THE CITY OF MATLOSANA

SECTION 14 MANUAL

(MANUAL OF THE CITY OF MATLOSANA IN TERMS OF THE PROVISIONS OF SECTION 14 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000)

PREFACE

The Promotion of Access to Information Act 2 of 2000 gives effect to the public's right to information from public and private bodies as contained in Section 32 of the Constitution to advance and increasingly focus on the development of good corporate governance.

The City of Matlosana (hereinafter also referred to as the 'City' or 'the CoM' or 'Council' or 'the Municipality') recognises and is committed in fulfilling its constitutional obligations to, inter alia –

- foster a culture of transparency and accountability in its affairs by giving effect to the right of access to information;
- actively promote and create an enabling environment in which requesters have effective access to information;
- put such necessary measures in place to render it as accessible as reasonably possible for requesters of its records.

Bearing in mind -

• that the right of access to any information held by the City may be limited to the extent that the limitations are reasonable and justifiable in an open and democratic environment based on human dignity, equality and freedom as contemplated in Section 36 of the Constitution and also as specified in Part 2, Chapter 4, of the Promotion of Access to Information Act.

ABBREVIATIONS / ACRONYMS

AIDS Acquired Immune Deficiency Syndrome

CBO Community Based Organisation

CoM City of Matlosana

CID Community Improvement District
ED&T Economic Development and Tourism
EIA Environmental Impact Assessment
ERP Enterprise Resource Planning
GIS Geographic Information Systems

IDP Integrated Development Plan

IT Information Technology

NGO Non-Governmental Organisation

PAIA Promotion of Access to Information Act

RDP Reconstruction and Development Programme

SMME Small Medium and Micro Enterprises

TSM Transport System Management

VAT Value Added Tax

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SECTION 1

INTRODUCTION:

1.1 SECTION 32 OF CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, ACT 108 OF 1996 - ACCESS TO INFORMATION.

This section of the Constitution stipulates that: Everyone has the 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 national legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the State.

1.2 THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000:

The Promotion of Access to Information Act, Act 2 of 2000 (hereafter "the Act") was enacted on 3 February 2000 giving effect to the Constitutional rights of access to information as referred to above, held by the State and any information that is held by another person and that is required for the exercise or protection of any right.

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

- reasonable protection of privacy;
- · commercial confidentiality; and
- · effective, efficient and good governance.

Section 14 of the Act obliges public bodies to compile a Manual, which would assist a person to obtain access to information held by the public body and stipulates the minimum requirements a manual has to comply with.

The purpose of this manual is:

- to enable people to exercise their rights in terms of the Act.
- to create an understanding of the functions performed and records kept by the CoM.
- to assist in fostering a culture of transparency, accountability and to promote public participation
- to inform a person on how to practically obtain access to a record held by the CoM.

1.3 THE CITY OF MATLOSANA:

- 1.3.1 In terms of the provisions of Section 12 read with Section 14 of the Local Government: Municipal Structures Act, Act 117 of 1998, the KLERKSDORP LOCAL MUNICIPALITY (NW403) was established by the Notice Relating to the Establishment of the Klerksdorp Local Municipality, General Notice 301 of 2000, published in the Provincial Gazette Extraordinary No. 5574 of 29 September 2000.
- 1.3.2 General Notice 301 of 2000 was amended by Premier's Notice 1 of 2001, published in the Provincial Gazette No 5658 of 5 March 2001 by substituting and changing the name, and any reference to "KLERKSDORP LOCAL MUNICIPALITY" to the "CITY OF KLERKSDORP LOCAL MUNICIPALITY".
- 1.3.3 Premier's Notice 1 of 2001 was amended by Official Notice 9 of 2001, published in Provincial Gazette No. 5668 of 24 April 2001 by substituting and changing the name, and any reference to "CITY OF KLERKSDORP LOCAL MUNICIPALITY" to the "CITY COUNCIL OF KLERKSDORP".

- 1.3.4 Official Notice 9 of 2001 was amended by General Notice 627 of 2005, published in Provincial Gazette No. 6235 of 23 November 2005 by substituting and changing the name, and any reference to "CITY COUNCIL OF KLERKSDORP" to the "CITY OF MATLOSANA".
- 1.3.5 As such the City of Matlosana was established on 5 December 2000 by the merging of the Transitional Councils previous Local of Stilfontein, Orkney Klerksdorp, and Hartbeesfontein. The City of Matlosana is located in the North West Province and covers an area of approximately 3162 km² and has a population of approximately 412 050 people.

X

1.3.6 Annexure "A" hereto is a map of the City of Matlosana's area, showing the boundaries of this local Municipality.

SECTION 2

STRUCTURE AND FUNCTIONS OF THE CITY OF MATLOSANA

2.1 ORGINASATIONAL STRUCTURE

Local Government is functioning in a consistently changing environment and therefore its structures and services may change from time to time and these changes will be reflected in updated versions of this manual. Council's vision, goals and strategic priorities are continuously reviewed and the relevant current structures are aligned with the new strategic direction. The current organisational structure is set out up to the second reporting level.

2.2 POLITICAL STRUCTURE

The Council of the City of Matlosana comprises of seventy councillors who include a Speaker, Executive Mayor, a Mayoral Committee comprising and various Committees of which the Mayoral Committee is the executive committee.

The following political parties are represented in the Council of the Municipality:

- African National Congress
- Democratic Alliance
- Freedom Front Plus
- COPE

The Executive Mayor of the CoM performs the following functions:

- presides at the meeting of the Mayoral Committee.
- perform the duties and exercises powers assigned to him in terms of the Local Government: Municipal Structures Act, Act 117 of 1998 (also referred to as "the Structures Act") including any ceremonial functions, and exercises the powers delegated to him/her by the municipal council.
- identifies the needs of the Municipality.
- evaluates these needs in order of priority.
- makes recommendations to the council regarding the strategies to address priority needs.
- carries the responsibilities extended to him under the provisions of the Local Government: Municipal Finance Management Act, Act 56 of 2003 (also referred to as 'the MFMA")

The Speaker presides at meetings of council and performs the duties and exercises, the powers referred to in the Structures Act.

Councillors are elected to represent local communities:

- to ensure that municipalities have structured mechanisms of accountability to local communities.
- to meet the priority needs of communities by providing services equitably, effectively and sustainable within the means of the Municipality.

In order to ensure that Councillors fulfil their obligations to communities, and support the achievement by the Municipality of its objectives set out in Section 19 of the Structures Act, a Code of Conduct for Councillors was established. The Code is contained in Schedule I of the Local Government: Municipal Systems Act, Act 32 of 2000 (also referred to as the Systems Act). Councillors are elected as members of the municipal council for a period ending when the next council is declared elected.

2.3 ADMINSTRATIVE STRUCTURE

2.3.1 MUNICIPAL MANAGER

The Council has appointed a Municipal Manager in terms of Section 82 of the

Municipal Structures Act. This official is the head of the Council's administration and also the accounting officer for the Municipality.

As head of the administration and the accounting officer, the Municipal Manager:

- is responsible, inter alia, for the formation and development of an economical, effective, efficient and accountable administration, equipped to implement the Integrated Development Plan.
- advises the political structure and political office bearers of the Municipality.
- manages communications between the Municipality's administration and its political structures and political office bearers.
- carries out decisions of political structures and political office bearers of the Municipality.
- fulfil the fiduciary duties and responsibilities extended to him under the MFMA.

- administers and implements the Municipality's by-laws and other legislation.
- exercises the powers and the performance of any duties delegated to him by the Municipal Council, or sub-delegated by other delegating authorities of the Municipality in terms of Section 59 of the Systems Act.
- implements national and provincial legislation applicable to the Municipality.

2.3.2 DIRECTORATES

Under the Municipal Manager as head of administration, resorts the following directorates, each with its own sub-directorates:

- Finance
- Corporate Services
- Civil Services and Human Settlements
- Electrical and Mechanical Engineering
- Municipal and Environmental Services
- Macro City Planning and Development
- Strategic Planning, Monitoring and Control.

2.4 CORE RESPONSIBILITIES OF DEPARTMENTS

2.4.1 DIRECTORATE FINANCE

To render accounting and financial management services for the City of Matlosana.

2.4.1.1 BUDGET SERVICES

The annual budget of a Municipality contains:

- estimates of all revenue expected to be received during the financial year ending 30 June to which the budget relates.
- estimates of current expenditure for that financial year.
- estimates of interest and debt servicing charges.
- estimates of capital expenditure for that financial year and the projected financial implications of that expenditure for future financial years.

2.4.1.2 ACCOUNTING SERVICES

To render accounting services to the City of Matlosana applying generally accepted accounting principles and practices.

2.4.1.3 FINANCIAL MANAGEMENT SERVICES

To modernize budget and financial management practices by placing local government finances on a sustainable footing and to put in place a sound financial governance framework by clarifying and separating the roles and responsibilities of the Executive Mayor, executive and non-executive councillors and officials.

2.4.1.4 INFORMATION TECHNOLOGY SERVICES

Which include:

 to plan and manage information technology services for the City of Matlosana.

- to plan, purchase and manage information technology user services for the City of Matlosana.
- to plan, purchase and manage information technology processor service for the City of Matlosana.

to plan, purchase and manage information technology network and telecommunications services for the City Matlosana.

2.4.1.5 PROCUREMENT SERVICES

To execute procurement in a transparent and equitable manner favouring the local economy and redressing historical imbalances. The CoM possesses a Supply Chain Management Policy and Preferential Procurement Policy.

2.4.2 DIRECTORATE CORPORATE SERVICES

To render centralized corporate support services to the City of Matlosana.

2.4.2.1 HUMAN RESOURCES AND LABOUR RELATIONS

Which include:

- to render a provisioning and support services function that will ensure the recruitment, utilization and retention of the Municipality's human capital.
- to give effect to the skills development requirements of the Municipality as well as to ensure compliance with employment equity measures.
- to facilitate a sound relationship between the employer and employees and a climate of labour peace, stability and wellness.
- to give effect to the Municipality and the organizational requirements, continuous improvement and performance management.

2.4.2.2 ADMINISTRATIVE SERVICES

Ensure smooth administration / functioning of Council by providing timeous compilation and delivery of council agendas to Councillors and various Departmental Managers.

2.4.2.3 SECRETARIAL SERVICES

To render secretarial services to the City of Matlosana.

2.4.2.4 LEGAL SERVICES

Provide legal advice, assistance and opinions to the administrative and political functionaries of the Municipality.

2.4.3 DIRECTORATE CIVIL SERVICES AND HUMAN SETTLEMENTS

2.4.3.1 HUMAN SETTLEMENT SERVICES

Which include:

 to assist in housing developments.

- to administer housing projects.
- to administer hostel services.

2.4.3.2 CIVIL ENGINEERING

The civil engineering services to be rendered by the Municipality will cover the total spectrum of civil engineering applicable to municipal services. The services are as follows:

- Water Provision: To provide cost effective water services and to maintain and develop infrastructure to be used by the public.
- Sewerage and Waste Water: To provide cost effect sewer and sanitation services and to maintain and develop infrastructure to be used by the public.
- Roads and Storm Water:
 To provide cost effective roads and storm water services and to maintain

- and develop infrastructure to be used by the public.
- Building Construction,
 Control and Surveying: To
 protect and maintain
 existing building aspects
 internal and external to the
 Municipality and to
 manage building projects.
- Solid Waste and Environmental Services: To provide cost effective solid waste dumping facilities.
- Town Planning and Building Survey: To undertake orderly town planning and development

2.4.4 DIRECTORATE ELECTRICAL AND MECHANICAL ENGINEERING

To render Electrical Engineering and Internal Repair Services.

(i) Planning and Testing

To plan, schedule, do cost estimates and compile specifications for electrical projects. Render measuring and draughting services. Test electrical installations.

(ii) Electrical Distribution

To provide cost effective electricity services and to maintain and develop infrastructure to be used by the public.

(iii) Mechanical and Electrical Workshop

To provide cost effective mechanical and electrical maintenance services for municipal property.

(iv) Fleet Maintenance (Garage)

To provide cost effective municipal fleet and equipment maintenance services.

2.4.5 DIRECTORATE: MUNICIPAL AND ENVIRONMENTAL SERVICES

To deliver comprehensive, integrated, accessible and sufficient health services to the entire community.

(i) Primary Health Care

To have a comprehensive and integrated as well as accessible and sufficient health services to the entire community.

(ii) Environmental Health

To deliver preventative health care services.

(iii) Social Welfare Services

To establish and promote social welfare.

2.4.5.1 PUBLIC SAFETY

To establish a safe, orderly and crime free environment where all people can develop their full potential.

(i) Municipal Policing Services

The policing of traffic bylaws as well as the provisions of the Land Use

Management Scheme of the Municipality.

(ii) Fire and Rescue

The provision of fire and rescue services to the community.

(iii) Emergency Medical Services

provide life saving medical emergency services to the City of Matlosana of meaningful Disaster Management Plan for the community of the City of Matlosana area through the incorporation of the different disaster and contingency plans of government agencies, NGO's and communities.

(iv) Licensing

The providing of licensing services to the municipal

area in an effective and efficient manner.

(v) Security

develop, To implementation and the maintenance of an infrastructure assurance policy for the City of Matlosana assets and personnel.

(vi) Call taking and dispatching

The development, implementation and commissioning of an integrated call taking and dispatching centre in order co-ordinate provide to management and quick all life response to threatening calls in a cost effective way through the application of state of the art technology.

2.4.5.2 COMMUNITY SERVICES

To provide recreational and community services to the public of the City of Matlosana.

(i) The Development and Maintenance of Parks

To establish a user friendly, green, clean, neat and colourful city.

(ii) Recreation

To develop and maintain sport and recreational facilities.

(iii) Libraries, Museum and Art Galleries

To develop and maintain the cultural heritage of the city.

(iv) Cleaning Services

To ensure a hygienic and pollution free environment.

- The gathering of domestic, business related and industrygenerated refuse and solid waste.
- The conveyance and dumping of solid waste.

 The management of solid and hazardous waste related issues impacting on the environment.

2.4.6 DIRECTORATE: MACRO CITY PLANNING AND DEVELOPMENT

To create a prosperous city and develop economic strategies that will alleviate poverty and the related social impacts by stimulating economic growth and development.

To support partnerships that are innovative and have the energy to build a strong and sustainable national economy based on thriving and diversified local economies.

2.4.6.1 ECONOMIC AFFAIRS

To stimulate economic growth and development, to execute procurement and to devise and implement communication strategies. Contributing to capacity building of local authorities by providing technical knowledge and support, or sector experience to help formulate and implement municipal policies, strategies and plans guided by the municipal Integrated Development (IDPs).

2.4.6.2 MARKETING

To actively market the fresh produce market and keep existing clients informed.

2.4.7 DIRECTORATE: STRATEGIC PLANNING, MONITORING AND CONTROL

2.4.7.1 INTERNAL AUDITING

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and the effectiveness of risk improve control, and management, governance processes.

2.4.7.2 IDP

The IDP is inevitably a principal strategic planning instrument to guide and inform all planning, budgeting, management and decision making in a Municipality. It is a mechanism and instrument that seeks to give meaning to developmental local government, themselves where people are active participants in the identification of needs, priorities and strategies for the reconstruction and development of communities.

2.4.7.3 STRATEGIC UNIT

Deals with Council Performance (Section 57 of the Systems Act), Strategic Reports, SDSIP, Annual Reports (Section 46 of the Systems Act) and Mid Year Reports.

SECTION 3

CONTACT DETAILS OF INFORMATION OFFICER / ASSISTANT INFORMATION OFFICER

Formal requests for access to information made in terms of the Act must be addressed to the Information Officer or the Assistant Information Officer:

Information Officer:

The Director Corporate Services:

Postal Address:

Private Bag X 99

KLERKSDORP

2570

Physical Address Municipal Offices (Main Building)

C/O Bram Fisher & OR Tambo Streets

KLERKSDORP

2570

Tel

018 487 8010

Fax

018 462 3083

E-mail

gstrydom@klerksdorp.org

All requests for information automatically / voluntarily available (see Annexure C in this regard), as well as general enquiries regarding the availability of information, must be directed to the relevant Assistant Information Officer listed below. As indicated above, all formal requests for access to information must be addressed to the Information Officer.

Assistant Information Officer:

Assistant Director: Legal Services:

Postal Address: Private Bag X 99

KLERKSDORP

2570

Physical Address Municipal Offices (Main Building)

C/O Bram Fisher & OR Tambo Streets

KLERKSDORP

2570

Tel

018 487 8445

Fax

018 487 8332

E-mail

mmokansi@klerksdorp.org

SECTION 4

"SECTION 10 GUIDE" ON HOW TO USE THE ACT

In terms of Section 10 of the Act, the Human Rights Commission has compiled a guide containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Annexure "C" hereto is a copy of this guide. Further information can also be obtained from the Human Rights Commission at the following details:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Postal Address

Private Bag 2700 Houghton 2041

Telephone number: (011) 484 8300

Facsimile (fax) number: (011) 484 1360

Website: www.sahrc.org.za

E-mail address: paia@sahrc.org.za

SECTION 5

ACCESS TO RECORDS HELD BY THE CITY OF MATLOSANA

5.1 AUTOMATIC / VOLUNTARY DISCLOSURE

Annexure D describes the categories of records of the City of Matlosana which are automatically available without a person having to request access in terms of the Act.

5.2 DESCRIPTION OF SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE CITY OF MATLOSANA

"Records" of the City of Matlosana refer to those records created or received in the course of official business and which are kept as evidence of the City's functions, activities and transactions. There are different forms of records, for example correspondence files, maps, plans, registers, agendas and minutes, which could be available in different media, e.g. paper, electronic, or on microfilm.

Annexure E gives a description of the subjects on which the City of Matlosana holds records as well as the categories of records held on each subject.

5.3 REQUEST PROCEDURE

5.3.1 ACCESS GIVEN

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

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

5.3.2 FORM OF REQUEST

 The request must be made in writing on the prescribed form, attached as Annexure F, and be forwarded to:

The Information Officer

Postal Address:

Private Bag X 99

KLERKSDORP

2570

Physical Address

Municipal Offices (Main

Building)

C/O Bram Fisher & OR
Tambo Streets
KLERKSDORP
2570

Tel 018 487 8010

Fax 018 462 3083

E-mail gstrydom@klerksdorp.org

- The application should clearly state what information is required and if the request is for a copy of a record or whether the requester would like to view the record at the office of the City of Matlosana.
- The application form must be accompanied by the prescribed request fee (For fees, see "Fees Payable").
- If a person asks for access in a particular form, the requester would be given access in the manner that has been asked for, unless doing so would interfere unreasonably with the running of the office, would damage the record, or infringe a copyright not owned by the City of Matlosana.
- If the requester wishes to be informed of the decision regarding the request in any other manner, e.g. by telephone / fax / e-mail, in addition to a written reply, it must be indicated as such.

- In cases where the requester is asking for information on behalf of somebody else, the capacity in which the request is being made should be indicated.
- When a requester is unable to read or write or has a disability, the request can be made orally. In such a case, the Information Officer / Assistant Information Officer must complete the form on behalf of the requester.

5.3.3 FEES PAYABLE

- In terms of the Act, two types of fees are required to be paid, namely the request fee and the access fee.
- A requester, who seeks access to a record containing personal information about that requester, is not required to pay the request fee. Every other requester must pay the relevant request fee.
- The Information Officer / Assistant Information Officer will notify the requester to pay the prescribed fee before further processing the request.
- The request fee payable is R35 (thirty five Rand). The requester may lodge an internal appeal or an application to the court against payment of the request fee.

5.3.4 DECISION AND NOTICE

- After the Information Officer / Assistant Information Officer has made a decision on the request, the requester will be notified thereof within 30 (thirty) days after the request has been received, unless the period to deal with the request has been extended.
- If the request is granted, a further access fee must be paid for the search, preparation and reproduction of the record where applicable.
 See also Annexure G for fees payable.
- The requester will be given the required information, if available, within a reasonable time after receipt of the application form and prescribed fees.

5.3.5 TRANSFER OF REQUESTS

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

5.3.6 RECORDS NOT FOUND / DOES NOT EXIST

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

5.3.7 DEFERRAL OF ACCESS

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

5.3.8 REFUSAL OF ACCESS TO RECORDS

 The Information Officer / Assistant Information Officer may refuse access to records under the circumstances as provided for in part 2, chapter 4, of the Act.

5.3.9 REMEDIES

Remedies available if the City of Matlosana does not comply with the provisions of the Act:

A requester may lodge an internal appeal with the City of Matlosana against a decision of the Information Officer or Assistant Information Officer if:

- A request for access is refused.
- The fees charged are unacceptable.
- The period within which a decision with regard to access to a record must be made is extended.
- Access to a record is not provided in the requested form.

A third party may lodge an internal appeal with the City of Matlosana against a decision by the Information Officer or Assistant Information Officer to disclose information relating to the third party.

5.3.10 APPEAL PROCEDURE

- An internal appeal must be lodged on the prescribed form which is attached as Annexure H
 - (i) Within a period of 60 (sixty) days;
 - (ii) If notice to a third party is required by Section 49(1)(b), within 30 (thirty) days after notice is given to the appellant of the decision appealed against or, if notice to the appellant is not required, after the decision was taken.

The internal appeal -

- Must be delivered, posted, faxed or sent by electronic mail to the Information Officer or the Assistant Information Officer.
- Must identify the subject of the internal appeal and give reasons for the appeal.
- Must state the manner in which the applicant wishes to be informed of the decision on the internal appeal, in addition to a written reply.
- Must, if applicable, be accompanied by the prescribed appeal fees.
- Must specify a postal address, fax number or e-mail address.
- The Information Officer or Assistant Information Officer must within 10 (ten) working days after receipt of an internal appeal, submit it to the Appeal Authority, namely the Speaker, for consideration.
- Late appeals may be allowed if good cause can be shown.
- A requester or third party may only apply to a court if the internal appeal procedure against a decision of the Information Officer or Assistant Information Officer has been exhausted.

SECTION 6

ARRANGEMENTS ALLOWING FOR PUBLIC PARTICIPATION / INVOLVEMENT

Public participation in a local government context is governed by the Local Government Municipal Systems Act, 2000 (Act 32 of 2000) and Municipal Structures Act, 1998 (Act 117 of 1998). The purpose of the public participation process is to ensure that the City of Matlosana as well as the broader community co-owns the public participation process and the end product.

Segments of the public engaged in public participation are e.g. individuals, sporting / social groups, religious organisations, small medium and micro enterprises (SMMEs), community based organisations (CBOs), non-governmental organisations (NGOs), sectorally-based forums, area-based forums, businesses, civic / ratepayer associations.

The City of Matlosana may use the following methods to engage in public participation:

- Distribution of documents in public places for comment
- Surveys
- Newspaper Advertisements

- Formal public hearings
- Public meetings
- Development of a public participation structure.
- Also note that the CoM will observe the provisions of Section 21A, read with the provisions of Section 21 of the Systems Act in respect of all documents that must be made public.

SECTION 7

UPDATING AND AVAILABILITY OF THE SECTION 14 MANUAL

UPDATING

The manual will be published in the GOVERNMENT GAZETTE and will be updated, if necessary, once a year.

AVAILABILITY

The manual is available at any of the offices listed below and may be viewed free of charge.

COM Offices

All public libraries

All cash offices

COM website: http/:www.matlosana.local.gov.za

The Human Rights Commission

PAIA Unit

Research and Documentation Department

Private Bag 2700

Houghton

2041

.00

Telephone number:

(011) 484 8300

Facsimile (fax) number:

(011) 484 1360

At every place of legal deposit as defined in the Legal Deposit Act, 1997 (Act 54 of 1997).

Postal Address:

Private Bag X 99

KLERKSDORP

2570

Physical Address Municipal Offices (Main Building)

C/O Bram Fisher & OR Tambo Streets

KLERKSDORP

2570

Tel

018 487 8445

Fax

018 487 8332

E-mail

mmokansi@klerksdorp.org

SECTION 8

CONCLUSION

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The City of Matlosana is guided by values such as openness, accountability and transparency in order to promote and achieve good governance. The application of these values re-enforces the City's commitment to comply with the provisions of the Act. As the City of Matlosana strives to be an accessible City and render itself as accessible as reasonably possible for requesters of its records, Assistant Information Officers have been appointed who will assist requesters to exercise their rights in terms of the Act. Where individuals experience difficulty in understanding the manual, the Legal Services Department should be consulted. Enquiries should be directed to the Legal Services Department at telephone: (018) 487 8445 or e-mail: mmokansi@klerksdorp.org.