



DESCRIPTION OF THE SUBJECTS ON WHICH THE CITY HOLDS RECORDS AND CATEGORIES OF RECORDS THAT THE CITY HOLDS ON EACH SUBJECT.

Section 14 of the Promotion of Access to Information Act 2 of 2000 ("PAIA") provides for the publication and availability of certain records. Chapter 2 of the PAIA provides for the Manual on functions of, and index of records held by the public body. In terms of the abovementioned Act, the City Manager, representing the City of Cape Town ("the City") for this function, is required to compile a Manual outlining its functions and index of records held by it. In order to give effect to the provisions of the abovementioned section of the PAIA, the City has compiled a Manual that outlines in detail all the functions that it provides. The Manual also provides the index of records that the City holds. As further required by the PAIA, the Manual is updated yearly by the City. Therefore, the following index, which is provided under the heading "Subjects and Categories of records held by the City of Cape Municipality" is an updated index, which may be further updated as the organizational structure changes in order to comply with the provisions of this section.

The following is a list of subjects on which the City holds records

- 1. LEGISLATION**
- 2. ORGANISATION AND CONTROL**
- 3. ELECTIONS**
- 4. COUNCIL AND COUNCILLOR MATTERS**
- 5. FINANCE**
- 6. STAFF**
- 7. TRAINING AND DEVELOPMENT**
- 8. DOMESTIC SUPPLIES AND SERVICES**
- 9. SUPPLY CHAIN MANAGEMENT**
- 10. INFORMATION SYSTEMS AND TECHNOLOGY**
- 11. PUBLICITY AND INFORMATION**
- 12. FESTIVALS AND SOCIAL MATTERS**
- 13. REPORTS, RETURNS, STATISTICS AND SURVEYS**
- 14. BUILDINGS AND PROPERTY TRANSACTIONS**
- 15. COMPOSITION AND MEETINGS OF BODIES**
- 16. LEGAL MATTERS**
- 17. LICENCES AND PERMITS**
- 18. URBAN PLANNING AND BUILDING CONTROL**
- 19. ECONOMIC PLANNING AND DEVELOPMENT**
- 20. TRAFFIC ENGINEERING AND TRANSPORTATION PLANNING**
- 21. ENVIRONMENTAL MANAGEMENT**
- 22. ROADS**
- 23. WASTE SERVICES**
- 24. STORMWATER DRAINAGE**
- 25. ELECTRICITY**
- 26. SEWERAGE**
- 27. WATER SUPPLY**
- 28. CEMETERIES AND CREMATORIA**

- 29. **MARKETS AND TRADING SERVICES**
- 30. **ABATTOIRS**
- 31. **SAFETY AND SECURITY SERVICES**
- 32. **HUMAN SETTLEMENTS**
- 33. **HEALTH SERVICES**
- 34. **LIBRARY AND INFORMATION SERVICES**
- 35. **SPORT AND RECREATION**
- 36. **PARKS/GARDENS/PUBLIC OPEN SPACES AND HORTICULTURAL MATTERS**
- 37. **MANAGEMENT OF BEACHES, HOLIDAY RESORTS, CARAVAN PARKS AND OTHER FACILITIES**
- 38. **ARTS AND CULTURE**
- 39. **SOCIAL DEVELOPMENT AND EARLY CHILDHOOD**
- 40. **EDUCATION**
- 41. **COMMUNICATION AND POSTAL SERVICES**
- 42. **CONTROLLING OF ANIMALS**
- 43. **INTEGRATED SERVICES AND PROJECTS**

SUBJECTS ON WHICH THE CITY HOLD RECORDS	CATEGORIES OF RECORDS HELD ON EACH SUBJECT
1. LEGISLATION	• Policy, Decisions, Instructions and Circulars • Drafting, Amendments, Advertising, Comments and Legal Opinions • National/Parliamentary Legislation • Provincial Legislation • Local Government Legislation • Draft of Legislation • Draft National Policies
2. ORGANISATION AND CONTROL	• Policy, Decisions, Instructions and Circulars • Office Management/Instructions • Organisational Management • Delegation of Authority • Service Delivery • Media Protocol • Internal Emergency Planning • Use of Council's Official Languages • Records Control • Audit • Mutual Aid to Other Bodies • Visits/Inspections • Customer Relations Management • Racism/Sexism • Organisational Effectiveness & Innovation (OE&I) • Smoking • Appeals Management • Form Management • Integrated Risk Management • Information and Knowledge Management (IKM) • Business Management Systems • Resilience • Pandemic • Ombudsman

3. ELECTIONS	• Main Files • Local Government/National/Provincial Elections • Delimitations of Wards • Voter's Roll • Establishing of Revision Court • Logistics • Councillors
4. COUNCIL AND COUNCILLOR MATTERS	• Policy, Decisions, Instructions and Circulars • Composition of Council, Mayco, Portfolio Committees and Sub-Councils • Establishment, Terms of Reference, Role/Functions and Process Development Plan • Election of Office Bearers • Representation on Outside Bodies • Council/Committee/Sub-Council Meetings • Arrangements • Attendance of Meetings • Motions • Statements/Communications/Reports and Announcements • Caucus Meetings • Questions by/to Councillors • Compilation/Time Frame of Agendas/Minutes • Distribution of Agendas, Minutes and Mail to Councillors • Presentations and Meetings of Outside Bodies • Outstanding Matters in Respect of Meetings • Appointment of Mayoral Chaplain • Rules of Order • Capacity Building in Sub-Councils • Matters Concerning Councillors • Functioning of Junior City Council • Ad-Hoc Committee Meetings • Site Inspections • Establishment of political offices
5. FINANCE	• Policy, Decisions, Instructions and Circulars • Estimates • Main Files • Capital Estimates • Operating Estimates • Financial Statements • Interdepartmental Recoveries/Recharges • Property Valuations • Property Rates • Loans • Grant Funding • Own Funds

	• Tariffs, Fees, Charges, Fines and Deposits • Determination • Collection of Monies/Payments, Recoveries and Rebates • Arrears/Debt Management/Reduction • Notification of Insolvencies and Liquidations • Means of Payment • Rendering of Municipal Accounts • Address Changes in Respect of Rates/Service Accounts • Credit Facilities • Financial Assistance/Sponsorship Rendered • Policy, Decisions, Instructions and Circulars • Donations/Grants-in-Aid Rendered • Non-Financial Donations Rendered • Scholarships and Bursaries • Financial Management of Bequests • Bookkeeping/Banking • Investments • Risk Finance • Petty Cash • Value Added Tax (VAT) • Reports and Returns • Submitted to Council • Submitted to Other Bodies • Financial Statistics Received • Settlement of Accounts Due by Council • Levies • Cashiers Float
6. STAFF	• Policy, Decisions, Instructions and Circulars • Staff Strength and Grading • Conditions of Service • Recruitment/Appointments, Appeal and Freezing/Unfreezing • Terminations/Severance • Staff Movements • Job Evaluation/Appeals • Staff Finance • Payments and Adjustments • Deductions • Staff Appraisals • Labour Relations • Staff Control • Assistance • Letters of Thanks • Acts of Bravery/Commendations • Congratulations/Condolences/Messages of Goodwill to Staff • Newsletters/Notices

	• Statistics • Standby Duties • Staff Restructuring • Utilisation of Offenders for Community Services • Rendering of Chaplain Services • Occupational Health and Safety
7. TRAINING AND DEVELOPMENT	• Main Files • Staff Training • Nominations and Arrangements • Councillor Training • Workshops/Information Sessions/Congresses/Seminars • Job Shadow • Bosberade
8. DOMESTIC SUPPLIES AND SERVICES	• Domestic Supplies • Main Files • Domestic Supplies not Separately Provided For • Furniture and Office Equipment • Computers and Related Hardware and Software • Petrol, Diesel and Other Fuel • Machinery, Tools and Equipment • Stationary and Printing • Books, Periodicals, Art Prints and Video Material and Electronic Media • First Aid and Emergency Medical Equipment • Uniforms, Protective Clothing and Clothing Equipment • Telecommunication Equipment • Cleaning Materials and Associated Stores • Fire Arms and Ammunition • Poisonous Substances • Air Conditioners • Vehicles and Plant • Sound Equipment • Boats and related equipment • Domestic Services • Domestic Services not Separately Provided for • Communication Services • Security Services for Moveable/Immovable Property and Personnel • Courier/Messenger Services • Railway Transport • Consultancy Services Used and Offered • Cleaning Services • Pest Control Services • Sanitary Services • Catering/Tea Services • Printing Services • Recycling Services

	• Plants • Occupational Risk Management/Health and Safety • (Sub-series closed and correspondence transferred to 6/21)
9. SUPPLY CHAIN MANAGEMENT	• Main Files • Tenders and Contracts • Quotations • Guarantees • Source Link Electronic Bulletin Board (EBB): Trade World • Western Cape Suppliers Data Base • Tender Deviation Reports • Tender/Vendor Defaulters • Vendor Registration
10. INFORMATION SYSTEMS AND TECHNOLOGY	• Main Files • Licenses • Contracts • Service Level Agreements (Not Supplier/Contract specific) • Smart City Strategies • Security Measures • Enterprise Resource Planning (ERP) • Support • Requests/Applications • Application and Operating Systems • Internet/Intranet • Programmes/Projects • Liaison with Companies • Change Management • Reports
11. PUBLICITY AND INFORMATION	• Main Files • External Communication • Media Monitoring • Media Releases • Media Database • Agencies • Media Newsletters • Public Participation and Hearings • Publications by Outside Bodies/Advertising Media • Courtesy Notices Received From / Dispatched to Outside Bodies • Promotion of Products by Outside Bodies • Corporate Advertising • Internal Communication • Own Publications and Videos • Competitions • Own Competitions Arranged by Council

	• Participation by Council in Competitions Arranged by Other Bodies • Marketing • History of Council • Educational Tours and Visits • Compilation of Information Regarding Specific Communication • National/International Networking • Awareness Campaigns • Complaints and Enquiries • Innovation, Information and Knowledge Management
12. FESTIVALS AND SOCIAL MATTERS	• Policy, Decisions, Instructions and Circulars • Speeches • Protocol and List of Addresses • Festivals/Events/Exhibitions • Invitations/Arrangements: Staged by Council • Staged by Others • Receptions and Functions • Own Invitations/Arrangements • Other • Concerts and Performances • Civic Honours/Awards • Conferring of Specific Honours • Awards Received by Council • Commemorative Services/Events • Letters of Thanks, Congratulations, Condolences and Messages of Goodwill • Mayoral Patronage • Memorial Services • Holiday Season Planning, Proposals and Reports
13. REPORTS, RETURNS, STATISTICS AND SURVEYS	• Main Files • Reports • Annual • Mayor's / City's Annual Reports • Quarterly • Monthly • Bi-Weekly • Returns and Statistics • Questionnaires • Monitoring of Status of Municipalities • Surveys
14. BUILDINGS AND PROPERTY TRANSACTIONS	• Main Files • Release of Bonds: Communicare • Granting/Refusal of Free Use • Investigation on Sale of Buildings and Land • Control of Notice Boards/Signage Information • Asset Control/Management • Investigation in respect of purchase of land

	• Valuation of Council Properties • Re-numbering of Erven • Buildings • Acquisition, Construction and Extensions • Letting/Leasing • To Other Parties • From Other Parties
	• Maintenance and Repair of Buildings • Parking • Staff Housing in Council Buildings • Provision of • Reports and Statistics • Sale Of • Disability Audit (Universal Access) • Reservation of Council Buildings • Enquiries, Requests and Applications
	• Asset Transactions • Asset Management • Land • Main Files • Acquisition/Purchase of Land by Council • Expropriation of Land • Sale of Land By Council • Exchange/Offer of Land • Letting/Leasing • To Other Parties • From Other Parties • Restitution of Land • Prescriptive Claims • Donations/Transfer of Land • Servitudes • Construction of walls/fences on Council Land • Reservation of Council Land • Enquiries, Requests and Applications • Asset Transactions • Asset Management • Transformation of Land • Property Related Comments
15. COMPOSITION AND MEETINGS OF BODIES	• Main Files • Proposed establishment of bodies • Internal Agenda, Minutes and Liaison • Committees • Working Groups • Teams • Forums • Other Bodies/Meeting

	• External Agenda, Minutes, Liaison, Representation and Membership • Provincial/National Bodies • Councils • Committees/Commissions • Associations/Societies • Forums • Funds and Trusts • Boards
	• Institutes • Other Bodies/Meetings • Regional • Committees/Commissions • Associations/Societies • Forums • Funds and Trusts • Institutes • Boards • Other Bodies/Meetings • Local • Committees/Commissions
	• Associations/Societies • Local Forums • Funds and Trusts • Boards • Other Bodies/Meetings
16. LEGAL MATTERS	• Policy, Decisions, Instructions and Circulars • Legal Opinions and Court Decisions • From Own Legal Advisors • From Outside Bodies/Consultants • Civil Action Claims • By the Council • Against the Council • Establishment/Functioning of Courts • Prosecutions • Contraventions/Complaints • Section 62 Appeals • Regulation 50 Resolution of Disputes, Objections, Complaints and Queries in terms of the Municipal Finance Management Act • Enforcement of Building Development Management • Enforcement of Land Use Management • Municipal Supply Chain Management Regulations, Regulation 38 • Protection of Personal Information Act • Statistics
17. LICENCES AND PERMITS	• Licenses • Trade Licenses

	• Liquor Licenses • Dog Licenses • Motor Vehicle Licenses • Motor Drivers Licenses • Occupational Licenses • Casino/Gambling Licenses • Licenses issued to Council • Permits, Certificates and Concessions • Applications and Issues • Reports and Statistics
18. URBAN PLANNING AND BUILDING CONTROL	• Main Files • Termination and Alteration of Boundaries • Surveys • Public Participation • Compilation of Maps • Comments to other departments • Project Planning • Own Projects/Programmes • Other Projects • Catalytic Land Development Programme • Town Planning/Zoning Schemes • Drafting, Amendments and Interpretation • Forward Planning • Spatial Development Frameworks • Township Establishment • Land Use Management/Township Control • Identification of Land • Naming • Town Entrance Improvements • Conservation of Built Environment • Building Control • Control of Advertising • Main Files • On Private Property • On Council Property • Cultural/Heritage Studies • Gated Communities
19. ECONOMIC PLANNING AND DEVELOPMENT	• Main Files • Main Economic Sectors • Main Files • Sectors Not Separately Provided for • Tourism • Mining • Manufacturing • Trade/Commerce • Promotion of Harbour Facilities • Promotion of Airport Facilities

	• Employment Creation • Small, Medium and Micro Enterprises (SMME's) • Training and Development • Special Rating Areas • Main Files • Individual Special Rating Areas • Urban Farming/Small Farming Settlements • Central Business Districts (CBD's) • Film Industry • Livestock Management • Local Area Economic Development (LEAD)
20. TRAFFIC ENGINEERING AND TRANSPORTATION PLANNING	• Main Files • Traffic Management Systems • Traffic Impact/Transportation Studies • Traffic Accident/Incident Management Plans • Transport System Management (TMS) Projects • Traffic Data Measurements • Road Accidents • Traffic Calming Measures • Traffic Signs and Road Markings • Traffic Signals • Pedestrian Facilities • Public Transport • Main Files • Transport Interchanges • Bus Facilities/Services • Taxi Facilities/Services • Pedi Cab Services • Dial-a-Ride Service • Rail Facilities • Civil Aviation • Parking • Park-a-Bike
21. ENVIRONMENTAL MANAGEMENT	• Main Files • Policy, Decisions, Instructions and Circulars • Matters Cover the Subject as a Whole • Integrated Environmental Impact Assessment (EIA) Studies/Programmes • Environmental Management Strategies • Environmental Education and Training • Environmental Communication and Publications • Development Plans and Environmental Management Frameworks • Programmes/Projects • Metropolitan Open Space Studies/Planning (MOSS) • Intergovernmental Consultations and Agreements • Matters Impacting on the Environment

	• Policy, Decisions, Instructions and Circulars • Matters Not Separately Provided For • Pollution • Invasive Flora (Plants/Trees) • Invasive Fauna (Animals/Insects) • Climate Change • Land Invasion impacting on the Environment
	• Individual Environmental Units • Individual Units not Separately Provided for • Rivers/River Systems, Wetlands and Vleis per Catchment Area • Protected Areas • Biodiversity • Matters Not Separately Provided For • Biodiversity Studies and Mapping • Indigenous Flora and Fauna • Coastal Management • Policy, Decisions, Instructions and Circulars • Matters Not Separately Provided For • Management and Control • Coastal Infrastructure
	• Coastal Biodiversity • Research and Studies • Coastal Nodal Development in False Bay • Environmental Compliance • Policy, Decisions, Strategies, Instructions and Circulars • Compliance Monitoring and Reporting • Complaints, Incidents and Reports • Legal Notices • Environmental Law Enforcement • Heritage Management • Policy, Decisions, Instructions and Circulars • Matters Not Separately Provided For
	• Liaison • Heritage Sites/Assets • Cultural/Heritage Studies/Research • Heritage Comments • Annual Heritage Reports
22. ROADS	• Main Files • Policy, Decisions, Instructions and Circulars • Reports • Proclamations and Deproclamations • Road Reinstatements • Street Naming and Numbering • Management of Roads • National Roads • Toll Roads

	• Provincial Roads/Trunk Roads • Main Roads and Proclaimed Main Roads • Local Streets and Squares • Road Fencing • Private Roads • Footways, Sidewalks, Kerbs, Verges and Barriers Fences • Access Driveways • Bridges, Subways and Level Crossings • Cycle Paths • Intersections • Closure of Streets, Lanes and Level Crossings • Control of Non-Municipal Underground Construction Works • Applications by Council for consent for Roadworks on Telkom Property/Wayleaves • Road Access • Scenic Route • Servitudes
23. WASTE SERVICES	• Main Files • Policy, Decisions, Instructions and Circulars • Reports, Strategies, Frameworks and Plans • Statistics • Special Projects • Assessment of Service Providers • External Waste Management Licenses • Compliance and Security at Depots • Public Proposals • Beach Cleansing • Refuse Removals • Policy, Decisions, Instructions and Circulars • Matter Covering the Subject as a Whole • Routine Household Refuse Removals • Garden Refuse Removals • Removal of Dead Animals • Special Removals • Contracted Removals • Refuse Storage Areas (RSA) • Supply of Refuse Bins, Bags and Tidy Tips • Street/Area Cleansing • River Bank Cleansing • Mobile Toilets • Stercus/Nigh Soil Removals • Cleaning of Subways • Refuse Disposal • Matter Covering the Subject as a Whole • Types of Waste other than Toxic/Liquid • Hazardous Waste

	• Liquid Waste • Basic Assessment Reports • Compliance Assessments • Reports • Compost • Recycling • Co-Disposals • Bale and Rail
24. STORMWATER DRAINAGE	• Main Files • Policy, Decisions, Instructions and Circulars • Regional Stormwater Catchment Management • Distribution Network • Master Plans • Construction, Provision and Upgrade • Maintenance • Services to Individual Erven • Flood Management • Canalisation, Dredging and Maintenance of Watercourses • Cleansing of River Banks • Servitudes • Pollution of Stormwater • Cleaning of Stormwater Drains
25. ELECTRICITY	• Main Files • Policy, Decisions, Instructions and Circulars • Restructuring • Master Plan • Liaison with ESKOM • Emergency Planning • National Energy Regulator of South Africa (NERSA) • Annual Returns • South African Bureau of Standard (SABS) • Minister of Mineral and Energy Affairs • Purchase of Electricity • Policy, Decisions, Instructions and Circulars • Bulk Supply • Distribution and Supply • Policy, Decisions, Instructions and Circulars • Planning and Management of Systems in the Network • Erection/Installation and Maintenance of Network • Connections/Disconnections/Upgrade • Notices of Disruptions to Supply • Power Failure • Developments • Planning and Implementation of Electricity Supply • Public and Private Street Lightning • Public Street Lighting

	• Private Street Lighting • Decorative Lighting • Floodlighting/High Mast Lighting • Traffic Lights • Electrocution of Members of Public/Animals • Application by ESKOM to Supply Electricity • Seasonal Switching On/Off of Underfloor Heating in Private Premises/Ripple Switching • Wiring of Premises • Inspection of New and Existing Installations • Underground Electrical Construction Works • Policy, Decisions, Instructions and Circulars • Matters Covering the Subject as a Whole • Applications for Electrical Wayleaves and Servitudes • Investigation of Alternative Sources of Energy • Policy, Decisions, Instructions and Circulars • All Investigations/Projects • Nuclear Energy • Solar Energy • Electric Cars • Wind Turbines - Generator • Natural Gas • Steam Generation • Gas Turbines • Embedded Generation • Municipal Energy Preparedness Plan • Policy, Decisions, Instructions and Circulars • Energy Preparedness Plans • Institutional Arrangements • Resolutions taken at Meetings • External Liaison • Finances • Communication • Risk Management • Legal • Reports, Returns and Statistics
26. SEWERAGE	• Policy, Decisions, Instructions and Circulars • Bulk Sewerage • Provisions and Upgrading of Sewerage Treatment Capacity • Maintenance of Regional Sewers • Installation of Distribution Network • Master Plans • Main Pipe Lines • Sewage Pumping Stations • Sewerage Telemetry Systems • Sewage Reticulation • Services to Individual Erven

	• Sewerage Surveys/Counts • Stercus/Night Soil Removal • Effluent • Purified Effluent • Industrial Effluent • Servitudes and Wayleaves • Liaison/Agreements with Cape Metropolitan Administration • Comments to other Departments
27. WATER SUPPLY	• Main Files • Policy, Decisions, Instructions and Circulars • Routine Enquiries and Complaints • Master Plan • Statistics/Reports • Water Restrictions/Water Demand Management • Recycling of Water • Conservation of Water • Purchasing of Water • Water Quality Monitoring • State of Water Resources • CCTV Operations • Compliance Assessments • Emergency Management Plan • Applications for increase of water consumption • Day Zero • Research Requests • Acquisition of sources • Distribution and Supply • Main Pipe Lines • Water Treatment Plants • Construction and Maintenance • Reservoirs • Construction and Maintenance • Dams • Construction and Maintenance • Dam Safety • Filtration Plants • Construction and Maintenance • Water Wayleaves/Servitudes • Registration of Notarial Water Servitudes • Meters • Fire Hydrants • Underground Water for Irrigation Purposes (Including boreholes) • Servitudes (File terminated – correspondence transferred to 27/9) • Pump Stations • Installation, Operations and Maintenance

	• Bulk Water • Policy, Decisions, Instructions and Circulars • Departmental Integrated Management System • International Standards Organisation (ISO) (Safety, Health, Risk, Environment, Quality (SHREQ)) • Agreements • Emergency Planning • Water Restrictions • Wayleaves • Spring and River Sources • Storage Dams • Catchment Management • Water Treatment Plants • Scientific Services Test Results • Reservoirs • Conveyance • Mainlaying and Construction • Meters, Valves, Pipelines, Instrumentation and Materials • Planning • Projects and Contracts • Project Administration • Technical Records
28. CEMETERIES AND CREMATORIA	• Policy, Decisions, Instructions and Circulars • Routine Enquiries and Complaints • Main Files • Reports and Returns • Liaison with Undertakers • Cemeteries • Management • Local Authority Controlled • Private and Other Cemeteries • Purchase of Graves/Plots • Graves Ceded Back to Council • Exhumations and Re-burials • Pauper Burials • Planning and Establishment of New Cemeteries (Including Establishment of Mausoleum Crypt) • Destitute Burials • Crematoria • Planning and Establishment of New Crematoria • Construction • Management • Pauper Cremations • Heroes Acres • Gardens of Remembrance • Walls of Remembrance • Mausoleum

29. MARKETS AND TRADING SERVICES	• Main Files • Policy, Decisions, Instructions and Circulars • Statistics/Schedules • Fixing of Market Hours and Closing on Public Holidays • Adoption of National Code of Guidelines and Instructions • Fresh Produce/Flower Markets • Epping • Markets Other Than Epping • Meat Markets • Flea/Craft/Night Markets • Planning, Provision and Management • Application for Use • Hawking/Trading Facilities • Provision of Facilities • Management and Maintenance • Declaring Restricted/Prohibited Areas • Informal Trader Development and Support • Informal Trader Upliftment Programme (ITUP)
30. ABATTOIRS	• Main Files • Policy, Decisions, Instructions and Circulars • Routine Enquiries and Complaints • Marketing and Advertising • Privatisation • Registration of Abattoirs • Inspection from Department Environmental Affairs and Tourism • Humane Killing/Animal Welfare • Disposal of unauthorised dogs on premises • Production of By Products • Offal • Gut • Hygiene • Hygiene Inspections • Issue of Certificates • Effluent • Electrified Beef • Manure Removal • Meat Imports • Exemptions • Cold Storage Facilities • Use/Leases • Animal Diseases • Meat Exports • Laboratory Reports • Slaughtering • Theft of Meat • Reports

	• Donations • Control/Receiving of Livestock • Slaughtering/Auction Starting Time • Washing of Trucks • Abattoir Social Matters • Liaison with Abattoir Roleplayers
31. SAFETY AND SECURITY SERVICES	• Main Files • Volunteers • Open Day • Shooting Ranges • Reports • Fire Services • Operations and Logistic Services • Fire Safety/Prevention • Training to Outside Bodies • Reports • Fire Stations • Swimming Pools • Participation in Fire Fighting Games/Competitions/Exhibitions • Restructuring of Fire Services • Disaster Management • Contingency Planning • Training • Emergency Planning • Law Enforcement • Crime Prevention • On Beaches • Traffic Control/Enforcement • Promotion of Road Safety • Enquiries and Complaints/Contraventions • Public Parking Management • Taxi Management • Control Over Tour Busses and Sedan Vehicles • Removal of Vehicles • Testing of Vehicles • Use of Parking Areas, Public Open Spaces etc. by Public for Traffic Training • Condonations in Respect of Traffic Offences • Parking Meters • Traffic Buildings/Depots/Testing Centre/Impound Facilities • Functioning of Accident Control Unit • National Traffic Information System • Traffic Authority Management Information System • Reports and Statistics • Metro Police • Main Files

	• Social Crime Prevention • Operational Services • Specialised Units • Police Safety • Investigations by Independent Complaints Directorate (ICD) • Facilities • Reports • Civilian Affairs
	• 107 Public Emergency Communications Centre • Training to Outside Bodies
32. HOUSING	• Main Files • Planning/Provision • Income of Housing Beneficiaries/Prospective Buyers • Inspection Tours of Housing Schemes • Waiting List/Allocations/Criteria • Liaison/Role of Housing Associations/Companies • Rapid Land Release • Repossession of Houses • Housing for Very Poor/Indigent • Alignment of the Housing Projects with the Integrated Development Plan (IDP) • Informal Settlements • Matters Covering the Subject as a Whole • Planning, Development and Upgrading • Control and Resettlement/Relocation • Housing Projects • Municipal • Selfbuilt • Provincial Administration • National Housing Programmes • Progress Reports • Leased Housing Schemes/Hostels • Applications and Allocations • Maintenance and Upgrading • Payment/Arrears • Evictions/Unlawful Occupation • Sale of Previously Leased Houses • Transfer of Title Deeds for home ownership • Housing for the Aged • Statistics • Backyard Dwellings
33. HEALTH SERVICES	• Policy, Decisions, Instructions and Circulars • Health Plans • Facilities • Health Programmes • Support Services

	• Health Statistics/Information Research • Quality Assurance • Environmental Health • Matters Covering the Subject as a Whole • Inspections and Control • Comments/Inputs on • Air Quality Management and Radiation Control • Noise Pollution • Training • Laboratory Analysis
34. LIBRARY AND INFORMATION SERVICES	• Policy, Decisions, Instructions and Circulars • Acquisition of Library Materials • Purchases • Grants Received • Provincial Library Services • Inter Library Loans • Planning and Provision • Library Buildings • Existing Library Buildings • (File 34/3/2 has been terminated, see 34/4/2 sub-division) • Senior Services • Maintenance of Library Buildings • Usage of Library Buildings • Security in respect of Library Material • Provision of Special Services • Library Management System • Liaison • Reports and Returns • Donations • Hours of Operation • Marketing • Inspections/Monitoring/Visits • Library Programmes • Community Workers • Volunteers
35. SPORT AND RECREATION	• Main Files • Liaison with Sports Federations/Councils/Boards • Sport Facilities, Complexes and Grounds • Request for Provision • Planning, Construction and Upgrade • Management, Maintenance and Use • Swimming Pools • Provision, Management, Maintenance and Use • Provision of lifeguards and safety measures • Drownings/Near Drownings

	• Recreation Facilities/Multi-Purpose Halls/Civic Centres and Other Halls • Buildings • Parking • Planning and Staging of Events by Council • Skateboard Facilities/Roller Blading • Come and Play Programmes
36. PARKS/GARDENS/PUBLIC OPEN SPACES AND HORTICULTURAL MATTERS	• Main Files • Parks/Public Open Spaces/Gardens • Provision and Development • Maintenance and Improvements • Use/Admission • Closure • Naming/Renaming of Public Open Spaces • Nurseries, Horticultural Matters and Landscaping • Nurseries • Request for • Maintenance of Irrigation Systems • Pruning/Removal of Trees and Hedges/Mowing of Vegetation • Control Over Vegetation Under Overhead Powerlines/Servitudes • Beautifying of Islands, Circles and Kerbs/Footways • Wayleaves for tree planting • Arboriculture • Comments provided to other Departments
37. MANAGEMENT OF BEACHES, HOLIDAY RESORTS, CARAVAN PARKS AND OTHER FACILITIES	• Main Files • Beaches • All Beaches • Individual Beaches • Lifeguards and Safety Measures • Drownings/Near Drownings • Blue Flag Status • Harbours • Planning and Management • Holiday Resorts/Caravan Parks/Camping Sites and Braai Areas • Pavilions, Tea Rooms, Kiosks and Restaurants • Public Ablution Facilities • Jetties • Planning and Staging of Events
38. ARTS AND CULTURE	• Policy, Decisions, Instructions and Circulars • Museums, Monuments, Memorials, Plaques and other Heritage • Art Galleries/Works of Art • Bequests Offered/Entrusted to Council • Research Projects • Feasibility Studies

	• Reports • Programmes and Projects
39. SOCIAL DEVELOPMENT AND EARLY CHILDHOOD	• Main Files • Social Development Plan • Strategies and Services in respect of • Community Development Projects • Investigation in respect of Services in Previously Disadvantaged Areas • Data Base in respect of Community Organisations • Cultural Infrastructure
40. EDUCATION	• Policy, Decisions, Instructions and Circulars • Liaison with Schools • Establishment/Closure of Schools, Crèches and Facilities
41. COMMUNICATION AND POSTAL SERVICES	• Community Radio Station • Postal/Telecommunication Services
42. CONTROLLING OF ANIMALS	• Policy, Decisions, Instructions and Circulars • Pounds • Liaison with Animal Rescue Organisation • Management of Animals • Service Animals
43. INTEGRATED SERVICES AND PROJECTS	• Main Files or Matters Covering the Subject as a Whole • 2010 Federation International Football Association World Cup Project • Main Files • Planning and Building Control Matters • Business Planning and Process Management • Service Providers: Appointment and Contracts • Risk Management • Funding Agreements between City of Cape Town and • Progress Reports • Operational Plans • Transport • Communication • Marketing • Legal Processes • Finances • Staff Matters • Departmental Logistics • Liaison Between 2010 World Cup Team and • Presentations • Audits • Conferences/Study Tours/Travel • Electricity Reinforcement • 2010 Green Goal Programme • Upgrading of Mouille Point Promenade • Green Point Visitors Centre

	• City of Cape Town Integrated Roads and Transport Project • Development and Implementation Project • City of Cape Town Integrated Roads and Transport Operations Department Project • City of Cape Town Tourism, Events and Marketing Directorate, World Design Capital 2014 Project • Minutes and Resolutions taken at Council Meetings • Business Planning and Process Management • World Design Capital 2014 Bid • International Council Society of Industrial Design • Cape Town Design Non-Profit Company • Internal City WDC 2014 Programme across Directorates • Internal City WDC 2014 Ward Programme • WDC 2014 Governance and Risk Management • Service Providers: Procurement of Contractors, Agreements, Project Management, Correspondence and Payments • Audits • Finances • Staff Matters • Departmental Administration and Logistics • Conferences/Study Tours/Travelling • Marketing • Communication • Legal • External Liaison
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