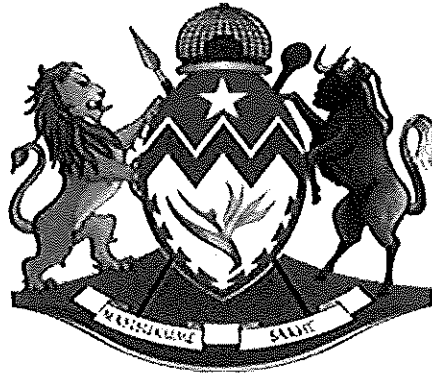


KWAZULU-NATAL DEPARTMENT OF TRANSPORT



**MANUAL ON THE PROMOTION OF ACCESS TO
INFORMATION ACT, 2000**

(ACT NO. 2 OF 2000)

2014-2015

KWAZULU-NATAL DEPARTMENT OF TRANSPORT MANUAL ON THE PROMOTION OF ACCESS TO
INFORMATION ACT, 2000 (ACT NO.2 OF 2000)

TABLE OF CONTENTS

TOPIC	PAGE NO.
1. Introduction	3
2. Description of the Kwazulu-Natal Department of Transport and its functions	4
3. Contact information for the Kwazulu-Natal Department of Transport Information Officer	5
4. Guide to be developed by the Human Rights Commission	5
5. Access to Information	6
6. Notice	7
7. Description of services available to the Public from the Kwazulu-Natal Department of Transport and accessing services	8
8. Description of arrangements and provisions for a person to make representations and participate in the formulation of policy and exercise of powers or performance of duties	11
9. Remedies	11
10. Other information	12

**KWAZULU-NATAL DEPARTMENT OF TRANSPORT MANUAL ON THE PROMOTION OF ACCESS TO
INFORMATION ACT, 2000 (ACT NO.2 OF 2000)**

1. INTRODUCTION

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), referred to in this Manual as the Information Act, originates from section 32 of the Constitution of the Republic of South Africa Act, 1996 (Act 108 of 1996), referred to as the Constitution in this Manual, which states:

“(1) Everyone has the right of access to-

- (a) Information held by the state; and
- (b) Any information that is held by another person and that is required for the exercise or protection of any rights.

(2) National legislation must be enacted to give effect to this right, and may provide the reasonable measures to alleviate the administrative and financial burden on the state.”

The goal of the Information Act is to promote society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights fully.

On 2 February 2000 the national Legislature enacted the Information Act to comply with section 32 of the Constitution to ensure that the right of access to information is protected. With the exception of sections 10,14,16 and 51, the Information Act came into effect of the 9 March 2000. Sections 10,14,16 and 51 came into effect on 15 February 2002.

This means that the Information Act is available to any person who wishes to request information from a public body or private body. The person making the request for information is known as the “requestor”.

Every public and private body is required to compile a manual in at least three official languages explaining how to use the Information Act. This Manual has been designed to assist a requestor who wishes to obtain information from the KwaZulu-Natal Department of Transport, which is a public body. The Manual is available in English, Zulu and Afrikaans.

This Manual does not contain information about how to make a request to other government bodies or a private body. If a requestor wishes to make a request to a government body other than the KwaZulu-Natal Department of Transport, the requestor should obtain a copy of the manual from the relevant government body. If a requestor wishes to make a request to a private body, the requestor should obtain a copy of the manual from the relevant private body.

This Manual is divided into sections to assist a requestor with obtaining information from the KwaZulu-Natal Department of Transport.

2. Description Of the KwaZulu-Natal Department of Transport and its functions

The KwaZulu-Natal Department of Transport is part of the KwaZulu-Natal Provincial Government and in terms of its Legislative mandate is responsible for the management and operation of the transportation system in KwaZulu-Natal. The Department is responsible for the:

- Construction, upgrading, maintenance and control of the provincial road network;
- Regulation, subsidisation and overall control of public transport operations;
- Registration and licensing of vehicles and drivers;
- Regulation of traffic on provincial roads;
- Road safety; and
- Management of the provincial fleet.

The strategic objectives of the KwaZulu-Natal Department are as follows:

- Improving and ensuring road and public transport safety;
- Developing the people, the economy and infrastructure of KwaZulu-Natal;
- Institutionalising public participation and strengthening democratic governance;
- Facilitating rural development, reducing poverty and inequality and ensuring infrastructure balance;
- Facilitating the growth and development of the road construction industry in KwaZulu-Natal, so as to be fully representative of the demographic profile of the province; and
- Ensuring financial accountability, value based resource management and development of integrated management systems.

To achieve these goals, the KwaZulu-Natal Department of Transport is responsible for developing and implementing national and provincial transport policy, norms, frameworks and standards to achieve, within the Province's available resources, the progressive realisation of the right of access to public land transport and provincial road network services. The Department is committed to transparency in the development and implementation of public land transport and provincial road network policies and practices.

The core functions of the KwaZulu-Natal Department of Transport are:

- Road construction, reconstruction, maintenance and repair, which consists of the construction of new roads, maintenance of existing roads and the repair of damaged roads, remain a permanent responsibility of the KwaZulu-Natal Department of Transport.
- Road transportation, which consists of the planning and provision of urban and rural public transport facilities, conducting transport studies, the control of road transportation, provision of transport planning frameworks and management of public transport services and public road network.
- Road Traffic, which consists of the registration and licensing of vehicles and drivers, the regulation of traffic on public roads, the maintenance and provision of visible road traffic signs and the implementation of road safety campaigns and awareness programmes.

The KwaZulu-Natal Department of Transport is headed by the Minister of Transport, Safety and Security who is a member of the KwaZulu-Natal Executive Council and responsible for developing provincial transport policy. The Head of Department is the accounting officer for the KwaZulu-Natal Department of Transport and is responsible for the overall administration and management of the

Department. The Department's main administrative offices are located in Pietermaritzburg, with regional offices located throughout the Province.

As described in section 7 of this Manual, the Kwazulu-Natal Department of Transport is divided into regions, which are responsible for the management and administration of the provincial road network, which is established in terms of section 44 of the KwaZulu-Natal Provincial Roads Act, 2001, (Act No. 4 of 2001), referred to in this Manual as the KwaZulu-Natal Provincial Roads Act.

The KwaZulu-Natal Department of Transport also provides services listed in section 7.

3. **Contact information for the KwaZulu-Natal Department of Transport Information Officer**

At the time of going to the press, the Information Officer for the KwaZulu-Natal Department of Transport is the Head of Department and the Deputy Information Officer appointed in terms of the Information Act is Ms S Ngubo, Senior Manager: Legal Services. Additional Deputy Information Officer is Mr Kobus van Staden: Assistant Manager: Motor Transport Services.

The Department's physical address is:

KwaZulu-Natal Department of Transport
172 Burger Street
Pietermaritzburg
3201

The Department's postal address is:

KwaZulu-Natal Department of Transport
Private Bag X 9043
Pietermaritzburg
3200

The Department's main telephone number is 033-355-8600. The Department's facsimile number for requestors requesting information from the Department is 033-355-8967.

The e-mail address for the requestors requesting information from the Department is :

Simanga.Ngubo@kzntransport.gov.za

Kobus.vanstaden@kzntransport.gov.za

4. **Guide to be Developed by the Human Rights Commission**

The South African Human Rights Commission, established in section 181(b) of the Constitution, is responsible for developing a guide in each of the country's official languages, with information on how to use the Information Act. This guide must be published within 18 months of the Information Act going into effect, which is the 15 August 2003. If a person wishes to obtain further information, he or she should contact:

The South African Human Rights Commission
 33 Hoofd Street
 Braampark, Forum 3
 Braamfontein, Gauteng

Telephone: (27) 11 877 3694
 E-mail: nmolefe@sahrc.org.za

5. Access to Information

a. Request for Access to a record

If a requestor wishes to make a request for access to a record of the Kwazulu-Natal Department of Transport, he or she must make a written request to the Information Officer or Deputy Information Officer, whose contact information is listed in section 3 of this Manual.

A requestor wishing to make a request must use Form A, which is included in this Manual as Annexure A. The requestor must provide enough information in Form A to:

- Enable the Information Officer to identify the:
 - The records requested, including a description of the record, a reference number(if any) and any further particulars on the record; and
 - The requestor, including all contact information;
- The form of access required by the requestor, that is if he:
 - Record is in the written or printed form, whether the requestor wishes to make a copy of the record or inspect the record;
 - Record is a visual image, which may be photographs, slides, video recordings, computer generated images or sketches, whether the requestor wishes to view the images, copy the images or obtain a transcription of the images;
 - Record is recorded words or information which can be produced by sound, whether the requestor wishes to listen to the soundtrack or obtain a written or printed transcription of the soundtrack; or
 - Record is held on a computer or in an electronic machine readable form, whether the requestor wishes to obtain a printed copy of the record, printed copy of information derived from the record or copy in computer readable for (stiffy or compact disk).

A requestor must also state the language in which the requestor wishes to obtain the record. If the record is not available in the language preferred by the requestor, access may be granted in the language in which the record is available.

A requestor who is illiterate or otherwise unable to make a request for access to a record because of a disability may make an oral request. The Information Officer or Deputy Information Officer must assist the requestor with putting the request in writing in the required form and give a copy of the written request to the requestor.

The Information Officer or Deputy Information Officer must assist a person who requires reasonable assistance with making a request for record. Assistance must be provided free of charge.

b. Transfer of a request for Access to a Record

The Information Officer or Deputy Information Officer may transfer a request where:

- A record is not under the control of the KwaZulu-Natal Department of Transport;
- The subject matter of a record is more closely connected with the functions of another public body; or
- The record contains commercial information in which another public body has a greater interest.

A transfer of request must be made within 14 days of the request being received and the Information Officer or Deputy Information Officer must notify the requestor of the transfer, reasons for the transfer and the period within which the request must be addressed.

c. Fees Payable

The initial fee payable by the requestor, other than a personal requestor, for a record is R35.00. A personal requestor, who is a person seeking information about himself or herself, does not have to pay the initial fee. All requestors, except those who are exempted in terms of section 22(8)(a) of the Information Act, must pay the required fees to obtain a record. Fees are listed in Annexure C of this Manual.

d. Procedure Where Record Cannot Be Found

If a record cannot be found, the Information Officer or the Deputy Information Officer must, by way of affidavit or affirmation, notify the requestor that it is not possible to give access to the record.

e. Deferral of Access to a Record

Access may be deferred where a record is not yet available.

f. Timeframes and Notice to a Requestor

The Information Officer or a Deputy Information Officer must decide within 30 days whether to grant the request and then send a notice to the requestor. Where access is to be granted, the notice must state:

- That the access fee, if any, must be paid upon being granted access;
- The form in which access will be given; and
- That the requestor may lodge an internal appeal with the Department or an application with a court against the access fee to be paid or the form in which access is to be granted.

g. Denial of access to a Record

If access is not to be granted to the record, the notice by the Information Officer or Deputy Information Officer must:

- Give adequate reasons for the refusal;
- Exclude, from the reasons, any reference to the content of the record; and
- State that the requestor may lodge an internal appeal with the Department or application with a court against the refusal of the request and the procedure to lodge an internal appeal or application.

h. Extension of period to decide on Request

The Information Officer or a Deputy Information Officer may extend the period of 30 days in which to decide on the request if:

- The request is for a large number of records and compliance would unreasonably interfere with the activities of the KwaZulu-Natal Department of Transport;
- The request requires a search or collection of records in an office not situated in the same town or city as the Information Officer and the Information Officer cannot reasonably be expected to complete the request within the initial 30 days;
- Consultations among sections of the KwaZulu-Natal Department of Transport or with another public body are necessary or desirable and the Information Officer cannot reasonably be expected to complete the consultations within the initial 30 days; or
- The requestor consents in writing to the extension.

i. Mandatory Refusal of Request for Access to Record

The Information Officer or a Deputy Information Officer must refuse access to a record where a request for access to information would involve disclosure of:

- Personal information about a third party;
- Trade secrets of a third party;
- Financial, commercial, scientific or technical information, other than trade secrets, if the disclosure of the information is likely to cause harm to the commercial or financial interests of a third party;
- Information which is a computer program owned by a private body;
- Information supplied in confidence by a third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition;
- Information which would be a breach of duty of a confidence owed to a third party;
- Information which could reasonably be expected to endanger the life or physical safety of an individual;
- A record if access to the record is prohibited in terms of the Criminal Procedure Act, 1977(Act No. 51 of 1977);
- Information which is privileged from production in legal proceedings unless the affected person must consent in writing to the release of the information; or
- Information about research being carried out or likely to be carried out by or on behalf of the third party, the disclosure of which would be likely to expose the third party, person carrying out the research or subject matter of the research to serious disadvantage.

j. Discretionary Refusal of Request for Access to Record

The Information Officer or a Deputy Information Officer may refuse access to a record where a request for access to information would involve disclosure of:

- Information supplied in confidence by the third party, the disclosure of which could reasonably be expected to prejudice the supply of similar information or information from the same source and it is in the public interest that similar information or information from the same source should continue to be supplied;
- Information, the disclosure of which would be likely to impair:
 - The security of a building, structure or system, which may be a computer system, means of transport or any other property; or

- Methods, systems, plan or procedures for the protection of an individual in a witness protection scheme, the safety of the public or the security of property;
- A record containing the methods, techniques or guidelines for the prevention, detection, curtailment or investigation of a contravention or possible contravention of law or prosecution of an alleged offender;
- A record on the prosecution of an alleged offender where disclosure of the record could reasonably be expected to impede the prosecution or result in a miscarriage of justice;
- A record, the disclosure of which could reasonably be expected to:
 - Prejudice the investigation of a contravention or possible contravention of the law;
 - Reveal or enable a person to identify a confidential source of information related to the enforcement or administration of the law;
 - Result in the intimidation or coercion of a witness or a person who may be called as a witness in criminal or other proceedings to enforce law;
 - Facilitate the commission of a contravention of the law; or
 - Prejudice or impair the fairness of a trial or the technique or the impartiality of an adjudication;
- Information, the disclosure of which could cause prejudice to the defence, security or international relations of the Republic of South Africa;
- Information, the disclosure of which is likely to materially jeopardise the economic or financial interests of the Republic of South Africa or the ability of the government to manage the economy of the Republic of South Africa effectively;
- Information; which:
 - Contains trade secrets of the state or a public body
 - Contains financial, commercial, scientific or technical information, other than trade secrets, the disclosure of which would be likely to cause harm to the commercial or financial interests of the state or a public body;
 - Could put a public body at a disadvantage in contractual or other relations or prejudice a public body in commercial competition;
- Is a computer program, defined in the Copyright Act, 1978 (Act No. 98 OF 1978), owned by the state or a public body;
- Information about research being carried out or likely to be carried out by or on behalf of a third party, the disclosure of which would be likely to expose a public body, person carrying out the research or subject matter of the research to serious disadvantage; or
- Information about a record of a public body which contains an opinion, advice, report or recommendation obtained or prepared or an account of a consultation, discussion, deliberation or minutes of a meeting on the formulation of a policy or taking a decision in the exercise of a power or performance of a duty conferred by law if disclosure could reasonably be expected to frustrate the deliberative process or success of the policy.

k. Other Grounds for Refusal of Request for Access to a Record

The Information Officer or Deputy Information Officer may refuse a request for access to a record if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the KwaZulu-Natal Department of Transport.

6. Notice of Categories of Records Available from the KwaZulu-Natal Department of Transport Without a Person Requesting Access

The following categories of records may be purchased from the KwaZulu-Natal Department of Transport and do not require a request for access.

- KwaZulu-Natal Department of Transport Annual Reports
- KwaZulu-Natal Department of Transport Departmental Guidelines and Procedures
- KwaZulu-Natal Department of Transport Financial Statements
- KwaZulu-Natal Department of Transport Research Reports
- KwaZulu-Natal Department of Transport staff Records (which are available only to the member of staff and are not available to third parties without the relevant member of staff's consent)
- KwaZulu-Natal Department of Transport Strategic Plans
- National Land Transport Act, 2009 (Act No 05 of 2009) (See attachment of excerpts)

7. Description of services Available to the Public from the KwaZulu-Natal Department of Transport and Accessing Services

The control, establishment, administration and management of all provincial roads is vested in the Minister in terms of section 4 of the KwaZulu-Natal Provincial Roads Act, 2001. See section 2 for a description of Departmental Services. To meet its obligations, the KwaZulu-Natal Department of Transport is divided into regions, which are responsible for the management and administration of the provincial road network. The names and contact information for each of the regions follow:

- Mr S Mbhele
 General Manager Telephone: 031-7002222
 Durban Region Fax : 031-7006454
 Private Bag X9063
 DURBAN E-Mail : siboniso.mbhele@kzntransport.gov.za
 3600
- Ms B Ntombela
 General Manager Telephone: 033-8455802
 Pietermaritzburg Region Fax : 033-8455896
 Private Bag X9003
 PIETERMARITZBURG E-Mail : Bongiwe.Ntombela@kzntransport.gov.za
 3200

- Mr L Mtambo
General Manager Telephone: 035-7878363
Empangeni Region Fax : 035-7872916
Private Bag X 20007
EMPANGENI E-Mail : Lawrence.Mtambo@kzntransport.gov.za
3880

- Ms B Nogwanya
Acting: General Manager Telephone: 036-6384410
Ladysmith Region Fax : 036-6384429
Private Bag X 9911
LADYSMITH E-Mail : Bathandwa.Nogwanya@kzntransport.gov.za
3370

The KwaZulu-Natal Department of Transport provides various community outreach, poverty alleviation and development programmes and services, which are administered by the regions and include:

- Rural Road Transport Forums which are responsible for making recommendations to the Minister and the Head of Department;
- Zibambele, which is a programme whereby communities elect the most needy women headed households to maintain sections of roads at a fixed monthly cost;
- Vukuzakhe, which is a four stage development programme that specifically targets emerging black contractors.
- Community Road Safety Councils, which assist with the identification and implementation of Road Safety Programmes.

8. Description of Arrangements and Provisions for a person to make Representations and participate in the Formulation of Policy and Exercise of Powers or Performance of Duties

The Department welcomes written representations from any person on departmental policies and the exercise of departmental powers and performance of duties, which will be considered by the Department.

9. Remedies

If the Information Officer or a Deputy Information Officer fails to give a decision on a request to access within 30 days, the Information Officer is deemed to have refused the request.

A requestor may lodge an internal appeal:

- Against a refusal of request or a decision of the Information Officer or a deputy Information Officer who has refused a request for access; or
- With respect to the prescribed request fee, extension of period to deal with a request or the form of access

A third party may also lodge an internal appeal against a decision to grant a request for access.

An internal appeal must be lodged in the prescribed form within 60 days in terms of section 75(1) (a) (i) of the Information Act. (see Annexure B)

A requestor who has lodged an internal appeal and is not satisfied with the result may make an application for appropriate relief to a court, in terms of section 78 of the Information Act, within 30

days of the decision on the internal appeal. A requestor may not make an application to court unless the requestor has lodged an internal appeal.

10. **Other Information**

It is important to note that the Information Act deals with information held by public or private bodies. This is distinguished from the Promotion of Administration of Justice Act, 2000 (Act No. 3 of 2000) which requires that a government department must, on request, give reasons for its actions.

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 the 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 the 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 / of fax number in the Republic to which 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 the 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 requestor must sign all the additional folios.

- 1. Description of the record or relevant part of the record:.....
.....
.....
.....
- 2. Reference number, if available:.....
- 3. Any further particulars of the record:.....
.....
.....

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed 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.

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:			
	Copy of the record*		Inspection of record
2. If record consists of visual images- (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
	View images	Copy of images	Transcription of images
3. If record consists of recorded words or information which can be reproduced in sound			
	Listen to the Soundtrack (audio cassette)		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? Postage 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> <i>In which language would you prefer the record?.....</i>			

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?.....

Singed at thisday of
20.....

.....
SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

Annexure B

Form B

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

<p>(a) <i>The particulars of the person who lodge the internal appeal must be given below.</i></p> <p>(b) <i>Proof of the capacity in which appeal is lodged, if applicable, must be attached.</i></p> <p>(c) <i>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.</i></p>

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:.....

D. The decision against which the internal appeal is lodged

<i>Mark the decision against which the internal appeal is lodged with an X in the appropriate box:</i>	
<input type="checkbox"/>	Refusal of request for access
<input type="checkbox"/>	Decision regarding fees prescribed in terms of section 22 of the Act
<input type="checkbox"/>	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
<input type="checkbox"/>	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
<input type="checkbox"/>	Decision to grant request for access

E. Grounds for appeal

If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.

State the grounds on which the internal appeal is based:.....
.....
.....

State any other information that may be relevant in considering the appeal:.....
.....
.....
.....

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner.....

Particulars of the manner:.....

.....

Signed at.....this.....day of20.....

.....
SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on.....(date)by.....

.....(state rank, name and surname of information officer/deputy information officer

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable , the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on

..... (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

CONFIRMED/NEW DECISION SUBSTITUTED

NEW DECISION:

.....
.....
.....
.....
.....

DATE

RELEVANT AUTHORITY

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE RELEVANT AUTHORITY ON (date):.....

.....

Annexure C

FEES PAYABLE IN TERMS OF THE INFORMATION ACT

1.	Copy of this manual	R12.60
2.	Request fee, except for personal requestor requesting information about himself or herself	R35.00
3.	<p>Fees for reproduction:</p> <ul style="list-style-type: none"> • Each photocopy of an A4 page or part thereof • Each printed copy of an A4 page or part thereof held • On a computer or machine readable form • Copy in computer readable form or stifty disk • Copy in computer readable form or compact disk • Transcription of visual image for an A4 page or part thereof • Transcription of visual image for a copy of the visual image • Transcription of an audio record for an A4 page or part thereof • Copy of an audio record 	<p>R0.60</p> <p>R0.40</p> <p>R6.00</p> <p>R40.00</p> <p>R22.00</p> <p>R60.00</p> <p>R12.00</p> <p>R17.00</p>
4.	<p>Fees for reproduction:</p> <ul style="list-style-type: none"> • Each photocopy of an A4 page or part thereof • Each printed copy of an A4 page or part thereof held • On a computer or machine readable form • Copy in computer readable form or stifty disk • Copy in computer readable form or compact disk • Transcription of visual image for an A4 page or part thereof • Transcription of visual image for a copy of the visual image • Transcription of an audio record for an A4 page or part thereof • Copy of an audio record 	<p>R0.60</p> <p>R0.40</p> <p>R5.00</p> <p>R40.00</p> <p>R22.00</p> <p>R60.00</p> <p>R12.00</p> <p>R17.00</p> <p>R17.00</p>
5.	Fee for search and prepare record for disclosure, after first hour for which there is no charge	R15.00 per hour or part thereof
6.	A deposit is not required until six hours are exceeded in terms of paragraph 5.	
7.	One-third of the access fee, listed in paragraph 4, is payable by the requestor as a deposit	
8.	Postage is payable by the requestor when a copy of the record must be posted to the requestor	