



**EKURHULENI**

**Ekurhuleni  
Metropolitan Municipality**

**FILE PLAN**

## **TABLE OF CONTENTS**

- A. General Instructions
- B. List of main series
- C. Subject Classification
- D. List of Series of separate case files

# **GENERAL INSTRUCTIONS TO FILE PLAN**

## **NAME OF OFFICE**

1. This file plan is for the use of Ekurhuleni Metropolitan Municipality and it may not be applied to any other office without the prior permission of the National Archivist.

## **REPORTING**

2. All amendments and additions (the omission or insertion of an underlining is an amendment as well) should be submitted regularly to the National Archivist for notification and formal approval. In cases where amendments/additions are circulated by means of circulars, it will suffice if a copy thereof is forwarded to the National Archivist. For easy reference and effective control the notification should be numbered each year starting at number one, eg. 2003/2002, etc. It is advisable that in case where major amendments and /or additions are required, the prior approval for the amendment be obtained from the National Archivist before any files are opened. (for unclassified correspondence see par. 16 of these instructions.)

## **CONTROL OF SYSTEM**

3. Control of the File Plan is assigned to the Executive Director: Corporate and Legal or his /her nominees if the ED: Corporate and Legal has not made a specific nomination such person will be deemed to be the Records Manager. No amendments and/or additions to the file plan may be made without the approval of this official. The duties of this official comprise inter alia the following:
  - a) He/she must scrutinize the office daily file regularly to ensure that all correspondence is dealt with on the correct files.
  - b) he/she must ensure that paragraphs 5 and 6 of the instructions are strictly adhered to by scrutinizing the relevant files regularly to ensure that they are used correctly.
  - c) He/she must keep the master copy up to date. (See also par.9)
  - d) The efficiency of the file plan should be examined regularly to insure that the necessary amendments are provided. When new functions are acquired, new files should be created and where necessary, existing files should be broken up or combined as the case may be. Parent files (i.e. headings which are subdivided but also used as files)

should be examined regularly to prevent them from becoming general files and where necessary further sub-files should be created. NB – Such changes must be reported in terms of par.2 of these instructions.

- e) Particular attention should be paid to cases where correspondence is started on one file and where the emphasis then shifts to another aspect in order to ensure that the matter is dealt with on the appropriate file.
- f) For duties i.r.o. the descriptions on file covers and unclassified correspondence, see paragraphs 13 and 16 below.

(These duties should be included on the official's job description/performance agreement.)

### **ACCURATE FILING OF CORRESPONDENCE**

- 4. All officials conducting correspondence should be supplied with a copy of the file plan. Officials must make sure that they are conversant with series with which they work and should ensure that all correspondence is dealt with on the correct files. Incorrect filing should be rectified immediately to ensure that permanently valuable documents are not destroyed and to prevent the retention of ephemeral documents.

### **POLICY FILES**

- 5. Provision has been made for policy files. These files are identified by the symbol "P" as the last component of the reference number e.g. 1/P, 1/1/P etc. All matters concerning policy, rulings instructions, procedures and directives should be dealt with on these files to ensure easier reference. It must be noted that the term "instructions" as used above indicates instructions regarding the work of a section and not instructions to officials. If a case arises before disposal authority has been issued on the file plan where a policy matter is decided on a subject file, the Records Manager should decide whether copies of the correspondence as a whole or a copy of the final decision only should be placed on the relevant policy file. Once disposal authority has been issued a copy of a policy decision taken on an A20 file should be placed on the policy file with a cross reference to the file on which the case was finalized. If a policy decision is taken on a D file copies of all relevant documents should be placed on the relevant policy file. Where a bulky document e.g. a report contains a policy decision or ruling, only an extract of the relevant section of the report should be placed on the policy

file. Correspondence dealt with on policy files should be limited to that relating to the formulation and or revision of policy.

#### **THE FOLLOWING CORRESPONDENCE SHOULD NOT BE PLACED ON POLICY FILES-**

- (I) Enquiries regarding policy that do not result in the formulation of new policy or new amended interpretation of existing policy
- (II) Dealings with individual cases which do not result in the formulation of new policy or amendments to existing policy.
- (III) Cases concerning a main sub-series as a whole but which are not policy matters as well as individual aspects of the particular subject for which no file exists. In such cases suitable files should be opened.

#### **ROUTINE ENQUIRIES**

6. At appropriate places in the file plan files for Routine Enquiries have been provided. The files are identified by the symbol "R" as the last component of the reference number e.g. 1/R, 1/1/R etc. These files are for enquiries of a routine nature which require no further action subsequent to the reply. **UNDER NO CIRCUMSTANCES MAY MATTERS OTHER THAN THE ROUTINE SUPPLY OF INFORMATION BE DEALT WITH ON THESE FILES.**

#### **REPORTS AND RETURNS**

7. In the main series for reports and returns provision has been made only for those reports and returns which cannot be dealt with under the other main series. Where files for reports and returns have been provided in the other main series they are to be used only where the relevant report or return cannot be placed on a subject file under that main series.

#### **ASPECTS NOT SEPARATELY PROVIDED FOR**

8. Sometimes it is necessary to provide files for subjects which in the beginning do not receive sufficient correspondence to warrant separate files being opened for each subject. These files may however not be used as general files. When the records manager notices that a specific subject generates sufficient correspondence to justify creating a subject file such a file must be provided for in the file plan

#### **MASTER COPY**

- 9 The master copy is that copy of the file plan which contains all approved subjects and which indicates how files are to be opened and stored. No files may be opened unless the file description has already been recorded in the master copy and the approval of the records manager has been obtained. Individual case files which are opened according to notes in the File Plan are not recorded in the master copy. They should be recorded in a register of files opened (see par. 10). The records manager must ensure that all amendments and or additions are recorded in master copy immediately.

### **REGISTER OF FILES OPENED**

10. The purpose of this register is to keep a complete record of all files opened. A loose –leaf binder is recommended as it facilitates the insertion of extra pages which are usually required for case files which forms part of the subject classification. The register is maintained in the same form as the File Plan and files are entered in the same consecutive order .An extra column should be provided opposite the file descriptions in which to note the date of opening (date of first document) next to the file. The first page of the register should indicate the name of the office to which the file plan is applicable as well as the date of implementation (for secret files see par.22.)

### **DESTRUCTION REGISTER**

11. A register of closed D files should be drawn up as soon as Disposal authority has been obtained. This register is divided into years, e.g. 2008, 2009, 2010, etc. When a file volume is closed, its reference number should be entered under the year in which it will be destroyed. A volume which is closed in 2010 and for which the disposal instruction is D3, therefore, will be entered under the year 2013. The register thus indicates which volumes are to be destroyed in any particular year. The use of a loose-leaf binder is recommended as it is not possible to determine the number of pages needed per year beforehand. (For disposal see par.18.)

### **IMPLEMENTATION**

12. This file plan will be implemented on 01 JUNE 2003 and thereafter no correspondence may be dealt with on the files of the previous file plan. Permission can be obtained from the national archivist to incorporate case files from the previous file plan into the new plan. All files from the previous file plan should be closed on the day prior to the date of implementation, and no original correspondence should be transferred from the old to the new file plan.

### **OPENING OF FILES AND DESCRIPTION ON FILES COVERS**

13. Files should be opened only when required. Care should be taken that the numbering and descriptions of the files, as indicated in the

File Plan are strictly adhered to. In cases where file descriptions are too lengthy, certain components which do not form an essential part of the file description may be omitted. Where for instance the complete file description reads as follows; finance ,taxes ,land and property tax remission, the word Taxes may be omitted. Although certain components may be omitted, the title of the main series must always be given and the file description must be sufficiently comprehensive to describe the content of the file. In order to assist the registry staff, the Records Manager should indicate which components may be omitted in such cases. Titles should be printed in indelible ink. The dates of first and last correspondence as well as applicable disposal instructions when available should be indicated on the file cover. Worn covers should be replaced regularly.

### **UNDERLINED DESCRIPTIONS**

14. All underlined descriptions indicate subject headings only. Subdivisions must be made under these subject descriptions but **NO FILE MAY BE OPENED FOR ANY UNDERLINED DESCRIPTIONS.**

### **EXPLANATIONS IN BRACKETS**

15. The explanations in brackets under the subject headings or file descriptions are intended as a guide and should not be entered on file covers.

### **UNCLASSIFIED CORRESPONDENCE; procedure**

16. When correspondence is received for which no file is provided, the Records Manager should be approached immediately to indicate on which existing file the correspondence should be placed, or which new file should be opened.

### **ANNEXURE FILE COVERS**

17. Additional covers must be opened where necessary for storing bulky documentation which if filed would result in an inordinate increase in the volume of a file. No correspondence, may however be filled in such a cover. The cover should be marked clearly with the correspondence file in such a cover. The cover should be marked clearly with the correspondence file reference numbers and "Annexure file" written on the outside cover. Every document contained in the annexure file should bear a cross- reference to the correspondence on which it was received.

### **DISPOSAL OF FILES**

18. Once disposal authority has been issued disposal instructions are recorded opposite each file in the disposal column provided in the file plan. The disposal symbols indicate the following –

**A20** means keep for transfer to the appropriate archives repository if a period of 20 years has elapsed since the end of the year in which the record came into existence.

**D** means destroy after the lapse of number of years which is indicated by the number following the letter D after closure of the records. The destruction of qualifying for destruction should be done regularly, but at least once a year. The prescribed destruction certificate should be submitted to the National Archivist.

### **THICKNESS OF FILES**

19. Files should not exceed 3 cm in thickness. On reaching this thickness a file must be closed and a new cover should be opened. The number of the new volume [e.g. vol. 2] must be indicated on the outside of the new cover. A sheet of paper with the wording volume closed; see volume ... should be filed as the last item on the closed volume.

### **CLOSURE OF A20 FILES**

20. The following procedure should be followed when volumes of A20 files are closed.
  - (A) The correspondence should be examined in order to correct any misfiling. A sheet of paper containing the words closed; see volume ... is then filed as the last item in the volume.
  - (B) Worm file covers should be replaced.
  - (C) The files are then stored in boxes especially used for this purpose.

### **CASE FILES**

21. Case files which form part of the subject classification are to be opened in accordance with the instructions appearing at the appropriate places in the system. For particulars concerning case files which do not form part of the subject classification, [see also paragraph 9).

### **SECRET FILES**

22. Concerning secret files the following procedure should be followed:
  - (a) Secret files may be opened under any main series, sub-series or file description appearing in the master copy of this system. These files are distinguished from the ordinary files by the addition of capital letter reference number.]
  - (b) Should a secret file be needed for a subject for which a suitable main series, sub-series or file description does not exist, an appropriate provision should be made and reported and in the usual way to the national archivist. It is



not necessary, however, to indicate that it is intended for secret correspondence.

- © Secret files are not indicated as such in the master copy and are also not recorded in the register of files opened should be kept along the same lines as set out in paragraph 10 of these instructions.
- (d) Separate arrangements for the safe-keeping of secret files must be made and should not be incorporated as a part of these instructions.
- (e) The disposal instruction for all secret files is A20 and they should be dealt with accordingly

## **LIST OF MAIN SERIES**

1. LEGISLATION
2. ORGANISATION AND CONTROL
3. ELECTIONS AND COUNCIL MATTERS
4. STAFF
5. FINANCE
6. DOMESTIC SUPPLIES AND SERVICES
7. OWN BUILDINGS AND GROUNDS
8. TENDERS, QUOTATIONS, CONTRACTS, CONSULTANTS AND MUNICIPAL PROGRAMS
9. REPORTS AND RETURNS
10. PUBLICITY AND INFORMATION
11. FESTIVALS AND SOCIAL MATTERS
12. COMPOSITION AND MEETINGS OF BODIES AND OTHER GATHERINGS
13. LEGAL MATTERS
14. LICENCES AND PERMITS
15. TOWN PLANNING AND CONTROL
16. ESSENTIAL SERVICES
17. COMMUNITY SERVICES

## **1. LEGISLATION**

(Acts, regulations, ordinances, etc. must be kept outside the system)

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
1/P	Policy	A20
1/R	Routine Enquiries	D5
1/1	<u>National legislation and regulations</u>	
1/1/1	<u>Drafting and amendments</u>	
1/1/1/1	National Forest Act (Act 84 of 1998)	D10
1/1/1/2	Electricity Act (Act 41 of 1987)	D10
1/1/1/3	National Road Traffic Act (Act 93 of 1996)	D10
1/1/1/4	Tourism Act (Act 72 of 1993)	D10
1/1/1/5	Housing Act (Act 107 of 1997)	D10
1/1/1/6	Employment Equity Act (Act 55 of 1998)	D10
1/1/1/7	National Water Act (Act 36 of 1998)	D10
1/1/1/8	National Building Regulations and Building Standards (Act 103 of 1977)	D10
1/1/1/9	Tobacco Products Control (Act 12 of 1999)	D10
1/1/1/10	Division of Revenue Act (Act 16 of 2000)	D10
1/1/1/11	Health Act (Act 63 of 1977)	D10
1/1/1/12	Competition Act (Act 89 of 1998)	D10
1/1/1/13	Liquor Act (Act 27 of 1989)	D10
1/1/1/14	Institution of Legal proceedings against certain organs of the state Act 2002	D10
1/1/1/15	Local Government Transitional Act (Act 209 of 1993)	D10
1/1/1/16	Labour Relations Act (Act 66 of 1995)	D10
1/1/1/17	Skill Development Act (Act 97 of 1998)	D10
1/1/1/18	The Medical, Dental and Supplementary Health Service Professionals Act (Act 56 of 1974)	D10
1/1/1/19	Promotion of Access to Information Act (Act 2 of 2000)	D10
1/1/1/20	Constitution of the Republic of South Africa (Act 87 of 1998)	D10
1/1/1/21	South African Police Act (Act 68 of 1995)	D10
1/1/1/22	Expropriation Act (Act 63 of 1975)	D10
1/1/1/23	Skills Development Levies Act (Act 9 of 1999)	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
1/1/1/24	Criminal Procedure Act (Act 51 of 1977)	D10
1/1/1/25	Basic Conditions of Employment Act (Act 77 of 1977)	D10
1/1/1/26	Occupational Health & Safety Act (Act 85 of 1993)	D10
1/1/1/27	Atmospheric Pollution Prevention Act (Act 45 of 1965)	D10
1/1/1/28	Environmental Laws Rationalization (Act 51 of 1997)	D10
1/1/1/29	National Heritage Resources Act (Act 25 of 1999)	D10
1/1/1/30	Local Government Municipal Structures Act (Act 117 of 1998)	D10
1/1/1/31	Local Government Municipal Systems Act (Act 32 of 2000)	D10
1/1/1/32	Environment Conservation Act (Act 73 of 1989)	D10
1/1/1/33	Disaster Management Act (Act 57 of 2002)	D10
1/1/1/34	Local Government: Municipal Demarcation Act, (Act 27 of 1998)	D10
1/1/1/35	Development Facilitation Act (Act 67 of 1995)	D10
1/1/1/36	Defense Act (Act 44 of 1957)	D10
1/1/1/37	Planning Professions Act (Act 36 of 2002)	D10
1/1/1/38	Explosives Act (Act 26 of 1956)	D10
1/1/1/39	Roads Traffic Act (Act 29 of 1989)	D10
1/1/1/40	Control of Access to Public Premises and Vehicles Act (Act 53 of 1985)	D10
1/1/1/41	Town and Regional Planners Act, 1984 (Act 19 of 1984)	D10
1/1/1/42	Mineral and Petroleum Resources Development Act (Act 28 of 2002)	D10
1/1/1/43	Promotion of Administrative Justice Act (Act 3 of 2000)	D10
1/1/1/44	Minerals Act (Act 50 of 1991)	D10
1/1/1/45	Foodstuffs, Cosmetics and disinfectants Act (Act 54 of 1972)	D10
1/1/1/46	Manufacturing and development Act (Act 187 of 1983)	D10
1/1/1/47	Remuneration of Public Office Bearers Act (Act 20 of 1998)	D10
1/1/1/48	Regional Services Council's Act (Act 109 of 1985)	D10
1/1/1/49	Gatherings and Demonstration Act (Act 57 of	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
	2002)	
1/1/1/50	Preferential Procurement Policy Framework Act (Act 5 of 2000)	D10
1/1/1/51	National Archives of SA Act (Act 43 of 1996)	D10
1/1/1/52	Workmen's Compensation Act (Act 30 of 1993)	D10
1/1/1/53	Local Government: Municipal Finance Management Act 2003 (Act 56 of 2003)	D10
1/1/1/54	Local Government Property Rates Act (Act 6 of 2004)	D10
1/1/1/55	Firearms Control Act (Act 60 of 2000)	D10
1/1/1/56	Standards Acts (29/1993)	D10
1/1/1/57	Compensation for Occupation Injuries and Diseases Act (130/1993)	D10
1/1/1/58	National Conventional Arm Control Act (41/2002)	D10
1/1/1/59	Bank Act (Act 94 of 1990)	D10
1/1/1/60	Financial Services Board Act (Act 97 of 1990)	D10
1/1/1/61	Public Finance Management Act	D10
1/1/1/62	Medical Schemes Act (Act 131 of 1998)	D10
1/1/1/63	National Environmental Management Act (Act 107 of 1998)(read with 1/1/1/82)	D10
1/1/1/64	Social Assistance Act 2004	D10
1/1/1/65	Society for the Prevention of Cruelty to Animals Act 1993	D10
1/1/1/66	Health Professions Act 1974	D10
1/1/1/67	National Health Act 2003 (Act 61 of 2003)	D10
1/1/1/68	Stock Exchange Control Act (Act 1 of 1985)	D10
1/1/1/69	South African Revenue Act	D10
1/1/1/70	Postal Services Amendment Act	D10
1/1/1/71	South African Reserve Bank Act (Act 90 of 1989)	D10
1/1/1/72	Taxation Laws amendment Act 2004	D10
1/1/1/73	Loss or Retention of Membership of National and Provincial Legislature (Act 9, Act 22 of 2002)	D10
1/1/1/74	Meat Safety Act (Act 40/2000)	D10
1/1/1/75	Restitution of Land Rights Act, 1994 (Act 22 of 1994)	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
1/1/1/76	Usury Act (Act 73 of 1968)	D10
1/1/1/77	Deeds of Registries Act 1937 (Act 47/1937)	D10
1/1/1/78	Division of Revenue Act (Act 05/2002) to be read with the Provincial Appropriation Act 1/04)	D10
1/1/1/79	Pharmacy Act (53 OF 1974)	D10
1/1/1/80	Property Valuers Profession Act of 2000 (Act 47/2000)	D10
1/1/1/81	Pension Fund Act, 2000 (24/1956)	D10
1/1/1/82	National Environment Management: Protected Areas, 2003 (Act 57/2003)	D10
1/1/1/83	Municipal Electoral Act 2000 (Act 27 of 2000)	D10
1/1/1/84	Exclusion of Certain Medicines and Related Substances Act, 1965 (Act No 101/1965)	D10
1/1/1/85	Mental Health Act, 2002 (Act no 17 of 2002)	D10
1/1/1/86	Finance Act, 2004 (Act 26/2004)	D10
1/1/1/87	Sectional Title Scheme Act, 1971 (Act 66/71)	D10
1/1/1/88	Architectural Profession Act, 2000 (Act 44 of 2000)	D10
1/1/1/89	Choice on Termination of Pregnancy Act 2004 (Act 38 of 2004)	D10
1/1/1/90	Financial Services Ombud Schemes Act 2004 (Act 37 of 2004)	D10
1/1/1/91	Agricultural Product Standards Act 1990 (Act 119 of 1990)	D10
1/1/1/92	Traditional Health Practitioners Act 2004 (Act 35 of 2004)	D10
1/1/1/93	Air Quality Act 2004 (Act 39/2004)	D10
1/1/1/94	Pan South African Language Board Act 1995 (Act 59 of 1995)	D10
1/1/1/95	Public Audit Act 2004 (Act 25 of 2004)	D10
1/1/1/96	Black Economic Empowerment Act (Act 53 of 2003)	D10
1/1/1/97	Debt Collectors Act (Act 114/98	D10
1/1/1/98	Cross Boundary Municipalities Act (Act 29/2000)	D10
1/1/1/99	Promotion of equality and prevention of unfair discrimination Act (Act 4/2000)	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
1/1/1/100	National Energy Regulator Act (Act 40/2004)	D10
1/1/1/101	Unauthorized Expenditure (2001/2003) Act 2004	D10
1/1/1/102	Agricultural Resources	D10
1/1/1/103	Intergovernmental Relations Act 2005	D10
1/1/1/104	Income Tax Act (Act 58 of 196)	D10
1/1/1/105	Nursing Act (Act 50 of 1978)	D10
1/1/1/106	Unemployment insurance act	D10
1/1/1/107	National Education Policy act, 1996 (Act 27 of 1996) and the further education and Training act 1998 (Act 98 of 1998)	D10
1/1/1/108	Conversion of certain Rights into leasehold or Ownership Act 1988 (Act 81 of 1988)	D10
1/1/1/109	Provision of land and Assistance Act (Act 126 of 1993)	D10
1/1/1/110	National Transport Transition Act, 22/2000	D10
1/1/1/111	Public Holiday Act 1994 (Act 36 of 1994)	D10
1/1/1/112	Development Board Act,2000 (ACT NO.38 OF 2000)	D10
1/1/1/113	Proposed regulations on load control act (Act 4 of 2006)	D10
1/1/1/114	Domestic Violence Act (Act 116 of 1998)	D10
1/1/1/115	National Council for Library and Information Services Act 6 of 2001	D10
1/1/1/116	South African Geographical names Council Act (118/1998)	D10
1/1/1/117	National Credit Act ,2005	D10
1/1/1/118	Fire brigade Services Act (Act 99 of 87)	D10
1/1/1/119		D10
1/1/1/120	Protected Disclosure Act, 2000	D10
1/1/1/121	Municipal Fiscal Powers Function Act	D10
1/1/1/122	Films and Publication Act. 1996	D10
1/1/1/123	Engineering Profession Act (Act46 of 2000)	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
1/1/1/124	The Heraldry Act (Act 18 of 1962)	D10
1/1/1/125	Minimum Information Security Standards	D10
1/1/1/126	Alienation of land Act (Act 68 of 1981)	D10
1/1/1/127	Local Government Amendment Act 2008	D10
1/1/1/128	No. 6 of 2009: Second-Hand Goods Act, 2009.	D10
1/1/1/129	Bidding and hosting of international Sports regulations	D10
1/1/1/130	2010 Fifa world cup SA Special Measures Act 2006(Act 11 of 2006)	D10
1/1/1/131	National Land Transport Act (Act 5 of 2009)	D10
1/1/1/132	Safety at Sports and Recreational events Act	D10
1/1/1/133	Mine health and Safety Act 1996	D10
1/1/1/134	Prevention and treatment of drug dependency Act 20 of 1992	D10
1/1/1/135	Repeal of Black Administration Act	D10
1/1/1/136	Act No. 26 of 2014: National Environmental Management: Waste Amendment Act, 2014	D10
1 /2	<u>Provincial Legislation and Regulations</u>	
1/2/P	Policy	A20
1/2/R	Routine Enquiries	D5
1/2/1	<u>Drafting and amendments</u>	
1/2/1/1	<u>Acts</u>	
1/2/1/1/1	Gauteng Transport Infrastructure Act (Act 8 of 2001)	D10
1/2/1/1/2	Gauteng Interim Minibus Taxi Type Services Act (Act 11 of 1997)	D10
1/2/1/1/3	Local Government Transition Act (Act 209 of 1993)	D10
1/2/1/1/4	Rationalization of Local Government Affairs Act (Act 10 of 1998)	D10
1/2/1/1/5	Prevention of Illegal evictions and Unlawful Occupation of Land Act (Act 19 of 1980)	D10



<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
1/2/1/1/6	City Improvement Districts Act (Act 12 of 1997)	D10
1/2/1/1/7	Gauteng Removal of Restriction Act (Act 3 of 1996)	D10
1/2/1/1/8	Physical Planning Act (Act 125 of 1991)	D10
1/2/1/1/9	Gauteng Public Passenger Road Transport Act (Act 7 of 2001)	D10
1/2/1/1/10	Provincial Commissions Act (Act no 1 of 1997)	D10
1/2/1/1/11	Gauteng Provincial Road Traffic Act 1997 (Act 10 of 1997)	D10
1/2/1/1/12	Gauteng Gambling Act (Act 1995)	D10
1/2/1/1/13	Gauteng Planning and Development Act ( Act 3/2003)	D10
1/2/1/1/14	Gauteng Liquor Act (Act 2 of 2003)	D10
1/2/1/1/15	Provincial Adjustment Appropriation Act 2004	D10
1/2/1/1/16	Gauteng Local Government Laws Amendment Act	D10
1/2/1/1/17	Gauteng noise control regulation, 1999	D10
1/2/1/1/18	Municipal fiscal Powers Act 2007(act 12 of 2007)	D10
1/2/1/1/19	Gauteng Petitions Act	D10
1/2/1/2	<u>Ordinances</u>	
1/2/1/2/1	Local Government Ordinance (Act 17 of 1939)	D10
1/2/1/2/2	Civil Defense Ordinance, 1977	D10
1/2/1/2/3	Licensing Ordinance 1974	D10
1/2/1/2/4	Road Traffic Ordinance, 1966	D10
1/2/1/2/5	Town Planning and Townships Ordinance (Act 15 of 1986)	D10
1/2/1/2/6	Division of Land Ordinance (Act 20 of 1986)	D10
1 /3	Bills (When Bills are approved open a file under	

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
	<u>sub series 1/1 or 1\2 and file as applicable</u>	
1/3/1	Safety at sport and recreational event bill,2007	D1
1/3/2	Housing Consumers Protection Measures Amendment Bill	D1
1/3/3	Elimination and Prevention of re-emergence of slums	D1
1/3/4	Housing development agency	D1
1/3/5	Public Service and Administration Draft Bill	D1
1/3/6	Property valuation	D1
1/3/7	Land Management Commission	
1/ 4	<u>Ekurhuleni by-laws</u>	
1/4/1	<u>General</u>	
1/4/1/P	Policy	A20
1/4/1/R	Routine Enquiries	D5
1/4/1/1	<u>Drafting, amendment, tabling</u>	
1/4/1/1/1	Metropolitan Police Services	A20
1/4/1/1/2	Sports, Recreation, Arts and Culture Facilities	A20
1/4/1/1/3	Electricity	A20
1/4/1/1/4	Waste Water	A20
1/4/1/1/5	Solid Waste	A20
1/4/1/1/6	Water Supply	A20
1/4/1/1/7	Planting, Pruning, Removal and Treatment of Street Trees	A20
1/4/1/1/8	Cemeteries and Crematoria	A20
1/4/1/1/9	Credit Control	A20
1/4/1/1/10	Bursary	A20
1/4/1/1/11	Standing Orders	A20
1/4/1/1/12	Regulation of Parks and Open Spaces	A20
1/4/1/1/13	Fireworks	A20
1/4/1/1/14	Emergency Services	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
1/4/1/1/15	Fresh produce market	A20
1/4/1/1/16	File Removed	
1/4/1/1/17	Public Passenger Road Transport	A20
1/4/1/1/18	Informal Trading	A20
1/4/1/1/19	Mini bus Taxi	A20
1/4/1/1/20	Public Health	A20
1/4/1/1/21	Library and Information Services	A20
1/4/1/1/22	Control and Letting of Library Auditoriums and Group activity Halls	A20
1/4/1/1/23	Dogs	A20
1/4/1/1/24	Art Galleries	A20
1/4/1/1/25	Community Art Centre	A20
1/4/1/1/26	Benoni Museum	A20
1/4/1/1/27	Springs Civic Theatre	A20
1/4/1/1/28	Rates and tariff	A20
1/4/1/1/29	Dolomite and Risk Management	A20
1/5	<u>Ekurhuleni regulations</u>	
	<u>Drafting and amendment</u> (1. Representations for amendments are placed on the file concerned hereunder. 2. Open a file for each regulation and number consecutively.)	
1/5/1/1	Regulations of Parks and Open Spaces	A20

## **2. ORGANISATION AND CONTROL**

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
2/P	Policy	A20
2/R	Routine Enquiries	D5
2/1	<u>Functions of Ekurhuleni Metropolitan Municipality</u>	
2/1/1	Transformation of Local Government	A20
2/1/2	Unbundling of Functions	A20
2/1/3	Disestablishments of Councils	A20
2/1/4	Service Delivery	A20
2/1/4/1	Reports on Quick Wins	D10
2/1/5	Service Level Agreements	A20
2/1/6	Integrated Development Planning (IDP)	A20
2/1/7	Municipal Performance Excellence Awards	D10
2/1/8	City Managers handover reports	D20
2/2	Strategic Planning/Institutional Review	A20
2/2/1	Ekurhuleni Growth and Development Strategy	A20
2/2/2	Risk Management	A20
2/2/3	Service Delivery Implementation Plan	A20
2/3	Establishment of Metro/New Sections/Offices (For posts control see sub-series 4/1)	A20
2/3/1	Business Plan	A20
2/4	Work Planning and Procedures	D15
2/5	<u>Delegation of Powers</u>	
2/5/1	Temporary	D10
2/5/2	Permanent	A20
2/5/3	Separation of Powers	
2/6	Office Instructions	D10
2/6/1	Internal Circulars/Communication Strategy	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
2/7	<u>Records Control</u>	
2/7/P	Policy	A20
2/7/R	Routine Enquiries	D5
2/7/1	<u>File Plan</u>	
2/7/1/1	Compilation / Amendment and Implementation	A20
2/7/2	<u>Disposal of Records</u>	
2/7/2/1	Obtaining of disposal authority	A20
2/7/2/2	Transfer	A20
2/7/2/3	Destruction	A20
2/7/3	Microfilming (Disposal authority from the National Archives should be obtained on 2/7/2/1)	A20
2/7/4	Data Processing (Disposal authority from the National Archives should be obtained on 2/7/2/1)	D5
2/7/5	Inspections	A20
2/7/6	Returns (See par.7 of the General instructions)	A20
2/7/7	Transcriptions	A20
2/8	Fraud Corruption irregularities within the Council	A20
2/9	Grading of Local authority	A20
2/10	<u>Meetings</u>	
2/10/1	<u>Heads</u>	
2/10/1/1	<u>Directors/Managers</u>	
2/10/1/1/1	Corporate and Regional Structures	A20
2/10/1/1/2	Corporate Services Cluster	D10
2/10/1/1/3	Management	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
2/10/1/1/4	Strategic Intervention Investment	D10
2/10/1/1/5	Regional Executive Managers	D10
2/10/1/1/6	Regional Executive Directors/Politicians	D10
2/10/1/1/7	City Manager and Management Team	A20
2/10/1/1/8	Joint Human Resources	D10
2/10/1/1/9	Operations/Strategic Cluster	D10
2/10/1/1/10	Customer Care Centres	D10
2/10/1/1/11	Water Meter Coordination	D10
2/10/1/1/12	Infrastructure development Cluster	D10
2/10/1/1/13	Institutional transformation	A20
2/10/1/2	<u>Departmental</u>	
2/10/1/2/1	Regional Spatial Planning	D10
2/10/1/2/2	Corporate Spatial Planning	D10
2/10/1/2/3	Capital Expenditure (Capex)	D10
2/10/1/2/4	Regularisation and Transfer of houses (RETRO)	D10
2/10/1/2/5	Maintenance planning and management	D10
2/10/1/2/6	Southern Region	D10
2/10/1/2/6/1	Southern Region Corporate Legal Services	D10
2/10/1/2/7	Records Management	D10
2/10/1/2/8	Information Structure	D10
2/10/2	<u>Committees</u>	
2/10/2/R	Routine Enquiries and Arrangements	D5
2/10/2/1	Fleet Management	D5
2/10/2/2	Accreditation	D10
2/10/2/3	Service Delivery Centre Management Co-ordination	D10
2/10/2/4	Project Management	D10
2/10/2/5	Directive Steering	D10
2/10/2/6	Roads Transport and Civil Works Land Development Policy	D10
2/10/2/7	Health and Safety	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
2/10/2/8	Integrated Development Planning Coordination	D10
2/10/2/9	President's Coordinating Council	D10
2/10/2/10	Pedestrian Management	D10
2/10/2/11	Indigents	D10
2/10/2/12	Kaalspruit	D10
2/10/2/13	Cultural	D10
2/10/2/14	Corporate Risk and Security	D10
2/10/2/15	Conferment of freedom of the City, Planning	D10
2/10/2/16	Training & Development Regional	D10
2/10/2/17	Public Transport Technical Liaison	D10
2/10/2/18	Grants in aid	D10
2/10/2/19	Roads Transport and Civil Works Open	D10
2/10/2/20	Disaster Management Planning	D10
2/10/2/21	Municipal Public Account	D10
2/10/2/22	Water,Waste Management and Sanitation	D10
2/10/2/23	Skills development	D10
2/10/2/24	Development Application co-ordinating	D10
2/10/2/25	Social Development and Transformation Cluster	D10
2/10/2/26	Building Survey Meeting	D10
2/10/2/27	Community Services Cluster	D10
2/10/2/28	Civil Engineering	D10
2/10/2/29	Roads Transport and Civil Works/Municipal Infrastructure Coordination	D10
2/10/2/30	Loss Control	D10
2/10/2/31	Building Plans Coordinating	D10
2/10/2/32	Development Planning Procedure	D10
2/10/2/33	Service and Way leave	D10
2/10/2/34	Job Evaluation	D10
2/10/2/35	Human Resource Development and Training	D10
2/10/2/36	Ekurhuleni Metropolitan Municipality Energy and Climate Change Strategy	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
2/10/2/37	Development Enhancement	D10
2/10/2/38	Regional Management (MANCO)	D10
2/10/2/39	Broader Management	D10
2/10/2/40	Northern Service Delivery Region Precinct	D10
2/10/2/41	City Development Cluster	D10
2/10/2/42	Near East Precinct	D10
2/10/2/43	Interdepartmental	D10
2/10/2/44	Ekurhuleni Growth and Development Strategy Steering	D10
2/10/2/45	Budget Assessment	D10
2/10/2/46	Poverty Alleviation Cluster	D10
<b>2/10/2/47</b>	<b>Far East Precinct</b>	<b>D10</b>
2/10/2/48	Transfer of Residential Properties (TORPS)	D10
2/10/2/49	Planning Information Management	D10
2/10/2/50	Mayoral Community outreach programme	D10
2/10/2/51	Learnerships	D10
2/10/2/52	Development of Council Owned Land	D10
<b>2/10/2/53</b>	<b>Street Trading</b>	<b>D10</b>
2/10/2/54	Asset Meetings	D10
<b>2/10/2/55</b>	<b>Civilian Oversight</b>	<b>D10</b>
2/10/2/56	Multi land disciplinary	D10
<b>2/10/2/57</b>	<b>Bid Specification MOVE THESE DOCUMENTS TO 3/2/4/7</b>	<b>D10</b>
2/10/2/58	The former minority township upgrade plan programme meeting.	D10
<b>2/10/2/59</b>	<b>Bull frog Pan</b>	<b>D10</b>
2/10/2/60	Economic Transformation	D10
2/10/2/61	Service Delivery Budget Implementation Plan	D10
2/10/2/62	2010 steering committee	D10
2/10/2/63	Basic Conditions of service	D10
2/10/2/64	2010 Political oversight	D10
2/10/2/65	Occupational Health and Safety	D10
2/10/2/66	Governance Risk and Compliance Forum	D10
2/10/2/67	IDP, Budget Assets and Liabilities Committee	D10



<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
	IBALCO	

### **3. ELECTIONS AND COUNCIL MATTERS**

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
3/P	Policy	A20
3/R	Routine enquiries	D5
3/1	<u>Elections</u>	
3/1/1	<u>Independent Elections Commission (IEC)</u>	
3/1/1/1	Determination/Delimitation of Wards	A20
3/1/1/2	Voters' Rolls	D10
3/1/1/3	Nominations	D10
3/1/1/4	Election Equipment	D10
3/1/1/5	Appointment	D10
3/1/1/6	Polling Stations	D10
3/1/1/7	<u>Revision Court</u>	
3/1/1/7/1	Appointment of members	D10
3/1/1/7/2	Agendas and minutes	A20
3/1/1/7/3	Appeals and Rejections	D10
3/1/1/8	Elections Results	A20
3/1/1/9	Municipal Elections	A20
3/1/1/10	Election irregularities	A20
3/1/2	Office bearers	D5
3/2	<u>Meetings</u>	

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
3/2/1	<u>Main Files</u>	
3/2/1/P	Policy	A20
3/2/1/R	Routine Enquiries/Arrangements	D5
3/2/1/1	Motions	A20
3/2/1/2	<u>Questions by Political Parties/Members</u>	
3/2/1/2/1	New National Party (NNP)	D5
3/2/1/2/2	African National Congress (ANC)	D5
3/2/1/2/3	Parliament/Mayoral Committee	D5
3/2/1/2/4	Independent Democratic Party (IDP)	D5
3/2/1/2/5	Azanian Christian Democratic Party (ACDP)	D5
3/2/1/2/6	Democratic Alliance (DA)	D5
3/2/1/2/7	Inkatha Freedom Party	D5
3/2/1/2/8	Pan Africanist Congress (PAC)	D5
3/2/1/2/9	Simunye in Christ	D5
3/2/1/2/10	United Democratic Movement (UDM)	D5
3/2/1/2/11	Independent rates association of SA (IRASA)	D5
3/2/1/2/12	Congress of the people (Cope)	D5
3/2/1/3	Outstanding Resolutions	D5
3/2/1/4	Leave of Absence	D5
3/2/1/5	Caucus Meetings	D10
3/2/1/6	Standing Orders	A20
3/2/2	<u>Council Meetings</u>	
3/2/2/1	Arrangements	D5
3/2/2/2	Agendas	D10
3/2/2/3	Minutes	A20
3/2/2/4	Delegated/Expedited Items	D10
3/2/2/5	Resolutions	A20
3/2/2/6	Speakers List	D5

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
3/2/3	<u>Mayoral Meetings</u>	
3/2/3/1	Arrangements	D5
3/2/3/2	Agenda	D10
3/2/3/3	Minutes	A20
3/2/3/4	Execution of Resolutions	D10
3/2/4	<u>Section 80 Portfolio Committees</u> (Ekurhuleni Committees)	
3/2/4/P	Policy	A20
3/2/4/R	Routine Enquiries/Arrangements	D5
3/2/4/1	Human Settlement	A20
3/2/4/1/1	Human settlement Oversight Committee	A20
3/2/4/2	Roads, Transport and Civil Works	A20
3/2/4/3	Health and Social Development	A20
3/2/4/3/1	Health and Social Development Oversight	A20
3/2/4/4	Local Economic Development	A20
3/2/4/5	Public Safety	A20
3/2/4/6	Sports, Recreation, Arts and Culture	A20
3/2/4/7	Bid Specification/Tender Procurement	A20
3/2/4/8	Municipal Infrastructure	A20
3/2/4/9	Environment and Tourism	A20
3/2/4/10	Municipal Public Accounts (MPAC)	A20
3/2/4/11	Cross Boundary	A20
3/2/4/12	Audit	A20
3/2/4/13	Finance	A20
3/2/4/14	City Development	A20
3/2/4/15	Rules	A20
3/2/4/16	Land	A20
3/2/4/17	Water and Energy	A20
3/2/4/18	Strategy, Planning and Infrastructure	A20
3/2/4/19	Development Facilitation	A20
3/2/4/20	Real Estate	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
3/2/5	<u>Task Teams</u>	
3/2/5/P	Policy	A20
3/2/5/R	Routine Enquiries	D5
3/2/5/1	Joint Tariff	D10
3/2/5/2	Customer Care Call Centre	D10
3/2/5/3	Land Use/Properties/Rentals	D10
3/2/5/4	Poverty Alleviation	D10
3/2/5/5	Solid Waste	D10
3/2/5/6	Employment Equity	D10
3/2/5/7	Consolidated Municipal Infrastructure (CMIP)	D10
3/2/5/8	Gender Policies	D10
3/2/5/9	Credit Control	D10
3/2/5/10	Spatial Development Framework	D10
3/2/5/11	By Laws	D10
<b>3/2/5/12</b>	<b>Normalization</b>	<b>D10</b>
<b>3/2/5/13</b>	<b>Kopanong</b>	<b>D10</b>
3/2/5/14	Economic Infrastructure upgrade	D10
3/2/5/15	Regional coordinating	D10
3/2/5/16	Mayors	D10
<b>3/2/5/17</b>	<b>Electricity Restitution</b>	<b>D10</b>
<b>3/2/5/18</b>	<b>District Service Plan</b>	<b>D10</b>
<b>3/2/5/19</b>	<b>Youth</b>	<b>D10</b>
3/2/5/20	Regional Boundaries	D10
<b>3/2/5/21</b>	<b>Epidemiology</b>	<b>D10</b>
<b>3/2/5/22</b>	<b>Comprehensive Primary Health Care</b>	<b>D10</b>
3/2/5/23	Joint Management	D10
3/2/5/24	Joint Financial	D10
3/2/5/25	Development Application Coordination (DACT)	D10
3/2/5/26	Acquisition of privately owned land	D10
3/2/5/27	Dolomite Risk Management Steering Committee	D10
3/2/5/28	Strategic Executive Directors Rectification	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
3/2/5/29	Interdepartmental (ITT)	D10
3/2/5/30	Records Mangement Stakeholder	D10
<b>3/2/5/31</b>	<b>Mining</b>	<b>D10</b>
3/2/5/32	Mayor's Business Initiatives (MBI)	D10
3/2/5/33	Housing Development Planning and Technical	D10
3/2/5/34	Urban Renewal	D10
3/2/5/35	Office Accommodation	D10
3/2/5/36	European Union Partnership for the Development of Primary Health Care Provincial	D10
3/2/5/37	Top Twenty	D10
3/2/5/38	Strategic Framework/Master Plans	D10
3/2/5/39	Development/Implementation of national Programmes	D10
3/2/5/40	Land Invasion	D10
3/2/5/41	Waiting List	D10
3/2/5/42	Community Workers	D10
<b>3/2/5/43</b>	<b>Family Health</b>	<b>D10</b>
<b>3/2/5/44</b>	<b>Sub administration</b>	<b>D10</b>
<b>3/2/5/45</b>	<b>Street Trading</b>	<b>D10</b>
<b>3/2/5/46</b>	<b>Mayoral Human Resource</b>	<b>D10</b>
<b>3/2/5/47</b>	<b>Xayiya</b>	<b>D10</b>
3/2/5/48	Social Housing	D10
3/2/5/49	Occupational Health and Safety	D10
3/2/5/50	Regional Service Delivery	D10
3/2/5/51	Institutional Review	D10
3/2/5/52	Electronic Content Management and Customer Relations Systems	D10
<b>3/2/5/53</b>	<b>Development Incentives</b>	<b>D10</b>
<b>3/2/5/54</b>	<b>Strategic Road Network</b>	<b>D10</b>
<b>3/2/5/55</b>	<b>Cable Theft</b>	<b>D10</b>
3/2/5/56	Lease Register	D10
3/2/5/57	Peelow Project	D10
<b>3/2/5/58</b>	<b>Pharmaceutical</b>	<b>D10</b>

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
3/2/5/59	Change Management	D10
3/2/5/60	Land Alienation	D10
3/2/5/61	Service Standards Review	D10
3/2/5/62	Joint Technical Cluster	D10
3/2/6	<u>Working Groups</u>	
3/2/6/P	Policy	A20
3/2/6/R	Routine Enquiries	D5
3/2/6/1	Roads and Storm water	D10
3/2/6/2	Public Transport	D10
3/2/6/3	Traffic Signal	D10
3/2/6/4	Cities Network	D10
3/2/6/5	Elections	D10
3/2/6/6	<u>Transport Co-ordination Working Group (TCC)</u> (Open a file for each Working Group and number consecutively)	D10
3/2/6/6/1	Gauteng Transport Coordination Committee	D10
3/2/6/7	<u>Local Transport Co-ordination Committee (LTCC)</u> (Open a file for each Working Group and number consecutively)	
3/2/6/8	Kwa Thema	D10
3/2/6/9	Members of Municipal Council/Members of Executive Council Technical Working Group (MMC/MEC TWG)	D10
3/2/6/10	Regional Boundaries	D10
3/2/6/11	Agricultural and Veterinary Services	D10
3/2/6/12	Property and Institutional Services	D10
3/2/6/13	<u>Local Transport Liason Committee (LTLC)</u>	D10
3/2/6/13/1	Alberton	D10
3/2/6/13/2	Benoni	D10
3/2/6/13/3	Boksburg	D10
3/2/6/13/4	Brakpan	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
3/2/6/13/5	Edenvale	D10
3/2/6/13/6	Germiston	D10
3/2/6/13/7	Kempton Park	D10
3/2/6/13/8	Nigel	D10
3/2/6/13/9	Springs	D10
3/2/6/14	Ekurhuleni HIV/AIDS	D10
3/2/6/15	The Business Week	D10
3/2/7	<u>Section 79 Committees</u>	
3/2/7/R	Routine Enquiries /Arrangements	D5
3/2/7/1	Corporate Affairs	A20
3/2/7/2	Development Tribunal	A20
3/2/7/3	Development Planning	A20
3/2/7/4	Mayoral Disciplinary Sub-Committee	A20
3/2/7/5	Gender Committee	A20
3/2/8	<u>Municipal Entities</u>	
3/2/8/1	Appointment of Directors	A20
3/2/8/2	Minutes and other related correspondence	A20
3/2/8/2/1	Lethabong Housing Institute (Sect 21Company)	A20
3/2/8/2/2	Germiston Development Foundation	A20
3/2/8/2/3	Greater Germiston Inner City Housing (Pty) Ltd	A20
3/2/8/2/4	Rand Airport Holdings and Management Company (Pty) Ltd	A20
3/2/8/2/5	East Rand Water Company (Pty) Ltd (Erwat)	A20
3/2/8/2/6	Brakpan Bus Company (Pty) Ltd	A20
<b>3/2/8/2/7</b>	<b>Swazi Inn Traders (Section 21Company)</b>	<b>A20</b>
3/2/8/2/8	Ekurhuleni Development Company	A20
3/2/8/2/9	Ikhaya Labantu Housing Association	A20
3/3	<u>Matters Concerning Councillors</u> (Only matters which cannot be placed elsewhere – financial matters are e.g. placed under sub-series 5/12 and qualification for	

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
	elections on 3/1/1/3)	
3/3/P	Policy	A20
3/3/R	Routine enquiries	D5
3/3/1	Parking	D5
3/3/2	Awards	D10
3/3/3	Details /Appointments/Identification	A20
3/3/4	Arrangements with Councillors to deliver agendas and minutes	D5
3/3/5	Death of Members	D5
3/3/6	Arrangements for Overseas Visits	D5
3/3/7	Code of Conduct	A20
3/3/8	Training	D5
3/3/9	Municipal Accounts	D5
3/3/10	Resignations/Dismissals	D5
3/3/11	Gifts	D5
3/3/12	Pecuniary Interest	D5
3/3/13	Suspensions / Re-instatements	D5
3/3/14	Councillors Games Arrangements	D5
3/3/15	Nominations of Councillors to serve on bodies	D5
3/3/16	Floor Crossing	D5
3/3/17	Mayoral Programme	D5
3/3/18	Councillors Induction	D5
3/3/19	Councillors Constituency reports	D5
3/3/20	Health promotion programme	D5



#### **4. STAFF**

(Files under this main series should be used for general staff matters only. Correspondence in connection with a particular person is placed on the personal files that do not form a part of this file plan. See List of series of separate case files.)

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
4/1	<u>Posts Control</u> (1. For surveys to ascertain extension demands, system investigations, establishment of new sections/offices, see main series 2.) (2. Posts control has only to do with posts structure and not with the staff filling the posts, i.e. Estimates designation and classification of posts creation and conversion of posts.)	
4/1/1	<u>Main Files</u>	
4/1/1/P	Policy	A20
4/1/1/R	Routine Enquiries	D5
4/1/1/1	<u>Furnishing of Information</u>	
4/1/1/1/1	To other bodies	D5
4/1/1/1/2	By other bodies	D5
4/1/1/2	Duty Sheets (Includes attendance registers and emergency rosters/pay slips)	D5
4/1/1/3	Evaluation of Posts	A20
4/1/1/4	Employment Equity	A20
4/1/1/5	Job Descriptions/Designations	A20
4/1/1/6	Staff Movement (Includes transfers and Secondment)	D5
4/1/2	<u>Departments</u>	
4/1/2/1	Mayor's Office	D10
4/1/2/2	Chief Whip	D10
4/1/2/3	City Manager	D10
4/1/2/4	Speaker	D10
4/1/2/5	Internal Audit	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
4/1/2/6	Environmental Development	D10
4/1/2/7	City Development	D10
4/1/2/8	Corporate Legal Services	D10
4/1/2/9	Finance	D10
4/1/2/10	Health and Social Development	D10
4/1/2/11	Sports, Recreation, Arts and Culture	D10
4/1/2/12	Human Resources and Development	D10
4/1/2/13	Customer Care Centres	D10
4/1/2/14	Community Safety	D10
4/1/2/15	Economic Development	D10
4/1/2/16	Infrastructure Services	D10
4/1/2/17	Housing	D10
4/1/2/18	Communications and Marketing	D10
4/1/2/19	Information, Communication Technology	D10
4/1/2/20	Integrated Development Planning	D10
4/1/2/21	Electricity and Energy	D10
4/1/2/22	Real Estate	D10
4/1/2/23	Disaster and emergency services	D10
4/1/2/24	Energy department	D10
4/2	<u>Determination of Conditions of Service</u> (1. For grants, payments and deductions see sub-series 4/5. 2. For negotiations with trade unions see sub-series 4/10/1.)	
4/2/P	Policy	A20
4/2/R	Routine Enquiries	D5
4/2/1	Collective Agreement	A20
4/2/2	<u>Leave</u>	D10
4/2/2/1	Annual	D10
4/2/2/2	Study	D10
4/2/2/3	Maternity	D10
4/2/2/4	Special	D10
4/2/2/5	Sick	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
4/2/2/6	Family Responsibility	D10
4/2/2/7	Unpaid	D10
4/2/3	Official Working Hours	D10
4/2/3/1	Extended Hours	D10
4/2/4	Salary scales	D10
4/2/5	Long Service	D5
4/3	<u>Vacancies and Appointments</u>	
4/3/P	Policy	A20
4/3/R	Routine Enquiries	D5
4/3/1	Advertisement of posts	D5
4/3/2	Applications for Employment	D5
4/3/3	<u>Temporary/Part Time Appointments</u>	
4/3/3/1	Obtaining/Extension of Contracts/Amendments	D10
4/3/3/2	Interim Staff/Placement	A20
4/3/3/3	Termination of Contracts	D5
4/3/3/4	Volunteers/Ward Coordinators	D5
4/3/4	<u>Permanent appointments</u> (As soon as a person is appointed, his/her personal documents are removed from the files hereunder and transferred to his/her personal file. See List of series of separate cases files.)	
4/3/4/1	Mayor, Speaker and Chief Whip's Offices	A20
4/3/4/2	Municipal Manager	A20
4/3/4/3	Community Services Dept	A20
4/3/4/4	Employment Equity	A20
4/3/4/5	Development Planning	A20
4/3/4/6	Corporate Legal	A20
4/3/4/7	Finance	A20
4/3/4/8	Health and Social Development	A20
4/3/4/9	Sports, Recreation, Arts and Culture	A20
4/3/4/10	Human Resources	A20
4/3/4/11	Roads Transport and Civil Works	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
4/3/4/12	Public Safety and Emergency Services	A20
4/3/4/13	Local Economic Development	A20
4/3/4/14	Municipal Infrastructure	A20
4/3/4/15	Housing	A20
4/3/4/16	Marketing and Communications	A20
4/3/4/17	Information Technology	A20
4/3/4/18	Environment and Tourism	A20
4/3/4/19	Integrated Development Planning	A20
4/3/4/20	Internal Audit	A20
4/3/4/21	Electricity and Energy	A20
4/3/4/22	Real Estate	A20
4/3/5	<u>Special appointments in terms of an act</u>	
4/3/5/1	In terms of the Explosives Act (Act 26 of 1956)	A20
4/3/5/2	In terms of the Road Traffic Act (Act 93 of 1996)	A20
4/3/5/3	In terms of the Town and Regional Planners Act (Act 19 of 1984)	A20
4/3/5/4	In terms of Occupational Health and Safety Act(Act 85 of 1993)	A20
4/3/5/5	In terms of Defence Act 1996 (Act 16 of 1996)	A20
4/3/5/6	In terms of the Justices of the Peace and Commissioners of Oaths Act 1963 (Act 16 of 1963)	A20
4/3/5/7	In terms of the Development Facilitation Act (Act 67/1995)	A20
4/3/5/8	In terms of Promotion of Access to Information Act (Act 2 of 2000)	A20
4/3/5/9	In terms of the Gauteng Noise Control Regulations 1999	A20
4/3/5/10	In terms of the National State Archives Act (Act 43 of 1996)	A20
4/3/5/11	In terms of the National Environmental Management act (Act 39 of 2004)	A20
4/3/6	Nominations of staff to serve on bodies	A20
4/3/7	Requests for filling of Critical vacancies	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
4/3/8	Demilitarization Programme	A20
4/4	<u>Training and Qualifications</u>	
4/4/P	Policy	A20
4/4/R	Routine enquiries	D5
4/4/1	Scholarships	D5
4/4/2	<u>Courses</u>	
4/4/2/1	External	D5
4/4/2/2	Internal	D5
4/4/3	Qualifications	D10
4/4/4	Internships/mentorship	D5
4/4/5	Learner ship Programs	D5
4/4/6	Induction/Orientation	D5
4/4/7	Skills development/Reports	D10
4/4/8	Staff development	D10
4/5	<u>Financial</u> (1. Aspects regarding conditions of service should be dealt with under sub-series 4/2. 2. All deductions should be dealt with under sub-series 4/5/3.)	
4/5/P	Policy	A20
4/5/R	Routine Enquiries	D5
4/5/1	Salaries	D10
4/5/1/1	Overtime	D10
4/5/1/2	Death Benefits	D10
4/5/1/3	Bonuses	D10
4/5/1/4	Ill health/Retirement Benefit	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
4/5/2	<u>Payment of Allowances</u> (For Councilors see sub-series 5/12.)	
4/5/2/P	Policy	A20
4/5/2/R	Routine Enquiries	D5
4/5/2/1	Subsistence and Traveling	D10
4/5/2/2	Leave	D10
4/5/2/3	Housing	D10
4/5/2/4	Acting Allowances	D10
4/5/2/5	Telephones/Cell phones	D10
4/5/2/6	Car Allowance	D10
4/5/2/7	Clothing	D10
4/5/2/8	Incentives/ awards	D10
4/5/2/9	Entertainment	D10
4/5/2/10	Shift/Standby Allowance	D10
4/5/2/11	Cashiers	D10
4/5/3	<u>Deductions</u>	D10
4/5/3/1	Income-tax	D10
4/5/3/2	Pay As You Earn (PAYE)	D10
4/5/3/3	Insurance	D10
4/5/3/4	Unemployment Insurance Fund (UIF)	D10
4/5/3/5	Tea Club	D10
4/5/3/6	Telephones/Cell phones	D10
4/5/3/7	Staff Municipal Accounts	D10
4/5/3/8	Garnishee Orders	D10
4/5/3/9	Pension Funds	D10
4/5/3/10	Medical Aids	D10
4/5/3/11	Staff Associations	D10
4/5/3/12	Funeral Scheme	D10
4/5/3/13	Parking	D10
4/5/3/14	South African Local Government Bargaining Council (SALGBC)	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
4/5/3/15	External studies (Edu-Loan)	D10
4/5/3/16	Recoupment of funds	D10
4/5/4	<u>Financial Assistance/Loans</u>	
4/5/4/P	Policy	A20
4/5/4/R	Routine Enquiries	D10
4/5/4/1	Housing	D10
4/5/4/2	Study/Bursary	D10
4/5/4/3	Purchase of motor-car	D10
4/5/4/4	Computer	D10
4/5/4/5	Fire Arms	D10
4/5/5	<u>Funds</u>	
4/5/5/1	Pension	D10
4/5/5/2	Provident	D10
4/5/5/3	Retirement	D10
4/5/5/3/1	Germiston Municipality Retirement	D10
4/5/5/4	Gratuity Fund	D10
4/5/5/5	National fund for Municipal Workers	D10
4/5/5/6	South African Local Authorities Fund (SALA)	D10
4/5/5/7	Municipal Pension fund	D10
4/5/5/8	Joint Municipal Pension	D10
4/5/5/9	Samwu provident fund SAPF	D10
4/5/6	<u>Medical aid Schemes</u>	
4/5/6/R	Routine enquiries	D5
4/5/6/1	Munimed	D10
4/5/6/2	Medscheme/Bonitas /Pro sano	D10
4/5/6/3	South African Municipal Workers Union Medical Scheme	D10
4/5/6/4	Global Health	D10
4/5/6/5	LA Health	D10
4/5/6/6	Hosmed	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
4/5/6/7	Lamaf	D10
4/6	<u>Termination of Service</u>	
4/6/P	Policy	A20
4/6/R	Routine enquiries	D5
4/6/1	Testimonials and Service Certificates	D5
4/6/2	Retirement	D5
4/6/3	Dismissals	D5
4/6/4	Retrenchments	D5
4/6/5	Death	D5
4/6/6	Disability/Medically Unfit/Boarded	D5
4/6/7	Voluntary	D5
4/7	<u>Staff Control</u>	
4/7/P	Policy	A20
4/7/R	Routine Enquiries	D5
4/7/1	Office Hours	D5
4/7/1/1	Clocking Activities and Time sheets	D5
4/7/2	Leave and Relief Arrangements	D5
4/7/3	Complaints Against Staff	D5
4/7/4	Dress code	D5
4/7/4/1	Uniforms (For purchasing see 6/1/2/3)	D5
4/7/5	Language Matters	D5
4/7/6	Security of Staff/Identification	D5
4/7/7	Grievances	D10
4/7/8	Abscondment	D5
4/7/9	Declarations/ Pecuniary interest	D10
4/7/10	Permission to perform remunerative work outside Council	D5
4/7/11	Use of Council Vehicles	D5
4/7/11/1	Professional Driving Permits (PDP)	D10
4/7/12	Suspension/Reinstatement	D5



<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
4/7/13	Sexual Harassment	D5
4/7/14	Complaints from staff	D5
4/7/15	Code of Conduct	A20
4/7/16	Attendance of Memorial Services and Funerals	D5
4/7/17	Team Building	D5
4/7/18	Staff well being/HIV Aids	D10
4/7/19	Telephone management	D5
4/7/20	Acceptance of gifts	D2
4/7/21	Smoke Breaks	D1
4/8	<u>Staff Evaluation and Grading</u> (For posts evaluation and grading see sub-series 4/1)	
4/8/P	Policy	A20
4/8/R	Routine Enquiries	D5
4/8/1	Performance evaluation	D10
4/8/1/1	Senior Management	D10
4/8/1/1/1	Performance Contracts	D10
4/8/1/2	Service Excellence Awards	D10
4/8/2	Determination of Seniority	D10
4/8/3	Progressive Advancement	D10
4/8/4	Demotions	D10
4/9	<u>Staff Returns</u> (See par. 7 of the General instructions)	
4/9/1	Injury at Work	D5
4/9/2	Statistics	A20
4/10	<u>Labour Relations</u>	
4/10/P	Policy	A20
4/10/R	Routine Enquiries	D5
4/10/1	<u>Negotiations with Trade Unions and Staff Associations</u>	

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
4/10/1/1	Independent Municipal and Allied Trade Union (IMATU)	D10
4/10/1/2	South African Municipal Workers Union (SAMWU)	D10
4/10/1/3	Municipal Employees Union	D10
4/10/1/4	Bargaining Council	D10
4/10/1/5	Mine Workers Union/Solidarity	D10
4/10/1/6	Municipal Education State Health and Allied Workers Union (MESHAWU)	D10
4/10/2	Unfair Labour Practices	D10
4/10/3	Arbitrations/Disputes	D10
4/10/4	Disciplinary Hearings	D10
4/10/5	Stay-a-Ways/Strikes	D10
4/10/6	Legal Representation	A20
4/10/7	File moved to 4/2/1	
4/10/8	Organisational Rights Agreement	A20
4/11	File Deleted	
4/12	<u>Study Tours</u>	
4/12/P	Policy	A20
4/12/R	Routine Enquiries	D5
4/12/1	Arrangements	D5
4/12/2	Reports	D10

## 5. **FINANCE**

(For staff finance see sub-series 4/5)

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
5/1	<u>Estimates</u>	
5/1/P	Policy	A20
5/1/R	Routine Enquiries	D5
5/1/1	Annual Estimates: Compilation of (Open a file cover for each year, e.g. 5/1/1-2000/01; 5/1/1-2001/02)	D10
5/1/1/1	Service Delivery Budget Implementation Plan Reports	D10
5/1/1/2	Grap Compliance	D10
5/1/2	Operational Budget	D10
5/1/3	Capital Budget	D10
5/1/4	Over expenditure	D10
5/1/5	Transfer of funds	D10
5/1/6	<u>Financial Planning</u>	
5/1/6/1	Approval/Review of Budget	A20
5/1/6/2	Budget Speech	A20
5/1/6/3	Implementation of the Municipal Finance Management Act.	D5
5/1/6/4	Reports according to the revenue act	D5
<b>5/1/6/5</b>	<b>Municipal Finance Management Act Circulars</b>	
5/1/7	<u>Financial Statements</u>	
5/1/7/1	<u>Half Yearly Financial Statements</u> (Open a file for each year e.g. 5/1/7/1-2000)	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
5/1/7/2	<u>Yearly Financial Statements</u> (Open a file for each year e.g. 5/1/7/2-2000)	D10
5/1/7/3	Monthly Statements	D10
5/1/8	<u>Report by CFO approvals by the Tender Committee</u>	
5/1/8/1	Above R10000	
5/1/8/2	Above R500 000	
5/2	<u>Valuations</u>	
5/2/P	Policy	A20
5/2/R	Routine Enquiries	D5
5/2/1	Appointment of Appraiser	D5
5/2/2	Valuation Roll	A20
5/2/2/1	Arable Land and Portions of Farms / Holdings	D5
5/2/3	<u>Valuation Board</u>	
5/2/3/1	Appointment of	D5
5/2/4	Valuation Certificates	D10
5/2/5	Objections/Petitions against Valuations	A20
5/2/6	Appeals from the public	A20
5/2/7	Advertising of valuation notices	D5
5/3	<u>Rates &amp; Taxes</u>	
5/3/1	<u>Land and Property Tax</u> (For collection see 5/13/5)	
5/3/1/P	Policy	A20
5/3/1/R	Routine Enquiries and Complaints	D5
5/3/1/1	Determination of	D5
5/3/1/1/1	Objections / Petitions against rates	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
5/3/1/2	Tax/Clearance Certificates (e.g. when Private property is transferred) Refer to sub-series 13/8- for clearances	D5
5/3/1/3	Remission/Rebates	D7
5/3/2	Value Added Tax (VAT)	D10
5/4	<u>Loans</u> (For staff loans see sub-series 4/5/4 and for loans to the public see sub-series 5/16/1/4.)	
5/4/P	Policy	A20
5/4/R	Routine Enquiries	D5
5/4/1	<u>External Loans</u>	
5/4/1/1	<u>Short-term Loans</u> (Open a file for each loan and number consecutively)	
5/4/1/2	<u>Long-term Loans</u>	
5/4/1/2/1	Absa Capital Expenditure	DAU7
5/4/1/2/2	Development Bank of South Africa (DBSA)	DAU7
5/4/1/2/3	Infrastructure Finance Corporation Ltd (INCA)	DAU7
5/4/1/2/4	Nedbank Limited	DAU7
5/4/2	<u>Internal Loans</u>	
5/4/2/1	Endowment Fund	DAU7
5/4/2/2	Capital Development Fund	DAU7
5/4/2/3	Consolidated Loans Fund	DAU7
5/4/2/4	Domestic Bond Market	DAU7
5/5	<u>Tariffs</u>	
5/5/P	Policy	A20
5/5/R	Routine Enquiries	D5
5/5/1	<u>Determination</u>	
5/5/1/1	Solid Waste Service	D5
5/5/1/1/1	Refuse Removal	D5

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
5/5/1/1/2	Landfill Sites	D5
5/5/1/1/3	Waste Paper	D5
5/5/1/1/4	Medical Waste	D5
5/5/1/2	Advertising Signs	D5
5/5/1/3	Cemeteries and Crematoriums	D5
5/5/1/4	Rendering of Services by Public Safety	D5
5/5/1/5	Libraries / Auditoriums and Information Services	D5
5/5/1/6	Sport, Recreation Arts and Culture Facilities	D5
5/5/1/7	Electricity	D5
5/5/1/8	Building plans and Related Fees	D5
5/5/1/9	Entrance Fees to Regional Parks	D5
5/5/1/10	Water Supply	D5
5/5/1/11	Financial Services	D5
5/5/1/12	Hostels	D5
5/5/1/13		D5
5/5/1/14	Road Related Services Provisions	D5
5/5/1/15	Hire of or Use of Facilities in Parks	D5
5/5/1/16	Waste Water	D5
5/5/1/17	Corporate advertising in the Ekurhuleni External Newsletter	D5
5/5/1/18	Health Services	D5
5/5/1/19	Development Planning Application Fees	D5
5/5/1/20	Bus Services	D5
5/5/1/21	Legal Rates	D5
5/5/1/22	Ambulance Services	D5
5/5/1/23	Assessment	D5
5/6	<u>Subsidies and Grants Received</u>	
5/6/P	Policy	A20
5/6/R	Routine Enquiries	D5
5/6/1	<u>Individual Subsidies</u>	
5/6/1/1	Health	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
5/6/1/2	Roads	D10
5/6/1/3	Libraries Infrastructure Provincial Grant	D10
5/6/1/4	Motor License fees	D10
5/6/1/5	Ambulance	D10
5/6/1/6	Fire Brigade	D10
5/6/1/7	Provincial & Other Roads	D10
5/6/1/8	Bus Transport	D10
5/6/1/9	Provincial Traffic Sign fees	D10
5/6/1/10	Restructuring Grant	D10
5/6/1/11	Electrification Funding	D10
5/6/1/12	Equitable Share	D10
5/6/1/13	Municipal Infrastructure	D10
5/6/1/14	Local Economic Development	D10
5/6/1/15	Provincial Conditional	D10
5/6/1/16	Municipal Finance Management	D10
5/6/1/17	Conversion of vehicles	D10
5/6/1/18	Neighborhood development partnership grant (NDPG)	D10
5/6/1/19	Housing Fund	D10
5/6/1/20	Accreditation Capacity Enhancement Grant	D10
5/6/1/21	Finance Management Grant	D10
5/6/1/22	Discretionary	D10
5/6/1/23	Urban settlement	D10
5/7	<u>Deposits/Refunds</u>	
5/7/P	Policy	A20
5/7/R	Routine Enquiries	D5
5/7/1	Water and Electricity	D5
5/7/2	Bank Guarantees	D5
5/7/3	Credit Control Measures	D5
5/7/4	Billing Systems	D5

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
5/7/5	Masakhane Project	D5
5/7/6	Credit Rating	D5
5/7/7	Tenders	D5
5/7/8	Builders	D5
5/7/9	Posters	D5
5/7/10	Halls	D5
5/7/11	Public Amenities	D5
5/7/12	Valuations	D5
5/7/13	Licences	D5
5/7/14	Health Services	D5
5/7/15	Emergency Services	D5
5/7/15/1	Ambulance services	D5
5/7/15/2	Fire, Rescue, Hazmat, Special	D5
5/7/16	Contractors	D5
5/8	<u>Funds</u>	
5/8/1	Capital Development	D10
5/8/2	Reserve	D10
5/8/3	Business Linkage	D10
5/8/4	Trust	D10
5/8/5	Landfill Rehabilitation	D10
5/8/6	European Union Funding	D10
5/8/7	Revenue Enhancement	D10
5/8/8	Danish International Funding (DANIDA)	D10
5/8/9	Public Transport	D10
5/9	<u>Investment</u>	
5/9/P	Policy	A20
5/9/R	Routine Enquiries	D5
5/9/1	Long-term	D10
5/9/2	Short-term	D10



<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
5/10	<u>Levies</u> (For determination of tariffs see sub-series 5/5/1)	
5/10/1	Outstanding	D5
5/10/2	Regional Services	D5
5/10/3	Municipal	D5
5/10/4	Fuel	D5
5/10/5	Skills Development	D5
5/11	<u>Settlement of Accounts</u> (For acquisition of apparatus see sub-series 6/2)	
5/11/P	Policy	A20
5/11/R	Routine Enquiries	D5
5/11/1	Telephone/Cell phone	D5
5/11/2	Catering	D5
5/11/3	Attending of Congresses, Meetings and Workshops	D5
5/11/4	Equipment	D5
5/11/5	Machinery	D5
5/11/6	Stationery	D5
5/11/7	Postage	D5
5/11/8	Consultants/Attorneys/Contractors	D5
5/11/9	Computers	D5
5/11/10	Petty Cash	D5
5/11/11	Advertisements	D5
5/11/12	Creditors	D5
5/11/13	Subscriptions	D5
5/11/14	TV Licenses	D5
5/11/15	Music License	D5
5/11/16	Valuations	D5
5/11/17	Cleaning Services	D5
5/12	<u>Financial Matters: Councillors</u>	

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
	(For staff see sub-series 4/5)	
5/12/P	Policy	A20
5/12/R	Routine Enquiries	D5
5/12/1	<u>Payment of Salaries</u>	
5/12/1/1	Mayor	D5
5/12/1/2	Speaker	D5
5/12/1/3	Chief Whip	D5
5/12/1/4	Mayoral Committee Members	D5
5/12/1/5	Councilors	D5
5/12/1/6	Body Guards	D5
5/12/1/7	Non Governmental Organizations (NGO)	D5
5/12/2	Pension Fund Matters	D5
5/12/3	<u>Allowances</u>	
5/12/3/1	Subsistence and Traveling	D5
5/12/3/2	Cell Phones	D5
5/12/3/3	Insurance	D5
5/12/3/4	Medical Aids	D5
5/12/3/5	Sitting Allowances	D5
5/12/4	<u>Loans</u>	
5/12/4/1	Housing	D5
5/12/4/2	Study	D5
5/12/5	<u>Donations</u>	
5/12/5/1	Political Parties	D5
5/12/6	<u>Fines</u>	
5/12/6/1	Non Compliance	D5
5/13	<u>Collection of Revenue</u>	

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
5/13/P	Policy	A20
5/13/R	Routine Enquires	D5
5/13/1	Water and Electricity	D5
5/13/1/1	Easy Pay Points	D5
5/13/2	Ambulance	D5
5/13/3	Fire Brigade	D5
5/13/4	Traffic Fines	D5
5/13/5	Rates and Taxes	D5
5/13/6	Removal of Carcasses	D5
5/13/7	Electricity disconnections and reconnections	D5
5/13/7/1	Temporary connections	D5
5/13/8	Assessment rates	D5
5/13/9	Water disconnections and reconnections	D5
5/13/10	Auctions	D5
5/14	<u>Insurance</u>	
5/14/P	Policy	A20
5/14/R	Routine Enquiries	D10
5/14/1	<u>Appointment of Brokers</u>	
5/14/1/1	Short term	D10
5/14/1/2	Long term	D10
5/14/2	<u>Insurance Cases</u>	
5/14/2/1	All risk	D10
5/14/2/2	Fire	D10
5/14/2/3	Third Party	D10
5/14/2/4	Money	D10
5/14/3	<u>Claims</u>	
5/14/3/1	Salaries	D10
5/14/3/2	Accidents	D10
5/14/3/3	Compensation	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
5/14/3/4	Damages	D10
5/14/3/5	Public Liability	D10
5/15	<u>Accounting Responsibility</u>	
5/15/1	<u>External Audit</u>	
5/15/1/1	Auditor General	D10
5/15/1/2	Private Auditors	D10
5/15/2	<u>Internal Audit</u>	
5/15/2/1	Reports	D10
5/15/2/2	Routine Enquiries	D5
5/16	<u>Financial Assistance</u>	
5/16/1	<u>By Council to the Public</u>	
5/16/1/P	Policy	A20
5/16/1/R	Routine Enquiries	D5
5/16/1/1	Grants in aid/Donations/Sponsorships	D10
5/16/1/2	Bursaries	D5
5/16/1/3	Indigents	D5
5/16/1/4	<u>Loans</u>	
5/16/1/4/1	Low cost housing Loans	D10
5/16/1/5	Society for Prevention of Cruelty to animals (SPCA)	D10
5/16/2	<u>Mayoral Discretionary Fund</u>	
5/16/2/1	Loans	D10
5/16/2/2	Bursaries	D10
5/16/2/3	Reports	D10
5/16/3	<u>By National/Provincial/Private Businesses</u>	

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
5/16/3/1	Sponsorships/Donations	D10
5/17	<u>Losses</u>	
5/17/P	Policy	A20
5/17/R	Routine enquiries	D5
5/17/1	<u>Bad Debts</u>	
5/17/1/1	Water & Lights	D5
5/17/1/2	Traffic Fines	D5
5/17/1/3	Ambulance fees	D5
5/17/1/4	Rent: Housing schemes	D5
5/17/1/5	Rates and Taxes	D5
5/17/1/6	Hiring of buildings	D5
5/17/1/7	Assessment Rates	D5
5/17/2	<u>Loss of Municipal Property</u>	
5/17/2/R	Routine enquiries	D5
5/17/2/1	Alberton	D5
5/17/2/2	Benoni	D5
5/17/2/3	Boksburg	D5
5/17/2/4	Brakpan	D5
5/17/2/5	Edenvale	D5
5/17/2/6	Germiston	D5
5/17/2/7	Kempton Park	D5
5/17/2/8	Nigel	D5
5/17/2/9	Springs	D5
5/18	<u>Banking Account</u>	
5/18/P	Policy	A20
5/18/R	Routine Enquiries	D5
5/18/1	Signing authority	D10
5/18/2	Cash and Bank Balances	D10
5/18/2/1	Cash in Transit/Cash Transportation Security	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
5/18/3	Interest Rate	D10
5/18/4	Appointment of Bankers	D10
5/19	<u>Reports and Returns</u> (See par 7 of the General Instructions)	
5/19/1	SA Reserve Bank	A20
5/19/2	Central Statistics Services	D10

## 6. DOMESTIC SUPPLIES AND SERVICES

(1. For tenders, quotations and contracts see main series 8.

2. Domestic supplies and services related to buildings, structures and grounds designed specifically for the benefit of the community are dealt with under the main series for essential and community services.)

NUMBER	DESCRIPTION	DISPOSAL
6/1	<u>Domestic Supplies</u>	
6/1/P	Policy	A20
6/1/R	Routine Enquiries	D5
6/1/1	Stocktaking	D10
6/1/2	<u>Acquisition and Maintenance</u>	
6/1/2/1	Furniture and Office Equipment	D10
6/1/2/2	Stationery/Printing	D10
<b>6/1/2/3</b>	<b>Uniforms/Cleaning materials</b>	<b>D10</b>
<b>6/1/2/4</b>	<b>Firearms</b>	<b>D10</b>
6/1/2/5	Computers	D10
6/1/2/5/1	Software Licence Agreements	D10
6/1/2/6	Elevators	D10
<b>6/1/2/7</b>	<b>Two way Radios</b>	<b>D10</b>
6/1/2/8	Cables/Network	D10
6/1/2/9	Generators	D10
6/1/2/10	Servers	D10
6/1/2/11	Short Message Service (SMS)	D10
6/1/2/12	Fire backbone	D10
6/1/3	Asset Register	D10
6/1/3/1	Transfer of Movable Assets	D10
6/1/4	<u>Disposal of Surplus and Worn-out Supplies/(Dogs-EMPD)</u>	
6/1/4/1	Alberton	D10
6/1/4/2	Benoni	D10
6/1/4/3	Boksburg	D10
6/1/4/4	Brakpan	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
6/1/4/5	Edenvale	D10
6/1/4/6	Germiston and Southern Region	D10
6/1/4/7	Kempton Park and Northern Region	D10
6/1/4/8	Nigel	D10
6/1/4/9	Springs and Eastern Region	D10
6/1/4/10	Head office	D10
6/2	<u>Domestic Services</u>	
6/2/P	Policy	A20
6/2/R	Routine Enquiries	D5
6/2/1	<u>Council Vehicle Control</u>	
6/2/1/1	Applications and Approvals	D10
6/2/1/2	Accident Reports	D10
6/2/1/3	Vehicle arrangements for funerals	D10
6/2/1/4	Parking Arrangements	D10
6/2/1/5	Traffic Fines	D10
6/2/1/6	Leasing/Purchasing	D10
6/2/1/7	Maintenance	D10
6/2/1/8	Transfer of vehicles	D10
6/2/1/9	Tracking Devices	D10
6/2/1/10	Fuel	D10
6/2/1/11	Fleet Vehicles Database	D10
6/2/1/12	Mayoral vehicles	D10
6/2/2	<u>Communication</u> (For settlement of accounts see sub-series 5/11)	
6/2/2/P	Policy	D10
6/2/2/R	Routine Enquiries	D5
6/2/2/1	Postal Service	D10
6/2/2/2	Telephone Service	D10
6/2/2/3	Cell Phones	D10
6/2/2/4	Internet/E-mail/Websites/Intranet	D10



<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
<b>6/2/2/5</b>	<b>Two way Radios</b>	<b>D10</b>
<b>6/2/2/6</b>	<b>Telefax</b>	<b>D10</b>
<b>6/2/2/7</b>	<b>Intercom</b>	<b>D10</b>
6/2/3	<u>Information Communication Technology Programs (ICT)</u>	
6/2/3/P	Policy	A20
6/2/3/R	Routine Enquiries	D5
6/2/3/1	Sita Program	D10
6/2/3/2	Collaborator (For Items)	D10
6/2/3/3	Quidity (For Correspondence)	D10
6/2/3/4	Erudite (For Library)	D10
6/2/3/5	Venus (For Budget Control)	D10
6/2/3/6	Property Management Information System (PMIS)	D10
6/2/3/7	Oracle (Program)	D10
6/2/3/8	Biometric Clocking System (BCS)	D10
6/2/3/9	Traffic Management System (TMS)	D10
6/2/3/10	Payday System	D10
6/2/3/11	Infores system	D10
6/2/3/12	Landfill Information Systems (LIS)	D10
6/2/3/13	Geographical Information Systems (GIS)	D10
6/2/3/14	Water and Electricity Meter Management (WEMM)	D10
6/2/3/15	New Dawn Technologies (Human Resource Information Management System HRIMS)	D10
6/2/3/16	District Health Information System(DHIS)	D10
6/2/3/17	Vehicle Recovery Tow Truck Roster System	D10
6/2/3/18	Application tracking system	D10
6/2/3/19	Suprima Revenue Management System	D10
6/2/3/20	Peelow Project (Human Resource Information Management System HRIMS)	D10
6/2/3/21	Enterprise Content Management System/Knowledge Management	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
6/2/3/22	Hansard System	D10
6/2/3/23	Customer Relations Management System	D10
6/2/3/24	Workflow Program for Electricity	D10
6/2/3/25	Project Control	D10
6/2/4	Safety and Security	D10
6/2/6	<u>Occupational Health and Safety</u>	
6/2/6/P	Policy	A20
6/2/6/R	Routine Enquires	D5
6/2/6/1	Safety Inspection Feedback	D10
6/2/6/2	Evacuation Processes	D10
6/2/6/3	Accidents Reports	D10
6/2/6/4	Protective Clothing	D10
6/2/6/5	Fire extinguishers	D10
6/2/6/6	Safety equipment	D10
6/3	<u>Catering Services</u>	
6/3/P	Policy	A20
6/3/1	Arrangements	D5

## **7. OWN BUILDINGS AND GROUNDS**

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

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
7/1	<u>Buildings</u>	
7/1/P	Policy	A20
7/1/R	Routine Enquiries	D5
7/1/1	<u>Acquisition</u>	
7/1/1/1	Purchase	A20
7/1/1/2	Constructions	A20
7/1/1/3	Lease	A20
7/1/1/4	Expropriation	A20
7/1/1/5	Donations/Devolved Properties	A20
7/1/2	Allocation	A20
7/1/2/1	Relocations	A20
7/1/3	Maintenance	D10
7/1/3/1	<u>Ekurhuleni Customer Care Centres(Civic Centres)</u>	
7/1/3/1/P	Policy	A20
7/1/3/1/R	Routine Enquiries	D5
7/1/3/1/1	Alberton	D10
7/1/3/1/2	Benoni	D10
7/1/3/1/3	Boksburg	D10
7/1/3/1/4	Brakpan	D10
7/1/3/1/5	Edenvale	D10
7/1/3/1/6	Germiston	D10
7/1/3/1/7	Kempton Park	D10
7/1/3/1/8	Nigel	D10
7/1/3/1/9	Springs	D10
7/1/4	<u>Renovations</u>	
7/1/4/1	<u>Ekurhuleni Council Chambers and Civic Centres</u>	

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
7/1/4/1/1	Germiston	D5
7/1/4/1/2	Kempton Park.	D10
7/1/4/1/2	Head Office EGSC	D10
7/1/5	<u>Alienation</u>	
7/1/5/1	<u>Sale</u>	
7/1/5/1/1	Alberton	A20
7/1/5/1/2	Benoni	A20
7/1/5/1/3	Boksburg	A20
7/1/5/1/4	Brakpan	A20
7/1/5/1/5	Edenvale	A20
7/1/5/1/6	Germiston	A20
7/1/5/1/7	Kempton Park	A20
7/1/5/1/8	Nigel	A20
7/1/5/1/9	Springs	A20
7/1/5/2	Council owned shops	A20
7/1/5/3	Exchange	A20
7/1/5/4	<u>Lease</u>	
7/1/5/4/1	Alberton	A20
7/1/5/4/2	Benoni	A20
7/1/5/4/3	Boksburg	A20
7/1/5/4/4	Brakpan	A20
7/1/5/4/5	Edenvale	A20
7/1/5/4/6	Germiston	A20
7/1/5/4/7	Kempton Park	A20
7/1/5/4/8	Nigel	A20
7/1/5/4/9	Springs	A20
7/1/5/5	Rental of Council Houses	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
7/1/5/6	Sale of council properties /land to employees /Councillors	A20
7/1/5/6/1	Golden Walk	A20
7/1/6	Naming of New Buildings	A20
7/2	<u>Grounds</u>	
7/2/1	<u>Acquisition</u>	
7/2/1/P	Policy	A20
7/2/1/R	Routine Enquiries	D5
7/2/1/1	<u>Purchase</u>	
7/2/1/1/1	Alberton	A20
7/2/1/1/2	Benoni	A20
7/2/1/1/3	Boksburg	A20
7/2/1/1/4	Brakpan	A20
7/2/1/1/5	Edenvale	A20
7/2/1/1/6	Germiston	A20
7/2/1/1/7	Kempton Park	A20
7/2/1/1/8	Nigel	A20
7/2/1/1/9	Springs	A20
7/2/1/2	Expropriation	A20
7/2/1/3	Lease	D10
7/2/1/4	Testing centres	D10
7/2/2	Maintenance/Development	D10
7/2/3	<u>Alienation</u>	
7/2/3/P	Policy	A20
7/2/3/R	Routine Enquiries	D5
7/2/3/1	<u>Sale</u>	
7/2/3/1/1	Alberton	A20
7/2/3/1/2	Benoni	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
7/2/3/1/2-1	Bristol Street Ext 9	A20
7/2/3/1/3	Boksburg	A20
7/2/3/1/4	Brakpan	A20
7/2/3/1/5	Edenvale	A20
7/2/3/1/6	Germiston	A20
7/2/3/1/7	Kempton Park	A20
7/2/3/1/8	Nigel	A20
7/2/3/1/9	Springs	A20
7/2/3/1/9-1	Strata International	A20
7/2/3/2	<u>Lease</u>	
7/2/3/2/1	Alberton	D10
7/2/3/2/2	Benoni	D10
7/2/3/2/3	Boksburg	D10
7/2/3/2/4	Brakpan	D10
7/2/3/2/5	Edenvale	D10
7/2/3/2/6	Germiston	D10
7/2/3/2/7	Kempton Park	D10
7/2/3/2/8	Nigel	D10
7/2/3/2/9	Springs	D10
7/2/3/3	Exchange	A20
7/2/3/4	Donations /Devolved Land	A20
7/2/4	Reimbursement of Land	

## **8. TENDERS, QUOTATIONS, CONTRACTS, CONSULTANTS AND MUNICIPAL PROGRAMS**

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

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
8/1	<u>Tenders and Quotations</u>	
8/1/P	Policy	A20
8/1/R	Routine Enquiries and Complaints	D10
8/1/1	Advertisement of Tenders	D10
8/1/2	Approval/ Awarding/Extension of Tenders	D10
8/1/3	<u>Comments on Tender Reports</u>	
8/1/3/1	Economic Development	D10
8/1/3/2	Water and Sanitation	D10
8/1/3/3	Community Safety	D10
8/1/3/4	Marketing and Communications	D10
8/1/3/5	Information Technology	D10
8/1/3/6	Environmental Development	D10
8/1/3/7	Employment Equity	D10
8/1/3/8	City Development	D10
8/1/3/9	Human Settlement	D10
8/1/3/10	Finance	D10
8/1/3/11	Health and Social Development	D10
8/1/3/12	Sports, Recreation, Arts and Culture	D10
8/1/3/13	Human Resources	D10
8/1/3/14	Legal and Admin	D10
8/1/3/15	2010 Office	D10
8/1/3/16	Electricity and Energy	D10
8/1/3/17	Internal Audit	D10
8/1/3/18	Real Estate	D10
8/1/3/19	Customer Relations	D10
8/1/3/20	Transport	D10
8/1/3/21	Disaster Emergency Management .....	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
	(DEMS)	
8/1/3/22	Risk Management	D10
8/1/3/23	Enterprise project management office (EMPO)	D10
8/1/3/24	City Manager	D10
8/1/3/25	Legislature	D10
8/1/3/26	Roads and Storm water	D10
8/1/4	Unsuccessful Tenders	D10
8/1/5	<u>QUOTATIONS</u>	
8/1/5/1	Furniture	D5
8/1/5/2	Equipment	D5
8/1/5/3	Security Services	D5
8/1/5/4	Venue Bookings	D5
8/1/5/5	Services	D5
8/1/6	Statistics	D10
8/2	<u>Contracts</u>	
8/2/P	Policy	A20
8/2/R	Routine Enquiries and Complaints	D10
8/2/1	<u>Matters re-Contractors</u>	
8/2/1/1	Panel of Contractors	D5
8/2/1/2	<u>Appointment of Contractors</u>	
8/2/1/2/1	Local Economic Development	D10
8/2/1/2/2	Water and Sanitation	D10
8/2/1/2/3	Community Safety	D10
8/2/1/2/4	Marketing and Communications	D10
8/2/1/2/5	Information Technology	D10
8/2/1/2/6	Environmental Development	D10
8/2/1/2/7	Employment Equity	D10
8/2/1/2/8	City Development	D10



<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
8/2/1/2/9	Human Settlement	D10
8/2/1/2/10	Finance	D10
8/2/1/2/11	Health and Social Development	D10
8/2/1/2/12	Sports, Recreation, Arts and Culture	D10
8/2/1/2/13	Human Resources	D10
8/2/1/2/14	Electricity and Energy	D10
8/2/1/2/15	Corporate Legal Services	D10
8/2/1/2/16	Disaster Emergency Management ..... (DEMS)	
8/2/1/2/17	Real Estate	D10
8/2/1/2/18	Customer Relations	D10
8/2/1/2/19	Transport	D10
8/2/1/2/20	Enterprise project management office (EMPO)	D10
8/2/1/3	<u>Termination of Contracts</u>	
8/2/1/3/1	Local Economic Development	D10
8/2/1/3/2	Water and Sanitation	D10
8/2/1/3/3	Community Safety	D10
8/2/1/3/4	Marketing and Communications	D10
8/2/1/3/5	Information Technology	D10
8/2/1/3/6	Environmental Development	D10
8/2/1/3/7	Employment Equity	D10
8/2/1/3/8	City Development	D10
8/2/1/3/9	Human Settlement	D10
8/2/1/3/10	Finance	D10
8/2/1/3/11	Health and Social Development	D10
8/2/1/3/12	Sports, Recreation, Arts and Culture	D10
8/2/1/3/13	Human Resources	D10
8/2/1/3/14	Research and Development	D10
8/2/1/3/15	Electricity and Energy	D10
8/2/1/3/16	Corporate Legal Services	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
8/2/1/3/17	Real Estate	D10
8/2/1/3/18	Customer Relations	D10
8/2/1/3/19	Disaster Emergency Management ..... (DEM	D10
8/2/1/4	<u>Extension of Contracts</u>	
8/2/1/4/1	Local Economic Development	D10
8/2/1/4/2	Water and Sanitation	D10
8/2/1/4/3	Community Safety	D10
8/2/1/4/4	Marketing and Communications	D10
8/2/1/4/5	Information Technology	D10
8/2/1/4/6	Environmental Development	D10
8/2/1/4/7	Employment Equity	D10
8/2/1/4/8	City Development	D10
8/2/1/4/9	Human Settlement	D10
8/2/1/4/10	Finance	D10
8/2/1/4/11	Health and Social Development	D10
8/2/1/4/12	Sports, Recreation, Arts and Culture	D10
8/2/1/4/13	Human Resources	D10
8/2/1/4/14	Corporate Legal Services	D10
8/2/1/4/15	Research and Development	D10
8/2/1/4/16	Electricity and Energy	D10
8/2/1/4/17	Disaster Emergency Management ..... (DEM	D10
8/2/1/4/18	Real Estate	D10
8/2/1/4/19	Customer Relations	D10
8/2/2	<u>Specific Contracts</u>	
8/2/2/1	Benoni Fire and Emergency	D10
8/2/2/2	Refuse Removal	D10
8/2/2/3	Spano Investments cc	D10
8/2/2/4	Orion Cellular	D10
8/2/2/5	RES Q SOFT	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
8/2/2/6	Firefly Animation	D10
8/3	<u>Consultants</u> (Consultants employed by the Council to do a specific task, e.g. taking meter readings for water and lights)	
8/3/P	Policy	A20
8/3/R	Routine Enquiries	D5
8/3/1	Panel of Consultants	D5
8/3/2	Appointment of Consultants	D10
8/3/2/1	Local Economic Development	D10
8/3/2/2	Water and Sanitation	D10
8/3/2/3	Community Safety	D10
8/3/2/4	Marketing and Communications	D10
8/3/2/5	Information Technology	D10
8/3/2/6	Environmental Development	D10
8/3/2/7	Employment Equity	D10
8/3/2/8	City Development	D10
8/3/2/9	Human Settlement	D10
8/3/2/10	Finance	D10
8/3/2/11	Health and Social Development	D10
8/3/2/12	Sports, Recreation, Arts and Culture	D10
8/3/2/13	Human Resources	D10
8/3/2/14	Research and Development	D10
8/3/2/15	Corporate Legal Services	D10
8/3/2/16	Electricity and Energy	D10
8/3/2/17	Disaster Emergency Management ..... (DEM	D10
8/3/2/18	Real Estate	D10
8/3/2/19	Customer Relations	D10
8/4	<u>Municipal Programs</u>	
8/4/P	Policy	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
8/4/R	Routine Enquiries	D5
8/4/1	Procurement Procedures	A20
8/4/1/1	Prioritization Model	A20
8/4/1/2	Public Private Partnerships	D10
8/4/1/3	Small, Medium and Macro Enterprises (SMME)	A20
8/4/2	<u>Infrastructure Programs</u>	
8/4/2/P	Policy	A20
8/4/2/R	Routine Enquiries	D5
8/4/2/1	EMM Infrastructure Programs	D10
8/4/2/2	Execution of Projects	D10
8/4/2/3	5 YEAR Capital Projects	D10
8/4/2/4	Capital Development Programs	D10
8/4/2/5	Contractor Development Programs	D10
8/4/2/6	Capital Prioritization Process	D10
8/4/2/7	Capital Investment Programs	D10
8/4/2/8	Completed Projects	D10
8/4/2/9	Consolidated Municipal Infrastructure Programs (CMIP)	A20
8/4/2/10	Extended Public Works Program(EPWP)	D10

## **9. REPORTS AND RETURNS**

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

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
9/1	<u>Annual Reports</u>	
9/1/P	Policy	A20
9/1/R	Routine Enquiries	D5
9/1/1	Ekurhuleni Metropolitan Municipality	D10
9/1/2	<u>Departments</u>	
9/1/2/1	Corporate Legal Services	D10
9/1/2/2	Water and Sanitation	D10
9/1/2/3	Roads Transport and Civil Works	D10
9/1/2/4	Local Economic Development	D10
9/1/2/5	Public Safety	D10
9/1/2/6	Human Settlement	D10
9/1/2/7	Environment and Tourism	D10
9/1/2/8	Human Resources	D10
9/1/2/9	Health and Social Development	D10
9/1/2/10	Finance	D10
9/1/2/11	City Development	D10
9/1/2/12	Sports Recreation Arts and Culture	D10
9/1/2/13	Information Technology Communication	D10
9/1/2/14	Communication and Marketing	D10
9/1/2/15	Employment Equity	D10
9/1/2/16	Integrated Development Plan	D10
9/1/2/17	Electricity and Energy	D10
9/1/2/18	Real Estate	D10
9/1/2/19	Customer Relations	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
9/1/2/20	Disaster Emergency Management ..... (DEM	D10
9/1/3	<u>Regions</u>	
9/1/3/1	East	D5
9/1/3/2	South	D5
9/1/3/3	North	D5
9/1/4	<u>Quarterly Reports</u>	
9/1/4/1	Ekurhuleni Metropolitan Municipality	D5
9/1/4/2	<u>Departments</u>	
9/1/4/2/1	Corporate Legal Services	D5
9/1/4/2/2	Water and Sanitation	D5
9/1/4/2/3	Roads Transport and Civil Works	D5
9/1/4/2/4	Local Economic Development	D5
9/1/4/2/5	Public Safety	D5
9/1/4/2/6	Human Settlement	D5
9/1/4/2/7	Environment and Tourism	D5
9/1/4/2/8	Human Resources	D5
9/1/4/2/9	Health and Social Development	D5
9/1/4/2/10	Finance	D5
9/1/4/2/11	City Development	D5
9/1/4/2/12	Sports Recreation Arts and Culture	D5
9/1/4/2/13	Information Technology Communication	D5
9/1/4/2/14	Communication and Marketing	D5
9/1/4/2/15	Employment Equity	D5
9/1/4/2/16	Integrated Development Plan	D5
9/1/4/2/17	Electricity and Energy	D5
9/1/4/2/18	Real Estate	D10
9/1/4/2/19	Customer Relations	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
9/1/4/2/20	Disaster Emergency Management ..... (DEM	D10
9/1/5	<u>Regions</u>	
9/1/5/1	East	D5
9/1/5/2	South	D5
9/1/5/3	North	D5
9/2	<u>Monthly Reports</u>	
9/2/1	Ekurhuleni Metropolitan Municipality	D5
9/2/2	<u>Departments</u>	
9/2/2/1	Corporate Legal Services	D5
9/2/2/2	Municipal Infrastructure	D5
9/2/2/3	Roads Transport and Civil Works	D5
9/2/2/4	Local Economic Development	D5
9/2/2/5	Public Safety	D5
9/2/2/6	Human Settlement	D5
9/2/2/7	Environment and Tourism	D5
9/2/2/8	Human Resources	D5
9/2/2/9	Health and Social Development	D5
9/2/2/10	Finance	D5
9/2/2/11	Development Planning	D5
9/2/2/12	Sports Recreation Arts and Culture	D5
9/2/2/13	Information Technology Communication	D5
9/2/2/14	Communication and Marketing	D5
9/2/2/15	Employment Equity	D5
9/2/2/16	Integrated Development Plan	D5
9/2/2/17	Electricity and Energy	D5
9/2/2/18	Real Estate	D5
9/2/3	<u>Regions</u>	
9/2/3/1	East	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
9/2/3/2	South	D10
9/2/3/3	North	D10
9/3	<u>Weekly Reports</u>	
9/3/1	<u>Customer Care Centres</u>	
9/3/1/1	Alberton	D10
9/3/1/2	Benoni	D10
9/3/1/3	Boksburg	D10
9/3/1/4	Brakpan	D10
9/3/1/5	Edenvale	D10
9/3/1/6	Germiston	D10
9/3/1/7	Kempton Park	D10
9/3/1/8	Nigel	D10
9/3/1/9	Springs	D10
9/3/1/10	Surveys	
9/3/2	<u>Regions</u>	
9/3/2/1	East	D10
9/3/2/2	South	D10
9/3/2/3	North	D10
<b>9/4</b>	<b><u>Periodical Reports</u></b>	
<b>9/4/1</b>	<b>Xayiya</b>	D10
<b>9/4/2</b>	<b>Geological</b>	D10
9/4/3	<u>Key Performance Area's Reports</u>	
9/4/3/1	<u>Regions</u>	
9/4/3/1/1	Southern	D10
9/4/3/1/2	East	D10
9/4/3/1/3	North	D10
9/4/3/2	Solid Waste Landfill	D10
9/4/3/3	Public Safety Dept Community Services	D10



<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
	Cluster	
9/4/3/4	Expenditure	D10
9/4/3/5	Open Spaces	D10
9/4/3/6	Reports to the Mayor	D10
9/4/4	<u>Management Reports</u>	
9/4/4/1	Southern Region	D10
9/4/5	Market Potential Analysis	D10
9/4/6	South African Cities Network	D10
9/5	Technical Reports	D10
9/6	Implementation Plans	D10

## 10. PUBLICITY AND INFORMATION

NUMBER	DESCRIPTION	DISPOSAL
10/1	<u>Own Publicity and Information</u>	
10/1/P	Policy	A20
10/1/R	Routine Enquiries	D5
10/1/1	Press Releases, Radio Reports and News Clippings, Media	D10
10/1/2	Brochures and Newsletters	D10
10/1/3	<u>Enquiries</u> (Only enquiries concerning subjects not pertaining to any other main series are to be dealt with hereunder.)	
10/1/3/1	History of the Town (Open a file for each Customer Care Center)	A20
10/1/3/2	Sights	D5
10/1/3/3	Requests for Information by the public	D5
10/1/3/4	Request for information in terms of the act	D5
10/1/4	<u>Participation in Shows and Exhibitions</u>	
10/1/4/1	Marketing and Promotion Plan	D10
10/1/4/2	Research Database	D10
10/1/4/3	Tourism Exhibitions	D10
10/1/5	<u>Emblems of the Council</u>	
10/1/5/P	Policy	A20
10/1/5/1	Adoption, Alteration and Interpretation	A20
10/1/5/2	<u>Enquiries and Permission to use</u>	
10/1/5/2/1	Town Coat of Arms	A20
10/1/5/2/2	Flag	A20
10/1/5/2/3	Chain/Term of Office	A20
10/1/5/2/4	Corporate Signage on Council Vehicles	A20
10/1/5/2/5	Corporate Gifts	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
10/1/5/2/6	Corporate Identity	A20
10/1/6	<u>International Relations</u>	
10/1/6/P	Policy	A20
10/1/6/R	Routine enquiries	D5
10/1/6/1	Twinning of Cities	A20
10/1/7	Municipal Yearbook	D10
10/1/8	Intergovernmental Relations	A20
10/1/9	Historical Memorabilia	A20
10/2	<u>Publicity by Other Bodies</u> (Only control over publicity that cannot be placed under other main series.)	
10/2/P	Policy	A20
10/2/R	Routine Enquiries	D5
10/2/1	Advertising Media	D10
10/2/1/1	Outdoor Advertising	D10
		D10
10/2/2	Business Profiles/Proposals/Plans/Database	D5
10/3	<u>Information: Other Bodies</u> (1. Only information of direct concern to this office. 2. Information regarding the functions of An office must be dealt with on the file Concerning those functions.)	
10/3/1	Other Local Authorities	D5
10/3/2	Provincial Government	D5
10/3/2/1	Provincial Circulars	D5
10/3/3	<u>Political Parties</u>	D5
10/3/3/1	African National Congress	D5

NUMBER	DESCRIPTION	DISPOSAL
10/3/4	Private Sector	D5
10/3/5	National Government	D5
10/3/5/1	National Circulars	D5

### **11. FESTIVALS AND SOCIAL MATTERS**

NUMBER	DESCRIPTION	DISPOSAL
11/1	<u>Main Files</u>	
11/1/P	Policy	A20
11/1/R	Routine Enquiries	D5
11/1/1	Speeches (Copies of all speeches should be filed here)	A20
11/1/2	Protocol and List of Addresses	D10
11/2	<u>Festivals, Celebrations and Campaigns</u> (1. Correspondence re exhibits is placed on 10/1/4 and speeches on 11/1/1. 2. Open a file for each festival or celebration and number consecutively.)	
11/2/1	<u>Festivals</u>	
<b>11/2/1/1</b>	<b>Katlehong Arts Festivals</b>	D10
<b>11/2/1/2</b>	<b>Reconciliation Festival</b>	D10
<b>11/2/1/3</b>	<b>Big Brother Music Festival</b>	D10
<b>11/2/1/4</b>	<b>Jazz Festival</b>	D10
<b>11/2/1/5</b>	<b>Ma- Africa Day Festival</b>	D10
<b>11/2/1/6</b>	<b>Ekurhuleni Cultural Explosion Music</b>	D10
<b>11/2/1/7</b>	<b>Vika Basadi Craft Fare</b>	D10
11/2/2	<u>Celebrations</u>	
11/2/2/1	Miss Ekurhuleni	D10
11/2/2/2	Emerging Entrepreneur of the Year	D10
11/2/2/3	Tourism Challenge Fund	D10
11/2/2/4	Drug Awareness Day	D10
11/2/2/6	Ekurhuleni Games/Fun day	D10
11/2/2/7	National Arbor Week	D10
11/2/2/8	Chris Hani Activities and Games	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
11/2/2/9	Nelson Mandela Celebrations	D10
11/2/2/10	Women's Day Celebrations	D10
11/2/2/11	Heritage Day	D10
11/2/2/12	Social Services Awareness Month	D10
11/2/2/13	Africa Music Celebrations	D10
11/2/2/14	Blind Awareness Day	D10
11/2/2/15	Women of the year	D10
11/2/2/16	Africa Day	D10
11/2/2/17	World No Tobacco Day	D10
11/2/2/18	Youth Day	D10
<b>11/2/2/19</b>	<b>Batho Pele</b>	<b>D10</b>
<b>11/2/2/20</b>	<b>Fundraising events</b>	<b>D10</b>
<b>11/2/2/21</b>	<b>Air Shows</b>	<b>D10</b>
<b>11/2/2/22</b>	<b>Faranani</b>	<b>D10</b>
11/2/2/23	Casual day	D10
11/2/2/24	Netball Tournament	D10
11/2/2/25	<u>Cricket Games</u>	
11/2/2/25/1	Cricket World Cup	D10
11/2/2/26	Soccer Games	
11/2/2/26/1	2010 World Cup	D10
11/2/2/26/2	World Cup bid	D10
11/2/2/26/3	Soccer Tours	D10
11/2/2/26/4	Confederation Cup	D10
11/2/2/27	<u>Rugby Games</u>	
11/2/2/27/1	Rugby League	D10
<b>11/2/2/28</b>	<b>Centenary</b>	<b>D10</b>
11/2/2/29	Edenvale Show	D10
11/2/2/30	Springs Show	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
11/2/2/31	World Summit	D10
11/2/2/32	Ten years of Democracy	D10
11/2/2/33	Rand Easter Show	D10
11/2/2/34	International day for elderly	D10
11/2/2/35	World wetlands day	D10
11/2/2/36	World Aids Day	D10
11/2/2/37	Take a Girl Child	D10
11/2/2/38	Library Reading Competition	D10
11/2/2/39	Metropolitan Police Sports week	D10
11/2/2/40	Tributes to Tambo	D10
11/2/2/41	Human Rights Day	D10
11/2/2/42	Comrades Marathon	D10
11/2/2/43	World Environment week	D10
11/2/2/44	Annual Garden Competition	D10
11/2/2/45	World Food Day	D10
11/2/2/46	Intercity Games	D10
<b>11/2/2/47</b>	<b>Pale Yarona Carnival</b>	D10
11/2/2/48	World Diabetes day	D10
11/2/2/49	World Kidney Day	D10
11/2/2/50	World population day	D10
11/2/2/51	Deaf Awareness week	D10
11/2/2/52	Bone and joint disease awareness day	D10
11/2/3	<u>Campaigns</u>	
11/2/3/1	Children's Campaign	D10
11/2/3/2	Health Calendar Campaign	D10
11/2/3/3	Protest Celebration against Abuse of Women and Children Campaign	D10
11/2/3/4	Ekurhuleni State of Environment and Bontle ke Botho Awareness Campaign	D10
11/2/3/5	Clean up Campaign	D10
11/2/3/6	Informal Settlement Registration Campaign	D10
11/2/3/7	Tourism Campaigns	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
11/2/3/8	HIV/AIDS Awareness	D10
11/2/3/9	National Immunisation	D10
11/2/3/10	Eye care	D10
11/2/3/11	Breast Cancer Awareness	D10
11/2/3/12	Pharmacy week	D10
11/2/3/13	Month car free day	D10
11/2/4	<u>Tournaments/Championships</u>	
11/2/4/1	Triathlon Championships	D5
11/3	<u>Social Matters</u>	
11/3/1	<u>Own Receptions and Functions</u>	
11/3/1/1	Mayoral Reception	D5
11/3/1/2	Reception for the Aged	D5
11/3/1/3	Mayoral Charity Golf Day	D5
11/3/1/4	Mayoral Road show	D5
11/3/1/5	Mayoral Inauguration	A20
11/3/1/6	Year end Functions	D5
11/3/1/7	Mayoral Soccer Campaign	D5
11/3/1/8	Official Opening of Council Buildings	D5
11/3/1/9	Launching of the Housing Programme	D5
11/3/1/10	Conferment of Freedom of the City	A20
11/3/1/11	Long Services awards	D10
11/3/1/12	Farewell Functions	D10
11/3/1/13	Ekurhuleni Womens Banquet	D10
11/3/2	<u>Other Receptions and Functions</u>	
11/3/2/1	Invitations	D5
11/3/3	Letters of Thanks, Congratulations and Condolence	D5
11/3/4	Awards to the Public	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
11/3/5	<u>Visits</u>	
11/3/5/1	International/National visits	D5
11/3/5/2	Provincial visits	D5
11/3/5/2/1	MEC'S visits	D5
11/3/6	Presidential Inauguration	A20



## **12. COMPOSITION AND MEETINGS OF BODIES AND OTHER GATHERINGS**

- (1. For own council and committee meetings, see main series 3
2. For meetings of heads see main series 2.)

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
12/P	Policy	A20
12/R	Routine Enquiries	D5
12/1	<u>Invitations and Arrangements</u>	
12/1/1	Workshops and Summits	D5
12/1/2	Conferences	D5
12/1/3	Seminars and Symposia	D5
12/1/4	Presentations	D5
12/1/5	Imbizo's	D5
12/1/6	Congresses	D5
12/1/7	Meetings	D5
12/1/8	Mayoral Legotla	D5
12/2	<u>Minutes, Reports and Policy Decisions</u>	
12/2/1	<u>National and Provincial</u> (Files 12/2/1/1 – 12/2/1/1/11 are closed)	
<b>12/2/1/1</b>	<b>Gauteng Association of Local Authority (GALA)</b>	<b>D</b>
<b>12/2/1/1/1</b>	<b>GALA Gender Committee</b>	<b>D</b>
<b>12/2/1/1/2</b>	<b>GALA Legal and Constitutional</b>	<b>D</b>
<b>12/2/1/1/3</b>	<b>GALA Public Safety</b>	<b>D</b>
<b>12/2/1/1/4</b>	<b>GALA Elections working Group</b>	<b>D</b>
<b>12/2/1/1/5</b>	<b>GALA Social Services</b>	<b>D</b>
<b>12/2/1/1/6</b>	<b>GALA Roads Transport and Civil Works</b>	<b>D</b>
<b>12/2/1/1/7</b>	<b>GALA Sports and Recreation</b>	<b>D</b>
<b>12/2/1/1/8</b>	<b>GALA Service Delivery Working Group</b>	<b>D</b>
<b>12/2/1/1/9</b>	<b>GALA Electricity Working Group</b>	<b>D</b>
<b>12/2/1/1/10</b>	<b>GALA Water and Sanitation</b>	<b>D</b>

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
<b>12/2/1/1/11</b>	<b>GALA Labour Relations</b>	<b>D</b>
12/2/1/2	South African Local Government Association (SALGA)	D10
12/2/1/2/1	SALGA Public Safety Working Group	D10
12/2/1/2/2	SALGA Technical, Land and Housing Committee	D10
12/2/1/2/2/1	SALGA Water Services	D10
12/2/1/2/2/2	SALGA Electricity and renewable Energy	D10
12/2/1/2/2/3	SALGA Municipal Roads, Transport and Infrastructure Development	D10
12/2/1/2/2/4	SALGA Land, Housing and Urban Renewal	D10
12/2/1/2/2/5	SALGA Solid Waste Management	D10
12/2/1/2/2/6	SALGA Environment Parks and Cemeteries	D10
12/2/1/2/3	SALGA Health and Social Development	D10
12/2/1/2/4	SALGA National Municipal Managers Forum	D10
12/2/1/2/5	SALGA Local Economic and Development Planning Committee	D10
12/2/1/2/6	SALGA Economic Development Cluster	D10
12/2/1/2/7	SALGA Governance and International Government Relations (IGR) Cluster	D10
12/2/1/2/7/1	SALGA Special Projects (Consolidated Municipal Infrastructure Grant (CMIG) Extended Public Works Programme (EPWP) Learnership)	D10
12/2/1/2/8	SALGA Municipal Service	D10
12/2/1/2/9	SALGA Elections Sub-Committee	D10
12/2/1/2/10	SALGA Land Restitution and land reform	D10
12/2/1/2/11	SALGA Finance	D10
12/2/1/2/12	Salga Gender Committee	D10
12/2/1/3	South African National Civil Organization (SANCO)	D5
12/2/1/4	Institute for Management Services	D5
12/2/1/5	Institute of Municipal Administration for South Africa (IMASA)	D5
12/2/1/6	Institute of Municipal Personnel Practitioners of South Africa	D5
12/2/1/7	Institute for Local Government Management of South Africa (ILGM)	D5

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
12/2/1/8	Institute of Municipal Finance Officers (IMFO)	D5
12/2/1/9	Institute of License Officials	D5
12/2/1/10	Water Institute of South Africa	D5
12/2/1/11	Institute for Municipal Law Enforcement of South Africa (IMLE)	D5
12/2/1/12	Institute for Housing of South Africa	D5
12/2/1/13	Institute of People Management	D5
12/2/1/14	Institute of Municipal Engineers (IMESA)	D5
12/2/1/15	Institute of Marketing Managers	D5
12/2/1/16	Provincial Municipal Associations	D5
12/2/1/17	Association of Municipal Electricity Undertaking (AMEU)	D5
12/2/1/18	Association of Municipal Town Planners	D5
12/2/1/19	Institute of Environmental Health	D5
12/2/1/20	Institute of Local Government Research Centre	D5
12/2/1/21	South African Human Rights Commission	D5
12/2/1/22	Institute of Traffic and Municipal Police officers of SA (ITMPO)	D5
12/2/1/23	Library and Information Association of South Africa (LIASA)	D5
12/2/1/24	The International Federation of Library Associates (IFLA)	D5
12/2/1/25	Disaster Management Institute of SA (DMISA)	D5
12/2/1/26	South African Road Federation (SARF)	D5
12/2/1/27	South African Emergency Services Institute (SAESI)	D5
12/2/1/28	South African Institute of Race Relations (SAIRR)	D5
12/2/1/29	South African Cities Network	D5
12/2/1/30	Gauteng Air Qualities Steering Committee	D5
12/2/1/31	Gauteng Public Transport and Tourism Information Centre	D5
12/2/1/32	Gauteng Provincial Government	D5
12/2/1/33	Gautrain Rail Co-ordination Committee	D5
12/2/1/34	Gauteng Traffic Management Coordinating Structures	D5
12/2/1/35	Chamber of Commerce	D5

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
12/2/1/36	Gauteng Learner Transport	D5
12/2/1/37	Gauteng Travel Demand Management	D5
12/2/1/38	Gauteng Community based Program	D5
12/2/1/39	Gauteng Provincial Health Authority	D5
12/2/1/39/1	Drugs & Therapeutics Committee	D5
12/2/1/40	Gauteng Economic Development Agency (GEDA)	D5
12/2/1/41	<u>National and Provincial Forums</u>	
12/2/1/41/1	Joint Planning	D10
12/2/1/41/2	Premier Co-coordinating	D10
12/2/1/41/3	Gauteng Intergovernmental	D10
12/2/1/41/4	Skills development	D10
12/2/1/41/5	Environmental Health Disease	D10
12/2/1/41/6	Metro Social Housing	D10
12/2/1/41/7	Gauteng Transport consultative	D10
12/2/1/41/8	Provincial Consultative Health Forum	D10
12/2/1/42	National Society of Internal Auditors (NSIA)	D10
12/2/1/43	Gauteng Program of Action Campaign	D10
12/2/1/44	Gauteng Department of Agriculture, Conservation, Environment and Land meetings	D10
12/2/1/45	Gauteng Shelter Network	D10
12/2/1/46	South African Management Development Institute	D10
12/2/1/47	National Occupational Association	D10
12/2/1/48	Institute of Waste Management of SA (IWMSA)	D10
12/2/1/49	Institute of Environment and recreation Management	D10
12/2/1/50	National Association for Clean Air	D10
12/2/1/51	Department of water affairs and Forestry	D10
12/2/1/52	Department of Environment and Tourism	D10
12/2/1/53	Demarcation Board	D10
12/2/1/54	Gauteng Tourism Authority	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
12/2/1/55	Standards South Africa (STANSA)	D10
12/2/1/56	Gauteng Emergency Services Advisory (GEMSAC)	D10
12/2/1/57	South African Revenue Protection Association (SARPA)	D10
12/2/1/58	Department of Local Government	D10
12/2/1/59	South African Planning Institute	D10
12/2/1/60	Intergovernmental Governmental Relations/Municipal International Relations (IGR/MIR)	D10
12/2/1/61	Illumination Society of South Africa (IESSA)	D10
12/2/1/62	Society for Industrial and Organisational Psychology (SIOPSA)	D10
12/2/1/63	Psychological Society of South Africa (PSYSA)	D10
12/2/1/64	Health Profession of South (HPCSA)	D10
12/2/1/65	Gauteng Department of Housing	D10
12/2/1/66	Public Relations Institute of SA (PRISA)	D10
12/2/1/67	Gauteng Transportation Study	D10
12/2/1/67/1	Transportation planning/Precinct Initiative	D10
12/2/1/67/2	Land use planning	D10
12/2/1/68	Provincial Infection Control	D10
12/2/1/69	Joint Provincial Municipal	D10
12/2/1/70	Provincial/Municipal Housing Liason Steering	D10
12/2/1/71	National Department of Housing	D10
12/2/1/72	Professional Association for Social Workers	D10
12/2/1/73	Gauteng Institute for Architecture	D10
12/2/1/74	National District Health System (DHSC)	D10
12/2/1/75	South African Records Managers Forum	D10
12/2/1/76	The National Housing Board	D10
12/2/1/77	South African Institute of Electrical Engineers (SAIEE).	D10
12/2/1/78	Chief Whip	D10
12/2/1/79	National African Federation Chamber of Commerce	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
12/2/1/80	South African Institute of Civil Engineering	D10
12 /2/ 1/ 81	National Arts Council	D10
12 /2/ 1/ 82	Power Institute of East and Southern Africa (PIESA)	D10
12 /2/ 1/ 83	South African Revenue Protection Association (SARPA)	D10
12 /2/ 1/ 84	Illumination Engineering Society of South Africa (IESSA)	D10
12 /2/ 1/ 85	Housing Advisory Committee (Gauteng)	D10
12 /2/ 1/ 86	Gauteng Housing Steering Committee	D10
12 /2/ 1/ 87	The_Federation_of_the_Urban_Poor	D10
12/2/1/88	Institute of Civil Engineers	D10
12/2/1/89	Presidential review Committee	D10
12/2/1/90	Gauteng Municipal Managers Networking Forum	D10
12/2/1/91	Public Sector Risk Management Forum	D10
12/2/2	<u>Regional</u>	
<b>12/2/2/1</b>	<b>Regional Training Committee</b>	D10
<b>12/2/2/2</b>	<b>Water Resources Steering Committee</b>	D10
<b>12/2/2/3</b>	<b>Gender Committee</b>	D10
<b>12/2/2/4</b>	<b>Regional Passenger Co-ordination Committee</b>	D10
<b>12/2/2/5</b>	<b>Regional Bus Co-ordination Committee</b>	D10
<b>12/2/2/6</b>	<b>Regional Taxi Council</b>	D10
<b>12/2/2/7</b>	<b>Passenger Co-ordination Committee</b>	D10
<b>12/2/2/8</b>	<b>East Rand Water Care Company (ERWAT)</b>	D10
<b>12/2/2/9</b>	<b>District Health Development</b>	D10
<b>12/2/2/10</b>	<b>District Health Authority</b>	D10
<b>12/2/2/11</b>	<b>Rand Water</b>	D10
<b>12/2/2/12</b>	<b>Informal Trading</b>	D10
<b>12/2/2/13</b>	<b>Regional Tourism associations</b>	D10

NUMBER	DESCRIPTION	DISPOSAL
12/2/2/14	<u>Regional Forums</u>	
<b>12/2/2/14/1</b>	<b>Regional Developers</b>	D10
<b>12/2/2/14/2</b>	<b>Regional Housing</b>	D10
<b>12/2/2/14/3</b>	<b>Regional Metered Taxi</b>	D10
<b>12/2/2/14/4</b>	<b>Regional Coordinating broader</b>	D10
<b>12/2/2/14/5</b>	<b>Regional Taxi</b>	D10
12/2/3	<u>Local Meetings</u>	
12/2/3/1	Ekurhuleni Economic Development Agency	D10
<b>12/2/3/2</b>	<b>Norkok Development Company</b>	D10
12/2/3/3	Small, Medium and Macro Enterprises (SMME)	D10
<b>12/2/3/4</b>	<b>Community based Organizations</b>	D10
<b>12/2/3/5</b>	<b>Ekurhuleni art therapy Centre</b>	D10
12/2/3/6	Kempton Park Rate Payers Assoc/Development of Kempton Park CBD	D10
<b>12/2/3/7</b>	<b>Tembisa Concerned Resident Association</b>	D10
<b>12/2/3/8</b>	<b>Caesars'/Emperors Place</b>	D10
<b>12/2/3/9</b>	<b>Khayalami Residents Association</b>	D10
<b>12/2/3/10</b>	<b>Lethabong Taxi Association</b>	D10
<b>12/2/3/11</b>	<b>Khathorus Concerned Resident</b>	D10
<b>12/2/3/12</b>	<b>Carnival City Casino</b>	D10
<b>12/2/3/13</b>	<b>Ekurhuleni Business Initiatives</b>	D10
<b>12/2/3/14</b>	<b>Tourism Association</b>	D10
<b>12/2/3/15</b>	<b>East Rand Business Development Centre</b>	D10
<b>12/2/3/16</b>	<b>Housing Transfer Bureau</b>	D10
<b>12/2/3/17</b>	<b>Airports Company</b>	D10
<b>12/2/3/18</b>	<b>Bus Route Meetings</b>	D10
<b>12/2/3/19</b>	<b>District Health Advisory</b>	D10
<b>12/2/3/20</b>	<b>Development Planning Technical Committee</b>	D10
<b>12/2/3/21</b>	<b>Meeting with the mayor by the public</b>	D10
<b>12/2/3/22</b>	<b>Meeting with the City Manager by the</b>	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
	<b>public</b>	
<b>12/2/3/23</b>	<b>State of the Environment</b>	D10
<b>12/2/3/24</b>	<b>Noise Zone meeting</b>	D10
<b>12/2/3/25</b>	<b>Taxi Operation Meeting</b>	D10
<b>12/2/3/26</b>	<b>Traffic Controls Meetings</b>	D10
<b>12/2/3/27</b>	<b>Risk Management</b>	D10
<b>12/2/3/28</b>	<b>Site meetings</b>	D10
<b>12/2/3/29</b>	<b>Transport Authority Meeting</b>	D10
<b>12/2/3/30</b>	<b>Meetings with other Local Authorities</b>	D10
<b>12/2/3/31</b>	<b>Meetings with private sector</b>	D10
<b>12/2/3/32</b>	<b>Meeting with the MEC</b>	D10
<b>12/2/3/33</b>	<b>Johannesburg International Airport</b>	D10
<b>12/2/3/34</b>	<b>Spatial Development Framework</b>	D10
		D10
<b>12/2/3/35</b>	<b><u>Local Forums</u></b>	D10
<b>12/2/3/35/1</b>	<b>Ekurhuleni agricultural</b>	D10
<b>12/2/3/35/2</b>	<b>Open City</b>	D10
<b>12/2/3/35/3</b>	<b>Informal Settlement</b>	D10
<b>12/2/3/35/4</b>	<b>Local Labour</b>	D10
<b>12/2/3/35/5</b>	<b>Developers</b>	D10
<b>12/2/3/35/6</b>	<b>Housing and Sanitation</b>	D10
<b>12/2/3/35/7</b>	<b>East Rand</b>	D10
<b>12/2/3/35/8</b>	<b>Water Services</b>	D10
<b>12/2/3/35/9</b>	<b>Hostel Consultative</b>	D10
<b>12/2/3/35/10</b>	<b>Manufacturing Industry</b>	D10
<b>12/2/3/35/11</b>	<b>Service Delivery Framework</b>	D10
<b>12/2/3/35/12</b>	<b>Personal Assistant</b>	D10
12/2/3/35/13	Labour Relations	D10
12/2/3/35/14	Interdepartmental	D10
12/2/3/35/15	<b><u>Community Policing Forums (CPF)</u></b>	
12/2/3/35/15/1	Alberton	D10



<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
12/2/3/35/15/2	Benoni	D10
12/2/3/35/15/3	Boksburg	D10
12/2/3/35/15/4	Brakpan	D10
12/2/3/35/15/5	Edenvale	D10
12/2/3/35/15/6	Germiston	D10
12/2/3/35/15/7	Kempton Park	D10
12/2/3/35/15/8	Nigel	D10
12/2/3/35/15/9	Springs	D10
12/2/3/35/16	Kingsway	D10
12/2/3/35/17	Road Pavement	D10
12/2/3/35/18	Taxi	D10
12/2/3/35/19	Duduza Community Development	D10
12/2/3/35/20	Customer Communication and Education	D10
12/2/3/35/21	Ekurhuleni forum for people with disabilities	D10
<b>12/2/3/35/22</b>	<b>Women's</b>	D10
<b>12/2/3/35/23</b>	<b>East Rand HIV/AIDS Stakeholders Forum</b>	D10
<b>12/2/3/35/24</b>	<b>Web</b>	D10
<b>12/2/3/35/25</b>	<b>Ekurhuleni Business Stakeholders</b>	D10
<b>12/2/3/35/26</b>	<b>Development</b>	D10
<b>12/2/3/35/27</b>	<b>Employment Equity</b>	D10
<b>12/2/3/35/28</b>	<b>Ekurhuleni Religious</b>	D10
<b>12/2/3/35/29</b>	<b>Mining</b>	D10
<b>12/2/3/35/30</b>	<b>Construction Industry</b>	D10
<b>12/2/3/35/31</b>	<b>Agricultural Industry</b>	D10
<b>12/2/3/35/32</b>	<b>Small Medium Micro (SMME)</b>	D10
<b>12/2/3/35/33</b>	<b>Local Economic Development Cooperatives</b>	D10
<b>12/2/3/35/34</b>	<b>Ekurhuleni Bus</b>	D10
<b>12/2/3/35/35</b>	<b>Wattville and South African National Organisation (SANCO) Housing Forum</b>	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
<b>12/2/3/35/36</b>	<b>Community Consultative</b>	D10
<b>12/2/3/35/37</b>	<b>Ekurhuleni Tourism Marketing</b>	D10
<b>12/2/3/35/38</b>	<b>Old people's forum</b>	D10
<b>12/2/3/35/39</b>	<b>Ekurhuleni Traditional Healers</b>	D10
<b>12/2/3/35/40</b>	<b>Air Quality</b>	D10
<b>12/2/3/35/41</b>	<b>Pollution Control</b>	D10
<b>12/2/3/36</b>	<b>Educational Institutions</b>	D10
<b>12/2/3/37</b>	<b>Sethokga Housing Association</b>	D10
<b>12/2/3/38</b>	<b>Local Tourism Organization</b>	D10
<b>12/2/3/39</b>	<b>Land invasion</b>	D10
<b>12/2/3/40</b>	<b>Local Plan of Action for Children</b>	D10
<b>12/2/3/41</b>	<b>Spoornet and Disaster Management</b>	D10
<b>12/2/3/42</b>	<b>Disaster Management Advisory</b>	D10
<b>12/2/3/43</b>	<b>Multipurpose Community Centres</b>	D10
<b>12/2/3/44</b>	<b>East Rand Industrialist Association</b>	D10
<b>12/2/3/45</b>	<b>Environmental Management Coordinating</b>	D10
<b>12/2/3/46</b>	<b>Ekurhuleni Moral Regeneration Movement</b>	D10
12/2/3/47	ICT Advisory Panel	D10
12/2/3/48	Ethics Research Advisory and Monitoring Panel Meeting	D10
12/2/3/49	Housing Project Steering	D10
12/2/3/50	Local Economic Development Intergovernmental	D10
12/2/3/51	Informal Settlements Registrations	D10
12/2/3/52	Compliance Committee	D10
<b>12/2/3/53</b>	<b>Sofasonke Residents Association</b>	D10
<b>12/2/3/54</b>	<b>Fresh Produce Market</b>	D10
<b>12/2/3/55</b>	<b>Agricultural Strategies and Policies</b>	D10
<b>12/2/3/56</b>	<b>Agricultural Program Steering</b>	D10
<b>12/2/3/57</b>	<b>Multipurpose Steering</b>	D10
12/2/3/58	Urban Development Framework	D10
12/2/3/59	Market Development Steering	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
12/2/3/60	By- Law Enforcement	D10
12/2/3/61	Service Delivery Development and Precinct Plan	D10
12/2/3/62	Independent Rate payers Association	D10
12/2/3/63	Northern service delivery region taxi association	D10
12/2/3/64	Political Oversight Meetings	D10
12/2/3/65	Winnie Mandela Consultative	D10
12/2/3/66	Eskom Electrification Stakeholders	D10
12/2/3/67	Men	D10

### **13. LEGAL MATTERS**

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

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
13/P	Policy	A20
13/R	Routine Enquiries	D5
13/1	Legal Opinions and Court Decisions	A20
13/1/1	Outstanding Legal Matters	D5
13/2	<u>Attorneys and Agents to represent, deliver Summonses, and collect money on behalf of council</u>	
13/2/R	Routine Enquiries	D5
13/2/1	Appointments	D10
13/2/2	Evaluations of attorneys performances	D5
13/2/3	Panel	D5
13/2/4	Tracings and Collections of debt	D10
13/2/5	Termination of Services	D5
13/3	<u>Claims</u>	
13/3/R	Routine Enquiries	D5
13/3/1	<u>By the Council</u>	
13/3/1/1	Damage Claims	A20
13/3/1/2	Maqubela v/s Mofokeng	A20
13/3/1/3	Negligence	A20
13/3/1/4	<u>Specific Claims</u>	
13/3/1/4/1	Bedford Street Enterprises	A20
13/3/1/4/2	Wallis Pienaar Property c.c	A20
13/3/1/4/3	Adv Tshongweni	A20
13/3/1/4/4	SAMWU	A20
13/3/1/4/5	Mc Croft Tobacco	A20
13/3/1/4/6	A Million up investments 48 (PTY) LTD	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
13/3/1/4/7	Metro Revenue/Airlines	A20
13/3/1/4/8	Leeuwpoort Development	A20
13/3/1/4/9	Ergo Mining	A20
13/3/1/5	Traffic Accidents	A20
13/3/2	<u>Claims against Council</u>	
13/3/2/1	Negligence	A20
13/3/2/2	Traffic Accidents	A20
13/3/2/3	Damage Claims	A20
13/3/2/3/1	Ekurhuleni vs. Hurley	A20
13/3/2/3/2	Spano Investments CC	A20
13/3/2/3/3	Benoni Fire and Emergency Services (BFES)	A20
13/3/2/3/4	Neil Jud Investment	A20
13/3/2/3/5	Modderklip Boerdery	A20
13/3/2/3/6	The Standard Bank of SA	A20
13/3/2/3/7	Sihlale Molefe	A20
13/3/2/3/8	LS Mofokeng v/s M Ndaba and EMM	A20
13/3/2/3/9	Hayes Lemmers SA Ltd	A20
13/3/2/3/10	Montagu Body Corporate	A20
13/3/2/3/11	Simunye in Christ Civic Organisation	A20
13/3/2/3/12	JG&VN Dormehl V/S EMM (E Mosese)	A20
13/3/2/3/13	Germiston Retirement Fund v/s EMM	A20
13/3/2/3/14	Sandorp and De waal vs BFES and EMM	A20
13/3/2/3/15	Costann Investments CC	A20
13/3/2/3/16	Labat Traffic Solutions	A20
13/3/2/3/17	Municipal Pension fund	A20
13/3/2/3/18	Limosa Investment	A20
13/3/2/3/19	Britti	A20
13/3/2/3/20	C F Public Sector Insurance Service	A20
13/3/2/3/21	Krisp Properties Limited	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
13/3/2/3/22	Hometalk development	A20
13/3/2/3/23	Izak berg vs EMM and P Flusk	A20
13/3/2/3/24	Telkom	A20
13/3/2/3/25	Imatu and Samwu	A20
13/3/2/3/26	MS E Welcher	A20
13/3/2/3/27	Patrick Flusk	A20
13/3/2/3/28	C&M Properties	A20
13/3/2/3/29	Mduba Commercial Property Developers	A20
13/3/2/3/30	Pasco Risk Assessment	A20
13/3/2/3/31	Reef Stationers and Computer Supplies	A20
13/3/2/3/32	Ritlee Xecutech Sales and Service	A20
13/3/2/3/33	Summer Symphony	A20
13/3/2/3/34	Bakwena Waste Crew	A20
13/3/2/3/35	LTE Consulting	A20
13/3/2/3/36	Scarlet IBIS	A20
13/3/2/3/37	Bondev Midrand (pty) LTD	A20
13/3/2/3/38	WIT Advertising	A20
13/3/2/3/39	GCI Logistics	A20
13/3/2/3/40	Mnandi Properties	A20
13/3/2/3/41	MU Moganedi vs MS Moganedi	A20
13/3/2/3/42	Siyavuka Projects	A20
13/3/2/3/43	Mandlakazi Electrical	A20
13/3/2/3/44	New Modder Development	A20
13/3/2/3/45	Akani Retirement Fund	A20
13/3/2/3/46	Imatu and Salga settlement dispute	A20
13/3/2/3/47	Combi trade 11	A20
13/3/2/3/48	Livanos Costas/New Ventures	A20
13/3/2/3/49	Eden Park Community	A20
13/3/2/3/50	Nick Karvelas	A20
13/3/2/3/51	Eskom	A20
13/3/2/3/52	Tebfin	A20
13/3/2/3/53	Co-Props 1079(pty)LTD	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
13/3/2/3/54	Pringle	A20
13/3/2/3/55	klatrade	A20
13/3/3	Withdrawal of claims	A20
13/3/4	Report on claim by and against council	A20
13/4	<u>Prosecutions</u>	
13/4/R	Routine Enquiries	D5
13/4/1	Serving of Lawsuit Documents (Where applicable to a specific case, file on relevant case file.)	A20
13/4/2	<u>Trespasses against Council</u>	
13/4/2/1	<u>Illegal Occupation of Property</u>	
13/4/2/1/1	Alberton	A20
13/4/2/1/2	Benoni	A20
13/4/2/1/3	Boksburg	A20
13/4/2/1/4	Brakpan	A20
13/4/2/1/5	Edenvale	A20
13/4/2/1/6	Germiston	A20
13/4/2/1/7	Kempton Park	A20
13/4/2/1/8	Nigel	A20
13/4/2/1/9	Springs	A20
13/4/2/2	Contravention of the Liquor Act	D5
13/4/2/3	Contravention of Town Planning Schemes	A20
13/4/2/3/1	Alberton	A20
13/4/2/3/2	Benoni	A20
13/4/2/3/3	Boksburg	A20
13/4/2/3/4	Brakpan	A20
13/4/2/3/5	Edenvale	A20
13/4/2/3/6	Germiston	A20
13/4/2/3/7	Kempton Park	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
13/4/2/3/8	Nigel	A20
13/4/2/3/9	Springs	A20
13/4/2/4	Contravention of Traffic Act	D5
13/4/2/5	Public Liability	D5
13/4/2/6	Contravention of the Atmospheric Pollution Prevention Act	D5
13/4/2/7	Contravention of Building regulations	A20
13/4/2/7/1	Alberton	A20
13/4/2/7/2	Benoni	A20
13/4/2/7/3	Boksburg	A20
13/4/2/7/4	Brakpan	A20
13/4/2/7/5	Edenvale	A20
13/4/2/7/6	Germiston	A20
13/4/2/7/7	Kempton Park	A20
13/4/2/7/8	Nigel	A20
13/4/2/7/9	Springs	A20
13/4/2/8	Contravention of the health Act	D5
13/4/2/9	Contravention of the Occupational health and Safety Act	D5
13/4/2/10	Contravention of the of the EMM Police by Laws	D5
13/4/3	<u>Infringements/Non –Compliance by Council</u>	
13/4/3/1	Refusal of information	D10
13/4/3/2	Non-payment for services	D10
13/4/3/3	Breach of contract	D10
13/4/3/4	Illegal Occupation of property	D10
13/5	<u>Agreements</u>	



<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
13/5/1	<u>Services Agreements</u>	
13/5/1/R	Routine Enquiries	D5
13/5/1/1	Alberton	A20
13/5/1/2	Benoni	A20
13/5/1/3	Boksburg	A20
13/5/1/4	Brakpan	A20
13/5/1/5	Edenvale	A20
13/5/1/6	Germiston	A20
13/5/1/7	Kempton Park	A20
13/5/1/8	Nigel	A20
13/5/1/9	Springs	A20
13/5/1/10	South African Music Rights Organization (SAMRO)	A20
13/5/1/11	Standard Bank	A20
13/5/1/12	University of Johannesburg	A20
13/5/1/13	Department of Education	A20
13/5/1/14	Liberty life Properties	A20
13/5/1/15	Enviroserve	A20
13/5/1/16	City of Johannesburg	A20
13/5/1/17	Business Connexion	A20
13/5/1/18	Comparex	A20
13/5/1/19	SASOL Gas supply	A20
13/5/1/20	Steiner Services	A20
13/5/1/21	Absa	A20
13/5/1/22	Engen	A20
13/5/1/23	Resilience Company	A20
13/5/1/24	Canon	A20
13/5/1/25	Motorcycle Excellence CC	A20
13/5/1/26	Execuflora	A20
13/5/1/27	King trade Investment	A20
13/5/1/28	Blignaut Francis	A20
13/5/1/29	Prestige Group	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
13/5/1/30	Heineken	A20
13/5/1/31	Independent Communications Authority of South Africa (Icasa)	A20
13/5/1/32	VIP Service G Fleet Management	A20
13/5/1/33	EMM Peermont Chamber of Commerce Trust	A20
13/5/1/34	South African Airways	A20
13/5/1/35	Private Sidings/Transnet	A20
13/5/1/36	SA Maritime Safety Authority	A20
13/5/1/37	Witwaters rand	A20
13/5/1/38	South African Football Association	A20
13/5/2	Lease Agreements	D10
13/5/2/R	Routine Enquiries	D5
13/5/2/1	Vodacom	A20
13/5/2/2	Dept of Education	A20
13/5/2/3	Eagles Tumbling Club	A20
13/5/2/4	Diamars	A20
13/5/2/5	Airports Company	A20
13/5/3	Termination/Cancellation of Lease Agreements	A20
13/5/4	Extension of lease Agreements	A20
13/5/5	Cession of agreements	A20
13/6	<u>Investigations</u> (Referred by public prosecutor)	
13/6/1	Illegal activities	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
13/7	<u>Servitudes</u>	
13/7/P	Policy	A20
13/7/R	Routine Enquiries	D5
13/7/1	<u>Obtaining/Granting/Registration</u> (Open a file for each township, erf and number consecutively)	
13/7/1/1	Alberton	A20
13/7/1/2	Benoni	A20
13/7/1/3	Boksburg	A20
13/7/1/4	Brakpan	A20
13/7/1/5	Edenvale	A20
13/7/1/6	Germiston	A20
13/7/1/7	Kempton Park	A20
13/7/1/8	Nigel	A20
13/7/1/9	Springs	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
13/7/2	<u>Cancellation</u>	
13/7/2/1	Alberton	D5
13/7/2/2	Benoni	D5
13/7/2/3	Boksburg	D5
13/7/2/4	Brakpan	D5
13/7/2/5	Edenvale	D5
13/7/2/6	Germiston	D5
13/7/2/7	Kempton Park	D5
13/7/2/8	Nigel	D5
13/7/2/9	Springs	D5
13/7/3	<u>Encumbrance/Encroachment</u>	
13/7/3/1	Alberton	A20
13/7/3/2	Benoni	A20
13/7/3/3	Boksburg	A20
13/7/3/4	Brakpan	A20
13/7/3/5	Edenvale	A20
13/7/3/6	Germiston	A20
13/7/3/7	Kempton Park	A20
13/7/3/8	Nigel	A20
13/7/3/9	Springs	A20
13/8	<u>Legal Action Sales</u>	
13/8/P	Policy	A20
13/8/R	Routine enquiries	D5
13/8/1	<u>Alberton</u>	
13/8/1/1	Sale in Execution	D10
13/8/1/2	Transfer of Properties	D10
13/8/1/3	Registration of Properties	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
13/8/1/4	Cancellation of deeds transfer	D10
13/8/2	<u>Benoni</u>	
13/8/2/1	Sale in Execution	D10
13/8/2/2	Transfer of Properties	D10
13/8/2/3	Registration of Properties	D10
13/8/2/4	Cancellation of deeds of transfer	D10
13/8/3	<u>Boksburg</u>	
13/8/3/1	Sale in Execution	D10
13/8/3/2	Transfer of Properties	D10
13/8/3/3	Registration of Properties	D10
13/8/3/4	Cancellation of deeds of transfer	D10
13/8/4	<u>Brakpan</u>	
13/8/4/1	Sale in Execution	D10
13/8/4/2	Transfer of Properties	D10
13/8/4/3	Registration of Properties	D10
13/8/4/4	Cancellation of deeds of transfer	D10
13/8/5	<u>Edenvale</u>	
13/8/5/1	Sale in Execution	D10
13/8/5/2	Transfer of Properties	D10
13/8/5/3	Registration of Properties	D10
13/8/5/4	Cancellation of deeds of transfer	D10
13/8/6	<u>Germiston</u>	
13/8/6/1	Sale in Execution	D10
13/8/6/2	Transfer of Properties	D10
13/8/6/2/1	Erf 122 West Germiston	
13/8/6/3	Registration of Properties	D10
13/8/6/4	Cancellation of deeds of transfer	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
13/8/7	<u>Kempton Park</u>	
13/8/7/1	Sale in Execution	D10
13/8/7/2	Transfer of Properties	D10
13/8/7/3	Registration of Properties	D10
13/8/7/4	Cancellation of deeds of transfer	D10
13/8/8	<u>Nigel</u>	
13/8/8/1	Sale in Execution	D10
13/8/8/2	Transfer of Properties	D10
13/8/8/3	Registration of properties	D10
13/8/8/4	Cancellation of deeds of transfer	D10
13/8/9	<u>Springs</u>	
13/8/9/1	Sale in Execution	D10
13/8/9/2	Transfer of Properties	D10
13/8/9/3	Registration of properties	D10
13/8/9/4	Cancellation of deeds of transfer	D10
13/9	<u>Determination of Magisterial Boundaries</u>	
13/9/1	Districts	A20

## 14. LICENCES AND PERMITS

NUMBER	DESCRIPTION	DISPOSAL
14/P	Policy	A20
14/R	Routine Enquiries	D5
14/1	<u>Licenses</u>	
14/1/1	<u>Applications and Issuing</u> (for payments of licences see 5/11)	
14/1/1/1	<u>Trade Licenses</u>	
14/1/1/1/1	Hawkers	D10
14/1/1/1/2	Entertainment	D10
14/1/1/1/3	Dairies	D10
14/1/1/1/4	Liquor Board Licenses	D10
14/1/1/1/5	Taverns/Shebeens	D10
14/1/1/1/6	<u>Premises</u>	
14/1/1/1/6/1	Food	D10
14/1/1/1/6/2	Other Premises	D10
14/1/1/1/7	Funeral Undertakers	D10
14/1/1/2	<u>Vehicle Licenses</u>	
14/1/1/2/1	Public Vehicles	D10
14/1/1/2/2	Municipal Vehicles	D10
14/1/1/3	Driver's Licenses	D10
14/1/1/4	<u>Occupational Licenses</u>	
14/1/1/4/1	Plumbers	D10
14/1/1/4/2	Electricians	D10
14/1/1/4/3	Mining	D10
14/1/1/5	File deleted	
14/1/1/6	<u>Other Licenses</u>	
14/1/1/6/1	Explosives	D5

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
14/1/1/6/2	Salvage	D5
14/1/1/6/4	Radio Active sources /Radiation Emissions	D5
14/1/1/6/5	Civil Aviation	D5
14/2	<u>Permits</u>	
14/2/1	Food sale on premises	D10
14/2/2	Taxi	D10
14/2/3	Meat Import	D10
14/2/4	Flammable liquids and substances	D10
14/2/5	Public driving : Instructors	D10
14/2/6	Fire Works	D10
14/2/7	Dairy Products	D10
14/2/8	Wheat Board	D10
14/2/9	Parking	D10
14/2/10	Antenna	D10
14/2/11	Public Road Carriers	D10
14/2/12	Surface Rights	D10
14/2/13	Removal of used cooking oil	D10

## **15. TOWN PLANNING AND CONTROL**



<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
15/1	<u>Main Files</u>	
15/1/P	Policy	A20
15/1/R	Routine Enquiries	D5
15/1/1	Planning and Strategy	A20
15/1/2	Municipal Boundaries	A20
15/1/2/1	Outside/Outer Boundaries	A20
15/1/2/2	Erf boundaries	A20
15/1/3	Appointment of Consulting Town Planning Engineers and Quantity Surveyors	D10
15/1/4	<u>Applications/Reservation of Sites</u>	
15/1/4/P	Policy	A20
15/1/4/R	Routine Enquiries	D5
15/1/4/1	Industry	D5
15/1/4/2	Educational Institutions	D5
15/1/4/3	Sport and Recreation	D5
15/1/4/4	Churches	D5
15/1/4/5	Housing	D5
15/1/4/6	Shops/Shopping Complexes	D5
15/1/4/7	Cellular mast	D5
15/1/4/8	Nature Area	D5
15/1/4/9	Bottle Stores	D5
15/1/4/10	Crèches	D5
15/1/4/11	Cinemas	D5
15/1/4/12	Garages	D5
15/1/4/13	Disposal Sites	A20
15/1/4/14	Cemeteries	A20
15/1/4/15	Community Organisations	D5
15/1/4/16	Containers	A20
15/1/4/17	Health Centres	A20
15/1/4/18	Agricultural land	D5
15/1/4/19	Fire stations	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
15/1/5	Geological Survey	A20
15/1/6	<u>Guide, Guideline, Structure and Development Plans</u>	
15/1/6/1	Integrated Development Plans	A20
15/1/6/2	Spatial Development Framework	A20
15/1/6/2/1	Regional Spatial Development Framework	A20
15/1/6/2/2	Local Development Framework	A20
15/1/6/3	Precinct Plans	A20
15/1/6/4	Interlink Corridors between Customer Care Centres, Development Plan	A20
15/1/6/5	Urban-Econ Retail Demand Model	A20
15/1/7	Approval of building plans	A20
15/1/8	Ekurhuleni Residential Development and Land Development Statistics	A20
15/1/9	City Improvement District/Urban Renewal	A20
15/1/10	Aerotropolis	A20
15/2	<u>Town Planning Schemes/Urban Development</u>	
15/2/P	Policy	A20
15/2/R	Routine Enquiries	D5
15/2/1	Alberton	A20
15/2/2	Benoni	A20
15/2/3	Boksburg	A20
15/2/4	Brakpan	A20
15/2/5	Edenvale	A20
15/2/6	Germiston	A20
15/2/7	Kempton Park	A20
15/2/8	Nigel	A20
15/2/9	Springs	A20
15/2/10	Peri-urban	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
15/3	<u>Establishment of Townships and amendment of Conditions</u>	
15/3/P	Policy	A20
15/3/R	Routine Enquiries	D5
15/3/1	Alberton	A20
15/3/1/1	Extension/Incorporation of township boundaries	A20
15/3/2	Benoni	A20
15/3/2/1	Extension/Incorporation of township Boundaries	A20
15/3/3	Boksburg	A20
15/3/3/1	Extension/Incorporation of township boundaries	A20
15/3/4	Brakpan	A20
15/3/4/1	Extension/Incorporation of township Boundaries	A20
15/3/5	Edenvale	A20
15/3/5/1	Extension/Incorporation of township boundaries	A20
15/3/6	Germiston	A20
15/3/6/1	Extension /Incorporation of township Boundaries	A20
15/3/7	Kempton Park	A20
15/3/7/1	Extension/Incorporation of township boundaries	A20
15/3/8	Nigel	A20
15/3/8/1	Extension/Incorporation of township boundaries	A20
15/3/9	Springs	A20
15/3/9/1	Extension/Incorporation of township boundaries	A20
		A20
15/4	<u>Control of Townships</u> (Aspects concerning individual erven e.g.	

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
	Amendments of individual conditions of title, subdivision of a specific erf, rezoning On a specific erf etc., should be dealt with on the erven files. See list of series of separate case files.)	
15/4/P	Policy	A20
15/4/R	Routine Enquiries	D5
15/4/1	<u>Alberton Service Delivery Centre</u>	
15/4/1/1	Rezoning /amendment schemes	A20
15/4/1/2	Consolidations/Notarial tie Agreements (Open a file for each township and erf and number consecutively)	D5
15/4/1/3	Subdivisions	D5
15/4/1/4	Security Villages/Townships	A20
15/4/1/5	Control of Construction of buildings	D5
15/4/1/5/1	Building line restrictions and encroachments	A20
15/4/1/6	Relaxation of parking requirements	A20
15/4/1/7	Sectional title schemes	A20
15/4/1/8	Naming of Streets	A20
15/4/1/9	<u>Consent use</u>	
15/4/1/9/1	Council and privately owned land	A20
15/4/1/9/2	Cellular masts	A20
15/4/1/9/3	Radio masts	A20
15/4/1/10	Erection of second dwellings	A20
15/4/1/11	Occupation from home	A20
15/4/1/12	Contravention of Town Planning Schemes	A20
15/4/1/13	Permitted Businesses	A20
15/4/1/14	Diagrams	A20
15/4/1/15	Application for removal of restrictions	A20
15/4/1/16	Demolition of buildings	A20
15/4/1/17	Mineral/Prospecting Rights	A20
15/4/1/18	Site Development Plans	A20
15/4/1/19	Meyersdale	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
15/4/2	<u>Benoni Service Delivery Centre</u>	
	(Provide the same subdivisions as under 15/4/1)	
15/4/2/1	Rezoning /amendment schemes	A20
15/4/2/2	Consolidations/Notarial tie agreements (Open a file for each township and erf and number consecutively)	D10
15/4/2/3	Subdivisions (Open a file for each township and erf and number consecutively))	D10
15/4/2/4	Security Villages	A20
15/4/2/5	Control of Construction of buildings	D10
15/4/2/5/1	Building line restrictions and encroachments	D10
15/4/2/6	Relaxation of parking requirements	D10
15/4/2/7	Sectional title schemes	D10
15/4/2/8	Naming of Streets	A20
15/4/2/9	<u>Consent use</u>	
15/4/2/9/1	Council and privately owned land	D10
15/4/2/9/2	Cellular masts	D10
15/4/2/9/3	Radio masts	D10
15/4/2/10	Erection of second dwellings	D10
15/4/2/11	Occupation from home	D10
15/4/2/12	Contravention of Town Planning Schemes	D10
15/4/2/13	Permitted Businesses	D10
15/4/2/14	Diagrams	A20
15/4/2/15	Removal of Restrictions	D10
15/4/2/16	Demolition of buildings	A20
15/4/2/17	Mineral/Prospecting Rights	D10
15/4/2/18	Site Development Plans	D10
15/4/3	<u>Boksburg Service Delivery Centre</u>	
15/4/3/1	Rezoning /amendment schemes	A20
15/4/3/2	Consolidations/Notarial tie agreements (Open a file for each township and erf and number consecutively)	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
15/4/3/3	Subdivisions (Open a file for each township and erf and number consecutively))	D10
15/4/3/4	Security Villages	A20
15/4/3/5	Control of Construction of buildings	D10
15/4/3/5/1	Building line restrictions and encroachments	D10
15/4/3/6	Relaxation of parking requirements	D10
15/4/3/7	Sectional title schemes	D10
15/4/3/8	Naming of Streets	A20
15/4/3/9	<u>Consent use</u>	
15/4/3/9/1	Council and privately owned land	D10
15/4/3/9/2	Cellular masts	D10
15/4/3/9/3	Radio masts	D10
15/4/3/10	Erection of second dwellings	D10
15/4/3/11	Occupation from home	D10
15/4/3/12	Contravention of Town Planning Schemes	D10
15/4/3/13	Permitted Businesses	D10
15/4/3/14	Diagrams	A20
15/4/3/15	Removal of Restrictions	D10
15/4/3/16	Demolition of buildings	A20
15/4/3/17	Mineral/Prospecting Rights	D10
15/4/3/18	Site Development Plans	D10
15/4/4	<u>Brakpan Service Delivery Centre</u>	
15/4/4/1	Rezoning /amendment schemes	A20
15/4/4/2	Consolidations/Notarial tie agreements (Open a file for each township and erf and number consecutively)	D10
15/4/4/3	Subdivisions (Open a file for each township and erf and number consecutively))	D10
15/4/4/4	Security Villages	A20
15/4/4/5	Control of Construction of buildings	D10
15/4/4/5/1	Building line restrictions and encroachments	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
15/4/4/6	Relaxation of parking requirements	D10
15/4/4/7	Sectional title schemes	D10
15/4/4/8	Naming of Streets	A20
15/4/4/9	<u>Consent use</u>	
15/4/4/9/1	Council and privately owned land	D10
15/4/4/9/2	Cellular masts	D10
15/4/4/9/3	Radio masts	D10
15/4/4/10	Erection of second dwellings	D10
15/4/4/11	Occupation from home	D10
15/4/4/12	Contravention of Town Planning Schemes	D10
15/4/4/13	Permitted Businesses	D10
15/4/4/14	Diagrams	A20
15/4/4/15	Removal of Restrictions	D10
15/4/4/16	Demolition of buildings	A20
15/4/4/17	Mineral/Prospecting Rights	D10
15/4/4/18	Site Development Plans	D10
15/4/5	<u>Edenvale</u> (Provide the same subdivisions as under 15/4/1)	
15/4/5/1	Rezoning /Amendment schemes	A20
15/4/5/2	Consolidations/Notarial tie agreements (Open a file for each township and erf and number consecutively)	D10
15/4/5/3	Subdivisions (Open a file for each township and erf and number consecutively))	D10
15/4/5/4	Security Villages	A20
15/4/5/5	Control of Construction of buildings	D10
15/4/5/5/1	Building line restrictions and encroachments	D10
15/4/5/6	Relaxation of parking requirements and Streets	D10
15/4/5/7	Sectional title schemes	D10
15/4/5/8	Naming of Streets	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
15/4/5/9	<u>Consent use</u>	
15/4/5/9/1	Council and privately owned land	D10
15/4/5/9/2	Cellular masts	D10
15/4/5/9/3	Radio masts	D10
15/4/5/10	Erection of second dwellings	D10
15/4/5/11	Occupation from home	D10
15/4/5/12	Contravention of Town Planning Schemes	D10
15/4/5/13	Permitted Businesses	D10
15/4/5/14	Diagrams	A20
15/4/5/15	Removal of restrictions	D10
15/4/5/16	Demolition of buildings	A20
15/4/5/17	Mineral Rights	D10
15/4/5/18	Site Development Plans	D10
15/4/6	<u>Germiston</u> (Provide the same subdivisions as under 15/4/1)	
15/4/6/1	Rezoning/amendment schemes	A20
15/4/6/2	Consolidations/Notarial tie agreements (Open a file for each township and erf and number consecutively)	D10
15/4/6/3	Subdivisions (Open a file for each township and erf and number consecutively))	D10
15/4/6/4	Security Villages	A20
15/4/6/5	Control of Construction of buildings	D10
15/4/6/5/1	Building line restrictions and encroachments	D10
15/4/6/6	Relaxation of parking requirements	D10
15/4/6/7	Sectional title schemes	D10
15/4/6/8	Naming of Streets	A20
15/4/6/9	<u>Consent use</u>	
15/4/6/9/1	Council and privately owned land	D10
15/4/6/9/2	Cellular masts	D10



<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
15/4/6/9/3	Radio masts	D10
15/4/6/10	Erection of second dwellings	D10
15/4/6/11	Occupation from home	D10
15/4/6/12	Contravention of Town Planning Schemes	D10
15/4/6/13	Permitted Businesses	D10
15/4/6/14	Diagrams	A20
15/4/6/15	Removal of restrictions	D10
15/4/6/16	Demolition of buildings	A20
15/4/6/17	Mineral Rights	D10
15/4/6/18	Site Development Plans	D10
15/4/7	<u>Kempton Park</u> (Provide the same subdivisions as under 15/4/1)	
15/4/7/1	Rezoning /amendment schemes	A20
15/4/7/2	Consolidations/Notarial tie agreements (Open a file for each township and erf and number consecutively)	D10
15/4/7/3	Subdivisions (Open a file for each township and erf and number consecutively))	D10
15/4/7/4	Security Villages	A20
15/4/7/5	Control of Construction of buildings	D10
15/4/7/5/1	Building line restrictions and encroachments	D10
15/4/7/6	Relaxation of parking requirements	D10
15/4/7/7	Sectional title schemes	D10
15/4/7/8	Naming of Streets	A20
15/4/7/9	<u>Consent use</u>	
15/4/7/9/1	Council and privately owned land	D10
15/4/7/9/2	Cellular masts	D10
15/4/7/9/3	Radio masts	D10
15/4/7/10	Erection of second dwellings	D10
15/4/7/11	Occupation from home	D10
15/4/7/12	Contravention of Town Planning Schemes	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
15/4/7/13	Permitted Businesses	D10
15/4/7/14	Diagrams	A20
15/4/7/15	Removal of restrictions	D10
15/4/7/16	Demolition of buildings	A20
15/4/7/17	Mineral/Prospecting Rights	D10
15/4/8	<u>Nigel</u> (Provide the same subdivisions as under 15/4/1)	
15/4/8/1	Rezoning /amendment schemes	A20
15/4/8/2	Consolidations/Notarial tie agreements (Open a file for each township and erf and number consecutively)	D10
15/4/8/3	Subdivisions (Open a file for each township and erf and number consecutively))	D10
15/4/8/4	Security Villages	A20
15/4/8/5	Control of Construction of buildings	D10
15/4/8/5/1	Building line restrictions and encroachments	D10
15/4/8/6	Relaxation of parking requirements	D10
15/4/8/7	Sectional title schemes	D10
15/4/8/8	Naming of Streets	A20
15/4/8/9	<u>Consent use</u>	
15/4/8/9/1	Council and privately owned land	D10
15/4/8/9/2	Cellular masts	D10
15/4/8/9/3	Radio masts	D10
15/4/8/10	Erection of second dwellings	D10
15/4/8/11	Occupation from home	D10
15/4/8/12	Contravention of Town Planning Schemes	D10
15/4/8/13	Permitted Businesses	D10
15/4/8/14	Diagrams	A20
15/4/8/15	Removal of Restrictions	D10
15/4/8/16	Demolition of buildings	A20
15/4/8/17	Mineral/Prospecting Rights	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
15/4/9/18	Site Development Plans	D10
15/4/9	<u>Springs</u> (Provide the same subdivisions as under 15/4/1)	
15/4/9/1	Rezoning/amendments schemes	A20
15/4/9/2	Consolidations/Notarial tie agreements (Open a file for each township and erf and number consecutively)	D10
15/4/9/3	Subdivisions (Open a file for each township and erf and number consecutively))	D10
15/4/9/4	Security Villages	A20
15/4/9/5	Control of Construction of buildings	D10
15/4/9/5/1	Building line restrictions and encroachments	D10
15/4/9/6	Relaxation of parking requirements	D10
15/4/9/7	Sectional title schemes	D10
15/4/9/8	Naming of Streets	A20
15/4/9/9	<u>Consent use</u>	
15/4/9/9/1	Council and privately owned land	D10
15/4/9/9/2	Cellular masts	D10
15/4/9/9/3	Radio masts	D10
15/4/9/10	Erection of second dwellings	D10
15/4/9/11	Occupation from home	D10
15/4/9/12	Contravention of Town Planning Schemes	D10
15/4/9/13	Permitted Businesses	D10
15/4/9/14	Diagrams	A20
15/4/9/15	Removal of Restrictions	D10
15/4/9/16	Demolition of buildings	A20
15/4/9/17	Mineral/Prospecting Rights	D10
15/4/9/18	Site Development Plans	D10
15/5	<u>Land Use</u>	
15/5/P	Policy	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
15/5/R	Routine Enquiries and Complaints	D10
15/5/1	Planning and Strategy	A20
15/5/1/1	Alberton	A20
15/5/1/2	Benoni	A20
15/5/1/3	Boksburg	A20
15/5/1/4	Brakpan	A20
15/5/1/5	Edenvale	A20
15/5/1/6	Germiston	A20
15/5/1/7	Kempton Park	A20
15/5/1/8	Nigel	A20
15/5/1/9	Springs	A20
15/5/2	<u>Development and Applications for Land</u>	
15/5/2/1	Alberton	A20
15/5/2/2	Benoni	A20
15/5/2/3	Boksburg	A20
15/5/2/4	Brakpan	A20
15/5/2/5	Edenvale	A20
15/5/2/6	Germiston	A20
15/5/2/7	Kempton Park	A20
15/5/2/8	Nigel	A20
15/5/2/9	Springs	A20
15/5/2/10	Reports	
15/5/3	<u>Informal Settlements</u> (open a file for each informal settlement under the relevant CCC)	
15/5/3/R	Routine Enquiries	D5
15/5/3/1	Alberton	A20
15/5/3/2	Benoni	A20
15/5/3/3	Boksburg	
15/5/3/4	Brakpan	A20
15/5/3/5	Edenvale	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
15/5/3/6	Germiston	A20
15/5/3/7	Kempton Park	A20
15/5/3/8	Nigel	A20
15/5/3/9	Springs	A20
15/5/4	Reconstruction and Development Program	A20
15/5/5	Land Audit /Survey	A20
15/5/6	Land Invasion	A20
15/5/7	Evictions/Relocations	A20
15/5/7/R	Routine Enquiries	D5
15/5/7/1	Alberton	A20
15/5/7/2	Benoni	A20
15/5/7/3	Boksburg	A20
15/5/7/4	Brakpan	A20
15/5/7/5	Edenvale	A20
15/5/7/6	Germiston	A20
15/5/7/7	Kempton Park	A20
15/5/7/8	Nigel	A20
15/5/7/9	Springs	A20
15/6	R	

## 16 .ESSENTIAL SERVICES

NUMBER	DESCRIPTION	DISPOSAL
16/1	<u>Water</u>	
16/1/P	Policy	A20
16/1/R	Routine Enquiries	D5
16/1/1	Planning and Strategy	A20
16/1/1/1	Complaints from the public	A20
16/1/1/2	Rainfall Statistics	A20
16/1/2	<u>Acquisition of Sources</u>	
16/1/2/1	Dams	A20
16/1/2/2	Rivers	A20
16/1/2/3	Springs	A20
16/1/2/4	Sinking of Boreholes	A20
16/1/3	Purchases (1.e.g. from Rand Water 2.Financial aspects of a routine nature e.g. accounts, should be dealt with on the appropriate files under main series 5)	A20
16/1/3/1	Tariff Increases	D5
16/1/4	Provision and Maintenance of Reservoirs and Purification Plans (Including Pumping Stations)	D20
16/1/5	<u>Main Pipe Lines</u>	
16/1/5/1	Installation and Maintenance	D10
16/1/5/2	Supply	D10
16/1/5/3	<u>Connections</u>	
16/1/5/3/1	Permanent	D10
16/1/5/3/2	Temporary	D10
16/1/5/3/3	Illegal	D10
16/1/6	<u>Safe Guarding</u>	
16/1/6/1	Monitoring	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
16/1/6/2	Cathodic Protection	D10
16/1/6/3	Decompression	D5
16/1/7	<u>Meters</u>	
16/1/7/1	Installation	D5
16/1/7/2	Testing	D5
16/1/7/3	Readings	D5
16/1/7/4	Maintenance	D5
16/1/7/4/1	Prepaid meters	D5
16/1/8	Water Restrictions	D5
16/1/9	<u>Way Leaves</u> (Open a file for each organization and number consecutively)	D10
16/1/10	Distribution Loss	A20
16/1/11	<u>Distribution of water</u>	
16/1/11/1	<u>Municipal areas</u>	
16/1/11/1/1	Alberton	D10
16/1/11/1/2	Benoni	D10
16/1/11/1/3	Boksburg	D10
16/1/11/1/4	Brakpan	D10
16/1/11/1/5	Edenvale	D10
16/1/11/1/6	Germiston	D10
16/1/11/1/7	Kempton Park	D10
16/1/11/1/8	Nigel	D10
16/1/11/1/9	Springs	D10
16/1/11/2	Informal Settlements	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
16/2	<u>Electricity</u>	
16/2/P	Policy	A20
16/2/R	Routine Enquiries and complaints	D5
16/2/1	Planning and Strategy	A20
16/2/2	Provision and Maintenance of Electricity Distribution Network Assets	D10
16/2/2/1	Transformers	D10
16/2/2/2	Switchgear	D10
16/2/2/3	Underground cables	D10
16/2/2/4	Overhead lines	D10
16/2/3	Purchases (1. E.g. from Eskom. 2. Financial aspects of a routine nature, e.g. Accounts should be dealt with on the appropriate files under main series 5.)	A20
16/2/3/1	Tariff Increases from Eskom	A20
16/2/3/2	Free basic Electricity	
16/2/4	Erection and Maintenance of Sub-stations	D10
16/2/5	Provision and Maintenance of Street Lights and High masts	D10
16/2/6	<u>Meters</u>	
16/2/6/1	Ordinary Meters	D10
16/2/6/1/1	Installation	D10
16/2/6/1/2	Testing	D10
16/2/6/1/3	Readings	D10
16/2/6/1/4	Maintenance	D10
16/2/6/2	Prepaid meters	D10



<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
16/2/6/3	Protective Structures	D10
16/2/7	<u>Way Leaves</u> (Open a file for each organization and number consecutively)	
16/2/7/1	Eskom	D10
16/2/8	<u>Distribution and Maintenance</u>	
16/2/8/1	Alberton	D10
16/2/8/2	Benoni	D10
16/2/8/3	Boksburg	D10
16/2/8/4	Brakpan	D10
16/2/8/5	Edenvale	D10
16/2/8/6	Germiston	D10
16/2/8/7	Kempton Park	D10
16/2/8/8	Nigel	D10
16/2/8/9	Springs	D10
16/2/9	<u>Distributor Systems</u>	
16/2/9/1	Eskom	A20
16/2/9/2	NERSA (National Electricity Regulator)	A20
16/2/9/3	RED (Regional Electricity Distributors)	A20
16/2/10	Integrated National Electrification Program	A20
16/2/10/1	Programme Ugesi	A20
16/2/10/2	Khanyisile	A20
16/2/11	Distribution Loss	D10
16/2/11/1	Illegal Connections	D10
16/2/12	National Rationalised Specification Guideline (NRS 048)/Standards (Electrical System Fault Spreadsheet)	D10
16/2/12/1	NRS 048-2 Power Quality	D10
16/2/12/2	NRS 048-3 Power Interruptions	D10
16/2/13	National Rationalised Specification	

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
	Guideline (NRS 047)/Standards (Licence condition))	
16/3	<u>Roads and Streets</u>	
16/3/P	Policy	A20
16/3/R	Routine Enquiries and Complaints	D5
16/3/1	Planning and Strategy (For national pedestrian strategy see 16/3/8)	A20
16/3/2	Road Construction Program	A20
16/3/3	Proclamation	D10
16/3/4	<u>Planning and Commentary iro Roads</u>	
16/3/4/1	National Roads	D10
16/3/4/1/1	Boulevard	D10
16/3/4/1/2	National guidelines for Road Access Management	D10
16/3/4/2	Provincial Roads	D10
16/3/4/3	<u>Access to Local Roads</u>	
16/3/4/3/1	Alberton	A20
16/3/4/3/2	Benoni	A20
16/3/4/3/3	Boksburg	A20
16/3/4/3/4	Brakpan	A20
16/3/4/3/5	Edenvale	A20
16/3/4/3/6	Germiston	A20
16/3/4/3/7	Kempton Park	A20
16/3/4/3/8	Nigel	A20
16/3/4/3/9	Springs	A20
16/3/5	<u>Permanent Closure of Roads and Streets</u>	
16/3/5/1	Alberton	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
16/3/5/2	Benoni	A20
16/3/5/3	Boksburg	A20
16/3/5/4	Brakpan	A20
16/3/5/5	Edenvale	A20
16/3/5/6	Germiston	A20
16/3/5/7	Kempton Park	A20
16/3/5/8	Nigel	A20
16/3/5/9	Springs	A20
16/3/6	<u>Construction and Maintenance</u>	
16/3/6/1	<u>Surfaces</u>	
16/3/6/1/1	Alberton	D10
16/3/6/1/2	Benoni	D10
16/3/6/1/3	Boksburg	D10
16/3/6/1/4	Brakpan	D10
16/3/6/1/5	Edenvale	D10
16/3/6/1/6	Germiston	D10
16/3/6/1/7	Kempton Park	D10
16/3/6/1/8	Nigel	D10
16/3/6/1/9	Springs	D10
16/3/6/2	<u>Storm Water Drainage</u>	
16/3/6/2/1	Alberton	D10
16/3/6/2/2	Benoni	D10
16/3/6/2/3	Boksburg	D10
16/3/6/2/4	Brakpan	D10
16/3/6/2/5	Edenvale	D10
16/3/6/2/6	Germiston	D10
16/3/6/2/7	Kempton Park	D10
16/3/6/2/8	Nigel	D10
16/3/6/2/9	Springs	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
16/3/6/3	Sidewalks/Walkways	D5
16/3/6/4	<u>Bridges and Subways/ Railway Crossings</u> (Open a file for each bridge or subway and number consecutively)	
16/3/6/4/1	Planning and Strategy	D10
16/3/6/5	<u>Corridors</u>	
16/3/6/5/1	Alberton	D10
16/3/6/5/2	Benoni	D10
16/3/6/5/3	Boksburg	D10
16/3/6/5/4	Brakpan	D10
16/3/6/5/5	Edenvale	D10
16/3/6/5/6	Germiston	D10
16/3/6/5/7	Kempton Park	D10
16/3/6/5/8	Nigel	D10
16/3/6/5/9	Springs	D10
16/3/6/6	Vehicle Entrances/Driveways	D10
16/3/6/7	<u>Bridges</u>	
16/3/6/7/1	Alberton	D10
16/3/6/7/2	Benoni	D10
16/3/6/7/3	Boksburg	D10
16/3/6/7/4	Brakpan	D10
16/3/6/7/5	Edenvale	D10
16/3/6/7/6	Germiston	D10
16/3/6/7/7	Kempton Park	D10
16/3/6/7/8	Nigel	D10
16/3/6/7/9	Springs	D10
16/3/7	<u>Way Leaves</u> (Open a file for each organization and number consecutively)	
16/3/7/1	Telkom	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
16/3/8	National Pedestrian Strategy	A20
16/3/8/1	Pedestrian Safety	A20
16/3/9	<u>Street Traders</u>	
16/3/9/P	Policy	A20
16/3/9/R	Routine Enquiries	D5
16/3/9/1	Facilities	D5
16/3/9/2	Food Hygiene	D5
16/3/10	Erection and Maintenance of Road Signs and Street names	D5
16/3/11	Crossing of Non-Municipal Services	D10
16/3/12	E-Tolling	D10
16/4	<u>Sewerage</u>	
16/4/P	Policy	A20
16/4/R	Routine Enquiries	D5
16/4/1	<u>Establishment and Management</u>	
16/4/1/1	Alberton	A20
16/4/1/2	Benoni	A20
16/4/1/3	Boksburg	A20
16/4/1/4	Brakpan	A20
16/4/1/5	Edenvale	A20
16/4/1/6	Germiston	A220
16/4/1/7	Kempton Park	A20
16/4/1/8	Nigel	A20
16/4/1/9	Springs	A20
16/4/2	<u>Sewerage Pumping-stations</u> (Open a file for each pumping-station and number consecutively)	D10
16/4/3	<u>Network/Reticulation</u>	

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
	(Open a file for each area and number consecutively)	
16/4/3/1	Alberton	A20
16/4/3/2	Benoni	A20
16/4/3/3	Boksburg	A20
16/4/3/4	Brakpan	A20
16/4/3/5	Edenvale	A20
16/4/3/6	Germiston	A20
16/4/3/7	Kempton Park	A20
16/4/3/8	Nigel	A20
16/4/3/9	Springs	A20
16/4/4	Way Leaves (Open a file for each organization and number consecutively)	D10
16/4/5	Industrial Effluent Control	A20
16/5	<u>Sanitation</u>	
16/5/P	Policy	A20
16/5/R	Routine Enquiries	D5
16/5/1	Planning and Strategy	A20
16/5/2	<u>Sanitation Service</u>	
16/5/2/1	Bucket Service	D10
16/5/2/2	Vacuum Tank Service	D10
16/5/2/3	Public Toilets	D10
16/5/3	Recycling	D10
16/5/4	Littering	D10
16/5/5	<u>Solid Waste Management</u>	
16/5/5/1	Alberton	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
16/5/5/2	Benoni	D10
16/5/5/3	Boksburg	D10
16/5/5/4	Brakpan	D10
16/5/5/5	Edenvale	D10
16/5/5/6	Germiston	D10
16/5/5/7	Kempton Park	D10
16/5/5/8	Nigel	D10
16/5/5/9	Springs	D10
16/5/6	<u>Projects</u>	
16/5/6/1	Siyakhusela	D10
16/5/6/2	Tembisa Community Based Waste Collection Pilot Project	D10
16/5/6/3	Zivuseni	D10
16/5/6/4	Lungile Mtshali	D10
16/5/7	<u>Management of Transfer Stations</u>	
16/5/7/1	Alberton	D10
16/5/7/2	Benoni	D10
16/5/7/3	Boksburg	D10
16/5/7/4	Brakpan	D10
16/5/7/5	Edenvale	D10
16/5/7/6	Germiston	D10
16/5/7/7	Kempton Park	D10
16/5/7/8	Nigel	D10
16/5/7/9	Springs	D10
16/5/8	<u>Refuse Removal Services</u> (Acquisition and Maintenance of Supplies Inclusive)	
16/5/8/1	Street Refuse Bins	D10
16/5/8/2	Home Refuse Bins	D10
16/5/8/3	Garden rubble	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
16/5/8/4	Builders rubble	D10
16/5/8/5	Industrial waste	D10
16/5/8/6	<u>Development Operations and Maintenance of Disposal sites</u>	
16/5/8/6/R	Routine Enquiries	D5
16/5/8/6/1	Alberton	D10
16/5/8/6/2	Benoni	D10
16/5/8/6/3	Boksburg	D10
16/5/8/6/4	Brakpan	D10
16/5/8/6/5	Edenvale	D10
16/5/8/6/6	Germiston	D10
16/5/8/6/7	Kempton Park	D10
16/5/8/6/8	Nigel	D10
16/5/8/6/9	Springs	D10
16/5/8/7	Medical Waste	D10
16/5/8/8	File moved to 16/5/8/10	D10
16/5/8/9	<u>Closed Disposal Sites</u>	
16/5/8/9/1	Alberton	D10
16/5/8/9/2	Benoni	D10
16/5/8/9/3	Boksburg	D10
16/5/8/9/4	Brakpan	D10
16/5/8/9/5	Edenvale	D10
16/5/8/9/6	Germiston	D10
16/5/8/9/7	Kempton Park	D10
16/5/8/9/8	Nigel	D10
16/5/8/9/9	Springs	D10
16/5/8/10	Hazardous /Toxic Waste	D10
16/5/8/10/1	Radon and Methane Gas	D10
16/5/8/10/2	Delisted Liquids	D10



<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
16/5/8/10/3	Composting	D10
16/5/8/10/4	Disposal of Tyres	D10
16/5/8/10/5	Disposal of food	D10
16/5/9	Illegal Dumping	D10
16/5/10	<u>Maintenance of Overgrown Stands</u>	
16/5/10/1	Complaints	D10
16/5/10/2	Cutting of grass	D10
16/6	<u>Cemeteries and Crematoria</u>	
16/6/P	Policy	A20
16/6/R	Routine Enquiries	D5
16/6/1	<u>Establishment</u>	
16/6/1/1	Alberton	D10
16/6/1/2	Benoni	D10
16/6/1/3	Boksburg	D10
16/6/1/4	Brakpan	D10
16/6/1/5	Edenvale	D10
16/6/1/6	Germiston	D10
16/6/1/7	Kempton Park	D10
16/6/1/8	Nigel	D10
16/6/1/9	Springs	D10
16/6/1/1/1	Planning and Strategy	A20
16/6/2	<u>Maintenance</u>	
16/6/2/1	Alberton	D10
16/6/2/2	Benoni	D10
16/6/2/3	Boksburg	D10
16/6/2/4	Brakpan	D10
16/6/2/5	Edenvale	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
16/6/2/6	Germiston	D10
16/6/2/7	Kempton Park	D10
16/6/2/8	Nigel	D10
16/6/2/9	Springs	D10
16/6/3	Exhumation and Reburials	A20
16/6/4	Erection of Tombstones	D10
16/6/5	Pauper Burials	D10
16/6/6	Burials/Cremations after hours	D10
16/6/7	Applications to be buried at Heroes Acre./Private property	D10

## **17. COMMUNITY SERVICES**

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/1	<u>Health</u> (All inspections are to be dealt with under 17/1/9)	
17/1/P	Policy	A20
17/1/R	Routine Enquiries	D5
17/1/1	Planning and Strategy	A20
17/1/1/1	District Health Expenditure Review plan (DHER)	D20
17/1/1/2	Complaints Management	D5
17/1/2	<u>Diseases and Plagues</u>	
17/1/2/P	Policy	A20
17/1/2/1	Notice of Occurrence	D10
17/1/2/2	Measures for Prevention	D20
17/1/2/3	Measures for Combating	D20
17/1/2/3/1	<u>Epidemics</u> (Open a file for each Epidemic and number consecutively)	
17/1/2/3/1/1	Measles	D10
17/1/2/3/1/2	Tuberculosis	D10
17/1/2/3/1/3	Typhoid Fever	D10
17/1/2/3/1/4	Malaria	D10
17/1/2/3/1/5	Organic phosphate	D10
17/1/2/3/1/6	Virus Hepatitis A	D10
17/1/2/3/1/7	Virus Hepatitis B	D10
17/1/2/3/1/8	Meningitis	D10
17/1/2/3/1/9	Overdose/Suicide	D10
17/1/2/3/1/10	Influenza	D10
17/1/2/3/1/11	Salmonella	D10
17/1/2/3/1/12	Diabetes	D10
17/1/2/3/1/13	Rabies	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/1/2/4	Chronic Diseases	D10
17/1/2/5	Sexually transmitted disease	D10
17/1/3	<u>Sample Analysis</u>	
17/1/3/P	Policy	A20
17/1/3/R	Routine Enquiries	D5
17/1/3/1	Dairy Products	D5
17/1/3/1/1	Meat	D5
17/1/3/1/2	Vegetables	D5
17/1/3/1/3	Other Nutrients	D5
17/1/3/1/4	Drinking Water	D5
17/1/3/1/5	Waste Water	D5
17/1/3/1/6	Swimming Pool Water	D5
17/1/3/1/7	Soil	D5
17/1/3/1/8	Rivers and Dams	D5
17/1/4	<u>Projects</u>	
17/1/4/R	Routine enquiries	D5
17/1/4/1	HIV-AIDS	D10
17/1/4/2	Primary Health Care	D10
17/1/4/3	Cholera	D10
17/1/4/4	Smoking	D10
17/1/4/5	Sexual Abuse	D10
17/1/4/6	Bana Pele	D10
17/1/5	<u>Health Education</u>	
17/1/5/P	Policy	A20
17/1/5/R	Routine Enquiries	D5
17/1/5/1	Planning and Strategy	A20
17/1/5/2	Psychiatric Services	D10
17/1/5/3	Post Natal Care	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/1/5/4	Initiation School Customs	D10
17/1/5/5	Peri- Natal Care	D10
17/1/6	<u>Medication</u>	
17/1/6/1	Obtaining	D5
17/1/6/2	Distribution	D5
17/1/6/3	Shortages and Complaints	D10
17/1/7	<u>Hospitals</u>	
17/1/7/P	Policy	A20
17/1/7/R	Routine Enquiries	D5
17/1/7/1	<u>Planning and Strategy</u>	A20
17/1/7/1/1	Alberton	A20
17/1/7/1/2	Benoni	A20
17/1/7/1/3	Boksburg	A20
17/1/7/1/4	Brakpan	A20
17/1/7/1/5	Edenvale	A20
17/1/7/1/6	Germiston	A20
17/1/7/1/7	Kempton Park	A20
17/1/7/1/8	Nigel	A20
17/1/7/1/9	Springs	A20
17/1/8	<u>Clinic Services</u>	
17/1/8/P	Policy	A20
17/1/8/R	Routine Enquiries	D5
17/1/8/1	Family Planning	A20
17/1/8/2	Antenatal clinics	A20
17/1/8/3	<u>Planning and Strategy</u>	
17/1/8/3/1	Alberton	A20
17/1/8/3/2	Benoni	A20
17/1/8/3/3	Boksburg	A20
17/1/8/3/4	Brakpan	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/1/8/3/5	Edenvale	A20
17/1/8/3/6	Germiston	A20
17/1/8/3/7	Kempton Park	A20
17/1/8/3/8	Nigel	A20
17/1/8/3/9	Springs	A20
17/1/8/3/10	Mobile Clinic	A20
17/1/8/4	<u>Maintenance of Clinics</u>	
17/1/8/4/1	Alberton	D10
17/1/8/4/2	Benoni	D10
17/1/8/4/3	Boksburg	D10
17/1/8/4/4	Brakpan	D10
17/1/8/4/5	Edenvale	D10
17/1/8/4/6	Germiston	D10
17/1/8/4/7	Kempton Park	D10
17/1/8/4/8	Nigel	D10
17/1/8/4/9	Springs	D10
17/1/9	<u>Inspections</u> (For pollution control see 17/19/8)	
17/1/9/R	Routine Enquiries	D5
17/1/9/1	Premises and Food	D5
17/1/9/1/1	Certificates	D5
17/1/9/2	X-rays	D5
17/1/10	Health Facilities	D10
17/2	<u>Community Development</u>	
17/2/P	Policy	A20
17/2/R	Routine Enquiries	D5
17/2/1	Planning and Strategy	A20
17/2/2	<u>Community Development Projects</u>	

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/2/2/1	Awareness Campaigns	D10
17/2/2/2	Landfill Education	D10
17/2/2/3	Community based Tourism	D10
17/2/2/4	Bicycle Strategy	D10
17/2/2/5	Learner ship Programmes	D10
17/2/2/6	Library Programmes	D10
17/2/2/7	Employment Opportunities	D10
17/2/2/8	Clinic Programmes	D10
17/3	<u>Welfare</u>	
17/3/P	Policy	A20
17/3/R	Routine Enquiries	D5
17/3/1	<u>Welfare Organizations</u>	
17/3/1/1	Registration	D5
17/3/1/2	Old Age Homes	D5
17/3/2	<u>Indigents</u>	
17/3/2/P	Policy	A20
17/3/2/R	Routine Enquiries	D5
17/3/2/1	Survey/Registrations	A20
17/4	<u>Poverty Alleviation</u>	
17/4/P	Policy	A20
17/4/R	Routine Enquiries	D5
17/4/1	Planning and Strategy	A20
17/4/2	<u>Feeding Schemes</u>	
17/4/2/1	Non Governmental Organizations	D5
17/4/2/2	Churches	D5
17/4/2/3	Government Centre	D5

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/4/3	<u>Self Help Activities</u>	
17/4/3/1	Food Gardens	A20
17/4/3/2	Zivuseni Programme (self help programme small businesses)	A20
17/4/3/3	Roads for Africa	A20
17/5	<u>Traffic Control</u> (For Bus Transport see 17/11/3)	
17/5/P	Policy	A20
17/5/R	Routine Enquiries	D5
17/5/1	Planning and Strategy	A20
17/5/2	Promotion of Road Safety	D5
17/5/2/1	Arrive Alive Campaign	D5
17/5/2/2	Accident Statistics	A20
17/5/2/3	Shova Kalula Bicycle Project	D5
17/5/3	<u>Vehicle Control</u>	
17/5/3/1	Roadworthiness Testing	D10
17/5/3/2	Disposal of Abandoned Vehicles	D10
17/5/3/3	Traffic Volume Surveys and Vehicle Statistics	A20
17/5/3/4	Traffic Calming Measures	D5
17/5/3/4/1	Use of Speed Humps	D5
17/5/3/5	Traffic signals	D5
17/5/4	<u>Applications for Permission and handing of memorandums</u>	
17/5/4/1	Processions / Marches	D5
17/5/4/1/1	Political Processions	D5
17/5/4/2	Rallies and Races	D5
17/5/4/3	Abnormal Loads/Overloading	D5
17/5/4/4	Loudspeakers and Posters	D5
17/5/4/5	Parachute Jumps	D5



<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/5/4/6	Helicopter Landings	D5
17/5/4/7	Transport of Hazardous Materials	D5
17/5/4/8	Filming	D5
17/5/4/9	Street Collections	D5
17/5/4/10	Flea Markets	D5
17/5/4/11	Street Functions/Funerals	D10
17/5/4/12	Circuses	D10
17/5/5	<u>Offences: Condo nations</u> (For Prosecutions, see 13/4)	
17/5/5/1	Street Collections	D10
17/5/5/2	<u>Traffic Fines</u> (for traffic accidents see 13/3/1/5, for contravention of the act see 13/4/2/4)	D10
17/5/5/2/1	Routine Representation	D10
17/5/5/2/2	Representation for Investigation	D10
17/5/5/2/3	Integrated Traffic Violation Management System	D10
17/5/6	<u>Parking Allocation</u>	
17/5/6/1	Public Parking	D10
17/5/6/2	Loading Zones	D10
17/5/6/3	Emergency/Disable Parking	D10
17/5/7	Parking Systems	D10
17/6	<u>Library Services</u> (for Library programs see 17/2/2/6)	
17/6/P	Policy	A20
17/6/R	Routine Enquiries	D5
17/6/1	Planning and Strategy	A20
17/6/2	Acquisition	A20
17/6/3	Maintenance	D10

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/6/4	<u>Books and Periodicals</u>	
17/6/4/1	Purchase	D5
17/6/4/2	Donation	D5
17/6/4/3	Losses	D5
17/6/4/4	Inter-library Loans	D5
17/6/5	Information Centres (Open a file for each centre and number consecutively)	D10
17/7	<u>Metropolitan Safety</u>	
17/7/P	Policy	A20
17/7/R	Routine Enquiries and Complaints	D5
17/7/1	Public Disturbances	D5
17/7/1/1	Dog Complaints	D5
17/7/2	Hawkers and Vendors	D5
17/7/3	Bomb Threats	A20
17/7/4	Planning and Strategy	A20
17/7/5	Establishment	A20
17/7/6	Police Quarters	A20
17/7/7	Prevention of Crime and Violence	A20
17/7/7/1	Captain Crime Stop	A20
17/7/8	<u>Projects</u>	
17/7/8/1	Close Circuit Television (CCTV)	A20
17/7/8/2	School Safety	A20
17/7/9	Public Safety Training Academy	A20
17/7/10	Community Safety Awareness	A20
17/7/11	Community Justice	A20
17/8	<u>Disaster Management</u>	
17/8/P	Policy	A20
17/8/R	Routine Enquiries	D5

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/8/1	Planning and Strategy	A20
17/8/2	Prevention and Mitigation	D5
17/8/3	<u>Management of Disaster Management Centres</u>	
17/8/3/1	Eastern Region	A20
17/8/3/2	Northern Region	A20
17/8/3/3	Southern Region	A20
17/8/4	Risk and Vulnerability	A20
17/8/4/1	Risk Assessment Reports	A20
17/8/5	<u>Maintenance of Disaster Management Units</u> (Open a file for each Customer Care Centre and number consecutively)	D5
17/8/6	Disaster Management Volunteer Administration	D5
17/8/6/1	Volunteers Training	D5
17/8/7	Incident Management System (IMS)	A20
17/8/8	Disaster Research	A20
17/8/9	Disaster Response	A20
17/8/10	Disaster Declaration	A20
17/8/11	<u>Disaster Incidents</u>	
17/8/11/1	Major Incidents	A20
17/8/11/2	Minor Incidents	A20
17/9	<u>Civic Centres, Parks, Gardens and Open Spaces</u>	
17/9/P	Policy	A20
17/9/R	Routine Enquiries	D5
17/9/1	<u>Applications for Restriction of access to Public places</u>	
17/9/1/1	Alberton	D5
17/9/1/2	Benoni	D5

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/9/1/3	Boksburg	D5
17/9/1/4	Brakpan	D5
17/9/1/5	Edenvale	D5
17/9/1/6	Germiston	D5
17/9/1/7	Kempton Park	D5
17/9/1/8	Nigel	D5
17/9/1/9	Springs	D5
17/9/2	Provision/Permission to use	A20
17/9/3	<u>Development, Maintenance and Permanent Closure</u>	
17/9/3/P	Policy	D5
17/9/3/R	Routine Matters	D5
17/9/3/1	Planning and Strategy	D5
17/9/3/1/1	Alberton	D5
17/9/3/1/2	Benoni	D5
17/9/3/1/3	Boksburg	D5
17/9/3/1/4	Brakpan	D5
17/9/3/1/5	Edenvale	D5
17/9/3/1/6	Germiston	D5
17/9/3/1/7	Kempton Park	D5
17/9/3/1/8	Nigel	D5
17/9/3/1/9	Springs	D5
17/9/3/2	Caravan Parks	D5
17/9/3/3	<u>Playgrounds</u>	
17/9/3/3/1	Alberton	D5
17/9/3/3/2	Benoni	D5
17/9/3/3/3	Boksburg	D5
17/9/3/3/4	Brakpan	D5

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/9/3/3/5	Edenvale	D5
17/9/3/3/6	Germiston	D5
17/9/3/3/7	Kempton Park	D5
17/9/3/3/8	Nigel	D5
17/9/3/3/9	Springs	D5
17/9/3/4	Camping Grounds	D5
17/9/3/5	Islands and Circles	D5
17/9/3/6	Nurseries	D5
17/9/3/7	Safety and Security	D5
17/9/3/8	<u>Community Centres</u> (Open a file for each Community Centre under each of the under mentioned descriptions and number consecutively)	
17/9/3/8/1	Alberton	D5
17/9/3/8/2	Benoni	D5
17/9/3/8/3	Boksburg	D5
17/9/3/8/4	Brakpan	D5
17/9/3/8/5	Edenvale	D5
17/9/3/8/6	Germiston	D5
17/9/3/8/7	Kempton Park	D5
17/9/3/8/7/1	Khulisa Trust Community Centre	D5
17/9/3/8/8	Nigel	D5
17/9/3/8/9	Springs	D5
17/9/4	Planting and Felling of Trees	A20
17/10	<u>Sport and Recreation</u>	
17/10/P	Policy	A20
17/10/R	Routine Enquiries	D5
17/10/1	Planning and Strategy	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/10/2	Provision of Sport Facilities	A20
17/10/2/1	Maintenance of Sport Facilities	D5
17/10/3	<u>Sport Development</u>	
17/10/3/P	Policy	A20
17/10/3/R	Routine Enquiries	D5
17/10/3/1	Planning and Strategy	A20
17/10/3/2	Ekurhuleni Sports Academy	A20
17/10/4	<u>Stadiums and Sport Fields</u>	
17/10/4/P	Policy	A20
17/10/4/R	Routine Enquiries	D5
17/10/4/1	Planning and Strategy	A20
17/10/4/2	Application for use	D5
17/10/4/3	<u>Maintenance</u>	
17/10/4/3/1	Alberton	D10
17/10/4/3/2	Benoni	D10
17/10/4/3/3	Boksburg	D10
17/10/4/3/4	Brakpan	D10
17/10/4/3/5	Edenvale	D10
17/10/4/3/6	Germiston	D10
17/10/4/3/7	Kempton Park	D10
17/10/4/3/8	Nigel	D10
17/10/4/3/9	Springs	D10
17/10/5	<u>Halls</u>	
17/10/5/P	Policy	A20
17/10/5/R	Routine Enquiries	D5
17/10/5/1	Planning and Strategy	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/10/5/2	Application for use	D5
17/10/5/3	Maintenance	D5
17/10/6	<u>Swimming Pools</u>	
17/10/6/P	Policy	A20
17/10/6/R	Routine Enquiries	D5
17/10/6/1	Planning and Strategy	A20
17/10/6/2	Application for use	
17/10/6/3	<u>Maintenance</u>	
17/10/6/3/1	Alberton	D10
17/10/6/3/2	Benoni	D10
17/10/6/3/3	Boksburg	D10
17/10/6/3/4	Brakpan	D10
17/10/6/3/5	Edenvale	D10
17/10/6/3/6	Germiston	D10
17/10/6/3/7	Kempton Park	D10
17/10/6/3/8	Nigel	D10
17/10/6/3/9	Springs	D10
17/10/7	<u>Dams</u>	
17/10/7/P	Policy	A20
17/10/7/R	Routine Enquiries	D5
17/10/7/1	Planning and Strategy	A20
17/10/7/2	Application for use	D5
17/10/7/3	<u>Maintenance</u>	
17/10/7/3/1	Alberton	D5
17/10/7/3/2	Benoni	D5
17/10/7/3/3	Boksburg	D5
17/10/7/3/4	Brakpan	D5
17/10/7/3/5	Edenvale	D5
17/10/7/3/6	Germiston	D5
17/10/7/3/7	Kempton Park	D5

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/10/7/3/8	Nigel	D5
17/10/7/3/9	Springs	D5
17/11	<u>Public Transport</u> (For traffic control see sub series 17/5)	
17/11/P	Policy	A20
17/11/R	Routine Enquiries	D5
17/11/1	Planning of Local Public Transport	A20
17/11/1/1	Integrated Transport Plans	A20
17/11/2	<u>Taxis</u>	
17/11/2/1	Taxi Liaison	A20
17/11/2/2	Taxi Conflict	A20
17/11/2/3	Monitoring and Registering of Metered Taxis	D10
17/11/2/4	Taxi Routes	A20
17/11/2/5	Color Coding of Taxis /Recapitalization (for differentiation by province)	D10
17/11/2/6	<u>Establishment and Maintenance of Taxi Ranks</u>	
17/11/2/6/P	Policy	A20
17/11/2/6/R	Routine Enquiries	D5
17/11/2/6/1	Alberton	D5
17/11/2/6/2	Benoni	D5
17/11/2/6/3	Boksburg	D5
17/11/2/6/4	Brakpan	D5
17/11/2/6/5	Edenvale	D5
17/11/2/6/6	Germiston	D5
17/11/2/6/7	Kempton Park	D5
17/11/2/6/8	Nigel	D5
17/11/2/6/9	Springs	D5



<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/11/3	<u>Bus Transport</u>	
17/11/3/P	Policy	A20
17/11/3/R	Routine Enquiries	D5
17/11/3/1	Establishment of Services	A20
17/11/3/2	Arrangement of Services	D10
17/11/3/3	Determination of Routes and Halts	A20
17/11/3/5	Provision of Shelters	D5
17/11/3/6	Drafting and Amending of Time-tables	D5
17/11/3/7	Hiring out of Busses	D5
17/11/3/8	Bus Tours arranged by Council	D5
17/11/3/9	Disposal of Lost Goods	D5
17/11/4	<u>Management of Airports/Airfields and Heliports</u>	
17/11/4/P	Policy	A20
17/11/4/R	Routine Enquiries	D5
17/11/4/1	Planning and Strategy	A20
17/11/4/2	Rand Airport	A20
17/11/4/3	Brakpan Airfield	A20
17/11/4/4	Springs Airfield	A20
17/11/4/5	Heliport Alberton	A20
17/11/4/6	Heliport Benoni	A20
17/11/4/7	Oliver Tambo International Airport	A20
17/11/4/8	Dunnotar	A20
17/11/5	<u>Railways</u>	
17/11/5/P	Policy	A20
17/11/5/R	Routine Enquiries	D5
17/11/5/1	Planning and Strategy	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/11/5/2	<u>Railway Lines</u>	
17/11/5/2/1	Railway Sidings	D5
17/11/5/2/2	Third Party Rights Agreements (Running rights)	D10
17/11/5/2/3	Use of Council sidings as private sidings	D5
17/11/5/2/4	Extension of service	D5
17/11/5/2/5	Maintenance/renewal	D5
17/11/5/3	<u>Construction in New Townships</u> (Open a file for each township and number consecutively)	
17/11/5/3/1	Alberton	A20
17/11/5/3/2	Benoni	A20
17/11/5/3/3	Boksburg	A20
17/11/5/3/4	Brakpan	A20
17/11/5/3/5	Edenvale	A20
17/11/5/3/6	Germiston	A20
17/11/5/3/7	Kempton Park	A20
17/11/5/3/8	Nigel	A20
17/11/5/3/9	Springs	A20
17/11/5/4	<u>Determination of Routes</u>	
17/11/5/4/1	Gautrain Rapid Rail Link	A20
17/11/5/5	Safety Permits	D5
17/12	<u>Market</u>	
17/12/P	Policy	A20
17/12/R	Routine Enquiries	D5
17/12/1	Planning and Strategy	A20
17/12/2	Hiring out of Tables and Stalls	D5

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/12/3	Appointment of Market Agents	D5
17/13	<u>Emergency Services</u>	
17/13/P	Policy	A20
17/13/R	Routine Enquiries	D5
17/13/1	Planning and Strategy	A20
17/13/2	<u>Buildings</u>	
17/13/2/1	Acquisition	A20
17/13/2/2	Maintenance	D5
17/13/3	Ambulance Services	A20
17/13/3/1	Private Ambulances	D5
17/13/4	Fire Brigades	A20
17/13/4/1	Volunteer Fire Fighters	D5
17/13/4/2	Fire Prevention	A20
17/13/5	Air Responses	A20
17/13/6	Rendering of Services outside municipal boundaries	A20
17/13/7	Cleaning up Operation ( Hazmat)	D5
17/13/8	Statistics	D5
17/14	<u>Abattoir</u>	
17/14/P	Policy	A20
17/14/R	Routine Enquiries	D5
17/15	<u>Pound</u>	
17/15/P	Policy	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/15/R	Routine Enquiries	D5
17/15/1	Impounding of Animals	D5
17/16	<u>Religion and Churches</u>	
17/16/P	Policy	A20
17/16/R	Routine Enquiries	D5
17/16/1	Disputes	A20
17/16/2	Notification of Revivals	D5
17/17	<u>Arts and Culture</u>	
17/17/P	Policy	A20
17/17/R	Routine Enquiries	D5
17/17/1	Planning and Strategy	A20
17/17/2	<u>Art Centres</u>	
17/17/2/1	Establishment	A20
17/17/2/2	Maintenance	D5
17/17/3	<u>Museums</u>	
17/17/3/1	Maintenance	D5
17/17/3/2	Declaration as Monuments	A20
17/17/4	<u>Theatres</u>	
17/17/4/P	Policy	A20
17/17/4/R	Routine Enquires	D5
17/17/4/1	Maintenance	D5
17/17/5	Fine Arts Awards	A20
17/17/6	Performing Arts	A20
17/18	<u>Tourism Marketing</u>	
17/18/P	Policy	A20
17/18/R	Routine Enquiries	D5

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/18/1	Planning and Strategy	A20
17/18/1/1	Comments	A20
17/18/1/2	Tourism training	D5
17/18/1/3	Tourism Audit Report	D5
17/18/2	<u>Tourism Development</u>	
17/18/2/P	Policy	A20
17/18/2/R	Routine Enquiries	D5
17/18/2/1	Planning and Strategy	A20
17/18/2/2	Tourism Statistics	A20
17/18/2/3	Tourism Information Management Strategy	D5
17/18/2/4	Tourism Growth Strategy	A20
17/18/2/5	Tourism Routes	A20
17/18/2/6	Tourism Signage	D5
17/18/2/7	<u>Projects</u> (Open a file for each project and number consecutively)	A20
17/19	<u>Environmental Planning and Coordination</u>	
17/19/P	Policy	A20
17/19/R	Routine Enquiries	D5
17/19/1	Planning and Strategy	A20
17/19/2	Environmental Management Progress/Systems/framework	A20
17/19/2/1	Environmental Resources	A20
17/19/2/2	State of the Environment	A20
17/19/2/3	Bi annual assessment	A20
17/19/2/4	<u>Projects</u>	
17/19/2/4/1	Sustainable Energy Africa	A20
17/19/2/4/2	Integrated Water Quality Management Plan	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/19/2/5	<u>Environmental Education and Awareness</u>	
17/19/2/5/P	Policy	A20
17/19/2/5/R	Routine Enquiries	D5
17/19/2/5/1	Planning and Strategy	A20
17/19/2/5/2	Educational Materials	A20
17/19/2/5/3	Training needs analysis	A20
17/19/2/5/4	<u>Projects</u> (Open a file for each project and number consecutively)	A20
17/19/3	<u>Air Quality Management</u>	
17/19/3/P	Policy	A20
17/19/3/R	Routine Enquires	D5
17/19/3/1	Planning and Strategy	A20
17/19/3/2	Quality and Law enforcement	A20
17/19/3/3	Management and Monitoring of Air Quality Stations	A20
17/19/3/4	Quality Control	A20
17/19/3/5	<u>Projects</u>	A20
17/19/3/5/1	Basa Njengo Magogo	A20
17/19/4	<u>Environmental Impact Management</u>	
17/19/4/P	Policy	A20
17/19/4/R	Routine Enquires	D5
17/19/4/1	Planning and Strategy	A20
17/19/4/2	Environmental Impact Assessment	A20
17/19/5	Mining Environment Assessment	A20
17/19/6	Mine Rehabilitation	A20
17/19/6/1	Mine Réhabilitation Status quo Report	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/19/7	Environmental Awareness Programs	A20
17/19/7/1	Climate change	A20
17/19/8	<u>Pollution Control</u>	
17/19/8/P	Policy	A20
17/19/8/R	Routine Enquires	D5
17/19/8/1	Noise Control	A20
17/19/8/2	Pests	A20
17/19/8/3	Smoke	A20
17/19/8/4	Dust	A20
17/19/8/5	Water	A20
17/19/8/6	Atmospheric Pollution	A20
17/19/8/7	Animal Nuisance Control/Rituals	A20
17/19/8/8	Rodent Control	A20
17/19/8/9	Land Pollution	A20
17/19/8/10	Erosion	A20
17/19/8/11	Blasting Plan	A20
17/19/9	Dolomite Risk Management	A20
17/19/10	Integrated Environment Management Framework	D5
17/19/11	Sinkholes	A20
17/20	<u>Economic Development</u>	
17/20/P	Policy	A20
17/20/R	Routine Enquiries	D5
17/20/1	Planning and Strategy	A20
17/20/2	Job Creation	A20
17/20/3	Privatization	A20
17/20/4	Labour market	A20
17/20/5	Hub Development	

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/21	<u>Youth Development</u>	
17/21/P	Policy	A20
17/21/R	Routine Enquiries	D5
17/21/1	Youth Chamber of Commerce	A20
17/21/2	Youth Desk	A20
17/21/3	Youth Centres	A20
17/21/4	Youth Tourism Development	A20
17/21/5	Youth Programmes	A20
17/22	<u>Schools/Crèches</u>	
17/22/P	Policy	A20
17/22/R	Routine Enquiries	D5
17/22/1	Planning and Strategy	A20
17/23	<u>Housing</u>	
17/23/P	Policy	A20
17/23/R	Routine Enquiries	D5
17/23/1	Planning and Strategy	A20
17/23/2	<u>National/Provincial Housing Program</u>	A20
17/23/2/1	Evaluating and Monitoring	A20
17/23/2/2	Phasing out of previous subsidy scheme/Writing off of loans	A20
17/23/2/3	Servcon	A20
17/23/2/4	Peoples Housing Process	A20
17/23/2/5	Informal Settlements Upgrading Programme	A20
17/23/2/6	Thubelisha Homes	A20
17/23/2/7	Social Housing Development Framework	A20
17/23/2/8	National Housing Consumer Education Programme	A20
17/23/2/9	Community Builders Programme	A20
17/23/2/10	Top Twenty Programme	A20



<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/23/2/11	Housing rectification programme	A20
17/23/2/12	Housing Capacity Building Programme	A20
17/23/2/13	Community Residential Units Programme	A20
17/23/2/14	Housing for People with Special Needs	A20
17/23/2/15	Discount Benefit Schemes/Subsidy Schemes	A20
17/23/2/16	Finance Linked Individual Subsidy	A20
17/23/3	<u>Projects Implementation</u> (Open a file for each project and number consecutively)	A20
17/23/4	<u>Property and Institutional Services</u>	
17/23/4/P	Policy	A20
17/23/4/R	Routine Enquiries	D5
17/23/4/1	Planning and Strategy	A20
17/23/4/2	Institutional/Social Housing	A20
17/23/5	<u>Administration</u>	
17/23/5/1	Housing Allocations	D5
17/23/5/2	Landlord/ Tenants Disputes	D5
17/23/5/3	Information Services/Offices	D5
17/23/5/4	Housing Adjudication Disputes	D10
17/23/5/5	Regularisation and Transfer of Houses (RETRO)	D10
17/23/5/6	Accreditation	D10
17/23/5/7	Allocation of Emergency Housing	D10
17/23/5/8	Housing Occupancy Audit	A20
17/23/5/9	Affordable Rental Accommodation	D10
17/23/5/10	Quality Management	D10
17/23/6	<u>Hostels</u> (Maintenance and administration)	
17/23/6/P	Policy	A20

<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>DISPOSAL</b>
17/23/6/R	Routine Enquiries	D5
17/23/6/1	Daveyton	D10
17/23/6/2	Sethokga	D10
17/23/6/3	Vusumuzi	D10
17/23/6/4	Buyafuthi	D10
17/23/6/5	Kwathema	D10
17/23/6/6	Dukathole	D10
17/23/6/7	Nguni Sotho	D10
17/23/6/8	Wattville	D10
17/23/6/9	Ehlanzeni	D10
17/23/6/10	Kwa- Mazibuko	D10
17/23/6/11	Grinaker Hostel Thokoza	D10
17/23/6/12	Thokoza	D10
17/23/6/13	Khutsong Womens Hostel	D10
17/23/6/14	National Chloorkop Products	D5
17/23/6/15	Kwesine	D5
17/23/6/16	Masisulu ladies Home	D5
17/23/6/17	Robert Strachan	D5
17/23/6/18	Vosloorus	D5
17/23/7	<u>Management of Flats</u> (Open a file for each block of flats and number consecutively)	D10
17/23/8	Investigations on Housing Projects	A20
17/23/9	Housing Survey	A20
17/23/10	Waiting List	D10
17/24	<u>Post and Telecommunication Services</u>	
17/24/R	Routine Enquiries	D5
17/24/1	Time /post boxes	D5

**LIST OF SERIES OF SEPARATE CASE FILES**

-----  
**REFERENCE                      DESCRIPTION                      DISPOSAL**  
-----

**Personal files**

SP, surname      Personal confidential file  
And initials      (This file contains personal matters of a      D5  
Confidential nature.)

SL, surname      Leave file  
And initials      (This file contains routine matters i.r.o.      D5  
Subject.)

-----  
Erf number      Erven files  
                    (Copies of all matters i.r.o. the history of      A20  
An individual erf should be filed here.)

-----  
Clinic code,      Clinic patient files  
Surname            (Medical reports, social reports, and      D10  
And initials      related documentation i.r.o. a specific  
Patient should be filed here.)