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DIE PROVINSIE MPUMALANGA

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27 NOVEMBER 2015
27 NOVEMBER 2015

No. 2612

We all have the power to prevent AIDS



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**AIDS
HELPLINE**

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DEPARTMENT OF HEALTH

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Government Printing Works

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Government Printing Works has over the last few months implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submit your notice request.

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Cancellation of notice submissions are accepted by GPW according to the deadlines stated in the table above.

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take note!

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GPW has a **2-working day turnaround time for processing notices** received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

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A reminder that documents must be attached separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment/purchase order – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment).

REMINDER OF THE GPW BUSINESS RULES

- ☐ Single notice, single email – with proof of payment or purchase order.
- ☐ All documents must be attached separately in your email to GPW.
- ☐ 1 notice = 1 form, i.e. each notice must be on a separate form
- ☐ Please submit your notice **ONLY ONCE**.
- ☐ Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
- ☐ The notice information that you send us on the form is what we publish. Please do not put any instructions in the email body.

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Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

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Gazette *Page*
No. *No.*

LOCAL AUTHORITY NOTICES • PLAASLIKE OWERHEIDS KENNISGEWINGS

150	The Promotion Of Access To Information Act (2/2000): Govan Mbeki Municipality	2612	4
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LOCAL AUTHORITY NOTICES • PLAASLIKE OWERHEIDS KENNISGEWINGS

LOCAL AUTHORITY NOTICE 150 OF 2015



PROMOTION OF ACCESS TO INFORMATION

**As required by section 14 of the Promotion of Access to
Information Act, 2 of 2000**

TABLE OF CONTENTS

	Page
1. DEFINITIONS.....	2
2. INTRODUCTION.....	5
3. STRUCTURE OF THE ORGANISATION.....	6
3.1 Organisational Structure.....	7
4. CONTACT DETAILS.....	10
4.1 Information Officer.....	10
4.2 Deputy Information Officer.....	11
5. THE GUIDE TO USE THE ACT "PAIA".....	11
6. RECORDS HELD BY GOVAN MBEKI MUNICIPALITY.....	12
7. THE REQUEST PROCEDURE.....	12
7.1 Transfer of request	13
7.2 Notification of transfer	13
7.3 Payment of fees.....	14
8. REMEDIES WHERE REQUESTS FOR ACCESS TO INFORMATION ARE REFUSED.....	14
8.1 Refusal of request	14
8.2 Appeal.....	15
8.3 Manner of Appeal and Appeal fees.....	16
9. UPDATING AND AVAILABILITY OF THE MANUAL.....	16
ANNEXURES	
Annexure A	
Annexure B	
Annexure C	

1. DEFINITIONS

In this manual unless the context requires otherwise –

“access fee”	means a fee prescribed for the purposes of reproduction and for search and preparation, and for time reasonably required in excess of the hours prescribed to search for and to prepare the record for disclosure;
“ authorized official”	means an official of the municipality or the official of another municipality or another organ of state with which the municipality has concluded an agreement for the rendering of services in terms of this manual and to whom the Municipal Manager has delegated a duty, function or power under this manual;
“court”	means – (a) the Constitutional Court acting in terms of section 167 (6) (a) of the Constitution of the Republic of South Africa, 1996; or (b) (i) a High Court or another court of similar status; or (ii) a Magistrate’s Court, either generally or in respect of a specified class of decisions in terms of PAIA, designated by the Minister; by notice in the Gazette and presided over by a magistrate or an additional magistrate designated in terms of section 91A, within whose area of jurisdiction – (aa) the decision of the information officer or relevant authority of a public body or the head of a private body has been taken; (bb) the public body or private body concerned has its principal place of administration or business; or (cc) the requester or third party concerned is domiciled or ordinarily resident;
“Guide”	means the book produced by the Human Rights Commission in terms of s10 of the Promotion of Access to Information Act, No. 2 of 2000, for the purposes of reasonably assisting a person who wishes to exercise any right in terms of the Act;
“Human Rights Commission”	means the South African Human Rights Commission;
“information officer”	means the Municipal Manager;
“Municipality”	means – a) the Govan Mbeki Municipality or its successor-in-title; or b) the municipal manager of the Govan Mbeki Municipality in respect of the performance any function or exercise of any right, duty, obligation or function in terms of this manual; or c) An authorised agent of the Govan Mbeki Municipality.
“Municipal Council”	means municipal council as referred to in section 157 (1) of the constitution, 1996 (Act No 108 of 1996);

“Municipal Manager”	means the person appointed by the municipality council as the municipal manager of the municipality in terms of section 82 of the Local Government Municipal Structures Act, 1998 (Act No 117 of 1998) and includes any person- <ul style="list-style-type: none">a) acting in such a position ; andb) to whom the municipal manager has delegated power, function or duty in respect of such a delegated power, function or duty;
“PAIA”	means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000);
“person”	means a natural or a juristic person;
“personal requester”	means a requester seeking access to a record containing personal information about the requester;
“private body”	means – <ul style="list-style-type: none">(a) a natural person who carries or has carried on any trade, business or profession, but only in such capacity;(b) a partnership which carries or has carried on any trade, business or profession; or(c) any former or existing juristic person; but excludes a public body;
“public body”	means – <ul style="list-style-type: none">(a) any department of state or administration in the national or provincial sphere of government or any municipality in the local sphere; or(b) any other functionary or institution when –<ul style="list-style-type: none">(i) exercising a power or performing a duty in terms of the Constitution or;(ii) exercising a public power or performing a public function in terms of any other legislation;
“record”	means any recorded information – <ul style="list-style-type: none">(a) regardless of the form or medium;(b) in the possession or under the control of that public or private body respectively; and(c) whether or not it was created by that public or private body, respectively;

“Regulations in terms of the promotion of access to information” means regulations regarding the promotion of access to information published in Government Notice no. R. 187 of 15 February 2002 (Government Gazette No. 23119), amended by Government Notice No. R. 1244 of 22 September 2003 (Government Gazette No.25411);

“relevant authority”	in relation to records requested from the municipality means – the Municipal Manager or the Deputy Information Officer;
“request for access”	means a request for access to a record in terms of section 11 of PAIA;
“requester”	means – <ul style="list-style-type: none"> (i) any person (other than a public body contemplated in paragraph (a) or (b) (i) of the definition of “public body”, or an official thereof) making a request for access to a record of that public body; or (ii) a person acting on behalf of the person referred to in subparagraph (i);
“third party”	means any person (including, but not limited, to the government of a foreign state, an international organisation or an organ of that government or organisation) other than – <ul style="list-style-type: none"> (i) the requester concerned; and (ii) a public body.
“working days”	means any days other than Saturdays, Sundays or public holidays, as defined in section 1 of the Public Holidays Act, 1994 (Act, No. 36 of 1994).

In this Guide, words importing any one gender shall include the other two genders, and the singular shall include the plural, unless the context indicates otherwise.

2. INTRODUCTION

2.1 Purpose of the Manual

- 2.1.1 Govan Mbeki Municipality respects and recognizes the right of access information as enshrined in Constitution of the Republic of South Africa. The promotion of Access to Information Act, 2000 (Act No. of 2000) (hereinafter referred to as “PAIA”) gives effect to the constitutional right of access to information held by any public or private body that is required for the exercise or protection of any rights. The Act also sets out the procedures to be followed when information is required.
- 2.1.2 Section 9 of “PAIA” provides and recognizes the fact that the right to access to information is subject to certain justifiable limitations such as:
 - (a) Reasonable protection of privacy;
 - (b) Commercial confidentiality and
 - (c) Effective, efficient and good governance.

2.1.3 Section 14 of "PAIA" obliges Information Officers of the Public body to compile a manual which could assist a person to obtain access to information held by the public body and stipulates the minimum requirements such a manual has to comply with.

2.1.4 The purpose of this Manual is therefore to inform the public about access to records held by Govan Mbeki Municipality.

2.2 GOVAN MBEKI MUNICIPALITY

Vision

A model City and Centre of excellence

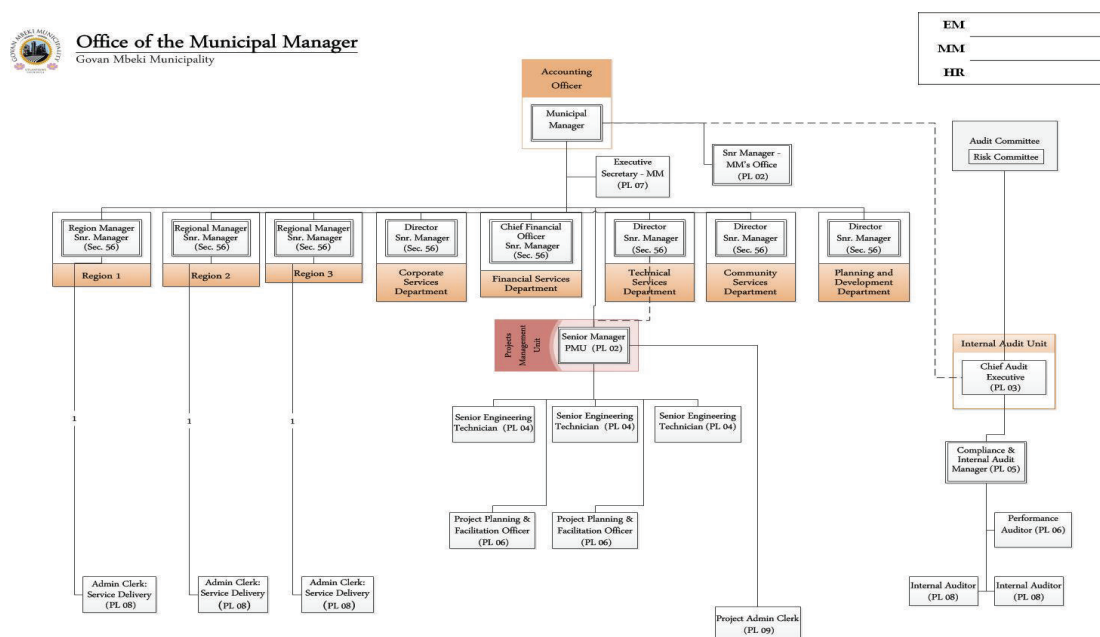
Mission

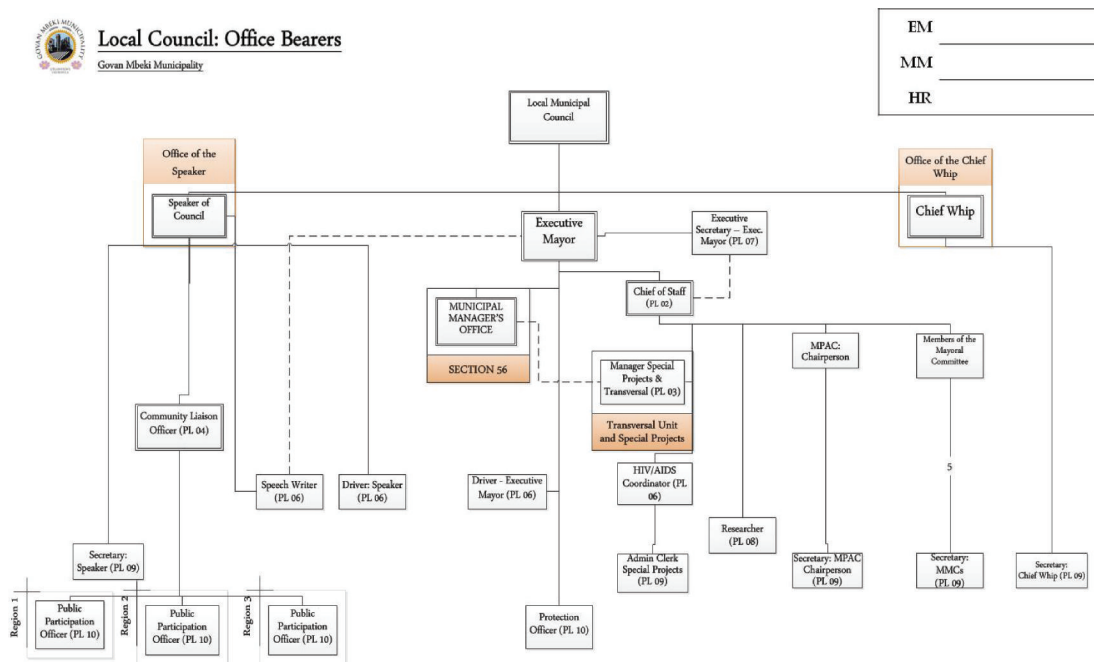
To promote an environment of Creativity, Prosperity, Learning, Growth, Vibrancy and Cultural diversity and a bright future for all.

Corporate Values

- i) Team work
- ii) Integrity
- iii) Accessibility
- iv) Responsiveness
- v) Accountability

3. STRUCTURE OF GOVAN MBEKI MUNICIPALITY





3.1 Institutional Overview

Local Municipality, a municipality contemplated in Chapter 7 of the Constitution Act, 1996 (Act No. 108 of 1996), and established pursuant to Chapter 2 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998) is an Executive Mayoral System Municipality with Councillors, Mayoral Committee. There are Sixty One (63) Councillors from different parties comprised of 32 Ward Councillors and 31 proportional representatives. The municipality has five (5) portfolio committees. The administrative functions of the municipality are headed by the Municipal Manager who is assisted by his or her section 56 employees known as Directors.

3.2 The Council

The council is chaired by the Speaker. The council has executive and legislative functions and it has, in terms of the delegation of authority framework approved in 2009, delegated some of its powers and functions to the Executive Mayor and Mayoral Committee.

3.3 The Mayoral Committee

The committee is responsible for assisting the Executive Mayor and carry out functions delegated to them or designated to them by the Executive Mayor.

3.4 Portfolio Committees

These committees are headed by the members of the Mayoral Committee and their main duties are to advise the Executive Mayor and they are:

- (a) Corporate Services;
- (b) Finance
- (c) Planning and Development
- (d) Community Services;
- (e) Technical Services

3.5 Section 79 committee

These are council committees who are delegated certain powers and functions by the council and are responsible and accountable to council and they are:

- (a) Audit;
- (b) Geographical Name Change
- (c) Municipal Public Accounts

3.7 Administration

The administration wing is headed by the Municipal Manager and is assisted by his or her five Directors. This team is commonly known as the Senior Management and it provides strategic and management support to the municipality at large. It also co-ordinates cross cutting projects to maximise synergy potential within the municipality.

The administration has five (5) clusters and they are:

(a) The Office of the Municipal Manager

This office is responsible for:

- Integrated Development Planning;
- Institutional planning and co-ordination;
- Institutional Performance;
- Internal Audit;

(b) Finance

The department is headed by the Chief Financial Officer and is responsible for:

- Revenue and Fund Management
- Supply Chain and Contract Management;
- Budget and Expenditure Management
- Asset Management

(c) Technical Services

The department is headed by Director: Technical Services

- Water and Sanitation;
- Roads and Storm water;
- Energy ;
- Fleet and Facilities Management

(d) Community Services

The department is headed by Director: Community Services

- Environmental Service
- Sports, Recreation, Arts and Culture, Heritage;
- Emergency and Disaster Management
- Safety and Security
- Waste

(e) Corporate Services

The department is headed by Director: Corporate Services and is responsible for:

- Administration and Secretarial Services;
- Human Resources Management and Development;
- Information Communication Technology;
- Legal & Municipal courts.

(f) Planning and Development:

The department is headed by Director: Planning and Development

- Integrated Development Planning, Public Participation and Performance Management
- Local Economic Development
- Land Use and Spatial Development
- Human Settlements
- Properties

3.8 The Mandate

The mandate and core business of the Govan Mbeki Municipality is underpinned by the Constitution and all other relevant legislation and policies applicable to the local government, including the Batho Pele principles. Our specific mandate is derived from, inter alia, the following:

- The Constitution of the Republic of South Africa, 1996;
- Local Government: Municipal Structures Act, Act No.117 of 1997;
- Local Government: Municipal Systems Act, Act No.32 of 2000;
- Local Government: Municipal Finance Management Act, Act No. 56 of 2003;
- Local Government: Municipal Property Rates Act, Act No.

Section 52(1) of the Constitution which provides for the objectives of the Local Government and they are:

- (a) to provide democratic and accountable government for local communities;
- (b) to ensure the provision of services to the communities in a sustainable manner;
- (c) to promote social and economic development;
- (d) to promote a safe and healthy environment; and
- (e) to encourage the involvement of communities and community organisations in matters of local government.

In short, the main objective of the municipality is to provide sustainable basic services such as water and sanitation, electricity, removal of waste, infrastructure; environmental health; poverty alleviation and other related services needed by the community at large.

4. CONTACT DETAILS OF GOVAN MBEKI MUNICIPALITY

Postal Address: Private Bag X1017 Secunda

Physical Address: Horwood Street Secunda

Telephone Number: (017) 620-6000

Fax Number: (017) 634-8019

Email: gprecords@govanmbeki.gov.za

4.1 INFORMATION OFFICER

The Municipal Manager is in terms of section 1 of "PAIA", the Information Officer of Govan Mbeki Municipality and herein are his details:

Mr. M.F Mahlangu

Municipal Manager

Tel: (017) 620 6279

Facsimile: (017) 634 8818

4.2 DEPUTY INFORMATION OFFICERS

The Information Officer has, in terms of section 17 of "PAIA", designated the following person as Deputy Information Officer:

Ms. Danisile Shabalala

Manager Administrative and Secretarial Services

Tel: (017) 620 6052

Facsimile: (071) 631 5465

Mrs. Santie Schoeman

Records Manager

Tel: (017) 620 6049

Facsimile: (017) 631 5465

5. GUIDE ON HOW TO USE THE ACT "PAIA"

The guide on how to use the Act is available from the South African Human Rights Commission.

Please direct any queries to:

The South African Human Rights Commission

PAIA Unit

The Research and Documentation Department

Private Bag 2700

Houghton

2041

Telephone: (011) 848 – 8300

Fax: (011) 848 – 0582

Email: paia@sahrc.org.za

Website: www.sahrc.org.za

6. RECORDS HELD BY GOVAN MBEKI MUNICIPALITY

Govan Mbeki Municipality holds the following categories of records which could be requested in terms of the “PAIA” are as follows:

6.1 Categories automatically available to employees

The under mentioned records are available to employees of the municipality without having to follow the procedure set out in this manual and there are no fees payable. A copy of records is contained herein and is marked Schedule 1.

6.2 Categories automatically available to the general public without formal request

Various legislation on Local government such as the MFMA determine that certain documents must be made available and put on the website of a municipality and such documents are made readily available to the public. Such documents or records are provided free of charge. The condition for the use of the information or records can be found on the website. See Schedule 1 hereunder.

6.3 Categories which are not automatically available to public

These records can only be made available at a prescribed fee if the Information Officer so approves. See Schedule 1 hereunder.

7. REQUEST PROCEDURE

- a. The requester who wishes to obtain access to information held by Govan Mbeki Municipality has to complete the request form which can be found at the Govan Mbeki Municipality website (www.govanmbeki.gov.za) and submit it to the attention of the Information Officer on the contact details stated above (Request Form attached as “ANNEXURE “A”). A request which is not in the prescribed form shall not be attended to as it will not be in line with the requirements of “PAIA”.
- b. The prescribed form must be filled in with enough detailed information to at least enable the Information Officer to identify the record(s) requested, the identity of the requester, which form of access is required and the postal address or fax number of the requester.
- c. If the requester is unable to read or write, the request can be made orally by the requester. The Information Officer must then fill in the form on behalf of such a request and give him or her a copy.
- d. The requester must identify the right that is sought to be exercised or protected and provide an explanation why the requested record or records is required for the exercise or protection of that right.

- e. If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.
- f. After lodging the request with the Information Officer, the application will be processed within a period of 30 days.
- g. The Municipal Manager or his or her representative shall assist a requester to comply with the abovementioned requirements to request access to information, including referring a requester, if it is apparent that the request for information should have been made to another public body or to such other body.

7.1 Transfer of requests

7.1.1 Requests for records may be transferred to another public body under the following circumstances:

- (i) When the record is in the possession of another public body;
 - (ii) The subject matter of the record is more closely associated with the functions of another public body;
 - (iii) The record was created for another public body, or was received first by another public body; or
 - (iv) The record contains commercial information relating to economic interests and the financial welfare of the Republic, and commercial activities of public bodies.
- (a) In such instances the Information Officer would have to transfer the request to the other public body(s) as soon as is reasonably possible, but no later than 14 days within receipt of the request. If the public body or the information officer to whom the request is made is in possession of the record and considers it helpful to do so to enable the information officer of the other public body to deal with the request, the record or a copy of the record will be sent to that information officer.
- (b) If a request for access to a record has been transferred, it has to be recorded from the date it was received. All the relevant time periods that apply to a request for information have to be adhered to.

7.2 Notification of transfer

- (a) When a request for access has been transferred, the Municipal Manager making the transfer shall immediately notify the requester of:
 - (i) the transfer;
 - (ii) the reasons for the transfer; and
 - (iii) the period within which the request must be dealt with.
- (b) The Municipal Manager shall reasonably ensure that the record(s) are preserved until a decision is taken about access to the information. Time frames for an appeal will be included.

7.3 Payment of Fees

- 7.3.1 There are two types of fees required to be paid in terms of PAIA, being the request fee and the access fee (s22). A requester who seeks access to a record containing personal information about him or her is not required to pay the request fee. Any other requester, who is not a personal requester, must pay the required request fee.
- 7.3.2 The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.
 - i) After the information officer has made a decision on the request, the requester must be notified of such a decision in the manner in which the requester wanted to be notified.
 - ii) If the request is granted, then a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- 7.3.3 The fees that have been prescribed are contained in the Regulations promulgated in terms of the PAIA and must be paid by a requester before the municipality can make any records requested available to the requester. A copy of the prescribed fees is contained herein and is marked "ANNEXURE "C".
- 7.3.4 Fees are payable at Department of Finance,

8. REMEDIES WHERE REQUESTS FOR ACCESS TO INFORMATION ARE REFUSED

8.1 Refusal of request

The main grounds that Govan Mbeki Municipality will refuse a request for information relates to the:

- a. Mandatory protection of the privacy of a third party who is a natural person, which involve the unreasonable disclosure of personal information of that natural person;
- b. Mandatory protection of the commercial information of a third party, if the record contains:
 - i) Trade secrets of that third party

- ii) Financial, commercial, specific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
- iii) Information disclosed in confidence by a third party at the Municipality, if the disclosure could put the third party at a disadvantage in negotiations or commercial competition.
- c. Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- d. Mandatory protection of the safety of individuals and the protection of property;
- e. Mandatory protection of records which would be regarded as privileged in legal proceedings;
- f. The commercial activities of the Municipality which may include:
 - i) Trade secrets of the Municipality
 - ii) Financial, commercial, scientific or technical information disclosure could likely cause harm to the financial or commercial interests of the Municipality ;
 - iii) Information which, if disclosed could put the Municipality at a disadvantage in negotiations or commercial competition;
 - iv) A computer program which is owned by the Municipality, and which is protected by copyright;
- g. The research information of the Municipality or a third party, if its disclosure would disclose the identity of the Municipality, the researcher or the subject matter of the research and would place the research at a serious disadvantage.

Request for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

8.2 Appeal

- 8.2.1 The requester may lodge an internal appeal against a decision of the Information Officer of the Municipality –
 - a. To refuse a request for access; or
 - b. Taken in terms of section 22, 26(1), or 29(3) in relation to that requester, with relevant authority
- 8.2.2 A Third Party may lodge an internal appeal to the appeal committee, against a decision of the Information Officer of Municipality, to grant a request for access.

8.3 Manner of appeal and appeal fees

- 8.3.1 An internal appeal must be lodged in the prescribed form (see Annexure "B")
- a. Within 60 days;
 - b. If notice to a third party is required by section 49(1)(b) of "PAIA, within 30 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;
 - c. It must be delivered to the Information Officer of the Municipality at his or her address, or fax number;
 - d. It must identify the subject of the internal appeal and state the reason for the internal appeal and may include any other relevant information known to the appellant;
 - e. If, in addition to a written reply, the appellant wishes to be informed of the decision on the internal appeal in any other manner, must state that the manner and provide the necessary particulars to be so informed;
- 8.3.2 If an appeal is lodged after the expiry of the period referred to, the Appeal committee must, upon good cause shown, allow the late lodging of the appeal.
- 8.3.3 If the Appeal Committee disallows the late lodging of the appeal, such decision must be communicated to the appellant by notice.
- 8.3.4 As soon as reasonably possible, but in any event within ten (10) working days after receipt of an appeal, the Information Officer of the Municipality must submit to the Appeal Committee:
- a. The appeal together with his or her reasons for the decision concerned; and
 - b. If the appeal is against the refusal or granting of a request for access, the name, postal address, phone and fax number and electronic mail address, whichever is available, of any third party that must be notified of the request.

9. UPDATING AND AVAILABILITY OF THE MANUAL

Govan Mbeki Municipality undertakes to update and publish its Manual referred to in section 14(1) of "PAIA" at intervals of not more than a year.

SCHEDULE 1**FORM D****AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:****(Sections 15 of the Promotion of Access to Information Act, 2000)****(Act No.2 of 2000)**

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 OF RECORDS
CATEGORIES AUTOMATICALLY AVAILABLE TO EMPLOYEES	
Personnel records relevant to the employee or requester and no other employee.	NO FORMAL REQUEST AND FREE OF CHARGE
Records of disciplinary hearings and related matters relevant to the employee or the requester.	
The municipality's policies, procedures, guidelines and all documents to which the general public is entitled to without having to follow the prescribed procedures.	
CATEGORIES AUTOMATICALLY AVAILABLE TO PUBLIC	
Local Government Legislation	NO FORMAL REQUEST AND FREE OF CHARGE
Approved Policies	
Promulgated bylaws	
Approved Integrated Development Plan	
Approved Budget	
Budget Speech	
Adjustment Budget	
Approved Tariffs	
Annual report including the Auditor General's comments.	
Approved Service Delivery Business Implementation Plans (SDBIP) and quarterly progress	
Agenda and approved minutes of Council, excluding those parts which relate to personnel matters and which are excluded in terms of	

relevant legislation.	
Resolutions of Council	
Agenda and approved minutes of Mayoral which do not need to go to council.	
Service Charter	
All Service Delivery Agreements	
All Supply Chain Management Contracts above R200 000.00	
Section 33 Contracts in terms of MFMA	
Public Private Partnership Agreements	
Audit charter	
Agenda and approved minutes of the Audit Committee	
Register of municipal assets	
Valuation Roll	
Internal and external newsletters	
External bursary scheme allocations	
Section 56 employees salaries	
Personnel Salaries	
Performance Agreements	
Employee bursary Allocations	

CATEGORIES AVAILABLE TO THE PUBLIC	
Personnel Records Personnel information, employment history and health records; Training and development; Conditions of employment and personnel related contractual and legal records; Internal evaluation records;	FORMAL REQUEST AT A PRESCRIBED FEE

“Annexure “A”**FORM A – APPLICATION FORM TO ACCESS RECORD(S)****FORM A****REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY****GOVAN MBEKI MUNICIPALITY**

(Section 18 (i) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

[Regulation]**FOR DEPARTMENTAL USE ONLY**

Ref No. _____

Request received by _____ (name & surname of Information Officer/ Deputy Information Officer)

Date: _____

Place: _____

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

Deposit (if any): R.....

Access fee: R.....

Signature.....

Information Officer/ Deputy Information Officer

A. Particulars of public body

The Information officer/ Deputy Information officer:

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: _____

Telephone 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 is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

- a. *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- b. *If the provided space is inadequate please continue on a separate folio and attach it to this form.*
The requester must sign all the additional folios.

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

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

Reason (s) for exemption from payment of fees: _____

F. Form of access to record

<i>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 hereunder, state your disability and indicate in which form the record is required.</i>			
Disability:		Form in which record is required:	
Mark the appropriate box with an "X".			
NOTES:			
(a) Your indication as to the required form of access depends 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

2. If record consists of visual images-						
(this includes photographs, slides, video recordings, computer-generated images, sketches, etc).						
	view the images		copy of the images*		transcription of the images*	
3. If record consists of recorded words or information which can be reproduced in sound-						
	Listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)			
4. If record is held on computer or in an electronic or machine – readable form-						
	Printed copy of record*		Printed copy of derived from the record*		copy in computer readable form* (stiffy or 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?					YES	NO
A postal fee is payable.						
<i>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.</i>						
In which language would you prefer the record?						

G. Particulars of right to be exercised or protected

*If the space provided is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Indicate which right is to be exercised or protected: _____

2. Explain why the record requested is required for the exercise or protection of the aforementioned right: _____

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/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?

THUS DONE AND SIGNED AT _____ ON THIS _____ THE

DAY OF _____ 20.

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

Annexure "B"**FORM B – INTERNAL APPEAL****NOTICE OF INTERNAL APPEAL**

(Section 75 (1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 8]

STATE YOUR REFERENCE NUMBER(S):
--

A. Particulars of the Govan Mbeki Municipality

The Information Officer/ Deputy Information Officer: _____

B. Particulars of requester/third party who lodges the internal appeal

- | |
|---|
| <p>(a) <i>The particulars of the person who lodge the internal appeal must be given below.</i></p> <p>(b) <i>Proof of the capacity in which appeal is lodged, if applicable, must be attached.</i></p> <p>(c) <i>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.</i></p> |
|---|

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:

<input type="checkbox"/>	Refusal of request for access
<input type="checkbox"/>	Decision regarding fees prescribed in terms of section 22 of the Act
<input type="checkbox"/>	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
<input type="checkbox"/>	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
<input type="checkbox"/>	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:

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 On this the 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:

RELEVANT AUTHORITY _____ DATE :

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

**“Annexur
e “C”**

**FEES
STRUCTU
RE**

Fee for a copy of the manual as contemplated in Regulation for every photocopy of an A4-size page or part thereof	R0-60
Fees for reproduction referred to in Regulation 7(1) are as follows:	
For every photocopy of an A4-size page or part thereof	R0-60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0-40
For copy in a computer-readable on Stiffy disk	R5-00

Compact disk	R40-00
For a transcription of visual images For an A4-size page or part thereof	R22-00
For a copy of visual images	R60-00
For a transcription of an audio record For an A4-size page or part thereof	R12-00
For a copy of an audio record	R17-00
Request fee payable by a requester, other than a personal requester, referred to in Regulation 7(2)	R35-00
The access fees payable by a requester referred to in regulation 7(3) are as follows	
For every photocopy of an A4-size page or part thereof	R 0-60
For every printed copy of an A4-size page or part thereof held on a computer or electronic or machine-readable form	R 0-40
For a copy in a computer – readable form on Stiffy disc	R 5-00
For a copy in a computer – readable form on Compact disc	R40-00
For a transcription of visual images, for an A4-size page or part thereof	R22-00
For a copy of a visual images	R60-00
For a transcription of audio record, for an A4-size page or part thereof	R12-00
For a copy of an audio record	R17-00
To search and prepare a record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	R15-00
Appeal fees is payable when an internal appeal is lodged	R50-00
A deposit is required if it is expected that the search will exceed six hours, One third of the access fee, is payable by the requester as a deposit	
Postage is payable by the requester when a copy of the record must be posted to the requester	

- The Information Officer or his or her deputy may also wish to charge the requester Access Fees for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure.

- The Information Officer or his or her deputy may withhold a record until the requester has paid the required Request and/or Access Fees.
- If the search and preparation for the record(s) concerned would, in the opinion of the Information Officer or his or her deputy, require more than the hours prescribed for this purpose, the Information Officer or his or her deputy by way of notice must ask the requester to deposit the prescribed portion (no more than 1/3) of the Access Fee which would be payable if the request is granted.
- This money must be refunded to the requester if the PAIA Request is refused.
- The actual postal fee is payable when a copy of a record must be posted to a requester.

NB: Fees are subject to change by way of official Government Notice issued in the Government Gazette


IMPORTANT *Information* from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

GPW Business Rules

- 
1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
 2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
 3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
 4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
 5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
 6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
 7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
 8. All re-submissions by customers will be subject to the above cut-off times.
 9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
 10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.



Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001.
Contact Centre Tel: 012-748 6200. eMail: info.egazette@gpw.gov.za
Also available at the **Provincial Legislature: Mpumalanga**, Private Bag X11289, Room 114, Civic Centre Building,
Nel Street, Nelspruit, 1200. Tel. (01311) 5-2133.