DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 741 24 JUNE 2016

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

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TSHILILO MICHAEL MASUTHA, MP (ADV)

MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

CITY OF MMHLATHUZE

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 SEVENTH 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 AUTOMATMATIC 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	F website) (SECTION 15(1)(b))
	RMS 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/City Development
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	Available from Department :
płan administered by Council	City Development -
How to obtain access to any service rendered by the Council	Available from the uMhlathuze Municipality
Geographic Information System	Available from Department:
Goographic information 5,000	Infrastructure and Technical Services
Service register (alphanumorical data)	Available from Department:
Service register (aspiration or test state)	Infrastructure and Technical Services
Infrastructure themes	Available from Department:
Hill gard decay a monnea	Infrastructure and Technical Services
Orthophotos	Available from Department:
Orthophotos	Infrastructure and Technical Services
Digital terrain modules (DTM's)	Available from Department:
Digital terrain modules (D I in s)	Infrastructure and Technical Services
Minutes of open Council and Executive	Available from Department :
Committee	Corporate Services
Technical Library:	Available from Department:
Reference books	Infrastructure and Technical Services
Reports	Itili agridicidi e altin i desirinegi cetalega
Plan filing (civic Information)	Available from Department:
Paper based	Infrastructure and Technical Services
Microfilm	minastructure and recimical services
Cadastral maps (paper based/electronic)	Available from Department:
Gadastrai maps (paper pasedreloctronic)	Infrastructure and Technical Services
Comment plans (same based)	
Surveyor general plans (paper based/	Available from Department: Infrastructure and Technical Services
electronic)	
Framework plans (paper based/electronic)	Available from Department:
Colonia mana (nanat harad falastication)	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	Available from Department:
based/electronic)	Financial Services

Orders & remittances (paper based)	Available from Department: Financial Services
Investment register (manual)	Available from Department:
invocation regions (mandal)	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 :
Duttding slave	City Development Available from Department:
Building plans	City Development
Records relating to the adoption,	Available from Department:
replacement or amendment of a scheme as	City Development
contained in the Planning and Development	ony perciopinan
Act 2008(Act 6 of 2008)	
Records relating to a proposal to subdivide or	Available from Department:
consolidate land	City Development
Records relating to a proposal to develop	Available from Department:
land as contained in the Planning and	City Development
Development Act 2008(Act 6 of 2008)	
Records relating to a proposal to divide or	Available from Department:
cancel a layout plan	City Development
Records relating to a proposal to aiter,	Available from Department: City Development
suspend or delete a restriction relating to land	City Davatopinient
Records relating to a proposal to permanently	Available from Department:
close a municipal road or public place	City Development
Records relating to enforcement as	Available from Department:
contained in the Planning and Development	City Development
Act 2008(Act 6 of 2008)	, , , , , , , , , , , , , , , , , , , ,
Records relating to appeals as contained in	Available from Department:
the Planning and Development Act 2008(Act 6	City Development
of 2008)	
Records relating to provincial planning and	Available from Department:
development norms and standards	City Development
Records relating to delegations as contained in the Planning and Development Act	Available from Department: City Development
2008(Act 6 of 2008)	Orth Developing in
Records of amendments to land use	Available from Department:
schemes.	City Development
	any activishment
Agency agreements contemplated in section	Available from Department:
157 (1)	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	Available on website www.umhiathuze.gov.za
agreements as prescribed in section 75 of the	
Municipal Financial Management Act	
Bylaws	Available on website www.umhlathuze,gov.za

Councillor details	Available on website www.umhlathuze.gov.za
Demograp"13	Available on website www.umhlathuze.gov.za
Direction 1ps	Available on website www.umhlathuze.gov.za
Geographic Information System	Available on website www.umhlathuze.gov.za
Manual on Promotion of Access to	Avaliable on website www.umhlathuze.gov.za
Information Act	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	Avallable on website www.umhlathuze.gov.za
Tourism Information	Avallable on website www.umhiathuze.gov.zg

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 5444/6/6/7 eMail address :reg@umhlathuze.gov.za

Municipal Office Private Bag X1004 RICHARDS BAY

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MUNICIPAL MANAGER