



**MANUAL
ON FUNCTIONS OF, AND RECORDS HELD BY,
THE
CITY OF uMHLATHUZE**

COMPILED IN COMPLIANCE WITH PART 3 CHAPTER 2 (SECTION 14 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000

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FIFTH DRAFT: FEBRUARY 2014

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CITY OF uMHLATHUZE
MANUAL IN TERMS OF SECTION 14 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000

1. Functions and Structures of the City of uMhlathuze

The City of uMhlathuze is a category B municipality as described in Section 155(1)(b) of the Constitution of the Republic of South Africa.

The functions of the municipality are as described in Section 156 of the Constitution.

2. Information Officer

In terms of Section 1 of the Act, the Chief Executive Officer, is the Information Officer for the City of uMhlathuze .In this case the Municipal Manager Dr Nhlanhla Sibeko is the Information Officer.. Requests for information will be attended to by the Deputy Information Officer, Mr C M Koekemoer in terms of section 17(1) of the Act for such purposes.

Written requests for information must be submitted to:

2.1 The Information Officer
City of uMhlathuze
Private Bag X1004
RICHARDS BAY
3900

2.2 Or faxed to 035 – 907 5444/5/6/7

2.3 Or e-mail to reg@umhlathuze.gov.za

2.4 The street address of the City of uMhlathuze is:

Municipal Offices
5 Mark Strasse
CBD
RICHARDS BAY

2.5 The Deputy Information Officer's particulars are as follows:

Name	:	Cedric Koekemoer
Designation	:	Records Manager
Tel. Number	:	(035) 907 5406

3. Guide by the Human Rights Commission

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 is available from the South African Human Rights Commission. All enquiries can be directed to:

The South African Human Rights Commission

PAIA Unit

Research and Documentation Department

Private Bag 2700

Houghton

2041

Telephone: + 27 11 484 8300

Faxsimile: +27 11 484 1360

Website: www.sahrc.org.za

Email: paia@sahrc.org.za

4. Records of Council

The records of Council are kept in electronic format and are accessed via a software programme. Hard copies of records are kept in terms of the Archives Act as amended under the following main directories.

4.1 Legislation

Drafting and amendment of legislation relevant to the municipality

4.2 Organisation and Control

Policy
Delegation of authority
Work planning and procedure
Records control
Privatisation
Departmental organisation

4.3 OWN COUNCIL AND COUNCIL MATTERS

Policy

General elections
Revision Court
Municipal elections
Council meetings and committees

4.4 Staff

Policy
Routine enquiries
Posts control
Departments
Determination of conditions of service
Vacancies and appointments
Training and qualifications
Financial (salaries and allowances)
Termination of service
Staff control
Staff evaluation
Staff returns and statistics
Risk assessment
Labour relations
Productivity

4.5 Finance

Budget
Policy
Valuations
Valuation Board
Tax
Loans (external and long term)
Tariffs
Land prices
Subsidies
Deposits
Grants and funds
Investments
Claims
Settlement of accounts
Payment of grants
Collection of Monies
Insurance
Accounting Responsibility
Financial assistance
Losses
Bank account
Financial reports
Credit control

4.6 Domestic Supplies and Services

Domestic supplies
Acquisition and maintenance
Domestic services
Communication

4.7 Municipal Buildings and Grounds

Policy
Municipal buildings
Municipal grounds/erven

4.8 Tenders , Quotations, Contracts and Consultants

Tenders and quotations
Specific tenders
Contracts

4.9 Reports and Returns

Policy
Reports
Monthly returns
Census

4.10 Publicity and Information

Own publicity and information
Enquiries
Emblems of the council
Publicity by other bodies

4.11 Festivals and Social Matters

Policy
Festivals
Social matters
Honorary decorations
Civic funerals

4.12 Composition and meetings of bodies

Policy
Minutes and reports
Institutes/institutions
Associations: national and provincial
Committees
Other bodies

4.13 Legal Services

- Policy
- Legal matters and court decisions
- Claims
- Prosecutions

4.14 Licenses

- Policy
- Routine enquiries
- Licences
- Exemptions

4.15 Town Planning and Control

- Policy
- Municipal boundaries
- Reservation of sites
- Commercial
- Service Industrial
- Planning and development
- Town planning schemes
- Establishment of townships
- Industrial development
- Control over townships
- Surveys of data

4.16 Essential Services

- Water supply
- Water sources
- Treatment works, pump stations, main pipelines and reservoirs
- Networks: planning, layout, maintenance and operations
- Roads, streets, footpaths and stormwater
- Footpaths: planning, layout, maintenance and operations
- Sewerage
- Railway lines
- Electricity
- Cemetery
- Sanitation
- Services to or by other bodies
- Harbour facilities

4.17 Community Services

- Health
- Provision of clinic services
- Permits
- Diseases and plaques
- Prevention and combating
- Inspections

- Pollution
- Offensive trade
- Nuisances
- Housing
- Municipal housing scheme
- Housing scheme for senior citizens
- Squatting and illegal structures
- Education
- Traffic
- Allocation and parking and loading zones
- Buildings
- Library services
- Civic center, parks, gardens and open spaces
- Sport and recreation
- Provision and maintenance of sport facilities
- Community and recreation halls
- Maintenance of beaches
- Bus transport
- Provision and management of fire brigade and ambulance service
- Buildings
- Abattoir
- Pound
- Welfare
- Churches and places of worship
- Museum and memorials
- Civil defence
- Nursery schools and crèches
- Environmental conservation
- Magisterial district
- Airport

In addition to the services separate case files are kept for each proclaimed erf in the municipal area and personal files. These files are held in Richards Bay.

5. Categories of records which are available without having to request access in terms of the Act

Said categories of records automatically available without having to request access in terms of the act include any issue relating to;

- 5.1 Fixed property owned by the applicant;
- 5.2 Any by-law framed by Council;
- 5.3 Any tariff charged by Council;
- 5.4 Any town planning scheme or development plan administered by Council, and;
- 5.5 How to obtain access to any service rendered by the Council;
- 5.6 Annual reports

- 5.7 Brochures and maps
- 5.8 Information available on website
- 5.9 Geographic Information System
 - Service register (alphanumeric data)
 - Infrastructure themes
 - Orthophotos
 - Digital terrain modules (DTMs)
- 5.10 Technical Library
 - Reference books
 - Reports
- 5.11 Plan filing (civic information)
 - Paper based
 - Microfilm
- 5.12 Cadastral maps (paper based / electronic)
- 5.13 Surveyor general plans (paper based / electronic)
- 5.14 Framework plans (paper based / electronic)
- 5.15 Scheme maps (paper based / electronic)
- 5.16 Lease area plans (paper based / electronic)
- 5.17 Budget including adjustment budget (electronic / paper based)
- 5.18 Budget related policies
- 5.19 Performance agreements
- 5.20 Service delivery agreements
- 5.21 Long term borrowing contracts
- 5.22 Contracts/information/public partnership agreements as prescribed in section 75 of the Municipal Financial Management Act
- 5.23 Orders & remittances (paper based)
- 5.24 Investment register (manual)
- 5.25 Loan register (manual)
- 5.26 Asset register (electronic/ manual)
- 5.27 Financial statements (electronic/ manual)
- 5.28 Debtors history (electronic)

5.29 Strategic environmental assessment

5.30 Building plans

5.31 Minutes of open council and open executive committee

NB Items 5.32-5.42 below pertain to the Planning and Development Act 2008(Act 6 of 2008)

5.32 Records relating to the adoption, replacement or amendment of a scheme, including—

- (i) a proposal to adopt a scheme, replace a scheme or amend a scheme contemplated in section 9 (1) and (2) of the Planning and Development Act 2008 (Act 6 of 2008);
- (ii) comments received by a municipality in response to an invitation for comment on the adoption, replacement or amendment of a scheme contemplated in item 5 or 14 of Schedule 1 of the Planning and Development Act 2008 (Act 6 of 2008) ;
- (iii) a registered planner's written evaluation and recommendation on the adoption, replacement or amendment of a scheme contemplated in section 11 (a);
- (iv) a certificate by a registered planner on compliance of a proposal to adopt, replace or amend a scheme with the Act contemplated in section 11 (b);
- (v) a municipality's decision on a proposal to adopt, replace or amend a scheme contemplated in section 13 (1);

5.33 Records relating to a proposal to subdivide or consolidate land, including—

- (i) a proposal to subdivide or consolidate land contemplated in section 22 (1) and (2);
- (ii) comments received by a municipality in response to an invitation for comment on a proposal to subdivide or consolidate land contemplated in item 5 or 14 of Schedule 1;
- (iii) a registered planner's written evaluation and recommendation on the proposed subdivision or consolidation of land contemplated in section 24 (a);
- (iv) a certificate by a registered planner on compliance of a proposal to subdivide or consolidate land with the Act contemplated in section 24 (b);
- (v) a municipality's decision on a proposal to subdivide or consolidate land contemplated in section 26 (1); and
- (vi) a notice warning a land owner that the municipality may initiate the division of the layout plan and cancellation of the part of the layout plan for which the rights have not been fully exercised contemplated in section 37 (3) (a);

5.34 Records relating to a proposal to develop land contemplated in Chapter 4, including—

- (i) a proposal to develop land contemplated in section 39 (1) and (2);
- (ii) comments received by a municipality in response to an invitation for comment on a proposal to develop land contemplated in item 5 or 14 of Schedule 1;
- (iii) a registered planner's written evaluation and recommendation on the proposal to develop land contemplated in section 41 (a);
- (iv) a certificate by a registered planner on compliance of a proposal to develop land with the Act contemplated in section 41 (b);
- (v) a municipality's decision on a proposal to develop land contemplated in section 43 (1); and
- (vi) a notice warning a land owner that the municipality may initiate the division of the layout plan and cancellation of the part of the layout plan for which the rights have not been fully exercised contemplated in section 49 (1);

5.35 Records relating to a proposal to divide or cancel a layout plan, including—

- (i) a proposal to divide or cancel a layout plan contemplated in section 51 (1) and (2);
- (ii) comments received by a municipality in response to an invitation for comment on a proposal to divide or cancel a layout plan contemplated section 52 (2);
- (iii) a registered planner's written evaluation and recommendation on the proposal to divide or cancel a layout contemplated in section 53 (a);
- (iv) a certificate by a registered planner on compliance of a proposal to divide or cancel a layout plan with the Act contemplated in section 53 (b); and
- (v) a municipality's decision on a proposal to divide or cancel a layout plan contemplated in section 55 (1);

5.36 Records relating to a proposal to alter, suspend or delete a restriction relating to land, including—

- (i) a proposal to alter, suspend or delete a restriction relating to land contemplated in section 61 (1) and (2);
- (ii) comments received by a municipality in response to an invitation for comment on a proposal to alter, suspend or delete a restriction relating to land contemplated in item 5 or 14 of Schedule 1;
- (iii) a registered planner's written evaluation and recommendation on the proposal to alter, suspend or delete a restriction relating to land contemplated in section 63 (a);
- (iv) a certificate by a registered planner on compliance of a proposal to alter, suspend or delete a restriction relating to land with the Act contemplated in section 63 (b); and

- (v) a municipality's decision on a proposal to alter, suspend or delete a restriction relating to land contemplated in section 65 (1);

5.37 Records relating to a proposal to permanently close a municipal road or public place, including—

- (i) a proposal to permanently close a municipal road or public place contemplated in section 71 (1);
- (ii) comments received by a municipality in response to an invitation for comment on a proposal to permanently close a municipal road or public place contemplated section 71 (2) (b);
- (iii) a registered planner's written evaluation and recommendation on the proposal to permanently close a municipal road or public place contemplated in section 72; and
- (iv) a municipality's decision on a proposal to permanently close a municipal road or public place contemplated in section 74;

5.38 Records relating to enforcement, including—

- (i) a contravention notice contemplated in section 79 (1);
- (ii) a prohibition order contemplated in section 81 (2) (a);
- (iii) an application to the High Court contemplated in section 81 (2) (b);
- (iv) an urgent prevention order contemplated in section 84 (2) (a);
- (v) an application to the High Court contemplated in section 84 (2) (b); and
- (vi) an application to the High Court to compel a person to demolish, remove or alter any building, structure or work illegally erected or constructed, or to rehabilitate the land contemplated in section 94;

5.39 Records relating to appeals, including-

- (i) a memorandum of appeal contemplated in section 113 (1);
- (ii) a responding memorandum contemplated in section 114 (1);
- (iii) a notice withdrawing an appeal contemplated in section 116 (1);
- (iv) a notice withdrawing and opposition to an appeal contemplated in section 116 (2);
- (v) the Appeal Tribunal's decision on an appeal contemplated in section 121 (5);
- (vi) the reasons for a decision of the Appeal Tribunal contemplated in section 122 (1);
- (vii) an application for the late lodging of an appeal contemplated in section 125;

- (viii) opposition to an application for the late lodging of an appeal contemplated in section 126;
- (ix) the chairperson's decision on an application for the late lodging of an appeal contemplated in section 128;

5.40 Records relating to provincial planning and development norms and standards, including—

- (i) an approved consultation paper contemplated in section 141 (2) (a);
- (ii) comments received by the responsible Member of the Executive Council in response to an invitation for comment on a consultation paper contemplated in section 142;
- (iii) approved provincial planning and development norms and standards contemplated in section 144 (1) (a);
- (iv) a proposal to amend provincial planning and development norms and standards contemplated in section 146 (1);
- (v) comments received by the responsible Member of the Executive Council in response to an invitation for comment on a proposal to amend provincial planning and development norms and standards contemplated in section 148;
- (vi) an approved amendment to provincial planning and development norms and standards contemplated in section 150 (1) (a);
- (vii) a proposal to withdraw provincial planning and development norms and standards contemplated in section 152 (1);
- (viii) comments received by the responsible Member of the Executive Council in response to an invitation for comment on the withdrawal of provincial planning and development norms and standards contemplated in section 152 (2); and
- (ix) a notice withdrawing provincial planning and development norms and standards contemplated in section 153 (3);

5.41 Records relating to delegations, including—

- (i) delegations that have been published in the *Gazette* contemplated in section 155 in the case of the responsible Member of the Executive Council or 164 in the case of a municipality;
- (ii) a further delegation contemplated in section 155 (3) (a) and (b) in the case of the responsible Member of the Executive Council or 156 (3) (a) and (b) in the case of a municipality; and
- (iii) a decision to amend or revoke a delegation that has been published in the *Gazette* contemplated in section 155 (8) in the case of the responsible Member of the Executive Council or 156 (8) in the case of a municipality; and

5.42 Agency agreements contemplated in section 157 (1).

6. Services available to members of the public

The structure of the municipality is divided into two sections:

6.1 Political Structure

The Mayor, who is the Chairman of the Executive Committee, is the political head of the Council that comprises of members elected by the voters of the municipality. The Executive Committee consists of members appointed by the elected councillors from its members. Various portfolio committees are also appointed from the members of the elected councillors.

The Council consists of 60 councillors ie 30 ward councillors and 30 proportionally elected with the following political party representation:

ANC

IFP

DA

Independent

National Freedom Party

6.2 Functional Structures

The functional structure consists of a municipal manager who is the Chief Executive Officer with 6 Departments whose heads report directly to the Chief Executive Officer:

- Office of the Municipal Manager (OMM)
Communications, performance management, integrated development, audit and business analysis
- Corporate Services (CS)
Administration of Council and its committees, legal and estate affairs(including business licences), records management, management services, information technology and personnel administration,
- Infrastructure and Technical Services (ITS)
Civil Engineering Services and Electrical and Technical services
- Financial Services (FS)
All financial procedures and processes

- Community Services (CS&H)
Community services, health, fire and traffic services, refuse removal, parks, beaches, recreational facilities, libraries and museum services
- City Development (CD)
Development including local economic development, estates, town planning, human settlement, tourism and investment

Services rendered by the Council are as described in Section 84 of the Municipal Structures Act no 117 of 1998 and includes the provision of the traditional municipal services such as water, services, electricity, refuse removal, primary health services and recreational facilities. The Council further has legal jurisdiction within its boundaries for matters falling under municipal control and acts as agent for the City of uMhlathuze in terms of the Business Act No 71 of 1991. The services are rendered by the Department as specified in section 6.2 above and must be accessed by application to the relevant department as and when applicable.

7. Representatives and Policies

7.1 Functional

Any member of the public may submit a representation in writing to the Council at its physical or postal address. Appeals against the outcome may be directed to the Municipal Manager, the relevant committee of Council, Council's Executive Committee or the full Council.

7.2 Political

Any member of the public may submit representations to the ward Councillor who was elected for his ward or to a Councillor representing a political party of his choice. Said councillor will then act upon representations as he or she sees fit. If there is no appeal to the functional structure regarding any failure, omission or action by a member of the political party, such remedy must be sought from the Speaker, who is the Chairman of the Council or from the relevant political party.

8. Requests for information

- 8.1 Requests for information, other than requested in terms of clauses 5.1 to 5.42 must be submitted to the person mentioned in clause 2.1 on the prescribed form "A".

The fees as reflected in Part II attached hereto must accompany the formal request for information.

- 8.2 **Requests for information can be refused:** (Note: Sections in brackets refer to Sections of the Act)

- 8.2.1 If records regarding the request cannot be found or do not exist (Section 23).

- 8.2.2 To protect the privacy of a third party who is a natural person (Section 34).
- 8.2.3 To protect commercial information of a third party (Section 36).
- 8.2.4 To protect confidential information pertaining to Council or a third party (Section 37).
- 8.2.5 To protect the safety of individuals and to protect property (Section 38).
- 8.2.6 To protect law enforcement and legal proceedings (Section 39).
- 8.2.7 To protect records privileged from production in legal proceedings (Section 40).
- 8.2.8 To protect economic interests, financial welfare and commercial activities of Council (Section 42).
- 8.2.9 To protect research information of a third party or of Council (Section 43).
- 8.2.10 To protect the functional operation of Council (Section 44).
- 8.2.11 If the request is manifestly frivolous or vexatious or if it will lead to substantial and unreasonable diversion of resources (Section 45).

9. Appeal against refusal to supply information

Should a request for information in terms of this manual be refused the applicant may appeal such decision by completing attached form B and submitting it to the person in clause 1.2 within 60 days of the date of refusal of the initial request. If the fees paid in terms of clause 8.1 have already been refunded the relevant fees must accompany the request for information.

Annexures

- 1. Form A : Request for Access to Record of Public Body
- 2. Part II : Fees in respect of Public Bodies
- 3. Form B : Notice of Internal Appeal

FORM A**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:

.....
.....
.....
.....

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given blow.*
- (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 to this form. **The requester must sign all the additional folios.***

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

E. Fees

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

Reason for exemption from payment of fees:

.....

.....

F. Form of access to record

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

Disability:	Form in which record is required:
.....
.....

Mark the appropriate box with an X

NOTES:

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

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	Inspection of record	<input type="checkbox"/>	
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 image*
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)		
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? Postage is payable.	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 of 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 of20....

.....
**SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE**

DMS224260

PART II

FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 6(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 –	
(i) stiffy disc	6,00
(ii) 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 a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00
3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) 35,00
4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

(1) (a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,40
(c) For a copy in a computer-readable form on –	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00

- | | | | |
|-----|------|--|-------|
| (d) | (ii) | For a copy of visual images | 22,00 |
| (e) | (i) | For the transcription of an audio record, for an A4-size page or part thereof | 12,00 |
| | (ii) | for a copy of an audio record | 17,00 |
| (f) | | To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. | |
- (2) For purposes of section 22(2) of the act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
 - (c) The actual postage is payable when a copy of a record must be posted to a requester.

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:

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

E. Grounds for appeal

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

State the grounds on which the internal appeal is based:

.....

State any other information that may be relevant in considering the appeal:

.....

.....

F. Notice of decision on appeal

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

State the manner:

Particulars of manner:

.....

Signed at this day of 20

.....
SIGNATURE OF APPELLANT
DMS224260

FOR DEPARTMENTAL USE:**OFFICIAL RECORD OF INTERNAL APPEAL**

Appeal received on (date) by

 (state rank, name and surname of information officer/deputy information officer).

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

OUTCOME OF APPEAL:

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

NEW DECISION:

.....
DATE

.....
RELEVANT AUTHORITY

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