

Mpumalanga Provincial Government



Department of Public, Works Roads and Transport

PAIA MANUAL

Prepared in terms of section 14 of the Promotion of Access to Information Act 2 of 2000 (as amended)

(ENGLISH VERSION)

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FOREWORD

Section 32(1) of the Constitution of the Republic of South Africa Act 108 of 1996, provides that everyone has the right of access to information and/or records held by the state and any information held by another person and that is required for the exercise or protection of any rights. The Promotion of Access to Information Act 2 of 2000 (PAIA) gives effect to section 32(1) of the Constitution. The Act sets out the procedural requirements with regards to requests for information, as well as the grounds for refusing to provide the information and/or records that are requested. This Manual informs requesters of procedural and other requirements relating to requests.

The Act also recognises that the right to access information must be balanced with other rights and should be subject to limitations including, but not limited to, limitations aimed at the reasonable protection of privacy and commercial confidentiality.

Section 51 of PAIA creates a legal right to access information and/or records (as defined in section 1 of PAIA and section 1 of Protection of Personal Information Act No. 4 of 2013 (POPIA) of a private body (both natural and juristic), however this right may be negated in circumstances as set out under Chapter 4 of Part 3 of PAIA. In addition, in compliance with POPIA, a responsible party who processes personal information must notify the person to whom personal information relates ("Data Subject") of the manner in which the Data Subject can access their personal information held by the responsible person.



MC MOROLO

HEAD: PUBLIC WORKS, ROADS AND TRANSPORT

DATE 05/07/2023.

1. DEFINITIONS AND INTERPRETATIONS

1.1 Definitions

1.1.1 **“Access fee”** means a fee prescribed for the purposes of section 22(6) or 54(6) as the case may be;

1.1.2 **“Data subject”** means the person to whom personal information relates;

1.1.3 **“Deputy Information Officer”** means the designated individual in the public or private body who is responsible for assisting the Information Officer with the PAIA request;

1.1.4 **“Guide”** means the guide on how to use **PAIA** by any person who wishes to exercise any right contemplated in Promotion of Access to Information Act 2 of 2000 (**PAIA**) and the Protection of Personal Information Act 04 of 2013, as contemplated in section 10 of PAIA;

1.1.5 **“Head”** of ,or in relation to, a private body means:

(a) in the case of a natural person, including a person referred to in paragraph of the definition of “political party”, that natural person or any person duly authorised by that natural person;

(b) in the case of a partnership, any partner of the partnership or any person duly authorised by the partnership;

(c) in the case of a juristic person:

(i) the chief executive officer or equivalent officer of the juristic person or any person duly authorised by that officer; or

(ii) the person who is acting as such or any person duly authorised by such acting person; or

(d) in the case of political party, the leader of the political party or any person duly authorised by that leader;

1.1.6 **“Information Officer”**

In relation to, a public body –

(a) in the case of a national department, provincial administration or organisational component:

(i) mentioned in Column 1 of Schedule 1 or 3 to the Public Service Act, 1994 (Proclamation 103 of 1994), means the officer who is the incumbent of the post bearing the designation mentioned in Column 2 of the said Schedule 1 or 3 opposite the name of the relevant national department, provincial administration or organisational component or the person who is acting as such; or

(iii) not so mentioned, means the Director-General, head, executive director or equivalent officer, respectively, of that national department, provincial administration or organisational component, respectively, or the person who is acting as such;

(b) in the case of a municipality, means the municipal manager appointed in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), or the person who is acting as such; or

(c) in the case of any other public body, means the chief executive officer, or equivalent officer, of that public body or the person who is acting as such;

in relation to, a private body -

(d) means the head of a private body as contemplated in section 1, of the Promotion of Access to Information Act;

1.1.7 **“Information Regulator”** means the Information Regulator established in terms of section 39 of the Protection of Personal Information Act, 2013;

1.1.8 **“Internal appeal”** means an internal appeal to the relevant authority in terms of section 74;

1.1.9 **“MEC”** means Member of the Executive Council;

1.1.10 **“Person”** means a natural person or a juristic person;

1.1.11 **“Personal information”** means information relating to an identifiable natural person, including, but not limited to:

(a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;

(b) information relating to the education or the medical, financial, criminal or employment of the person;

(c) any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assigned to the person;

(d) the biometric information of the person;

(e) the personal opinions, views or preferences of the person;

(f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;

(g) the views or opinions of another individual about the person; and

(h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the

person, but excludes information about an individual who has been dead for more than 20 years;

1.1.12 **Private body**” means:

- (a) a natural person who carries or has carried on any trade, business or profession, but only in such capacity;
- (b) a partnership which carries or has carried on any trade, business or profession; or
- (c) any former or existing juristic person; or
- (e) a political party but excludes a public body;

1.1.13 **“Public body”** means -

- (a) any department of state or administration in the national or provincial sphere of government or any municipality in the local sphere of government: or
- (b) any other functionary or institution when
 - (i) exercising a power or performing a duty in terms of the Constitution or a provincial constitution; or
 - (ii) exercising a public power or performing a public function in terms of any legislation;

1.1.14 **“Record”** of, or in relation to, a public or private body, means any recorded information:

- (a) regardless of form or medium;
- (b) in the possession or under the control of that public or private body, respectively; and
- (c) whether or not it was created by that public or private body, respectively;

1.1.15 **“Request for access”**, in relation to:

- (a) a public body, means a request for access to a record of a public body in terms of section 11; or
- (b) a private body, means a request for access to a record of a private body in terms of section 50;

1.1.17 **“Requester”**, in relation to:

- (a) a public body, means -
 - (i) any person [other than a public body contemplated in paragraph (a) or (b)(i) of the definition of “public body”, or an official thereof] making a request for access to a record of that public body; or
 - (ii) a person acting on behalf of the person referred to in subparagraph (i);

1.1.18 **“Responsible party”** means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information;

1.1.19 **“Third party”**, in relation to a request for access to:

(a) a record of a public body, means any person (including, but not limited to the government of a foreign state, an international organisation or an organ of that government or organisation) other than -

(i) the requester concerned; and

(ii) a public body; or

(b) a record of a private body, means any person (including, but not limited to, a public body) other than the requester,

but, for the purposes of sections 34 and 63, the reference to 'person' in paragraphs (a) and (b) must be construed as a reference to 'natural person';

1.1.20 **“The Act”** means the Promotion of Access to Information Act 2 of 2000 as amended, and includes any regulation made and in force in terms of section 92.

2. LIST OF ACRONYMS AND ABBREVIATIONS

2.1	“DPWRT”	Department of Public Works, Roads and Transport
2.2	“CONSTITUTION”	Constitution of the Republic of South Africa
2.3	“DIO”	Deputy Information Officer
2.4	“HOD”	Head of Department
2.5	“IO”	Information Officer
2.6	“MINISTER”	Minister of Justice and Correctional Services
2.7	“MEC”	Member of Executive Council
2.8	“PAIA”	Promotion of Access to Information Act No. 2 of 2000 (as amended)
2.9	“PFMA”	Public Finance Management Act No. 1 of 1999 as (amended)
2.10	“POPIA”	Protection of Personal Information Act No. 4 of 2013
2.11	“REGULATOR”	Information Regulator as established by section 39 of POPIA
2.12	“SAHRC”	South African Human Rights Commission

3. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to:

- 3.1 check the nature of the records which may already be accessible at the DPWRT without the need for submitting a formal PAIA request;
- 3.2 have an understanding of how to make a request for access to a record of the DPWRT;
- 3.3 access all the relevant contact details of the persons who will assist the public with the records they intend to access;
- 3.4 know all the remedies available from the DPWRT regarding request for access to the records, before approaching the Regulator or the Courts;
- 3.5 understand a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 3.6 understand if the DPWRT will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 3.7 know if the DPWRT has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 3.8 know whether the DPWRT has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information, which is to be processed.

4. ESTABLISHMENT OF THE DPWRT

- i) In terms of Schedule 4 of the Constitution, Public Works is a functional area of concurrent National and Provincial legislative competence “only in respect of the needs of national/provincial government departments in the discharge of their responsibilities to administer functions specifically assigned to them in terms of the Constitution or any other law”. Using his/her Constitutional prerogative, the Premier establishes the DPWRT to provide and manage provincial roads, land and buildings as well as to contribute to the provincial goal of job creation and poverty alleviation through the Expanded Public Works Programme.
- ii) On the other hand, Transport is a function that is legislated and executed at all levels of government. In terms of the White Paper on National Transport Policy, the Department is responsible for provision of safe, reliable, effective, efficient, and fully integrated transport operations and infrastructure which will best meet the needs of freight and passenger customers at improving levels of service and cost in a fashion which supports government strategies for economic and social development whilst being economically and environmentally sustainable.

4.1. OBJECTIVES/ MANDATE

4.1.1 Vision

“An integrated transport system and infrastructure that promotes socio-economic development.”

4.1.2 Mission

- 4.1.2.1 To provide an integrated, reliable and cost-effective transport system that meets the development needs of the Province;
- 4.1.2.2 To deliver infrastructure that promotes sustainable economic development and job creation.

4.1.3 Values

- 4.1.3.1 **Accountability:** To listen, understand and deliver for all of our customers, Whether they are the community, industry or client departments;
- 4.1.3.2 **Integrity :** To be committed to professionalism, confidentiality, ethical conduct, transparency and fairness;
- 4.1.3.3 **Teamwork :** Our people are hard-working to ensure that the Department delivers on its mandate(s)
- 4.1.3.4 **Innovation :** To find new ways to deliver highly effective, fit-for-purpose and cost-efficient services; and
- 4.1.3.5 **Excellence :** To promote a culture and ethos which are characteristic by Excellence and professional competence.

5. STRUCTURE OF THE DPWRT AND FUNCTIONS

5.1 SCHEMATIC DIAGRAM OF THE HIGH LEVEL STRUCTURE *(Refer to Annexure - B, on page 28.)*

5.2 FUNCTIONS OF THE DEPARTMENT *(Refer to Annexure C & D, on pages 29&30)*

6. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE DPWRT

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

6.1 Information Officer:

Name: Mr Charles Morake Morolo
Telephone: (013) 766 6663/6554
Email: Morolo@mpg.gov.za

6.2 Deputy Information Officer:

Name: Mr Sikhumbuzo Barnard Mona
Telephone: (013) 766 6115/6798
Email: BMona@mpg.gov.za

6.3 Head Office

Postal Address: The Department of Public Works, Roads and Transport
Private Bag X11310
MBOMBELA
1200

Physical Address Rhino Building
Government Boulevard
Riverside Park, Ext. 2
MBOMBELA
1200

Telephone: 013 766 6554/6115
Email: BMona@mpg.gov.za
Website: <http://dpwrt.mpg.gov.za>

6.4 District Offices Contact Details

<p>District 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>Telephone Number: 017 801 4000/4600 E-mail: FSengwayo@mpg.gov.za</p>	<p>District Head: Bohlabela District Office Main road next to Government Garage and Graveyard</p> <p>Private Bag X1313 Thulamahashi 1365</p> <p>Telephone Number: 013 773 0334/8300 E-mail: MKhuvutlu@mpg.gov.za</p>
<p>District Head Nkangala District Offices Building 7 & 8, Solomon Mahlangu Drive Kwamhlanga Government Complex Kwamhlanga 1022</p> <p>Private Bag x 4015 Kwamhlanga 1022 Telephone Number: 013 947 2593/9006/2311 Smam@mpg.gov.za</p>	<p>District Head Ehlanzeni District Office 14 Bester Street Mbombela 1200</p> <p>Private Bag x11226 Mbombela 1200 Telephone Number: 013 762 5600/04 MLMamaro@mpg.gov.za</p>

7. PROCEDURE FOR ACCESS TO RECORDS HELD BY THE DPWRT

- 7.1 There are records which are automatically accessible and the requester does not need to complete any Form to get access thereto. These are mentioned under Item 11 hereunder. For any other records which are not specified under Item 11, the requester has to submit his/her request using FORM 2 (attached). Upon receipt of the correctly completed FORM 2, the Information Officer/Deputy Information Officer, to whom the request is made or transferred, shall respond to him/her as soon as is reasonably possible, but not later than **30 working days**.
- 7.2 However, the Information Officer can request a single **30 working days extension**, but only if:
- (a) the request is for a large number of records or requires that a large number of records are searched and, without an extension, this search would interfere with the normal activities of the body concerned;
 - (b) the request requires a search through records in an office of that body not situated in the same city or town and could thus not be completed **within the 30 days**; and/or
 - (c) It requires a level of consultation in order to act on the request, which cannot reasonably be completed **within just 30 working days**.

8. DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE DPWRT.

(a) Internal appeal

- (i) A requester or third party may, in terms of section 74, lodge an internal appeal with the Member of the Executive Council (MEC) of DPWRT if he/she is against any decision/s made 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 requester must lodge an appeal by completing "LODGING OF AN INTERNAL APPEAL" attached hereto as FORM 4.
- (ii) An internal appeal must be lodged within 60 working days from the date the request was refused and within 30 working days after notice is given to a third party of the decision appealed against. The appeal must be delivered or sent to the address, or electronic mail address of the Information Officer.

(b) Process for complaining to the Information Regulator

- (i) Any person may submit a complaint to the Regulator in the prescribed manner and form alleging interference with the protection of personal information of a data subject or if he/she is aggrieved by the determination of an adjudicator.

- (ii) Complaint to the Regulator must be made in writing and a complaint form must be completed, either manually or online. A complaint form, FORM 5, can be downloaded from the Regulator's website, <https://www.justice.gov.za/inforeg/>
- (iii) This means that the Regulator will not accept a complaint telephonically; however, the Regulator is required to provide reasonable assistance to any person who wishes to make a complaint and this includes assistance regarding completing a complaint form.

c) Process for approaching the court

- (j) If the requester or third party wishes to challenge the refusal of a PAIA request after exhausting the internal remedy, he/she may by way of an application and within 180 days, apply to a Magistrates Court for appropriate relief in terms of section 82 of the Acct.

9. THE GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 9.1. The Regulator has, in terms of section 10(1) of PAIA, updated and made available the revised Guide on how to use PAIA ("Guide"), as initially compiled by the SAHRC and may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 9.2 The Guide is available in each of the official language.
- 9.3 The aforesaid Guide contains the description of:
 - 9.3.1 the objects of PAIA and POPIA;
 - 9.3.2 the postal and street address, phone and, if available, electronic mail address of:
 - 9.3.2.1 the Information Officer of every public body, and
 - 9.3.2.2 every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;
 - 9.3.3 the manner and form of a request for:
 - 9.3.3.1 access to a record of a public body contemplated in section 11 of PAIA; and
 - 9.3.3.2 access to a record of a private body contemplated in section 50 of PAIA;
 - 9.3.4 the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
 - 9.3.5 the assistance available from the Regulator in terms of PAIA and POPIA;
 - 9.3.6 all remedies available in law regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging:
 - 9.3.6.1 an internal appeal;
 - 9.3.6.2 a complaint to the Regulator; and

- 9.3.6.3 an application to a court against a decision by the Information Officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 9.3.7 the provisions of sections 14 and 51 requiring a public body and private body, respectively, to compile a Manual, and how to obtain access to a manual;
- 9.3.8 the provisions of sections 15 and 52 of PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 9.3.9 the notices issued in terms of sections 22 and 54 of PAIA regarding fees to be paid in relation to requests for access; and
- 9.3.10 the regulations made in terms of section 92 of PAIA.
- 9.4 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies including the office of the Regulator, during working hours. The guide can also be obtained:
- 9.4.1 upon request to Information Officer;
- 9.4.2 from the website of the Regulator: (<https://www.justice.gov.za/infoereg/>).

10. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD BY DPWRT

- 10.1 The subjects and categories of records held by the Department include the following:

Subjects on which the Department holds records:	Categories of records held on each subject:
Office of the MEC	<ul style="list-style-type: none"> • Policy and Budget Speeches
Communication Services	<ul style="list-style-type: none"> • Departmental Contact Details • Pamphlets • Newsletters • Press Releases • Media Statements • Service Delivery Public Enquiries
Corporate Strategy	<ul style="list-style-type: none"> • Posts Advertised • Employment Equity Reports • Service Delivery Improvement Plan • Employment Records • Capacity and Development Programmes • Promotion of Access to Information Act - (PAIA) manual • Performance Information Plan
Strategic Planning	<ul style="list-style-type: none"> • Annual Performance Plans • Strategic Plans • Operational plans
Monitoring and Evaluation	<ul style="list-style-type: none"> • Annual Reports • Quarterly Performance Reports

Financial Management	<ul style="list-style-type: none"> • Tenders/advertise/publicised • Bids Awarded • Procurement documents • MTEF submissions
Policy Development	<ul style="list-style-type: none"> • Departmental Policies
Legal Services	<ul style="list-style-type: none"> • Departmental Prescripts
EPWP	<ul style="list-style-type: none"> • EPWP Evaluation Study 2016
Transport Infrastructure	<ul style="list-style-type: none"> • Road Maps and Designs

11. CATEGORIES OF RECORDS OF THE DPWRT WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS.

CATEGORY:	DOCUMENT TYPE:	Available on website:
Publications	<ul style="list-style-type: none"> • Departmental Contact Details • Newsletters 	X X
Strategic Documents *	<ul style="list-style-type: none"> • Strategic Plan • Annual Performance Plan 	X X
Performance Plans and Reports	<ul style="list-style-type: none"> • Annual Reports 	X
Internal controls	<ul style="list-style-type: none"> • Policies • PAIA Manual 	X X
Prescripts	<ul style="list-style-type: none"> • Departmental Acts, Regulations 	X
Tender Documents	<ul style="list-style-type: none"> • Tenders Advertised 	X
HR records	<ul style="list-style-type: none"> • Posts Advertised 	X
Budgets and Speeches	<ul style="list-style-type: none"> • Policy and Budget Speeches 	X

12. PROCESSING OF PERSONAL INFORMATION AND/OR RECORDS

12.1 PURPOSE OF PROCESSING

12.1.1 The DPWRT processes personal information for:

12.1.1.1 Fulfilling or executing its statutory obligations under **PAIA** and **POPIA**, through

- (a) receiving of complaints;
- (b) investigation of complaints;
- (c) processing of application for -
 - (i) a codes of conduct;

12.1.1.2 Staff administration and Job applicants;

12.1.1.3 Keeping of accounts and records;

12.1.1.4 Procurement process;

- 12.1.1.5 Complying with other relevant legislations, such as PFMA, Regulations under it and Treasury Instruction Notes, Public Service Act, as well as, but not limited to National Archives and Records Services Act.

12.2 DESCRIPTION OF THE CATEGORIES OF DATA SUBJECTS AND OF THE INFORMATION OR CATEGORIES OF INFORMATION RELATING THERETO

12.2.1 The DPWRT may process data information as follows:

Categories of Data Subjects:	Personal Information that may be Processed:
Contracted Service Provider	Names of contact persons; name of entity; banking details and supplier number, name of directors and shareholders, physical and postal address and contact details [contact number(s), fax number, email address]; company registration number; founding documents; tax related information; authorised signatories, broad-based black economic empowerment (B-BBEE) status, affiliates entities, business strategies/ company profile.
Employees	Gender, marital status; race, age, language, education information (qualifications); employment history; ID numbers; physical and postal address; contact details [contact number(s), fax number, email address]; criminal record; nationality, disability, employment history, references.
Taxi Associations	Details of the Taxi Operators falling under the specific Taxi Association.

12.3 THE RECIPIENTS OR CATEGORIES OF RECIPIENTS TO WHOM THE PERSONAL INFORMATION MAY BE SUPPLIED

Category of personal information:	Recipients:
Identity number, fingerprints and for security clearance	South African Police Service
Identity number and names for employee under investigation	The Hawks/ State Investigation Unit, South African Police Services

12.4 PLANNED TRANS-BORDER FLOWS OF PERSONAL INFORMATION

- 12.4.1 The DPWRT has not planned trans-border flows of personal information. However, should it become necessary to transfer personal information to another country for any lawful purposes, the requester must comply with all the laws of the country.

12.5. GENERAL DESCRIPTION OF INFORMATION SECURITY MEASURES

12.5.1 The DPWRT continuously establishes and maintains appropriate, reasonable technical and organisational measures by taking appropriate, reasonable technical and organisational measures to prevent:

- 12.5.1.1 loss of, damage to or unauthorised destruction of personal information; and
- 12.5.1.2 unlawful access to or processing of personal information.

- 12.5.2 The DPWRT has taken reasonable measures, as contained in paragraph 12.5.3 below, to:
- 12.5.2.1 identify all reasonably foreseeable internal and external risks to personal information in its possession or under its control;
 - 12.5.2.2 establish and maintain appropriate safeguards against the risks identified;
 - 12.5.2.3 regularly verify that the safeguards are effectively implemented; and
 - 12.5.2.4 ensure that the safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards.

12.5.3 Measures taken by the DPWRT includes, amongst others -

- 12.5.3.1 Access Control;
- 12.5.3.2 Data Encryption;
- 12.5.3.3 Monitoring, Auditing and Reporting;
- 12.5.3.4 Data Backups;
- 12.5.3.5 Anti-Virus and
- 12.5.3.6 Awareness sessions.

13. AVAILABILITY OF THE MANUAL

13.1 This Manual will be made available in the following three official languages -

- 13.1.1 English;
- 13.1.2 IsiSwati; and
- 13.1.3 IsiNdebele

13.2 A copy of this Manual or the updated version thereof, is also available as follows:

- 13.2.1 on <http://dpwrt.mpg.gov.za>;
- 13.2.2 at the head office of the DPWRT for public inspection during normal business hours;
- 13.2.3 to any person upon request and
- 13.2.4 to the Information Regulator upon request.

13.3 A fee for a copy of the Manual, as contemplated in annexure A, shall be payable per each A4-size photocopy made.

14. UPDATING OF THE MANUAL

The DPWRT will, if necessary, update and publish this Manual annually.

FORM 1
REQUEST FOR A COPY OF THE GUIDE

TO: The Information Officer

E-mail address: Morolo@mpg.gov.za

Department of Public Works, roads and Transport Tel number: 0137666554

Private Bag x11310

Mbombela, 1200

Full names:			
In my capacity as (mark with "x"):	Information officer		Other
Name of *public/private body (if applicable)			
Postal Address:			
Street Address:			
E-mail Address:			
Facsimile:			
Contact numbers:	Tel.(B):		Cellular:

I, hereby request the following copy (ies) of the Guide:

Language (mark with "X")	No of copies	Language (mark with "X")	No of copies
Sepedi		Sesotho	
Setswana		siSwati	
Tshivenda		Xitsonga	
Afrikaans		English	
isiNdebele		isiXhosa	
isiZulu			

Manner of collection (mark with "x"):

Personal collection	Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of requester

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: *The Information Officer

E-mail address:

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

Mark with an "X"

☐ Request is made in my own name

☐ Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made (when made on behalf of another person)			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (W):		Cell:
Full names of person on whose behalf request is made (if applicable):			
Identity Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (W)		Cell:

PARTICULARS OF RECORD REQUESTED

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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

Description of record or relevant part of the record:	
Reference number, if available	
Any further particulars of record	

TYPE OF RECORD

(Mark the applicable box with an "X")

Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

FORM OF ACCESS

(Mark the applicable box with an "X")

Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	

Copy of record saved on cloud storage server	
--	--

MANNER OF ACCESS

(Mark the applicable box with an "X")

Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	
<p align="center">PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</p> <p><i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i></p>	
Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

ANNEXTURE A

[Fees] Fees in Respect of Public Bodies

	Description	Amount
1.	The request fee payable by every requester	R100.00
2.	Photocopy of A4-size	R1.50 per page or part thereof.
3.	Printed copy of A4-size page	R1.50 per page or part thereof.
4.	For a copy in a computer-readable form on: (i) Flash drive (to be provided by requestor) (ii) Compact disc • If provided by requestor • If provided to the requestor	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size	R24.00
8.	Copy of an audio record on: (i) Flash drive (to be provided by requestor) (ii) Compact disc • If provided by requestor • If provided to the requestor	R40.00 R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such and preparation. To not exceed a total cost of-	R300.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of item 2 to 8.
11.	Postage, e-mail or any other electronic transfer:	Actual expense, if any.

The amount must be paid into the following Bank account:

Name of Bank: ABSA
 Name of account holder: Department of Public Works, Roads and Transport
 Type of account: Cheque or current
 Account number: 4103036510
 Branch Code: 63005
 Reference No: Record's ref. no. if known or Requester Name and Surname

Email proof of payment to: Morolo@mpg.gov.za or BMona@mpg.gov.za

Cash payment is payable to:

Head Office
Department of Public Works, Roads and Transport
Riverside Government Complex
Rhino Building (First Floor)
No 7, Government Boulevard
Departmental Cashier
MBOMBELA
1200;

Department of Public Works, Roads and Transport
Gert Sibande District Office (Cash Office)
Corner Joubert and Robertson Street
Batho Pele Building
Ermelo
2350;

Nkangala District Offices (Cash Office)
Building 7 & 8, Solomon Mahlangu Drive
Kwamhlanga Government Complex
Kwamhlanga
1022;

Steve Tshwete Cost Centre (Cash Office)
Cnr. Lillian Ngoyi and Dr Beyers
Naudé Streets, Old TPA Building,
Upper ground floor,
Office Numbers. A20, 21 and 25
Middelburg
1050;

Bohlabela District Office (Cash Office)
Main road next to Government Garage and Graveyard
Thulamashashi
1365;

Ehlanzeni District Office (Cash Office)
14 Bester Street
Mbombela
1200

Down town Reduction Works (Cash Office)
Pilgrims Rest
1290

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

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

<p>IO: Email address: Morolo@mpg.gov.za Tel. No. (013) 766 6663</p> <p>OR</p> <p>DIO: Email address: BMona@mpg.gov.za Tel. No. (013) 766 6115</p>	
<p>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:</p> <p>(i) A single person whose annual income, after permissible deductions such as PAYE and UIF does not exceed R 14 71 2,00 per annum; and</p> <p>(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.</p>	

FORM 4

INTERNAL APPEAL FORM

[Regulation 9]

Reference Number:

(Registration no.)

PARTICULARS OF PUBLIC BODY				
Name of Public Body				
Name and Surname of Information Officer:				
PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL (if lodged b by a third party)				
Full Names				
Identity Number				
Postal Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			
E-Mail Address				
Is the internal appeal lodged on behalf of another person?			Yes	No
If answer is "yes", capacity in which an internal appeal on behalf of another person is lodged: <i>(Proof of the capacity in which appeal is lodged, if applicable, must be attached.)</i>				
PARTICULARS OF PERSON ON WHOSE BEHALF THE INTERNAL APPEAL IS LODGED (If lodged by a third party)				
Full Names				
Identity Number				
Postal Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			
E-Mail Address				
DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED (mark the appropriate box with an "X")				
Refusal of request for access				

Decision regarding fees prescribed in terms of section 22 of the Act		
Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act		
Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester		
Decision to grant request for access		
 GROUNDS FOR APPEAL <i>(If the provided space is inadequate, please continue on a separate page and attach it to this form. all the additional pages must be signed)</i>		
State the grounds on which the internal appeal is based:		
State any other information that may be relevant in considering the appeal:		

You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20

Signature of Appellant/Third party

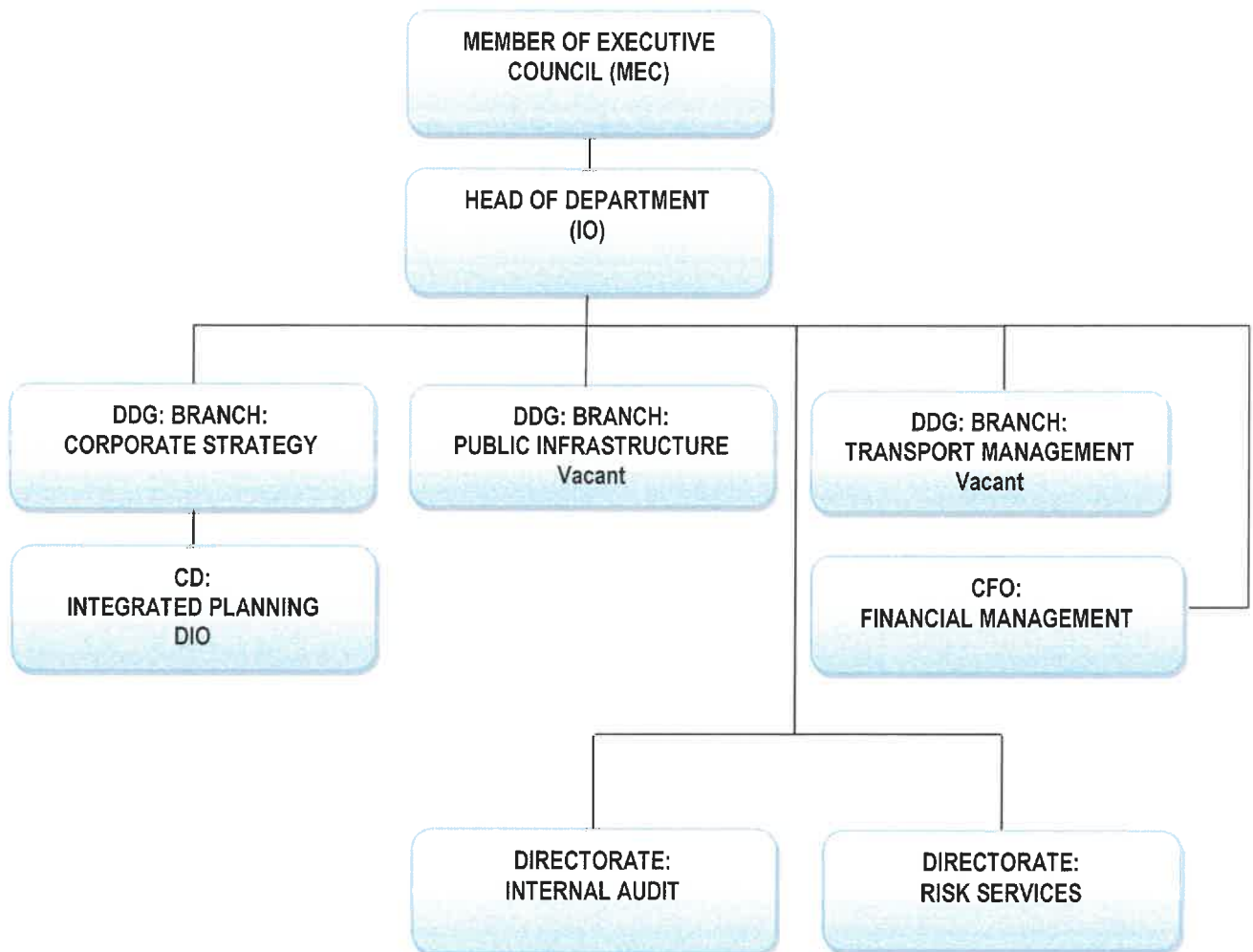
FOR OFFICIAL USE
OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received by: (state rank, name and surname of Information Officer)				
Date received:				
Appeal accompanied by the reasons for the 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:			Yes	
			No	
OUTCOME OF APPEAL				
Refusal of request for access. Confirmed?	Yes		New decision (if not confirmed)	
	No			
Fees (Sec 22). Confirmed?	Yes		New decision (if not confirmed)	
	No			
Extension (Sec 26(1)). Confirmed?	Yes		New decision (if not confirmed)	
	No			
Access (Sec 29(3)). Confirmed?	Yes		New decision (if not confirmed)	
	No			
Request for access granted. Confirmed?	Yes		New decision (if not confirmed)	
	No			

Signed at _____ this _____ day of _____ 20

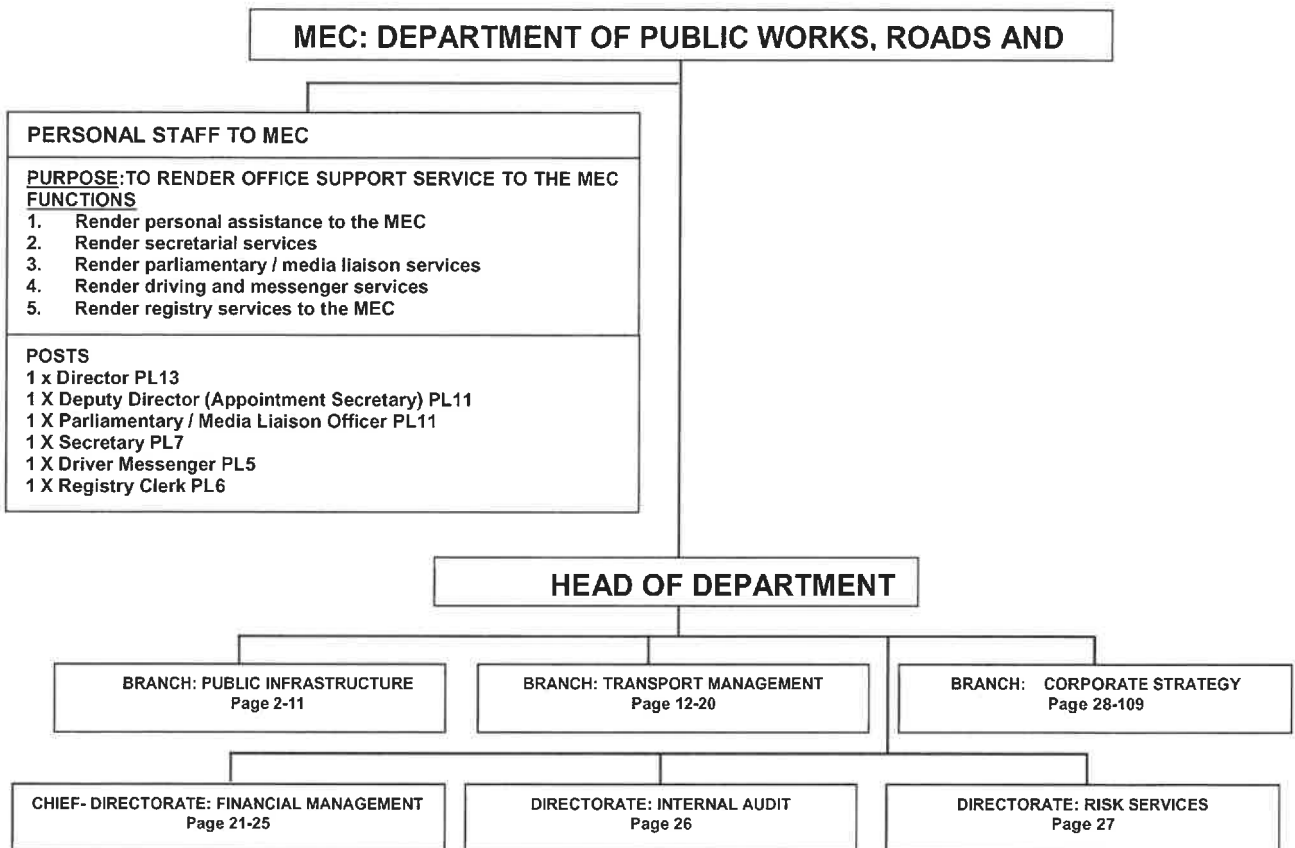
Relevant Authority

SCHEMATIC DIAGRAM OF THE HIGH LEVEL STRUCTURE

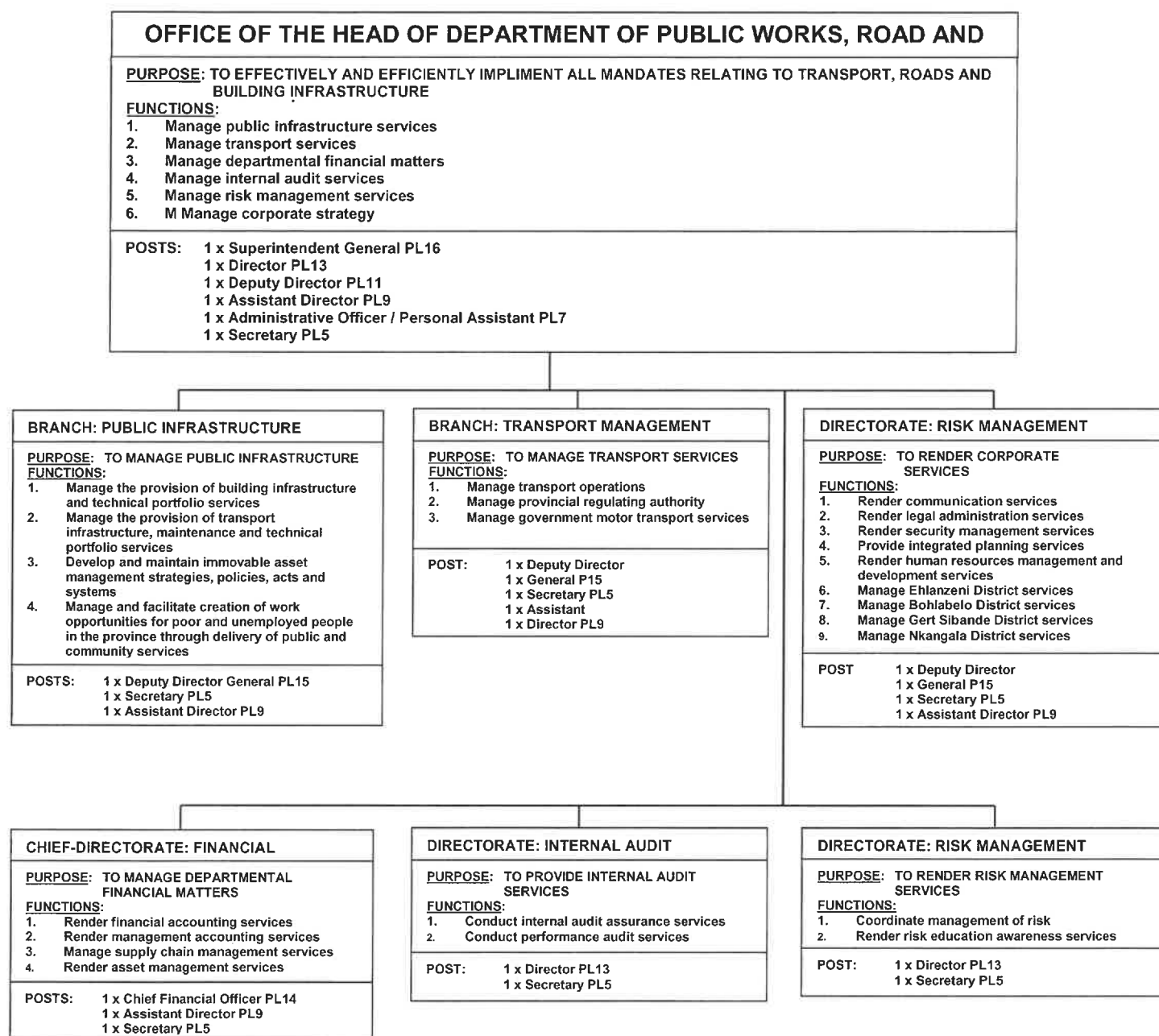


ANNEXURE - C

FUNCTIONS OF THE DEPARTMENT



ANNEXURE - D



Issued by the: IO