

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT  
NOTICE 600 OF 2020

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000**

**DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Ronald Lamola, 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 –

**SWARTLAND MUNICIPALITY**

As set out in the Schedule



**MR RONALD LAMOLA, MP**

**MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

**FROM D**

**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))
<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, facilities and amenities	Director: Corporate Services Swartland Municipality Private Bag X52, Malmesbury, 7299 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a>
<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 and election details</li> <li>• position in council, e.g. committee membership, whether full-time or part-time</li> <li>• representation on outside bodies</li> </ul>	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a>
<b>3. <u>Agendas and minutes</u></b> 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"	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a>
<b>4. <u>Structures</u></b> (Including council, executive committee, ward committees and other committees) <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>	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a>
<b>5. <u>Delegations</u></b> Delegations to – <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> Authority granted to – <ul style="list-style-type: none"> <li>• conclude contracts</li> <li>• sign legal documents, etc.</li> </ul> Decisions by any political office bearer, councillor or staff member in terms of a power or duty delegated or sub-delegated	Director: Corporate Services Swartland Municipality Private Bag X52, Malmesbury, 7299 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a>
<b>6. <u>Municipal legislation, by-laws and policies</u></b> All documents in this regard	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a>



<p>7. <u>Budget</u> Budget, Service Delivery and Budget Implementation Plan (SDBIP), Annual Report and Integrated Development Plan (IDP) as approved by Council</p>	<p>Director: Financial Services Snr Manager: Strategic Services Swartland Municipality Private Bag X52, Malmesbury, 7299 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a> On website at <a href="http://www.swartland.org.za">www.swartland.org.za</a></p>
<p>8. <u>Financial records</u></p> <ul style="list-style-type: none"> <li>• annual financial statements</li> <li>• quarterly statements</li> <li>• monthly statements</li> <li>• arrears (excluding personal details)</li> </ul>	<p>Director: Financial Services Swartland Municipality Private Bag X52, Malmesbury, 7299 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a> On website at <a href="http://www.swartland.org.za">www.swartland.org.za</a></p>
<p>9. <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>Director: Financial Services Swartland Municipality Private Bag X52, Malmesbury, 7299 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a> On website at <a href="http://www.swartland.org.za">www.swartland.org.za</a></p>
<p>10. <u>Registers</u> Registers regarding –</p> <ul style="list-style-type: none"> <li>• assets (movable or immovable)</li> <li>• agreements</li> <li>• contractors, service providers</li> <li>• tenders awarded</li> </ul>	<p>Manager: Supply Chain Management Swartland Municipality Private Bag X52, Malmesbury, 7299 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a></p>
<p>11. <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: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a></p>
<p>12. <u>Research/Publications</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</p>	<p>Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a></p>
<p>13. <u>Planning</u></p> <ul style="list-style-type: none"> <li>• Spatial Development Framework</li> <li>• individual zonings and conditions</li> <li>• register of approved departures and consent uses</li> </ul>	<p>Snr Manager: Building Environment Swartland Municipality Private Bag X52, Malmesbury, 7299 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a></p>
<p>14. <u>Land</u></p> <ul style="list-style-type: none"> <li>• single records only of owners of land (only erf numbers)</li> </ul>	<p>Clerk: Property Rates Swartland Municipality Private Bag X52, Malmesbury, 7299 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a></p>
<p>15. <u>Organisational structure</u></p> <ul style="list-style-type: none"> <li>• organogram</li> <li>• staff structure</li> </ul>	<p>Snr Manager: Human Resources Swartland Municipality Private Bag X52, Malmesbury, 7299 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a> On website at <a href="http://www.swartland.org.za">www.swartland.org.za</a></p>
<b>FOR PURCHASING (COPYING) IN TERMS OF SECTION 15(1)(a)(ii):</b>	
<p>As applicable on section 15(1)(a)(i) above</p>	<p>Request a copy from – The Deputy Information Officer, Ms Nicolette Brand Swartland Municipality Private Bag X52, Malmesbury, 7299 Tel no: 022-487 9400 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a></p>

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):	
<p>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</p> <p>2. <u>Councillors</u> (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 and election details</li> <li>• position in council, e.g. committee membership, whether full-time or part-time</li> <li>• representation on outside bodies</li> </ul> <p>3. <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>• time and venue of meetings</li> <li>• functional areas</li> </ul>	<p>Request a copy from – The Deputy Information Officer, Ms Nicolette Brand Swartland Municipality Private Bag X52, Malmesbury, 7299 Tel no: 022-487 9400 <a href="mailto:swartlandmun@swartland.org.za">swartlandmun@swartland.org.za</a></p>
<p>4. <u>Budget</u> Budget, Service Delivery and Budget Implementation Plan (SDBIP), Annual Report and Integrated Development Plan (IDP) as approved by Council</p>	<p>On website at <a href="http://www.swartland.org.za">www.swartland.org.za</a></p>
<p>5. <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>On website at <a href="http://www.swartland.org.za">www.swartland.org.za</a></p>
<p>6. <u>Financial records</u></p> <ul style="list-style-type: none"> <li>• annual financial statements</li> <li>• quarterly statements</li> <li>• monthly statements</li> </ul>	<p>On website at <a href="http://www.swartland.org.za">www.swartland.org.za</a></p>
<p>6. <u>By-laws and Financial policies</u> All documents in this regard</p>	<p>On website at <a href="http://www.swartland.org.za">www.swartland.org.za</a></p>