

# ANNEXURE D –

## RECORDS AUTOMATICALLY AVAILABLE

The following records of **LANGEBERG MUNICIPALITY** are automatically available without a person having to formally request access in terms of section 15 (1) of the Promotion of Access to Information Act, 2002 (Act No 2 of 2000)

SUBJECT	CATEGORIES
<b>Municipal Legislation</b>	PAIA (2/2000), PAIA (54/2002), PPIA (4/2013), PAIAA (31/2019), Political Part Funding Act (6/2018)
<b>By-Laws</b>	All municipal by-laws
<b>Regulations</b>	All regulations
<b>PAIA Complaints Form</b>	Complaints Form to the Regulator and PAIA Request for Access to Records form
<b>Policies, Guidelines, Code of Conduct</b>	Including PAIA Guide, PAIA Manual, Policies on Website, Notices, and exemptions
<b>Strategic Documents</b>	Including Organizational Profile (overview, objectives, functions, organogram, annual reports, annual performance plan, strategic and performance plans
<b>Delegations</b>	Delegations of authority and functions
<b>Terms of Reference</b>	Council Committees, Charter of Rules, Responsibilities of Members of Audit and Performance Committee
<b>Times, venues, agendas, and minutes</b>	Meetings of Council, Executive Mayor Committee and other committees excluding minutes and agendas marked “confidential”.
<b>Information regarding meetings of Council</b>	Notices, Agendas
<b>IDP</b>	Integrated Development Plan
<b>Business plans</b>	Municipal business plans
<b>Budget and Tariffs, levies, fees, etc.</b>	For maximum of two previous years
<b>Auditor-General Report</b>	For maximum of two previous years
<b>Tender register</b>	For maximum for two previous years
<b>Councillor Information</b>	As far as it is Official information required.