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**UMZIMVUBU**  
LOCAL MUNICIPALITY

# **SECTION 14 MANUAL (IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000)**



# UMZIMVUBU LOCAL MUNICIPALITY

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## **P**REFACE

The Promotion of Access to Information Act 2 of 2000 gives effect to the public's right to information from public and private bodies as contained in section 32 of the Constitution to advance and increasingly focus on the development of good corporate governance.

**The Umzimvubu Local Municipality (hereinafter referred to as ULM) recognises and is committed in fulfilling its constitutional obligations to, inter alia –**

- foster a culture of transparency and accountability in its affairs by giving effect to the right of access to information;
- actively promote and create an enabling environment in which requesters have effective access to information;
- put such necessary measures in place to render it as accessible as reasonably possible for requesters of its records.

**Bearing in mind –**

that the right of access to any information held by ULM may be limited to the extent that the limitations are reasonable and justifiable in an open and democratic environment based on human dignity, equality and freedom as contemplated in Section 36 of the Constitution and also as specified in Part 2, Chapter 4, of the Promotion of Access to Information Act.

## **1. ABBREVIATIONS / ACRONYMS**

AIDS Acquired Immune Deficiency Syndrome  
AMMAS Asset Management and Scientific Services  
CBO Community Based Organisation  
CPM Competency-Based Performance Management  
CRM Customer Relations Management  
ED&T Economic Development and Tourism  
EIA Environmental Impact Assessment  
MANCO Management Committee  
ERP Enterprise Resource Planning  
GIS Geographic Information Systems  
HIA Heritage Impact Assessment  
HIV Human Immune Deficiency Virus  
HR Human Resources  
IDP Integrated Development Plan  
IEC Independent Electoral Commission  
ICT Information Communication and Technology  
KPI Key Performance Indicator  
NGO Non-Governmental Organisation  
ORM Occupational Risk Management  
PABX Private Automatic Branch Exchange  
PAIA Promotion of Access to Information Act  
PDI Previously Disadvantaged Individual  
PHP Peoples Housing Process  
RDP Reconstruction and Development Programme  
SAP Systems Applications Processing  
SETA Sector Education and Training Authority  
SLA Service Level Agreement  
SMME Small Medium and Micro Enterprises  
SPV Special Purpose Vehicle  
SRA Special Rating Area  
TB Tuberculosis  
ULM – Umzimvubu Local Municipality  
VAT Value Added Tax

## SECTION

# 1

## INTRODUCTION

This manual has been compiled for the Umzimvubu Local Municipality (ULM) and is a requirement in terms of section 14 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000), hereafter referred to as “the Act”. This legislation gives effect to the public’s right of access to information from public and private bodies as contained in section 32 of the Constitution of the Republic of South Africa (Act 108 of 1996). One of the objectives of the Act is to promote transparency, accountability and effective governance. This objective forms part of the Umzimvubu Local Municipality’s strategy to achieve developmental and participatory local government in the Eastern Cape. ULM also strives to be accessible by *inter alia* providing information.

The purpose of the manual is:

- To enable people to exercise their rights in terms of the Act.
- To create an understanding of the functions performed and records kept by the Umzimvubu Local Municipality.
- To assist in fostering a culture of transparency, accountability and to promote public participation.

The Umzimvubu Local Municipality falls within the Alfred Nzo District of the Eastern Cape Province was established on 5 December 2000 by the merging of the previous Mount Ayliff TLC and Mount Frere TLC. It is located in a scenic, culturally and a well-endowed area in terms of natural resources in South Africa and it covers an area of 2506 square kilometers and has a population of approximately 220636people.

**Annexure A** is a map of the Umzimvubu Local Municipality area, showing the boundaries



## **SECTION 2**

# **STRUCTURE AND FUNCTIONS OF THE UMZIMVUBU LOCAL MUNICIPALITY**

### **2.1. ORGANISATIONAL STRUCTURE**

Local Government is functioning in a consistently changing environment and therefore its structures and services may change. Council's vision, goals and strategic priorities are continuously reviewed and the relevant current structures are aligned with the new strategic direction. The current Organisational structure is set out up to the second reporting level as follows:

### **2.2. FUNCTIONS AND ASSOCIATED SERVICES OF THE UMZIMVUBU LOCAL MUNICIPALITY**

#### **1. OFFICE OF THE MUNICIPAL MANAGER**

##### **Municipal Manager: Post Filled**

- Project Management and Performance Management to the Directorates of the Office of Municipal Manager.
- Manages the Office of the Municipal Manager
- Serves as an ombudsman
- Liaise with the Political leadership on behalf of Administration

##### **Manager: Office of the Municipal Manager: Post Filled**

- provision of administrative support to the Municipal Manager's Office
- Coordinate and control processes and procedures associated with the formulation of the Municipality's legal issues/matters
- Controls, administration, performance management and loss control for inclusion into the plan and program
- Provide guidance and advice to the Municipal Manager in resolving internal matters
- Manage the implementation of the requirements of the Promotion of Access to Information Act, 2000
- Ensure Senior Managers Committee Meetings are held and tasks assigned are implemented accordingly
- Manages developmental project management processes associated with the scoping, resourcing, implementation, monitoring and communication
- Disseminates guidance and information on specific key performance areas and requirements

**Manager: IDP and Organizational Performance Management Systems –  
Post Filled**

- IDP Process Management
- SDBIP Implementation and Monitoring
- Corporate Performance Management and SDBIP Implementation
- Coordinating Inter-governmental relations

**Manager: Internal Audit – Post Filled**

- Revenue and Municipal Entities Audits
- IT Audits
- Expenditure and SCM Audits
- Governance Audits

## **2. CORPORATE SERVICES**

**Senior Manager: Post Filled**

**Manager: Human Resources – Post Filled**

- Change Management.
- Collective Bargaining / Local Labour Forum
- Conditions of Service and HR Policy development
- Consulting on General HR Issues
- Dispute Management
- Employee Life Cycle
- HR Consulting Services.
- Organisational Structure/Management.
- Quality Management.
- SALGBC
- Recruitment Strategies and Plans
- Employee Wellness
- Employee Assistance Programme, HIV/AIDS Workplace programme
- Labour Relations
- Occupational Health and Safety
- Payroll
- Training and Development
- Affirmative Action
- Diversity and Gender equity

### **Manager: Information Systems and Technology – Post Filled**

- Infrastructure
- Telecommunications
- Business Applications
- Website Management
- Electronic Governance
- Architecture and Governance
- IT Programme Office and Admin
- Distributed Computing

### **Manager: Sound Governance – Post Filled**

- Secretariat Services
- Council Support
- Corporate Records Management and Registry Services
- Strategy, Development & Alignment.
- Strategy Monitoring, Reporting & Support.
- Information & Knowledge Management.
- Promotion of customer satisfaction in accordance with Batho Pele Programmes

## **3. INFRASTRUCTURE AND PLANNING**

### **Senior Manager: Infrastructure & Planning: Post Filled**

#### **Manager: Project Management – Post Filled**

- Planning the integrated development and maintenance of roads and stormwater systems for a sustainable future
- Formulating and advocating policies for roads and stormwater services for ULM
- Managing Capital Projects
- Managing and Maintaining the existing roads and stormwater assets
- Conducting road rehabilitation and reseal programmes
- Improving flood risk management
- Expanded Public Works Programme
- Municipal Infrastructure Grant
- Program Management
- Infrastructure Development Coordination

#### **Manager: Building and Planning – VACANT**

- Informal Settlements
- Housing Land and Forward Planning
- Existing Settlements
- New Settlements
- Support Services
- Architecture



- Quantity Survey
- Construction Management
- Building Development and Management

**Manager: Development Planning – Post Filled**

- Support Services
- Urban Renewal Planning – Mount Ayliff
- Urban Renewal Planning – Mount Frere
- Municipal Spatial Planning
- Public Space and Landscape
- Urban Design
- Land Use Management
- Corporate GIS
- Property Disposals and Acquisitions
- Property Information
- Property Market Valuation

**4. CITIZEN AND COMMUNITY SERVICES**

**Senior Manager: Citizen & Community Services: Post Filled**

**Manager: Community Services – Post Filled**

- Community Parks
- Regional Parks
- Cemeteries
- Tree Management
- Swimming Pools.
- Stadia
- Community Halls
- Community Centres
- Expanded Public Works Programme
- Waste Disposal
- Cleaning
- Waste Collections
- Waste Management Planning
- Technical Services
- Support Services
- Biodiversity Management
- Environmental strategy and Partnerships
- Environmental management systems
- Heritage Services
- Provision of Public Library Services.
- Developmental Programmes aimed at meeting the development and information needs of communities.

- Museum
- Social Development Facilitation
- Arts and Culture

**Manager: Community Safety – Post Filled**

- Support Services
- Crime Prevention
- BY Law Enforcement
- Traffic Enforcement
- Licensing
- Traffic Enforcement
- HIV and AIDS Programmes

## **5. BUDGET AND TREASURY**

**Chief Financial Officer: Post Filled**

**Deputy Chief Financial Officer: Post Filled**

**Manager: Budget and Reporting – Post Filled**

- Operating Budget
- Capital Budget
- Performance Budgeting
- Internal and External reporting

**Manager: Supply Chain Management – Post Filled**

- Procurement/Tenders/Contract Management
- Service Level Agreements
- Inventory and Stores Management
- Supplier Development.
- Fleet Management
- Assets Management
- Insurance Management

### **Manager: Revenue – Post Filled**

- Debt Management
- Technical Services
- Debtors and Cash
- Billing
- Valuations Operations
- Free Basic Services
- Indigent Management

### **Manager: Expenditure – Post Filled**

- Support Services
- Payroll Management
- Accounts Payable
- VAT Management

## **6. LOCAL ECONOMIC DEVELOPMENT**

### **Senior Manager: LED – Post Filled**

#### **Manager: LED – Post Filled**

- Local Area Tourism development
- Destination Development
- Local Area Economic Development and growth
- Business and Development Strategy
- Business Support and Skills Development
- Economic Information and Research
- Expanded Public Works Programme

## **7. SPECIAL PROGRAMMES & COMMUNICATIONS**

### **Senior Manager: Special Programmes & Communications – Post Filled**

#### **Manager: Special Programmes - Post Filled**

- Analyzing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period and, consolidating the department's operating and capital budget.
- Develop sectional budget projection for annual and midterm budget, and allocate projections to each project as per the needs of the projects.

- Develop demand management plan using template as supplied by Supply Chain management to determine when to process of procurements will be done for the section.
- Evaluating and presenting reports to the immediate superior detailing the Department's performance against specific measures.
- Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure.
- Initiating specific sequences (vote transfers, new accounts, tariffs) in consultation with the immediate superior, finance Management team aimed at regularizing expenditure.
- Monitor spending of sectional budget expenditure to address deviation uncounted thereof.
- Keeping abreast of legislative changes and National and Provincial Government requirements with respect to access to information and formulating methodologies/ policies dictating procedural applications for consideration and approval by immediate manager and the council.
- Analysing the effectiveness of the functionality in maintaining positive perceptions with the immediate and Local community and implementing corrective measures to align structures and systems.
- Providing advice/ opinions to the immediate Manager and other senior Managers on the special programs process through the analysis and evaluation of attitudes and needs of the targeted community special groups.

**Manager: Public Participation - VACANT**

- Public Participation
- Management of the Office of the Speaker
- Management of the Office of the Chief Whip
- Ward Committees Monitoring
- Stakeholder engagement
- Customer Care – petitions Management
- Presidential hotline Management
- Monitoring of Ward Clerks and CDWs
- Council events and project hand overs



## **Manager: Communications & Public Relations – Post Filled**

- Conducting research into best practices associated with the functionality and determining the appropriateness of specific policies/ procedures for implementation.
- Analyzing and aligning requirements with operating capacity and capability.
- Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments Business and Strategic Plans.
- Presenting a conceptual framework of current and future interventions necessary to support core service delivery areas with accurate information and records of work in progress and/ or projects and maintenance assignments.
- Keeping abreast of legislative changes and National Government requirements with respect to access to information and formulating methodologies/ policies dictating procedural applications for consideration and approval.
- Analysing the effectiveness of the functionality in maintaining positive perceptions with the immediate and broader community and implementing corrective measures to align structures and systems.
- Providing advice/ opinions to the management on the communication process through the analysis and evaluation of attitudes and needs of the target public.
- Interpreting situational and contextual issues and researching relevant topics to enable the preparation of speeches.
- Maintaining control of the branding of the municipality through the implementation of procedures to monitor usage and application of colours/ logo in media, advertisements, corporate stationery, etc.
- Manage the day-to-day internal and external communications and marketing activities of the municipality

- Manages the formulation of Forums and Committees to promote communication and discussion on communication priorities and concerns and ensure that guideline are adhered to.
- Liaise with all the relevant external stakeholders and organized civil society in the promotion of good relations with the Council.
- Interacting and establishing media needs, attending to specific enquiries and seeking approval for the release of information or comments to the different media forms.
- Develop draft speeches/communication for the MAYOR to address the community

## **SECTION 3**

### **CONTACT DETAILS OF INFORMATION OFFICER / DEPUTY INFORMATION OFFICERS**

Formal requests for access to information made in terms of the Act must be addressed to the Information Officer or Corporate Deputy Information Officer.

#### **Information Officer**

##### **The Municipal Manager**

Private Bag X9020  
Mount Frere, 5090

All requests for information automatically / voluntarily available (see Annexure C in this regard), as well as general enquiries regarding the availability of information, must be directed to the relevant Deputy Information Officer listed below. As indicated above, all formal requests for access to information must be addressed to the Information Officer.

#### **Corporate Deputy Information Officer**

##### **Senior Manager: Corporate Services**

Mrs. Thozama Madotyeni-Ngcongca  
Telephone: (039) 255 - 8509  
Fax: (039) 255 0167  
**E-mail:** Ngcongca.thozama@umzimvubu.gov.za  
Postal Address: Private Bag X9020  
Mount Frere, 5090

#### **Deputy Information Officers**

##### **Manager: Sound Governance**

**Mr. Mandisi Ngxekana**  
Telephone: (039) 255 - 8567  
Fax: (039) 255 0167  
**E-mail:** Ngxekana.Mandisi@umzimvubu.gov.za

## **SECTION 4**

### **“SECTION 10 GUIDE” ON HOW TO USE THE ACT**

In terms of section 10 of the Act, the Human Rights Commission must compile a guide containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. This guide will be available from the South African Human Rights Commission by no later than July 2012 and enquiries regarding the guide may be directed to:

**The South African Human Rights Commission**  
**PAIA Unit**  
**The Research and Documentation Department**  
**Postal Address**  
**Private Bag 2700**  
**Houghton**  
**2041**

**Telephone number: (011) 484 8300**  
**Facsimile (fax) number: (011) 484 1360**  
**Website: [www.sahrc.org.za](http://www.sahrc.org.za)**  
**E-mail address: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)**



## SECTION 5

## ACCESS TO RECORDS HELD BY UMZIMVUBU LOCAL MUNICIPALITY

### 5.1. AUTOMATIC / VOLUNTARY DISCLOSURE

**Annexure C** describes the categories of records of Umzimvubu Local Municipality which are automatically available without a person having to request access in terms of the Act.

### 5.2. DESCRIPTION OF SUBJECTS AND CATEGORIES OF RECORDS HELD BY UMZIMVUBU LOCAL MUNICIPALITY

“Records” of the Umzimvubu Local Municipality refer to those records created or received in the course of official business and which are kept as evidence of ULM’s functions, activities and transactions. There are different **forms** of records, for example correspondence files, maps, plans, registers, agendas and minutes, which could be available in different **media**, e.g. paper or electronic.

**Annexure D** gives a description of the subjects on which the Umzimvubu Local Municipality holds records as well as the categories of records held on each subject.

### 5.3. REQUEST PROCEDURE

#### Access Given

When a record / information is requested in terms of the Act, the requester must be given access thereto if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to a record; and
- Access to the record is not refused on any ground of refusal mentioned in the Act.

#### Form of Request

- The request must be made in writing on the prescribed form, attached as **Annexure E**, and be forwarded to:

#### The Information Officer or the Corporate Deputy Information Officer

##### Postal Address:

Private Bag X9020  
Mount Frere, 5090

##### Fax Number:

(039) 255 0167

**E-mail:** Ngcongca.thozama@umzimvubu.gov.za

- The application should clearly state what information is required and if the request is for a copy of a record or whether the requester would like to view the record at the office of Umzimvubu Local Municipality.
- The application form must be accompanied by the prescribed request fee (For fees, see "Fees Payable").
- If a person asks for access in a particular form, the requester would be given access in the manner that has been asked for, unless doing so would interfere unreasonably with the running of the office, would damage the record, or infringe a copyright not owned by Umzimvubu Local Municipality.
- If the requester wishes to be informed of the decision regarding the request in any other manner, e.g. by telephone / fax / e-mail, in addition to a written reply, it must be indicated as such.
- In cases where the requester is asking for information on behalf of somebody else, the capacity in which the request is being made should be indicated.
- When a requester is unable to read or write or has a disability, the request can be made orally. In such a case, the Information Officer / Deputy Information Officer must complete the form on behalf of the requester.

### **Fees Payable**

- In terms of the Act, two types of fees are required to be paid, namely the request fee and the access fee.
- A requester, who seeks access to a record containing personal information about that requester, is not required to pay the request fee. Every other requester must pay the relevant request fee.
- The Information Officer / Corporate Deputy Information Officer will notify the requester to pay the prescribed fee before further processing the request.
- The request fee payable is R35 (thirty five Rand). The requester may lodge an internal appeal or an application to the court against payment of the request fee.

## **Decision and Notice**

- After the Information Officer / Deputy Information Officer has made a decision on the request, the requester will be notified thereof within 30 (thirty) days after the request has been received, unless the period to deal with the request has been extended.
- If the request is granted, a further access fee must be paid for the search, preparation and reproduction of the record where applicable. See also **Annexure F** for fees payable.
- The requester will be given the required information, if available, within a reasonable time after receipt of the application form and prescribed fee.

## **Transfer of Requests**

- If a request for access is made for information which is not in the possession of Umzimvubu Local Municipality, or if the information is more closely connected to another public body, the request will be transferred within 14 (fourteen) days after the request has been received, to the other body/institution/organisation who could provide the information.
- 

## **Records not found / Does not exist**

- In cases where records cannot be found or do not exist and all reasonable steps have been taken to find the requested record, the Information Officer will by means of an affidavit/affirmation inform the requester accordingly, giving full reasons.

## **Deferral of Access**

- Requests may be deferred until information becomes available. The requester will be notified accordingly and requested to make representations within 30 (thirty) days as to why the information is required prior to it becoming public.

## **Refusal of Access to Records**

- The Information Officer / Deputy Information Officers may refuse access to records under the circumstances as provided for in part 2, chapter 4, of the Act.

## **Remedies**

Remedies available if Umzimvubu Local Municipality does not comply with the provisions of the Act. A requester may lodge an internal appeal with the Umzimvubu Local Municipality against a decision of the Information Officer or Deputy Information Officer if:

- A request for access is refused.
- The fees charged are unacceptable.
- The period within which a decision with regard to access to a record must be made is extended.
- Access to a record is not provided in the form requested, e.g. electronic copy instead of a print copy.
- A third party may lodge an internal appeal with the Umzimvubu Local Municipality against a decision by the Information Officer or Deputy Information Officers to disclose information relating to the third party.

### **Appeal Procedure**

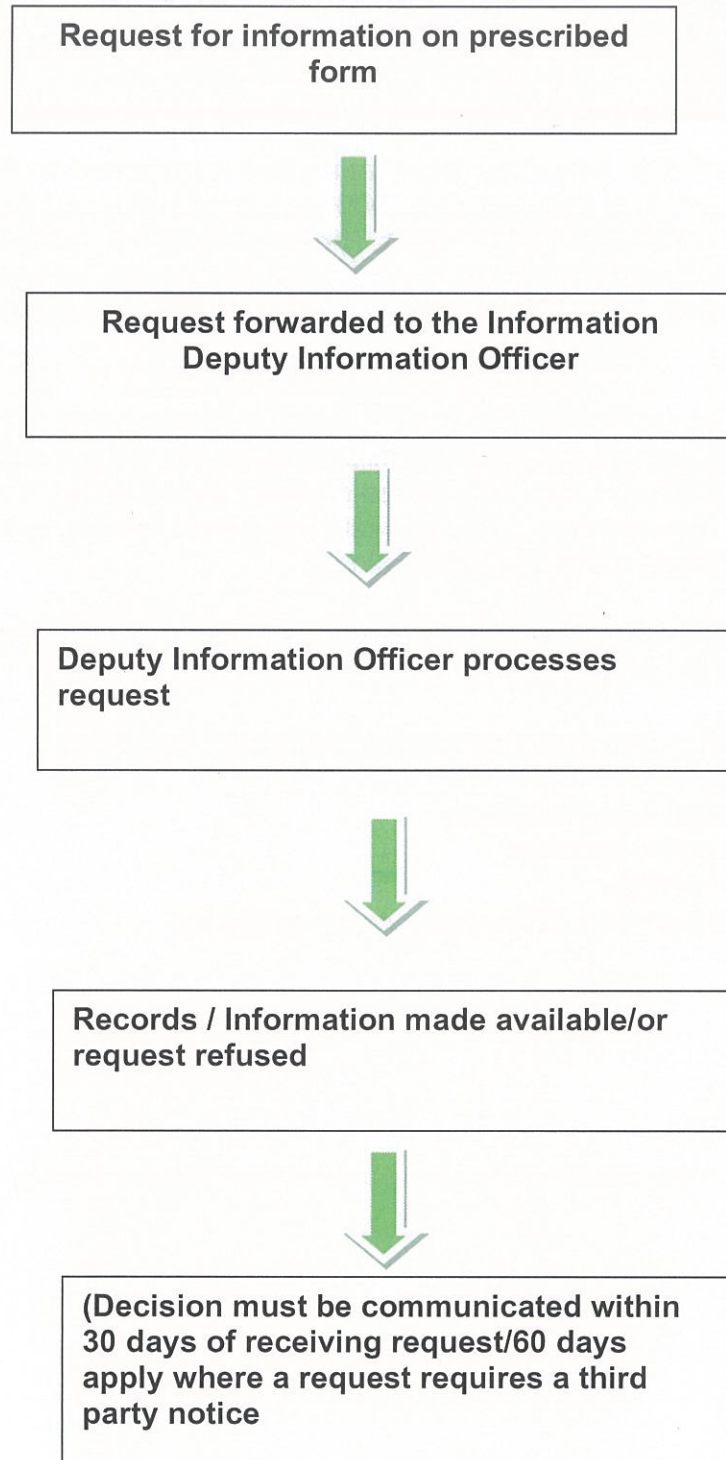
- An internal appeal must be lodged on the prescribed form which is attached as **Annexure G**
  - i) Within a period of 60 (sixty) days;
  - ii) ii) If notice to a third party is required by section 49(1)(b), within 30 (thirty) days after notice is given to the appellant of the decision appealed against or, if notice to the appellant is not required, after the decision was taken.

#### The internal appeal -

- Must be delivered, posted, faxed or sent by electronic mail to the Information Officer or Corporate Deputy Information Officer.
- Must identify the subject of the internal appeal and give reasons for the appeal.
- Must state the manner in which the applicant wishes to be informed of the decision on the internal appeal, in addition to a written reply.
- Must, if applicable, be accompanied by the prescribed appeal fee.
- Must specify a postal address, fax number or e-mail address.
- The Information Officer or Corporate Deputy Information Officer must within 10 (ten) working days after receipt of an internal appeal, submit it to the Appeal Authority, namely the Speaker, for consideration.
- Late appeals may be allowed if good cause can be shown.
- A requester or third party may only apply to a court if the internal appeal procedure against a decision of the Information Officer or Deputy Information Officer has been exhausted.



**FLOWCHART: FORMAL REQUEST FOR ACCESS TO RECORDS**



## SECTION 6

### ARRANGEMENTS ALLOWING FOR PUBLIC PARTICIPATION / INVOLVEMENT

Public participation in a local government context is governed by the Local Government Municipal Systems Act, 2000 (Act 32 of 2000) and the Municipal Structures Act, 1998 (Act 117 Of 1998). The purpose of the public participation process is to ensure that the Umzimvubu Local Municipality as well as the broader community co-owns the public participation process and the end product.

Segments of the public engaged in public participation are e.g. individuals, sporting / social groups, religious organisations, small medium and micro enterprises (SMMEs), community based organisations (CBOs), non-governmental organisations (NGOs), sectorally-based forums, area-based forums, businesses, ratepayer associations.

**The Umzimvubu Local Municipality may use the following methods to engage in public participation:**

- Distribution of documents in public places for comment
- Surveys
- Newspaper Advertisements
- Formal public hearings
- Public meetings
- Development of a public participation structure.

## **SECTION 7**

## **UPDATING AND AVAILABILITY OF THE SECTION 14 MANUAL**

- **Updating**

The manual will be published in the GOVERNMENT GAZETTE and will be updated, if necessary, once a year.

- **Availability**

The manual is available at any of the offices listed below and may be viewed free of charge.

### **Mount Frere Municipal Offices**

Reception Area

### **Mount Ayliff Municipal Offices**

Reception Area

All public libraries

All cash offices

**ULM website [www.umzimvubu.gov.za](http://www.umzimvubu.gov.za)**

### **The Human Rights Commission**

PAIA Unit- The Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

**Telephone number:** (011) 484 8300

**Facsimile (fax) number:** (011) 484 1360

The Umzimvubu Local Municipality is guided by values such as *Passion, Accountability, Competitive and Diversity* and using the cliché “*We are PACD for you*” in order to promote and achieve good governance. The application of these values re-enforces ULM’s commitment to comply with the provisions of the Act. As the Umzimvubu Local Municipality strives to be an accessible municipality and render itself as accessible as reasonably possible for requesters of its records, Deputy Information Officers are available to assist requesters to exercise their rights in terms of the Act. Where individuals experience difficulty in understanding the manual, the Corporate Services Department should be consulted. Enquiries should be directed to the Corporate Services Department at telephone:

039 – 255 0166 / 255 8509 or e-mail: [ripha.nandipha@umzimvubu.gov.za](mailto:ripha.nandipha@umzimvubu.gov.za)

### **8.1. APPLICATION OF THE POLICY**

8.1.1 This policy shall apply to all Employees / Councillor of Umzimvubu Local Municipality and all applicants for information of Umzimvubu local municipality

### **8.2. COMMENCEMENT OF THIS POLICY**

8.2.1 This policy will come into effect on the date of adoption by Municipality.

### **8.3. INTERPRETATION OF THIS POLICY**

8.3.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.

8.3.2 Dispute on interpretation of this policy shall be declared in writing by any party concerned.

8.3.3 The Municipal Manager shall give a final interpretation of this policy in case of a written dispute.

8.3.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Municipality/ or Arbitration / or courts with jurisdiction to hear such matters



#### **8.4. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY**

- 8.4.1 This policy may be partly or wholly waived or suspended by the Municipal Municipality on a temporary or permanent basis after consultation with Management and Council.
- 8.4.2 Notwithstanding clause No. 8.4.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Municipality and SAHRC.

#### **8.5. AMENDMENT AND/OR ABOLITION OF THIS POLICY**

- 8.5.1 This policy may be amended or repealed by the Municipality after consultation with Management and SAHRC.

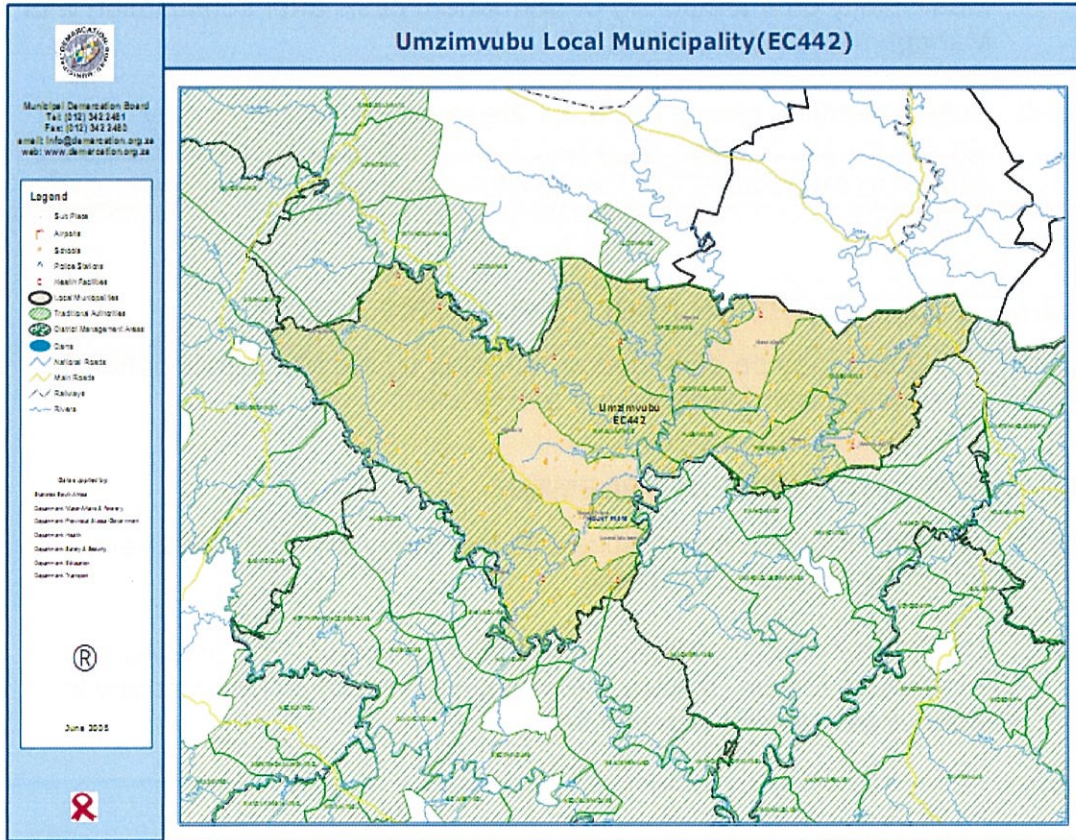
#### **8.6. COMPLIANCE AND ENFORCEMENT**

- 8.6.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.
- 8.6.2 It will be the responsibility of Information Officer, Corporate Deputy Information Officer, Deputy Information Officer of the Municipality to enforce compliance with this policy.



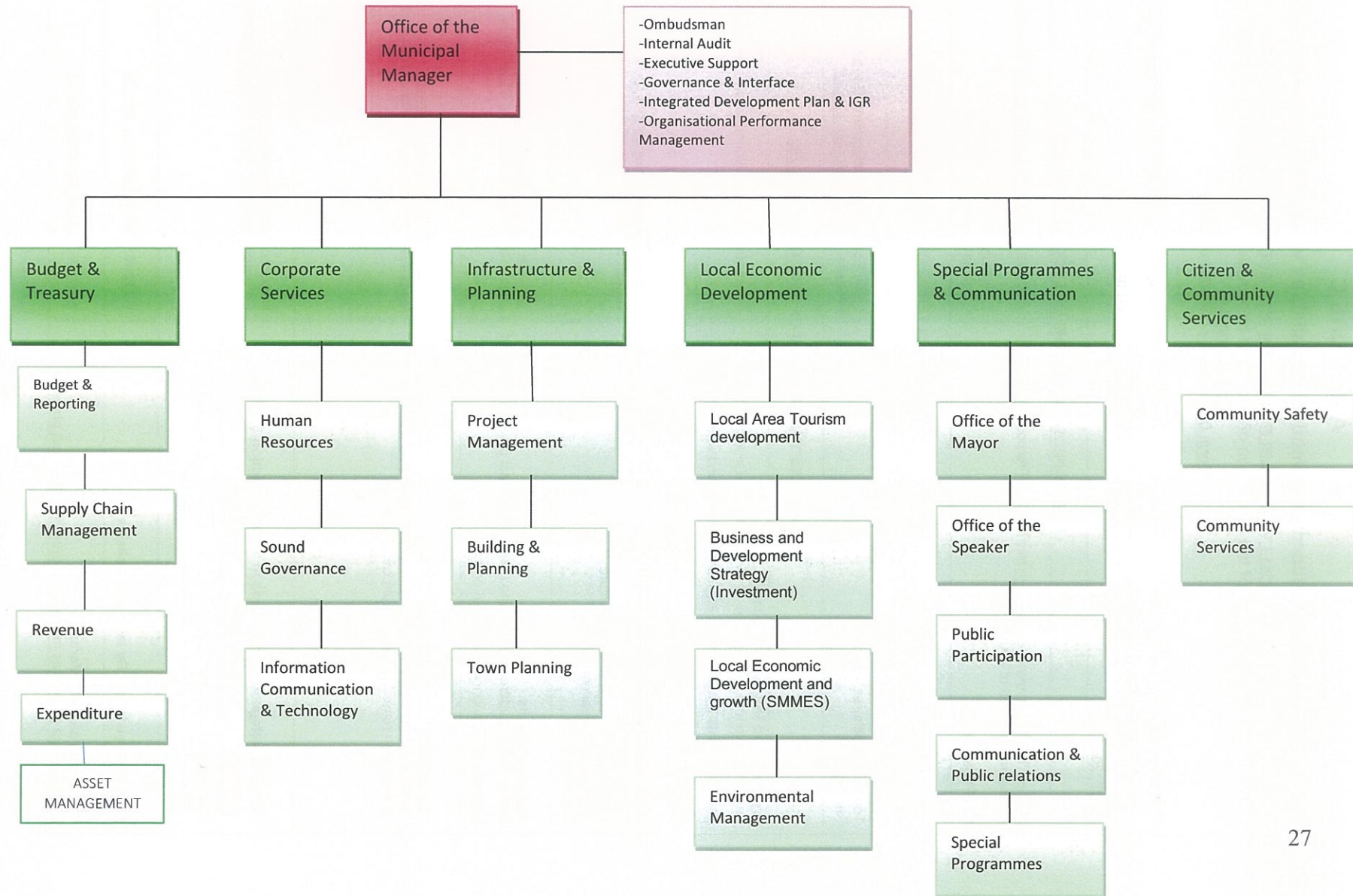
# ANNEXURE A

## Map showing boundaries of Umzimvubu Local Municipality Area



## ANNEXURE B

### Macro structure of Umzimvubu Local Municipality



## ANNEXURE C

### Categories of records automatically available / voluntary disclosure

#### 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]

[Form D inserted by GNR.466 of 2007.]

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))
<b>FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):</b>	
Section 14 Manual made available in terms of the Promotion of Access to Information Act 2 of 2000  Old Photographs	Website: <a href="http://www.umzimvubu.gov.za/">www.umzimvubu.gov.za/</a> Municipal Offices  Corporate Services Department Communications Department
<b>FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):</b>	
Tourism Brochures and CD Photographs	Local Economic Development Department Website: <a href="http://www.umzimvubu.gov.za/">www.umzimvubu.gov.za/</a>
<b>FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):</b>	
<b>Agendas and Minutes of Council</b> (Including agendas and minutes of all meetings of Council structures and those of its predecessors, excluding minutes and agendas that has been marked "confidential").	Corporate Services: Sound Governance Division
<b>Budget and Business Plans</b> Capital Budget Estimates of Income and expenditure Reports on budget control Business Plans	Website: <a href="http://www.umzimvubu.gov.za/">www.umzimvubu.gov.za</a> Budget & Treasury Department
<b>Business Details</b> Name, locality, address, telephone numbers, contact persons, hours of business of all council offices and depots	Website: <a href="http://www.umzimvubu.gov.za/">www.umzimvubu.gov.za</a> Local Economic Development Department
<b>Councilors' Official Details:</b> (Including the Mayor, the Speaker and Office Bearers) Information regarding each Councilor's name	Website: <a href="http://www.umzimvubu.gov.za/">www.umzimvubu.gov.za</a> Corporate Services: Human Resources Division
<b>Council Delegations developed in terms of section 59 of the Local government: Municipal Systems Act 32 of 2000</b> Delegations to Political Office Bearers Members of Staff Structure (Exco, sub-council, portfolio committees)	Website: <a href="http://www.umzimvubu.gov.za/">www.umzimvubu.gov.za</a> Corporate Services: Sound Governance Division
<b>Council Legislation, By laws and Policies</b>	Website: <a href="http://www.umzimvubu.gov.za/">www.umzimvubu.gov.za</a>
<b>Guidelines and Standards:</b> Eastern Cape guidelines for environmental management plans	Website: <a href="http://www.umzimvubu.gov.za/">www.umzimvubu.gov.za</a>

Minimum cleanliness standards Minimum requirements for refuse collection vehicle access at new developments Waste/recycling storage areas/rooms	Citizen & Community Services: Community Services Division
<b>Integrated Development Plan (IDP)</b>	Website: <a href="http://www.umzimvubu.gov.za">www.umzimvubu.gov.za</a>
<b>Financial Records:</b> Account Statements (Only available to account owners on, positive identification) Annual Statements Arrears (Only available to account owners, on positive identification)	Website: <a href="http://www.umzimvubu.gov.za">www.umzimvubu.gov.za</a> Budget & Treasury department
<b>Housing:</b> Land available for housing development Available municipal housing	Website: <a href="http://www.umzimvubu.gov.za">www.umzimvubu.gov.za</a> Infrastructure & Planning : Housing & Planning Division
<b>Land:</b> Details of Municipal owned land Records of land owned by requester, on positive identification	Website: <a href="http://www.umzimvubu.gov.za">www.umzimvubu.gov.za</a> Infrastructure & Planning: Town Planning Division
<b>Organisational Structure</b> Organisational Structure of ULM and its Departments	Website: <a href="http://www.umzimvubu.gov.za">www.umzimvubu.gov.za</a> Corporate Services: Human Resources Division
<b>Planning</b> Business Processes Policy Plans Zoning schemes	Website: <a href="http://www.umzimvubu.gov.za">www.umzimvubu.gov.za</a> Infrastructure & Planning: Town Planning Division
<b>Registers</b> (where available, excluding personal information of individuals): Moveable Assets Contractors and Service Providers Tenders Awarded New Tenders ULM Approved File Plan	Website: <a href="http://www.umzimvubu.gov.za">www.umzimvubu.gov.za</a> Budget & Treasury: SCM Unit Corporate Services: Sound Governance Division
<b>Schedules:</b> Refuse Collection Schedules	Website: <a href="http://www.umzimvubu.gov.za">www.umzimvubu.gov.za</a> Citizen & Community Services: Community Services Division
<b>Reports</b> Umzimvubu Local Municipality Annual Report Municipal Entities Annual Report All Reports Available on the website	Website: <a href="http://www.umzimvubu.gov.za">www.umzimvubu.gov.za</a> Office of the Municipal Manager
<b>Statistics (excluding personal information of individuals):</b> Health Statistics Waste Minimisation Statistics? Waste Statistics? Other Statistics kept for departmental use in the format in which it is available	Website: <a href="http://www.umzimvubu.gov.za">www.umzimvubu.gov.za</a> Citizen & Community Services: Community Services Division
<b>Tariffs, Fees, Surcharges</b>	Website: <a href="http://www.umzimvubu.gov.za">www.umzimvubu.gov.za</a> Budget & Treasury Department

<p><b>Tenders:</b> Tender Applications of requester after public opening, on positive identification Tender adjudication decisions and minutes after tender award</p>	<p>Budget &amp; Treasury Department</p>
<p>Spatial layers and Maps</p>	<p>Website: <a href="http://www.umzimvubu.gov.za">www.umzimvubu.gov.za</a> Infrastructure &amp; Planning: Town Planning Division</p>
<p><b>Staff official information as included in the exceptions to personal information provided for in terms of section 34 (f) of the Promotion of Access to Information Act 2 of 2000:</b> The fact that an individual who is or was an official of the municipality: Title, work address, work telephone number and other similar particulars of the individual. The classification, salary scale or remuneration and responsibilities of the position held or services performed by the individual (NB: Salary scale or remuneration pertains to that of a post currently occupied by the individual, not specific salary or specific remuneration currently earned by an official)</p>	<p>Corporate Services: Human Resources Division</p>
<p><b>AVAILABLE FREE OF CHARGE IN TERMS OF <u>SECTION 15 (1) (a) (iii)</u>:</b></p>	
<p><b>Information brochures Publications</b> (all publications by and on behalf of the municipality that have been made public or presented to Council in which no copyright is held by persons or bodies not connected to the Municipality. Print copies may not always be available): Contact Municipal Online News Letter Quarterly Municipal Newsletters</p>	<p>Website: <a href="http://www.umzimvubu.gov.za">www.umzimvubu.gov.za</a></p>

## ANNEXURE D



**SUBJECTS AND CATEGORIES OF RECORDS HELD BY  
UMZIMVUBU LOCAL MUNICIPALITY**

**LEGISLATION**

Drafting, Amendments, Advertising, Comments and Legal Opinions  
Revision of Legislation

**ORGANISATION AND CONTROL**

Office Management / Instructions  
Organisational Development  
Delegation of Authority  
Service Delivery  
Disclosure of Official Information / Confidentiality  
Use of Languages  
Records Control  
Internal Audit  
Visits / Inspections  
Customer Relations Management  
Enterprise Resource Planning (ERP)

**ELECTIONS**

Local Government Elections  
Provincial Elections  
National Elections

**COUNCIL AND COUNCILLOR MATTERS**

Composition of Council, Exco and Portfolio Committees  
Representation on Bodies  
Council / Committee Meetings  
Matters Concerning Councillors  
Functioning of Council  
Ad-Hoc Committee Meetings  
Site Inspections  
Establishment of Political Offices

## **FINANCE**

Estimates  
Financial Statements  
Interdepartmental Recoveries / Recharges  
Property Valuations  
Property Rates  
Loans  
Funding / Subsidies Received  
Own Funds  
Tariffs, Fees, Charges, Fines and Deposits  
Credit Facilities  
Financial Assistance / Sponsorship Rendered  
Financial Management of Bequests  
Bookkeeping / Banking  
Investments  
Risk Finance  
Petty Cash  
Value Added Tax (VAT)  
Reports and Returns  
Settlement of Accounts due by Council  
Levies  
Cashiers Float  
Financial Sustainability  
Implementation of GAMAP/ GRAP Project

## **STAFF**

Staff Grading  
Conditions of Service  
Recruitment / Appointments  
Terminations  
Staff Movements  
Job Evaluation / Appeals  
Staff Finance  
Staff Appraisals  
Labour Relations  
Staff Control  
Assistance  
Congratulations, Condolences, Messages of Goodwill to Staff  
Newsletters / Notices  
Statistics  
Standby Duties  
Staff Restructuring  
Health and Safety

## **TRAINING AND DEVELOPMENT**

Skills Development Plan  
Mentorship  
Training Needs Assessment  
Capacity Building  
Statistics  
Career Path Development  
Staff Training  
Councillor Training  
Workshops / Information Sessions / Conferences / Seminars

## **PROCUREMENT SERVICES**

Tenders and Contracts  
Quotations  
Guarantees  
Domestic Supplies  
Domestic Services

## **INFORMATION TECHNOLOGY**

Licenses  
Contracts  
Service Level Agreements  
ICT Strategies  
Security Measures  
Support  
Application and Operating Systems  
Internet  
Intranet  
Liaison with Companies

## **PUBLICITY AND INFORMATION**

Press Releases  
Radio / Television Interviews  
Public Participation / Hearing  
Own Publications / Videos  
Publications by Outside Bodies / Advertising Media  
Courtesy Notices Received From / Dispatched to Outside Bodies  
Promotion of Products  
Participation by Council in Exhibitions and Displays  
Emblems  
Complaints and Enquiries  
Gifts and Souvenirs  
History of Council  
Compilation of Information Regarding Specific Communities

National / International Networking  
Awareness Campaigns  
Public Relations / Communications

## **FESTIVALS AND SOCIAL MATTERS**

Speeches  
Protocol and List of Addresses  
Festivals / Events  
Receptions and Functions  
Concerts and Performances  
Civic Honours / Awards  
Commemorative Services / Events  
Letters of Thanks, Congratulations, Condolences and Messages of Goodwill  
Mayoral Patronage  
Memorial Services  
Holiday Season Planning, Proposals and Reports

## **REPORTS, RETURNS AND STATISTICS**

Reports  
Returns and Statistics  
Questionnaires

## **BUILDINGS AND PROPERTY TRANSACTIONS**

Valuation of Council Properties  
Buildings  
Land

## **COMPOSITION AND MEETINGS OF BODIES**

Internal  
External

## **LEGAL MATTERS**

Legal Opinions and Court Decisions  
Civil Action Claims  
Prosecutions  
Contraventions / Complaints  
Internal Appeal Decisions

## **LICENCES AND PERMITS**

Licenses

Permits, Certificates and Concessions

## **PLANNING & BUILDING DEVELOPMENT MANAGEMENT**

Zoning Schemes

Forward Planning

Planning Approvals

Land Use Management / Township Control

Naming of Streets

Building plan approval

Control of Advertising

Enforcement: Land Use and Building Control

## **ECONOMIC PLANNING AND DEVELOPMENT**

Foreign Investment Facilitation

Coordinating and Managing Economic Data

Statistics

Main Economic Sectors

Employment Creation

Small, Medium and Micro Enterprises (SMMEs)

Training and Development

Urban Farming / Small Farming Settlements

## **TRAFFIC ENGINEERING AND TRANSPORTATION PLANNING**

Traffic Management Systems

Traffic Impact / Transportation Studies

Traffic Accident / Incident Management Plans

Transport System Management (TSM) Projects

Traffic Data Measurements

Road Accidents

Traffic Calming Measures

Traffic Signs and Road Markings

Traffic Signals

Pedestrian Facilities

Public Transport

Parking



## **ENVIRONMENTAL MANAGEMENT**

Integrated Environmental Impact Assessment (EIA) Studies / Programmes  
Sustainable Environment  
Environmental Education and Awareness  
Environmental Communication and Promotion  
Environmental Enforcement  
Reports and Returns  
Comments on other development proposals  
Open Space Planning  
Matters Affecting the Environment  
Cultural / Heritage Studies

## **ROADS**

Reports  
Proclamations and De-proclamations  
Road Reinstatements  
Street Naming and Numbering  
Management of Roads  
Local Roads  
Provincial Roads  
Main and Proclaimed Main Roads  
Local Streets and Squares  
Access Roads  
Private Roads  
Footways, Sidewalks, Kerbs, Verges and Boundary Fences  
Access Driveways  
Bridges and Level Crossings  
Intersections  
Permanent Closure of Streets, Lanes and Level Crossings  
Control of Non-Municipal Construction Works  
Servitudes

## **CLEANSING SERVICES RENDERED**

Reports  
Statistics  
Special Projects  
EPWP  
Refuse Removals  
Supply of Refuse Bins and Bags  
Street / Area Cleansing  
Cleaning of Storm-water Drains  
Public Toilets  
Refuse Disposal  
Recycling  
Co-Disposals

## **STORMWATER DRAINAGE**

Distribution Network  
Servitudes

## **ELECTRICITY**

Generation and Purchase of Electricity  
Distribution of Electricity  
Installation of Electricity

## **CEMETERIES AND CREMATORIA**

Reports and Returns  
Cemeteries  
Crematoria

## **MARKETS AND TRADING SERVICES**

Flea / Craft Markets  
Hawking / Trading Activities

## **PROTECTION SERVICES**

Volunteers  
Open Day  
Pound Ranges  
Disaster Management  
Municipal Policing / Law Enforcement  
Traffic Control / Enforcement

## **HOUSING**

Planning / Provision  
Income of Housing Beneficiaries / Prospective Buyers  
Inspection Tours of Housing Schemes  
Waiting List / Allocations  
Liaison / Role of Housing Associations / Companies  
Rapid Land Release  
Housing for Indigent  
Informal Settlements  
Housing Projects  
Leased Housing Schemes  
Statistics

## **SPORT AND RECREATION**

Liaison with Sport Federations / Councils / Boards  
Sport Facilities and Grounds  
Swimming Pools  
Recreation Facilities / Multi-Purpose Halls / Civic Centres and other Halls  
Planning and Staging of Recreational Events

## **PARKS, GARDENS, PUBLIC OPEN SPACES AND HORTICULTURAL MATTERS**

Parks, Public Open Spaces and Gardens  
Nurseries, Horticultural Matters and Landscaping

---

Recreation Facilities / Multi-Purpose Halls / Civic Centres and other Halls

Community Radio Station  
Postal / Telecommunication Services

## **CONTROLLING OF ANIMALS**

Pounds  
Liaison with Animal Rescue Organisations  
Management of Animals

**ANNEXURE E**

**UMZIMVUBU LOCAL MUNICIPALITY**

**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY  
(Section 18(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000)**

[Regulation 6]

**A. PARTICULARS OF PUBLIC BODY**

Postal Address:

The Information Head / Corporate Deputy Information Officer:

Private Bag X9020  
Mount Frere, 5090

Telephone number: (039) 255 8500 / 8510  
Fax number: (039) 255 0167  
E-mail: Nota.tobela@umzimvubu.gov.za

**B. PARTICULARS OF PERSON REQUESTING ACCESS TO RECORD(S)**

<p>(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.</p>
---

Full Names and Surname:.....  
Identity Number: .....  
Postal Address: .....  
.....  
.....  
Telephone Number: .....  
Fax Number: .....  
E-Mail Address: .....  
Capacity in which request is made when made on behalf of another person.  
.....  
.....

**C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST ARE MADE:**

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

Full Names and Surname:.....  
 Identity Number: .....

**D. PARTICULARS OF RECORD(S)**

(a) Provide full particulars of the record(s) to which access are requested, including the reference number if it 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 additional folios.

1. Description of record or relevant part of 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 searching for and preparing 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(S)**

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

Disability	Form in which record is required



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. In such a case you will be informed if access will be granted in another form.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

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

copy of record	inspection of record		inspection of record	
----------------	----------------------	--	----------------------	--

2. If a record consists of visual images- (Includes photographs, slides, video recordings, computer-generated images, sketches etc.):

View images		Copy of images		Transcription of images	
-------------	--	----------------	--	-------------------------	--

3. If record consists of recorded words or information which can be reproduced in sound:

Listen to the soundtrack		Transcription of soundtrack	
--------------------------	--	-----------------------------	--

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

Printed copy of record		Printed copy of information derived from the record		Copy in computer readable form – memory stick	
------------------------	--	---	--	---	--

5. If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

yes		no	
-----	--	----	--

**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 do you prefer the record?

.....

**G. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS**

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

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

.....  
.....

Signed at.....this.....day of.....20.....

.....  
SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE

**FOR DEPARTMENT USE**

Reference Number.....  
Request Received by (State rank, name and surname of Information Officer / Deputy Information Officer)  
.....  
.....  
.....  
Date: .....  
Place:  
.....  
.....  
Request Fee (if any) R.....  
Deposit (if any) R.....  
Access Fee R.....  
.....

SIGNATURE OF INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER  
.....

## ANNEXURE F

### FEES PAYABLE

(In terms of Regulation 187 dated 15 February 2002)

<b>REQUEST FEE (APPLICABLE TO REQUESTERS OTHER THAN PERSONAL REQUESTERS)</b>	R35
<b>REPRODUCTION / ACCESS FEES</b> The manual: For every photocopy of an A4-size page or part thereof. Also any other A4-size photocopy.	60c
Every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.	40c
For a copy in a computer – readable form on Memory stick	R40
Transcription of visual images, for an A4 size page or part thereof.	R22
For a copy of visual images	R60
For a transcription of an audio record for an A4 size page or part thereof	R12
For a copy of an audio record	R17

To search for and prepare the record for disclosure, R15 for each hour or part of an hour, excluding the first hour reasonably required for search and preparation.

For the purposes of section 22(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable.
- (b) One third of the access fee is payable as a deposit by the requester.

The actual postage is payable by the requester when a copy of a record must be posted.

NB: If the Information Officer believes that the research and preparation of the record will require more than six hours, the Information Officer may notify the requester (excluding personal requester) to pay a deposit of one third of the access fee.

**ANNEXURE G**

**UMZIMVUBU LOCAL MUNICIPALITY**

**NOTICE OF INTERNAL APPEAL**

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))  
[Regulation 8]

STATE YOUR REFERENCE NUMBER: .....

**A. PARTICULARS OF PUBLIC BODY**

Postal Address:

The Information Officer or Corporate Deputy Information Officer  
Private Bag X9020,  
Mount Frere, 5090

Telephone number: (039) 255 8509

Fax number: (039) 255 0167

E-mail: [ngcongca.thozama@umzimvubu.gov.za](mailto:ngcongca.thozama@umzimvubu.gov.za)

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

- a) The particulars of the person who lodges 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: .....

Postal Address:

.....

Telephone Number:.....

Fax Number:.....

E-Mail Address:.....

Capacity in which an internal appeal on behalf of another person is lodged:

.....

**C. PARTICULARS OF 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:.....

**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 request must be dealt with in terms of section 26(1) of the Act.
	Decision in terms of section 29(3) of the Act to refuse access in the form as requested by the requester.
	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.

1. State the grounds upon which the internal appeal is based.  
.....  
.....  
.....  
.....  
.....

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

1. State the manner:  
.....  
.....

2. Particulars of manner:  
.....  
.....  
.....

Signed at .....this....day of.....20.....

.....  
SIGNATURE OF APPELLANT



**FOR DEPARTMENTAL USE**

**OFFICIAL RECORD OF INTERNAL APPEAL**

Appeal received on:.....(date)

by .....

(State rank, name and surname of Information Officer/ Deputy Information Officer)

Appeal accompanied by the reasons for the Information Officer's/ Deputy Information Officer's decision and, where applicable, the particulars of any third party to whom or which the records relate, submitted by the Information Officer/ Deputy Information Officer on .....(date) to the relevant authority.

**OUTCOME OF APPEAL**

DECISION OF INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER  
CONFIRMED/NEW DECISION SUBSTITUTED

NEW DECISION

.....  
.....

DATE ..... RELEVANT AUTHORITY.....

RECEIVED BY THE INFORMATION OFFICER / DEPUTY INFORMATION OFFICER FROM THE  
RELEVANT AUTHORITY ON (date):

.....

**APPROVAL OF THE POLICY**

The Municipal Council has approved this policy and amendments thereof.

**AUTHENTICATION**

The amendments of the policy and or the new policy was adopted by the Council on the .....

As per Council Resolution number .....

Signed off



Mr. G.P.T. Nota

Municipal Manager  
Council



Cllr. H. Ngqasa

Chairperson of the