



**Department Local
Government and Housing**
Local Government Branch
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TO: All Mayors,
Speakers,
Municipal Managers
In the Free State Province
and SALGA Free State

LOCAL GOVERNMENT CIRCULAR: 1 OF 2005

CIRCULAR SYSTEM OF THE BRANCH LOCAL GOVERNMENT

1. In future my Branch will deal with matters that concern all municipalities in general in this province by means of circular letters similar in format to this circular.
2. It is requested that municipal managers maintain a binder with a copy of each circular as well as an index in front of the binder to keep record of all circulars received.
3. Circulars will be numbered consecutively for each calendar year. Although circulars may be compiled by various components of this Branch, it is recommended that copies of each of these circulars are filed in numerical order.
4. Each circular should on receipt be circulated to your staff to take note of the contents.
5. In the event of a missing circular, it is requested that you contact Ms Housego of my office on telephone number 072 278 5460., requesting a copy thereof.
6. Enquiries regarding clarity on a matter contained in a particular circular must however be addresses to the official indicated in the upper right hand corner of the circular.
7. A specific circular may be amended or completely withdrawn by means of a later circular. In such event you are requested to effect the amendment on that circular in writing with a reference to the circular number and date amending

that circular. A similar note must be endorsed on top of a circular that has been withdrawn. Withdrawn circulars should not be removed from the binder. It should be kept for future reference when needed.

With kind regards

MM Tsoametsi
Deputy Director-General
Local Government

Date: