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## **M A N U A L**

*IN ACCORDANCE WITH*

### **THE PROMOTION OF ACCESS TO INFORMATION ACT (NO. 2 OF 2000)**

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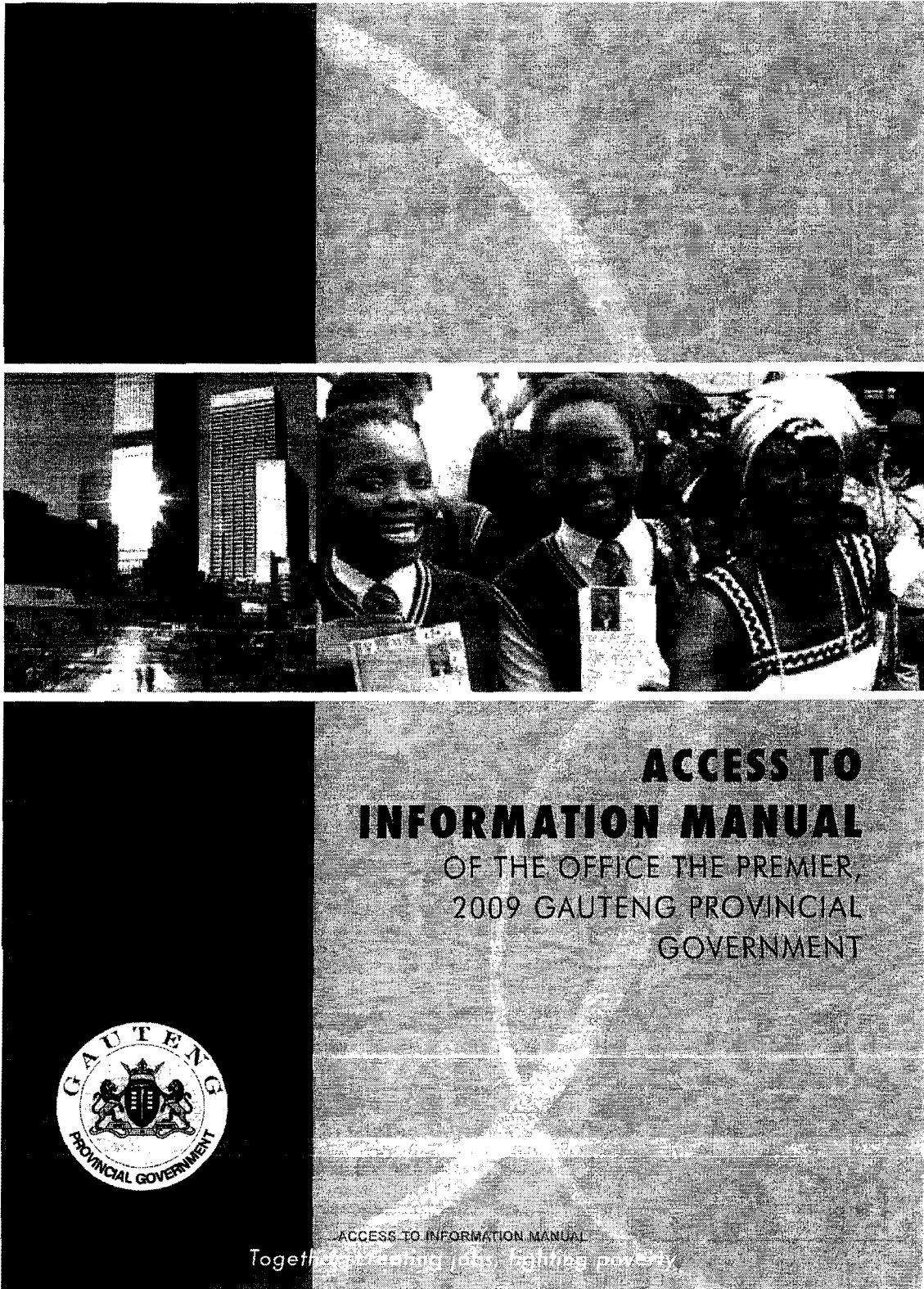
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## PAIA Manual for the Office of the Premier



## **ACCESS TO INFORMATION MANUAL OF THE OFFICE OF THE PREMIER, 2009**

*Together, creating jobs, fighting poverty*

Prescribed in terms of Section 14 of the  
Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

### **Contents:**

1. The mandate and role of the Office of the Premier
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## **1. THE MANDATE AND ROLE OF THE OFFICE OF THE PREMIER**

### **1.1 The Role of the Office**

The mandate of the Office of the Premier is to support the Premier in executing his constitutional responsibilities and other political and ceremonial functions. In essence, the role of the Office of the Premier is to manage political processes and outcomes for the greater benefit of the whole Province.

This entails, among others, the following:

- acting as a political management nerve centre;
- providing strategic leadership and central coordination;
- providing policy briefings and advice to the Premier and Executive Council;
- liaising with other spheres of government, namely, national government and local government, to promote the spirit of cooperative governance;
- coordinating transversal and corporate GPG activities such as government communication, policy analysis and monitoring and evaluation;
- tracking and monitoring the implementation of GPG policy to inform service delivery;
- strong information management, monitoring and evaluation;
- building human capital and skills;
- developing and managing stakeholder relations and partnerships; and
- monitoring, coordinating and supporting service delivery improvement initiatives.

### **1.2 Constitutional mandate**

The role, responsibilities and functions of Premier are defined in Chapter 6 of the Constitution of South Africa, 1996. The Constitution defines the powers and functions of the Premier, among others, as follows:

- to assent to, sign and promulgate Bills duly passed by the Provincial Legislature and in the event of a procedural shortcoming in the legislative process, to refer a Bill passed by the Provincial Legislature back for further consideration by the Legislature;
- to convene meetings of the Executive Council;
- to appoint commissions of enquiry;
- to make such appointments as may be necessary under powers conferred upon him or her by the Constitution or any other law;
- to call referenda in terms of the Constitution or the applicable legislation;
- to summon the Legislature to an extraordinary sitting to conduct special business;
- to refer Bills back to the Legislature for reconsideration of their constitutionality; and
- to refer Bills to the Constitutional court for a decision on their constitutionality.

The Premier's mandate includes executive, policy, political, coordination, legislative, intergovernmental and ceremonial functions and responsibilities. MECs are responsible for the functions assigned to them by the Premier. The Premier and MECs must act in accordance with the Constitution and provide the Legislature with full and regular reports concerning matters under their control. The Premier and MECs must act in accordance with the code of conduct prescribed by national legislation.

### **1.3 Legislative mandate**

Schedules 4 and 5 of the Constitution detail the specific areas of service delivery that provincial governments, concurrently with national and local government, are tasked with. These include: agriculture; consumer protection; cultural affairs; education at all levels, excluding university and technikon education; environment; health services; housing; local government (subject to the provisions of Chapter 10); police (subject to the provisions of Chapter 14); provincial public media; public transport; regional planning and development; road traffic regulation; tourism; and welfare services.

The Province interacts with the national legislative mandate, which is put into operation through Parliament, through the National Council of Provinces (NCOP). The NCOP comprises of provincial delegation of ten members from each province, including Premiers. The Gauteng Provincial Government works in close collaboration with the delegates and the Premier attends sessions from time to time, as and when necessary.

The executive authority of the Province is vested in the Premier who exercises this authority in conjunction with other Members of the Executive Council (MECs) by:

- implementing provincial legislation in the Province and all national legislation within the functional areas as listed in the Constitution;
- administering in the Province national legislation assigned to the Province;
- developing and implementing provincial policy; and
- coordinating the functions of the provincial administration and its departments.

The Executive Council of the Gauteng Province has eleven members including the Premier. The Council meets fortnightly and has two Executive Council sub-committees, namely, the Growth and Development and Social Services sub-committees, which meet to discuss implementation of a range of programmes, projects, and activities.

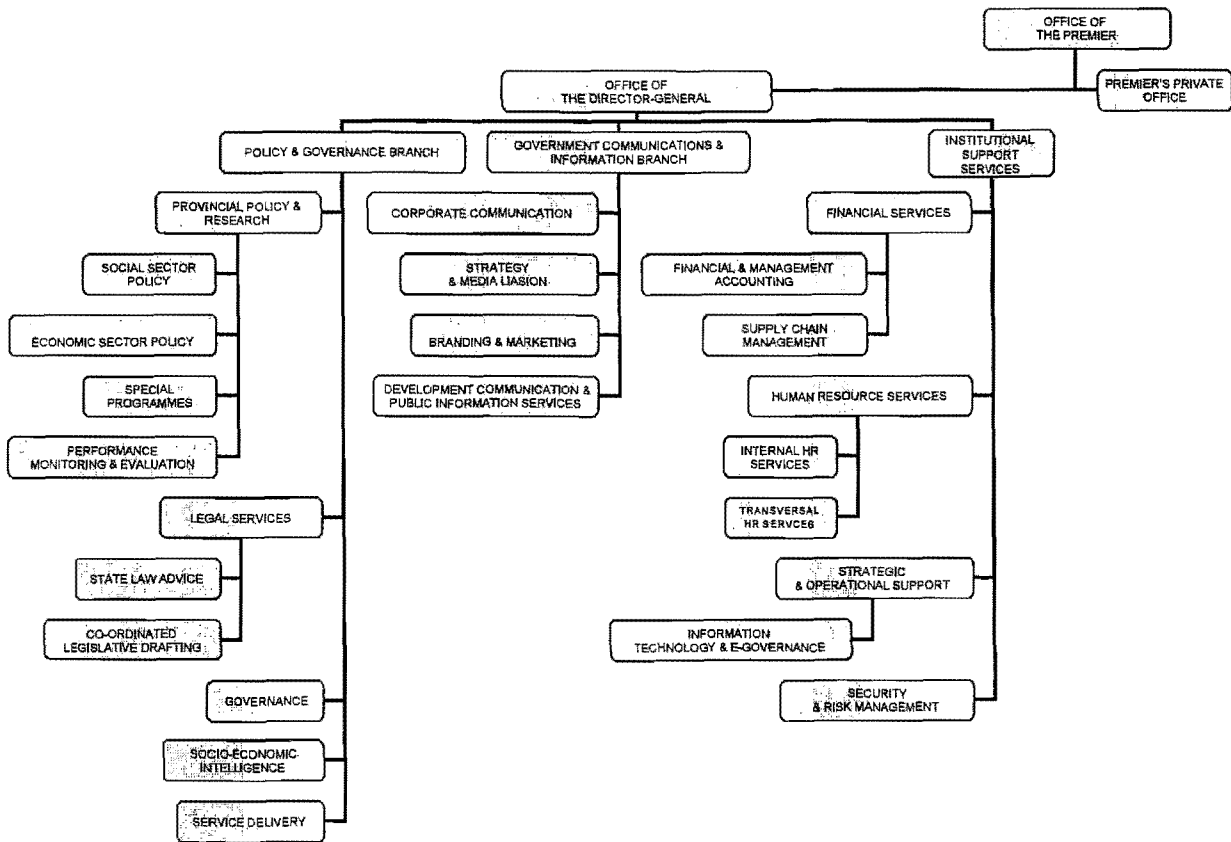
The legislative authority of the Province is vested in its Provincial Legislature. In terms of Section 133(2) of the Constitution, MEC's are accountable collectively and individually to the Provincial Legislature for the exercise of powers and performance of its functions. The Office of the Premier accounts to the Oversight Committee on the Premier's Office and the Legislature (OCPOL) for its budget allocations and the discharging of its mandate and responsibilities in terms of its voted budget.

#### **1.4 Good governance mandate**

The GPG is part and parcel of the Government of the Republic of South Africa and is obliged to observe and adhere to the principles of cooperative governance and conduct its activities within the parameters of the Constitution. Principles of cooperative governance and intergovernmental relations that must be adhered to by all spheres of government, include the following:

- the preservation of peace, national unity, and the indivisibility of the Republic;
- securing the well-being of the people of the Republic;
- providing effective, transparent, accountable and coherent government for the Republic as a whole;
- being loyal to the Constitution, the Republic and its people;
- respecting the constitutional status, institutions, powers and functions of the government and other spheres;
- not assuming any power or function except those conferred on them in terms of the Constitution;
- exercising of powers and performance of functions in a manner that does not encroach on the geographical functional or institutional integrity of government in another sphere;
- cooperating with one another in mutual trust and good faith by fostering friendly relations, assisting and supporting one another, - informing one another of, and consulting one another on, matters of common interest, coordinating their actions and legislation with one another, adhering to agreed procedures, avoiding legal proceedings against one another; and
- an obligation to make every reasonable effort to settle intergovernmental disputes and exhaust all other remedies before approaching a court to resolve the dispute.

**2. THE STRUCTURE OF THE OFFICE OF THE PREMIER**



ACCESS TO INFORMATION MANUAL

### **2.1 The Private Office of the Premier**

This Directorate provides administrative support to the Premier.

### **2.2 The Director-General (DG)**

The Director-General is administrative head of the Province, secretary to the Executive Council, and accounting officer of the Office of the Premier.

### **2.3 The Office of the Director-General**

This Directorate provides administrative support to the Director-General in his role as administrative head of the Province.

### **2.4 The Deputy Directors-General (DDG)**

There are three Deputy Directors-General namely:

- (a) DDG for Policy and Governance, is responsible for:
  - i. managing the research and development of provincial policies;
  - ii. managing legal services;
  - iii. coordinating ethics and service delivery programmes;
  - iv. providing analytical research support, advice and strategic support on social and economic matters; and
  - v. managing the provision of executive secretariat services.
- (b) DDG for Institutional Support Structures, is responsible for:
  - i. providing internal and strategic transversal HR services;
  - ii. strategically managing financial matters of the Office of the Premier;
  - iii. managing strategic services within the Department; and
  - iv. managing security and risk management services.
- (c) DDG for Communications and Information Services, is responsible for:
  - i. managing, co-coordinating and monitoring corporate communications;
  - ii. managing strategic media liaison services;
  - iii. managing development communications and public information services; and
  - iv. developing, implementing and monitoring the branding and marketing of Gauteng Provincial Government.

Together, these three branches ensure the management and co-ordination of efficient operational delivery of the structures of the Office of the Premier.

### **2.5 The Branches:**

#### **2.5.1 Policy & Governance Branch:**

##### **2.5.1.1 Chief Directorate: Provincial Policy and Research:**

With the restructuring of the Office of the Premier in the 2007/8 financial year to enhance institutional capacity, the Chief Directorate: Policy Development and Coordination was reconstituted as the Chief Directorate: Provincial Policy and Research. It comprises the following Directorates:

##### **(a) Directorate: Social Sector Policy:**

The function of the Directorate is to provide policy support to the Office of the Premier and Gauteng Executive Council on social policy matters. This includes, among other things, research, policy analysis and monitoring of the implementation of Gauteng Provincial Government (GPG) social cluster priorities.

##### **(b) Directorate: Economic Sector Policy:**

The Directorate is responsible for providing policy support to the Office of the Premier and the



Gauteng Executive Council on economic policy matters. This includes research, policy analysis and monitoring of the implementation of GPG economic and employment cluster priorities, and driving the initiative to build Gauteng as a globally competitive city region.

(c) Directorate: Special Programmes:

The Directorate plays a critical role in driving and supporting the mainstreaming of gender, disability and youth development across the GPG. The directorate is central to ensuring that gender; disability and youth development are mainstreamed into the programmes of all GPG. The directorate also influences and supports local government through the Gender and Disability Inter Governmental forums to align their programmes to mainstreaming.

(d) Directorate: Performance Monitoring And Evaluation:

The Directorate is responsible for providing support for monitoring and evaluation of the GPG Programme of Action and/or Priorities; strengthening and; institutionalization of Monitoring and Evaluation within GPG through the implementation of province-wide monitoring and evaluation initiatives and building capacity of monitoring and evaluation in the GPG. The Directorate is also responsible for developing and sustaining the Information Management System to support the monitoring and evaluation function and providing support to the GPG Planning Cycle

(e) Directorate: Governance:

The key functions of this directorate are to improve the capacity of the state, quality of democracy and good governance; enhance intergovernmental relations, integration and alignment in line with GCR objectives; enhance international relations to support building of the state capacity, performance and economic relations and enhance the oversight role of legislature and coordination with the legislature (support for Leader of Government Business).

(f) Directorate: Service Delivery:

The key functions of the Directorate are to ensure the mainstreaming and institutionalization of Batho Pele in the province. It coordinates, implements, monitors and evaluates service delivery in the Province. It is also responsible for the implementation of the anti-corruption strategy; ensuring that the institutionalization of ethics; and ensuring the implementation of the GPG moral regeneration programme of action and manage the Premier's Service Excellence Awards.

(g) Directorate: Socio Economic Intelligence:

The Directorate's main function is to provide strategic advice and support through evidence-based, analytical research to the Premier, Executive Committee and to the GPG. The Directorate executes this function by developing and maintaining a database of GPG research outputs; collecting, analyzing and documenting information regarding trends, policy decisions and transversal contextual factors; identifying research needs and areas; measuring the impact/outcome of government policy and programmes on the Gauteng Province; provide support to the Premier and Exco with policy formulation, identification of priorities and decision making, and managing research contracts.

**2.5.1.2 Chief Directorate: State Law Advice:**

The strategic objectives of the Chief Directorate: Legal Services are to certify legislation and provide legal and advisory support services to the Premier, Executive Council and the GPG.

**2.5.1.3 Gauteng Youth Commission:**

The Gauteng Youth Commission was recently incorporated into the Office of the Premier and therefore does not feature within the organogram above. As an interim measure the Gauteng Youth Commission has been placed under the Policy and Governance Branch. The function of the Gauteng Youth Commission is to provide for the establishment, powers and functions of a Provincial Youth Commission.

## **2.5.2 Institutional Support Services Branch:**

### **2.5.2.1 Chief Directorate: Human Resource Services**

This programme is responsible for providing Human Resource Management and Auxiliary Services support to the Office of the Premier and is comprised of the following Directorates:

(a) Directorate: Internal Human Resources Services:

The Directorate is responsible for recruitment, selection, and training, and development, remuneration of Human Capital; organizational development and change management in a pleasant working environment.

(b) Directorate: Transversal Human Resource Services:

The Directorate is responsible for overall organizational and development in the GPG by means of developing necessary HR policies and strategies, collective bargaining and labour relations within the GPG, co-coordinating and implementing DPSA initiated projects, coordinating and initiating GPG initiated projects, all with the effect of enhancing best practice and change within the Province.

### **2.5.2.2 Chief Directorate: Financial Services:**

This programme is responsible for the provision of sound financial management and the rendering of effective and efficient support through financial and procurement services to the Office of the Premier to ensure adherence to the Public Finance Management Act (PFMA), Treasury Regulations, policies and applicable legislation through the following Directorates:

(a) Directorate: Financial And Management Accounting:

The Directorate is responsible for financial and management accounting and risk control in the Office of the Premier.

(b) Directorate: Supply Chain Management:

The Directorate is responsible for procurement, contract management, asset and transport management for the Office for the Premier.

### **2.5.2.3 Chief Directorate: Strategic And Operational Support**

This programme is responsible for strategic, business and operational planning cycles for the Office of the Premier and supporting the Office of the Premier in ensuring that its statutory obligations are met. These include facilitating relations with the legislature and compiling of the Office of the Premier's Service Delivery Improvement Plan (SDIP).

(a) Directorate: Information Technology And E-Governance:

The Directorate is responsible for the information technology environment of the Office of the Premier.

(b) Directorate: Security And Risk Management Services

The aim of the Directorate: Security and Risk Management Services is to facilitate, coordinate, monitor and evaluate the effectiveness of security measures and standards within the Gauteng Provincial Government; to render and administer the overall security functions of the Office of the Premier and is presently comprised of four sub directorates.

## **2.5.3 Government Communication And Information Services Branch**

(a) Directorate: Corporate Communication

The role of the Directorate: Corporate Communication Services is to manage and promote the Provincial Government's corporate identity, to conduct and facilitate effective GPG communication and marketing campaigns, provide professional media production services and produce professional, effective and accessible GPG media.

(b) Directorate: Development Communication And Public Information Services

The Directorate: Development Communication and Information Services promotes development through direct interaction between the Gauteng Provincial Government and the people of Gauteng and facilitates public access to information that can be used to improve their lives.

(c) Directorate: Strategy And Media Liaison

The objectives of the Directorate are to develop and implement GPG communication strategies and common messages and ensure effective GPG media coverage, to coordinate and advise on the Executive Council's communication programme, to facilitate and promote a sustained communication programme linked to the Province's strategic priorities, to strengthen GPG communication systems and infrastructure, including well-capacitated, well-coordinated and competent GPG communicators and to promote cooperation and synergies within GPG and between national, provincial and local government.

(d) Directorate: Branding And Marketing:

The Directorate: Branding and Marketing promotes and manages Brand Gauteng in line with the approved branding framework; develop, implement and manage branding and marketing strategies, campaigns and material to promote Gauteng. It also facilitates the development of sub-brands in line with the Gauteng brand and ensures coordination and alignment of sub-brands with the Gauteng branding including investment promotion, tourism, competitive sports, major events, Gauteng 2010, GPG, creative industries and related projects. It also facilitates ongoing alignment with the country brand; co-ordinates the Gauteng Branding and Marketing Forum; facilitates interaction, consultation and partnerships with internal and external stakeholders, awareness of and buy-in into the Gauteng brand; identify and utilise ad hoc branding and marketing opportunities; coordinates the international marketing of Gauteng; conducts relevant research; develops and implements measures to evaluate the impact of branding and marketing strategies as well as to measure the brand equity on an ongoing basis.

### 3. THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The guide on how to use the Promotion of Access to Information Act, (2000) has been published by the South African Human Rights Commission and is available from the website [www.sahrc.org.za](http://www.sahrc.org.za)

This guide provides information on:

- The provisions and purpose of the Act.
- The address and contact details of all Information Officers in the RSA.
- The procedures for requesting information.
- The assistance that can be expected from Information Officers and the Human Rights Commission.
- The procedures for appeal.
- The nature of records that can be requested.
- The fees payable for information requested.

Direct enquiries to:

South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department  
Private Bag X 2700, HOUGHTON, 2041  
Tel: 011 484 8300  
Fax: 011 4847149/  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
e-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

#### 4. ACCESS TO THE RECORDS HELD BY THE OFFICE OF THE PREMIER

This information has been arranged according to the structure of the Office of the Premier.

##### **A. Executive Office**

- i) Strategic plans
- ii) Statutory records
- iii) Presentations to Legislature
- iv) Executive Council records
- v) Standing Committees Management reports

##### **B. Policy and Governance**

- i) Research reports
- ii) Workshop reports
- iii) GPG policies
- iv) Policy documents
- v) Management reports
- vi) Monitoring and coordination
- vii) Forum records
- viii) Management reports
- ix) Legal Services
- x) Legal library
- xi) Statutory records
- xii) Litigation records
- xiii) Certified legislation
- xiv) Legal opinions
- xv) Government gazettes
- xvi) Management Reports

##### **C. Government Communication and Information Services**

- i) Publications
- ii) GPG website
- iii) Diary of events
- iv) Media products
- v) Media alerts, pressclips
- vi) GPG news
- vii) Research reports
- viii) Management reports
- ix) GPG videos
- x) GPG photographs
- xi) Communications strategies
- xii) Communication forum records

##### **D. Institutional Support Services**

- i) Internal Policies
- ii) Employment records and other related policies
- iii) Conditions of employment and other personnel related contractual and quasi legal documents
- iv) Internal evaluation records
- v) Training programmes
- vi) Registry catalogue
- vii) Disciplinary records
- viii) Collective bargaining records
- ix) Employment equity plans
- x) Project reports

- xii) Reports to national departments and bodies such as the Public Service Commission
- xiii) Performance management records
- xiv) Gauteng Management Development Programme reports
- xv) Building maintenance records
- xvi) Labour relations reports
- xvii) Human Resources Compliance Audit reports
- xviii) Organisational structure
- xix) Management Reports

#### **E. Financial Management**

- i) Budgets
- ii) Monthly early warning reports
- iii) Asset register
- iv) Audit reports
- v) Procurement reports
- vi) MTEF submissions
- vii) Contracts register
- viii) Annual financial statements

#### **F. Security and Risk Management Services**

- i) Security policies
- ii) Security audit reports
- iii) Vetting reports
- iv) Loss investigation reports
- v) Training material
- vi) Management reports

### **5. RECORDS AUTOMATICALLY AVAILABLE**

The following categories of records of the Office of the Premier are available without a person having to request access in terms of the Promotion of Access to Information Act:

The information is freely available from the Office of the Premier website <http://www.gautengonline.gov.za/premier/index.htm> for viewing and downloading without having to request access in terms of the Act.

Included in, and of key importance, are:

- a) Gauteng News
- b) Annual Report
- c) Mid Term Report (1999-2001)
- d) Directory of GPG Services for Women
- e) Directory of GPG Services for Children
- f) Speeches of the Premier

### **6. THE REQUEST PROCEDURE**

The requester must comply with all the procedural requirements contained in the Act if he or she seeks for access to a record held at the Office of the Premier.

The requester must complete the prescribed form enclosed herewith, and submit it as well as payment of a request fee, to the Information Officer at the postal or physical address, fax number or electronic mail address as stated in section three.

The prescribed form must be filled in with enough detailed information to at least enable the Information Officer to identify the record or records requested, the identity of the requester, which form of access is required and the postal address or fax number of the requester.

If the requester is unable to read or write, then the request form can be completed by a third party or the Information Officer.

After lodging the request with the Information Officer, the application will be processed within 30 days.

If a requester requests information in a particular form (e.g. a paper copy, electronic copy etc) then the requester should receive access in that form, unless doing so would interfere unreasonably with the running of a public body concerned or damage to the record or infringe on the copyright not owned by the state.

If a requester requests information on behalf of somebody else, the capacity in which the request is being made must be indicated.

A requester who seeks access to a record containing personal information about the requester is not required to pay the request fee. Every other requester must pay the request fee of R35.

The information officer must notify the requester by notice, requiring the requester to pay the prescribed request fee and deposit (if any) before further processing the request.

The requester may lodge an internal appeal, where appropriate, or an application to the Court against the tender or payment of a fee.

After the information officer has made a decision on the request the requester must be notified of such a decision in a way in which the requester wanted to be notified in.

If the request is granted then a further access fee must be paid for the reproduction and for the search and preparation for any time required in excess of the stipulated hours to search and prepare the record for disclosure.

Access to a record will be withheld until all the applicable fees have been paid.

## **7. SERVICES AVAILABLE**

Services by the Office of the Premier, directed externally, revolves, in the main, around providing communication and information to the public on the work of GPG, and issues related to governance.

These services are provided by Government Communications and Information Services, through regular communication releases via the mass print media, the GPG website, interactive communication through public events and meetings with stakeholders, and corporate publications.

## **8. PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWERS OF THE OFFICE OF THE PREMIER**

The functions of the Office of the Premier are such that its clients are other government departments and does not, except for communications, deliver services which are available to the public. The Office however maintains a high level of public engagement and interaction which adds value to the policy formulation and analyses processes in GPG.

## 9. APPEALS AGAINST DECISIONS

The following procedures exist for persons to report or remedy alleged irregular, improper or unlawful official acts or omissions by the Office of the Premier.

The prescripts of part four of the Act (sections 74 to 82) is applicable.

The Relevant Authority for purposes of this Act is the Special Legal Advisor to the Premier, who is designated as such in accordance with the Act.

If an appeal is refused the Relevant Authority is obliged to give reasons and tell the requester which part of the Act allows it to refuse.

The requester can lodge an appeal about:

- a) A decision not to grant access to a record.
- b) The fee charged.
- c) A decision to extend the time period to deal with the request.
- d) The form in which the record is made available.

Appeals must be made on the prescribed form within 60 days.

After exhausting the internal appeals remedy an application may be lodged with a court.

## 10. UPDATING AND AVAILABILITY OF THE MANUAL

Regulation No.R.187 of 15th February 2002 prescribes in section 4(1) that the manual of a public body must be made available in the following manner:

- a) A copy in three official languages must be made available to every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997; the South African Human Rights Commission; and every office of that public body.
- b) The manual must be published in three of the official languages in the Provincial Gazette.
- c) The manual is to be made available on the website.

These requirements are complied with as the manual is available on the website.

This Manual will be updated annually, by 1 January each year. It needs to be noted that within a twelve month period, changes in the Office of the Premier may occur, influencing the accuracy of information printed. Critical amendments within this period will be made in the form of supplementary inserts, as deemed necessary by the Information Officer.

## 11. PRESCRIBED FEES FOR 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) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(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 -	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(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.



**12. PRESCRIBED FORMS FOR ACCESS TO A RECORD**

**FORM A**

**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

(Section 18(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

[Regulation 6]

**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): 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:

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**B Particulars of person requesting access to the record**

The particulars of the person who requests access to the record must be given below.

The address and/or fax number in the Republic to which the information is to be sent, must be given.

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:

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**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**

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 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 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.

You will be notified of the amount required to be paid as the request fee.

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.

If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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**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 below, 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) Compliance with your request for access in the specified form may depend 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:

Copy of record\*  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  transcription of soundtrack\*   
(audio cassette) (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  Copy in computer   
derived from the record\* (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?

**Postage 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 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 REQUEST IS MADE

### 13. CONTACT DETAILS OF THE OFFICE OF THE PREMIER

**Information Officer:**

Director-General: Malele Petje

Email: malele.petje@gauteng.gov.za

**Deputy Information Officer:**

Chief State Law Advisor: Geert Kuit

Email: Geert.Kuit@gauteng.gov.za

**General information:**

Address: Gauteng Provincial Government

30 Simmonds Street

Marshalltown

Johannesburg

2001

Postal Address: Gauteng Provincial Government

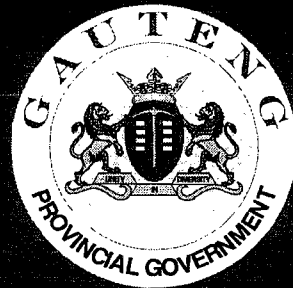
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ACCESS TO INFORMATION MANUAL