

Mpumalanga Provincial Government



**Department of Public, Works Roads and Transport
PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL**

(ENGLISH VERSION)



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FOREWORD

Democracy, which is commonly understood to mean government of the people, by the people and for the people, cannot be adequately manifested if the people on whose behalf governments are instituted cannot participate meaningfully in matters of governance. This necessary participation cannot materialise without the people having adequate access to information pertaining to matters of governance. People have a right to know every public act, everything that is done in a public way by their public authorities.

Section 32(1) of the Constitution confers on "everyone" a right of access to "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." The Promotion of Access to Information Act (PAIA) gives effect to this constitutional right. To ensure compliance to these directives, the Department of Public Works, Roads and Transport (DPWRT) has developed this manual to provide guidance on how members of the public can access information held by the Department.

The National Development Plan (NDP) identifies specific steps that need to be taken to promote the values and principles of public administration contained in the Constitution. Amongst these steps, is to build an efficient, effective and development oriented public service as part of a capable and developmental state. Access to information is not only fundamental to this objective; it also fulfils regulatory requirements and improves service delivery. Therefore, offering citizens access to state-held information supports government's efforts to transform the public service.

PAIA is also linked to the Batho Pele principles which requires that citizens [must] be told how government is run, how much it cost and who is in charge. To this regard, DPWRT publishes certain mandatory information for public consumption at prescribed intervals. The Department has also increased its online presence in recent years in effort to increase access to its information. More significantly, it has systems in place to effectively manage records and is committed to electronic recordkeeping including the digitisation of hardcopy records where appropriate.

The Department hopes that the contents of this manual would lead to active citizenry and improve transparency which is vital to democracy.

K M MOHLESEDI

HEAD: DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

DATE _____



ABBREVIATIONS

| | |
|--------------|--|
| DPWRT | Department of Public Works Roads and Transport |
| DIO | Deputy Information Officer |
| HOD | Head of Department |
| IO | Information Officer |
| MEC | Member of Executive Council |
| NDP | National Development Plan |
| PAIA | Promotion of Access to Information Act |

1. PURPOSE

The purpose of this manual is to:

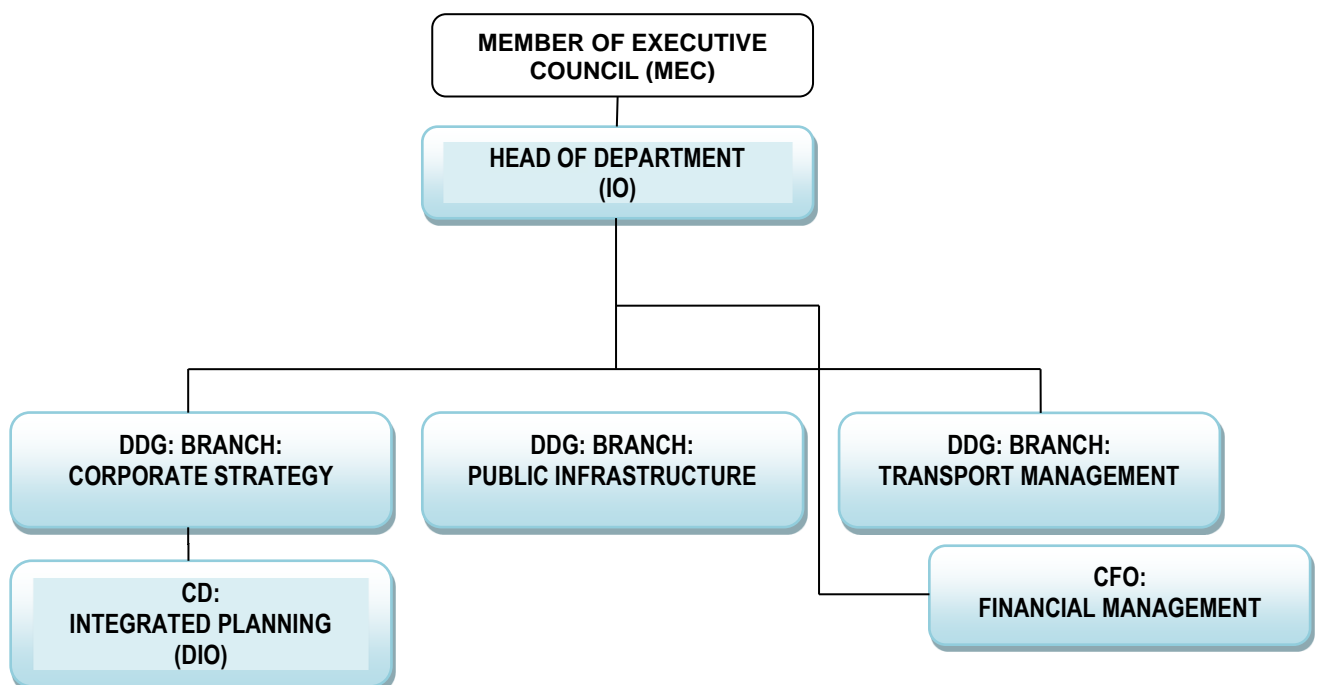
- 1.1 Provide information to the public on services rendered by the Department of Public Works, Roads and Transport (DPWRT).
- 1.2 Inform the public about records generated by the Department and how members of the public can access the service or records.

2. FUNCTIONS OF THE DEPARTMENT

- 2.1 The Department of Public Works, Roads and Transport has a dual mandate relating to Public Works and Transport. The functions of the Department can be summarised as follows:
 - 2.1.1 Implementation of building infrastructure programme on behalf of the Mpumalanga Provincial Government
 - 2.1.2. Management of government's immovable assets
 - 2.1.3 Coordination of the Expanded Public Works Programme
 - 2.1.4. Implementation of transport infrastructure
 - 2.1.5. Transport management, operations and regulation

3. SCHEMATIC DIAGRAM OF THE HIGH LEVEL STRUCTURE

- 3.1. The high level structure consists of **Member of Executive Council (MEC)**, **Head of Department (HOD)**, Deputy Director General and Programme Managers.



4. INFORMATION OFFICER'S AND DEPUTY INFORMATION OFFICER'S DETAILS

4.1 Information Officer: **KM Mohlasedi**

The Head of Department is the nodal point for all requests for information. His contact details are as follows:

Postal Address: KM Mohlasedi (Mr)
Private Bag x 11310
MBOMBELA
1200

Physical address: Riverside Government Complex
Building No. 7 (Second Floor)
Government Boulevard
Riverside Park, Extension 2
MBOMBELA
1200

Telephone: (013) 766 6554
Fax: (013) 766 8449
Email address KMohlasedi@mpg.gov.za

4.2 Deputy Information Officer: **SB Mona**

The Department has appointed a Deputy Information Officer and his contact details are as follows:

Postal Address: SB Mona (Mr)
Private Bag x 11310
MBOMBELA
1200

Physical address: Riverside Government Complex
Building No. 7 (Second Floor)
Government Boulevard
Riverside Park, Ext. 2
MBOMBELA
1200

Telephone: (013) 766 6115
Fax: (013) 766 8494
Email address: BMona@mpg.gov.za

5. HEAD OFFICE AND DISTRICT OFFICES CONTACT DETAILS

Postal address: The Department of Public Works, Roads and Transport
Private Bag X 11310
MBOMBELA
1200

Physical address: The Department of Public Works, Roads and Transport
Riverside Government Complex
Building No. 7 (Second Floor)
Government Boulevard
Riverside Park, Ext. 2
MBOMBELA
1200

Telephone: (013) 766 6696/9995
Fax: (013) 766 8449
Website: <http://dpwrt.mpg.gov.za>

Department of Public Works, Roads and Transport

| | |
|---|---|
| <p>Regional Head: Gert Sibande District Office Corner Joubert and Robertson Street Batho Pele Building Ermelo 2350</p> <p>Private Bag x 9034 Ermelo 2350</p> <p>Tel: 017- 801 5600 Fax: 017- 811 5675/27</p> | <p>Regional Head Bohlabela District Office Garage and Graveyard Private Bag x1313 Thulamahashe 1365</p> <p>P/Bag X1313 Thulamahashi 1365</p> <p>Tel: 013) 773 0334 Fax: 013) 773 0760/61</p> |
| <p>Regional Head Nkangala District Offices Kwamhlanga Government Complex Building 7 & 8 Kwamhlanga 1022</p> <p>Private Bag x4018 Kwamhlanga 1022</p> <p>Tel: 013-947 2593 Fax: 013-947 3779</p> | <p>Regional Head Ehlanzeni District Offices 14 Bester Street Mbombela 1200</p> <p>Private Bag x11226 Mbombela 1200</p> <p>Tel: 013 762 5600 Fax: 013 753 2771</p> |

6. GUIDE ON HOW TO USE THE MANUAL

This guide is intended to provide guidance on how the public can have access to information relating to the functioning of Department at all levels: Head Office and Regional Offices.

6.1 Records that may be requested [section 14 (1) (d)]

6.1.1 Certain records, excluding records with restricted access, are automatically available without a person having to request them through the PAIA (item 6.2 below of this manual)

6.1.2 Other records maintained by the DPWRT must be requested from the Information Officer in terms of the procedures defined in sections 17 to 32 of the PAIA.

6.2 Records automatically available - section 15 (1) (a)

6.2.1 In terms of the Act, certain records can be accessed without a person having to request access. The following documents/subjects are available on the website of the Department:

| DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 | MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15(1)(a)) |
|---|---|
| FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i): | |
| <ul style="list-style-type: none"> • Strategic Plan • Annual Performance Plans • Annual Reports • Tenders • Posts and Departmental Services • Departmental Acts, Regulations and Policies • Departmental Contact Details • Employment Equity Reports • Freight Databank • Pamphlets • Newsletters • Promotion of Access to Information Act – (PAIA manual) • Service Delivery Improvement Plan • Policy and Budget Speeches • Bids Awarded | <p>The records listed are available from the following address:</p> <p>PHYSICAL ADDRESS:</p> <p>The Information Officer Department of Public Works, Roads and Transport Building No. 7 Riverside Government Complex Government Boulevard MBOMBELA 1200</p> <p>POSTAL ADDRESS:</p> <p>Department of Public Works, Roads and Transport Private Bag x 11310 MBOMBELA, 1200 Tel No : +27 13 766 8231 Fax No: +27 13 766 8453 Website Address: http://dpwrt.mpg.gov.za Email Address: Communicationdpwrt@mpg.gov.za</p> |

FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):

- Bids Documents

Records can be purchased from:

PHYSICAL ADDRESS:

Mpumalanga Provincial Supply Chain Management
No. 7 Government Boulevard,
Building No. 9
Riverside Park
Extension 2
MBOMBELA, 1200

POSTAL ADDRESS:

Department of Public Works, Roads and Transport
Private Bag x 11310
MBOMBELA, 1200

Tel No : +27 13 766 8231

Fax No: +27 13 766 8453

Website Address: <http://dpwrt.mpg.gov.za>

Email Address: Communicationdpwrt@mpg.gov.za

Tel. No: 013-766 4572

Fax No: 013-766 4604

Website: <http://finance.mpu.gov.za>

EHLANZENI DISTRICT OFFICES

MBOMBELA

Riverside Government Complex
Building No 9, Government Boulevard,
Mbombela, 1200
Telephone Number: 013-766 6339/ 8258
Fax Number: 013 -766 8455

MALELANE

24 Air Street
Malelane
Telephone Number: 013-790 0719 / 0723
Fax Number: 013 -790 0514

GERT SIBANDE DISTRICT OFFICES

PIET RETIEF

No. 11 Mearsorch Street,
Piet Retief Office
Telephone Number: 017- 826 1671
Fax Number: 017-826 0577

EVANDER

10 Cornell Road (previously occupied by Evander Home Affairs Offices),
Evander, 2280
Telephone Number: 017-632 1607/ 1540/ 1549 Fax
Number: 017-632 1395

ELUKWATINI

Elukwatini Sub Regional offices
Office numbers A49 and A50 (opposite
Elukwatini Community Hall) Stand number 12
Extension A,
Elukwatini, 1190.
Telephone Number: 017-883 1396/7

NKANGALA DISTRICT OFFICES**KWAMHLANGA**

KwaMhlanga Government Complex
Department of Finance, Building No. 12,
Computer Centre
Telephone Number: 013-766 4872/73/74/75
Fax Number: 013-947 2250

MIDDELBURG

Department of Public Works, Roads and
Transport. Cnr. Lillian Ngoyi and Dr Beyers
Naudé Streets, Old TPA Building,
Upper ground floor,
Office Numbers. A20, 21 and 25
Telephone Number: 013-282 8776 / 9151
Fax Number: 013-282 8776

SIYABUSWA

Old Parliament Building, Building No.1, Job
Skhosana Street, Siyabuswa, 0472
Telephone Number: 072 215 6839 / 013 766
7961/62

BOHLABELA DISTRICT OFFICE**BUSHBUCKRIDGE**

Bushbuckridge Advice Centre
Department of Finance, Protea Building (Old
Telkom Building)
Telephone Number: 013-799 2125
Fax Number: 013-799 0535

FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)

- The list of records above.

The records may be obtained on request in writing and on payment of a fee prescribed in Annexure C of the PAIA Manual addressed to:

PHYSICAL ADDRESS:

The Information Officer
Department of Public Works, Roads and Transport
Building No. 7
Riverside Government Complex
Government Boulevard
MBOMBELA
1200

POSTAL ADDRESS:

Department of Public Works, Roads and Transport
Private Bag x 11310
MBOMBELA, 1200
Tel No : +27 13 766 8231
Fax No: +27 13 766 8453
Website Address: <http://dpwrt.mpg.gov.za>
Email Address: Communicationdpwrt@mpg.gov.za

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)

- The list of records above.

The records may be obtained on request in writing addressed to:

PHYSICAL ADDRESS:

The Information Officer
Department of Public Works, Roads and Transport
Building No. 7
Riverside Government Complex
Government Boulevard
MBOMBELA
1200

POSTAL ADDRESS:

Department of Public Works, Roads and Transport
Private Bag x 11310
MBOMBELA, 1200
Tel No : +27 13 766 8231
Fax No: +27 13 766 8453
Website Address: <http://dpwrt.mpg.gov.za>
Email Address: Communicationdpwrt@mpg.gov.za

6.3 Documents not automatically available – section 33

The documents not listed on item 6.2 shall be made available on request by members of the public following certain procedures required by the act and at certain times disclosure may be refused.

7. HOW TO SUBMIT A REQUEST FOR INFORMATION TO THE DPWRT

Requests for access to records of the Department may be submitted to DPWRT Head Office or any of the districts offices indicated above. The request form may be sent through the following methods:

- Fax
- E-mail
- Post Office or
- Hand delivered

The request must be submitted on the prescribed form. A copy of the form is attached as ANNEXURE - A. All relevant parts must be completed. Once completed, the form must be forwarded to the IO or DIO. The name, addresses and contact details of IO or DIO are listed under sub-heading 4.

In terms of the act, where the records requested do not contain personal information of the requester, a request fee is payable by the requester before the request can be dealt with. A further access fee (see ANNEXURE - C) is payable before access to the relevant records is granted.

8. DECISION REGARDING ACCESS

- 8.1 After the Information Officer has made a decision on the request, the requester will be informed of such a decision within 30 days after receipt of the request in such a manner, which the requester wanted to be notified in,
- 8.2 The Information Officer may extend that period by a further period not exceeding 30 days if he/she needs to search through large amounts of documentation, to search in other offices. The requester has to give written permission to this extension or may lodge an internal appeal.
- 8.3 If the requester is not given a decision within 30 days of the original request, it would be regarded as a refusal of the request.

9. THE REMEDIES AVAILABLE IF THE PROVISIONS OF THE ACT ARE NOT COMPLIED WITH – SECTION 14(1) (H)

9.1 Internal appeal

- 9.1.1 A requester may lodge an internal appeal with the Member of the Executive Council (MEC) of Public Works, Roads and Transport against a decision by the Information Officer/Deputy Information Officer to refuse a request and such

refusal is not based on any ground of refusal mentioned in the Act; or against the request and access fees, or an extended period to deal with the request. The "NOTICE OF INTERNAL APPEAL" form is attached as ANNEXURE - B.

9.1.2 The appeal must be made within 60 days from the date the request was refused or after notice has been given to a third party about a decision by the Deputy Information Officer. The appeal must be delivered or sent to the address, fax number of electronic mail address of the Deputy Information Officer.

9.1.2 If the requester wishes to challenge the refusal of a PAIA request after exhausting the internal remedy, he/ she may approach the Magistrates Court for appropriate relief within 180 days of being notified of a decision of an internal appeal for refusing information.

10. AVAILABILITY OF THE MANUAL

9.1 The manual is available in English at the Department of Public Works Roads and Transport.

9.2. It is also available on the website of the Department of Public Works Roads and Transport: www.dpwrt@mpg.gov.za

9.2. Translated versions of the manual will also be made available in three official languages.

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 _____ (name and surname of Information Officer/Deputy Information Officer) on _____ (date) | | | |
| at _____ (place) | | | |
| Request fee (if any): _____ | | | |
| Deposit (if any): _____ | | | |
| Access fee: _____ | | | |
| Signature of Information Officer/Deputy Information Officer | | | |
| _____ | | | |

A. PARTICULARS OF PUBLIC BODY

| | |
|------------------------------------|---|
| INFORMATION OFFICER: | POSTAL ADDRESS: |
| MR KM MOHLASEDI | Private Bag x 11310 MBOMBELA 200 |
| Telephone: | (013) 766 6554 |
| Fax: | (013) 766 8449 |
| Email address: | KMohlasedi@mpg.gov.za |
| DEPUTY INFORMATION OFFICER: | POSTAL ADDRESS: |
| MR SB MONA | Private Bag x 11310 MBOMBELA 1200 |
| GENERAL INFORMATION: | PHYSICAL ADDRESS: |

| | |
|--|--|
| | No. 7 Government Boulevard Riverside Park Ext. 2 MBOMBELA 1200 |
|--|--|

| | |
|------------|---|
| | POSTAL ADDRESS: Private Bag x 11310 MBOMBELA 1200 |
| Telephone: | (013) 766 6696/ 9995 |
| Fax: | (013) 766 8453 |
| Website: | pwrt.mpg.gov.za |

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

REQUEST FOR ACCESS TO INFORMATION

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 (*Attach proof if any*):

C. PARTICULARS OF A PERSON ON WHOSE BEHALF A REQUEST IS MADE

This section must be completed only if a request for information is made on behalf of another person.

FULL NAMES: _____

IDENTITY UNMBER: _____



D. PARTICULARS OF RECORDS

- i. 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.
- ii. 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.

DESCRIPTION OF RECORD:

REFERENCE NUMBER: _____ (If available)

ANY FURTHER PARTICULARS OF RECORDS:

E. FEES

- i. A request for access to a record, other than record containing personal information about yourself (case file), will be processed only after a request fee has been paid.
- ii. You will be notified of the amount required to be paid as the request fee.
- iii. 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.
- iv. If you qualify for exemption of the payment of any fee, please state the reason therefore.

REASON(S) FOR EXEMPTION FROM PAYMENT OF FEES:

F. FORM OF ACCESS TO RECORD

| | | | | | |
|--|--|-----------------------------------|---|-----|----|
| If you are prevented by 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: | | | |
| <i>Mark the appropriate box with an X</i> | | | | | |
| NOTES: | | | | | |
| <p>i. Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>ii. 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>iii. 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: | | | | | |
| <input type="checkbox"/> | listen to the soundtrack(audio cassette) | <input type="checkbox"/> | transcription of soundtrack* (written or printed document) | | |
| 4. If record is held on computer or in an electronic or machine-readable form: | | | | | |
| <input type="checkbox"/> | printed copy of record' | <input type="checkbox"/> | printed copy of information derived from the record* | | |
| <input type="checkbox"/> | | <input type="checkbox"/> | copy in computer readable form* (stiffy or compact disc) | | |
| *If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? | | | <table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table> | YES | NO |
| YES | NO | | | | |
| A postal fee is payable. | | | | | |
| 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 whether your request has been approved/ denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20_____

SIGNATURE OF REQUESTER OR PERSON ON WHOSE BEHALF THE 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 8]

STATE YOUR REFERENCE
NUMBER:

Note: A person who lodges an internal appeal may have to pay an appeal fee.

If an appeal fee is payable, the decision of the internal appeal may be deferred until the fee is paid.

A. PARTICULARS OF PUBLIC BODY

| | |
|------------------------------------|--|
| INFORMATION OFFICER: | POSTAL ADDRESS: |
| MR KM MOHLASEDI | Private Bag x 11310 MBOMBELA 200 |
| Telephone: | (013) 766 6554 |
| Fax: | (013) 766 8449 |
| Email address: | KMohlasedi@mpg.gov.za |
| DEPUTY INFORMATION OFFICER: | POSTAL ADDRESS: |
| MR SB MONA | Private Bag x 11310 MBOMBELA 1200 |
| GENERAL INFORMATION: | PHYSICAL ADDRESS: |
| | No. 7 Government Boulevard Riverside Park Ext. 2 MBOMBELA 1200 |
| | POSTAL ADDRESS: |
| | Private Bag x 11310 MBOMBELA 1200 |
| Telephone: | (013) 766 6696/ 9995 |
| Fax: | (013) 766 8453 |
| Website: | pwrt.mpg.gov.za |

B. PARTICULARS OF REQUESTER / THIRD PARTY WHO LODGES THE INTERNAL APEAL

i. The particulars of the person who lodge the internal appeal must be given below.

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

ii. Proof of the capacity in which appeal is lodged, if applicable, must be attached.

C. PARTICULARS OF THE THIRD PERSON

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

i. If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given 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 the person who originally requested
Information:

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(l) 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. NOTIFICATION OF DECISION ON APEAL

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 _____ this _____ day of _____ 20_____

SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APEAL

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 APEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER
CONFIRMED/NEW DECISION SUBSTITUTED

NEW _____ DECISION:

_____(DATE) RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE RELEVANT AUTHORITY ON (DATE): _____



PRESCRIBED FEES UNDER PART 11 OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY 2002

| | |
|---|------------|
| 1. The fees for reproduction, referred to in section 15 (3) of the Act is as follows: | |
| (a) For every photocopy of an A4-size page or part thereof | 0.60 cents |
| (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 cents |
| (c) For a copy in a computer - readable form on - (i) stifty disc | R 5.00 |
| - (ii) compact disk | R40.00 |
| (d) (i) For a transcription of visual images, for an A4-size page or part thereof | R 22.00 |
| (ii) For a copy of visual images | R 60.00 |
| (e) (i) For a transcription of an audio record, for an A4-size page or part thereof | R12.00 |
| (ii) For a copy of an audio record | R17.00 |
| 2. Request fee payable by every requester, other than personal requester other than a personal requester referred to in section 22 (1) of the Act, is: | R35.00 |
| 3. The access fees payable by a requester referred to in section 22 (7) of the Act, unless exempted under section 22(8) of the Act are as follows: | |
| (a) For every photocopy of an A4 - size page or part thereof | 0.60 cents |
| (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 cents |
| (c) For a copy in a computer- readable form on : (i) stifty disk | R 5.00 |
| : (ii) compact disk | R 40.00 |
| (d) (i) For a transcription of visual images, for an A4-size page or part thereof | R 22.00 |
| (ii) For a copy of visual images | R 60.00 |
| (e) (i) For a transcription of an audio record, for an A4- size page or part thereof | R12.00 |
| (ii) For a copy of an audio record | R17.00 |
| (f) To search for the record for disclosure, for each hour or part of an hour , excluding the first hour, reasonably required for such search and preparation | R15.00 |
| 4. The actual postal fee is payable when a copy of a record must be posted to a requester. | |
| 5. 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. | |
| Appeal Fee No appeal fee is payable. | N/A |
| All fees are payable at: | |

Cash payments:
Departmental Cashier
Department of Public Works, Roads and Transport
Buidling no 7, Government Boulevard, Riverside Park, MBOMBELA 1200

OR

EFT Payments:
Banking details:
Account Name: **Department of Public Works Roads and Transport**
Bank Name: **Standard Bank**
Bank Branch: **Mbombela**
Account No. **03289186**

Payments description should read: **Sale/Publication (PAIA)**

After payment is made, forward e-mail notification to:

IO: Email address: KMohlasedi@mpg.gov.za
Tel. No. (013) 766 6554
Fax No. (013) 766 8449

OR

DIO: Email address: BMona@mpg.gov.za
Tel. No. (013) 766 6115
Fax No. (013) 766 8449

6. For the purpose of section 22(8) of the Act, the following persons are exempted from paying access fee contemplated in section 22(6) of the Act:

- (i) A single person whose annual income, after permissible deductions referred to in the Schedule to this notice are made, does not exceed R 14 71 2,00 per annum; and
- (ii) married persons or a person and his or her life partner whose annual income, after permissible deductions referred to in the Schedule to this notice are made, does not exceed R27 192,00 per annum.