

2014

**Guide on How to Use the
Promotion of Access to
Information Act 2 of 2000**





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Word of thanks

This **PAIA** Guide would not have been made possible without the hard work and dedication of the **PAIA** Unit staff at the South African Human Rights Commission.

The South African Human Rights Commission would therefore like to thank the following people for their contributions to the drafting and compilation of this Guide:

Rachel Ward, Nokwanda Molefe, Kelly Stone, Jackson Mzila, Thomas Henstra and Fola Adeleke.



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Foreword by the Chief Executive Officer

The right of access to information is a unique right within the South African Bill of Rights, and has a distinct history within the work and mandate of the South African Human Rights Commission which was the institution originally set up under the Promotion of Access to Information Act (**PAIA**) to monitor the realisation of this right.

The formulation of the right of access to information in the South African Constitution is particularly unique as it places an obligation upon both public and private bodies to allow access to records held by them. For private bodies, this is conditioned upon the demonstration that the information is needed for the exercise or protection of other rights.

The **PAIA** was established to promote the right of access to information and to promote transparency and accountability within both the public and private sectors of society in order to more fully realise South Africa's goals of an open and participatory democracy.

This **PAIA** Guide has been developed in fulfilment of the South African Human Rights Commission's (the Commission) obligation under Section 10 of the PAIA which provides for the Commission to draft and compile a Guide to assist people in using and understanding **PAIA** to enable the realisation of their right of access to information.

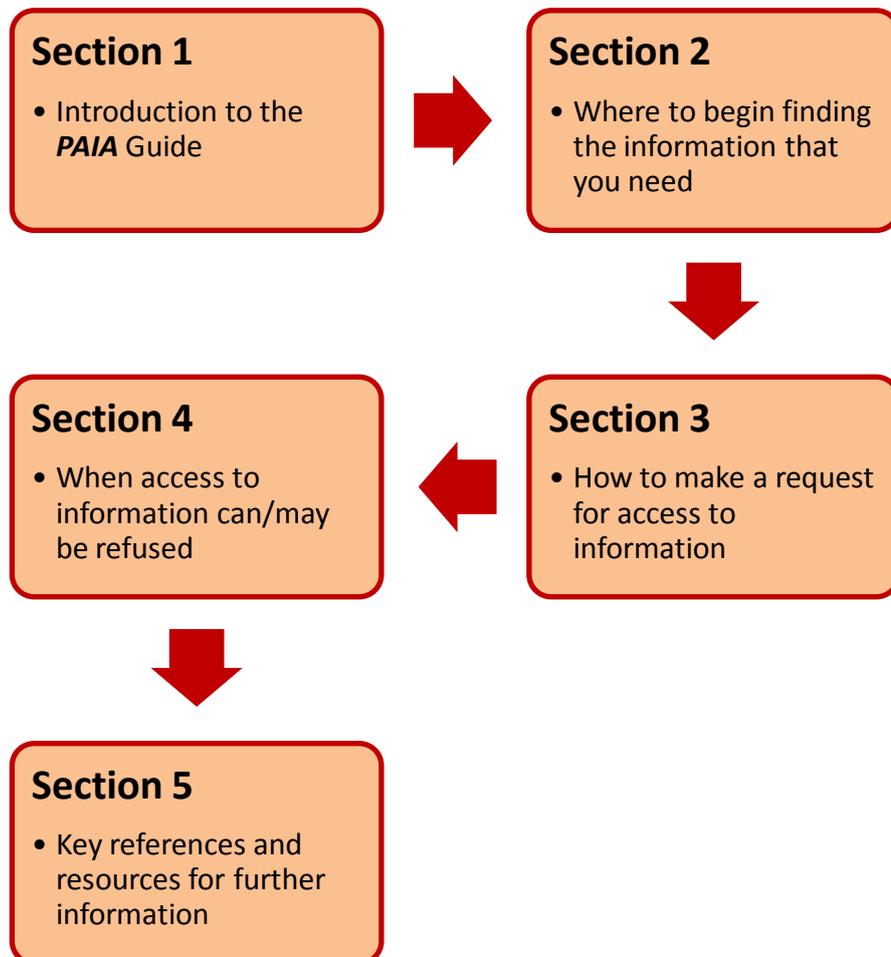
This Guide on How to Use the Promotion of Access to Information Act has been designed to be a guidance tool for individuals, communities and institutions, and is intended to be user-friendly and accessible. This Guide will be made available at various institutions across the country (further details provided in Section 2 of this Guide).

Sincerely,

Kayum Ahmed

CEO, South African Human Rights Commission

Finding your way around the *PAIA* Guide



Useful terms

Terms	Description
Access fee	<p>This is the fee to be paid by the requester to the public or private body from which you are seeking the information, to cover the costs of finding and copying the records you require.</p> <p><i>(For more information on access fees see Section 3 of this Guide).</i></p>
Form A	<p>Found on the South African Human Rights Commission's website, and the websites of various other public institutions. This form is used to request access to information held by a public body.</p> <p><i>(For further information on Form A and requests of access to information to public bodies see Section 3 of this Guide).</i></p>
Form C	<p>Also found at the end of the PAIA Act, on the South African Human Rights Commission's website, and the websites of various other private companies. This form is used to request access to information held by a private body.</p> <p><i>(For further information on Form C and requests of access to information to private bodies see Section 3 of this Guide).</i></p>
Guide	<p>Refers to this Guide on PAIA which has been compiled and published by the South African Human Rights Commission as provided for in Section 10 of PAIA, to assist persons in using and understanding the Act.</p>
Information Officer and Deputy Information Officer	<p>The Information Officer (sometimes referred to as IO) is the person who has been authorised by the institution in question to handle PAIA requests. For a public body this is the person who is or is acting as the head of the body. So for a municipality it would be the municipal</p>

	<p>manager; for a national department it would be the Director General; for a body such as the South African Human Rights Commission it would be the CEO.</p> <p>The Deputy Information Officer (sometimes referred to as DIO) is the person designated by the Information Officer of a public body to assist the requester in their information request.</p> <p>PAIA does not provide for private bodies to designate a Deputy Information Officer, however it is recommended by the South African Human Rights Commission that they do so for efficiency and convenience.</p> <p><i>(For more information on the roles of Information Officers see Section 3 of this Guide).</i></p>
Internal Appeal (Form B)	<p>Requesters would use PAIA Form B to appeal a decision made only by the national, provincial or municipal spheres of government regarding access to information.</p> <p><i>(For further information on internal appeals see Section 3 of this Guide).</i></p>
Juristic person	<p>A company or body which is recognized by law as a single entity or 'person' having rights and duties.</p>
Minister	<p>References to the Minister are in relation to the Minister of Justice and Constitutional Development.</p>
Natural person	<p>A real person, as opposed to a legal or juristic person such as a corporation (see juristic person above).</p>
Private body	<p>(Also referred to as a private company, institution, or body), this is a natural or juristic person or partnership who is involved or has been involved in any trade, business or profession and only in that capacity.</p>
Public body	<p>(Also referred to as a public institution, department, or body), this is any department or institution of the national, provincial and local spheres of government. It also includes any institution that is performing a function or duty of the state at the time at which the record in question was created.</p>

Record	Any recorded information regardless of the form, including, for example, written documents, video materials etc. A record requested from a public or private body would refer to a record that was in that body's possession regardless of whether that body created the record.
Request fee	The cost to be paid for making an access to information request. For an information request to a public body there is a standard fee of R35; for an information request to a private body there is a standard fee of R50. <i>(For further information on request fees and the exemptions see Section 3 of this Guide).</i>
Requester	The requester is the natural or juristic person making an access to information request. A requester also refers to the person who is making the information request on behalf of somebody else.
Third party	This refers to any natural or juristic person who is not the requester of the information, nor the body to whom the information request is made.

List of abbreviations

The following abbreviations are found in this Guide and other commonly used **PAIA** resources:

DIO	Deputy Information Officer
IO	Information Officer
ODAC	Open Democracy Advice Centre
PAIA	Promotion of Access to Information Act 2 of 2000
PPIA	Protection of Personal Information Act 4 of 2013
SAHA	South African History Archives
SAHRC	South African Human Rights Commission

SECTION 1

Introduction...

This section includes:

- The purpose of this **PAIA** Guide;
- The history of **PAIA**;
- The purpose of **PAIA** and how it can be used;
- The role of the South African Human Rights Commission.

1.1. The purpose of this *PAIA* Guide

This Guide provides information on the Promotion of Access to Information Act (*PAIA*) 2 of 2000. This *PAIA* Guide will assist people in making requests for information under the Act, and provide examples on how the Act has been used in the past to advance human rights, by providing:

-  An easy to understand overview of *PAIA*
-  A breakdown of how *PAIA* can be used to advance other human rights
-  A list of types of information which can be requested using *PAIA*
-  A step-by-step guide on how to use *PAIA* to make an information request
-  An overview of lessons learnt from past information request and *PAIA* court cases

This Guide was developed through the collaborative joint experiences of the staff of the SAHRC who have been working with *PAIA* and assisting people with making requests since 2000.

1.2. The history of *PAIA*

When the South African Constitution was being drafted in the period following the fall of Apartheid in the 1990s, various organisations and individuals campaigned for the inclusion of a right of access to information. It was hoped that the inclusion of this right in the Bill of Rights - Chapter 2 of the Constitution – would ensure that atrocities such as Apartheid could never again take place as the state and private corporations would be obliged to act in an accountable and transparent manner by providing access to information, and therefore would be unable to hide behind the veil of secrecy which created the conditions under which Apartheid took place.

In 1996 the Constitution of the Republic of South Africa came into force. Section 32 enshrined the right of access to information held by both public and private bodies. This was, at the time, the first piece of law in the world which extended the right of access to information to information held by private bodies. Section 32 also stated that legislation must be enacted which would give effect to the right of access to information by detailing the ways in which information from public and private bodies could be accessed, and by providing further information on the grounds under which a public and private body could refuse access to information.

In 2000 the Promotion of Access to Information Act (*PAIA*) finally came into law, fulfilling the provision of section 32 of the Constitution for the enactment of legislation on access to information.

1.3. The purpose of *PAIA* and how it can be used

The purpose of *PAIA* is to promote the right of access to information, to foster a culture of transparency and accountability in South Africa, and to encourage an open democracy where individuals from all walks of life are empowered to engage with government and participate in decisions which affect their lives.

The right of access to information is a unique right as it enables the realisation of other human rights: this is one of the most important ways in which *PAIA* can be used.

Provision of government services

- *PAIA* can be used to empower people with information with which to hold government account on their provision of basic services such as housing, water and sanitation.

Civil and political constitutional rights

- *PAIA* can be used to gather information which individuals can use for exercising rights such as the right to vote and the right to freedom of assembly.

Discrimination and Equality

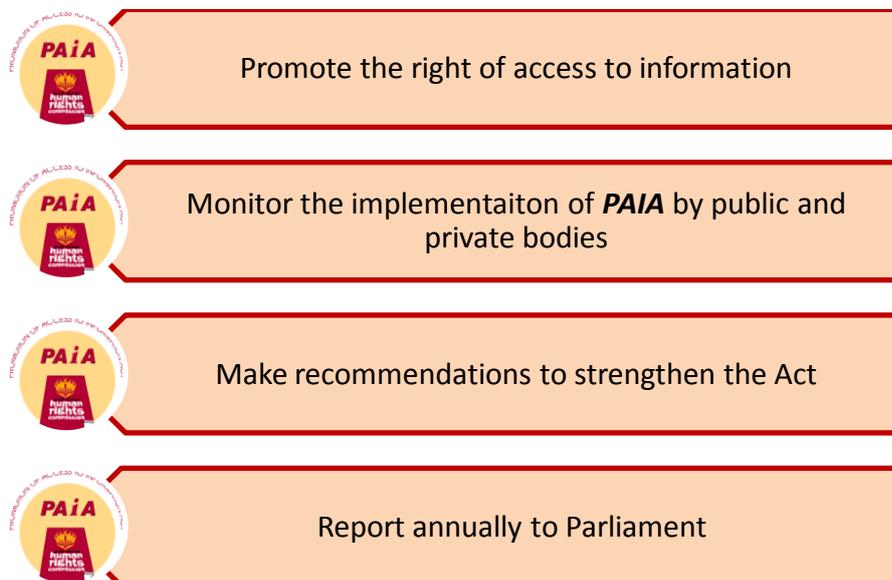
- *PAIA* can be used as an advocacy tool to fight discrimination, such as discrimination on the basis of race, gender, etc, in various public or private bodies.



It is important to note that *PAIA* cannot be used to obtain records for use during civil or criminal legal proceedings, including after the commencement of such proceedings, and if the production or access to the record for this same purpose is protected by law (see Section 7 of the Act).

1.4. The role of the South African Human Rights Commission

The South African Human Rights Commission (SAHRC) is mandated under **PAIA** to:



The Protection of Personal Information Act

The Protection of Personal Information Act 4 of 2013 (PIIA) amends **PAIA** in a number of ways. One of the key ways in which this Act changes **PAIA** relates to the role of the SAHRC. Under PPIA the SAHRC's functions in terms of **PAIA** will be transferred to the Information Regulator, a new independent body which will be set up to monitor both the PPIA and **PAIA**, and to handle complaints relating to access to information and the protection of personal information.

However, the SAHRC will still retain its Constitutional obligation to promote, protect and monitor the right of access to information as with all other rights enshrined in the Bill of Rights.

SECTION 2

Where to begin...

This section includes:

- Where to find useful guides and manuals to assist you in making requests for information;
- Who to contact for assistance should you need any;
- What public and private bodies are required to do to assist information seekers;
- Some information is available automatically without even having to make a formal request, this section will provide an overview of where to access this.

2.1 Getting started

The purpose of the **PAIA** Act is to actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights. But sometimes one may be unsure of where to start or how to actually go about accessing information in the way that the Act prescribes. The Act foresees this problem and actually mandates that certain guides and manuals be published to roadmap the way forward for information seekers. This section will provide an overview of these guides and manuals, the responsibilities of the publishers of these guides and manuals, and, most importantly, where to find them.

Of course, one of the most powerful tools one can use to gain access to information is the formal request for information made in terms of the **PAIA** Act, which this guide will assist you to make. But remember, this is not the only avenue with which to pursue information. Some information is available automatically without even having to make a formal **PAIA** request. In some cases, legislation actually requires both public and private bodies to disclose certain information publicly. This section also provides an overview of where to access this information.



The Promotion of Access to Information Act is intended to be an empowering piece of legislation that assists **all** South Africans. It is intended to be a law that is easy to understand and that anyone can use. One does not need a lawyer to make a request for information in terms of this Act. This guide has been published so as to assist South Africans from all walks of life to uphold their constitutionally enshrined rights.

2.2. The PAIA Guide

Section 10 of **PAIA** requires the Commission to compile and publish an easy to understand guide to assist in accessing records and documents and exercising one's right to information. The guide is sometimes referred to as the 'Section 10 Guide'.

It provides you with all the information you need to access any records. It also lists the contact details of government departments and institutions that keep records for the state, as well as the contact details of various private companies. The Commission is also required to update this guide at least once every two years.

2.2.1 Where to find the guide

This guide is available in all the official languages of South Africa: English, Afrikaans, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, isiSwati, Tshivenda and Xitsonga. Copies of the guide can be found at all the Commission's provincial offices (contact details of the offices can be found at the end of this Guide). In addition, electronic copies are available on the Commission's website (www.sahrc.org.za) and on the websites of the Open Democracy Advice Centre (ODAC – www.opendemocracy.org.za) and the South African History Archives (SAHA – www.saha.org.za).

ODAC is a South African non-government organisation that was set up to promote open democracy by encouraging public and private accountability to the South African people and assist them in realising their human rights. ODAC has embarked on various projects to increase awareness of **PAIA** by South Africans and government institutions. You will find various useful information and links on their website that will assist you in understanding PAIA.

SAHA is also a South African non-government organisation set up as an archive for human rights information, documentation and records. It relates specifically to South Africa's history of apartheid. SAHA runs a Freedom of Information Programme which has developed various material and guidelines (available on their website) which you may find very useful for understanding PAIA and assisting you in making a **PAIA** request.

The Guide is also to be made available free of charge for public inspection during office hours at the following places, many of which are defined under the Legal Deposits Act to be places where all South Africa publications must be made available:



At the office of the head of the national department responsible for government communication: Government Communications and Information Services



The Library of Parliament, Cape Town



The South African Library, Cape Town



Natal Society Library, Pietermaritzburg



City Library Services, Bloemfontein



The National Film, Video and Sound Archives, Pretoria



Every tertiary education institution established by or under laws

Copies of the guide are also available in all official languages at the following offices:

-  Office of the information officers of public bodies
-  All Magistrates' offices
-  All offices of the Department of Justice and Constitutional Development
-  All post offices

2.3 PAIA Manuals

In addition to the Section 10 Guide on **PAIA** to be compiled by the Commission, **PAIA** also requires every public body, as well as many private bodies, to produce a manual which contains information on how to use **PAIA** to access their own records.

2.3.1 PAIA manuals for public bodies

Section 14 of **PAIA** requires all public bodies to publish a manual in at least three official languages that assists information seekers to make requests for information from the body concerned. At the very least, the manual must contain the following useful information:

Requirement	Description
Mandate	The structure and functions of the public body.

Contact details	The postal and street address, phone and fax number and, if available, the e-mail address of the information officer of the public body, as well as of every deputy information officer of the public body.
PAIA Section 10 Guide	A description of this Guide compiled by the South African Human Rights Commission and how to access it.
Categories of records held	Adequate information to assist in facilitating access to a record held by a public body. The public body must therefore describe the subjects on which it holds records, and the categories of records held on each subject.
Automatically available information	Some information is readily available without a person having to request access in terms of PAIA . The manual of the public body must indicate this information which is readily available.
Services of the public body	A description of the services available to members of the public from the public body, and how to gain access to those services.
Public participation	A description of any arrangement or provision for a person to either consult, make representations or participate in or influence the formulation of policy; or the exercise of powers or performance of duties by the public body.
Recourse	The action you may take if the information officer of the public body refuses to give you access to information.

2.3.2 Where to find the manual of a public body

All public bodies must make the manual easily available to you. At the very least, they are required to do so in the following ways:

- By making a copy available at every office of that particular public body during office hours;



- By making available the manual on the website, if any, of the public body.

As mentioned above, the **Protection of Personal Information Act 4 of 2013** (POPI) amends **PAIA** in a number of ways. One of these is in relation to Section 14 manuals for public bodies. Under POPI these manuals must no longer be submitted to the South African Human Rights Commission, but must be available online and made available to anyone who requests a copy.

2.3.4 PAIA manuals for private bodies

Private bodies are also required to compile a manual. This is in terms of section 51 of the **PAIA**. At present, not all private bodies are actually required to comply with this section. You may find, therefore, that the body from which you wish to request information has no manual to provide you. This does not mean that the body is not subject to **PAIA** generally. You can still make a request for information to this body and they are still required by law to process your request. The procedure for making a request for information in terms of the **PAIA** remains the same, even if the requested party has been exempted from compiling a manual.

Which private bodies do not have to publish an information manual?

The way the Act is worded is to require ALL private bodies to compile a manual. However, this general provision is subject to the Minister's ability to exempt certain private bodies or categories of bodies from having to publish a manual. At present, the Minister has exempted ALL private bodies from having to compile manuals until 31 December 2015 UNLESS the body falls within the categories detailed below.

The following private companies must compile a **PAIA** manual if they employ over 50 employees in the following industries or have an annual turnover which is greater than the listed amount:

Industry	Annual Turnover
Agriculture	R2 million
Mining and Quarrying	R7 million
Manufacturing	R10 million
Electricity, Gas and Water	R10 million
Construction	R5 million
Retail and Motor Trade and Repair Services	R15 million
Wholesale Trade, Commercial Agents and Allied Services	R25 million
Catering Accommodation and Other Trade	R5 million
Storage and Communications	R10 million
Finance and Business Services	R10 million
Community, Special and Personal Services	R5 million

 The Minister also stated that all companies which are not defined as ‘private companies’ under section 1 of the Companies Act 71 of 2008 are required to compile a Section 51 manual.

2.3.4 Where to find the manual of a private body

All private bodies that are required to compile a manual must make the manual easily available to you. At the very least, they are required to do so in the following ways:

- By making a copy available for inspection at every office of that particular private body during office hours. A private body may not charge a fee for inspection;
- By making the manual available on their website.

2.3.5 How to comply if you are a private body

There is useful guidance for information officers of private companies seeking to comply with Section 51 of **PAIA** on the South African Human Rights Commission’s website (www.sahrc.org.za). This includes a downloadable template which information officers can use as a roadmap.

In terms of section 51, the head of a private body must:

- Update any material changes on the manual on a regular basis;
- Make the manual available as prescribed by the Act at the company offices and on their website;
- Must annex a request form (**PAIA** Form C) to the manual and also make request forms available on the website and at all company premises.

The manual must at the very least contain the following information:

Requirement	Description
Contact details	The postal and street address, phone and fax number and, if available, the e-mail address of the information officer of the private company body.
Automatically available information	Some information is readily available without a person having to request access in terms of PAIA . The manual of the private company must indicate this information which is readily available.

Records available on request	The Section 51 Manual must list the categories of records which are available upon request.
PAIA procedure	Outline the PAIA procedure to be followed to request access to information from the private company (i.e. Form C).
Company Information	Including the details of the head of the company or the company's CEO (as in terms of PAIA the Information Officer of a private company is usually the CEO or head).
Fees	State the requester and access fees applicable in terms of PAIA (see Section 3 for further information).
Recourse	What remedies are available to requesters if their request for information has been refused.
Further Details	Any further details relating to requests for access to records.

2.4 Automatically available information held by a public body

As mentioned in the introduction to this section, not all information requires a formal request to be accessed. Various public bodies are required by a manner of different laws to make certain information publicly available. Even beyond this, many institutions will disclose further information voluntarily for the sake of transparency, accountability and convenience to the public. In order to promote the voluntary disclosure of information and to facilitate greater access to this information, Section 15 of **PAIA** requires all public bodies to publish a list, known as the '**Section 15 notice**' or '**voluntary disclosure notice**', of all the information that pertains to that body which is available to anyone automatically.

The information officer of a public body is required to develop a voluntary disclosure notice for the public body, and make it available at the offices of the public body as well as publish it in the Government Gazette. The voluntary disclosure notice must be updated every year.

The voluntary disclosure notice contains categories of records and a description of those records that are automatically available:

- For inspection in terms of any legislation other than **PAIA**;
- For purchase or copying from the public body; and
- From the public body free of charge.

The voluntary disclosure notice must describe how to access the records that are voluntarily disclosed and automatically available. There is no point making a formal request for certain records if those same records have already been voluntarily disclosed and are available automatically. In many instances, a fee is required in order that a formal request be processed and this may take up to 30 days. This may be avoided if you first consult the voluntary disclosure notice and identify whether or not the record you are seeking is available automatically.



Although it is mandatory for a public body to publish a voluntary disclosure notice, it is not 'voluntary'. The notice is termed a 'voluntary disclosure notice' because it gives notice of all the information that has been voluntarily disclosed, not because it is up to the discretion of the information officer as to whether to publish the actual list or not.

2.5 Automatically available information held by a private company or body

Much the same applies to this category of information available automatically as applies to information in the hands of a public body without having to make a formal request. Before making a formal request for information in terms of **PAIA** which will likely involve a fee and a 30 day waiting period, it is important to ascertain whether this information has already been disclosed and is therefore available automatically without having to make the formal request.

The head of a private body may, on a voluntary and periodic basis, develop a list of information that is automatically available from the private body without you having to make a formal request. This list is called a ‘**section 52 notice**’ or a ‘**voluntary disclosure notice**.’

Unlike the situation facing the public body information officer where, in terms of **PAIA**, he/she **must** publish a voluntary disclosure notice, an information officer of a private body is not **obligated** to do so. As **PAIA** states, he/she “**may**, on a voluntary basis” publish such a list. This is the major difference between the section 52 notice for private bodies and the section 15 notice for public bodies.

The voluntary disclosure notice of a private body contains categories of records and a description of those records that are automatically available:

- For inspection in terms of any legislation other than **PAIA**;
- For purchase or copying from the public body; and
- From the public body free of charge.

The voluntary disclosure notice must also describe how to access the records that are voluntarily disclosed and automatically available.

SECTION 3

How to make a request for access to information...

This section includes the following:

- Types of request
- Fees associated with making requests
- The role of the Information Officer
- Legal recourse

3. How do I make a *PAIA* request?

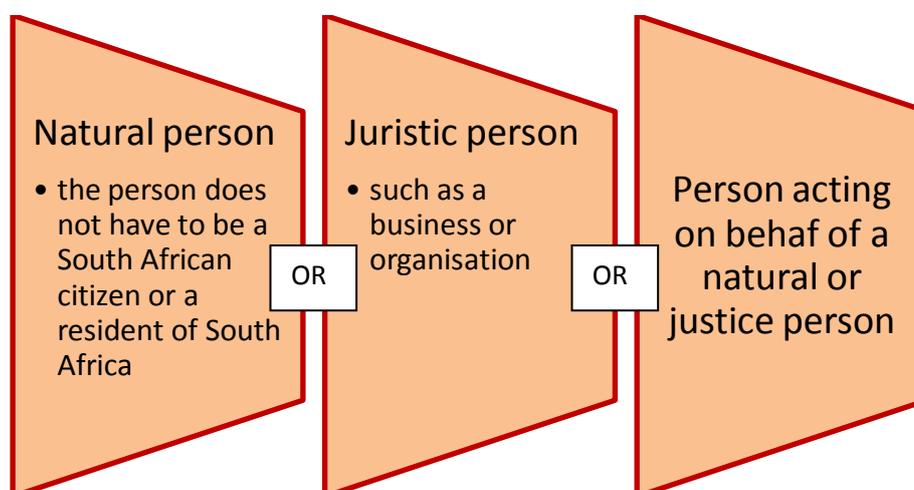
A request for access to information can be made to both public and private bodies. The person making the request is known as the “requester”, and has a right of access to certain types of records held by both public and private institutions, companies or bodies. *PAIA* details different ways of accessing information from either a public or private body, and provides at the end of the Act the forms that are to be used by requesters to submit an information request.

Type of body	<i>PAIA</i> form	<i>PAIA</i> section
Public body	Form A	Section 18
Private body	Form C	Section 53

Forms should be available on the websites of both public and private entities. They can also be found at each provincial office of the South African Human Rights Commission, as well as on the website at www.sahrc.org.za.

3.1 Who can make a *PAIA* request?

Any person is allowed to make a request under *PAIA*. The requester may be:



The requester has a right to access records containing personal information about the requester himself, or about the person on whose behalf the request is being made.

A public body is considered a juristic person and may make a request for access to records held by private bodies, **only if** the public body is (1) acting in the interests of the public, and (2) if the records are required to fulfil or protect any rights other than those of the public body.

 It is important to note that **PAIA** does not specifically provide for government departments (including national, provincial and municipal branches), and any person or institution that exercises a power or performs a duty in terms of the Constitution, (such as the SAHRC and Office of the Public Protector), or provincial constitution (such as the Western Cape Liquor Licensing Board), to make **PAIA** requests to other public entities.

3.1.1 How do I fill in a **PAIA** request form?

A request for access to information held by a public or private body is made by completing a **PAIA** request form and submitting it to the relevant body. The **PAIA** request must be directed to the Information Officer, Deputy Information Officer or Head of the public or private body, and must use accurate and up-to-date contact details.

In addition to providing details about the relevant body, a prescribed **PAIA** request form includes the following:

Information required	Description
Details of the requester	Enough information about the requester to make the requester reasonably easy to identify, including the contact details of the requester: postal address, email address, fax

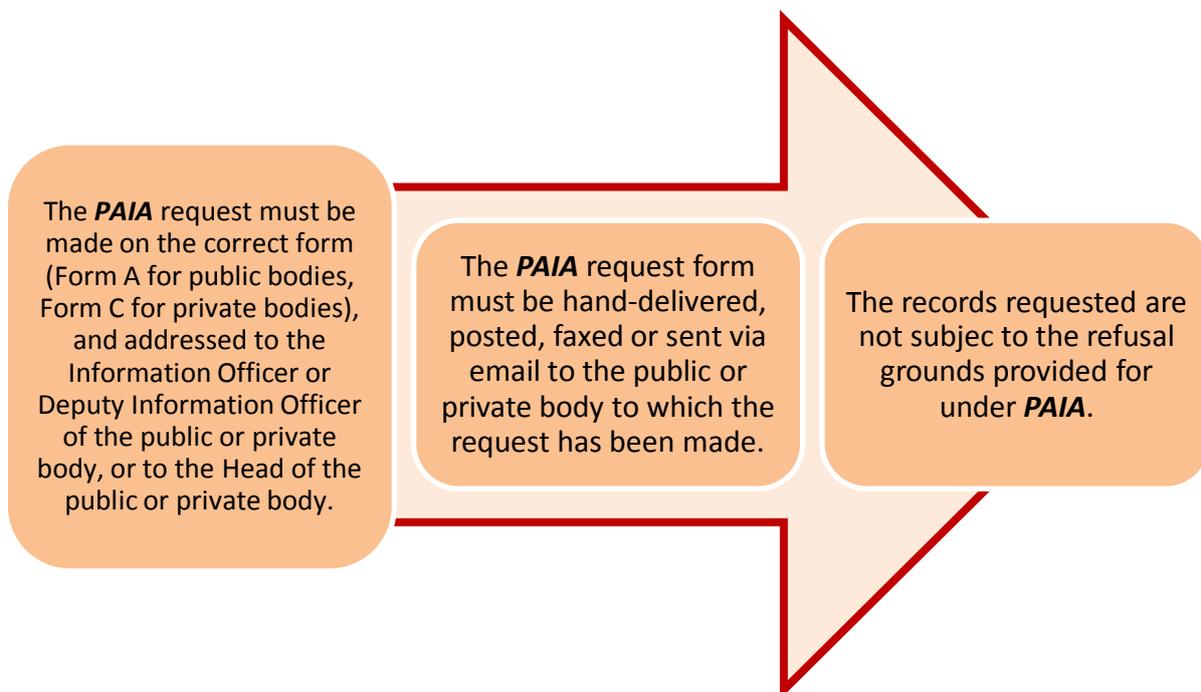
	and/or telephone number in South Africa.
Details of the record requested	Enough information about the record to make it reasonably easy to identify. Additional paper may be used to detail the request, as long as each additional page is signed and attached to the request form.
Manner of access to the record	A description of the form or manner in which the record should be provided or made accessible.
Manner in which to inform requester of access	Manner in which to inform the requester about the decision to grant or deny the request.
Language choice	When a request is made to a public body , the preferred language in which to receive the record must be provided.
Capacity of authorised person making request	When a request is made on behalf of someone else, proof of the capacity in which the person making the request must be provided (known as the authorised person).
Rights concerned	When a request is made to a private body , the requester must state the right that is implicated and explain why the record is required for the exercise or protection of that specific right.



Requesters who are unable to read or write can make verbal requests to the Information Offices or Deputy Information Officer of a public body, who is then responsible for completing Form A on behalf of the requester.

3.1.2 Is there a procedure that has to be followed when making a *PAIA* request?

A requester must be granted access to the records requested, only if he/she has complied with the following procedural requirements:



3.2 What is the cost for making a *PAIA* request?

Requesters are required to pay a fee when *requesting* access to records from both public and private bodies.

The fee for requesting records from a public body is **R35**, while the fee for requesting records from a private body is **R50**.

It is important to note that requesters who are requesting access to their personal information are exempt from paying a fee; however, they are still required to pay access fees.



Requesters who earn less than **R14, 712** per year (if single) and **R27,192** per year (if married or in a life partnership), do NOT have to pay request fees.

3.2.1 What is the cost for accessing records under PAIA?

Requesters are also required to pay fees for **accessing** the records of public and private bodies. This fee covers the costs of searching for the record and copying it.

The breakdown of fees for accessing records of public bodies are:

Activity	Fee
Copy per A4 Page	60 cents
Printing per A4 page	40 cents
Copy on a CD	R40
Transcription of visual images per A4 page	R22
Copy of a visual image	R60
Transcription of an audio recording per A4 page	R12
Copy of an audio recording	R17

Search and preparation of the record for disclosure	R15 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation
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The breakdown of fees for accessing records of a private body are:

Activity	Fee
Copy per A4 Page	R1.10
Printing per A4 page	75 cents
Copy on a CD	R70
Transcription of visual images per A4 page	R40
Copy of a visual image	R60
Transcription of an audio recording per A4 page	R20
Copy of an audio recording	R30
Search and preparation of the record for disclosure	R30 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation.



Note that in the case of both public and private institutions, postage fees have to be paid by the requester for the delivery of their records.

Exceptions

If the Information Officer, Deputy Information Officer, or Head of the public/private body thinks that the collection and reproduction of documents is going to take longer than six hours, he/she must inform the requester, (by formal notice), that one third of the access fee is payable upfront as a deposit.

If the record is not provided in the form requested, the access fee that is charged to the requester must not exceed the fee that would have been charged if access was granted in the form requested. However, this rule does not apply when an alternative form is required because information had to be severed from the record.

If the requester cannot read, view or hear the record in the form held by a public body because of a disability, the public body is required to provide the record into a form that is accessible to the requester. The access fee charged to the requester must not exceed the fee that would have been charged but for the disability.



3.3 Can an Information Officer help me make a *PAIA* request?

When a *PAIA* request is made to a public body, the Information Officer or Deputy Information Officer must help you where necessary to complete the *PAIA* forms.

 Assistance must be given by Information Officers free of charge.

Duties of Information Officers	Description
<p>Assist the requester in completing the PAIA form</p>	<p>When a PAIA request does not follow all of the set requirements detailed in PAIA and on the form, the Information Officer or Deputy Information Officer may NOT refuse the request. Instead, the Information Officer must inform the requester, <u>in writing</u>, that he/she is unable to grant the request because it is incomplete, and offer to help the requester make the necessary changes to the form. If the requester does not respond to the letter or correct the form in a reasonable amount of time, then the Information Officer may refuse the request.</p>
<p>Provide requester with relevant information where possible</p>	<p>If it would be reasonable and possible to do so, the Information Officer must provide the requester with any other information held by the public body which is also relevant to the request, even if the records were not a part of the original request.</p>
<p>Transfer request</p>	<p>When a PAIA request is made to the incorrect public body, the Information Officer of that body must transfer the request to the correct public body <u>within 14 days</u> of receiving the request and must inform the requester of the transfer in writing.</p>
<p>30 days to respond to request</p>	<p>A PAIA request must be responded to by the public or private body within 30 days after receiving the request. The Information Officer may request an extension for a period of no more than 30</p>

	<p>additional days, and for specific reasons, which include the request involving (1) a large volume of documents, (2) consultation with other public or private entities, (3) or if the requester has granted the extension in writing. Only one extension is allowed per PAIA request.</p>
Grant or deny access	<p>It is the responsibility of the Information Officer to grant or deny access to the records. This decision must be put to the requester in writing.</p>
Form of access, access fee and recourse	<p>When a PAIA request is granted, the Information Officer must notify the requester of the form in which access will be given and of the amount of the access fee, which must be paid once access has been given. The notice must also inform the requester that he/she has the right to lodge an internal appeal and application to court against the access fee or against the form in which access will be granted. In addition, the notice must also provide information about time in which an appeal or court application must be filed as well as the procedure that must be followed.</p>
Denial of request	<p>If a PAIA request is denied, the notice to the requester must state the reasons for refusal, which must be supported by the relevant provisions of PAIA. As with the form or access and amount of access fee, the notice must provide the requester with information regarding his/her right to appeal the decision or to file an application in court.</p>
Defer release of the record	<p>The Information Officer may decide to</p>

	defer the release of a record to a requester in terms of Section 24 of PAIA , if that record is intended to be published within 90 days or if the record is required by law to be published but is yet to be.
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 **PAIA** states in Sections 23 and 55 that if an Information Officer is unable to find the particular records requested, or it is believed that they do not exist, the Information Officer must, after ensuring that all reasonable steps have been located to find the record, submit an affidavit to the requester giving notice that the records in question do not exist or cannot be found.

3.4 What legal remedies do I have when my **PAIA** request is denied?

A requester has the right to take legal steps against the Information Officer, Deputy Information Officer, or Head of the public or private body if the Information Officer decided to:

-  Deny access to a record
-  Extend the time to respond to a request
-  Charge a request fee or an access fee
-  Provide access to a record in a form different from the one originally requested.

This section will explain the legal remedies available to requesters who wish to challenge the decisions of the Information Officers.

3.4.1 Legal Recourse against Public Bodies

When a requester is unhappy with a decision made by the Information Officer of a public body, the requester has the right to file an internal appeal. An internal appeal involves a more senior person reviewing the decision of the Information Officer and deciding whether he/she made the correct decision. If the senior person approves of the Information Officer's decision, then the internal appeal is denied and the original decision regarding the **PAIA** request is confirmed. If the senior person does not approve of the Information Officer's decision, then the appeal is granted and the original decision regarding the **PAIA** request is overturned.

It is important to note that you can only submit an internal appeal to national, provincial and municipal government departments. No internal appeal procedure is available for other public bodies.

The City of Cape Town is an example of a municipal government against which an internal appeal can be submitted. The Road Accident Fund is an example of a public body which is not part of national, provincial or local government, as it is set up by legislation (the Road Accident Fund Act), and therefore an internal appeal cannot be lodged against them.

3.4.1.1. Who may lodge an internal appeal?

A requester who makes a **PAIA** request to a national, provincial or municipal public body and is refused access has the right to file an internal appeal. This is done by completing a **PAIA Form B** and filing it with the national, provincial or municipal public body. A copy of

Form B can be found on the website of the relevant bodies and are also available at every office of the South African Human Rights Commission.

If the internal appeal involves any third party, the public body that has received the internal appeal is responsible for contacting all of the relevant third parties. The requirements for notification and representation are the same as those required for the original **PAIA** request.

Third parties are also allowed to file internal appeals against the decision made by a public body to grant access to a specific record.

3.4.1.2 When may you lodge an internal appeal?

A requester may lodge an internal appeal against the decision of a public body for the following reasons:

The requester is not satisfied with the fees required for the request.

The requester is not satisfied with the decision to grant a 30 day extension to the public body to respond to the request.

The requester is not satisfied when the form in which the records are provided are not the same as the form that was requested, and the requester believes that it would not have been unreasonably burdensome for the public body to provide the records in the requester's preferred form.

3.4.1.3 How do I make an internal appeal?

An internal appeal must be filed by the requester within 60 days of receiving the refusal for the original **PAIA** request. This is done by completing a **Form B** and submitting it to the relevant national, provincial or municipal government department.

National Government	If the PAIA request was made to a national department , the requester may file an internal appeal with the Minister of that department.
Provincial Government	If the PAIA request was made to a provincial department, the requester may file an appeal to the Member of the Executive Council of that department.
Municipal Government	If the PAIA request was made to a municipal department, the requester may file an appeal to the mayor of the municipality, or the speaker of the municipality, or any other person designated by the Municipal Council for that specific municipality.

The **Form B** is submitted to the same Information Officer/Deputy Information Officer who refused the initial request, who is then required to forward it on to a more senior person within the department – usually the Information Officer.

Good to note

If the appeal requires that notice be given to a third party (i.e., when the information contains personal information about another person,, such as records from the South African Revenue Service (SARS), as well as confidential information, specific commercial information, and research information about the third party), then the appeal must be lodged within 30 days of notice being given.

A requester must submit the internal appeal to the Information Officer of the relevant body via post, fax or email.

An internal appeal must include the subject of the internal appeal, reasons in support of the appeal, and include any other relevant information known to the person making the appeal.

If the requester would like to be informed of the decision regarding the internal appeal in a different manner, (in addition to a written reply), he/she must state the preferred manner and provide any necessary information.

3.4.1.4 What happens when an internal appeal is lodged after the expiry date of the prescribed period?

When an internal appeal is filed after the 60 day period has lapsed, the relevant public body must accept the appeal if good cause is shown for the late lodging. When the relevant public body does not accept the late lodging of an internal appeal, it must provide notice to the person who lodged the appeal.

3.4.1.5 What are the fees for internal appeals?

A requester who makes an internal appeal is required to pay the prescribed fee, if there is any. If the appeal fee is payable upon filing, the decision regarding the appeal may be deferred until the fee is paid.

Can I file an application in court against the decision of a public body?

Yes. If a requester has been unsuccessful with his/her internal appeal against a public body, or if the public body refused to accept the late lodging of an internal appeal, or if the requester has been aggrieved in any way because of a decision made by the public body, the requester may apply to the court for relief by filing an application within 30 days of receiving the decision. **A requester or third party may only apply to the courts after the internal appeal process has been concluded.**

3.4.2. Legal Recourse against Private Bodies

When a requester is not satisfied by a decision made by the head of a private entity, for example for refusing access, for imposing access fees, or for extending the time period in which the response is due, the requester may apply to court for relief within 180 days of receiving the decision that has caused the grievance. The decision of the private body will be reviewed by a court and a decision will be made by the courts as to whether or not to provide access.

Brummer v Minister for Social Development

In this matter the courts stated that the original 30 day period under **PAIA** in which a requester may apply to the courts if dissatisfied with the decision of an Information Officer was insufficient to serve the cause of justice. It was therefore held that the 30 day time period was invalid and was to be extended to a period of 180 days. This judgment has been

reflected in the new Protection of Personal Information Act which states that there is a time period of 180 days for requesters to submit a complaint to the Information Regulator, after exhausting the **PAIA** process for gaining access to a personal record.



Once the rules and procedures for governing access to information cases has been established by the Rules Board for Courts, all access to information cases will be heard before the Magistrate's Courts as a court of first instance, as provided for under section 79 of **PAIA**.

3.4.3. What will happen to my case in court?

There are several possible outcomes when taking a **PAIA** case to court. After hearing both sides of the matter, the judge presiding over the case has the power to grant an order that is both fair and equal. This may include an order that: (1) confirms, changes, or removes the decision of a public or private body with respect to the **PAIA** request; (2) requires the public or private body to take a specific action or to refrain from a specific action; (3) grants an interdict, a declaratory order, specific relief, or compensation; or (4) calls for the payment of particular costs.

SECTION 4

When access to information can/may be refused...

This section includes:

- Balancing the right to access information with other rights
- Mandatory v discretionary grounds for refusal of access
- Grounds for refusal of access to information listed in **PAIA**
- The public interest test
- Examples and case law

4.1. When Access to Information may be Refused

This section will provide an overview on when access to information may be refused under **PAIA**, and a guide on how to apply the rules that permit an information officer to refuse a request. **PAIA** lists 12 grounds under which access to information may be refused by an information officer of a public or private body, some of which are mandatory and some of which are discretionary (*see section 4.2. below for further information*). In addition **PAIA** creates a public interest clause which effectively overrides any of the grounds of refusal of access to information, should the public interest in the information be of greater concern. (*See section 4.4 below for further information*).

Balancing the right of access to information with other rights	
GENERAL RULE	The right of access to information is found within the Bill of Rights of the South African Constitution and, in order to give effect to this right, access to information should be granted as often as possible.
EXCEPTION	Like many other rights contained in the Bill of Rights, the right of access to information can be limited or refused in certain circumstances. PAIA was established in large part to detail the grounds under which information requests may be refused, and therefore the right of access to information is limited.

4.2. Mandatory v Discretionary grounds for refusing access to information

PAIA states that in certain circumstances information cannot be disclosed by the information officer. In short, the reasons behind why information cannot be disclosed relate to whether the disclosure of the information would cause more harm than non-disclosure. **PAIA** therefore lists twelve grounds under which access to information can be refused by the information officer of the public or private body (*these 12 grounds will be detailed in section 4.3 below*). On the one hand, some of these reasons for non-disclosure are mandatory upon the information officer, meaning that the information officer must not allow access to the information if one of the mandatory grounds for refusal of access to information can be proved. On the other hand, the other grounds for refusal of access to information are what is known as discretionary. This means that the information officer may or may not disclose the information or record in question. Therefore the information officer must apply his/her discretion in assessing whether disclosing the information would cause more harm to the public or private body than non-disclosure, which would violate the requester's right of access to information.

This is why considering the grounds for not allowing access to information constitutes a balancing of rights, as not disclosing the information requested by an individual would violate the requester's right to information, whereas, on the other hand disclosing this information may result in a third party's rights being violated (for example their right to privacy) or a violation of the rights of the public or private body.

PAIA terms to note...

For mandatory refusals, **PAIA** uses the word "must".

For discretionary refusals, **PAIA** uses the word "may".



Remember as an Information Officer you must remain objective when applying a ground for refusal of access to information. Do not take sides, and be impartial at all times!

4.3. Grounds for refusal of access to information

As stated above there are various grounds under which an access to information request **may** or **must** be refused by an Information Officer of a public or private body. These grounds are listed in Chapter 4 of Part 2 for a Public Body, and Chapter 4 of Part 3 for a Private Body in PAIA.

4.3.1. Protection of the privacy of a third party

An Information Officer of a public or private body **must** not allow access to personal information of a natural person, including a deceased individual (*for a definition of "natural*

person” see Useful Terms above). **PAIA** states that in order to protect the right to privacy of a third party who is a natural person, the Information Officer must assess whether releasing the information in question to the requester ‘would involve the unreasonable disclosure of personal information’ (see sections 34 and 63 of **PAIA**).



Section 1 of **PAIA** provides a broad definition of what information constitutes “personal information”. It includes information relating to sex, pregnancy, and religion, as well as personal correspondence, DNA, fingerprints, and instances where the individual’s name appears in records.

However, the Information Officer must also consider whether or not the personal information in question falls into the following categories of personal information which may be disclosed:



Personal information of an individual who has given consent for this information to be released;



Personal information which has already been made public;



Personal information about a child under the age of 18 where the disclosure of such information is in the best interest of the child, and the requester is the child's carer (i.e. parent or guardian);



Personal information of a deceased person to a requester who is the individual's next of kin, or who has been authorised (written consent) by the next of kin;



Personal information of a deceased person who has been deceased for a period of more than 20 years;



Personal information of an individual who is or was an official in a public or private body and where the information relates to their position as an official.



PAIA requires that Information Officers from the South African Revenue Services (SARS) do not disclose personal tax and revenue information, unless the requester is requesting access to his/her own information.

4.3.2. Protection of commercial information of a third party

The Information Officers of public and private bodies **must** refuse access to information if releasing that information would cause harm to the commercial or financial interests of the business. **PAIA** lists the following commercial information which cannot be disclosed by an Information Officer:



Trade secrets;



Financial, commercial, scientific, research or technical information about a third party which, if released, would cause harm to the third party;



Information which had been supplied in confidence to the third party.

Although there is a general rule to protect the information of the company, a public body is required to operate in a transparent manner. In this regard it must be noted that there are certain instances where commercial information of a company can be released.



PAIA Exclusion: Third party records which contain information relating to public safety or environmental risks must be released, even if the release of such information will likely cause harm to the third party. This constitutes public interest information (*see section 4.4 below*).

4.3.3. Protection of confidential information

PAIA provides that an information officer **must** refuse access to a record if the release of the record will amount to a breach of a duty of confidence owed to a third party in terms of an agreement or contract.

Transnet Ltd and Another v SA Metal Machinery Co

In this case the courts made a decision on a request for information relating to tender documents, after the tender had been issued. The requested records were made available; however some parts of the requested documents were omitted and the reasons given by the public body was that the record contains commercial information of a third party.

In this case the court held that the confidentiality of the information did not apply because the tender had been awarded and tender documents were therefore public documents. The court further held that releasing the records would not prejudice the company.

The court addressed the issue of the probability of harm. Noting that the tender document was already a public document, releasing the document could not reasonably be expected to harm or disadvantage the company in any way.

*This case is important in interpreting section 36 of **PAIA** in relation to the protection of confidential information, as this case gave direction on the extent to which a ground for refusal can be applied.*

4.3.4. Protection of the safety of individual and property

This section states that an information officer **must** refuse access to a record if the disclosure of the record could reasonably be expected to compromise the safety of an individual or property. This section has a right to privacy aspect to it as it considers the personal life of an individual and their property.

4.3.5. Protection of information in legal proceedings

The purpose of this section is to protect information required in legal and law enforcement processes. This section recognises other legislation governing certain categories of information. In the case of this section the Criminal Procedure Act 51 of 1977 is recognised as the law governing records pertaining to bail proceedings and other law enforcement procedures. Also, this applies to records that are privileged from production. In other words records that are not available to anyone else, other than the person who has the privilege to access those records, for example an attorney who has client privilege. Any records subject to the relationship between an attorney and his/her client are protected under section 40 of **PAIA**.



Although **PAIA** acknowledges the existence of other legislation relating to the management and disclosure of information and records, in a situation where the legislation unjustifiably limits the right of access to information and is contrary to the principles of transparency and accountability, **PAIA** will supersede that law.

4.3.6. Protection of Research Information

An Information Officer of a public or private body must refuse access to records which contain information relating to research which is or will be undertaken by the public or private body in question or a third party. This refusal of access to information is in circumstances where the disclosure of the record will expose the research of the third party or public or private body, the individual or institution carrying out the research, or the subject matter of the research to a serious disadvantage (*see sections 43 and 69 of PAIA*).



4.3.7. Information which may be refused access to

The following categories of information relate to information which an Information Officer may refuse access to, only if they can justify that the information in question falls within the following categories and is not in the public interest to disclose (*for further information on the public interest clause see section 4.4 below*).

4.3.7.1. South Africa's defence, security and international relations

Section 41 of **PAIA** requires an information officer to consider whether the request for information relates to information about the security of South Africa. The information officer may refuse a request if they can prove that it will compromise the safety of South Africa to release the information.

4.3.7.2. Economic, financial and commercial interest of South Africa

Section 42 of **PAIA** requires the protection of information of a public body if its disclosure will be harmful to the economic and financial status of the Republic. This ground for refusal is discretionary meaning that the Information Officer will need to take into account the fact that public bodies are mandated under the Constitution of South Africa to be accountable to the public, and that it is therefore only in certain instances that the information may be refused. Further, the Information Officer will need to demonstrate that the disclosure of the information in question will cause harm to the financial and economic interests of South Africa.

4.3.7.3. Operations of public bodies

Section 44 of *PAIA* gives Information Officers the ability to refuse access to a record if it will hamper the operations of a public body. Section 44 is broad, a number of records listed under operations include:

- Minutes of meetings;
- Records containing advice or opinions;
- Records pertaining to consultations with other bodies;
- Records pertaining to the formulation of policies or recommendations.

The courts have provided further direction on how the section 44 should be applied:

Minister of Local and Provincial Government v Unrecognised Traditional Leaders Limpopo Province Sekhukhuneland

The court held that provisions that limit access to information must be interpreted in light of the Constitution. The court applied the purposive approach to interpret section 44(1)(a), meaning that if a record is not held for purposes of formulating policies then such a record should be disclosed.

President of the Republic of South Africa and Others v the M&G Media Limited

Constitutional Court shared the same principles as in the case above and stated that if the record requested was not for the formulation of policy the record should be released as such release will not hamper the operations of the public body. The court further held that a public body must demonstrate that the report was originally intended for formulation of policy.

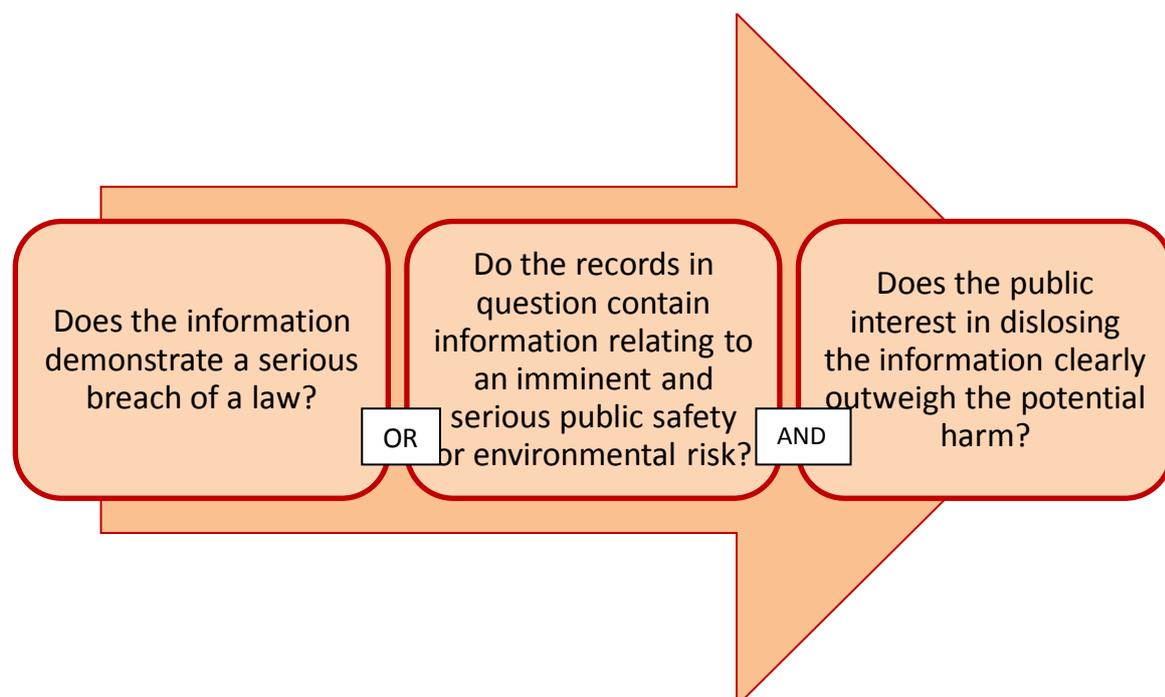
4.3.7.4. “Manifestly frivolous or vexatious requests, or substantial and unreasonable diversion of resources”

An information officer may refuse a request for information if he/she is of the opinion that processing requests will be unreasonably time consuming and lead to waste of resources. In addition, an Information Officer may refuse access to a record if the request is seen to be meaningless or made by a requester to unnecessarily annoy or provoke.

4.4. Public Interest Override

All the protections afforded to information as detailed above falls away if the release of the information is in the public interest. In this way the public interest test overrides all the other grounds of refusal of access to information.

The following test must be applied by an Information Officer of a public or private body before refusing to allow access to information that falls under the categories for non-disclosure listed above. If these conditions are met, then the information must be disclosed on the grounds of public interest.



SECTION 5

Key references and other useful information

This section includes:

- A list of the key references used to compile this **PAIA** Guide;
- A list of other useful **PAIA** resources.

5.1. Key references

Resource	Author
Promotion of Access to Information Act 2 of 2000	(law)
Protection of Personal Information Act 4 of 2013	(law)
PAIA Unpacked (available at www.saha.org.za)	SAHA
PAIA Resource Kit (available at www.saha.org.za)	SAHA
The Guide on How to Use the Promotion of Access to Information Act 2 of 2000 (available at www.sahrc.org.za)	SAHRC
PAIA Community Tool Guide (available at www.sahrc.org.za)	SAHRC
PAIA Frontline Staff Manual (available at www.sahrc.org.za)	SAHRC

5.2. PAIA Regulations

Government Notice	Date	Subject and Description
Government Notice: No. R. 1244	22 September 2003	Amendment relating to the availability of the PAIA manuals of public and private bodies.
Government Notice: No. R. 187	15 February 2002	Amendment to PAIA regarding this Section 10 Guide and the availability of PAIA manuals.

Government Notice: No. R. 233	9 March 2001	This Regulation relates to the fees payable for access to records of public and private bodies.
Government Notice No. R. 466	1 June 2007	Included forms for Information Officers to follow when publishing voluntary disclosure notices in terms of sections 15 and 52 of PAIA .

5.3. PAIA Amendments

Government Notice	Date	Subject and Description
Government Notice No. 428	31 March 2004	Amendment to section 92(4) of PAIA to provide for Offences and Penalties for persons who deliberately and wrongfully obstruct a requester's request for information, for example by destroying records.
Government Notice No. 96	15 January 2003	Amendment to PAIA to provide for the training of presiding officers in the Magistrates' Courts to hear PAIA matters.
Government Notice No. R. 187	15 February 2002	Amendment to PAIA regarding this Section 10 Guide and the availability of PAIA manuals.



5.4. Amendments to *PAIA* Regulations

Government Notice	Date	Subject
Government Notice: No. 1263	11 April 2003	Notice relating to the availability of the <i>PAIA</i> manuals of private bodies.

5.5. Other useful *PAIA* resources

1. Using PAIA to Promote Housing Rights, SAHA (available at www.saha.org).
2. Accessing Information for Your Community, SAHA (available at www.saha.org).
3. Accessing Information in the LGBTI Sector, SAHA (available at www.saha.org).

Public Bodies from whom you can access records

Introduction

The following is a fairly comprehensive list of the contact details of Information Officers or designated Deputy Information Officers of Public Bodies within South Africa. Whilst every effort has been made to make the list as exhaustive and accurate as possible, it cannot be guaranteed that each and every detail is correct so please establish with the body that you wish to request information from whether or not the details of the IO or DIO have not in fact changed before any request is made.

Parliament

The following are the contact details of the information officers of the National Assembly and the National Council of Provinces

National Assembly

Information Officer

Speaker: National Assembly

Mail address: PO Box 15

CAPE TOWN

8000

Street address: Parliament Building, Room

E139, Parliament Street, CAPE TOWN

Tel: (021) 403-2364/6

Fax: (021) 403-2371

National Council of Provinces

Information Officer

Chairperson

Mail address: PO Box 15

CAPE TOWN

8000

Street address: Parliament Building, Room

S14, Parliament Street, CAPE TOWN

Tel: (021) 403-2110/5/3221

Fax: (021) 461-9460

6.2 National Government

Departments

The following is a list of contact details of the information officers or designated deputy information officers of National Government Departments

Department in The Presidency

Information Officer

Dr Cassius Reginald Lubisi

Mail Address: Private Bag X1000, PRETORIA, 0001

Street Address: The Presidency, Union Buildings, Government Avenue, PRETORIA

Tel: (012) 300 5354

Fax: 086 683 5354

E-mail: informationofficer@po.gov.za

E-mail: nokukhanya@po.gov.za

Agriculture, Forestry and Fisheries

Information Officer

Dr Moshibudi Priscilla Rampedi

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6.3.2 North West

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6.3.2 Northern Cape



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Big Five False Bay Local Municipality

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Edumbe Local Municipality

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Emadlangeni Local Municipality

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Emnambithi - Ladysmith Municipality

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Ethekwini Metropolitan Municipality



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Mail: PO Box 1014, DURBAN, 4000
Street: City Hall, 251 Anton Lembede Road, DURBAN
Tel: (031) 311 2130 / 2132
Fax: (031) 311 2170
E-mail: metroceo@durban.gov.za

Greater Kokstad Local Municipality

Mr Felix T Nxumalo

Mail: PO Box 8, KOKSTAD, 4700
Street: 75 Hope Street, KOKSTAD
Tel: (039) 797 6601
Fax: (039) 727 5501
E-mail: felix.nxumalo@kokstad.org.za

Hibiscus Coast Local Municipality

Mr Sibusiso Wycliff Mkhize

Mail: PO Box 5, PORT SHEPSTONE, 4240
Street: 10 Corner Street, PORT SHEPSTONE
Tel: (039) 688 2021
Fax: (039) 686 8227
E-mail: mm@hcm.gov.za

Hlabisa Local Municipality

Mr Themba Vusumuzi Mkhize

Mail: PO Box 387, HLABISA, 3937
Street: Lot 808 off Masson Street, HLABISA
Tel: (035) 838 8504
Fax: (035) 838 1944

Ilembe District Municipality

Mr Mike Newton

Mail: PO Box 1788, KWADUKUZA, 4450
Street: Ilembe House, 59-61 Mahatma Ghandi Street, KWADUKUZA
Tel: (032) 437 9501
Fax: (032) 437 9588
E-mail: mike.newton@ilembe.gov.za



Imbabazane Local Municipality

Mr Mthetheleli Moses Ndlela

Mail: PO Box 750, ESTCOURT, 3310
Street: Sobabili Road, Ntabamhlophe Area, ESTCOURT
Tel: (036) 353 0693 / 0681
Fax: (036) 353 6661

Impendle Local Municipality

Mr Sibusiso Mabasa

Mail: Private Bag X512, IMPENDLE, 3227
Street: 21 Masahleni Street, IMPENDLE
Tel: (033) 996 0771
Fax: (033) 996 0852
E-mail: sibusiso.ngcobo@impendle.gov.za

Indaka Local Municipality

Mr Sinatra K Khumalo

Mail: Private Bag X70113, WASBANK, 2920
Street: 2748 A Section, Ekuvukeni, WASBANK
Tel: (034) 261 1000
Fax: (034) 261 2035
E-mail: sinatra.khumalo@indaka.local.gov.za

Ingwe Local Municipality

Mr Sibonelo Ncube (acting)

Mail: PO Box 62, GREIGHTON, 3263
Street: Greighton Road, GREIGHTON
Tel: (039) 833 1038
Fax: (039) 833 1539
E-mail: ncubes@ingwe.gov.za

Izingolweni Local Municipality

Mr Mandla Mabece

Mail: PO Box 108, IZINGOLWENI, 4260
Street: N2 Harding Main Road, Opposite Izingolweni Taxi Rank, IZINGOLWENI



Tel: (039) 534 1576 / 1582 / 1584
Fax: (039) 534 1585
E-mail: mandla@izingolweni.gov.za

Jozini Local Municipality

Mr Bongumas Ntuli

Mail: Private Bag X28, JOZINI, 3969
Street: Circle Street, Bottomtown, JOZINI
Tel: (035) 572 1269
Fax: (035) 572 1423
E-mail: bntuli@jozini.org.za

KwaDukuza Local Municipality

Mr Nhlanhla Joshua Ndakane

Mail: PO Box 72, KWADUKUZA, 4450
Street: 14 Chief Albert Luthuli Street, KWADUKUZA
Tel: (032) 437 5003
Fax: (032) 437 5051
E-mail: nhlanhla@kwadukuza.gov.za

KwaSani Local Municipality

Mr Sibusiso Patrick Gwacela

Mail: PO Box 43, HIMEVILLE, 3256
Street: 32 Arbuckle Street, HIMEVILLE
Tel: (033) 702 1060
Fax: (033) 702 1148

Mandeni Local Municipality

Mr Lulamile Mapoloba

Mail: PO Box 144, MANDENI, 4490
Street: 2 Kingfisher Road, MANDENI
Tel: (032) 456 8234
Fax: (032) 456 2504
E-mail: ceo@mandeni.gov.za

Maphumulo Local Municipality



Mr Sibusiso Majola (acting)

Mail: Private Bag X9205, MAPHUMULO, 4470
Street: R74 Sakhuxolo Skills Centre, MAPHUMULO
Tel: (032) 481 2047
Fax: (032) 481 2053
E-mail: sibusiso@maphumulo.gov.za

Mbonambi Local Municipality

Mr s Malime Lubi (acting)

Mail: PO Box 96, KWAMBONAMBI, 3915
Street: 25 Bredell Street, KWAMBONAMBI
Tel: (035) 580 1421
Fax: (035) 580 1141
E-mail: lubia@mbonambi.gov.za

Mkhambathini Local Municipality

Mr Deven Pillay

Mail: Private Bag X04, CAMPERDOWN, 3720
Street: 18 Old Main Road, CAMPERDOWN
Tel: (031) 785 9307 / 06
Fax: (031) 785 2121
E-mail: mm@mkhambathini.gov.za

Mooi Mpofana Local Municipality

Mr Muzi Madlala

Mail: PO Box 47, MOOI RIVER, 3300
Street: 10 Clanghton Terrace, MOOI RIVER
Tel: (033) 263 7740(not available)
Fax: (033) 263 1127

Msinga Local Municipality

Mr Fanosi Bethuel Sithole

Mail: Private Bag X530, TUGELA FERRY, 3010
Street: R33 Main Road, TUGELA FERRY
Tel: (033) 493 0761
Fax: (033) 493 0757



E-mail: khetiwe.ziqubu@msinga.org.za

Msunduzi Local Municipality

Mr Thokozani Maseko (Acting)

Mail: Private Bag X321, PIETERMARITZBURG, 3200
Street: 333 Church Street, AS Chetty Building, PIETERMARITZBURG
Tel: (033) 392 2013 (busy)
Fax: (033) 392 2397

Mthonjaneni Local Municipality

Mr Frederick Els

Mail: PO Box 11, MELMOTH, 3835
Street: 21 Rheinholb Street, MELMOTH
Tel: (035) 450 2082
Fax: (035) 450 3224
E-mail: mmeltc@mweb.co.za

Mtubatuba Local Municipality

Mr Siyabonga S Ntuli

Mail: PO Box 52, MTUBATUBA, 3935
Street: Lodge 105, Inkosi Mtubatuba Road, MTUBATUBA
Tel: (035) 550 0069
Fax: (035) 550 0060
E-mail: ntulizr@mtubatuba.org.za

Ndwedwe Local Municipality

Ms Thembekile Cibane

Mail: Private Bag X503, NDWEDWE, 4342
Street: P100 Road, NDWEDWE
Tel: (032) 532 1089
Fax: (032) 532 1071 / 1234
E-mail: mm@ndwendwe.gov.za

Newcastle Local Municipality

Mr Kebone Masange (Acting)

Mail: Private Bag X6621, NEWCASTLE, 2940



Street: 37 Murchison Street, NEWCASTLE
Tel: (034) 328 7750
Fax: (034) 312 7089
E-mail: mm@newcastle.gov.za

Nkandla Local Municipality

Mr Enock M Ngonyama
Mail: Private Bag X161, NKANDLA, 3855
Street: Lot 292, Maree Road, NKANDLA
Tel: (035) 833 2000
Fax: (035) 833 0920
E-mail: m.ngonyama@nkandla.org.za

Nongoma Local Municipality

Mr Bonga Ntamzi
Mail: PO Box 84, NONGOMA, 3950
Street: Lot 103, Main Street, NONGOMA
Tel: (035) 831 7504
Fax: (035) 831 3152
E-mail: manager@nongomo.org.za

Nquthu Local Municipality

Mr Bonginkosi Paul Gumbi
Mail: Private Bag X5521, NQUTHU, 3135
Street: 83 Mdlalose Street, NQUTHU
Tel: (034) 271 6103 (no answer)
Fax: (034) 271 6111

Ntambanana Local Municipality

Mr Phiwamandla Raymond Mnguni
Mail: Private Bag X20066, EMPANGENI, 3880
Street: Buchanana Main Road, EMPANGENI
Tel: (035) 792 7093
Fax: (035) 792 7094
E-mail: mgunir@ntambanana.org.za

Okhahlamba Local Municipality



Ms Zakhona Margaret Ndlela

Mail: PO Box 71, BERGVILLE, 3350
Street: 10 Broadway Street, BERGVILLE
Tel: (036) 448 1076(no answer)
Fax: (036) 448 1986

Richmond Local Municipality

Mr Sbu Sithole

Mail: Private Bag X1028, RICHMOND, 3780
Street: 57 Shepstone Street, RICHMOND
Tel: (033) 212 2155
Fax: (033) 212 4183

Sisonke District Municipality

Mr Nhlanhla Maxwell Mabaso

Mail: Private Bag X501, IXOPO, 3276
Street: 40 Main Street, IXOPO
Tel: (039) 834 8700
Fax: (039) 834 1750
E-mail: mabasom@sisonkedm.gov.za

Ubuhlebezwe Local Municipality

Mr Hennie Jacob (Acting)

Mail: PO Box 132, IXOPO, 3276
Street: 29 Margaret Street, IXOPO
Tel: (039) 834 2074 (number changed and the new one not available)
Fax: (039) 834 1168

Ugu District Municipality

Mr Luvuyo Mahlaka

Mail: PO Box 33, PORT SHEPSTONE, 4240
Street: 28 Connor Street, PORT SHEPSTONE
Tel: (039) 688 5704
Fax: (039) 682 1720

Ulundi Local Municipality



Ms Sibuyiselwe Angela Buthelezi

Mail: Private Bag X17, ULUNDI, 3838
Street: cnr Princess Magogo and King Zwelithini Streets, ULUNDI
Tel: (035) 874 5810 (busy)
Fax: (035) 874 5831

Umdoni Local Municipality

Mr Dhanpalan Naidoo

Mail: PO Box 19, SCOTTBURGH, 4180
Street: cnr Airth and Williamson Streets, SCOTTBURGH
Tel: (039) 976 1202
Fax: (039) 976 2194
ddnaidoo@umdoni.gov.za

Umgungundlovu District Municipality

Mr Sibusiso Khuzwayo

Mail: PO Box 3235, PIETERMARITZBURG, 3200
Street: 242 Langalibalile Street, PIETERMARITZBURG
Tel: (033) 897 6763 / 50 (no answer)
Fax: (033) 394 5512

Umhlabuyalingana Local Municipality

Mr Sibusiso Emmanuel Bukhosini

Mail: Private Bag X901, KWANGWANASE, 3973
Street: Thengane Main Road, KWANGWANASE
Tel: (035) 592 0665 no answer
Fax: (035) 592 0672

Umhlathuze Local Municipality

Mr Nkosinathi Nhleko (Acting)

Mail: Private Bag X1004, RICHARDS BAY, 3900
Street: 5 Mark Strauss Street, RICHARDS BAY
Tel: (035) 907 5491 / 5492 no answer
Fax: (035) 907 5451



Umlalazi Local Municipality

Mr Chris Gerber

Mail: PO Box 37, ESHOWE, 3815
Street: Hutchinson Street, ESHOWE
Tel: (035) 473 3342 (not available)
Fax: (035) 474 2809

Umngeni Local Municipality

Mr Sandile Hector Buthelezi

Mail: PO Box 5, HOWICK, 3290
Street: cnr Sonne and Bick Street, HOWICK
Tel: (033) 239 9210
Fax: (033) 330 4183

Umshwati Local Municipality

Mr Vincent Cebekulu

Mail: Private Bag X29, WARTBURG, 3233
Street: Umshwati Main Road, New Handover, WARTBURG
Tel: (033) 502 0282
Fax: (033) 502 0305 / 0286
E-mail: vincentc@umshwati.gov.za

Umtshezi Local Municipality

Ms Nonhlanhla Njoko

Mail: PO Box 15, ESTCOURT, 3310
Street: Victoria Street, Civic Building, ESTCOURT
Tel: (036) 342 7801 (call later)
Fax: (036) 352 5829

Umvoti Local Municipality

Mr Bongani Xulu

Mail: PO Box 71, GREYTOWN, 3250
Street: 41 Bell Street, GREYTOWN
Tel: (033) 413 9215
Fax: (033) 417 1393
E-mail: mm@umvoti.gov.za



Umzimkhulu Local Municipality

Mr Zilephanzi Sikosana

Mail: PO Box 53, UMZIMKHULU, 3297
Street: 169 Main Street, UMZIMKHULU
Tel: (039) 259 5331
Fax: (039) 259 0223
E-mail: zsikosana@umzimkhululm.gov.za

Umzinyathi District Municipality

Mr Siphon Nicholas Dubazana

Mail: PO Box 1965, DUNDEE, 3000
Street: 39 Victoria Street, Princess Magogo Building, DUNDEE
Tel: (034) 219 1512(no answer)
Fax: (034) 218 1940

Umziwabantu Local Municipality

Mr Sazi Mpele

Mail: Private Bag X1023, HARDING, 4680
Street: Murchison Street, HARDING
Tel: (039) 433 1205
Fax: (039) 433 1208
sazi@umziwabantu.org.za

Umzumbe Local Municipality

Dr Justice Ngesi (Acting)

Mail: PO Box 561, HIBBERDENE, 4220
Street: Siphon Funa Road, Umthwalume, HIBBERDENE
Tel: (039) 972 0005
Fax: (039) 972 0099

Uphongolo Local Municipality

Mrs Fatima Weden (acting)

Mail: PO Box 191, PONGOLA, 3170
Street: 61 Martin Street, PONGOLA
Tel: (034) 413 1223



Fax: (034) 413 1706
E-mail: angelkzn8249@hotmail.com

Uthungulu District Municipality

Mr Bonginkosi Biyela

Mail: Private Bag X1025, RICHARDS BAY, 3900
Street: Mangosuthu Buthelezi House, Kruger Rand Street, CBD, RICHARDS BAY
Tel: (035) 799 2501
Fax: (035) 789 1641
E-mail: sceo@uthungulu.co.za

Vulamehlo Local Municipality

Mr Msizi Zulu

Mail: Private Bag X5509, SCOTTBURGH, 4180
Street: 77 Dududu Main Road, SCOTTBURGH
Tel: (039) 974 0450 / 0553
Fax: (039) 974 0432
E-mail: msizi@benturnet.co.za

Zululand District Municipality

Mr Johan de Klerk

Mail: Private Bag X76, ULUNDI, 3838
Street: 400 Ngangane Street, ULUNDI
Tel: (035) 874 5503
Fax: (035) 874 5589
Email: mm@zululand.org.za

6.4.2 Gauteng Municipalities

City of Johannesburg Metropolitan Municipality

Mr Trevor Fowler

Mail: PO Box 1049, JOHANNESBURG, 2000
Street: Metropolitan Centre, 1st Floor Council Chamber Wing, 158 Loveday Street, Braamfontein, JOHANNESBURG
Tel: (011) 407 7300
Fax: (011) 403 1012
E-mail: citymanager@joburg.org.za



City of Tshwane Metropolitan Municipality

Mr Oupa Nkwane (Acting)

Mail: PO Box 440, PRETORIA, 0001
Street: Munitoria Building, 2nd Floor, Vermeulen Street, PRETORIA
Tel: (012) 358 4904 / 0976
Fax: (012) 358 1112
E-mail: ninetteb@tshwane.gov.za

Ekurhuleni Metropolitan Municipality

Mr Khaya Ngema

Mail: Private Bag X1069, GERMISTON, 1400
Street: EGSC Building, cnr Cross and Roses Streets, GERMISTON
Tel: (011) 999 0863
Fax: (011) 999 1811
khaya.ngema@ekurhulni.gov.za

Emfuleni Local Municipality

Mr Sam Shabalala

Mail: PO Box 3, VANDERBIJLPARK, 1900
Street: cnr Klasie Havenga and Frikkie Meyer Boulevard, VANDERBIJLPARK
Tel: (016) 950 5102
Fax: (016) 950 5030
amanda@emfuleni.gov.za

Lesedi Local Municipality

Mr Piet van der Heever

Mail: PO Box 201, HEIDELBERG, 1438
Street: cnr HF Verwoerd and Louw Street, HEIDELBERG
Tel: (016) 340 4305
Fax: (016) 340 4394
E-mail: mm@lesedilm.co.za

Meraf

Merafong Local Municipality

Mr Elias Leseane

Mail: PO Box 3, CARLETONVILLE, 2500
Street: No 3 Halite Street, CARLETONVILLE, 2499
Tel: (018) 788 9506
Fax: (018) 787 3859

Midvaal Local Municipality

Mr Albert De Klerk

Mail: PO Box 9, MEYERTON, 1960
Street: cnr Mitchel and Junious Street, MEYERTON
Tel: (016) 360 7411
Fax: (016) 362 2794
E-mail: mm@midvaal.gov.za

Mogale City Local Municipality

Mr Dan Mashitsho

Mail: PO Box 94, KRUGERSDORP, 1740
Street: cnr of Commissioner and Market Street, KRUGERSDORP
Tel: (011) 951 2013
Fax: (011) 951 2547
Cell: mm@mogalecity.gov.za

Randfontein Local Municipality

Adv Seepanya Mogale

Mail: PO Box 218, RANDFONTEIN, 1760
Street: cnr Sutherland and Pollock Street, RANDFONTEIN
Tel: (011) 411 0309 / 0052
Fax: (011) 693 1736

Sedibeng District Municipality

Mr Yunus Chamda

Mail: PO Box 471, VEREENIGING, 1930
Street: Corner of Beaconsfield and Leslie Streets, VEREENIGING



Tel: (016) 450 3165
Fax: (016) 455 5264
E-mail: annatjieb@sedibeng.gov.za

West Rand District Municipality

Mr David Mokoena (Acting)

Mail: Private Bag X033, RANDFONTEIN, 1759
Street: cnr Sixth and Park Street, RANDFONTEIN
Tel: (011) 411 5221
Fax: (011) 411 5172
E-mail: asegopolo@wrdm.gov.za

Westonaria Local Municipality

Mr Thabo Ndlovu (Acting)

Mail: PO Box 19, WESTONARIA, 1780
Street: cnr of Neptune and Saturn Street, WESTONARIA
Tel: (011) 278 3001
Fax: (011) 753 4176
E-mail: tndlovu@westonaria.gov.za

6.4.3 Eastern Cape Municipalities

Alfred Nzo District Municipality

Mr Maxwell Moyo

Mail: Private Bag X511, MOUNT AYLIFF, 4735
Street: Alfred Nzo Municipality, Erf 1400, Ntsizwa Street, MOUNT AYLIFF
Tel: (039) 254 5002
Fax: (039) 254 0343 / 0818

Amahlathi Local Municipality

Mr King Socikwa

Mail: Private Bag X2, STUTTERHEIM, 4930
Street: cnr Hill and Maclean Street, STUTTERHEIM
Tel: (043) 683 1100
Fax: (043) 683 1127
Email: socikwa.b@yahoo.com



Amathole District Municipality

Mr Mvuyo Molokoti

Mail: PO Box 320, EAST LONDON, 5200
Street: 40 Cambridge Street, EAST LONDON
Tel: (043) 701 5157
Fax: (043) 701 0337

Baviaans Local Municipality

Mr Jama Vumazonke

Mail: PO Box 15, WILLOWMORE, 6445
Street: 42 Wehmeyer Street, WILLOWMORE
Tel: (044) 923 1004
Fax: (044) 923 1122

Email jama@baviaan.gov.za

Blue Crane Route Local Municipality

Mrs Delchine Sauls

Mail: PO Box 21, SOMERSET EAST, 5850
Street: 67 Nojoli Street, SOMERSET EAST
Tel: (042) 243 1333
Fax: (042) 243 0633
Email delchinesauls@bcm.gov.za

Buffalo City Metropolitan Municipality

Mr Andile Fani (Acting)

Mail: PO Box 134, East London, 5200
Street: cnr North and Oxford Streets, Trust Centre, EAST LONDON
Tel: (043) 705 1045
Fax: (043) 743 1941

Cacadu District Municipality

Mr Ted Pillay

Mail: PO Box 318, PORT ELIZABETH, 6000
Street: 32 Govan Mbeki Avenue, PORT ELIZABETH



Tel: (041) 508 7115

Fax: (041) 522 7230

Email: t.pillay@cacadu.co.za

Camdeboo Local Municipality

Mr Monde Gerald Langbooi

Mail: PO Box 71, GRAAFF-REINET, 6280

Street: 12 Church Square, GRAAFF-REINET

Tel: (049) 807 5700

Fax: (049) 892 4319/049 892 2166

Email: danielse@camdeboo.gov.za

Chris Hani District Municipality

Mr Moppo Mene

Mail: PO Box 7121, QUEENSTOWN, 5320

Street: 15 Bells Road, QUEENSTOWN

Tel: (045) 808 4610

Fax: (045) 838 1582

E-mail: mmene@chrishanidm.gov.za

Elundini Local Municipality

Mr Khayaletu Gashi

Mail: PO Box 1, MACLEAR, 5480

Street: 1 Seller Street, MACLEAR

Tel: (045) 932 1085

Fax: (045) 932 1777

Engcobo Local Municipality

Mr Mandlonke Jiqo (Acting)

Mail: PO Box 24, ENGCOBO, 5050

Street: 58 Union Street, ENGCOBO

Tel: (047) 548 5601

Fax: (047) 548 1078

Gariep Local Municipality



Mr Thembinkosi Mawonga

Mail: PO Box 13, BURGERSDORP, 9744
Street: Jan Greyling Street, BURGERSDORP
Tel: (051) 653 0595
Fax: (051) 653 0742
Email: thembinkosi@gariep.gov.za

Greater Kei Local Municipality

Mr Chris Mbekela

Mail: Private Bag X2, KOMGA, 4950
Street: 17 Main Street, Engine Garage, KOMGA
Tel: (043) 831 1028
Fax: (043) 831 1483 / 1306
Email: dseheri@greaterkeilm.gov.za

Ikwezi Local Municipality

Mr Thandekile Mnyimba

Mail: PO Box 12, JANSENVILLE, 6265
Street: 34 Main Street, JANSENVILLE
Tel: (049) 836 0021 / 0192
Fax: (049) 836 0105

Inkwanca Local Municipality

Mr Galliode Sgojo

Mail: PO Box 1, MOLTENO, 5500
Street: 39 Smit Street, MOLTENO
Tel: (045) 967 0021 / 0176
Fax: (045) 967 0467

Email: galliode.sgojo@gmail.com

Umzimvubu Local Municipality



Mr Thobela Gladstone Notha

Mail: Private Bag X9020, MOUNT FRERE, 5090
Street: 813 Main Street, MOUNT FRERE
Tel: (039) 255 0166
Fax: (039) 255 1893

Intsika Yethu Local Municipality

Mr Zamxolo Shasha

Mail: Private Bag X1251, COMFIMVABA, 5380
Street: 201 Main Street, COMFIMVABA
Tel: (047) 874 8700
Fax: (047) 874 0010 / 0237
Email: shashaz@intsikayethu.gov.za

Inxuba Yethemba Local Municipality

Mr Mzwandile Sydney Tantsi

Mail: PO Box 24, CRADOCK, 5880
Street: 1 J.A Calata Street, CRADOCK
Tel: (048) 801 5000
Fax: 044 881 1421

King Sabatha Dalindyebo Local Municipality

Mr Zizamele Manqanqeni

Mail: PO Box 45, MTHATHA, 5099
Street: Munitata Building, Sutherland Street, MTHATHA
Tel: (047) 501 4239
Fax: (047) 532 5198
Email: ksd@ksd.org.za

Kou-Kamma Local Municipality

Mr Sabelo Nkuhlu

Mail: Private Bag X011, KAREEDOUW, 6400
Street: 5 Keet Street, KAREEDOUW



Tel: (042) 288 7247
Fax: (042) 288 0090
Email: nkuhlus@kougama.gov.za

Kouga Local Municipality

Mr Sydney Fadi

Mail: PO Box 21, JEFFERY'S BAY, 6330
Street: 33 Da Gama Road, Kouga, JEFFERY'S BAY
Tel: (042) 200 2200
Fax: 086 529 6303
E-mail: sfadi@kougama.gov.za
chayward@kougama.gov.za

Lukhanji Local Municipality

Mr Professor Bacela

Mail: Private Bag X7111, QUEENSTOWN, 5320
Street: 70 Cathcart Road, QUEENSTOWN
Tel: (045) 807 2600
Fax: (045) 807 2733

Makana Local Municipality

Mr Terry Myalato

Mail: PO Box 176, GRAHAMSTOWN, 6140
Street: Church Square, Makana Municipality, GRAHAMSTOWN
Tel: (046) 603 6131
Fax: (046) 622 9700
Email: tmyalato@makana.gov.za

Maletswai Local Municipality

Mr Patrick Nonjola

Mail: Private Bag X1011, ALIWAL NORTH, 9750
Street: cnr Buckley and Somerset Street, ALIWAL NORTH
Tel: (051) 634 1739
Fax: (051) 634 1504

Matatiele Local Municipality

Dr Tshepang Nakin



Mail: PO Box 35, MATATIELE, 4730
Street: 102 Main Street, MATATIELE
Tel: (039) 737 3135
Fax: (039) 737 3611
Email: manager@matatiele.co.za

Mbhashe Local Municipality

Mr Momwabisi Somana

Mail: PO Box 25, INDUTYWA, 5000
Street: 3 Kiddley Street, INDUTYWA
Tel: (047) 489 5800
Fax: (047) 489 1137
Email: bhedla.amani@yahoo.com

Mbizana Local Municipality

Mr Nzimeni Lawrence Mambila

Mail: PO Box 12, BIZANA, 4800
Street: 51 Main Street, BIZANA
Tel: (039) 251 0917
Fax: (039) 251 0917
E-mail: mambilal@mbizana.gov.za

Mhlontlo Local Municipality

Mrs Yolisa Ndimma

Mail: PO Box 31, QUMBU, 5180
Street: 96 Church Street, QUMBU
Tel: (047) 553 7021
Fax: (047) 553 0189
Email: yndima@life.com

Mnquma Local Municipality

Mr Ngamela Pakade

Mail: PO Box 36, BUTTERWORTH, 4960
Street: Topblyth Street, BUTTERWORTH



Tel: (047) 491 4286
Fax: (047) 491 3587
E-Mail mduna@mnquma.gov.za

Ndlambe Local Municipality

Mr Rolly Dumezweni

Mail: PO Box 13, PORT ALFRED, 6170
Street: 47 Campbell Street, PORT ALFRED
Tel: (046) 624 1140
Fax: (046) 624 1254 or 086 729 6421
Email: rdumezweni@ndlambe.gov.za

Nelson Mandela Bay Metropolitan Municipality

Mr Elias Ntoba (Acting)

Mail: PO Box 116, PORT ELIZABETH, 6000
Street: City Hall, 1st Floor, Market Square, Govan Mbeki Avenue, PORT ELIZABETH
Tel: (041) 506 3404
Fax: (041) 506 2422
Email: mm@mandelametro.gov.za

Ngqushwa Local Municipality

MR Namhla Mjo (Acting)

Mail: PO Box 539, PEDDIE, 5640
Street: Erf 313 Main Road, PEDDIE
Tel: (040) 673 3095
Fax: (040) 673 3771
Email: nosiphoy@nqushwamun.co.za

Nkonkobe Local Municipality

Mr Khanyile Christian Maneli

Mail: PO Box 36, FORT BEAUFORT, 5720
Street: 8 Somerset Street, FORT BEAUFORT



Tel: (046) 645 7451
Fax: (046) 645 2562

Ntabankulu Local Municipality

Mr Sindile Tantsi

Mail: PO Box 234, NTABANKULU, 5130
Street: 85 Main Street, NTABANKULU
Tel: (039) 258 0056
Fax: (039) 258 0173

Nxuba Local Municipality

Mr Mlamli Bongco

Mail: Private Bag X350, ADELAIDE, 5760
Street: Market Square, ADELAIDE
Tel: (046) 684 0034
Fax: 086 536 0415

Email cagasiehiwo@yahoo.com
cagas@nxuba.gov.za

Nyandeni Local Municipality

Mrs Nomandela

Mail: Private Bag X504, LIBODE, 5160
Street: B. Nomandela Drive, Municipality Building, LIBODE
Tel: (047) 555 0161
Fax: (047) 555 0073

OR Tambo District Municipality

Mr Bruce Kannemeyer

Mail: Private Bag X6043, MTHATHA, 5099
Street: OR Tambo District Municipality House, Nelson Mandela Drive, MTHATHA
Tel: (047) 501 7050
Fax: (047) 532 6518
E-mail: ayandaw@ortambodm.org.za

Port St Johns Local Municipality



Mr Zola Hewu

Mail: PO Box 2, PORT ST JOHNS, 5120
Street: Erf 257 Main Street, PORT ST JOHNS
Tel: (047) 564 1207 / 1208
Fax: (047) 564 1206

Qaukeni Local Municipality

Mr Mluleki Fihlani

Mail: PO Box 14, FLAGSTAFF, 4810
Street: 135 Main Street, FLAGSTAFF
Tel: (039) 252 0131
Fax: (039) 252 0279
Email: mfihlani@ihlm.gov.za

Sakhisizwe Local Municipality

Mr Thembeni Samuel

Mail: PO Box 26, CALA, 5455
Street: Erf 458, Mthatha Road, CALA
Tel: (047) 877 0167
Fax: (047) 877 0000

Senqu Local Municipality

Mr Mxolisi Yowa

Mail: PO Box 18, LADY GREY, 9755
Street: 19 Murray Street, LADY GREY
Tel: (051) 603 0012
Fax: (051) 603 0445
Email: yawam@senqu.gov.za

Sunday's River Valley Local Municipality

Ms Vuyo Zitumane

Mail: PO Box 47, KIRKWOOD, 6120
Street: 23 Middle Street, Sunday's River Valley, KIRKWOOD
Tel: (042) 230 7750
Fax: (042) 230 0069

Tsolwana Local Municipality

Mr Similo Dayi

Mail: PO Box 21, TARKASTAD, 5370
Street: 12 Murray Street, TARKASTAD
Tel: (045) 846 0033
Fax: (045) 846 0025
Email: similo.dayi@lgnet.org.za
Yolisa.marepula@lgnet.org.za

Ukhahlamba District Municipality (Joe Gqabi District Municipality)

Mr Zolile Williams

Mail: Private Bag X102, BARKLEY EAST, 9786
Street: cnr Cole and Graham Streets, BARKLEY EAST
Tel: (045) 979 3006
Fax: (045) 979 3028
Email: mm@gdm.gov.za

Emalahleni Local Municipality

Mr Gerad Dejager

Mail: PO Box 23, LADY FRERE, 5410
Street: 37 Indwe Road, LADY FRERE
Tel: (047) 878 0020
Fax: (047) 878 0112
Cell: 083 500 2396
E-mail: dejagerg@emalahlenilm.gov.za

6.4.4 Limpopo Municipalities

Aganang Local Municipality

Mrs Ellen Mashakwe

Mail: PO Box 990, JUNO, 0748
Street: cnr Gilead and Knobel Hospital Roads, Moletjie Ceres
Village, KOLOTI



Tel: (015) 295 1415
Fax: (015) 295 1447 / 1401
emashakwe@aganang.gov.za

Ba-Phalaborwa Local Municipality

Dr Stimela S. Sebashe

Mail: Private Bag X01020, PHALABORWA, 1390
Street: cnr Nelson Mandela Drive and Selati Road, PHALABORWA
Tel: (015) 780 6302
Fax: (015) 781 7228
E-Mail: sebashe01@gmail.com

Bela-Bela Local Municipality

Mr Sam Ngoetjana Bambo

Mail: Private Bag X1609, BELA-BELA, 0480
Street: Chris Hani Drive, BELA-BELA
Tel: (014) 736 8052
Fax: (014) 736 8087
E-mail: munmanager@belabela.gov.za

Blouberg Local Municipality

Mr Kenny Machovani (Acting)

Mail: PO Box 1593,
SENWABARANWA, 0790
Street: 2nd Building Mogwadi,
Senwabaranwa Road,
SENWABARANWA
Tel: (015) 505 7133
Fax: (015) 505 0296

Capricorn District Municipality

Mr Ngoako Molokomme

Mail: PO Box 4100, POLOKWANE, 0700
Street: 41 Biccard Street, POLOKWANE
Tel: (015) 294 1076
Fax: (015) 291 4297
E-Mail: Molokommen@cdm.org.za



Elias Motswaledi Local Municipality

Ms Maggie Mtsweni

Mail: PO Box 48, GROBLERSDAL, 0470
Street: 2 Grobler Avenue, GROBLERSDAL
Tel: (013) 262 3056
Fax: (013) 262 2547
E-mail: mmtsweni@emlm.gov.za

Ephraim Mogale Local Municipality

Mr Makoko Lekola

Mail: PO Box 111, MARBLE HALL, 0450
Street: 13 Ficus Street, MARBLE HALL
Tel: (013) 261 8400
Fax: (013) 261 2985
Cell: 082 411 7552

Email: mlekola@emogale.gov.za

Fetakgomo Local Municipality

Ms Motlanalo Lebepe

Mail: PO Box 818, APEL, 0739
Street: Stand No. 1, Mashung Ga-Nkwana, FETAKGOMO
Tel: (015) 622 8001
Fax: (015) 622 8015
E-mail: motlanalo@webmail.co.za

Greater Giyani Local Municipality

Mr Gezani Isaac Masingi

Mail: Private Bag X9559, GIYANI, 0826
Street: BA 59/2 Giyani Main Road, Opposite Nkensani Hospital, GIYANI
Tel: (015) 811 5542
Fax: (015) 812 1407
E-Mail: masingigi@greatergiyani.gov.za

Greater Letaba Local Municipality



Mr Pandelani Isaac Mutshinyali

Mail: PO Box 36, MOJADJISKLOOF, 0835
Street: Civic Centre, 44 Botha Street, MOJADJISKLOOF
Tel: (015) 309 8738
Fax: (015) 309 9419
Cell: 083 697 1729

Greater Sekhukhune District Municipality

Mr Samson Makunyane

Mail: Private Bag X8611, GROBLERSDAL, 0470
Street: 3 Wes Street, GROBLERSDAL
Tel: (013) 262 7308
Fax: (013) 262 4303

Greater Tubatse Local Municipality

Mr Lemon Phala

Mail: PO Box 206, BURGERSFORT, 1150
Street: Eddy Sediba Street, GREATER TUBATSE
Tel: (013) 231 1123
Fax: (013) 231 7251
E-mail hphala@tubase.gov.za

Greater Tzaneen Local Municipality

Mr Masiye Mankabidi

Mail: PO Box 24, TZANEEN, 0850
Street: Civic Centre, 38 Agatha Street, TZANEEN
Tel: (015) 307 8002
Fax: (015) 307 8049
E-mail: masiye.mankabidi@tzaneen.gov.za

Lepelle-Nkumpi Local Municipality



Mr Jerry Ramaphakela (Acting)

Mail: Private Bag X07, CHUENESPOORT, 0745
Street: BA 170 LEBOWAKGOMO, 0737
Tel: (015) 633 4508
Fax: (015) 633 6896

Lephalale Local Municipality

Mr Bob Naidoo

Mail: Private Bag X136, LEPHALALE, 0555
Street: cnr Joe Slovo and Douwater Avenue, LEPHALALE
Tel: (014) 762 1409
Fax: (014) 763 5662
E-Mail: Bob.naidoo@lephalale.gov.za

Makhado Local Municipality

Mr Mutshinyali

Mail: Private Bag X2596, LOUIS TRICHARDT, 0920
Street: Civic Centre, cnr Erasmus and Krogh Streets, MAKHADO
Tel: (015) 519 3003
Fax: (015) 516 5084
E-mail : municipal.manger@makhado.gov.za

Makhudutamaga Local Municipality

Mr Phamaga Morebodi

Mail: Private Bag X434, JANE FURSE, 1085
Street: Stand 1 Groblersdal Road, JANE FURSE
Tel: (013) 265 1177 / 1262
Fax: (013) 265 1076

Maruleng Local Municipality

Mr Refilwe Jonath Ramothwala

Mail: PO Box 627, HOEDSPRUIT, 1380
Street: 64 Springbok Street, HOEDSPRUIT
Tel: (015) 793 2409
Fax: (015) 793 2341

Modimolle Local Municipality

Mr Ngwako Jacob Moago (Acting)



Mail: Private Bag X1008, MODIMOLLE, 0510
Street: OR Tambo Building, Harry Gwala Street, MODIMOLLE
Tel: (014) 718 2077
Fax: (014) 717 4077
NJmoagi@modimolle.gov.za

Mogalakwena Local Municipality

Mr Willy Kekana

Mail: PO Box 34, MOKOPANE, 0600
Street: 54 Retief Street, MOKOPANE
Tel: (015) 491 9604
Fax: (015) 491 9638
E-mail: kekanasw@mogalakwena.gov.za

Molemole Local Municipality

Mr Chabane Ike Tjebane (Acting)

Mail: Private Bag X44, MOGWADI, 0715
Street: 303 Church Street, MOGWADI
Tel: (015) 501 0243
Fax: (015) 501 0419

Mookgophong Local Municipality

Mr Neisieni Peter Magwala

Mail: Private Bag X340, MOOKGOPHONG, 340
Street: Cnr Sixth Avenue and Nelson Mandela Street, MOOKGOPHONG
Tel: (014) 743 6600
Fax: (014) 743 2434
mephoka@gmail.com

Mopani District Municipality

Mr Tim Maake

Mail: Private Bag X9687, GIYANI, 0826
Street: Old Government Building, GIYANI
Tel: (015) 811 6300
Fax: (015) 812 4302
E-Mail tim@mopani@gov.za



Musina Local Municipality

Mr Ntshabele Abram Luruli

Mail: Private Bag X611, MUSINA, 0900
Street: 21 Irwin Street, MUSINA
Tel: (015) 534 6181
Fax: (015) 534 2513
E-mail: musinamm@limpopo.co.za

Mutale Local Municipality

Mr Thiathu Godfrey Netshanzhe

Mail: Private Bag X1254, MUTALE, 0956
Street: New Municipal Building, Next to Manenu Battalion Building,
MUTALE
Tel: (015) 967 9601 / 9602
Fax: (015) 967 9654

Polokwane Local Municipality

Mr Sam Mabotja (Acting)

Mail: PO Box 111, POLOKWANE, 0700
Street: cnr Landros Marais and Bodenstein Streets, POLOKWANE
Tel: (015) 290 2102
Fax: (015) 290 2106
E-mail: samm@polokwane.gov.za

Thabazimbi Local Municipality

Mr Ntswane

Mail: Private Bag X530, THABAZIMBI, 0380
Street: 7 Rietbok Street, THABAZIMBI
Tel: (014) 777 1525
Fax: (014) 777 1531

Thulamela Local Municipality

Mr Makondelele Helton Mathivha

Mail: Private Bag X5066, THOHOYANDOU, 0950
Street: Thohoyandou Civic Centre, THOHOYANDOU
Tel: (015) 962 7589



Fax: (015) 962 4169
E-mail: mathivhamh@thulamela.gov.za

Vhembe District Municipality

Mr Muthotho Sigidi

Mail: Private Bag X5006, THOHOYANDOU, 0950
Street: Old Parliament, Government Complex, Tusk Venda Street,
THOHOYANDOU
Tel: (015) 960 2009
Fax: (015) 962 5276
E-Mail makumulem@vhembe.gov.za copy to ramugumop@vhembe.gov.za

Waterberg District Municipality

Mr Mokopane Letsoalo

Mail: Private Bag X1018, MODIMOLLE, 0510
Street: Harry Gwala Street, MODIMOLLE
Tel: (014) 718 3321 / 3320
Fax: (014) 717 2931
E-mail: mletsoalo@waterberg.gov.za

6.4.5 Free State Municipalities

Dihlabeng Local Municipality

Mr Thabiso Tsoaedi

Mail: PO Box 551, BETHLEHEM, 9700
Street: 9 Muller Street, BETHLEHEM
Tel: (058) 303 5732
Fax: (058) 303 4703
Email: municipalmanager@dihlabeng.co.za

Fezile Dabi District Municipality

Mrs Lindi Moloibeli

Mail: PO Box 10, SASOLBURG, 1947
Street: John Vorster Road, SASOLBURG



Tel: (016) 970 8607
Fax: (016) 970 8725
Email: Lindim@feziledabi.gov.za

Kopanong Local Municipality

Mr Lebohang Moletsane

Mail: PO Box 23, TROMPSBURG, 9913
Street: 20 Louw Street, TROMPSBURG
Tel: (051) 713 9203
Fax: (051) 713 0292
Email: mmsec@kopanong.gov.za

Lejweleputswa District Municipality

Ms Nontsikelelo Aaron

Mail: PO Box 2163, WELKOM, 9460
Street: Jan Hofmeyer and Tempest Street, WELKOM
Tel: (057) 391 8906
Fax: (057) 391 8970

Letsemeng Local Municipality

Mr Itumeleng Poee

Mail: Private Bag X3, KOFFIEFONTEIN, 9986
Street: 7 Groot Trek Street, KOFFIEFONTEIN
Tel: (053) 205 9206
Fax: (053) 205 0144

Mafube Local Municipality

Mr Isaac Radebe

Mail: PO Box 2, FRANKFORT, 9830
Street: 64 JJ Hadebe Street, FRANKFORT
Tel: (058) 813 9702 (not working, not even ringing)
Fax: (058) 813 9702

Maluti a Phofong Local Municipality

Mr Ratolo Stephen Kau



Mail: Private Bag X805, WITSIESHOEK, 9870
Street: Moremoholo and Motloung Street, Setsing Complex, PHUTHADITJHABA
Tel: (058) 718 3762
Fax: (058) 713 0812

Mangaung Metropolitan Municipality

Mr Sandile Joseph Msibi

Mail: PO Box 3704, BLOEMFONTEIN, 9300
Street: Bram Fischer Building, 2nd Floor, Nelson Mandela Drive and
Markgraaf Street, BLOEMFONTEIN
Tel: (051) 405 8621 (not even ringing)
Fax: (051) 405 8101
E-mail: nthabiseng.matsoake@mangaung.co.za

Mantsopa Local Municipality

Ms Selbi Silepe

Mail: PO Box 64, LADYBRAND, 9745
Street: 38 Joubert Street, LADYBRAND
Tel: (051) 924 0654
Fax: (051) 924 0020
Email: veronicav@mantsopa.co.za

Masilonyana Local Municipality

Mr Mohanwe Mpakane

Mail: PO Box 8, THEUNISSEN, 9410
Street: cnr Theron and Le Roux Street, THEUNISSEN
Tel: (057) 733 0106
Fax: (057) 733 2217

Matjhabeng Local Municipality

Mr German Rematebane

Mail: PO Box 708, WELKOM, 9460
Street: 319 Stateway, WELKOM
Tel: (057) 391 3359
Fax: (057) 357 4393
Email: mm@matjhabeng.co.za



Metsimaholo Local Municipality

Mr Kato Simon Motsoeneng

Mail: PO Box 20, ZASTRON, 9950
Street: Hoof Street, ZASTRON
Tel: (051) 673 9603 / 9602
Fax: (051) 673 1550

Moqhaka Local Municipality

Mr Simon Moqwathi

Mail: PO Box 302, KROONSTAD, 9500
Street: Hill Street, KROONSTAD
Tel: (056) 216 9104
Fax: (056) 216 9105

Motheo District Municipality

Mr Henk Boshoff (Acting)

Mail: PO Box 3667, BLOEMFONTEIN, 9300
Street: Provideaumus Building, 184 Nelson Mandela Drive, BLOEMFONTEIN
Tel: (051) 407 3363 (not even ringing)
Fax: 086 536 3027
E-mail: sellor@motheo.co.za
E-mail: whboshoff@motheo.co.za

Nala Local Municipality

Mr Chris Mokomela

Mail: Private Bag X15, BOTHAVILLE, 9660
Street: 8 Preller Street, BOTHAVILLE
Tel: (056) 514 9204
Fax: (056) 515 3922
Email: witumelo@fscopta.gov.za

Naledi Local Municipality

Mrs (acting) Nomthandazo Sikagdi

Mail: Private Bag X1, DEWETSDORP, 9940



Street: 13 Brand Street, DEWETSDORP
Tel: (051) 541 0012
Fax: (051) 541 0556
Email: thandi@naledimun.co.za

Ngwathe Local Municipality

Advocate Thabo Mokoena
Mail: PO Box 359, PARYS, 9585
Street: Liebenburg Street, PARYS
Tel: (056) 816 2703
Fax: (056) 811 2046
Email: jordanr@ngwathe.co.za

Nketoana Local Municipality

Mr Lekgetho Isaac Mokgatlhe
Mail: PO Box 26, REITZ, 9810
Street: Church Street, REITZ
Tel: (058) 863 2811
Fax: (058) 863 1567
Email: limokgatlhe@fsn.co.za

Phumelela Local Municipality

Ms Muhle Joyce Mthembu
Mail: Private Bag X5, VREDE, 9835
Street: 52 Kuhn Street, VREDE
Tel: (058) 913 8314
Fax: (058) 913 3601

Setsoto Local Municipality

Mr Tsepiso Ramakarani
Mail: PO Box 116, FICKSBURG, 9730
Street: 27 Voortrekker Street, FICKSBURG
Tel: (051) 933 9302
Fax: (051) 933 9363
Email: manager@setsoto.co.za



Thabo Mofutsanyana District Municipality

Advocate Thebgo Muloi

Mail: Private Bag X810, WITSIESHOEK, 9870
Street: Old Parliament Building, 1 Mampoi Street, PHUTHADITJHABA
Tel: (058) 718 1036 / 1089
Fax: (058) 718 1034
Email: Loraine.tm@lg.fs.gov.za

Tokologo Local Municipality

Mr Lewa Mofokeng

Mail: Private Bag X46, BOSHOFF, 8340
Street: Market Square, Voortrekker Street, BOSHOFF
Tel: (053) 541 0014
Fax: (053) 541 0360
Email: sonoml@gmail.com

Tswelopele Local Municipality

Mr Kelehile Motlhale

Mail: PO Box 3, BULTFONTEIN, 9670
Street: 3 Bosman Street, BULTFONTEIN
Tel: (051) 853 1111
Fax: (051) 853 1332
Email; motlhalek@tswelopele.org

Xhariep District Municipality

Mr Lucas Mkhwane

Mail: Private Bag X136, TROMPSBURG, 9913
Street: 20 Louw Street, TROMPSBURG
Tel: (051) 713 9304
Fax: (051) 713 0461
skaza@xhariep.gov.za

6.4.6 Northern Cape

Dikgatlong Local Municipality



Mr Johannes Eilerd

Mail : Private Bag X5, BARKLY WEST, 8375
Street : Number 33 Cambell, BARKLY WEST
Tel : 053 531 0671
Fax : 053 531 0624
E-mail : eilerd@lantic.net

Emthanjeni local Municipality

Ms Isaac Visser

Mail : PO Box 42, DE AAR, 7000
Street : 45 Voortrekker Street, DE AAR
Tel : 053 632 9100
Fax : 053 631 0105
E-mail : visser@emthanjeni.co.za

Frances baard district municipality

Mr Thabo Nosi

Mail : Private Bag X6088, KIMBERLEY, 8300
Street : 51 Drakensberg Avenue, Carters Glen,
KIMBERLEY
Tel : 053 838 0911
Fax : 053 861 1538

Ga-segonyana local municipality

Mr Atlholang Gaborone

Mail : Private Bag X1522, KURUMAN, 8460
Street : cnr of Voortrekker and School Street,
KURUMAN
Tel : 053 712 9333
Fax : 053 712 3581

Gamagara local municipality

Mr Cornelius Joachim

Mail : PO Box 1001, KATHU, 8446
Street : Civic Centre, cnr of Hendrick van Eck
and Frikkie Meyer Road, KATHU
Tel : 053 723 2261
Fax : 053 723 2021



Hamtam local municipality

Mr Ivan Valentein (Acting)
Mail :Private Bag X14, CALVINIA, 8190
Street :Hope Street, CALVINIA
Tel : (027) 341 8542
Fax :027 341 8501
E-mail: municipalmanager@hantam.gov.za

Joe morolong local municipality

Ms Paballo Sampson
Mail :Private Bag X117, MOTHIBISTAD,
8474
Street :D320 Cardington Road, MOTHIBISTAD
Tel : (053) 773 9308
Fax :053 773 9350

John Taolo Gaetsewe District Municipality

Mr Siphon Sebusho
Mail :PO Box 1480, KURUMAN, 8460
Street :4 Federal Mynbou Street, KURUMAN
Tel : (053) 712 8700
Fax : (053) 712 2502

Kai garib local municipality

Mr Johny Mackay
Mail :Private Bag X6, KAKAMAS, 8870
Street :Kai Garib Local Municipality, 11
Avenue, KAKAMAS
Tel :054 431 6328
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Kamiesburg local municipality

Mr Gert Maarman
Mail :Private Bag X200, GARIES, 8220
Street :22 Main Street, GARIES
Tel :027 652 8011
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E-mail :gertm@kamiesberg.gov.za

Kareeberg local municipality

Mr Zolile Dingile

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Street :Hanau Street, CARNARVON

Tel :053 382 3012

Fax :053 382 3142

E-mail :zolile.dingile@lgnet.org.za

Karoo hoogland local municipality

Mr Lious Nothnagel

Mail :Private Bag X03, WILLISTON, 8920

Street :No. 1 Herbst Street, WILLISTON

Tel :(053) 391 3063

Fax :(053) 516 2183

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Kgatelopele local municipality

Ms Poppy Mlambo-Izquierdo-Rodriguez

Mail : PO Box 43, DANIELSKUIL, 8405

Street : Barker Street 222, DANIELSKUIL

Tel : 053 384 8600

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Khai ma local municipality

Mr Petrus Jacobus Baker

Mail :PO Box 108, POFADDER, 8890

Street :New Street, POFADDER

Tel :054 933 1000

Fax :054 933 0252

E-mail :boet@khaima.gov.za

Khara hais local municipality

Willen Jacobus Benjamin Engelbrecht

Mail :Private Bag X6003, UPINGTON, 8800

Street :Market Street, UPINGTON

Tel :054 338 7001

Fax :054 338 7351

E-mail : manager@kharahais.gov.za



Kheis local municipality

Ms Peresa Scheepers (Acting)

Mail : Private Bag X2, GROBLERSHOOP,
8850

Street: Orania Street, GROBLERSHOOP

Te :054 833 9500

Fax :054 833 9509

Magareng local municipality

Mr Shedrick Mere

Mail : PO Box 10, WARRENTON, 8530

Street : Magrieta Prinsloo Street,
WARRENTON

Tel : (053) 497 3111

Fax : (053) 497 4514

Mier local municipality

Mr Ivan Van Wyk (Acting)

Mail :PO Box 178, MIER, 8811

Street :63 Loubosweg, MIER

Tel : (054) 531 0019

Fax : (054) 531 0019

E-mail :miermun@lantic.net

Nama-khoi local municipality

Ms Madelaine Brand

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Tel :027 718 8101

Fax : (027) 712 1635

E-mail :springbok@namakhoi.org.za

Namakwa district municipality

Mr Jannie Loubser (Acting)

Mail :Private Bag X20, SPRINGBOK, 8240

Street :Van Riebeeck Street, SPRINGBOK

Tel : (027) 712 8000

Fax : (027) 712 8040



E-mail :janniel@namakwa-dm.gov.za

Phokwane Local Municipality

Mr Moeketsi Dichaba
Mail :Private Bag X3, HARTSWATER, 8570
Street :24 Hertzog Street, HARTSWATER
Tel :(053) 474 9700
Fax :(053) 474 1768
E-mail :pule@phokwane.gov.za

Pixley Ka Seme District Municipality

Mr Maccollan Jack
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Street :Culvert Road, DE AAR
Tel :(053) 631 0891
Fax :(053) 631 2529

Renosterburg Local Municipality

Mr Mzamo Mtubu
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Street :555 School Street, PETRUSVILLE
Tel :(053) 663 0041
Fax :(053) 663 0180
E-mail :mzamo.mtubu@lgnet.org.za

Richtesveld Local Municipality

Mr Joseph Joe Cloete
Mail :Private Bag X113, PORT NOLOTH,
8280
Street :Main Road, PORT NOLOTH
Tel :(027) 851 1111
Fax :(027) 851 1101
E-mail :joecloete@richterveld.gov.za

Siyancuma Local Municipality

Mr Ronnie Stadhouer
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Street :Civic Centre, Charl Cilliers Street,
DOUGLAS

Tel : (053) 298 1810

Fax : (053) 298 3141

Siyanda District Municipality

Mr Eric Ngxanga

Mail :Private Bag X 6039, UPINGTON, 8800

Street : cnr Hill and Le Roux Street,
UPINGTON

Tel : (054) 337 2800

Fax : (054) 337 2888

Siyathemba Local Municipality

Mr Gert Bessies (Acting)

Mail :PO Box 16, PRIESKA, 8940

Street :Victoria Street, PRIESKA

Tel : (053) 353 5300

Fax : (053) 353 1386

Sol Plaatje Local Municipality

Mr Goolam Akharwaray

Mail : Private Bag X5030, KIMBERLEY, 8300

Street :Jan Smuts Boulevard, KIMBERLEY

Tel : (053) 830 6911 / 6100

Fax : (053) 833 1005

Thembelihle Local Municipality

Mr Gladwin Nieuwenhuizen (Acting)

Mail :Private Bag X3, HOPETOWN, 8750

Street :Church Street, HOPETOWN

Tel : (053) 203 0005 / 0008

Fax : (053) 203 0490

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Tsantsabane Local Municipality

Rev Moses Moshia Moselane

Mail : PO Box 5, POSTMASBURG, 8420

Street : 13 Springbok Street, POSTMASBURG

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Fax : (053) 313 1602
E-mail : tsantsabane.mm@lgnet.org.za

Ubuntu Local Municipality

Mr Martin Fillis
Mail : Private Bag X329, VICTORIA WEST,
7070
Street : 78 Church Street, VICTORIA WEST
Tel : (053) 621 0026
Fax : (053) 621 0368
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Umsobomvu Local Municipality

Mr Amos China Mpela
Mail : Private Bag X6, COLESBERG, 9795
Street : 21A Church Street, COLESBERG
Tel : (051) 753 0777
Fax : (051) 753 1918
E-mail : mpela@umsobomvumun.co.za

6.4.7 Western Cape Municipalities

Beaufort West Local Municipalities

Mr Jafta Booysen
Mail: Private Bag X582, BEAUFORT WEST,
6970
Street: Donkin Street 112, BEAUFORT WEST
Tel: 023 414 8100 / 8020
Fax: 023 414 8105
E-mail: jaffie@beaufortwestmun.co.za

Bergivier Local Municipality

Ms Christa Liebenberg
Mail: PO Box 60, PIKETBERG, 7320
Street: 13 Church Street, PIKETBERG
Tel: 022 913 1126
Fax: 022 913 1380

Bitou Local Municipality



Mr Lonwabo Ngoqo
Mail: Private Bag X1002, PLETTENBERG
BAY, 6600
Street: 1 Sewell Street, PLETTENBERG BAY
Tel: 044 501 3000
Fax: 044 533 6161

Breede Valley Local Municipality

Mr Allen Paulse
Mail: Private Bag X3046, WORCESTER,
6849
Street: Baring Street, WORCESTER
Tel: 023 348 2600
Fax: 023 347 3671
E-mail: apaulse@bvm.gov.za

Cape Agulhas Local Municipality

Mr Reynald Stevens
Mail: PO Box 51, BREDASDORP, 7280
Street: 1 Dirkie Uys Street, BREDASDORP
Tel: 028 425 5500
Fax: 028 425 1019

Cape Wineland District Municipality

Mr Michael Mgajo
Mail: PO Box 100, STELLENBOSCH, 7599
Street: 46 Alexander Street, STELLENBOSCH
Tel: 021 888 5100 / 086 126 5263
Fax: 021 887 3451

Cederberg Local Municipality

Mr Gerrit Matthyse
Mail: Private Bag X2, CLANWILLIAM, 8135
Street: 2A Voortrekker Street, CLANWILLIAM
Tel: 027 482 8000
Fax: 027 482 1933

Central Karoo District Municipality



Mr Stefanus Jooste (Acting)
Mail: Private Bag X560, BEAUFORT WEST,
6970
Street: 63 Donkin Street, BEAUFORT WEST
Tel: 023 449 1000
Fax: 023 415 1253

City of Cape Town Metropolitan Municipality

Mr Achmat Ebrahim
Mail: Private Bag X9181, CAPE TOWN,
8000
Street: Civic Centre, Podium Block, 6th Floor,
12 Hertzog Boulevard, CAPE TOWN
Tel: 021 400 1330
Fax: 021 400 1332

Drakenstein Local Municipality

Dr Sidima Terrence Kabanyane
Mail: PO Box 1, PAARL, 7622
Street: Berg Boulevard, PAARL
Tel: 021 807 4500 / 4799
Fax: 021 872 1547

Eden District Municipality

Mr Morne Hoogbaard (Acting)
Mail: PO Box 12, GEORGE, 6530
Street: 54 York Street, GEORGE
Tel: 044 803 1445
Fax: 086 555 6303

George Local Municipality

Mr Gerald Ras (Acting)
Mail: PO Box 19, GEORGE, 6530
Street: The Old Town Hall Building, cnr York
and Market Street, GEORGE
Tel: 044 801 9111
Fax: 044 873 3776

Hessequa Local Municipality



Mr Johan Jacobs
Mail: PO Box 29, RIVERSDALE, 6670
Street: Van den Berg Street, RIVERSDALE
Tel: 028 713 8001
Fax: 028 713 3146

Kannaland Local Municipality

Mr Kenneth Ronnie de Lange
Mail: PO Box 30, LADISMITH, 6655
Street: 32 Church Street, LADISMITH
Tel: 028 551 1023
Fax: 028 551 1766
E-mail: charese@kannaland.co.za

Knysna Local Municipality

Mr Johnny Douglas
Mail: PO Box 21, KNYSNA, 6570
Street: 5 Clyde Street, KNYSNA
Tel: 044 302 6302
Fax: 044 302 6333

Laingsburg Local Municipality

Mr Pedro Williams
Mail: Private Bag X4, LAINGSBURG, 6900
Street: 2 Van Riebeeck Street, LAINGSBURG
Tel: 023 551 1019
Fax: 023 551 1019

Langerberg Local Municipality

Mr Soyisile Andreas Mokweni
Mail: Private Bag X2, ASHTON, 6715
Street: 28 Main Street, ASHTON
Tel: (023) 615 8001
Fax: (023) 615 1510

Matzikama Local Municipality

Mr Dean O'Neill
Mail: PO Box 98, VREDENDAL, 8160
Street: 37 Church Street, VREDENDAL



Tel: (027) 201 3301
Fax: (027) 213 3238

Mossel Bay Local Municipality

Dr Michelle Gratz
Mail: Private Bag X29, MOSSEL BAY, 6500
Street: 101 Marsh Street, MOSSEL BAY
Tel: (044) 606 5000
Fax: (044) 606 5062

Oudtshoorn Local Municipality

Mr Noel Pietersen
Mail: PO Box 255, OUDTSHOORN, 6620
Street: 69 Voortrekker Road, OUDTSHOORN
Tel: (044) 203 3005
Fax: (044) 203 3042
E-mail: anel@oudtmun.gov.za

Overberg District Municipality

Mr Dominic van der Heever
Mail: Private Bag X22, BREDASDORP, 7280
Street: 26 Long Street, BREDASDORP
Tel: 028 425 1157
Fax: 028 425 1014

Overstrand Local Municipality

Mr Coenie Groenewald
Mail: PO Box 20, HERMANUS, 7200
Street: 1 Magnolia Street, HERMANUS
Tel: 028 313 8909
Fax: 086 568 9726

Prince Albert Local Municipality

Ms Yolita Fortuin
Mail: Private Bag X53, PRINCE ALBERT,
6930
Street: 33 Church Street, PRINCE ALBERT
Tel: (023) 541 1320
Fax: (023) 541 1321



Saldanha Bay Local Municipality

Mr James Fortuin

Mail : Private Bag X12, VREDENBURG, 7380

Street: 12 Main Street, VREDENBURG

Tel : 022 701 7097

Fax : (022) 715 1518

Stellenbosch Local Municipality

Mr David Daniel

Mail : PO Box 17, STELLENBOSCH, 7599

Street: Plein Street, STELLENBOSCH

Tel : 021 808 8025

Fax : 021 808 8026

Swartland Local Municipality

Mr Joggie Scholtz

Mail : Private Bag X52, MALMESBURY, 7299

Street: 1 Church Street, MALMESBURY

Tel : (022) 487 9400

Fax : (022) 487 9440

Swellendam Local Municipality

Mr Marvin Steenkamp (Acting)

Mail : PO Box 20, SWELLENDAM, 6740

Street : 49 Voortrek Street, SWELLENDAM

Tel : (028) 514 8500

Fax : (028) 514 2694

Theewaterskloof Local Municipality

Mr Stan Wallace

Mail : PO Box 24, CALEDON, 7230

Street : 6 Plein Street, CALEDON

Tel : (028) 214 3300

Fax : (028) 214 1289

West Coast District Municipality



Mr Henry Prins
Mail : PO Box 242, MORREESBURG, 7310
Street : 58 Long Street, MORREESBURG
Tel : 022 433 8400
Fax : 086 692 6113
E-mail: hfprins@wcdm.co.za

Witzenberg Local Municipality

Mr David Masson
Mail : PO Box 44, CERES, 6835
Street: 50 Voortrekker Road, CERES
Tel : 023 316 1854
Fax : 023 316 1877
E-mail : david@witzenberg.gov.za

6.4.8 Mpumalanga Municipalities

Albert Luthuli Local Municipality

Mr Vusumuzi Nelson Mpila
Mail: PO Box 24, CAROLINA, 1185
Street: 28 Kerk Street, CAROLINA
Tel: (017) 843 4026
Fax: 017 843 4001

Bushbuckridge Local Municipality

Mr Canzi Jabez Lisa
Mail: Private Bag X9308,
BUSHBUCKRIDGE, 1280
Street: R533 Graskop Road, Opposite ANC
Regional Office, BUSHBUCKRIDGE
Tel: 013 799 1857
Fax: 013 799 2107

Dipaleseng Local Municipality

Mr Joshua Bhutibhuti Maseko (Acting)
Mail: Private Bag X1005, BALFOUR, 2410
Street: cnr Johnny Mokoena Drive and
Themba Shozi Street, BELFOUR
Tel: 017 773 2031



Fax: 017 773 0169 / 086 690 1305
E-mail: susan.mofokeng@yahoo.com

Ehlanzeni District Municipality

Adv Hugh Mbatha
Mail: PO Box 3333, NELSPRUIT, 1200
Street: 8 van Niekerk Street, NELSPRUIT
Tel: 013 759 8655
Fax: 013 755 3157
E-mail: hmbatha@ledc.co.za

Emakhazen Local Municipality

Mr Oscar Nkosikhona Nkosi
Mail: PO Box 17, BELFAST, 1100
Street: 25 Scheepers Street, BELFAST
Tel: (013) 253 1121
Fax: (013) 253 2440

Emalahhleri Local Municipality

Mr Adam Engelbrecht (Acting)
Mail: PO Box 3, WITBANK, 1035
Street: Civic Centre, Mandela Street,
WITBANK
Tel: (013) 690 6911
Fax: 013 690 6207

Gert Sibande District Municipality

Mr Mbuleleni Ambrose Ngcobo
Mail: PO Box 550, SECUNDA, 2302
Street: cnr Lawrence Muller and Howard
Streets, SECUNDA
Tel: 017 620 3120
Fax: 017 631 1607
E-mail: marinda.booth@gsibande.gov.za

Govan Mbeki Local Municipality

Dr Lenkwane Henry Mathunyane
Fax: 017 634 8818
Mail: Private Bag X1017, SECUNDA, 2303



Street: Horwood Street, SECUNDA
Tel: 017 620 6279

JS Moroka (Dr) Local Municipality

Ms Monica Mathala Mathebela
Mail: Private Bag X4012, SIYABUSWA, 0472
Street: A2601/3 Bongimfundo Street,
SIYABUSWA
Tel: (013) 973 1101 / 1270
Fax: (013) 973 0974
E-mail: mathebelam@moroka.gov

Lekwa Local Municipality

Mr Jabu Sindane
Mail: PO Box 66, STANDERTON, 2430
Street: cnr Mbonani Mayisela and Dr Beyers
Naude Street, STANDERTON
Tel: (017) 712 9628
Fax: (017) 712 6808

Mbombela Local Municipality

Ms Nora Mthembu (Acting)
Mail: PO Box 45, NELSPRUIT, 1200
Street: Civic Centre, 1 Nel Street, NELSPRUIT
Tel: (013) 759 2001

Mkhondo Local Municipality

Mr Khayelihle Emmanuel Mpungose
Mail PO Box 23, PIET RETIEF, 2380
Street: cnr Market and De Wet
Street, PIET RETIEF
Tel: (017) 826 8103
Fax: 086 542 1173

Msukaligwa Local Municipality

Mr Thami Dlamini
Mail: PO Box 48, ERMELO, 2350
Street: cnr Taute and Church



Street, ERMELO
Tel: (017) 801 3504
Fax: (017) 801 3851

Nkangala District Municipality

Mr Tenane Charles Makola

Mail: PO Box 437, MIDDELBURG, 1050
Street: 2A Walter Sisulu Street, MIDDELBURG
Tel: (013) 249 2000
Fax: (013) 249 2087

Nkomazi Local Municipality

Mr Robert Mkhathshwa

Mail: Private Bag X101, MALELANE, 1320
Street: 9 Park Street, MALELANE
Tel: 013 790 1134
Fax: 013 790 0886

Pixley Ka Seme Local Municipality

Mr Willy James Mngomezulu

Mail: Private Bag X9011, VOLKSRUST, 2470
Street: cnr Laingsnek and Joubert Street, VOLKSRUST
Tel: (017) 734 6100 / 6101
Fax: (017) 735 3004 / 086 630 2209
E-mail: mayor@pixleykaseme.co.za

Steve Tshwete Local Municipality

Mr Willem Fouche

Mail: PO Box 14, MIDDELBURG, 1050
Street: cnr Walter Sisulu and Wanderers Street, MIDDELBURG
Tel: 013 249 7263
Fax: 013 243 2550

Thaba Chweu Local Municipality

Mr Terrence Mokale

Mail: PO Box 61, LYDENBURG, 1120



Street: cnr Central and Viljoen Street, LYDENBURG
Tel: (013) 235 7004
Fax: (017) 235 1108

Thembisile Local Municipality

Mr Vusi Kubeka

Mail: Private Bag X4041, EMPUMALANGA, 0458
Street: Stand 24 Kwaggafontein C, EMPUMALANGA
Tel: 013 986 9115
Fax: 013 986 0984

Umjindi Local Municipality

Ms Sbongile Florence Mnisi

Mail: PO Box 33, BARBERTON, 1300
Street: cnr General and De Villiers Street, BARBERTON
Tel: (013) 712 8719
Fax: (013) 712 8888

Victor Khanye Local Municipality

Mr Sonnyboy Riba (Acting)

Mail: PO Box 6, DELMAS, 2210
Street: cnr Samuel and Van der Walt Streets, DELMAS
Tel: (013) 665 6000 / 3333 / 2939
Fax: (013) 665 2913

6.4.9 North West Municipalities

Bonjala Platinum District Municipality

Mr Ashmar Khuduge (Acting)

Mail: PO Box 1993, RUSTENBURG, 0300
Street: cnr Beyers Naude and Fatima Bhayat Drive, RUSTENBURG
Tel: 014 590 4502
Fax: 014 597 0306
Cell: 079 249 9004
E-mail: ingridk@bojanala.gov.za



Bophirima District Municipality

Mr Albert Kekesi
Mail: PO Box 21, VRYBURG, 8600
Street: 21 De Kok Street, VRYBURG
Tel: 053 928 1404
Fax: 053 927 2401
E-mail: kekesia@bophirima.co.za

City of Matlosana Local Municipality

Mr SG Mabuda (Acting)
Mail: PO Box 99, KLERKSDORP, 2570
Street: cnr Braamfisher and OR Tambo
Streets, KLERKSDORP
Tel: 018 487 8009
Fax: 018 464 1780
Cell: 082 673 1906
E-mail: confidence@klerksdorp.org

Ditsobotla Local Municipality

Mr Tshiamo Letlhogile
Mail: PO Box 7, LICHTENBURG, 2740
Street: cnr Nelson Mandela Drive and
Transvaal Street, LICHTENBURG
Tel: 018 632 6955
Fax: 018 632 5247
Cell: 082 386 4345
E-mail: letlhogilet@ditsobotla.co.za

Greater Taung Local Municipality

Mr Mpho Mofokeng (Acting)
Mail: Private Bag X1048, TAUNG, 8580
Street: Taung Station, Main Road, opposite
Taxi Rank, TAUNG
Tel: (053) 994 9405
Fax: (053) 994 3917

Kagisano Local Municipality

Mr Mothusi Oagile



Mail: Private Bag X522, GANYESA, 8613
Street: Chief Block Section, Next to Ganyesa
Clinic, GANYESA
Tel: 053 998 3346 / 3286
Fax: 053 998 3369 / 3711
E-mail: oagilem@kagisanolm.co.za

Kenneth Kaunda (Dr) District Municipality

Mr Simon Sebolai (Acting)
Mail: Private Bag X5017, KLERKSDORP,
2570
Street: Civic Centre, Patmore Road, ORKNEY
Tel: (018) 473 8016
Fax: (018) 473 2938
E-mail: munman@kaundadistrict.gov.za

Kgetleng rivier local municipality

Mr Samuel Khote
Mail: PO Box 66, KOSTER, 0348
Street: cnr Smuts and De Wet Street, KOSTER
Tel: 014 543 2004
Fax: 014 543 2480

Lekwa-teemana local municipality

Mr Motlaletsemang Andrew Makuapane
Mail: PO Box 13, CHRISTIANA, 2680
Street: cnr Robyn and Dirkie Street,
CHRISTIANA
Tel: 053 441 2206
Fax: 053 441 3735

Madibeng local municipality

Mr Joseph Bosielo
Mail: PO Box 106, BRITS, 0250
Street: 53 Vanvelden Street, BRITS
Tel: 012 318 9360
Fax: 012 318 9203
E-mail: munman@madibeng.gov.za

Mafikeng local municipality



Mr Bonolo Modise (Acting)
Mail: Private Bag X63, MMABATHO, 2735
Street: cnr University Drive and Hector
Peterson Street, MAFIKENG
Tel: (018) 389 0111
Fax: (018) 384 4830

Mamsusa local municipality

Mr Ruben Gincane
Mail: PO Box 5, SCHWEIZER-RENEKE,
2780
Street: 28 Schweizer Street,
SCHWEIZER-RENEKE
Tel: (053) 963 1331
Fax: (053) 963 2474
E-mail: gincaner@mamusalm.gov.za

Maquassi hills local municipality

Mr Masindi Mapholi (Acting)
Mail: Private Bag X3, WOLMARANSSTAD,
2630
Street: 19A Kruger Street,
WOLMARANSSTAD
Tel: (018) 596 1067
Fax: (018) 596 1555

Molopo local municipality

Mr Chris Mahusi
Mail: PO Box 101, TOSCA, 8618
Street: Number 1 Vergelee Road, TOSCA
Tel: (053) 933 0029
Fax: (053) 933 0035
E-mail: cmahusi@molopolm.co.za

Moretele local municipality

Mr David Mfolo
Mail: Private Bag X 367, MAKAPANSTAD,
0404
Street: 4065 B, Mathibestad, MAKAPANSTAD
Tel: (012) 716 1300 / 1000



Fax: (012) 716 9999

Moses Kotane local municipality

Mr Gobakuang Moatshe
Mail: Private Bag X1011, MOGWASE, 0314
Street: Stand no 935, Station Road, Unit 3,
Mogwase Shopping Complex,
MOGWASE
Tel: (014) 555 1307
Fax: 086 654 5962
E-mail: municipalmanager@moseskotane.gov.za

Naledi local municipality

Mr George Mthimunye
Mail: PO Box 35, VRYBURG, 8600
Street: Market Street, VRYBURG
Tel: (053) 928 2200
Fax: (053) 927 3482

Ngaka modiri molema district municipality

Mr Mojalefa Matlole (Acting)
Mail: Private Bag X2167, MAFIKENG, 2745
Street: Cnr 1st Avenue and Carrington street,
Industrial Site, MAFIKENG
Tel: 018 381 9405
Fax: (018) 381 0561

Ramotshere moiloa local municipality

Ms Kelly Chauke
Mail: PO Box 92, ZEERUST, 2865
Street: cnr President and Coetzee Street,
ZEERUST
Tel: (018) 642 1081
Fax: (018) 642 3586

Ratlou Local Municipality

Mr Pihadu Ephraim Motoko
Mail: PO Box 494, STELLA, 8650
Street: Delareyville Road, Next to Setlagole



Library, STELLA
Tel: (018) 330 7000
Fax: (018) 330 7019

Rastenburg Local Municipality

Dr Maletse Kiddo Mako
Mail: PO Box 16, RUSTENBURG, 0300
Street: 159 Nelson Mandela and Beyers
Naude, RUSTENBURG
Tel: 014 590 3551
Fax: 014 590 3552
E-mail: munman@rustenburg.gov.za

Tlokwe local municipality

Mr Sandile Tyatya
Mail: PO Box 113, POTCHEFSTROOM,
2520
Street: cnr of Sol Plaatje and Wolmarans
Street, POTCHEFSTROOM
Tel: (018) 299 5009
Fax: (018) 299 5555
E-mail: sandilet@tlokwe.gov.za

Tswaing local municipality

Mr Sonwabo Ngcobo (Acting)
Mail: PO Box 24, DELAREYVILLE, 2770
Street: cnr General Delarey and Government
Street, DELAREYVILLE
Tel: (053) 948 0900
Fax: (053) 948 1500
E-mail: n.cob.osg@hotmail.com

Ventersdorp local municipality

Mr Gideon Moremedi (Acting)
Mail: Private Bag X1010, VENTERSDORP,
2710
Street: No.1 Van Tonder Crescent,
VENTERSDORP
Tel: (018) 264 8501
Fax: (018) 264 8567

