



**Western Cape
Government**

Local Government

Manual in terms of section 14 of the Promotion of Access to Information Act, 2000

DEPARTMENT OF LOCAL GOVERNMENT

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1. INTRODUCTION

The current constitutional dispensation in South Africa makes provision for the right of access to any information held by the State (subject to justifiable limitations) and to information held by a private body that is required for the exercise or protection of any right.

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 open and accountable administration at all levels of government.

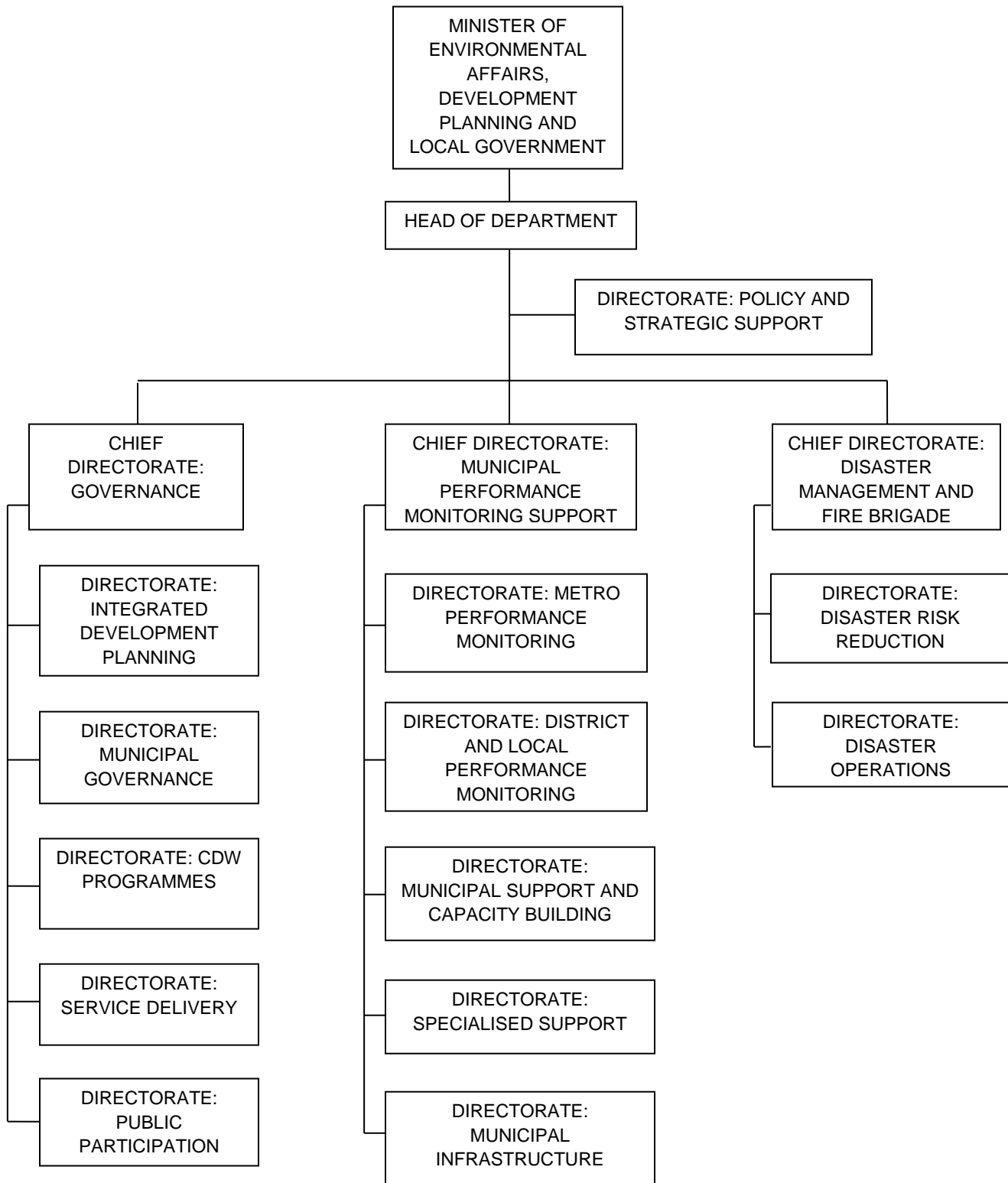
Section 32(1)(a) and (2) of the Constitution of the Republic of South Africa, 1996 (the Constitution) reads as follows:

- “(1) Everyone has the right of access to –*
- (a) any information held by the State; and*
- 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.”.*

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.

In terms of section 14 of PAIA a public body must have a manual which sets out amongst others the functions of, and an index of records held by a public body. This manual gives effect to the provisions of section 14 of PAIA and also provides assistance on the procedure that must be followed to request access to a record that is being held by the Department of Environmental Affairs, Development Planning and Local Government.

2. STRUCTURE OF THE DEPARTMENT



3. FUNCTIONS OF THE DEPARTMENT

- Facilitate good governance, integrated development planning and effective intergovernmental relations between spheres of government
- Monitor the overall efficacy of municipalities and provide support to improve service delivery
- Facilitate disaster management and co-ordinate fire brigade service
- Provide an office support service to the HOD
- Provide a departmental policy, strategy and communication support service

DIRECTORATE: POLICY AND STRATEGIC SUPPORT

- Promote local government related policy research
- Co-ordinate policy development processes
- Provide a departmental strategic management support service
- Monitor and evaluate departmental performance
- Render a communication service in the Department

CHIEF DIRECTORATE: GOVERNANCE

- Support municipal integrated development planning
- Ensure legislative clarity by providing guidance and support
- Manage the community development programme
- Facilitate co-operative governance in support of service delivery integration and to inform the community of government programmes
- Promote integrated community based planning through public participation and communication

DIRECTORATE: INTEGRATED DEVELOPMENT PLANNING

- Facilitate provincial / municipal planning and budgeting alignment
- Provide integrated development planning support to individual municipalities
- Provide access to integrated development planning learning to municipalities
- Monitor the process and credibility of municipal integrated development planning
- Manage research information

DIRECTORATE: MUNICIPAL GOVERNANCE

- Administer councilor matters and co-ordinate interventions
- Facilitate development of provincial and local government legislation
- Provide support to the Department and municipalities to ensure legislative clarity
- Create a culture which is intolerant of corruption, unethical conduct and fraud

DIRECTORATE: CDW PROGRAMME

- Co-ordinate the community development programme
- Identify and refer issues arising from communities to relevant role players and co-ordinate information on government programmes

DIRECTORATE: SERVICE DELIVERY INTERGRATION

- Facilitate effective intergovernmental relations between the spheres of government
- Manage provincial responsibilities in respect of Thusong Centers

DIRECTORATE: PUBLIC PARTICIPATION

- Develop, implement and maintain a Public Participation Framework
- Assist municipalities with planning, formulation, approval and implementation of public participation plans
- Support the management of the establishment and functionality of ward Committees
- Provide support to municipalities with guidance, advice and capacity building to ensure effective ward committees / public participation
- Monitor and evaluate the effectiveness of ward committees / public participation
- Support municipalities with the development and implementation of communication programmes

CHIEF DIRECTORATE: MUNICIPAL PERFORMANCE MONITORING AND SUPPORT

- Monitor and evaluate metro municipal performance
- Monitor and evaluate non-metro municipal performance
- Provide support to municipalities and monitor compliance with the Property Rates Act
- Provide and facilitate specialised support to municipalities that experience serious service delivery problems / government failure (including section 139 interventions)
- Facilitate municipal infrastructure maintenance and development
- Co-ordinate training interventions and provide logistical support in aid thereof

DIRECTORATE: METRO PERFORMANCE MONITORING

- Collect, collate and validate data and information relating to performance and outcomes
- Monitor institutional health
- Ensure the alignment of performance measurement with national and provincial monitoring frameworks
- Develop and monitor early warning indicators
- Diagnostic evaluation of municipal data and information
- Follow-up of research arising from performance reports
- Provide recommendations for support and interventions
- Draft the Annual Municipal Performance Report in terms of section 147 of the Municipal Systems Act

DIRECTORATE: DISTRICT AND LOCAL PERFORMANCE MONITORING

- Collect, collate and validate data and information relating to municipal performance and outcomes
- Monitor institutional health of municipalities
- Ensure the alignment of municipal performance measurement with national and provincial monitoring frameworks
- Develop and monitor early warning indicators
- Diagnostic evaluation of municipal data and information
- Follow-up of research arising from municipal performance reports
- Provide recommendations for municipal support and interventions
- Draft the Annual Municipal Performance Report in terms of section 47 of the Municipal Systems Act
- Collect and evaluate information on LED, finance, human settlement and basic services

DIRECTORATE: MUNICIPAL SUPPORT AND CAPACITY BUILDING

- Provide support to improve municipal service delivery in non-Metro districts
- Monitor compliance with the Property Rates Act
- Provide guidance and assistance to municipalities regarding institutionalisation of human rights

DIRECTORATE: SPECIALISED SUPPORT

- Facilitate the process when multi-faceted support involving various role-players is required
- Assist municipalities with support if institutional and / or financial deficiencies occur
- Assist with discretionary interventions in terms of the MFMA
- Assist the Provincial Treasury with mandatory interventions in terms of the MFMA

DIRECTORATE: MUNICIPAL INFRASTRUCTURE

- Provide regional support to municipalities regarding infrastructure planning and implementation:
 - West Coast and Overberg Districts
 - Cape Winelands District
 - Eden and Central Karoo Districts
 - Bulk electricity
- Support the spending and project implementation of national infrastructure programmes

CHIEF DIRECTORATE: DISASTER MANAGEMENT AND FIRE BRIGADE SERVICES

- Establish and maintain institutional disaster management capacity and implement effective risk reduction activities

- Prepare for and respond to disasters and co-ordinate disaster recovery
- Co-ordinate the provincial fire brigade function and capacitate municipalities in accordance with applicable legislation
- Render administrative support services

DIRECTORATE: DISASTER RISK REDUCTION

- Reduce disaster risk through risk reduction measures
- Develop and implement risk reduction projects

DIRECTORATE: DISASTER OPERATIONS

- Establish integrated institutional capacity to ensure effective implementation of disaster management policy
- Prepare for and respond to disasters
- Co-ordinate disaster recovery (relief, rehabilitation and reconstruction)

4. CONTACT DETAILS OF THE INFORMATION OFFICER SECTION 14(1)(b)

Adv. B Gerber

1st Floor

15 Wale Street

Cape Town

8000

Tel: 021 4836032

Fax: 021 4833300/4715

E-mail: Brent.Gerber@westerncape.gov.za

CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER

SECTION 14(1)(b)

Dr H Fast
8th Floor
Waldorf Building / Private Bag X9076
CAPE TOWN
Tel.: (021) 483-4999
Fax: (021) 483-4493
E-mail: Hildegarde.Fast@westerncape.gov.za

5. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT

SECTION 14(1)(c)

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African 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

6. RECORDS

6.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

SECTION 14(1)(d)

- By-laws
- Legal opinions in respect of local government
- Councillor remuneration
- Code of Conduct for Councillors
- Commissions / Committees of investigation
- Litigation
- Questions in the Legislature
- Disaster Management
- First Aid and Evacuation Emergency Plans
- Fire Prevention and Preparedness
- Valuation Appeal Boards
- Interim Valuations
- Monitoring and Reporting : Valuation Quality
- Levy on Property Tax
- Municipal Demarcation
- Local Government Elections

- Municipal Performance Management
- Research
- Communication
- Budget
- Audit Enquiries
- Financial statements of local government
- Provincial Local Government Legislation
- Departmental Financial delegations
- Municipal indigent registers
- Municipal Infrastructure Grant
- Thusong services centres
- Community Development Workers Programme
- Inter-governmental Relations
- Integrated Development Planning
- Ward Committee Support
- First Aid and Evacuation Emergency Plans
- Emergency Planning

6.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Allocation of "Tradeworld" Tenders (b) Provincial policy documents (c) Budget (Gazetted) (d) Strategic Plan (e) Annual reports of the Department Local Government (f) Provincial Disaster Management Framework (g) Provincial Disaster Management Strategic Plan (h) Provincial Disaster Risk and Vulnerability Assessment (i) Risk and development annual review (RADAR)	Copies of these records may be obtained on payment of the prescribed fee from the Record Manager, Waldorf building, 4th floor, Private Bag X9076, Cape Town

6.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001). Form A is attached herewith.
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).

- The payment of a request fee is not payable if the request for access to a record relates to the access of a personal record (as per Government Notice R991 of 14 October 2005).
- A 'request fee' means the payment of R35-00 as determined in the regulation, attached herewith.
- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- The Information Officer and or Deputy Information officer, as the case may be, must as soon as reasonably possible, but in any event within 30 days, after the request is received, decide in accordance with the Act whether to grant the request and notify the requester accordingly.
- The Information Officer or Deputy Information Officer, to whom a request for access has been made, may extend the period of 30 days to handle the request once, for a further period as contemplated in terms of section 26 of PAIA.
- If the request relates to a record of a third party as contemplated in terms of section 34 (1), 35 (1), 36 (1), 37 (1) or 43 (1) of PAIA, the Information Officer or the Deputy Information Officer, as the case may be, must take

all reasonable steps, but in any event, within 21 days after the request is received, to inform a third party to whom or which the record relates.

- A third party who is so informed, may within 21 days make written or oral presentations to the Information Officer or Deputy Information Officer, as the case may be, why the request should be refused or may give written consent for the disclosure of the record.
- The Information Officer or the Deputy Information Officer, as the case may be, must as soon as reasonable possible, but in any event within 30 days after every third party is informed, decide whether to grant or refuse the request for access and must notify the third party concerned as well as the requester in terms of section 49 of PAIA, of his or her decision.
- A third party will have the right to lodge an internal appeal against the decision within 30 days after notice is given. The appeal may be lodged by completing Form B, attached herewith, and by forwarding same to the offices of the Information Officer or Deputy Information Officer.
- A requester has the right to lodge an internal appeal, within 60 days after notice is given of the decision of the Information Officer or the Deputy Information Officer, as the case may be, to refuse a request for access or taken in terms of section 22, 26 (1) or 29 (3). The internal appeal must be lodged by delivering or sending Form B to the Information Officer or Deputy Information Officer at his or her address, fax number or electronic mail address.
- In the event that the internal appeal procedure has been exhausted and the requester or third party remains dissatisfied with the outcome, a court may be approached for appropriate relief, within 180 days after being informed of the outcome of the internal appeal.

- The requester may approach either a Magistrates Court or the High Court.
- In the event that a request is granted, other than a personal request, an access fee will be payable by a requester. An 'access fee' means the fee(s) that are payable when the requester for example, need copies of the requested record and for the time reasonable required to search for the record and prepare it. The type of fees and the amounts that are payable are determined by the regulations and are attached herewith.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).
- In certain instances, a requester may also be requested to pay a deposit.
- A requester may lodge an internal appeal against the payment of the deposit and / or access fee. Should a requester want to lodge an internal appeal, Form B (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information

officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

7. SERVICES AVAILABLE TO PUBLIC

SECTION 14(1)(f)

None

8. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS

SECTION 14(1)(g)

In most instances legislation prescribes the procedures for making matters known and for public participation.

- Notification in the media, such as the Provincial Gazette, provincial newspapers and local/community newspapers
- The radio, especially local or community radio stations
- Workshops and meetings with municipalities and organised local government
- Notification on the Department's website
- Sometimes through manuals and guideline documents

9. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT

SECTION 14(1)(h)

Legislation applicable to the Department 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. Please refer to paragraph 6.3 above which sets out the internal appeal and court procedure that may be followed.

10. ACCESSIBILITY AND AVAILABILITY OF THIS MANUAL

SECTION 14 (3)

The English version of this manual is available for viewing at the physical address of the Deputy Information. The manual has been translated into the Afrikaans and Xhosa languages and is available for viewing on the Department's website. The link to the website is as follows:

<https://www.westerncape.gov.za/general-publication/access-information-department-local-government-section-14-manual>

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:

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:

_____ 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.)					
	view the images		copy of the images*		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

FORM B

NOTICE OF INTERNAL APPEAL

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

[Regulation 6]

**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:

FEES

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.