



Northern Cape
Provincial Legislature

SECTION 14 MANUAL

PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (PAIA)

DATES:

Final Draft: 26 June 2024

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1. INTRODUCTION

The purpose of this manual is to inform the public about the information available at the Northern Cape Provincial Legislature and how to obtain this information, as required by section 14 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), hereinafter referred to as "**PAIA**".

Sec 14 of the PAIA prescribes that a Public Body, such the Northern Cape Provincial Legislature, must compile a manual. The manual should provide details of the Information Officer (and deputies, where available), structure, functions and records of such a Body.

This manual seeks to give effect to the right of access to any information, which is a right provided for in the Constitution of the Republic of South Africa (hereinafter referred to as "**the Constitution**"). Sections 32(1)(a) and (b) of **the Constitution** provide that every person has the right to have access to information held by the State or information held by any other person if that information is required to exercise or protect any right. **The Constitution** also instructs, in section 32(2) thereof, that the State should put a law in place to give effect to this right of access to information.

The motivation for giving effect to the right to access to information is to foster a culture of transparency and accountability both in public and private bodies, and to promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all their rights. It is within this context that **PAIA** had been enacted.

The purpose of the manual is to provide information that shall enable a person to understand the functions of the Northern Cape Provincial Legislature and the records in its custody. Armed with that information a person shall be able to identify the records she/ he wants and the procedure to follow to request for access to such records.

The provision of any information in this manual, in addition to that specifically required in terms of section 14 of the Act, does not create any contractual right or entitlement to receive such information, other than in terms of the Act.

2. GUIDE OF ALL MANUALS IN THE REPUBLIC

- 2.1 The Information Regulator has published the guide as is prescribed by section 10 of the PAIA.
- 2.2 The guide is available at the offices of the Information Regulator.

Physical Address	Postal Address
JD House	P.O Box 31533
27 Stiemens Street	Braamfontein
Braamfontein	Johannesburg
Johannesburg	2017
Telephone:	+27 (0) 10 023 5200
E-mail:	inforeg@justice.gov.za
Website:	https://www.justice.gov.za/inforeg/contact.html

3. CONTACT DETAILS

3.1 Contact Details of the Northern Cape Provincial Legislature

Physical Address:	Postal Address:
Nobengula Extension	Private Bag X5066
Galeshewe	Kimberley
Kimberley	8300
8345	
Telephone:	053 – 839 8000
Fax:	053 – 839 8094
Website:	www.ncpleg.gov.za

3.2 Information Officer and Deputy Information Officer/s

The Information Officer of the Northern Cape Provincial Legislature is the Secretary to the Legislature as the Accounting Officer of the institution.

Contact Details of Information Officer:

Secretary to the Legislature: Mr PB Moopelwa

Telephone: (053) 839 8014

Email: EFransman@ncpleg.gov.za

Contact Details of Deputy Information Officer/s:

Manager: Security, Records and Facilities: Mr Michael F Muller

Telephone: 083 633 9038

Email: MMuller@ncpleg.gov.za

Senior Legal Advisor: Ms W van Gensen (Acting)

Telephone: 064 953 9939

Email: WvanGensen@ncpleg.gov.za

4. LEGISLATIVE FRAMEWORK

The following legislative and other mandates guide the Northern Cape Provincial Legislature:

- 4.1 Constitution of the Republic of South Africa, 1996;
- 4.2 Northern Cape Provincial Legislature Service Act, [1995 (Act No 131 of 1996)] 2011 (No. 2 of 2011);
- 4.3 Standing Rules of the Northern Cape Provincial Legislature;
- 4.4 Financial Management of Parliament and Provincial Legislatures Act, 2009 (Act No 10 of 2009);
- 4.5 Supply chain Management Regulations issued in terms of FAMPLA.

5. DEFINITIONS

In this manual any word or expression to which a meaning has been assigned in the Promotion of Access to Information Act, 2000 (Act No 2 of 2000), must unless clearly inappropriate, bear that meaning, unless context indicates otherwise-

DEFINITION	DESCRIPTION
"Access fee"	means a fee prescribed for the purpose of section 22(6) or 54(6), as the case may be.
"the Act"	means the Promotion of Access to Information Act, 2000 (Act 2 of 2000) as amended, and include any regulation made and in force in terms of section 92;
"Deputy Information Officer"	Means the designated individual in the Legislature who is responsible for assisting the Information Officer with the PAIA request;
"Information officer"	means the Secretary in his or her capacity as the Administrative Head of the Legislature;
"Legislature"	means the Provincial Legislature of the Northern Cape Province, also referred to as Northern Cape Provincial Legislature (NCPL)
"Manual"	means this manual compiled in terms of section 14 of the Act;
"Personal requester"	means a requester seeking access to a record containing personal information about the requester;
"Record"	means any recorded information, regardless of form or medium, which is in possession or under the control of the legislature;
"Request"	means a request for access to a record of the legislature in terms of section 11;
"Requester"	means any person making a request for access to a record of the legislature and includes any person acting on behalf of that person or requester;
"Secretary"	means the Secretary to the Legislature appointed in terms of section 5(1) of the Northern Cape Legislature Service Act, Act No. 2 of 2011
"Speaker"	Means the Speaker of the Legislature elected in terms of section 111 of the Constitution.

6. BACKGROUND INFORMATION ON THE NORTHERN CAPE PROVINCIAL LEGISLATURE

6.1 VISION

"A modern, inspirational, responsive, proactive and activist Legislature advancing the aspirations of the people of the Northern Cape."

6.2 MISSION

"To serve people of the Northern Cape by building a modern, developmental institution for effective law-making, accountability, public participation, and oversight over the executive and municipalities, whilst partaking in international engagement and co-operative government."

7. STRUCTURE OF THE NORTHERN CAPE PROVINCIAL LEGISLATURE

7.1 OFFICE OF THE SPEAKER

The Speaker of the Legislature is the Executive Authority of the Northern Cape Provincial Legislature, elected in terms of section 111 of the Constitution.

The Speaker is responsible for:

- 7.1.1 All matters connected with the business of the Legislature;
- 7.1.2 The administration and implementation of the Standing Rules;
- 7.1.3 Administrative services to the Rules Committee, other committees of the Legislature and members;
- 7.1.4 General day to day operations of the Legislature;
- 7.1.5 Compliance with all legislation that impacts on the administration and finances of the Legislature; and
- 7.1.6 The development and implementation of policies for the Legislature.

The present Speaker of the Northern Cape Provincial Legislature is Hon NL Klaaste.



7.2 OFFICE OF THE DEPUTY SPEAKER

The present Deputy Speaker is Hon OM Matika.

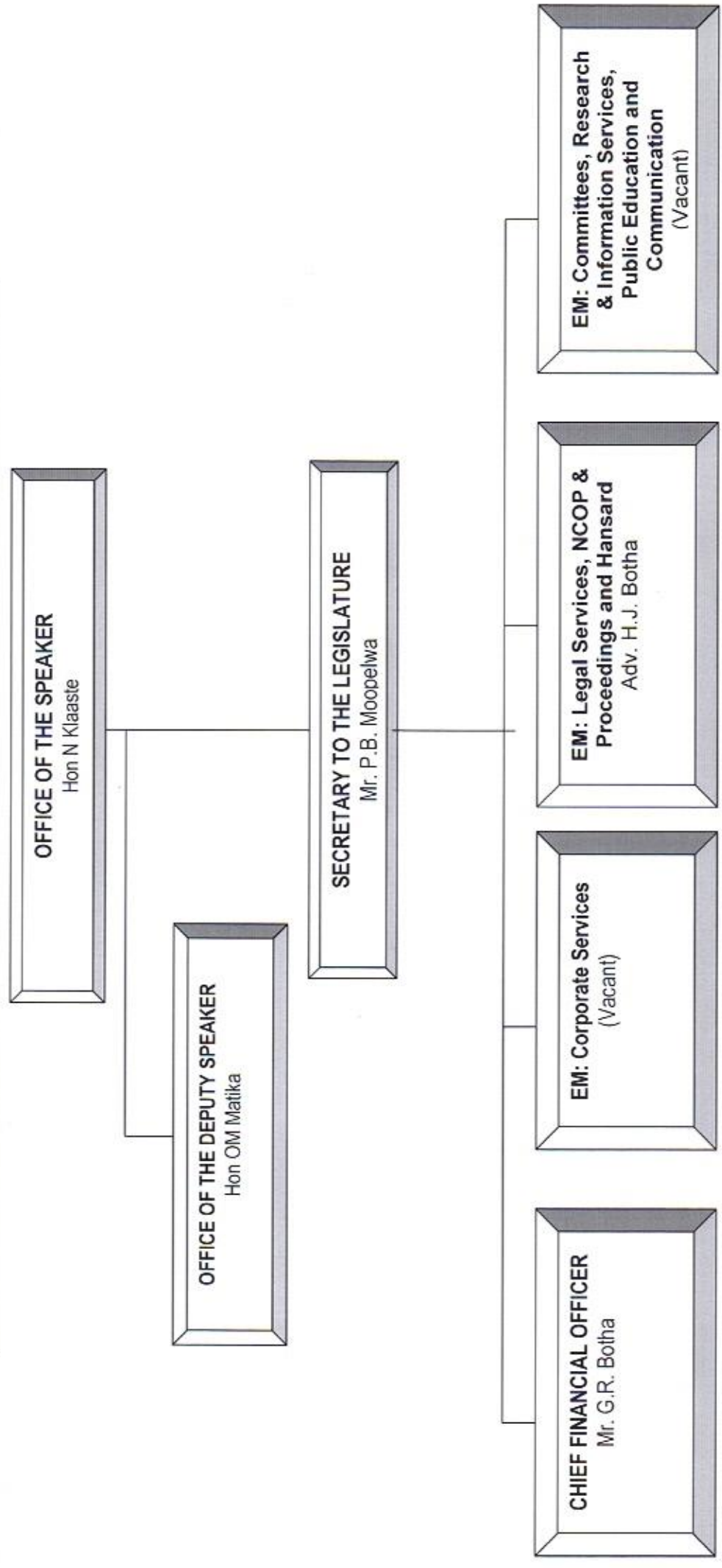
The function of the Deputy Speaker is to assist the Speaker in the performance of duties and responsibilities. The Deputy Speaker assumes all responsibilities, powers and functions of the Speaker in his or her absence.

7.3 OFFICE OF THE SECRETARY

The Secretary is subject to the relevant financial legislation, the Accounting Officer and he/she fulfils the duties, responsibilities and obligations of such office. The Secretary reports to the Speaker on all matters, as and when required.

Below is a schematic diagram of the administration of the Northern Cape Provincial Legislature (turn page)

The following is a schematic diagram of the Administration of the Northern Cape Provincial Legislature



*EM – Executive Manager

8. KEY FUNCTIONS OF THE NORTHERN CAPE PROVINCIAL LEGISLATURE

The functions of the Legislature are provided for in Chapter 4 of the Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996).

The Constitution of South Africa sets a single, sovereign democratic state where governance is effected through Parliament which includes provincial legislatures, the Executive and the Judiciary. The mandate of provincial legislatures is achieved through passing legislation, overseeing government action through oversight and the facilitating of public involvement, cooperative government and public participation.

8.1 Oversight

In terms of the provisions of the constitution the provincial legislatures must maintain oversight of all organs of state, including those at provincial and local government level. Oversight and accountability are constitutionally mandated functions of legislatures to scrutinise and oversee executive action and any organ of state. Oversight entails the informal and formal, watchful, strategic and structured scrutiny exercised by legislatures in respect of the implementation of laws, the application of the budget, and the strict observance of statutes and the constitution. It entails overseeing the effective management of government departments by individual members of the relevant executive authority in pursuit of improved service delivery for the achievement of a better quality of life for all people

8.2 Public participation

Each provincial legislature is obliged, under Section 118 (1) of the Constitution of South Africa, to facilitate public participation in legislative processes and those of its Committees. Accountability is the hallmark of modern democratic governance. Public participation is defined as the involvement of the public or communities in legislative processes, oversight, issues of governance affecting their lives (Acts, Bills and/or public hearings) and activities by the committees of a legislature. Public participation gives a face to the Legislature and familiarises Members of Provincial Legislatures (MPLs) to the public whom they have been mandated to represent. Legislatures must promote constitutionalism and human rights. Legislatures must be accessible, open, responsive and participatory Section 1 of the Constitution also embraces the principles of



accessibility and participation in its commitment to openness and responsiveness. Legislatures are the primary institution through which South Africans have a voice in government, and they act as a critical link between citizens and government.

8.3 Law Making

The provincial legislature makes provincial laws and may adopt a Constitution for the province if two-thirds of its Members agree. A provincial Constitution must be in line with the principles of the National Constitution. Provinces have legislative and executive powers which include on issues such as gambling, education, the environment, healthcare, police services, vehicle licensing and welfare.

9. HOW THE PUBLIC MAY INFLUENCE POLICY FORMULATION, EXERCISING OF POWER OR PERFORMANCE OF DUTIES

9.1 Elections

The first step in becoming involved in the legislative process is done by casting a vote for the party of your choice in the provincial elections and to make sure that your representatives (MPL's) carry out their mandates.

9.2 Attend meetings of Legislature Committees

Meetings of the Legislature Committees are open to the public unless otherwise stated. At these meetings the public may be invited to provide inputs or comments on matters, which are discussed in these committees.

9.3 Petitions

By making use of the petition process, a member of the public can make sure that his or her views and needs are voiced. A petition may address any matter within the Legislature and Executive Authorities of the Province, and it can be in any of the 11 official languages, as well as Nama and San.

9.4 Input on draft legislation

Members of the Provincial Legislature discuss draft national and provincial legislation (Bills), and if those are of public or provincial interest, then the particular Committee may decide to hold public hearings or the Committee can decide to call for written submissions from the public.

10. SERVICES AVAILABLE TO THE PUBLIC

10.1 Guided tour of the Northern Cape Provincial Legislature

A guided tour of the Legislature is available to the public. During this tour the public will be briefed on how the Legislature operates. This tour will also provide the public with a historical background of the Legislature.

Tours can be booked by contacting the acting Visitors Programme Organiser, Ms L Nako telephonically on 082 611 0222 or via email on LNako@ncpleg.gov.za.

10.2 Attending debates of the Northern Cape Provincial Legislature

Debates in the Legislature are open to the public and members of the public can observe debates from the public gallery on any day when the Legislature is in sitting.

10.3 Attending meetings of committees

Meetings of the Legislature's committees are also open to the public to observe when the Legislature is in session. Members of the public can login to all social media platforms for livestreaming of such committee meetings.

10.4 Public Education Workshops

Workshops are offered by the Public Education and Communication Department and are aimed at promoting public understanding of and participation in parliamentary processes.

10.5 Information booklet on the functioning of the Northern Cape Provincial Legislature

An information booklet is available to the public that informs the public about the different functions of the Legislature.

10.6 Petition the Legislature

The public may petition the Legislature on any matter falling within the constitutional mandate of the Legislature as well as on any matter falling within a provincial organ of state.

10.7 Public Hearings

Public Hearings affords an opportunity for the public to participate in Legislative processes and to make input on legislation.

10.8 Submissions

To facilitate the participation of members of the public in the processes of the Legislature, such as passing legislation, the Legislature does invite members of the public to make written submissions on legislation that is considered by a committee. The invitations are advertised in local newspapers, radio, website and social media platforms. The contact details of the person to whom submissions must be send to will be provided when comments are requested.

10.9 Library

The public may also make use of the library of the Northern Cape Provincial Legislature to access the provincial *gazette*, research information requests, etc.

10.10 Regional Liaison Offices

The new Constitution has established a democratic system that is both representative and participatory. It puts an obligation on the legislature to facilitate public involvement in the legislative and other processes of the legislature. The Legislature, in its effort to

expand Legislature's access, opportunity and space to be directly in touch and continuously engage with the people who are ordinarily outside the seat of the Legislature established Regional Liaison Offices in all five districts.

The Regional Liaison Offices are, amongst others, responsible for conducting public education and providing information about the Legislature's work, providing platform for people to access and participate in the legislative process and facilitating public input and feedback on issues before the Legislature.

The contact details of the Regional Liaison Offices are:

ZF Mgcawu District

Regional Liaison Officer - Mr TC Zweni
Telephone - 078 803 6065
Email - TZweni@ncpleg.gov.za

Frances Baard District

Regional Liaison Officer - Ms A Mahangu
Telephone - 083 396 3602
Email - AMahnagu@ncpleg.gov.za

Namakwa District

Regional Liaison Officer - Mr R Louw
Telephone - 083 396 6005
Email - RLouw@ncpleg.gov.za

Pixley Ka Seme District

Regional Liaison Officer - Mr Manene
Telephone - 078 803 6062
Email - Manene@ncpleg.gov.za

John Taolo Gaetsewe District

Regional Liaison Officer - Mr Manhe
Telephone - 073 021 9266
Email - Manhe@ncpleg.gov.za

11. ASSISTANCE TO REQUESTERS

The Deputy Information Officers of the Northern Cape Provincial Legislature are obliged to assist requesters in complying with Act when requesting access to records of the Northern

Cape Provincial Legislature. When a requester does not know which institution has possession or control of the record that he or she requests, the relevant Deputy Information Officer will transfer the request to the institution that has the record.]

11.1 The Deputy Information Officer, under the direction and guidance of the Information Officer:

11.1.1 ensure the implementation of the PAIA by the Legislature, and

11.1.2 Provide assistance to anyone who, in terms of the PAIA, wants to access information that is in the custody of the Legislature.

11.2 The Office of the Secretary will be responsible to collect requested information.

12. [CURRENT NOTICE IN TERMS OF SECTION 15 OF PAIA VOLUNTARY ACCESS] RECORDS THAT ARE AUTOMATICALLY AVAILABLE

NB! Some documents or records will be available free of charge and that is because the Northern Cape Provincial Legislature has sufficient copies of the relevant documents or records in its possession. However, due to limited stock, documents indicated as free of charge would be paid for when stock is depleted. For documents that need to be photocopied or printed from a computer, a fee will be charged before accessing the document or record. The cost of a document or record is [R0,60] R1.50 per A4 page photocopied or [R0,40] R1.50 per A4 page printed from a computer. Some of the documents are not available electronically and can only be photocopied.

12.1 In terms of section 15(1)(a)(iii) the following documents are automatically available from the Northern Cape Provincial Legislature. Requesters are required to complete **Form 2**

12.1.1 Annual Reports from Northern Cape Provincial Departments;

12.1.2 Annual Reports from provincial organs of state;

12.1.3 Standing Rules of the Legislature;

12.1.4 Records of the House, which consist of the following –

12.1.4.1 Minutes of proceedings of the House;

12.1.4.2 Order paper (Business of the day);

12.1.4.3 Programme framework for the session;

12.1.4.4 ATC (Announcements, Tablings and Committee Reports).

12.1.5 Parliamentary Committee records and related documents, which consist of the following –

12.1.5.1 Register of membership of legislative committees;

- 12.1.5.2 List of Chairperson of Committees, Committee secretaries and their contact details;
- 12.1.5.3 Daily list of committee meetings;
- 12.1.5.4 Committee programmes;
- 12.1.5.5 Public Reports of committees;
- 12.1.6 Records of the debates of the House, which include –
 - 12.1.6.1 Hansard Books (records of debates of the House);
 - 12.1.6.2 Speeches made by MEC's and Members of the Northern Cape Provincial Legislature in the House.
- 12.1.7 National and provincial Bills that came before the Legislature;
- 12.1.8 Annual Report of the Northern Cape Provincial Legislature;
- 12.1.9 Strategic Plan of the Northern Cape Provincial Legislature;
- 12.1.10 Public Speeches by the Speaker and Deputy Speaker;
- 12.1.11 Press statements released by the Northern Cape Provincial Legislature;
- 12.1.12 Register of Member's Interest (Members of the public may only access the public part of the Register).

13. HOW TO OBTAIN ACCESS TO RECORDS HELD BY THE NORTHERN CAPE PROVINCIAL LEGISLATURE

In order to ensure that a request for access to a record is dealt with expeditiously, the following steps must be complied with:

Step 1: Preliminary step

- Make sure that the record you require is in fact a record in the possession of or under the control of the Northern Cape Provincial Legislature.
- Deputy Information Officer is under no obligation to assist any requester who erroneously forwarded any request to the Legislature.
- The Deputy Information Officer shall only direct the requester to the correct institution.

Step 2: Request form (Annexure A)

- The documentation to be completed by any requester requesting access to records kept by the Northern Cape Provincial Legislature is attached hereto as

“Annexure A” and is available at the physical address of the Northern Cape Provincial Legislature and on its website (www.ncpleg.gov.za).

- The request must be made on the above form in person, by fax, e-mail or a completed form must be posted to the Deputy Information Officer.
- Should you not receive an acknowledgement of receipt within 14 days, contact the Deputy Information Officer to ensure that your request was received.
- If you encounter problems with completing the forms, or you have a disability that prevents you from completing the form, you may call upon the Deputy Information Officers for assistance.
- When completing the request form, pay special attention to the instructions set out therein.
- When you make a request on behalf of another person, you must ensure that you provide a copy of the mandate authorising you to act on behalf of that person.
- A “request fee” of R 100.00 is payable and can be deposited into the following bank account:

Name of Account holder: Northern Cape Provincial Legislature

ABSA BANK

Branch code: 632005

Account number: 940 000 440

NOTE: No request will be processed unless the request fee has been paid.

Step 4: Processing of a request

In terms of the Act, the Information Officer has a period of 30 (thirty) days within which to allow or refuse a request. The Information Officer will inform the requester in the manner indicated in the request form of his or her decision. However, the period may be extended by another thirty (30) calendar days and, if the period is extended, the requester shall be informed.

The Act has provided certain grounds in section 7, 12 and Chapter 4 of PAIA, upon which a request may be refused, and these grounds of refusal include the following:

- records requested for criminal or civil proceedings after commencement of proceedings; disclosure of the record would constitute an action for breach of a duty of confidence owed to a third party in terms of an agreement;
- disclosure may endanger the life or physical safety of an individual;

- disclosure of the record may cause prejudice to the defence, security and international relations of the country;
- disclosure of the record is likely to materially jeopardise economic interests and financial welfare of the country;
- records of an opinion, advice, report or recommendation, consultation, discussion, including minutes of a meeting, to formulate a policy or take a decision.

Access to a record will usually be granted where the requester complied with the requirements of **[PAIA]** the Act, i.e.:

- the request is made on the prescribed form which was completed properly;
- sufficient proof of authority is submitted where the request is made on behalf of another person;
- a proper description of the record requested is provided;
- the necessary access fees are paid; and
- there are no grounds for refusing the request in terms of the Act.

NOTE: unless one qualifies for an exemption, a record shall not be forwarded to the requester before the “access fee” has been paid.

Due to the specific structure of the Northern Cape Provincial Legislature it is important to note that PAIA does not apply to a record of an individual member of a provincial legislature in that capacity, as stipulated in section 12(c) of PAIA.

14. REMEDIES AVAILABLE TO A REQUESTER

A person dissatisfied with a decision or action of, or failure to act by, a Deputy Information Officer(s) and Information Officer, may take the following courses of action:

- Lodge an internal appeal to the Speaker; and if not satisfied with the decision of the Speaker, one can either
- Complain to the Information Regulator, or
- Apply to the court for relief.

14.1 Internal appeal

- 14.1.1 The internal appeal must be lodged with the relevant authority, who is the Speaker.
- 14.1.2 Must lodge within 60 days of the decision of the Information Officer/ Deputy Information Officer
- 14.1.3 One must complete a "Form 4" – the form is available upon request from the Deputy Information Officer or from the Legislature's website (www.ncpleg.gov.za)
- 14.1.4 Submit the "Form B" to the Information Officer by sending it to EFransman@ncpleg.gov.za or by post to the address of the Information Officer.
- 14.1.5 The Deputy Information Officer shall help and guide you through the process of lodging a complaint.

14.2 Complaint to the Information Regulator

- 14.2.1 The complaint must be lodged by completing a "Form 5" and sending it to the Information Regulator.
- 14.2.2 This must be done within 180 calendar days of the Speaker's decision.
- 14.2.3 The Information regulator shall help and guide you through the process of lodging a complaint.

14.3 Application to Court

- 14.3.1 The application must be lodged within 180 calendar days of the decision of the Speaker or that of the Information Regulator.
- 14.3.2 Every Magistrate Court has jurisdiction to hear the PAIA application; and
- 14.3.3 The Clerk of the Court shall help and guide you through the process of lodging an application to court.

15. PROCESSING OF PERSONAL INFORMATION

15.1 The Legislature collected and process personal information for, amongst others, the following purposes:

- 15.1.1 To administer legislation;
- 15.1.2 To comply with court orders;
- 15.1.3 To process applications for employments;
- 15.1.4 To process applications of service providers; and
- 15.1.5 For the administration of matters concerning its employees.

15.2 Categories of data subjects and their personal information

DATA SUBJECT	PERSONAL INFORMATION (examples)
Employees	Names and contact details; Identity numbers; Employment history; Banking details
Prospective employees	CVs – which include, for example Names and contact details; Identity Number; Employment history
Members of the public	Names and contact details; Postal addresses; Identity numbers
Contractors and Service Providers	Names and contact details; Name of legal entity; Company details.
Visitors to Parliament	Names and contact details; Postal addresses; Identity numbers; Residential or business address.

15.3 Recipients to whom personal information may be supplied

The Legislature does not transfer personal information to another person or institutions, unless the data subject or legislation permits such transfer.

Personal information will only be supplied to:

- 15.3.1 South African Revenue Services – Tax: PAYE;
- 15.3.2 South African Qualification Authority – for qualification verification; and
- 15.3.3 South African Police Services – for criminal checks.

16. TRANSBORDER FLOWS OF PERSONAL INFORMATION

The Legislature does not transfer personal information to another country, unless the data subject or legislation permits such transfer.

17. SECURITY MEASURES TO ENSURE CONFIDENTIALITY, INTEGRITY AND AVAILABILITY OF INFORMATION

The Legislature has a plan in place, technical and organisational measures to prevent loss of, damage to or unauthorised access/ destruction of, personal information.

These measures include the following:

- 17.1 Dedicated records storage rooms;
- 17.2 All employees completes and submits on an annual basis a confidentially clause.
- 17.3 Vetting of prospective employees, subject to completing consent forms;
- 17.4 Experienced Records Manager and Registry Officials;
- 17.5 IT infrastructure managed by a dedicated team of experts;
- 17.6 Dedicated and experienced team of officials to whom requests for access to information can be made in line with the Act.

18. UPDATING AND AVAILABILITY OF THE MANUAL [Section 14(3)]

- 19.1 This manual may be updated as and when the need arises.
- 19.2 Is available in four official languages, they are: Afrikaans, English, Setswana and isiXhosa.
- 19.3 Is available on the Legislature's website (www.ncpleg.gov.za) and upon request from the Deputy Information Officer, or any of the Regional Liaison Offices.


RECOMMENDED BY:



MR PB MOOPELWA
SECRETARY TO THE LEGISLATURE

DATE: 27/06/2024

APPROVED BY:



HON N KLAASTE
SPEAKER OF THE LEGISLATURE

DATE: 04/07/2024

ANNEXURE A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

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

[Regulation 7]

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

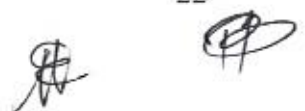
Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:



E-mail address:

Capacity in which 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.*
- (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 thereof.*

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 hereunder, 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) Your indication as to the required form of access depends on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such 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"/> 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? A postal fee 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 request for access

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

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

Signed at this day of _____ 20 ____

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE



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FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

Note:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: *The information officer

Email:

.....

Mark with an "X"

	Request is made in my own name		Request is made on behalf of another person
--	--------------------------------	--	---

PERSONAL INFORMATION

Full names	
Identity number	
Capacity in which request is made <i>(when made on behalf of another person)</i>	
Postal Address	
Street Address	
E-mail address	
Contact numbers	
Full names of person on whose behalf request is made <i>(if applicable)</i>	
Identity number	
Postal Address	
Street Address	
E-mail address	

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Contact numbers	
PARTICULARS OF RECORD REQUESTED	
<i>Provide full particulars of the record to which access is requested, you know including the reference number if that, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed)</i>	
Description of record or relevant part of the record	
Reference number, if available	
Any further particulars of record:	
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	
FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal information of record at registered address of public/ private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	




Facsimile of information in written or printed format (Including transcriptions)	
E-mail of information (including soundtracks if possible)	
Preferred language: <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>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected:	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

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.
- 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	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic Communication (please specify)

Signed at this day of 20.....

.....


Signature if requester/ person on whose behalf request is made.

.....

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(State Rank, Name and Surname of Information Officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

.....
Signature of Information Officer


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