



**NORTH WEST
NOORDWES**

EXTRAORDINARY • BUITENGEWOON

**PROVINCIAL GAZETTE
PROVINSIALE KOERANT**

Vol. 258

MAHIKENG
12 OCTOBER 2015
12 OKTOBER 2015

No. 7554

We all have the power to prevent AIDS



**AIDS
HELPLINE**

0800 012 322

DEPARTMENT OF HEALTH

Prevention is the cure

N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes

ISSN 1682-4532



9 771682 453002

07554



Government Printing Works

Notice submission deadlines

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.

In line with these business rules, GPW has revised the notice submission deadlines for all gazettes. Please refer to the GPW website www.gpwonline.co.za to familiarise yourself with the new deadlines.

CANCELLATIONS

Don't forget!

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

Non-compliance to these deadlines will result in your request being failed. **Please pay special attention to the different deadlines for each gazette.**

Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.

Requests for cancellation must be sent by the original sender of the notice and must accompanied by the relevant notice reference number (N-) in the email body.

AMENDMENTS TO NOTICES

take note!

With effect **from 01 October**, GPW will not longer accept amendments to notices. The cancellation process will need to be followed and a new notice submitted thereafter for the next available publication date.

CUSTOMER INQUIRIES



Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While GPW deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

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.

PROOF OF PAYMENTS

REMINDER

GPW reminds you that all notice submissions **MUST** be submitted with an accompanying proof of payment (PoP) or purchase order (PO). If any PoP's or PO's are received without a notice submission, it will be failed and your notice will not be processed.

When submitting your notice request to submit.egazette@gpw.gov.za, please ensure that a purchase order (GPW Account customer) or proof of payment (non-GPW Account customer) is included with your notice submission. All documentation relating to the notice submission must be in a single email.

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.

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

ADVERTISEMENT

		<i>Gazette</i>	<i>Page</i>
		<i>No.</i>	<i>No.</i>
LOCAL AUTHORITY NOTICES • PLAASLIKE OWERHEIDS KENNISGEWINGS			
152	Implementation Of Promotion Of Access To Information Act, 2/2000: Manual: Ratlou Local Municipality.....	7554	4

LOCAL AUTHORITY NOTICES • PLAASLIKE OWERHEIDS KENNISGEWINGS

LOCAL AUTHORITY NOTICE 152 OF 2015**RATLOU LOCAL MUNICIPALITY****RATLOU LOCAL MUNICIPALITY: IMPLEMENTATION OF PROMOTION OF ACCESS TO INFORMATION ACT N0: 02 OF 2000 MANUAL****FOREWORD****MANUAL OF RATLOU LOCAL MUNICIPALITY**

Prepared in accordance with Section 51 of the Promotion of Access to Information Act N0: 02 of 2000 (Public institution)

Created on: 19th June 2015

INTRODUCTION

On the 09th March 2001, the Promotion of Access to Information Act N0: 02 of 2000 (the Act) became operative, giving effect to the section 32(2) constitutional right of access to information.

This document serves as Ratlou Local Municipality information manual, guidelines and provides reference to the records held by the Municipality and the process to request access to such records by any juristic and Non-Juristic Persons.

One of the Main requirements specified in the Act, is the compilation of information or data manual that provide information on both the types and categories of records held by a Public institution.

SCOPE OF THE MANUAL

The scope of the manual includes, Ratlou Local Municipality, as a Public Entity, Municipal Council, Staff and Management, and other relevant stakeholders.

AVAIALABILITY OF THE MANUAL

A copy of this Manual will be available to the Public for inspection on the Municipality website, at www.ratlou.gov.za or on request form a designated contact person referred to this manual.

CONTACT PERSON

SECTION 51(1)(a): CONTACT DETAILS

The responsibility for administration of, and compliance with the Act, has been delegated by the Municipal Manager of Ratlou Local Municipality to the Information Officer, request pursuant to Provisions of the Act should be directed a follows:

Contact Person:	Ms Esther Makinita
Postal Address:	Private Bag X 209, Madibogo 2772
Physical Address:	R 507, Madibogo Road, Setlagole Village
Phone Number:	018-330 7000
Fax Number:	018- 330 7049
E-mail:	www.ratlou.gov.za ester@ratlou.gov.za

HRC GUIDE

SECTION 51(1)(a): Guide for request on how to use the Act:

A guide has been compiled in terms of section 10 of the Act by the Human Rights Commission. It contains information to assist a person wishing to exercise a right, in terms of the Act. The guide is available for inspection, inter alia, as follows:

Kindly direct any queries to:

The South Africa Human Rights Commission
PAIA Unit
29 Princess Wales, and Andrews Street
Parktown

Postal Address:	Private bag x 2700, Houghton, 20141
Phone Number:	011-484 8300
Fax Number:	011-484 0582
E mail:	PAIA@sahrc.org.za
Website:	www.sahrc.org.za

AUTOMATIC DISCLOSURE

Section 51(1)(c): Records automatically Available for The Public:

A section 52(2) notice regarding the categories of records, which are available without a person having to request access in terms of the act, has to date not been published:

LEGISLATIVE FRAMEWORK OR RECORDS

Section 51(1)(d): Records held in accordance with other Legislations:

- Basic condition of Employment Act, No 75 of 1997
- Broad Based Black Economic Empowerment act, N0 53 of 2003
- Compensation For occupational Injuries and Disease Act, N0 130 of 1993
- Constitution of South Africa, Act 108 of 1996
- Deeds Registry Act, N0 47 of 1937
- Electronic Communications and Transactions Act, N0 02 of 2000
- Employment Equity Act, N0 55 of 1998
- Labour Relation Act, N0 66 of 1995
- National Building Regulations and Building Standards Act, N0 103 of 1997
- National Road Traffic Act, N0 93 of 1996
- Occupational Health and Safety Act, N0 85 of 1993
- Promotion of Access to information Act, N0: 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act, N0 4 of 2000
- Protected Disclosure Act, N0 26 of 2000
- Skills Development Act, N0 97 of 1997
- Skills Development Levy Act, N0 9 of 1999

RECORDS HELD

Section 51(1)(e): Records Subjects and categories:

Clients Service Records

Ratlou Local Municipality comprises of number of services line which can be viewed on the Municipal website: www.ratlou.gov.za

The following categories of records are held by RLM in respects of clients:

- Annual Financial Statement
- Community Correspondents
- Clients Contracts
- Findings and recommendations
- Legal documentation
- Projects Plans
- Risk Management Records
- Proposals and Tender Documents
- Working Papers

Corporate Governance

- Code of Conducts
- Staff Meetings Minutes
- Executive Meetings Minutes
- Council Meetings Minutes
- Policies
- Corporate Structure Diagram
- Annual Reports

Records Held**Finance & Administration**

- Accounting Records
- Annual Financial Statements
- Agreements
- Banking Records
- Invoices & Statements
- SARS Returns
- Tax Records and Returns
- Management Reports
- Accounting & Payroll Records
- Assets Records

Human Resources

- Personnel Information
- Career Development Records
- Employment Equity Records
- General Terms of Employment
- Letters of Employment
- Leave Records
- Performance Management Records
- Policies & Procedures
- Retirements Benefits & Medical Aid Records

Information & Technology Management

- Information Policies, standards Procedures and Guidelines

Learning & Training

- Training Material
- Training Records & Statistics
- Training Agreements

Libraries & Information Centres

- External Publication
- Internal Publications
- Reference Works

- Research Files
- Periodicals

Communications

- Proposal Documents
- Communication Strategies
- Client Relationship Programme
- New Business Development

Operations

- Vehicle Registration Documents
- General correspondence
- Access Control Records
- Insurance Documents
- Service Level Agreement

ACCESS REQUESTS

Section 51(1)(e): **Access Request Procedure:**

N. B: It is important to note that, the successful completion and submission of an access request form does not automatically allow the requester access to the requested records. An application for access to records is subject to certain limitations if the requested records falls within a certain category as specified within Part 3, Chapter 4 of the Act.

If it is reasonably suspected that, the requester has obtained access to records through the submission of materially false or misleading information; legal proceedings may be instituted against such requester.

COMPLETION OF ACCESS REQUEST FORM

In order to facilitate a timely response to the requesters for access, all requesters should take note of the following when completing Access Request Form:

- Access Request Form must be completed
- Proof of Identity is required to authenticate the access form, requestor will be required to supply the copy thereof
- Type of Print in Block Letters an answer to every question
- If a question does not apply, state N/A in response to that question
- If there is an insufficient space on the printed form, additional information may be provided on an additional attached folio
- When the use of an additional folio is required, precede each answer with the applicable title.

SUBMISSION OF ACCESS REQUEST FORM

The completed Access Request Form together with a copy of an Identity Document must be submitted either via conventional email, fax and be addressed to the contact person indicated above.

PAYMENT OF FEES

Payment details can be obtained from the contact person indicated above and can be made either via direct deposit, by bank guaranteed cheque or postal order. Proof of payment must be supplied.

The access fee must be paid prior to access being given to the requested records

The fee is not applicable to personal requesters, referring to any person seeking access to records that contains their personal information

If the Requested for Access is successful an access fee may be required for each search, reproduction, or preparation of records and will be calculated based on prescribed fees.

If a deposit has been paid in respect of the requested for access, which is refused, then the information officer concerned must repay the deposit to the requester

An initial request fee of R60-00(inclusive VAT) is payable on submission.

ACCESS REQUEST

Section 51(1)(e) Access Request Procedure

Notification

RLM will within 30 days of receipt of the request decide whether to grant or refuse the request and give notice with reasons to the affected party.

The thirty day period within which RLM has to decide whether to grant or decline the request, may be extended to a further period of not more than 30 days, if the request is of a large volume of information, or the request require a search for information held at another RLM office and the information cannot be reasonably accessed within the original thirty days.

RLM will sought not notify the requester should extension be required.

CHAPER 4: GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for refusal for access to information are:

- Mandatory Protection of privacy of the third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person.
- Mandatory protection of commercial information of the third party, if records contains:
 - Trade secrets of that party
 - Financial, Commercial and scientific information which disclosure could likely harm to the financial or commercial interest of that party.

- Information disclosed in confidence by third party to RLM if the disclosure could put that third party to a disadvantage in negotiations or commercial completion.
- Mandatory protection of confidential information of third party if it is protected in terms of any agreement
- Mandatory Protection of safety of individuals and protection of property
- Mandatory protection of records which could be regarded as privileged in legal proceedings
- The Commercial Activities of RLM which may include;
 - Trade secrets of RLM
 - Financial, Commercial and scientific information which disclosure could likely harm to the financial or commercial interest of that party.

RATLOU LOCAL MUNICIPALITY													
FORMS													
SECTION 51(1)(e): ACCESS REQUEST FORM													
<p>1. PARTICULARS OF BODY</p> <p>Request can be submitted either via conventional mail, e mail, or fax and should be addressed to the relevant contact person as indicated below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Contact Person:</td> <td>Ms Esther Makinita</td> </tr> <tr> <td>Postal Address:</td> <td>Private Bag X 209, Madibogo 2772</td> </tr> <tr> <td>Physical Address:</td> <td>R 507, Madibogo Road, Setlagole Village</td> </tr> <tr> <td>Phone Number:</td> <td>018-330 7000</td> </tr> <tr> <td>Fax Number:</td> <td>018- 330 7049</td> </tr> <tr> <td>E-mail:</td> <td>www.ratlou.gov.za ester@ratlou.gov.za</td> </tr> </table>		Contact Person:	Ms Esther Makinita	Postal Address:	Private Bag X 209, Madibogo 2772	Physical Address:	R 507, Madibogo Road, Setlagole Village	Phone Number:	018-330 7000	Fax Number:	018- 330 7049	E-mail:	www.ratlou.gov.za ester@ratlou.gov.za
Contact Person:	Ms Esther Makinita												
Postal Address:	Private Bag X 209, Madibogo 2772												
Physical Address:	R 507, Madibogo Road, Setlagole Village												
Phone Number:	018-330 7000												
Fax Number:	018- 330 7049												
E-mail:	www.ratlou.gov.za ester@ratlou.gov.za												
<p>2. PARTICULARS OF THE REQUESTER</p> <p>(a) Particulars of the Person who requests access to the records must be recorded below</p> <p>(b) Furnish an address , or fax NO of the Republic to which the information must be sent to</p> <p>(c) Proof of capacity in which the request is made, if applicable must be attached.</p> <p>Full Names & Surname: _____ _____</p> <p>Identity Number: _____</p> <p>Postal Address: _____</p>													

Postal Code: _____

Phone Number: _____

Fax Number: _____

E Mail Address: _____

Capacity in which the request is made, when made on behalf of another person: _____

2.b. PARTICULARS OF THE REQUESTER(if a Legal Entity)

Name of the Entity: _____

Registration N0: _____

Postal Address: _____

Postal Code: _____

Phone Number: _____

Fax Number: _____

E Mail Address: _____

3. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

(d) The section must only be completed if a request for information is made on behalf of another person

Full Names & Surname: _____

Identity Number: _____

Postal Address: _____

Postal Code: _____

<p>Phone Number: _____</p> <p>Fax Number: _____</p> <p>E Mail Address: _____</p>																									
<p>4. PARTICULARS OF RECORD</p> <p>(a) Provide full particulars of record to which access is required, including the reference number if it is known to you, to enable the record to be located</p> <p>(b) If the provided space is inadequate, please continue on separate folio and attached it to this form. The requester must sign all the additional folio</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Reference</td> <td style="width: 20%;">NO</td> <td style="width: 20%;">if</td> <td style="width: 30%;">available:</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table> <p>Description of record or relevant part of the Records:</p> <p>_____</p> <p>_____</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Any</td> <td style="width: 20%;">Further</td> <td style="width: 50%;">Particulars:</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	Reference	NO	if	available:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	Any	Further	Particulars:	_____	_____	_____	_____	_____	_____
Reference	NO	if	available:																						
_____	_____	_____	_____																						
_____	_____	_____	_____																						
_____	_____	_____	_____																						
Any	Further	Particulars:																							
_____	_____	_____																							
_____	_____	_____																							
<p>5. FEES</p> <p>(a) A request for access to a records, other than records containing personal information about yourself, will be only processed after a Non refundable fee of R60-00 has been paid</p> <p>(b) The fee payable for access to a records depends on the form in which access is required and the reasonable time required to search for and prepare the records</p> <p>(c) You will be notified of the required amount to be paid as the access fee</p> <p>(d) If you qualify for exemption of the payment of any fee, please state the reasons for exemptions</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Reasons</td> <td style="width: 20%;">for</td> <td style="width: 40%;">Exemptions:</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	Reasons	for	Exemptions:	_____	_____	_____	_____	_____	_____	_____	_____	_____													
Reasons	for	Exemptions:																							
_____	_____	_____																							
_____	_____	_____																							
_____	_____	_____																							

6. FORM OF ACCESS TO RECORDS:**Form in which records is required:****Tick the appropriate answer:****Notes:**

- (a) Compliance with your request in the specific form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused under certain circumstances. In such a case you will be informed whether access will be granted in another form
- (c)
- (d) 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 records is written or printed form:

- (a) Copy of the records or
- (b) Inspection of the records

(2) If the records consist of the visual images

- (a) View the image
- (b) Copy of the image
- (c) Transcription of the images

(3) If the records consist of recorded information that can be reproduced in sound.

- (a) Listen to the soundtrack
- (b) Transcription of the soundtracks

(4) If the records is held on computer or electronic or machine readable form

- (a) Printed copy of records
- (b) Printed copy of information derived from the records
- (c) Copy in computer readable form

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

In which would you prefer the records: _____

7. In the event of disability

If you are prevented by a disability from reading, viewing or listening to the records in the form of access provided for in 1-4 above, state your

<p>disability and indicate in the form in which records is required.</p> <p>Disability: Form in which records is required _____</p> <p>_____</p>
<p>8. PARTICULARS OF RIGHTS TO BE PROTECTED OR EXERCISED</p> <p>(1) Indicate the right to be exercised:</p> <p>_____</p> <p>_____</p> <p>(2) Explain why the records requested is required for the exercise or protection of the above mention right:</p> <p>_____</p> <p>_____</p>
<p>9. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS</p> <p>You will be notified in writing whether your request has been approved or 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.</p> <p>How you prefer to be informed of the decision regarding your request for access to the record?</p> <p>_____</p> <p>_____</p> <p>Signed at _____ this _____ day of _____ 20 _____</p> <p>_____</p> <p>Signature of the Requester</p>
<p>10. Please ensure that:</p> <p>(1) Complete all necessary space</p> <p>(2) Signed additional folios</p> <p>(3) R60-00 request fee</p> <p>(4) Any additional folio completed</p> <p>(5) Copy of ID</p>
<p>11. FEES:</p> <p>SECTION 51(1)(E) PRESCRIBED FEE</p>
<p>(1) PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VAT</p>

<p>(A) For every photocopy of an A4 size-page or part thereof R2.00</p> <p>(B) For every printed copy of an A4-size page or part thereof held on the computer or in an electrical or machine readable form R1.20</p> <p>(C) For a copy in a computer readable form</p> <p style="padding-left: 40px;">Stiffy Disc R10.00</p> <p style="padding-left: 40px;">Compact Disc R98-00</p>
<p>(D) For a transcript of a visual images, for an A4-size page or part thereof R 50.00</p> <p>(E) For a copy of a visual images R75.00</p> <p>(F) For a transcript of an audio record, for an A4-size page or part thereof R25.00</p> <p>(G) For a copy of an audio record R40.00</p> <p>(H) To search for and prepare for the records for disclosure-R45-00 for each hour or part thereof reasonably required for such search and preparation</p>
<p>PLEASE NOTE THAT ALL PRICES LISTED ABOVE ARE INCLUSIVE OF VAT</p>
<p>ADDITIONAL INFORMATION</p> <p>SECTION 51(1) (f) ADDITIONAL PRESCRIBED INFORMATION</p>

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.



eGazette



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 **North-West Province**, Private Bag X2036, Mmabatho, 8681. Tel. (0140) 81-0121.