

**MANGAUNG METROPOLITAN MUNICIPALITY
ACCESS TO INFORMATION MANUAL**

**Compiled by the Mangaung Metropolitan Municipality in accordance with
the provisions of the Promotion of Access to Information
Act, 2000 (Act no 2 of 2000)**

1 INTRODUCTION

This Manual has been compiled by the Mangaung Metropolitan Municipality (hereafter “the Municipality”) in terms of the provisions of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000) (hereafter “the Information Act”) with the object to give effect to the constitutional right of access to information, and it will apply to all records of the Municipality as defined in the Information Act.

2. DESCRIPTION OF THE MUNICIPALITY’S STRUCTURE

The Municipality is an organ of state within the local sphere of government and was established on 18 May 2011 on the day of elections when the Motheo District Municipality (within which it fell) was disestablished. This resulted in the former Mangaung Local Municipality amalgamating with the former Motheo District Municipality and subsequently being upgraded to become a Metropolitan Municipality as contemplated in section 2(a-e) of the Municipal Structures Act 1998, (Act No 117 of 1998)

On 03 August 2016 the former Naledi Local Municipality (Dewetsdorp, Wepener and Van Staden Rus) was disestablished and together with Soutpan (previously part of Masilonyana Local Municipality) were incorporated into the Metropolitan Municipality.

The municipality is a municipality with a Mayoral Executive system combined with a Ward participatory system contemplated in section 8(g) Municipal Structures Act, 1998 (Act No 117 of 1998)

The structure of the Municipality consists of a political and administrative structures.

2.1 Political Structure

The political structure comprises of the political office bearers, the council and the various committees of which the Mayoral committee is the principal committee.

The Executive Mayor is responsible for political supervision of, and in consultation with the City Manager, for the accountability of the administration. She is also responsible for liaison with the local community, the 50 Ward committees, other committees of council and Councillors. She is

also responsible for inter-governmental relations with political office bearers of other municipalities and of different spheres of government. She presides at meetings of the mayoral committee, consisting of full time Councillors and performs the duties and exercise the powers assigned to her in terms of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998) (hereafter “the Structures Act”), as well as those powers and functions delegated to him by the council.

- 2 The Speaker presides at meetings of the council and performs the duties and exercises the powers referred to in the Structures Act, including any Ceremonial functions, and those powers and functions delegated to him by the council.

2.2 Administrative Structure

DIRECTORATES

OFFICE OF THE CITY MANAGER

SUB-DIRECTORATES

Office of the Deputy Executive Director: Operations

Shareholder Management

International & Intergovernmental Relations and alternative Funding

Research, Knowledge Management & Transformation

Provision of Information

Support Division

Office of the Deputy Executive Director: Organisational Planning & Performance Management

Organisational Planning & Performance Management

Risk Management & Anti –Fraud Unit & Corruption

Internal Audit

Institutional Compliance

Municipal Services Directorate

Political Offices

(Executive)

Office of the Executive Mayor

Office of the Dep Exec. Mayor

Budget & co-ordination

(Legislative)

Office of the Speaker

Office of Chief Whip

Office of the Chairperson (MPAC)

DIRECTORATE FINANCE

Chief Finance Officer

Strategic Support Services

Revenue Management sub-directorate

Supply Chain Management
Budget and Treasury
Financial Accounting
Asset Management
Financial Support Division
Financial Systems Division

DIRECTORATE ENGINEERING SERVICES

Head: Engineering Services
Strategic Support Services
Roads and Storm Water
Sanitation
Water
Administration Support Division

DIRECTORATE PLANNING

Head: Planning
Strategic Support Services
Town & Regional Planning
Land Use Control Sub-directorate
Architectural & Survey Services
Geographic Information Services
Fresh Produce Market
Environmental management
Strategy & Programmes Division
Administration Support Division

CORPORATE SERVICES

Head: Corporate Services
Strategic Support Services
Human Resources Management
Human Resources Development
Communications and Technology
Corporate Secretariat
Legal Services
Labour Relations
Facilities Management
Occupational Health & Wellness
Equity & Diversity Division
Administration Support Division

**DIRECTORATE STRATEGIC PROJECTS
& SERVICE DELIVERY REGULATION**

Head: Strategic Projects& SDR
Strategic Support Services
Regional Centre Thaba Nchu
Regional Centre Botshabelo
Regional Centre Mangaung
Strategic Projects
City Services, Monitoring & Evaluation
Administration Support Division

**DIRECTORATE ECONOMIC &
RURAL & DEVELOPMENT**

Head: Economic& Rural Development
Strategic Support Services
Marketing & Investment Promotion
Tourism
Rural Dev
SMME
Strategy Programmes Division
Administration Support Division

SOCIAL SERVICES

Head: Social Services
Strategic Support Services
Emergency Management Services
Social Development
Parks & Cemeteries
Disaster Management Services
Public Safety
Administration Support Division

HUMAN SETTLEMENT

Head: Human Settlement
Strategic Support Services
Land Development & Property Management
Mixed Development
Project Management
Informal Settlement & Beneficiary Management
Implementation Support
Administration Support Division

WASTE & FLEET MANAGEMENT

SERVICES

Head: Waste & Fleet Management
Landfill Site Management
Fleet Service and Engineering Support
Solid Waste Management
Administration Support Division

3. DESCRIPTION OF THE MUNICIPALITY'S FUNCTIONS

The Municipality has all the powers and functions assigned to it in terms of the Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996) (hereafter "the Constitution") and in terms of other national and provincial legislation, and has legislative and executive authority in respect of such powers and functions. The Municipality also has the right to do anything reasonably necessary for or incidental to the effective performance of its functions.

The core functions and powers of the Municipality include the following:

Air Pollution

Building regulations

Billboards and the display of advertisements

Cemeteries

Cleansing

Control of public nuisances

Child care facilities

Electricity

Fencing and fences

Firefighting Services

Fresh produce markets.

Hawking regulation

Housing

Local Economic Development

Local tourism

Licensing of dogs

Licensing and control of undertakings that sell food to the public

Local sport amenities

Municipal airports

Municipal Planning

Municipal health services

Municipal public works
Markets
Municipal parks and recreation
Municipal roads
Noise pollution
Pounds
Public places
Refuse removal, refuse dumps and solid waste disposal
Street trading regulation
Street lighting
Storm water management
Traffic and parking
Water and sanitation

The council of the Municipality has the right to finance its affairs by charging fees for services and imposing surcharges on fees, rates on property and to the extent authorized by national legislation, other taxes, levies and duties.

4. GUIDE DEVELOPED BY THE HUMAN RIGHTS COMMISSION

The Human Rights Commission, established in terms of the provisions of section 181 (b) of the Constitution, has in accordance with the provisions of section 10 of the Information Act, compiled a guide containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Information Act. This guide was published within 18 months of the Information Act coming into effect. If a person wishes to obtain further information, he or she should contact the Human Rights Commission at :

Head Office

Braampark Forum 3,
33 Hoofd Street,
Braamfontein
2001
Tel: 011 877 3600 /011 877 3622
E-mail: jhollenbach@sahrc.org.za

Regional Office (Free State)

18 Kellner Street,
Bloemfontein.
9300
Tel: 051 447 1130 | Fax: 051 447 1128
E-mail: akhompeli@sahrc.org.za

5. DETAILS OF THE INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS.

5.1 The contact details of the Information Officer of the Municipality are listed below:

Designation	City Manager:Advocate Tankiso Mea
Street address	Bram Fischer Building, 5 De Villiers Street, Bloemfontein
Postal Address	PO Box 3704, Bloemfontein, 9300
Telephone Number	051-405 8101
Fax Number	051-405 8108
Electronic mail address:	Lethole.monyeke@mangaung.co.za

5.2 The contact details of the Deputy Information Officer of the Municipality are listed below:

Designation	Manager: Information Services: Sabata Taje
Street address	Bram Fischer Building, 5 De Villiers Street, Bloemfontein
Postal Address	PO Box 3704, Bloemfontein, 9300
Telephone Number	051-405 8967
Fax Number	051-405 8108
Electronic mail address	sabata.taje@mangaung.co.za

5.3 Any reference hereafter in this document to the Information Officer, also include the Information Services.

6. DESCRIPTION OF RECORDS HELD BY THE MANGAUNG MEROPLITAN MUNICIPALITY

6.1 Legislation

- National legislation
- Provincial legislation
- Municipal by-laws

6.2 Organization and local government system

- Policies
- Functions
- Creating of new directorates and sub-directorates
- Language Matters
- Computer developments
- Planning and procedure
- Delegation of powers
- Privatization
- Standing resolutions
- Signing powers
- Office instructions

Local government system
Establishment and implementation
Reconstruction and development program

6.3 Elections

Policies
Demarcation
Voters' Roll
Nominations
By-election
Voting stations
Election officials
Election of office bearers
Revision Court
Reports and statistics

6.4 Council and Council Matters

Policies
Meetings
Agendas and minutes
Member matters

6.5 Finance

Policies
Budget
Sources of income
Deposits and guarantees
Recovering of money
Trust funds and investments
Payments
Loans
Insurance
Financial control

6.6 Human Resource Matters

Policies
Conditions of service
Management of posts
Remuneration
Vacancies and appointments
Training and development
Human Resource Management

Equipment
Personnel evaluation
Retirement and resignation
Labour relations
Safety, loss control and performance

6.7 Land Affairs and Buildings

Acquisition of land
Alienation of land
Acquisition of buildings
Maintenance of buildings
Lease of buildings
Security at buildings

6.8 Stock, Equipment and Services

Policies
Stock and equipment
Standard specifications
Acquisition and maintenance
Statistics and reports
Disposal
Asset register
Services
Policies
Provided to the council
Professional appointments
Contract appointments
Communication
Telephones and cell phones
Radio masts

6.9 Tenders, Quotations and Contracts

Policies
Conditions
Advertisement
Specific Tenders & Quotations
Specific Contracts

6.10 Records Management

Policies
Filing system
Disposal of archives

Micro filming
Data processing
Inspections
Statements

6.11 Statements and Reports

Policies
Internal reports
External reports

6.12 Publicity and Information

Policies
Own publicity and information
Council emblems
Provision of information
Publicity by private persons and bodies
Advertisement rights
Advertisements
Permanent signs

6.13 Festivals and Social Interaction

Policies
Festivals
Social interaction
Own receptions and functions
Other receptions and functions
Awards of honour to members of public

6.14 Composition and Meetings of Institutions and Other Bodies

Policies
Own meetings and gatherings
External bodies and gatherings
Agendas, minutes and policy rulings
National and Provincial
Regional and Local

6.15 Legal Matters

Policies
Legal opinions
Civil matters
Criminal matters
Damaging of council property

Motor vehicle accidents

6.16 Licenses, Certificates, Permits and Exemptions

Policies

Licenses

Certificates

Permits

Exemptions

6.17 Town Planning and Building Control

Policies

Planning

Control of township areas

Appointment of consulting town engineers

Register of consent use

Sinking of boreholes

Reservation of grounds

Geological surveys

Guidelines, structural and town planning schemes

Township plans

Establishment of townships

Control over housing development

Building control

6.18 Essential Services

Water

Electricity

Roads and streets

Sewerage

Sanitation

Cemeteries

Quarries

6.19 Community Services

Health

Diseases and pests

Investigations

Education

Child care facilities

Traffic control

Library services

Housing

Sidings
Community halls, parks, gardens and open areas
Conference facilities and theaters
Sport and recreation
Transport
Markets
Provision and running of firefighting service
Abattoir
Pounds
Welfare
Research
Environment conservation
Religion and churches
Museums and other monuments
Protection services
Security
Community development

7. PROCEDURE TO REQUEST ACCESS TO RECORDS OF MUNICIPALITY

7.1 If a member of the public wishes to make a request for access to a record of the Municipality in terms of the provision of the Information Act, a written request must be made to the Information Officer on the application form attached hereto as Annexure A.

A person who is illiterate or otherwise unable to make a request for access to a record because of a disability may make an oral request. The Information Officer must assist the requester with putting the request to writing. The Information Officer must also assist a person who requires reasonable assistance free of charge.

The language in which the requester wishes to obtain the record must be stated by the requester. If the record is not available in the language preferred by the requester, access may be granted in the language in which the record is available.

The application should provide sufficient information to enable the Information Officer to:

- identify the records requested (including a description of the record, a reference number and any further particulars on the record); and
- identify the requester, including all contact information.

The information should also enable the Information Officer to identify the form of access required by the requester , for instance ;

- whether the requester wishes to make a copy of a written or printed record or inspect the, record recordings, computer generated or
- whether the requester wishes to view or copy visual images which may be photographs, slides, video recordings, images or sketches or obtain a transcription of the image or
- whether the requester wishes to listen to a soundtrack or obtain a written or printed transcription of the soundtrack or
- whether the requester wishes to obtain a printed copy of a computer or an electronic or machine readable form derived from the aforesaid.

7.2 The application form must be accompanied by the prescribed search fee listed in Annexure C of this manual. A person who is seeking information about himself or herself does not have to pay the initial fee, while a requestor other than a personal requester has to pay an initial fee of **R 35-00** for a record. All requesters, except those who are exempted in terms of section 22 (8) (a) of the Information Act, must pay the required fees to obtain a record.

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

7.4 The Information Officer may transfer a request where a record is not under the control or in the possession of the Municipality or where the subject matter is more closely connected with the functions of another public body or where the record contains commercial information in which another public body has a greater interest. The request will be transferred as soon as reasonably possible, but in any event within 14 days after the request is received. The Information Officer must notify the requester of the transfer as well as the reasons for the transfer and the period within which the request must be addressed.

7.5 If information is no longer available or cannot be found and all reasonable steps have been taken to find such a record, the Information Officer must, by way of an affidavit of affirmation notify the requester accordingly. Access may be deferred where a record is not yet available. The requester will be notified accordingly.

7.7 The Information Officer must decide within 30 days whether to grant the request. If the request is granted, a notice shall be sent to the requester stating the following:

- that the access fee, if any, must be paid upon being granted access
- the form in which access will be given; and
- that the requester may lodge an internal appeal with the Municipality or an application with a court against the access fee to be paid or the form in which access is to be granted.

7.8 If the request is not granted, the notice by the Information Officer must give adequate reasons for the refusal, excluding any reference to the content of the record and stating that the requester may lodge an internal appeal with the Municipality or application with a Court against the refusal of the request and the procedure to lodge an internal appeal or application.

7.9 The Information Officer may extend the period of 30 days in which to decide on the request if:

- if it is for a large number of records and compliance would unreasonably interfere with the activities of the Municipality;
- a search of collection of records in an office not situated in the same town or city as the Information Officer is required, and the Information Officer cannot reasonably be expected to complete the request within the initial 30 days;
- consultations with other departments of the Municipality or with another public body are necessary or desirable and the Information Officer cannot be reasonably be expected to complete the consultations within the initial 30 days; or
- the requester consents in writing to the extension.

If a period is extended, the Information Officer must within 30 days after the request is received, notify the requester of that extension and the reasons. The notice must state the period of extension as well as adequate reasons for the extensions. The notice must also state that the requester may lodge an internal appeal with the Municipality or an application with a court against the extension and the procedure (including the period) for lodging the application. The notice must also provide information on the procedure to be followed to lodge such an appeal or application.

8. DESCRIPTION OF MUNICIPAL SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC AND HOW TO GAIN ACCESS TO THE SERVICES

The municipal services as set out in 3 are available to members of the public, and information about these services can be obtained from the officer indicated in 5.

9 ARRANGEMENT AND PROVISIONS FOR PERSONS TO MAKE REPRESENTATIONS, CONSULT OR OTHERWISE TO PARTICIPATE OR INFLUENCE THE FORMULATION OF POLICY OR THE EXERCISING OF POWERS OR PERFORMANCE OF DUTIES BY THE MUNICIPALITY.

The Municipality will give adequate public notice of any intention to formulate by-laws and policies on any matter which may affect the public. Written inputs on such proposed policies or by-laws or regarding any other matter concerning the exercise of powers of performance of duties by the Municipality may be submitted to the City Manager or the Mayor at the address set out in paragraph 5.

10. DISCRETIONARY REFUSAL OF ACCESS TO RECORDS

10.1 The Information Officer has the discretion to refuse access of records where a request for access to information would involve disclosure of:

- (a) information supplied in confidence by a third party, the disclosure of which could reasonably be expected to cause prejudice;

- (b) information, the disclosure of which would be likely to impair the security of a building, structure or system, which may be a computer system, means of transport or any other property;
- (c) information regarding methods, systems, plan or procedures for the protection of an individual in Witness protection scheme, the safety of the public or the security of property;
- (d) a record containing the methods, techniques or guidelines for the prevention, detection, curtailment or Investigation of a contravention or possible contravention of law or prosecution of an alleged offender;
- (e) a record on the prosecution of an alleged offender where disclosure of the record could reasonably be expected to impede the prosecution or result in a miscarriage of justice;
- (f) a record, the disclosure of which could reasonably be expected to:
 - prejudice the investigation of a contravention or possible contravention of the law;
 - reveal or enable a person to identify a confidential source of information related to the enforcement or administration of the law;
 - result in the intimidation or coercion of a witness or a person who may be called as a Witness in Criminal or other proceedings to enforce the law;
 - a contravention of the law; or
 - prejudice or impair the fairness of a trial or the impartiality of adjudication.
- (g) information, the disclosure of which could cause prejudice to the defence, security of International Relations of the Republic of South Africa;
- (h) information, the disclosure of which is likely to materially jeopardize the economic or financial interests Republic of South Africa or the ability of the government to manage the economy of the Republic of South Africa effectively;
- (i) information, which contains trade secrets of the state or a public body or could put a public body at a disadvantage in a contractual or other relations or prejudice a public body commercial competition;
- (j) information which contains financial, commercial, scientific or technical information, other than trade secrets, the disclosure of which would be likely to cause harm to the commercial or financial Interests of the state or a public body;
- (h) information which is a computer program, defined in the Copyright Act, 1978 (Act No 98 of 1978), owned by the state or a public body; likely to serious disadvantage a public body, person carrying out the research or subject matter of the research; or information about a record of a public body which contains and opinion, advice, report or recommendation obtained or prepared or an account of a consultation, discussion, deliberation or minutes of a meeting on the formulation of a policy or taking a decision in the exercise of a power or performance of a duty conferred by law if disclosure could reasonably be expected to frustrate the deliberative process or success of the policy.

11 MANDATORY REFUSAL OF A REQUEST FOR ACCESS TO A RECORD

The Information Officer must refuse access to a record where a request for access to information

would involve the unreasonable disclosure of personal information or trade secrets about a third party (including a deceased individual) or any information, other than trade secrets, that can cause harm to the commercial or financial interests of a third party.

Access must also be refused where a request for access to information would involve disclosure of information which is a computer program owned by a private body or where access to the record is prohibited in terms of Section 60 (14) of the Criminal Procedure Act, 977 (Act No 51 of 1977) or where the information is privileged or where the information can endanger the life or safety of an individual or the protection of property.

The Information Officer must refuse access to a record where the information would involve the disclosure of information supplied in confidence by a third party and it can reasonably be expected to put the third party at a disadvantage in contractual or other negotiations. Where the information would be a breach of duty of a confidence owed to a third party or where the disclosure of information about research would expose the person or third party carrying out the research or the subject matter of the research causing serious disadvantage, access must be refused.

The Information Officer may refuse a request for access to a record if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the Municipality.

12. INTERNAL APPEAL AGAINST DECISION OF INFORMATION OFFICER

If the Information Officer fails to give a decision on a request for access within 30 days or any extended period, the Information Officer is deemed to have refused the request and the requestor may lodge an internal appeal. An internal Appeal must be lodged on the prescribed form as set out in Annexure "B" within 60 days in terms of the provisions of section 75(1)(a)(i) of the Information Act.

A requester may also lodge an internal appeal against a refusal of a request or a decision of the Information Officer with respect to:

- the prescribed fees,
- the form of access;
- the extension of period to deal with a request or
- the form of access.

A third party may lodge an internal appeal with the Municipality in terms of Section 72(c) of the Information Act against a decision by the Information Officer to disclose information.

A requester who has lodged an internal appeal and is not satisfied with the result may make an application for appropriate relief to a Court, in terms of section 78 of the Information Act within 30 days of the decision on the internal appeal. A requester ***may not*** make an application to a Court unless the requester has exhausted the prescribed internal appeal procedure.

13. PROCEDURE FOR AN INTERNAL APPEAL AND APPEAL FEES

An internal appeal must be lodged on the prescribed form within a period of 60 days. If a notice to a third party is required, such notice must be given within 30 days after an internal appeal was lodged. It must be posted, faxed or sent by electronic mail to the Information Officer address set out in paragraph 5.

The subject matter of the appeal must be identified and the reasons for the appeal must be stated. If in addition to a written reply, the appellant wishes to be informed of the decision of the internal appeal in any other manner, he or she must state that manner and provide the necessary particulars to be so informed.

If applicable the prescribed appeal fee must accompany the form. Late appeals, upon good cause shown, can be allowed.

An internal appeal shall be dealt with by **the Speaker** of the Municipality in accordance with the provisions of section 74 to 77 of the Information Act.

14. GENERAL INFORMATION

The Information Officer may be contacted for further information not contained in this manual. The Municipality will update and publish this manual at least once a year.

15 COMMENCEMENT

The date of commencement of this Manual is 1 February 2003

ANNEXURE A

REQUEST FOR ACCESS TO RECORDS OF THE MANGAUNG METROPOLITAN MUNICIPALITY

(As contemplated in Section 18(1) of the Promotion of Access to Information Act,2000
(Act No 2 of 2000) and regulation 6 of the Regulation concerned

A. PARTICULARS OF PERSON REQUESTING ACCESS TO RECORD

- (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:

Postal address:

Telephone/cell number: Fax number:

Identity number: E-mail address:

B. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE “

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

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

Full names and surname on whose behalf request is made:

Identity number: Telephone/Cell number:.....

C. PARTICULARS OF PUBLIC BODY

Name of Municipality:

Name of information Officer:

D. PARTICULARS OF RECORD.

- (a) Provide full particulars of the record to which access is requested, including the reference number if that 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 the additional folios.

1 Description of record or relevant part of the 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 and prepare a record.
- (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 REQUIRED

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

Disability

*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.
- (c) In such a case you will be informed if access will be granted in another form requested.

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

Copy of Record*		Inspection of records*	
-----------------	--	------------------------	--

2 If the record consists of visual images-

(This includes photographs, slides, video recordings, computer generated images, sketches . etc:

View images	Copy images	videos	Computer generated images	transcription	Inspection of records
-------------	-------------	--------	---------------------------	---------------	-----------------------

3 If records consists of records words or information which can be reproduced in sound:

Listen to the soundtrack(audio cassette)		transcription of soundtrack*	
--	--	------------------------------	--

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

printed copy of record'		printed copy information derived from the record*	copy in computer readable form* (floppy or compact disc)	
-------------------------	--	---	--	--

*If you requested a copy or transcription of a record (above),	YES	NO
--	-----	----

do you wish the copy or transcription to be posted to you?

(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 would you prefer the record?

G. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS.

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

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

Signed aton thisday of.....20.....

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

FOR OFFICIAL USE

Reference number:

1.Receipt of Request

Request received by

(State rank ,name and surname of information officer) on (date)..

at(place)

2. Fees paid

Request fee (if any): R.....

Deposit (if any): R

Access fee: R.....

3.Decision on Request

Request is ***APPROVED/DISAPPROVED**, subject to the following conditions (if any)

.....

(*Delete whichever is not applicable)

INFORMATION OFFICERDATE

Ref number

NOTICE OF INTERNAL APPEAL

(As contemplated in Section 75 of the Promotion of Access to Information Act 2000
(Act No. 2 of 2000)[Regulation 8 of the Regulation concerned]

A. PARTICULARS OF PUBLIC BODY

Name of Municipality:
Name of Information Officer:

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

- (a) The particulars of the person who lodge 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:TelephoneFax
Postal address:
E-mail address:
Capacity in which an internal appeal on behalf of another person is lodged:

C. PARTICULARS OF ORIGINAL 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:Telephone/Cell

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 the request must be dealt	
Decision in terms of section 29(3) of the Act to refuse access in the form requested by	
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.

State the grounds on which the internal appeal is based:

.....
.....

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 in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

Manner of Notification.....

Particulars :

Signed at.....on thisday of 20

.....
SIGNATURE OF APPELLANT

FOR OFFICIAL USE:
OFFICIAL RECORD OF INTERNAL APPEAL

1 Appeal received by.....
(State rank, name and Surname of Information Officer) on

2. The notice of Appeal accompanied by the reasons for the information officer's decision and ,where applicable, the particulars of any third party to whom or which the record relates was submitted to the Speaker ondate for consideration.

3. OUTCOME OF APPEAL:

*The decision of the Information Officer is **confirmed** /the decision is **substituted** by

NEW DECISION:

.....

SPEAKER **DATE**

RECEIPT OF APPEAL OUTCOME

This document containing the decision of the Speaker was received by the Information Officer

on(date)

.....

INFORMATION OFFICER

.....

DATE

FEES PAYABLE IN TERMS OF THE INFORMATION ACT

1. Copy of this Manual is available on request

Form of Access	COSTS
2. Request fees (As meant in section 22(1) of the Information Act)	R 35-00
3. Reproduction fees For records meant in section 15 of the Information Act) Every photocopy of an A4-size or a part thereof	R 0-60
Every printed copy if an A4-size page or a part thereof held on a computer or in electronic or machine-readable form	R 0-40
A copy in a computer-readable form on: Stuffy disc	R 5-00
Compact disc R 40	R 40-00
A transcription of visual images for an A4-size page or part thereof	R 22-00
for a copy of visual images	R 60-00
for a transcription of an audio record for an A4-size page or part thereof	R12-00
for a copy of an audio record	R17-00
4. Access Fees (For records meant in section 22 of the Information Act)	
Every photocopy of an A4-size page or a part thereof	R 0,60
Every printed copy of an A4-size page or a part thereof held on a computer or in electronic or machine readable form	R 0-40
A copy in a computer-readable form on:	
Stuffy disc	R 5-00
Compact disc R 40	R 40-00
A transcription of visual images for an A4-size page or part thereof	R 22-00
for a copy of visual images	R 60-00
for a transcription of an audio record for an A4-size page or part thereof	R12-00
for a copy of an audio record	R17-00
5. Search fees (As meant in section 22(2) of the Information Act)	
To search for the record, for each hour or part of an hour,	R 15-00
6. Deposit	
A deposit is required if it is expected that the search will exceed six hours.	
One-third of the access fee, calculated in accordance with paragraph 4, is payable by the requester as a deposit.	
7. Postage	
Postage is payable by the requester when a copy of the record must be posted to the requester.	
8. Appeal fees	
Appeal fees of R50-00 is payable when an internal appeal is lodged.	
All amounts mentioned in Annexure C are exclusive of VAT	

