

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT  
NOTICE 536 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 –

**THEEWATERSKLOOF MUNICIPALITY**

As set out in the Schedule



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



**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 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))
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)</b>	
<b>1. <u>Business details</u></b> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all council offices, depots, facilities, amenities.	Manager : Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za
<b>2. <u>Councillors</u></b> (Including the Executive Mayor, Executive Deputy Mayor, Speaker and Office Bearers) Information regarding each Councillor's - <ul style="list-style-type: none"> <li>Name, address, telephone numbers</li> <li>Ward/Proportional, political party</li> <li>Position in Council e.g. Committee Membership, whether full-time or part-time</li> <li>Representation on outside bodies</li> </ul>	Manager : Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za
<b>3. <u>Agendas en Minutes</u></b> Agendas and Minutes of all meetings of Council, its structures and those of its predecessors, excluding Agendas and Minutes which have been marked "Confidential / In-Committee".	Manager : Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za

<p>4. <u>Structures</u> (Including Council, Executive Committee, Ward Committees and other Committees)</p> <ul style="list-style-type: none"> <li>▪ Composition, names of members, office bearers, political membership.</li> <li>▪ Date, time and venue of meetings.</li> <li>▪ Functional areas.</li> </ul>	<p>Manager : Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za</p>
<p>5. <u>Delegations</u> Delegations to –</p> <ul style="list-style-type: none"> <li>• Political Office Bearers</li> <li>• Councillors</li> <li>• Members of Staff</li> <li>• Structures (Executive Mayoral Committee, Committees, etc.)</li> </ul> <p>Authority granted to –</p> <ul style="list-style-type: none"> <li>• Conclude contracts</li> <li>• Sign legal documents, etc.</li> </ul> <p>Decisions by any Political Office Bearer, Councillor or Staff Member in terms of a power or duty delegated or sub-delegated.</p>	<p>Acting Director : Corporate Services Mrs Zanne Nel-Gagiano Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za</p>
<p>6. <u>Municipal legislation, Bylaws and Policies</u> All documents in this regard.</p>	<p>Manager : Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za</p>
<p>7. <u>Budget</u> Budget, Service Delivery Budget Implementation Plan (SDBIP), Annual Report and Integrated Development Plan (IDP) as approved by Council.</p>	<p>Manager : Budget Ms Jacky Smith Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za</p> <p>Manager : IDP Ms Thobeka Twani Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za</p>
<p>8. <u>Tariffs, fees, surcharges, etc</u> All tariffs, fees, surcharges, etc. approved by the Council for the current or any previous financial year.</p>	<p>Manager : Budget Ms Jacky Smith Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za</p>

<p>9. <u>Financial records</u></p> <ul style="list-style-type: none"> <li>• Annual Financial Statements</li> <li>• Quarterly Financial Statements</li> <li>• Monthly Financial Statements</li> </ul>	<p>Manager : Budget Ms Jacky Smith Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za</p>
<p>10. <u>Land</u> Single records only of owners of land – only erf numbers; names of owners – no other information e.g. addresses; telephone numbers; etc.</p>	<p>Manager : Income Mrs Janine van Niekerk Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za</p>
<p>11. <u>Planning</u></p> <ul style="list-style-type: none"> <li>• Spatial Development Framework</li> <li>• Zoning Schemes</li> <li>• Structure Plan</li> </ul>	<p>Manager : Town Planning &amp; Building Control Mr Johann Pienaar Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za</p>
<p>12. <u>Statistics</u> (Excluding personal details of individuals)</p> <ul style="list-style-type: none"> <li>• Statistics kept for departmental use in the format in which it is available</li> <li>• Statistics in the format as required by legislation</li> </ul>	<p>Manager : Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za</p>
<p>13. <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.</p>	<p>Manager : Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za</p>
<p>14. <u>Records</u></p> <ul style="list-style-type: none"> <li>▪ Records Management Policy</li> <li>▪ Registry Procedure Manual</li> </ul>	<p>Manager : Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za</p>
<p>15. <u>Promotion of Access to Information Act, 2000 [PAIA]</u></p> <ul style="list-style-type: none"> <li>▪ Section 14 Manual</li> <li>▪ Section 32 Report</li> <li>▪ Information Brochure [English and Afrikaans]</li> </ul>	<p>Manager : Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za</p>

<b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
As above except those available free of charge in terms of Section 15(1)(a)(iii).	Request a copy from – The Deputy Information Officer Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za
<b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
As applicable on Section 15(1)(a)(i) above.	Request a copy from – The Deputy Information Officer Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za
<b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</b>	
<p><b>1. <u>Business details</u></b> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all council offices, depots, facilities, amenities.</p>	Request a copy from – The Deputy Information Officer Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.org.za
<p><b>2. <u>Councillors</u></b> (Including the Executive Mayor, Executive Deputy Mayor, Speaker and Office Bearers) Information regarding each Councillor's -</p> <ul style="list-style-type: none"> <li>▪ Name, address, telephone numbers</li> <li>▪ Ward/Proportional, political party</li> <li>▪ Position in Council e.g. Committee Membership, whether full-time or part-time</li> <li>▪ Representation on outside bodies</li> </ul>	
<p><b>3. <u>Structures</u></b> (Including Council, Executive Committee, Ward Committees and other Committees)</p> <ul style="list-style-type: none"> <li>▪ Composition, names of members, office bearers, political membership.</li> <li>▪ Date, time and venue of meetings.</li> <li>▪ Functional areas.</li> </ul>	