



SECTION 14 MANUAL ON FUNCTIONS AND RECORDS HELD BY NQUTHU LOCAL MUNICIPALITY

*COMPILED IN COMPLIANCE WITH PART 3 CHAPTER 2 (SECTION 14 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000)*

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SECOND DRAFT: OCTOBER 2013

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**NQUTHU LOCAL MUNICIPALITY
MANUAL IN TERMS OF SECTION 14 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000**

1. FUNCTIONS AND STRUCTURES OF THE NQUTHU LOCAL MUNICIPALITY

The Nquthu Local Municipality is a category B municipality as described in Section 155(1)(b) of the Constitution of the Republic of South Africa.

The functions of the municipality are as described in Section 156 of the Constitution.

2. INFORMATION OFFICER

In terms of Section 1 of the Act, the Chief Executive Officer, is the Information Officer for the Nquthu Local Municipality .In this case the Municipal Manager Mr BP Gumbi is the Information Officer. Requests for information will be attended to by the Deputy Information Officer, Mr TC Nyandeni in terms of section 17(1) of the Act for such purposes.

Written requests for information must be submitted to:

The Information Officer
Nquthu Local Municipality
Private Bag X 5521
NQUTHU
3135

Or faxed to 034 – 271 6100

Or e-mail to thokozanin@nquthu.gov.za

The street address of the Nquthu Local Municipality is:

Municipal Offices
Lot 83 Mdlalose Street
NQUTHU
3135

The Information Officer's Particulars are as follows:

Name: Mr BP Gumbi

Designation: Municipal Manager

Tel. Number: (034) 271 6112

The Deputy Information Officer's particulars are as follows:

Name: Mr SW Mpanza

Designation: Chief Financial Officer

Tel. Number: (034) 271 6121

Name: Mr XM Mbatha

Designation: Director Corporate and Community Services

Tel. Number: (034) 271 6128

Name: Mr MB Jiyane

Designation: Director Planning, LED, Tourism, Culture, Housing and Land Admin

Tel. Number: (034) 271 6136

Name: Mr MW Gcabashe

Designation: Director Technical Services

Tel. Number: (034) 271 6162

Name: Mr TC Nyandeni

Designation: Communications Manager

Tel. Number: (034) 271 6127

3. Guide by the Human Rights Commission

Section 10 of the Act imposes a duty on the Human Rights Commission to compile in each official language a guide containing such information in an easily comprehensible form and manner, as may be reasonably required by a person who wishes to exercise any right contemplated in the Act, The guide is available from the South African Human Rights Commission. All enquiries can be directed to:

The South African Human Rights Commission

PAIA Unit

Research and Documentation Department

Private Bag 2700

Houghton

2041

Telephone: + 27 11 484 8300

Facsimile: +27 11 484 1360

Website: www.sahrc.org.za

Email: paia@sahrc.org.za

4. Records of Council

The records of Council are kept in electronic format and are accessed via a software programme. Hard copies of records are kept in terms of the Archives Act as amended under the following main directories.

4.1 Legislation

Drafting and amendment of legislation relevant to the municipality

4.2 Organisation and Control

Policy

Delegation of authority

Work planning and procedure

Records control

Privatisation

Departmental organisation

4.3 OWN COUNCIL AND COUNCIL MATTERS

Policy

General elections

Revision Court

Municipal elections

Council meetings and committees

4.4 Staff

Policy

Routine enquiries

Posts control

Departments

Determination of conditions of service

Vacancies and appointments

Training and qualifications

Financial (salaries and allowances)

Termination of service

Staff control

Staff evaluation

Staff returns and statistics

Risk assessment

Labour relations

Productivity

4.5 Finance

Budget

Policy

Valuations

Valuation Board

Tax

Loans (external and long term)

Tariffs

Land prices

Subsidies

Deposits

Grants and funds

Investments

Claims

Settlement of accounts

Payment of grants

Collection of Monies

Insurance

Accounting Responsibility

Financial assistance

Losses

Bank account

Financial reports

Credit control

4.6 Domestic Supplies and Services

Domestic supplies

Acquisition and maintenance

Domestic services

Communication

4.7 Municipal Buildings and Grounds

Policy

Municipal buildings

Municipal grounds/erven

4.8 Tenders, Quotations, Contracts and Consultants

Tenders and quotations

Specific tenders

Contracts

4.9 Reports and Returns

Policy

Reports

Monthly returns

Census

4.10 Publicity and Information

Own publicity and information

Enquiries

Emblems of the council

Publicity by other bodies

4.11 Festivals and Social Matters

Policy

Festivals

Social matters

Honorary decorations

Civic funerals

4.12 Composition and meetings of bodies

Policy

Minutes and reports

Institutes/institutions

Associations: national and provincial

Committees

Other bodies

4.13 Legal Services

Policy

Legal matters and court decisions

Claims

Prosecutions

4.14 Licenses

Policy

Routine enquiries

Licences

Exemptions

4.15 Town Planning and Control

Policy

Municipal boundaries

Reservation of sites

Commercial

Service Industrial

Planning and development

Town planning schemes

Establishment of townships

Industrial development

Control over townships

Surveys of data

4.16 Essential Services

Water supply

Water sources

Treatment works, pump stations, main pipelines and reservoirs

Networks: planning, layout, maintenance and operations

Roads, streets, footpaths and storm water

Footpaths: planning, layout, maintenance and operations

Sewerage

Electricity

Cemetery

Sanitation

Services to or by other bodies

4.17 Community Services

Health

Provision of clinic services

Permits

Diseases and plaques

Prevention and combating

Inspections

Pollution

Offensive trade

Nuisances

Housing

Municipal housing scheme

Housing scheme for senior citizens

Squatting and illegal structures

Education

Traffic

Allocation and parking and loading zones

Buildings

Library services

Civic center, parks, gardens and open spaces

Sport and recreation

Provision and maintenance of sport facilities
Community and recreation halls
Bus transport
Provision and management of fire brigade and ambulance service
Buildings
Abattoir
Pound
Welfare
Churches and places of worship
Museum and memorials
Civil defence
Nursery schools and crèches
Environmental conservation
Magisterial district
Airport

In addition to the services separate case files are kept for each proclaimed erf. in the municipal area and personal files. These files are held in Nquthu Municipal Offices for both the Nquthu - and Nondweni municipal areas.

5. Categories of records which are available without having to request access in terms of the Act

Said categories of records automatically available without having to request access in terms of the act include any issue relating to;

- 5.1 Fixed property owned by the applicant;
- 5.2 Any by-law framed by Council;
- 5.3 Any tariff charged by Council;
- 5.4 Any town planning scheme or development plan administered by Council, and;
- 5.5 How to obtain access to any service rendered by the Council;
- 5.6 Annual reports
- 5.7 Brochures and maps
- 5.8 Information available on website
- 5.9 Geographic Information Systems, Service register (alphanumerical data), Infrastructure themes, Orthophotos, Digital terrain modules (DTMs)

- 5.10 Technical Library, Reference books, Reports
 - 5.11 Plan filing (civic information), Paper based, Microfilm
 - 5.12 Cadastral maps (paper based / electronic)
 - 5.13 Surveyor general plans (paper based / electronic)
 - 5.14 Framework plans (paper based / electronic)
 - 5.15 Scheme maps (paper based / electronic)
 - 5.16 Lease area plans (paper based / electronic)
 - 5.17 Budget including adjustment budget (electronic / paper based)
 - 5.18 Budget related policies
 - 5.19 Performance agreements
 - 5.20 Service delivery agreements
 - 5.21 Long term borrowing contracts
 - 5.22 Contracts/information/public partnership agreements as prescribed in section 75 of the Municipal Financial Management Act
 - 5.23 Orders & remittances (paper based)
 - 5.24 Investment register (manual)
 - 5.25 Loan register (manual)
 - 5.26 Asset registers (electronic/ manual)
 - 5.27 Financial statements (electronic/ manual)
 - 5.28 Debtors history (electronic)
 - 5.29 Strategic environmental assessment
 - 5.30 Building plans
 - 5.31 Minutes of open council and open executive committee
- NB Items 5.32-5.42 below pertain to the Planning and Development Act 2008(Act 6 of 2008)
- 5.32 Records relating to the adoption, replacement or amendment of a scheme, including—
 - (i) a proposal to adopt a scheme, replace a scheme or amendment a scheme contemplated in section 9 (1) and (2) of the Planning and Development Act 2008 (Act 6 of 2008);
 - (ii) comments received by a municipality in response to an invitation for comment on the adoption, replacement or amendment of a scheme contemplated in item 5 or 14 of Schedule 1 of the Planning and Development Act 2008 (Act 6 of 2008);

- (iii) a registered planner's written evaluation and recommendation on the adoption, replacement or amendment of a scheme contemplated in section 11 (a);
- (iv) a certificate by a registered planner on compliance of a proposal to adopt, replace or amend a scheme with the Act contemplated in section 11 (b);
- (v) a municipality's decision on a proposal to adopt, replace or amend a scheme contemplated in section 13 (1);

5.33 Records relating to a proposal to subdivide or consolidate land, including—

- (i) a proposal to subdivide or consolidate land contemplated in section 22 (1) and (2);
- (ii) comments received by a municipality in response to an invitation for comment on a proposal to subdivide or consolidate land contemplated in item 5 or 14 of Schedule 1;
- (iii) a registered planner's written evaluation and recommendation on the proposed subdivision or consolidation of land contemplated in section 24 (a);
- (iv) a certificate by a registered planner on compliance of a proposal to subdivide or consolidate land with the Act contemplated in section 24 (b);
- (v) a municipality's decision on a proposal to subdivide or consolidate land contemplated in section 26 (1); and
- (vi) a notice warning a land owner that the municipality may initiate the division of the layout plan and cancellation of the part of the layout plan for which the rights have not been fully exercised contemplated in section 37 (3) (a);

5.34 Records relating to a proposal to develop land contemplated in Chapter 4, including—

- (i) a proposal to develop land contemplated in section 39 (1) and (2);
- (ii) comments received by a municipality in response to an invitation for comment on a proposal to develop land contemplated in item 5 or 14 of Schedule 1;
- (iii) a registered planner's written evaluation and recommendation on the proposal to develop land contemplated in section 41 (a);
- (iv) a certificate by a registered planner on compliance of a proposal to develop land with the Act contemplated in section 41 (b);
- (v) a municipality's decision on a proposal to develop land contemplated in section 43 (1); and

(vi) a notice warning a land owner that the municipality may initiate the division of the layout plan and cancellation of the part of the layout plan for which the rights have not been fully exercised contemplated in section 49 (1);

5.35 Records relating to a proposal to divide or cancel a layout plan, including—

(i) a proposal to divide or cancel a layout plan contemplated in section 51 (1) and (2);

(ii) comments received by a municipality in response to an invitation for comment on a proposal to divide or cancel a layout plan contemplated section 52 (2);

(iii) a registered planner's written evaluation and recommendation on the proposal to divide or cancel a layout contemplated in section 53 (a);

(iv) a certificate by a registered planner on compliance of a proposal to divide or cancel a layout plan with the Act contemplated in section 53 (b); and

(v) a municipality's decision on a proposal to divide or cancel a layout plan contemplated in section 55 (1);

5.36 Records relating to a proposal to alter suspend or delete a restriction relating to land, including—

(i) a proposal to alter, suspend or delete a restriction relating to land contemplated in section 61 (1) and (2);

(ii) comments received by a municipality in response to an invitation for comment on a proposal to alter, suspend or delete a restriction relating to land contemplated in item 5 or 14 of Schedule 1;

(iii) a registered planner's written evaluation and recommendation on the proposal to alter, suspend or delete a restriction relating to land contemplated in section 63 (a);

(iv) a certificate by a registered planner on compliance of a proposal to alter, suspend or delete a restriction relating to land with the Act contemplated in section 63 (b); and

(v) a municipality's decision on a proposal to alter, suspend or delete a restriction relating to land contemplated in section 65 (1);

5.37 Records relating to a proposal to permanently close a municipal road or public place, including—

(i) a proposal to permanently close a municipal road or public place contemplated in section 71 (1);

(ii) comments received by a municipality in response to an invitation for comment on a proposal to permanently close a municipal road or public place contemplated section 71 (2) (b);

(iii) a registered planner's written evaluation and recommendation on the proposal to permanently close a municipal road or public place contemplated in section 72; and
(iv) a municipality's decision on a proposal to permanently close a municipal road or public place contemplated in section 74;

5.38 Records relating to enforcement, including—

(i) a contravention notice contemplated in section 79 (1);
(ii) a prohibition order contemplated in section 81 (2) (a);
(iii) an application to the High Court contemplated in section 81 (2) (b);
(iv) an urgent prevention order contemplated in section 84 (2) (a);
(v) an application to the High Court contemplated in section 84 (2) (b); and an application to the High Court to compel a person to demolish, (vi) remove or alter any building, structure or work illegally erected or constructed, or to rehabilitate the land contemplated in section 94;

5.39 Records relating to appeals, including-

(i) a memorandum of appeal contemplated in section 113 (1);
(ii) a responding memorandum contemplated in section 114 (1);
(iii) a notice withdrawing an appeal contemplated in section 116 (1);
(iv) a notice withdrawing and opposition to an appeal contemplated in section 116 (2);
(v) the Appeal Tribunal's decision on an appeal contemplated in section 121 (5);
(vi) the reasons for a decision of the Appeal Tribunal contemplated in section 122 (1);
(vii) an application for the late lodging of an appeal contemplated in section 125;
(viii) opposition to an application for the late lodging of an appeal contemplated in section 126;
(ix) the chairperson's decision on an application for the late lodging of an appeal contemplated in section 128;

5.40 Records relating to provincial planning and development norms and standards, including—

(i) an approved consultation paper contemplated in section 141 (2) (a);
(ii) comments received by the responsible Member of the Executive Council in response to an invitation for comment on a consultation paper contemplated in section 142;

- (iii) approved provincial planning and development norms and standards contemplated in section 144 (1) (a);
- (iv) a proposal to amend provincial planning and development norms and standards contemplated in section 146 (1);
- (v) comments received by the responsible Member of the Executive Council in response to an invitation for comment on a proposal to amend provincial planning and development norms and standards contemplated in section 148;
- (vi) an approved amendment to provincial planning and development norms and standards contemplated in section 150 (1) (a);
- (vii) a proposal to withdraw provincial planning and development norms and standards contemplated in section 152 (1);
- (viii) comments received by the responsible Member of the Executive Council in response to an invitation for comment on the withdrawal of provincial planning and development norms and standards contemplated in section 152 (2); and
- (ix) a notice withdrawing provincial planning and development norms and standards contemplated in section 153 (3);

5.41 Records relating to delegations, including—

- (i) Delegations that have been published in the *Gazette* contemplated in section 155 in the case of the responsible Member of the Executive Council or 164 in the case of a municipality;
- (ii) a further delegation contemplated in section 155 (3) (a) and (b) in the case of the responsible Member of the Executive Council or 156 (3) (a) and (b) in the case of a municipality; and
- (iii) a decision to amend or revoke a delegation that has been published in the *Gazette* contemplated in section 155 (8) in the case of the responsible Member of the Executive Council or 156 (8) in the case of a municipality; and

5.42 Agency agreements contemplated in section 157 (1).

6. Services available to members of the public

The structure of the municipality is divided into two sections:

6.1 Political Structure

The Mayor, who is the Chairman of the Executive Committee, is the political head of the Council that comprises of members elected by the voters of the municipality. The

Executive Committee consists of members appointed by the elected councillors from its members. Various portfolio committees are also appointed from the members of the elected councillors.

The Council consists of 34 councillors i.e. 17 ward councillors and 17 proportionally elected with the following political party representation:

ANC

DA

IFP

NFP

6.2 Functional Structures

The functional structure consists of a Municipal Manager who is the Chief Executive Officer with 4 Departments whose heads report directly to the Chief Executive Officer:

6.2.1 OFFICE OF THE MUNICIPAL MANAGER (OMM)

Office of the Mayor, Youth, Communications, IDP&PMS, Internal Audit and Risk Management

6.2.2 CORPORATE AND COMMUNITY SERVICES (CCS)

Administration, legal, Community, Disaster Management, Library, Human Resources, Traffic, Information Technology, IGR and Fleet Management

6.2.3 TECHNICAL SERVICES (TS)

Civil Engineering Services, parks, refuse removal, Electrical and Technical services

6.2.4 FINANCIAL SERVICES (FS)

All financial procedures and processes

6.2.5 PLANNING, LED, TOURISM, CULTURE, HOUSING, LAND ADMIN (PLTCHL)

Development including local economic development, estates, town planning, human settlement, tourism and investment Services rendered by the Council are as

described in Section 84 of the Municipal Structures Act no 117 of 1998 The Council further has legal jurisdiction within its boundaries for matters falling under municipal control and acts as agents for the Nquthu and Nondweni Licensing Authorities in terms of the Business Act No 71 of 1991. The services are rendered by Departments as specified in section 1.2 above and must be accessed by application to the relevant department as and when applicable.

7. Representatives and Policies

7.1 Functional

Any member of the public may submit a representation in writing to the Council at its physical or postal address. Appeals against the outcome may be directed to the Municipal Manager, the relevant committee of Council, Council's Executive Committee or the full Council.

7.2 Political

Any member of the public may submit representations to the ward Councillor who was elected for his ward or to a Councillor representing a political party of his choice. Said Councillor will then act upon representations as he or she sees fit. If there is no appeal to the functional structure regarding any failure omission or action by a member of the political party, such remedy must be sought from the Speaker, who is the Chairman of the Council or from the relevant political party.

8. Requests for information

8.1 Requests for information, other than requested in terms of clauses 5.1 to 5.36 must be submitted to the person mentioned in clause 2.1 on the prescribed form "A".

The fees as reflected in Part II attached hereto must accompany the formal request for information.

8.2 Requests for information can be refused: (Note: Sections in brackets refer to Sections of the Act)

8.2.1 If records regarding the request cannot be found or do not exist (Section 23).

8.2.2 To protect the privacy of a third party who is a natural person (Section 34).

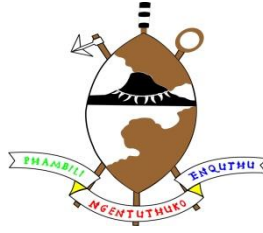
- 8.2.3 To protect commercial information of a third party (Section 36).
- 8.2.4 To protect confidential information pertaining to Council or a third party (Section 37).
- 8.2.5 To protect the safety of individuals and to protect property (Section 38).
- 8.2.6 To protect law enforcement and legal proceedings (Section 39).
- 8.2.7 To protect records privileged from production in legal proceedings (Section 40).
- 8.2.8 To protect economic interests, financial welfare and commercial activities of Council (Section 42).
- 8.2.9 To protect research information of a third party or of Council (Section 43).
- 8.2.10 To protect the functional operation of Council (Section 44).
- 8.2.11 If the request is manifestly frivolous, or vexatious, or if it will lead to substantial and unreasonable diversion of resources (Section 45).

9. Appeal against refusal to supply information

Should a request for information in terms of this manual be refused the applicant may appeal such decision by completing attached form B and submitting it to the person in clause 1.2 within 60 days of the date of refusal of the initial request. If the fees paid in terms of clause 8.1 have already been refunded the relevant fees must accompany the request for information.

Annexures

1. Form A: Request for Access to Record of Public Body
2. Part II: Fees in respect of Public Bodies
3. Form B: Notice of Internal Appeal



**NQUTHU MUNICIPALITY
UMASIPALA WASE NQUTHU**

Private Bag X5521, NQUTHU, 3135
Tel: +27(0) 34 271 6100, Fax: +27(0) 34 271 6111

FORM A

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

**[REGULATION 6]
FOR DEPARTMENTAL USE**

Reference Number:
Request received by:

Name and Surname of Information Officer/Deputy Information Officer on (date) at

Bonginkosi Paul Gumbi: Information Officer.

_____ *Date*

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

Deposit (If any): R.....

Access Fee: R.....

Signature of Information Officer/Deputy Information Officer

Signature

Registry Stamp

A

PARTICULARS OF PUBLIC BODY

INFORMATION OFFICER: BONGINKOSI PAUL GUMBI
DEPUTY INFORMATION OFFICER: SAKHILE W. MPANZA
DEPUTY INFORMATION OFFICER: MPUMELELO B. JIYANE
DEPUTY INFORMATION OFFICER: XOLANI M. MBATHA
DEPUTY INFORMATION OFFICER: MSIZI W. GCABASHE
DEPUTY INFORMATION OFFICER: THOKOZANI C. NYANDENI

NQUTHU LOCAL MUNICIPALITY

P/BAG X 5521

NQUTHU

3135

TEL: 034 271 6100

FAX: 034 271 6111

E-mail: thokozanin@nquthu.gov.za

B

PARTICULARS OF PERSON REQUESTING ACCESS TO THE 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.....

Identity Number.....

Postal Address.....

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 IS MADE

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

Full names and Surname.....

Identity Number.....

D

PARTICULARS OF RECORD

- | |
|--|
| <p>(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</p> <p>(b) If the provided space is inadequate, please continue on separate folio and attach it to this form – The requestor must sign all additional folios</p> |
|--|

1. Description of record or relevant party of the record.....
 2. Reference number, if available.....
 3. Any further particulars of record.....
-

E

FEEES

- | |
|---|
| <p>(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</p> <p>(b) You will be notified of the amount required to be paid as the request fee</p> <p>(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</p> <p>(d) If you qualify for exemption of the payment of any fee , please sate the reason for exemption</p> |
|---|

Reason for exemption from payment of fees.....

.....

F**FORM OF ACCESS TO RECORD**

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, state your disability and indicate in which form the record is required

DISABILITY:

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:

<input type="checkbox"/>	Copy of record	<input type="checkbox"/>	Inspection of record
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2. IF RECORD CONSISTS OF VISUALS IMAGES-(THIS INCLUDES PHOTOGRAPHS, SLIDES, VIDEO RECORDINGS, COMPUTER GENERATED IMAGES, SKETCHES, ETC.)

<input type="checkbox"/>	view the image	<input type="checkbox"/>	copy of image	<input type="checkbox"/>	Transcription of the image
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3. IF RECORD CONSISTS OF RECORDED WORDS OR INFORMATION WHICH CAN BE REPRODUCED IN SOUND

<input type="checkbox"/>	Listen to the sound track (audio cassette)	<input type="checkbox"/>	Transcription of sound track (written or printed document)
--------------------------	--	--------------------------	--

4. IF RECORD IS HELD ON COMPUTER OR IN AN ELECTRONIC OR MACHINE-READABLE FORM

<input type="checkbox"/>	Printed copy of record	<input type="checkbox"/>	Printed copy of information derived from the record	<input type="checkbox"/>	Copy in computer readable form (Compact Disc)
--------------------------	------------------------	--------------------------	---	--------------------------	---

If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you postage is payable	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--	--------------------------	-----	--------------------------	----

Note that if the records 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 ?	<input type="checkbox"/>	IsiZulu	<input type="checkbox"/>	English	<input type="checkbox"/>	SeSotho	<input type="checkbox"/>	Afrikaans
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G

NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You would 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 with your request.

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

Signature of Requester

Date

PART II

FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 6(c) is R0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7(1) are as follows:

(a) For every photocopy of an A4-size page or part thereof R 0,60

(b) For every printed copy of an A4-size page or part thereof R0,40 held on a computer or in electronic or machine readable form

For a copy in a computer-(c) readable form on –

(i) compact disc R40,00

(d) (i) For a transcription of visual images, for an A4-size page R22,00 or part thereof

(ii) For a copy of visual images R60,00

(e) (i) For a transcription of an audio record, for an A4-size R12,00 page or part thereof

(ii) For a copy of an audio record R17,00

3. The request fee payable by every requester, other than a personal R35, 00 requester, referred to in regulation 7(2)

4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

(1) (a) For every photocopy of an A4-size page or part thereof R0,60

(b) For every printed copy of an A4-size page or part thereof 0,40 held on a computer or in electronic or machine readable form

(c) For a copy in a computer-readable form on –

(i) compact disc R40,00

(d) (i) For a transcription of visual images, for an R22,00 A4-size page or part thereof

(d) (ii) For a copy of visual images R22,00

(e) (i) For the transcription of an audio record, for R12,00 an A4-size page or part thereof

(ii) for a copy of an audio record R17,00

To search for and prepare the record for disclosure, (f) R15, 00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.

(2) For 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; and

(b) one third of the access fee is payable as a deposit by the requester.

(c) The actual postage is payable when a copy of a record must be posted to a requester.



**NQUTHU MUNICIPALITY
UMASIPALA WASE NQUTHU**

Private Bag X5521, NQUTHU, 3135

Tel: +27(0) 34 271 6100, Fax: +27(0) 34 271 6111

FORM B

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

The Information Officer/Deputy information Officer:

.....
.....
.....

B. Particulars of requester/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:

.....

Postal address:

.....
.....
.....

Fax number:

Telephone 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 the 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 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.***

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.

State the manner:

.....

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 record relates, 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):

.....