

No. R. 325 23 April 2010

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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 -

CITY OF CAPE TOWN MUNICIPALITY

As set out in the Schedule

(Signed)

JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

(English Version)

Form D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS

(Section 15 of the Promotion of Access to Information Act, 2000
 (Act 2 of 2000)

[Regulation 5A]

[FORM D inserted by GNR.466 of 2007] .

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF <u>SECTION 15 (1) (a)</u> OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (<i>e.g.</i> website) <u>(SECTION 15 (1) (b)</u>
FOR INSPECTION IN TERMS OF <u>SECTION 15 (1) (a) (i)</u> :	
Section 14 manual made available in terms of the Promotion of Access to Information Act 2 of 2000 Old photographs	Website: www.capetown.gov.za/ City Libraries/ Legal Services Department Communications Department
FOR PURCHASING IN TERMS OF <u>SECTION 15 (1) (a) (ii)</u> :	
Health brochures Photographs	Health Resource Centre, Health Directorate Website: www.capetown.gov.za/ Communication Department
FOR COPYING IN TERMS OF <u>SECTION 15 (1) (a) (ii)</u> :	
Agendas and minutes of Council (including agendas and minutes of all meetings of Council structures and those of its predecessors, excluding minutes and agendas that have been marked "confidential") Budget and business plans Capital budget Estimates of income and expenditure Reports on budget control Business plans	City Manager's Office: Executive Support Department/Records Management Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za All line departments
Capital budget Estimates of income and expenditure Reports on budget control Business plans	Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za All line departments
Business details	Website: www.capetown.gov.za

Name, locality, address, telephone numbers, contact persons, hours of business of all Council offices and depots	
Official details about councillors (including the mayor, the deputy mayor, the speaker and office bearers) Information regarding each councillor	Website: www.capetown.gov.za
Council delegations developed in terms of Section 59 of the Local Government: Municipal Systems Act, 32 of 2000 Delegations to political office bearers, members of staff structure (Mayco, subcouncils, portfolio committees)	Website: www.capetown.gov.za
Council legislation, bylaws and policies	Website: www.capetown.gov.za/ Legal Services Department: Legal Resource Centre
Guidelines and standards	Website: www.capetown.gov.za/ Solid Waste
Western Cape guidelines for environmental management plans, 2005 Minimum cleanliness standards Minimum requirements for refuse collection vehicle access at new developments Waste/recycling storage areas/rooms (multistorey buildings or cluster developments)	Environmental Management Department Website: www.capetown.gov.za/ Solid Waste Management Department Website: www.capetown.gov.za/ Solid Waste Management Department Website: www.capetown.gov.za/ Solid Waste Management Department Website: www.capetown.gov.za/
Integrated development plan (IDP)	Website: www.capetown.gov.za
Financial records Account statements (only available to account owners on positive identification) Annual statements Arrears (only available to account owners on positive identification)	Website: www.capetown.gov.za/ Finance Directorate
Housing Land available for housing development Available municipal housing	Website: www.capetown.gov.za/ Housing Directorate Website: www.capetown.gov.za/ Housing Directorate
Land Details of municipal-owned land Records of land owned by requester on positive identification	Website: www.capetown.gov.za/ Property Management
Planning Business processes Policy plans Zoning schemes	Website-. www.capetown.gov.za/ Planning and Building Development Management/Spatial Planning and Urban Design Department
Registers (where available, excluding personal information of individuals) Moveable assets Contractors and service providers Tenders awarded New tenders City-approved file plan	Finance Directorate website: www.capetown.gov.za/ Supply Chain Department Website: www.capetown.gov.za/ Supply Chain Department Website: www.capetown.gov.za/ Supply Chain Department Records Management Unit
Reports City of Cape Town's annual report Municipal entities' annual report All reports available on the website	Website: www.capetown.gov.za
Schedules: Refuse collection schedules	Website: www.capetown.gov.za/ Solid Waste Department

<p>Statistics (excluding personal information of individuals, available in the format the record was created) Health statistics Waste minimisation statistics Waste statistics Statistics on solid waste management enforcement Other statistics</p>	<p>Website: www.caoetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za</p>
<p>Online information on Subcouncils (Upon application to the Subcouncil manager: records relating to ratepayers' associations and community-based organisations active within the jurisdiction of the particular Subcouncil)</p>	<p>Website: www.capetown.gov.za /Each Subcouncil Office</p>
<p>Tariffs, fees, surcharges</p>	<p>Website: www.capetown.gov.za /Line Departments</p>
<p>Tenders Tender applications of requester after public opening on positive Identification Tender adjudication decisions and minutes after tender award</p>	<p>Website: www.capetown.gov.za /Supply Chain Department Website: www.capetown.gov.za /Supply Chain Department</p>
<p>Maps (paper form/digital maps/static maps)</p>	<p>Website: www.capetown.gov.za /Planning and Building Development Management/Spatial Planning and Urban Design Department/Relevant Line Departments</p>
<p>Staff official information as included in the exceptions to personal information provided for in terms of section 34 (f) of the Promotion of Access to Information Act 2 of 2000: An individual who is or was an official of the City: Title, work address, work telephone number and other relevant particulars. The classification, salary scale or remuneration and responsibilities of the position held or services performed by the individual. (NB: Salary scale or remuneration pertains to that of a post currently occupied by the individual, not specific salary or specific remuneration currently earned by an official)</p>	<p>Website: www.capetown.gov.za /Strategic Human Resource Department/Personnel Department/Line Departments</p>
<p>AVAILABLE FREE OF CHARGE IN TERMS OF <u>SECTION 15 (1) (a) (iii)</u>:</p>	
<p>Information brochures/publications (All publications by and on behalf of the municipality that have been made public or presented to Council and in terms of which no copyright is held by persons or bodies not connected to the City. Printed copies may not always be available) Access to Information brochures (Act 2 of 2000) Contact City News City' online newsletter Ombudsman's quarterly newsletter</p>	<p>Legal Services Department Website: www.capetown.gov.za / Communication Department Website: www.capetown.gov.za / Communication Department Website: www.capetown.gov.za / Communication Department Website: www.capetown.gov.za / Ombudsman Department</p>
<p>All information made available online Any other record available on the website Online information on councilors Photographs Road construction Transport, Roads and Storm water schedule maps – online only Train time schedules - online only</p>	<p>Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.caoetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za</p>

Train timetables - online only	Website: www.capetown.gov.za
Transport, Roads and Storm water projects	Website: www.capetown.gov.za
Information on the City Political Structures	Website: www.capetown.gov.za