

MASIPALA WASE **THEEWATERSKLOOF** MUNICIPALITY
MUNISIPALITEIT

Munisipale Kantoor/Municipal Office
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HOOFKANTOOR / HEAD OFFICE

Navrae/ Enquiries : Marelize Faul

Verw No/Ref Nr : 1/1/3/1

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

Honorable Minister

**SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT,
2000 : DESCRIPTION OF RECORDS AUTOMATICALLY AVAILABLE**

In pursuance of Section 15(1)(a) of the Promotion of Access to Information Act, 2000 [Act 2 of 2000], the following are the categories of records of the Theewaterskloof Municipality that are automatically available without a person having to request access in terms of the Act :

1. DIRECTORATE : FINANCIAL SERVICES

- Annual budget
- Financial Statements
- Service Delivery Budget Implementation Plan [SDBIP]

2. DIRECTORATE : CORPORATE SERVICES

- Information Manual of Theewaterskloof Municipality in Afrikaans, Engels and Xhosa in terms of Section 14 of the Promotion of Access to Information Act, 2000
- Agenda of Council Meetings and the Executive Mayor and His Committee Meetings

- Minutes of Council Meetings and the Executive Mayor and His Committee Meetings

3. **DIRECTORATE : DEVELOPMENT SERVICES**

- Integrated Development Plan
- Spatial Development Framework

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

Access to such a record may be gained by contacting the following official of the Theewaterskloof Municipality [Section 15(1)(b)]:

Mrs Marelize Faul	-	Deputy Information Officer
Telephone number	-	028-2143365 x 3502
Fax number	-	028-2141289
Electronic mail address	-	marelizebe@twk.org.za

Yours faithfully



M Faul

DEPUTY INFORMATION OFFICER
THEEWATERSKLOOF MUNICIPALITY

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03 March 2009