



# ACCESS TO INFORMATION MANUAL

*(IN TERMS OF SECTION 14 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT 2 OF 2000)*

*The Information Manager (Municipal Manager)  
Senqu Local Municipality  
19 Murray Street  
Lady Grey  
Telephone (051) 603 1300  
Facsimile (051) 603 0445  
Website: [www.senqu.gov.za](http://www.senqu.gov.za)*

## **PREFACE**

The Promotion of Access to Information Act 2 of 2000 gives effect to the public's right to information from public and private bodies as contained in section 32 of the Constitution and to advance and increasingly focus on the development of good corporate governance.

**Senqu Local Municipality recognizes and is committed to fulfilling its constitutional obligations to, inter alia –**

- foster a culture of transparency and accountability in its affairs by giving effect to the right of access to information;
- actively promote and create an enabling environment in which requesters have effective access to information;
- put such necessary measures in place to render it as accessible as reasonably possible for requesters of its records.

**Bearing in mind –**

that the right of access to any information held by the Municipality may be limited to the extent that the limitations are reasonable and justifiable in an open and democratic environment based on human dignity, equality and freedom as contemplated in Section 36 of the Constitution and also in terms of the Promotion of Access to Information Act.

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## 1. DEFINITIONS

**For the purpose of this document the following are meaning of words or phrases as they appear in the document:**

**Information Officer**, means the Municipal Manager appointed in terms of Section 82 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998)

**Deputy Information Officer**, means the official appointed by the Municipal Manager in terms of the Act to assist with the implementation of the Information Manual

**The Act**, means Promotion of Access to Information Act, 2000 (Act No 2 of 2000) [PAIA]

**The Public Body**, means the Senqu Local Municipality

**Third Parties**, means other bodies or institutions who do business with the municipality and who might have information for access by the public residing with the municipality

## 2. PURPOSE OF THE MANUAL

### 2.1 Legislative Background

Section 32(1)(a), (b) and (2) of the Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996) provides for the following:

- (1) Everyone has the right of access to –
  - (a) any information held by the state; and
  - (b) any information that is held by another person and that is required for the exercise or protection of any rights.
- (2) National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the state.

The Promotion of Access to Information Act, 2000 (Act No 2 of 2000) was assented to on 03 February 2000 to give effect to Section 32 of the Constitution, that is giving effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. Where a request is made in terms of this Act, the private or public body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information must not be released. The Act sets out the requisite procedural issues attached to such request.

### 2.2 Objectives of the Manual

This manual is intended to foster a culture of transparency and accountability within the Senqu Local Municipality, by giving effect to the right to information that is required for the exercise or protection of any

right and to actively promote a society in which the people of Senqu in particular and or South Africa in general have effective access to information to enable them to more fully exercise and protect their rights.

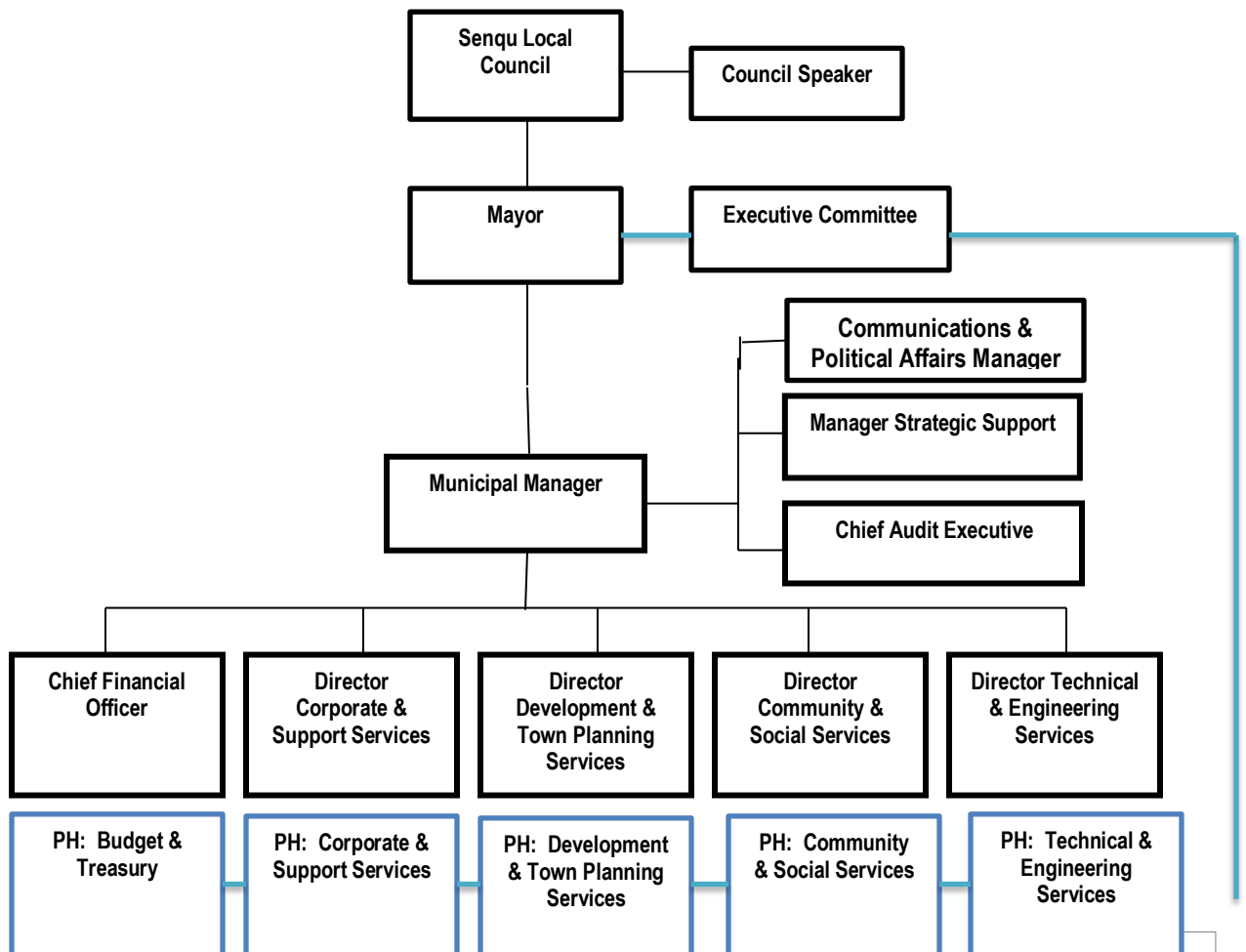
Section 9 of the Act, however, recognizes that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including but not limited to –

- ≈ Limitations aimed at the reasonable protection or privacy;
- ≈ Commercial confidentiality; and
- ≈ Effective, efficient and good governance; and
- ≈ In a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

### 3. THE STRUCTURE AND FUNCTIONS OF THE SENQU MUNICIPALITY

#### 3.1 Organisational Structure

Local government is functioning in a consistently changing environment and therefore its structures and services may change. Council's vision, goals and strategic priorities are continuously reviewed and the relevant current structures are aligned with the new strategic direction. The current organisational structure is set out as follows, up to the second reporting level.



### **3.2 Functions of the Municipality**

The Senqu Local Municipality is a category B Municipality in the Joe Gqabi District. The powers and functions of the municipality are outlined in Schedules 4B and 5B of the Constitution. Section 83(1) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) further outlines the functions and powers of the local municipalities.

Other functions and powers are determined by the MEC for Local Government & Traditional Affairs through adjustment of these between the District and the Local Municipality in terms of Section 85 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)

The following functions and associated services are performed by the Senqu Local Municipality:

#### **Municipal Managers Office**

**Municipal Manager: Mxolisi Maxson Yawa**

Telephone: (051) 603 1300/1308

Facsimile: (051) 603 0445

Email Address: [yawam@senqu.gov.za](mailto:yawam@senqu.gov.za)

**Manager Strategic Support: Tanya van Zyl**

Telephone: (051) 603 1307/1403

Email Address: [vanzytl@senqu.gov.za](mailto:vanzytl@senqu.gov.za)

**Senior internal Auditor: Thembaletu Makhwelanga**

The Internal Audit Unit of the municipality provides the municipality with the assurance that risks are managed efficiently and effectively.

Telephone: (051) 603 1317

Email Address: [makhwelangat@senqu.gov.za](mailto:makhwelangat@senqu.gov.za)

#### **Contact Details of Political Office Bearers (Full time Councillors)**

**Council Speaker**

Senqu Local Municipality

19 Murray Street

Lady Grey

Telephone: (051) 603 1300/1312

Facsimile: (051) 603 0445

Email Address: [stokwev@gmail.com](mailto:stokwev@gmail.com)

**Mayor**

Senqu Local Municipality

19 Murray Street

Lady Grey

Telephone: (051) 603 1300/1314  
Facsimile: (051) 603 0445  
Email Address: [mposelwan@senqu.gov.za](mailto:mposelwan@senqu.gov.za)

## **Budget & Treasury Office**

### **Chief Financial Officer – Kennith Avner Fourie**

- Income and revenue management
- Expenditure management and control
- Budget and budgetary matters
- Supply chain management
- eNatis

Telephone: (051) 603 1320  
Email Address: [fouriek@senqu.gov.za](mailto:fouriek@senqu.gov.za)

## **Corporate and Support Services**

### **Director Corporate and Support Services – Toto Eddie Wonga**

- Human resources management including skills development, personnel administration, organisational design, employee relations, employee wellness and occupational health and safety services
- Administration services including council secretariat, registry and archives services, and council buildings/assets
- Legal services
- Marketing
- International, national and Intergovernmental relations

Telephone: (051) 603 131316  
Email Address: [wongat@senqu.gov.za](mailto:wongat@senqu.gov.za)

## **Development & Town Planning Services**

### **Director Development & Town Planning Services – Palesa Lerato Bushula**

- Integrated development planning
- Performance management system
- Local economic development
- Tourism
- Housing and land use management
- Spatial planning

Telephone: (051) 603 1377  
Email Address: [bushulap@senqu.gov.za](mailto:bushulap@senqu.gov.za)

## **Community and Social Services**

### **Director Community Services - L. gologolo**

- Environmental Care (cleansing)
- Libraries
- Cemeteries
- Pounds and impounding
- Traffic Services
- Waste Management

Telephone: (051) 603 1376

Email Address: [gologolol@senqu.gov.za](mailto:gologolol@senqu.gov.za)

## **Technical and Engineering Services**

### **Director Technical Services - Robert Napier Crozier**

- Roads Construction, Maintenance and Public Works
- Storm water management
- Electricity distribution and street lighting
- Infrastructure Project management

Telephone: (051) 603 1449

Email Address: [crozierr@senqu.gov.za](mailto:crozierr@senqu.gov.za)

### **3.3 Contact details of information officer / deputy information officers**

Formal requests for access to information made in terms of the Act must be addressed to the information officer or deputy information officer.

#### **Mr. MM Yawa – The Municipal Manager (Information Officer)**

Physical Address: Senqu Main Building  
19 Murray Street  
Lady Grey  
9755

Postal address: Private Bag X03  
Lady Grey  
9755

Tel: 051 603 1300/1308  
Fax: 051 603 0445  
Email: [yawam@senqu.gov.za](mailto:yawam@senqu.gov.za)



**Mrs. T van Zyl – Manager Strategic Support (Deputy Information Officer)**

Physical Address: Senqu Main Building  
19 Murray Street  
Lady Grey  
9755

Postal address: Private Bag X03  
Lady Grey  
9755

Tel: 051 603 1300/1307  
Fax: 051 603 0445  
Email: [vanzylt@senqu.gov.za](mailto:vanzylt@senqu.gov.za)

**Website Address**

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

## **4. THE GUIDE ON HOW TO USE THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (Act No 2 of 2000)**

In terms of Section 10 of the Promotion of Access to Information Act, the Human Rights Commission must compile a guide to assist users in the interpretation of the Act. The guide contains a description of the objects of the Act, the contact details of the information officers of all the public bodies, particulars of the public bodies, the manner of access to the records of those public bodies and the remedies available in law regarding a breach of any of the provisions of the Act. Below are the details of the South African Human Rights Commission:

The South African Human Rights Commission  
PAIA Unit (The Research & Documentation Department)  
Private Bag X 2700  
Houghton, 2041

Telephone: (011) 484 8300  
Facsimile: (011) 484 1360

Website Address: [www.sahrc.org.za](http://www.sahrc.org.za)  
Email Address: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

## **5. ACCESS TO RECORDS HELD BY THE SENQU LOCAL MUNICIPALITY**

### **5.1 AUTOMATIC/VOLUNTARY DISCLOSURE**

Annexure A describes the categories of Senqu's records which are automatically available without a person having to request access in terms of the Act.

## 5.2 DESCRIPTION OF SUBJECTS AND CATEGORIES OF RECORDS HELD BY SENQU LOCAL MUNICIPALITY

“Records” of Senqu Local 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 B gives a description of the subjects on which the Senqu Local Municipality holds records as well as the categories of records held on each subject.

## 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
- If 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, as attached as Annexure C and forwarded to:

### **The Information Officer or the Deputy Information Officer**

Private Bag X03

Lady Grey

9755

Tel: 051 603 1300/1308

Fax: 051 603 0445

Email: [yawam@senqu.gov.za](mailto:yawam@senqu.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 Senqu Local Municipality.
- The application form must be accompanied by the prescribed request fee (For fees, see fees payable).
- If a person requests access in a particular form, the requester should be given access in the required manner, unless doing so would interfere unreasonably with the running of the office, would damage the record, or infringe a copyright.
- 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 a 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.
- When a requester is unable to read or write or has a disability, the request may be made orally. In such a case, the information officer/deputy information officer must complete the form on behalf of the requester.

### **Fees payable**

- In terms of the Act, two types of fees must be paid, namely a request fee and an access fee.
- A requester who seeks access to a record containing personal information about that requester, is not required to pay a request fee. All other requesters must pay the relevant request fee.
- The information officer / deputy information officer will advise the requester on paying the prescribed fee before further processing the request.
- The request fee payable is R35 (thirty five rand). The requester may lodge an internal appeal or an application to the court against payment of the request fee.

### **Decision and notice**

- The requester will be notified within 30 (thirty) days of receipt of the request of the information officer / deputy information officer's decision in this respect, unless the period for dealing with the request has been extended.
- According to Section 26 the Information Officer may extend the period of 30 days by a further period not exceeding 30 days if –
  - The request is for a large number of records or requires a search through a large number of records;
  - The request requires a search for records located in a different office of the municipality (Sterkspruit, Barkly East, Rhodes, Rossouw) or in the other buildings of the municipality;
  - Consultation between the departments and offices of the municipality or with another public body such as the district municipality or a provincial or national department;
  - More than one of the circumstances contemplated in paragraphs (a), (b) and (c) in respect of the request making compliance with the original period not reasonable possible; or
  - The requestor consents in writing to the extension
- If the request is granted, a further access fee must be paid for the search, preparation and reproduction of the record where applicable. See Annexure D for Fees Payable
- The requester will be given the required information, if available, within a reasonable time upon receipt of the application form and prescribed fee.

### **Transfer of requests**

- If a request for access is made in respect of information which is not in the possession of Senqu Local Municipality, or if the information is more closely connected to another public body, the request will be transferred within 14 (fourteen) days upon receipt of the request to the other body/institution/organisation who could provide the information.

### **Records not found / do not exist**

- In cases where records cannot be found or do not exist and all reasonable steps have been taken to find the requested record, the information officer will by means of an affidavit/affirmation inform the requester accordingly, providing 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**

Remedies are available if the Senqu Local Municipality does not comply with the provisions of the Act. A requester may lodge an internal appeal with the Senqu Local Municipality against a decision of the information officer or deputy information officer if:

- A request for access is refused.
- The fees charged are unacceptable.
- The period within which a decision about access to a record must be made, is extended.
- Access to a record is not provided in the form requested, e.g. electronic copy instead of a print copy.

A third party may lodge an internal appeal with the Senqu Local Municipality against a decision by the information officer or deputy information officer to disclose information relating to the third party.

### **Appeal procedure**

- An internal appeal must be lodged on the prescribed form B as per Annexure E:
  - 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 was 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 or deputy 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 be accompanied by the prescribed appeal fee, if applicable.
- Must specify a postal address, fax number or e-mail address.
- The information officer or deputy 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 or deputy information officer has been exhausted.

## **6. ARRANGEMENTS ALLOWING FOR PUBLIC PARTICIPATION**

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

Segments of the public engaged in public participation are e.g. individuals, sporting/social groups, religious organisations, small, medium and micro enterprises (SMMEs), community-based organisations (CBOs), non-governmental organisations (NGOs), sector-based forums, area-based forums, businesses, civic/ratepayer associations.

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

- Distribution of documents in public places for comment
- Surveys
- Newspaper advertisements
- Formal public hearings
- Public meetings
- Development of a public participation structure

## **7. UPDATING AND AVAILABILITY OF THE SECTION 14 MANUAL**

### **Updating**

The manual will be published in the Government Gazette and will be updated, if necessary, once a year.

### **Availability**

The manual is available at any of the offices listed below and may be viewed free of charge.

All Senqu Municipal offices  
All public libraries  
All cash offices

**website:** [www.senqu.gov.za](http://www.senqu.gov.za)

### **The Human Rights Commission**

PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
Houghton  
2041  
Tel: 011 484 8300  
Fax: 011 484 1360

## **8. CONCLUSION**

The Senqu Local Municipality is guided by values such as openness, accountability and transparency in its vision towards transparency and good governance. The application of these values re-enforces the Municipality's commitment to comply with the provisions of the Act. As the Municipality strives to be accessible and render itself as accessible as reasonably possible for requesters of its records, a deputy information officer have been appointed to assist requesters to exercise their rights in terms of the Act.

## **9. DISCLAIMER**

The Senqu Local Municipality's Promotion of Access to Information Manual does not purport to be exhaustive of or to comprehensively deal with every procedure provided for in the Act. A requester is advised to familiarize him/her/itself with the provisions of the Act before lodging any request with the Municipality.

## **10. AUTHENTICATION**

The Access to Information Manual was adopted by Council on 29 May 2019 as per council resolution no: 036/SCM/19

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**MM YAWA**  
**MUNICIPAL MANAGER**

ANNEXURE A

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
Integrated Development Plan	Website
Municipal Budget	Website
Municipal Bylaws	Website
Municipal Finance Policies	Website
Legislation applicable to Municipalities	Website
Workplace Skills Plan	Website
Employment Equity Returns to the Department of Labour	Website
Annual Training Plan	Website
Personnel records available to the employee whose file it is	Website
Records of the disciplinary hearings and related matters are available to the employee concerned	Website
Code of conduct for employees and Councillors	Website
Municipal Valuation Roll	Website
Spatial Development Framework	Website
Minutes of Council Meetings	Website
Delegation Framework	Website
<b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
<b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
<b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</b>	
Municipal newsletters and Flyers	

**ANNEXURE B**

**SUBJECTS AND CATEGORIES OF RECORDS KEPT BY THE SENQU MUNICIPALITY**

**LEGISLATION**

Municipal By-Laws

**ORGANISATION AND CONTROL**

Organisational development

Delegation of authority

Service delivery

Records control

Internal audit

Customer relations management

**COUNCIL AND COUNCILLOR MATTERS**

Composition of Council, EXCO, Standing committees and sub-committees

Representation on bodies

Meetings of Council, committees and sub-committees

Matters concerning councillors

**FINANCE**

Financial statements

Municipal Budget

Interdepartmental recoveries and recharges

Property valuations

Property rates

Loans

Funding and subsidies received

Own funds

Tariffs, fees, charges, fines and deposits

Credit facilities

List of creditors and debtors

Salary information

Bank account information

Fixed asset register

Financial assistance

Bookkeeping and banking

Investments

Transactional records

Tax records

Petty cash

Value-added tax (VAT)

Reports and returns

Accounting records

Levies

Cashier's float



Financial sustainability  
Implementation of MSCOA project

## **STAFF**

Organisational structure  
Conditions of service  
Recruitment and appointments, appeals and freezing/unfreezing  
Terminations and severances  
Staff movements  
Job evaluation and appeals  
Staff files  
Collective agreements  
Remuneration  
Staff benefits  
Labour relations  
Staff control  
Employee Assistance  
Statistics  
Standby duties  
Staff restructuring  
Employment Equity records  
Internal policies & procedures  
Disciplinary records

## **TRAINING AND DEVELOPMENT**

Skills development plan  
Training needs assessment  
Personal development Plans  
Capacity building  
Statistics  
Career path development  
Staff training  
Councillor training  
Workshops and information sessions, congresses and seminars

## **OCCUPATIONAL HEALTH & SAFETY SERVICES**

Occupational risk management and health and safety

## **PROCUREMENT SERVICES**

Procurement policies  
Supplier list  
Supplier agreements and service level agreements  
Tenders and contracts  
Quotations  
Guarantees

## **INFORMATION TECHNOLOGY**

Licences

Security measures  
Support  
Application and operating systems  
Internet  
Projects and investigations  
Intranet

## **PUBLICITY AND INFORMATION**

Press releases  
Radio and television interviews  
Newsletters and notices  
Public participation and hearings  
Own publications  
Complaints and enquiries  
History of Council  
Awareness campaigns  
Public relations and communication

## **BUILDINGS AND PROPERTY TRANSACTIONS**

Investigation into sale of buildings and land  
Asset control and management  
Lease agreements  
Municipal properties  
Repairs & Maintenance  
Property records

## **LEGAL MATTERS**

Legal opinions and court decisions  
Contraventions and complaints  
Internal appeal decisions

## **LICENCES AND PERMITS**

Licenses  
Permits, certificates and concessions

## **PLANNING & BUILDING DEVELOPMENT MANAGEMENT**

Zoning schemes  
Forward planning  
Planning approvals  
Land use management and township control  
Naming of streets  
Building plan approval  
Control of advertising  
Enforcement: land use and building control  
Spatial planning  
Investigation into purchase of land  
Buildings

Land

Geographic information systems (GIS)

## **ECONOMIC PLANNING AND DEVELOPMENT**

Statistics

Main economic sectors

Employment/Job creation

Small, medium and micro enterprises (SMMEs)

Local economic development

LED strategy

## **GOVERNANCE & COMPLIANCE**

Municipal Strategic Plan

Municipal Scorecard

Annual Report

Performance Management System

Employee performance contracts

Service delivery and budget implementation plans

## **TRAFFIC ENGINEERING AND TRANSPORTATION PLANNING**

Traffic management systems

Road accidents

Traffic signs and road markings

Parking

## **ENVIRONMENTAL MANAGEMENT**

Integrated environmental impact assessment (EIA) studies and programmes

Sustainable environment

Environmental education and awareness

Environmental communication and promotion

Municipal open space

Matters affecting the environment

Conservation of built environment

Cultural and heritage studies

## **ROADS**

Reports

Road construction

Storm Water construction

Road maintenance

Storm water repairs

Management of roads

Footways, sidewalks and kerbs

Access driveways

Bridges, subways and level crossings

Intersections

wayleaves

Road access  
Servitudes

### **CLEANSING SERVICES RENDERED**

Reports  
Statistics  
Special projects  
Refuse removals  
Supply of refuse bins, bags and tidy tips  
Street and area cleansing  
River cleansing  
Cleaning of storm water drains  
Mobile toilets  
Refuse disposal  
Recycling

### **ELECTRICITY**

Reports  
Purchase of electricity  
Metering  
Service connections  
Distribution of electricity (MV & LV)  
Installation of electricity  
Street lighting  
Compliance with NRS

### **PROJECT MANAGEMENT**

Reports  
Municipal infrastructure grant  
Project management  
Infrastructure  
INEP  
EPWP

### **CEMETERIES AND CREMATORIA**

Reports and returns  
Cemeteries  
Pauper burials

### **MARKETS AND TRADING SERVICES**

Statistics and schedules  
Hawking and trading activities

### **PROTECTION SERVICES**

Traffic control and enforcement

### **HOUSING**

- Planning and provision
- Income of housing beneficiaries and prospective buyers
- Inspection tours of housing schemes
- Waiting list and allocations
- Liaison and role of housing associations and companies
- Repossession of homes
- Housing for very poor and indigent
- Informal settlements
- Housing projects
- Statistics

### **LIBRARY SERVICES**

- Acquisition of library materials in different formats
- Interlibrary loans
- Maintenance of library buildings
- Usage of library buildings
- Security in respect of library material
- Provision of facilities in libraries
- Computerised library system
- Reports and returns
- Donations
- Operational hours

### **PARKS, GARDENS, PUBLIC OPEN SPACES AND HORTICULTURAL MATTERS**

- Parks, public open spaces and gardens
- Nurseries, horticultural matters and landscaping
- Caravan parks, camping sites and braai areas
- Pavilions, tea rooms, kiosks and restaurants
- Public ablution facilities

### **MUSEUMS, MONUMENTS, MEMORABALIA AND WORKS OF ART**

- Museums, monuments, memorials, plaques and other heritages, works of art, bequests offered/entrusted to Council

### **COMMUNITY DEVELOPMENT AND SOCIAL WELFARE**

- Community liaison
- Reconstruction and development programme (RDP)
- Social development plan
- Strategies and services
- Community development projects
- Investigation in respect of services in previously disadvantaged areas
- Database in respect of community organisations

### **CONTROLLING OF ANIMALS**

- Pounds
- Liaison with animal rescue organisations
- Management of animals

**ANNEXURE C**

**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

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

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:

## Access to Information Manual for Senqu Municipality

<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>			
1. If the record is in written or printed form:			
	copy of record*		inspection of record
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc:			
	view the images		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
	printed copy of record'		copy in computer readable form* (stiffy or compact disc)
<p>*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p> <p><b>Postage is payable.</b></p>			YES
			NO
<p>Note that <i>if</i> the record is not available in the language you prefer, access may <i>be granted</i> in the language in <i>which</i> the record is available.</p>			
In which language would you prefer the record?			

### G. Notice of decision regarding request for access

You will be notified 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 1 PERSON ON  
WHOSE BEHALF REQUEST IS MADE



**ANNEXURE D**

**FEES PAYABLE**

(In terms of Regulation 187 dated 15 February 2002)

<b>NO.</b>	<b>CONTENT</b>	<b>FEE</b>
1.	Request fee payable by every requester, other than a personal requester	R35,00
1	Photocopy or reproduction of an A4 size page or part thereof	R 0,60
2	Printed copy of an A4 size page or part thereof held on a computer or in electronic or machine-readable form	R 0,40
3	Copy in a computer-readable form on: Memory stick Compact disc	R5,00 R40,00
4	Transcription of visual images for an A4 size page or part thereof	R22,00
5	Copy of visual images	R60,00
6	Transcription of an audio record, for an A4 size page or part thereof	R12,00
7	Copy of an audio record	R17,00

To search for and prepare the record for disclosure, R15 for each hour or part of an hour, excluding the first hour reasonably required for search and preparation.

For purposes 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.

The actual postage is payable when a copy of a record must be posted to a requester.

NB: If the information officer believes that the research and preparation of the record will require more than six hours, he/she may notify the requester (excluding personal requester) to pay a deposit of one third of the access fee.

**ANNEXURE E**

**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:

Senqu Main Building

19 Murray Street

Lady Grey

9755

[vanzylt@senqu.gov.za](mailto:vanzylt@senqu.gov.za)

**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(l) 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

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):