



**KWAZULU-NATAL DEPARTMENT OF
PUBLIC WORKS**

PAIA MANUAL

**COMPILED IN COMPLIANCE WITH SECTION 14 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT, ACT NO. 2 OF 2000 ("PAIA")**

TABLE OF CONTENTS

1. Chapter 1: Purpose of the Manual and Departmental Contact Details	3 – 4
2. Chapter 2: Functions, Services and Structure of the Department	5 – 6
3. Chapter 3: Section 10 Guide on how to use PAIA	7
4. Chapter 4: Updating and Availability of Manual	8
5. Chapter 5: Making a Request for Access to Information and the Internal Appeal Procedure	9 – 10
6. Chapter 6: Records Automatically Available in terms of Section 15(1) of the PAIA	11 – 12
7. Chapter 7: Records in respect of which a Formal Request is required in terms of Section 14(1)(d)	13 – 22
8. Annexure A: Form A – Request for Access to Record of Public Body	A1 – A6
9. Annexure B: Prescribed Fees for Public Bodies	B1 – B2
10. Annexure C: Notice of Internal Appeal	C1 – C3

CHAPTER 1: PURPOSE OF MANUAL AND DEPARTMENTAL CONTACT DETAILS

1. Purpose of the Manual

The purpose of this Manual, in compliance with section 14 of the Promotion of Access to Information Act, 2000 ("PAIA"), is to provide the public with information on:

- the functions and services provided by the Kwazulu-Natal Department of Public Works(the "Department"); and
- The records held by the Department and how to obtain access to these records.

2. Departmental Contact Details

The Head of Department is the Information Officer of the Department in terms of PAIA.

However, it is advised that all PAIA requests or queries in respect of this Manual be forwarded to the Deputy Information Officer.

The Departmental contact details are as follows:

Information Officer:	Head of Department
Physical Address:	Ground Floor, 191 Prince Alfred Street, Pietermaritzburg, 3200
Telephone:	033 –355 5562
Fax No:	033- 355 5683
E-mail:	Head.works@kznworks.gov.za
Deputy Information Officer:	Senior Manager: Legal Services – Ms. Andaleeb Khan
Physical Address:	Office G64, Ground Floor, 191 Prince Alfred Street, Pietermaritzburg, 3200
Telephone:	033 – 355 5435
Fax No:	033 – 355 5501
E-mail:	Andaleeb.khan@kznworks.gov.za

General Departmental Contact Details	
Physical Address:	191 Prince Alfred Street, Pietermaritzburg, 3200
Postal Address:	Private Bag X9041, Pietermaritzburg, 3200
Telephone:	033 –355 5500
Fax No:	033- 355 5683
Website:	www.kznworks.gov.za

CHAPTER 2: FUNCTIONS, SERVICES AND STRUCTURE OF THE DEPARTMENT

3. Functions and Services

The Department is recognised as custodian of all state-owned land within the Province of Kwazulu-Natal; in addition, the Department is required to act as an implementing agent for other client departments e.g. KZN Department of Health, ZN Department of Education, in order to assist them with their infrastructure and property-related requirements, so that they may achieve their core objectives and ensure service delivery.

The core functions and services provided by the Department are as follows:

- Acquisition and disposal of buildings and land through purchase, hiring, leasing, sale, exchange, demolition and donation;
- Management of the asset register for provincial fixed assets (land and buildings);
- Construction and maintenance of public buildings and land, including both new construction and renovations;
- Provision of office accommodation to client provincial departments.

4. Structure of the Department

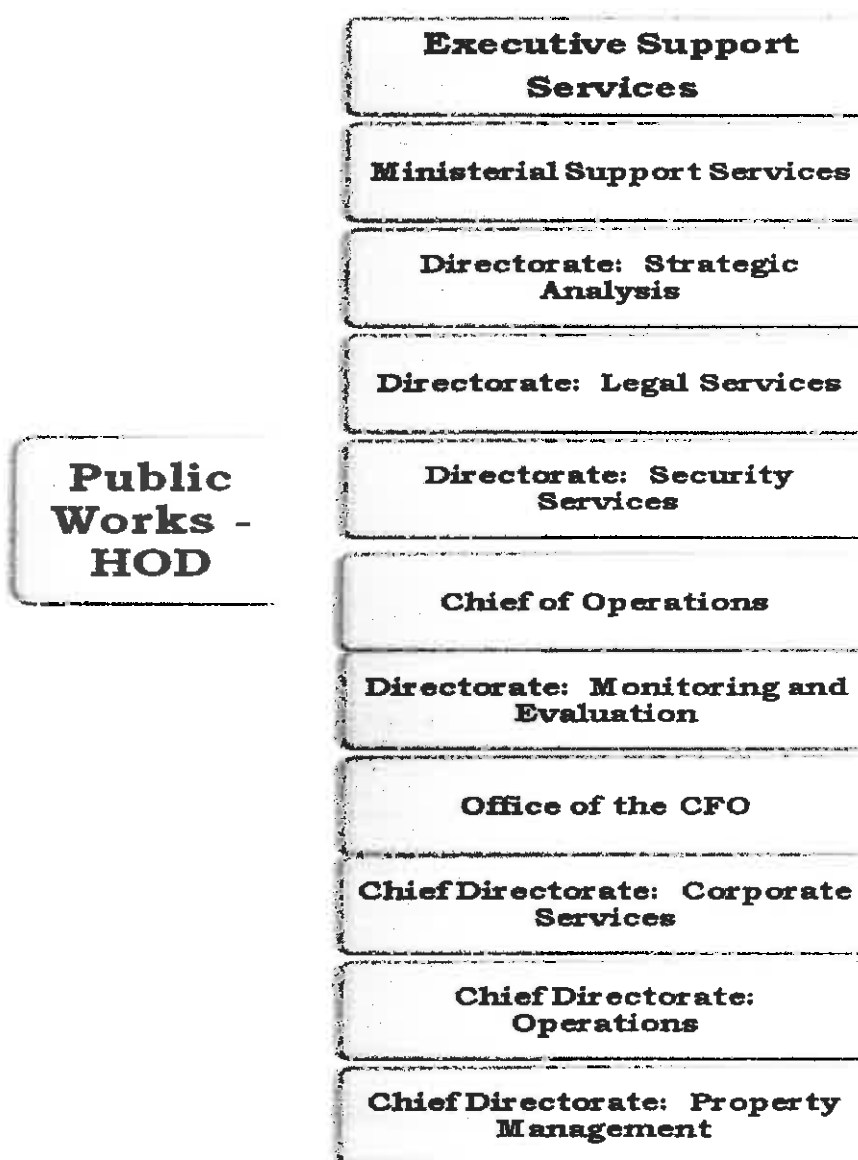
The Honourable MEC for Human Settlements and Public Works in Kwazulu – Natal is Mr. Ravigasen Ranganathan Pillay and the Head of Department (HOD) for Public Works is Mr. Armugam Govender.

The four main Chief Directorates are as follows:

- Operations;
- Corporate Services;
- Property Management; and
- Office of the Chief Financial Officer (CFO)

The Department's Head Office is situated at 191 Prince Alfred Street, Pietermaritzburg and there are four regional offices located in EThekweni, Midlands (Ladysmith), North Coast (Ulundi) and Southern Region (Pietermaritzburg), in addition to various district offices.

5. Structural Organogram:



CHAPTER 3: SECTION 10 GUIDE ON HOW TO USE PAIA

In terms of section 10 of PAIA, the South African Human Rights Commission ('SAHRC') is required to compile a guide, in each official language, on how to use PAIA.

Kindly contact the local office of the SAHRC for further information:

South African Human Rights Commission: Kwazulu-Natal Provincial Office

1st Floor, 136 Margaret Mncadi Avenue

Durban

4001

Telephone Number : 031 304 7323/4/5

Fax Number : 031 304 7323

E-mail : msibisi@sahrc.org.za

CHAPTER 4: UPDATING AND AVAILABILITY OF MANUAL

This Manual will be updated, if necessary, on an annual basis and available at the following places:

1. the Head Office and all Regional Offices of the Department;
2. the Department's website at www.kznworks.gov.za
3. the Kwazulu-Natal Office of the Premier;
4. The South African Human Rights Commission.

CHAPTER 5: MAKING A REQUEST FOR ACCESS TO INFORMATION AND THE INTERNAL APPEAL PROCEDURE

Making a request for information in terms of PAIA

Access to information held by the Department must be requested by:

- completing the prescribed request form, Form A, attached as Annexure A to this Manual; and
- Paying the prescribed request and access fees as listed in Annexure B to this Manual. A requester seeking access to a record containing personal information about the requester is not required to pay a request fee.

If the requester is making a request on behalf of another person, the capacity in which this request is made on behalf of the other party must be indicated and accompanied by a letter of authority/power of attorney/written mandate to act.

If the requester is unable to read or write, or has a disability, then the requester can make the request for access orally, in which event the Information Officer will complete the prescribed form on behalf of the requester and furnish the requester with such completed form.

After the Information Officer has made a decision regarding the request, the requester will be notified of this decision in the manner stipulated by the requester i.e. in writing, telephonically or any other manner.

Where access to information has been requested in a specific format, access will be provided in that manner unless this would unreasonably interfere with the running and operation of the Department, damage its records or infringe its copyright.

If access cannot be given in the requested manner but in an alternative manner, then the fee for access will be calculated according to the manner of access which the requester had initially requested.

Internal Appeal Procedure

Kindly note that a requester may lodge an internal appeal with the Member of the Executive Council: KZN Public Works and Human Settlements (the "MEC") against a decision by the Department's Information Officer:

- To refuse access to a record;
- Regarding fees;
- Relating to an extension of time to respond to a request; or
- Regarding the form of access given.

Furthermore, a third party may lodge an internal appeal with the MEC against a decision of the Department's Information Officer to grant a request for access to information.

Manner of Internal Appeal

An internal appeal-

- (a) must be lodged in the prescribed form, (see Annexure C, attached hereto) -
 - (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** (and not the MEC) 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) of PAIA; and
- (f) must specify a postal address or fax number.

CHAPTER 6: RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PAIA

Access to the records as set out below does not require a request in terms of PAIA.

Requesters are required to furnish the request in writing (by post, fax or e-mail) to the Deputy Information Officer at the contact details cited in Chapter 1 of this Manual, who will then direct the requester to the relevant Departmental official who will assist the requester in obtaining the record.

The request must contain:

1. the name of the requester;
2. the postal address and telephone number of the requester;
3. a description of the record requested;
4. the format in which access to the record must be provided e.g. hard copy, electronic copy;
5. if the requester is making a request on behalf of another person, the capacity in which this request is made on behalf of the other party must be indicated and accompanied by a letter of authority/power of attorney/written mandate to act.

If the requester is unable to read or write, or has a disability, then the requester can make the request for access orally, in which event the Deputy Information Officer will note the request and assist the requester accordingly.

Category of Records	Form of access
<u>Free of charge</u> <ul style="list-style-type: none">• Departmental Strategic Plans and Annual Reports• Publications & pamphlets• Newsletters• Brochures• Posters• Departmental Service Commitment Charter 2009-2013• Service Delivery Improvement Plan 2012-2015• Service Standards in Zulu and English	Hardcopies (may also be available electronically, depending on size)

For inspection and/or copying (for a prescribed fee)

- Circulars of advertised posts
- White papers
- Library Newsletters
- MEC's speeches
- MEC's media statements
- Public Finance Management Act
- Preferential Procurement Policy Framework Act
- Preferential Procurement Regulations
- Public Service Act, Resolution 14 of 2002
- Public Service Act: Resolution 1 of 2003
- Labour Relations Act, 1995
- Code of Conduct for the Public Service
- Public Service Act
- Public Service Regulations
- Legislation pertaining to property management
- Construction Industry Development Board legislation and regulations
- Treasury Regulations
- Treasury Practise Notes
- Treasury Estimates of Provincial Revenue and Expenditure (Green Book)
- Career Booklets
- Department of Public Service Guide On Career Management
- GCIS Communications Guidelines
- Clippings and recordings of media coverage;
- Official vehicle policy (circular 4 of 2000)
- Subsidised Motor Transport policy (circular 5 of 2003)

Hard copies (may also be available electronically, depending on size)

CHAPTER 7: RECORDS IN RESPECT OF WHICH A FORMAL REQUEST IS REQUIRED IN TERMS OF S 14 OF PAIA

SUBJECT	RECORD CATEGORY
Office of the Head of Department ("HOD")	EXCO reports
	MANCO reports
	Standing Committee on Public Accounts ("SCOPA") reports
	Portfolio Reports
	HOD & support staff personnel files.
Ministry	Minutes of Meetings
	Status & situation reports of projects undertaken by the Department
	Vehicle usage records
	Log of Ministry Assets
	Submissions by the Departments of Public Works and Human Settlements
	Community Profiles
	Parliamentary Questions & Media queries
	Memoranda to Cabinet
	Service Delivery Reports & Departmental Project & Delivery lists
	Ministry's Outreach Programme
	Community Queries and Action Taken
	Records of all Departmental submissions to MEC
	Financial records related to the department
	All correspondence received by Ministry
	Ministry Personnel Records
	Forensic records commissioned by the Ministry
	Legislature matters and responses to parliamentary questions relating to the Department.
Office of the Chief Financial Officer ("CFO")	Delegations of Authority for Department of Public Works
	Annual Performance Plan for Department
	Policy and Procedures : Administration of claims and losses
	Debt Management policy
	Write off policy
	In Year Management ("IYM") procedure manual
	Asset management policy
	Cell phone policy

	SCM policy
	Policy for building materials
	Operating and maintenance policy for movable assets
	Disposal policy for moveable assets
	Inventory policy
	Fraud prevention plan
	BAS user account management procedure and Hardcat user account management procedure
	EXCO minutes
	Finance Portfolio Committee resolutions
Supply Chain Management ("SCM")	SCM Norm and Standards (Acquisitioning, Performance & Compliance and Demand) – Hard and Electronic Copies
	Norms and Standards Office Furniture – Hard and Electronic Copies
	Supply Chain Management Procedures and Policies SCM Circulars, SOPs, etc.) Hard and Electronic Copies
	SCM Project Files – Hard Copies
	Appeals Files – Hard Copies
	SCM Registry Files – Hard Copies
	Bid Specification Committee ("BSC") / Bid Evaluation Committee ("BEC") / Bid Adjudication Committee ("BAC") Meeting Minutes – Hard Copies
	Appeals Register – Electronic Copies
	Project Cancellation Register – Electronic Copies
	Commitment Register – Hard Copies
	Attendance Register – Hard Copies
	Quotation Register / Cellphone Register/ Lease Register – Hard and Electronic Copies and
	Quotation and Bid Documents.
Compliance and Risk Management	Compliance Inspection Annual Plans
	Compliance Inspection Standard Operating Procedures – Performing inspections & preparing Annual Plan
	Compliance Inspection Operational Plans & Reports
	Management Reports
	Auditor General Regulatory Audit Reports
	Internal Audit Plans
	Internal Audit Reports
	Security Assessment
	Whistle blower register
	President's hotline register
	Anti – corruption hotline register

	SMME payment assistance hotline register
	Disciplinary cases register
	Treasury Forensic Investigator register
	Risk register
	Inspector's investigation reports
	Treasury Forensic Investigation Reports
	Treasury Risk Assessment Reports
	Fraud Plans
	Reports to Oversight Committee.
Monitoring and Evaluation ("M & E")	Consolidated Quarterly Reports
	Records of consolidated Mid-Term Reports
	Records of QPR Reports
	Records of Oversight Committees Performance audits
	Records of M&E Tools e.g. Data Definition Indicators
	Records of M&E Policy
	Records of Evidence from Programmes
	Programme Validation Reports
	Correspondence regarding M&E Support from internal and External Stakeholders
	M&E Capacity Building Programmes
	Record of MANCO, EXCO M&E Reports
	Records of M&E Directorate Meeting Minutes
	Records of M&E Operation Plan
	Records of M&E Staff HR Information
Human Resources	Grievances files
	Dispute files
	Misconduct files
	Manual register
	Electronic Data base pertaining to grievance, dispute and misconduct cases
	Labour Relations Standard Operating Procedures
	Labour Relations Annual Performance Plan
	Labour Relations Manco Reports (hard copies/electronic copy)
	Public Service Commission Reports (statistics of grievance cases received and finalized – every six months)
	Quarterly Reports to the Office of the Premier (statistics of grievance, dispute and misconduct cases received)
	Minutes of bi-lateral/multilateral meeting held for each financial year
	Records of workshops presented as per financial year (registers)
	General Circulars, Annexures, Reports relating to Industrial Action

	HR Policies
	Batho Pele Implementation Strategy & reports
	Departmental Service Excellence Awards project plans
	Employment Equity Plans & Reports
	Human Rights Programme
	Consultative Forum
	Job access strategies & framework
	Leave records for Head Office staff
	Temporary Incapacity Leave Records for Head Office staff
	Circulars relating to the utilization of leave and Temporary Incapacity Leave
	Departmental contract with the Health Risk Manager
	Standard Operating Procedures
	Correspondence from Department of Public Service & Administration ("DPSA") and Office of the Premier ("OTP") relating to Policy & Procedure on Incapacity Leave and Ill Health Retirement ("PILIR")
	Invoices from Thandile Health Risk Management
	Leave Audit Reports
	Minutes of the PILIR Steering Committee Meeting.
	Performance Agreements/Contracts (all employees including SMS members)
	Individual assessment reports
	Individual assessment files
	EPMDS general files
	Minutes of performance assessment committees
	Personnel files
	Subsistence and Travelling files
	Motor finance scheme files
	Leave files
	Main series(HR) files
	Housing files
	Garnishee orders
	Maintenance orders
	SARS orders
	Financial disclosure forms.
	Information and correspondence i.r.o HR Planning
	Information and correspondence i.r.o Recruitment and Selection
	Information and correspondence i.r.o the Persal System and Persal Users
	Information and correspondence i.r.o HR Establishment matters
	Information and correspondence i.r.o payroll matters pertaining to Corporate Services
	Information and correspondence i.r.o budget and expenditure matters pertaining to the HRM responsibility.

	Workplace Skills Plan
	Policies
	Contracts(mentorship, in-service training, bursary)
	Circulars.
	Reports
	Minutes
	Career booklet
	Terms of reference for the departmental HRD committee
	Records relating to Employee Health& Wellness consultations i.t.o casework (hard copies)
	Policy input (hard signed copies/electronic copies of unsigned documents)
	Records relating to awareness campaigns (hard copies)
	Records relating to wellness screenings and testing (electronic and hard copies)
	Health Risk Assessment reports (electronic and hard copies)
	Employee Health& Wellness CS & HRM MANCOs, Finance, Risk Reports (hard and electronic copies)
	Employee Health & Wellness personnel information (hard copies)
	Records relating to counselling and referrals (hard copies)
	Employee Health & Wellness Norms and Standards, Standard Operating Procedures
	Employee Health& Wellness Guidelines
	Employee Health& Wellness Operating Plan
	Employee Health& Wellness reports and statistics
	Records relating to Injury on Duty payments (electronic and hard copies).
Communications	Communications Strategy
	Database of media contacts
	Reports on special events
	Media analyses.
Legal Services	Minutes of EXCO meetings (hard copies)
	Minutes of MANCO Meetings(hard copies)
	State Attorney Invoices(hard copies)
	Risk Committee minutes(hard copies)
	Finance monthly projections, business plans, MTEF documents(hard copies)
	Documents relating to the KZN Land Administration Bill
	Minutes of Legal Services Litigation Meetings(hard copies)
	HRD Committee Meetings
	PAIA Requests(hard copies)
	Vetting of property management agreements(hard copies)

	Audit of Compliance with Laws Project(hard copies)
	Compilation of PAIA Manual Project file(hard copies)
	Assets Register(hard copies)
	SCM Submissions(hard copies)
	Public Sector Lawyers' Forum ("PSLF") File(hard copies)
	Workshop and Seminars
	Private telephone Bills(hard copies)
	Legal Opinions(hard copies)
	Litigation files(hard copies)
	Loss Control files(hard copies)
	Personnel files(hard copies)
	Agreements drafted/vetted(hard copies)
Property Management	Asset Management
	Standard Operating Procedures for Asset Management (hard copies)
	Original / Duplicate title deeds
	Original / Duplicate Item 28(1) certificates
	Provincial Immovable Asset Register (PREMIS – Electronic System)
	Personnel leave forms (hard copies)
	Hire of buildings
	Standard Operating Procedures for Hiring (hard copies)
	Hiring project files (hard copies)
	Routine enquiries file for hiring
	Progress reports for hiring cases per Client Department (hard and electronic copies)
	Record of approvals received to hire properties (these are kept on project files)
	Record of funds approvals received from Client Departments [on Property Management Planning Action Committee ("PMPAC") file]
	Record of all requests for office accommodation (Needs assessment) Plan for financial year (PMPAC file)
	Personnel leave forms (hard copies)
	Expenditure report for financial year (hard and electronic copies)
	Record of all leases signed per financial year (hard copy and electronic copy)
	Specimen signature for client acquisition (hiring) (hard copy).

	Letting
	Standard Operating Procedures for Letting (hard copies)
	Routine enquiries for letting
	Letting project files (hard copies)
	Record of approvals received for Letting (these are kept on project files)
	Progress reports for Letting (hard copies and electronic copies)
	Letting of provincial properties for tuck-shops for financial year (hard copy)
	Revenue report (hard and electronic copies).
	Record of all leases/MOU and User agreements signed per financial year (hard copy and electronic copy)
	Record of Public Works official houses (electronic)
	Record of other clients official houses (hard copies and electronic).
	Record of tenancy agreements (some for DOH) (hard copies)
	Acquisition of Land and Buildings
	Standard Operating Procedures for acquisitions (hard copies)
	Acquisition case files (hard copies)
	Progress reports for acquisition cases per Client Department (hard and electronic copies)
	Record of approvals received to acquire properties (hard copies)
	Record of funds approvals received from Client Departments (hard copies)
	Acquisition Plan for financial year (hard copy and electronic copy)
	Personnel information (hard copies)
	Disposals
	Standard Operating Procedures for Disposals (hard copies)
	Routine enquiries (hard copies)
	Disposal case files (hard copies)
	Record of approvals received for Disposal (hard copies)
	Progress reports for Disposals (hard copies and electronic copies)
	Disposal Plan for financial year (hard copy and electronic copy)
	Personnel information (hard copies)
	Property Rates
	Standard Operating Procedures for Property Rates (hard copies)

	Property management S & T File
	Meeting with municipalities
	Circulars
	Property rates steering committee meeting
	Property rates conditional Grants allocation
	Valuations and appraisals
	Loss Control
	Windeed
	Virement file
	Illegal occupation
	Property Rates Weekly Report
	Asset Management Weekly Reports
	BAS report 2011/2012
	BAS report 2012/2013
	eThekwini/North Coast/Midlands and Southern Region
	Information Technology
	Policy Framework file
	Payment of property rates HOD approval volume 1,2 and 3
	Memorandum to cabinet
	File per Municipality (51)
	Public service infrastructure ("PSI")
	PSI schedule
	Interest and penalties
	Correspondence treasury
	LA Flats eviction
	Telephone accounts
	Ministerial sub-committee cabinet memo
	Mediation
	Facility management
	Supply Chain Management
	Mid-Term Review
	PREMIS
	Finance meetings
	Finance portfolio committee
	PIP file Property
	Asset management
	PSLD /vesting
	GIAMA implementation Tech-Committee
	Acquisition & Disposal
	Division of Revenue Act ("DORA") Report
	CSIR documents
	Section 14 schools
	Out of province municipalities payments file

	Facilities Management & Planning
	Conditional assessment reports
	Standard Operating Procedures for Facilities Management and Planning (hard copies)
	Delegations (hard copies)
	KZN GIAMA forum minutes
	Technical Management Committee (TMC) minutes
	Facilities Management and Planning monthly reports.
Logistics	Transport Services
	Official vehicle asset register
	First Auto transaction reports
	First Auto Addendum D
	Accident/ Incident reports
	Negligence reports
	Undertaken trip register
	Log books and returns
	Invoice for purchased vehicles
	Vehicle inspection reports
	General Admin. Standard Operating Procedures
	Transport delegation of authority
	DMTAC meeting minutes
	Logistics Services MANCO minutes
	Completed subsidised application forms
	Register of delivered/ terminated vehicles
	Register of kms travelled by individuals
	Copies of Logistics Services Annual Operational Plans
	Copies of AOP Quarterly Review Reports
	Copies of Budget Input documents
	Copies of Virement Requests
	Records Management Services
	File plan
	Records Control Schedule
	Departmental circulars
	Departmental vacancy circulars
	Register of files opened
	Register of letters dispatched/received
	Remittance register

	Auxiliary Services
	Copies of Invoices from different services providers
	Works instructions
	Delivery notes
	Repairs and services reports
	Parking stop orders
	Office allocation list
	Parking allocation list
	Copies of WIMS payments certificates.
Operations	Operation Plan
	Annual Reports
	Quarterly Reports
	Mid-Term Reports
	QPR Reports
	Portfolio of Evidence for Quarterly Reports
	EXCO Reports
	MANCO Reports (within the REGIONS)
	Departmental Finance & Risk Reports
	MINUTES of Operations monthly Meetings
	Operations Assets / Inventory lists
Regions	Projects Files (within the REGIONS)
	Property management files
	Human Resource Files
	Finance Files
	Organisational Evaluation and Design Files

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 2]

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:

Deputy Information Officer:	Senior Manager: Legal Services – Ms. Andaleeb Khan
Physical Address:	Office G64, Ground Floor, 191 Prince Alfred Street, Pietermaritzburg, 3200

Telephone:	033 – 355 5435
Fax No:	033 – 355 5501
E-mail:	<u>Andaleeb.khan@kznworks.gov.za</u>

B. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to the record must be recorded below.

(b) Furnish an address and/or fax number in the Republic to which information must be sent.

(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:
.....

Postal address:
.....
..... Code

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 therefore.

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 hereunder, state your disability and indicate in which form the record is required.

Disability:		Form in which record is required:	
<p>Mark the appropriate box with an "X".</p> <p>NOTES:</p> <p>(a) Your indication as to the required form of access depends on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>			
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"/>		<input type="checkbox"/>	transcription of the 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? A postal fee 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>			
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 thereof 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..... (place), on (date)

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

ANNEXURE B: PRESCRIBED FEES IN RESPECT OF PUBLIC BODIES

Part II of Notice 187 in the Government Gazette on the 15 February 2002

DESCRIPTION		Rand
1	The fee for a copy of the manual as contemplated in regulation 5 (c) - for every photocopy of an A4-size page or part thereof.	0,60
2	The fees for reproduction referred to in regulation 7 (1) are as follows:	
(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
(d)(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
(e)(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).	35,00
4	The access fees payable by a requester referred to in regulation 7 (3) are as follows:	
4.1(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
(e)(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.	
4.2	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.	
4.3	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]

YOUR REFERENCE NUMBER:.....

A. Particulars of public body

The Information Officer/Deputy Information Officer:

Deputy Information Officer:	Senior Manager: Legal Services – Ms. Andaleeb Khan
Physical Address:	Office G64, Ground Floor, 191 Prince Alfred Street, Pietermaritzburg, 3200
Telephone:	033 – 355 5435
Fax No:	033 – 355 5501
E-mail:	Andaleeb.khan@kznworks.gov.za

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:

D. The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an X in the appropriate box:

	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	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 manner:

Signed at.....thisday of..... 20.....

.....
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)