

NORTHERN CAPE PROVINCE

PROFENSI YA KAPA-BOKONE



NOORD-KAAP PROVINSIE

IPHONDO LOMNTLA KOLONI

**Provincial Gazette
Kasete ya Profensi**

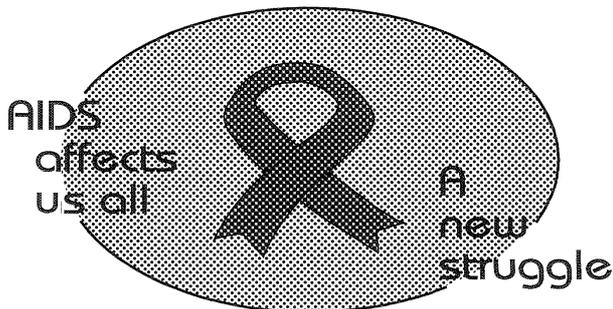
**iGazethi YePhondo
Provinsiale Koerant**

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MAART 2013**

No. 1676

We all have the power to prevent AIDS



Prevention is the cure

**AIDS
HELPLINE**

0800 012 322

DEPARTMENT OF HEALTH

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GENERAL NOTICES • ALGENE KENNISGEWINGS

NOTICE 16 OF 2013

NORTHERN CAPE PROVINCIAL GOVERNMENT

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS
AND TRADITIONAL AFFAIRS

PROMOTION OF ACCESS TO INFORMATION MANUAL

I, Bafedile Shadrack Lenkoe, Acting Head of Department, in my capacity as the Information Officer in the Department of Co-operative Governance, Human Settlements and Traditional Affairs, hereby publish this manual in terms of Regulation 4(1)(b) of Regulation No. R187 dated 15 February 2002 of the Promotions of Access to Information Act, 2000 for information.



Mr. Bafedile Shadrack Lenkoe
Information Officer: Department of
Co-operative Governance, Human Settlements and
Traditional Affairs – Northern Cape

Gen16/2013

PROMOTION OF ACCESS TO INFORMATION MANUAL

**COMPILED IN COMPLIANCE WITH SECTION 14 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT (ACT NO. 2 OF 2000)**

2013

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Roles, terms and definitions related to the Act

Roles & Terms	Definition/Description
Deputy Information Officer(s)	<p>The Deputy Director General of Cooperative Governance, Human Settlements and Traditional Affairs in the province is the designate Deputy Information Officer to render the Department as accessible as reasonably possible for requesters of its records.</p> <p>The Information Officer has direction and control over every deputy information officer in the provincial departments.</p>
Personal Requester	<p>A requester seeking access to a record containing personal information about the requester.</p> <p>'Personal information' means information about an identifiable individual, including, but not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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; <input type="checkbox"/> 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; <input type="checkbox"/> any identifying number, symbol or other particular assigned to the individual; <input type="checkbox"/> the address, fingerprints or blood type of the individual; <input type="checkbox"/> 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; <input type="checkbox"/> correspondence sent by the individual that is implicitly or explicitly of a private or

	<p>confidential nature, or further correspondence that would reveal the contents of the original correspondence;</p> <ul style="list-style-type: none"> <input type="checkbox"/> the views or opinions of another individual about the individual; <input type="checkbox"/> 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 <input type="checkbox"/> 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 excluding information about an individual who has been dead for more than 20 years.
Requester	<ul style="list-style-type: none"> <input type="checkbox"/> any person making a request for access to a record of the Department of Co-operative Governance, Human Settlements and Traditional Affairs; or <input type="checkbox"/> only those public bodies that are exercising a public power or performing a public function in terms of legislation.
Third Party	<p>In relation to a request for access to a record of the Department of Co-operative Governance, Human Settlements and Traditional Affairs, a third party means:</p> <p>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:</p> <p>requester concerned; and</p> <p>Department of Co-operative, Human Settlements and Traditional Affairs.</p>
Relevant Authority	<p>In relation to the Department of Co-operative Governance, Human Settlements and Traditional Affairs, the Relevant Authority means the MEC responsible for the Department of Co-operative Governance, Human Settlements and Traditional Affairs or the person designated in writing by that</p>

	MEC.
Human Rights Commission	Means the South African Human Rights Commission referred to in section 181 (1) (b) of the Constitution of the Republic of South Africa.
Record	In relation to the Department, a record means any recorded information: <ul style="list-style-type: none"> <input type="checkbox"/> regardless of form or medium; <input type="checkbox"/> in the possession or under the control of that public body; and <input type="checkbox"/> whether or not it was created by that public body.
Days	"When any particular number of days is prescribed for the doing of any act, or for any other purpose, the same shall be reckoned exclusively of the first and inclusively of the last day, unless the last day happens to fall on a Sunday or on any public holiday, in which case the time shall be reckoned exclusively of the first day and exclusively also of every Sunday or public holiday"
Working Days	Means any days other than Saturdays, Sundays or public Holidays, as defined in section 1 of the Public Holidays Act, 1994 (Act No 36 of 1994

A. INTRODUCTION

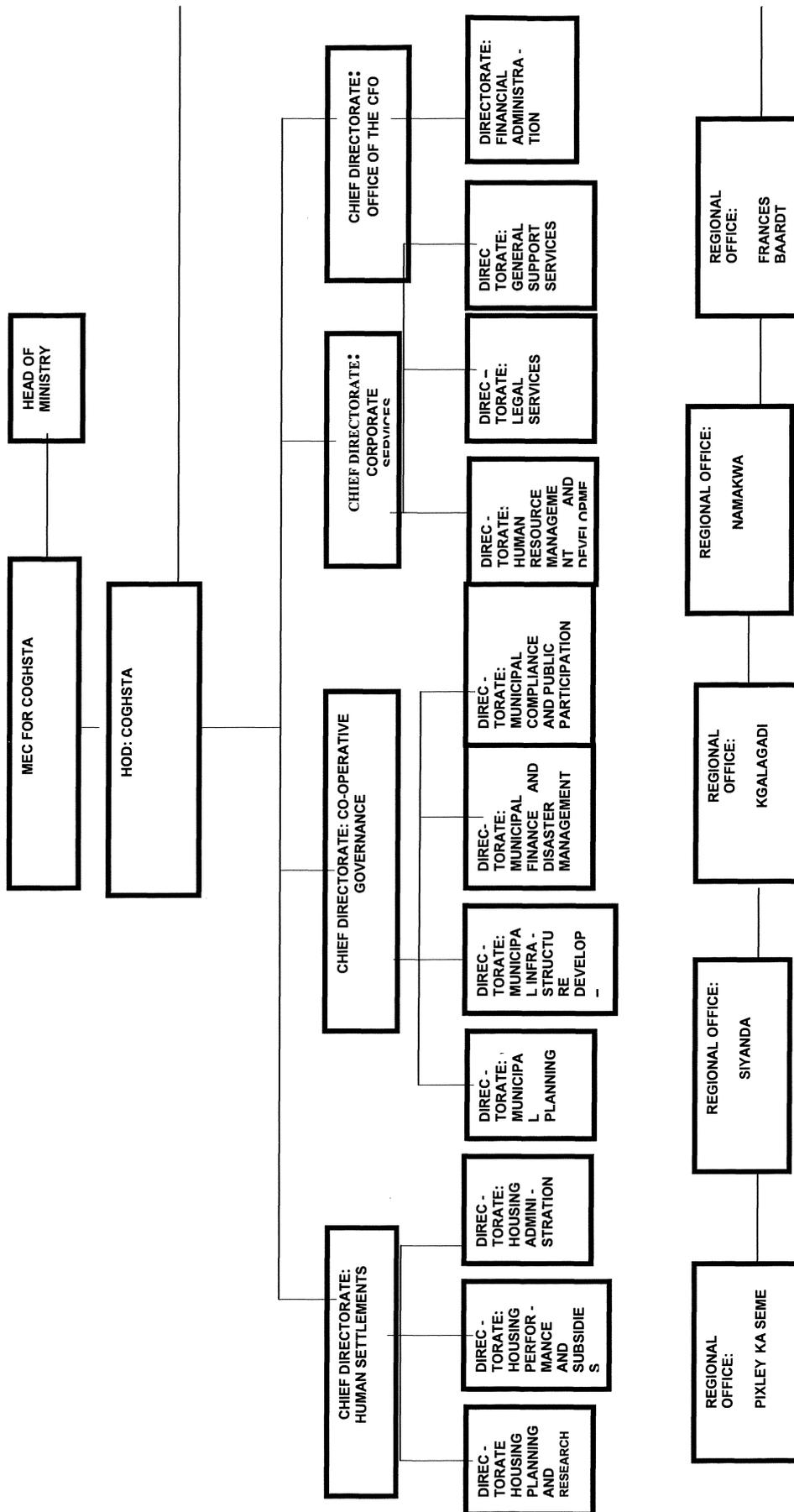
A key function of the Promotion of Access to Information Act 2 of 2000 (PAIA) that was promulgated in March 2001 is to create a society in which the people of South Africa have the means to access the right to information. This piece of legislation enables all South Africans not only to fully exercise their rights, but also more importantly protect all of their rights as set out in the Constitution. PAIA is an important instrument in consolidating the provisions within the Bill of Rights as set out in the Constitution.

Our South African democracy rests on the pillars of freedom, equity and a respect for human dignity. This Act is a vital component within the transformation process, as it cements the foundations that have been laid within the Bill of Rights.

PAIA prescribes that a Public Body must provide details of records held by such Body so that any request for information may be accommodated. The details of records kept by a

Public Body are contained in a book commonly known as a Section 14 manual. The manual therefore relates to the records kept by the Public Body. The records kept pertain to the functions of each and every unit. To distinguish between the functions of each unit, the records of each unit are numbered differently. Each record also carries a disposal instruction. Apart from records, also called files, the manual also contains information on the addresses of the Head of the Department as the Information Officer and Deputy Information Officers of the Public Body and also the name of each unit in the Public Body, its core function and a list of all records kept by the Public Body.

B. STRUCTURE AND FUNCTIONS



The Department of Corporate Governance, Human Settlements and Traditional Affairs seek to strengthen municipality's capacity to deliver good, effective and efficient services to communities. In order for the department to can best accomplish it's objective, it has the following core functions to facilitate through the different programmes:

ADMINISTRATION

This programme ensures that policies are formulated and translated into operational strategies as well as prioritising them into actions to be performed. It looks at the appropriate personnel, ensures that there is a well-calculated budget and that the department's actions are within the framework of government mandates. The Legal Service is also a component that advices on legal matters and provides educated and well calculated legal opinions as well as to Municipalities. There is an IT support also under this programme. The IT component is there to ensure that that all electronic systems are up and running as well as maintained.

COOPERATIVE GOVERNANCE.

This component promotes financially and institutionally viable municipalities. Facilitates good governance in municipalities and the processes of transformation. Ensures that municipalities put in place proactive institutions for readiness in times of disasters. The promotion of developmental local government. Ensure compliance with relevant legislation. Implement and monitor Intergovernmental Relations policies and legislation. This section develops Provincial Planning Framework and Urban and Rural development strategies for municipalities to operate within. Facilitates the provision of housing, infrastructure and services within the Integrated Development Plans of municipalities. Processes applications relating to Land Development Objectives/Integrated Development Plans, land use management, housing and infrastructure projects to approval stages.

TRADITIONAL AFFAIRS

Monitor the implementation of the roll out of the Northern Cape Traditional Leadership and Governance Act. Promote good governance with the coordination and assistance of traditional leaders that is people cantered and improves the quality of life of all the citizens of the province in particular the traditional areas of John Taolo Gaetsewe. Ensure the efficient and effective establishment of a directorate of traditional leadership and institutions. Establishing a house of traditional leadership. Render administration support to Traditional Councils, communities and both Houses of traditional leadership. Drawing and updating genealogies of the Royal Families Constitution and Reconstitution of Traditional councils.

HUMAN SETTLEMENTS

This section ensures effective delivery of housing subsidy projects. The implementation projects relating to capital grants and consolidated Municipal Infrastructure Programme. Assists municipalities with the valuation of properties. This section develops Provincial Planning Framework and Urban and Rural development strategies for municipalities to operate within. Facilitates the provision of housing, infrastructure and services within the Integrated Development Plans of municipalities. Processes applications relating to Land Development Objectives/Integrated Development Plans, land use management, housing and infrastructure projects to approval stages.

C. CONTACT DETAILS OF INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS

In accordance with the Promotion of Access to Information Act the Deputy Director General (HOD) of the Department of Co-operative Governance, Human Settlements, and Traditional Affairs is the Information Officer. Contact details are: Tel: 053 830 9427 / email: jpetersen@ncpg.gov.za

Deputy Information Officers designated and delegated are:

Chief Director: Corporate Service: 053 830 9513; email: lmokoto@ncpg.gov.za
Chief Director: Financial Services: 053 830 9585; email: rralukake@ncpg.gov.za
Chief Director: Cooperative Governance: 053 807 2803; email: elouw@ncpg.gov.za
Chief Director: Human Settlements: 053 830 9533; email: rnaik@ncpg.gov.za

The Section 14/PAIA Unit incorporated under the Policy and Compliance Unit will deal with all Promotion of Access to Information Act issues and the contact details are:

POSTAL ADDRESS: Private Bag X5005
KIMBERLEY
8300

STREET ADDRESS: 9 Cecil Sussman Road
KIMBERLEY
8300

TELEPHONE NUMBER: 053 – 830 9497

FACSIMILE NUMBER: 053 – 831 2904

E-MAIL ADDRESS: PMpotsang@ncpg.gov.za

D. HUMAN RIGHTS COMMISSION

The Guide (containing information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in this) is available from the SAHRC.

The contact details are as follows:

www.sahrc.org.za

Tel (011) 484 8300

Fax (011) 484 7149

e-Mail: paia@sahrc.org.za

E. PROCESS FOR REQUESTING ACCESS TO INFORMATION

In terms of this Act, any person has the right to request access to any information held by the state or a public body. In order to gain access to information, a person must fill in a request form (Form A in terms of the Regulations) for access to information, which is available at any public service department. The requester should then complete the prescribed form as comprehensively as possible to enable the Deputy Information Officer of a public body to can easily search for the record. This form should thereafter be forwarded to the Deputy Information Officer at the above contact details. On receipt of the request form the following process will unfold:

- The Deputy Information Officer will determine whether the person requesting the information is a personal requester (personal information). If it is a personal requester no request fee will be payable. But if it is a requester (other information) then a request fee of R35.00 is payable before any search for the record can be initiated.
- Once the record has been retrieved, the Deputy Information Officer will review the record and compare the contents to the grounds of refusal as stipulated in the Act.
- Should the Deputy Information Officer grant access to the record, the requester/personal requester will be informed of the access costs incurred as a result of searching for the record and the reproduction of the form in which it is required.
- Upon payment of the access costs, the record or part thereof which access has been granted will be reproduced and forwarded to the requester.
- In the event that access is not granted the person will be informed and the relevant appeal procedures for the person to follow.

F. CATEGORISATION AND CLASSIFICATION OF RECORDS

The records in the Department are divided into correspondence records and other records.

Correspondence is controlled and managed in terms of two filing systems approved for use in the office by the Provincial Archives. The Uniform Personnel Functions Filing System manages all correspondence regarding personnel matters; the Uniform Personnel Functions Filing System controls all other support functions related correspondence. All correspondence regarding the line functions of the department is suppose to be controlled by the approved Line Functions Filing System.

Other records are controlled and managed in terms of the Records Control schedule.

Table 2: Records that can be requested via the Promotion of Access to Information Act, Act 2 of 2000

S14. LABOUR RELATIONS

REFERENCE NO	SUBJECT	DATE OPENED
S 14.R	LABOUR RELATIONS- GRIEVANCES ROUTINE ENQUIRIES	26.11.1998
S14.1.1	COMPLAINTS AGAINST STAFF	11.06.2008
S14.2.1	LABOUR RELATIONS NEGOTIATIONS	09.11.1998
S14.2.3	REPRESENTATIVES AND SHOP STEWARDS	23.02.2009
S14.2.4	PROTEST ACTIONS	18.07.2002
S14.2.5	TRADE UNION PRESS RELEASES	13.07.2009

REGISTER OF FILES OPENED**1. LEGISLATION**

REFERENCE NO	SUBJECT	DATE OPENED
S1.1.1.R	PUBLIC SERVICE ACT ROUTINE ENQUIRY	26. 01. 1999
S1.1.3.1.R	BASIC CONDITIONS OF EMPLOYMENT ACT	12. 06. 2000
S1.2.1.1	INTERPRETATION	30. 07. 1998
S1.2.1.2	AMENDMENTS	26. 01. 1999
S1.2.1.3	CODE OF CONDUCT	19. 02. 1999
S1.3.1	OFFICE INSTRUCTIONS	12. 06. 2001

2. POSTS CONTROL

REFERENCE NO	SUBJECT	DATE OPENED
S2.1.	ESTABLISHMENT	23. 11. 2007
S2.1.P	POLICY	12. 04. 2002
S2.1.2	CLASSIFICATION OF POSTS: REGIONAL OFFICE	22. 01. 1999
S2.1.3	CREATION AND CONVERSION OF POST	11. 01. 1999
S2.1.5	JOB EVALUATION	23. 11. 2007
S2.3	DUTY SHEETS	18. 02. 1999
S2.14	JOB EVALUATION	14. 06. 2002
S2.16.R		

3. CONDITIONS OF SERVICE

REFERENCE NO	SUBJECT	DATE OPENED
S3.1	SALARY SCALES	18. 02. 1999
S3.2.1	VACATION LEAVE	30. 05. 2008
S3.2.2	SICK LEAVE	14. 04. 2008
S3.2.5	FAMILY RESPONSIBILITY LEAVE	10. 06. 2008
S3.2.6	MATERNITY LEAVE	03.12.2008
S3.4.2	VERIFICATION OF QUALIFICATIONS	26. 11. 2007
S3.5	PENSION FUND	20. 01. 1999

S3.6	MEDICAL AID	12. 11. 1998
S3.7	UNEMPLOYMENT INSURANCE	10. 02. 1999
S3.8	UNIFORMS AND PROTECTIVE CLOTHING	22. 01. 1999
S3.9	OFFICIAL HOURS OF ATTENDANCE	28. 08. 1997
S3.10	AFFIRMATIVE ACTION	07. 06. 2000
S3.10.4.3	REPORTS SUBMITTED TO DEPARTMENT OF LABOUR	12.11.2008
S3.11	RECOGNITION OF LONG SERVICE	18. 02. 1998
S3.12	CODES OF RENUMERATION	13. 04. 1999
S3.16.1.1	MAINSTREAMING TRAINING HIV & AIDS	19.11.2008
S3.16.1.2	ASSISTANCE WITH BOARDING SCHOOL AND LODGING FEES	07.01.2009

S.4. STAFF RECRUITMENT AND LOSSES

REFERENCE NO	SUBJECT	DATE OPENED
S4.1	RECRUITMENT	24. 11. 1998
S4.1.1	ADVERTISEMENTS	22. 02. 1999
S4.1.2	SHORTLISTING AND INTERVIEWS	26. 11. 2007
S.4.2.1	UNSPECIFIED POSTS	25. 10. 2001
S4.2.2	STAFF RECRUITMENT	11. 01. 1999
S4.2.3	TEMPORARY POSTS	26. 11. 2007
S4.2.3.1	CONTRACT WORKERS	25. 01. 2008
S4.2.3.5	LEARNERSHIPS	19.11.2007
S4.2.3.6	SUSPENSIONS	06.09.1999
S4.3	TERMINATION OF SERVICES	26.11.2007
S4.3.2	SEVERANCE PACKAGES	09.04.2008
S4.3.3	RESIGNATIONS/ RETIREMENTS	06.08.2008
S4.3.3.1	DUE TO ILL-HEALTH	09.04.2008
S4.4	EXCESS STAFF	22.01.2008

S5. TRAINING

REFERENCE NO	SUBJECT	DATE OPENED
S5.R	ROUTINE ENQUIRIES	01.09.2008
S5.1.1	CONDITIONS	18.04.2002
S5.2.1	DEGREE COURSES	17.11.1998
S5.2.3	INTERNSHIP	26.06.2008
S5.3.1	INDUCTION	26.01.1999
S5.3.2	SUPERVISORS COURSES	17.11.1998
S5.3.3	MANAGEMENT TRAINING	
S5.3.4.1	HUMAN RESOURCE PLANNING	12.04.2000
S5.3.4.2.2	ADULT BASIC EDUCATION	15.06.1999
S5.3.4.2.3	WRITING SKILLS COURSE	08.06.1999
S5.3.4.2.4	PERFORMANCE MANAGEMENT	06.06.2000

	DER.COURSE	
S5.3.4.2.5	TRAINING PROGRAM FOR HRM UNIT	17.10.2000
S5.3.4.2.6	CONFLICT MANAGEMENT AND EFFECTIVE COMMUNICATION	17.05.2000
S5.3.4.2.7	UNIVERSITY OF WESTERN CAPE	26.05.2000
S5.3.4.2.8	LEADERSHIP DEV. PROGRAM	26.09.2000
S5.3.4.2.9	GAMAP TRAINING COURSE	15.01.2001
S5.3.4.2.10	SECRETARIAL SKILLS	10.05.2001
S5.3.4.2.11	PUBLIC PRIVATE PARTNERSHIP TRAINING	04.04.2001
S5.3.4.2.12	NEW DEV FRAMEWORK COURSE	12.06.2002
S5.3.4.2.13	HOUSING DEBTORS SYSTEM COURSE	12.06.2001
S5.3.4.2.14	LAND ADMIN COURSE	20.02.2002
S5.3.4.2.15	MUNISTERIAL SUPPORT STAFF PROGRAMME	.02.2002
S5.3.4.2.16	VOTER EDUCATION TRAINING	23.01.2009
S5.3.4.2.17	SUPPLY CHAIN MANAGEMNT TRAINING	10.03.2009
S5.3.4.2.18	GENDER MAINSTREAMING TRAINING	19.05.2009
S5.3.4.2.19	TRAINING SUPPORT ON HIV AND AIDS WITHIN THE PUBLIC SERVICE	22.07.2009
S5.3.5	COURSES IN PROVISIONING ADMINISTRATION	05.10.2001
S5.3.6	RECORDS MANAGEMENT COURSE	09.11.1998
S5.3.9	COMPUTER TRAINING COURSES	18.02.2002
S5.3.10	KNOWLEDGE MANAGEMENT	13.02.2008
S5.3.13	LOGISTICAL INFORMATION SYST.TRAINING	14.08.2001
S5.3.14	PERSAL TRAINING	17.07.2008
S5.3.15	SHOPSTEWARDS TRAINING	01.09.2008
S5.3.18	JOB EVALUATION TRAINING	02.12.2008
S5.3.19	BATHO PELE TRAINING COURSE	26.11.2007
S5.3.20	PROTOCOL TRAINING	04.06.2008

S6 STAFF EVALUATION

REFERENCE NO	SUBJECT	DATE OPENED
S6.1	DEVELOPMENT SYSTEM	23.11.2007
S6.1.R	STAFF EVALUATION ROUTINE ENQUIRE	27.11.1998
S6.1.1	STAFF EVALUATION PEFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM	23.05.2008
S6.1.2	SENIOR MANAGEMENT SERVICE	02.12.2008

S7 PROMOTIONS

REFERENCE NO	SUBJECT	DATE OPENED
S7.1	PROMOTIONS RANK PROMOTIONS	12.11.1998

S7.2	PROMOTIONS NOTCH PROMOTIONS	18.11.1998
S7.3	EFFICIENCY REWARDS FOR PERSONEL	28.05.1999

S8. STAFF MOVEMENTS

REFERENCE NO	SUBJECT	DATE OPENED
S8.1	TRANSFERS	05.11.1998
S8.1.1	REQUEST FOR	26.11.2007
S8.2	SECONDMENTS	22.04.1999
S8.3	RELIEF ARRANGEMENTS	16.11.1998
S8.4	INTERNAL POSTS/PERSONNEL TRANSFERS	01.03.2002

S9. STAFF CONTROL

REFERENCE NO	SUBJECT	DATE OPENED
S9.1	PROGRESS REPORT	24.06.1999
S9.2	EMPLOYMENT OUTSIDE THE PUBLIC SERVICE	27.11.2002
S9.3	FINANCIAL POSITION OF OFFICIALS	27.11.2002
S9.3.1	DISCLOSURE OF FINANCIAL INTEREST	03.05.2005
S9.4	DISCIPLINARY DECISIONS AND MEASURES	23.11.1998
S9.4.1	COMPLAINTS AGAINST STAFF	01.10.2002
S9.8	LEAVE CREDIT AND PLANNING	03.11.1998
S9.9	ADRESSES OF OFFICIALS	09.07.1999
S9.10	STAFF AID ON GOVERNMENT PROJECTS	11.06.2002
S9.11	JOB DESCRIPTIONS AND TITTLES	19.11.2007
S9.12	CONTROL OF PERSAL USAGE	18.02.1999
S9.13	PEFORMANCE AGREEMENTS	05.09.2002
S9.14.3	UNAUTHORISED ABSENCES	31.08.1999
S9.15	MISCONDUCT	08.08.2000
S9.16	SECURITY MEASURES	05.12.2001
S9.16.1	SECURITY VETTING	26.03.2008
S9.17	OVERSEAS PLACEMENTS	31.05.2000
S9.18	HIV/AIDS IN THE WORK PLACE	22.04.2008

10. FINANCE

REFERENCE NO	SUBJECT	DATE OPENED
S10.P	POLICY	29.02.2008
S10.1.1	ADJUSTMENTS	23.08.2001
S10.1.2	SALARIES, PAYMENTS	09.04.1999
S10.1.3	DEDUCTIONS	
S10.1.3.2	IRPS'S	07.06.00
S10.2.1	FINANCE ALLOWANCES AND BONUSES PAYMENT OF SUBSISTENCES AND TRAVEL COSTS	11.11.1998
S10.2.3	FINANCE ALLOWANCES AND BONUSES	23.11.1998

	ENTERTAINMENT ALLOWANCES	
S10.2.4	HOUSING SUBSIDY AND GUARANTEE	23.12.1998
S10.2.5	RESETTLEMENT ALLOWANCE	18.06.1999
S10.2.6	CAMPING ALLOWANCE	02.12.2008
S10.2.8	ACTING ALLOWANCE	23.11.2007
S10.4	FINANCES OVERTIME PAYMENT	25.11.1998
S10.5	WORKMENS COMPENSATION AWARDS	
S10.6	LONG SERVICE AWARDS	14.04.2009
S10.8	IMPROVEMENT IN CONDITIONS OF SERVICE	01.10.2008

S11. JOURNEYS AND TRANSPORT

REFERENCE NO	SUBJECT	DATE OPENED
S11.1	TRAVELLING	14.4.1999
S11.2	RESERVATIONS AND ACCOMODATIONS ARRANGEMENTS	14.04.1999

S12. DOMESTIC MATTERS

REFERENCE NO	SUBJECT	DATE OPENED
S12.1	CONGRATULATIONS, CONDOLENCES AND THANKS	14.07.1999
S12.2	DOMESTIC MATTERS CHRISTMAS AND NEW YEARS MESSAGES	23.11.1998
S12.3		
S12.4	STAFF ASSOCIATIONS	09.02.2001
S12.5	OTHER MESSAGES	11.05.2009

S13. REPORTS & RETURNS

REFERENCE NO	SUBJECT	DATE OPENED
S 13.3.1	Personal reports: Personal request forms	08/01/99

H9. REPORTS, RETURNS AND INFORMATION

REFERENCE NO	SUBJECT	DATE OPENED
H9.1.2	QUARTERLY REPORTS SPRINGBOK	26.11,1998
H9.1.2.1	STRATEGIC ENVIRONMENTAL FOCUS REPORT	05.05.2009
H9.1.1.1	JOINT REPORTS	21.11.2007
H9.1.1.5	ANNUAL REPORT DISTRIBUTION	04.08.1999
H9.1.3.1	QUARTERLY REPORTS JOINT REPORTS	08.04.2008
H9.1.4.1	MONTHLY REPORTS JOINT REPORTS	05.03.2008
H9.1.4.2.1	MONTHLY REPORTS, LAND ADMINISTRATION CONVEYANCING AND DEBTORS	19.06.2009
H9.1.4.2.2	MONTHLY REPORTS, CONTRIBUTION BY HEAD OFFICE AND LOCAL GOVT SESSION	19.06.2009

H9.1.4.5-5	MONTHLY REPORTS DISTRIBUTION – LOCAL GOVT. SECTION	05.08.2008
H9.2.1.1	INFORMATION QUESTIONS IN PARLIAMENT	14.08.2008
H9.2.2.1	INFORMATION CONTRIBUTIONS TO SPEECHES PREMIER'S OPENING SPEECH	23.03.2008

H1. LEGISLATION

REFERENCE NO	SUBJECT	DATE OPENED
H1.P	POLICY	18.02.2009
H1.2	LEGISLATION PROMULGATIONS OF ACTS ORDINANCES AND REGULATION	14.01.1999
H1.5.1.1	DRAFTING AND ALTERNATIVES	02.11.1999
H1.5.2.1	N/C DEVELOPMENT BILL	21.07.1999
H1.5.2.2	PHYSICAL PLANNING ACT	28.04.1999
H1.6.1	LEGISLATION OTHER REGULATIONS NOT SPECIFIED	04.11.1998
H1.6.3.2	LEGISLATION TENDER BOARD REGULATIONS INTERPRETATIONS AND LEGAL OPINIONS	16.11.1998

H2. ORGANISATION AND CONTROL

REFERENCE NO	SUBJECT	DATE OPENED
H2.P	POLICY	27.11.2002
H2.1.R	PROGRESS AND FEEDBACK SUBMISSION	04.03.1999
H2.1.1	SUBMISSION POLICY	03.05.1999
H2.1.3	INCENTIVES FOR STAFF	17.06.1999
H2.1.4	SERVICE DELIVERY AND MONITORING	19.05.2000
H2.1.4.2	WOMENS MONTH DEPARTMENTAL FUCTIONS	15.08.2008
H2.1.4.2.1	INDIVIDUAL UNITS/SECTIONS PROVINCIAL ARCHIVES	31.03.2008
H2.2.2.1	DELEGATIONS BY DIRECTOR GENERAL AGENCY AGREEMENT	18.11.1998
H2.2.4.2	DELEGATION OF AUTHORITY BY HOD'S, TEMPORARY	21.04.2008
H2.4.P	H.R.M HANDBOOK POLICY	20.05.1999
H2.4.1	H.R.M FUNCTIONS	15.04.1999
H2.4.2	ESTABLISHMENT OF NEW OFFICES- REGIONAL OFFICES	24.05.1999
H2.5.1	EMPLOYMENT EQUITY PLAN	31.05.2000
H2.5.2	PROJECT PLANNING	28. 04. 2009
H2.5.4	MONTHLY PROGRAMMES	11.05.2009
H2.5.5	WEEKLY PROGRAMMES	16.11.2007
H2.6.2	OFFICE PROCEDURES AND INSTRUCTIONS	20.11.1998
H2.7.1	EFFICIENCY RESEARCH PROGRAMMING FILING SYSTEM	02.11.1998
H2.7.3	PROGRESS REPORTS DEPARTMENTAL	12.11.1998

H2.7.4.1	INTERNATIONAL RECORDS MANAGEMENT TRUST FINDINGS REPORT	05.01.1999
H2.8.1.1	ORGANISATION AND CONTROL RECORDS MANAGEMENT APPLICATION FOR DISPOSAL AUTHORITY	22.11.2007
H2.8.1.3.1	ORGANISATION AND CONTROL DISPOSAL OF RECORDS APPLICATION FOR APPROVAL	02.12.1998
H2.8.1.5	RE-DIRECTION OF INCORRECTLY ADDRESSED CORRESPONDENCE	11.05.2009
H2.8.1.7	INTERNAL TRANSFER OF RECORDS	22.04.2008
H2.8.1.8.3	PRODUCT ASSESSMENT	10.02.2009
H2.8.2.R	ROUTINE ENQUIRIES	27.11.2002
H2.8.2.1	ORGANISATION AND CONTROL CORRESPONDENCE FILLING SYSTEM	24.11.1998
H2.8.3	INSPECTIONS	29.05.2000
H2.9.1	DEPART. INSPECTIONS ARRANGEMENTS	04.02.2009
H2.10.P	CLASSIFICATION OF DOCUMENTS	21.05.1999
H2.10.1	ORGANISATION AND CONTROL SECURITY MEASURES EMERGENCY/CONTINGENCY PLANNING	16.03.1999
H2.10.1.1	SPRINGBOK	08.07.2008
H2.10.1.2	UPINGTON	08.07.2008
H2.10.1.3	DE AAR	08.07.2008
H2.10.3.1	ISSUE OF FIREARMS AND AMMUNITION TO STAFF	27.02.2001
H2.10.5	ORGANISATION AND CONTROL SECURITY MEASURES STATUS IN INDIVIDUAL DEPARTMENTS/SECTIONS	25.11.2008
H2.10.6	ACCESS CONTROL MEASURES	22.02.2008
H2.11	ORGANISATION AND CONTROL CABINET DECISIONS	17.11.1998
H 2.11.1	CABINET RESOLUTIONS	08.05.2009
H2.11.4	CABINET MEETS THE PEOPLE	27.11.2002
H2.12	DECENTRALISATION	05.02.1999
H2.14	INVITATIONS AND THANKS	21.12.1998
H2.16	AFFIRMATIVE ACTIONS AND TRANSFORMATION ISSUES	27.11.2002
H2,16.1	TRANSPARENCY AND ACCESS TO INFORMATION	22.04.2008
H2.16.2	BATHO PELE(People First)	26.11.2007
H2.16.2.2	SERVICE STANDARDS	14.07.2008
H2.16.2.4.1	NOMINATIONS(J.MAJORO)TO BE OPENED	15.06.2009
H2.18	PROVINCIAL BORDERS/DEMARCATIION	21.04.2008
H2.20	ANTI-CORRUPTION MEASURES	14.03.2005
H2.22.1	IMPLEMENTATION	07.07.2008
H2.22.1.2	I.D.P	14.07.2008

H3. FINANCE

REFERENCE NO	SUBJECT	DATE OPENED
H3.R	ROUTINE ENQUIRIES	01.02.1999
H3.1.1	CONTRIBUTION TO MEMBER OF THE EXECUTIVE COUNCIL'S (MEC) BUDGET SPEECH	28.02.2001
H3.1.2.1-1	REGIONAL OFFICES BUDGET (99/2000)	03.03.1999
H3.1.2.1-2	COMPILATION OF GENERAL ESTIMATE	03.04.2008
H3.1.2.2.2	COMPILATION OF CAPITAL ESTIMATE MINOR WORKS	10.12.1998
H3.1.3	EXCESS AND VIREMENT APPROVALS	14.04.1999
H3.1.4	SUBMISSION OF BUDGETS	24.11.1998
H3.1.6	EARLY WARNING SYSTEM	10.09.1999
H3.1.8	BUDGET VERIFICATION	15.09.1999
H3.1.9	SHIFTING OF FUNDS	08.06.2001
H3.1.10	CONTRIBUTION TO THE NATIONAL MINISTER BUDGET SPEECH	21.11.2007
H3.2.1.1	INFORMATION AND COMMENTS	23.03.2001
H3.2.2.1	FORMAL ENQUIRIES	13.09.1999
H3.2.2.2	INFORMAL ENQUIRIES	05.07.2002
H3.2.2.3	ACCOUNTING RESPONSIBILITY REPORTS	13.03.2008
H3.2.5.1	BURGLARIES THEFT AND FRAUD	23.03.1999
H3.2.5.2	BURGLARIES OFFICE EQUIPMENT VEHICLE-UPINGTON	16.05.2001
H3.2.5.3	BURGLARIES OFFICE EQUIPMENT CELLPHONES- SPRINGBOK	19.04.2002
H3.2.5.8	LOSS/DAMAGE TO PROPERTY COMPUTER EQUIPEMENT	27.05.2009
H3.2.7	APPOINTMENT AND DUTIES OF ACCOUNTING OFFICERS	13.11.1998
H3.2.12	RISK MANAGEMENT	22.07.2008
H3.2.14	FACE VALUE FORMS	31.08.1999
H3.3	EXPANDITURE LEGAL COSTS	04.12.1998
H3.3.1.2	CLAIMS BY OTHER DEPARTMENTS	
H3.3.2.1	PETTY CASH REQUESTS FOR FUNDS	15.04.1999
H3.3.3.1	STORES PURCHASED	16.05.2008
H3.3.3.2	SERVICES PURCHASED	20.01.1999
H3.3.7.1	REQUESTS FOR FUNDS	20.01.1999
H3.3.7.2-1	CONDITIONAL GRANTS DEPT. HOUSING & LOCAL GOVT. INTERGRATED HOUSING & DEVELOPMENT GRANT	21.11.2007
H3.3.7.2-2	HUMAN SETTLEMENT & REDEVELOPMENT GRANT	21.11.2007
H3.3.7.2-3	MUNICIPAL INFRASTRUCTURE GRANT	21.11.2007
H3.3.10	CLAIMS BY OTHER INSTITUTIONS/INDIVIDUALS	07.03.2005
H3.3.11	QUARTERLY EXPENDITURE	21.11.2007
H3.3.12	UNAUTHORISED EXPENDITURE	08.07.2008

H3.4.5	REVENUE; DONATIONS, SPONSORSHIPS AND EXTERNAL FUNDING	13.11.1998
H3.4.8	CLAIMS AGAINST OTHER DEPARTMENTS	21.05.2009
H3.4.9	CLAIMS AGAINST OTHER INSTITUTIONS/INDIVIDUAL	29.07.2008
H3.5.1	NATIONAL TREASURY	27.11.2002
H3.5.2	PROVINCIAL TREASURY	23.02.2001
H3.7	CLOSURE OF FINANCIAL YEAR	14.01.1999
H3.8.1.1.1	WORK PERFORMED ON AN AGENCY BASIS FOR DEPARTMENT BUDGETS SUBMITTED	21.11.1007
H3.8.1.1.2	CLAIMS SUBMITTED AND SUBSIDIES PAID	26.02.2001
H3.8.1.1.3	MONITORING OF SPENDING	21.11.2007
H3.8.1.1.4	AGREEMENTS	21.05.2008
H3.8.1.2.6	AUDITS AND INSPECTIONS	
H3.9.2	TRANSFER PAYMENTS	08.07.2009
H3.10.4.3	FINANCIAL MANAGEMENT SYSTEM (FMS) REPORTS AND RELATED DOCUMENTATION ALLOCATION CODES ANNUAL EXPENDITURE REPORTS	21.11.2007
H3.11.2	BASIC ACCOUNTING SYSTEM (BAS) ACCESS RESTRICTIONS/PRIVILEGES	29.07.2008
H3.11.3	BASIC ACCOUNTING SYSTEM (BAS) BAS NOTICES	21.11.2007
H3.12.3.3	BUDGETS	03.11.2008

H4. ACCOMMODATION

REFERENCE NO	SUBJECT	DATE OPENED
H4.R	ROUTINE ENQUIRIES	24.11.1998
H4.2	CLEANING OF SITES	16.11.1998
H4.3.1	ACQUISITION OF SITES AND ERECTION OF BUILDINGS HEAD OFFICE	13.11.1998
H4.3.2	ACQUISITION OF SITES AND ERECTION OF BUILDINGS REGIONAL OFFICES	17.11.1998
H4.4.1.1	ALTERATIONS AND REPAIR OF BUILDINGS OFFICES HEAD OFFICE	16.04.2008
H4.4.1.2	ALTERATIONS AND REPAIR OF BUILDINGS OFFICES REGIONAL OFFICES	24.07.2002
H4.4.3	ALTERATIONS AND REPAIR OF BUILDINGS OWN INSTITUTIONS	13.05.2002
H4.5.1.1	APPLICATION FOR AND ALLOCATION OF OFFICE ACCOMODATION HEAD OFFICE	06.10.1998
H4.5.1.2.12	TRANSFER OF BUILDINGS (MIER)	25.01.1999
H4.5.2	APPLICATION FOR AND ALLOCATION OF OFFICIAL RESIDENCES	05.11.1998
H4.5.3	APPLICATION FOR AND ALLOCATION OF GARAGES AND PARKING	13.08.1999
H4.7.1	LEASING	08.05.2009

H5. STORES AND SERVICES

REFERENCE NO	SUBJECT	DATE OPENED
H5.1.1	STORES SPECIFICATIONS	15.10.2001
H5.1.2	STORES TENDERS	19.02.2001
H5.1.2.1	STORES TEBDERS BOARD EXEMPTIONS	23.11.1998
H5.1.2.3.1	STORES TENDERS INDIVIDUAL TENDERS AND CONTRACTS DEPARTMENTAL	25.03.1999
H5.1.3.1	STORES STOCKTAKING HEADOFFICE	13.02.2002
H5.1.3.1.2	STORES STOCKTAKING HEADOFFICE ISSUED STORES	21.03.2002
H5.1.3.2.10	STORES STOCKTAKING ISSUED STORES REGIONAL OFFICE PIXLEY KA SEME	19.01.2009
H5.1.4	STORES DISPOSAL OF SURPLUS AND OBSOLETE STOCK	15.05.1999
H5.1.5.1	STORES ACQUISITION AND MAINTENANCE OF UNSPECIFIED ITEMS	16.04.2008
H5.1.5.2	STORES ACQUISITION AND MAINTENANCE OF OFFICE FURNITURE	08.02.1999
H5.1.5.2.1.6	STORES ACQUISITION AND MAINTENANCE OF OFFICE FURNITURE REGIONAL OFFICES- DE AAR	12.07.2008
H5.1.5.2.1.12	STORES ACQUISITION AND MAINTENANCE OF OFFICE FURNITURE REGIONAL OFFICES- UPINGTON	08.10.2002
H5.1.5.3	STORES ACQUISITION AND MAINTENANCE OF TYPING AND DUPLICATING MACHINES	24.04.2008
H5.1.5.5	STORES ACQUISITION AND MAINTENANCE OF STATIONERY	22.04.2008
H5.1.5.6	STORES ACQUISITION AND MAINTENANCE OF STRONGROOM SHELVES	23.04.2008
H5.1.5.7	STORES ACQUISITION AND MAINTENANCE OF FANS	06.06.2008
H5.1.5.8	STORES ACQUISITION AND MAINTENANCE OF HEATERS	07.08.2002
H5.1.5.12	STORES ACQUISITION AND MAINTENANCE OF FAX MACHINES AND COMPUTER EQUIPMENT	13.03.2008
H5.1.5.13	STORES ACQUISITION AND MAINTENANCE OF CELLULAR TELEPHONES	03.11.1998
H5.1.5.14	STORES ACQUISITION AND MAINTENANCE OF FRANKING MACHINES	17.11.1998
H5.1.5.17	STORES ACQUISITION AND MAINTENANCE OF UNIFORMS AND PROTECTIVE GEAR	31.05.1998
H5.1.6	INFORMAL QUOTATIONS	22.01.2009
H5.2.1.1	SERVICES POSTAGE POST BAGS AND POST BOXES	10.11.1999
H5.2.1.3	POSTAGE COURIER SERVICES	06.22.2000
H5.2.2.1	TELEPHONE MAINTENANCE AND INSTALLATIONS	19.02.1998

H5.2.2.3	SERVICES TELKOM USE OF TELEPHONES FOR PRIVATE PURPOSES	19.02.1999
H5.2.2.4	SERVICES TELKOM CHANGES TO TELEPHONE NUMBERS	20.01.1999
H5.2.3	SERVICES PRINTING OF FORMS	22.04.2008
H5.2.6.2	SERVICES PRIVATISATION OF SERVICES CATERING SERVICES	22.04.2008
H5.2.11.1	DATA MODEM LINES	13.11.2008
H5.2.11.2	SERVICES INSTALLATION OF INFORMATION TECHNOLOGY SERVICES E-MAIL AND INTERNET	26.11.2007
H5.2.11.3.1-1	INDIVIDUAL DATA BASES(OPEN SCOURCE SOFTWARE	09.07.2009
H5.3.1.2	PLANT ACQUISITION AND MAINTENANCE MECHANICAL INSTRUCTIONS	03.05.1999
H5.4.4	REQUEST FOR SUPPORT	29.06.2009

H6. TRANSPORT

REFERENCE NO	SUBJECT	DATE OPENED
H6 P	POLICY	09.11.1998
H6.1.1	APPLICATIONS FOR:	12.01.1998
H6.1.2	GOVERNMENT MOTOR TRANSPORT ACCIDENTS	09.11.1998
H6.1.3	REPAIRS	02.08.1999
H6.1.5	LOGSHEETS	02.02.1999
H6.1.7	LOGO'S, STICKERS ON VEHICLES	11.01.1999
H6.1.8	PETROL CARDS	14.01.1999
H6.1.9	FLEET MANAGEMENT	23.09.1999
H6.1.14	TRAFFIC FINES AND OFFENCES	25.01.2008
H6.1.15	MISUSE OF VEHICLES	14.03.2008
H6.2	SUSIDISED TRANSPORT	04.02.1999
H6.6	LICENSING/INSURING OF VEHICLES	04.02.1999
H6.7	PARKING AUTHORITIES	15.02.1999
H6.8	USE OF GOVERNMENT TRANSPORT BY OFF DUTY OFFICIALS	16.11.1998
H6.10	HIRED/RENTAL CARS	15.09.1999
H6.11	MOTOR FINANCE SCHEME FOR SENIOR OFFICIALS	05.02.1999
H6.13	USE OF GOVERNMENT TRANSPORT AFTER HOURS FOR OFFICIAL PURPOSES	26.11.2007

H7. PUBLICATIONS, PUBLICITY AND COMMUNICATION

REFERENCE NO	SUBJECT	DATE OPENED
H7.1.R	ROUTINE ENQUIRIES	16.09.2002
H7.1.1.1	PUBLICATIONS OWN PUBLICATIONS DRAFTING OF	17.02.2008
H7.1.2.1	PUBLICATIONS/PAPERS OF OTHER	08.04.1999

	BODIES CONTRIBUTIONS	
H7.2.R	ROUTINE ENQUIRIES	11.02.1999
H7.2.1.1	BATHO PELE HEROES, PUBLIC SERVICE WEEK	20.05.2009
H7.2.5.2	PUBLICITY AND COMMUNICATION COAT OF ARMS PROVINCIAL	11.11.1998
H7.2.8.1	GOVAN MBEKI HOUSING AWARDS	17.11.2008

**H8. COMPOSITION AND MEETINGS OF BODIES
 AND OTHER GATHERINGS CONCERNING
 SUPPORT FUNCTIONS**

REFERENCE NO	SUBJECT	DATE OPENED
	<u>SUPPORT FUNCTION MEETINGS</u>	
H8.1.1.1	ARRANGEMENTS	23.02.2008
H8.1.1.2.1	EXECUTIVE COUNCIL MEETING	21.11.2007
H8.1.1.2.2	HOUSING/ HR/ RECORDS MANAGEMENT (MEMORANDUM OF UNDERSTANDING)	10.12.2008
H8.1.1.2.3	MANAGEMENT COMMITTEE MEETING - MANCOM	21.11.2007
H8.1.1.2.4	SCOPA MEETING	04.11.2004
H8.1.1.2.5	GENERAL SUPPORT SERVICES MEETING	23.11.2007
H8.1.1.2.8	INTERDEPARTMENTAL HR FORUM MEETING	26.11.2007
H8.1.1.2.9	STAKEHOLDER/ BROAD FORUM MEETING	25.04.2008
H8.1.1.2.10	RECORDS MANAGEMENT UNIT AND HRM UNIT MEETING	30.04.2008
H8.1.1.2.11	SECURITY MANAGEMENT MEETING	22.05.2008
H8.1.1.2.15	ASSET MANAGEMENT FORUM MEETING	07.05.2008
H8.1.1.2.16	CORPORATE SERVICE MEETING	11.06.2008
	<u>CONFERENCES / FORUMS</u>	
H8.1.2.1.1.1	KARM CONFERENCE	29.09.2007
H8.1.2.1.1.3	NATIONAL EQUITY AND MAINSTREAMING FORUM	25.07.2008
H8.1.2.1.2	2 ND PROVINCIAL HOUSING COMMUNICATION CONFERENCE	11.06.2008
H8.1.2.1.5	CO-OPERATION: PROVINCIAL DRUG FORUM	10.06.2008
H8.1.2.1.6	DISTRICT COMMUNICATION FORUM (DCF) MEETING	11.02.2009
H8.1.2.1.7	EMPLOYMENT EQUITY PLAN FORUM	12.05.2009
H8.1.2.2.1	STRATIGIC PLANNING AND PERFORMANCE MANAGEMENT CONFERENCE	23.07.2008
H8.1.4.1.3.1	DISTRICT INTERGOVERNMENTAL MEETING	22.11.2007
	<u>WORKSHOPS</u>	
H8.1.5.1.1	RISK ASSIGNMENT	20.01.1999
H8.1.5.1.2	DESENTRALISATION WORKSHOPS	23.03.1999
H8.1.5.1.3	HUMAN RIGHTS EDUCATION	11.01.1999
H8.1.5.1.4	DEVELOPMENTAL MANAGEMENT	10.03.1999
H8.1.5.1.5	GREENPAPER ON DEVELOPMENT AND PLANNING	30.5.1999

H8.1.5.1.6	SEVICE DELIVERY WORKSHOP	13.08.1999
H8.1.5.1.7	CAPACITY BUILDING	20.01.1999
H8.1.5.1.8	DISTICT HEALTH SYSTEM COMMITTEE N.I.A WORKSHOP	17.11.1998
H8.1.5.1.9	TRANSFORMATION UNIT	20.01.1998
H8.1.5.1.10	WHITE PAPER ON THE DISABLED PERSONS	11.01.1999
H8.1.5.1.11	ARRANGEMENT OF WORKSHOP MISCONDUCT	26.11.1998
H8.1.5.1.12	BATHO PELE CHANGE MANAGEMENT ENGAGEMENT WORKSHOP	26.11.2007
H8.1.5.1.13	L.E.D POLICY WORKSHOP	15.11.1999
H8.1.5.1.14	WORKSHOP ON POLICY FRAMEWORK	14.01.2000
H8.1.5.1.15	I.D.P WORKSHOP	31.01.2000
H8.1.5.1.16	WORKSHOP WITH NHBC	15.02.2000
H8.1.5.1.17	L.E.D.F WORKSHOP	11.01.2000
H8.1.5.1.18	LABOUR RELATION	11.05.2000
H8.1.5.1.19	MANAGEMENT FRAMEWORKS AND I.I.P WORKSESSIONS	09.02.1999
H8.1.5.1.20	O & M WORKSHOP	20.06.2000
H8.1.5.1.21	ESTABLISHMENT OF PLANNING AND IMPLEMENTATION SUPPORT SYSTEM (PIMMS)WORKSHOP	25.06.2000
H8.1.5.1.22	WORKSHOP ON MONITORING AND EVALUATIONOF WATER & SANITATION PROJECTS	16.11.2000
H8.1.5.1.23	WORKSHOP ON JOINT TECHNICAL TEAM	17.11.2000
H8.1.5.1.24	S.A PARLIMENTARY WORKSHOPS	03.07.2000
H8.1.5.1.25	WORKSHOP ON MUN-COMMUNICATIONS	03.09.1999
H8.1.5.1.26	ENVIROMENTAL IMPACT ASSESSMENT WORKSHOP	22.09.2000
H8.1.5.1.27	CODE OF CONDUCT WORKSHOP	15.01.1999
H8.1.5.1.28	STRATIGIC PLANNING WORKSHOP	16.03.2000
H8.1.5.1.29	D.D.C.C WORKSHOP	12.10.1999
H8.1.5.1.30	TRAINING UNITS	04.02.2000
H8.1.5.1.31	NEW REGULATIONS WORKSHOP	20.09.1999
H8.1.5.1.32	VICTIM EMPOWERMENT WORKSHOP	19. 01. 2009
H8.1.5.1.35	COUNTERINTELLIGENCE AND INFORMATION PROTECTION AWARENESS WORKSHOP0	20.05.2008
H8.1.5.1.36	STRATEGY TO PROVIDE HOUSING ASSISTANCE TO MILITARY VETERANS WORKSHOP	29.04.2008
H8.1.5.1.37	WORKSHOP ON IMPLEMENTATION OF THE OCCUPATION SPECIFIC DISPENSATION (OSD)	09.02.2008
H8.1.5.1.38	ESSENTIAL SKILLS FOR PERSONAL ASSISTANCE	05.06.2008
	OWN COMMITTEES	
H8.1.8.2.1	PROVINTIAL SPATIAL DEVELOPMENT STEERING COMMITTEE MEETING	07.07.2008

H8.1.8.2.2	PMDs MODERATION COMMITTEE MEETING	27.05.2009
H8.1.9.1.2	PUBLIC PARTICIPATION MEETING	10.06.2008
H8.1.10.1.2	SOUTH AFRICA SOCIETY OF ARCHIVISTS (SASA)	10.12.2008
	<u>LINE FUNCTION MEETINGS</u>	
H8.2.1.1	ARRANGEMENTS	07.02.2008
H8.2.1.2.1	PSLDG MEETING, STATE LAND	04.08.2003
H8.2.1.2.1.7	H.I.V	19.10.1999
H8.2.1.2.1.13	SUB – COMMITTEE MEETINGS	28.09.1999
H8.2.1.2.2	QUARTELY REVIEW MEETING	17.09.1999
H8.2.1.2.3	TASK TEAM DFA	22.07.1999
H8.2.1.2.4	DIVISIONAL HEADS MEETING	26.03.1999
H8.2.1.2.5	16 DAYS CAMPAIGN ACT AGAINST ABUSE	26.11.2007
H8.2.1.2.6	LGTP STEERING COMMITTEE	11.03.2008
H8.2.1.2.7	TRANSFORMATION UNIT MEETINGS	03.08.1999
H	LSDSP MEETINGS	01.03.1999
H8.2.1.2.8	STEERING COMMITTEE MEETING	23.11.1998
H8.2.1.2.9	GROENPAPIER/GROENWATER SKIEFONTEIN	28.07.1999
H8.2.1.2.10	GPC MEETINGS	27.09.1999
H8.2.1.2.11	RONALDVLEI STEERING COMMITTEE	28.09.1999
H8.2.1.2.13	INTERGOVERNMENTAL RELATIONS(IGR)	16.11.2007
H8.2.1.2.14	EXTENDED PUBLIC WORKS PROGRAMME	19.11.2007
H8.2.1.2.14	ABET COMMITTEE MEETINGS	24.01.1998
H8.2.1.2.15	STATUS OF WOMEN	13.11.1998
H8.2.1.2.16	PROVINCIAL TRAINING	04.05.1999
H8.2.1.2.17	HIV	19.10.1999
H8.2.1.2.18	PROVINCIAL BARGAINING COUNCIL	11.01.1999
H8.2.1.2.19	LAND REFORM, PDCC MEETING	11.02.1999
H8.2.1.2.20	DDP STEERING COMMITTEE	26.11.1999
H8.2.1.2.21	PROJECT MANAGEMENT MEETING	11.01.1999
H8.2.1.2.22	DISTRICT DEVELOPMENT COMMITTEE	22.12.1999
H8.2.1.2.23	PREMIERS OFFICE	23.02.1999
H8.2.1.2.24	PSCBC	24.05.2002
H8.2.1.2.25	NEHAWU MEETING	04.05.2001
H8.2.1.2.26	MINTEC MEETINGS	17.04.2001
H8.2.1.2.27	DMT MEETINGS	26.03.1999
H8.2.1.2.28	MEC DIRECTORATE MEETING	26.11.2001
H8.2.1.2.29	LEKGOTLA MEETING	08.11.2001
H8.2.1.2.30	WATER AND SANITATION MEETING	10.10.2001
H8.2.1.2.31	RECORDS MANAGERS FORUM MEETING	31.01.2008
H8.2.1.2.32	RECORDS MANAGEMENT UNIT	11.02.2008
H8.2.1.2.33	PREMIERS SERVICE EXCELLENCE AWARDS MEETING	13.03.2008
H8.2.1.2.34	NATIONAL CHILDREN RIGHTS	13.05.2008
H8.2.1.2.35	HOD FORUM MEETING	03.06.2008
H8.2.1.2.36	IDP LEARNERSHIP STAKE	05.06.2008
H8.2.1.2.37	HOUSING MINMEC MEETING	03.07.2008

H8.2.1.2.38	REMDEC MEETING (KLUIS)	25.07.2008
H8.2.1.2.39	JOB EVALUATION MEETING	25.07.2008
H8.2.1.2.40	NOORD-KAAP VEEDIEFSTALKOMITEE. MEETING	04.11.2008
H8.2.1.2.41	PROVINCIAL COMMUNICATION FORUM	10.11.2008
H8.2.1.2.42	IDP FORUM MEETING	11.11.2008
H8.2.1.2.43	PUBLIC TRANSPORT FORUM	28. 11. 2008
H8.2.1.2.44	CDW MONTHLY MEETING	16.02.2009
H8.2.1.2.45	DISTRICT DISASTER MANAGEMENT ADVISORY FORUM MEETING	17.02.2009
H8.2.1.2.46	PMU STEERING COMMITTEE MEETING	17.02.2009
H8.2.1.2.47	SUPPLY CHAIN FORUM MEETING	12.02.2009
H8.2.1.2.48	MUNICIPALITY AUDIT OUTCOMES AND GAMAP/GRAP IMPLEMENTATION PLANS MEETING	27.02.2009
H8.2.1.2.49	INSPIRE E- DOCUMENTATION	24.02.2009
H8.2.1.2.50	SOCIAL CLUSTER MEETINGS	21.11.2007
H8.2.1.2.51	PROV. GROWTH AND DEV. MEETING	02.03.2009
H8.2.1.2.52	WOMEN'S MONTH PLANNING MEETING	13.07.2009
H8.2.1.2.52	INFORMATION EXCHANGE MEETING	22.06.2009
H8.2.2.1.1.1	KNOWLEDGE, ARCHIVES & RECORDS MANAGEMENT CONFERENCE (KARM)	01.04.2008
H8.2.2.1.1.2	GLOBAL INTELLIGENCE NETWORK AGENCY	17.04.2008
H8.2.2.1.2	PROVINCIAL CHILDRENS CONFRENCES	17.08.2001
H8.2.2.1.13	EFFECTIVE LED PROGRAMME IMPLEMENTATION SYMPOSIUM	08.07.2008
H8.2.2.1.3	INVITATION TO RECORDS MANAGEMENT MEETING,AGENDA	18.06.2009
H8.2.5.1	BEST PRACTICE FOR TRADITIONAL COUNCIL LEADERS FOR BETTER SERVICE DELIVERY WORKSHOP	07.07.2008
H8.2.5.2	RISK MANAGEMENT WORKSHOP	26.11.2007
H8.2.5.3	RECORDS DISASTER WORKSHOP	06.06.2007
H8.2.5.4	MULTI- STAKE HOLDER CONSULTATIVE WORKSHOP	07.10.2008
H8.2.6.1.3.1	OWN COMMISSION PUBLIC SERVICE COMMISSIONS	14.01.1999
H8.2.8.1.1	FIRST COMMITTEE REGISTRATION OF MEMBERS	28.03.2000
H8.2.9.1.1	CONCERNING LINE FUNCTION OTHER COMMITTEE APPOINTMENT/REGISTRATION OF MEMBERS	24.03.2001
H8.3.1	INVITATIONS RECEIVED, ROUTINE CORRESPONDENCE	20.08.2000
H8.4.1	VISITORS BY DIGNITARIES, ROUTINE CORRESPONDENCE	20.09.2005
L3	TRADITIONAL AFFAIRS	

G. RECORDS THAT ARE AUTOMATICALLY AVAILABLE

Requesters may consult the following records without specific application for access made:

1. Annual and other progress reports
2. Strategic Annual Performance and Operational Plans
3. Budgets and related documentation
4. All policy files created in terms of the Uniform Support Functions Filing System (prefixed by H) and the Uniform Personnel Function Filing System (prefixed by S)
5. Approved organogram of the department.
6. Annual Financial Statements of the department.
7. All previously published records (e.g. brochures, newsletters, photographs,)
8. All records published on the department's web-site.

H. CONSULTATION, PARTICIPATION AND INFLUENCE POLICY-MAKING

Through the "Cabinet meets the People" and the "Cabinet meets the Youth" programmes, the Executive Council receive public input and interaction that may influence the formulation of policy or the performance of their duties. Further to this, the Executive Council's decision making is among other being informed and guided by the needs of the communities expressed during the meeting sessions, placed in their order of priority.

I. REMEDIES, APPEALS, PROCEDURES AND COURT APPLICATIONS

Should the Information Officer refuse access to any record that held by the State or that Public Body, the person requesting the information is entitled to appeal the decision. In part with this, should access be granted to a record that involves a third party, that third party is also entitled to appeal the decision. The appeal will review by the Relevant Authority. The Relevant Authority will analyse the request and the record in terms of the prescriptions of the Promotion of Access to Information Act, 2000.

Should it be found that the request was wrongfully denied, the Relevant Authority will reverse the initial decision of the Information Officer and grant access to the record. The requester will then be informed of the decision and the necessary fees that are payable for the reproduction of the record or part thereof.

In the event that the Relevant Authority supports the decision of the Information Officer not to grant access to the record, the requester will be informed of that decision. The requester will also be informed of further remedies.

Once all internal appeal remedies, as identified by the Public Body has been exhausted, the requester has the right to appeal to a court.

The manner of internal appeal to a court, as prescribed by the Act, are as follows:

An internal appeal-

- Should be lodged in the prescribed form (as stipulated by the Public Body) within 60 days and 30 days for third party appeals.
- Must be delivered or forwarded to the Information Officer of the concerned public body at his/her contact details.
- Must identify the subject of the internal appeal.
- Must state the reasons for the internal appeal.
- May include any other relevant information that is known to the appellant.
- If, in addition to a written reply, the appellant should state how he/she wishes to be informed and all the relevant details in order to be so informed.
- Should there be an appeal fee, this fee should accompany the written appeal to the Information Officer. The prescribed appeal fee, if any, must be paid. Should the appeal not be paid, a decision on the appeal may be deferred until such time that the fee has been paid.
- The written appeal must specify a postal address or facsimile number.

If an appeal is lodged after the expiry time, i.e. 60 days/30 days, the Relevant Authority must, upon good cause shown, allow the late lodging of the internal appeal. Should the relevant authority disallow the late lodging of the internal appeal, he/she must give notice to the person that lodged the internal appeal.

The Information Officer should, within 10 working days after the receipt of an internal appeal, submit the following to the Relevant Authority:

- The written internal appeal;
- The reasons for the decision concerned;
- Whether the internal appeal is against the refusal or granting of access; and
- The contact details of any third party that must be notified.

If the Relevant Authority is considering an internal appeal against the refusal of a request for access to a record that pertains to a third party, the Relevant Authority must inform the third party of the internal appeal, unless all steps to locate the third party were unsuccessful. In the event that the third party had been informed, the third party should be allowed to make written/oral representations.

When making a decision on an internal appeal, the Relevant Authority considers the following:

- The particulars that have been stated in the written internal appeal;
- The reasons that were submitted by the Information Officer for the initial decision;
- Any representations that were made;

- If a third party could not be located, the fact that the third party did not have the opportunity to make representations as why the internal appeal should be dismissed.

The Relevant Authority may confirm the initial decision or he/she may issue a new decision. The decision on the internal appeal should be made within 30 days after the receipt of the internal appeal. Immediately after the decision has been made, the Relevant Authority must give notice of the decision to the appellant, every third party and the requester and, as far as possible, notify the appellant in the form that was requested. The notice of the decision should contain the following:

- State adequate reasons for the decision;
- State the provision of the Act that was relied upon;
- Exclude any reference to the record;
- State further internal appeal procedures that are available to the requester; or
- State that the parties involved, i.e. the appellant, third party, etc, may lodge an application with a court against the decision on internal appeal within 60 days or 30 days (third party).

Upon the exhaustion of all internal appeal procedures, the requester has the right to access a court for further appeal.

J. UPDATING THE MANUAL

The department will, if necessary update and publish its manual at intervals of not more than one year.

K. AVAILABILITY OF THE MANUAL

The manual shall be available in places prescribed by the Legal Deposit Act, and at the offices of the South African Human Rights Commission.

L. FEES FOR RECORDS OF PUBLIC BODY AS STIPULATED BY THE CURRENT REGULATIONS TO THE ACT

The fee for reproduction, referred to in section 15(3) of the Act, is as follows:

- | | |
|--|-------|
| (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 there of | 0-40 |
| (c) Held on a computer or in electronic or machine readable form for a copy in a computer-readable form on - | |
| (i) stifty disc | 5-00 |
| (ii) compact disc | 40-00 |
| (d) (i) For transcription of visual images, for an A4-size or part thereof | 22-00 |

(ii) For a copy of visual images	60-00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12-00
(ii) for a copy of an audio record	17-00
The request fee payable by every requester, other than a personal requester referred to in section 22(1) of the Act, is	35-00

The access fees 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:

(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 in a computer or in electronic or machine-readable format	0-40
(i) stiffy	5-00
(ii) compact disc	40-00
(c) (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
(d) (i) for a transcription of an audio record, for an A4-size page or part thereof	12-00
(ii) For a copy of an audio record	17-00

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

For the 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.

KENNISGEWING 17 VAN 2013

Alg 17/2013

KHAI-MA MUNISIPALITEIT

**OPENBARE KENNISGEWING AANGAANDE INSPEKSIE VAN WAARDASIE ROL EN
INDIENING VAN BESWAAR**

Kennisgewing geskied hiermee in terme van afdeling 49(1)(a)(i) van die Wet op Plaaslike Regering: Munisipale Eiendomsbelasting, 2004 (Wet 6 van 2004), hierna verwys na as die "Wet", dat die waardasierol vir die 2013/2014 finansiële jaar oop is vir openbare besigtiging te Pofadder, Aggeneys, Pella, Witbank en Onseepkans vanaf 27 Februarie 2013 tot 15 April 2013. Die waardasierol is ook beskikbaar by www.namakwa-dm.gov.za

In terme van afdeling 49(1)(a)(ii) van die Wet word hiermee 'n uitnodiging gerig aan alle eienaars van eiendom, of enige ander persoon wat die begeerte het, om binne bogenoemde periode by die munisipale bestuurder beswaar in te dien aangaande enige saak weergegee in, of weggelaat uit, die waardasierol.

Aandag word uitdruklik gevestig op die feit dat, in terme van afdeling 50(2) van die Wet, beswaar aangeteken moet word met betrekking tot 'n bepaalde individuele eiendom, en nie teen die waardasierol self nie. Die vorm vir die aantekening van beswaar is beskikbaar by die volgende adres Nuwestraat Pofadder, of webwerf www.namakwa-dm.gov.za

Voltooide vorms moet na die volgende adres gestuur word: Die Munisipale Bestuurder, Khâi-MA Munisipaliteit, Posbus 108, Pofadder, 8890.

Vir navrae, skakel asseblief vir Pieter van der Merwe by telefoonnommer 054-9331010 of e-pos pieter@khaima.gov.za.

Mnr. E.J. Cloete
Munisipale Bestuurder
Khâi-MA Munisipaliteit
Posbus 108
Pofadder
8890

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001. Tel: (012) 334-4507, 334-4511, 334-4509, 334-4515
Also available at the **Northern Cape Provincial Legislature, Private Bag X5066, Nobengula Extension, Kimberley, 8301.**

Tel. (direct line): (053) 839-8073. Fax: (053) 839-8094

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaat Sak X85, Pretoria, 0001. Tel: (012) 334-4507, 334-4511, 334-4509, 334-4515
Ook verkrygbaar by die **Noord-Kaap Provinsiale Wetgewer, Privaatsak X5066, Nobengula-uitbreiding, Kimberley, 8301.**

Tel. (direkte lyn): (053) 839-8073. Faks: (053) 839-8094