

PAIA POLICY AND PROCEDURE



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PROMOTION OF ACCESS TO INFORMATION (PAIA) POLICY
(In accordance with The Promotion of Access to Information Act 2 of 2000)

DR NDZ MUNICIPALITY

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1. Introduction/Foreword

The Constitution guarantees everyone the right to access information held by the Municipality 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. Purpose of the Policy

The purpose of the policy is to provide information to the public on services rendered by Dr NDZ local Municipality, records generated by Dr NDZ local Municipality and how members of the public can 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

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- Services offered by DR NDZ local Municipality,
- What records Dr NDZ local 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 DR NDZ local Municipality is taking on their behalf. It is through information sharing that our democracy can be entrenched, strengthened and nurtured.

3. Information and Deputy Information Officer's details

Information Officer:

Mr. N.C. VEZI

DR NDZ LOCAL MUNICIPALITY

PO Box 62, CREIGHTON, 3263

Tel: 039 8331038

Fax: 039 833 1179

Email: vezin@ndz.gov.za

4. Description of Dr NDZ Municipality's Structure

Dr NDZ Local Municipality is made up to 15 Municipal Wards (with 15 Ward Councillors and 15 PRs), which overlap with the 10 existing traditional authority areas. There are three nodes of the Municipality (Creighton, Donnybrook, Underberg Himville and Bulwer) servicing the hinterland. All these nodes are underdeveloped. The growth of Creighton is further hampered by its location on a tertiary road R617 that links the Ingwe Local Municipality with all other neighbouring municipalities of Ubuhlebezwe, KwaSani and Msunduzi

5. Description of Dr NDZ Local Municipality's functions

Dr NDZ Local Municipality has been classified as a Category B, which forms part of the Harry Gwala District Municipality Area (DC43) it, is located in the North West of Harry Gwala District Municipality. The main settlements in the Municipal area are Creighton, Bulwer, Donnybrook and traditional council (rural) areas. DR NDZ Local Municipality is 1970.24 km in extent and this equates to 16.4% of the Harry Gwala District Municipality total Land area. It is bounded by Richmond Local Municipality to the north, KwaSani Local Municipality to the west, Ubuhlebezwe Local Municipality to the east and Umzimkhulu to the south. DR NDZ Municipality SDF identified a number of development nodes in the Municipal area which represent the areas of greatest potential. The NDZ SDF links these nodes to three levels of public investment and these are:

Level 1 investment indicates that attention should be given to the provision of basic services.

Level 2 Investments should be such that the use of the existing infrastructure is enhanced to meet the needs of the residents.

Level 3 Indicates active public investment to maximize the potential of the node

The NDZ SDF classified Creighton, Donnybrook, Bulwer, Underberg and Himville as level 1, while all other nodes are classified as Level 2. However, in order to multiply the effects of the high level of private investments which taken In the Creighton and Bulwer nodes it is to be classified as a level 2 investment node in the Ingwe SDF.

Administration

The administration of the Municipality is headed by the Municipal Manager. The Municipality has four administrative departments, each being headed by a General Manager. In addition, the Deputy Municipal Manager within the Office of the Municipal Manager is responsible for the efficient and effective operation of all departments.

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Office of the Municipal Manager

The Office of the Municipal Manager is responsible for the following functions:

Development Planning;

Strategy and Shared Services;

Internal Audit;

Mayoralty and Communication;

Legal Services;

Development Planning – Responsibilities include the implementation the Municipality's Performance Management system as aligned to the Integrated Development Plan (IDP), and to monitor and report on the progress and implementation thereof.

Strategy and Shared Services – Responsibilities include the facilitation of strategic forums among the family of municipalities within the District, some through the implementation of shared services. This also ensures the management of enterprise-wide risk, service excellence and performance management.

Internal Audit – Responsibilities include the provision of internal audit services to the Municipality as well as the coordination of the implementation of the internal audit service as a shared service within the District. The section also facilitates the external audit services required by the Municipality.

Mayoralty and Communications – Responsibilities include the coordination of Mayoral executive support, corporate communications events and general marketing and maintenance of the profile of the Municipality. This section also acts as the vehicle for the realization of intergovernmental and cooperative governance structures and events.

Legal Services – Responsibilities include the coordination of legal research towards ensuring legal compliance, contract management and associated advisory services.

Community Services Department

LED and Tourism – Facilitation and coordination of activities and program mes that would yield shared economic growth and the extensive marketing of the Municipality.

Community Development -

Sports Development -

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Disaster Management – Coordination of the prevention and mitigation of disaster effects and the management of disasters when they occur.

Youth Development – The Office is responsible for institutionalisation and mainstreaming of Youth Development within Dr Nkosazana Dlamini Zuma Local Municipality.

Special Programmes – The Office heads up advocacy and lobbying for the development and mainstreaming of issues which affect the following vulnerable groups: senior citizens, people with disabilities, women and farm workers.

HIV/AIDS – The Office conducts aggressive lobbying for the support, assistance and development of people living with and/or affected by HIV and/or AIDS, as well as children who are either directly or indirectly affected by the epidemic as a result of their very vulnerable status or through being orphaned by the disease.

Corporate Services Department

The Corporate Services Department, headed by the General Manager Corporate Services includes:

Human Resources – Coordination of sound labour relations, Human Resources management and recruitment strategies including Leave management, Job Evaluation management, Employee benefits, Employee Wellness, Organisational Development and Occupational Health and Safety. Job Evaluation Management – Coordinates processes associated with the implementation and maintenance of Job Evaluation in the local government sector at a regional level through the interaction and facilitation of preparatory requirements, creating awareness of procedures and analysing and reporting on the status within Municipalities and/or Principal Job Evaluation Committees in order to ensure the region delivers on its plans and

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objectives of performing at an acceptable standard, maintaining quality and consistency and producing Job Evaluation outcomes that are valid and defensible.

Secretariat – Coordination of secretariat support to Council and its committees.

ICT – Ensuring the efficient implementation of information management systems, implementation and maintenance of application systems, implementation of Enterprise Resource Planning hardware and software maintenance, information systems security and general coordination of Management of ICT systems.

Records management Services – Records management, registry management, facilities management

Treasury Department

The Treasury Department, headed by the General Manager Treasury includes:

Equity and Accounts – Asset management, loans, insurance and investments and cash collection.

Grants and Expenditure – Coordination of accounts payable, payroll and management of grants received.

Budget Control – Preparation of budget, financial forecasting and preparation of financial statements.

Fleet Management – Ensuring that the organisation adequately supports service delivery through the provision and management of a safe and efficient fleet.

Supply Chain Management – Coordination of procurement of goods and services, and management of the supplier database and procurement contracts.

Infrastructure and Planning Development Department

The Infrastructure and Economic Development Department, headed by the General Manager Infrastructure and Economic Development includes:

Environmental Services – Responsibilities include the coordination and implementation of environmental management and environmental health services.

Infrastructure and Planning Development – Responsible for the management

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Of the budgets for the MIG grant, as well as all other departmental grants and funding.

Project Management Unit (PMU) – Implementation of MIG funded projects such as community facilities.

6. Control Centre – The control centre deals with all public inquiries and complaints. It is headed by a Manager and is managed 24/7.

7. Policy and its availability

P. O Box 62 Creighton 323

Registry

www.ndz.gov.za

The policy /manual is currently available in English

7.1. Automatically Available Records

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.

7.2. 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.

8. Index and Description of subjects of records this category contains a description of subjects on which Dr NDZ local Municipality holds records and description of the categories of records held on each subject.

Description of categories of records held by Dr NDZ local Municipality
(per subject)

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CATEGORY	DESCRIPTION	LOCATION	DOCUMENT TYPE	LEVEL OF ACCESS / AVAILABILITY
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A. <u>AGENDAS</u> <u>AND</u> <u>MINUTES</u>	1. <u>Council Meetings</u> 1.1 Agendas 1.2 Minutes 1.3 Attendance Registers 1.4 Resolutions	Registry	Electronic and printed documents	1 Restricted
	2. <u>EXCO</u> 2.1 Agendas 2.2 Minutes 2.3 Attendance Registers	Registry	Electronic and printed documents	2 Restricted
	3. <u>Portfolio Committee</u> 3.1 Corporate Services 3.2 Community services 3.3 Finance, Budget Control and Monitoring 3.4 PWBS and Town Planning	Registry	Electronic and printed documents	3 Restricted
	4. <u>Management committee and extended Manco</u> 4.1 Agendas 4.2 Minutes 4.3 Attendance Registers	Municipal Managers office	Electronic and Printed document	4 Restricted
	5. <u>Bid Committees</u> 5.1 <u>Bid Specification Committee</u>	5 SCM		5 Restricted

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	<p>5.1.1 Agendas</p> <p>5.1.2 Minutes</p> <p>5.1.3 Attendance Registers</p> <p><u>5.2 Bid Evaluation Committee</u></p> <p>5.2.1 Agendas</p> <p>5.2.2 Minutes</p> <p>5.2.3 Attendance Registers</p> <p><u>5.3 Bid Adjudication Committee</u></p> <p>5.3.1 Agendas</p> <p>5.3.2 Minutes</p> <p>5.3.3 Attendance Registers</p>			
B. REPORTS	<ol style="list-style-type: none"> 1. Annual Report of the Municipality 2. Mid Term Reports 3. Quarterly Reports 	Registry and Strategic	Electronic and Printed documents	Automatically
C. FINANCIAL ITEMS	<ol style="list-style-type: none"> 1. Loan Register 2. Stock Register 3. Main Cash Book 4. Subsidiary 	Finance	Printed documents	Restricted

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	<p>cash register</p> <ol style="list-style-type: none"> 5. Main ledger 6. Subsidiary ledger 7. Main journal 8. Budget 9. Financial statement 10. Cheque ils 11. Receipt books 12. Bank reconciliatio n statements 			
D. Deeds and agreements	<ol style="list-style-type: none"> 1. Deeds duplicated at the deed's office 2. Deeds not duplicated at the deeds register 3. Letters of undertaking 4. Lease agreements 5. Purchase agreements : land and moveable property 6. Loan agreements 7. Works contracts 8. Siding 9. Electricity supply 10. Tenders and contracts 11. Excess agreements 	<p>Central Registry</p> <p>Central Registry</p> <p>4. SCM</p> <p>10. SCM</p>	<p>Printed documents</p>	<p>1.Restricted</p> <p>4.Restricted</p> <p>10.Restricted</p>

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	12. Essential services			
E. Human Resources	<ol style="list-style-type: none"> 1. Performance management agreement for managers 2. Attendance register 3. Salary register 4. Wage register/cards 5. Salary records cards 6. Unclaimed wages register 7. Deductions statement 8. Timesheets 9. Pay sheets/wage statement 10. Handing over statement 11. Leave register 12. Workmen's compensation act register 13. Factory act register 14. Service register 15. Medical claims 	<ol style="list-style-type: none"> 1. Registry 2. Human Resources 		<p>Automatically</p> <p>2-21 RESTRICTED</p>

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	<ul style="list-style-type: none"> 16. Income tax certificates 17. Clock cards 18. Salary advice slips 19. Unsuccessful job applications 20. Accident reports: injuries on duty 21. Unemployment insurance: claims and tax. 			
F. STORES ADMINISTRATION AND PROCUREMENT	<ul style="list-style-type: none"> 1. Stores register 2. Stores issue and receipt voucher 3. Stores requisition 4. Stores cards 5. Stocktaking sheets 6. Inventory of stores and equipment 7. Vehicle requisitions 8. Vehicle distance returns 	SCM		RESTRICTED
G. CARTOGRAPHIC MATERIAL	<ul style="list-style-type: none"> 1. National monuments 2. Places of workshop 3. Detailed plans of Municipal buildings and plants 4. Finer detail 	Central Registry	Printed documents/ Electronic	<ul style="list-style-type: none"> 1-2 Automatic 3 Restricted 4. Restricted

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	of special Furnishing and decoration specially designed for a specific building.			
H. TAX, LICENCE AND ROAD TRAFFIC	<ol style="list-style-type: none"> 1. Owners rates register 2. Consumers registers 3. Valuation roll 4. Auction roll 5. Transfer of business register 6. Hawkers permits 7. Temporary trading permits 8. Trading licence register 9. Drivers licence register 10. Roadworthy certificates register 11. Motor vehicle clearance voucher receipt book 12. Completed forms 13. Batch register 14. Fuel and oil statements 15. Motor vehicle registration 	<p>Finance</p> <p>5.Community</p> <p>9-14. Finance</p>		<p>1.Retriected</p> <p>2Restricted</p> <p>3. AUTOMATIC</p> <p>4</p> <p>5-8Restricted</p> <p>9-21 Restricted</p>

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	<ul style="list-style-type: none"> 16. Motor vehicle registration register 17. Certificates of fitness register 18. Motor dealer returns 19. Registration certificate 20. Duplicate registration certificate 21. Additional motor dealer licence register 			
I. SERVICES WORKS AND CONTROL	<ul style="list-style-type: none"> 1. Rebate application forms 2. Disconnection list: electricity 3. Connection instructions 4. Reconnection instructions 5. Pound register 	<ul style="list-style-type: none"> 1-4. FINANCE 5. Community 	<ul style="list-style-type: none"> Printed documents/ electronic 	<ul style="list-style-type: none"> 1. Automatically 5. Automatically
J. PUBLICATIONS PUBLISHED BY THE COUNCIL	<ul style="list-style-type: none"> 1. Advertising brochures 2. Newsletters 3. History of the Municipality 4. Posters 5. Programmes of festivals and exhibitions 6. Regulations 	<ul style="list-style-type: none"> 1. Registry 2-5 Mayoralty and Communications 	<ul style="list-style-type: none"> Printed documents/ Electronic 	<ul style="list-style-type: none"> 1-6. Automatically

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<p>K.</p> <p>PHOTOGRAPHS</p>	<ol style="list-style-type: none"> 1. Events and Functions 2. Photographs of Council, Administration and Officials 3. Aerial Photographs 4. Projects 	<ol style="list-style-type: none"> 1. Communications 2. Mayoralty and Communications 3-4. GIS 	<ol style="list-style-type: none"> 1. Printed documents/ Electronic 2. Printed/ electronic 	<ol style="list-style-type: none"> 1. Automatically 2. Automatically
<p>L. RECORDS MANAGEMENT</p>	<ol style="list-style-type: none"> 1. Master copy of file plan. 2. Records control Schedule 3. Register of files opened 4. Destruction register 5. Register of registered/ certified post 6. Register of post received and dispatched 7. Register of disposal authorities 8. Stamp register 9. Telex register 10. Register of fax transmission. 11. Pending diary 	<p>REGISTRY</p>		<ol style="list-style-type: none"> 1. Automatically 2. Automatically 3. Restricted 4. Restricted 5. Restricted 6 Restricted 6. 7. Restricted 8. Restricted 9. Restricted 10 Restricted 11 Restricted 12 Restricted

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	<ul style="list-style-type: none"> 12. Pending cards 13. Route cards: file movements 14. Records Procedure Manual 			<ul style="list-style-type: none"> 13 Restricted 14 Automatically
<p>M.</p> <p>MISCELLANEOUS</p>	<ul style="list-style-type: none"> 1. Municipal Title Deeds 2. Servitudes 3. Encroachments 4. Permits 5. Tender Documents 6. Business Plans 7. Company Profiles 	<ul style="list-style-type: none"> Central Registry 5-7.SCM SCM 	<ul style="list-style-type: none"> Printed documents 	<ul style="list-style-type: none"> 1-4 Restricted 5-7Restricted
<p>N.</p> <p>FILE PLAN SUBJECTS</p>	<ul style="list-style-type: none"> 1. Legislation 2. Organisation and control 3. Own council and council matters 4. Human resources 5. Finance 6. Supply Chain Management 7. Building and Grounds 8. Tenders, Quotations and Contracts 9. Reports and Returns 10. Publicity and 	<ul style="list-style-type: none"> I Registry 	<ul style="list-style-type: none"> Printed Documents 	<ul style="list-style-type: none"> Restricted

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	information 11. Festive and Social Matters 12. Composition and Meetings of Bodies and other Gathering 13. Legal matters 14. Licences and Permits 15. Town Planning and Control 16. Essential Services 17. Community services			
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9. POLICY APPLICATION

This policy applied to Dr NDZ Local a Municipality's work Practices for all those who

- Create records including electronic records,
- Have access to records,
- Have any other responsibilities for records for examples storage and maintenance responsibilities,

The issuing of records of the Municipality to third parties is prohibited without the written approval of the records manager or Municipal manager. All requesters made for information should be done in accordance with PAIA and will be processed by the records Manager.

10. ROLES AND RESPONSIBILITIES

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10.1. Records Manager

The Records Manager will receive and record each PAIA request. Each requester will be issued by a number and response prepared with information dissemination.

11. DEPUTY INFORMATION OFFICER

The Deputy information Officer is responsible for approval of requests for information in terms of Promotion to access to information act.

The Deputy Information officer will be informing the records manager if a request for information necessitates a disposal hold to be placed on records that are due to disposal.

12. TIMEFRAMES

30 days are permitted from time of receipt of the PAIA request to information dissemination.

13. MONITORING AND EVALUATION

This policy will be monitored and evaluated by Corporate Services and regular monitoring reports submitted to the management committee meeting.

14. COMMENCEMENT OF THE POLICY

This policy will come into effect on the date of the adoption by the Dr Nkosazana Dlamini Zuma Local Municipality Council

15. AMENDMENT AND /OR ABOLITION

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

16. POLICY REVIEW

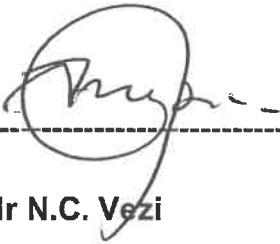
This will be reviewed annually to ensure applicability and relevance.

17. APPEAL PROCESS/ GRIEVANCE PROCEDURE

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

This policy was approved by Council on the 27 May 2021



Mr N.C. Vezi

Municipal Manager



Date

STEP1

INCOMING REQUEST RECEIVED BY OFFICE OF THE MUNICIPAL MANAGER, EITHER BY **FORM A REQUEST**

STEP 2

SENT TO RECORDS MANAGER

STEP3

RECORDS MANAGER ISSUES A PAIA REFERENCE AND PREPARES AN ACKNOWLEDGEMENT OF THE REQUEST LETTER

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STEP 4

LETTER OF ACKNOWLEDGEMENT SIGNED BY MUNICIPAL MANAGER

STEP 5

ACKNOWLEDGEMENT LETTER SENT TO REQUESTOR BY RECORDS MANAGER WITH PARTICULARS OF PAYMENT IF ANY FOR THE REQUEST FEE

STEP 6

COLLATION OF DOCUMENTATION BY REGISTRY SECTION (where information is restricted request denied and a letter making reference to form b is sent to the requester advising of the denied request and recourse available)

STEP 7

RECORDS MANAGER PREPARES AN ACKNOWLEDGEMENT LETTER REGARDING THE COST OF DOCUMENT COLLATED IF ANY AND NUMBER OF PAGES

STEP 8

LETTER SIGNED BY MUNICIPAL MANAGER

STEP 9

PAYMENT FORMATION BY REQUESTOR IF ANY

STEP 10

PAYMENT ACKNOWLEDGEMENT AND INFORMATION SENT TO THE REQUESTOR BY EITHER EMAIL OR MANUAL COLLECTION

STEP 11

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CLOSURE OF THE REQUEST

ANNEXURE B

FORM A REQUEST FORM

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**REQUEST TO ACCESS TO RECORD OF DR NKOSAZANA DLAMINI ZUMA
LOCAL MUNICIPALITY** (Section 18(1) of the Promotion of access to information
Act, 2000 Act no 2 of 2000 regulation 6

FOR DEPARTMENT USE

Request received by-----

Mr N. C Vezi Municipal Manager,

Date----- at -----place

Request fee if any-----

Access fee if any-----

Signature -----

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B particulars of person requesting access to the record

Full names and surname-----

Identity number-----

Postal address-----

Fax number-----

Telephone number-----

Email address-----

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 records

1. Description of records or relevant part of the record: -----

2. Reference number if available-----

E. fees if any

F. Form of access to record

Mark the appropriate box with an x

1.	1.If the form is in written or printed
----	--

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Copy of record		Inspection of record	
----------------	--	----------------------	--

2. If the record consists of visual images
(this includes photographs, slides, video computer generated images etc)

View the images		Copy of the images	transcription of the images	
-----------------	--	--------------------	-----------------------------	--

3. If records consist of recorded words or information which can be reproduced in sound)

Listen to the sound track		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 delivered from the record		Copy in computer readable form
------------------------	--	---	--	--------------------------------

If you request a copy or transcription of a record above, do you wish the copy or transcription to be posted to you?	Yes	No
--	-----	----

Postage if payable

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.

Signed at----- this-----day of-----

-----20-

**ANNEXURE C
FORM B -APPEAL FORM**

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FORM B

NOTICE OF INTERNAL APPEAL

STATE YOUR REFERENCE NUMBER-----

A. PARTICULARS OF PUBLIC BODY

The information Officer/ Deputy Information officer

Information Officer
Main Street Creighton
3263

Deputy Information Officer
Main street Creighton
3263

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

Full names and surname-----

Identity number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal address-----

Telephone number (-----) -----

Fax number (-----) -----

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Email address-----

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 description against which the internal appeal is lodged
Mark the decision against which the internal appeal 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 this form requested by the requester
	Decision regarding the extension of the period with in the request must be deal with in terms of section 26(1) of the cat.
	Decision to grant request for access

E. Grounds for appeal

State the grounds on the which the internal appeal is based

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

F. Notice of declaration 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 you request

State the manner-----

Particulars of Manner-----

Signed at CREIGHTON this day 28 of May year 2021

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SIGNATURE OF APPELLIANT

FOR DEPARTMENT USE ONLY

Official record of internal appeal

Appeal received on----- date-----

----- state rank, name and surname of information officer and Deputy information officer

Appeal accompanied by a reasons for the information officer/ deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by 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): -----

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