

## ANNEXURE A: SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE MUNICIPALITY

(These records are available subject to a person having to request access in terms of the Act and subject to such information not being excluded from disclosure in terms of the Act)

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| <p><b><u>Infrastructure</u></b><br/> Electricity distribution layouts<br/> Geographical information systems<br/> Landfill sites - future and existing<br/> Road maps and plans for future road developments</p> <p><b><u>Financial Information</u></b><br/> Tariffs<br/> Subsidy income<br/> Estimates<br/> VAT records<br/> Invoices and supporting documentation<br/> Bank statements and records of investments held (if any)<br/> Pension Funds: annual reports and financial statements<br/> Debtors' statements and financial history<br/> Council bank reconciliations<br/> Details of payments made to creditors<br/> Rentals levied and arrears in situation allowance details</p> <p><b><u>Human Resource Records</u></b><br/> UIF records<br/> Leave records<br/> Human resource policies and procedures<br/> Salary and remuneration package details<br/> Medical records of patients, i.e. employees<br/> Health: training, promotion and education<br/> Staff vacancies, circulars and advertisements</p> <p><b><u>Operational Statistics and Records</u></b><br/> Statistical information<br/> Town planning statistical information<br/> Electricity disconnection/reconnection statistics<br/> Strategic plans and statistical information relating to:<br/><br/> Roads<br/> Control lines<br/> Drainage plans<br/> Details of evictions</p> | <p><b><u>Property matters</u></b><br/> Building plans<br/> Valuation rolls<br/> Geographical information<br/> Title deeds of municipal properties<br/> Town planning enforcement records<br/> Information on Council-owned land<br/> Title deeds of municipal properties<br/> Property holdings of the municipality<br/> Applications to lease or purchase property<br/> Town planning applications and consents<br/> Lease agreements for properties rented by the municipality (if any)<br/> Lease agreements for properties rented to the municipality (if any)<br/> Agreements of properties alienated by the Municipality<br/> Sale agreements of properties acquired by the Municipality<br/> Applications of property for municipal usage, including expropriations<br/> Allocations of social sites to religious/institutional organizations<br/> Information on sale of commercial/non-commercial property within the municipal area<br/> Property holdings within the municipal area</p> <p><b><u>General statistics, surveys and audits</u></b><br/> Environmental impact assessments<br/> Demographic data<br/> Social information<br/> Economic information of the region<br/> Accident records<br/> Accident statistics and reports<br/> Major hazard installation and risk assessments<br/> Diseases<br/> Details of current housing - owners/tenants<br/> Occupational Health and Safety Audit of municipal buildings<br/> Fire risk survey of municipal buildings</p> |
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| <p> Monthly statistics<br/> Architectural services<br/> Environment matters<br/> Traffic and transportation<br/> Stormwater engineering<br/> Libraries - archival collection<br/> Stormwater complaints database<br/> Operational emergency procedures<br/> Legal opinions and litigation files<br/> Clinics - statistical information<br/> Catchment management plans<br/> Contingency and strategic emergency plans<br/> Housing - backlog situation and future plans<br/> Fines - processing details, i.e. fines, summonses, court rolls, etc. </p> <p><b><u>Motor vehicle testing and license records</u></b></p> <p> Contraventions and prosecutions<br/> Accident records<br/> Arrest reports/records<br/> Solid waste tonnage collection<br/> Water consumption records<br/> Water services disconnection and reconnection details<br/> Electricity supply details </p> <p><b><u>Municipal Services and Customer Records</u></b></p> <p> Library membership details<br/> Customers' application, registration and consumption details </p> | <p> Occupational hygiene on municipal properties<br/> Records of investigations conducted and their outcomes<br/> Water quality<br/> Audit reports i.e. forensic, computer and risk audit </p> <p><b><u>Municipal Plans and Policy Decisions</u></b></p> <p> Legislation affecting Local Government, including by-laws<br/> Health policy issues </p> <p><b><u>Procurement Records</u></b></p> <p> Details of quotations obtained<br/> Copies of tenders advertised and awarded<br/> Database of suppliers' registration for tendering purposes<br/> Details of tenders\contracts awarded<br/> Standards of performance of security tenders </p> |
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