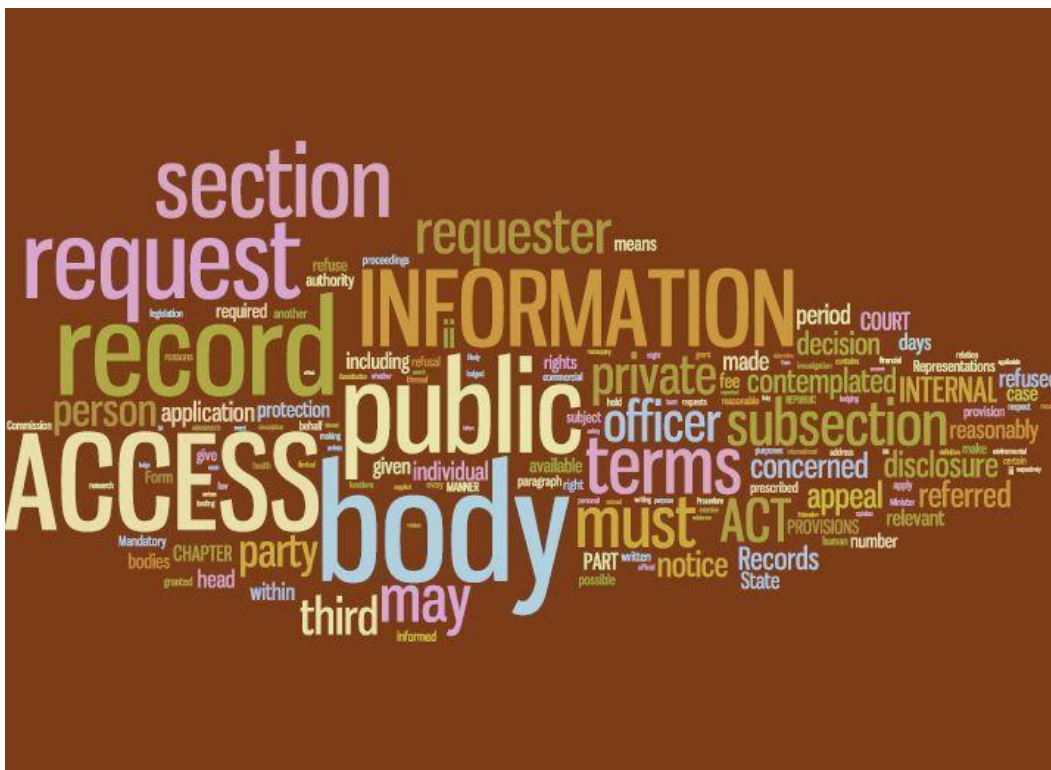




cooperative governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

PROMOTION OF ACCESS TO INFORMATION ACT: SECTION 14 MANUAL



Revision number 1.0, 2.0, 3.0, 4.0

Reference number 8/1/1/1

TABLE OF CONTENTS

1. INTRODUCTION.....	3
2. PURPOSE.....	4
3. EXCLUSIONS.....	4
4. THE ROLES AND FUNCTIONS OF THE DEPARTMENT.....	4
The Department’s Vision.....	4
The Department’s Mission.....	4
The Department’s Values.....	4
The Department’s Strategic Objectives.....	5
High-Level organisational structure.....	5
5. CONTACT DETAILS.....	6
5.1 Information Officer.....	6
5.2 Deputy Information Officer (Head of Communication).....	7
5.2 Addresses.....	7
6. THE SECTION 10 GUIDE ON HOW TO USE THE ACT.....	7
7. ACCESS TO RECORDS HELD BY THE DEPARTMENT.....	8
7.1 Categories of records held by the Department.....	8
7.2 Publications available.....	9
7.3 Categories of records automatically available from the Department.....	9
8. REQUEST PROCEDURE.....	10
8.1 Process.....	10
8.2 Fees.....	12
8.2.1 Fees in respect of public bodies.....	13
8.2.2 Exemptions and determinations for purposes of section 22(8).....	14
9. GRANTING / REFUSAL OF REQUESTS.....	15
9.1 Refusal of request.....	15
9.2 Appeal.....	16
10. APPENDIXES.....	17

FORM A.....	18
FORM B.....	21
FORM D.....	23

1. INTRODUCTION

The Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996), section 32 stipulates that everyone has the right of access to any information held by the State or any another person provided the information is required for the exercise or protection of any rights. The Act further stipulates that national legislation must be enacted to give effect to this right.

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) hereafter referred to as “the Act” gives effect to the constitutional right of access to information held by any public or private body and is required for the exercise or protection of any rights. The Act details the procedures to be followed when making such request for information held either by a public body or private body.

Section 9 of the Act, however, recognizes that such right to access to information is subject to certain justifiable limitations such as those including, but not restricted to:

- The reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance.

Section 14 of the Act obliges public bodies to compile a manual to assist a person to obtain access to information held by the public body. The Act also stipulates the minimum requirements with which such a manual has to comply.

The purpose of this manual is therefore to inform a person on how to obtain access to records held by the Department of Cooperative Governance (DCoG), hereafter referred to as “the Department” thus giving effect to section 14 of the Act.

2. PURPOSE

This manual sets out to provide the requester, invoking “the Act”, with the necessary contact details and procedures to obtain specific information from the Department.

The manual also endeavors to supply the requester with a clear overview of the structure, functions, services and index of information of the Department to enable the requester to identify the area of possible existence of the required information.

The manual also provides the required forms and fees applicable to the request.

3. EXCLUSIONS

This manual only provides for the records of the Department and not for any of its agencies or linked entities. Any requests for access to information from any of the agencies must be directed to the Information Officer of the relevant organisation.

4. THE ROLES AND FUNCTIONS OF THE DEPARTMENT

The Department’s Vision

An integrated, responsive and highly effective governance system, including communities, to achieve sustainable development and improved service delivery.

The Department’s Mission

Our mission is to facilitate cooperative governance and support all spheres of government, promote traditional affairs and support associated institutions through:

- Developing appropriate policies and legislation to promote integration in government’s development programmes and service delivery;
- Providing strategic interventions, support and partnerships to facilitate policy implementation in the Provinces and Local Government; and
- Creating enabling mechanisms for communities to participate in governance.

The Department’s Values

Our values are informed by the Batho Pele (People First) principles of the South African Public Service and the specific the Department focus on the following:

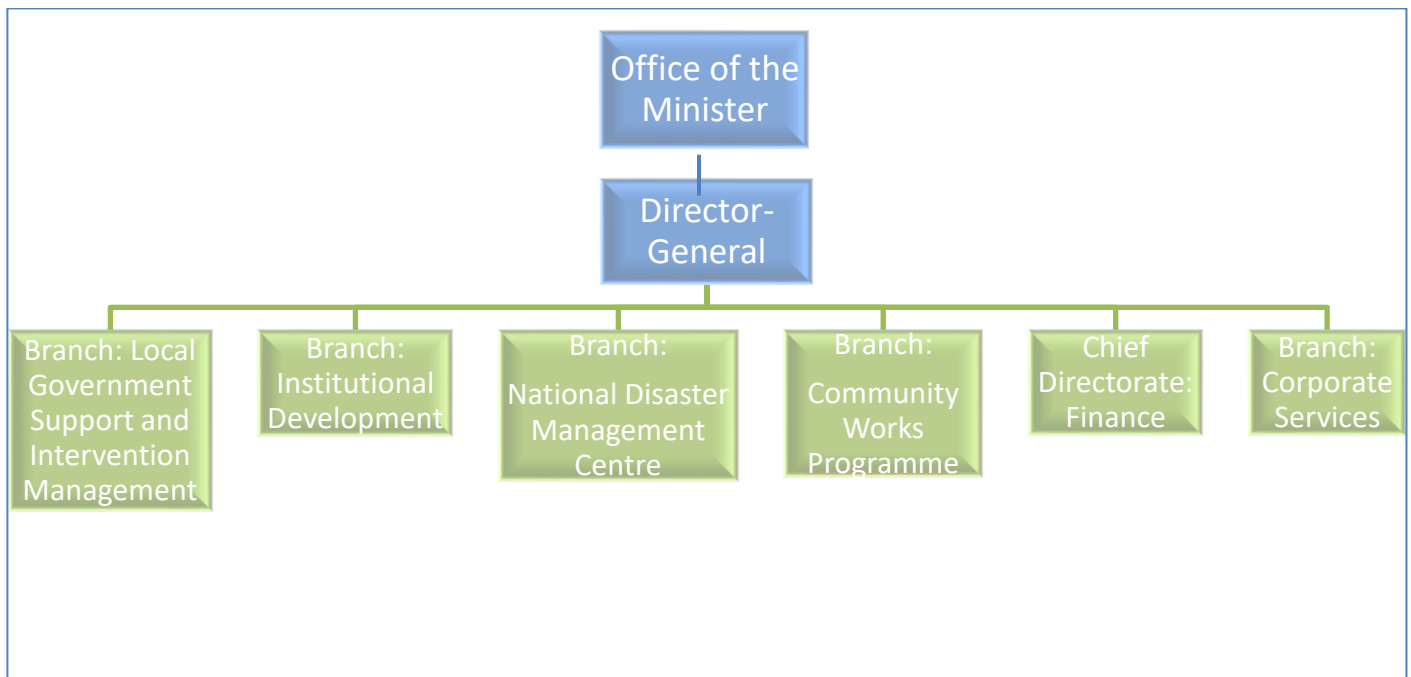
- Professionalism;
- Activist approach;
- Partnership and collectivism
- Service excellence

The Department’s Strategic Objectives

The Department had adopted the following five strategic objectives:

1. Contribute to building a developmental State in National, Provincial and Local Government that is efficient, effective and responsive;
2. Strengthen Accountability and Clean Government
3. Accelerating Service Delivery and supporting the vulnerable
4. Fostering Development Partnerships, Social Cohesion and community mobilisation and
5. To strengthen the Department’s organisational capability and performance to deliver on its mandate

High-Level organisational structure



The Department's objectives are pursued through the following programmes:

Functions	Description
Local Government Support and Interventions Management	To coordinate and drive Back to Basics activities across Department and Government as a whole in order to create change on the ground.
Policy and Legislation	To analyse, develop policy in order to drive transformation in local Government and in the system of planning and Cooperative Governance more broadly.
Institutional Development	To build institutional resilience in the local government system through system development, capacity building and revenue management.
National Disaster Management Centre	To promote an integrated and coordinated system of disaster prevention, mitigation and risk management.
Community Work Programme	To manage the provision of work opportunities in all municipalities ensuring community development.
Finance	To manage the provision of sound financial management services in line with legislative prescripts.
Corporate Services	To manage integrated and innovative corporate solutions to enable the Department to achieve its strategic and operational goals.

Services provided by the Department:

Each of the Department's divisions has forged a medium-term plan that outlines the contribution of that division to the achievement of the Department's strategic objectives. These detailed strategy documents are available on request.

5. CONTACT DETAILS

5.1 Information Officer

DIRECTOR-GENERAL	PHONE	FAX	EMAIL
Ms Avril Williamson	(012) 334 0518	086 558 0479	Avrilw@cogta.gov.za

5.2 Deputy Information Officers

DIO	PHONE	FAX	EMAIL
Mr Themba Fosi	(012) 334 0800	086 558 0479	ThembaF@cogta.gov.za
Ms Thinavhuyo Skosana	(012) 334 4883	086 558 0479	ThinavhuyoN@cogta.gov.za
Ms Manahano Mokone	(012) 336 5813	086 558 0479	ManahanoM@cogta.gov.za
Dr Mmaphaka Tau	(012) 334 4602	086 558 0479	MmaphakaT@ndmc.gov.za

5.2 Addresses

POSTAL ADDRESS	PHYSICAL ADDRESS	WEBSITE
The Information Officer Department Cooperative Governance Private Bag x 804 PRETORIA 0001	The Information Officer Department Cooperative Governance 87 Hamilton Street Arcadia PRETORIA	www.cogta.gov.za

6. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

Section 10 of the Act imposes a duty on the Human Rights Commission to “compile in each official language a guide containing such information, in an easily comprehensible form and manner, as may be reasonably required by a person who wishes to exercise any right contemplated in the Act. This Guide had to be published on 15 August 2003. Through regulations, the Minister of Justice has however granted the commission an extension until 31 August 2004 to produce this guide.

Any enquiries regarding this guide should be directed to:

The South African Human Rights Commission,
At PAIA Unit (The Research and Documentation Department).
Private Bag X2700, HOUGHTON, 2041;
Telephone number: 011 484 8300;
Fax number: 011 484 1360
Website: www.sahrc.org.za
Email address: paia@sahrc.org.za

7. ACCESS TO RECORDS HELD BY THE DEPARTMENT

7.1 Categories of records held by the Department

1. Divisional Administration

This category mainly deals with information relating to administration and internal documents of the Department and its division. The type of information that is included in this category is business plans and divisional expenditure and progress reporting, processes, procedures and the Department's internal policies.

2. Contact Management and Stakeholders

Contact management information includes information about all key stakeholders and clients and the relationship that the Department has with these as well as interactions. Requests, status requests and complaints raised by stakeholder or client will also be kept as part of contact information.

3. Financial and Human Resources Administration

This includes the Department's financial information such as budgets, financial expenditure against budgets, and financial position of budgeted incentives. This information directly relates to both salaries and procurement activities. Human resources information relates to salaries, leave, skills and development plans for individuals, as well as objectives for individuals and their performance against these.

4. Supplier and Skills

This category includes information about suppliers of skills and services to the Department as well as the BEE status of such organisations or individuals. This information forms part of the procurement information.

5. Programme/Project Management

This is information related to the Department's programmes and projects that vary from donor-funded development, the Department's programmes events. This includes the planning, budgeting, monitoring, deliverables and outcome details.

6. Regulatory and Legal

The Department administers a range of related acts, regulations and policies. In addition, the Department has records of legal cases related to cooperative governance issues.

7. Policies

There are a number of policies related to local government aspects that drive the actions and interventions of the Department. These policies are revisited and improved at regular intervals and form the central framework for the regulatory information. Operational policies are also available to all of the Department's employees by means of the intranet, to familiarize themselves with the functionality of all divisions and any change that may have an impact on the manner in which they perform their work.

8. Provincial Governance

This category of records relates to the financial monitoring and evaluation of provincial structures' governance and financial functions as well as to the local government oversight and monitoring.

9. Anti-corruption and fraud

This is information related to the provision and support of anti-corruption and fraud management to external stakeholders.

10. Infrastructure and Economic Development

These records relate to the development and review of the Economic Framework and the provision of support and facilitation of Local Economic Development. This also includes the records on planning and support of economic development on local and provincial level.

11. National Disaster Management

This category of records relates to the planning, development and implementation of frameworks and management of national disasters.

7.2 Publications available

Annual Reports
Acts
Bills
Policies
Strategic Plans
Medium Term Strategic Frameworks
The Integrated Development Framework (IUDF)
The IUDF Implementation Plan
IUDF Background Papers
The Back to Basics Approach concept Document
Local Government Summit papers – Back to Basics

7.3 Categories of records automatically available from the Department

All information available on the Department's website. www.cogta.gov.za

Information as listed in Form C of this manual

8. REQUEST PROCEDURE

8.1 Process

In order to process requests for information through the Access to Information Act, the following processes have been implemented in the Department:

Step 1: Application process

To request information, the requestor has to complete the request form (see Annexure A) and submit it to:

BY POST	BY HAND	BY FAX
The Information Officer Department Cooperative Governance Private Bag x 804 PRETORIA 0001	The Information Officer Department Cooperative Governance 87 Hamilton Street Arcadia PRETORIA	The Information Officer 086 558 0479

As require by the Act an amount of R35.00 must accompany the request for information if it is not from a Personal Requester. This is payable by cheque, cash (if delivered by hand) or deposited into the Department's bank account (proof of the deposit must accompany the request form):

Bank: South African Reserve Bank
Account name: Cooperative Governance and Traditional Affairs
Account no: 00080332382
Branch code: 910145
Account type: Paymaster General Account

Contact Person: Josias Moloto
E-mail: Josiasm@cogta.gov.za
Tel no: 012 334 0909

Step 2: Validation and acknowledgement

The Information Officer of the Department receives and validated the request to see whether the required information is available in the Department. The request is then accepted, rejected or transferred to the rightful keepers of the required information. An acknowledgement is then forwarded to the requester to confirm the status of the request.

Step 3: Information processing

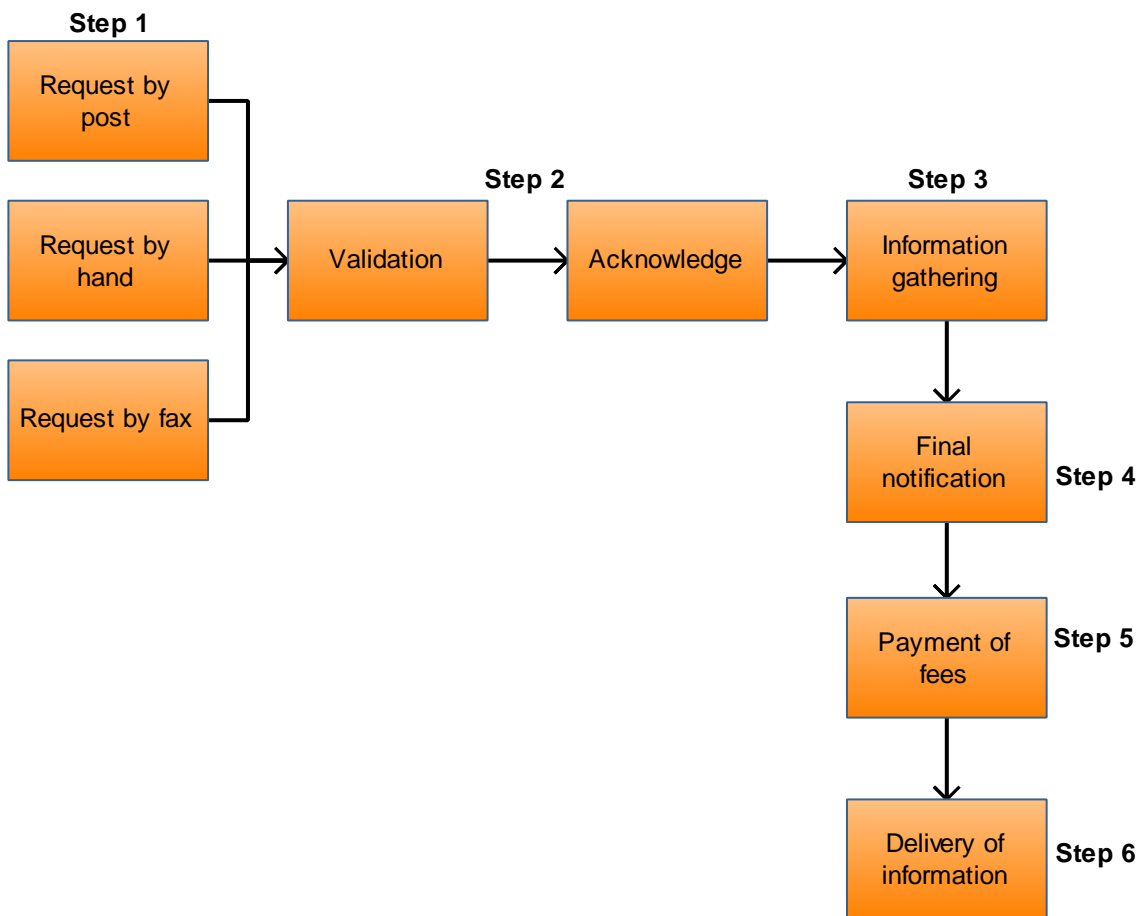
If the request is accepted, the Department will gather and prepare the information and calculate the relevant cost involved (See paragraph 8.2)

Step 4: Final Notification

The requester will be informed of the completion of the request as well as the outstanding fees payable to the Department.

Step 5 and Step 6: Payment and Delivery

Once the payment as stipulated in Step 4 is received (following the same payment process as stipulated in Step 1), the information is released to the requester.



General Information

A person wishing to obtain access to a record held by the Department must complete the request form contained in Form A of Annexure B to the regulations promulgated under the Act, and contained as Appendix A to this manual. The regulations (and Section 18 of the Act), require the requester to furnish the following information:

- Particulars of the person requesting access to the records
- Particulars of the person on whose behalf the request is made
- Particulars of the record or records to which access is requested
- Which form of access is required, e.g. written or printed form, electronic or computer readable form, etc.
- The postal address or fax number of the requester
- Whether the record concerned should be in a specific language
- An indication as to how the requester wishes to be notified of the decision regarding the request for access to the record(s) concerned.

Any request received will be dealt with within 30 days from receipt, unless the requester has stated special reasons, which would satisfy the Information Officer, that circumstances dictate that the above time periods not be complied with. The thirty day period within which the Department has to decide whether or not to grant or refuse the request, may be extended for a further period of not more than thirty days if the request is for a large number of information, or the request requires a search for information held at another office of the institution and the information cannot reasonably be obtained within the original thirty day period. The Department will notify the requester in writing should an extension be sought.

If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer.

If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally. The Information Officer of the Department will then reduce that oral request to writing in the prescribed form, and provide a copy thereof to the requester.

8.2 Fees

The Act provides for two types of fees, namely:

- A request fee, which will be a standard fee payable only by requesters, and not personal requesters.
- An access fee, which is calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

Once the Information Officer receives a request, he/she will, by notice:

- Require the requester to pay the prescribed request fee before further processing the request.
- If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer will notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.
- The Information Officer will withhold the record until such time the requester has paid the fees as indicated in Section 8.2.1
- A requester, whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the requested form.
- If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer will repay the deposit to the requester.

8.2.1 Fees in respect of public bodies

For purposes of section 22(2) if the Act, the following applies:

DESCRIPTION	AMOUNT (R)
The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2)	35.00
Copy of the manual as contemplated in regulation 5(c) (for every photocopy of an A4 size page or part thereof)	0.60
The fees for reproduction referred to in regulation 7(1) are as follows:	
1) For every photocopy of an A4 page or part thereof	0.60
2) For every printed copy of an A4 page or part thereof held on a computer or in electronic device or machine	0.40
3) For a copy in a computer readable form on	
a) Stiffy drive	5.00
b) Compact disc (readable form)	40.00
4) For a transcription of visual images	
a) For an A4 page or part thereof	22.00
b) For a copy of visual images	60.00
5) For a transcription of an audio record	
a) For an A4 page or part thereof	12.00
b) For a copy of the audio record	17.00
The access fees payable by a requester referred to in regulation 7(3) are as follows:	
1) For every photocopy of an A4 page or part thereof	0.60
2) For every printed copy of an A4 page or part thereof held on a computer or in electronic device or machine	0.40
3) For a copy in a computer readable form on	
c) Stiffy drive	5.00

d) Compact disc (readable form0	40.00
4) For a transcription of visual images, for an A4 page or part thereof	22.00
5) For a copy of visual images	60.00
6) For a transcription of an audio record	
c) For an A4 page or part thereof	12.00
d) For a copy of the audio record	17.00
To search for and prepare the record for disclosure, excluding the first hour, reasonably required for such search and preparation	15.00 per hour or part thereof
The actual postage is payable when a copy of a record must be posted to a requester. Postage cost is dependent on the relevant tariff in terms of postage destination	Actual cost

8.2.2 Exemptions and determinations for purposes of section 22(8)

The following persons are exempt from paying the access fee contemplated in section 22(6) of the Act:

- A single person whose annual income, after permissible deductions referred to in the Schedule to this notice are made, does not exceed R 14,712.00 per annum.
- Married persons or a person and his or her life partner whose annual income does not exceed R 27,192.00 per annum.

It is further determined that:

- Where the cost of collecting any fee contemplated in section 22 of the Act, exceeds the amount charged, such fee does not apply.
- The access fee contemplated in section 22(8) of the Act does not apply to the personal record of a requester.
- The request fee contemplated in section 22(l) of the Act and the access fee contemplated in section 22(6) of the Act do not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 (Act 99 of 1998) or the regulations made under section 44 of that Act.

9. GRANTING / REFUSAL OF REQUESTS

9.1 Refusal of request

The main grounds on which the Department can refuse a request for information relate to:

- The mandatory protection of the privacy of a third party who is a natural person, if the request entails the unreasonable disclosure of personal information regarding that third party;
However, a record may not be refused if it consists of information:
 - About a third party who has consented in writing to the disclosure of the information
 - Given to the public body by the individual to whom it relates, and that individual is informed by the public body, before it is disclosed, and the information belongs to a class of information that might already be publicly available.
 - That is already publicly available.
 - Relating to the individual's physical or mental health, or well-being, who is under the care of the requester, and who is under the age of 18 years or is incapable of understanding the nature of the request, and further the disclosure would be in the best interest of the individual.
 - About an individual who is deceased and the requester is the individual's next of kin, or is making the request with the written consent of the individual's next of kin
 - About an individual who is or was an official of a public body, and the information relates to the position or functions of the individual.
- Mandatory protection of the commercial information of a third party, if the record contains: trade secrets of that third party; financial, commercial, scientific or technical information, if the disclosure is likely to cause harm to the financial or commercial interests of that third party;
However, a record may not be refused if it consists of information:
 - Already publicly available.
 - About a third party who has consented in writing to its disclosure to the requester concerned.
 - About the results of any product or environmental testing (not preliminary testing) or other investigation carried out or on behalf of a third party; where the disclosure thereof would reveal a serious public safety or environmental risk.
- Information disclosed in confidence by a third party to the institution, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
However, a record may not be refused if it consists of information:
 - Already publicly available
 - About the third party and the third party has already consented in writing, to its disclosure to the requester.

- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of the safety of individuals and the protection of property;
- Mandatory protection of records which would be regarded as privileged in legal proceedings;
- The commercial activities of the Department, which may include trade secrets of the Department's financial, commercial, scientific or technical information; disclosure of which is likely to cause harm to the financial or commercial interests of the Department and information which, if disclosed could put the Department at a disadvantage in negotiations or commercial competition.
However, a record may not be refused if the record consists of information:
 - Already publicly available.
 - About or owned by the public body, other than the public body to whom the request is made, and this public body has consented in writing to its disclosure to the requester.
 - About the results of any product or environmental testing or other investigation (excluding preliminary testing) supplied to the public body, or the results of any such testing or investigation carried out by or on behalf of a public body, and the disclosure thereof would reveal a serious public safety or environmental risk.
- A computer programme which is owned by the Department, and which is protected by copyright.
- The research information of the Department or a third party, if it entails the disclosure of the identity of the Department, the researcher or the subject matter of the research and would as a result place the research at a serious disadvantage.
- Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

Mandatory disclosure in the public interest

Despite the above listed grounds of refusal, the Information Officer must grant a request for access to a record of the Department if, the disclosure thereof would reveal evidence of:

- Substantial contravention of, or failure to comply with the law; or an imminent and serious public safety or environmental risk; and the public interest in the disclosure of the record outweighs the harm contemplated under the grounds for refusal.

9.2 Appeal

A requester may lodge an internal appeal against a decision of the Information Officer

- to refuse a request for access;
- Regarding the request fee, a deposit on the access fee, or the access fee
- Regarding the extension for the period to deal with the request

- Regarding access being granted in a different form than requested.

A third party may lodge an internal appeal against a decision of the Information Officer to grant a request for access.

Manner of appeal, and appeal fees

An appeal must be lodged in the prescribed form (see Appendix B) within 60 days; if notice to a third party is required, within 30 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 notice of appeal must be delivered or sent to the Information Officer of the Department at his/her address, fax number or electronic mail address.

It must identify the subject of the appeal and state the reasons for the appeal and may include any other relevant information known to the appellant;

If, in addition to a written reply, the appellant wishes to be informed of the decision on the appeal in any other manner, he/she must state that manner and provide the necessary particulars to be so informed.

Where applicable, the appeal must be accompanied by the prescribed appeal fee, and must specify a postal address or fax number.

If an appeal is lodged after the expiry of the period referred to, the Minister of Cooperative Governance, or a person designated in writing by the Minister, must - upon showing good cause - allow the late lodging of the appeal. If the Minister or the person designated in writing by the Minister disallows the late lodging of the appeal; he or she must give notice of that decision to the person who lodged the appeal.

An applicant lodging an appeal against the refusal of his or her request for access must pay the prescribed appeal fee. If the prescribed appeal fee is payable in respect of an appeal, the decision on the appeal may be deferred until the fee is paid.

As soon as reasonably possible, but in any event within ten (10) working days after receipt of an appeal, the Information Officer of the Department must submit the appeal to the Minister, or the person designated in writing by the Minister, together with his or her reasons for the decision concerned; and if the appeal is against the refusal or granting of a request for access, the name, postal address, phone and fax number and electronic mail address, whichever is available, of any third party that must be notified of the request.

10. APPENDIXES

FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Section 18(1) of the Promotion of Access to Information Act, 2000, Act 2 of 2000)

[Regulation 6]

FOR DEPARTMENTAL USE

Reference number:

Request received by (state rank, name and surname of Information Officer/Deputy Information Officer) on (date) at (place).

Request fee (if any) R

Deposit (if any) R

Access fee R

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

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

Full names and surname: _____

Identity number: _____

Postal Address: _____

Fax number: _____

Telephone number: _____

Email 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 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 entities, will be processed only after a **request fee** has been paid.
- b) You will be notified of the amount required to be paid as 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 the record.
- d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

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

Disability:	Form in which record is required:
Mark the appropriate box with an X	
Notes:	
a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
b) Access in the form requested may be refused in certain circumstances. In such case you will be informed if access will be granted in another form.	
c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	
1. If the record is in written or printed form:	
<input type="checkbox"/> Copy of record	<input type="checkbox"/> Inspection of record

2. If the record consists of visual images: (this includes photographs, slides, video recordings, computer generated images, sketches, etc):			
	View the images		Copy of images
	Transcription of the images		
3. If the record consists of recorded words or information which can be reproduced in sound:			
	Listen to the soundtrack		Transcription of the soundtrack
4. If the record is held on computer or in electronic or machine-readable form:			
	Printed copy of record		Printed copy of information derived from the record
	Copy in computer readable form		
If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES
			NO
<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>			
In which language would you prefer the record?			

G. Notice of decision regarding the 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 on this _____ day of _____ 20_____

SIGNATURE OF REQUESTER/PERSON ON WHO'S BEHALF REQUEST IS MADE

FORM B

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000, Act 2 of 2000)

[Regulation 8]

STATE YOUR REFERENCE NUMBER:

A. Particulars of Public body

The Information Officer/Deputy Information Officer:

B. Particulars of requester/third party who lodges the internal appeal

- a) The particulars of the person who lodge the internal appeal must be given below.*
- b) Proof of the capacity in which the appeal is lodged, is 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: _____

Email 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 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 on 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 Minister.

OUTCOME OF APPEAL:

Decision of the Information Officer/Deputy Information Officer

CONFIRMED/NEW DECISION SUBSTITUTED

NEW DECISION _____

DATE (Minister): _____

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE MINISTER ON (date): _____

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS

(Section 15 of the Promotion of Access to Information Act, Act 2 of 2000)

[Regulation 5A]

DESCRIPTION OF CATEGORY 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)(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
The records as listed below	The records may be obtained on request in writing from the Information Officer as described in paragraph 8. Copy charges may be payable
FOR PURCHASING IN TERMS OF SECTION 15 (1)(a)(ii):	
The records as listed below	The records may be obtained on request in writing from the Information Officer as described in paragraph 8. Copy charges may be payable
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):	
The records as listed below	The records may be obtained on request in writing from the Information Officer as described in paragraph 8. Copy charges may be payable
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):	
Revised National Capacity Building Framework draft 4, 2012-2016	www.cogta.gov.za
Section 54A and 56 Managers Skills Audit, 2008	www.cogta.gov.za
General Notices/Regulations/Circulars	www.cogta.gov.za
Municipal Property Rates Act basic information, 2006	www.cogta.gov.za
Basic Information for Ratepayers, 2006	www.cogta.gov.za
Regulations concerning financial reporting by municipalities, 2006	www.cogta.gov.za
Amendment of Regulations concerning the publication of particulars of the remuneration of certain municipal officials, 2006	www.cogta.gov.za

Regulations concerning the publication of particulars of the remuneration of certain municipal officials, 2006	www.cogta.gov.za
Regulations regarding the calling of tenders, 2007	www.cogta.gov.za
Local Government Municipal Performance Regulations, 2006	www.cogta.gov.za
Remuneration of Public Office Bearers Act (20/1998), 2008	www.cogta.gov.za
Cross-boundary Municipalities Laws Repeal and Related Matters Amendment Act (2007), 2008	www.cogta.gov.za
Local Government Performance Regulations (2006), 2008	www.cogta.gov.za
Councillor Remuneration Final Notice, 8 December 2008	www.cogta.gov.za
Formulae for determination of number of councillors, 15 July 2009	www.cogta.gov.za
Participation of municipal staff in elections, 10 March 2011	www.cogta.gov.za
Circular on Transitional arrangement before and after the 18 May 2011 Local Government election	www.cogta.gov.za
Regulations on Municipal Staff – LG Elections 2011	www.cogta.gov.za
Payment of Gratuity to qualifying ex-councillors, 2012	www.cogta.gov.za
Reports	www.cogta.gov.za
Development Planning Indaba 2004 Report, 2006	www.cogta.gov.za
2003 Municipalities Study Tour Report by Portfolio Committee on Provincial and Local Government, 2006	www.cogta.gov.za
IDP Reports, 2008 – 2011	www.cogta.gov.za
Annual Reports, 1997– 2011	www.cogta.gov.za
Local Government Frameworks	www.cogta.gov.za
Local Economic Development Guidelines, 2006	www.cogta.gov.za
A Guideline Document on Provincial Local Intergovernmental Relations, 2006	www.cogta.gov.za
Local Government Anti-corruption Strategy, 2006	www.cogta.gov.za
Local Government Gender Policy Framework, 2007, 2008	www.cogta.gov.za
Municipal Systems Improvement Grant Framework, 2010	www.cogta.gov.za
Draft Youth Development Framework for Local Government, 2008	www.cogta.gov.za
Framework for Integrated LG Response to HIV and AIDS, 2008	www.cogta.gov.za
IDP Format Guide, 2008	www.cogta.gov.za
IDP Analysis Framework 2008, 2009	www.cogta.gov.za
Local Economic Development KPA 3 analysis, 2009	www.cogta.gov.za
Community-based Workbook and Guide Planning Programme, 2009	www.cogta.gov.za
Communication Facilitation Workbook and Guide and Dealing with Conflict, 2009	www.cogta.gov.za
Core Municipal Processes Workbook and Guide and Service Delivery, 2009	www.cogta.gov.za
Gender, Equity Workbook and Guide and Diversity, 2009	www.cogta.gov.za
Meeting Procedures and Guide and Reporting, 2009	www.cogta.gov.za
National Framework and Ward Funding Model, 2009	www.cogta.gov.za
Public Participation Workbook and Guide in Local Governance, 2009	www.cogta.gov.za
Industry Guide – Infrastructure Service Delivery Level and unit cost, 2012	www.cogta.gov.za
Revised National Capacity Building Framework, 2012-2016	www.cogta.gov.za

Programme Information	www.cogta.gov.za
Business Adopt-a-Municipality: FAQ's for the 2014 Flagship Projects, 2011	www.cogta.gov.za
Clean Cities and Towns Programme: Strategy Framework, 2011	www.cogta.gov.za
Clean Cities and Towns Programme: Operations, 2011	www.cogta.gov.za
Operation Clean Audit: Booklet, 2010	www.cogta.gov.za
Guideline for Establishment of Municipal Public Accounts Committees, 2011	www.cogta.gov.za
Outcome 9: Technical Implementation Forum (28 June 2010) Delivery Agreement, 2010	www.cogta.gov.za
LG Turnaround Strategies	www.cogta.gov.za
Cabinet LG TAS Final (9 November 2009), 2010	www.cogta.gov.za
Implementation of MTAS, 22 June 2010	www.cogta.gov.za
LG TAS Booklet, 2010	www.cogta.gov.za
MinMEC Media Briefing, 4 March 2010	www.cogta.gov.za
Municipal Guidelines, 2010	www.cogta.gov.za
Phase 3 Guidelines Final, 2010	www.cogta.gov.za
State of LG Overview Report (16 November 2009), 2010	www.cogta.gov.za
Strategic Plans	
COGTA Strategic Plans, 2004-2014	www.cogta.gov.za
COGTA Business Plan, 2010-2011	www.cogta.gov.za
Legislation	
Municipal Property Rates Act and Implementing Tool	www.cogta.gov.za
Step-by –Step Guide on Valuation and Rating, 2007	www.cogta.gov.za
Generic Rates Policy Format, 2007	www.cogta.gov.za
General Guidelines, 2007	www.cogta.gov.za
Guidelines on Valuations for Municipalities, 2007	www.cogta.gov.za
Municipal Property Rates Amendment Act, 2009	www.cogta.gov.za
Draft Municipal Property Rates Amendment Bill, 2011	www.cogta.gov.za
General Brochures	www.cogta.gov.za
HIV and AIDS Brochure, 2008	www.cogta.gov.za
Youth Brochure, 2008	www.cogta.gov.za
HIV and AIDS Local Government Network, 2010	www.cogta.gov.za
Annexure B – CWP-Communities at Work Publication, 2011	www.cogta.gov.za