NOTICE

AUTOMATIC AVAILABILITY OF CERTAIN RECORDS OF METSIMAHOLO LOCAL MUNICIPALITY

In terms of
Section 15 of the Promotion of Access to Information Act 2 of 2000
And
Regulation 4 of the Regulations relating to the Promotion of Access to Information, 2021

September 2026

DESCRIPTION OF THE CATEGORIES OF RECORDS OF METSIMAHOLO LOCAL MUNICIPALITY THAT ARE AUTOMATICALLY AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

Category	Description	Inspection	Website	Copying	Free of Charge
Legislation	All applicable legislations	X			
Manual	PAIA Manual of Metsimaholo Local Municipality (English)	X	X	X	
Forms – PAIA	Form 01: Request for a Copy of the Guide from the Information Officer [Regulation 3]	X	X	X	X
	Form 02: Request for Access to Record [Regulation 7]	X	X	X	X
	Form 03: Outcome of Request and of Fees Payable [Regulation 8]	X	X	X	X
	Form 04: Internal Appeal Form [Regulation 9]	X	X	X	X
	Form 05: Complaint Form [Regulation 10]	X	X	X	X
Policies	Records Management Policy	X	X		
	Performance Management and Dev System Policy Framework		X		
	Indigent Policy, Budget Policy		X		
	Cost Containment Policy, Cash Management Policy, Liquidity Funding and Reserves Policy		X		
	Ethics Policy		X		
	Risk Management Strategy		X		
	Information Security / Data Protection Policy		X		
	POPIA Compliance Policy Framework		X		
	Fraud Prevention and Whistleblowing Policy		X		
	Risk Management Policy, Compliance Management Policy		X		
	Supply Chain Management Policy		X		
	Code of Conduct for Councillors and Officials	X	X		
Registers	Register of PAIA Requests Received and Outcomes	X			
	Asset Register (summary)	X			
	Supplier / Vendor Database Register	X	X		
Strategic Documents (Plans and Reports)	Integrated Development Plan (IDP)	X	X		
	Annual Budget and Medium-Term Revenue and Expenditure Framework	X	X		
	Service Delivery and Budget Implementation Plan (SDBIP)	X	X		
	Annual Report	X	X		
	Annual Performance Report	X	X		
	Annual Financial Statements	X	X		
	Auditor-General Audit Reports (Municipality)	X	X		
	Built Environment and Performance Plans		X		
	Oversight report on the Annual Report		X		

Category	Description	Inspection	Website	Copying	Free of Charge
Notices	Council Resolutions and Public Notices	**X**	**X**		
	Tariff and By-law Notices	**X**	**X**		
Communications	Media Statements and Press Releases		**X**		
	Newsletter	**X**			
Human Resource	Job Advertisements and Vacancy Notices		**X**		
	Internships, Bursaries and Learnerships		**X**		
Supply Chain Management	Bid Advertisements and Bid Awards		**X**		
	Register of Awarded Tenders	**X**	**X**		
	Public Private Partnership Opportunities (PPPO)		**X**		

Note:

Where a record is marked as available on the Website, it may be accessed via the Municipality's official website (www.metsimaholo.gov.za). Where a record is available for inspection, arrangements may be made through the Office of the Information Officer during normal office hours. Fees, where applicable, are payable in accordance with the fee structure prescribed under PAIA.

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Mr. FJ MOTLOUNG

INFORMATION OFFICER

Date: