

No. 322

17 April 2015

PROMOTION OF ACCESS TO INFORMATION ACT, 2000**DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, 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 –

UMHLATHUZE MUNICIPALITY

As set out in the Schedule

**TSHILOLO MICHAEL MASUTHA, MP (ADV)****MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

CITY OF UMHLATHUZE

NOTICE IS GIVEN THAT THE MANUAL ON FUNCTIONS AND RECORDS HELD BY THE CITY OF UMHLATHUZE IN COMPLIANCE TERMS OF THE ACCESS TO INFORMATION ACT NO 2 OF 2000 HAS BEEN UPDATED AND TERMED THE SIXTH EDITION. THIS MANUAL REFLECTS THAT THE FOLLOWING RECORDS ARE AUTOMATICALLY AVAILABLE WITHOUT HAVING TO REQUEST ACCESS IN TERMS OF THE AFOREMENTIONED ACT.

SECTION 15 (2) NOTICE OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO 2 OF 2000): VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF RECORDS

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):	
NA	NA
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
Maps (Tourism)	Information counters at Municipality
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):	
Fixed property owned by the applicant	Available from Department: Corporate Services
Any by-law framed by Council (hard copy)	Available from Department: Corporate Services
Any tariff charged by Council (hard copy)	Available from Department : Financial Services
Any town planning scheme or development plan administered by Council	Available from Department : City Development
How to obtain access to any service rendered by the Council	Available from the uMhlathuze Municipality
Geographic Information System	Available from Department: Infrastructure and Technical Services
Service register (alphanumeric data)	Available from Department: Infrastructure and Technical Services
Infrastructure themes	Available from Department: Infrastructure and Technical Services
Orthophotos	Available from Department: Infrastructure and Technical Services
Digital terrain modules (DTM's)	Available from Department: Infrastructure and Technical Services
Minutes of open Council and Executive Committee	Available from Department : Corporate Services
Technical Library: Reference books Reports	Available from Department: Infrastructure and Technical Services

Plan filing (civic information) Paper based Microfilm	Available from Department: Infrastructure and Technical Services
Cadastral maps (paper based/electronic)	Available from Department: Infrastructure and Technical Services
Surveyor general plans (paper based/ electronic)	Available from Department: Infrastructure and Technical Services
Framework plans (paper based/electronic)	Available from Department: Infrastructure and Technical Services
Scheme maps (paper based/electronic)	Available from Department: Infrastructure and Technical Services
Lease area plans (paper based/electronic)	Available from Department: City Development
Budget including adjustment budget (paper based/electronic)	Available from Department: Financial Services
Orders & remittances (paper based)	Available from Department: Financial Services
Investment register (manual)	Available from Department: Financial Services
Loan register (manual)	Available from Department: Financial Services
Asset register (electronic manual)	Available from Department: Financial Services
Financial statements (electronic manual)	Available from Department: Financial Services
Debtors history (electronic)	Available from Department: Financial Services
Strategic environmental assessment	Available from Department : City Development
Building plans	Available from Department: City Development
Records relating to the adoption, replacement or amendment of a scheme as contained in the Planning and Development Act 2008(Act 6 of 2008)	Available from Department: City Development
Records relating to a proposal to subdivide or consolidate land	Available from Department: City Development
Records relating to a proposal to develop land as contained in the Planning and Development Act 2008(Act 6 of 2008)	Available from Department: City Development
Records relating to a proposal to divide or cancel a layout plan	Available from Department: City Development
Records relating to a proposal to alter, suspend or delete a restriction relating to land	Available from Department: City Development
Records relating to a proposal to permanently close a municipal road or public place	Available from Department: City Development

Records relating to enforcement as contained in the Planning and Development Act 2008(Act 6 of 2008)	Available from Department: City Development
Records relating to appeals as contained in the Planning and Development Act 2008(Act 6 of 2008)	Available from Department: City Development
Records relating to provincial planning and development norms and standards	Available from Department: City Development
Records relating to delegations as contained in the Planning and Development Act 2008(Act 6 of 2008)	Available from Department: City Development
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):	
Budget	Available on website www.umhlathuze.gov.za
Budget related policies	Available on website www.umhlathuze.gov.za
Performance agreements	Available on website www.umhlathuze.gov.za
Service delivery agreements	Available on website www.umhlathuze.gov.za
Long term borrowing contracts	Available on website www.umhlathuze.gov.za
Contracts/information/public partnership agreements as prescribed in section 75 of the Municipal Financial Management Act	Available on website www.umhlathuze.gov.za
Bylaws	Available on website www.umhlathuze.gov.za
Councillor details	Available on website www.umhlathuze.gov.za
Demographics	Available on website www.umhlathuze.gov.za
Direction maps	Available on website www.umhlathuze.gov.za
Geographic Information System	Available on website www.umhlathuze.gov.za
Manual on Promotion of Access to Information Act	Available on website www.umhlathuze.gov.za and at Municipal offices.
Newsletters/Annual report	Available on website www.umhlathuze.gov.za
Policies/Statutory reporting	Available on website www.umhlathuze.gov.za
Tariff of charges	Available on website www.umhlathuze.gov.za
Tenders/public notices	Available on website www.umhlathuze.gov.za
Tourism Information	Available on website www.umhlathuze.gov.za

Requests for information can be made in writing, per fax or electronically as follows:

Postal Address:

The Information Officer

City of uMhlathuze
Private Bay X1004
RICHARDS BAY
3900

Telephone Number: 035-907 5000

Fax Number: 035-907 444/5/6/7

eMail address: reg@umhlathuze.gov.za

**Municipal Office
Private Bag X1004
RICHARDS BAY
3900**

**DR N SIBEKO
MUNICIPAL MANAGER**