

UGU DISTRICT MUNICIPALITY



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PREAMBLE

The purpose of the policy is to provide information to the public on services rendered by Ugu District Municipality, records generated by Ugu District Municipality and how members of the public will access services or records. The policy further provides information on the details of the information and deputy information officer and stipulates both the request and appeal procedures in terms of PAIA.

Noting the nature of the work of public entities; accountability and transparency are an essential requirement for sustaining democracy. This policy is therefore a critical tool to entrenching a culture of participatory democracy, informed public scrutiny and voluntary dissemination of information by public entities.

This policy therefore contains the following information

- Services offered by Ugu District Municipality,
- What records Ugu District Municipality holds
- Records that are available on request and records that are available automatically
- Who to contact if information needs to be obtained
- An outline of the request procedure
- Remedies available

The public needs this information to be better informed about decisions Ugu District Municipality is taking on their behalf. It is through information sharing that our democracy will be entrenched, strengthened and nurtured.

1. INTRODUCTION

The Constitution guarantees everyone the right to access information held by the State and information held by private entities. National legislation (the Promotion of Access to Information Act 2 of 2000) was enacted to give life to this fundamental right. PAIA seeks to entrench a culture of accountability, transparency, and good governance and a respect for human rights in both the public and private sector.

To ensure that the objectives of the Act are realized and that the right to access information is a reality for all, PAIA places mandatory compliance requirements on both the public and private sector. PAIA requires that every public body to compile a manual in terms of section 14 to guide members of the public on how to obtain access to records held by public bodies.

Public institutions are charged with making and implementing decisions that have a bearing on the lives of South African citizens and constituents served by the various public bodies. Making their information available to the public is therefore critical in ensuring that the public is able to scrutinize their actions and hold them accountable on decisions taken and service delivery.

2. DEFINITIONS

2.1 The Municipality:	Refers to Ugu District Municipality as established in terms of the prescription.
2.2 PAIA	Promotion of Access to Information Act
2.3 PAJA	Promotion of Administrative Justice Act
2.4 POPI	Protection of Personal Information Act

3. POLICY OBJECTIVES

To provide a framework within which Ugu District Municipality's PAIA requests will be dealt with.

3.1 Information and Deputy Information Officer's details

Information Officer:

Mr DD Naidoo
MUNICIPAL MANAGER
28 Connor Street, Port Shepstone, 4240
PO Box 33, Port Shepstone, 4240
Tel: 039 688 5702
Fax: 039 682 1720
Email: DD.Naidoo@ugu.gov.za

Deputy Information Officer

Mr V O Mazibuko
GENERAL MANAGER CORPORATE SERVICES
18 Price Street, Port Shepstone, 4240
PO Box 33, Port Shepstone, 4240
Tel: 039 688 5758
Fax: 039 682 4820
Email: Vela.Mazibuko@ugu.gov.za

3.2 Description of Ugu District Municipality's Structure

In accordance with the Constitution Act, 108 of 1996, the Ugu District Municipality's Council is the ultimate political decision making body of the Municipality. The Mayor of Ugu District Municipality takes overall strategic and political responsibility, whilst the Municipal Manager heads the Municipality's administration and is responsible for the implementation of policies and the Integrated Development Plan (IDP).

Municipal Manager

General Manager Corporate Services
General Manager Treasury
General Manager IED
General Manager Water Services

3.3 Description of Ugu District Municipality

Ugu District Municipality has been classified as a Category C, Municipality by the Municipal Demarcation Board in terms of Section 4 of the Local Government: Municipal Structures Act, 1998. It was established on 5 December 2000 through the disestablishment of the Ugu Regional Council. Ugu District Municipality is one of the ten district municipalities in the province of KwaZulu-Natal. KwaZulu-Natal is one of the nine provinces of the Republic of South Africa. It is a subtropical region of lush and well-watered scenic valleys and deep gorges with large rivers flowing perennially into the warm Indian Ocean.

It is located in the southernmost end of the province and its sphere of jurisdiction is commonly known as the South Coast of KwaZulu-Natal. It is 5,866km² in extent and boasts a spectacular coastline of 112 kilometres,

which forms its eastern border. It is bordered by the Eastern Cape Province to the south, the Indian Ocean to the east, to the north-west by Umgungundlovu District Municipality, where we find the province's Capital City, and Sisonke District Municipality to the west. The region is bordered on the north by the eThekweni Municipality, home to the City of Durban, which is the province's 'commercial capital'. The Municipality consists of eighty-four municipal wards, which culminate in four local municipalities, namely Ray Nkonyeni Municipality, Umuziwabantu, Umzumbe and Umdoni. The region includes forty-two traditional authorities, which all form part of the Zulu Kingdom and its monarchy. According to Statistics SA (2001), Ugu has a population density of 142 persons per km, which is higher than the provincial average of 104 people per km.

Administration

The administration of the Municipality is headed by the Municipal Manager which includes the responsibility for the efficient and effective operation of all departments. The Municipality has four administrative departments, each being headed by a General Manager.

Office of the Municipal Manager

The Office of the Municipal Manager comprises of the following sections:

Strategy and Shared Services;
Internal Audit;
Mayoralty and Communication;
Legal Services;
Youth Development;
HIV/AIDS and Special Programmes.

Corporate Services Department and comprises of the following sections

The Corporate Services Department is headed by the General Manager Corporate Services and comprises the following sections:-

- Human Resources
- Disaster Management
- ITC
- Fleet Management
- Administration & Auxiliary Services

Budget & Treasury office

The Treasury Department is headed by the General Manager Treasury and comprises of the following sections:-

- Budget
- Revenue
- Expenditure
- ICT Projects
- Assets
- Cash Management
- SCM

Environmental Health Management and Economic Planning & Development

The Infrastructure and Economic Development Department, headed by the General Manager Infrastructure and comprises of the following sections:-

- **Environmental Management**

Water Services Department

The Water Services Department, headed by the General Manager Water Services and comprises of the following sections:-

- **Water Services Operations**
- **Water Services Authority**
- **Project Management Unit**
- **Water Resource Management**

3.4 Categories, Descriptions and Indexes of Records

This category contains a description of subjects on which Ugu District Municipality holds records and description of the categories of records on each subject.

Description of categories of records held by Ugu District Municipality (per subject)

CATEGORY	DESCRIPTION	LOCATION	DOCUMENT TYPE	LEVEL OF ACCESS / AVAILABILITY
A. <u>AGENDAS AND MINUTES</u>	<ul style="list-style-type: none">1. <u>Council Meetings</u><ul style="list-style-type: none">1.1 Agendas1.2 Minutes1.3 Attendance Registers2. <u>EXCO</u><ul style="list-style-type: none">2.1 Agendas2.2 Minutes2.3 Attendance Registers3. <u>Portfolio Committee</u><ul style="list-style-type: none">3.1 Water and Sanitation3.2 Sound Governance and Human Resources3.3 Planning, Economic	Secretariat Registry	Printed documents	<ul style="list-style-type: none">1. Automatic2. Automatic3. Automatic Excluding "in committee" items

	Development and Tourism 3.4 Finance, Budget Control and Monitoring			
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CATEGORY	DESCRIPTION	LOCATION	DOCUMENT TYPE	LEVEL OF ACCESS / AVAILABILITY
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	<p>3.5 Youth Committee</p> <p>4. <u>Sub Committees</u></p> <p>4.1 Agendas</p> <p>4.2 Minutes</p> <p>4.3 Attendance Registers</p> <p>5. <u>MANCO and Extended MANCO</u></p> <p>5.1 Agendas</p> <p>5.2 Minutes</p> <p>5.3 Attendance Registers</p> <p>6. <u>Bid Committees</u></p> <p>6.1 <u>Bid _____ Specificatio n Committee</u></p> <p>6.1.1 Agendas</p> <p>6.1.2 Minutes</p> <p>6.1.3 Attendance Registers</p> <p>6.2 <u>Bid Evaluation Committee</u></p> <p>6.2.1 Agendas</p> <p>6.2.2 Minutes</p> <p>6.2.3 Attendance Registers</p> <p>6.2.3.4 Tender Report</p> <p>6.3 <u>Bid _____ Adjudicatio n Committee</u></p> <p>6.3.1 Agendas</p> <p>6.3.2 Minutes</p> <p>6.3.3 Attendance Registers</p> <p>6.3.4 Tender Report</p>			<p>4. Automatic</p> <p>5. Restricted</p> <p>6. Automatic</p> <p><i>"In committee items – Restricted"</i></p>
B. REPORTS	<p>1. Annual Report of the Municipality</p> <p>2. Mid Term Reports</p> <p>3. Quarterly Reports</p>	Central Registry	Printed documents	Automatic

C. FINANCIAL ITEMS	1. Loan Register 2. Stock Register 3. Main Cash Book 4. Subsidiary cash register 5. Main ledger 6. Subsidiary ledger 7. Main journal 8. Budget	Treasury	Printed documents	Restricted
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CATEGORY	DESCRIPTION	LOCATION	DOCUMENT TYPE	LEVEL OF ACCESS / AVAILABILITY
	9. Cheque counterfoils 10. Receipt books 11. Bank reconciliations on statements 12. Annual Financial statements – automatically available			
D. REGISTERS	1. Destruction Register 2. Register of files opened 3. Register of disposal authorities 4. Master copy of the file plan 5. Remittance register 6. Register of registered or certified post 7. Delivery register 8. Supply register 9. Tender opening register 10. Staff attendance	Central Registry Central Registry Human Resources	Printed documents	Automatic

	registers			
E. PUBLICATIONS PUBLISHED BY THE COUNCIL	1. Advertising brochures 2. Newsletters 3. History of the Municipality 4. Posters 5. Programmes of festivals and exhibitions 6. Regulations	Central Registry Mayoralty and Communications	Printed documents Electronic	Automatic
F. CARTOGRAPHIC MATERIAL	1. National monuments 2. Places of worship 3. Detailed plans of Municipal buildings and 4. plants Plumbers Job Cards	Central Registry Water Services Authority	Printed documents Electronic	Automatic

CATEGORY	DESCRIPT	LOCATION	DOCUMENT TYPE	LEVEL OF ACCESS / AVAILABILITY
	including plans 5. Pipe and sewer line maps			

	6. Reservoir maps 7. GIS maps			
G. PHOTOGRAPHS	1. Events and Functions 2. Photographs of Council, Administration and Officials 3. Aerial Photographs 4. Projects	Central Registry Mayoralty and Communications GIS	Printed documents Electronic	Automatic
H. FORMS	1. Supplier database application forms	Central Registry Supply Chain management	Printed documents	Restricted - in terms of POPI to all 3 rd parties but not restricted to the person to whom the information is relevant
I. AGREEMENTS	1. 2. Contracts Memorandums of 3. Agreements Memorandums of 4. Understanding Service Level 5. Agreements Maintenance 6. Contracts Lease Agreements	Central Registry Legal Services	Printed documents	Restricted
J. HUMAN RESOURCES	1. Performance Management Agreements – automatically available 2. Disciplinary Case Files 3. Employment Contracts 4. 5. Leave forms Bursary 6. 7. Applications and 8. agreements Training	Human Resources Registry Central Registry	Printed documents	Restricted - in terms of POPI to all 3 rd parties but not restricted to the person to whom the information is relevant

	applications Allowances Staff CV's			
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CATEGORY	DESCRIPTION	LOCATION	DOCUMENT TYPE	LEVEL OF ACCESS / AVAILABILITY
	9. S & T forms 10. Stop Order Agreements 11. Application for Advertised Positions and CV's			
K. PROPERTY FILES	1. Applications for Water 2. Applications for Sewer 3. Deposit information 4. Change of Addresses 5. Correspondence for property Hand overs 6. Credit Control matters 7. Transfer of ownership 8. Sub Divisions Consolidations	Central Registry Water Services Authority Treasury Income	Printed documents	Restricted - in terms of POPI to all 3 rd parties but not restricted to the person to whom the information is relevant

L. ANNEXURE FILES	All annexure files	Central Registry	Printed documents	Restricted
M. MISCELLANEOUS	1. Municipal Title Deeds 2. Servitudes 3. Encroachments 4. Permits 5. Completed Vehicle Log sheets 6. Tender Documents 7. Business Plans 8. Company Profiles 9. CV's and short listings	Central Registry Supply Chain Management	Printed documents	Restricted - in terms of POPI to all 3 rd parties but not restricted to the person to whom the information is relevant For tender documents – if it's a company or partnership, there should be a majority resolution to supply information to 1 member should it be required by only 1 member only. No tender document should be disclosed through PAIA to another business due
CATEGORY	DESCRIPTION	LOCATION	DOCUMENT TYPE	LEVEL OF ACCESS / AVAILABILITY
				to POPI and competitive privacy.

N. FILE SUBJECTS	PLAN	1. Legislation 2. Organisation and control 3. Own council and council matters 4. Human resources 5. Finance 6. Domestic supplies, services and office accommodation 7. Tenders, contracts, quotations 8. Reports and returns 9. Composition and meetings of other bodies and other gatherings 10. Grants 11. Publicity information and social matters 12. External funding 13. Legal matters 14. Land and buildings 15. Planning and economic development 16. Tourism 17. Water and sanitation services 18. Essential services 19. Community services	Central Registry	Printed Documents	Restricted

3.6 Automatically Available Records

The access to information legislation provides for records which are automatically available in Ugu District Municipality to be included in this manual and to be made available to requestors.

Automatically available records usually do not have information which is sensitive in nature or records that have the ability to place the institution in detriment if released. These records have been specified in the table above. However, automatically available records should make the request for the records through Form A and will be subject to the access and copy fees as per the schedule of tariffs.

3.7 Categories of Records Not Automatically Available

The records listed as restricted in the table above may be formally requested, but access to parts of these records or the whole record may be refused on legal grounds or in respect of the POPI Act.

Ugu District Municipality reserves the right to refuse access to records, where the processing of such records will result in a substantial and unreasonable diversion of its resources.

Access may also be refused where requests are clearly frivolous and or vexatious.

4. PRESCRIPTIVE/LEGAL FRAMEWORK

Ugu District Municipality's PAIA Policy has been developed with recognition of the macro and micro prescriptive context – within which it needs to comply, and policy imperatives of national and provincial government; as indicated, but not limited to, below:

- Ugu District Municipality's Records Management Policy

By managing its paper-based records effectively and efficiently Ugu District Municipality strives to give effect to the accountability, transparency and service delivery values contained in the legal framework established by;

- Constitution, 1996;
- National Archives and Records Service of South Africa Act (Act No 43 of 1996 as amended);
- National Archives and Records Service of South Africa Regulations;
- Municipal Finance Management Act (Act 56 of 2003)
- Promotion of Access to Information Act (Act No 2 of 2000); • Promotion of Administrative Justice Act (Act No 3 of 2000);
- Electronic Communications and Transactions Act (Act No 25 of 2002).
- Municipal Structures Act (Act 117 of 1998)
- Municipal Systems Act (Act 32 of 2000)

5. POLICY APPLICATION

This policy impacts upon Ugu District Municipality's work practices for all those who;

- create records including electronic records;
- have access to records;
- have any other responsibilities for records, for example storage and maintenance responsibilities;
- have management responsibility for staff engaged in any of these activities; or manage, or have design input into, information technology infrastructure.

The issuing of records of the Municipality to third parties is prohibited without the written approval of the Records Manager, the Legal Manager or Municipal Manager. All requests made for information should be done in accordance with PAIA and will be processed by the Records Manager. This excludes billing, account and customer related information required as well as compliance related reporting to National, Provincial and Local Government such as Treasury, Auditor General, COGTA, DWA etc.

6. ROLES AND RESPONSIBILITIES

Role-Players and their Responsibilities

6.1 Records Manager

- The Records Manager will receive and record each PAIA request.
- Each request will be issued a number and a response prepared with information dissemination after payment finalised

- The request will be subject to an access fee and copy fee – in line with the Municipality’s annual schedule of tariffs
- The Section 32 report to the Human Rights Commission will be done annually by the Records Manager
- The annual report questionnaire to the Department of Justice will be completed by the Records Manager

6.2 Chief and Deputy Information Officer

- The Chief and Deputy Information Officer is responsible for approval of requests for information in terms of the Promotion of Access to Information Act.
- The Chief and Deputy Information Officer will inform the Records Manager if a request for information necessitates a disposal hold to be placed on records that are due for disposal.

6.3 Legal services manager

- The legal services manager is responsible for advising the Records Manager of any received requests in terms of PAIA received through the Legal office.

7. TIMEFRAMES

30 days are permitted from time of receipt of the PAIA request to information dissemination, dependant on payment of the access fee and copy fees. Where the period taken to supply the information requested is more than 30 days, written reasons will be submitted annually in the Section 32 report to the Human Rights Commission.

8. MONITORING AND EVALUATION

This Policy will be monitored and evaluated by the General Manager: Corporate Services and regular monitoring reports submitted to the Management Committee Meeting, Sound Governance and Human Resourced Portfolio Committee, Executive Committee and Full Council Meetings.

9. COMMENCEMENT OF THE POLICY

This Policy will come into effect on the date of the adoption by the Ugu District Municipality Council.

10. AMENDMENT AND/OR ABOLITION

This policy may be amended or repealed by the Municipality through a Council Resolution.

11. COMPLIANCE AND ENFORCEMENT

Violation or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

12. POLICY REVIEW

This Policy will be reviewed annually to ensure applicability and relevance.

13. APPEAL PROCESS/ GRIEVANCE PROCEDURE

The policy must also state what will happen if one of the users thereof is not satisfied or there is a violation with the implementation process.

Records of Approval

Meeting	Date	Resolution
Policy Review Committee	12 September 2017	Recommendation to MANCO
Manco	20 November 2017	Recommendation to Sound Governance & Human Resources Portfolio Committee
Sound Governance and Human Resources Portfolio Committee	17 May 2018	Recommended to EXCO
EXCO	20 June 2018	Recommended to Council
Council	28 June 2018	ADOPTED

Policy and its availability

28 Connor Street, Port Shepstone

RECEPTION 96 Marine Drive, Oslo Beach 1 & 2

RECEPTION Musgrave Road, Harding

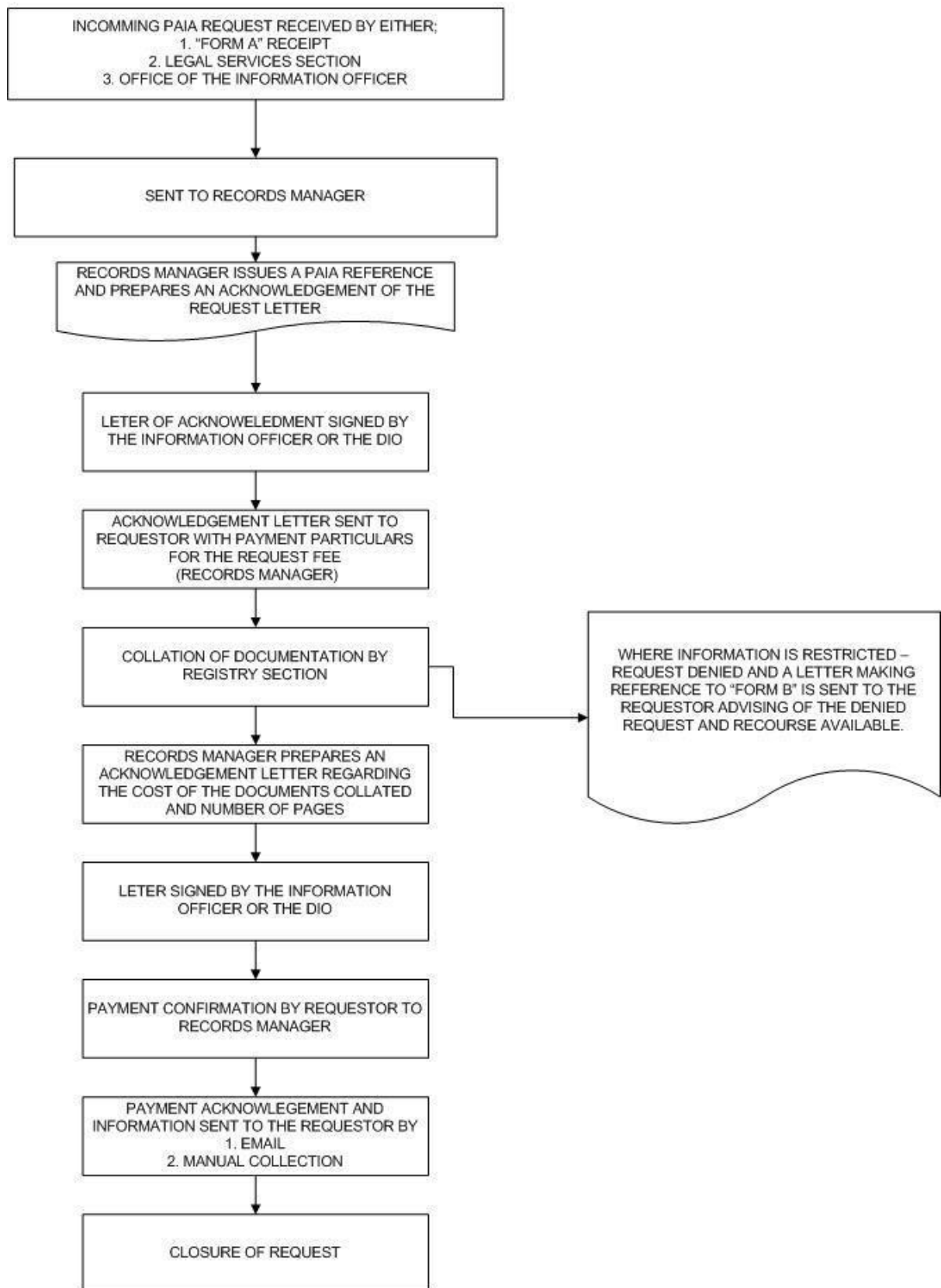
RECEPTION Main Road, Park Rynie

RECEPTION www.ugu.gov.za

The manual is currently available in English and in isiZulu.

ANNEXURE A –PAIA PROCEDURE

UGU DISTRICT MUNICIPALITY – INTERNAL PAIA WORKFLOW (2013/14)



ANNEXURE B – FORM A REQUEST FORM



REQUEST FOR ACCESS TO RECORD OF UGU DISTRICT MUNICIPALITY
(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

DD Naidoo, Municipal Manager, Information Officer

Vuyiwe Tsako, General Manager Corporate Services, Deputy Information Officer

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

Information officer:

Mr DD Naidoo

MUNICIPAL MANAGER

28 Connor Street, Port Shepstone, 4240

PO Box 33, Port Shepstone, 4240

Tel: 039 688 5702

Fax: 039 682 1720

Email: DD.Naidoo@ugu.gov.za

Deputy information officer

Ms V Tsako

GENERAL MANAGER CORPORATE SERVICES

18 Price Street, Port Shepstone, 4240

PO Box 33, Port Shepstone, 4240

Tel: 039 688 5758

Fax: 039 682 4820

Email: Vuyiwe.Tsako@ugu.gov.za

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.*
- The address and/or fax number in the Republic to which the information is to be sent, must*
- (b) *be*
- given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: Identity
number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

.....

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1 Description of record or relevant part of the record:

2 Reference number, if available: 3 Any further
particulars of record:

E. Fees

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*

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- (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.

<u>Disability:</u>		Form in which record is required:	
Mark the appropriate box with an X. NOTES: (a) Compliance with your request for access in the specified form may depend on the form in which the record is available. (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.			
1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc:			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			

	printed copy of record'		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.					YES NO
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.					
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 thisday of..... 20__

.....
 SIGNATURE OF REQUESTER 1 PERSON ON
 WHOSE BEHALF REQUEST IS MADE

ANNEXURE C – FORM B APPEAL FORM



REPUBLIC OF SOUTH AFRICA

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:

Information officer: Mr Luvuyo Mahfaka
MUNICIPAL MANAGER
28 Connor Street, Port Shepstone, 4240 PO Box 33, Port Shepstone, 4240
Tel: 039 688 5702
Fax: 039 682 1720
Email: Luvuyo.Mahfaka@ugugov.za

Deputy information officer: Ms Phumza Ntsho
GENERAL MANAGER CORPORATE SERVICES
18 Price Street, Port Shepstone, 4240 PO Box 33, Port Shepstone, 4240
Tel: 039 688 5758
Fax: 039 682 4820
Email: Phumza.Ntsho@mg.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:

[illegible]

Postal address: _____

Telephone number: () Fax 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:

[illegible]

D. The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an X in the appropriate box

	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 26(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:

1. 本報告係根據本公司及子公司於民國109年12月31日止之財務資料編製，其內容係根據一般公認會計原則編製，並未考慮稅務影響，且未經會計師查核簽證，如有必要，應請參考本公司110年度財務報告。

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

[illegible]

FORM B: NOTICE OF INTERNAL 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 year.

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):