

## LANGEBERG MUNICIPALITY

### PROMOTION OF ACCESS TO INFORMATION MANUAL

#### **1. INTRODUCTION**

This Manual has been compiled in terms of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000) with the object to give effect to the constitutional right of access to information and applies to all records of the Municipality as defined in the Act.

#### **2. DESCRIPTION OF THE MUNICIPALITY'S STRUCTURE**

Langeberg Municipality is an organ of state within the local sphere of government and was established in terms of Notice No P.N./491 dated 22 September 2000.

The structure of the Municipality consists of a political and administrative structure.

The political structure comprises of the council and various committees of which the executive committee is the principle committee. The Speaker presides at meetings of the council and performs the duties and exercises the powers referred to in the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998). The Mayor presides at meetings of the executive committee and performs the duties, including any ceremonial functions, and exercises the powers delegated by the council or the executive committee.

The administrative structure comprises of the Municipal Manager appointed in terms of Section 82 of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998) and a staff establishment consisting of the following departments:

1. Administration, Personnel, Legal matters and property administration
2. Finances
3. Traffic and Disaster Management
4. Planning and Economical Development
5. Civil Engineering Services
6. Electrical Engineering Services
7. Housing
8. Environmental Management and Recreation
9. IDP

#### **3. DESCRIPTION OF THE MUNICIPALITY'S FUNCTIONS**

The Municipality has legislative and executive authority in respect of the powers and functions as conferred on it in terms of the Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996) and other appropriate legislation.

The core functions and powers of the Municipality include the following:

Air Pollution  
Building regulations  
Child care facilities  
Electricity  
Local tourism  
Municipal airports  
Planning  
Municipal health  
Municipal public works  
Storm water management  
Water and sanitation  
Cleansing  
Control of public nuisances  
Fencing and fences  
Licensing and control of undertakings that sell food to the public  
Local amenities  
Municipal abattoirs  
Municipal parks and recreation  
Municipal roads  
Pounds  
Public places  
Refuse removal, refuse dumps and solid waste disposal  
Street trading  
Street lighting  
Traffic and parking  
Local cemeteries

The Municipality finances its functions and powers by the levying of rates and taxes on property, charging fees for services and imposing surcharges.

#### 4. GUIDE TO BE DEVELOPED BY THE HUMAN RIGHTS COMMISSION

The Human Rights Commission, established in section 181 (b) of the Constitution of the Republic of South Africa Act, 1996 (Act 108 of 1996), will in due course in accordance with section 10 of the abovementioned Act, compile a guide containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. This guide must be published within 18 months of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000) going into effect. If a person wishes to obtain further information, he or she should contact:

Human Rights Commission  
132 Adderley Street  
CAPE TOWN  
8000

Telephone Number : 021-426 2277  
Fax Number : 021-426 2875

#### 5. DETAILS OF THE INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS

The contact details of the Information Officer and Deputy Information Officers are listed below:

INFORMATION OFFICER: DP LUBBE  
MUNICIPAL MANAGER

Street address: 28 Main Road  
ASHTON  
6715

Postal Address Private Bag X2  
ASHTON  
6715

Telephone Number (023) 615 8000  
Fax Number (023) 615 1563  
Electronic mail address [admin@langeberg.gov.za](mailto:admin@langeberg.gov.za)

DEPUTY INFORMATION OFFICER: A W J EVERSON  
DIRECTOR CORPORATE SERVICES

Street address: 28 Main Road  
ASHTON  
6715

Postal Address Private Bag X2  
ASHTON  
6715

Telephone Number (023) 615 8000  
Fax Number (023) 615 1563  
Electronic mail address [admin@langeberg.gov.za](mailto:admin@langeberg.gov.za)

#### 6. DESCRIPTION OF RECORDS HELD BY THE LANGEBERG MUNICIPALITY

##### 6.1 LEGISLATION

Policy  
Parliamentary legislation  
Provincial legislation  
Council Regulations  
Council by-laws

## 6.2 ORGANIZATION AND CONTROL

- Policy
- Functions
- Survey: expansion requirements and system investigation
- Creating of new departments/offices
- Planning and procedure
- Delegation of power
- Office instructions
- Record control
- Privatization
- Grading of Local Government
- Meetings: Heads of departments

## 6.3 COUNCIL AND COUNCIL MATTERS

- Policy
- Election
- Meetings
- Member Affairs

## 6.4 PERSONNEL

- Job control
- Determination of service conditions
- Vacancies and appointments
- Training and qualifications
- Financial
- Retirement and resignation
- Staff control / administration
- Personnel evaluation
- Staff returns and statistics
- Labour relations
- Productivity

## 6.5 FINANCE

- Budget
- Assessments
- Tax
- Loans
- Tariffs
- Subsidies received
- Deposits
- Funds and levies
- Investments
- Claims
- Settlement of accounts
- Grants and pension funds: Councillors
- Collection of money
- Insurance
- Accountable responsibility
- Financial assistance by Council to the public
- Reports and returns
- VAT
- Outside pay points

## 6.6 DOMESTIC SUPPLIES AND SERVICES

- Domestic supplies
  - Acquisition and maintenance
  - Determination of obsolete stock
- Domestic services
  - Transport
  - Communication
  - Translation services

Security services

- 6.7 GROUNDS AND BUILDINGS
  - Buildings
    - Obtaining of Alienation
  - Grounds
    - Obtaining of Alienation
- 6.8 TENDERS, QUOTATIONS AND CONTRACTS
  - Main files
  - Specific tenders and quotations
  - Specific contracts
- 6.9 REPORTS AND RETURNS
  - Policy
  - Reports
    - Annual reports from Council
  - Returns
    - Monthly returns
- 6.10 PUBLICITY AND INFORMATION
  - Own publicity and information
  - Publicity by private persons and bodies
  - Information: other organizations
- 6.11 FESTIVALS AND SOCIAL INTERACTION
  - Main Files
  - Festivals
  - Social interaction
    - Own receptions and functions
    - Other receptions and functions
  - Awards of honour to members of public
- 6.12 COMPOSITION AND MEETINGS OF INSTITUTIONS AND OTHER BODIES
  - Policy
  - Agendas, minutes and policy rulings
    - National and Provincial
    - Regional
    - Local
- 6.13 LEGAL MATTERS
  - Policy
  - Opinions and judgements
  - Appointment of lawyers
  - Claims
  - Prosecution
- 6.14 LICENSES AND PERMITS
  - Policy
  - Licenses
  - Permits

## 6.15 TOWN PLANNING AND BUILDING CONTROL

Policy  
 Municipal demarcation  
 Appointment of consulting town engineers  
 Register of consent use  
 Sinking of boreholes  
 Reservation of grounds  
 Geological surveys  
 Guidelines, structural and town planning schemes  
 Township plans  
 Establishment of townships  
 Control over housing development

## 6.16 ESSENTIAL SERVICES

Water  
 Electricity  
 Roads and streets  
 Sewerage  
 Sanitation  
 Cemeteries

## 6.17 COMMUNITY SERVICES

Health  
 Diseases and pests  
 Investigations  
 Education  
 Traffic control  
 Library services  
 Housing  
 Community halls, parks, gardens and open areas  
 Sport and recreation  
 Transport  
 Markets  
 Provision and running of fire rescue service  
 Abattoir  
 Pound  
 Welfare  
 Religion and churches  
 Museums and other monuments  
 Civil defense

**7. REQUEST PROCEDURE FOR ACCESS TO RECORDS**

7.1 If a member of the public wishes to make a request for access to a record of the Municipality in terms of the provision of the promotion of Access to Information Act, 2000 (Act 2 of 2000) a written request must be made to the Information Officer whose contact information is listed in Par 5 of this manual, on Form A as prescribed in Government Gazette No 22125 of 9 March 2002 (Government Notice No R 223) which is included in this manual as Annexure A.

A person who is illiterate or otherwise unable to make a request for access to a record because of a disability may make an oral request. The Information Officer or the Deputy Information Officer must assist the requester with putting the request to the requester. The Information Officer must also assist a person who requires reasonable assistance free of charge.

The requester must state the language in which he wishes to obtain the record. If the record is not available in the language preferred by the requester, access may be granted in the language in which the record is available.

The application should provide enough information to enable the Information Officer to:

- i. identify the records requested (including a description of the record, a reference number and any further particulars on the record; and
- ii. the requester, including all contact information.

The information should also enable the Information Officer to identify the form of access required by the requester, for instance:

- Whether the requester wishes to make a copy of a written or printed record or inspect the record;
- whether the requester wishes to view or copy visual images which may be photographs, slides, video recordings, computer generated images or sketches or obtain a transcription of the images;
- Whether the requester wishes to listen to a soundtrack or obtain a written or printed transcription of the soundtrack.
- Whether the requester wishes to obtain a printed copy of a computer or an electronic or machine readable from derived from the aforesaid.

- 7.2 The application form must be accompanied by the prescribed search fee listed in Annexure C of this manual. A person who is seeking information about himself or herself does not have to pay the initial fee, while a requestor other than a personal requester has to pay an initial fee of R 35-00 for a record. All requesters, except those who are exempted in terms of section 22 (8) (a) of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000), must pay the required fees to obtain a record.
- 7.3 The requester will be given the required information, if available, within a reasonable time after receipt of the application form and prescribed fee.
- 7.4 The Information Officer may transfer a request where a record is not under the control or in the possession of the Municipality or where the subject matter is more closely connected with the functions of another public body or where the record contains commercial information in which another public body has a greater interest. The request will be transferred as soon as reasonably possible, but in any event within 14 days after the request is received. The Information Officer must notify the requester of the transfer as well as the reasons for the transfer and the period within which the request must be addressed.
- 7.5 If Information is no longer available or cannot be found and all reasonable steps have been taken to find such a record, the Information Officer must, by way of an affidavit of affirmation notify the requester accordingly.
- 7.6 Access may be deferred where a record is not yet available. The requester will be notified accordingly.
- 7.7 The Information Officer must decide within 30 days whether to grant the request. If access is granted, a notice must be send to the requester stating the following:
- i. that the access fee, if any, must be paid upon being granted access;
  - ii. the form in which access will be given; and
  - iii. that the requester may lodge an internal appeal with the Municipality or an application with a court against the access fee to be paid or the form in which access is to be granted.
- 7.8 If access is not granted to the record, the notice by the Information Officer or Deputy Information Officer must give adequate reasons for the refusal, excluding any reference to the content of the record and stating that the requester may lodge an internal appeal with the Municipality or application with a court against the refusal of the request and the procedure to lodge an internal appeal or application.
- 7.9 The Information Officer or a Deputy Information Officer may extend the period of 30 days in which to decide on the request if:
- if it is for a large number of records and compliance would unreasonably interfere with the activities of the Municipality;
  - requires a search of collection of records in an office not situated in the same town or city as the Information Officer and the Information Officer cannot reasonably be expected to complete the request within the initial 30 days;
  - consultations with other departments of the Municipality or with another public body are necessary or desirable and the Information Officer can not be reasonably be expected to complete the consultations within the initial 30 days;
  - or
  - the requester consents in writing to the extension.

If a period is extended, the Information Officer must within 30 days after the request is received, notify the requester of that extension and the reasons. The notice must state the period of extension as well as adequate reasons for the extensions. The notice must also state that the requester may lodge an application with a court against the extension and the procedure (including the period) for lodging the application.

## 8. DESCRIPTION OF SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE MUNICIPALITY AND ACCESSING SERVICES

The administrative structure is responsible for the management and administration of the Municipality and comprises of the Municipal Manager appointed in terms of Section 82 of the Municipal Structures Act, 1998 (Act No 117 of 1998) and a staff establishment consisting of the following departments.

1. Administration, Personnel, Legal matters and property administration
2. Finances
3. Traffic Disaster Management
4. Planning and Economical Development
5. Civil Engineering Services
6. Electrical Engineering Services
7. Housing
8. Environmental Management and Recreation
9. Health Services
10. IDP

Please note that all requests for access to information must go through the Information Officer, however, to provide information about services to the public, the under mentioned contact points are given.

A W J Everson	Director Corporate Services
Private Bag X2	
ASHTON	
6715	
Telephone Number	(023) 615 8000
Fax Number	(023) 615 1563
Electronic mail address	<a href="mailto:admin@langeberg.gov.za">admin@langeberg.gov.za</a>

## 9. ARRANGEMENT AND PROVISIONS FOR PERSONS TO MAKE REPRESENTATIONS, CONSULT OR OTHERWISE TO PARTICIPATE OR INFLUENCE THE FORMULATION OF POLICY OR THE EXERCISING OF POWERS OR PERFORMANCE OF DUTIES BY THE MUNICIPALITY.

The Municipality will give adequate public notice of any intention to formulate by-laws and policies on any matter which may affect the public. Written input or on such proposed policies or by-laws or regarding any other matter concerning the exercise of powers of performance of duties by die Municipality may be submitted to the Municipal Manager or the Mayor at the address set out in paragraph 5.

PR Councillors and Councillors representing the local Municipality;

- Public Affairs office;
- Recognition of CBO's, which bodies will be incorporated in planning processes such as the IDP etc;
- Budget process designed to encourage community participation;
- Community input to be obtained when setting performance targets (through the media)
- Public meeting when required
- Newsletters
- Annual report to community regarding the results achieved by die municipality
- Council Meetings that are open to the public
- Participation in the IDP process;
- Liaison with councillors
- Policies and By-laws for input by public
- Radio and Local Newspapers;

## 10. DISCRETIONARY REFUSAL OF ACCESS TO RECORDS

The Information Officer or Deputy Information officer has the discretion to refuse access of records where a request for access to information would involve disclosure of:

- a. information supplied in confidence by a third party, the disclosure of which could reasonably expected to cause prejudice
- b. information, the disclosure of which would be likely to impair the security of a building, structure or system, which may be a computer system, means of transport or any other property;
- c. information regarding methods, systems, plan or procedures for he protection of an individual in a witness protection scheme, the safety of the public or the security of property;
- d. a record containing the methods, techniques or guidelines for the prevention, detection, curtailment or investigation of a contravention or possible contravention of law or prosecution of an alleged offender;
- e. a record on the prosecution of an alleged offender where disclosure of the record could reasonably be expected to impede the prosecution or result in a miscarriage of justice;

- f. a record, the disclosure of which could reasonably be expected to:
- g. prejudice the investigation of a contravention or possible contravention of the law;
- h. reveal or enable a person to identify a confidential source of information related to the enforcement or administration of the law;
- i. result in the intimidation or coercion of a witness or a person who may be called as a witness in criminal or other proceedings to enforce the law;
- j. of a contravention of the law; or
- k. prejudice or impair the fairness of a trial or the impartiality of adjudication
- l. information, the disclosure of which could cause prejudice to the defense, security of international relations of the Republic of South Africa
- m. information, the disclosure of which is likely to materially jeopardize the economic or financial interests of the Republic of South Africa or the ability of the government to manage the economy of the Republic of South Africa effectively;
- n. Information, which contains trade secrets of the state or a public body or could put a public body at a disadvantage in a contractual or other relations or prejudice a public body in commercial competition.
- o. information which contains financial, commercial, scientific or technical information, other than trade secrets, the disclosure of which would be likely to cause harm to the commercial or financial interests of the state or a public body;
- p. information which is a computer program, defined in the Copyright Act, 1978 (Act No 98 of 1978), owned by the state or a public body;
- q. information about research being carried out or likely to be carried out by or on behalf of a third party, the disclosure of which would be likely to expose a public body, person carrying out the research or subject matter of the research to serious disadvantage; or
- r. information about a record of a public body which contains an opinion, advice, report or recommendation obtained or prepared or an account of a consultation, discussion, deliberation or minutes of a meeting on the formulation of a policy or taking a decision in the exercise of a power or performance of a duty conferred by law if disclosure could reasonably be expected to frustrate the deliberative process or success of the policy.

## 11. MANDATORY REFUSAL OF A REQUEST FOR ACCESS TO A RECORD

The Information Officer must refuse access to a record where a request for access to information would involve the unreasonable disclosure of personal information or trade secrets about a third party (including a deceased individual) or any information, other than trade secrets, that can cause harm to the commercial or financial interests of a third party.

Access must also be refused where a request for access to information would involve disclosure of information which is a computer program owned by a private body or where access to the record is prohibited in terms of Section 60 (14) of the Criminal Procedure Act, 1977 (Act No 51 of 1977) or where the information is privileged or where the information can endanger the life or safety of an individual or the protection of property.

The Information Officer must refuse access to a record where the information would involve the disclosure of information supplied in confidence by a third party and it can reasonably be expected to put the third party at a disadvantage in contractual or other negotiations. Where the information would be a breach of duty of a confidence owed to a third party or where the disclosure of information about research would expose the person or third party carrying out the research or the subject matter of the research causing serious disadvantage, access must be refused.

The Information Officer may refuse a request for access to a record if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the public body.

## 12. REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE MUNICIPALITY

If the Information Officer fails to give a decision on a request for access within 30 days, the Information Officer is deemed to have refused the request and the requestor may lodge an internal appeal with the Municipal Council. An internal appeal must be lodged in the prescribed form within 60 days in terms of section 75(1)(a)(i) of the Promotion of Information, Act 2 of 2000. See Annexure B.



A requester may lodge an internal appeal against a refusal of a request or a decision of the Information Officer.

- with respect to the prescribed fees, or the form of access;
- the extension of period to deal with a request;
- the form of access

A third party may lodge an internal appeal with the Municipal Council in terms of Section 72© Council against a decision by the Information Officer to disclose information.

A requester who has lodged an internal appeal and is not satisfied with the result may make an application for appropriate relief to a court, in terms of section 78 of the Promotion of Information, Act 2000(Act 2 of 2000), within 30 days of the decision on the internal appeal. A requester may not make an application to a court unless the requester has lodged an internal appeal.

### **13. MANNER OF AN INTERNAL APPEAL AND APPEAL FEES**

An internal appeal must be lodged on the prescribed form within a period of 60 days. If a notice to a third party is required, within 30 days after notice is given to the appellant of the decision to appeal, an internal appeal must be lodged. It must be posted, faxed or sent by electronic mail to the Information Officer. The subject matter must be identified and the reasons for appeal must be stated. If in addition to a written reply, the appellant wishes to be informed of the decision of the internal appeal in any other manner, he or she must state that manner and provide the necessary particulars to be so informed.

If applicable the prescribed appeal fee must accompany the form. Late appeals, upon good cause shown, can be allowed. The Information Officer must within 10 working days, for the decision concerned.

### **14. GENERAL INFORMATION**

The Information Officer or any Deputy Information Officer may be contacted for further information not contained in this manual. The Langeberg Municipality will if necessary update and publish this manual at least once a year.

### **15. COMMENCEMENT**

The date of commencement of this Manual is the publication date of the Government Gazette.

**ANNEXURE A**

**LANGEBERG MUNICIPALITY**

**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

(Article 18(1) of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000)

[Regulation 2)

<b><u>FOR DEPARTMENTAL/OFFICIAL USE ONLY</u></b>	
Reference number: .....	
Request received by:	
.....	
(state rank, name and surname of information officer/deputy information officer)	
on	at
.....	.....
(Date)	(Place)
Request fee (if any):	R.....
Deposit (if any)	R.....
Access fee:	R.....
<hr/> SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER	

**A Particulars of public body**

The Information Officer/Deputy Information Officer:  
 Langeberg Municipality  
 Private Bag X2  
 ASHTON  
 6715

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

(a)	The particulars of the person who request access to the record must be given below.
(b)	Furnish an address and/or fax number in the Republic to which the information must be sent.
(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 the 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 surnames.....

.....

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 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 therefore.

Reason for exemption from payment of fees:.....

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

**F. Form of access to a record:**

If you are prevented by a disability to read, view or listen to a record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.	
<b>Disability</b>	<b>Form in which record is required</b>

NOTES:

(a) Your indication as to be required form of access depends on the form in which the record is available.

(b) Access in the form requested may be refused in certain circumstances. In such 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.

*Mark the applicable box with an X*

**1. If the record is in written or printed form:**

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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**2. If the record consists of visual images (this includes photographs, slides video recordings, computer-generated images, sketches, etc.)**

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

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

<input type="checkbox"/>	listen to the soundtrack <i>(audio cassettes)</i>	<input type="checkbox"/>	transcription of soundtrack* <i>(written or printed document)</i>
--------------------------	--	--------------------------	--

**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 of compact disc)
--------------------------	-------------------------	--------------------------	--	--------------------------	---

<ul style="list-style-type: none"> <li>• If you requested a copy or transcript of a record (above), do you wish the copy or transcript to be posted to you? A postal fee is payable.</li> </ul>	Yes	No
---	-----	----

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record?  
.....

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

*You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at ..... this ..... day of ..... 20 .....

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



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 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:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

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

.....

.....

.....

F. Notice of decision on appeal

<i>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...</i>
---

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, 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**

.....  
**for LANGEBERG MUNICIPALITY**

**RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM LANGEBERG MUNICIPALITY ON**

.....  
**(DATE)**

## ANNEXURE C

**FEES PAYABLE IN TERMS OF THE INFORMATION ACT 2000**

\*\*\*\* All amounts mentioned in annexure C is exclusive of VAT and will be added thereto \*\*\*

1.	A copy of this manual is available on request	Cost of the copies
2.	Request fee, except for a personal requester requesting personal information	R35.00
3.	<u>Fees for reproduction:</u> Every photocopy of an A4-size or a part thereof	R0.60
	Every printed copy if an A4-size page or a part thereof is held on a computer or in electronic or machine-readable form	R0.40
	A copy in a compute-readable form on a Stiffy disc, or An Compact disc	R5.00 R40.00
	A transcription of visual images:for an A4 page or part thereof	R22.00
	For a copy of visual images	R60.00
	For a transcription of an audio record, for an A4-size page or part thereof	R12.00
	For a copy of an audio record	R17.00
4.	<u>Access Fees</u> (unless exempted under Section 22(8) of the Act.) Every photocopy of an A4-size page or a part thereof	R0.60
	Every printed copy if an A4-size page or a part thereof is held on a computer or in electronic or machine-readable form	R0.40
	A copy in a compute-readable form on a Stiffy disc, or An Compact disc	R5.00 R40.00
	A transcription of visual images:for an A4 page or part thereof	R22.00
	For a copy of visual images	R60.00
	For a transcription of an audio record, for an A4-size page or part thereof	R12.00
	For a copy of an audio record	R17.00
5.	To search for the record for disclosure – for each hour or part of an hour, excluding the first hour.	R15.00
6.	<u>Deposit.</u> A deposit is not required until six hours are exceeded in terms of paragraph 5. One-third of the access fee, listed in paragraph 4, is payable by the requester as a deposit.	
7.	<u>Postage</u> is payable by the requester when a copy of the record must be posted to the requester.	
8.	When an internal appeal is lodged, an appeal fee of R50.00 is payable.	

**Access to Records of Public Bodies****Chapter 3: Manner of Access****22. Fees****Exemption in terms of Section 22 (8) (a):**

- 8) The Minister may, by notice in the Gazette--
- exempt any person or category of persons from paying any fee referred to in this section;
  - determine that any fee referred to in this section is not to exceed a certain maximum amount;
  - determine the manner in which any fee referred to in this section is to be calculated;
  - determine that any fee referred to in this section does not apply to a category of records;
  - exempt any person or record or category of persons or records for a stipulated period from any fee referred to in subsection (6); and
  - determine that where the cost of collecting any fee referred to in this section exceeds the amount charged, such fee does not apply.