

# FINANCIAL AND FISCAL COMMISSION



## MANUAL IN TERMS OF SECTION 14 OF THE ACT A PRACTICAL GUIDE

PROMOTION OF ACCESS TO INFORMATION ACT,  
ACT NO 2 OF 2000

2003 UPDATE OF THE MANUAL PUBLISHED IN  
THE GOVERNMENT GAZETTE ON  
8 NOVEMBER 2002

(Government Gazette, Vol 449, Pretoria, 8 November 2003 No 24023, p.  
84-104)

The Financial and Fiscal Commission  
Private Bag x 69  
Halfway House  
1685  
Tel: 0861 315 710  
Fax: 011 207 2344  
1st Floor, Montrose Place,  
Waterfall Park, Bekker Street,  
Midrand, South Africa

*To obtain copies of this manual please contact the Executive Manager at 0861 315710 or fax a request for copies to fax number 011 2072344. Copies may also be obtained from our office in Cape Town – please contact Kim Biko at 0861 315710. A schedule of prescribed fees and forms for making requests can be requested from the offices of the FFC – see address on p2 or downloaded from the FFC website – <http://www.ffc.co.za>*

## 2. PARTICULARS IN TERMS OF SECTION 14 OF THE ACT

### B. CONTACT DETAILS

**Information Officer  
Chairperson**

Postal address:  
Private Bag X69  
HALFWAY HOUSE  
1685  
Tel. No: 0861 315 710  
Fax No: (011) 207 2344

Physical address:  
1<sup>st</sup> Floor, Montrose Place,  
Waterfall Park,  
Bekker Street  
Midrand  
South Africa  
**Website: [www.ffc.co.za](http://www.ffc.co.za)**

**Deputy Information Officer  
Executive Manager**

Private Bag X 69  
HALFWAY HOUSE  
1685  
Tel. No: 0861 315 710  
Fax No: (011) 207 2344

**Contact Official  
Myron Peter**

Private Bag X 69  
HALFWAY HOUSE  
1685  
Tel. No: 0861 315 710  
Fax No: (011) 207 2344  
**[myronp@ffc.co.za](mailto:myronp@ffc.co.za)**

### D. ACCESS TO RECORDS HELD BY THE FFC

#### 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. The following records can be obtained free of charge from the internet website of the FFC at <http://www.ffc.co.za> (updated as at 30 October 2003).

**(a) About the Financial and Fiscal Commission**

Structure and Staff and Commissioners (updated)

**(d) Submissions:**

**Annual Submissions:**

Submission on the Medium Term Framework 2004-2007

Promotion of Access to Information Act, 2 of 2000

(Towards a Review of the Intergovernmental Fiscal Relations System) 2003

**Submissions on the Division of Revenue Bill:**

Submissions to Parliament on the 2003-2004 Division of Revenue Bill Feb – March 2003

**(e) Annual Reports:**

2002/2003 Annual Report

**(j) Media Index:**

**Press Statements Index**

Press Release – 2003 Report of the FFC 19 May 2003

**(m) Promotion of Access to Information Act**

Contains FFC manual, forms and prescribed fees.

**RECORDS AVAILABLE FREE OF CHARGE  
FROM THE FFC OFFICES, MIDRAND**

- Submission on the Medium Term Framework 2004-2007 (Towards a Review of the Intergovernmental Fiscal Relations System) 2003
- Submissions to Parliament on the 2003-2004 Division of Revenue Bill Feb – March 2003
- 2002/2003 Annual Report

**ii. RECORDS THAT MAY BE REQUESTED**

A description of subjects and categories held by the FFC (updated for year 2003).

**AGENDAS AND MINUTES OF MEETINGS (Subject)**

1. **MINMEC Meeting** (Category) 1996 – 2003
2. **Commission Meetings** (Category)  
Audit Committee Meeting (Sub-category) 1999 - 2003

<b>Manco meetings / Management Meeting</b> <i>(Sub Category)</i>		
	<b>Commissioners</b> <i>(Sub category)</i>	1997 - 2003
4.	<b>Staff Meeting</b> <i>(Category)</i>	1996 - 2003
5.	<b>Research Meeting / Programme Meeting</b> <i>(Category)</i>	1998 - 2003
6.	<b>Transcripts of Meetings</b> <i>(Category)</i>	1998 -2003
<b><u>REPORTS</u></b> <i>(Subject)</i>		
1.	<b>Annual Report</b> <i>(Category)</i>	1999 - 2003
2.	<b>Financial Report</b>	1996 2000-2003
4.	<b>Research Reports</b> <i>(Category)</i> <ul style="list-style-type: none"><li>• Vertical Division</li></ul>	1996 - 2003
6.	<b>Reports regarding legislation</b> <i>(Category)</i>	
7.	<b>Legal advice</b> <i>(Category)</i>	1999 - 2003
8.	<b>HR Reports</b> <i>(Category)</i> <ul style="list-style-type: none"><li>▪ HR Policies and Procedures Manual</li><li>• FFC Job Remuneration and benefits survey</li></ul>	1996 - 2003 1999& 2003
<b><u>STRATEGIC CORPORATE PLAN</u></b> <i>(Subject)</i>		2003-2004
<b><u>PROCUREMENT SERVICE PROVIDERS</u></b> <i>(Subject)</i>		2003
<b><u>OTHER RESEARCH DOCUMENTS</u></b> <i>(Subject)</i>		1996 – 2003
<b><u>BOSBERAAD / LEKGOTLA</u></b> <i>(Subject)</i>		1996 - 2003
<b><u>AGREEMENTS</u></b> <i>(Subject)</i>		1996 – 2003
<b><u>LETTERS</u></b> <i>(Subject)</i>		1996 - 2003
<b><u>E-MAILS</u></b> <i>(Subject)</i>		1997 – 2003
<b><u>PARLIAMENTARY LIAISON OFFICE: CAPE TOWN</u></b> <i>(Subject)</i> <ul style="list-style-type: none"><li>• Reports from Parliamentary Office of the FFC</li></ul>		2003
<b><u>FINANCES</u></b> <i>(Subject)</i>		2003