

MANUAL IN TERMS OF SECTION 14 OF 2013

THE PROMOTION OF ACCESS TO

INFORMATION ACT, 2000 (ACT No. 2 OF 2000)

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INFORMATION ACT OF 2000 (ACT No. 2 OF 2000) - SECTION 14 OF 2013 - THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT No. 2 OF 2000)

CONTACT DETAILS

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2. **Physical Address:**
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Clanwilliam
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4. **Traffic Services**
Tel: 027 482 8016
5. **Fire, Emergency and Disaster Management Services**
Tel: 027 482 1775/6
Cell: 082 883 4437
6. **Police Station**
Tel: (027) 482 8181
7. **Hospital**
Tel: 027 482 2166

MANUAL IN TERMS OF SECTION 14 OF 2013 THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT No. 2 OF 2000)

1. INTRODUCTION

Section 32(1)(a) of the Constitution of the Republic of South Africa, 1996 (act 108 of 1996) determines that everyone has a right of access to any information held by the State. Section 32(1)(b) of the Constitution provides for the horizontal application of the right of access to information held by another person to everyone when that information is required for the exercise or protection of any rights;

Furthermore, Section 32(2) of the Constitution provides for the enactment of national legislation to give effect to this fundamental right. As a result, the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (PAIA) was promulgated in March 2001 to give effect to section 32 (2) of the Constitution. The purpose of the act is to foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information and to actively 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 of their rights.

Section 9 of PAIA however recognizes that the right of access to information is subject to certain justifiable limitations aimed at, amongst others:

- (a) The reasonable protection to privacy;
- (b) Commercial confidentiality;
- (c) Effective, efficient and good governance.

Section 14(1) of PAIA stipulates that the Information Officer of the Public body must compile a manual in at least three official languages containing information on the Public Body for public consumption. It is in light of the above that Cederberg Municipality, in acknowledging that it is a public body, do hereby present section 14 manual in terms of PAIA.

2. PURPOSE

The purpose of this manual therefore is to inform the public and the municipal stakeholders about functions and records of the municipality and how to access same. The provision of any information 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.

3. AVAILABILITY OF THE MANUAL

A copy of this manual is available for inspection at no cost all our municipal service points as well as on our municipal website (www.Cedeberg.gov.za). Furthermore this manual is available in the following languages:

MANUAL IN TERMS OF SECTION 14 OF
THE PROMOTION OF ACCESS TO
INFORMATION ACT, 2000 (ACT No. 2 OF
2000)

- IsiXhosa
- English
- Afrikaans

4. FUNCTIONS AND STRUCTURES OF CEDERBERG MUNICIPALITY

4.1 Mandate of the municipality

Cederberg Municipality has legislative and executive authority and is empowered to govern, on its own initiative, the local government affairs of its community, subject to national and provincial legislation, as provided for in the Constitution.

The Municipality has the function to carry out its constitutional mandate by striving within its financial and administrative capacity to achieve the objects of local government as set out in section 155 of the Constitution, namely:

- To provide democratic and accountable government for local communities;
- To ensure the provision of services to communities in a sustainable manner;
- To promote social and economic development;
- To promote a safe and healthy environment; and
- To encourage the involvement of communities and community organizations in the matters of local government.

Furthermore, our specific mandate is derived from the following legislative frameworks:

- White Paper on Local Government, 1998
- Municipal systems Act, 2000 (Act 32 of 2000)
- Municipal Structures Act, 1998 (Act 117 of 1998)
- Municipal Finance Management Act, 2003 (Act 56 of 2003)
- Municipal Property Rates Act, 2004 (Act 6 of 2004)
- The National Archives Act, 1996 (act 43 of 1996)
- Municipal Demarcation Act, Act No. 27 of 1998

4.2 Vision, Values and Mission

Vision

"Provision of affordable and sustainable services through community participation"

Mission

"To provide essential, affordable quality services to communities efficiently and effectively in a transparent and accountable manner".

Values

MANUAL IN TERMS OF SECTION 14 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT No. 2 OF 2000)

REPUBLIC OF SOUTH AFRICA
NATIONAL DEPARTMENT OF COOPERATION AND GOVERNANCE
OFFICE OF THE INFORMATION OFFICER
101 CHURCH STREET, 2ND FLOOR, JOHANNESBURG 2001
TELEPHONE: 011 431 2511
FAX: 011 431 2512
E-MAIL: info@icag.gov.za

- Integrity
- Transparency
- Excellence
- Equity
- Trust

4.3 Municipal wide objectives

- Honesty
- Respect
- Fairness
- Partnership
- Accountability

4.3.1. Municipal Transformation & Institutional Development:

To ensure that institutional structures and plans are properly resourced to respond to transformational objectives.

4.3.2. Basic Services and infrastructure development:

To improve provision and development of reliable & affordable municipal services.

4.3.3. Local Economic Development:

To unlock economic potential by creating a suitable environment for investment to facilitate economic growth.

4.3.4. Financial Viability:

To ensure sound financial management and self-sustainable organization.

4.3.5. Good Governance and Public Participation:

To ensure that institutional arrangements are transparent, efficient and effective to ensure that good governance & public participation is sustained and enhances transparency and accountability.

4.3.6. Spatial Rationale:

To promote orderly development by implementing integrated development planning and spatial rationale principles.

4.4 Composition of the municipality

1. *Introduction*
 2. *Background*
 3. *Methodology*
 4. *Results*
 5. *Discussion*
 6. *Conclusion*
 7. *References*
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The municipality consists of three core branches, namely: **The community, Council and Administration.** Council consists of 11 councillors which are allocated in the following manner:

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According to the 2011 census the municipality has a population of 49,768 people in 13,513 households. Of this population, 75.7% describe themselves as "Coloured", 12.7% as "Black African", and 11.0% as "White". The first language of 88.7% of the population is Afrikaans, while 5.0% speak Xhosa, 2.5% speak Sotho and 1.9% speak English.

- a. Corporate and Strategic Services
- b. Community Development Services
- c. Engineering and Planning Services
- d. Finance Services

- The Mayor
- The Speaker
- The Chief Whip

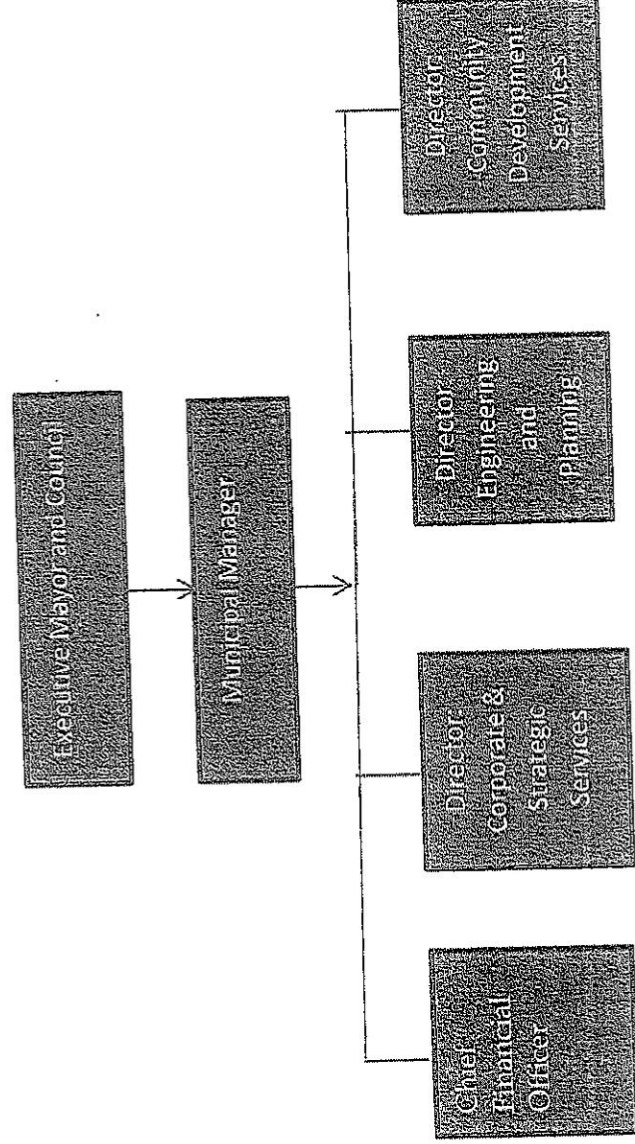
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Department	Main functions of the department
Municipal Manager	Overall monitoring of all activities of the municipality. Ensure resources of the municipality are utilized in a way that provides good value for the community. Advice council on matters relating to the functioning of the municipality
Financial Services	Revenue, Expenditure, Budgeting and reporting, Asset Management
Corporate and Strategic Services	Administration, Human Resource Management, Council Support, Legal services
Engineering and Planning Services	Road maintenance, Water and Sanitation, Electricity, Town Planning and building inspection as well as Spatial development
Community Development Services	Traffic and Law enforcement, Environmental Management, Refuse removal, Free basic Water, Fire and Disaster management Economic and Rural Development

4.5 Organizational Structure of CEDERBERG MUNICIPALITY

The organizational structure of the Municipality described herein below reflects the various functions performed by CEDERBERG MUNICIPALITY



MANUAL IN TERMS OF SECTION 14 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT No. 2 OF 2000)

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700

Houghton 2041

2041

UPDATING OF THE MANUAL

The municipality may, if necessary, update and publish its manual referred to in subsection (1) of Section 14, at intervals of not more than once a year.

6. SUBJECT AND CATEGORIES OF RECORDS HELD BY CEDERBERG MUNICIPALITY

6.1 Nature of Services

The Municipality, in fulfilling its developmental role renders the services in terms of its vision and mission statement.

6.2 How to gain access to the municipal services

The services rendered by the Municipality can be accessed from any of the municipal service points as follows:

- Clanwilliam Municipal Offices
- Clanwilliam Traffic Station
- Lambertsbay Municipal offices
- Citrusdal Municipal offices
- Graafwater Library
- Lambertsbay Municipal offices
- Municipal website

6.3 Records

Records of the Municipality refer to those records created or received in the course of official business and which are kept as evidence of the Municipality's functions, activities and transactions.

6.4 Records automatically available (section 14 (1) (e)

The following records are available without a person having to request access in terms of the Act: