

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

No. 498

19 July 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 –

MOSSEL BAY 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)) |
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| FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i): | |
| <p><u>1. Business details of Council</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc., of all council offices, depots, installations, facilities and amenities.</p> | <p>Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za</p> |
| <p><u>2. Agendas and Minutes</u> Agendas and minutes of all meetings of Council, excluding minutes and agendas which have been marked "in-committee" (confidential).</p> | <p>Manager: Support Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za</p> |
| <p><u>3. Councillors</u> (Including the Executive Mayor, Executive Deputy Mayor, Speaker and office bearers) Information regarding any Councillors eg: name, address and telephone number, political affiliation, his/her position in Council, Committee membership, full-time or part time, his/her declaration of interest in accordance with the Code of Conduct.</p> | <p>Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za, www.mosselbay.gov.za</p> |
| <p><u>4. Structures of Council/Committees</u> The composition, names of members, office bearers, political membership, time and venue of meetings.</p> | <p>Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za, www.mosselbay.gov.za</p> |
| <p><u>5. Municipal Legislation, By-laws and Policies</u> All documents in this regard.</p> | <p>Legal Advisor, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za www.mosselbay.gov.za</p> |

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| <p><u>6. Delegations of Powers</u> Document as approved by Council</p> | <p>Legal Advisor, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za</p> |
| <p><u>7. Budget</u> Budget and Integrated Development Plan (IDP) as approved by Council.</p> | <p>Manager: Income, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za, www.mosselbay.gov.za</p> |
| <p><u>8. Tariffs, Fees and Surcharges</u> All tariffs, fees and surcharges approved by the Council for any financial year.</p> | <p>Manager: Income, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za</p> |
| <p><u>9. Personal information of Members of Staff</u> Personal information of members of staff in terms of Section 34(2)(f) relating to - The fact that the individual is or was employed, an official title, work address, work phone number, e-mail address of an official, post level, official responsibilities or position held. Any further information must be applied for in terms of the Manual.</p> | <p>Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za</p> |
| <p><u>10. Publications</u> All publications by and on behalf of the Municipality and which had been made public or presented to Council and in which no copyright is held by persons or bodies not connected with the Municipality.</p> | <p>Archive Officer, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za</p> |
| <p><u>11. Housing</u> Records containing</p> <ul style="list-style-type: none"> * details of the housing waiting list * houses and land available for housing. | <p>Manager: Town Planning, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za</p> |
| <p><u>12. Services Providers</u> Details of providers of services to the Municipality.</p> | <p>Manager: Income, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za</p> |
| <p><u>13. Planning</u></p> <ul style="list-style-type: none"> * zoning of individual erven/land and structure plans | <p>Manager: Town Planning, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za</p> |
| <p><u>14. Organisational Structure</u></p> <ul style="list-style-type: none"> * organograms * staff structure | <p>Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za</p> |

| FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii): | |
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| FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii) | |
| <p><u>1. Business details of Council</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc., of all council offices, depots, installations, facilities and amenities.</p> <p><u>2. Agendas and Minutes</u> Agendas and minutes of all meetings of Council, excluding minutes and agendas which have been marked “in-committee” (confidential).</p> <p><u>3. Councillors</u> (Including the Executive Mayor, Executive Deputy Mayor, Speaker and office bearers) Information regarding any Councillors eg: name, address and telephone number, political affiliation, his/her position in Council, Committee membership, full-time or part time, his/her declaration of interest in accordance with the Code of Conduct.</p> <p><u>4. Structures of Council/Committees</u> The composition, names of members, office bearers, political membership, time and venue of meetings.</p> <p><u>5. Municipal Legislation, By-laws and Policies</u> All documents in this regard.</p> <p><u>6. Delegations of Powers</u> Document as approved by Council</p> | <p>Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za</p> <p>Manager: Support Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za</p> <p>Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za, www.mosselbay.gov.za</p> <p>Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za, www.mosselbay.gov.za</p> <p>Legal Advisor, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za, www.mosselbay.gov.za</p> <p>Legal Advisor, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za</p> |

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| <p><u>7. Budget</u> Budget and Integrated Development Plan (IDP) as approved by Council.</p> | <p>Manager: Income, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za, www.mosselbay.gov.za</p> |
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| AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii) | |
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