

Public Authority	Local Enforcement System Agency (LESA)
Description of the department/directorate/entity's structure	The Agency is spearheaded by the Chief Executive Officer who oversees the running of the Agency. The CEO is assisted by the Director for Corporate Affairs, and the Director Operations.
Description of the department/directorate/entity's functions and responsibilities	<p>The Local Enforcement System Agency, hereinafter referred to as "LESA" responsibilities are determined by the Public Administration Act by virtue of Legal Notice 153 of 2015. The LESA is generally responsible:</p> <ul style="list-style-type: none"> • To provide the enforcement of any law, regulation or bye-law, the enforcement of which has been delegated to regional committees, local councils or to such other local or regional authorities as are designated by the Local Councils; • To collect penalties, including additional penalties and expenses which may be due to the regional committees or local councils in terms of the Local Government Act; • To administer and apportion between the local councils constituting the regional committees any net surpluses resulting from enforcement operations in accordance with a formula established by agreement following consultations between the regional committees, the local council's association and the Minister; • To review the workings of local enforcement; • To ensure co-ordination of local enforcement activities; • And to attend to such other matters which are ancillary, incidental or consequential to the matters stipulated in paragraphs (a) to (e) as the Minister may from time to time determine;

General description of the categories of documents the department/directorate/entity holds (including exempt documents)

- Human Resources Files (Personnell, and Working files)
- Recruitment Files
- Employees Appraisals
- Disciplinary Board Files
- Contracts of Service Providers
- Internal Memos and Policies
- Legislation Files
- Memorandum of Understandings
- Service Level Agreements
- Other General Reports
- Legal Files (Matters, and Claims)
- Meeting Minutes and Agendas
- Procurement Files (Tenders and Quotations)
- Procurement Contracts
- Performance Statistical Data
- Financial Statistical Data
- Accounting Records (POs, and Invoices, and PVs)
- Banking and Accounting Files
- Details of Contraventions Issued
- Petitions on Contraventions
- Payments Receipts of Contraventions
- Contracts of Debtors iro contraventions
- Customer Care Files
- Customer Complaints
- Employee Training Files and Programmes
- Traffic Control Board Files
- Fleet Management Files
- Data Protection and GDPR Files
- Other Working files

<p>Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity)</p>	<ul style="list-style-type: none"> • Standard Operating Procedure Notes • Internal Memos • Legislation (tied with Enforcement issues) • Regulations (such as Procurement Regulations) • Collective agreement • IRU Salary and Grading Structure • Code of Discipline • Code of Ethics • PSMC • Other Public Sector and Service Manuals
<p>Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent</p>	<p>The FOI officers of LESA may be contacted by e-mail foi@lesa.gov.mt or by telephone 23477147 / 23477129.</p> <p>FOI Requests may be submitted by e-mail to foi@lesa.gov.mt through the FOI Portal www.foi.gov.mt via the e-ID or through the online form.</p>
<p>Details of Internal Complaints Procedure</p>	<p>An applicant whose request for information is refused, or who is otherwise not satisfied with the information provided, its format or the extension of the deadline for the submission of the notification indicating whether a request would be met or</p>

	<p>not, may address a complaint to the Public Authority.</p> <p>The complaint should be addressed to the FOI Officer, who shall bring the complaint to the attention of the officer responsible. The officer responsible shall reply to the applicant within 10 working days from the receipt of the complaint. The applicant shall also be informed that he or she may appeal the decision or otherwise address a complaint to the Information and Data Protection Commissioner in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta).</p> <p>The officer responsible shall inform the applicant of the decision taken with respect to his or her complaint, and in the event of confirmation of a decision not to release the pertinent information, shall explain the reasons thereof. Whenever the applicant's complaint is related to the format of the information provided or to an extension of the deadline for the submission of the notification indicating whether a request would be met or not by the Ministry, and the original decision is upheld, the applicant shall be given an explanation as to why his or her complaint cannot be positively addressed.</p> <p>An applicant may also make use of the Internal Complaints Procedure to report failure to meet deadlines or to send notifications. In those cases where the request for information can be met, but has not been met within the deadlines specified by the Act, the officer responsible shall waive any applicable fees for the submission of information.</p>
Other Information	Complaints may be submitted to the Public Authority by e-mail to foi@lesa.gov.mt through the FOI portal www.foi.gov.mt via the e-ID or through the online form.
Public Authority Contact Details	Address: LESA, 246, Mater Boni Consili Street, Fgura FGR 1611 Telephone:22474400 Generic e-mail address: info.lesa@lesa.gov.mt

