

Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 493

Pretoria, 14 July
Julie 2006

No. 29019

M A N U A L

IN ACCORDANCE WITH

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

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INXUBA YETHEMBA MUNICIPALITY

Manual in terms of section 14 of the Promotion of Access to Information Act No 2 of 2000

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INTRODUCTION

The Promotion of Access to Information Act of 2000 has been formulated to foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information as enshrined in the constitution.

The Act establishes voluntary and mandatory procedures to give effect to the constitutional right to information in a manner which enables persons to obtain records of public bodies as swiftly, inexpensively and effortlessly as possible.

Should you have any difficulty in using this guide do not hesitate to contact the relevant Information officer(see list) most applicable to your request for assistance.

How to use this manual

1. Page through the manual to the request form at the back of this manual (additional copies may be obtained at one of the addresses below).
2. Fill in the fields in the request form or rewrite the details in an email.
3. Send your request through to one of the following addresses:

Postal Address	Physical Address
The Municipal Manager Inxuba Yethemba Municipality PO Box 24 Cradock 5880	Inxuba Yethemba Municipality Municipal Offices Market Square Cradock 5880
Email	Fax
	Attention: Municipal Manager Fax Number: (048)881-1421

4. The municipality will reply within 30 days as to whether your information is accessible and how and where you may collect it.
5. In certain circumstances, you may be required to pay a deposit to the municipality, before the record that you have requested is made available to you. Only after you have paid the deposit will the municipality begin searching for the required information.
6. After receipt of the money, the municipality will reveal the record to you in the format that you have requested on submission of the request form, or in the format

that the record exists in, if the requested form is not available.

Notes on the request procedures

Kindly note that it will assist us, in fulfilling your request, if you comply with the procedures set out in the introduction to this document.

You are therefore encouraged to use the standard request form used by all public Bodies when submitting your request, that is form A attached to the back of this document.

Please do not hesitate to contact us at one of the above addresses if you have any difficulties in completing your request form.

Please also ensure that you indicate your capacity within the organization that you work for, to assist us in processing your request.

If you are requesting information on behalf of somebody else, please indicate the capacity in which you are related to the individual or organization, so that we do not deny access to you on the basis that the information is confidential to that party.

Please ensure that you mention the format of the record that you have requested when making your request so that we can be of maximum assistance to you.

If you have a disability or if you are unable to read or write, please contact the information officer who will be happy to assist you in successfully completing your request, as well as sending on to you a written copy of the request.

THE STRUCTURE AND FUNCTION OF INXUBA YETHEMBA MUNICIPALITY.

The municipality is a Category B municipality which shares municipal executive and legislative authority in its area with a category C municipality (Chris Hani District municipality) within whose area it falls and is of a type described in section 3(d) of the determination of Type of Municipality Act,2000 (Act 5 of 2002(EC).

The Municipal Council consists of 17 councillors (9 ward councilors and 8 councillors of proportional representation)

The municipality has executive authority in respect of, and has the right to administer –

- (a) local government matters listed in Part B of Schedule 4 and Part B of schedule 5 of the Constitution of the RSA,1996 (Act 108 of 1996), and
- (b) any other matter assigned to it by national or provincial legislation.

The management structure of the municipality :

MUNICIPAL MANAGER				
MANAGER CORPERATE SERVICES	MANAGER FINANCIAL SERVICES	MANAGER TECHNICAL SERVICES	MANAGER COMMUNITY SERVICES	MANAGER LOCAL ECONOMIC DEVELOPMENT

ADDRESSES AND OTHER CONTACT INFORMATION OF INXUBA YETHEMBA.

In terms of the Act the Municipal Manager is the Information Officer for the municipality, however he is allowed to appoint someone to assist him in this regard. The following Deputy Information Officers has been appointed within each department to handle specific requests for information within each department. When making a request please direct it to the Information Officer or if you require information from a specific department contact the relevant Deputy Information Officer.

The contact addresses of the Deputy Information Officers are listed below:

NAME	DEPARTMENT	TELEPHONE No.	FAX No.	E-MAIL
Me. M.M. Raubenheimer	Corporate services	(048) 881-1515	(048) 881- 1421	
S.P.H. Kruger	Financial services	(048) 881-1515	(048) 881- 1421	
B.G. Badenhorst	Technical services	(048) 881-1515	(048) 881- 1421	
C.H. Claassen	Community services	(048) 881-1515	(048) 881- 1421	
X.A. Maki	Local Economic Development services	(048) 881-1515	(048) 881- 1421	

POSTAL ADDRESS	PHYSICAL ADDRESS
The Information Officer Inxuba Yethemba Municipality PO Box 24 Cradock 5880	Inxuba Yethemba Municipality Municipal Offices Market square Cradock 5880

GUIDE IN TERMS OF SECTION 14 OF THE ACT

The guide will be available from the 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

Facsimile: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

CATEGORY OF RECORDS

MUNICIPAL MANAGER	Integrated Development Plan Internal Audit
CORPORATE SERVICES	Council agendas and minutes Municipal by-laws Contracts and Agreements Land usage Housing Human resources
FINANCIAL SERVICES	Operating and Capital Budget Financial Statements Audit reports Financial systems and control Short-term insurance Asset register Revenue management
TECHNICAL SERVICES	Water Electricity Sewerage Roads & stormwater Cemeteries

	Building control Airfield General
COMMUNITY SERVICES	Primary Health Care Environmental health Cleansing services Solid waste Parks & recreation Libraries Traffic services Licences: Vechiles Drivers Public Drivers permit Roadworthies Disaster Management
LED SERVICES	Commonage Cradock Spa Publicity(Tourism)

STAKEHOLDER REPRESENTATION AND CONSULTATION ON POLICY AND EXERCISE OF POWERS

Inxuba Yethemba Municipality regard stakeholders as important to their business and values their input and feedback.

Inxuba Yethemba Municipality interacts with their stakeholders by participating in forums and committees with organized labour and interaction with their ratepayers and consumers. Compulsory ward committees plays an important role.

National and Provincial legislation and input from all groups are used to determine policy within the 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 2002))
[Regulation 6]

FOR DEPARTEMENTAL USE	
	Reference number-----
Request received by ----- (state rank, name and surname of information officer/deputy information officer) on ----- (date)----- (place)	
Request fee (if any): R.....	
Deposit (if any): R.....	
Access fee: R.....	
	----- SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

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

Full names and surname: _____

Identity number: _____

Postal address: _____

Telephone number: _____ Fax number: _____

E-mail address: _____

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

C. Particulars of person on whose behalf request is made

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

Full names and surname: _____

Identity number: _____

D. Particulars of record

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

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____
3. Any further particulars of record: _____

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees: _____

F. Form of access to record

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

Disability: _____ _____ _____	Form in which record is required: _____ _____ _____
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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
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2. If record consists of visual images -

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.);

<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images	<input type="checkbox"/>	Transcription of the images
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3. If the 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 record	<input type="checkbox"/>	Copy in computer readable form (stiffy or compact disc)
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If you requested a copy or transcription of a record(above), do you wish the copy or transaction to be poated to you ?	YES	NO
<i>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.</i>		
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

ACCESS FEES

Manual: A4-size page	R0.60
Reproduction:	R0.60
(a) photocopy A4-size page	R0.60
(b) printed copy: A4-size page held on a computer or in electronic or machine-readable form	0.40
(c) copy in a computer-readable form	
(i) stiffer disc	5.00
(ii) compact disc	40.00
(d) (i) transcription of visual images: A4-size page	22.00
(ii) copy of visual images	60.00
(e) (i) transcription of audio record: A4-size page	12.00
(ii) copy of audio record	17.00
Request fee payable by every requester other than personal requester	R35.00
Access fees payable by requester:	
(a) photocopy of an A4-size page	R0.60
(b) printed copy: A4-size page held on a computer or in electronic or machine readable form	0.40
(c) copy in a computer-readable form:	
(i) stiffer disc	5.00
(ii) compact disc	40.00
(d) (i) transcription of visual images: A4-size page	22.00
(ii) copy of visual images	60.00
(e) (i) transcription of audio record; A4-size page	12.00
(ii) copy of audio record	17.00
(f) search for and prepare the record for disclosure: per hour excluding the first hour	15.00
Postage payable by requester if record must be posted	actual cost