

PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2/2002)
DESIGNATION OF DEPUTY INFORMATION OFFICERS AND PROMULGATION
OF INFORMATION MANUAL

1. Background

In terms of the above act, the Municipal Manager, who is defined as the Information Officer of the Municipality in terms of the above Act, must prepare a manual containing certain information about the organisation in order to assist members of the public with the gaining of access to information. The act also requires that deputy information officers be designated.

2. Discussion

2.1 Preparation of manual

Section 14 of the Act reads as follows:-

"14. *Manual on functions of, and index of records held by, public body -*

- (1) *Within six months after the commencement of this section or the coming into existence of a public body, the information officer of the public body concerned must compile in at least three official languages a manual containing -*
- (a) *a description of its structure and functions;*
 - (b) *the postal and street address, phone and fax numbers and, if available, electronic mail address of the information officer of the body and of every deputy information officer of the body designated in terms of section 17(1);*
 - (c) *a description of the guide referred to in section 10, if available, and how to obtain access to it;*
 - (d) *sufficient detail to facilitate a request for access to a record of the body, a description of the subjects on which the body holds records and the categories of records held on each subject;*
 - (e) *the latest notice, in terms of section 15(2), if any, regarding the categories of records of the body which are available without a person having to request access in terms of this Act;*
 - (f) *a description of the services available to members of the public from the body and how to gain access to those services;*
 - (g) *a description of any arrangement or provision for a person (other than a public body referred to in paragraph (a) or (b)(i) of the definition of "public body" in section 1) by consultation, making representations or otherwise, to participate in or influence -*

- (i) *the formulation of policy; or*
 - (ii) *the exercise of powers or performance of duties, by the body;*
- (h) *a description of all remedies available in respect of an act or a failure to act by the body; and*
- (i) *such other information as may be prescribed.*
- (2) *A public body must, if necessary, update and publish its manual referred to in subsection (1) at intervals of not more than one year.*
- (3) *Each manual must be made available as prescribed.*
- (4) (a) *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.*
- (b) *The public bodies in question must share the cost of the compilation and making available of such manual as the Minister determines.*
- (5) *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."*

A manual that complies with the above stipulations has been prepared and is attached hereto. The manual will now be distributed and promulgated as required in terms of the Act.

2.2 Designation of deputy information officers

Section 17(1) deal with the designation of deputy information officers. This Section reads as follows:-

- "(i) *For the purposes of this Act, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records."*

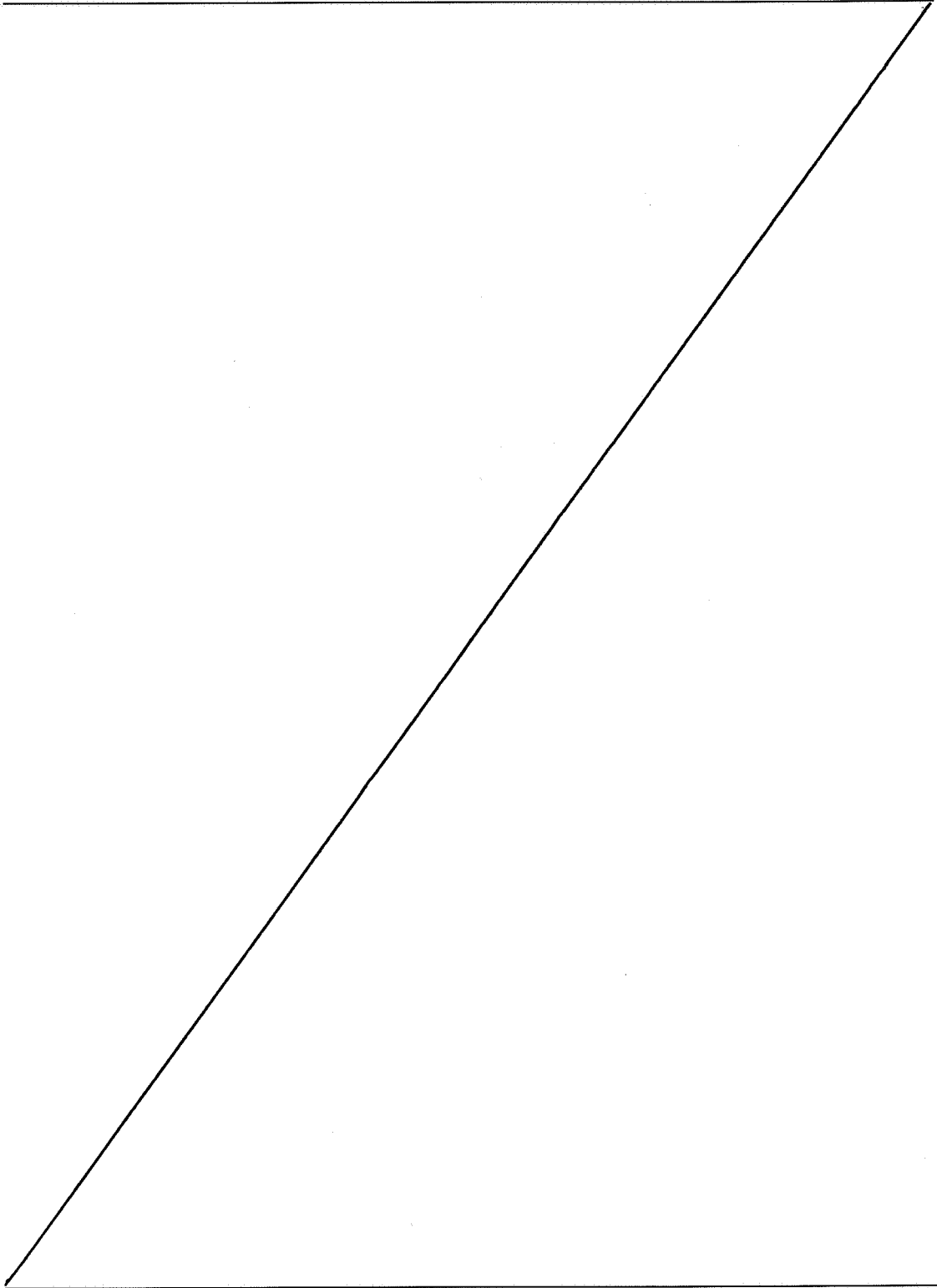
In order to assist the Municipal Manager in performing the functions laid down in the above act, it is suggested that all heads be designated as deputy information officers.

3. Recommendation

It is recommended that:-

1. the heads of departments in terms of Section 17 of Act 2/2002, be designated as deputy information officers; and

2. the attached manual as prepared by the Municipal Manager in terms of Section 14(1) of Act 2/2002, be noted and be distributed and promulgated as prescribed by the Act.



DRAKENSTEIN MUNICIPALITY
ACCESS TO INFORMATION MANUAL

1. INTRODUCTION

This manual has been compiled in terms of Section 14 of the Promotion of Access to Information Act, 2000 (Act 2/2000). The manual intends to:-

- o Foster a culture of transparency and accountability giving effect to every person's right of access to information.
- o Actively promote a society in which the people of the Drakenstein Municipality have effective access to information to enable them to exercise and protect their rights.

2. DRAKENSTEIN MUNICIPALITY: DESCRIPTION OF ITS STRUCTURE AND FUNCTIONS
(SECTION 14 (1) (a))

2.1 The Drakenstein Municipality was established on 5 December 2000 in terms of PN 487 dated 22 September 2000 and comprises the former Transitional Local Council's of Paarl, Wellington and Saron, and also include the towns Gouda and Hermon.

2.2 The Administration of Drakenstein Municipality comprises the following departments:-

- Municipal Manager
- Corporate Services
- Financial Services
- Civil Engineering Services
- Electrical Services
- Planning and Economic Development
- Community Services

2.3 The powers and functions of Drakenstein Municipality are assigned to it in terms of sections 156 and 229 of the Constitution and further governed by the Local Government: Municipal Structures Act, No. 117 of 1998 and Local Government Municipal Systems Act No. 32 of 2000.

2.4 Decision-making of the public body is conducted through the Council and the Executive Mayor, with the Municipal Manager and 6 Departmental Managers who have delegated and original powers in terms of legislation.

2.5 The powers and functions of municipalities are as follows:-

- (1) A municipality has executive authority in respect of, and has the right to administer:-
 - (a) the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5 of the Constitution; and
 - (b) any other matter assigned to it by national or provincial legislation.

- (2) A municipality may make and administer by-laws for the effective administration of the matters which it is has the right to administer.
- (3) Subject to section 151 (4) of the Constitution, a by-law that conflicts with national or provincial legislation is invalid. If there is a conflict between a by-law and national or provincial legislation that is inoperative because of a conflict referred to in section 149 of the Constitution, the by-law must be regarded as valid for as long as that legislation is inoperative.
- (4) The national government and provincial governments may assign to a municipality, by agreement and subject to any conditions, the administration of a matter listed in Part A of Schedule 4 or Part A of Schedule 5 of the Constitution which necessarily relates to local government, if:-
 - (a) that matter would most effectively be administered locally; and
 - (b) the municipality has the capacity to administer it.
- (5) A municipality has the right to exercise any power concerning a matter reasonably necessary for, or incidental to, the effective performance of its functions.

3. CONTACT DETAILS (SECTION 14 (1) (b))

3.1 The contact details for the municipality are as follows:-

Street Address : Head Office, Berg River Boulevard, Paarl

Postal Address : P O Box 1, Paarl, 7622

Telephone No. : [021] 807 4500

Facsimile No. : [021] 872 8054

Electronic mail : ceo@drakenstein.gov.za

3.2 The contact details of the Information Officer and Deputy Information Officers are listed below:-

- Information Officer : Municipal Manager (Mr J J H Carstens)

Tel: [021] 807 4755

Fax: [021] 872 3757

Cell: 082 4159360

- Deputy Information Officer : Head: Corporate Services (Mr K Mrali)

Tel: [021] 807 4600

Fax: [021] 872 8054

Cell: 082 4159355

- Deputy Information Officer : Head: Civil Engineering Services (Mr G B Tong)
 - Tel: [021] 807 4700
 - Fax: [021] 807 4724
 - Cell: 082 4159351
- Deputy Information Officer : Head: Financial Services (Mr H Barnard)
 - Tel: [021] 807 4623
 - Fax: [021] 807 4625
 - Cell: 082 4159357
- Deputy Information Officer : Head: Planning and Economic Development (Mr D Delaney - Acting)
 - Tel: [021] 807 4800
 - Fax: [021] 807 4840
 - Cell: 082 4159347
- Deputy Information Officer : Head: Community Services (Mr J Lambrechts)
 - Tel: [021] 807 4547
 - Fax: [021] 872 8054
 - Cell: 082 4159353
- Deputy Information Officer : Head: Electrical Services (Mr J Coetzee)
 - Tel: [021] 871 1911
 - Fax: [021] 872 4074
 - Cell: 0824159352

4. GUIDE ON HOW TO USE THE ACT (ACT 2/2000) (SECTION 14 (1) (c))

The Human Rights Commission will compile in each official language a guide containing information on how to use Act 2 of 2000. This guide will be made available to the public once available.

5. REQUEST FOR ACCESS TO A RECORD OF THE MUNICIPALITY (SECTION 14 (1) (d))

The Drakenstein Municipality keeps a record of all correspondence, Council resolutions, building plans, town planning maps and other additional information relating to all services. Records are being kept under the following broad categories:

1. Legislation

- 1) Policy, Rulings, Instructions & Circulars
- 2) Routine Enquiries
- 3) Drafting and Amendment
- 4) Acts of Parliament and Regulations
- 5) Provincial Acts and Regulations
- 6) Council Regulations and Bylaws

2. Organisation and Emblems

- 1) Organisation
- 2) Delegations of Authority
- 3) Emblems of the Council

3. Elections

- 1) Routine Enquiries
- 2) Election of councillors
- 3) Composition and functioning of Committees and Council
- 4) Advisory and other committees
- 5) Matters relating to councillors

4. Staff and Councillors

- 1) Posts
- 2) Departments
- 3) Conditions of Service
- 4) Vacancies and Appointments
- 5) Training
- 6) Allowances
- 7) Compensation
- 8) Termination of Service
- 9) Personnel Control
- 10) Labour Relations
- 11) Occupational Safety & Health
- 12) Performance Management

5. Finance

- 1) Policy
- 2) Budget
- 3) Property Evaluations
- 4) Rates
- 5) Loans
- 6) Services tariffs
- 7) External Subsidies & Allocations
- 8) Internal Funds
- 9) Debt recovery
- 10) Payments
- 11) Insurance
- 12) Claims
- 13) Internal Audit
- 14) External Audit
- 15) Financial Assistance by Council
- 16) Banking Service
- 17) Guarantees

6. Domestic supplies, services, accommodation and grounds
 - 1) Domestic Supplies Equipment
 - 2) Vehicle Fleet
 - 3) Communication Services
 - 4) Computer Services
 - 5) Security Services
 - 6) Domestic Services

7. Buildings and Grounds
 - 1) Municipal Buildings
 - 2) Sale & Lease of Lands
 - 3) Sale & Lease of Buildings
 - 4) Temporary use of lands
 - 5) Land Restitution
 - 6) Identification of land for development

8. Tenders, Quotations & Contracts
 - 1) Allocation of Tenders
 - 2) Allocation of Quotations
 - 3) Appointment of Consultants

9. Reports and Returns
 - 1) Monthly and Quarterly Reports
 - 2) Returns

10. Publicity and Information
 - 1) Own publicity and information
 - 2) Information regarding towns
 - 3) Municipal emblems
 - 4) Press notices
 - 5) Tourism & marketing
 - 6) Erection of advertising signs
 - 7) International relations

11. Festival and Social matters
 - 1) Festivals
 - 2) Invitations
 - 3) National days

12. Composition of and meetings of boards, Councils, institutes, societies, committees and other bodies
 - 1) Routine correspondence
 - 2) Invitations to conferences, seminars and workshops
 - 3) Overseas trips

- 4) Meetings of institutes, boards, associations & other committees

13. Legal matters

- 1) Routine enquiries
- 2) Legal opinions
- 3) Claims against Council
- 4) Court cases
- 5) Determination of Fines

14. Licences & Permits

- 1) Commercial licences
- 2) Application for permits
- 3) Encroachment permits
- 4) Flammable material
- 5) Liquor licence
- 6) Worker permits

15. Town Planning and Control

- 1) Municipal borders
- 2) Structure plans
- 3) Zoning scheme
- 4) Regional planning
- 5) Development of areas
- 6) Building Control
- 7) Building Plans
- 8) Unauthorised building work
- 9) Land Use Control
- 10) Land Transactions
- 11) House Shops
- 12) Closure of public places
- 13) Encroachments
- 14) Economic development

16. Essential Services

- 1) Water
 - Bulk purchases
 - Maintenance of network
 - Dams and reservoirs
 - Rivers
 - Pump station
 - Distribution network
 - Pipe lines
 - Servitudes
 - Meters

- 2) Electricity
 - Bulk purchases
 - Substations
 - Meters
 - Installation and maintenance of networks
 - Restructuring of the electricity industry
 - Bulk consumers
 - National Electricity Regulator
- 3) Roads & Streets
 - Main Roads
 - Construction & Maintenance of Streets
 - Closure of Streets
 - Street names & numbers
 - Street construction programme
- 4) Sewerage & Sanitation
 - Erection & Maintenance of sewerage treatment works
 - Erection & Maintenance of sewerage network
- 5) Refuse Removal Services
 - Clearing of public places
 - Refuse containers & bags
 - Street containers
 - Dump sites & transfer stations
- 6) Cemeteries & Crematoriums
 - Erection & Maintenance of Cemeteries
 - Stormwater
 - Erection & Maintenance of stormwater systems

17. Community Services

- 1) Health
 - Clinics
 - Nuisances
 - Keeping of animals
 - Prevention of pollution
- 2) Traffic Control
 - Temporary permissions
 - Parking meters
 - Parking
 - Public Transport
- 3) Library Services
 - Erection & Maintenance of Libraries
- 4) Housing
 - Housing Enquiries
 - Lease of Municipal Dwellings
 - Rentals
 - Evictions
 - Maintenance to Municipal Dwellings

- Worker Dwellings
 - Sale of Municipal Dwellings
 - Hostels
 - Low cost housing projects
 - Squatter control
- 5) Parks, gardens & public places
 - Maintenance & use of parks, trees
 - 6) Sports & culture
 - Sportsgrounds
 - Liaison with sports bodies
 - 7) Fire Services
 - Maintenance of fire buildings
 - 8) Municipal pound
 - 9) Museums
 - 10) Disaster Management
 - 11) Municipal Halls
 - 12) Municipal camping sites
 - 13) Municipal swimming pools
 - 14) Community Services
 - 15) Community Police
 - 16) Nature Conservation

6. **METHOD TO GAIN ACCESS TO INFORMATION**

In the event of a member of the public requiring information from the Drakenstein Municipality in terms of the provision of the Promotion of Access to Information Act, 2000 the following procedure should be followed:

- 6.1 The request must be made in writing on the prescribed form addressed to the Municipality at the address as listed in paragraph 3 hereof. The prescribed form is attached as Annexure A.
- 6.2. The application should state clearly what information is required in order that the official delegated to provide the information can identify
 - o The records requested
 - o The requester

- 6.3 The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 6.4 If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.
- 6.5 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.
- 6.6 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 prescribed fees are attached as Annexure B. After the information officer has made a decision on the request, the requester must be notified in the required form.
- 6.7 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.
- 6.8 Requests may be deferred until information becomes available. The requester will be notified accordingly and requested to make representations written 30 days why the information is required prior to it becoming public.
- 6.9 The Information Officer or Deputy Information Officers may refuse access to records under certain circumstances as provided for in chapter 4 of the Promotion of Access to Information Act, 2000.
- 6.10 To ensure immediate attention to a request for information it is recommended that Heads of Departments, who have all been appointed Deputy Information Officers be contacted directly. See paragraph 3 above for names and contact details.

7. AUTOMATIC AVAILABILITY OF CERTAIN RECORDS (SECTION 14 (1) (e))

No notice has been published in terms of section 15 (2) of the Act.

8. DESCRIPTION OF SERVICES AVAILABLE (SECTION 14 (1) (f))

As a broad description, the municipality at present renders the following services:-

CIVIL ENGINEERING

- Provision of potable water
- Stormwater Management
- Road Maintenance
- Waste Water and sewerage disposal
- Building Construction and maintenance
- Cleansing Services

ELECTRICITY

- o Electricity reticulation
- o Street lighting

COMMUNITY SERVICES

- o Parks and Gardens
- o Municipal Health Services
- o Libraries
- o Swimming pools
- o Cemeteries
- o Traffic Services
- o Fire Services
- o Disaster Management
- o Business Licensing
- o Sports facilities
- o Social and Community Development
- o Poverty Alleviation
- o Pauper Burial
- o Dog Control

HOUSING DEVELOPMENT

- o Low cost housing projects
- o Administration of housing stock

PLANNING AND ECONOMIC DEVELOPMENT

- o Town Planning Services
- o Land reform
- o Acquisition of land
- o Land use control
- o Building Control Services
- o Building Plans and Signage control
- o Local Tourism
- o Economic Development
- o Trading Legislation
- o Street Trading
- o Industrial Development

8. ARRANGEMENTS/PROVISIONS FOR PERSONS TO MAKE REPRESENTATIONS, CONSULT OR OTHERWISE TO PARTICIPATE OR INFLUENCE THE FORMULATION OF POLICY OR THE EXERCISING OF POWERS OR PERFORMANCE OF DUTIES BY THE DRAKENSTEIN MUNICIPALITY (SECTION 14 (1) (g))

The participation/involvement of the community in the administration of the Municipality is incorporated, in the main, in the Local Government Systems Act 2000 (Chapter 4) and the Municipal Structures Act 1998 (Chapter 3).

Community participation in the affairs of the municipality is a prerequisite for good governance and to facilitate this, the following avenues are made available to the community to participate:-

- Ward Committees (when established)
- Ward Councillors and PR Councillors
- Recognition of CBO's, which bodies will be incorporated in planning processes such as the IDP etc.
- Budget process designed to encourage community participation.
- Community input to be obtained when setting performance targets (through the media)
- Public meetings when required
- Newsletters
- Radio and Local Newspapers

9. **REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY DRAKENSTEIN MUNICIPALITY (SECTION 14 (1) (h))**

A requester may lodge an internal appeal with the Information Officer or Drakenstein Municipal Council on the prescribed form, if:-

- A request for access is refused;
- The fees charged are deemed unacceptable.
- If the period within which, information has to be disclosed is extended by the Information Officer.

The prescribed form for an internal appeal is attached as Annexure C.

10. **GENERAL INFORMATION**

The Information Officer or any Deputy Information Officer may be contacted for further information not contained in this manual.

ANNEXURE A

FORM 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 6]

FOR DEPARTMENTAL 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 given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent, must be given.*
- (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 for exemption.*

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 below, 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) *Compliance with your request for access in the specified form may depend 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*
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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:

<input type="checkbox"/> printed copy of record*	<input type="checkbox"/> printed copy of information derived from the record*	<input type="checkbox"/> 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? Postage is payable.	YES	NO
---	-----	----

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.

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 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

ANNEXURE B

GENERAL: VALUE-ADDED TAX

Public and private bodies registered under the Value-Added Tax Act, 1991 (Act No. 89 of 1991), as vendors may add value-added tax to all fees prescribed in this Annexure.

PART I

FEEES IN RESPECT OF GUIDE

1. The fee for a copy of the guide as contemplated in regulations 2 (3) (b) and 3 (4) (c) is R0,60 for every photocopy of an A4-size page or part thereof.

PART II

FEEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 5 (c) is R0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7 (1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof.....	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,40
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images.....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7 (2) is R35,00.

4. The access fees payable by a requester referred to in regulation 7 (3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof.....	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,40
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	12,00
(ii) For a copy of an audio record	17,00
(f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	

- (2) For purposes of section 22 (2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

**PART III
FEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images.....	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof.....	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.....	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc.....	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof.....	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof.....	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

- (2) For purposes of section 54 (2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

ANNEXURE C

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 8]

**STATE YOUR REFERENCE
NUMBER:.....**

A. Particulars of public body

The Information Officer/Deputy Information Officer:

.....
.....

B. Particulars of requester/third party who lodges the internal appeal

- (a) *The particulars of the person who lodge the internal appeal must be given below.*
- (b) *Proof of the capacity in which appeal is lodged, if applicable, must be attached.*
- (c) *If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.*

Full names and surname:

Identity number:

.....

Postal address:

.....

..... Fax number:

Telephone number:..... E-mail address:.....

Capacity in which an internal appeal on behalf of another person is lodged:

.....

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname:

.....

Identity number: