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## **M A N U A L**

*IN ACCORDANCE WITH*

**THE PROMOTION OF ACCESS TO  
INFORMATION ACT (NO. 2 OF 2000)**



**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

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**SETSOTO MUNICIPALITY**

**MANUAL**

**IN RESPECT OF**

**PROMOTION OF ACCESS TO**  
**INFORMATION ACT,**

**ACT 2 OF 2000**

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## **SETSOTO MUNICIPALITY**

### **MANUAL IN RESPECT OF PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000**

#### **1. INTRODUCTION**

The Promotion of Access to Information Act, Act 2 of 2000, which came into effect on 09 March 2001, seeks to advance the values of transparency and accountability in South Africa.

The 1996 South African Constitution by providing a statutory right of access on request to any record held by the state as well as access to records held by private bodies entrenches the fundamental right to information.

Section 11 (1) of the Act establishes the following statutory rights of requestors to a record of a public body if:

- (a) the requestor complies with all the procedural requirements in the Act relating to a request for access to that record; and
- (b) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of the Act.

Section 14 of the Act obliges public bodies to compile a Manual which would assist an individual to obtain access to the records of such a body and stipulates the minimum requirements a Manual has to comply with.

#### **2. SCOPE**

This Manual has been prepared by Setsoto Municipality. It is published in accordance with the requirements of Section 14 of the Act to facilitate access to records held by Setsoto Municipality in terms of the Act.

Specifically the manual provides information on the following:

- Functions and Structure of Setsoto Municipality.
- Contact Details of the Information Officer who will deal with the requests.
- The subjects and categories of records that are held by Setsoto Municipality.

- Records that are automatically available without a person having to submit a formal request.
- Records that must be formally requested.
- The procedure that needs to be followed to obtain access to a record.

### **3. THE MANUAL**

#### **3.1 AVAILABILITY OF THE MANUAL**

Copies of the Manual is available at the following offices of Setsoto Municipality:

- (a) HEAD OFFICE - (Information Officer)  
Voortrekker Street  
Ficksburg  
9735
- (b) CLOCOLAN OFFICE - (Admin Liaison Officer)  
Dirkie Uys Avenue  
Clocolan  
9735
- (c) MARQUARD OFFICE - (Admin Liaison Officer)  
40 Louis Trichardt Street  
Marquard  
9610
- (d) SENEKAL OFFICE - (Admin Liaison Officer)  
10 Van Riebeeck Street  
Senekal  
9600

Copies of the Manual can also be obtained from the Information Officer at a cost of R25-00. This amount covers the reproduction of the document.

#### **3.2 UPDATING OF THE MANUAL**

The Manual will be updated Annually before 30 June of each year.

### **4. FUNCTIONS AND STRUCTURE OF SETSOTO MUNICIPALITY**



#### 4.1 FUNCTIONS

The powers and functions assigned to the new Municipality are stipulated in sections 156 and 229 of the Constitution and Sections 83 and 84 of the Local Government: Municipal Structures Act, 1998.

More specifically, the powers and functions of the Municipality relating to Section 84 of the said Act were promulgated in Provincial Notice No 26 dated 27 June 2003 and are as follows:

Section 84 (1)(f)	Municipal roads
Section 84 (1)(j)	Fire fighting services
Section 84 (1)(k)	Fresh produce markets and abattoirs
Section 84 (1)(l)	Cemeteries and crematoria
Section 84 (1)(n)	Municipal public works relating to any of the above functions

#### 4.2 STRUCTURE

Setsoto Municipality comprises of four towns, namely Ficksburg, Clocolan, Marquard and Senekal. The Head Office is situated in Ficksburg with offices in each of the other three towns. The municipality comprises of the following structures:

##### 4.2.1 Municipal Council:

The Council is made up of 31 councillors, including the Mayor and Speaker and this forms the political structure of the Municipality. Setsoto Municipality is a category B municipality with the collective executive system combined with a ward participatory system. There are sixteen (16) ward committees, eight (8) standing committees and an Executive Committee. The Executive Committee is the principal committee of Council. The following standing committees attend to the various matters in the municipality:

- Finance Committee
- Housing and Lands Affairs Committee
- Human Resource, Administration and Health Committee
- Economic & Community Infrastructural Committee
- LED Committee
- Rules Committee
- Audit Committee
- Disaster Management Committee

The full time Political Office Bearers are the Mayor, Me Malithlare Molete and the Speaker, Mr David Thamae.

#### **4.2.2 Office of the Municipal Manager**

The Municipal Manager, Mr T J Makelefane is the Head of Administration in terms of Section 55 of the Municipal Systems Act, Act 32 of 2000. He is responsible for the Management of the Municipality and all its Departments and is also the contact between the Political Structures and the Administration. The IDP, LED, Audit Section as well as the Strategic Development Officer all resort directly under the Municipal Manager.

Departments within the Municipality with respective Directors are as follows:

- Director : Financial Services : Mr B D Smith
- Director : Corporate Services : Mr T L Mkhwane
- Director : Technical Services : Mr M Kohrs

#### **4.2.3 Directorate : Financial Services**

The Department is responsible for all financial services as follows:

- **Income**

The division is responsible to collect all income of Council to ensure that funds are available for projects and other services that must be rendered.

- **Expenditure**

The division is responsible for the Expenditure Control of the Municipality to ensure that creditors are paid regularly and that all expenditure with regards to services are met regularly and in time.

- **Budget & Statements**

The division is responsible to ensure that a Budget is compiled annually which is in line with the Integrated Development Plan and contains all matters so resolved by Council.

#### **4.2.4 Directorate : Corporate Services**

- **Housing**

The division is responsible for Housing Projects, provision of erven for housing and administering all lands, camps, properties of Council.

- **Admin & Committee Services**

The division is responsible for notifications of meetings, taking of minutes, distribution of agendas, record keeping, typing, switchboard, repographic services and support to Councillors.

- **Protection Services**

This division is responsible for fire services, traffic services and other related matters.

- **Library Services**

The division is responsible for the social upliftment of the community by providing information and ensuring availability of a wide range of literature.

- **Primary Health Care Services**

This division is responsible for all clinics within Setsoto and provides patients with a medical services.

- **Environmental Health Services**

The division is responsible for inspections relating to trading licences, trading premises inspections to ensure compliance with all health regulations. Building Inspections and Building Plans are also managed by this division.

- **Human Resource Services**

This division is responsible for all issues relating to personnel.

#### **4.2.5 Directorate : Technical Services**

This division is responsible for providing services in all units and as such has the following Departments in each unit:

- Technical Services : Ficksburg
- Technical Services : Clocolan
- Technical Services : Marquard
- Technical Services : Senekal

The Technical Services comprises divisions such as Electricity Services, Water Services, Roads and Stormwater, Sanitation Services, Parks and Community Facilities and Mechanical Workshop.

#### 4.3 SCHEMATIC DIAGRAM OF STRUCTURE

As per Annexure A.

#### 5. CONTACT DETAILS OF INFORMATION OFFICER

The Office of the Municipal Manager of Setsoto Municipality has delegated its power in terms of the Act to the Information Officer, who will process all requests in terms of this Act on their behalf. All request in terms of the Act must be addressed to:

##### **Information Officer**

Municipal Manager : T J Makelefane

##### **General Information**

Physical Address : Voortrekker Street  
FICKSBURG  
9730

Postal Address : P O Box 116  
FICKSBURG  
9730

Tel : (051) 933-9300  
(051) 933-9302

Fax : (051) 933-9309

e-mail : [corporate@setsoto.co.za](mailto:corporate@setsoto.co.za)  
[manager@setsoto.co.za](mailto:manager@setsoto.co.za)

**6. POLICY WITH REGARD TO CONFIDENTIALITY AND ACCESS TO INFORMATION**

Setsoto Municipality will protect the confidentiality of information provided to it by individuals or others, subject to Setsoto Municipality's obligations in terms of any applicable law.

**7. WHO MAY REQUEST ACCESS TO INFORMATION**

The Act provides that a person may only request information in terms of the Act, if the information is required for the protection of a right. Only requests for access, where the requestor can furnish the Information Officer with sufficient particulars as to the requestor is seeking to protect, will be considered.

A requestor can request access to information in different capacities and are thus classified in different categories:

- A personal requestor - that is a person who requests information about him/herself.
- An urgent requestor - that is a person requesting information on behalf of someone else.
- A third party requestor - that is a person requesting information about someone else.
- A public body requests information in the public interest.

**8. SECTION 10 GUIDE ON HOW TO USE THE ACT**

The Human Rights Commission is required by law to compile a guide that will include the following:

- A description of the objects of the Act;
- The relevant information of every private body as applicable;

- The manner and form in which requests must be lodged;
- The remedies available to requests should a body not comply with the Act;
- The manner in which an appeal can be lodged;
- The fees payable in relation to requests for access;
- A reference to any regulations passed;

This Guide will be available from the South African Human Rights Commission not later than August 2003.

Any queries relating thereto must be directed to:

The Research and Documentation Department  
South African Human Rights Commission  
PAIA Unit  
Private Bag 2700  
HOUGHTON  
2041

Tel Nr : (011) 484 8300

Fax Nr : (011) 484 1360

Human Rights Advice Line : 0860 120 120

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

Email : [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## **9. DESCRIPTION OF SUBJECTS ON WHICH THE MUNICIPALITY HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD ON EACH SUBJECT**

### **9.1 FINANCIAL SERVICES**

Budget, Financial Statements, Audit Reports, Financial Records & Printouts, Valuation Roll, Assets Register, Monthly Financial Reports, Financial Policies, Requisitions & Orders, Indigent Register, Bank Account Details.



## **9.2 CORPORATE SERVICES**

Agendas and Minutes of Standing Committee, Exco and Council Meetings, Council Vehicle Control Documents, Employment Equity Reports, Personnel Files and related documents, Employment Contract, Lease/Rental Contract, Human Resource Policies, Bylaws, Legislation & Ordinances, Provincial Gazettes, Title Deeds, Housing Administration and Project Information, Advertisements, Business Trading Licenses, Town Planning Scheme, Resolution Register, Departmental Monthly/Quarterly Reports, Skills Development Plan, Information at Libraries(Newspapers, Magazines, Non Fiction and Fiction Books), Patient Records, Erven Files.

## **9.3 TECHNICAL SERVICES**

LDO's, Project Tender Reports & Contracts, Tender Notices, Project Business Plans, Infrastructure Maps, Departmental Reports.

## **9.4 OFFICE OF THE MUNICIPAL MANAGER**

IDP Document, PMS Document, Standing Rules and Orders, Media Statements, Press Releases and Speeches, Departmental Reports.

## **10. CATEGORIES ON RECORDS AVAILABLE WITHOUT HAVING TO REQUEST ACCESS IN TERMS OF THE ACT.**

**All information listed below is available without first having to submit a formal request. Information not listed below can be requested by following the formal request procedure outlined in the manual.**

### **10.1 DIRECTORATE : FINANCIAL SERVICES**

Budget, Valuation Roll, Financial Policies, Bank Account Details, Tariff Information.

### **10.2 DIRECTORATE : CORPORATE SERVICES**

Minutes of Committee and Council Meetings, HR Policies, Bylaws, Legislation applicable to Municipalities, Advertisements, Library Information, Information relating to Standby Services.

### **10.3 DIRECTORATE : TECHNICAL SERVICES**

Tender Notices/Register, Infrastructure Maps.

#### **10.4 OFFICE OF THE MUNICIPAL MANAGER**

IDP Information, PMS Information, Media Statements, Press Releases, Speeches, Standing Rules and Orders.

#### **11. ARRANGEMENT OR PROVISION FOR A PERSON (OTHER THAN A PUBLIC BODY) TO MAKE REPRESENTATION OR OTHERWISE TO PARTICIPATE IN OR INFLUENCE THE FORMULATIONS OF POLICY**

Participation in Ward Committees, Public Hearing, IDP Forum. Comments may be rendered on legal notices, in respect of budgets, zonings, draft regulations.

#### **12. THE REQUEST PROCEDURE**

##### **12.1 General**

A requestor must be given access to a record of a public body if-

- the requestor complies with all the procedural requirements in the Act relating to a request for access to that record; and
- access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of the Act.

##### **12.2 Procedure**

- Access to information listed above shall be requested by:
  - completing the Prescribed Form as per Annexure B (Request Form). It should be noted that the prescribed form should be completed in full, failure to do so will result in the process being delayed.
  - providing proof of identity which is required to authenticate the request and the requester.
  - paying the prescribed fees as stated in Annexure C. However, a requestor who seeks access to a record containing personal information about that requestor is not required to pay the request fee)
- After the Information Officer has made a decision on the request, the requestor must be notified of such a decision in the manner which was requested by the requestor.

- The requestor must indicate if the request is for a copy of the record or if the requestor wants to inspect the record at the offices of Setsoto Municipality.
- Access to the aforesaid information will only be granted to the requestor in the manner requested, unless such manner would unreasonably interfere with the running and operation of Setsoto Municipality or damage its records or infringe its copyright.
- 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 requestor had requested.
- If the requestor is unable to read or write, or has a disability, they they can make the request for the record orally. The information officer must then complete the form on behalf of such requester and furnish the requestor with a copy of the completed form.
- The requestor must clearly indicate on the request form if they wish to be informed of the success of their request telephonically or in any manner.
- The requestor must clearly indicate on the request form the capacity in which the request is made, in the even the information is requested on behalf of somebody else.

### 12.3 REMEDIES AVAILABLE IN TERMS OF THE ACT OR A FAILURE TO ACT BY THE MUNICIPALITY : MANNER OF INTERNAL APPEAL AND APPEAL FEES

An internal appeal:-

- Must be lodged on the prescribed Form B (Annexure B)
  - within sixty (60) days;
  - if notice to a third party is required by Section 49(1)(b), within thirty (30) days after notice is given to the appellant of the decision appealed against or, if notice to the appellant is not required, after the decision was taken;
- must be delivered or sent to the information officer at the given address, fax number or email address.

- must identify the subject of the internal appeal and state the reason for the internal appeal and may include any other relevant information known to the appellant.
- if, in addition to a written reply, the appellant wishes to be informed of the decision of the internal appeal in any other manner, it must state that manner and provide the necessary particulars to be so informed.
- if applicable, must be accompanied by the prescribed appeal fee.
- must specify and postal address or fax number.

#### 12.4 GROUND FOR REFUSAL OF A REQUEST

Section 33(1) states that "the Information officer of a public body -

- (a) must refuse a request for access to a record contemplated in Section 34(1), 35(1), 36(1), 37(1)(a), 38(a), 39(1)(a), 40 or 43; or
- (b) may refuse a request for access to a record contemplated in Section 37(1)(b), 38(b), 39(1)(b), 41(1)(a) or (b), 42(1) or (3), 43(2), 44(1) or (2) or 45,

unless the provision of Section 46 applies.

#### 13. PRESCRIBED FEES

It should be noted that a request will not be processed until the request fee and the deposit, if applicable, have been paid. Requesters are advised that four types of fees are provided for in terms of the Act:

- Reproduction fee - this is payable with respect to all records that are automatically available.
- Request Fee - this fee is an administration fee that must be paid by all requestors before the request is considered except personal requestors (a personal requestor is a requestor seeking access containing information about the request him/herself). This request fee is not refundable.
- Access Fee - this fee is payable once access to a record is granted. This fee is intended to reimburse Setsoto Municipality for the costs involved in searching and preparing the record for delivery.

- Deposit - which is payable if Setsoto Municipality receives a request for access to information held on a person other than the requestor him/herself and the preparation for the record will take more than six hours.

A schedule of the Prescribed Fees is attached hereto as Annexure C.

#### 14 **FURTHER INFORMATION**

Further information regarding this manual can be obtained from the Information Officer as indicated above.

#### 15. **ANNEXURES**

**Annexure A - Schematic Diagram of Organisational Structure.**

**Annexure B - Request Form and Appeal Form**

**Annexure C - Prescribed Fees**

**Annexure/Aanhangsel/Lehokelwa**

**A**

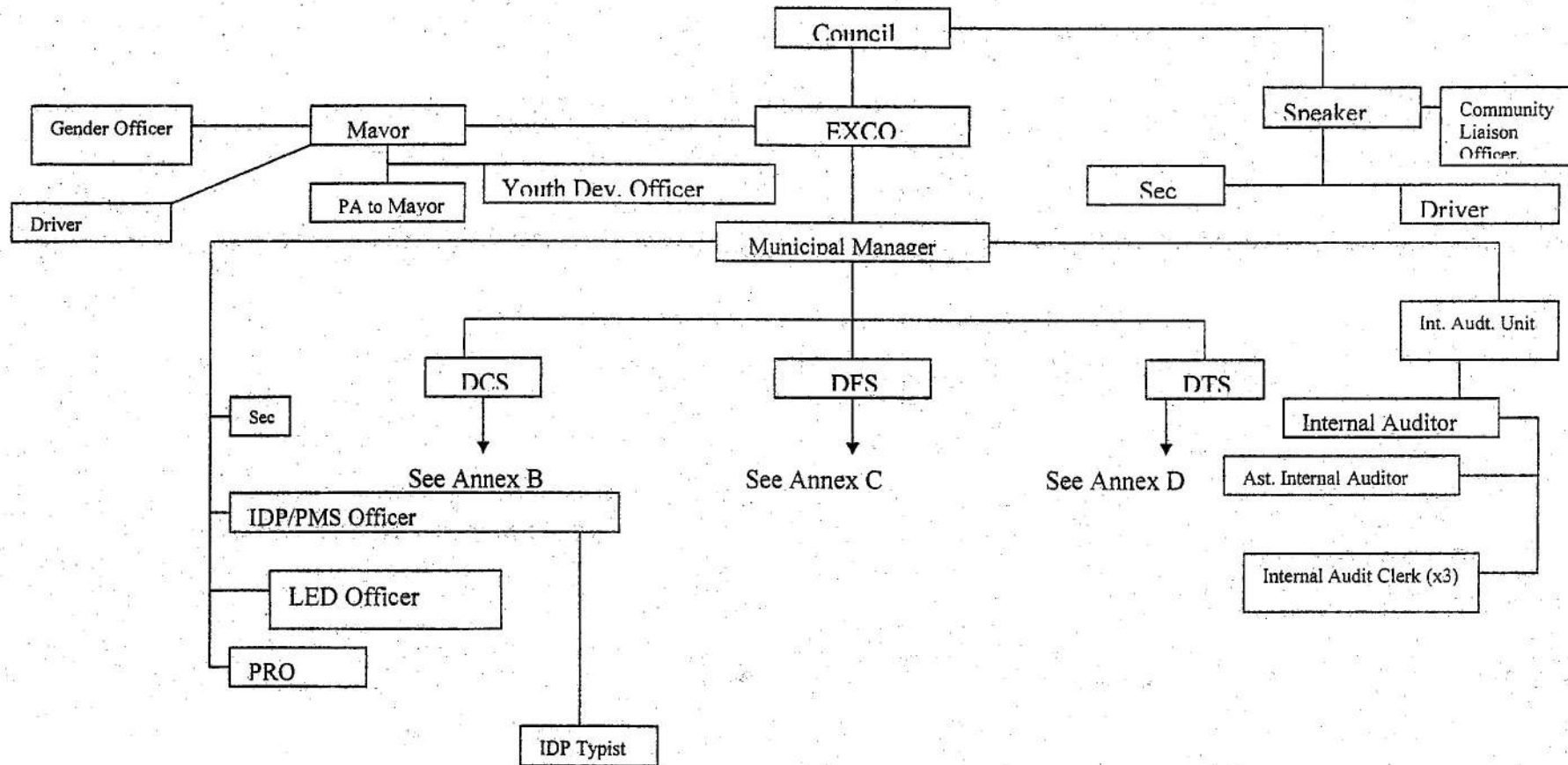
**Schematic Diagram of  
Organisational Structure/**

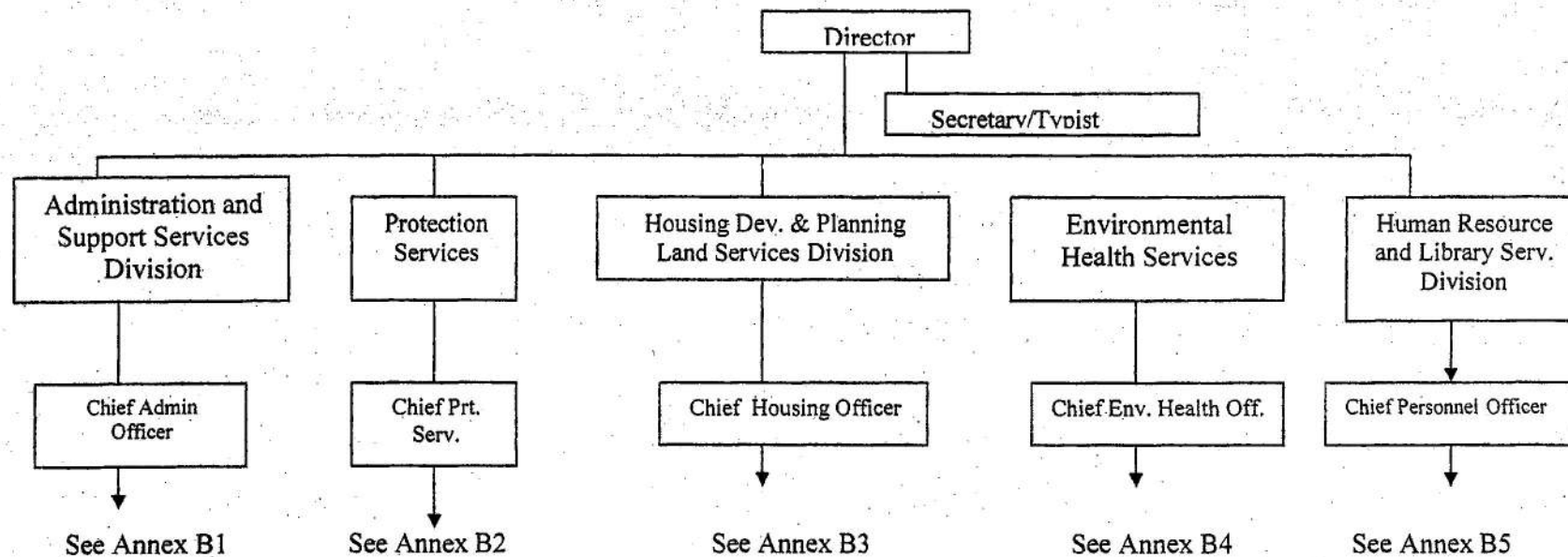
**Skematies Diagram van  
Georganiseerde Strukture/**

**Setshwantso sa tatelano e  
hlophisitsweng ya sebopeho**



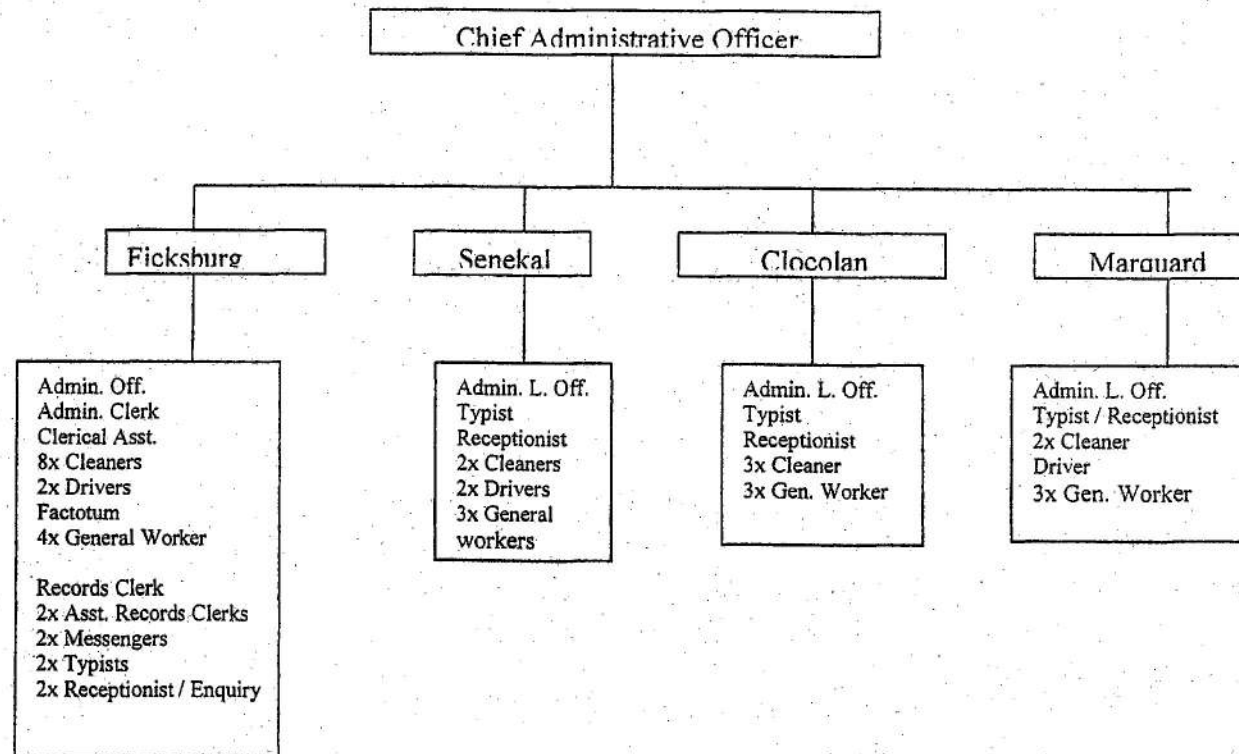
# **SETSOTO MUNICIPALITY** **ORGANISATIONAL GROUPING: TOP STRUCTURE**



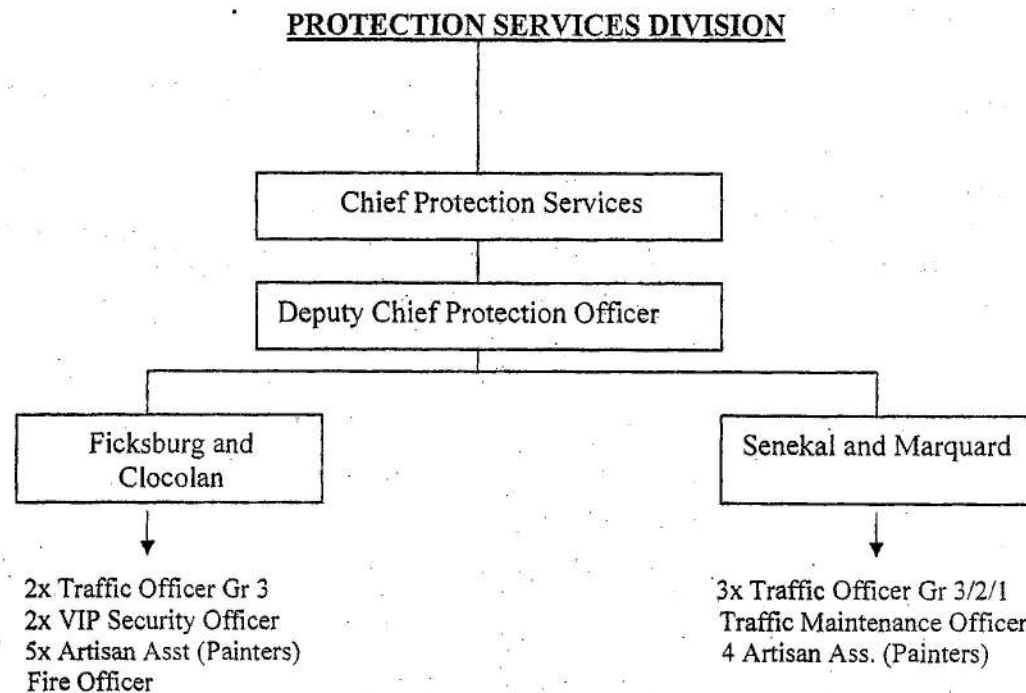
**CORPORATE SERVICES DEPARTMENT**

Annexure B

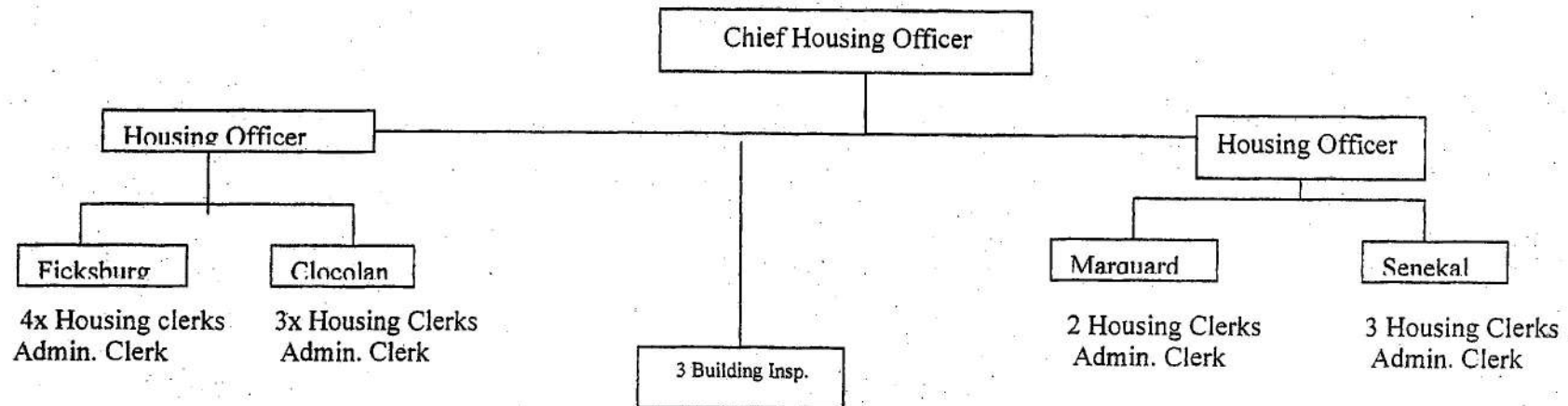
## ADMINISTRATION AND SUPPORT SERVICES DIVISION



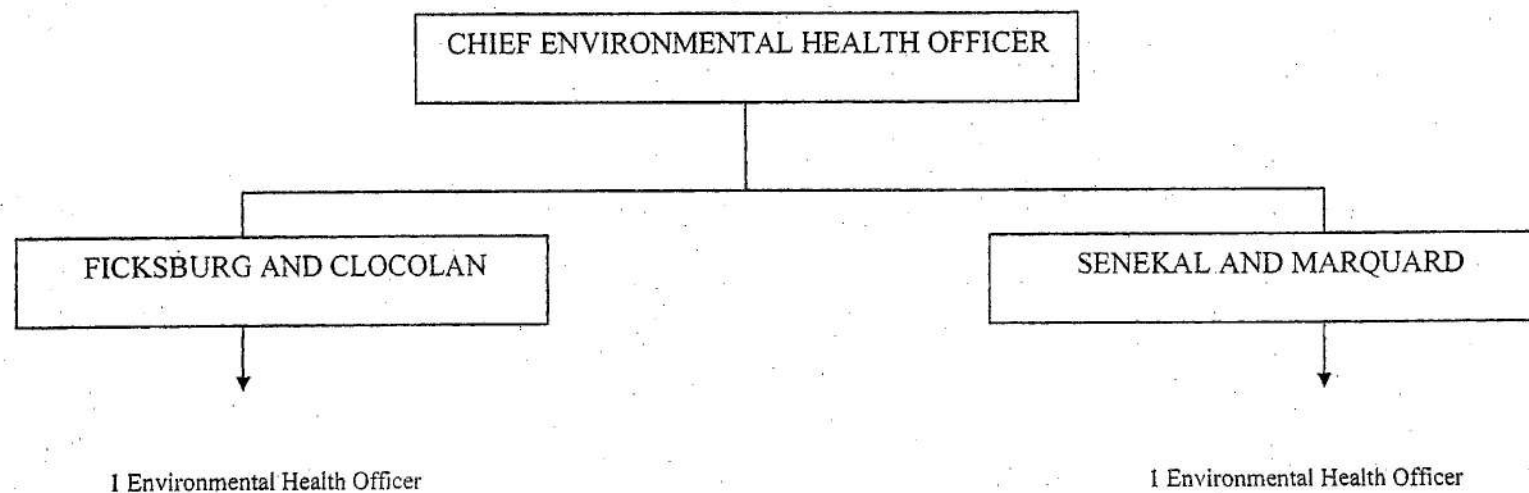
Annexure B1



**HOUSING DEVELOPMENT & PLANNING SERVICES DIVISION**

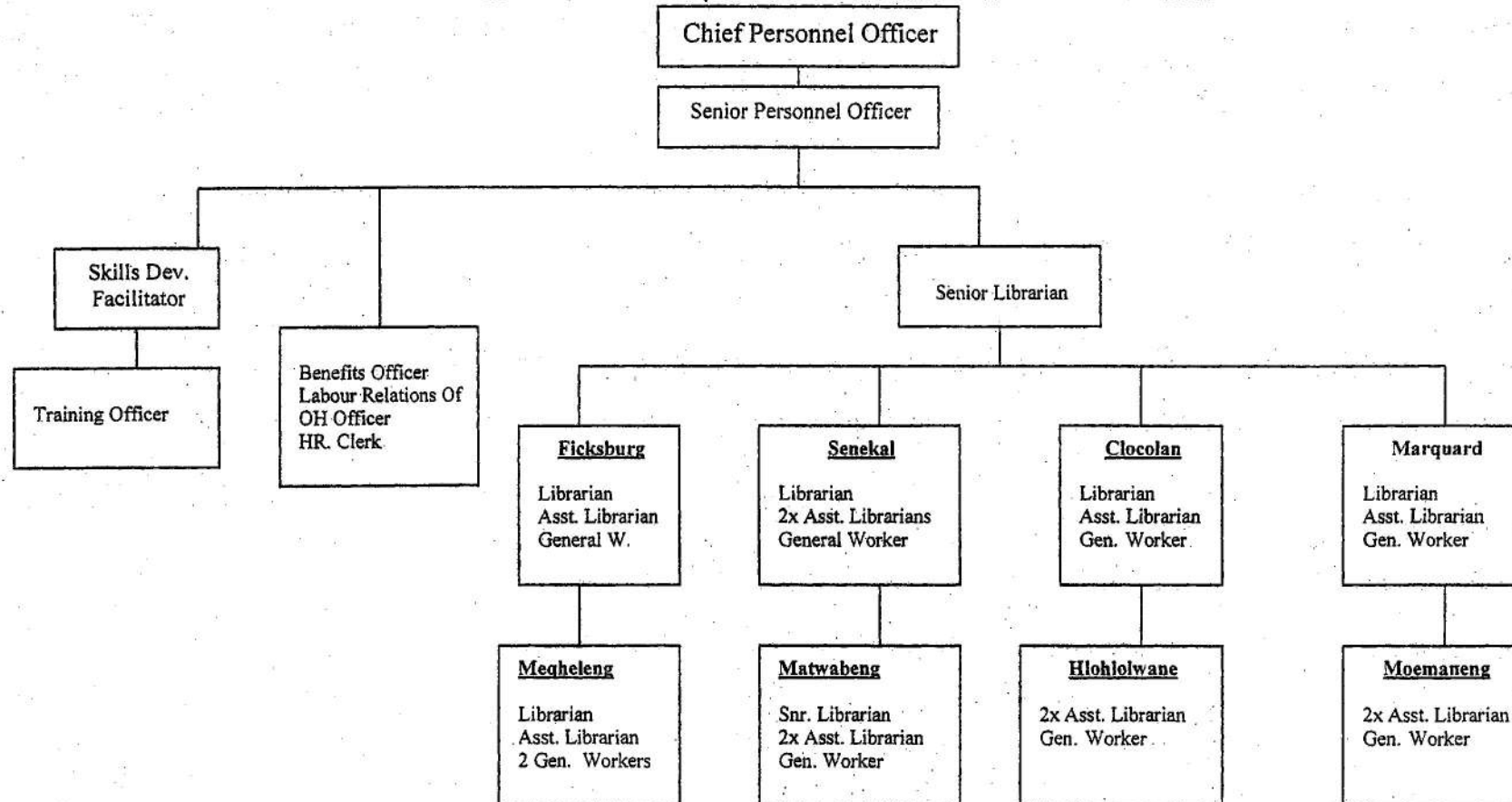


Annexure B3

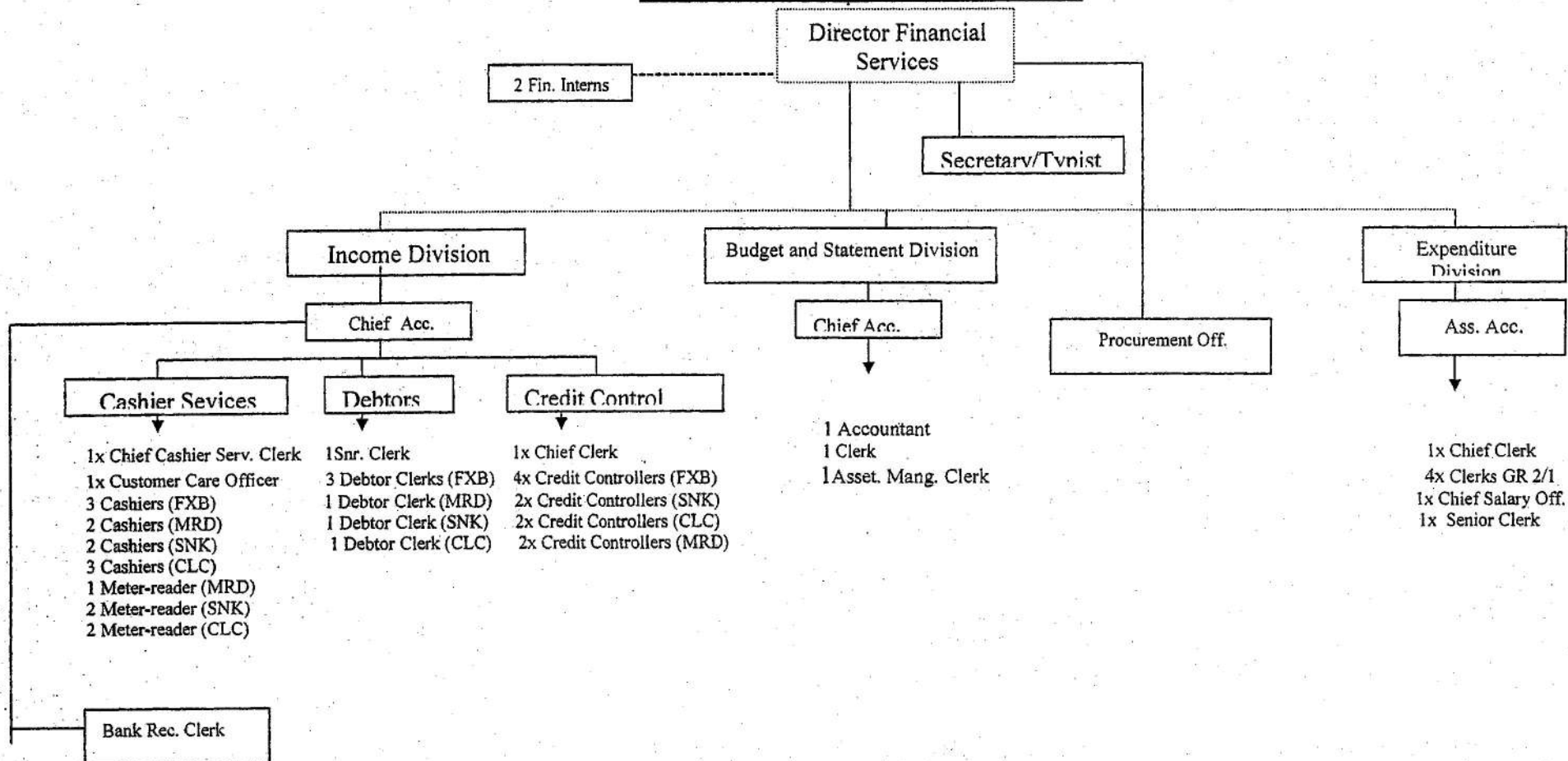
**ENVIRONMENTAL HEALTH SERVICES DIVISION**



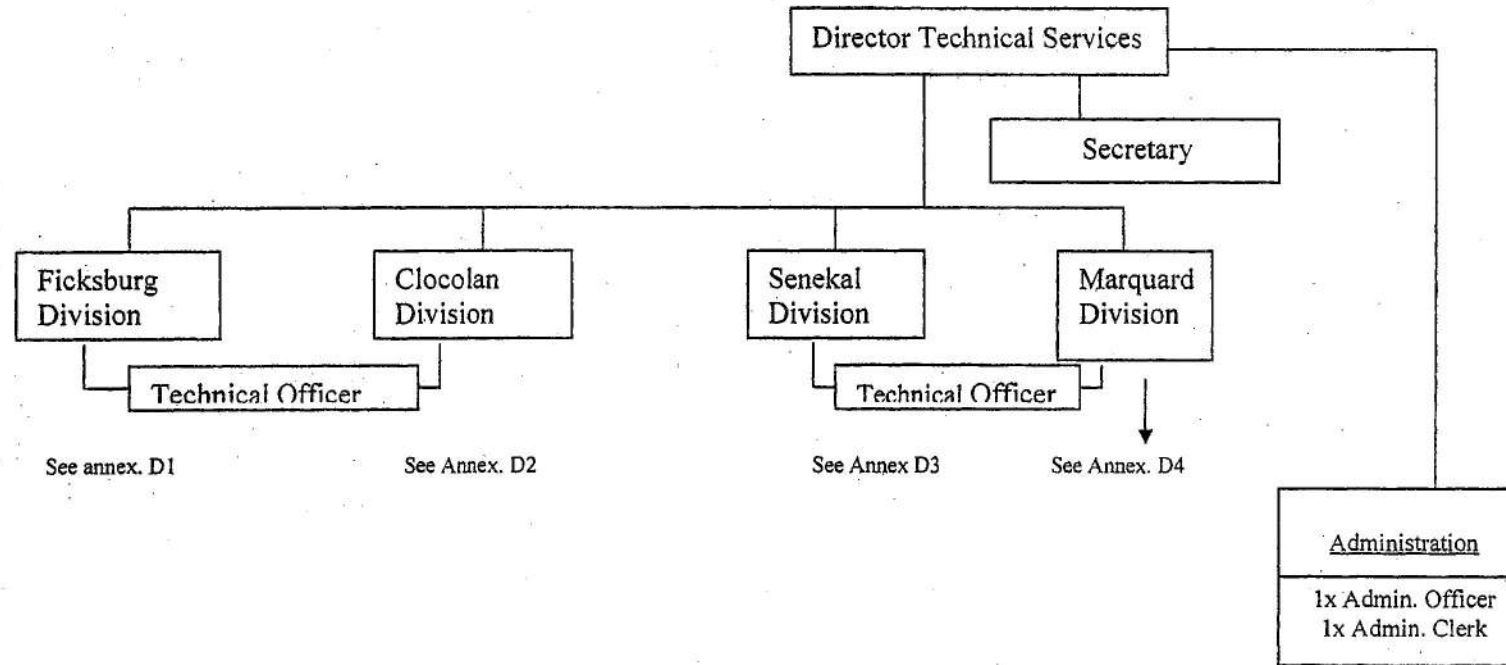
## HUMAN RESOURCE AND LIBRARY SERVICES DIVISION



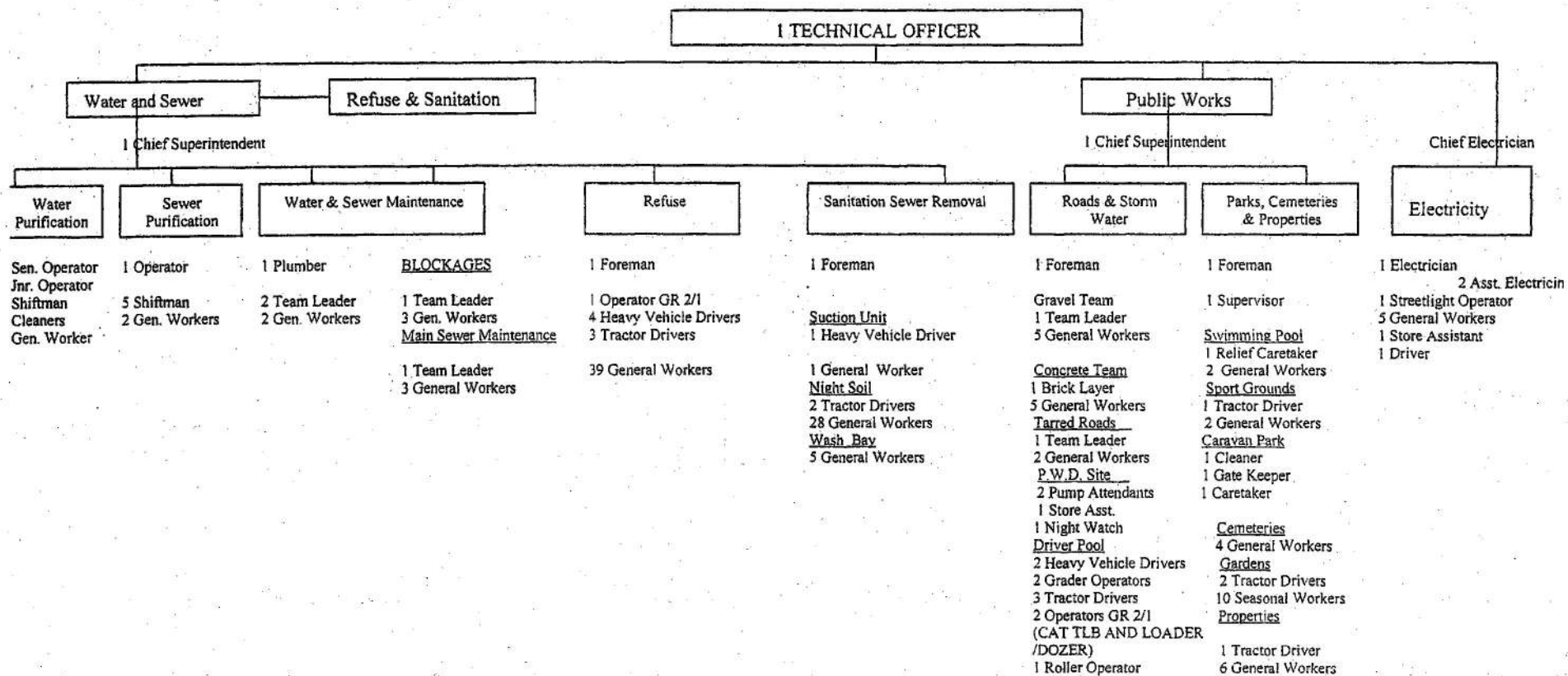
Annexure B5

**DEPARTMENT FINANCIAL SERVICES**

## DEPARTMENT TECHNICAL SERVICES

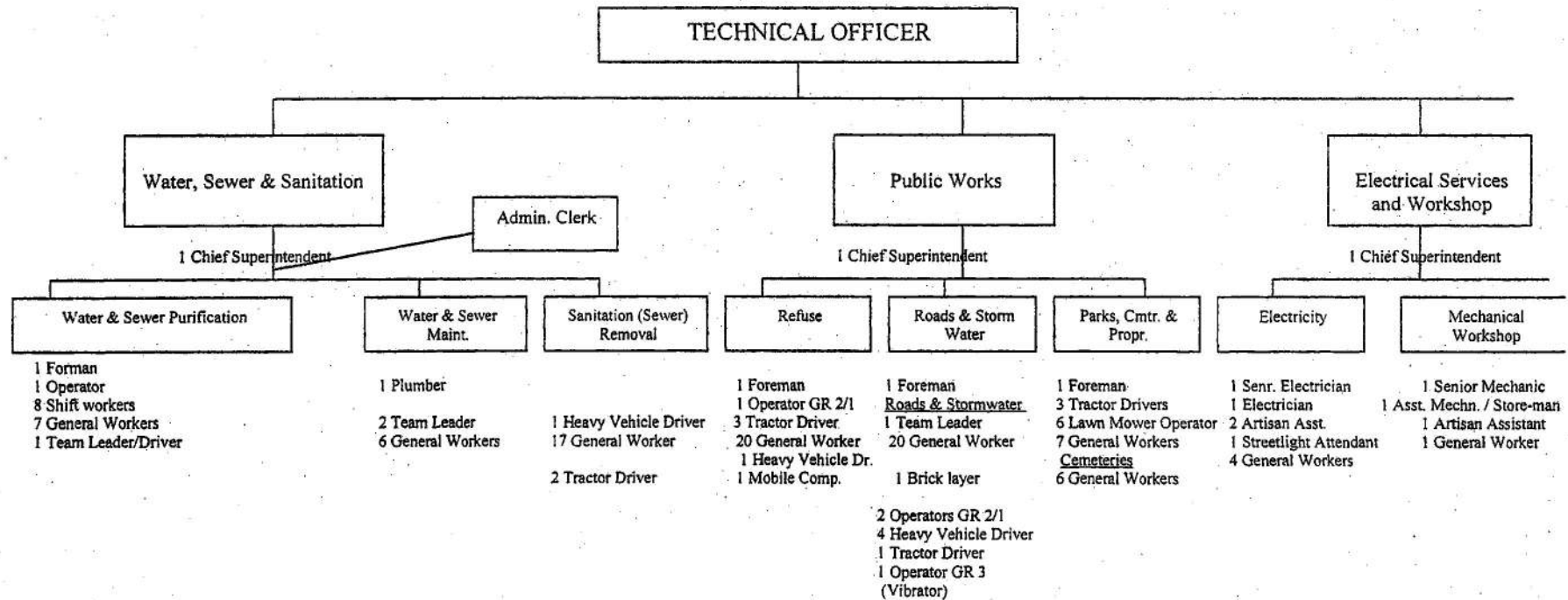


Annexure D

**DEPARTMENT TECHNICAL SERVICES: FICKSBURG DIVISION**

Annexure D1

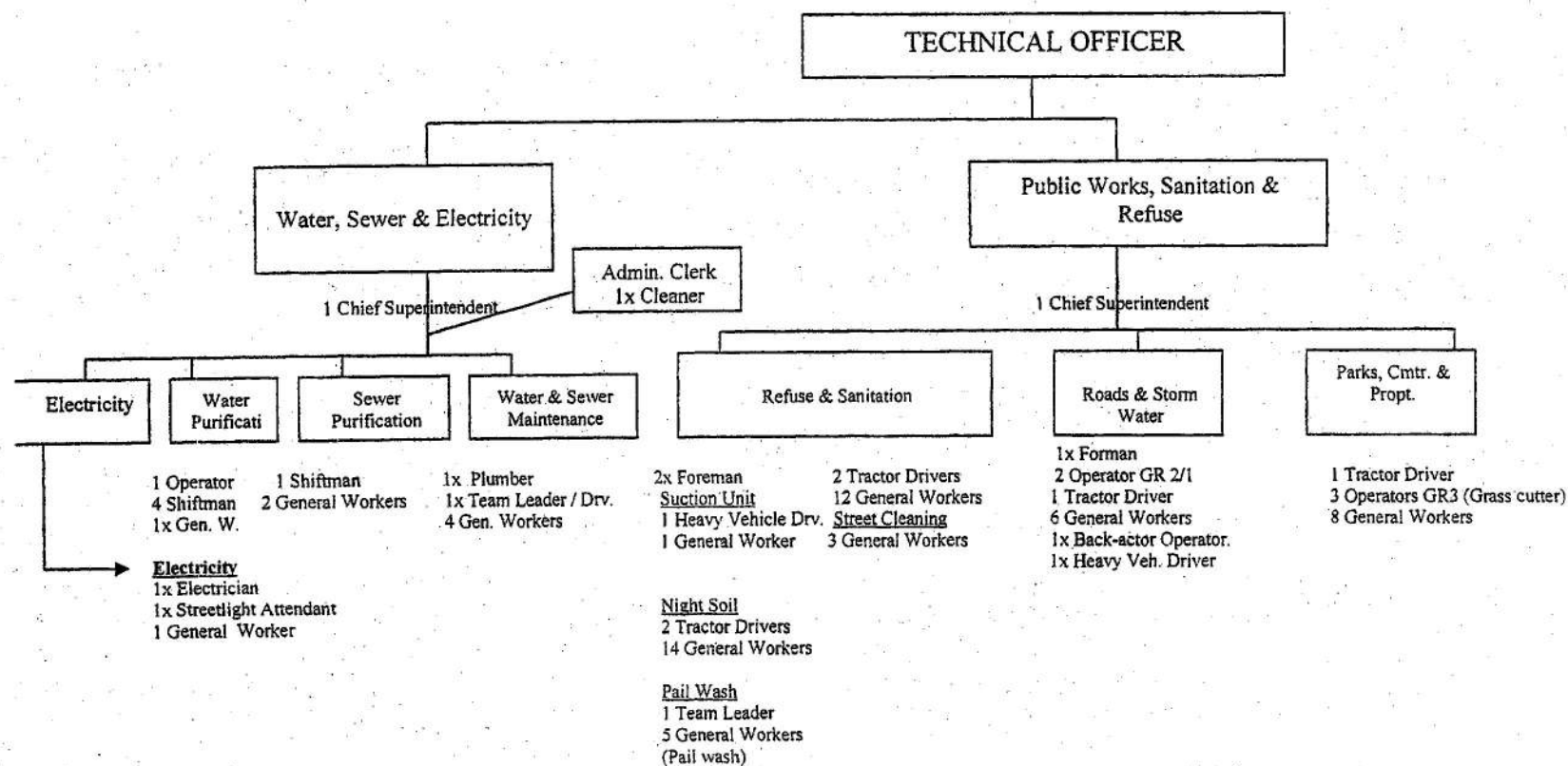
## DEPARTMENT TECHNICAL SERVICES: SENEKAL UNIT



X Council should look at a possibility of creating a post of Buyer/Controller of Stock

Annexure D2

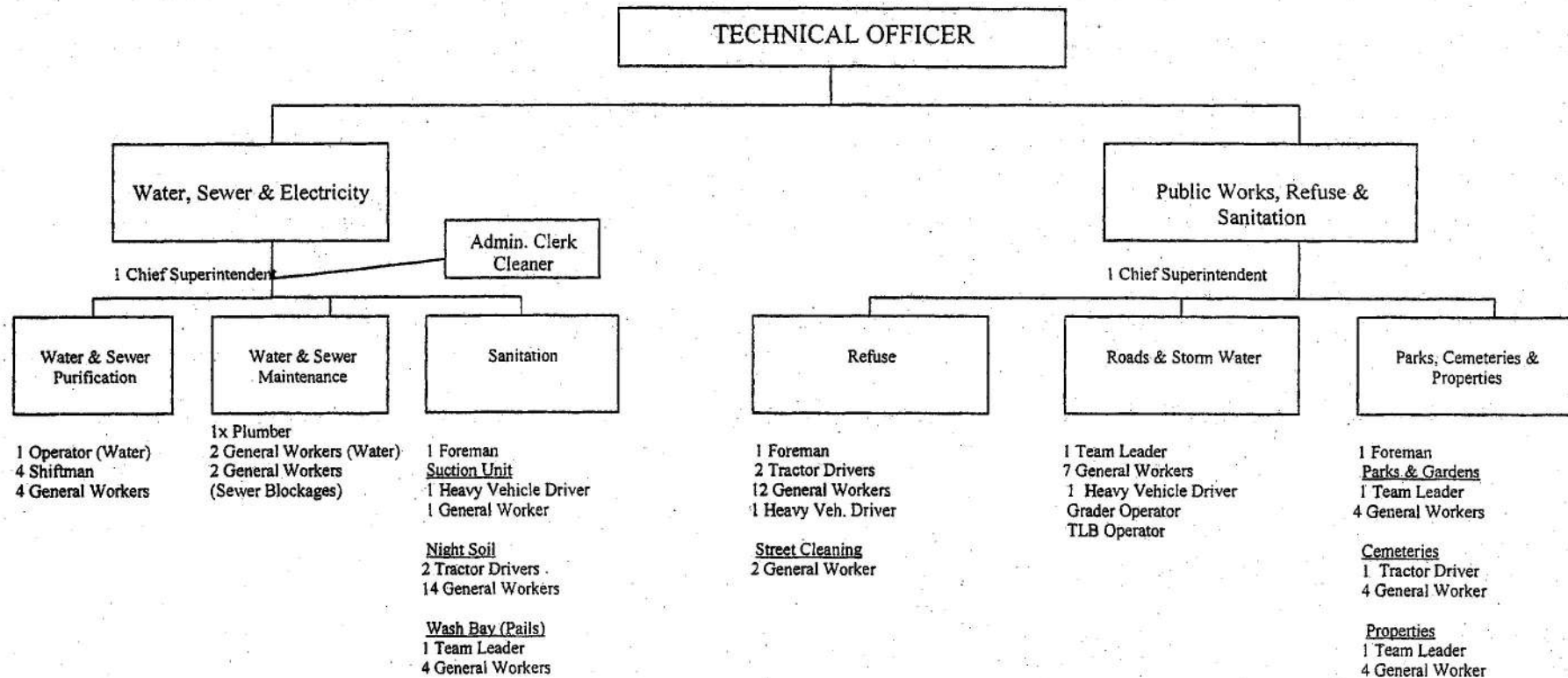
## DEPARTMENT TECHNICAL SERVICES: CLOCOLAN UNIT



Annexure D3



## DEPARTMENT TECHNICAL SERVICES: MARQUARD UNIT



Annexure D4

**Annexure/Aanhangsel/Lehokelwa**

**B**

**Request Forms and Appeal  
Forms/**

**Versoekvorms and Appélvorms/**

**Foromo ya ho etsa kopo le ya  
boipiletso**

**FORM A****SETSOTO 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]****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 fee : R .....

**SIGNATURE OF INFORMATION  
OFFICER/DEPUTY INFORMATION  
OFFICER****A. Particulars of public body :**

The Information Officer/Deputy Information Officer:

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**B. Particulars of person requesting access to the record:**

- (a) The particulars of the person who request access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent, must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Fax number : \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person: \_\_\_\_\_

\_\_\_\_\_

**C. Particulars of person on whose behalf request is made:**

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

Full names and surname : \_\_\_\_\_

Identity number: \_\_\_\_\_

**D. Particulars of record**

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it 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:

<input type="checkbox"/>	copy of record	<input type="checkbox"/>	inspection of record
--------------------------	----------------	--------------------------	----------------------

2. If record consists of visual images -  
(this includes photographs, slides, video recordings, computer-generated images, sketches, ect.):

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images	<input type="checkbox"/>	transcription of the images
--------------------------	-----------------	--------------------------	--------------------	--------------------------	-----------------------------

3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack (written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/>	printed copy of record	<input type="checkbox"/>	printed copy of information derived from the record	<input type="checkbox"/>	copy in computer readable form (stiffy or compact disc)
--------------------------	------------------------	--------------------------	---	--------------------------	---



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

YES

NO

**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 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**

**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 : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fax number : \_\_\_\_\_

Telephone number : \_\_\_\_\_ E-mail address: \_\_\_\_\_

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

**C. Particulars of requester**

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

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

**D. The decision against which the internal appeal is lodged**

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

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

**E. Grounds for appeal**

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

State the ground 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: \_\_\_\_\_

Particular 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: \_\_\_\_\_

\_\_\_\_\_  
RELEVANT AUTHORITY

\_\_\_\_\_  
DATE

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

**Annexure/Aanhangsel/Lehokelwa**

**C**

**Schedule of Prescribed Fees/**

**Skedule van Voorgeskrewe  
Fooie/**

**Lenane la ditefello tse behilweng**

**PRESCRIBED FEES****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:
 

	R
(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
(c) For a copy in a computer-readable form on-	
• stiffy-disc	5,00
• compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For an transcription of an audio radio 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:
 

(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
(c) For a copy in a computer-readable form on-	
• stiffy-disc	5,00
• compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For an transcription of an audio radio record, For an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00
(f) To search for and prepare the record for disclosure, R15.00 for each hour or part of an hour, excluding the first hour, reasonable required for such search and preparation.	
2. For purpose 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.





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