

No. R. 325

23 April 2010

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**PROMOTION OF ACCESS TO INFORMATION ACT, 2000****DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the –

CITY OF CAPE TOWN MUNICIPALITY

As set out in the Schedule

**JEFFREY THAMSANQA RADEBE, MP****MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

(English Version)**Form D**

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS

(Section 15 of the Promotion of Access to Information Act, 2000
(Act 2 of 2000))

[Regulation 5A]

[Form D inserted by GNR.466 of 2007] .

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Section 14 manual made available in terms of the Promotion of Access to Information Act 2 of 2000 Old photographs	Website: www.capetown.gov.za/ City Libraries/ Legal Services Department Communications Department
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Health brochures Photographs	Health Resource Centre, Health Directorate Website: www.capetown.gov.za/ Communication Department
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	

<p>Agendas and minutes of Council</p> <p>(including agendas and minutes of all meetings of Council structures and those of its predecessors, excluding minutes and agendas that have been marked "confidential")</p> <p>Budget and business plans</p> <p>Capital budget Estimates of income and expenditure Reports on budget control Business plans</p>	<p>City Manager's Office: Executive Support Department/Records Management</p> <p>Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za All line departments</p>
<p>Capital budget Estimates of income and expenditure Reports on budget control Business plans</p>	<p>Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za All line departments</p>
<p>Business details</p> <p>Name, locality, address, telephone numbers, contact persons, hours of business of all Council offices and depots</p>	<p>Website: www.capetown.gov.za</p>
<p>Official details about councillors (including the mayor, the deputy mayor, the speaker and office bearers)</p> <p>Information regarding each councillor</p>	<p>Website: www.capetown.gov.za</p>
<p>Council delegations developed in terms of Section 59 of the Local Government: Municipal Systems Act, 32 of 2000</p> <p>Delegations to political office bearers, members of staff structure (Mayco, subcouncils, portfolio committees)</p>	<p>Website: www.capetown.gov.za</p>
<p>Council legislation, bylaws and policies</p>	<p>Website: www.capetown.gov.za/ Legal Services Department: Legal Resource Centre</p>

Guidelines and standards	Website: www.capetown.gov.za/ Solid Waste
Western Cape guidelines for environmental management plans, 2005	Environmental Management Department
Minimum cleanliness standards	Website: www.capetown.gov.za/ Solid Waste Management Department
Minimum requirements for refuse collection vehicle access at new developments	Website: www.capetown.gov.za/ Solid Waste Management Department
Waste/recycling storage areas/rooms (multistorey buildings or cluster developments)	Website: www.capetown.gov.za/ Solid Waste Management Department Website: www.capetown.gov.za
Integrated development plan (IDP)	Website: www.capetown.gov.za
Financial records	
Account statements (only available to account owners on positive identification)	Website: www.capetown.gov.za/ Finance Directorate
Annual statements	
Arrears (only available to account owners on positive identification)	
Housing	
Land available for housing development	Website: www.capetown.gov.za/ Housing Directorate
Available municipal housing	Website: www.capetown.gov.za/ Housing Directorate
Land	
Details of municipal-owned land	Website: www.capetown.gov.za/ Property Management Department
Records of land owned by requester on positive identification	
Planning	
Business processes	Website: www.capetown.gov.za/ Planning and Building Development Management/Spatial Planning and Urban Design Department
Policy plans	
Zoning schemes	

<p>Registers (where available, excluding personal information of individuals)</p> <p>Moveable assets Contractors and service providers Tenders awarded New tenders City-approved file plan</p>	<p>Finance Directorate Website: www.capetown.gov.za/ Supply Chain Department Website: www.capetown.gov.za/ Supply Chain Department Website: www.capetown.gov.za/ Supply Chain Department Records Management Unit</p>
<p>Reports</p> <p>City of Cape Town's annual report Municipal entities' annual report All reports available on the website</p>	<p>Website: www.capetown.gov.za</p>
<p>Schedules:</p> <p>Refuse collection schedules</p>	<p>Website: www.capetown.gov.za/ Solid Waste Department</p>
<p>Statistics (excluding personal information of individuals, available in the format the record was created)</p> <p>Health statistics Waste minimisation statistics Waste statistics Statistics on solid waste management enforcement Other statistics</p>	<p>Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za</p>
<p>Online information on Subcouncils (Upon application to the Subcouncil manager: records relating to ratepayers' associations and community-based organisations active within the jurisdiction of the particular Subcouncil)</p>	<p>Website: www.capetown.gov.za /Each Subcouncil Office</p>
<p>Tariffs, fees, surcharges</p>	<p>Website: www.capetown.gov.za/ Line Departments</p>

<p>Tenders</p> <p>Tender applications of requester after public opening on positive identification Tender adjudication decisions and minutes after tender award</p>	<p>Website: www.capetown.gov.za/ Supply Chain Department</p> <p>Website: www.capetown.gov.za/ Supply Chain Department</p>
<p>Maps (paper form/digital maps/static maps)</p>	<p>Website: www.capetown.gov.za /Planning and Building Development Management/Spatial Planning and Urban Design Department/Relevant Line Departments</p>
<p>Staff official information as included in the exceptions to personal information provided for in terms of section 34 (f) of the Promotion of Access to Information Act 2 of 2000:</p> <p>An individual who is or was an official of the City: Title, work address, work telephone number and other relevant particulars. The classification, salary scale or remuneration and responsibilities of the position held or services performed by the individual. (NB: Salary scale or remuneration pertains to that of a post currently occupied by the individual, not specific salary or specific remuneration currently earned by an official)</p>	<p>Website: www.capetown.gov.za/ Strategic Human Resource Department/Personnel Department/Line Departments</p>
<p>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (lii):</p>	
<p>Information brochures/publications (All publications by and on behalf of the municipality that have been made public or presented to Council and in terms of which no copyright is held by persons or bodies not connected to the City. Printed copies may not always be available)</p> <p>Access to Information brochures (Act 2 of 2000) Contact City News City' online newsletter Ombudsman's quarterly newsletter</p>	<p>Legal Services Department Website: www.capetown.gov.za /Communication Department Website: www.capetown.gov.za /Communication Department Website: www.capetown.gov.za/ Communication Department Website: www.capetown.gov.za /Ombudsman Department</p>
<p>All information made available online</p> <p>Any other record available on the website Online information on councilors Photographs Road construction Transport, Roads and Storm water schedule maps – online only Train time schedules – online only Train timetables – online only Transport, Roads and Storm water projects</p>	<p>Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za</p> <p>Website: www.capetown.gov.za Website: www.capetown.gov.za</p>

Information on the City Political Structures	Website: www.capetown.gov.za Website: www.capetown.gov.za
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