

PSAM proposals for inclusion in the [Makhanda Action Plan concerned with the OGP Local process](#).

- 1) The Public Service Accountability Monitor (PSAM) is a research, advocacy and training institute based at Rhodes University. Thanks for the opportunity to provide suggested commitments for inclusion in the two year Makhanda Action Plan.

Our proposed sub-commitments are made under the key commitments prioritized by the OGP process.

- 2) **Access to information**

- 2.1. Proposed sub-commitment: **Open contracting – routinely publishing detailed municipal contracting data via the Makana municipal website OR - as an interim measure - routinely submitting such data via the HSRC/PSAM database to create open access while Makana Municipality improves its processes and capacity.**

- 2.2 Proposed sub-commitment: **Within 5 days of their signature/approval, the Municipality shall ensure that all section 57 Manager’s Performance Agreements are uploaded and publicly accessible on www.makana.gov.za.**¹

- 2.3 Proposed sub-commitment: **Within 5 days after completing a section 57 managers performance evaluation, the Municipality will upload the completed Evaluation Scorecard relating to that manager onto www.makana.gov.za so that it is publicly accessible.**

- 2.4 Proposed sub-commitment: **Within 5 days of its approval by Council, the Municipality will upload its complete unabridged Organizational Structure to www.makana.gov.za so that it is publicly accessible.**

- 2.5 Proposed sub-commitment: **The Municipality will routinely (at least each quarter) update and make publicly available (on its website and displayed publicly at all primary municipal premises) a Contact List of all staff members and councillors. This Contact List should include the following details:**

Full name:

Position held:

Email address:

Direct contact landline number:

Contact cellphone number (especially where the staff member or councilor has a work cellphone or receives data and air-time from the Municipal Budget)

¹ The PSAM note that section 57 of the Municipal Systems Act requires the signing of performance within set timeframes (bolded text our emphasis), namely: The performance agreement referred to in subsection (1) (b) must-(a) (i) be **concluded within 60 days** after a person has been appointed as the municipal manager or as a manager directly accountable to the municipal manager, failing which the appointment lapses: Provided that, upon good cause shown by such person to the satisfaction of the municipality, the appointment shall not lapse; and (ii) be concluded annually, thereafter, **within one month after the beginning of each financial year** of the municipality;

The PSAM note that the Contact List currently accessible on www.makana.gov.za is a number of years out of date – it appears to be from 2013. See [here](#).

- 2.6 Proposed sub-commitment: **Within 15 days after receiving any finalized Auditor-General’s audit report undertaken in accordance with the Municipal Finance Management Act, the Municipality will ensure that any such complete unabridged audit report is uploaded to www.makana.gov.za and publicly accessible on the website for consideration and download.**
- 2.7 Proposed sub-commitment: **The Municipality undertakes to update and make publicly available on www.makana.gov.za a revised Promotion of Access to Information Act (PAIA) Manual.²**
- 2.8 Proposed sub-commitment: **The Municipality undertakes to upload to www.makana.gov.za the most recent description it supplied to the Minister of Justice detailing which of the Municipalities records are automatically available to the public, without anyone having to make a PAIA request. Note that this description is required by section 15 of the PAIA.**
- 2.8 Proposed sub-commitment: **The Municipality undertakes to routinely provide the public with written reports detailing progress against the specific deliverables and timeframes contained in the finalised most current and approved Financial Recovery Plan.**

3 CIVIC PARTICIPATION

- 3.1 Proposed sub-commitment: **Facilitate an inclusive pre-IDP public hearings using hybrid platforms complemented by a public education drive on the IDP processes.**
- 3.2 Proposed sub-commitment: **The Municipality will make publicly available (on its website and displayed publicly at all primary municipal premises) a clear outline/description of the mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality, including how it will provide for —**
 - (a) the receipt, processing and consideration of petitions and complaints lodged by members of the local community;
 - (b) notification and public comment procedures, when appropriate;
 - (c) public meetings and hearings by the municipal council and other political structures and political office bearers of the municipality, when appropriate;
 - (d) consultative sessions with locally recognised community organisations and, where appropriate, traditional authorities; and
 - (e) report-back to the local community.³
- 3.3 Proposed sub-commitment: **Inclusive policy-making – the Municipality will establish a permanent JOC structure that is inclusive of all line function ministries, residents, business, students, academics, CSOs, and CBOs.**

² This Manual is required by s.14 of the Promotion of Access to Information Act.

³ See in this regard, section 17 and 18 of the Municipal Systems Act that places these various obligations on all municipalities.

4. PUBLIC ACCOUNTABILITY

- 4.1. Proposed sub-commitment: **Within 5 days after the deadline for the receipt of submissions and proposals from the public regarding any draft IDP, SDBIP, Budget or Adjusted Budget, the Municipality will ensure that scanned copies of such submissions and proposals appear publicly on its website www.makana.gov.za.**
- 4.2. Proposed sub-commitment: **Within 5 days after considering submissions and proposals from the public and making a decision on the substance thereof as they relate to the finalization and adoption of any draft IDP, SDBIP and Budget(s), the Municipality commits to publicly uploading all minutes, records, agendas and reports of relevance to their deliberation, decisions and adoption to www.makana.gov.za.**
- 4.3. Proposed sub-commitment: **The Municipality commits to regularly uploading to www.makana.gov.za all Council and Mayoral Council agendas, minutes, resolutions and presentations for public consideration.**

For any questions regarding the above proposals, please contact the PSAM via the contact details that appear below.



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