

**ANNEXURE D
AUTOMATICALLY AVAILABLE RECORDS &
ACCESS TO SUCH RECORDS**

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF <u>SECTION 15 (1) (a) (i)</u>:	
1. Section 14 manual is made available in terms of the Promotion of Access to Information Act 2 of 2000	Website: www.drakenstein.gov.za Department: Corporate Services Division: Legal and Administration
2. 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").	Website: www.drakenstein.gov.za Department: Corporate Services Division: Legal and Administration
3. Business details Name, locality, address, telephone numbers, contact persons, hours of business of all Council offices and depots	Website: www.drakenstein.gov.za Help Desk Civic Centre Paarl
4. Councillors' official contact details (excluding personal details): (including the Executive Mayor, the Deputy Executive Mayor, the Speaker and office bearers)	Website: www.drakenstein.gov.za Department: Corporate Services Division: Legal and Administration
5. Structures of Council/Committees The composition, names of members, office bearers, political membership, time and venue of meetings.	Department: Corporate Services Division: Legal and Administration
6. Organisational structure Organisational structure of Municipality and its departments.	Website: www.drakenstein.gov.za Division: Human Resources Management
7. Council legislation, by-laws and policies	Website: www.drakenstein.gov.za Department: Corporate Services Division: Legal and Administration
8. Integrated Development Plan (IDP)	Website: www.drakenstein.gov.za City Manager Division: IDP

9. Financial Matters Operating Budget Capital Budget Adjustments Budget Financial Performance and Mid-Year report Quarterly Reports Monthly Statements Audited Annual Financial Statements	Website: www.drakenstein.gov.za Department: Financial Services
10. Schedules Refuse collection schedules	Website: www.drakenstein.gov.za Department: Community Services Division: Solid Waste Management
11. Tariffs, fees, surcharges	Website: www.drakenstein.gov.za Department: Financial Services
12. Tenders: Tender Invitations Tender Awards	Website: www.drakenstein.gov.za Department: Financial Services Division: Supply Chain Management
13. Performance Management Service Delivery and Budget implementation plan (SDBIP) Annual Report Annual Performance Report Mid-year Budget and Performance Report Quarterly Performance Report	Website: www.drakenstein.gov.za City Manager Division: PMS/SDBIP
14. Information of Members of Staff Information of members of staff in terms of Section 34(2)(f) of the Promotion of Access to Information Act, 2000.	Department: Corporate Services Division: Human Resources Management
15. Housing Records containing details of the housing waiting list	Department: Planning and Development Division: Human Settlements
16. Services Providers Details of providers of services to the Municipality	Department: Financial Services Division: Supply Chain Management
FOR PURCHASE OR COPYING IN TERMS OF SECTION 15(1) (a) (ii)	
As above.	Request a copy from the Office of the Deputy Information Officer at the Head Office of Drakenstein Municipality, Berg River Boulevard, Paarl at the prescribed tariffs. Tel no: (021) 807 4600
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Information brochures Publications & newsletters (all publications by and on behalf of the Municipality that have been made public or presented to Council and in which no copyright is held by persons or bodies not connected to the Municipality. Print copies may not always be available).	Website: www.drakenstein.gov.za Communication Section