

No. 500

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 –

THEEWATERSKLOOF MUNICIPALITY

As set out in the Schedule

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



**Theewaterskloof
Municipality**

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]**

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 (SECTION 15(1)(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<ol style="list-style-type: none"> 1. Business details of Theewaterskloof Municipality – Head Office and Town Offices e.g. name, address, contact and emergency numbers. 2. Information about the Municipal Manager, Executive Mayor and Speaker. 3. Information Manual in terms of Section 14 of PAIA. 4. Section 32 report and Section 15 schedule in terms of PAIA. 5. PAIA information brochure. 6. Registry Procedure Manual in terms of the National Archives Act. 7. Records Management Policy in terms of the National Archives Act. 8. Municipal bylaws and policies 9. Annual Budget – Capital and Operating budget including all the tariffs 10. Integrated Development Plan 11. Annual Financial Statements 12. Annual Report 	<ol style="list-style-type: none"> 1. Available on the website of Theewaterskloof Municipality : www.twk.org.za 2. Also available at the Head Office of Theewaterskloof Municipality, 6 Plein Street, Caledon. Contact Person : Deputy Information Officer, Mrs Marelize Faul. Tel nr : 028-2143365 x 4222
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<p>As above except those available free of charge in terms of Section 15(1)(a)(iii).</p>	<p>Request a copy from the Deputy Information Officer of Theewaterskloof Municipality, Mrs Marelize Faul at the Head Office of Theewaterskloof Municipality, 6 Plein Street, Caledon. Tel nr : 028-2143365 x 4222</p>

FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
As applicable on Section 15(1)(a)(i) above.	Request a copy from the Deputy Information Officer of Theewaterskloof Municipality, Mrs Marelize Faul at the Head Office of Theewaterskloof Municipality, 6 Plein Street, Caledon. Tel nr : 028-2143365 x 4222
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<ol style="list-style-type: none"> 1. Business details of Theewaterskloof Municipality – Head Office and Town Offices e.g. name, address, contact and emergency numbers. 2. Information about the Municipal Manager, Executive Mayor and Speaker. 	Request a copy from the Deputy Information Officer of Theewaterskloof Municipality, Mrs Marelize Faul at the Head Office of Theewaterskloof Municipality, 6 Plein Street, Caledon. Tel nr : 028-2143365 x 4222