



KWAZULU-NATAL PROVINCE
KWAZULU-NATAL PROVINSIE
ISIFUNDAZWE SAKWAZULU-NATALI

Provincial Gazette • Provinsiale Koerant • Igazethi Yesifundazwe

GAZETTE EXTRAORDINARY—BUITENGEWONE KOERANT—IGAZETHI EYISIPESHELI

(Registered at the post office as a newspaper) • (As 'n nuusblad by die poskantoor geregistreer)
(Irejistiwee njengephephandaba eposihhovisi)

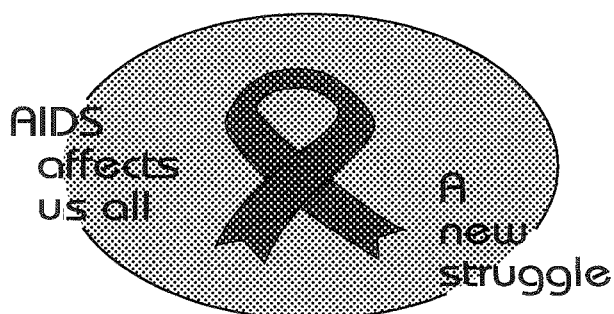
Vol. 5

PIETERMARITZBURG,

22 SEPTEMBER 2011
22 kuMANDULO 2011

No. 639

We all have the power to prevent AIDS



**AIDS
HELPLINE**

0800 012 322

DEPARTMENT OF HEALTH

Prevention is the cure

N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes



9771994455008

IMPORTANT NOTICE

The Government Printing Works will not be held responsible for faxed documents not received due to errors on the fax machine or faxes received which are unclear or incomplete. Please be advised that an "OK" slip, received from a fax machine, will not be accepted as proof that documents were received by the GPW for printing. If documents are faxed to the GPW it will be the sender's responsibility to phone and confirm that the documents were received in good order.

Furthermore the Government Printing Works will also not be held responsible for cancellations and amendments which have not been done on original documents received from clients.

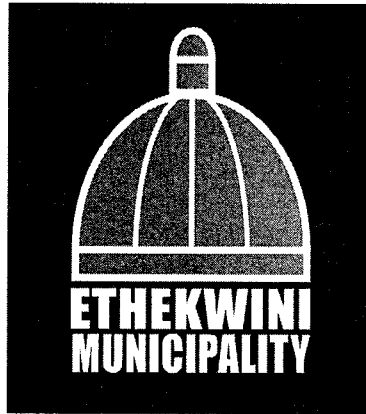
CONTENTS

<i>No.</i>		<i>Page</i>
	MUNICIPAL NOTICE	
116	Promotion of Access to Information Act (2/2000): Ethekwini Municipality: Section 14 Manual	3

MUNICIPAL NOTICE

No. 116

22 September 2011



ETHEKWINI MUNICIPALITY

SECTION 14 MANUAL

[Compiled in compliance with Section 14 of Chapter
2 of Part 2 of the Promotion of Access to Information

Act,

Act No. 2 of 2000 (PAIA)]

TABLE OF CONTENTS

Page No.

1. Introduction	3
2. Purpose and scope of the manual	3
3. Structures and functions of the municipality in terms of section 14(1)(A)	4-5
4. Contact details of information officer and deputy information officers in terms of section 14(1)(b)	6
5. The human rights commission guide	7
6. Access to records held by the municipality	8
7. Automatic/voluntary disclosure	8
8. Description of subjects and categories of records held by the municipality	8
9. Records held by the municipality	8
10. Request procedure	9-10-11
11. Arrangements allowing for public participation/involvement	11
12. Other information as prescribed in terms of section	14(1)(i) 11

ANNEXURES

ANNEXURE A: Kwazulu-Natal Provincial notice No. 343 OF 2000	12
ANNEXURE B: The Organisational Structure	13
ANNEXURE C: Regional Centres	14-15--16-17
ANNEXURE D: Categories of Records Automatically Available/ voluntary disclosure [Section 14(1)(e)]	18-19
ANNEXURE E: Subject and Categories of Records held by municipality	20-21-22-23
ANNEXURE F: Request for access to record of public body	24-25-26-27
ANNEXURE G: Fees Payable	28
ANNEXURE H: Notice of internal appeal	29-30-31

1. INTRODUCTION

The Promotion of Access to Information Act, No. 2 of 2000 (the Act) was enacted on 3 February 2000, giving effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any right. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information may or must not be released. The Act sets out the requisite procedural issues attached to the request.

2. PURPOSE AND SCOPE OF THE MANUAL

Section 14 of the Act obliges public bodies to compile a manual which would assist a person to obtain access to information held by such public body and stipulates the minimum requirements a manual has to comply with. As required under section 14, the manual contains the following information:

1. the structure and functions of eThekweni Municipality (the municipality);
2. contact details;
3. a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it;
4. categories of information available without formal request;
5. a description of the records available in accordance with any other legislation;
6. a description of the subjects on which the municipality holds records and the categories of records held on each subject; and
7. such other information as may be prescribed.

Section 9(b)(i) of the Act however recognises that the right to access to information may be subject to justifiable limitations, including, but not limited to limitations aimed at the reasonable protection of privacy, commercial confidentiality; and effective, efficient and good governance.

Section 9(b)(ii) of the Act further recognises that the right to access to information must be given effect to in a manner which balances the right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

Wherever reference is made to iPublic Bodyi in this manual, it will refer to eThekweni Municipality, a public body within the local sphere of government, for whom this manual is drafted.

3. STRUCTURES AND FUNCTIONS OF THE MUNICIPALITY IN TERMS OF SECTION

14(1)(a)

'eThekweni Municipality' means a juristic person with perpetual succession as proclaimed under KwaZulu-Natal Provincial Notice No. 343 of 2000. (Annexure A) made under section 12 of the Local Government Structures Act No. 117 of 1998. The municipality is classified a Category A (metropolitan) municipality in terms of the Local Government Municipal Demarcation Act, Act No. 27 of 1998.

Structures of the Municipality

The municipality comprises the Council and its administration. The Council consists of 200 councillors (100 Ward councillor and 100 Proportional Representatives) with party representation as set out below:

African National Congress	: 118 seats
Democratic Alliance	: 34 seats
Inkatha Freedom Party	: 24 seats
Minority Front	: 13 seats
African Christian Democratic Party	: 3 seats
National Democratic Convention	: 1 seat
South African Democratic Congress	: 1 seat
Independent Democrats	: 3 seats
Truly Alliance	: 2 seats
Azanian People's Organization	: 1 seat

The municipality has a Mayor who is the Chairperson of the Executive Committee (Exco) of Council and a Speaker who is the Chairperson of the Council. The day to day functioning of the municipality takes place through Committees which report to Exco and which is thereafter ratified by Council. The Committees and Sub-committees that report to Exco are:

Economic Development & Planning Committee
 Health, Safety & Social Services
 Masakhane, Grants-in-Aid, Non-Racism and Non-Sexism Committee
 Housing, Cleansing & Solid Waste & Corporate & Human Resources Committee
 Infrastructure Committee
 Town Planning Sub Committee

The City Manager is the Administrative Head and the Accounting Officer of the Municipality. The first three levels of the organizational structure, as set out in Annexure A, are City Manager, Deputy City Manager and Head.

Functions of the Municipality

The municipality has executive and legislative authority and is empowered to govern, on its own initiative, the local government affairs of its community, subject to national and provincial legislation, as provided for in the Constitution. The municipality's function is to carry out its constitutional mandate by striving within its financial and administrative capacity to achieve the objects of local government, viz.:

- to provide democratic and accountable government for local communities;
- to ensure the provision of services to communities in a sustainable manner;
- to promote social and economic development;
- to promote a safe and healthy environment; and
- to encourage the involvement of communities and community organisations in the matters of local government

4. CONTACT DETAILS OF INFORMATION OFFICERS AND DEPUTY INFORMATION OFFICERS IN TERMS OF SECTION 14(1)(B)**Information Officer**

Name & Designation	Postal Address	Physical Address	Telephone Number	E mail Address
Dr M O Sutcliffe City Manager	PO Box 1014 Durban 4000	City Hall, Dr Pixley KaSeme Street Entrance, Durban 4001	031-3112100	sutcliffem@durban.gov.za

Deputy Information Officers

Name & Designation	Postal Address	Physical Address	Telephone Number	E mail Address
Dr J E David Head: City Hall & City Secretariat	PO Box 1014 Durban 4000	City Hall, Dr Pixley KaSeme Street Entrance, Durban 4001	031-3112390	davidj@durban.gov.za
Mr G Strydom Head: Regional Centres	PO Box 49 Pinetown 3600	Pinetown Civic Centre 60 Kings Road Pinetown 361001	031-3116100	strydomG@durban.gov.za

Website

www.durban.org.za

E mail address

assist@durban.gov.za

5. THE HUMAN RIGHTS COMMISSION GUIDE

Section 10 of the Act imposes a duty on the Human Rights Commission to “compile in each official language a guide containing such information in an easily comprehensible form and manner, as may be reasonably required by a person who wishes to exercise any right contemplated in the Act”.

The guide will be available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission
PAIA Unit0
The Research and Documentation Department
Postal Address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484 8300
Fax: +27 11 484 1360
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

6. ACCESS TO RECORDS HELD BY THE MUNICIPALITY

Nature of services

The Municipality, in fulfilling its developmental role, supplies/renderers the services in terms of its vision and mission statement. The organogram of the Municipality (Annexure B) reflects the various functions performed by eThekweni Municipality.

How to gain Access to these services

The services offered can be accessed through any one of the Regional Centres/Customer Service Centres set out in **Annexure C** or at the offices of the relevant service providers.

7. AUTOMATIC /VOLUNTARY DISCLOSURE

Annexure D describes the categories of records of the Municipality which are automatically available without a person having to request access in terms of the Act.

8. DESCRIPTION OF SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE MUNICIPALITY

“Records” of the Municipality refer to those records created or received in the course of official business and which are kept as evidence of the City’s functions, activities and transactions. There are different forms of records, for example correspondence files, maps, plans, registers, agendas and minutes, which could be available in different **media**, e.g. paper, electronic, or on microfilm.

Annexure E gives a description of the subjects on which the Municipality holds records as well as the categories of records held on each subject.

9. RECORDS HELD BY THE MUNICIPALITY

Annexure D and **Annexure E** make up the composite list of all records held by the municipality.

10. REQUEST PROCEDURE

Access Given

When a record/information is requested in terms of the Act, the requester must be given access thereto if the requester complies with the following:

- all the procedural requirements in the Act relating to the request for access to a record; and
- access to the record is not refused on any ground of refusal mentioned in the Act.

Form of Request

The request must be made in writing on the prescribed form, attached as Annexure F, and be forwarded to:

The Information Officer/Deputy Information Officer

The application should clearly state what information is required and if the request is for a copy of a record or whether the requester would like to view the record at the office of the Municipality.

The application form must be accompanied by the prescribed request fee (For fees, see Annexure G).

If a person asks for access in a particular form, the requester would be given access in the manner that has been asked for, unless doing so would interfere unreasonably with the running of the office, would damage the record, or infringe a copyright not owned by the municipality.

If the requester wishes to be informed of the decision regarding the request in any other manner, e.g. by telephone/fax/e-mail, in addition to a written reply, it must be indicated as such. In cases where the requester is asking for information on behalf of somebody else, the capacity in which the request is being made should be indicated.

When a requester is unable to read or write or has a disability, the request can be made orally. In such a case, the Information Officer/Deputy Information Officer must complete the form on behalf of the requester.

Fees Payable

In terms of the Act, two types of fees are required to be paid, namely the request fee and the access fee.

A requester who seeks access to a record containing personal information about that requester, is not required to pay the request fee. Every other requester must pay the relevant request fee.

The Information Officer/Corporate Deputy Information Officer will notify the requester to pay the prescribed fee before further processing the request. The request fee payable is R35 (thirty-five Rand). The requester may lodge an internal appeal or an application to the court against payment of the request fee.

Decision and Notice

After the Information Officer/Deputy Information Officer has made a decision on the request, the requester will be notified thereof within 30 (thirty) days after the request has been received, unless the period to deal with the request has been extended.

If the request is granted, a further access fee must be paid for the search, preparation and reproduction of the record where applicable. See also Annexure G for fees payable.

The requester will be given the required information, if available, within a reasonable time after receipt of the application from and prescribed fee.

Transfer of Requests

If a request for access made for information which is not in the possession of the Municipality, or if the information is more closely connected to another public body, the request will be transferred within 14 (fourteen) days after the request has been received, to the other body/institution/organisation who could provide the information.

Records not found/Does not exist

In cases where records cannot be found or do not exist and all reasonable steps have been taken to find the requested record, the Information Officer/Deputy Information Officers will by means of an affidavit/affirmation inform the requester accordingly, giving full reasons.

Deferral of Access

Requests may be deferred until information becomes available. The requester will be notified accordingly and requested to make representations within 30 (thirty) days as to why the information is required prior to it becoming public.

Refusal of Access to Records

The Information Officer/Deputy Information Officers may refuse access to records under the circumstances as provided for in part 2, chapter 4 of the Act.

Remedies

Remedies available if the Municipality does not comply with the provisions of the Act:

A requester may lodge an internal appeal with the Municipality against a decision of the Information Officer or Deputy Information Officer if:

- A request for access is refused
- The fees charged are unacceptable
- The period within which a decision with regard to access to a record must be made is extended
- Access to a record is not provided in the request form
- A third party may lodge an internal appeal with the Municipality against a decision by the Information Officer or Deputy Information Officers to disclose information relating to the third party.

Appeal Procedure

An internal appeal must be lodged on the prescribed form which is attached as Annexure H within the following prescribed periods:

- a period of 60 (sixty) days
- if notice to a third party is required by section 49(1)(b), within 30 (thirty) days after notice is given to the appellant of the decision appealed against or, if notice to the appellant is not required, after the decision was taken.

The internal appeal -

Must be delivered, posted, faxed or sent by electronic mail to the Information Officer or to one of the Deputy Information Officers.

Must identify the subject of the internal appeal and give reasons for the appeal.

Must state the manner in which the applicant wishes to be informed of the decision on the internal appeal, in addition to a written reply.

Must, if applicable, be accompanied by the prescribed appeal fee.

Must specify a postal address, fax number or e-mail address.

The Information Officer or Deputy Information Officer must within 10 (ten) working days after receipt of an internal appeal, submit it to the Appeal Authority, namely the Speaker, for consideration.

Late appeals may be allowed if good caused can be shown.

A requester or third party may only apply to a court if the internal appeal procedure against a decision of the Information Officer or Deputy Information Officer has been exhausted.

11. ARRANGEMENTS ALLOWING FOR PUBLIC PARTICIPATION/INVOLVEMENT

Public participation in a local government context is governed by the Local Government Municipal Systems Act, 2000 (Act 32 of 2000) and the Municipal Structures Act, 1998 (Act 117 of 1998). The purpose of the public participation process is to ensure that the Municipality as well as the broader community co-owns the public participation process and the end product.

The Municipality seeks actively to facilitate the engagement of the community in its planning and policy making processes through public hearings and ward based public meetings in the annual review of its IDP. This is also used as an opportunity to provide feedback on the performance levels achieved by the Municipality. A Municipal Unit known as the Community Participation and Action Support has also been formed to concentrate on involving the community in the Council's public processes and planning such as the finalisation of the annual budget and the annual IDP review.

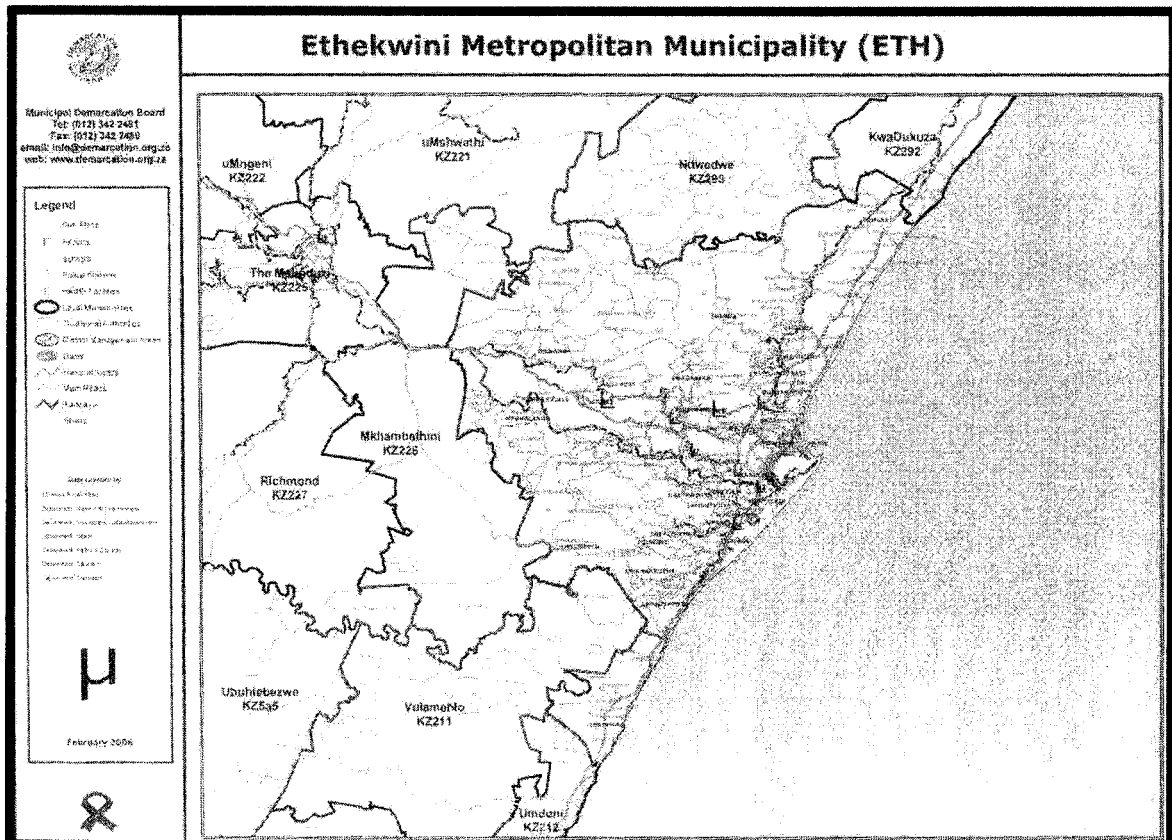
The Municipality may use the following methods to engage in public participation:

- Distribution of documents in public places for comment
- Surveys
- Newspaper Advertisements
- Formal public hearings
- Public meetings; and
- Development of a public participation structure.

12. OTHER INFORMATION AS PRESCRIBED IN TERMS OF SECTION 14(1)(I)

There is currently no information available from the Minister of Justice and Constitutional Development in terms of section 92 to be placed here.

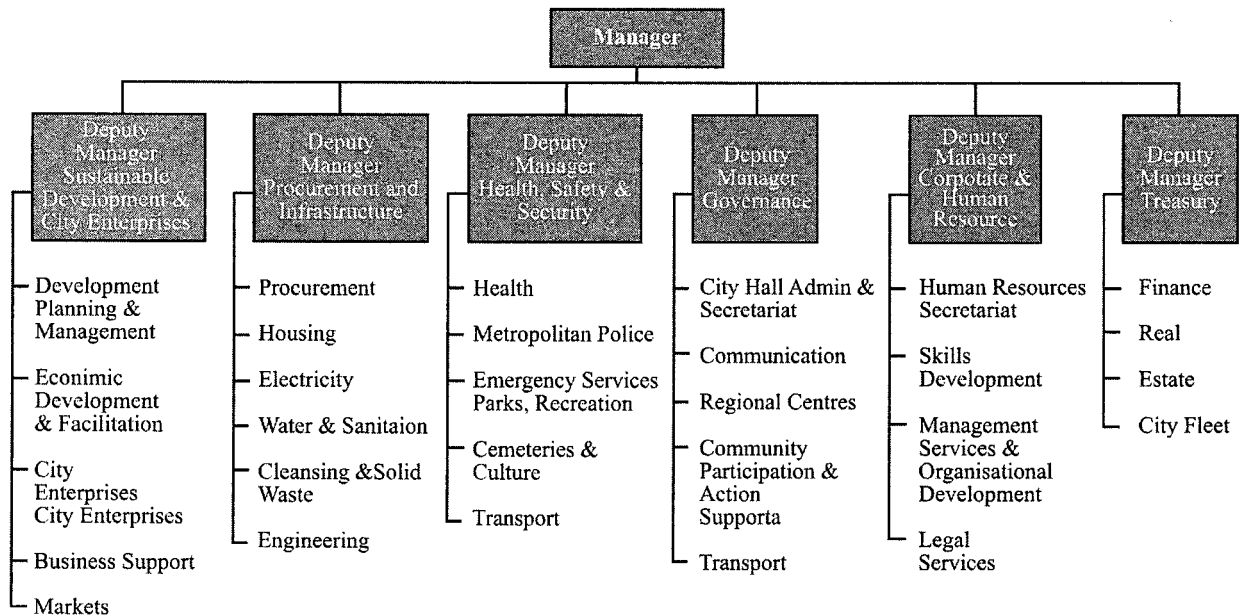
ANNEXURE A



ANNEXURE B

The New Council Structure
eThekweni Municipality
(Formerly Durban Unicity Metropolitan Municipality)

City Manager: Dr Michael Sutcliffe
New Structure: 6 Deputy City Managers
27 Heads of Units



- In Addition to managing the Deputy City Managers, 4 Offices

Office of the City**Manager:**

- Office of Audit, including performance management;
- Office of Geographical Information and Policy;
- Office of the Ombudsperson and Head of Investigations; and
- Office of International and Governance Relations

ANNEXURE C

MANAGEMENT LIST

POSITION	PHYSICAL ADDRESS	SECRETARY	TELEPHONE	CELLPHONE	FAX NO. EMAIL
MR GERARD STRYDOM HEAD: REGIONAL CENTRES	PINETOWN HEAD OFFICE 60 Kings Road Pinetown 3600	Gloria van Eeden Personal Assistant	311 6100 311 6101	311 6107	Strydomg@durban.gov.za VanEedenG@durban.gov.za
MS MINA LESOMA DEPUTY HEAD: CUSTOMER SERVICES	PINETOWN HEAD OFFICE 60 Kings Road Pinetown 3600	Vacant	311 6102 311 6103	311 6341	Lesomam@durban.gov.za
MS THABISILE MFEKA SENIOR MANAGER: ADMINISTRATION	PINETOWN HEAD OFFICE 60 Kings Road Pinetown 3600	Val Sharp	311 6106 311 6105	311 6107	LangaT@durban.gov.za SharpVR@durban.gov.za
MR HARRY HARIPERSAD MANAGER: NORTH	VERULAM ONE STOP SHOP Market Plaza 151 Wick Street Verulam	Vaneshree Gungadu (Interim)	322 1730 322 1769	032-5339945	Haripersadh@durban.gov.za GungaduV@durban.gov.za
MS PHINDILE MDLETSHE MANAGER: SOUTH	KINGSBURGH ONE STOP SHOP 11 Mayors Mews Kingsburgh		3115785 3115813	9162111	MdletsheP@durban.gov.za NencS@durban.gov.za
MS LUNGI KHUZWAYO MANAGER: WEST	PINETOWN HEAD OFFICE 60 Kings Road Pinetown 3600	Buhle Njoko	311 611	3311 6341	KhuzwayoL@durban.gov.za

SIZAKALA CENTRES NORTHERN AREA

NO.	CENTRE	SUPERVISOR / INTERIM SUPERVISOR	ASSISTANTS	PHYSICAL ADDRESS	TELEPHONE NO.	CELLPHONE	FAX	EMAIL
1	Besters First Stop Shop		Patience Ndlovu Nonhlanhla Makhanya Solomuzi Mahlobo	Electricity Customer Service Centre Cnr MR54 & MR457 Besters	031-5972681	076 742 1516 078 6711 854 082 685 0934		MakhanyaN@durban.gov.za MahloboS@durban.gov.za
2	Hambanathi Rural		M Sibiya	579 Nkosibomvu Road Hambanathi	031 322 1689	084 555 1140		Sibiyamp@durban.gov.za
3	Inanda C Section First Stop Shop		Susan Sithole	125 Inanda C Section, Inanda	031-5190991	0872 839 1201		SitholeS@durban.gov.za
4	KwaMashu First Stop Shop		Slindile Ndaba Sibongile Carol Nzuza	Malandela & E1139 Ntombela Road KwaMashu	031-3221819	084 298 7703 078 666 2953		Ndabas@durban.gov.za
5	Ntuzuma First Stop Shop	TEMPORARILY CLOSED		20 Ntuzuma Access Road Ntuzuma	031-5095289 031-509 5286			MahloboS@durban.gov.za
6	Phoenix First Stop Shop		Vassie Pillay Julie Naidoo Sindy Mdletshe	Billing Office 145 Longcroft Drive Phoenix	031-5009254	0842837411 084 0354900	031 5009202	PillayV@durban.gov.za NaidooJulie@durban.gov.za
7	Tongaat First Stop Shop	M Govender (Shireen)	Sureka Rampersad	Municipal Office 325 Main Road Tongaat	031 322 1643 031 322 1644	0845551140	032-9441154	GovenderL@durban.gov.za
8	Verulam One Stop Shop	Malindi Dlamini	Pam Chitray Meera Subramanian Tracy Reddy Anesh Mirzaye (Elect)	Market Plaza 151 Wick Street Verulam	031 322 1745 031 322 1768 031 322 1784 031 322 1767 031 311 1780	0823416391 074 130 8737 073 350 4968 083 544 3801 079 508 2600	032 - 5337988	Biyclas@durban.gov.za
9	Umhlanga First Stop Shop		Sandra Vadivalu Zohara Abdool	5 Lagoon Drive Umhlanga Rocks	031-311 6084 031 311 6085	083 778 4784 084 734 9436	031-5611417	VadivaluS@durban.gov.za

SOUTHERN AREA

NO.	CENTRE	SUPERVISOR / INTERIM SUPERVISOR	ASSISTANTS	PHYSICAL ADDRESS	TELEPHONE NO.	CELLPHONE	FAX	EMAIL
10	Chatsworth First Stop Shop		Priscilla Moyo	Finance Office 16 Main Street Township Centre Chatsworth	031-4011246	0788661334		moyop@durban.gov.za
11	Craigieburn First Stop Shop	Nicky Koekemoer	Princess Mzimela Steven John	Municipal Offices 1 Civic Street Craigieburn	031-3115407 031 311 5406	0846265508	039 9796051	koekemoerC@durban.gov.za
12	Isipingo First Stop Shop	Senamile Hadebe	Sindiswe Cele	Electricity Service Centre 3 Police Station Road	031 902 3443	0842878410	031-9029801	HadebeS@durban.gov.za
13	Kingsburgh One Stop Shop	Reshma Naidoo	Bryan Maddocks Helen Ndlovu Themba Sishange	11 Mayors Mews Kingsburgh	031 311 5844 031 311 5835 031 311 5868 031 311 5808	0765615036	031-9162111	NaidooR@durban.gov.za
14	Lamontville First Stop Shop		Philane Ndwalande	1 Hull Road Old Township Managers Office Lamontville	031 469 1469		031-4690896	NdwalandeP@durban.gov.za
15	Shallcross First Stop Shop		Shireen Govender Padmini Govender	265 Shallcross Road, Shallcross	031 311 2566 031 311 2567		031-4094678	GovenderJ@durban.gov.za
17	Umlazi Megacity One Stop Shop	Joy Ngcobo	Hlengiwe Majola Lucia Malinga Sbonelele nene	Umlazi Megacity 50 Mangosuthu Highway Umlazi	031 311 5184 311 5206 311 5197 311 5199	0836920862	031 3115214	ngcoboj@durban.gov.za
18	Vumengazi Rural		Janet Mbanibo	Nkonyameni Vumengazi Tribal Court	083 992 0939			
19	Danganya Unigababa Rural		Busi Mvubu	Area 5 Danganya on R102 Umkhomaazi 4170 083 316 3497				
20	Chesterville First Stop Shop		Nonhlanhla Gwensa Off Wiggins Road Chesterville	Billing Office	031-2640338			
21	Clermont Thusong Centre	Chris Hlatswayo	Zandile Sikhakhane	1106 Zazi Road Clermont	031-3112549 031-3112561	083 965 1103 072 299 6242	031-707 1680	hlatswayoC@durban.gov.za
22	Fredville Rural		Siyabonga Ngobese Zethu Gasa	Michael Gwala Community Centre	031-7835158	072 500 2141		
23	Hillcrest One Stop Shop		Frith Meyers Nqaba Mhlana	22 Delamore Road Hillcrest	031-3112716 031-3112717 031-3112718		031-7655389	WalkerL@durban.gov.za
24	Klaarwater First Stop Shop		Thelma Mtshazo	Ndwadwe St Klaarwater	031-7069609	0733803596		
25	Kwadengezi First Stop Shop		Sbongile Mtshali		031-7045026	0783161573		
26	KwaXimba Rural		Xolisiwe Patricia Ntombela	Eddie Hagan Drive KwaXimba	031 3112605	082 667 5008		
27	Kwadabeka First Stop Shop		Ntombifuthi Ndhlazi	Kwadabeka Hostel Complex	031 3112600 031 3112605	072 391 4784		
28	Mpumalanga One Stop Shop	Victus Jama	Sbu Chonco	Township Managers Office Shezi Road Mpumalanga	031-3112683 031-3112685	082 4567168	031-771 0052	choncos@durban.gov.za
29	Nagina First Stop Shop		Joseph Kweyama	3 Soni Road Nagina Pinetown South	031-7065823 031-7065824 031-7065825	073 352 1559		kweyamaj@durban.gov.za
30	Ntshongweni Dam Rural		Sifiso Ngongo Vusi Nsole	Community Hall	031-7751409	078 4158667		

NO.	CENTRE	SUPERVISOR / INTERIM SUPERVISOR	ASSISTANTS	PHYSICAL ADDRESS	TELEPHONE NO.	CELLPHONE	FAX	EMAIL
31	Pinetown One Stop Shop	Bongiwe Thusi	Nonhlanga Makoba Simphiwe Meyiwa Ntombifuthi Ndlanzi Mpume Thusi Zam Mkhize Bongiwe Msoni	60 Kings Road Pinetown	031-3116114 031-3116115		031-3116111	ThusiMB@durban.gov.za
32	Sankantshe Rural		Siphiwe Mzobe Siyabonga Ngobese	Municipal Building	031-7721871			
33	Upper Molweni Rural		Maurcen Ntshangase	415 Bhejane Road Molweni		0825005039		
34	Emaphephethweni Rural		Thobani Gwala	Next to Post Office	076 245 2796	076 245 2796		
35	Zwclumbonivu Rural	Nelisiwe Magcaba			083 594 024			

ANNEXURE D**CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE/VOLUNTARY DISCLOSURE****[Section 14(1)(e)]**

[These records are automatically available without a person having to request access in terms of the Act, but where appropriate remain subject to review by the Information Officer in terms of section 15(4) of the At.]

Cost: The cost of production of the information below may be charged by Council

1. Annual Communications Plan
2. Annual Report
3. Bus routes and timetables
4. By-Laws
5. Citizen Action Support Programme Final Report
6. Citizen Action Support Programme Project Plan
7. Citizen Action Support Programme Terms of Reference
8. Community Participation and Action Support Unit Annual Report
9. Community Participation Policy
10. Communications Strategy
11. Consolidated Annual Financial Statements
12. Council Minutes and Agendas
13. Draft Guidelines for ad-hoc Grants in-aid
14. Draft Poverty Alleviation Policy
15. eThekweni Youth Development Policy
16. Financial Budgets
17. Gender Policy Framework for eThekweni Municipality
18. General Insurance Fund Policy
19. Grants-in-aid Policy
20. ID Project Conceptualisation
21. Long Term Development Framework and Integrated Development Plan
22. Lists of caterers and service providers used for events within the municipality
23. List of all SA towns and cities that have co-operation with the eThekweni
24. List of all events held within the City
25. MOU's signed within International Sister Cities
26. Personal Building Plans
27. Potable Water Test Results
28. Property Matters
 - Scheduled Trade Permits
29. Operational Statistics and Records:
 - Scheduled Trade Information
 - Air Quality and Environmental Monitoring Information
30. Report on : The assessment of the food security and poverty alleviation programme of eThekweni Municipality
31. Resolutions of council for approval of large events
32. Road maps and plans for future road development
33. Statement of Work - Citizen Action Support Programme for the eThekweni Municipality Area-Based Management Programme
34. Tariff Tables
35. Tender briefs for events
36. Town Planning
 - Town Planning Zoning (incl maps) & Regulations
 - Application Processes, fees and guidelines
 - Details of current special consent applications
 - Zoning certificates
 - Policy

- 37. Building Plans
 - Application processes, forms and fees
 - Minimum submission standards
 - Minor building work schedule
 - Copies of building plans (property owner only)
 - Policy
- 38. Subdivision and Sectional Title
 - Sectional Records
 - Register of Subdivisions
- 39. Signage
 - Policy
 - Application processes and fees
 - Extracts from SAMOAC
- 40. Environment
 - Policy
- 41. Tariffs for water and wastewater
- 42. Traffic Signal Information

ANNEXURE E**SUBJECTS AND CATEGORIES OF RECORDS HELD BY MUNICIPALITY**

[These records are available subject to a person having to request access in terms of the Act and subject to such information not being excluded from disclosure in terms of the act.]

1. Infrastructure

- 1.1 Electricity distribution layouts
- 1.2 Geographical Information Systems
- 1.3 Landfill sites - future and existing sites
- 1.4 Entire Water or Waste Water Network systems information
- 1.5 Fiber Optic Cable Route
- 1.6 Final Effluent Results and data on Waste Water Treatment Flow (Water and Sanitation Unit)
- 1.7 Water Analysis for Internal Analysis (Water and Sanitation Unit)
- 1.8 Notes from Computer Programs (Water and Sanitation Unit)
- 1.9 Employees Cell Phone numbers: Private or Council Cell Phone numbers (Water and Sanitation Unit)
- 1.10 Photographs at Treatment Works, only when accompanied by appropriate Management (Water and Sanitation Unit)
- 1.11 Pump Station information (Water and Sanitation Unit)
- 1.12 Pressure required information (Water and Sanitation Unit)
- 1.13 Pressure required information (Water and Sanitation Unit)
- 1.14 Statistical information (Water and Sanitation Unit)
- 1.15 Building Plans: Management may only give out decisions and recommendations made by ESW regarding the approval or non approval of the plans (Water and Sanitation Unit)
- 1.16 Infrastructure: what the status of installation are (Water and Sanitation Unit)
- 1.17 Non Public access Depots: Location, Names of staff, Contact numbers (Water and Sanitation Unit)
- 1.18 Attorney requesting information other than a request regarding a consumers account details, routine enquiries only (Water and Sanitation Unit)

2. Social Services**2.1 Old Age Homes****2.2 Social Work****3. Financial Information****3.1 Tariffs****3.2 Ticket pricing and income****3.3 Subsidy income****3.4 Electricity Tariff details****3.5 Estimates****3.6 VAT Records****3.7 Invoices and supporting documentation****3.8 Bank statements and records of investments held****3.9 Pension Funds: Annual Reports & Financial Statements****3.10 Details of turnover and salaries paid by levypayers****3.11 Debtors statements and financial history****3.12 Council bank Reconciliations****3.13 Details of payments made to creditors****3.14 Rentals levied and arrears situation****3.15 Details of fine income****3.16 Tariffs for the use of municipal facilities****3.17 Tariffs and income details****3.18 Water Loss Insurance Claim****3.19 Audit Matters****4. Human Resources Records****4.1 UIF Records****4.2 Staff vacancy circulars and advertisements****4.3 Human resource policies and procedures****4.4 Salary and remuneration package details**

- 4.5 Leave records
- 4.6 Councillors' Allowances details
- 4.7 Medical Records of Patients i.e. employees
- 4.8 Health: Training, Promotion & Education
- 5. Operational Statistics and Records
 - 5.1 Statistical information
 - 5.2 Route patronage
 - 5.3 Electricity disconnection/reconnection statistics
 - 5.4 Strategic plans and statistical information relating:
 - Roads
- Stormwater and Coastal Engineers
 - Master Drainage Plans
 - Catchment Management Plan
 - Stormwater Complaints Database
- Traffic and Transportation
 - Architectural Services
- 5.4 Registration and Inspection results
- 5.6 Contingency and Strategic Emergency Plans
- 5.7 Monthly Statistics
- 5.8 Operational Emergency Procedures
- 5.9 Legal opinions and litigation files
- 5.10 Environmental Health Matters & Nuisances
- 5.11 Clinics: Statistical Information
- 5.12 Housing: backlog situation and future plans
- 5.13 Details of evictions
- 5.14 Libraries Archival collection
- 5.15 Market Turnover
- 5.16 Market Prices
- 5.17 Market Stock levels
- 5.18 Market Sales information
- 5.19 Fines processing details i.e. fines, summons, court rolls etc.
- 5.20 Motor vehicle testing and license records
- 5.21 Contravention and Prosecutions
- 5.21 Accident records
- 5.23 Arrest reports/reports
- 5.24 Analysis of swimming pools and beach usage
- 5.25 Tonnage collected
- 5.26 Water consumption records
- 5.27 Water services disconnection and reconnection details
- 5.28 Electricity supply agreements
- 5.29 Trade effluent information
- 5.30 Laboratory Private Clients, results for private clients will be available to that client or his designated representative only.
- 5.31 Pollution Test results
- 5.32 ISO results, Internal quality control testing
- 6. Municipal Services and Customer Records
 - 6.1 Customers' application, registration and consumption details
 - 6.2 Libraries Membership details
 - 6.3 Private Plumbing Contractors: Income, Contact Details or Work references
- 7. Property matters
 - 7.1 Building Plans
 - 7.2 Town Planning applications and consents
 - 7.3 Town Planning enforcement records
 - 7.4 Geographical Information
 - 7.5 Information on Council owned land with particular reference to measures taken to prevent the illegal invasion and settlement on the land

- 7.6 Valuation Rolls
- 7.7 Lease agreements for properties rented by the Municipality
- 7.8 Lease agreements for properties rented to the Municipality
- 7.9 Title deed of municipal properties
- 7.10 Applications to lease or purchase property
- 7.11 Acquisition of property for municipal usage including expropriations
- 7.12 Allocations of social sites to religious/individual organisations
- 7.13 Information on sale of commercial/non commercial property within the municipal area
- 7.14 Property holdings of the municipality
- 8. General Statistics, Surveys and Audits
 - 8.1 Environmental Impact Assessments
 - 8.2 Demographic data
 - 8.3 Social Information
 - 8.4 Economic information of the region
 - 8.5 Accident records
 - 8.6 Accident Statistics and reports
 - 8.7 Flood lines and Rainfall and Streamflow Statistics
 - 8.8 Major Hazard Installation Risk Assessments
 - 8.9 Diseases
 - 8.10 Details of current housing owners/tenants
 - 8.11 Occupational Health & Safety Audit of Municipal Buildings
 - 8.12 Fire Risk surveys of Municipal Buildings
 - 8.13 Occupational Hygiene reports on municipal properties
 - 8.14 Records of investigations conducted and their outcomes
 - 8.15 Water quality of beaches, pools, fountains etc.
 - 8.16 Audit reports i.e. forensic, computer and risk audit
- 9. Municipal Plans and Policy Decisions
 - 9.1 Legislation affecting Local Government including by-laws
 - 9.2 Health Policy Issues
- 10. Procurement Records
 - 10.1 Details of quotations obtained
 - 10.2 Copies of tenders advertised and awarded
 - 10.3 Database of suppliers registration for tendering purposes
 - 10.4 Details of tenders/contracts awarded
 - 10.5 Standards of performance of security tenders

ANNEXURE F**eThekweni Municipality****REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
[Regulation 6]

A. PARTICULARS OF PUBLIC BODY**Information Officer**

Name & Designation	Postal Address	Physical Address	Telephone Number	E mail Address
Dr M O Sutcliffe City Manager	PO Box 1014 Durban 4000	City Hall Dr Pixley KaSeme Street Entrance Durban 4001	031 3112100	sutcliffem@durban.gov.za

Information Officer

Name & Designation	Postal Address	Physical Address	Telephone Number	E mail Address
Dr J E David Head: City Hall & City Secretariat	PO Box 1014 Durban 4000	City Hall Dr Pixley KaSeme Street Entrance Durban 4001	031 3112390	davidj@durban.gov.za
Mr G Strydom Head: Regional Centres	PO Box 49 Pinetown 3600	Pinetown Civic Centre 60 Kings Road Pinetown 3610	031-3116100	strydomg@durban.gov.za

B. PARTICULARS OF PERSON REQUESTING ACCESS TO RECORD(S)

- (a) The particulars of the person who requests access to the record must be given below
- (b) The address and/or fax number in the Republic to which the information is to be sent, must be given
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full Names and Surname:

Identity Number:

Postal Address:

.....

Telephone Number:

Fax Number:

E-Mail Address:

Capacity in which request is made when made on behalf of another person.

.....

.....

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE:

This section must be completed ONLY if a request is made on behalf of another person.

Full Names and Surname:

Identity Number:

D. PARTICULARS OF RECORD(S)

- (a) Provide full particulars of the record(s) to which access is requested, including the reference number if it is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all additional folios.

1. Description of record or relevant part of record:

.....

.....

.....

2. Reference number if available:

3. Any further particulars of record:

E. FEES

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.

(b) You will be notified of the amount required to be paid as the request fee.

(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for.

(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees

.....

.....

.....

F. FORM OF ACCESS TO RECORD(S)

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, please state the disability and indicate in which form the record is required.

Disability:	Form in which record is required:

Please mark the appropriate box with an X
NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- © The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

copy of record	inspection of record
----------------	----------------------

2. If a record consists of visual images-

View images	Copy of images	Transcript of images
-------------	----------------	----------------------

3. If record consists of recorded words or information which can be reproduced in sound:

Listen to the soundtrack (audio cassette)	Transcription of soundtrack (written or printed document)
---	---

4. If record is held on computer or in an electronic or machine-readable form

Printed copy of record	Printed copy of information derived from the record	Copy in computer readable form (stiffy or compact disc)
------------------------	---	---

If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you ?

Yes	No
-----	----

Postage is payable.

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language do you prefer the record?

G. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified in writing whether your request has been approved or denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....
.....

Signed at this day of 20.....

.....
**SIGNATURE OF REQUESTER/
PERSON ON WHOSE BEHALF
REQUEST IS MADE**

H. FOR DEPARTMENTAL USE

Reference Number

Request Received by (State rank, name and surname of Information Officer/Deputy Information Officer

.....

.....

Date:

Place:

Request Fee (if any) R.....

Deposit (if any) R.....

Access Fee R.....

.....
**SIGNATURE OF INFORMATION
OFFICER/DEPUTY INFORMATION OFFICER**

ANNEXURE G**FEES PAYABLE
(In terms of Regulation 187 dated 15 February 2002)**

REQUEST FEE, OTHER THAN PERSONAL REQUESTER REPRODUCTION/ACCESS FEES	R35
The manual: For every photocopy of an A4-size page or part thereof. Also any other A4-size photocopy	60c
Every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	40C
For a copy in a computer-readable form on: stiffy disc compact disc	R5 R40
Transcription of visual images, for an A4-size page or part thereof	R22
For a copy of visual images	R60
For a transcription of an audit record for an A4-size page or part thereof	R12
For a coy of an audio record.	R17

To search for and prepare the record for disclosure, R15 for each hour or part of an hour, excluding the first hour, reasonably required for search and preparation.

For the purposes of section 22(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable.
- (b) One third of the access fee is payable as a deposit by the requester.

The actual postage is payable by the requester when a copy of a record must be posted.

ANNEXURE H**eThekweni Municipality****NOTICE OF INTERNAL APPEAL**

**(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
[Regulation 8]**

STATE YOUR REFERENCE NUMBER:

A. PARTICULARS OF PUBLIC BODY

Name & Designation	Postal Address	Physical Address	Telephone Number	E mail Address
Dr M O Sutcliffe City Manager	PO Box 1014 Durban 4000	City Hall Dr Pixley KaSeme Street Entrance Durban 4001	031 311 2100	sutcliffem@durban.gov.za

INFORMATION OFFICER

Name & Designation	Postal Address	Physical Address	Telephone Number	E mail Address
Dr J E David Head: City Hall & City Secretariat	PO Box 1014 Durban 4000	City Hall Dr Pixley KaSeme Street Entrance Durban 4001	031 3112390	davidj@durban.gov.za
Mr G Strydom Head: Regional Centres	PO Box 49 Pinetown 3600	Pinetown Civic Centre 60 Kings Road Pinetown 3610	031-3116100	strydomg@durban.gov.za

B. PARTICULARS OF REQUESTER/THIRD PARTY WHO LODGES THE INTERNAL APPEAL

a) The particulars of the person who lodges the internal appeal must be given below.

b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.

c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at "C" below.

Full Names and Surname:

Identity Number:

Postal Address:

.....

.....

Telephone Number:

Fax Number:

E-Mail Address:

Capacity in which an internal appeal on behalf of another person is lodged:

.....

.....

.....

C. PARTICULARS OF REQUESTER

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal

Full Names and Surname:

Identity Number:

D. THE DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED

Mark the decision against which the internal appeal is lodged with an "X" in the appropriate box.

	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act.
	Decision regarding the extension of the period within which request must be dealt with in
	terms of section 26(1) of the Act.
	Decision in terms of section 29(3) of the Act to refuse access in the form as requested by the
	requester.
	Decision to grant request for access.

E. GROUNDS FOR APPEAL

If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.

1. State the grounds upon which the internal appeal is based.

.....

2. State any other information that may be relevant in considering the appeal.

.....

F. NOTICE OF DECISION ON APPEAL

You will be notified in writing of the decision on your internal appeal. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

1. State the manner

.....

2. Particulars of manner

.....

Signed at this day of 20.....

.....
 SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE**OFFICIAL RECORD OF INTERNAL APPEAL**

Appeal received on: (date)

by

(State rank, name and surname of Information Officer/Deputy Information Officer)

Appeal accompanied by the reasons for the Information Officer's/Deputy Information Officer's decision and, where applicable, the particulars of any third party to whom or which the records relate, submitted by the Information Officer/Deputy Information Officer

on(date)) to the relevant authority.

OUTCOME OF APPEAL

