

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**NOTICE 234 OF 2021****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 –

uMHLATHUZE MUNICIPALITY

As set out in the Schedule



MR RONALD LAMOLA, MP

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 TERMS OF THE ACCESS TO INFORMATION ACT NO 2 OF 2000 HAS BEEN UPDATED AND TERMED THE TWELFTH 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
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/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 Land Use Scheme or Development Plan adopted and 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 Services
Service register (alphanumeric data)	Available from Department: Infrastructure Services
Infrastructure themes	Available from Department: Infrastructure Services
Orthophotos	Available from Department: Infrastructure Services
Digital terrain modules (DTM's)	Available from Department: Infrastructure Services
Minutes of open Council and Executive Committee and Enterprise Risk Management Committee	Available from Department : Corporate Services
Technical Library: Reference books Reports	Available from Department: Infrastructure Services
Plan filing (civic information) Paper based Microfilm	Available from Department: Infrastructure Services
Cadastral maps (paper based/electronic)	Available from Department: Infrastructure Services
Surveyor general plans (paper based/ electronic)	Available from Department: Infrastructure Services
Framework plans (paper based/electronic)	Available from Department: Infrastructure Services
Scheme maps (paper based/electronic)	Available from Department: Infrastructure 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

Risk Register	Available from Department: Office of the Municipal Manager
Various policies of Council	Available from Department: Corporate Services
Delegation of Powers	Available from Department : Corporate 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
Approved minutes of the Municipal Planning Tribunal and/ or Municipal Appeals Tribunal	Available from Department: City Development
Records listed in Sections 105 and 106 of the uMhlathuze Spatial Planning and Land Use Management Bylaw, 2017 (as amended)	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
Integrated Development Plan	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 5444/5/6/7
eMail address : reg@umhlathuze.gov.za

Municipal Office
Private Bag X1004
RICHARDS BAY
3900
MN.../2021

L Mapholoba
MUNICIPAL MANAGER/ INFORMATION OFFICER

DEPARTEMENT VAN JUSTISIE EN STAATKUNDIGE ONTWIKKELING

KENNISGEWING 234 VAN 2021

STAD UMHLATHUZE

KENNIS GESKIED HIERMEE DAT DIE HANDLEIDING VAN FUNKSIES EN REKORDS INGEVOLGE TERME VAN DIE TOEGANG TOT INLIGTING (WET NO 2 VAN 2000) GEHOU DEUR DIE STAD VAN UMHLATHUZE OPGEDATEER IS EN STAAN BEKEND AS DIE TWAALFDE UITGAWE . DIE HANDLEIDING DUI DAAROP DAT DIE VOLGENDE REKORDS OUTOMATIES BESKIKBAAR IS SONDER DAT TOESTEMMING NODIG IS INGEVOLGE DIE GENOEMDE WET.

ARTIKEL 15 (2) KENNISGEWING VAN DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 (WET NO 2 VAN 2000):VRYWILLIGE OPENBAARMAKING EN OUTOMATIESE BESKIKBAARHEID VAN REKORDS.

INLIGTINGSKATEGORIE WAT BESKIKBAAR IS SONDER DAT AANSOEK DAARTOE VOLGENS DIE WET (ARTIKEL (2) VAN DIE WET OP BEVORDERING TOT TOEGANG TOT INLIGTING NR 2 VAN 2000)GEDOEN MOET WORD	TOEGANG TOT REKORDS
VIR INSPEKSIE VOLGENS ARTIKEL 15(1)(a)(i):	
NVT	NVT
VIR AANKOOP VOLGENS ARTIKEL 15(1)(a)(ii):	
PADKAARTE (Toerisme)	Inligtingstonbanke by al die kantore
VIR AFSKRIFTE VOLGENS ARTIKEL 15(1)(a)(ii):	
Vaste eiendom in besit van die aansoeker	Beskikbaar by Departement Korporatiewedienste/ Departement Stadsontwikkeling
Enige Bywette deur die Raad opgestel	Beskikbaar by Departement: Korporatiewedienste
Enige Tariewe deur die Raad gehef	Beskikbaar by Departement: Korporatiewedienste
Enige Grondgebruikskema of Ontwikkelingsplan wat deur die Raad beheer word	Beskikbaar by Departement: Stadsontwikkeling
Hoe om inligting te bekom oor dienste deur die Raad gelewer	Beskikbaar by die Munisipaliteit
Geografiese Inligtingstelsel	Beskikbaar by die Departement Infrastruktuurdienste
Notules van oop Raads- en Uitvoerendekomiteevergaderings	Beskikbaar by: Departement Korporatiewedienste
Delegering van magte	Beskikbaar by: Departement Korporatiewedienste
Tegniese Biblioteek Naslaanboeke Verslae	Beskikbaar by die: Departement Infrastruktuurdienste
Plan Liasseerstelsel (Munisipale Inligting) Harde kopieë	Beskikbaar by die: Departement Infrastruktuurdienste
KadastrALEKAART (Harde kopieë / elektronies)	Beskikbaar by die: Departement Infrastruktuurdienste
Algemene landmeterplanne (Harde kopieë / elektronies)	Beskikbaar by die: Departement Infrastruktuurdienste
Raamwerkplanne (Harde kopieë / elektronies)	Beskikbaar by die: Departement Infrastruktuurdienste
Projekkaarte (Harde kopieë / elektronies)	Beskikbaar by die: Departement Infrastruktuurdienste
Huurplanne (Harde kopieë / elektronies)	Beskikbaar by: Departement Stadsontwikkeling
Begroting insluitend aansuiwerings begroting (Harde kopieë / elektronies)	Beskikbaar by: Departement Finansiëledienste
Bestellings en betalingsadviese (Harde kopieë)	Beskikbaar by: Departement Finansiëledienste
Beleggingsregister (Boekvorm)	Beskikbaar by: Departement Finansiëledienste
Risikoregister	Beskikbaar by Kantoor van die Munisipale Bestuurder

Leningsregister (Boekvorm)	Beskikbaar by: Departement Finansiële dienste
Bateregister (Elektroniese/Boekvorm)	Beskikbaar by: Departement Finansiële dienste
Finansiëlestate (Elektroniese/Boekvorm)	Beskikbaar by: Departement Finansiële dienste
Debiteurgeskiedenis (Elektronies)	Beskikbaar by: Departement Finansiële dienste
Strategiele omgewingsbeplanning	Beskikbaar by: Departement Stadsontwikkeling
Bouplanne	Beskikbaar by: Departement Stadsontwikkeling
Goegekeurde notules van Munisipalebeplannings Tribunal en /of appèlle oor Munisipalebeplanning	Beskikbaar by: Departement Stadsontwikkeling
Rekords gelys in Afdelings 105 en 106 van die uMhlathuze vir Ruimtelikebeplanning en Grondgebruikbestuurbywet, 2017 (soos gewysig)	Beskikbaar by: Departement Stadsontwikkeling
GRATIS BESKIKBAAR VOLGENS ARTIKEL 15(1)(a)(iii):	
Begroting en aansuiweringbegroting	Beskikbaar op webblad www.umhlathuze.gov.za
Begrotingverwante beleide	Beskikbaar op webblad www.umhlathuze.gov.za
Prestasieooreenkomste	Beskikbaar op webblad www.umhlathuze.gov.za
Diensleweringooreenkomste	Beskikbaar op webblad www.umhlathuze.gov.za
Langtermyn leningskontrakte	Beskikbaar op webblad www.umhlathuze.gov.za
Kontrakte / inligting / openbare vennootskapoooreenkomste soos voorgeskryf in artikel 75 van die Wet op Munisipale Finansiële Bestuur	Beskikbaar op webblad www.umhlathuze.gov.za
Geïntegreerde Ontwikkelingsplan	Beskikbaar op webblad www.umhlathuze.gov.za
Bywette	Beskikbaar op webblad www.umhlathuze.gov.za
Verskei beleide dokumente van die Raad	Beskikbaar op webblad www.umhlathuze.gov.za
Inligting van Raadslede	Beskikbaar op webblad www.umhlathuze.gov.za
Demografie	Beskikbaar op webblad www.umhlathuze.gov.za
Padkaarte	Beskikbaar op webblad www.umhlathuze.gov.za
Geografiese inligtingstelsel	Beskikbaar op webblad www.umhlathuze.gov.za
Handleiding van die Wet op Bevordering van Toegang tot Inligting: Nr 2 van 2000	Beskikbaar op webblad www.umhlathuze.gov.za
Nuusbriefe/Jaarverslae	Beskikbaar op webblad www.umhlathuze.gov.za
Beleid/Statutêre Verslagdiening	Beskikbaar op webblad www.umhlathuze.gov.za
Tariewe	Beskikbaar op webblad www.umhlathuze.gov.za
Tenders/Publieke kennisgewings	Beskikbaar op webblad www.umhlathuze.gov.za
Toerisme inligting	Beskikbaar op webblad www.umhlathuze.gov.za

Versoeke vir inligting kan per skrif, faks of elektronies gerig word aan:

Posaddress : Die Inligtingsbeampte
uMhlathuze Stad
Privaatsak X1004
RICHARDSBAAI
3900

Telefoonnommer: 035-907 5000
Faksnommer: 035-907 5444/5/6/7
eposadres: reg@umhlathuze.gov.za

Munisipale Kantore
Privaatsak X1004
RICHARDSBAAI
3900
MN...../2021

L Mapholoba
MUNISIPALE BESTUURDER / INLIGTINGSBEAMPTTE

CITY OF uMHLATHUZE

UYAZISWA UKUTHI UMQULU WEZOKUSEBENZA KANYE NOLWAZI OLUGCINWE IDOLOBHA uMHLATHUZE NGOKUHAMBISANA NOMTHETHO ONGUNOMBOLO 2 KA 2000 (WEZOKUNIKEZELWA KOLWAZI) USUBUYE WABUYEKEZWA, USUZOBIZWA NGESISHICILELO WESHUMI NAMBILI WOMQULU OKHOMBISA UKUTHI LOLULWAZI OLULANDELAYO SELUYATHOLAKALA NGAPHANDLE KOKUTHI KUZE KWENZIWE ISICELO NGOKULANDELA LOMTHETHO OSHIWO NGENHLA

ISIGABA 15(2) ISAZISO SOKUNIKEZELWA KOLWAZI (UMTHETHO UNGUNOMBOLO 2 KA 2000) UKUDALULA NGAPHANDLE KWEMPOQO KANYE NOKUTHOLAKALA KOLWAZI OLUGCINIWE

AMAGAMA AMADOKODO NGOKWAHLUKANA AKWAZI UKUTHOLAKALA NGOKWESIGABA 15(1)(b) SOMTHETHO WOKUFINELELA KULWAZI KA 2000.	INDLELA YOKUFINELELA KUMADOKODO (isibonelo. website) (ISIGABA 15(1)(b))
ANGAHLOLWA NGOKWESIGABA 15(1)(a)(i):	
AKHOKHELWAYO NGOKWESIGABA 15(1)(a)(ii):	
Ibalazwe (Kwezokuncebeleka)	Etafuleni likaMasipala lapho kutholakala khona ulwazi
ANGAGAYWA NGOKWESIGABA 15(1)(a)(ii):	
Isakhamuzi esikwazi ukufaka isicelo	Atholakala emnyangweni wezokuthuthukiswa kweDolobha nezomhlaba
Inoma imuphi umthetho osuka ezinqumeni zoMkhandlu (osephepheni)	Atholakala emnyangweni Wezokuphathwa kwemisebenzi kaMasipala
Ukunikezwa kwamandla	Atholakala emnyangweni Wezokuphathwa kwemisebenzi kaMasipala
Inoma iyiphi inkokhiso ekhokhiswa uMkhandlu (osephepheni)	Atholakala emnyangweni Wezokuphathwa kwemisebenzi kaMasipala
Noma yiluphi uhlelo lokusetshenziswa komhlaba noma uhlelo lwentuthuko olwamukelwa futhi lwenganyelwa yi-C Council	Atholakala emnyangweni wokuhlela nokuqinisekisa intuthuko
Ufinyelela kanjani emisebenzini elethwa uMkhandlu	Itholakala kuMasipala waseMhlathuze
Ulwazi ngokuhleleka kwezindawo	Itholakala emnyangweni wobuNjiniyela
Uhla lwemisebenzi (Ngokulandelana nangokwezindawo)	Itholakala emnyangweni wobuNjiniyela
amaminithi ekomiti ingozi ukuphathwa komkhandlu	Atholakala emnyangweni wezokuthuthukiswa kweDolobha nezomhlaba
iphephabhuku eligcina imiqulu ebalulekile	Ehhovisini likamasipala menenja
Inhloso yenqalasisinda	Itholakala emnyangweni wobuNjiniyela
Imidwebo ethathwe ngebhanoyi	Itholakala emnyangweni wobuNjiniyela
Olayini bemvelo ngaphezu kolwandle	Itholakala emnyangweni wobuNjiniyela
Amaminithi oMkhandlu neKomidi elikhulu	Itholakala emnyangweni weZokuphathwa kwemisebenzi kaMasipala
Ngomtapo wezincwadi onobuchwepheshe Amabhuku ayizinkomba Nemibiko	Itholakala emnyangweni wobuNjiniyela
Nokufayelwa kwezinhlelo (ngolwazi lwedolobha) Ngamaphepha agciniwe	Itholakala emnyangweni wobuNjiniyela
Ngezithombe ezincane ezisebenza kwikhomputha	Itholakala emnyangweni wobuNjiniyela
Nebalazwe (okusemaphepheni / emshinini kwikhomputha)	Itholakala emnyangweni wobuNjiniyela
Amarekhodi abhalwe kuZigaba 105 no-106 zoMthetho kaMasipala waseMhlathuze wokuhlelelwa kweNdawo nokuPhathwa kokuSetshenziswa koMhlaba, wezi-2017(njengoba uchitshiyelwe)	Atholakala emnyangweni weZokuthuthukiswa kweDolobha
Nezinhlelo ezibhaliswe emnyangweni wabahleli (okusemaphepheni/emshinini kwikhomputha)	Itholakala emnyangweni wobuNjiniyela
Uhlaka lonke lokuhlelwa kwedolobha (okusemaphepheni / emshinini kwikhomputha)	Itholakala emnyangweni wobuNjiniyela
Nebalazwe ngokwehlukana kwezindawo (okusemaphepheni / emshinini kwikhomputha)	Itholakala emnyangweni wobuNjiniyela
Izinhlelo zezindawo eziqashisile (okusemaphepheni/ emshinini)	Itholakala emnyangweni Wezokuphathwa kwemisebenzi kaMasipala
Uhlahlomali luhlanganisa nezimali ezibuyekeziwe (okusemaphepheni / emshinini)	Itholakala kuMgcimafa omkhulu

Ama-oda nezincwajana ezisalayo (okusemaphepheni)	Itholakala kuMgcinimafa omkhulu
Izimali ezitshaliwe nezibhalwe phansi (ibhukwana)	Itholakala kuMgcinimafa omkhulu
Izimali ezibolekiwe nezibhalwe phansi (ibhukwana)	Itholakala kuMgcinimafa omkhulu
Uhla lwezimpahla ezikhona (emshinini kwikhomputha)	Itholakala kuMgcinimafa omkhulu
Isaziso ngezimali (ibhukwana ngekhomputha)	Itholakala kuMgcinimafa omkhulu
Umlando ngezikweletu (ngekhomputha)	Itholakala kuMgcinimafa omkhulu
Ukubuyekeza ezocwaningo lwezemvelo	Atholakala kuMqondisi emnyangweni wokuhlela nokuqinisekisa intuthuko
Amapulani okwakha	Atholakala eMnyangweni weZokuthuthukiswa kweDolobha
Amaminithi agunyaziwe eTribunal Planning kaMasipala kanye noMkandlu Wokudlulisa Amacala kaMasipala	
ITHOLAKALA MAHALA NGOKUKA SECT 15(1)(a)(iii):	
Uhlahlomali	Itholakala kwi-website www.umhlathuze.gov.za
Uhlelo olubhekelele ukuthuthukiswa komphakathi	Itholakala kwi-website www.umhlathuze.gov.za
Imithetho kaMasipala	Itholakala kwi-website www.umhlathuze.gov.za
Imininingwane yamakhansela	Itholakala kwi-website www.umhlathuze.gov.za
Abantu	Itholakala kwi-website www.umhlathuze.gov.za
Izinqubo mgomo ezahlukenene ngokuphathwa komkhandlu	Itholakala kwi-website www.umhlathuze.gov.za
Ibalazwe elikhombisa imizila	Itholakala kwi-website www.umhlathuze.gov.za
Geographic Information System	Itholakala kwi-website www.umhlathuze.gov.za
Ibhukwana gokomthetho wokugquzela ukufinyelela elwazini	Itholakala kwi-website www.umhlathuze.gov.za nasemahhovisi kaMasipala.
Amabhukwana ezindaba/Umbiko wonyaka	Itholakala kwi-website www.umhlathuze.gov.za
Imigomo/Ukwaziswa	Itholakala kwi-website www.umhlathuze.gov.za
Izinkokhelo	Itholakala kwi-website www.umhlathuze.gov.za
Amathenda / izaziso zomphakathi	Itholakala kwi-website www.umhlathuze.gov.za
Ulwazi ngezokuncebeleka	Itholakala kwi-website www.umhlathuze.gov.za

Uma udinga iminimigwana ungasibhalela noma usithinte kule zizinombolo ezingezansi:

Ikheli:	Isikhulu Solwazi Idolobha Mhlathuze Private Bay X1004 RICHARDS BAY 3900	Inombolo yocingo:	035-907 5000
		Isikhahlamenzi:	035-907 5444/5/6/7
		email address:	reg@umhlathuze.gov.za

Amahhovisi kaMasipala
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UMPHA -KAMASIPALA /ISIKHULU SOLWAZI