

SWARTLAND MUNICIPALITY
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):	
<p>1. <u>Business details</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all council offices, facilities and amenities</p>	<p>Director: Corporate Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za</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"> • 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 	<p>Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za</p>
<p>3. <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"</p>	<p>Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za</p>
<p>4. <u>Structures</u> (Including council, executive committee, ward committees and other committees)</p> <ul style="list-style-type: none"> • composition, names of members, office bearers, political membership • date, time and venue of meetings • functional areas 	<p>Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za</p>
<p>5. <u>Delegations</u> Delegations to –</p> <ul style="list-style-type: none"> • political office bearers • councillors • members of staff • structures (executive mayoral committee, committees, etc.) <p>Authority granted to –</p> <ul style="list-style-type: none"> • conclude contracts • sign legal documents, etc. <p>Decisions by any political office bearer, councillor or staff member in terms of a power or duty delegated or sub-delegated</p>	<p>Director: Corporate Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za</p>
<p>6. <u>Municipal legislation, by-laws and policies</u> All documents in this regard</p>	<p>Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za</p>

<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 swartlandmun@swartland.org.za On website at www.swartland.org.za</p>
<p>8. <u>Financial records</u></p> <ul style="list-style-type: none"> • annual financial statements • quarterly statements • monthly statements • arrears (excluding personal details) 	<p>Director: Financial Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za On website at www.swartland.org.za</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 swartlandmun@swartland.org.za On website at www.swartland.org.za</p>
<p>10. <u>Registers</u> Registers regarding –</p> <ul style="list-style-type: none"> • assets (movable or immovable) • agreements • contractors, service providers • tenders awarded 	<p>Manager: Supply Chain Management Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za</p>
<p>11. <u>Statistics</u> (Excluding personal details of individuals)</p> <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 	<p>Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za</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 swartlandmun@swartland.org.za</p>
<p>13. <u>Planning</u></p> <ul style="list-style-type: none"> • Spatial Development Framework • individual zonings and conditions • register of approved departures and consent uses 	<p>Snr Manager: Building Environment Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za</p>
<p>14. <u>Land</u></p> <ul style="list-style-type: none"> • single records only of owners of land (only erf numbers) 	<p>Clerk: Property Rates Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za</p>
<p>15. <u>Organisational structure</u></p> <ul style="list-style-type: none"> • organogram • staff structure 	<p>Snr Manager: Human Resources Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za On website at www.swartland.org.za</p>
<p>FOR PURCHASING (COPYING) IN TERMS OF SECTION 15(1)(a)(ii):</p>	
<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 swartlandmun@swartland.org.za</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>Request a copy from – The Deputy Information Officer, Ms Nicolette Brand Swartland Municipality Private Bag X52, Malmesbury, 7299 Tel no: 022-487 9400 swartlandmun@swartland.org.za</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"> • 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 	
<p>3. <u>Structures</u> (Including council, executive committee, ward committees and other committees)</p> <ul style="list-style-type: none"> • composition, names of members, office bearers, political membership • time and venue of meetings • functional areas 	
<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 www.swartland.org.za</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 www.swartland.org.za</p>
<p>6. <u>Financial records</u></p> <ul style="list-style-type: none"> • annual financial statements • quarterly statements • monthly statements 	<p>On website at www.swartland.org.za</p>
<p>7. <u>By-laws and Financial policies</u> All documents in this regard</p>	<p>On website at www.swartland.org.za</p>

J J SCHOLTZ
MUNICIPAL MANAGER