



KwAZULU-NATAL PROVINCE
KwAZULU-NATAL PROVINSIE
ISIFUNDAZWE sAKwAZULU-NATALI

Provincial Gazette • Provinsiale Koerant • Igazethi Yesifundazwe

GAZETTE EXTRAORDINARY—BUITENGEWONE KOERANT—IGAZETHI EYISIPESHELI

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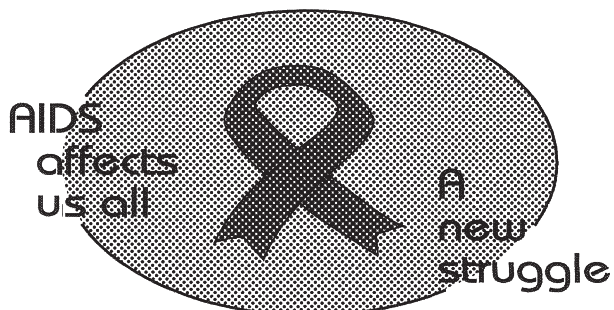
PIETERMARITZBURG

Vol. 9

20 AUGUST 2015
20 AUGUSTUS 2015
20 KUNCWABA 2015

No. 1471

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**AIDS
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DEPARTMENT OF HEALTH

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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.

DISCLAIMER:

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.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email info.egazette@gpw.gov.za

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Gazette *Page*
No. *No.*

PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

120	Promotion Of Access To Information Act (2/2000): Emnambithi/Ladysmith Municipality	1471	4
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PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

PROVINCIAL NOTICE 120 OF 2015

EMNAMBITHI/LADYSMITH MUNICIPALITY PROMOTION OF ACCESS TO INFORMATION MANUAL

Prepared in accordance with Section 14 of the Promotion of Access to
Information Act 2000, (Act 2 of 2000)

NOTICE NO. 106/2015 DATED 27 JULY 2015

**M P KHATHIDE
MUNICIPAL MANAGER**

T A B L E O F C O N T E N T S		
1	Description of the structure and functions	6
2	Postal address, telephone Fax number and website address	8
3	Description of the Section 10 Guide	8
4	Subjects and Categories of records held	9
5	The Latest Notice In Terms Of Section 15	9
6	Services Available	10
7	Request Procedure	11
8	Internal Appeal	12
9	Contact details of Information/ Deputy Information Officers	13
10	Request Form	14
11	Prescribed Fees Scale	17
12	FORM B "NOTICE OF INTERNAL APPEAL"	19

EMNAMBITHI/LADYSMITH MUNICIPALITY PROMOTION OF ACCESS TO INFORMATION MANUAL

1. DESCRIPTION OF THE STRUCTURE AND FUNCTIONS:

1.1 Structure

Emnambithi/Ladysmith Local Municipality forms part of the Uthukela District Municipality in the Kwa-Zulu Natal province. It has a population of 283 784 which represents 34.3% of the district population and comprises of 27 wards representing a range of settlements from urban to Municipal service centres, agricultural landscapes, industrial, semi-rural and rural residential settlements. Emnambithi/Ladysmith Municipality is located along the N11 National Route, 20 kilometres off the National N3 route. Ladysmith is 370 kilometres from Johannesburg and 250 kilometres from Durban.

The priority development key issues for Emnambithi/Ladysmith are: Physical Infrastructure and Services; Social Development and Services; Economic Development; Land Reform, Environment and Land Use Management; Institutional Development; Financial Development, and Democracy and Governance. Urban areas have far more services than rural ones but a much lower population, indicating a clear imbalance in provision.

The Municipality comprises of 53 Councillors. The Municipality applies a Ward Participatory System that brings participation down to Community level. Ward Councillors play a central role in the communication process between the Communities they represent and the Council, reporting back regularly through ward meetings and assisting the Community in identifying needs and priority areas of development which feed into the Municipality's planning processes.

Administratively, the Emnambithi/Ladysmith Municipality is led by the Municipal Manager with the assistance of the Chief Operating Officer and various Heads of Departments.

1.2. Functions

The powers and functions of Emnambithi/Ladysmith Municipality are regulated by various statutes which include:

Constitution of the Republic of South Africa, 1996 (Act 108 of 1996);
Local Government: Municipal Structures Act, 1998 (Act 117 of 1998);
Local Government: Transitional Act, 1993 (Act 209 of 1993);
Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);
Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003);
Other Statutes affecting the governance of Emnambithi/Ladysmith Municipality (the list is not exhaustive):
Water Services Act, 1997 (Act 108 of 1997);
National Water Act, 1998 (Act 36 of 1998);
Electoral Act, 1998 (Act 73 of 1998);
Promotion of Local Government Affairs Act, 1983 (Act 91 of 1983);
Regional Services Council Act, 1985 (Act 109 of 1985);
Fire Brigade Services Act, 1987 (Act 99 of 1987);
Electricity Act, 1987 (Act 41 of 1987);
National Health Act, 2003 (Act 61 of 2003);
Occupational Health And Safety Act, 1993 (Act 85 of 1993);
Labour Relations Act, 1995 (Act 66 of 1995);
Basic Conditions of Employment Act, 1997 (Act 75 of 1997);
Employment Equity Act, 1998 (Act 55 of 1998);
Skills Development Act, 1998 (Act 97 of 1998); Unemployment
Insurance Act, 2001 (Act 63 of 2001);
Pension Funds Act, 1956 (Act 24 of 1956);
Housing Act, 1997 (Act 107 of 1997);
Prevention of Illegal Eviction from and Unlawful Occupation of Land Act, 1998 (Act 19 of 1998);
Removal of Restrictions Act, 1967 (Act 84 of 1967); Expropriation
Act, 1975 (Act 63 Of 1975);
Limitation of Legal Proceedings Provincial And Local Authorities) Act, 1970 (Act 94 of 1970);
Arbitration Act, 1965 (Act 42 of 1965);
Public Audit Act, 2004 (Act 25 of 2004);
National Road Traffic Act, 1996 (Act 93 of 1996);

In terms of the aforesaid statutes the powers and functions of Emnambithi/ Ladysmith Municipality include, *inter alia*:

- (a) Ensuring Integrated Development Planning;
- (b) Bulk supply of electricity, which includes for the purposes of such supply, the transmission, distribution and the generation of electricity;
- (c) Municipal roads which form an integral part of a road transport system;
- (d) Regulation of passenger transport services;

- (e) Development of Municipal airports;
- (f) Provision of fire fighting services, which includes:
 - (i) planning, co-ordination and regulation of fire services;
 - (ii) specialized fire fighting services such as mountain, veld and chemical fire services;
 - (iii) co-ordination of the standardization of infrastructure, vehicles, equipment and procedures;
 - (iv) training of the Fire Officers.
- (g) Promotion of Local Tourism;
- (h) Provision of Municipal Public Works relating to any of the above functions or any other functions assigned to the Municipality;
- (i) The receipt, allocation and distribution of grants made to the Municipality;
- (j) The imposition and collection of taxes, levies and duties as related to the above functions or as may be assigned in terms of National Legislation;

2. POSTAL ADDRESS, TELEPHONE, FAX NUMBER AND WEBSITE ADDRESS:

2.1 Physical Address of Emnambithi/Ladysmith Municipality Head Office

Lister Clarence Building
221 Murchison Street
Ladysmith
3370

2.2 Postal Address

PO Box 29
Ladysmith
3370

2.3 Telephone Number: +27 36 6372231

2.4 Fax Number: +27 63 631 1400

2.5 Website address: www.ladysmith.co.za

3. DESCRIPTION OF THE SECTION 10 GUIDE

A Guide has been compiled in terms of Section 10 of the Promotion of Access to Information Act by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by the Promotion of Access to Information Act. It is available in all of the official languages.

Enquiries regarding the guide can be addressed to the SAHRC, the contact details are as follows:

Postal Address:

South African Human Rights Commission Promotion of Access to Information Unit Research and Documentation Department
Private Bag 2700 Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

4. SUBJECTS AND CATEGORIES OF RECORDS HELD

4.1 GENERAL INFORMATION ON EMNAMBITHI / LADYSMITH MUNICIPALITY

General progress on the development of Emnambithi/Ladysmith Municipality.

By-Laws and tariffs promulgated by Emnambithi/Ladysmith Municipality and its predecessors.

Policies.

Customer related records.

Social responsibility projects reports.

Integrated Development Planning,

Service Delivery & Budget Implementation Plan.

4.2 INFORMATION TO BE FORMALLY REQUESTED IN TERMS OF THE ACT INCLUDES:

- Statutory Documents ;
- Financial Records ;
- Annual financial reports ;
- Management reports ;
- Cheque returns ;
- Human Resources ;
- Salary Advices ;
- Employees' Leave Records ;
- UIF Returns ;
- Documentations on Policies and Conditions of Employment ;
- Documentation on disciplinary matters ;
- Data base of service recipients including but not limited to residents, customers etc;
- Various agreements entered into between Emnambithi/Ladysmith Municipality and third parties
- Documents pertaining to Tenders and other procurement related matters;
- Minutes of the Emnambithi/Ladysmith Municipality Council and its various Committees and Sub-Committees;
- Internal correspondence;
- Internal Policies and Procedures;
- Records obtained from third parties held by the Emnambithi/Ladysmith Municipality.

5. THE LATEST NOTICE IN TERMS OF SECTION 15

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
Application for township establishment	Town Planning Section
Application for rezoning or consent use, in terms of the Town Planning and Township Ordinance, 1986.	Town Planning Section
New tariffs and rates determined by the Council in terms of section 75A of	Finance Department

<p>the Local Government: Municipal Systems Act, 2000 and the Local Government: Municipal Property Rates Act.</p> <p>New By-laws adopted by the Council in terms of the Local Government: Municipal Systems Act, 2000.</p> <p>Promotion of Access to Information Manual</p>	<p>Corporate Services Legal Services Department</p> <p>Corporate Services Records Section Department</p>
2. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASE IN TERMS OF SECTION 15(1)(a)(ii)	
<p>Existing By-laws</p> <p>Acts of Parliament</p> <p>Provincial Acts</p> <p>Regulations</p> <p>Town Planning Scheme</p> <p>Spatial Development Plan</p> <p>Integrated Development Plan</p> <p>Integrated Development Plan</p>	<p>Corporate Services Department Legal Services</p> <p>Corporate Services Department Legal Services</p> <p>Corporate Services Department Legal Services</p> <p>Corporate Services Department Legal Services</p> <p>Town Planning Section</p> <p>Town Planning Section</p> <p>Town Planning Section</p>
3. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<p>Existing By-laws & Tariffs</p> <p>Acts of Parliament</p> <p>Provincial Acts Regulations</p> <p>Town Planning Schemes</p> <p>Existing Valuation Roll</p> <p>Integrated Development Plan</p> <p>Spatial Development Plan</p>	<p>Corporate Services Department Legal Services</p> <p>Corporate Services Department Legal Services</p> <p>Corporate Services Department Legal Services</p> <p>Town Planning Section</p> <p>Corporate Services Department Valuations Section</p> <p>Town Planning Section</p> <p>Town Planning Section</p>
4. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<p>Zoning information</p> <p>Schedules of meetings of Council</p> <p>Integrated Development plan</p>	<p>www.ladysmith.co.za</p>

The categories of records which are automatically available are on the Emnambithi/Ladysmith Municipality website and obtainable by contacting the Information Officer / Deputy Information Officers.

6. SERVICES AVAILABLE

Emnambithi/Ladysmith Municipality has the following services available to the members of the public and inquiries can be made at Municipality Head office as to how these services could be accessed:-

Infrastructure Services:

Electricity
Solid Waste
Storm-Water
Civil Works
Project Management Unit

Community Services:

Public Safety
Fleet Management
Fire Services
Licensing
Refuse Collection
Parks and Gardens
Hygiene

Corporate Services:

Human Resources
Information Technology
Legal Services

Finance:

Credit Control
Budget
Supply Chain Management
Payroll

Municipal Manager's Office:

Communications and Marketing
Internal Audit
Risk & Compliance Management

Mayoral Office:

Ward Committees
Constituencies
Public Participation

Development, Planning and Human Settlements

Economic Development
Town Planning
Environmental Development
Integrated Development Planning
Housing
Real Estate and Facilities
Sport, Recreation, Arts and Culture

7. REQUEST PROCEDURE

7.1 Access to information that is not automatically available shall be requested by:

- (a) Completing the prescribed Form A ("request form") in Schedule 1
- (b) Payment of the prescribed fee as stated in Schedule 2 hereto.

The prescribed form must be completed with enough particulars to at least enable the Information Officer to identify the following particulars:-

The records required by the Requester;

- The Identity of the Requester or the Requester's Agent (if any);
- What form of access is required, if the request is granted;
- The telephone number, postal address, e-mail address or fax number of the Requester;
- The manner in which the Requester wish to be informed of the decision of the Information Officer;
- The capacity in which the request is made in the event the information is requested on behalf of somebody else.

- 7.2 After the Information Officer has made a decision on the request, the Requester must be notified of such a decision in such manner, which the Requester wanted to be notified in.
- 7.3 The Requester must indicate if the request is for a copy of the record or if the Requester wants to inspect the records at the offices of the Emnambithi/Ladysmith Municipality.
- 7.4 Access to the aforesaid information will only be granted to the Requester in a manner requested, unless such manner would unreasonably interfere with the running and operation of Emnambithi/Ladysmith Municipality or damage its record or infringe its copyright.
- 7.5 If for practical reasons access cannot be given in the requested manner but in an alternative manner, then the fee for access will be calculated according to the manner that the Requester had requested.
- 7.6 If the Requester is unable to read or write, or has a disability, then they can make the request for the record orally, in which event the Information Officer will complete the form on behalf of such Requester and furnish the Requester with such completed form.
- 7.7 Emnambithi/Ladysmith Municipality will process the request within 30 days, unless the request contains considerations that are of such a nature that an extension of the 30-day time limit is necessitated.
- 7.8 Where an extension of the 30-day time limit is required, the Requester shall be notified, together with explaining why such extension is necessitated.

8. WHERE TO SUBMIT REQUESTS TO:

All PAIA requests must be addressed to the Information Officer or Deputy Information Officer and submitted to one of the following:

By hand – to the office of the Municipal Manager from where it will be processed further;

By e-mail to: mm@ladysmith.co.za; or

By post to: The Information Officer , Po Box 29, Ladysmith, 3370.

9. INTERNAL APPEAL

An internal appeal lodged in terms of the Promotion of Access to Information Act against decisions of the Information Officer or Deputy Information Officer/s, must be considered by a “*relevant authority*” as defined in the Act. The Emnambithi/Ladysmith Municipality has resolved to designate the Speaker, or person acting in his/her stead, as the relevant authority to consider internal appeals .

FORM B “NOTICE OF INTERNAL APPEAL” must be lodged in the same manner as in 7.9 above.

10. CONTACT DETAILS OF INFORMATION / DEPUTY INFORMATION OFFICERS**INFORMATION OFFICER**

The Municipal Manager
Lister Clarence Building
P O Box 29
221 Murchison Street
Ladysmith
3370
mm@ladysmith.co.za

DEPUTY INFORMATION OFFICER

The Records Manager
Lister Clarence Building
P O Box 29
221 Murchison Street
Ladysmith
3370
zjdlaedwa@ladysmith.co.za

Form A**SCHEDULE 1****Request for access to record of public body**

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))

[Regulation 6]

FOR DEPARTMENTAL USE

Reference number: _____

Request received by _____

(state rank, name and surname of information officer/deputy information officer) on _____
(date) at _____ (place).

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

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

Access fees: 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 surnames: _____

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:

Mark the appropriate box with an X. NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1	If the record is in written or printed form:		
	Copy of record*		Inspection of record
2	If record consists of virtual images- (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):		
	View the images		Copy 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 Copy in computer readable
			derived from the record* form* (stiffy or compact disc)

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

YES NO

Postage is payable

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record? _____

G. Notice of decision of regarding request for access

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

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

Signed at _____ this _____ day of _____ 20 _____

SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF
REQUEST IS MADE

PRESCRIBED FEES SCALES

SCHEDULE 2

PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY 2002 FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 7(1) are as follows :

(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a Computer or in electronic or machine-readable	0,40
(c) For a copy in a computer-readable form on –	
Stiffy disc	5,00
Compact disc	40,00
(d) (i) For a transcript of visual images, for an A4-size page or part Thereof	22,00
(ii) For a copy of visuals images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00
3. The request fee payable by every Requester, other than a Personal Requester, referred to in Regulation 7(2) is R35.00.
4. The access fees payable by a Requester referred to in Regulation 7(3) are as follows :

(1)(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a Computer or in electronic or machine-readable form	0,40
(b) For a copy in a computer-readable form on –	
Stiffy disc	5,00

Compact disc	40,00
(c) (i) For a transcript of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(d) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00
(e) To search for and prepare the record for disclosure, R15.00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
(2) For purposes of Section 22(2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) One third of the access fee is payable as a deposit by the Requester.	
(3) The actual postage is payable when a copy of a record must be posted to a Requester.	
Database Government Gazettes	
Gazette No 28107	
Notice No 991	
Regulation	
Gazette No 8325	
Gazette GOV	
Date 20051014	

Government Notice

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

No. R. 991

14 October 2005

PROMOTION OF ACCESS TO INFORMATION ACT, 2000 EXEMPTIONS AND DETERMINATIONS FOR PURPOSES OF SECTION 22(8)

I, Brigitte Sylvia Mabandla, Minister for Justice and Constitutional Development, acting under Section 22(8) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) hereby -

- (a) exempt the following persons from paying the access fee contemplated Section 22(6) of the Act:
 - (i) A single person whose annual income, after permissible deductions referred to in the Schedule to this notice are made, does not exceed R 14 712, 00 per annum; and
 - (ii) married persons or a person and his or her life partner whose annual income, after permissible deductions referred to in the Schedule to this notice are made, does not exceed R27 192, 00 per annum, and
- (b) determine that -
 - (i) where the cost of collecting any fee contemplated in Section 22 of the Act, exceeds the amount charged, such fee does not apply;
 - (ii) the access fee contemplated in Section 22(6) of the Act does not apply to the personal record of a Requester; and
 - (iii) the request fee contemplated in Section 22(1) of the Act and the access fee contemplated in Section 22(6) of the Act do not apply to a record requested by a Maintenance Officer or Maintenance Investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 (Act No. 99 of 1998) or the regulations made under Section 44 of that Act.

SCHEDULE

1. For purposes of paragraph (a)(i) and (ii) of the notice the following deductions are permissible:

- (a) Employees' tax in terms of Paragraph 2 of Part II of the Fourth Schedule of the Income Tax Act, 1962 (Act No. 58 of 1962);
- (b) contributions in terms of section 5 of the Unemployment Insurance Contributions Act, 2002 (Act No. 4 of 2002);
- (c) compulsory contributions to a Group Insurance Fund in terms of a court order or in terms of a contract between an employer and his or her employee;
- (d) contributions to any medical scheme registered under the provisions of the Medical Schemes Act, 1998 (Act No. 131 of 1998), and allowed to be deducted in terms of section 18(1)(a) of the Income Tax Act, 1962 (Act No. 58 of 1962);
- (e) contributions to pension funds in terms of section 13A of the Pension Funds Act, 1956 (Act No. 24 of 1956);
- (f) rent or mortgage installments to the maximum of R12 000,00 per annum; (g) maintenance paid in terms of a Court Order; and
- (h) school fees, except school fees paid to a private school.

B.S. MABANDLA, MP
Minister for Justice and Constitutional Development

FORM B

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

STATE YOUR REFERENCE NUMBER:**A. Particulars of public body**

The Information Officer/Deputy Information Officer:

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

- (a) *The particulars of the person who lodge the internal appeal must be given below;*
 (b) *Proof of the capacity in which appeal is lodged, if applicable, must be attached;*
 (c) *If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.*

Full names and Surname: Identity
 number:

Postal address:

Telephone number:

Fax number:

E-mail address:

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

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname: Identity

number:

D. The decision against which the internal appeal is lodged

<i>Mark the decision against which the internal appeal is lodged with an X in the appropriate box:</i>	
<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:

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

Particulars of manner:

Signed at _____ this _____ day of _____ 20____

SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on _____ (date) by _____

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

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

OUTCOME OF APPEAL:

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

NEW DECISION:

DATE:

RELEVANT AUTHORITY:

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


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

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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.

