

GOVERNMENT NOTICES

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

No. R. 25

20 January 2012

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 –

MANDENI MUNICIPALITY

As set out in the Schedule



JEFFREY THAMSANQA RADEBE, MP

MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

(Section 15 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000))

[Regulation 5A]

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)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ol style="list-style-type: none"> 1. Newsletter, Mayoral Reports and Publications – all publications by and on behalf of the Mandeni Municipality and which have been made public or presented to Council. 2. Tariffs, Fees and Surcharges, etc. 3. Budget <ol style="list-style-type: none"> (a) Capital and Operating Budget (b) Estimates of Income and Expenditure (c) Reports of the Auditor General 	<p>Website: www.mandeni.gov.za Records Section, Mandeni Municipality, 2 Kingfisher Road Mandeni 4490 Kwazulu Natal South Africa</p> <p>Income Section, Department of Finance, Mandeni Municipality, 2 Kingfisher Road, Mandeni and www.mandeni.gov.za</p> <p>Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni and www.mandeni.gov.za</p>

FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
(1) Agendas and Minutes of all Council meetings, its sub-committees (excluding Human Resources Committees) and excluding those minutes and agendas marked "Confidential" or subject to the items that are legally privileged in terms of Council's Rules of Order.	Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni.
(2) Integrated Development Plan	Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni
(3) Council Legislation, By-laws and Policies	www.mandeni.gov.za
(4) Decisions by individuals	Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni
(5) Decisions by any political office bearer, Councillor or Staff member in terms of a power or duty delegated or sub-delegated.	Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni
(6) Budget	
a) Capital and operating budget	Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni and www.mandeni.gov.za
b) Estimates of income and expenditure	
c) Reports by the Auditor General	

<p>(7) Registers where available</p> <p>Movable assets</p> <p>(8) Tenders</p> <p>(a) Tenders awarded</p> <p>(b) Contractors and Service Providers</p> <p>(9) Planning</p> <p>(a) Town Planning Scheme</p> <p>(b) Building Plans</p>	<p>Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni</p> <p>Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni</p> <p>Technical Services Department, 2 Croton Place, Mandeni</p>
<p>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</p>	
<p>1. <u>BUSINESS DETAILS</u></p> <p>Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all Council Offices, depots, installations, facilities and amenities.</p> <p>2. <u>COUNCILLORS</u></p> <p>Information regarding each Councillor's:</p> <p>a) Name, office address, office telephone number;</p> <p>b) Election details and political party details;</p> <p>c) Position in Council, e.g. member of committee A, and if office bearer whether full or part-time;</p> <p>d) Council representation on outside bodies;</p> <p>e) Salary, allowances;</p> <p>f) Declaration of interests in terms of the MSA</p>	<p>Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni</p> <p>Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni</p>

<p>3. <u>STRUCTURES</u></p> <p>(Including Council, Executive Committee, Portfolio Committees and other Committees)</p> <ul style="list-style-type: none"> ➤ Composition, names of members, office bearers, seat, political membership ➤ Information regarding meetings <p>4. <u>DELEGATIONS TO:</u></p> <ul style="list-style-type: none"> a) Political Office Bearers b) Councillors c) Members of Staff d) Structures (Exco, Sub-Councils, Portfolio Committees and other Committees) <p>5. <u>PERSONAL INFORMATION OF MEMBERS OF STAFF IN TERMS OF SECTION 34 (2) (F) OF THE ACT RELATING TO:</u></p> <ul style="list-style-type: none"> a) The fact that the individual was an official. b) Title, work address, work telephone number and other similar particulars of the individual. <p>6. <u>APPLICATION FORMS FOR ANY SERVICE, LICENCE OR APPROVAL</u></p> <p>7. <u>DETAILS OF MUNICIPAL OWNED LAND</u></p>	<p>Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni</p> <p>Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni</p> <p>Human Resources Section, Corporate Services Department, Mandeni Municipality, 2 Kingfisher Road, Mandeni</p> <p>Reception, Mandeni Municipality, 2 Kingfisher Road, Mandeni</p> <p>IDP Manager, Mandeni Municipality, 2 Kingfisher Road, Mandeni</p>
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