

HOOFKANTOOR / HEAD OFFICE

Navrae/ Enquiries : Marelize Faul

Verw No/Ref Nr : 1/1/3/2

Datum/Date : 02 November 2016

South African History Archives
PO Box 31719
BRAAMFONTEIN
2017

Email : foip@saha.org.za

FOR ATTENTION : Toerien van Wyk

Sir / Madam

REQUEST FOR ACCESS TO RECORDS IN TERMS OF SECTION 18(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 [ACT 2 OF 2000] : RECORDS RELATED TO THE REGULATION OF GATHERINGS ACT 205 OF 1993

Your request for Access to Records of a Public Body [Form A] in terms of section 18(1) of the Promotion of Access to Information Act, Act No 2 of 2000, dated 26th of August 2016 as transferred from the Overberg District Municipality on 27 September 2016 as well as my letter dated 05 October 2016 and your response per email dated 06 October 2016, refers.

The following documents were requested :

Records related to the Regulation of Gatherings Act 205 of 1993 :

1. *Copies of notice of gathering templates in terms of section 3 of the Regulation of Gatherings Act.*
2. *The name, address, contact details and area of jurisdiction of all persons designated in terms of section 2(4) of the Regulation of Gatherings Act as a "responsible officer" and a "deputy responsible officer".*
3. *A list detailing :*
 - 3.1 *The number of notices of gatherings in terms of section 3 of the Regulation of Gatherings Act received since 1 January 2015 to date.*
 - 3.2 *The number of convener's meetings in terms of section 4 of the Regulation of Gatherings Act held since 1 January 2015 to date.*
 - 3.3 *The number of gatherings prohibited or prevented in terms of section 5 of the Regulation of Gatherings Act since 1 January 2015 to date and the reasons for the prohibition or prevention.*

-2-

- 3.4 *The number of gatherings authorized with conditions in terms of section 4 of the Regulation of Gatherings Act since 1 January 2015 to date; and*
- 3.5 *The number of gatherings authorized in terms of section 4 of the Regulation of Gatherings Act since 1 January 2015 to date.*

4. *Copies of Training Manuals and Training Material [but excluding those done at the national level] relating to the conduct and/or training of persons designated in terms of section 2(4) of the Regulation of Gatherings Act as a "responsible officer".*

You are hereby informed in terms of Section 25(1)(b) that your request was granted.

You are therefor informed in terms of Section 25(2)(a) that the access fees applicable to the hard copy documents as requested, are as follows :

1. As per Regulation 7(3)(1)(a) : 207 A4 pages @ R0.60 per page = R124.20
2. As per Regulation 7(3)(1)(f) : 4 hours [3 hours @ R15.00 per hour = R45.00
3. As per Regulation 7(3)(3) : Postage payable = R50.60
4. Value-added tax payable : $R124.20 + R45.00 = R169.50 + 14\% = R193.23$

Total of access fees payable : $R50.60 + R193.23 = R243.83$

Access fees can either be paid electronically via electronic bank transfer or at any Cashier at any office of Theewaterskloof Municipality.

Please request bank details as well as reference number if fees will be paid electronically.

If fees will be paid at any Cashier of Theewaterskloof Municipality, only R193.23 is payable.

Further comments regarding your request :

1. Point 2 = Responsible Officer :
 - Caledon, Tesselaarsdal & Botrivier = Town Manager, Mrs T Rossouw
 - Grabouw = Town Manager, Mr A Liebenberg
 - Villiersdorp = Town Manager, Mr P Don
 - Riviersonderend = Town Manager, Mr M de Jongh

At this stage no Deputy Responsible Officers are appointed at Theewaterskloof Municipality.

2. Point 4 = No training manuals are available as no training in this regard is done by Theewaterskloof Municipality.

In terms of Section 74(1)(b) of the Act, you have the right to lodge an Internal Appeal within 60 days of date hereof, against the access fees payable.

The manner in which an Internal Appeal must be lodged is described in Section 75 of the Act :

75 Manner of internal appeal, and appeal fees

- (1) An internal appeal –
- (a) must be lodged in the prescribed form –
 - (i) within 60 days;
 - (ii) if notice to a third party is required by section 49(1)(b), within 30 days after notice is given to the appellant of the decision appealed against or, if notice to the appellant is not required, after the decision was taken;
 - (b) must be delivered or sent to the Information Officer of the public body concerned at his or her address, fax number or electronic mail address;
 - (c) must identify the subject of the internal appeal and state the reasons for the internal appeal and may include any other relevant information known to the appellant;
 - (d) if, in addition to a written reply, the appellant wishes to be informed of the decision on the internal appeal in any other manner, must state that manner and provide the necessary particulars to be so informed;
 - (e) if applicable, must be accompanied by the prescribed appeal fee referred to in subsection (3); and
 - (f) must specify a postal address or fax number.

The Internal Appeal must be lodged to the Information Officer :

Theewaterskloof Municipality, PO Box 24, Caledon, 7230

Fax number : 028-2141289

Electronic mail address : twkmun@twk.org.za

No appeal fees is applicable to this request.



**Theewaterskloof
Municipality**

Theewaterskloof Municipality Head Office
6 Plein Street
P.O.Box 24
Caledon
7230
Telephone: +27 (28) 2143300
Fax: +27 (28) 2141289
Website: www.twk.org.za

-4-

Regards

Marelize Faul

MANAGER : CORPORATE SERVICES
DEPUTY INFORMATION OFFICER