

PROVINCE OF THE EASTERN CAPE
IPHONDO LEMPUMA KOLONI
PROVINSIE OOS-KAAP

Provincial Gazette
Igazethi Yephondo
Provinsiale Koerant

Vol. 25

BISHO/KING WILLIAM'S TOWN
2 APRIL 2018
2 APRIL 2018

No. 4021

IMPORTANT NOTICE:

THE GOVERNMENT PRINTING WORKS WILL NOT BE HELD RESPONSIBLE FOR ANY ERRORS THAT MIGHT OCCUR DUE TO THE SUBMISSION OF INCOMPLETE / INCORRECT / ILLEGIBLE COPY.

No FUTURE QUERIES WILL BE HANDLED IN CONNECTION WITH THE ABOVE.

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Closing times for **ORDINARY WEEKLY** **2018** **EASTERN CAPE PROVINCIAL GAZETTE**

The closing time is **15:00** sharp on the following days:

- **20 December 2017**, Wednesday for the issue of Monday **01 January 2018**
- **29 December 2017**, Friday for the issue of Monday **08 January 2018**
- **08 January**, Monday for the issue of Monday **15 January 2018**
- **15 January**, Monday for the issue of Monday **22 January 2018**
- **22 January**, Monday for the issue of Monday **29 January 2018**
- **29 January**, Monday for the issue of Monday **05 February 2018**
- **05 February**, Monday for the issue of Monday **12 February 2018**
- **12 February**, Monday for the issue of Monday **19 February 2018**
- **19 February**, Monday for the issue of Monday **26 February 2018**
- **26 February**, Monday for the issue of Monday **05 March 2018**
- **05 March**, Monday for the issue of Monday **12 March 2018**
- **12 March**, Monday for the issue of Monday **19 March 2018**
- **16 March**, Monday for the issue of Monday **26 March 2018**
- **23 March**, Monday for the issue of Monday **02 April 2018**
- **28 March**, Wednesday for the issue of Monday **09 April 2018**
- **09 April**, Monday for the issue of Monday **16 April 2018**
- **16 April**, Monday for the issue of Monday **23 April 2018**
- **20 April**, Friday for the issue of Monday **30 April 2018**
- **26 April**, Thursday for the issue of Monday **07 May 2018**
- **07 May**, Monday for the issue of Monday **14 May 2018**
- **14 May**, Monday for the issue of Monday **21 May 2018**
- **21 May**, Monday for the issue of Monday **28 May 2018**
- **28 May**, Monday for the issue of Monday **04 June 2018**
- **04 June**, Monday for the issue of Monday **11 June 2018**
- **11 June**, Monday for the issue of Monday **18 June 2018**
- **18 June**, Monday for the issue of Monday **25 June 2018**
- **25 June**, Monday for the issue of Monday **02 July 2018**
- **02 July**, Monday for the issue of Monday **09 July 2018**
- **09 July**, Monday for the issue of Monday **16 July 2018**
- **16 July**, Monday for the issue of Monday **23 July 2018**
- **23 July**, Monday, for the issue of Monday **30 July 2018**
- **30 July**, Monday for the issue of Monday **06 August 2018**
- **03 August**, Friday for the issue of Monday **13 August 2018**
- **13 August**, Monday for the issue of Monday **20 August 2018**
- **20 August**, Monday for the issue of Monday **27 August 2018**
- **27 August**, Monday for the issue of Monday **03 September 2018**
- **03 September**, Monday for the issue of Monday **10 September 2018**
- **10 September**, Monday for the issue of Monday **17 September 2018**
- **17 September**, Monday for the issue of Monday **24 September 2018**
- **21 September**, Friday for the issue of Monday **01 October 2018**
- **01 October**, Monday for the issue of Monday **08 October 2018**
- **08 October**, Monday for the issue of Monday **15 October 2018**
- **15 October**, Monday for the issue of Monday **22 October 2018**
- **22 October**, Monday for the issue of Monday **29 October 2018**
- **29 October**, Monday for the issue of Monday **05 November 2018**
- **05 November**, Monday for the issue of Monday **12 November 2018**
- **12 November**, Monday for the issue of Monday **19 November 2018**
- **19 November**, Monday for the issue of Monday **26 November 2018**
- **26 November**, Monday for the issue of Monday **03 December 2018**
- **03 December**, Monday, for the issue of Monday **10 December 2018**
- **10 December**, Monday, for the issue of Monday **17 December 2018**
- **14 December**, Friday for the issue of Monday **24 December 2018**

PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

PROVINCIAL NOTICE 58 OF 2018

EASTERN CAPE PROVINCE
DEPARTMENT OF LOCAL GOVERNMENT AND TRADITIONAL AFFAIRS
NELSON MANDELA BAY MUNICIPALITY
REMOVAL OF RESTRICTIONS ACT, 1967
REMAINDER ERF 70 DESPATCH

Under Section 2 (1) of the Removal of Restrictions Act, 1967 (Act 84 of 1967) as amended and on application by the owner of Remainder Erf 70 Despatch, conditions C.1 (i) C.1 (ii) C.1 (iii) C.1 (iv), C.2 and D in Deed of Transfer No.T000060493/2013 are hereby removed.

26-2

PROVINCIAL NOTICE 62 OF 2018**Notice in terms of Sea Shore Act (Act No. 21 of 1935)**

PROPOSED LEASE AND PERMITTING OF A SITE BELOW THE HIGH WATER MARK OF SEA OF THE MZIMVUBU ESTUARY, ADJACENT TO THE SPOTTEGRUNTER RESORT, PHYSICAL ADDRESS: TIGER FLATS, UMTATA ROAD, ERF 1456 (PORTION OF ERF 632), PORT ST. JOHNS, PORT ST. JOHNS LOCAL MUNICIPALITY FOR THE PURPOSE OF ESTABLISHING LAUNCH SITE SLIPWAY AND THE REMOVAL SEDIMENT FROM THE SAID SLIPWAY.

Notice hereby given in terms of Section 3(5) of the Sea Shore Act (Act No. 21 of 1935) (SSA) that the Spotted Grunter Resort, represented by Vernon Kenneth Malyon proposes to lease in terms of Section 3(1) of the SSA a site below the high water mark of the sea measuring approximately 27 square metres for the purpose of erecting a boat launching site slip way and the associated removal of sediment and or mud from the said site where necessary in terms of Section 3(2) of the SSA. The proposed site is ERF 1456 (PORTION OF ERF 632) on Tiger Flats, Umtata Road, in Port St. Johns, under the administrations of Port St. Johns Local Municipality.

A locality map/plan is available for inspection between working hours from Monday to Friday for 30 days from date of publication of this notice in the Provincial Gazette at the following places: Public Library, Municipal Offices, DEDEAT office.

Inspection of the proposed lease site may be arranged with Mr Vernon Malyon on 084 316 7639 at least 3 days prior to such inspection.

Members of the public are invited to submit written representations and or objections to the proposed lease and permit within 30 days of publication of this notice in the Provincial Gazette to:

The Department of Economic Development, Environmental Affairs Tourism

5th Floor, Botha Sgcau Building, Cnr Owen and Leeds Streets, Mthatha for attention of Ms Nosinodi Ntola or by email to Nosinodi.Ntola@dedea.gov.za or contact 043 5311191 for more information.

LOCAL AUTHORITY NOTICES • PLAASLIKE OWERHEIDS KENNISGEWINGS

LOCAL AUTHORITY NOTICE 51 OF 2018**BUFFALO CITY METROPOLITAN MUNICIPALITY****SPLUMA ACT No. 16 of 2013 : ERF 11264 EAST LONDON : REMOVAL OF RESTRICTIONS**

Under Section 47 (1) of the Spatial Planning and Land Use Management Act, No. 16 of 2013, read with Section 59 of the Buffalo City Metropolitan Municipal Spatial Planning and Land Use Management By-law of 2016, and on application by the owner of Erf 11264 East London, conditions C. (a) (b) (c) & (d), found in Deed of Transfer No. T 4025 / 2014, pertaining to Erf 11264 East London, are hereby removed.

LOCAL AUTHORITY NOTICE 52 OF 2018

UMZIMVUBU LOCAL MUNICIPALITY



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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PREFACE

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: Tobela Phillip Gladstone Nota**

- 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

**Assistant Manager: IDP, IGR and Organizational Performance Management
Systems - Mandisile Vakalisa**

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

Assistant Manager: Internal Audit –Phelokazi Ndumndum

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

2. CORPORATE SERVICES

Manager: Novuko Kubone

Assistant Manager: Human Resources – Thozama Madotyeni-Ngcongca

- 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

Assistant Manager: Information Systems and Technology – Tozamile Funani

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

Assistant Manager: Sound Governance – Pulane Nkake

- 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

Manager: Infrastructure & Planning: Sandi Ntonga

Assistant Manager: Project Management – Joseph Moleko

- 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

Assistant Manager: Building and Planning – Lakhe Mbozani

- Informal Settlements
- Housing Land and Forward Planning
- Existing Settlements
- New Settlements
- Support Services
- Architecture
- Quantity Survey
- Construction Management
- Building Development and Management

Senior Town Planner – Siyanda Ntshikilana

- 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

Manager: Citizen & Community Services: Mzomuhle Sineke

Assistant Manager: Community Services – Asanda Mandlana

- 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

Assistant Manager: Community Safety – Bongile Ntlamba

- Support Services

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

5. BUDGET AND TREASURY

Chief Financial Officer: Xoliswa Venn

Deputy Chief Financial Officer: Banele Ncoyini

Assistant Manager: Budget and Reporting – Nondyebo Xashimba

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

Assistant Manager: Supply Chain Management – Themba Mbuskushe

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

Assistant Manager: Revenue – Lusapho Matshoba

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

Assistant Manager: Expenditure – Tinashe Fundira

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

6. LOCAL ECONOMIC DEVELOPMENT

Manager: LED – Shirley Batyi

Assistant Manager: LED – Mnoneleli Matam

- 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

Manager: Special Programmes & Communications – Nokhanyo Zembe

Assistant Manager: Special Programmes & Communications- Vacant

- Corporate Events
- Publications
- Branding and Marketing
- Support Services
- Development Programmes focused on the Aged, Youth & Women.
- Disability Management
- Management of the Office of the Mayor
- Executive Committee Support
- Council Support

Assistant Manager: Public Participation - Zukiswa Ndevu

- 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

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

Manager: Corporate Services

Novuko Kubone

Telephone: (039) 255 - 8509

Fax: (039) 255 0167

E-mail: Kubone.Novuko@umzimvubu.gov.za

Postal Address: Private Bag X9020

Mount Frere, 5090

Deputy Information Officers

Assistant Manager: Sound Governance

Pulane Nkake

Telephone: (039) 255 - 8566

Fax: (039) 255 0167

E-mail: Nkake.pulane@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
E-mail address: 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: Kubone.Novuko@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.

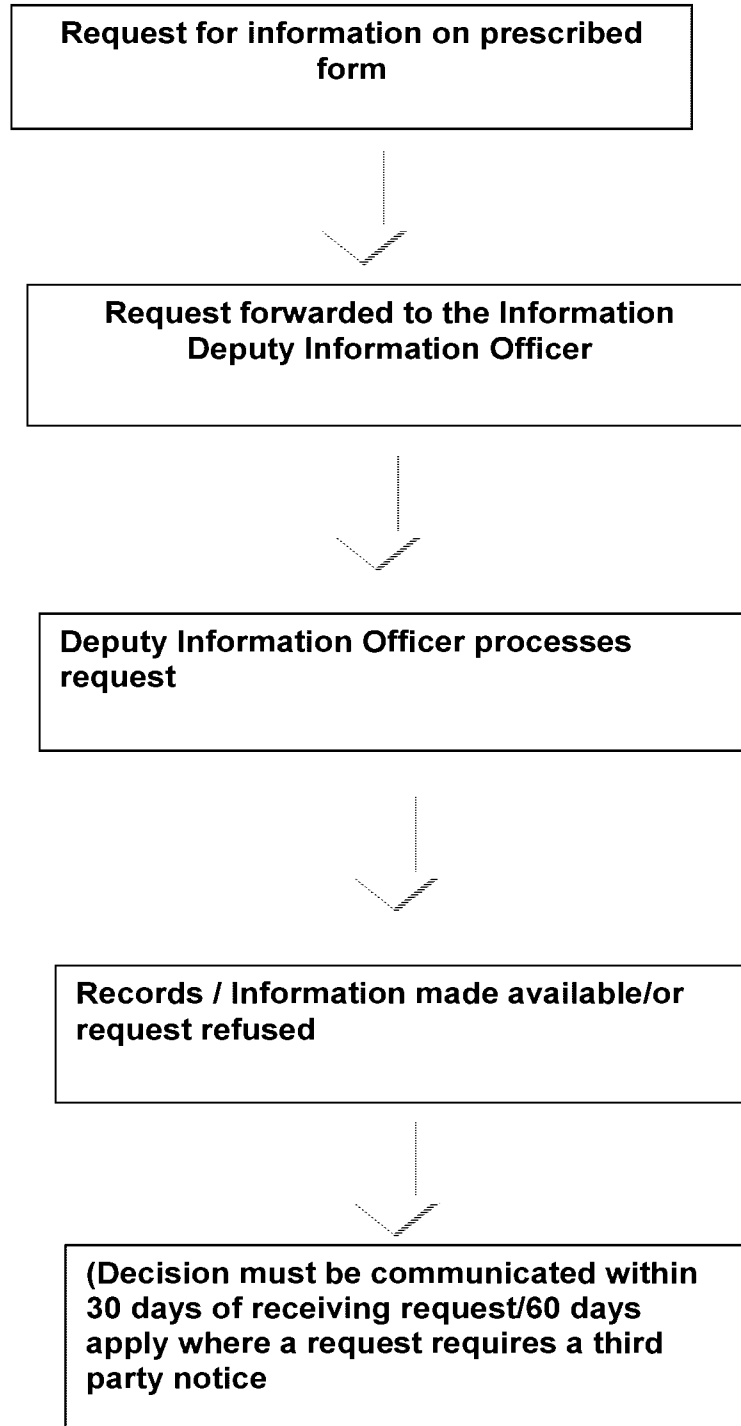
Appeal Procedure

- 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) 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

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

**SECTION
8****CONCLUSION**

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: Magadla.phindile@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

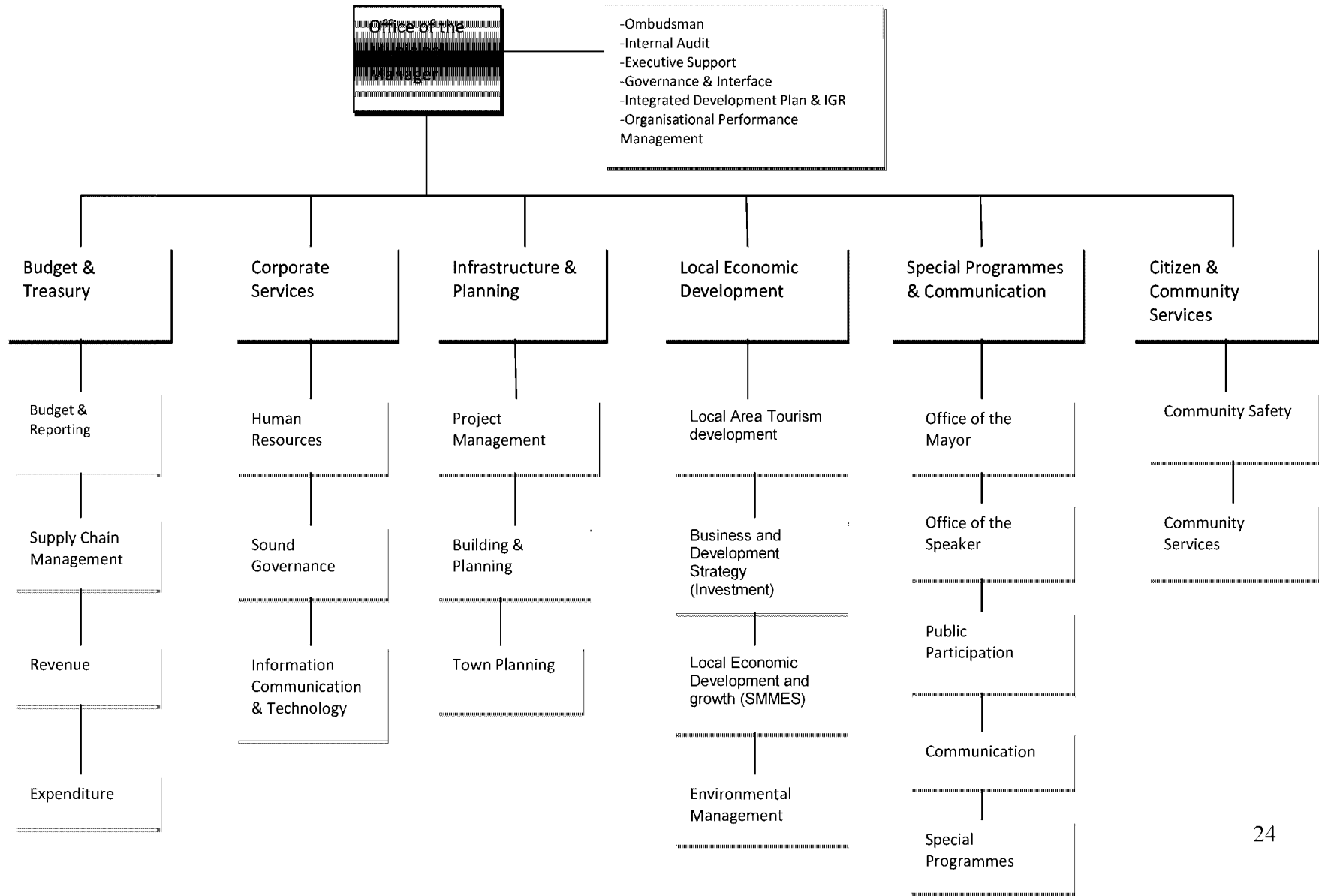
- 8.5.1 This policy may be amended or repealed by the Municipality after consultation with Management and SAHRC.

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 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))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Section 14 Manual made available in terms of the Promotion of Access to Information Act 2 of 2000 Old Photographs	Website: www.umzimvubu.gov.za/ Municipal Offices Corporate Services Department Communications Department
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Tourism Brochures and CD Photographs	Local Economic Development Department Website: www.umzimvubu.gov.za/
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Agendas and Minutes of Council (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
Budget and Business Plans Capital Budget Estimates of Income and expenditure Reports on budget control Business Plans	Website: www.umzimvubu.gov.za Budget & Treasury Department
Business Details Name, locality, address, telephone numbers, contact persons, hours of business of all council offices and depots	Website: www.umzimvubu.gov.za Local Economic Development Department
Councillors' Official Details: (Including the Mayor, the Speaker and Office Bearers) Information regarding each Councillor's name	Website: www.umzimvubu.gov.za Corporate Services: Human Resources Division
Council Delegations developed in terms of section 59 of the Local government: Municipal Systems Act 32 of 2000 Delegations to Political Office Bearers Members of Staff Structure (Exco, sub-council, portfolio committees)	Website: www.umzimvubu.gov.za Corporate Services: Sound Governance Division
Council Legislation, By laws and Policies	Website: www.umzimvubu.gov.za

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

<p>Tender Applications of requester after public opening, on positive identification Tender adjudication decisions and minutes after tender award</p>	
<p>Spatial layers and Maps</p>	<p>Website: www.umzimvubu.gov.za Infrastructure & Planning: Town Planning Division</p>
<p>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: 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>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):</p>	
<p>Information brochures Publications (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: www.umzimvubu.gov.za</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

COMMUNICATION AND POSTAL SERVICES

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@umzimbubu.gov.za

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

(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:
.....
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	<input type="checkbox"/>	inspection of record	<input type="checkbox"/>
----------------	--------------------------	----------------------	--------------------------

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

View images	<input type="checkbox"/>	Copy of images	<input type="checkbox"/>	Transcription of images	<input type="checkbox"/>
-------------	--------------------------	----------------	--------------------------	-------------------------	--------------------------

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

Listen to the soundtrack	<input type="checkbox"/>	Transcription of soundtrack	<input type="checkbox"/>
--------------------------	--------------------------	-----------------------------	--------------------------

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

Printed copy of record	<input type="checkbox"/>	Printed copy of information derived from the record	<input type="checkbox"/>	Copy in computer readable form – memory stick	<input type="checkbox"/>
------------------------	--------------------------	---	--------------------------	---	--------------------------

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	<input type="checkbox"/>	no	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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)**

REQUEST FEE (APPLICABLE TO REQUESTERS OTHER THAN PERSONAL REQUESTERS)	R35
REPRODUCTION / ACCESS FEES 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: Kubone.Novuko@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 atthis....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):

.....