

No. R. 904

4 November 2011

PROMOTION OF ACCESS TO INFORMATION ACT, 2000**DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, 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 -

MSUNDUZI MUNICIPALITY

As set out in the Schedule

**JEFFREY THAMSANQA RADEBE, MP****MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**



REPUBLIC OF SOUTH AFRICA

FORM 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))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
1. <u>TARIFFS, FEES AND SURCHARGES ETC.</u>	Website www.msunduzi.gov.za , Msunduzi Municipality Finance Business Unit and Info Centre, PO Box 321, Pietermaritzburg, 3200
2. <u>VALUATION VOTERS ROLL</u>	Finance Business Unit, Bessie Head Library and Infocentre, Msunduzi Municipality, PO Box 321, Pietermaritzburg, 3200
3. <u>BUDGET</u> (a) Capital and operating budget (b) Estimates of income and expenditure (c) Reports of the Auditor General	Finance Business Unit, Msunduzi Municipality, PO Box 321, Pietermaritzburg 3200
4. <u>PUBLICATIONS</u> All publications by and on behalf of the Msunduzi Municipality and which have been made public or presented to Council.	Website www.msunduzi.gov.za , Bessie Head Library and Info Centre, Msunduzi Municipality PO Box 321 Pietermaritzburg 3200

FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):

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FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)**5. AGENDA AND MINUTES**

Of all Council meetings, its Committee and Sub Committees (excluding Human Resource Committees) and excluding those minutes and agendas that have been marked "Confidential" or subject to items that are legally privileged in terms of Council's Rules of Order

Msunduzi Municipality Info Centre PO Box 321
Pietermaritzburg 3200

6. COUNCIL LEGISLATION, BY-LAWS AND POLICIES

Website www.msunduzi.gov.za and or Legal Services and Legislative Compliance Unit, Centre PO Box 321
Pietermaritzburg 3200

7. DECISIONS BY INDIVIDUALS

Decisions by any political office bearer, Councillor or staff member in terms of a power of duty delegated or sub-delegated

Info Centre, Msunduzi Municipality, PO Box 321
Pietermaritzburg 3200

8. BUDGET

Capital and operating budget
Estimates of income and expenditure
Reports of the Auditor General

Finance Business Unit and Info Centre, Msunduzi Municipality, PO Box 321, Pietermaritzburg 3200

<p>9. <u>INTEGRATED DEVELOPMENT PLAN (IDP)</u></p>	<p>Info Centre, Msunduzi Municipality, PO Box 321, Pietermaritzburg 3200</p>
<p>10. <u>FINANCIAL RECORDS</u> Annual statements</p>	<p>Info Centre and Finance Business Unit, Msunduzi Municipality, PO Box 321, Pietermaritzburg 3200</p>
<p>11. <u>REGISTERS WHERE AVAILABLE</u> Movable assets</p>	<p>Municipal Manager, Msunduzi Municipality, PO Box 321, Pietermaritzburg 3200</p>
<p>12. <u>HOUSING</u> (a) Land available, for housing development (b) Available Municipal Housing</p>	<p>Strategic Executive Infrastructure Development and Service Delivery and Maintenance Management, (Acting) Msunduzi Municipality, PO Box 321, Pietermaritzburg, 3200</p>
<p>13. <u>TENDERS</u> (a) Tenders awarded (b) Contractors and Service Providers</p>	<p>Finance Business Unit and Info Centre, Msunduzi Municipality, PO Box 321, Pietermaritzburg 3200</p>
<p>14. <u>PLANNING</u> (a) Town Planning Scheme (b) Building Plans</p>	<p>Strategic Executive Infrastructure Development and Service Delivery and Maintenance Management, (Acting) Msunduzi Municipality, PO Box 321 Pietermaritzburg, 3200</p>