



**Western Cape
Government**
Economic Development
and Tourism

Promotion of Access to Information Manual, 2019
Compiled in terms of section 14 of the Promotion of Access to
Information Act, 2000 for the Department of Economic
Development and Tourism

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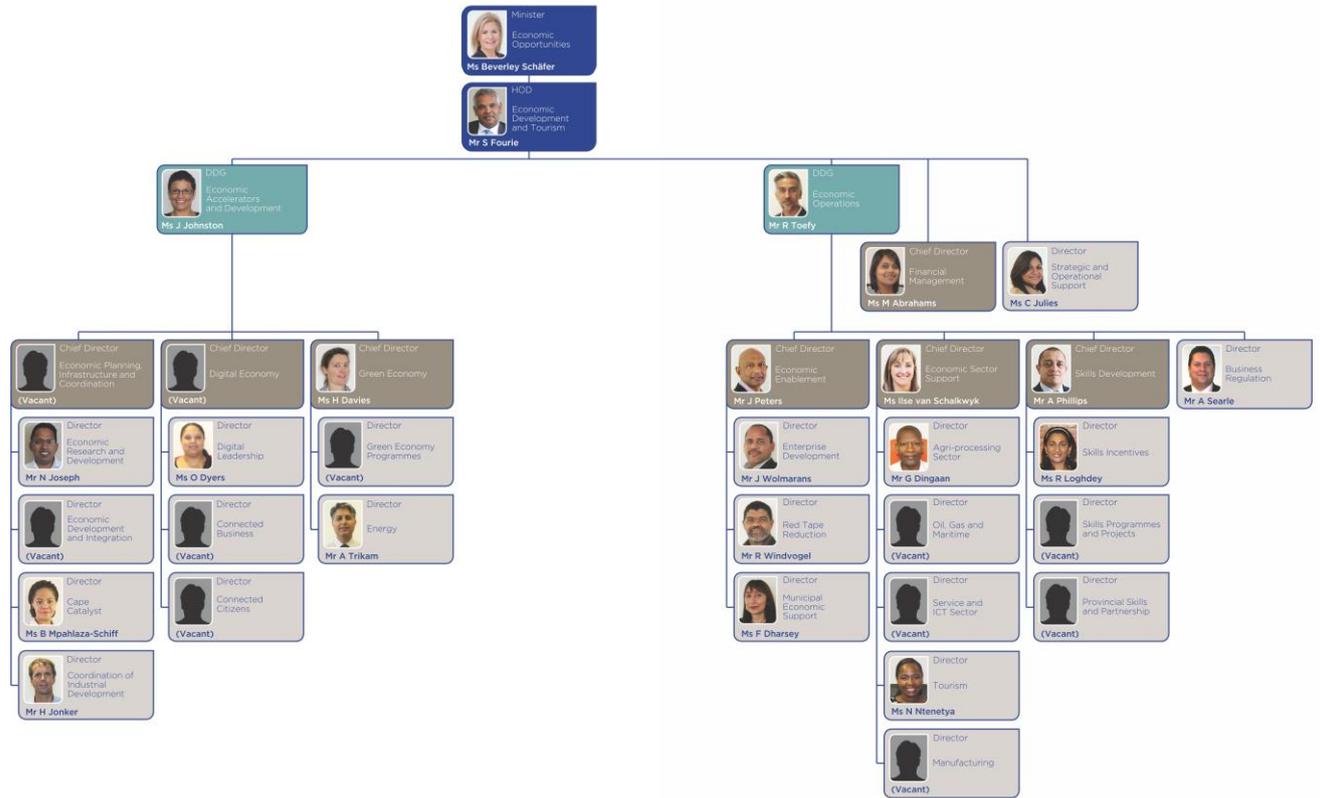
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1. INTRODUCTION

- 1.1 The Constitution of the Republic of South Africa, 1996 (the Constitution) makes provision for the right of access to any information held by the State, subject to justifiable limitations, which includes the limitation to protect privacy.
- 1.2 The Constitutional Court interpreted the right of access to information as not merely a right to obtain access to information for the exercise or protection of a right, but also to ensure that there is an open and accountable administration at all levels of government.
- 1.3 Section 32(1)(a) and (2) of the Constitution reads as follows:
*“(1) Everyone has the right of access to –
(a) any 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 for reasonable measures to alleviate the administrative and financial burden on the state.”*
- 1.4 The aforesaid resulted in the enactment of the Promotion of Access to Information Act, 2000 (PAIA). The purpose of PAIA is to foster a culture of transparency and accountability in public and private bodies and to empower and educate the people of South Africa to understand their rights.
- 1.5 This manual is compiled in terms of section 14 of PAIA which requires that the Department of the Premier (DotP) must have a manual which sets out, amongst others, its structure and functions, include an index of its records and services, provide assistance on the procedure to access its records and services.

2. STRUCTURE OF THE DEPARTMENT OF THE Economic Development and Tourism as at 1 February 2019 - section 14 (1)(a)

Figure 1



3. FUNCTIONS OF THE DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM –

section 14(1)(a)

The Department of Economic Development and Tourism is focusing on the creation of opportunities for growth and Jobs in the Western Cape Province through the following seven (7) Programmes:

3.1 Programme 1: ADMINISTRATION

Purpose

To provide strong, innovative leadership, and to deliver clean, efficient, cost effective, transparent and responsive corporate services to the Department.

3.1.1 Programme structure

The Programme is structured as follows:

Sub-programme 1.1: Office of the Head of Department

- To manage and direct the Departmental transversal administrative programmes that give leadership to the Department.
- To effectively maintain an oversight function of the whole Department's mandate and function.

Sub-programme 1.2: Financial Management

- To provide an effective financial management function.
- To ensure implementation of the PFMA and other related financial regulations and policies.
- To provide planning and budgeting support to the Department.
- To make limited provision for maintenance and accommodation needs.

Sub-programme 1.3: Corporate Services

- To ensure the rendering of ICT, human capital, corporate assurance, legal and communication support services to the Department.
- To render communication services to the Department.
- To monitor and evaluate Departmental performance.
- To develop and manage knowledge and information systems, records and co-ordinate ICT.

3.2 PROGRAMME 2: INTERGRATED ECONOMIC DEVELOPMENT SERVICES

3.2.1 Purpose

To promote and support an enabling business environment for the creation of opportunities for growth and jobs

3.2.1.1 Programme structure

The programme is structured as follows:

- **Sub-programme 2.1: Enterprise Development**
To support and promote development of business enterprises.
- **Sub-programme 2.2: Regional and Local Economic Development**
To promote economic growth and development of regional and local economies in partnership with key stakeholders by aligning LED initiatives with Government.
- **Sub-programme 2.3: Economic Empowerment**
To facilitate the process of empowerment and creation of an enabling business environment for PDI's.
- **Sub-programme 2.4: Red Tape Reduction**
To reduce the identified regulatory requirements flowing from regulations, legislations and interpretive policies.

3.3 PROGRAMME 3: TRADE AND SECTOR DEVELOPMENT

3.3.1 Purpose

To stimulate economic growth through industry development, trade and investment promotion.

3.3.1.2 Programme structure

The Programme is structured as follows:

- **Sub-programme 3.1: Trade and Investment Promotion**
To facilitate trade, export promotion and attract investment

- **Sub-programme 3.2: Sector Development**
- To implement strategies for the positioning of the industrial sector as a key contributor to economic growth and development.

3.4 PROGRAMME 4: BUSINESS REGULATION AND GOVERNANCE

3.4.1 Purpose

To ensure an equitable, socially responsible business environment in the Western Cape – through general interventions within the trading environment and through specific interventions mandated by the Constitution and national and provincial legislation and policies.

3.4.1.1 Programme structure

Sub programme 4.1: Regulation Services

To provide a mechanism through which appeal recommendations in terms of the Business Act can be provided to the Executive Authority.

Sub Programme 4.2: Consumer Protection

To develop, implement and promote measures that ensure the rights and interests of all consumers

3.5 PROGRAMME 5: ECONOMIC PLANNING

3.5.1 Purpose

The purpose of this Programme is to provide support to the leadership of the Department – the Minister, the Head of Department and the Departmental Top Management in undertaking planning processes that provide a coherent vision and strategic outcomes around which policies and strategies are developed, enhanced or applied to attain their attained objectives.

3.5.1.1 Programme structure:

The programme is structured as follows:

Sub-programme 5.1: Economic Policy and Planning

To develop provincial economic policies and strategies.

Sub-programme 5.2: Research and Development

To conduct economic research.

Sub-programme 5.3: Knowledge Management

To contribute to the creation of a knowledge economy.

Sub-programme 5.4: Monitoring and Evaluation

To determine the effectiveness and impact of provincial policy objectives and strategies.

Sub-Programme 5.5 Management

To conduct the overall management and administrative support to the Programme.

Sub Programme 5.6: Enabling Growth Infrastructure and Initiatives

To develop and/or stimulate an enabling economic environment through catalytic interventions

Sub Programme 5.7: Broadband for the Economy (Digital Economy)

To support and stimulate the usage, readiness and accessibility of broadband in the region

Sub-programme 5.8: Green Economy

To stimulate the development of green industries and facilitate resource-efficiency and sustainability to improve the competitiveness of the economy

3.6 PROGRAMME 6: TOURISM, ARTS AND ENTERTAINMENT

3.6.1 Purpose

To facilitate the implementation of an integrated tourism strategy that will lead to sustained and increased growth and job creation in the tourism industry.

3.6.1.1 Programme structure

The Programme is structured as follows:

- **Sub-programme 6.1: Tourism Planning**

To develop and coordinate the strategic agenda.

- **Sub-programme 6.2: Tourism Growth and Development**

To facilitate growth and development of the tourism industry.

To enhance the quality of the visitor experience to the destination through the provision of quality tourism support services.

- **Sub-programme 6.3: Tourism Sector Transformation (Tourism Regulation)**

To provide for the registration and regulation of tourist guides.

- **Sub-programme 6.4: Tourism Destination Marketing**

To provide resources to the tourism, trade and investment promotion public entity to enable it to deliver on its mandate as defined in the Western Cape Investment and Trade Promotion Agency Act, 1996 (Act 3 of 1996) as amended.

3.7 **PROGRAMME 7: SKILLS DEVELOPMENT AND INNOVATION**

3.7.1 Purpose

To facilitate the provisioning of human capital and innovation skills in order to deliver on the Economic Human Resource Development needs of the Western Cape.

3.7.1.1 Programme structure

The Programme is structured as follows:

Sub-programme 7.1: Provincial Skills and Partnerships

- To promote coordination, partnerships and collaboration for increased access to occupationally directed programmes;
- To develop a provincial mechanism for the management of skills information and data.

Sub-programme 7.2: Skills Programmes and Projects

- To facilitate/ support unemployed or underemployed youth to access jobs.

Sub-programme 7.3: Skills Incentives

- To facilitate demand led work placement and funding opportunities for youth to gain workplace experience.

- **CONTACT DETAILS OF THE INFORMATION AND DEPUTY INFORMATION OFFICER -
section 14 (1) (b)**

4.1 **Information Officer:**

Mr H Malila

Legislature Building

15 Wale Street/ P O Box X659

Cape Town, 8000

Tel: 021 467 6032 Fax: 021 467 3300

E-mail: Harry.Malila@westerncape.gov.za

4.2 **Deputy Information Officer:**

Mr. S Fourie
Waldorf Building
80 St Georges Mall/ P O Box 979
Cape Town, 8000
Tel: 021 483 5065 Fax: 021 483 7165
E-mail: Solly.Fourie@westerncape.gov.za

5. **GUIDE BY THE HUMAN RIGHTS COMMISSION – section 14(1)(c)**

5.1.1 The Information Regulator updates and makes available a guide compiled by the South African Human Rights Commission in terms of section 10 of the PAIA which informs persons of:

- the objects of PAIA and POPI and how to exercise their rights in terms of these two acts;
- the contact details of the information officer and deputy information officer (where applicable) of every public body and the assistance available from them;
- how to access records of public bodies; and.
- the legal remedies that are available when there is a failure to act in accordance with PAIA and POPI, which includes information on lodging internal appeals, complaining to the Information Regulator or applying to a court against a decision by an information officer or a decision by the Information Regulator.

5.1.2 All enquiries to obtain access to this guide should be directed to:

The Office of the Human Rights Commission	
Telephone	+27 11 877 3900
Fax	+27 11 403 0684
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: Promotion of Access to Information Private Bag 2700 Houghton 2041

Street Address	South African Human Rights Commission 33 Hoofd Street Braamfontein 2017 JOHANNESBURG
Website	www.sahrc.org.za

5.1.3 The **Appendix** to this manual includes information on how to access records of the Department, its internal appeal procedure, or applying to a court against decisions by the Information Officer or Deputy Officer, as the case may be.

6. INFORMATION ON THE PROMOTION OF ACCESS TO INFORMATION ACT, 2002

6.1 SUBJECTS AND CATEGORIES OF DEPARTMENTAL RECORDS – section 14(1)(d)

The Department holds records on the following subjects and categories:

CATEGORIES AND SUBJECT MATTER	Programme Requires a request	Programme Automatically available (Open Data)
6.1.2. Statutory and Regulatory Framework / Legislation – National Constitutional Framework – National Legislation – Western Cape Provincial Legislation		Available on request in line with the PAIA requirements
6.1.3 Human Resource Management – Vacancies and Appointments – Termination of Service – Training and Skills Development – Staff movement	Programme 1	Available on request in line with the PAIA requirements
6.1.4 Internal Financial Management – Budget	Programme 1	Programme Requires a

<ul style="list-style-type: none"> - Accounting responsibility - Expenditure - Banking Arrangements - Funds - Corporate Assurance - Internal Audit - Audit reports 		request as per PAIA requirements
<p>6.1.5 Supply Chain Management</p> <ul style="list-style-type: none"> - Procurement - Provisioning - Asset management 	Programme 1	Programme Requires a request as per PAIA requirements
<p>6.1.9 Communications</p> <ul style="list-style-type: none"> - Internal communications - Publications - Contact details 	Programme 1	

6.2 DEPARTMENTAL RECORDS THAT ARE AUTOMATICALLY AVAILABLE WITHOUT THE NEED TO REQUEST ACCESS – section 14 (1)(e)

The following records are available for inspection in terms of section 15(1)(a)(i) and copying in terms of section 15(1)(a)(ii).

Documents that are available for download from the WCG portal at <https://www.westerncape.gov.za/> free of charge in terms of section 15(1)(a)(iii) are marked with an asterisk

Description of categories of records automatically available in terms of section 15(1)(a)	Manner of access to records section 15(1)(b)
<p><u>Economic Enablement, Economic Sector Support, Business Regulation and Governance, Economic Planning, Tourism, Arts and Entertainment, Skills Development</u></p> <p>(a) Annual Reports (b) Financial Statements (c) Budget Report</p>	<p>These records are available for inspection at the Sub-Directorate: Strategic and Operational Support 11th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p>
<p><u>Integrated Economic Development Services, Trade and Sector Development, Business Regulation and Governance, Economic Planning, Tourism, Commercial Arts and Entertainment</u></p> <p>(a) Brochures: Small Business Development</p>	<p>Copies of these records may be obtained from the Sub-Directorate: Strategic and Operational Support, 11th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p>
<p><u>Head of Department</u></p> <p>(a) Annual Performance Plan: Overview of year Projections for following year</p> <p>(b) Annual Reports* (c) Annual Performance Plans* (d) 5 Year Strategic Plans* (e) Service delivery implementation plan*</p>	<p>Copies of these records may be obtained from the Sub-Directorate: Strategic and Operational Support, 11th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p>

<p>Chief Directorate Finance</p> <p>Finances Input:</p> <ul style="list-style-type: none"> (a) Annual reports including the report of the Auditor-General, and annual audited financial statements (b) Western Cape Budget Speech (c) Medium Term Budget Policy Statement (d) (Overview of Provincial Revenue and Expenditure (e) Western Cape Adjusted Estimates of Provincial Expenditure (f) Western Cape Adjustments Appropriation Bill (g) Western Cape Appropriation Bill (h) Western Cape Budget : Estimates of Provincial Revenue and Expenditure (i) Central Supplier Database (j) Advertised and Awarded Bids (k) Bid Proposal Recieved (l) Bids Advertised and Awarded (m) How to Tender: General Information (n) Anti-corruption awareness 	<p>Copies of the Financial documents may be obtained from the Chief Directorate: Finance, 9th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:00pm or https://www.westerncape.gov.za/ website</p>
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6.3 SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC – section 14(1)(f)

The Department renders a limited number of services directly to the public, but instead, enables the rest of the provincial departments to deliver services to the public. Full details of these services appear in the manuals published for each provincial department accessible at <https://www.westerncape.gov.za/general-publication/service-charter-0>

Services rendered by the Department of the Economic Development and Tourism	How to access these services
Integrated Economic Development Services:	Call : 021 483-9000

<ul style="list-style-type: none"> • To promote and support an enabling business environment for the creation of opportunities for growth and jobs. • To reduce the identified regulatory requirements flowing from regulations, legislation and interpretive policies. 	<p>Fax: 021 483- 7165</p> <p>Monday to Friday 7:30 am to 16:00 pm at a cost of a local telephone call from anywhere in South Africa.</p> <p>E-mail: Ecohead@westerncape.gov.za</p> <p>Or</p> <p>Call: Red Tape Call Centre 0861 888 126 Redtape@westerncape.gov.za</p>
<p>Business Regulation and Governance:</p> <p>To ensure an equitable, socially responsible business environment in the Western Cape – through general Interventions within the trading environment and through specific interventions mandated by the Constitution and National and Provincial legislation and policies.</p>	<p>Call : 021 483-9000</p> <p>Fax: 021 483- 7165</p> <p>Monday to Friday 7:30 am to 16:00 pm at a cost of a local telephone call from anywhere in South Africa.</p>
<p>Tourism, Arts and Entertainment:</p> <p>To facilitate the implementation of an integrated tourism strategy that will lead to sustained and increased growth and job creation in the tourism industry.</p>	<p>Call : 021 483-9000</p> <p>Fax: 021 483- 7165</p> <p>Monday to Friday 7:30 am to 16:00 pm at a cost of a local telephone call from anywhere in South Africa.</p>

6.4 ARRANGEMENTS FOR PUBLIC PARTICIPATION BY CONSULTATION AND/OR REPRESENTATION ON THE FORMULATION OF DEPARTMENTAL POLICY AND/OR PERFORMANCE OF FUNCTIONS – section 14(1)(g)

Provincial Policies that has an external impact will require Public Participation and the process to be followed will be approved of by the Provincial Cabinet on a case by case basis.

6.5 REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT BY THE DEPARTMENT - section 14(1)(h)

Legislation applicable to the Department (as set out in its Departmental Annual Performance Plan¹) may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

Questions, complaints or comments regarding any service delivery by the Department of the Economic Development may be made as follows:

Call: 021 483 9000 - Monday to Sunday from 7:30 am to 16:00 pm.

Fax: 021 483 7165

E-mail: ecohead@westerncape.gov.za or visit

<https://www.westerncape.gov.za/general-publication/service-charter-0>

7 ACCESSIBILITY AND AVAILABILITY OF THIS MANUAL – Section 14(3)

- 7.1 The manual is available in English, Afrikaans and Xhosa for viewing between 7.30 and 16.00 Mondays to Fridays (excluding public holidays) at
- the WCG Information Kiosk situated in the concourse between 4 Dorp Street and 2 Wale Street, Cape Town; and
 - the office of the Deputy Information Officer Mr L Grootboom at: The Legislature Building, 15 Wale Street, Cape Town.
- 7.2 The manual and Afrikaans and Xhosa translations thereof, may be accessed online through the World Wide Web by visiting the following web address:

¹ Available at <https://www.westerncape.gov.za/documents/plans/2016>

<https://www.westerncape.gov.za/files/paia-manual-department-of-the-premier-2015.pdf>

APPENDIX A:

GUIDANCE ON ACCESS TO RECORDS THAT ARE NOT AUTOMATICALLY AVAILABLE

1 COMPLETION OF APPLICATION FORM, PAYMENT OF FEES and FORM OF ACCESS – sections 18, 19, 22, 29 and 31.

1.1 Application form

- A prescribed form (attached as **FORM A**) must be completed by the requester and submitted to the Information Officer/Deputy Information Officer.
 - If a requester cannot read or write or complete the form due to a disability, the request may be made orally. The Information Officer/Deputy Information Officer will then complete Form A on behalf of the requester, keep the original and give the requester a copy thereof.
 - A request may be made on behalf of another person but then the capacity in which the request is made must be indicated on Form A.

1.2 Fees

- The fees for requesting and searching for a record, as well as making copies of the record, are prescribed by the regulations made in terms of PAIA. (Attached as **FEE SCHEDULE**) The following fees are payable:
 - Request fee of R35.00 for each request;
 - Access fee for the reasonable time spent to search for and prepare the record, if it takes more than an hour to search and prepare a record. A deposit, of not more than a third of the total access fee, may be required. However, the full access fee is payable before access is granted; and
 - For making copies of the record.

1.3 Applicants who are exempt from paying a request fee:

- A maintenance officer/investigator requesting access to a record for a maintenance investigation or inquiry in terms of the Maintenance Act, 1998 (or regulations made in terms thereof.)
- A person requesting a record that contains his/her personal information.

1.3 Applicants who are exempt from paying an access fee:

- A person requesting a record that contains his/her personal information.
- A single person whose annual income does not exceed R14 712 per annum.
- Married persons, or a person and his or her life partner whose annual income does not exceed R27 192.

1.4 Form of access

- A requester must indicate on Form A if a copy or an inspection of the record is required.
 - If a copy is required the requester must indicate the form thereof (e.g. printed or electronic) and the preferred language (where the record is available in more than one language). The Department does not translate records that are only available in one language.
- The record will be provided in the requested format unless it is unpractical or it will unreasonably interfere with the running of the Department's business

2 DECISION TO GRANT OR REFUSE ACCESS – Sections 25 and 26

2.1 Time period to make a decision

The Information Officer/ Deputy Information Officer must as soon as reasonably possible after receipt of the R35 and the completed Form A, but at least within **30 days** of receipt thereof, decide whether to grant or refuse the request and notify the requester of the decision.

2.2 Extension of time period

The Information Officer / Deputy Information Officer may extend the period of 30 days, **once** for a further period of **30 days** in the following circumstances:

- the request is for a large number of records or requires a search through a large number of records and attending to the request unreasonably interferes with the department's activities;
- the request requires a search for records from an office that is not in the same town or city as that of the Information officer/Deputy Information Officer;
- consultation is required with other departments of the WCG or other public bodies to decide upon the request; or

- the requester consented to an extension.

3. RECORDS THAT CONTAIN INFORMATION OF THIRD PARTIES – sections 47, 48

3.1 Notification:

The Information Officer/Deputy Information Officer must take all reasonable steps to inform a third party as soon as possible, but at least within **21 days**, of receipt of any request for a record that contains:

- a third party's personal information;
- a third party's trade secrets;
- a third party's financial, commercial, scientific or technical information and disclosure would likely cause commercial or financial harm to the third party;
- information supplied by a third party in confidence and the disclosure would prejudice or put the third party at a disadvantage in contractual or other negotiations or commercial competition;
- information supplied in confidence by a third party and disclosure would (i) amount to a breach of a duty of confidence owed to the third party in terms of an agreement; or (ii) reasonably prejudice the future supply of similar information which should, in the public interest, be supplied; or
- information about research being carried out by or on behalf of a third party that would seriously disadvantage either the third party, the agent or the research subject matter.

3.2 Third Party representations and consent

Within **21 days** of the notification (3.1 above) a third party may either (i) make written or oral representations to the Information Officer/ Deputy Information Officer why the request should be refused; or (ii) give written consent for the disclosure of the record.

3.3 Decision on representation for refusal

The Information Officer/ Deputy Information Officer must as soon as reasonable possible, but at least within **30 days** after the notification (3.1 above) decide whether to grant or refuse the request for access and must notify the third party concerned as well as the requester of the decision.

4. INTERNAL APPEAL – sections 74 and 75

4.1 Requester

A requester may lodge an internal appeal, within **60 days** after notice is given of a decision by the Information Officer/Deputy Information Officer to:

- refuse a request for access (see 2 above);
- pay a fee (see 1.2 above);
- extend the period to give access(see 2.2 above).

4.2 Third party

A third party may lodge an internal appeal, within **30 days** after notice is given of a decision by the Information Officer/Deputy Information Officer to grant access to a record that contains information about the third party (see 3 above).

4.3 Manner of internal appeal

An internal appeal is lodged by completing the prescribed form (**Form B** attached) and delivering or sending it to the Information Officer/ Deputy Information Officer.

6. APPLICATION TO COURT

6.1 A requester or third party may apply to court for appropriate relief if

- an internal appeal was lodged and the applicant remains unsatisfied with the outcome of the internal appeal ; or

6.2 The application to court must be made within **180 days** after being informed of the outcome of the internal appeal.

Appendix B – Service Charter

APPENDIX C: 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]

<p>FOR DEPARTMENTAL USE</p> <p>Reference number: _____</p> <p>Request received by _____ (state rank, name and surname of information officer/deputy information officer) on (date) at _____ (place).</p> <p>Request fee (if any): R</p> <p>Deposit (if any): R</p> <p>Access fee: R</p> <p style="text-align: right;">SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER</p>
--

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

- | |
|--|
| <p>(a) <i>The particulars of the person who requests access to the record must be recorded below.</i></p> <p>(b) <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|--|

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 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:
-------------	-----------------------------------

Mark the appropriate box with an "X".

NOTES:

- (a) Your indication as to the required form of access depends 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*
--------------------------	-----------------	--------------------------	---------------------	--------------------------	------------------------------

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
--	-----	----

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 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 _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

APPENDIX D: 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

- (a) *The particulars of the person who is lodging the internal appeal, must be completed 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 stated 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) is lodging 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 determined in terms of section 22 of the Act.
	Decision regarding the extension of the period within which 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 as 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 upon 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 thereof 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 _____ this _____ day 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/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the records, submitted by information officer/deputy information officer on (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

CONFIRMED/SUBSTITUTED BY NEW DECISION

NEW DECISION:

DATE

RELEVANT AUTHORITY

DATE RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE RELEVANT AUTHORITY:

APPENDIX E: FEE SCHEDULE

Annexure A 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 FEES 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 FEES 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) stifty 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—	
stifty disc	(i) 5,00
compact disc	(ii) 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.

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.