

**MUNICIPAL NOTICE 124 OF 2017**



**MANUAL**

**of the**

**uMLALAZI  
MUNICIPALITY**

(compiled in compliance with the Promotion of  
Access to Information Act 2 of 2000)

10th Edition

Date : March 2017

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## 1. **INTRODUCTION**

The uMlalazi Municipality was established in terms of Sections 12 and 14 read with Section 93(1) of the Local Government Municipal Structures Act 117 of 1998 as set out in Notice No 346, 2000 dated 19 September 2000.

The uMlalazi Municipality is a Category B municipality (KZ 284) and is that of a collective executive system combined with a ward participating system as described in the KwaZulu-Natal Determination of Types of Municipalities Act 2000. The uMlalazi Municipality comprises of the towns of Eshowe, Mtunzini and Gingindlovu together with 14 rural areas. The seat of the Municipality is at Eshowe.

The Constitution of the Republic of South Africa 1996 (Section 32) provides for the right of access to information to public bodies and in this regard the Promotion of Access to Information Act No 2 of 2000 is updated and gazetted annually to give effect to this right.

This Manual provides for an overview of records of the uMlalazi Municipality that can be accessed.

## 2. **ACCESS PROCEDURE**

Certain records of the uMlalazi Municipality are automatically available at no cost and are set out in Section 8 of the Manual. Other records must be requested in terms of Section 18 of the Act and the relevant prescribed forms are obtainable from the Deputy Information Officers, Mr K C Zulu or Mr Z K Mhlongo, P O Box 37, Eshowe, 3815 or fax 035 – 474 4733 or e-mail [dcs@umlalazi.org.za](mailto:dcs@umlalazi.org.za); [cfo@umlalazi.org.za](mailto:cfo@umlalazi.org.za).

## 3. **STRUCTURE AND FUNCTIONS** (Section 14(1)(a) of Act)

The vision of the uMlalazi Municipality is to provide the community with access to all basic services (housing, water, sanitation, accessible roads, health care facilities, electricity, social services) and to eradicate poverty through the creation of sustainable employment opportunities by the strengthening of agricultural production and tourism.

The Municipality has 27 wards and 54 Councillors. The Municipality has an Executive Committee and Standing Sub-Committees. The Municipal Manager is Thembinkosi Simon Mashabane. There are 5 departments namely as follows:-

- ❑ Financial Services Department
- ❑ Corporate Services Department
- ❑ Community Services Department
- ❑ Engineering Services Department
- ❑ Planning and Development Services Department

The functions of the Municipality are as set out in the Local Government Municipal Systems Act 32 of 2000, which are **inter alia**, to provide for the core principles, mechanisms and processes that are necessary to socially and economically uplift communities and ensure universal access to essential services that are affordable to all.

4. **CONTACT INFORMATION** (Section 14(1)(b) of the Act)

Information Officer : Municipal Manager, T S Mashabane  
Tel No : 035 – 4733 474  
Fax No : 035 – 474 2809  
E-mail : [mm@umlalazi.org.za](mailto:mm@umlalazi.org.za)

Deputy Information Officer : Chief Financial Officer, Z K Mhlongo  
Tel No : 035 – 4733 474  
Fax No : 035 – 473 3353  
E-mail: [cfo@umlalazi.org.za](mailto:cfo@umlalazi.org.za)

Director Corporate Services, K C Zulu  
Tel No : 035 – 4733 474  
Fax No : 035 – 474 4733  
E-mail : [dcs@umlalazi.org.za](mailto:dcs@umlalazi.org.za)

**General Information**

Physical address : Hutchinson Street  
Eshowe  
3815

Postal address : P O Box 37  
Eshowe  
3815

Telephone Number : 035 – 4733 474  
Fax Number : 035 – 474 4733

5. **PUBLIC SERVICES** (Section 14(1)(f) of the Act)

The following services are provided by the uMlalazi Municipality:-

- Electricity
- Waste Management
- Municipal roads
- Health (On behalf of the District Municipality)
- Fire fighting
- Cemeteries and Crematoria
- Trade licences

- ❑ Protection Services
- ❑ Motor vehicle licence (Issuing)
- ❑ Testing of vehicles
- ❑ Parks and Gardens
- ❑ Building plan
- ❑ Geographical Information System (GIS)
- ❑ Town Planning and Control

In order to obtain further information regarding services kindly write to P O Box 37, Eshowe, 3815 or Telephone number 035 – 4733 474.

**6. PARTICIPATION BY PUBLIC (Section 14(1)(g) of the Act)**

At the uMlalazi Municipality, such arrangements for public involvement would include:-

Formation of Annual Budget

The public may attend and make representations at public meetings arranged for the purpose of formulating the Council's annual budget as required in terms of the provisions of the Local Government Municipal Finance Management Act 56 of 2003.

IDP

The public are invited to attend stakeholder meetings to formulate and review the Council's Integrated Development Plan together with Sector Plans associated therewith.

**7. RECORDS HELD BY uMLALAZI MUNICIPALITY (Section 14(1)(f) of the Act)**

The uMlalazi Municipality has a centralized uniform paper based filing system at Eshowe.

Files are kept for certain periods of time as required in terms of the Archives Act 5 of 2000 whereafter they are either transferred to the KwaZulu-Natal Archives and those which have reached their disposal date are destroyed **(on approval by the KZN Archives)**.

Search facilities for files are available through the Municipality's filing index system.

The filing system has various main series listings which are as follows:-

1. LEGISLATION
2. ORGANISATION AND CONTROL
3. COUNCIL & WARDS MANAGEMENT
4. MANAGEMENT
5. FINANCE
6. SUPPLY CHAIN & TRANSPORT MANAGEMENT
7. LAND, BUILDINGS & HOUSING
8. PUBLICITY, INFORMATION & HIERALDRY
9. BIDS, QUOTATIONS & CONTRACTS
10. REPORTS & RETURNS
11. SOCIAL FUNCTIONS, EVENTS & CELEBRATIONS
12. MEETINGS OF MUNICIPAL BODIES & OTHER ORGANISATIONS
13. LICENCES & PERMITS
14. PLANNING & INFRASTRUCTURAL DEVELOPMENT
15. MUNICIPAL SERVICES
16. OCCUPATIONAL HEALTH & SAFETY

In addition to these records each department has the following record keeping system:-

**Municipal Managers Department**

- Legal Services
- Risk Management
- Audit services
- Performance Management

**Corporate Services Department**

(Contains records relating to the administration of the Municipality)

- Management data systems
- Corporate database
- Human Resource Management practices
- Secretarial services to Council and Council committee Activities

- Contracts
- Archives
- Library
- Museum
- Management Information Systems

**Financial Services Department**

(Contains financial records relating to the financial position of the Council)

- Financial reporting
- Revenue collection
- Budget control
- Network infrastructure
- Software management
- Payroll
- Cashier
- Stores
- Credit Control
- Expenditure

**Community Services Department**

(Contains records relating to community facilities)

- Health Services
- Environmental sustainability
- Parks and Open Spaces
- Sport and Recreation
- Cemeteries
- Refuse
- Fire Services
- Traffic services
- Motor vehicle licensing
- Disaster Management

**Engineering Services Department**

(Contains records relating to the provision of services)

- Streets, roads and stormwater drainage
- Municipal buildings
- Electrical reticulation
- Vehicle fleet management

**Planning and Development Services Department**

- Trade Licenses
- Housing
- Town Planning

- Land Use Management System (LUMS)
- Integrated Development Planning (IDP)
- Township development
- Building control
- Tourism
- Local Economic Development
- Geographical Information System (GIS)
- Business Registration
- Youth Business Advisory Centre

**8. RECORDS AUTOMATICALLY AVAILABLE (Section 14(1)(e) of the Act)**

The following records of the uMlalazi Municipality are automatically available without recourse to the Act:-

- Integrated Development Plan
- Newsletters
- Mayoral Reports

**9. THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH (Section 14(1)(h) of the Act)**

Section 62 of the Local Government: Municipal Systems Act 32 of 2000 will apply to any situation in which the requester wishes to appeal a decision made by the Information Officer.







