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KWAZULU-NATAL PROVINSIE
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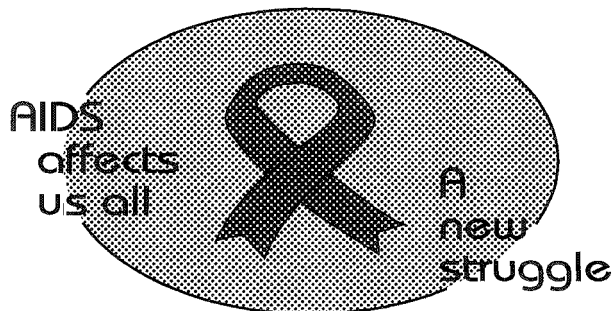
Vol. 4

PIETERMARITZBURG,

29 JUNE 2010
29 JUNIE 2010
29 kuNHLANGULANA 2010

No. 463

We all have the power to prevent AIDS



**AIDS
HELPLINE**

0800 012 322

DEPARTMENT OF HEALTH

Prevention is the cure

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MUNICIPAL NOTICE

No. 49

29 June 2010

GREATER KOKSTAD MUNICIPALITY



ACCESS TO INFORMATION MANUAL

(This manual has been compiled in terms of the Provision of the Promotion of Access to Information Act, NO 2 of 2000).

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1. INTRODUCTION

The manual is compiled to foster a culture of transparency and accountability giving effect to every persons right of access to information. It also promotes a society in which the people of the Greater Kokstad have effective access to information to enable them to fully exercise and protect all their rights.

Section 9 of the Act, however, recognizes that such right to access to information is subject to certain justifiable limitations, for instance limitations aimed at:

- The reasonable protection of privacy
- Commerciality confidentiality; and
- Effective, efficient and good governance

The purpose of this manual is to inform a person on how to obtain access to a record held by the Greater Kokstad Municipality and thereby giving effect to Section 14 of the Act.

2. FUNCTIONS AND DEPARTMENTS OF THE GREATER KOKSTAD MUNICIPALITY

2.1 Overview of the Greater Kokstad Municipality

2.1.1 VISION

Working together to render a community driven, economically viable and sustainable services.

2.1.2 MISSION

To be the most effective in providing Sustainable developmental services to all our communities

- Creating long term job opportunities for the people in the Municipal area
- Create a safe and secure Greater Kokstad area through traffic, community policing and protection
- Ensuring that people are capacitated to respond efficiently to disaster events
- Uplift the economic life of the community by providing free basic services to the poor
- Create institutional capacity building and compliance with legislation on employment equity, skills development, policies and administrative and management systems

2.2 Organizational structure

The Greater Kokstad Municipality is headed by the Municipal Council, which is supported by the Municipal Manager together with the Executive Managers. The Accounting Officer who is the Municipal Manager is Mr M A Nkosi.

The Greater Kokstad Municipality is further divided into five Departments, namely:

- Department of the Municipal Manager
- Corporate Services Department
- Financial Services Department
- Social Development Department
- Infrastructure, Planning and Development Department

The functions of each of the Departments may be represented as follows:

2.2.1 OFFICE OF THE MUNICIPAL MANAGER

STRATEGIC OBJECTIVES

2.2.1.1 Strategic leadership

1. Provide strategic leadership to all operational activities of the municipalities;
2. Provide the link between the political leadership and administrative activities of the municipality;
3. Provide strategic leadership and guidance in the development and implementation of the IDP, Budget and SDBIP;
4. Identify and develop new business initiatives for the municipality;
5. Ensure alignment of municipal activities to National and Provincial Priorities; and
6. Ensure that Council policies, resolutions and relevant pieces of legislation are implemented and/or complied with.

2.2.1.2. Institutional Capacity Development and management

1. Enhance institutional delivery capacity by researching, analyzing and implementing best practices;
2. Design, develop and implement systems and processes to improve the municipal operational efficiency
3. Define and implement effective management systems;
4. Ensuring optimum utilizations of resources and value for money;
5. Manage and develop human capital talent and ensure that the municipality has effective and consistent people management policies; and
6. Provide adequate physical, financial and other resources for the achievement of the municipal strategic goals.

2.2.1.3 Public participation

1. Develop and promote community participation in government activities;
2. Consult stakeholders and solicit input on the development of the IDP and the Municipal Budget;
3. Lead, manage and coordinate the performance of the Community Development Workers (CDW's), Ward Support Clerks and Ward Committees;
4. Initiate, develop and coordinate programmes and interventions for ensuring maximum public participation in municipal programs;

2.2.1.4 Youth, Women, Children, Disabled and Gender issues and special programs

1. Manage and coordinate activities related to the youth, children, disabled and women;
2. Coordinate events associated with youth, children, disabled, women and gender programs
3. Identify, support and coordinate Sporting activities within the municipality;

2.2.1.5 Stakeholder Management

1. Develop and maintain good relations with key stakeholders, relevant National and Provincial Government Departments and Civil Society Organisations;
2. Manage relationships both internally and externally;

3. Enable and leverage networking ability across public and private entities to facilitate collaboration;

2.2.1.6 Marketing and Communication

1. Maintain and enhance a positive image of the municipality;
2. Develop and implement municipal communication strategy in line with key functions of the municipality;
3. Develop and maintain strong relations between the municipality and the media
4. Arrange media conferences and media release for the municipality
5. Provide advice on communication matters and draft speeches for the Mayor, Deputy Mayor and the Municipal Manager;
6. Represent the municipality in all communication forums;
7. Manage and oversee the implementation of the municipal outreach programs

2.2.1.7 Internal Audit and Risk Management

1. Identify all risks, develop and implement risk management strategies for the municipality;
2. Assess the effectiveness and efficiency of the control environment within the municipality and weaknesses have been identified, develop procedures to reduce such risks;
3. Ensure that the municipality has an effective annual internal audit plan;
4. Ensure that the audit committee is functional and provide sufficient oversight role to the audit committee;
5. Provide leadership in the establishment of a culture that emphasizes internal control systems as an important priority within the municipal operations.

2.2.2 CORPORATE SERVICES DEPARTMENT

STRATEGIC OBJECTIVES

2.2.2.1 Administration

1. Develop and execute administrative municipal policies and delegations of competencies;
2. Plan coordinate and implement strategies and processes which facilitate the enhancement of operational efficiencies within the municipality;
3. Management of municipal properties;
4. Management of records (in compliance with national archives act) and provision of auxiliary services.

2.2.2.2 Human Resources

1. Provide strategic human capital leadership to the Municipality;
2. Ensure synergies and standardization of HR policies and procedures across all departments within the Municipality;
3. Initiate and manage the implementation of human capital strategies
4. Identify solutions to deal with changing external and internal demands;
5. Ensure compliance to HR Policies and procedures;

6. Management of all employer/employee relation matters;
7. Representing the Municipality in all matters of dispute resolution and consultation;
8. Designing and implementing the Municipal Employee Relations philosophy, strategy and approach;
9. Effective implementation of the labour legislative framework and the Collective Bargaining agreements;
10. Effective management of information systems relating to employee relations;
11. Strategic management of the remuneration function within the municipality;
12. Management of the job grading/evaluation within the municipality;

2.2.2.3 Council support

1. Provide functional and operational support to all the activities of the Council;
2. Provide the recording and minute taking services for the Council, EXCO and committees of the Council
3. Coordination, development and issuing of agenda for all scheduled Council, EXCO and Committee meetings
4. Provision of support in the implementation of council resolutions.

2.2.2.4 Information Communication and Technology

1. Maintain data integrity within the municipality;
2. Installation and configuration of software;
3. Information and data security administration;
4. Data analysis
5. Management and maintenance of network functions

2.2.3 FINANCIAL SERVICES DEPARTMENT

STRATEGIC OBJECTIVES

2.2.3.1 Expenditure management

1. Ensure timeous disbursement of funds to all creditors owed by the municipality;
2. Ensure that all expenses being paid for are budgeted for and that are sufficient funds in the relevant budget;
3. Monitoring of cash flow for the municipality;
4. Assess expenditure pressures and enforce fiscal discipline;

2.2.3.2 Revenue Management

1. Ensure the sustainable financial health of the Municipality;
2. Ensures the recoverability of all the funds that are due to the Municipality;
3. Ensure accurate billing for rates, electricity and other services provided by the municipality;
4. Ensure the effective implementation of the municipal credit control and debt collection procedures;

2.2.3.3 Supply chain management

1. Develop, maintain and implement procurement policies and procedures to effect the timely purchasing and delivery of goods and services to meet the operational needs of the municipality as aligned to the IDP and the SDBIP;
2. Manage the fleet and all movable and immovable assets of the municipality from the demand, acquisition, logistics and disposal stage.
3. Ensure the cost-effective procurement of goods and services.

2.2.3.4 Budgeting, reporting and Compliance

1. Development of annual budgets in collaborations with other departments;
2. Development and maintenance of financial policies and procedures and ensuring that all staff within the municipality
3. Ensuring that the Municipality has an effective and efficient system of internal audit
4. Ensuring that the Municipality has an effective Audit committee that is informed on a regular basis of any deviations from the financial policies and procedures, and/or non compliance with the MFMA and Treasury Regulations;
5. Advising the Council and Management of any changes in legislation and recommending adjustment of policies accordingly;
6. Ensuring that all reporting requirements are met;
7. Engaging with internal and external auditors in ensuring that sound financial practices are adhered to and that an annual audit plan is compiled;
8. Development of the municipal annual compliance plan;
9. Reporting on the implementation of the annual compliance plan;
10. Reporting alleged irregularities and non-compliance with the compliance plan;
11. Providing guidance and support to the Municipal Manager regarding all matters of compliance;
12. Coordinate the development of the SDBIP;
13. Management of documents to be placed on the municipal website in compliance with the MFMA and the Municipal Systems Act;
14. Management and Development of the Municipal Website

2.2.4 SOCIAL SERVICES DEPARTMENT:

STRATEGIC OBJECTIVES

2.2.4.1 Public Facilities and Social Amenities

1. Manage horticulture, public open spaces, cemeteries and nurseries;
2. Manage, maintain community halls, public toilets and other municipal facilities (municipal grounds and sports fields)
3. Provision of security in all public facilities;
4. Provision of library and related services to the community of Kokstad.

2.2.4.2 Protection Services

1. Enforce the municipal by-laws;
2. Manage the development and implementation of policies to regulate the transport services within the municipal area of jurisdiction;
3. Evaluate and process learner/driving license applications;
4. Promote road safety;
5. Coordinate street signs, marking and names;

2.2.4.3 Disaster Management

1. Plan the municipality's ability and capacity to respond to disaster's occurring within the municipal area of jurisdiction;
2. Create and maintain disaster related data and refine it into useful information for the prevention of the recurrence of similar disasters;
3. Perform disaster awareness campaigns in the community;
4. Perform fire fighting services within the municipal area of jurisdiction
5. Ensure adherence to all relevant legislation, codes, standards and guidelines for disaster management
6. Plan coordinate and participate in environmental management activities of the municipality;
7. Coordinate and maintain the disaster management GIS system, including the compilation of risks and vulnerability maps;

2.2.4.4 Waste Management

1. Removal, transportation and disposal of refuse (household and business)
2. Management and maintenance of Landfill site
3. Management and maintenance of cleansing services in the GKM area of jurisdiction
4. Development and management of recycling systems and sites
5. Development, management and maintenance of cemetery systems
6. Development and management of systems for Indigent and Pauper burial

2.2.5 INFRASTRUCTURE, PLANNING AND DEVELOPMENT:

STRATEGIC OBJECTIVES

2.2.5.1 Infrastructure

1. Oversee and manage social infrastructure development backlogs reductions ;
2. Oversee the technical aspects of the infrastructure projects;
3. Manage quality control and specifications of projects;
4. Manage project finance and reporting;
5. Oversee the achievement of the millennium development goals (MDG's)(affordable housing, access to water, access to electricity and/or alternative energy, poverty eradication and job creation);
6. Oversee and manage project deliverables and schedule the implementation thereof;
7. Oversee the design, construction and maintenance of roads, drain and storm water systems;

8. Oversee and monitor local community employment in infrastructure projects;
9. Oversee and monitor the development and participation of women, youth and disabled in the construction industry;
10. Monitoring and implementation of the Expanded Public Works Program in all infrastructure program,
11. Supervise consultants and contractors;

2.2.5.2 Electricity

1. Managing the electricity distribution function and energy services within the jurisdiction of the municipality;
2. Providing public lighting within the jurisdiction of the municipality;
3. Developing the electricity network and the operation of the electricity services within the municipal area of jurisdiction;
4. Evaluating, facilitate and implement renewable energy resources and energy efficient measures throughout the municipality;
5. Maintaining links with key sector role-players like Eskom NERSA, DME and representing the interest of the municipality in relation to bulk supply and regulation of the industry;

2.2.5.3 Planning and Development (includes Housing – national and provincial competency)

1. Facilitate and manage the appropriate sustainable and integrated spatial planning and development within the municipal area of jurisdiction;
2. Oversee and direct the implementation of the Municipal spatial planning program;
3. Manage the development and maintenance of the Land Use Management function;
4. Manage the development and maintenance of the Geographic information System (GIS);
5. Oversee the enforcement where land use legislation was violated;
6. Formulate the municipal spatial development framework;
7. Liaise with the Provincial Department of Housing on matters relating thereto
8. Registration of people on the housing waiting list;
9. Verification if people registered on the waiting list;
10. Attending to public enquiries regarding housing queries;
11. Conducting housing consumer education; liaising with provincial housing department on the verification of housing beneficiaries;
12. Liaising with the provincial housing department to ensure compliance with statutory requirements;
13. Stimulate and manage the Local Economic Development in the Municipality;
14. Identify new economic opportunities, resources, strengths and limitations within the local municipal context;
15. Identify, support and coordinate LED activities within the Municipality;
16. Perform technical, financial and entrepreneurial training of the SMME's
17. Source funding for the LED projects from relevant institutions and donors;

2.3 General contact details of the Greater Kokstad Municipality

Physical address : No. 75 Hope Street
KOKSTAD
4700

Postal address : P. O. Box 8
KOKSTAD
4700

Telephone No : (039) 797 6600

Fax No : (039) 727 3676

Website : www.kokstad.org.za

3. INFORMATION OFFICER

The Municipal Manager is in terms of Section 1 of the Act, the Information Officer of the Municipality

The contact details of the Information Officer who is a Municipal Manager as designated in terms of Section 17 of the Act is as follows:

Information Officer : Mr M A Nkosi
Municipal Manager
P.O. Box 8
KOKSTAD
4700

Telephone number : (039) 797 6600

Fax number : (039) 727 3676

4. SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE MUNICIPALITY

The Greater Kokstad Municipality keeps a record of all correspondence, agenda, resolutions, Building Plans, Town Planning Maps and other additional information. Records are kept under the following categories:

4.1. LEGISLATION

(Acts, regulations, Ordinances etc are kept outside the system)

Number	Description	Disposal
1/P	Policy	
1/R	Routine Enquiries	
1/1	<u>Parliament Legislation and Regulations</u>	
1/2/1	<u>Drafting and Amendments</u> (Open a file for each act/legislation and number consecutively)	
1/2	<u>Provincial Legislation</u>	

1/2/R	Routine Enquiries
1/2/1	Drafting and Amendments (Open a file for each act/regulation and number consecutively)
1/2/2	Legal opinions
1/3	<u>Council By-Laws</u>
1/3/R	Routine Enquiries
1/3/1	<u>Drafting, Amendment and Tabling</u>
1/3/2	<u>Advertising, Objectives and Publication</u> (Open a file for each by-law and number consecutively)

4.2. ORGANISATION AND CONTROL

Number	Description	Disposal
2/P	Policy	
2/R	Routine Enquiries	
2/1	Functions	
2/2	Survey to ascertain extension demand and systems investigations	
2/3	Establishment of new sections/offices For post control see 4/1	
2/4	<u>Delegation of authority</u>	
2/4/1	Permanent	
2/4/2	Temporary	
2/5	Work planning and procedures	
2/6	Office Instructions	
2/7	<u>Record control</u>	
2/7/1	<u>Filing system</u>	
2/7/1/1	Compilation and amendments	
2/7/2	<u>Disposal of records</u>	
2/7/2/1	Obtaining of disposal authority	
2/7/2/2	Transfer	
2/7/2/3	Destruction	
2/7/2/4	Inspection	
2/7/2/5	Returns	
2/8	Grading of local authority	
2/9	<u>Meeting of heads</u>	
2/9/1	Arrangements	
2/9/2	Agendas and Minutes	
2/9/3	Community Meetings	

4.3. OWN COUNCIL AND COUNCIL MATTERS

Number	Description	Disposal
3/P	Policy	
3/R	Routine Enquiries	
3/1	<u>Elections</u>	
3/1/1	<u>Council</u>	
3/1/1/1	Determination of wards – Ward Support Clerks	
3/1/1/2	<u>Voter's Roll</u>	
3/1/1/2/1	Compilation	
3/1/1/2/2	Evaluation – Statistics S.A. - Municipality	
3/1/1/2/3	Nominations	
3/1/2/4	<u>Polling Stations</u>	
3/1/2/4R	Routine Enquiries	
3/1/2/4/1	Determination	
3/1/2/5	Appointment of Presiding Officer, Polling and Counting Officer	
3/1/2/5/1	Objections	
3/2	<u>Meetings</u>	
3/2/1	Council – Meetings – Language Use - Recess	
3/2/1/1	Arrangements and Agendas	
3/2/1/2	Minutes and Outstanding resolutions	
3/2/4	Leave of absence	
3/2/5	Caucus meetings: arrangements	
3/2/6	Standing rules and orders	
3/2/7/1	<u>Council</u>	
3/2/7/1/1	Arrangements	
3/2/7/1/2	Agendas	
3/2/7/1/3	Signed minutes	
3/2/7/1/4	Local Labour Forum Meetings	
3/2/7/1/5	Public Participation Steering Committee	
3/2/7/2	<u>Exco</u>	
3/2/7/2/1	Arrangements	
3/2/7/2/2	Agendas	
3/2/7/2/3	Signed minutes	
3/3	<u>Matters concerning Councillors</u>	
3/3/2	Awards to councillors	
3/3/3	Discipline	
3/3/4	Training of councillors	
3/3/4/1	Cell Phone Allowances	

4.4. STAFF

(Files in this main series only to be utilized for General Human Resources administration. Correspondence relating to a specific person is dealt with on personal files kept outside the filing system. See list of separate case files)

Number	Description	Disposal
4/1	Post control (1. For surveys to ascertain extension demands system investigations, establishment of	

	new section/office, see main series 2
	2. Post control has only to do with post structure And not with the staff filling posts ie
	i) Estimates
	ii) Designation and classification of posts
	iii) Creation and conversion of posts)
4/1/P	Policy
4/1/1	<u>Furnishing of information</u>
4/1/1/1	To other bodies
4/1/1/2	By other bodies
4/1/2	Evaluation of posts
4/2	<u>Determination of conditions of service</u> (1. For grants, payment and deductions see 4/5 sub-series 2. For Unions see 4/6)
4/2/1	Salary scales
4/2/2	Leave
4/2/3	Official hours of attendance
4/3	<u>Vacancies and appointments/Recruitment</u>
4/3/P	Policy
4/3/R	Routine Enquiries
4/3/1	Temporary/Part time appointments
4/3/2	<u>Permanent appointments</u> (As soon as a person is appointed, his/her personal Documents are removed from these files and transferred to his/her personal file)
4/3/2/1	Municipal Manager's Office
4/3/2/2	Corporate services
4/3/2/3	Financial Services
4/3/2/4	Infrastructure Department
4/3/2/5	Social Development
4/4	<u>Training and qualifications - LGSETA</u>
4/4/P	Policy
4/4/R	Routine Enquiries
4/4/1	Scholarship and bursaries: Awarding and receipt
4/4/2	Course offered
4/4/3	Courses: Attendance
4/4/4	Language requirements
4/4/5	Skills development training
4/5	<u>Financial</u> For councillors see 5/11
4/5/P	Policy
4/5/1	Payment of salaries and overtime
4/5/2	<u>Payment of allowances</u> (There is a file for each allowance and number Consecutively)
4/5/3	<u>Deductions</u>
4/5/3/1	Income Tax – Employees Tax
4/5/3/2	Pension
4/5/3/3	Insurance
4/5/3/3/3	Medical Aid

4/5/4	<u>Provision of loans</u>
4/5/4/1	Housing
4/5/4/2	Study
4/5/4/3	Purchase of motor vehicle
4/6	<u>Unions</u>
4/6/1	IMATU
4/6/2	SAMWU
4/7	Disciplinary Hearings
4/8	Job Descriptions
4/9	Employment Equity
4/10	HIV/AIDS
4/11	Organogram
4/12	Staff Service Excellence Awards

4.5 FINANCE

For personnel expenditure and cost see sub-series 4/5

Number	Description	Disposal
5/1	<u>Estimates</u>	
5/1/P	Policy	
5/1/1	<u>Annual estimates: Compilation of</u> (There is a file for each financial year e.g. 5/1/1/1-2004/2005, 5/1/1/1-2005/2006)	
5/1/2	Over expenditure	
5/1/3	Financial statements	
5/1/3/1	2006/2007	
5/1/3/2	2007/2008	
5/1/3/3	2008/2009	
5/1/3/4	2009/2010	
5/1/3/5	2010/2011	
5/2	<u>Valuations – Deeds Returns</u>	
5/2/P	Policy	
5/2/R	Routine Enquiries	
5/2/1	Appointment of valuers	
5/2/2	Compilation of Valuation rolls	
5/2/3	Sitting of valuation court	
5/2/4	Issuing of certificates	
5/2/5	Objections against valuations	
5/3	<u>Taxes</u>	
5/3/1	Land and property taxes (For collections see 5/13/5)	
5/3/1/P	Policy	
5/3/1/R	Routine Enquiries	
5/3/1/1	Determination of taxes	
5/3/1/2	Request for tax certificates	
5/3/1/3	Remission	
5/4	<u>Loans</u> (For staff loans see 4/5/4)	

5/4/P	Policy
5/4/1	<u>Borrowing powers</u>
5/4/1/1	Applications and approvals
5/4/1/2	<u>Applications for external loans</u>
5/4/1/2/1	Short term loans
5/4/1/2/2	<u>Long term loans</u> (There is a file for each loan and number consecutively)
5/4/2	<u>Internal loans: Application and use</u>
5/4/2/1	Capital development fund
5/4/2/2	Parking fund
5/4/2/3	Reserved fund
5/5	<u>Rates</u>
5/5/P	Policy
5/5/R	Routine Enquiries
5/5/1	<u>Determination</u>
5/5/1/1	Electricity
5/5/1/2	Market
5/5/1/3	Building Control
5/5/1/4	Fire Brigade
5/6	Subsidies received
5/6/P	Policy
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5/6/1/2	Municipal support - Grants
5/6/1/3	Roads
5/6/1/4	Library
5/6/1/5	Development of Bank of South Africa - DBSA
5/6/1/6	National lottery
5/6/1/7	Museum
5/7	<u>Deposits</u>
5/7/P	Policy
5/7/R	Routine Enquiries
5/7/1	Electricity
5/8	<u>Investments</u>
5/8/P	Policy
5/8/R	Routine Enquiries
5/8/1	Long- term - INCA
5/8/2	Short -term – FNB, ABSA, NRB, STANNIC
5/9	<u>Claims</u>
5/9/1	Salaries
5/9/2	Accidents - Vehicles
5/9/3	Compensation
5/10	<u>Settlement of accounts</u> (Open a file for each category and number consecutively)
5/10/2	Stats S.A. – Quarterly Employment

5/11	<u>Payment of councillors allowance</u>
5/11/1	Mayor
5/11/2	Deputy Mayor
5/11/3	Executive Committee members
5/11/4	Speaker
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5/14/1/3	<u>Audit Committee</u>
5/14/1/3/1	Appointment of members
5/14/1/3/2	Arrangements
5/14/1/3/3	Minutes and agenda
5/16	<u>Financial Assistance</u>
5/16/1	<u>By council to the public</u>
5/16/1/P	Policy
5/16/1/1	Donations – Assistance - Sponsorship
5/16/1/2	Bursaries
5/16/1/3	Assistance
5/17	Losses
5/17/1	Bad debt
5/17/2	Loss of municipal property
5/17/2/2	Payment of Accounts (Lawyers, Invoices, Statement of Accounts)
5/18	Banking account
5/18/R	Routine Enquiries
5/18/1	Signing Authority
5/19	<u>Reports and returns</u>
	(See par 7 of the general Instructions)
5/19/1	South African Reserve Bank

5/19/2 Central Statistical Services
5/19/3 Value Added Tax - VAT

4.6. DOMESTIC SUPPLIERS AND SERVICES

(For tenders, quotations and contracts see main series 8
Domestic supplies and services related to building, structures and grounds designed specifically for the benefit of the community are dealt with under the main series for essential and community services)

Number	Description	Disposal
6/1	<u>Domestic Supplies</u>	
6/1/P	Policy	
6/1/1	Stocktaking	
6/1/2	<u>Acquisition and maintenance</u>	
6/1/2/1	<u>Office furniture and office Equipment</u>	
6/1/2/1/1	Municipal Managers Office	
6/1/2/1/2	Corporate Services	
6/1/2/1/3	Financial Services	
6/1/2/1/4	Infrastructure Department	
6/1/2/1/5	Social Development	
6/1/2/2	Printing and stationery	
6/1/2/3	Uniforms and protective clothing	
6/1/3	Disposal of surplus and worn out supplies	
6/2	<u>Domestic services</u>	
6/2/P	Policy	
6/2/1	<u>Acquisition</u>	
6/2/1/1	<u>Postal Services</u>	
6/2/1/1/1	Postage and Mail	
6/2/1/2	Telephone Services - Telkom	
6/2/1/3	Faxes	
6/2/1/4	Intercom	
6/2/1/5	E-mail and Internet	
6/2/1/5/1	ICT Services	
6/2/1/6	Radios – T V Tower	
6/2/2	Translation Services	
6/2/3	Security services	
6/2/4	Catering for own social events	

4.7. BUILDINGS AND LAND

Number	Description	Disposal
7/1	<u>Buildings /Housing</u>	
7/1/1	<u>Acquisition</u>	
7/1/1/1	Purchase	
7/1/1/2	Erection	
7/1/1/3	<u>General Leasing</u>	
	(There is a file for each building and number consecutively)	
7/1/1/4	Expropriation	

7/1/2	Allocation
7/1/3	Maintenance
7/1/4	<u>Alienation</u>
7/1/4/1	Letting (E.g excess office accommodation)
7/1/4/2	Sale
7/2	<u>Vacant Land</u>
7/2/1	<u>Acquisition</u>
7/2/1/1	<u>Purchase</u>
7/2/1/2	Expropriation
7/2/1/3	Leasing of property
7/2/2	Maintenance of vacant land
7/2/3	<u>Alienation</u>
7/2/3/1	Letting of vacant land
7/2/3/2	Sale

4.8. TENDERS/BIDS, QUOTATIONS AND CONTRACTS

(Agreements should not be placed on files in this main series. They should be placed in accordance with the Records Control Schedule)

Number	Description	Disposal
8/1	<u>Tenders and Quotations</u>	
8/1/P	Policy	
8/1/1	Opening of tenders	
8/1/2	Specification Committee	
8/1/3	Bid Evaluation Committee	
8/1/4	Bid Adjudication Committee	
8/2	<u>Specific tenders and quotations</u>	
8/2/1	<u>Tenders/Bids</u> (There is a file for each tender and number consecutively)	
8/2/2	Quotations	
8/3	<u>Specific Contracts</u> (There is a file for each contract and number consecutively)	

4.9. REPORTS AND RETURNS

(This main series should only be used for annual, quarterly, monthly and other reports and returns, which cannot be placed under another main series. See also par.7 of the general instruction.)

Number	Description	Disposal
9/P	Policy	
9/1	<u>Reports</u>	

9/1/1	Annual report of the council
9/1/2	Reports of the departments
9/1/2/1	Municipal Manager's Office
9/1/2/2	Corporate Services
9/1/2/3	Financial Services
9/1/2/4	Infrastructure Planning and Development
9/1/2/5	Social Development Services
9/2	<u>Monthly Returns</u>
9/2/1/1	Municipal Manager's Office
9/2/1/2	Corporate Services
9/2/1/3	Financial Services
9/2/1/4	Infrastructure Planning and Development
9/2/1/5	Social Development Services

4.10 PUBLICITY AND INFORMATION

Number	Description	Disposal
10/1	<u>Own publicity and Information</u>	
10/1/P	Policy	
10/1/1	Press and radio reports	
10/1/2	Compilation of brochures and newsletters - Introduction	
10/1/3	Enquiries (Only enquiries concerning subjects not pertaining To any other main series are to be dealt with hereunder)	
10/1/3/1	History of the town	
10/1/3/2	Sights	
10/1/4	Participation in shows and exhibitions	
10/1/5	<u>Emblems of the council</u>	
10/1/5/1	Adoption, alteration and interpretation	
10/1/5/2	<u>Enquiries and permission to use</u>	
10/1/5/2/1	Town Coat of arms	
10/1/5/2/2	Flag	
10/1/5/2/3	Mayoral Chain	
10/2	<u>Publicity by other bodies: control</u> (Only control of publicity, which cannot be placed under any other main series.)	
10/2/P	Policy	
10/2/1	Advertising media	
10/2/1/1	Bill boards and posters	
10/3	Receipt of information from and to other bodies 1. Only information of direct concern to this office 2. Information regarding the functions of the office must be dealt with on the files concerning those functions.	
10/3/1	<u>Central Government</u>	

10/3/1/1	DPLG
10/3/1/1/1	Batho Pele Change Programme
10/3/1/2	National Treasury
10/3/1/3	Department of Minerals and Energy
10/3/1/4	Department of Arts and Culture
10/3/1/5	Department of Public Works
10/3/1/6	Department of Sports and Culture
10/3/1/7	Department of Trade and Industry
10/3/1/8	Department of Labour
10/3/1/9	Department of Tourism
10/3/1/10	Department of Public Service
10/3/1/11	Department of Roads & Transport
10/3/1/12	Department of Housing
10/3/1/13	Department of Land Affairs
10/3/1/14	Department of Community Safety and Liaison
10/3/1/15	Department of Agriculture and Environmental Affairs
10/3/2	<u>Provincial Government</u>
10/3/2/1	DLGTA
10/3/2/2	Provincial Treasury
10/3/2/3	Department of Minerals and Energy
10/3/2/4	Department of Arts and Culture
10/3/2/5	Department of Public Works
10/3/2/6	Department of Sports and Culture
10/3/2/7	Department of Trade and Industry
10/3/2/8	Department of Labour
10/3/2/9	Department of Tourism
10/3/3	<u>Other Municipal Authorities</u>
10/3/3/1	Sisonke District Municipality - IDASA
10/3/4	Tourism
10/4	Conference – Workshop/Courses – Semi

4.11 FESTIVALS AND SOCIAL MATTERS

Number	Description	Disposal
11/P	Policy	
11/1	Speeches: Drafting of (Copies of all speeches should be filed here)	
11/2	<u>Festivals</u> 1. Correspondence re exhibits is placed on 10/1/4 And speeches on 11/1 2. Open a file for each festival and number consecutively	
11/2/1	E G Show	
11/2/2	Flea Markets	
11/3	<u>Social matters: Participation</u>	
11/3/1	<u>Own reception and functions</u>	
11/3/1/1	Mayoral reception	
11/3/1/2	Reception for the aged	
11/3/1/3	Municipal Sport Events	
11/3/2	<u>Other receptions and functions</u>	

11/3/2/1	Invitations
11/3/3	Letters of thanks, congratulations and Condolences - Celebration
11/3/4	Awards to the public
11/3/5	Drafting of protocol and list of addresses

4.12. COMPOSITION AND MEETINGS OF BODIES AND GATHERINGS

1. For own council and committee meetings, see main series 3
2. For meetings of heads, see main series 2.

Number	Description	Disposal
12/P	Policy	
12/R	Routine Enquiries	
12/1	<u>National and Provincial</u> (Where National or Provincial organisations have Regional or local offices, the latter's documentation should be 12/4)	
12/1/1	Institute of Municipal Management of SA	
12/1/2	South African Fire Institute	
12/1/3	Institute of Traffic Officers	
12/1/4	Institute of Municipal Personnel Practitioners Of South Africa	
12/2	<u>I M P Board members</u>	
12/2/1	National Productivity Institute	
12/2/2	Institute of Safety Management Natal	
12/2/3	Institute of Natal Resources	
12/2/4	Institute of Municipal Engineers of South Africa	
12/2/5	Institute of Local Government Management	
12/2/6	Institute of Municipal Finance Officers	
12/2/7	Institute of Municipal Public Relations Officers	
12/2/8	Institute of Waste Management	
12/2/9	Institute of Building and Drainage Inspectors	
12/2/10	Institute of Public Health	
12/2/11	Institute of Environmental and Recreation	
12/2/12	Institute of Public Administration	
12/2/13	SA Revenue Protection Association	
12/2/14	SA Local Government Association (SALGA)	
12/2/15	KZN Local Government Association (KWANALOGA)	
12/2/15/R	Routine Enquiries	
12/2/16	Circulars - Memos	
12/2/17	<u>Labour Matters</u>	
	South African Local Government Bargaining Council (SALGA)	
12/2/18	Natal Association of Town Engineers	
12/2/19	Association of Municipal Electrical Undertakings	
12/2/20	South African Museum Association	
12/2/21	Natal Arts Trust	

12/3	<u>Local</u>
12/3/1	Mount Currie Cottages Trust
12/3/2	EG Agricultural Society
12/3/3	Mount Currie Disabled Peoples Org.
12/3/4	SPCA
12/3/5	Kokstad Unemployed Workers Union
12/3/6	Small Business Council
12/3/7	Chamber of Commerce

4.13. LEGAL MATTERS

(THIS MAIN SERIES DOES NOT DEAL WITH THE PROVISION OF LEGISLATION COVERED BY MAIN SERIES 1- BUT MATTERS ARISING FROM THE CONTRAVENTION THEREOF.)

Number	Description	Disposal
13/P	Policy	
13/1	Legal Opinions/Precedents	
13/2	Appointment of Legal Advisers	
13/3	<u>Claims</u>	
13/3/1	Claims by council	
13/3/1/1	Damage to Property	
13/3/2	Claims against Council	
13/3/2/1	Negligence	
13/3/2/2	Traffic Accidents	
13/3/2/3	Payment of Accounts (Lawyers, Invoices, Statement of Accounts)	
13/4	<u>Prosecutions</u>	
13/4/1	Servicing of legal documents (where applicable to a specific case, file on the relevant case file hereunder.)	
13/5	<u>Contraventions: Cases</u>	
13/5/1	Determinations of fines	
13/5/2	Representations	
13/6	Council Policies	

4.14. LICENSES AND PERMITS

Number	Description	Disposal
14/P	Policy	
14/1	<u>Licenses</u>	
14/1/1	Applications and Issues	
14/1/1/1	Trading Licenses	
14/1/1/1/1	Hawkers Licenses	
14/1/1/2	<u>Vehicle Licenses</u>	
14/1/1/2/1	Public Vehicles	

14/1/1/2/2	Municipal Vehicles
14/1/1/3	Drivers Licenses
14/1/1/4	<u>Occupational Certificates</u>
14/1/1/4/1	Plumbers
14/1/1/4/2	Electricians
14/2	Issuing of Permits

4.15. TOWN PLANNING AND CONTROL

Number	Description	Disposal
15/P	Policy	
15/R	Routine Enquiries	
15/1	<u>Planning</u>	
15/1/1	Routine Enquiries	
15/1/2	Integrated Development Plan - IDP	
15/1/3	Naming of Streets	
15/1/4	Comments of other Local Authorities	
15/1/5	Appointment of consultants	
15/1/6	Demarcation	
15/2	<u>Establishment of Townships</u>	
15/2/1	Bhongweni - Stadium	
15/2/2	Shayamoya	
15/2/3	Horseshoe	
15/2/4	Area 5 & 6	
15/2/5	Kransfontein	
15/2/6	Franklin	
15/2/7	Pakkies	
15/2/8	Willowdale Farm Project	
15/2/9	Kransdraai	
15/2/10	Makhoba Development	
15/2/11	Wandsbeck	
15/3	<u>Servitudes</u>	
15/4	<u>Consolidations/Subdivisions</u>	
15/5	<u>Incorporation</u>	
15/6/1	Need and desirability: Development Outside Area Of Jurisdiction	
15/6/2	Building Control	
15/6/3	Commercial Rights	
15/6/4	Special Consent (See Town Planning Scheme)	
15/6/5	Amendment of Title Deeds	
15/6/6	<u>Rezoning</u>	
15/6/7	<u>Relaxation Applications</u>	

15/7	Agricultural Holdings
15/8	Farms
15/9	<u>Town Planning Schemes</u>
15/9/1	Land Use Management
15/10	Sectional Titles (Correspondence dealing with specific developments to be dealt with on relevant erf files)
15/10/R	Routine Enquiries
15/11	<u>Nature conservation</u>
15/11/1	Routine Enquiries
15/12	<u>Conservation and Conservation Projects</u>
15/12/1	Parks Board
15/13	<u>Combating Programs</u>
15/13/R	Routine Enquiries
15/13/1	Squatting Control
15/13/2	Occupation Certificate

4.16. ESSENTIAL SERVICES

Sisonke District Municipality is currently in charge of all water and sewerage connections, accounts etc.

Number	Description	Disposal
16/1	<u>Water Supply</u>	
16/1/R	Routine Enquiries	
16/2	<u>Electricity – Tariffs - Eskom</u>	
16/2/P	Policy	
16/2/R	Routine Enquiries	
16/2/1	Purchase (Financial aspects of a routine nature are dealt with under the appropriate files in main series under 5).	
16/2/2	Erection and maintenance of sub-stations	
16/2/3	Provision and maintenance of street lights	
16/2/4	<u>Meters</u>	
16/2/4/1	Installation	
16/2/4/2	Testing	
16/2/5	Keeping of Statistics	
16/2/6	<u>Distribution</u>	
16/2/6/1	Kokstad	
16/2/6/2	Bhongweni	
16/2/6/3	Koppies Kraal	
16/2/7	National Electricity Regulator - NERSA	

16/3	<u>Roads and Streets</u>
16/3/P	Policy
16/3/R	Routine enquiries
16/3/1	Road construction programmes
16/3/2	Proclamation
16/3/3	Planning and commentary, main roads
16/3/4	Closing
16/3/4/1	Temporary closing
16/3/5	<u>Construction and maintenance</u>
16/3/5/1	Surfaces
16/3/5/2	Stormwater drainage
16/3/5/3	Sidewalks
16/3/5/4	Bridges and subways
16/3/6	Allocation of street names
16/4	<u>Solid Waste</u>
16/4/P	Policy
16/4/R	Routine enquiries
16/4/1	<u>Rubbish removal services</u>
16/4/1/1	Street rubbish bins
16/4/1/2	Domestic rubbish bins
16/4/1/3	Garden refuse
16/5	<u>Cemetery and crematoria</u>
16/5/P	Policy
16/5/R	Routine enquiries
16/5/1	Establishment
16/5/2	<u>Maintenance</u>
16/5/2/1	Cemetery
16/5/2/2	Crematoria
16/5/2/3	Exhumations and reburials
16/5/2/4	Erection of tombstones
16/5/2/5	Pauper burials

4.17. SOCIAL DEVELOPMENT SERVICES

Number	Description	Disposal
17/1	<u>Health</u>	
17/1/P	Policy	
17/1/R	Routine Enquiries	
17/2	<u>Education</u>	
17/2/P	Policy	
17/2/R	Routine Enquiries	
17/3	<u>Traffic Control</u>	
17/3/P	Policy	
17/3/R	Routine Enquiries	
17/3/1	<u>Road use</u>	
17/3/1/1	Promotion of road safety	

17/3/1/2	<u>Vehicle control</u>
17/3/1/2/1	Roadworthiness testing
17/3/1/2/2	Disposal of abandoned vehicles
17/3/1/3	Traffic volume surveys
17/3/1/4	Provision of road signs
17/3/1/5	<u>Applications for permission</u>
17/3/1/5/1	Processions
17/3/1/5/2	Rallies – Marches - Picketing
17/3/1/5/3	Abnormal loads
17/3/1/5/4	Loudspeakers and posters
17/3/1/6	Use of speed traps
17/3/2	<u>Parking allocation</u>
17/3/2/1	Public parking
17/3/2/2	Taxis – Rank Renovations
17/3/3/3	Loading zones
17/4	<u>Library Services</u>
17/4/P	Policy
17/4/R	Routine Enquiries
17/4/1	<u>Buildings</u>
17/4/1/1	Acquisition
17/4/1/2	Maintenance
17/4/2	<u>Books and periodicals</u>
17/4/2/1	Purchase
17/4/2/2	Donations
17/4/2/3	Losses
17/4/2/4	Inter-library loans
17/4/3	Reports and returns
17/5	<u>Housing</u>
17/5/P	Policy
17/5/R	Routine Enquiries
17/5/1	<u>Schemes</u>
17/5/1/2	<u>Municipal Housing Schemes</u>
17/5/1/3	Staff Applications
17/5/1/4	Waiting list
17/6	<u>Civic-center, parks, gardens and open spaces</u>
17/6/P	Policy
17/6/R	Routine Enquiry
17/6/1	Applications
17/6/2	Provision
17/6/3	<u>Maintenance</u>
17/6/3/1	Parks
17/6/3/2	Playgrounds
17/6/3/3	Camping grounds and caravan parks
17/6/3/4	Islands and circles
17/6/3/5	Nurseries
17/6/3/6	Civic Centre
17/6/4	Planting and felling of trees
17/7	<u>Sport and recreation - Games</u>
17/7/P	Policy
17/7/R	Routine Enquiries
17/7/1	Provision and maintenance of sport facilities

17/7/2	<u>Halls</u>
17/7/2/P	Policy
17/7/2/R	Routine Enquiries
17/7/3	Town hall
17/7/4	Community hall
17/7/5	Tuntulwana hall
17/7/6	Shayamoya hall
17/7/7	Horseshoe hall
17/7/8	Provision and maintenance
17/7/9	Reports and Returns
17/8	<u>Fire Brigade</u>
17/8/P	Policy
17/8/R	Routine Enquiries
17/8/1	<u>Buildings</u>
17/8/1/1	Acquisition
17/8/1/2	Maintenance
17/9	<u>Pound</u>
17/9/P	Policy
17/9/R	Routine Enquiries
17/9/1	Impound of animals
17/10	<u>Welfare</u>
17/10/P	Policy
17/10/R	Routine Enquiries
17/10/1	Welfare organizations
17/10/2	Street Collections
17/11	<u>Abattoir</u>
17/11/P	Policy
17/11/R	Routine Enquiries
17/12	<u>Churches</u>
17/12/P	Policy
17/12/R	Routine Enquiries
17/13	<u>Museums and memorials</u>
17/13/P	Policy
17/13/R	Routine Enquiries
17/13/1	Provision/Maintenance
17/13/2	Declaration as monument

4.18 List of series of separate case files

Number	Description	Disposal
4.18.1	Employee No. Surname Initials	Personal Confidential File (this file contains matters that are confidential)
4.18.2	Leave Files (staff)	
4.18.3	Lot No.	Lot File
4.18.4	Securities Files (Agreements, Contracts, Guarantees etc.)	
4.18.5	Government and Provincial Gazettes	

5. METHOD TO GAIN ACCESS TO INFORMATION

5.1 Where a person wishes to access information held by the Greater Kokstad Municipality, such a person shall make a request for access to the relevant information in the prescribed form.

The completed request form may be submitted in any one of the following ways:

By hand:

The Municipal Manager
Greater Kokstad Municipality
N0 75 Hope Street
Kokstad
4700

By post:

The Municipal Manager
Greater Kokstad Municipality
P.O. Box 8
Kokstad
4700

By facsimile:

The Municipal Manager
Greater Kokstad Municipality
(039) 727 3676

5.2. The application should state clearly what information is required in order that the Official delegated to provide the information can be identified:

5.2.1 The records requested

5.2.2 The Requester

5.3. The application form shall be accompanied by the prescribed fee – see Fee schedule attached.

5.4 The requester will be given the required information, if available, written

On a reasonable time after receipt of the application form and prescribed fee.

- 5.5 If a request for access is made for information which the Greater Kokstad Municipality is not in possession of, or the information is more closely connected to another public body, the request will be transferred as soon as reasonably possible, but in any event within 14 days after the request is received to the other body / institution / Organization who could provide the information.
- 5.6 If information is no longer available and all reasonable steps have been taken to find a record requested, the Municipal Manager will vide an affidavit of affirmation informing the requester accordingly giving full reasons.
- 5.7 Requests may be deferred until information becomes available. The requester will be notified accordingly and be requested to make representation written 30 days why the information is required prior to it becoming public.

6. ARRANGEMENTS / PROVISIONS FOR PERSONS TO MAKE REPRESENTATIONS, CONSULT OR OTHERWISE TO PARTICIPATE OR INFLUENCE THE FORMULATION OF POLICY.

The participation / involvement of the community in the administration of the Municipality is incorporated, in terms the main, in the Local Government System Act, NO 32 of 2000 (chapter 4) and the Municipal Structures Act, NO 117 of 1998 (chapter 3).

Community participation in the affairs of the Municipality is a prerequisite for good governance and to facilitate this, the following avenues are made available to the Community to participate:-

6.1 Ward Committees

6.2 Ward Councillors and PR Councillors

6.3 Recognition of CBO's, these bodies are incorporated in planning processes such as the IDP etc.

6.4 Budget process designed to encourage Community participation

6.5 Community input to be obtained when setting performance targets

6.6 Imbizo meetings

6.7 GKM Empowerment Newsletter

6.8 Local Newspapers

7. REFUSAL OF ACCESS TO RECORDS

The Municipal Manager shall refuse access of records under certain circumstances as provided for in chapter 4 of the Promotion of Access to Information Act, NO 2 of 2000.

8. REMEDIES WHERE REQUESTS FOR ACCESS TO INFORMATION ARE REFUSED.**8.1. Refusal of request**

The main grounds for the Municipality to refuse a request for information relates to the:

- 8.1.1 Mandatory protection of the Municipal employees which would involve the unreasonable disclosure of personal information to third parties.
- 8.1.2 Mandatory protection of records which would be regarded as privileged in legal proceedings.
- 8.1.3 Any other information which if disclosed could put the Municipality at a disadvantage in any matter.

9. MANNER OF INTERNAL APPEAL AND APPEAL FEES

9.1 A requester may lodge an internal appeal against a decision of the Municipal Manager to refuse a request for access, and

9.2 A third party may lodge an internal appeal against a decision of the Municipal Manager to grant a request for access.

9.3 An internal appeal shall be lodged in writing:

9.3.1 within sixty (60) days

9.3.2 If notice to a third party is required, within 30 days after notice is given to the appellant of the decision appealed against;

9.3.3 It shall be delivered or sent to the Municipal Manager at his address, or fax number

9.3.4 It shall identify the subject of the internal appeal and state reasons for the internal appeal and may include any other relevant information known to the appellant;

9.3.5 If, in addition to a written reply, the appellant wishes to be informed of the decision on the internal appeal in any other manner, shall state that manner and provide the necessary particulars to be so informed.

9.3.6 If an appeal is lodged after the expiry of the period referred to, the Municipal Manager shall, upon good cause shown, allow the late Lodging of the appeal.

9.3.7 If the Municipal Manager disallows the late lodging of the appeal, he shall give notice of that decision to the person who lodged the appeal.

9.3.8 As soon as reasonably possible, within ten (10) working days after receipt of an appeal, the Municipal Manager shall submit the following to the Requester:

9.3.9 The internal appeal together with her reasons for the decision concerned;

9.3.10 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 should be notified of the request.

10. GENERAL INFORMATION

- 10.1 The prescribed form shall be completed with enough particulars at least enable the Municipal Manager to identify:
 - 10.1.1 The record or records requested;
 - 10.1.2 The identity of the Requester;
 - 10.1.3 Which form of access is required, if the request is granted
 - 10.1.4 The postal address or fax number of the requester
- 10.2 The Municipality will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Municipal Manager that circumstances dictate that the above time period should not be complied with.
- 10.3 The 30-day period within which the Municipality has to decide whether to grant or refuse the request may be extended for a further period of not more than 30 days if the request is for a large amount of information, or the information cannot reasonably be obtained within the original 30 day period. The Municipality will notify the requester in writing should an extension be sought.
- 10.4 If a request is made on behalf of another person, then the requester shall submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Municipal Manager.
- 10.5 Should an individual is unable to complete the prescribed form because of illiteracy, such a person may make the request orally.

GKM REQUEST FOR ACCESS TO INFORMATION FORM**APPENDIX "A"****REQUEST FOR ACCESS TO RECORD OF GREATER KOKSTAD MUNICIPALITY**
(Section 18(1) of the Promotion of Access to Information Act, 2000)

(Act No. 2 of 2000)

[Regulation 6]

FOR DEPARTMENTAL USE

Request received by

Reference number:

name and surname of information officer/deputy information officer on

(date) at

(place)

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

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

Access fee: R.....

.....Signature of 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) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*

- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

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

Disability:		Form in which record is required:	
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>			
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 information 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? Postage is payable.			YES NO
Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.			
In which language would you prefer the record?			

G. Notice of decision regarding request for access

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