

11. REQUEST TO THE MINISTER FOR THE COMPILATION OF ONE MANUAL:

If the functions of two or more public bodies are closely connected, the Minister may on request or of his or her own accord determine that the two or more bodies compile one manual only.

The public bodies in question must share the cost of the compilation and making available of such manual as the Minister determines.

12. EXEMPTION BY THE MINISTER FROM ANY PROVISION OF THIS SECTION FOR A DETERMINED PERIOD:

For security, administrative or financial reasons, the Minister may, on request or of his or her own accord, by notice in the Gazette, exempt any public body or category of public bodies from any provision of this section for such period as the Minister thinks fit.

6. ARRANGEMENTS ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER:

Such arrangements would include:

- Workshops
- Projects
- Submissions and reports
- Volunteers and internship programmes
- Consultants and contract researchers
- Community input at Council Meetings

7. REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH:

Senqu Municipality has not provided for a specific internal appeal procedure as of yet. Senqu Municipality undertakes to establish such a mechanism in accordance with the behests of the Act. Should a requester appeal a decision before the municipality has had an opportunity of finalising such a procedure, the appeal will be dealt with in the same way as an appeal against a disciplinary sanction.

8. OTHER INFORMATION AS PRESCRIBED IN TERMS OF THE ACT:

There is currently no information available from the Minister in terms of Section 92 to be placed here.

9. UPDATING OF THE MANUAL:

The manual is to be updated at intervals of not more than a year.

10. AVAILABILITY OF THE MANUAL:

Regulation 187 of 15 February 2002 prescribes in Section 4(1) that the manual of a public body must be made available in the following manner:

As defined by Section 6 of the Legal Deposits Act, 1997, this manual is available at the offices of Senqu Municipality at the above address, the offices of Barkly East and Sterkspruit municipalities as well as at the South African Human Rights Commission.

- After the information officer has made a decision on the request, the requester must be notified of such a decision in the way in which the requester wanted to be notified in.
- If the request is granted, then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

A requester can find a copy of the request forms and the associated costs at the above address, alternatively at www.sahrc.org.za.

5. SERVICES AVAILABLE:

(i) Nature of services:

- Technical services including roads, water, sanitation, electricity, public transport, housing
- Community services including social development – health and welfare, education, local economical development, tourism
- Corporate services including council support and administration
- Labour forum: restructuring, approval of policy, equity and skills

(ii) How to gain access to these services:

Requests must be made to the municipal manager at Senqu:

Postal address:	P O Box 18 Lady Grey, 9755
Physical address:	19 Murray Street Lady Grey, 9755
Telephone number:	(051) 603 0019/12
Fax number:	(051) 603 0445
Email address:	lgtlc@iafrica.com

(iv) **The request procedure:**

A requester must be given access to a record of a public body if the requester complies with the following:

- The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any ground of refusal mentioned in the Act

NATURE OF REQUEST:

- A requester must use the form that has been printed in the Government Gazette (Govt Notice R187 – 15 February 2002 Form A)
- The requester must also indicate if the request is for a copy of the record or if the requester wants to come in and look at the record at the offices of the public body. Alternatively, if the record is not a document, it can then be viewed in the requested form, where possible.
- If a person asks for access in a particular form, then the requester should get access in the manner that has been asked for. This is unless doing so would interfere unreasonably with the running of the public body concerned, or damage the record, or infringe a copyright not owned by the state. If for practical reasons access cannot be given in the required form but in an alternate manner, then the fee must be calculated according to the way that the requester first asked for it.
- If, in addition to a written reply to their request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated.
- If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated.
- If a requester is unable to read or write or has a disability, then they can make the request for the record orally. The information officer must then fill in the form on behalf of such a requester and give them a copy.

FEES:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a public body is R35. The requester may lodge an internal appeal, where appropriate or an application to court against the tender or payment of the request fee.

COMMUNITY SERVICES

- Library
 - Books
- Disaster Officer
 - Damage assessments
 - Reports re fires etc.
- Professional Nurse
 - Clinic reports
 - Family planning records
 - Medical files
- Administration
 - Lease agreements
 - Refuse planning

TECHNICAL SERVICES

- Mechanical
 - Service histories
 - Log books
 - Parts orders
- Road and stormwater superintendent
 - Engineering contracts and reports
- Electrical
 - Maintenance reports
 - Parts orders
- Administration
 - Driver records and log books

HOUSING AND ESTATES

- housing records
- plans
- various diagrams

4. ACCESS TO RECORDS HELD BY SENQU MUNICIPALITY

(i) Automatic disclosures:

A notice in terms of Section 15(2) describes the categories of records of the bodies that are available without a person having to request access in terms of the Act.

Although Senqu Municipality has not submitted a Section 15(2) Notice, it does still have various categories of records of information that are available without a person having to make a formal request in terms of the Act (see below). The Municipality undertakes to publish a Section 15(2) Notice this year as per the requirements of the Act.

At present information is freely available to the public in the form of:

- Brochures
- Posters
- Pamphlets

(ii) Records that may be requested:

FINANCES

Budgets
Financial statements
Annual financial statements
Vouchers
Asset inventory

CORPORATE SERVICES

Human Resources

- recruitment policies
- employment contracts
- remuneration records and policies
- disciplinary codes and procedures
- organograms and job descriptions
- other related policies

Traffic

- roadworthy certificates
- licenses
- testing records

Administration

- agendas
- minutes
- correspondence

2. CONTACT DETAILS

- (i) **Information Officer:** Mr Yawa
Municipal Manager
lgtlc@iafrica.com
- Deputy Information Officer:** Mr Williams
Corporate Services Manager
lgtlc@iafrica.com
- (ii) **General Information of Senqu Municipality:**
- Postal address: P O Box 18
Lady Grey, 9755
- Physical address: 19 Murray Street
Lady Grey, 9755
- Telephone number: (051) 603 0019/12
- Fax number: (051) 603 0445
- Email address: lgtlc@iafrica.com

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

This Guide is not yet available. The South African Human Rights Commission has undertaken to make it available by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission:
PAIA Unit
The Research and Documentation Department

- **Postal Address:** Private Bag 2700
Houghton
2041
- **Telephone:** +27 11 484 8300
- **Facsimile:** +27 11 484 0582
- **Website:** www.sahrc.org.za
- **Email:** PAIA@sahrc.org.za

(iii) The structure of Senqu Municipality:

Senqu Municipality is a regional municipality, most recently restructured in terms of the Municipal Structures Act, No. 117 of 1998.

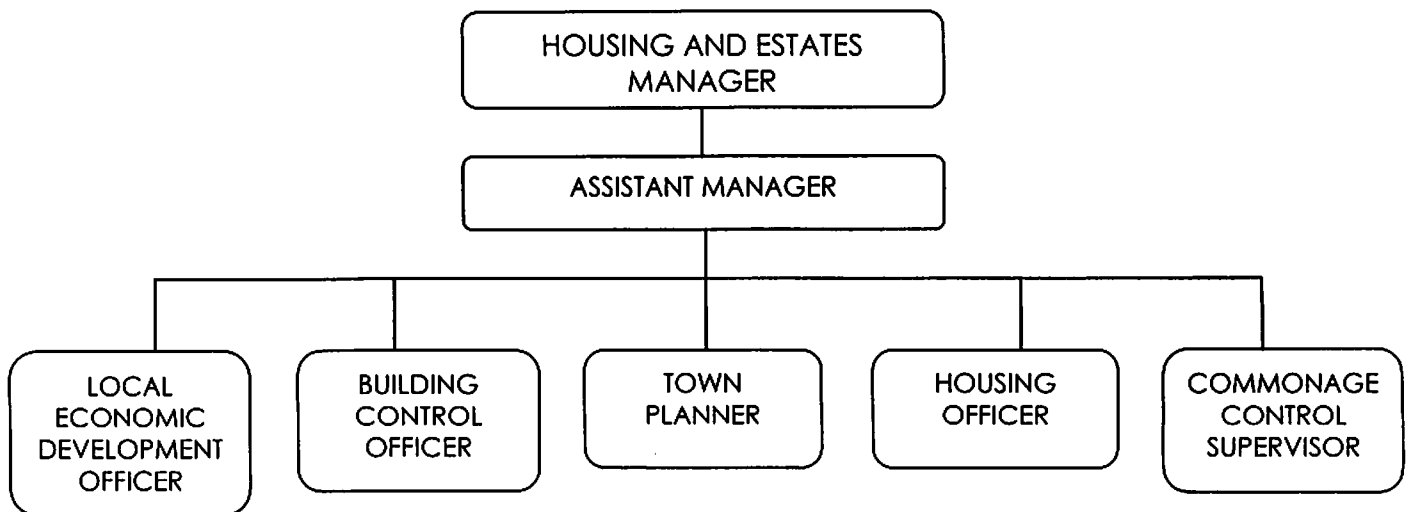
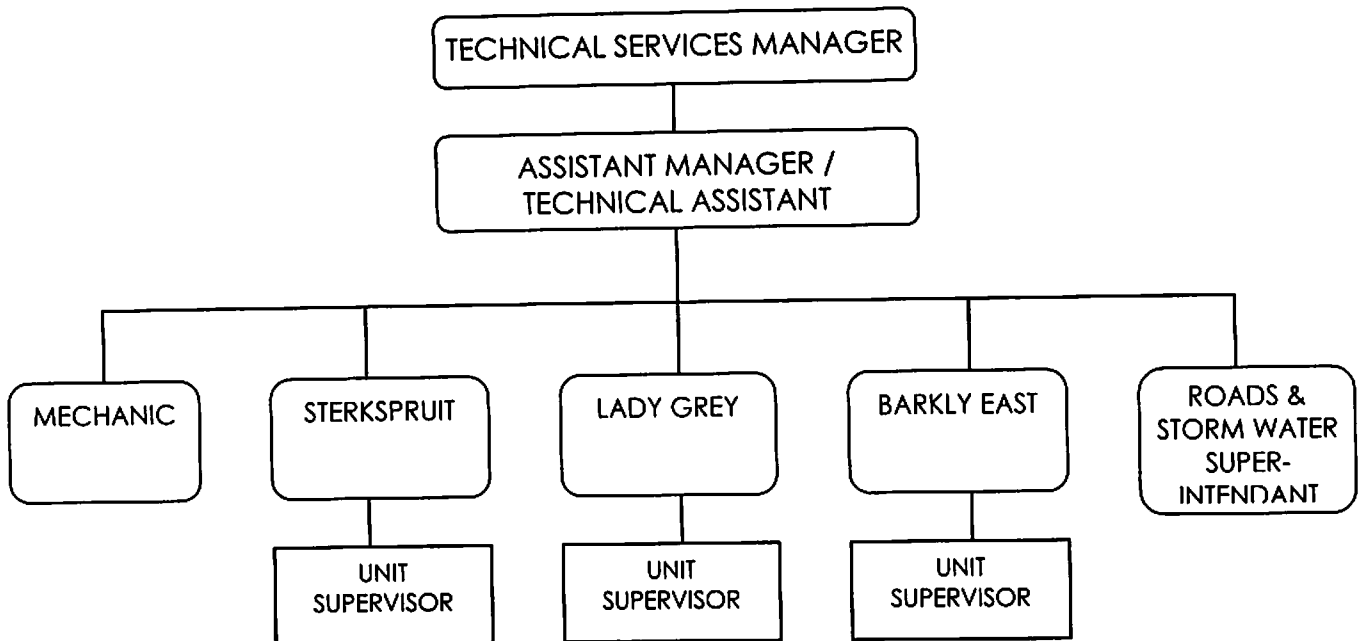
Its administrative centre is located in Lady Grey in the Eastern Cape, from where all municipal functions for Barkly East, Sterkspruit and Lady Grey are co-ordinated.

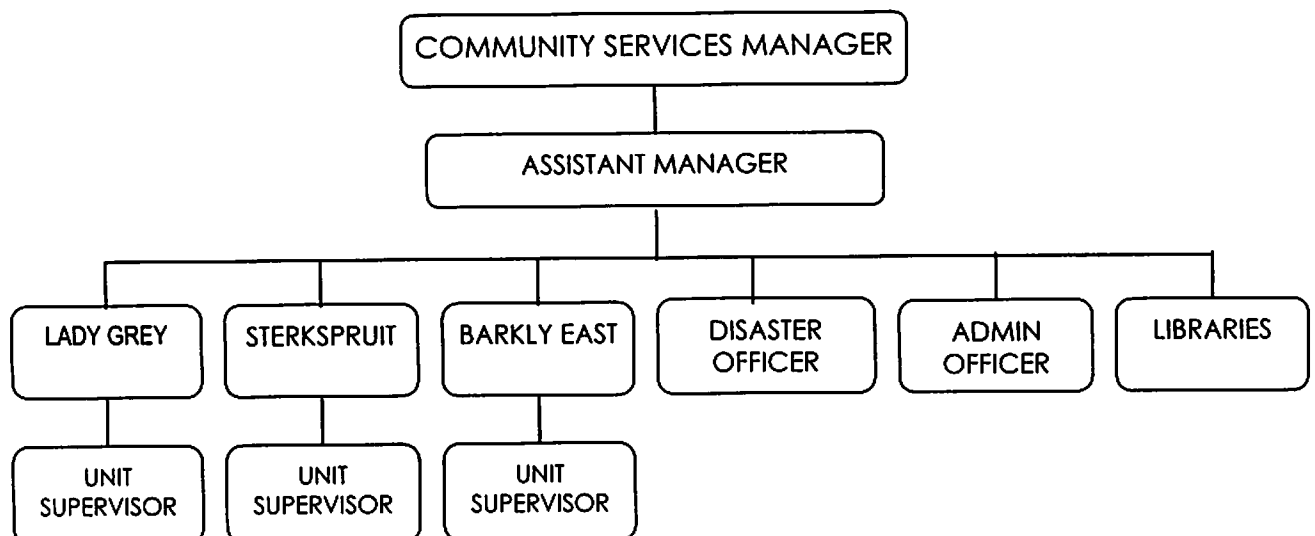
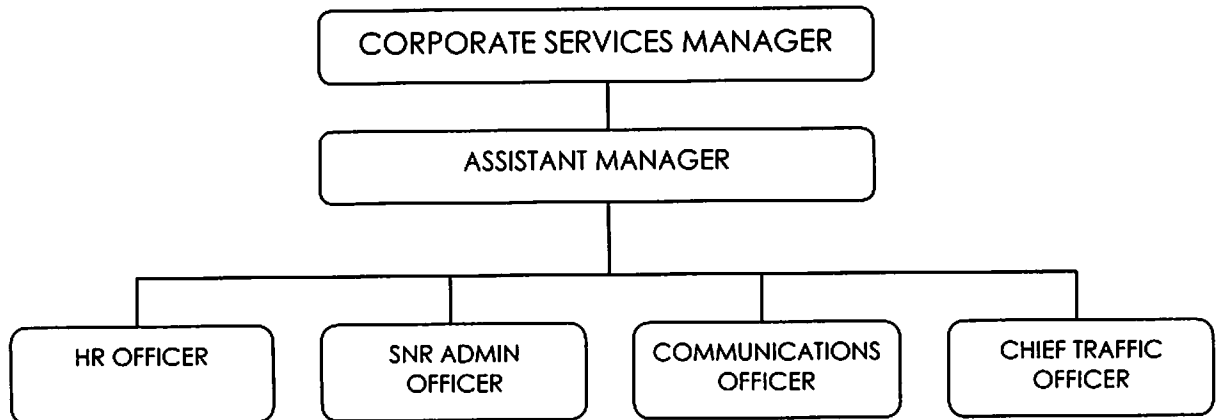
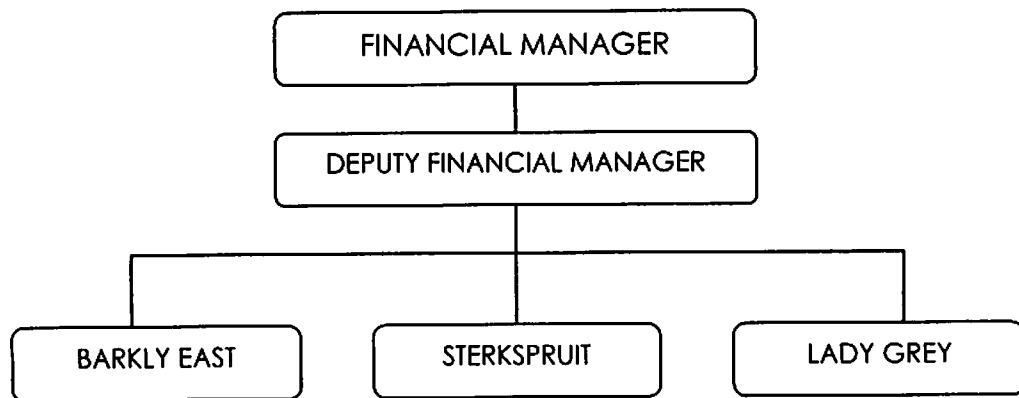
The municipality is made up of five different municipal departments, each one headed up by a different manager:

- FINANCIAL MANAGER: Mr C Venter
- CORPORATE SERVICES: Mr Z Williams
- TECHNICAL AND ENGINEERING: Mr R Crozier
- COMMUNITY SERVICE: Mr P du Toit
- HOUSING & ESTATES: vacant

All of the respective department managers report to the Municipal Manager, Mr M Yawa.

The municipality also consists of a Standing Committee consisting of five councillors representing each managerial department. These standing committees consider issues such as budgets, policies and procedures for each managerial department as submitted to them by their respective departmental managers. The Standing Committee will in turn make recommendations to the Executive Committee who will either approve of the recommendation or not. Should such a recommendation be approved, this resolution will be communicated to the Speaker, Mr Mqungquthu and the Mayor, Mr Z Dumzela.





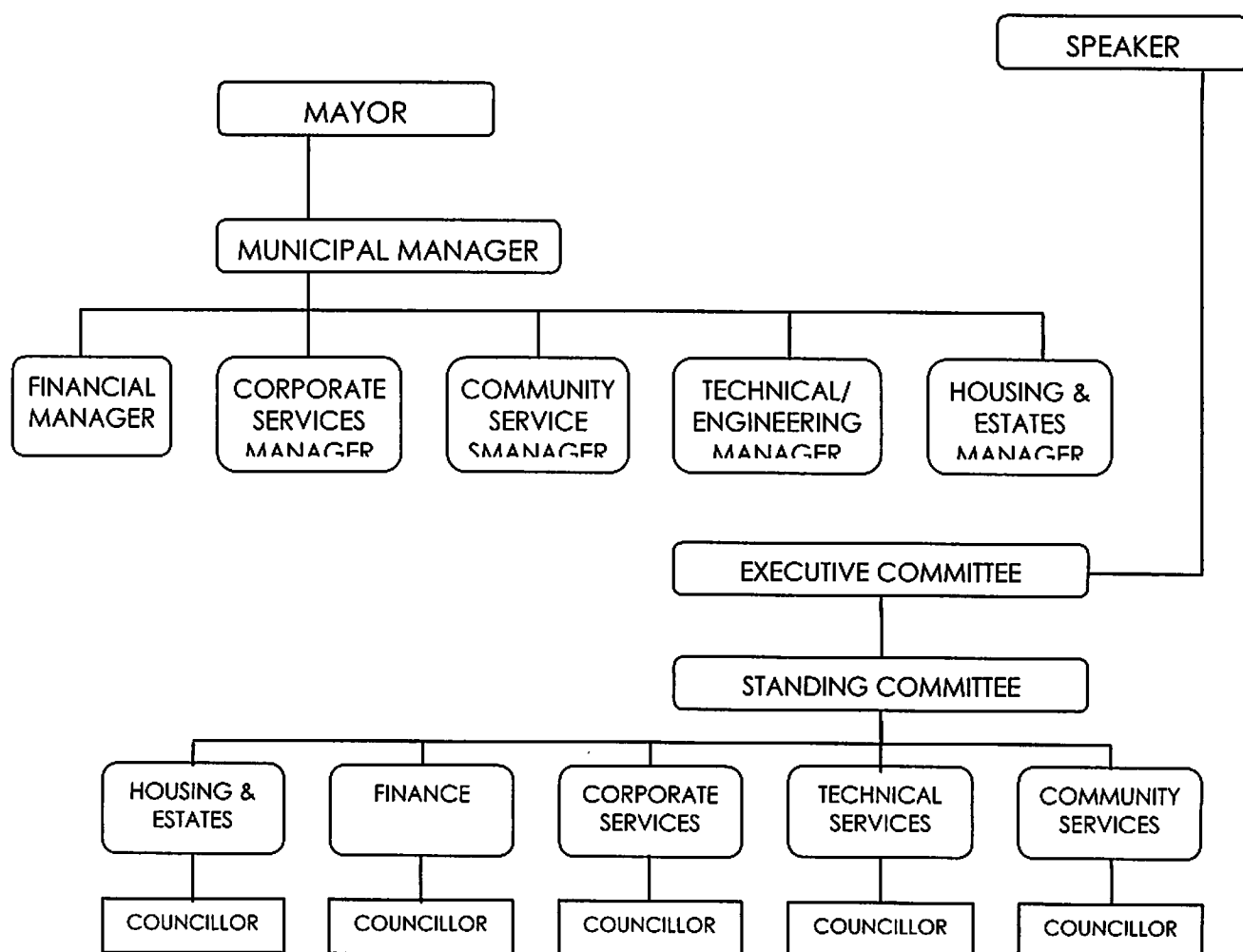
1. THE FUNCTIONS AND STRUCTURE OF SENQU MUNICIPALITY:

(i) The functions of Senqu Municipality:

The functions of the municipality are to represent the interests and concerns of the ratepayers and other inhabitants of the municipal area, more specifically:

- to maintain and repair the existing municipal infrastructure within the municipal area;
- to ensure that new services are provided where previously there were none;
- to ensure compliance with existing municipal by-laws, regulations and applicable national legislation;
- to formulate new and amend existing by-laws and regulations to meet the changing needs of the rate payers and other inhabitants of the municipal area;
- to maintain and care for existing public places and municipal land.

(ii) A schematic diagram of the structure of Senqu Municipality:



CONTENTS:

1	The functions and structure of Senqu Municipality	3 – 6
2	Contact details	7
3	The Section 10 Guide on how to use the Act	7
4	Access to the records held by Senqu Municipality	8 – 11
5	Services available	11
6	Arrangements allowing for public participation in the formulation of policy and the exercising of the powers of Senqu Municipality	12
7	Remedies available if the provisions of this Act are not complied with	12
8	Other information as prescribed in terms of the Act	12
9	Updating of the manual	12
10	Availability of the manual	12
11	Request to the Minister of Justice and Constitutional Development for the compilation of one manual	13
12	Exemption by the Minister of Justice and Constitutional Development from any provision of this section for a determined period	13

Manual in terms of Section 14 of the
Promotion of Access to Information Act,
Act No. 2 of 2000

SENQU MUNICIPALITY