

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT  
DEPARTEMENT VAN JUSTISIE EN STAATKUNDIGE ONTWIKKELING**

No. 185

15 March 2013

**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 –

**SALDANHA BAY MUNICIPALITY**

As set out in the Schedule



**JEFFREY THAMSANQA RADEBE, MP**

**MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**



## 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]

## SALDANHABAY MUNICIPALITY

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)) 1. By way of website 2. On request per prescribed form
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<p><u>Business Details</u>          The name, erf number, address, telephone numbers, contact persons, business hours etc. of all municipal offices, depots, installations, facilities and amenities.</p> <p><u>Agendas and Minutes</u>          The agendas and minutes of all meetings of Council, its structures, as well as formal personnel meetings and that of its predecessors, excluding agendas and minutes that are marked "confidential".</p> <p><u>Councillors</u>          (Including Executive Mayor, Executive Deputy Mayor, Speaker and other office bearers)</p> <p>Information about each and every Councillors:          name, address, telephone numbers ward, proportional, political party, voting information position in Council, (e.g. member of Committee (Mention) and if          a Councillor is full-/part- time)          representation on other bodies          salaries, allowances, etc          information of trips outside the municipal area          declaration of interest according to item 7 of the code of conduct          attendance-, leave of absence and records of fines</p>	

Structures (Including Council, Mayoral Committee and other committees)  
 composition, name of members, office-bearers,  
 political affiliation  
 time and place of meetings  
 functional sphere / areas

Municipal Regulations, Bylaws and Policies  
 all such documents

Delegations

Delegations to:  
 political office-bearers  
 council members  
 personnel  
 structures (mayoral committees, committees,  
 etc.)

Authorisation given to Political Office-Bearers,  
 Councillors  
 and Personnel

Authority to:  
 enter into contracts  
 sign legal documents, cheques, etc

Decisions of Individuals

Decisions made by any political office-bearer,  
 councillor or personnel member by virtue of  
 power or duty that was delegated or sub-  
 delegated to him/her.

Budget

All documents related to  
 IDP  
 capital budget  
 operating budget  
 budget control  
 business plans

Financial Records

annual financial statements  
 outstanding debts (excluding personal  
 information)  
 monthly reports

Registers

Registers relating to:

<p>assets(movable and immovable)</p> <p><u>Agreements</u> contractors, suppliers / service providers tenders awarded</p> <p><u>Tariffs, Fees, Levies, etc</u> All tariffs, fees, levies, etc approved by council for the current financial year All tariffs, fees, levies, etc approved by the council for the previous financial years</p> <p><u>Personal Information relating to Personnel</u> Personal information relating to personnel in terms of section 34(2)(f) of the Act in respect of the fact that the person was or is an official the title, work address, work telephone number, e-mail address of an official the post level, salary scale and allowance of an official responsibilities associated with an official's post</p> <p><u>Statistics</u> (Excluding personal information of individuals) statistics updated for departmental use in the format available statistics in the format prescribed by law</p> <p><u>Personal Information of Personal Requester</u> Personal information requested by personal requester for access to a record which includes personal information of the personal requester, by means of positive identification.</p> <p><u>Research</u> Information relating to research done by or on behalf of the municipality, on condition that such research results have been submitted to council or any of its structures and that no copyright may be held by any persons or institutions unrelated to the municipality.</p> <p><u>Publication</u> all publications made by or on behalf of the municipality and that have been made public or submitted to Council or any of its structures and that no copyright may be held by any persons or institutions unrelated to the municipality.</p> <p><u>Housing</u> Records relating to:</p>	
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information on the waiting list of housing  
Availability of houses and land for housing

Tenders

Tenders and developmental proposals after it has been opened in public (excluding adjudication and recommendation to the executive mayor and the council)

Suppliers / Service Providers

Information relating to suppliers / service providers of the council

Planning

zoning- and structure plans  
individual zoning and conditions  
register of approved departures and special consents

Land

Only single records of owners of land

Organization Structure

Organograms  
personnel structure

**FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):**

*As above except those available free of charge indicated below*

**FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):**

*As applicable on Sec 15(1)(a)(i) above*

**AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):**

Business Details of the Council

The name, erf number, address, telephone numbers, contact persons, business hours etc. of all municipal offices, depots, installations, facilities and amenities.

Information about each and every Councillor:

name, address, telephone numbers, ward, proportional, political party, position in Council, (e.g. member of Committee (Mention) and if a Councillor is full-/part- time)

Structures of Council

composition, name of members, office-bearers,

political affiliation time and place of meetings functional sphere / areas	
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