

Overstrand Municipality



PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000)

MANUAL IN TERMS OF SECTION 14

February 2022

PREFACE

This manual purports to comply with the requirements of section 14 of the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000) in recognition by the OVERSTRAND MUNICIPALITY of the following values and principles:

- (a) A high standard of professional ethics to be promoted and maintained.
- (b) Efficient, economic, effective and accountable use of resources to be promoted.
- (c) Public administration to be developmentally oriented.
- (d) Services to be provided impartially, fairly, equitably and without bias.
- (e) People's needs to be responded to and the public to be encouraged to participate in policy-making.
- (f) Public administration to be accountable.
- (g) Transparency to be fostered by providing the public with timely, accessible and accurate information.
- (h) Good human-resource management and career-development practices, to maximise human potential, to be cultivated.
- (i) Public administration to be broadly representative of the South-African people, with employment and personnel management practices based on ability, objectivity, fairness, and the need to redress the imbalances of the past to achieve broad representation.

SECTION 1

OVERVIEW

1. Background

South Africa held its first democratic elections in April 1994 under an Interim Constitution. The final Constitution of the Republic of South Africa, 1996 which followed, warrants -

- a society based on democratic values, social justice and fundamental human rights;
- an open society in which government is based on the will of the people and in which every citizen is equally protected by law, and
- improvement of the quality of life of all citizens.

In order for local government to achieve the Constitutional goals, legislation was enacted to provide for the core principles, mechanisms and processes that are necessary for municipalities to move progressively towards the upliftment of local communities.

Legislation provides for a system of community participation in municipal governance. One of the corner-stones of community participation is to be found in the preparation, implementation and review of an integrated development plan (IDP).

Through participatory democracy (as opposed to former representative democracy) local communities are legally engaged in local governance.

2. The Promotion of Access to Information Act, 2000

The objectives of the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000) are to give effect to the constitutional right of access to any information held by the State as well as promoting transparency, accountability and effective governance and to allow for access to information required for the exercise or protection of any rights.

To honour its legal obligations in this regard, the Overstrand Municipality prepared this manual in order to -

- enable people to exercise their rights in terms of the Act;
- create an understanding of the functions performed and records kept by the Municipality, and
- assist in fostering a culture of transparency and accountability in a democratic and open society.

3. Understanding Municipal Government in Overstrand

Local government in Overstrand is based on a mayoral executive system which allows for the exercise of executive authority through an executive mayor, in whom the executive leadership of the municipality is vested and who is assisted by a mayoral committee and a ward participatory system.

The ward committees of which there are fourteen (14) and OMAF (Overstrand Municipal Advisory Forum) are the main liaison mechanisms for and with the community on all municipal matters. The OMAF co-ordinates inputs made by the ward committees.

Access to ward committees is obtained directly through members or with the assistance of the following secretarial offices:

- Office of the Senior Manager, Hermanus Administration
P O Box 20
HERMANUS
7200
Tel. no. 028 - 313 8135
- Office of the Senior Manager, Hangklip-Kleinmond
Private Bag X3
KLEINMOND
7195
Tel. no. 028 - 271 8417

- Office of the Senior Manager, Gansbaai Administration
P O Box 26
GANSBAAI
7220
Tel. no. 028 - 384 8364

SECTION 2

STRUCTURE AND FUNCTIONS OF THE OVERSTRAND MUNICIPALITY

The Overstrand Municipality is guided by a vision, mission and strategic priorities, as follows, and has structured its organisation accordingly:

Vision

To be the centre of excellence for the community.

Mission

Creation of sustainable communities by delivering optimal services to support economic, social and environmental goals in a politically stable environment.

Strategic Priorities

- The provision of democratic, accountable and ethical governance
- The provision and maintenance of municipal services
- The encouragement of structured community participation in the matters of the municipality
- The creation and maintenance of a safe and healthy environment
- The promotion of tourism, economic and social development

Particulars of councillors are, as per Annexure A.

Councillors have structured themselves into six portfolio committees, which report to the Executive Mayor via the Mayoral Committee, as follows:

1. Portfolio Committee: Finance & Tourism
(Chairman: Dr A Rabie, Committee Members: Ald T Nqinata, Cllrs T Els, C Lerm and J van Staden)
2. Portfolio Committee: Community Services
(Chairman: Cllr R Nutt, Committee Members: Ald K Brice, Cllrs S Williams, S Silo and K Ngqandana)
3. Portfolio Committee: Investment and Infrastructure
(Chairman: Cllr C Lerm, Committee Members: Ald R de Coning, Cllrs M Nomatiti, M Sihlahla and V Bandeza)

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4. Portfolio Committee: Protection Services
(Chairman: Cllr L Ntsabo, Committee Members: Cllrs H Lombard, S Fourie, C Tafu-Nwonkwo and M Grimbeek)
 5. Portfolio Committee: Management Services
(Chairman: Cllr F Africa, Committee Members: Ald T Nqinata, Cllrs A Komani, C Resandt and T Gwele)
 6. Portfolio Committee: Economic Development
(Chairman: Ald E Gillion, Committee Members: Ald D Coetzee, Cllrs R Nutt, S Silo and R Dees)

The Mayoral Committee which assists the Executive Mayor, Dr A Rabie, comprises -

1. The Deputy Executive Mayor, Cllr L Ntsabo
2. Cllr A Africa
3. Cllr C Lerm
4. Ald E Gillion
5. Cllr R Nutt

SPEAKER: Cllr G Cohen

Directors for the Overstrand Municipality are -

1. Director: Finance, Ms S Reyneke-Naude, Tel. 028 - 313 8040,
Fax 028 - 313 8128, E-mail: cfo@overstrand.gov.za
2. Director: Community Services, Mr R Williams, Tel. 028 - 313 8156,
Fax 028 - 313 8128, E-mail: rwilliams@overstrand.gov.za
3. Director: Infrastructure & Planning, Mr S Müller, Tel. 028 - 313 8104,
Fax 028 - 313 8128, E-mail: smuller@overstrand.gov.za
4. Director: Economic Development, Mr S Madikane, Tel. 028 - 313 8192
Fax: 028 - 313 8128, E-mail: smadikane@overstrand.gov.za
5. Director: Management Services, Ms D Arrison, Tel. 028 - 313 8004
Fax: 028 - 313 8128, E-mail: darrison@overstrand.gov.za
6. Director: Protection Services, Mr N Michaels, Tel. 028 - 313 8054
Fax: 028 - 313 8128, E-mail: nmichaels@overstrand.gov.za

The Directors report to the Municipal Manager, Mr D O'Neill, Tel. 028 - 313 8003, Fax 086 - 568 9726, E-mail: mm@overstrand.gov.za

Annexure B depicts the Managers reporting to the respective Directors.

SECTION 3

INFORMATION OFFICERS

The Promotion of Access to Information Act, Act 2 of 2000 purports to -

- foster a culture of transparency and accountability in public administration by giving effect to the right of access to information, and
- actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights.

In order to promote the objectives of the Act, the Director: Management Services, Ms D Arrison has been designated as the Information Officer with the following deputies appointed by her:

1. Ms H van Tonder - Hermanus Tel. No (028) 313 8037
2. Mr D Lakey - Hangklip-Kleinmond Tel. No. (028) 271 8417
3. Mr A Wyngaard - Hermanus Tel. No. (028) 313 8135
4. Mr F Myburgh - Gansbaai & Stanford Tel. No. (028) 384 8364

All formal requests for access to information, on the prescribed form, must be addressed to the Information Officer or (any) one of the Deputies.

Information automatically available (see Annexure C - in this regard) and general enquiries should preferably be made to the Manager: Council Support Services, Ms H van Tonder at Tel. No. (028) 313 8037, E-mail: hvantonder@overstrand.gov.za.

SECTION 4

GUIDANCE ON PROTECTION OF HUMAN RIGHTS

The Human Rights Commission is the appropriate and constitutionally designated institution for guidance on the protection of human rights.

Particulars relevant to the Human Rights Commission are as follows:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Postal Address
Private Bag 2700
Houghton
2041

Telephone number: (011) 484 8300

Facsimile (fax) number: (011) 484 1360

Website: www.sahrc.org.za

E-mail address: paia@sahrc.org.za

SECTION 5

ACCESS TO RECORDS HELD BY THE MUNICIPALITY

5.1 Automatic/Voluntary Disclosure

Annexure C describes the categories of records of the Municipality which are, subject to payment of the prescribed fees, automatically available without a person having to formally request access in terms of the Act.

5.2 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 Municipality’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 microfilm.

Annexure D gives a description of the subjects on which the Municipality holds records. More complete particulars may be inspected at the Municipal offices on arrangements made with (any) one of the Deputy Information Officers.

5.3 Request Procedure

❖ **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.

❖ **Form of Request**

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

Postal Address

The Information Officer
Overstrand Municipality
P O Box 20
HERMANUS
7200

or

Fax Number

(028) 312 1894

or

E-mail

enquiries@overstrand.gov.za

- 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 “Fees Payable” - 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 the case where the requester is asking for information on behalf of somebody else, the capacity in which the request is being made should be indicated.

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- 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.

❖ 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.
- 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.

❖ Transfer of Requests

- If a request for access is 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.

❖ Records not found/Does 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 will by means of an affidavit/affirmation inform the requester accordingly, giving full reasons.

❖ 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.

❖ 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.

❖ Remedies

The following remedies are available if the Municipality does not comply with the provisions of the Act:

A requester may lodge an internal appeal with the Executive Mayor 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 requested form

A third party may lodge an internal appeal with the Executive Mayor against a decision by the Information Officer or Deputy Information Officers to disclose information relating to the third party.

❖ Appeal Procedure

- An internal appeal must be lodged on the prescribed form which is attached as Annexure F:
 - i) Within a period of 60 (sixty) days;
 - ii) If notice to a third party is required by section 49(1)(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 -

- Must be delivered, posted, faxed or sent by electronic mail to the Information Officer.
- Must identify the subject of the internal appeal and give reasons for the appeal.
- 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.
- Must, if applicable, be accompanied by the prescribed appeal fee.
- Must specify a postal address, fax number or e-mail address.

- The Information Officer must within 10 (ten) working days after receipt of an internal appeal, submit it to the Appeal Authority, namely the Speaker, for consideration.
- Late appeals may be allowed if good cause can be shown.
- A requester or third party may only apply to a court if the internal appeal procedure against a decision of the Information Officer has been exhausted.

ANNEXURES

- Annexure A: Particulars of Councillors
- Annexure B: Organisational Structure
- Annexure C: Records automatically available
- Annexure D: Subjects of files kept by the Municipality
- Annexure E: Prescribed form for Request of Information
- Annexure F: Notice of Appeal
- Annexure G: Fees Payable

Annexure A

Councillors Contact Details

<u>Name</u>	<u>Position</u>	<u>Pol/Party</u>	<u>Cell NO.</u>	<u>E-Mail</u>	<u>Wards</u>
Dr. Annelie Rabie	EXEC. Mayor	DA	0834578711	annelierabie@overstrand.gov.za	PR
Lindile Ntsabo	Dep/ Exec. Mayor	DA	0814910949	ntsabo@overstrand.gov.za	PR
Grant Cohen	Speaker W 9	DA	0724369068	gcohen@overstrand.gov.za	Kleinmond, Mountainview, Palmiet, Beverly Hills, Ext. 6
Elnora Gillion	Mayco Member	DA	0606520214	egillion@overstrand.gov.za	PR
Clinton Lerm	Mayco Member	DA	0835173635	clerm@overstrand.gov.za	PR
Ronald Nutt	Mayco Member W 4	DA	0798837265	ronaldhutt@overstrand.gov.za	Mount Pleasant, Hemel-en-Aarde Valley, portion of Westcliff
Arnie Africa	Mayco Member W 8	DA	0609971431	fafrica@overstrand.gov.za	Fisherhaven, Hawston
Connie Tafo-Nwonkwo	Cllr.	ANC	0719167342	ctafu-nwonkwo@overstrand.gov.za	PR
Msa Nomatiti	Cllr.	DA	0780333514	mnomatiti@overstrand.gov.za	PR
Andrew Komani	Cllr.	DA	0738279972	akomani@overstrand.gov.za	PR
Stephen Williams	Cllr.	DA	0713422668	swilliams@overstrand.gov.za	PR
Rugene Minessa Dees	Cllr.	ACDP	0814342201	rdees@overstrand.gov.za	PR
Jacobus van Staden	Cllr.	FF Plus	0824922480	jvanstaden@overstrand.gov.za	PR
Malcolm David Grimbeek	Cllr.	FF Plus	0840385607	malcolimgrimbeek@overstrand.gov.za	PR
Kholiswa Ngqandana	Cllr.	Land Party	0680133524		PR
Dudley Coetzee	Ald. Ward 1	DA	0825744404	dcoetzee@overstrand.gov.za	Stanford, Thembelihle
Theodorah N Nqinata	Ward 2 Cllr.	ANC	0723351338	nqinata@overstrand.gov.za	Gansbaai, North East, Masakhane

Kari Brice	Ald. Ward 3	DA	0836504206	karibrice@hermanus.co.za	Hermanus, Voelklip, and Portion of Westcliff
Simphiwe Silo	Ward 5 Cllr.	ANC	0840505859	ssilo@overstrand.gov.za	Zwelihle
Vuyisani Bandoza	Ward 6 Cllr.	Land Party	0724164761	vbandeza@overstrand.gov.za	Zwelihle
Hybre Lombard	Ward 7 Cllr.	DA	0827895126	hlombard@overstrand.gov.za	Sandbaai
Theresa Els	Ward 10 Cllr.	DA	0724941310	tels@overstrand.gov.za	Pringle Bay, Rooi Els, Mooi Uitsig, Betty's Bays, Overhills, Proteadorp
Steven Fourie	Ward 11 Cllr.	DA	0723463245	sfourie@overstrand.gov.za	Baardskeedersbos, Eluxalweni, Pearly Beach, Buffelyachts Bay, Franskraal
Msibongwe Sihlahla	Ward 12 Cllr.	ANC	0783583676	msihlahla@overstrand.gov.za	Zwelihle
Charmaine Resandt	Ward 13 Cllr.	DA	0798855022	resandtc@overstrand.gov.za	Onrus, Vermont
Riana de Coning	Ward 14 Cllr.	DA	0835972781	rianadec122@gmail.com	Blompark, De Kelders, Gansbaai South West, Van Dyksbaai
Tembile Gwele	Cllr.	EFF	0788435983	tgwele@overstrand.gov.za	PR

Municipal Manager: Dean O'Neill

AUDIT COMMITTEE

Annexure B



MACRO STRUCTURE 2020/21

CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE VOLUNTARY DISCLOSURE

(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.)

BUSINESS DETAILS

AGENDAS AND MINUTES

- Agendas and minutes of all meetings of Council, excluding minutes and agendas which have been marked “confidential”

STRUCTURES

(Including Council, Mayoral Committee, Portfolio Committees and other committees)

COUNCIL LEGISLATION, BY-LAWS AND POLICIES

DELEGATIONS

AUTHORITY GRANTED TO COUNCILLORS AND MEMBERS OF STAFF

BUDGET

- Capital budget
- Estimates of income and expenditure
- Reports on budget control
- Business plans

IDP DOCUMENTS

FINANCIAL RECORDS

- Annual statements
- Arrears (excluding personal details)

REGISTERS

TARIFFS, FEES, SURCHARGES ETC.

STATISTICS

- Statistics kept for departmental use in the format in which it is available
- Statistics in the format as requested by legislation

PUBLICATIONS

- All publications by and on behalf of the municipality which has been made public or presented to council and in which no copyright is held by persons or bodies not connected with the municipality

HOUSING

- Details of housing waiting list
- Land available for housing development
- Available municipal housing

TENDERS

- Tenders after public opening
- Evaluations and recommendations once the decision-making authority has awarded the tender

SERVICE PROVIDERS

- Details of providers of services to the municipality

PLANNING

- Zoning and structure plans
- Policies and policy plans
- Individual zonings and conditions
- Register of approved departures and consent uses
- Documentation relating to town planning applications

LAND

- Property records only to owners of land if available
- Details of municipal owned land

ORGANISATIONAL STRUCTURE

See Annexure B

FILES KEPT BY THE MUNICIPALITY:

LIST OF MAIN SERIES

1. LEGISLATION
2. ORGANISATION AND CONTROL
3. OWN COUNCIL AND COUNCIL MATTERS
4. STAFF
5. FINANCE
6. DOMESTIC SUPPLIES AND SERVICES
7. BUILDINGS AND LAND
8. TENDERS, QUOTATIONS AND CONTRACTS
9. REPORTS AND RETURNS
10. PUBLICITY AND INFORMATION
11. FESTIVALS AND SOCIAL MATTERS
12. COMPOSITION AND MEETINGS OF BODIES AND OTHER GATHERINGS
13. LEGAL MATTERS
14. LICENCES AND PERMITS
15. TOWN PLANNING AND CONTROL
16. ESSENTIAL SERVICES
17. COMMUNITY SERVICES

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. *Proof of identity must be attached by the requester.*
2. *If requests made on behalf of another person, proof of such authorisation, must be attached to this form.*

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

- Request is made in my own name
 Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile: <input style="width: 80px;" type="text"/>
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable)</i> :			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		

PARTICULARS OF RECORD REQUESTED

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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

Description of record or relevant part of the record:	
Reference number, if available	
Any further particulars of record	

TYPE OF RECORD
(Mark the applicable box with an "X")

Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <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>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(State Rank, Name And Surname of Information Officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

INTERNAL APPEAL FORM**FORM 4**

[Regulation 9]

Reference Number:

PARTICULARS OF PUBLIC BODY				
Name of Public Body				
Name and Surname of Information Officer:				
PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL				
Full Names				
Identity Number				
Postal Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			
E-Mail Address				
Is the internal appeal lodged on behalf of another person?		Yes		No
If answer is "yes", capacity in which an internal appeal on behalf of another person is lodged: <i>(Proof of the capacity in which appeal is lodged, if applicable, must be attached.)</i>				
PARTICULARS OF PERSON ON WHOSE BEHALF THE INTERNAL APPEAL IS LODGED <i>(If lodged by a third party)</i>				
Full Names				
Identity Number				
Postal Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			
E-Mail Address				

DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED
(mark the appropriate box with an "X")

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	

GROUNDS FOR APPEAL

(If the provided space is inadequate, please continue on a separate page and attach it to this form. all the additional pages must be signed)

State the grounds on which the internal appeal is based:	
State any other information that may be relevant in considering the appeal:	

You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Appellant/Third party

OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received by: <i>(state rank, name and surname of Information Officer)</i>							
Date received:							
Appeal accompanied by the reasons for the 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:			<table border="1"> <tr> <td>Yes</td> <td></td> </tr> <tr> <td>No</td> <td></td> </tr> </table>	Yes		No	
Yes							
No							
OUTCOME OF APPEAL							
Refusal of request for access. Confirmed?	Yes		New decision <i>(if not confirmed)</i>				
	No						
Fees (Sec 22). Confirmed?	Yes		New decision <i>(if not confirmed)</i>				
	No						
Extension (Sec 26(1)). Confirmed?	Yes		New decision <i>(if not confirmed)</i>				
	No						
Access (Sec 29(3)). Confirmed?	Yes		New decision <i>(if not confirmed)</i>				
	No						
Request for access granted. Confirmed?	Yes		New decision <i>(if not confirmed)</i>				
	No						

Signed at _____ this _____ day of _____ 20 _____

Relevant Authority

FEES PAYABLE

(In terms of Regulation 757 dated 27 August 2021)

Item	Description	Amount
1.	The request fee payable by every requester.	R100.00
2.	Photocopy of A4-size page.	R1.50 per page or part thereof
3.	Printed copy of A4-size page.	R1.50 per page or part thereof
4.	For a copy in a computer-readable form on:	
	(i) Flash drive (to be provided by requestor)	R40.00
	(ii) Compact disc	
	• If provided by requestor	R40.00
	• If provided to the requestor	R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced.
6.	Copy of visual images.	Will depend on quotation from Service Provider.
7.	Transcription of an audio record, per A4-size page.	R24.00
8.	Copy of an audio record on:	
	(i) Flash drive (to be provided by requestor)	R40.00
	(ii) Compact disc	
	• If provided by requestor	R40.00
	• If provided to the requestor	R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
	To not exceed a total cost of	R300.00
10.	Deposit: If search exceeds 6 hours.	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer.	Actual expense, if any.