

# MATATIELE LOCAL MUNICIPALITY



# MATATIELE

LOCAL MUNICIPALITY

## SECTION 14 MANUAL

IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT , NO 2 OF  
2000.

*SECTION 14 MANUAL*

*MAY 2016*

# MATATIELE LOCAL MUNICIPALITY

*[Compiled in compliance with Section 14 of Chapter  
2 of Part 2 of the Promotion of Access to Information  
Act, Act No. 2 of 2000 (PAIA)]*

# MATATIELE LOCAL MUNICIPALITY

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# MATATIELE LOCAL MUNICIPALITY

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# MATATIELE LOCAL MUNICIPALITY

## 1. INTRODUCTION

*The Promotion of Access to Information Act, No.2 of 2000 (the Act) was enacted on 3 February 2000, giving effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any right. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information may or must not be released. The Act sets out the requisite procedural issues attached to the request.*

## 2. PURPOSE AND SCOPE OF THE MANUAL

*Section 14 of the Act obliges public bodies to compile a manual which would assist a person to obtain access to information held by such public body and stipulates the minimum requirements a manual has to comply with. As required under section 14, the manual contains the following information:*

- *The structure and functions of the Matatiele Local Municipality (the municipality);*
- *Contact details;*
- *A description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it;*
- *Categories of information available without formal request;*
- *A description of the records available in accordance with any other legislation;*
- *A description of the subjects on which the municipality holds records and the categories of records held on each subject; and*
- *Such other information as may be prescribed.*

*Section 9(b) (i) of the Act however recognises that the right to access to information may be subject to justifiable limitations, including, but not limited to limitations aimed at the reasonable protection of privacy, commercial confidentiality; and effective, efficient and good governance. Section 9(b)(ii) of the Act further recognises that the right to access to information must be given effect to in a manner which balances the right with any other rights, including such rights contained in the Bill of Rights in the Constitution.*

*Wherever reference is made to Public Body in this manual, it will refer to Matatiele Local Municipality, a public body within the local sphere of government, for whom this manual is drafted.*

# MATATIELE LOCAL MUNICIPALITY

## 3. STRUCTURES AND FUNCTIONS OF THE MUNICIPALITY IN TERMS OF SECTION 14(1)(i) OF PAIA

- a) *Matatiele Local Municipality' means a juristic person with perpetual succession as proclaimed under the Eastern Cape Provincial Notice No. 1496 of 2005. (Annexure A) made under section 12 of the Local Government Structures Act No. 17 of 1998. The municipality is classified as Category B Local municipality in terms of the Local Government Municipal Demarcation Act, Act No. 27 of 1998.*
- b) *Structures of the Municipality*  
*The municipality comprises the Municipal Council, Traditional Leaders and its Administration. The Municipal Council consists 52 councillors with party representation as set out below:*

<i>African National Congress:</i>	<i>39</i>
<i>Democratic Alliance:</i>	<i>3</i>
<i>African Independent Congress:</i>	<i>7</i>
<i>Congress of the People:</i>	<i>2</i>
<i>United Democratic Movement:</i>	<i>1</i>

*The Municipality has 10 Traditional Leaders*

*The municipality has a Mayor who is the Chairperson of the Executive Committee of Council (EXCO) and a Speaker who is the Chairperson of the Council. The day to day functioning of the municipality takes place through Committees which report to EXCO and which is thereafter ratified by Council. The section 80 Committees that report to EXCO are:*

- *Special Programmes and Communications Standing Committee*
- *Budget and Treasury Standing Committee*
- *Corporate Services Standing Committee*
- *Community Services Standing Committee*
- *Infrastructure Standing Committee*
- *Economic Development and Planning Standing Committee*

*The section 79 committees which report directly to the council are as follows:*

- *Audit Committee*
- *Municipal Public Accounts Committee*
- *Public participation and petitions committee*
- *Women Caucus Committee*
- *Rules committee*

*The following are other structures which exist within the Municipality:*

- *Local Labour Forum*
- *Training Committee*

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*The Municipal Manager is the Administrative Head and the Accounting Officer of the Municipality. The first three levels of the organizational structure are set out in Annexure B (see attached document)*

## c) Functions of the Municipality

*The municipality has executive and legislative authority and is empowered to govern, on its own initiative, the local government affairs of its community, subject to national and provincial legislation, as provided for in the Constitution of the Republic of South Africa 1996. The municipality's function is to carry out its constitutional mandate by striving within its financial and administrative capacity to achieve the objects of local government, viz.:*

- To provide democratic and accountable government for local communities;*
- To ensure the provision of services to communities in a sustainable manner;*
- To promote social and economic development;*
- To promote a safe and healthy environment; and*
- To encourage the involvement of communities and community organisations in the matters of local government*

## 4. CONTACT DETAILS OF INFORMATION OFFICERS AND DEPUTY INFORMATION OFFICERS IN TERMS OF SECTION 14(I)(B)

### Information Officer

<i>Name &amp; Designation</i>	<i>Postal Address</i>	<i>Physical Address</i>	<i>Telephone Number</i>
<i>Dr DCT Nakin Municipal Manager</i>	<i>PO Box 35 Matatiele 4730</i>	<i>No. 102 Main Street Matatiele 4730</i>	<i>039 737 3135</i>

### Deputy Information Officer

<i>Name &amp; Designation</i>	<i>Postal Address</i>	<i>Physical Address</i>	<i>Telephone Number</i>
<i>Mr T Raliteng Manager: IT</i>	<i>PO Box 35 Matatiele 4730</i>	<i>No. 102 Main Street Matatiele 4730</i>	<i>039 737 3135</i>

# MATATIELE LOCAL MUNICIPALITY

Website:

[www.matatiele.gov.za](http://www.matatiele.gov.za)

E mail addresses:

[dctnakin@matatiele.gov.za](mailto:dctnakin@matatiele.gov.za)

[traliteng@matatiele.gov.za](mailto:traliteng@matatiele.gov.za)

*Postal Address*

PO Box 35

Matatiele

4730

*Physical Address Telephone Number E mail Address*

102 Main Street

Matatiele

4730

039 737 3517

## **5. THE HUMAN RIGHTS COMMISSION GUIDE**

*Section 10 of the Act imposes a duty on the Human Rights Commission to "compile in each official language a guide containing such information in an easily comprehensible form and manner, as may be reasonably required by a person who wishes to exercise any right contemplated in the Act".*

*The guide will be available from the South African Human Rights Commission. Please direct any queries to:*

*The South African Human Rights Commission*

*PAIA Unit*

*The Research and Documentation Department*

*Postal Address: Private Bag 2700*

*Houghton*

*2041*

*Telephone: +27 11 484 8300*

*Fax: +27 11 484 1360*

*Website: [www.sahrc.org.za](http://www.sahrc.org.za)*

*E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)*



# MATATIELE LOCAL MUNICIPALITY

## **6. ACCESS TO RECORDS HELD BY THE MUNICIPALITY**

### **Nature of services:**

*The Municipality, in fulfilling its developmental role, supplies/renders the services in terms of its vision and mission statement. The organogram of the Municipality (Annexure B) reflects the various functions performed by the Municipality.*

- a) *How to gain Access to these services?*

*The services offered can be accessed via the Municipal Offices as set out in Annexure C.*

## **7. AUTOMATIC /VOLUNTARY DISCLOSURE**

*Annexure D describes the categories of records of the Municipality which are automatically available without a person having to request access in terms of the Act.*

## **8. DESCRIPTION OF SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE MUNICIPALITY**

*"Records" of the Municipality refer to those records created or received in the course of official business and which are kept as evidence of the City's functions, activities and transactions. There are different forms of records, for example correspondence files, maps, plans, registers, agendas and minutes, which could be available in different media, e.g. paper, electronic, or on audio cassette. Annexure E gives a description of the subjects on which the Municipality holds records as well as the categories of records held on each subject.*

## **9. RECORDS HELD BY THE MUNICIPALITY**

*Annexure D and Annexure E make up the composite list of all records held by the municipality.*

## **10. REQUEST PROCEDURE FOR INFORMATION**

### **Access Given**

*When a record/information is requested in terms of the Act, the requester must be given access thereto if the requester complies with the following:*

- *All the procedural requirements in the Act relating to the request for access to a record; and*
- *Access to the record is not refused on any ground of refusal mentioned in the Act.*

### **A) Form of Request**

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*The request must be made in writing on the prescribed form, attached as Annexure F, and be forwarded to:*

*The Information Officer/Deputy Information Officer*

*The application should clearly state what information is required and if the request is for a copy of a record or whether the requester would like to view the record at the office of the Municipality.*

*The application form must be accompanied by the prescribed request fee (For fees, see Annexure G).*

*If a person asks for access in a particular form, the requester would be given access in the manner that has been asked for, unless doing so would interfere unreasonably with the running of the office, would damage the record, or infringe a copyright not owned by the municipality.*

*If the requester wishes to be informed of the decision regarding the request in any other manner, e.g. by telephone/fax/e-mail, in addition to a written reply, it must be indicated as such.*

- *In cases where the requester is asking for information on behalf of somebody else, the capacity in which the request is being made should be indicated.*
- *When a requester is unable to read or write or has a disability, the request can be made orally. In such a case, the Information Officer/Deputy Information Officer must complete the form on behalf of the requester.*

## **B) Fees Payable**

*In terms of the Act, two types of fees are required to be paid, namely the request fee and the access fee.*

*A requester, who seeks access to a record containing personal information about that requester, is not required to pay the request fee. Every other requester must pay the relevant request fee.*

*The Information Officer/Deputy Information Officer will notify the requester to pay the prescribed fees before further processing the request. The request fee payable is R35 (thirty-five Rand). The requester may lodge an internal appeal against payment of the request fee.*

## **C) Decision and Notice**

*After the Information Officer/Deputy Information Officer has made a decision on the request, the requester will be notified thereof within 30 (thirty) days after the request has been received, unless the period to deal with the request has been extended.*

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*If the request is granted, a further access fee must be paid for the search, preparation and reproduction of the record where applicable. See also Annexure G for fees payable.*

*The requester will be given the required information, if available, within a reasonable time after receipt of the application form and prescribed fee.*

## **D) Transfer of Requests**

*If a request for access made for information which is not in the possession of the Municipality, or if the information is more closely connected to another public body, the request will be transferred within 14 (fourteen) days after the request has been received, to the other body/Institution / organisation who could provide the information.*

## **E) Records not found/Do not exist**

*In cases where records cannot be found or do not exist and all reasonable steps have been taken to find the requested record, the Information Officer/Deputy Information Officers will by means of an affidavit/affirmation inform the requester accordingly, giving full reasons.*

## **F) Deferral of Access**

*Requests may be deferred until information becomes available. The requester will be notified accordingly and requested to make representations within 30 (thirty) days as to why the information is required prior to it becoming public.*

## **G) Refusal of Access to Records**

*The Information Officer/Deputy Information Officers may refuse access to records under the circumstances as provided for in part 2, chapter 4 of the Act.*

## **H) Remedies**

*Remedies available if the Municipality does not comply with the provisions of the Act:  
A requester may lodge an internal appeal with the Municipality against a decision of the Information Officer or Deputy Information Officer if:*

- *A request for access is refused*
- *The fees charged are unacceptable*
- *The period within which a decision with regard to access to a record must be made is extended*
- *Access to a record is not provided in the request form*
- *A third party may lodge an internal appeal with the Municipality against a decision by the Information Officer or Deputy Information Officers to disclose information relating to the third party.*

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## ***1) Appeal Procedure:***

*An internal appeal must be lodged on the prescribed form which is attached as Annexure H within the following prescribed periods:*

- *A period of 60 (sixty) days*
- *If notice to a third party is required by section 49(l) (b), within 30 (thirty) days after notice is given to the appellant of the decision appealed against or, if notice to the appellant is not required, after the decision was taken.*

## **The Internal Appeal Process:**

1. *The appeal must be delivered, posted, faxed or sent by electronic mail to the Information Officer or to one of the Deputy Information Officers.*
2. *The Applicant must identify the subject of the internal appeal and give reasons for the appeal.*
3. *Must state the manner in which the applicant wishes to be informed of the decision on the internal appeal, in addition to a written reply.*
4. *Must, if applicable, be accompanied by the prescribed appeal fee.*
5. *Must specify a postal address, fax number or e-mail address.*
6. *The Information Officer or Deputy Information Officer must within 10 (ten) working days after receipt of an internal appeal must inform the Speaker for the purposes of inclusion of the appeal as an item in the agenda for the next council meeting.*
7. *Failure of the Information Officer or Deputy Information Officer to respond within 10 days thereof it can then be escalated to Council*
8. *If Council fails to respond within the allotted time then it can be referred to a competent court.*
9. *Late appeals may be decided on merits*

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## **11 ARRANGEMENTS ALLOWING FOR PUBLIC PARTICIPATION/INVOLVEMENT**

*Public participation in a local government context is governed by the Local Government Municipal Systems Act, 2000 (Act 32 of 2000) and the Municipal Structures Act, 1998 (Act 117 of 1998). The purpose of the public participation process is to ensure that the Municipality as well as the broader community co-owns the public participation process and the end product.*

*The Municipality seeks actively to facilitate the engagement of the community in its planning and policy making processes through public hearings and ward based public meetings in the annual review of its Integrated Development Plan (IDP). This is also used as an opportunity to provide feedback on the performance levels achieved by the Municipality. A Municipal Unit known as the Council Support and executive Unit has also been formed to concentrate on involving the community in the Council's public processes and planning such as the finalisation of the annual budget and the annual IDP review.*

*The Municipality is at liberty to organise any form of platform like but not limited to open Municipal Council meeting, Mayoral outreach meetings and any media platform for the purpose of communicating with the members of the public for enhancement of community involvement, engagement and participation in the affairs of the Municipality.*

*The Municipality may use the following methods to engage in public participation:*

- *Distribution of documents in public places for comment*
- *Surveys*
- *Newspaper Advertisements*
- *Formal public hearings*
- *Public meetings; and*
- *Development of a public participation structure.*

## **12 OTHER INFORMATION AS PRESCRIBED IN TERMS OF SECTION 14(1)(I)**

*There is currently no information available from the Minister of Justice and Constitutional Development.*

# MATATIELE LOCAL MUNICIPALITY

## **ANNEXURE B**

*The Organogram of the  
Matatiele Local Municipality*

**MATATIELE LOCAL MUNICIPALITY**

# Municipal Organogram 2016-2017

***ANNEXURE C***

***MUNICIPAL CENTRES***

# MATATIELE LOCAL MUNICIPALITY

## **PHYSICAL ADDRESS, TELEPHONE, FAX NO. AND EMAIL:**

### **Head Office:**

#### **Physical address:**

102 Main Street  
Matatiele  
4730

#### **Postal Address:**

P.O.Box 35  
Matatiele  
4730

Telephone No: 039 737 3135

Fax No: 039 737 3611

### **Maluti Office:**

#### **Physical address:**

ERF 137  
Maluti

Telephone No: 039 256 0691

### **Cedarville Office:**

#### **Physical address:**

High street  
Cedarville

Telephone No: 039 757 5239

## **ANNEXURE D**

### **CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE VOLUNTARY DISCLOSURE**

**[Section 14(1)(e)]**



# MATATIELE LOCAL MUNICIPALITY

*[These records are automatically available without a person having to request access in terms of the Act, but where appropriate remain subject to review by the Information Officer in terms of section 15(4) of the Act.]*

*Cost: The cost of production of the information below may be charged by Council*

1. Annual Reports
2. IDP Documents
3. SDBIPs
4. Policies
5. By-Laws
6. Performance Agreement Reports
7. Performance Reports
8. Budget
9. Section 71 Reports
10. Monthly Reports and Quarterly Reports
11. Public Notices: Council Meetings, Power Interruption,
12. Tender notices
13. Publications

## **ANNEXURE E**

### **SUBJECTS AND CATEGORIES OF RECORDS HELD BY MUNICIPALITY**

# MATATIELE LOCAL MUNICIPALITY

*[These records are available subject to a person having to request access in terms of the Act and subject to such information not being excluded from disclosure in terms of the act.]*

## *1. Infrastructure*

*1.1 Electricity distribution layouts*

*1.2 Geographical Information Systems*

*1.3 Landfill sites - future and existing sites*

*1.4 Building Plans: Management may only give out decisions and recommendations made regarding the approval or non-approval of the plans*

*1.5 Attorney requesting information other than a request regarding a consumers account details, routine*

## *2. Social Services*

## *3. Financial Information*

*3.1 Tariffs*

*3.2 Electricity Tariff details*

*3.3 Estimates*

*3.4 VAT Records*

*3.5 Invoices and supporting documentation*

*3.7 Bank statements and records of investments held*

*3.8 Pension Funds: Annual Reports & Financial Statements*

*3.9 Details of turnover and salaries paid by levy payers*

*3.10 Debtors statements and financial history*

*3.11 Council bank Reconciliations*

*3.12 Details of payments made to creditors*

*3.13 Rentals levied and arrears situation*

*3.14 Details of fine income*

*3.14 Tariffs for the use of municipal facilities*

*3.15 Tariffs and income details*

*3.16 Audit Matters*

## *4. Human Resources Records*

*4.1 UIF Records*

*4.2 Staff vacancy circulars and advertisements*

*4.3 Human resource policies and procedures*

*4.4 Salary and remuneration package details*

*4.5 Leave records*

*4.6 Councillors' Allowances detail*

*4.7 Health: Training, Promotion & Education*

## *5. Operational Statistics and Records*

*5.1 Statistical information*

*5.2 Electricity disconnection / reconnection statistics*

*5.3 Strategic plans and statistical information relating:*

*-Roads*

*Storm water and Coastal Engineers*

*- Master Drainage Plans*

*- Catchment Management Plan*

*- Storm water Complaints Database*

*Traffic and Transportation*

*- Architectural Services*

# MATATIELE LOCAL MUNICIPALITY

- 5.4 Registration and Inspection results*
- 5.5 Contingency and Strategic Emergency Plans*
- 5.6 Monthly Statistics*
- 5.7 Operational Emergency Procedures*
- 5.8 Legal opinions and litigation files*
- 5.9 Environmental Health Matters & Nuisances*
- 5.10 Housing: backlog situation and future plans*
- 5.11 Details of evictions*
- 5.12 Libraries Archival collection*
- 5.13 Fines processing details i.e. fines, summons, court rolls etc.*
- 5.14 Motor vehicle testing and license records*
- 5.15 Contravention and Prosecutions*
- 5.16 Accident records*
- 5.17 Arrest reports/reports*
- 5.18 Analysis of swimming pools usage*
- 5.19 Electricity supply agreements*
- 5.20 Trade effluent information*
- 5.21 Pollution Test results*
- 6. Municipal Services and Customer Records*
- 6.1 Customers' application, registration and consumption details*
- 6.2 Libraries Membership details*
- 6.3 Private Plumbing Contractors: Income, Contact Details or Work references*
- 7. Property matters*
- 7.1 Building Plans*
- 7.2 Town Planning applications and consents*
- 7.3 Town Planning enforcement records*
- 7.4 Geographical Information*
- 7.5 Information on Council owned land with particular reference to measures taken to prevent the illegal invasion and settlement on the land*
- 7.6 Valuation Rolls*
- 7.7 Lease agreements for properties rented by the Municipality*
- 7.8 Lease agreements for properties rented to the Municipality*
- 7.9 Title deed of municipal properties*
- 7.10 Applications to lease or purchase property*
- 7.11 Acquisition of property for municipal usage including expropriations*
- 7.12 Allocations of social sites to religious/individual organisations*
- 7.13 Information on sale of commercial/non commercial property within the municipal area*
- 7.14 Property holdings of the municipality*
- 8. General Statistics, Surveys and Audits*
- 8.1 Environmental Impact Assessments*
- 8.2 Demographic data*
- 8.3 Social Information*
- 8.4 Economic information*
- 8.5 Accident records*
- 8.6 Accident Statistics and reports*
- 8.7 Flood lines and Rainfall and Stream flow Statistics*
- 8.8 Major Hazard Installation Risk Assessments*
- 8.9 Details of current housing owners/tenants*

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*8.10 Occupational Health & Safety Audit of Municipal Buildings*

*8.11 Fire Risk surveys of Municipal Buildings*

*8.12 Occupational Hygiene reports on municipal properties*

*8.13 Records of investigations conducted and their outcomes*

*8.14 Audit reports i.e. forensic, computer and risk audit*

*9. Municipal Plans and Policy Decisions*

*9.1 Legislation affecting Local Government including by-laws*

*9.2 Health Policy Issues*

*10. Procurement Records*

*10.1 Details of quotations obtained*

*10.2 Copies of tenders advertised and awarded*

*10.3 Database of suppliers registration for tendering purposes*

*10.4 Details of tenders/contracts awarded*

*10.5 Standards of performance of security tenders*

## **ANNEXURE F**

### **Matatiele Municipality**

# MATATIELE LOCAL MUNICIPALITY

## **REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

**(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)  
[Regulation 6]**

### **A. PARTICULARS OF PUBLIC BODY**

*Information Officer*

*Name & Designation Postal Address Physical Address Telephone E mail Address  
Number*

*Deputy Information Officer*

*Name & Designation Postal Address Physical Address Telephone E mail Address  
Number*

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

*(a) The particulars of the person who requests access to the record must be given below*

*(b) The address and/or fax number in the Republic to which the information is to be sent, must be given*

*(c) Proof of the capacity in which the request is made must be attached.*

*Full Names and Surname: .....*

*Identity Number: .....*

*Postal Address: .....*

*Telephone Number: .....*

*Fax Number: .....*

*E-Mail Address: .....*

### **C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE:**

*This section must be completed ONLY if a request is made on behalf of another person.*

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Full Names and Surname: .....

Identity Number: .....

### D. PARTICULARS OF RECORD(S)

(a) Provide full particulars of the record(s) to which access is requested, including the reference number if it is known to you, to enable the record to be located.

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

1. Description of record or relevant part of record:
2. Reference number if available: .....
3. Any further particulars of record: .....

### E. FEES

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.

(b) You will be notified of the amount required to be paid as the request fee.

(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for it

(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

(e) Reason for exemption from payment of fees: .....

### F. FORM OF ACCESS TO RECORD(S)

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

Disability: .....

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**NOTES:**

*Form in which record is required:*

- (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.*
  
- If the record is in written or printed form; copy of record is available for inspection*
- If a record consists of visual images; viewing of images of the Transcript is available*
- If record consists of recorded words or information which can be reproduced in sound: Listening to the audio Transcript of the record or it may be in the form of a printed document*
- If record is held on computer or in an electronic or machine-readable form a Printed copy of information will be made available*
- If the record derived from the record readable form, compact disc, If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you ? Yes or No? If yes, postage is payable.*

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

.....

**G NOTICE OF DECISION REGARDING REQUEST FOR ACCESS**

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

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

*Signed at ..... this ..... day of ..... 20 .....*

**H. FOR DEPARTMENTAL USE**

*Reference Number .....*

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*SIGNATURE OF REQUESTER/*

*PERSON ON WHOSE BEHALF THE REQUEST IS MADE*

*Request Received by (State rank, name and surname of Information Officer/Deputy Information Officer*

*Date: .....*

*Place: .....*

*Request Fee (if any): R .....*

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

*Access Fee: R.....*

*SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER*

**ANNEXURE G**

**FEES PAYABLE**



# MATATIELE LOCAL MUNICIPALITY

*(In terms of Regulation 187 dated 15 February 2002)*

*Request Fee, Other Than Personal Requester,  
Reproduction/Access Fees: R35-00*

*For every photocopy of an A4-size page or part thereof  
also any other A4-size photocopy: 60c*

*Every printed copy of an A4-size page or part thereof held on a computer  
or in electronic or machine-readable form: 45c*

*For a copy in a computer-readable form on compact disc: R40.00*

*Transcription of visual images, for an A4-size page or part thereof: R22.00*

*For a copy of visual images: R60.00*

*For a transcription of an audio record for an A4-size page or part thereof: R12.00*

*For a copy of an audio record: R17.00*

*To search for and prepare the record for disclosure, R15 for each hour or part of an hour, excluding the first hour, reasonably required for search and preparation. For the purposes of section 22(2) of the Act, the following applies:*

- (a) Six hours as the hours to be exceeded before a deposit is payable.*
- (b) One third of the access fee is payable as a deposit by the requester.*

*The actual postage is payable by the requester when a copy of a record must be posted.*

## **ANNEXURE H**

*Matatiele Municipality NOTICE OF INTERNAL APPEAL*

# MATATIELE LOCAL MUNICIPALITY

*(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**

### **Information Officer**

<i>Name &amp; Designation</i>	<i>Postal Address</i>	<i>Physical Address</i>	<i>Telephone Number</i>
<i>Dr DCT Nakin Municipal Manager</i>	<i>PO Box 35 Matatiele 4730</i>	<i>No. 102 Main Street Matatiele 4730</i>	<i>039 737 3135</i>

### **Deputy Information Officer**

<i>Name &amp; Designation</i>	<i>Postal Address</i>	<i>Physical Address</i>	<i>Telephone Number</i>
<i>Manager: Communications and IGR</i>	<i>PO Box 35 Matatiele 4730</i>	<i>No. 102 Main Street Matatiele 4730</i>	<i>039 737 3135</i>

## **B. PARTICULARS OF REQUESTER/THIRD PARTY WHO LODGES THE INTERNAL APPEAL**

*a) The particulars of the person who lodges the internal appeal must be given below.*

*b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.*

*b) 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:*

# MATATIELE LOCAL MUNICIPALITY

### C. PARTICULARS OF REQUESTER

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

*Full Names and Surname: .....*

*Identity Number: .....*

### D. THE DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED

*Mark the decision against which the internal appeal is lodged with an "X" in the appropriate box.*

- 1. Refusal of request for access*
- 2. Decision regarding fees prescribed in terms of section 22 of the Act.*
- 3. Decision regarding the extension of the period within which request must be dealt with in terms of section 26(1) of the Act.*
- 4. Decision in terms of section 29(3) of the Act to refuse access in the form as requested by the requester.*
- 5. Decision to grant request for access.*

### E. GROUNDS FOR APPEAL

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

- 1. State the grounds upon which the internal appeal is based.*

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- 2. State any other information that may be relevant in considering the appeal.*

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# MATATIELE LOCAL MUNICIPALITY

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**F. NOTICE OF DECISION ON APPEAL**

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

- 1. *State the manner .....*
- 2. *Particulars of manner .....*

*Signed 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 records relate, submitted by the Information Officer/Deputy Information Officer on ..... (date) to the relevant authority.*

**OUTCOME OF APPEAL:**

# MATATIELE LOCAL MUNICIPALITY

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

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NEW DECISION

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DATE..... RELEVANT AUTHORITY.....

RECEIVED BY THE INFORMATION OFFICER / DEPUTY INFORMATION OFFICER

FROM THE RELEVANT AUTHORITY ON (date): .....