

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
DEPARTEMENT VAN JUSTISIE EN STAATKUNDIGE ONTWIKKELING**

No. R. 567

14 May 2004

PROMOTION OF ACCESS TO INFORMATION ACT, 2000

DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)

I, Penuell Mpapa Maduna, Minister for 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 -

Special Investigating Unit
Department of Housing
Mantsopa Municipality
Mpumalanga Provincial Government
Ilembe District Municipality

As set out in the Schedule



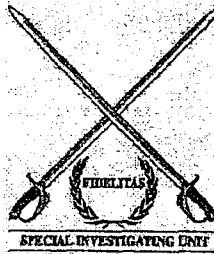
PENUELL MPAPA MADUNA

MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

SPECIAL INVESTIGATING UNIT

ESTABLISHED IN TERMS OF ACT 74/1996
(Proclamation No. R.118 / 2001)

TEL: [043] 726-9705
FAX: [043] 726-9269 / 726-9261
[043] 727-1051 [Legal]
[043] 727-0020 [Finance]
[043] 726-9808 [HR]



Sanlam Park
59 Western Avenue
Vincent
EAST LONDON
P O Box 893
EAST LONDON, 5200

OUR REF: Mr. R. WALSER
YOUR REF: Deputy Information Officer

E-mail: bwalser@siu.org.za
DATE: 09 February 2004

SECTION 15 LISTS OF RECORDS

FEBRUARY 2004

Categories of records that are automatically available without a person having to request access

FOR PURPOSES OF INSPECTION IN TERMS OF LEGISLATION OTHER THAN THIS ACT: -

- Pension Funds Act 24 of 1956
- The Supreme Court Act 59 of 1959
- Income Tax Act 58 of 1962
- Unemployment Insurance Act 30 of 1966
- Criminal Procedure Act 51 of 1977
- Value-Added Tax Act 89 of 1991
- Interception and Monitoring Prohibition Act 127 of 1992
- Occupational Health and Safety Act 85 of 1993
- Compensation for Occupational Injuries & Diseases Act 130 of 1993
- General Laws Amendment Act 204 of 1993
- Intelligence Services Act 38 of 1994
- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 75 of 1997
- National Prosecuting Authority Act 32 of 1998
- Employment Equity Act 55 of 1998
- Skills Development Act 97 of 1998
- Prevention of Organised Crime Act 121 of 1998
- Labour Relations Act 127 of 1998
- Skills Development Levies Act 9 of 1999
- Electronic Communications and Transactions Act 25 of 2002

FOR PURCHASE OR COPYING FROM THE UNIT: -

- The Special Investigating Unit has a web page (www.siu.org.za) which is freely available to anyone with internet access. The web page contains information about the services, which the Unit provides, and contact details.
- The Unit's annual Reports to Parliament.
- The Special Investigating Units and Special Tribunals Act 74 of 1996, with amendments.
- Proclamations issued in terms of Act 74 of 1996.

FROM THE UNIT FREE OF CHARGE: -

- The English version of the Special Investigating Unit's Information Manual in terms of section 14 of the Promotion of Access to Information Act No. 2 of 2000.
- The Afrikaans version of the Special Investigating Unit's Information Manual in terms of section 14 of the Promotion of Access to Information Act No. 2 of 2000.
- The Xhosa version of the Special Investigating Unit's Information Manual in terms of section 14 of the Promotion of Access to Information Act No. 2 of 2000.
- Application forms envisaged by the provisions of the Promotion of Access to Information Act.
- Reports filed with the Minister of Justice and Constitutional Development in terms of section 15 of the Promotion of Access to Information Act No. 2 of 2000.
- Reports filed with the Human Rights Commission in terms of section 32 of the Promotion of Access to Information Act No. 2 of 2000.
- Forms to lodge an Appeal against a decision made by the Unit's Information Officer or his Deputy.



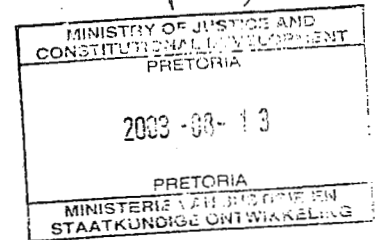
DEPARTMENT OF HOUSING
DEPARTMENT VAN BEHUISING
LEFAPHA LA TSA MATLO
UMKHANDLU WEZINDLU

ENQUIRIES : EDWARD M TSHETHLA
TEL : (011) 355 4913
FAX : (011) 355-4627
DATE : 1st OF AUGUST 2003

The Minister
Department of Justice and Constitutional Development
Private Bag x 81
PRETORIA
0001

Tel No: (012) 315-1111
Tel No: (012) 323-1846

Honourable Minister



RE: SECTION 15(1) DESCRIPTION OF RECORDS AUTOMATICALLY AVAILABLE

The above refers:

In pursuance of section 15(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the following are the categories of records of the Gauteng Department of Housing that are automatically available without a person having to request access in the terms of this Act:

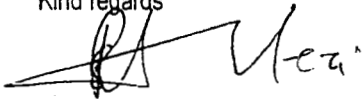
- Records from the Housing Subsidy System;
- Policies, legislation and regulations applicable to the Department;
- Decisions of the Gauteng Rental Housing Tribunal;
- Records of the Department's Customer Support Centre related to status of subsidy application;
- Records of the Geographic Information System related to land accessibility and suitability for housing development;
- Integrated Development Plans;
- Annual Report and Accounts;
- Waiting-list on line enquiries;
- Strategic Plans;
- Quarterly Operational Plans;
- Monthly Newsletters;
- Annual Budget Speech; and

- Member of the Executive Council's review of actual versus budget performance, analyzed for each expenditure program and covering the latest audited financial period.

Access to the records aforementioned is obtainable by approaching the Department's Customer Support Centre.

We trust that you will find this to be in order.

Kind regards



Information Officer (HOD): Housing Department

Sibusiso Buthelezi

Date: 06-08-2003

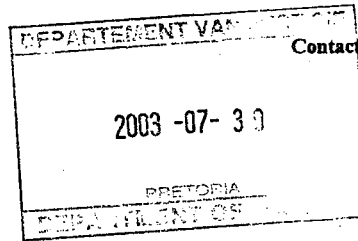
MANTSOPA

MUNICIPALITY

(Incorporating Ladybrand, Tweespruit, Excelsior, Hobhouse & Thaba Patchoa)
(As from 6 December 2000)

File No.: 10/2/1/36; 10/4/1/59

19 July 2003



Contact Person:

Mr G.A. Greeff
Ms H.J.M. Gouws

Head Office:

Private Bag X 11
or
P O Box 64
LADYBRAND
9745

Joubert Street
LADYBRAND
9745
Tel: 051 - 924 0654
051 - 924 0659
051 - 924 0655
051 - 924 0657
Fax: 051 - 924 0020

E-mail:

mantsopamun@xsinet.co.za

Area Offices:

P O Box 76
TWEESPRUIT
9770

Tel: 051-9630061
051-9630067
Fax: 051-9630110

P O Box 24
ELSIOR
9760

Tel: 051-9730015
Fax: 051-9730865

P O Box 5
HOBHOUSE
9740

Tel: 051-9830013
Fax: 051-9830152

Hobhouse Way 177
THABA PATCHOA
9771

Tel: 051-9640012
Fax: 051-9640054

The Director General
Department of Justice
Private Bag X81
PRETORIA
0001

ACCESS TO INFORMATION

In terms of section 15 of the Promotion of Access to Information Act, 2000, this office wish to advise that the categories described hereunder, are automatically available from the Mantsopa Municipality.

DESCRIPTION OF SUBJECTS ON WHICH THE MUNICIPALITY HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD ON EACH SUBJECT

- (a) **Financial and accounting records**
Asset registers, bank account details, financial statements, budgets, expenditure and income control.
- (b) **Corporate Services**
Human resources, staff records, personnel conditions and procedures, information pertaining to the full spectrum of personnel, council agendas and minutes, rental agreements, regulations and legislation relating to the municipality, library records and administrative records.
- (c) **Technical Services**
Records pertaining to building matters such as building plans, building clause registers, contract records such as the tender register, all information pertaining to technical matters.
- (d) **Community Services and Development**
Housing, traffic, fire services, development projects, health records pertaining to primary health care and environmental health.
- (e) **Office of the Municipal Manager**
All information pertaining to the above and records relevant to the specific responsibilities of the Municipal Manager.

All correspondence to be addressed to the Municipal Manager

**CATEGORIES OF RECORDS AVAILABLE WITHOUT HAVING TO REQUEST ACCESS
I.T.O. THIS ACT****(1) Department of Finance**

- Financial Services
- Financial statements
- Audit reports
- Income matters
- Expenditure matters.

(2) Department of Corporate Services

- Council minutes
- Library information
- Legislation pertaining to municipalities
- Administrative information
- Personnel information not regarded as confidential if not already publically available.

(3) Department of Technical Services

- Building plans and matters pertaining thereto
- Tender register
- Building clause register
- All information relating to technical matters.
- IDP
- Town Planning Scheme

(4) Department of Community Services and Development

- Emergency services
- Traffic
- Clinic records which are not personal and / or confidential of nature
- Environmental health matters
- Trading licences and all other relevant matters.
- Development programmes

Members of the public can obtain access to the above records by contacting the following officials:

Mr G.A. Greeff

Manager: Administrative Services

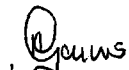
Tel. 051-9240654

Ms H.J.M. Gouws

Chief Administrative Officer

Tel. 051-9240020

Yours faithfully



G.A. GREEFF

MANAGER: ADMINISTRATIVE SERVICES

Mpumalanga Provincial Government

Riverside Government Complex
Riverside Boulevard
Building No. 7
NELSPRUIT
1200
Republic of South Africa



Private Bag X 11310
NELSPRUIT
1200

Tel. (013) 766-6664
Fax. (013) 766-8449

OFFICE OF THE HEAD OF THE DEPARTMENT

Department of Local Government, Traffic Control and Traffic Safety

Litiko laHulumende
weNdzawo, kuCondiziswa
kweThrafiki neKuphepha
kuThrafiki

Departement van Plaaslike
Regering en Verkeer

Kgoro ya Mmusogae,
Ledimamelwa

UmNyango wom Buso weKhaya,
ukuLawulwa kwezokuThutha
nokuPhepha kwezokuThutha

G. Ludwick
LT 148 / 2003

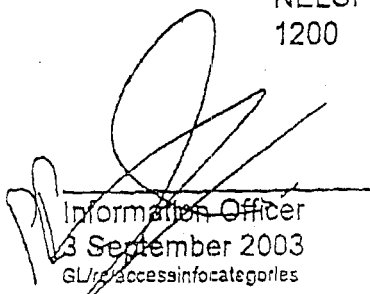
Minister of Justice and Constitutional Development
Private Bag X276
PRETORIA
0001

Fax: 012-3211708

PROMOTION OF ACCESS TO INFORMATION ACT, 2000

In compliance with Section 15 of the Access to Information Act, 2000 (Act No. 2 of 2000) the Department hereby submits the following information –

- Categories of records that are automatically available (Section 15(1)(a))
 - Annual Report
 - MEC's budget speech
 - Departmental newsletters
 - Media releases
 - Publications in Governmental and Provincial Gazettes
- How to obtain such records (section 15(1)(b))
 - Such information can be obtained from –
 - The Head of Department
 - Department of Local Government, Traffic Control & Traffic Safety
 - Private Bag X11310
 - NELSPRUIT
 - 1200


Information Officer
3 September 2003
GLU/accessinfocategories

ILEMBE DISTRICT MUNICIPALITY

Voluntary Disclosure and Automatic Availability of Certain Records

Notice is given in terms of section 15 of the Promotion of Access to Information Act, No 2 of 2000 that the following records held by the Ilembe District Municipality are automatically available without a person having to request access in terms of that Act.

The only fee payable for access to a record referred to below is the prescribed fee for reproduction.

Access to such a record may be gained by contacting the Information Officer or Deputy Information Officer of the Ilembe District Municipality at:-

Postal address : The Ilembe District Municipality; P.O. Box 1788; KwaDukuza 4450

Street address : Ilembe House; 59/61 Mahatma Gandhi Street, KwaDukuza 4450

Telephone number : +27 32 551 2001

Fax number : +27 32 551 4123

Electronic mail address : infoact@ilembe.org.za

	Subject	Category
1	Meetings	Agendas and Minutes of meetings of the:- 1. Council 2. Committees
2	Finance	1. Annual Budgets 2. Financial statements
3.	Administration	1. Current files Register 2. Legislation
4	Marketing	1. Advertising 2. Brochures 3. Exhibitions/Road shows 4. Newsletters 5. Posters/Logos Press releases 6. Speeches
5	Human Resources	1. Code of Conduct
6	Planning	1. Integrated Development Plans
7	Councillors	2. Code of conduct

B H PRETORIUS
MUNICIPAL MANAGER
15 September 2003