



Theewaterskloof Municipality Head Office
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HEAD OFFICE

Enquiries: Mrs M Faul

Ref Nr: 1/1/3/1

Date: 31 May 2024

The Information Regulator

(for the Promotion of Access to Information Act 2 of 2000 (PAIA) and Protection of Personal Information Act 4 of 2013 (POPIA)

PER EMAIL: infoereg@justice.gov.za

Sir/Madam

SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000): VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF RECORDS

Attached please find the Section 15 Notice in terms of the Promotion of Access to Information Act, Act 2 of 2000, for Theewaterskloof Municipality.

The Section 15 Notice forms part of the Section 14 Manuel of Theewaterskloof Municipality and is also published on the Theewaterskloof Municipal Website.

Document is provided to your for cognizance.

Kind regards

Marelize Faul
**MANAGER: CORPORATE SERVICES /
DEPUTY INFORMATION OFFICER**

[REVIEWED IN MAY 2023]



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]**

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 (SECTION 15(1)(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
1. <u>Business details</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all council offices.	Manager: Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.gov.za
2. <u>Councillors</u> (Including the Executive Mayor, Executive Deputy Mayor, Speaker and Office Bearers) Information regarding each Councillor's - <ul style="list-style-type: none">▪ Name▪ Ward/Proportional▪ Position in Council e.g. Committee Membership, whether full-time or part-time▪ Representation on outside bodies	Manager: Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.gov.za
3. <u>Agendas en Minutes</u> Agendas and Minutes of Council- and Special Council Meetings, excluding Agendas and Minutes which have been marked "Confidential / In-Committee".	Manager: Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.gov.za

<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. ▪ Functional areas. 	<p>Manager: Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.gov.za</p>
<p>5. <u>Budget</u> Budget, Service Delivery Budget Implementation Plan (SDBIP), Annual Report and Integrated Development Plan (IDP) as approved by Council.</p>	<p>Manager: Budget (Budget) Ms Jacky Smith Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.gov.za</p> <p>Manager: IDP (SDBIP/Annual Report/IDP) Mr Verohne Arendse Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.gov.za</p>
<p>6. <u>Financial records</u></p> <ul style="list-style-type: none"> • Annual Financial Statements • Quarterly Financial Statements • Monthly Financial Statements 	<p>Manager: Budget Ms Jacky Smith Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.gov.za</p>
<p>7. <u>Planning</u></p> <ul style="list-style-type: none"> • Spatial Development Framework • Zoning Schemes • Structure Plan 	<p>Acting Manager: Town Planning & Building Control Ms Colleen Charles Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.gov.za</p>
<p>8. <u>Promotion of Access to Information Act, Act 2 of 2000</u></p> <ul style="list-style-type: none"> • Section 14 Manual 	<p>Manager: Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.gov.za</p>
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<p>As above except those available free of charge in terms of Section 15(1)(a)(iii).</p>	<p>Request a copy from – The Deputy Information Officer Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.gov.za</p>

FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
As applicable on Section 15(1)(a)(i) above.	Request a copy from – The Deputy Information Officer Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.gov.za
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.</p>	Request information from – The Deputy Information Officer Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr : 028-2143300 twkmun@twk.gov.za
<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 ▪ Ward/Proportional ▪ 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. ▪ Functional areas. 	