economic Development Agencies</td>
<td>(Open a file for each region and number consecutively)</td>
</tr>
</tbody>
</table>
Central Distribution Function’s (CDF’s)

Metro Police Department
Arts culture & Heritage services
Health
Contract Management Unit
Social Development services

Monthly reports
(Open a file for each department and number consecutively)

Quarterly reports
(Open a file for each department and number consecutively)

Entities-(Corporates)
(Open a file for each agency and number consecutively)

Agencies
(Open a file for each agency and number consecutively)

Utilities
(Open a file for each agency and number consecutively)

Economic Development Agencies
(Open a file for each agency and number consecutively)

Central Distributions Function’s (CDF’s)
(Open a file for each department and number consecutively)

MMC: for departments
(Open a file for each department and number consecutively)

MOE’s (Municipal Owned Entities)
Revenue & Customer Relations Management
Submission of reports
Tender committee
Mayoral committee
Closing dates for reports
Guidelines
 Corrections of reports
Outstanding reports
Development Planning Transportation and Environment
End of Term Report
2006-11 end of Term Report

10. Publicity and Information

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>SUBJECT</th>
<th>DISPOSAL INSTRUCTION</th>
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</thead>
<tbody>
<tr>
<td>10/1</td>
<td>Own publicity and information</td>
<td></td>
</tr>
<tr>
<td>10/1/P</td>
<td>Policy</td>
<td></td>
</tr>
<tr>
<td>10/1/R</td>
<td>Routine enquiries</td>
<td></td>
</tr>
<tr>
<td>10/1/1</td>
<td>Press/TV and radio reports</td>
<td></td>
</tr>
<tr>
<td>10/1/2</td>
<td>Brochures and newsletters</td>
<td></td>
</tr>
<tr>
<td>10/1/2/1</td>
<td>Metronet/ Intranet/Website/Jozinet</td>
<td></td>
</tr>
<tr>
<td>10/1/2/1/1</td>
<td>Legal services on Jozinet</td>
<td></td>
</tr>
<tr>
<td>10/1/2/1/2</td>
<td>Public Access to the Internet</td>
<td></td>
</tr>
<tr>
<td>10/1/2/2</td>
<td>Access to information</td>
<td></td>
</tr>
<tr>
<td>10/1/2/3</td>
<td>Joburg Broadband Network</td>
<td></td>
</tr>
<tr>
<td>10/1/2/4</td>
<td>Telkom white/yellow pages directory services</td>
<td></td>
</tr>
</tbody>
</table>
10/1/2/5 Legal Deposit Material
10/1/2/6 Information between Legal and City Manager
10/1/2/7 Communications Protocol documents
10/1/2/8P CCTV Surveillance Policy
10/1/3 Enquiries
\((Only\;enquiries\;concerning\;subjects\;not\;pertaining\;to\;other\;main\;series\;are\;to\;be\;dealt\;with\;hereunder)\)
10/1/3/1 History of the City of JHB
10/1/3/2 Sights
10/1/4 Shows and exhibitions
10/1/4/1 Easter Rand show/Nasrec
10/1/4/2 Electric Workshop Exhibition
10/1/4/3 International EIBTM Travel trade exhibition
10/1/4/4 Orchards project
10/1/4/5 Mayoral Roadshow
10/1/4/6 Events around the World Summit
10/1/4/7 Joburg 120 years anniversary exhibition
10/1/5 Emblems of the council
10/1/5/P Policy-Corporate Identity
10/1/5/1 Adoption, alteration and interpretation
10/1/5/2 Enquiries and permission to use
10/1/5/2/1 Coat of Arms/Crest of City of Johannesburg
\((Logos)\)
10/1/5/2/2 Flag
10/1/5/2/3 Chain of office/robes of office
10/1/5/2/4 Public Safety Trademark and Logos (ems)
10/1/5/3 Rea Vaya-Logo Trade Mark registration for COJ (SPTN)
10/2 Publicity by other bodies: control
\((Only\;control\;over\;publicity\;which\;cannot\;be\;placed\;under\;any\;other\;main\;series)\)
10/2/P Policy
10/2/R Routine enquiries/handbills (TEMP)
10/2/1 Advertising
10/2/1/R Routine enquiries
10/2/1/1 Media/cuttings
10/2/1/2 Boards and posters on poles
10/2/1/3 Internet/Website
10/2/1/4 Hoardings and sky signs
\((Open\;a\;file\;for\;each\;and\;number\;consecutively)\)
10/2/1/5 Woodburn Resident Association
10/2/2 Provincial & Government gazette
10/2/2/1 Cabinet Online Record Display
10/3 Information: other bodies
\((1.\;Only\;information\;of\;direct\;concern\;to\;this\;office\newline\;2.\;Information\;regarding\;the\;functions\;of\;the\;office\;must\;be\;dealt\;with\;on\;the\;files\;\;concerning\;those\;functions)\)
10/3/R Routine enquiries
10/3/1 Central government
10/3/2 Provincial
11. Festivals and Social Matters

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>SUBJECT</th>
<th>DISPOSAL INSTRUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1</td>
<td>Main files</td>
<td></td>
</tr>
<tr>
<td>11/1/P</td>
<td>Policy</td>
<td></td>
</tr>
<tr>
<td>11/1/R</td>
<td>Routine enquiries</td>
<td></td>
</tr>
<tr>
<td>11/1/1</td>
<td>Speeches</td>
<td></td>
</tr>
<tr>
<td>11/1/1/1</td>
<td>Budget speeches</td>
<td></td>
</tr>
<tr>
<td>11/1/2</td>
<td>Speeches of opening of council</td>
<td>(Copies of all speeches should be filed here)</td>
</tr>
<tr>
<td>11/1/2</td>
<td>Events-City of Johannesburg</td>
<td></td>
</tr>
<tr>
<td>11/1/3</td>
<td>Protocol and list of addresses</td>
<td></td>
</tr>
<tr>
<td>11/2</td>
<td>Festivals/Celebrations</td>
<td></td>
</tr>
</tbody>
</table>

(1. Correspondence re exhibits is placed on 10/1/4 and speeches on 11/1/1)

2. Open a file for each festival and number consecutively)

11/3   Social matters
| 11/3/1 | Own receptions and functions                |                      |
| 11/3/1/1 | Mayoral reception and charity              |                      |
| 11/3/1/2 | Council meeting function                  |                      |
| 11/3/1/3 | Year-end function                          |                      |
| 11/3/1/4 | Opening of council – yearly                |                      |
| 11/3/2 | Other receptions and functions             | (Open a file for each and number consecutively) |

11/3/2/R | Routine enquiries                           |                      |
| 11/3/3 | Letters of thanks/congratulations/condolences/speedy recovery (TEMP FILE) |                      |
| 11/3/4 | Awards                                      | (Open a file for each and number consecutively) |

11/3/4/P | Policy – Mayoral awards                    |                      |
| 11/3/4/R | Routine enquiries                           |                      |

12 Composition and meetings of bodies and other gatherings

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>SUBJECT</th>
<th>DISPOSAL INSTRUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/P</td>
<td>Policy</td>
<td></td>
</tr>
<tr>
<td>12/R</td>
<td>Routine enquiries</td>
<td></td>
</tr>
<tr>
<td>12/1</td>
<td>Routine correspondence</td>
<td>(1. Routine enquiries, arrangements, membership matters notice, etc. 2. Notice concerning policy should be dealt with under 12/2. 3. Open a file for each body o gathering if necessary and number consecutively)</td>
</tr>
</tbody>
</table>

37
12/1/1 Council representative
12/2 Minutes, reports and policy decisions
12/2/1 National and provincial
  (Open a file for each department and number consecutively)
  (Where national or provincial organizations have regional or local
  offices the latter’s documentation should be provide for under 12/2/2 or
  12/2/3)
12/2/2 Regional
  (Open a file for each and number consecutively)
12/2/3 Local
  (Open a file for each and number consecutively)
12/3 Congresses and Conferences
12/3/1 Report backs
12/3/2 Travelling and subsistence

13. Legal Matters

(This main series does not deal with the provision of legislation, but concern matters which
result from the contravention thereof. For acts, ordinance, regulations and by-laws see main
series 1)

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>SUBJECT</th>
<th>DISPOSAL INSTRUCTION</th>
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<tbody>
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<td>13/P</td>
<td>Policy</td>
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</tr>
<tr>
<td>13/R</td>
<td>Routine enquiries</td>
<td></td>
</tr>
<tr>
<td>13/1</td>
<td>Legal opinions and court/council decision</td>
<td></td>
</tr>
</tbody>
</table>
  (Open a file for each and number consecutively) |
| 13/2   | Appointments |                  |
| 13/2/1 | Attorneys |                      |
| 13/2/1/1 | Molefe Knights |        |
| 13/2/1/2 | Attorney collection panel (ATTCOL) |    |
| 13/2/1/2/1 | Legal expenses (GL&C) |   |
| 13/2/1/3 | Legal fee paid per annum | |
| 13/2/2 | Commissioner of oaths |        |
| 13/3   | Claims |                      |
| 13/3/1 | By the council |                  |
| 13/3/1/1 | Damage to council property |    |
| 13/3/1/2 | Recovery of money owing to the council by employees | |
| 13/3/1/3 | Recovery of overpayment |         |
| 13/3/1/4 | Recovery of overpayment |       |
| 13/3/2 | Against the council |              |
| 13/3/2/R | Routine enquiries |      |
| 13/3/2/1 | Notice of withdrawal |        |
| 13/3/2/2 | Breach of contract |          |
  (Open a file for each and number consecutively) |
| 13/4   | Prosecutions |                  |
| 13/4/1 | Serving of lawsuit documents/summons | |
| 13/4/2 | Evictions |                      |
  (Open a file for each eviction and number consecutively) |
| 13/4/3 | court interdict |                  |
13/4/3/1 J. Starkey coronation ville swimming pool
13/4/4 Subpoena
13/4/5 Impoundment of goods-street traders
13/4/5/1 Mr Nxendeshe Mbhatana- Amalgam Ext. 1

13/5 Fraud and corruption
(Open a file for fraud/corruption each and number consecutively)
13/5/P Policy
13/5/R Routine enquiries
13/6 Services appeal board
13/6/R Routine enquiries – TEMP
13/7 Agreements
(Open a file for each and number consecutively)
13/7/R Routine enquiries
13/8 Indemnity
(Open a file for each and number consecutively)
13/9 Property Management
(Open a file for each and number consecutively)
13/10 Mandates
(Open a file for each and number consecutively)
13/11 Legal opinions
(Open a file for each and number consecutively)
13/12 Offences
(Open a file for each and number consecutively)
13/13 Guarantees
(Open a file for each and number consecutively)
13/14 Law enforcement issue
(Open a file for each and number consecutively)
13/15 SABS review board appeals
(Open a file for each appeal and number consecutively)
13/15R Version of SABS 10231 Oct 2007
13/16 Articles of Association of Municipal Entities
(Open a file for each and number consecutively)
13/17 Legal service guidelines
(Open a file for each and number consecutively)

14. Licences and Permits

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>SUBJECT</th>
<th>DISPOSAL INSTRUCTION</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>14/R</td>
<td>Routine enquiries</td>
<td></td>
</tr>
<tr>
<td>14/1</td>
<td>Licences</td>
<td></td>
</tr>
<tr>
<td>14/1/1</td>
<td>Application and issue</td>
<td></td>
</tr>
<tr>
<td>14/1/1/1</td>
<td>Trade licences</td>
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</tr>
<tr>
<td>14/1/1/2</td>
<td>Vehicle licences</td>
<td></td>
</tr>
<tr>
<td>14/1/1/3</td>
<td>Driver’s licences</td>
<td></td>
</tr>
</tbody>
</table>
14/1/1/4 Occupational licences
   *(Open a file for each file and number consecutively)*
14/1/1/5 Music licences
   *(Open a file for each file and number consecutively)*
14/2 Permits
   *(Open a file for each file and number consecutively)*

15. **Town Planning and Control**

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>SUBJECT</th>
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<tr>
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<td>Appointment of consulting town planners and engineers</td>
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<td>15/1/3</td>
<td>Register of permitted practices</td>
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<td>15/1/4</td>
<td>Sinking of boreholes</td>
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<td>Kliptown development project</td>
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<td>15/1/5/6</td>
<td>Hire premises</td>
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<td>15/1/6</td>
<td>Geological survey</td>
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<td>15/1/7</td>
<td>Guide, guideline, structure and development plans</td>
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<td>15/1/8</td>
<td>Squatters</td>
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<td>15/1/8/1</td>
<td>Relocations</td>
<td><em>(Opening a file relocations and number consecutively)</em></td>
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<td>15/1/8/2</td>
<td>Land invasions</td>
<td><em>(Opening a file each and number consecutively)</em></td>
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<td>15/1/8/3</td>
<td>Information settlements</td>
<td><em>(Opening a file each informal settlement and number consecutively)</em> e.g. 15/1/8/3/1-15/1/8/3/2 etc)</td>
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<td>15/1/9/P</td>
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<td>15/1/10</td>
<td>Planning and internal departmental queries/matters</td>
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<td>15/1/11</td>
<td>Decision making system for development applications</td>
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<tr>
<td>15/2</td>
<td>Town planning schemes</td>
<td><em>(Opening a file each scheme and number consecutively)</em> e.g. 15/2/1-15/2/2 etc)</td>
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<td>15/2/R</td>
<td>Routine enquiries</td>
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<td>15/2/1</td>
<td>Integrated Town Planning Scheme for COJ</td>
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<td>15/2/2</td>
<td>Erf 290 Craighall</td>
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<tr>
<td>15/2/3</td>
<td>Ptn 1 and 2 of Erf 197</td>
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</tr>
</tbody>
</table>
15/3 Establishment of townships
(Open a file for each township and number consecutively)

15/4 Control of township
(Aspects concerning individual erven e.g. amendments of individual condition of title, subdivision of a specific erf etc. should be dealt with on the erven files. See list of series of separate case files)

15/4/1 Name of township
15/4/1/1 Naming and renaming
15/4/1/1/1 Witkoppen and exts
15/4/1/1/2 Parkhurst ptn 10 of erf 2181
15/4/1/2 Subdivision and consolidations
(Open a file for each sub-division and number consecutively)
15/4/1/2/R Routine enquiries
15/4/1/3 Servitudes
(Opening a file each Servitude and number consecutively e.g. 15/4/1/3/1-15/4/1/3/2 etc)
15/4/1/4 Control of construction of buildings, houses, shacks
15/4/1/4/1 Building line restrictions and relaxation
15/4/1/5 Permitted practices
15/4/1/6 Existing practices
15/4/1/7 Rezoning/Removal of Restrictions
(Opening a file each Rezoning/Removal of restriction and number consecutively e.g. 15/4/1/7/1-15/4/1/7/2 etc)
15/4/1/7/R Routine enquiries
15/4/1/8 Vacant properties
15/4/1/8/P Policy
15/4/1/8/1 Cleaning and clearing
15/4/1/9 Illegal Business/unauthorized use
(Opening a file each illegal business/unauthorized use and number consecutively e.g. 15/4/1/9/1-15/4/1/9/2 etc)
15/4/1/10 Notarial typing agreement
15/4/1/10/R Routine enquiries
15/4/1/11 Inspections
15/4/1/12 Service agreements
(Opening a file each agreement and number consecutively)
15/4/1/13 Consent Use
(Open a file for each and number consecutively)
15/4/1/13/1 Auckland Park
15/4/1/13/2 Sunninghill Township-Erf 107
15/4/2 (Name of next township)
(Provide the same sub-divisions as under 15/4/1)

15/5 Maps/diagrams and plans
15/5/1 Maps
15/5/2 Diagrams
15/5/3 Plans
15/5/4 Site development plan
15/5/5 Fire protection plans

15/6 Tribunal hearings
15/6/1 Legal Opinions
15/6/3 City’s Land Management
15/7  Township board appeals
15/7/R  Routine enquiries- various erven
(Open a file for each township board appeals and number consecutively)
15/8  Leases
(Open a file for each lease and number consecutively)
15/9  Illegal use of land
15/9/1  Council owned
15/9/1/R  Routine enquiries
15/9/1/1  Shack farmers
15/9/1/2  Encroachments
15/9/1/3  Building materials on roadside/pavement
15/9/2  Illegal land invasions manual
15/10  Spatial Development Framework (SDF)
(Open a file for each and number consecutively)
5/11  Illegal building on properties
(Open a file for each building and number consecutively e.g. 15/11/1)
15/11/R  Routine enquiries
15/12  East West development corridor
15/13  Deeds
15/13/1  Transfer
(Open a file for each transfer and number consecutively)
15/13/2  Title Deeds
(Open a file for each Title Deed and number consecutively)
15/14  Projects
(Open a file for each project and number consecutively)
15/14/9  Integrated Development Plan (IDP)
(Open a file for each and number consecutively)
15/15  Expropriations
(Open a file for each expropriation and number consecutively)

16. Essential Services

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>SUBJECT</th>
<th>DISPOSAL INSTRUCTION</th>
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</thead>
<tbody>
<tr>
<td>16/P</td>
<td>Policy</td>
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<tr>
<td>16/R</td>
<td>Routine enquiries</td>
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<tr>
<td>16/1</td>
<td>Water</td>
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</tbody>
</table>
( Correspondence which pertains to a specific area is placed on the relevant case file under 16/1/2. Correspondence which cannot be linked to a specific area, is placed on the relevant subject file which has been provided under the heading: main files)
| 16/1/1 | Main files |                      |
| 16/1/1/P | Policy |                      |
| 16/1/1/R | Routine enquiries |                  |
| 16/1/1/1 | Acquisition of sources |                |
| 16/1/1/1/1 | Dams |                      |
| 16/1/1/1/2 | Rivers |                     |
| 16/1/1/1/2/1 | Klipspruit Environmental Management Framework |                    |
| 16/1/1/1/2/2 | Jukskei River - Alexandra |                 |
Springs
Spruits
Purchases

(\textit{Financial aspects of a routine nature, e.g. accounts should be dealt with on the appropriate files under main series 5})

Provision and Maintenance of reservoirs and purification plants

Main pipelines

Installation
Servitudes
Connection
Disconnections
Meters
Installations
Theft of meters
Prepaid meters
Leakage
Water restrictions
Statistics/monitoring
Catchments Management Agencies
Crocodile (West) Marico

(Municipal areas

(Open a file for each area and number consecutively)

Drownings
Orange Farm Ext. 7
Karabo Gwala-Dube

Electricity
Policy
Routine enquiries
Monitoring – Free basic services
Purchase

(1. E.g. from Escom.
2. Financial aspects of a routine nature, e.g. accounts, should be dealt with on the appropriate files under main series 5.)

Servitudes
Erection and maintenance of sub-stations
Eskom-Sandown
Provision and maintenance of streetlights
Adopt-a-light
Meters
Installation
Testing
Statistics –Outage Report
Distribution

(Open a file for each distribution and number consecutively)

Projects
Kelvin Power
Cities for Climate Protection (CCP)
Regional Electricity Distributors (RED’s)
Johannesburg Red 4 (JORED)
Illegal electrical connection
Saving Measures-Load shedding
16/3 Roads and streets
16/3/P Policy
16/3/R Routine enquiries
16/3/1 Road construction programme
16/3/2 Proclamation
16/3/3 Planning and commentary i.r.o. Main roads
16/3/3/1 National roads
16/3/3/2 Provincial roads
16/3/3/3 Toll Roads
16/3/4 Closing and sale of road reserve
16/3/4/1 Temporary closing
16/3/4/2 Illegal restriction of access – Booms
(Open a file for each and number consecutively)
16/3/4/3 Permanent closure
(Open a file for each and number consecutively)
16/3/5 Construction and maintenance
16/3/5/1 Surfaces
(Open a file for each road or street and number consecutively)
16/3/5/1/1 Ruimsig Erf 607 Ext. 93/ Eagle Campus letting CC
16/3/5/2 Storm water drainage
(Open a file for each area and number consecutively)
16/3/5/3/1 Parkhurst
16/3/5/3 Sidewalks
16/3/5/4 Bridges and subways
(Open a file for each area and number consecutively)
16/3/5/4/1 Rossmore – Auckland Park (RAU)
16/3/5/6 Allocations of street names
16/3/6/P Policy
16/3/6/R Routine enquiries
16/3/6/1 Renaming/naming
16/3/7 Hawkers-Informal Traders
16/3/7/1 Sidewalks
16/3/7/2 Private or public premises
16/3/7/3 Restricted prohibited areas
16/4 Sewerage
16/4/P Policy
16/4/R Routine enquiries
16/4/1 Establishment and management
16/4/1/1 Sewerage farms
(Open a file for each farm and number consecutively)
16/4/1/2 Sewerage pumping-stations
(Open a file for each pumping station and number consecutively)
16/4/1/3 Network
(Open a file for each area and number consecutively)
16/5 Sanitation
16/5/P Policy
16/5/R Routine enquiries
16/5/1 Rubbish removal services
16/5/1/1 Street rubbish bins
16/5/1/2 Home rubbish bins
16/5/1/3  Garden garbage
16/5/1/4  Illegal dumping
16/5/1/5  Building rubble
16/5/1/5/P Policy
16/5/1/6  Skips
16/5/1/7  Waste Disposal Sites
16/5/1/7/R Landfills & Marie Louise
16/5/1/7/1 Robinson
16/5/1/8  Waste discharge system
16/5/2  Sanitation service
16/5/2/1  Bucket service
16/5/2/2  Vacuum tank service
16/5/2/3  Public conveniences
16/5/3  Recovery of waste
16/5/4  Bulk sanitation infrastructure master plan
16/6  Cemetery and crematorium
16/6/P Policy
16/6/R Routine enquiries
16/6/1  Establishment
16/6/1/1 Nasrec Cemetery
16/6/1/2 Private Cemetery
16/6/1/3 Riverlea
16/6/1/4 Eikenhof
16/6/2  Maintenance
16/6/2/1 Cemetery
16/6/2/2 Crematorium
16/6/3  Exhumation and reburials
16/6/4  Erection of tombstones
16/6/5 Burials
16/6/5/P Policy
16/6/5/1 Pauper burials
16/6/6 Mortuaries and funeral undertakers
16/6/6/1 Inspections
16/7 Household and business

17. Community Services

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<tr>
<th>NUMBER</th>
<th>SUBJECT</th>
<th>DISPOSAL INSTRUCTION</th>
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<td>Health</td>
<td><em>(All inspections are to be dealt with under 17/1/3)</em></td>
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<td>Policy</td>
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<tr>
<td>17/1/R</td>
<td>Routine enquiries</td>
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<td>17/1/1</td>
<td>Provision of clinic services</td>
<td><em>(For patient files see list of series of separate case of files)</em></td>
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<td>17/1/1/1</td>
<td>Leases</td>
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<td>Renovation of clinics</td>
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<td>Diseases and plagues</td>
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<td>17/1/2/1</td>
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<td>Inspections/evacuation</td>
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<td>Health Hazards</td>
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<td>District Health Plan/Council (DHP)</td>
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<td>Occupational Health &amp; Safety Audit</td>
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<td>Partnership</td>
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<td>Promotion of road safety</td>
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<td>(Traffic circles, island, speed humps, stop streets, calming measures)</td>
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<td>Vehicle control</td>
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<td>Disposal of abandoned vehicles</td>
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<td>Traffic volume survey</td>
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<td>Policy</td>
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<td>Strategic Public Transport Network – 2010 (SPTN)</td>
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<td>Public transport – Rea Vaya bus Raid (BRT)</td>
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<td>Integrated Transportation Plan (ITP) 2003/2008</td>
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<td>Gauteng Inter Governmental Transport Charter</td>
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<td>Gauteng Provincial Government Precinct</td>
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<td>17/3/1/4</td>
<td>Provision of road signs/traffic lights/cameras</td>
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<td>17/3/1/5</td>
<td>Application for permission</td>
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17/3/1/5/1 Processions and marches – gathering/strikes
17/3/1/5/1/1 Political
17/3/1/5/2 Rallies
17/3/1/5/3 Abnormal loads
17/3/1/5/4 Loudspeakers and posters
17/3/1/6 Use of speed traps
17/3/1/7 Offences: condonation
17/3/1/8 Taxi Support Unit for commuters
17/3/1/9 Rickshaw two wheelers
17/3/1/10 Traffic wardens – Voluntary Pointsmen
17/3/2 Parking allocations
17/3/2/1 Public parking
17/3/2/2 Taxis ranks
17/3/2/2/1 Baragwanath transport node
17/3/2/2/2 Taxi Rank Association (Jack Mincer)
17/3/2/2/3 Taxi Indaba
17/3/2/3 Loading zones
17/3/2/4 Stadiums
17/3/2/5 Parking meters (IPM)
17/3/2/6 Metro Center
17/4 Library services
17/4/P Policy
17/4/R Routine enquiries
17/4/1 Buildings
17/4/1/1 Acquisition
17/4/1/2 Maintenance
17/4/1/3 Leases

(Open a file for each lease and number consecutively)
17/4/1/3/5 Value Faire shopping centre
17/4/1/3/5/1 Midrand library
17/4/1/3/6 Malvern Public library
17/4/1/3/7 Mayfair public library
17/4/1/3/8 JCL/Copyright
17/4/1/4 Hours
17/4/1/5 Application for use
17/4/2 Books and periodicals
17/4/2/1 Purchase/subscription
17/4/2/2 Donations
17/4/2/3 Losses
17/4/2/4 Inter-library loans
17/4/3 Reports and returns

(See par. 7 of the general instructions)
17/5 Housing
17/5/P Policy
17/5/R Routine enquiries
17/5/1 Schemes
17/5/1/1 National housing scheme
17/5/1/2 Municipal housing scheme
17/5/1/2/1 Vredeprk/Jan Hofmeyr
17/5/1/3 DELFT housing scheme
17/5/1/4 COJ housing – Zonkisizwe
17/5/1/5 Madulamoho housing
17/5/1/6 Johannesburg Social housing company (JOSHCO)
17/5/1/6/1 Breaking News Ground (BNG)
17/5/1/7 Enhanced extended discount benefit scheme
17/5/2 Company
17/5/2/1 Social housing company
17/5/2/2 The City housing company
17/5/3 Projects
17/5/4/P Policy
17/5/5 Unlawful occupation council owned housing
17/5/6 Low cost housing
17/5/7 Rental housing information
17/5/8 Termination of contract
17/5/8/1 Learn and Earn Trust Phuthaditjaba traditional house & COJ
17/5/9 Rent board investigations
17/5/10 Illegal occupation of houses
17/5/11 Relocation
17/5/12 Applications
17/5/13 Waiting-lists
17/5/14 Cancellation of bonds
17/5/15 Habitat for Humanity
17/5/16 Sales and transfers

17/6 Civic centre, parks, gardens and open spaces
17/6/P Policy
17/6/R Routine enquiries
17/6/1 Applications
17/6/2 Provision
17/6/3 Maintenance
17/6/3/1 Parks
17/6/3/1/1 Fencing of open spaces
17/6/3/1/2 James and Ethel Grey Park
17/6/3/2 Caravan parks
17/6/3/3 Playgrounds
17/6/3/4 Camping grounds
17/6/3/5 Islands and circles
17/6/3/6 Nurseries
17/6/3/7 Civic centre
17/6/4 Planting and felling of trees
17/7 Sport and recreation
17/7/P Policy
17/7/R Routine enquiries
17/7/1 Swimming pools
17/7/1/1 Application for use
17/7/1/2 Hours
17/7/1/3 Upgrading and maintenance
17/7/2 Provision of sport facilities
17/7/2/1 Application for use
17/7/3 Maintenance of sports facilities
17/7/3/1 Rand Stadium
17/7/4 Community recreation centres and leases
17/7/5 Cricket
17/7/5/1 World Cup 2003
17/7/6 Golf courses and clubs
17/7/6/1 Mashie golf course
17/7/6/2 Huddle Park
17/7/6/3 Kensington
17/7/7 Soccer
17/7/7/1 Soccer World Cup 2010 (FIFA)
17/7/7/1/P Policy
17/7/7/2 Soccer City Stadium
17/7/7/3 2010 JHB Tourism Chapter
17/7/8 Olympic Games
17/7/9 The VIII Gay Games 2010
17/7/10 Sport centres
17/8 Bus transport
17/8/P Policy
17/8/R Routine enquiries
17/8/1 Establishment of services
17/8/2 Arrangement of services
17/8/3 Determination of routes and halts
17/8/4 Provision of shelters
17/8/5 Drafting and amending of time tables
17/8/6 Hiring out of buses
17/8/7 Bus tours arranged by council
17/8/8 Disposal of lost goods
17/8/9 Ranking of Buses (Metro Mall)
17/8/10 Ticketing and fare system
17/9 Market
17/9/P Policy
17/9/R Routine enquiries
17/9/1 Appointment of market agents
17/9/2 Hiring of tables and stalls
17/9/3 Sales
17/9/3/1 Arrangement of auctions
17/9/3/2 Fixing of prices
17/9/4 Extensions to halls
17/10 Provision and management of fire brigade and ambulance services
17/10/1 Fire brigade services

17/10/1/P Policy
17/10/1/R Routine enquiries
17/10/1/1 Buildings
17/10/1/1/1 Acquisition
17/10/1/1/2 Maintenance
17/10/2 Ambulance service
17/10/2/1 Provincialisation of ambulance services
17/10/3 Emergency service
17/10/3/1 Flood related incidents
17/10/3/2 Response times
17/10/4 Integrate Disaster Management
17/10/4/P Policy
17/10/4/1 Johannesburg Water (Pty) Ltd
17/11  Abattoir
17/11/P  Policy
17/11/R  Routine enquiries
17/12  Pounds
17/12/P  Policy
17/12/R  Routine enquiries
17/12/1  Impounding of animals (SPCA)
17/13  Social services
17/13/P  Policy
17/13/R  Routine enquiries
17/13/1  Social service organizations
17/13/1/1  Registration
17/13/1/2  Street collections
17/13/1/2/1  Applications
17/13/2  Supply of food, clothing and fuel
17/13/2/1  Street children
17/13/3  Care centres
17/13/3/R  Routine enquiries
17/13/3/1  Poortjie
17/13/3/2  Ennerdale
17/13/4  Leases
17/13/5  Maintenance
17/13/6  Youth Development Strategy (Socio-economic)
17/13/7  Community Centre
17/13/7/1  Marlboro Centre
17/14  Religion and churches
17/14/P  Policy
17/14/R  Routine enquiries
17/15  Heritage, arts and culture
17/15/P  Policy
17/15/R  Routine enquiries
17/15/1  Provision
17/15/2  Maintenance of buildings
17/15/2/1  Professional
17/15/2/2  Routine
17/15/3  Heritage site
17/15/3/1  Darrenwood Heritage Area
17/15/3/2  Constitution Hill
17/15/4  Sculptures
17/15/5  Loans of work of art
17/15/5/1  Art Bank Joburg (ABJ)
17/15/6  Thefts from Art gallery
17/15/7  Geological Museum Africa
17/15/8  Hawkers/Informal Trading markets
17/15/9  Donation of work of art
17/15/10  Relocate Art Gallery
17/15/11  Monuments and memorials
17/15/11/1  Museums
17/15/11/1/1  Roodepoort
17/15/11/1/2  Kliptown
17/15/12  Theatres
17/16  Civil defence
8. REQUEST FOR INFORMATION PROCEDURE

8.1 Application procedure

Where can members of the public apply for access to information in terms of the Act?

Customers can only apply the Act if records required are not available over the counter or on COJ website. A customer who wishes to make a formal request can do so by completing a PAIA Request Form A.

Requests for access to information can be made directly in the Office of the Deputy Information Officer (DIO) based in Metropolitan Centre, 2nd Floor, Council Chamber Wing Link in Braamfontein by email service: accesstoinfo@joburg.org.za or through a fax number: 086 450 7676. Requests can also be made telephonically by calling 011 407 6930 / 6004 or electronically at the following Web addresses: www.joburg.org.za or http://eservices.joburg.org.za/joburg/eservices.

Information requesters can also approach the City of Johannesburg’s Regional Customer Service Centres [see contact details below]. These are a walk-in facility deployed throughout the City’s Regions for assistance in lodging a request.

When the request is received by the Information / Deputy Information Officer, such Officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee of R35.00, before further processing of the request.

The Act provides for two types of fees:

a) A request fee, which will be a standard fee; and

b) An access fee, which must be calculated by taking into account reproduction cost, search and preparation time and cost, as well as postal costs.
**Exemptions:** Certain people are exempt from paying any fees to a public body in terms of PAIA. They include:

- Personal requesters
- A single person who’s annual income is less than R14 712.
- Married persons whose annual income is less than R27 192.
- Where the cost of collecting any fee charged exceeds the amount charged, such fee does not apply.

**If a request is granted**

The requested information must be made available to the requester within 30 days. Reasonable effort should be made to provide information in the format that has been specified by the requester.

**If a request is refused**

The Act allows certain types of requests for information to be refused.

If a request is refused in terms of the Act, the requester must be informed of the reason/s for refusal and the right to appeal against the decision.

**Ground for refusal of access to information**

The following are the grounds for refusal in terms of the Act, which an Information Officer can rely on to refuse access to a record:

- Mandatory protection of privacy of third party who is a natural person
- Mandatory protection of certain records of South African Revenue Services
- Mandatory protection of commercial information of the third party
- Mandatory protection of certain confidential information; and protection of certain other confidential information, of a third party
- Mandatory protection of safety of individuals, and protection of property
- Mandatory protection of police dockets in bail proceedings and protection of law enforcement and legal proceedings.
- Mandatory protection of records privileged from production in legal proceedings
- Defence, security and international relations of the Republic
- Economic interest and financial welfare of the Republic and commercial activities of public bodies
- Mandatory protection of research information of third party, and protection of research information
- Operations of public bodies
- Manifestly frivolous or vexatious request, or substantial and unreasonable diversion of resources
These grounds, however, need to be weighed against whether despite their existence, public interest would override the refusal and thus access must be granted. Some records which are protected from release can nevertheless be obtained if:

- All or some of it has already been released
- If the information is more than 20 years old
- If the person/s whose information is contained in the record consents to its release
- If it is possible for the DIO to black out the parts of the record which are sensitive, the remaining parts of the record can be released
- The Act promotes the releasing of information by ensuring that even where records are protected, there are processes to ensure that they are not reasonably kept away from the public.

**The right to appeal**

If access is denied, the requester may lodge an internal appeal within 60 days using a PAIA Form B [Attached as Annexure B] and no fee is payable.

An appeal can be submitted directly to the Office of the Deputy Information Officer or at any Revenue Customer Interface Centre; and telephonically to the Office of the DIO or the Customer Service Centre. The DIO should transfer the appeal to the relevant authority within 10 days.

A decision on the appeal shall be made within 30 days and the appellant informed of the decision.

The appellant may make an application to a Court after the internal appeal process has been exhausted.
8.2 Revenue Customer Interface

Region A

Midrand Customer Service Centre:
300 Fifteenth Road, Randjespark, Midrand
Office hours: Monday to Friday 07:30am to 15:30pm
Every Tuesday: 09:00am – 15:30pm
Every Saturday: 07:30am – 12:30pm

Rabie Ridge Customer Service Centre
Corner Koraan & Kraai Avenue, Rabie Ridge
Office hours: Monday to Friday 07:30am to 15:30pm
Every Tuesday: 09:00am – 15:30pm

Ivory Park Customer Service Centre 1:
ERF 4326, Makaya Drive, Ivory Park
Office hours: Monday to Friday 07:30am to 15:30pm
Every Tuesday: 09:00am – 15:30pm

Ebony Park Customer Service Centres
1605 Acacia Street, Ebony Park
Office hours: Monday to Friday 07:30am to 15:30pm
Every Tuesday: 09:00am – 15:30pm

Mayibuye Customer Service Centre
Stand 2328, Commercial Ext. 34, Mayibuye
Office hours: Monday to Friday 07:30am to 15:30pm

Diepsloot Customer Service Centre:
383 Ngonyama Road, Diepsloot
Office hours: Monday to Friday 07:30am to 15:30pm
Every Tuesday: 09:000am – 15:30pm

Region B

Randburg Customer Service Centre:
Corner Bram Fischer & Jan Smuts Roads, Randburg.
Office hours: Mon, Tues, Wed and Friday 07:30am to 15:30pm
All Saturdays: 07:30am – 12:30pm
Every Thursday: 09:00am – 15:30pm

Claremont Rent Office:
100 Clement Street, Claremont.
Office hours: Mon, Tues, Wed and Friday 07:30am to 15:30pm
Every Thursday: 09:00am – 15:30pm

Riverlea Customer Service Centre
Colaradi Drive, Riverlea
Office hours: Mon, Tues, Wed and Friday 07:30am to 15:30pm
Every Thursday: 08:30am – 15:30pm

Region C
Civic Centre Customer Service Centre:
Civic Centre, 100 Christiaan de Wet Road, Florida Park
Office hours: Mon, Wed, Thurs and Friday 07:30am to 15:30pm
Every Tuesday: 09:00am – 15:30pm
Every Saturday: 07:30am – 12:30pm

City Hall – Roodepoort customer Service Centre
62 Berlandina Streets, Roodepoort
Office hours: Mon, Wed, Thurs and Friday 07:30am to 15:30pm
Every Tuesday: 09:00am – 15:30pm
Every Saturday: 07:30am – 12:30pm

Region D

Dobsonville Customer Service Centre
2332 Luthuli Street, (next to Kopanong Hall), Dobsonville
Office hours: Monday to Friday 07:30am to 16:00pm
Saturdays: 08:00am – 16:00pm
Sundays: 08:00am – 13:00pm

Jabulani Civic Centre:
1 Koma Road, Jabulani Soweto
Office hours: Monday to Friday 07:30am to 16:00pm
Saturdays: 08:00am – 16:00pm
Sundays: 08:00am – 13:00pm

Zola Customer Service Centre
3700 Masizakhe Street, Zola
Office hours: Monday to Friday 07:30am to 16:00pm
Saturdays: 08:00am – 16:00pm
Sundays: 08:00am – 13:00pm

Moroka/Jabavu Customer Service Centre
1235 Phera Street, Jabavu/Moloka
Office hours: Monday to Friday 07:30am to 16:00pm
Saturdays: 08:00am – 16:00pm
Sundays: 08:00am – 13:00pm

Senaoane Customer Service Centre
448 Mabalane Street, Senaoane
Office hours: Monday to Friday 07:30am to 16:00pm
Saturdays: 08:00am – 16:00pm
Sundays: 08:00am – 13:00pm

Chiawelo Customer Service Centre
989 Tshabuse Street, Chiawelo
Office hours: Monday to Friday 07:30am to 16:00pm
Saturdays: 08:00am – 16:00pm
Sundays: 08:00am – 13:00pm
Protea North Customer Service Centre
299/49 Kunene street, Protea North
Office hours: Monday to Friday 07:30am to 16:00pm
Saturdays: 08:00am – 16:00pm
Sundays: 08:00am – 13:00pm

Orlando East Customer Service Centre
1425 Sofasonke Street, Orlando East
Office hours: Monday to Friday 07:30am to 16:00pm
Saturdays: 08:00am – 16:00pm
Sundays: 08:00am – 13:00pm

Diepkloof Admin Office:
1729 Talani Street, Zone 1, Diepkloof
Office hours: Monday to Friday 07:30am to 16:00pm
Saturdays: 08:00am – 16:00pm
Sundays: 08:00am – 13:00pm

Meadowlands 47 Customer Service Centre
293 Portion 7, Hekpoort Circle
Meadowlands, Zone 2
Office hours: Monday to Friday 07:30am to 16:00pm
Saturdays: 08:00am – 16:00pm
Sundays: 08:00am – 13:00pm

Orlando West Customer Service Centre
8299 Pela Street, Zola
Office hours: Monday to Friday 07:30am to 16:00pm
Saturdays: 08:00am – 16:00pm
Sundays: 08:00am – 13:00pm

Pimville Customer Service Centre
2943/50 Modjadji Street, Pimville Zone 2.
Office hours: Monday to Friday 07:30am to 16:00pm
Saturdays: 08:00am – 16:00pm
Sundays: 08:00am – 13:00pm

Mofolo Customer Service Centre
666 Roodepoort Road, Zondi
Office hours: Monday to Friday 07:30am to 16:00pm
Saturdays: 08:00am – 16:00pm
Sundays: 08:00am – 13:00pm
Region E

Sandton Civic Centre:
137 Daisy Street, corner Daisy and Grayston Drive, Sandton, 2196
Office hours: Tues, Wed, Thursday and Friday 07:30am to 15:30pm
Every Monday: 08:30am – 15:30pm
Every Saturday: 07:30am – 12:30pm

Alexandra Community Centre:
Corner 8th Avenue & Roosevelt Street, Alexandra
Office hours: Tues, Wed, Thursday and Friday 07:30am to 15:30pm
Every Monday: 09:00am – 15:00pm

Modderfontein Customer Service Centre:
Thornhill Street, Thornhill Estates
Office hours: Tues, Wed, Thursday and Friday 07:30am to 15:30pm
Every Monday: 09:00am – 15:00pm

Region F

Thuso House Customer Service Centre:
61 Jorissen Street, Braamfontein
[Entrance at Siemens Street, back of the Building]
Office hours: Mon, Tues, Thurs and Friday 07:30am to 18:00pm
Every Wednesday: 09:00am – 18:00pm
Every Saturday: 08:30 – 12:00pm

Metropolitan Civic Centre:
158 Civic Boulevard, Braamfontein
Office hours: Monday to Friday 07:30am to 15:30pm
1st Monday of the month: 08:30am – 15:30pm

Reuven Customer Service Centre:
40 Heronmere Road, Booyens
Office hours: Mon, Tues, Thurs and Friday 07:30am to 18:00pm
Every Wednesday: 09:00am – 18:00pm

Eureka Customer Service Centre:
Cnr Glenroy and Pioneer Roads, Pioneer Park
Office hours: Mon, Tues, Thurs and Friday 07:30am to 18:00pm
Every Wednesday: 09:00am – 18:00pm

CJ Cronje Building:
80 Loveday Street, Johannesburg
Office hours: Mon, Tues, Thurs and Friday 07:30am to 18:00pm
Every Wednesday: 09:00am – 18:00pm

South Hills Housing:
Corner Lindley & Geneva Streets, South Hills
Office hours: Mon, Tues, Thurs and Friday 07:30am to 18:00pm
Every Wednesday: 09:00am – 18:00pm
Vrededorp Customer Service Centre
3 Sonneblom street, Vrededorp
Office hours: Mon, Tues, Wed and Friday 07:30am to 15:30pm
Every Wednesday: 09:00am – 18:00pm

Region G

Lenasia Civic Centre:
Corner Rose Avenue & Eland Street, Lenasia.
Office hours: Tues, Wed, Thurs and Friday 07:30am to 15:30pm
Every Monday: 09:00am – 15:30pm
Every Saturday: 07:30 – 12:30pm

Corobrick Customer Service Centre
Corobrick Complex, K43 Road, Lenasia South East
Office hours: Tues, Wed, Thurs and Friday 07:30am to 15:30pm
Every Monday: 09:00am – 15:30pm
Every Saturday: 07:30 – 12:30pm

Lenasia South Customer Service Centre
Corner Wellington and Wimbledon Road, Lenasia South
Office hours: Tues, Wed, Thurs and Friday 07:30am to 15:30pm
Every Monday: 09:00am – 15:30pm
Every Saturday: 07:30 – 12:30pm

Orange Farm Customer Service Centre
Orange Farm Rent Office
15747, Extension 4, Orange Farm
Office hours: Tues, Wed, Thurs and Friday 07:30am to 15:30pm
Every Monday: 09:00am – 15:30pm

Ennerdale Customer Service Centre:
Corner Katz & Smith Walk Roads, Ennerdale Ext. 9
Office hours: Monday to Friday 07:30am to 15:30pm
4th Thursday of the month: 08:30am – 15:30pm

Eldorado Park Customer Service Centre
Civic Centre, 4046 Link Crescent Avenue
Eldorado Park Ext 5
Office hours: Monday to Friday 07:30am to 15:30pm
4th Thursday of the month: 08:30am – 15:30pm
Annexure A: Section 15 Information

“FORM D”

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

(Section 15 of the Promotion of Access to Information Act, 2000) (Act 2 of 2000)
[Regulation 5A]

<table>
<thead>
<tr>
<th>DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY</th>
<th>MANNER OF ACCESS TO RECORDS (e.g. website)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</td>
<td>(Section 15(1)(b))</td>
</tr>
</tbody>
</table>

FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):

1. Application for township establishment, and
2. Application for rezoning or consent use, in terms of the Town Planning and Townships Ordinance, 1986
3. Tariffs and rates as determined by the City of Johannesburg in terms of section 10 G of the Local Government Transitional Act, 1993 and the Local Authorities Rating Ordinance, 1977
4. By-laws that are adopted by the City of Johannesburg in terms of the Municipal Systems Act, 2000.
5. Valuation roll in terms of the Local Authorities Rating Ordinance, 1977

FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):

1. Council Agendas and Minutes
2. Rezoning and consent use applications
3. Valuation Certificates
4. Valuation Rolls
5. Building Plans

6. Site Plans
7. Geographic Information [other than general public information]

<table>
<thead>
<tr>
<th></th>
<th>Available for copying</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available for copying</td>
<td>To be printed</td>
</tr>
<tr>
<td>Available for copying</td>
<td>To be printed</td>
</tr>
<tr>
<td>Available for copying / owner’s consent required – ID Document and Rates Account required</td>
<td>Available for copying</td>
</tr>
<tr>
<td>Available for copying</td>
<td>Available for copying</td>
</tr>
</tbody>
</table>
The City of Johannesburg is constantly reviewing information that can be made available and improving its own internal access to information.

Please always ask if a record can be made available before making a formal request under the Act.

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Annexure B: Request Form A

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 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): R35.00____________________

Deposit (if any): R [To be advised]________

Access fee: R [To be advised]________

________________________________________
SIGNATURE OF INFORMATION
OFFICER/DEPUTY INFORMATION
OFFICER

A. Particulars of public body

The Information Officer/Deputy Information Officer:
Ms Thembisa Zwane
Metro Centre, 2nd Floor, A-Block
158 Civic Boulevard, Braamfontein, 2001
P O Box 1049, Johannesburg, 2000
Tel: 011 407-6930, Cell: 082 776-3804, Fax: 086 450 7676
Email: accesstinfo@joburg.org.za
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) Furnish an address and/or fax number in the Republic to which information must 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: ___________________________ Fax number: ___________________________
Postal address: ___________________________
                           ___________________________
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 of 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:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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 for 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
4. If record is held on computer or in an electronic or machine-readable form -

<table>
<thead>
<tr>
<th>printed copy of record*</th>
<th>printed copy of information derived from the record*</th>
<th>copy in computer readable form* (stiffy or compact disc)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>YES</td>
</tr>
</tbody>
</table>

*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.

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? ENGLISH

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 ___________________________

________________________________________

SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF REQUEST IS MADE
FORM B

NOTICE OF INTERNAL APPEAL

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

[Regulation 8]

A. Particulars of public body
The Information Officer/Acting Deputy Information Officer:
Ms Thembisa Zwane
Metro Centre, 2nd Floor, Council Chamber Wing
158 Civic Boulevard, Braamfontein, 2001
P.O. Box 1046, Johannesburg, 2000
Tel: 011 407-6930, Cell: 082 776-3004, Fax: 086 450 7676
Email: accessinfo@joburg.org.za

STATE YOUR REFERENCE NUMBER:

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

(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 requestor must be given at C below.

Full names and surname:
Identity number:
Postal address:
Fax number:
Telephone number:

E-mail address:
Capacity in which an internal appeal on behalf of another person is lodged:

C. Particulars of requestor

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(1) of the Act
| Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester

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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:

F. 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 DEPARTMENTAL USE:

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 CONIFRED/NEW DECISION
SUBSTITUTED
NEW DECISION:

.......................................................... .......................................................... DATE

RELEVANT AUTHORITY

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

DEPARTMENT OF JUSTICE
DEPARTEMENT VAN JUSTISIE

No. R.223 9 March 2001

PROMOTION OF ACCESS TO INFORMATION ACT, 2000
REGULATIONS RELATING TO THE PROMOTION OF ACCESS TO INFORMATION

The Minister for Justice and Constitutional Development has, under section 92 of the Promotion of Access to information Act, 2000 (Act No. 2 of 2000), made the regulations in the Schedule.

SCHEDULE

Definition
1. In these Regulations any word or expression to which a meaning has been assigned in the Act shall bear that meaning and, unless the context otherwise indicates –
   “the Act” means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

Form of request
2. A request for access to a record, as contemplated in section 18(1) of the Act, must be made in the form of Form A of the Annexure.

Fees for records of public body
3.(1) The fee for reproduction, referred to in section 15(3) of the Act, is as follows:
    R
    (a) For every photocopy of an A4-size page or part thereof 0.60
    (b) For every printed copy of an A4-size page or part
thereof held on a computer or in electronic or machine-readable form 0,40

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(c) For a copy in a computer-readable form on -
   (i) stiffy disk 5,00
   (ii) compact disk 40,00
(d) (i) For a transcription of visual images
   For an A4-size page or part thereof 22,00
   (ii) For a copy of visual images 60,00
(e) (i) For a transcript of an audio record
   for an A4-size page or part thereof 12,00
   (ii) For a copy of an audio record 17,00

(2) The request fee payable by every requester, other than a personal requester referred to in Section 22(1) of the Act, is R35,00.

(3) The access fee payable by a requester referred to in section 22(7) of the Act, unless exempted under section 22(8) of the Act, are as follows:

    R

(a) For every photocopy of an A4-size page or part thereof 0,60
(b) For ever printed copy of an A4-size page or part thereof
    held on a computer or in electronic or machine-readable form 0,40
(c) For a copy in a computer-readable form on –
   (i) stiffy disk 5,00
   (ii) compact disk 40,00
(d) (i) For a transcription of visual images,
   For an A4-size page or part thereof 22,00
   (ii) For a copy of visual images 60,00
(e) (i) For a transcript of an audio record,
   for an A4-size page or part thereof 12,00
   (ii) For a copy of an audio record 17,00
(f) To search for the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search.

(4) The actual postal fee is payable when a copy of a record must be posted to the requester.
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.

Notice of appeal

6. Notice of an internal appeal, as contemplated in section 75(1) of the Act, must be lodged in the form of Form C of the Annexure.

Appeal fees

7. The appeal fee payable in respect of the lodging of an internal appeal by a requester against the refusal of his or her request for access, as contemplated in section 75(3)(a) of the Act, is R50,00.

Value-added tax

8. Public and private bodies registered under the Value-Added Tax Act, 1991 (Act No. 89 of 1991), as vendors may add value added tax to all fees prescribed in terms of these regulations.

Commencement