

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
NOTICE 486 OF 2017

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 –

SWELLENDAM MUNICIPALITY

As set out in the Schedule



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

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))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
1. <u>Business details</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all council offices, depots, installations, facilities and amenities.	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
2. <u>Agendas and minutes</u> Agendas and minutes of all meetings of council, its structures and formal staff meetings and those of its predecessors, excluding minutes and agendas which have been marked "confidential/in-committee".	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
3. <u>Councillors</u> (Including the executive mayor, executive deputy mayor, speaker and office bearers) Information regarding each councillor's- <ul style="list-style-type: none"> • name, address, telephone numbers • ward/proportional, political party and election details • position in council, e.g. committee membership, whether full-time or part-time • representation on outside bodies • salary, allowances, etc. • details of trips outside municipal area • declaration of interests in accordance with item 7 of the Code of Conduct • attendance registers, absence records and fines imposed 	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
4. <u>Structures</u> (Including council, executive committee, ward committees and other committees) <ul style="list-style-type: none"> • composition, names of members, office bearers, political membership • date, time and venue of meetings • functional areas 	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
5. <u>Municipal legislation, by-laws and policies</u> All documents in this regard	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za WEB: www.swellenmun.co.za
6. <u>Delegations</u> Delegations to- <ul style="list-style-type: none"> • political office bearers • councilors • members of staff • structures (executive committee, committees, etc.) Authority granted to- <ul style="list-style-type: none"> • conclude contracts • sign legal documents, cheques, etc. Decisions by any political office bearer, councilor or staff member in terms of a power or duty delegated or sub-delegated.	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
7. <u>Budget</u> Budget, Service Delivery and Budget Implementation Plan (SDBIP), Annual Report and Integrated Development Plan (IDP) as approved by Council.	Director: Financial Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za

	WEB: www.swellenmun.co.za
8. <u>Financial records</u> <ul style="list-style-type: none"> • annual financial statements • quarterly statements • monthly statements • arrears (excluding personal details) 	Director: Financial Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za WEB: www.swellenmun.co.za
9. <u>Registers</u> Registers regarding- <ul style="list-style-type: none"> • assets (movable or immovable) • agreements • contractors, service providers • tenders awarded 	Manager: Supply Chain Management Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za WEB: www.swellenmun.co.za
10. <u>Tariffs, fees, surcharges, etc.</u> All tariffs, fees, surcharges, etc. approved by the Council for the current or any previous financial year.	Director: Financial Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za WEB: www.swellenmun.co.za
11. <u>Personal information of members of staff</u> Personal information of members of staff in terms of section 34(2)(f) of the Act relating to- <ul style="list-style-type: none"> • the fact that the individual is or was an official • title, work address, work phone number, e-mail address of an official • post level, salary scale and allowances of an official • responsibilities of position held 	Manager Human Resources Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
12. <u>Statistics</u> (Excluding personal details of individuals) <ul style="list-style-type: none"> • statistics kept for departmental use in the format in which it is available • statistics in the format as required by legislation 	Director: Financial Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za WEB: www.swellenmun.co.za
13. <u>Personal information of personal requester</u> Personal information requested by personal requester seeking access to a records containing personal information about the requester, on positive identification.	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
14. <u>Research</u> Information regarding research by or on behalf of the municipality, on condition that such research results have been presented to Council or any of its structures and no copyright is held by persons or bodies not connected with the municipality.	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za WEB: www.swellenmun.co.za
15. <u>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.	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
16. <u>Housing</u> Records containing- <ul style="list-style-type: none"> • Housing waiting list (not personal information) • Houses and land available for housing 	Director Community Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
17. <u>Tenders</u> Tenders and proposal calls after public opening (excluding evaluations and recommendations to the municipal manager)	Manager Supply Chain Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
18. <u>Service providers</u> Details of providers of services to the municipality.	Manager: Supply Chain Management Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
19. <u>Planning</u> <ul style="list-style-type: none"> • zoning and structure plans 	Manager: Municipal Planning and Building Control Swellendam Municipality PO Box 20, Swellendam 6740

<ul style="list-style-type: none"> individual zoning and conditions register of approved departures and consent uses 	info@swellenmun.co.za
20. <u>Land</u> Single records only of owners of land	Manager: Municipal Planning and Building Control Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
21. <u>Organizational structure</u> <ul style="list-style-type: none"> organogram staff structure 	Manager: Human Resources Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
FOR PURCHASING 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 Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):	
1. <u>Business details</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all council offices, depots, installations, facilities and amenities.	Request a copy from – The Deputy Information Officer Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
2. <u>Councillors</u> (Including the executive mayor, executive deputy mayor, speaker and office bearers) Information regarding each councillor's- <ul style="list-style-type: none"> name, address, telephone numbers ward/proportional, political party and election details position in council, e.g. committee membership, whether full-time or part-time representation on outside bodies salary, allowances, etc. details of trips outside municipal area declaration of interests in accordance with item 7 of the Code of Conduct attendance registers, absence records and fines imposed	
3. <u>Structures</u> (Including council, executive committee, ward committees and other committees) <ul style="list-style-type: none"> composition, names of members office bearers, political membership date, time and venue of meetings functional areas 	