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ANNEXURE A

Section 14 Manual:

**THE PROMOTION OF ACCESS TO  
INFORMATION ACT**  
(Act 2 of 2000)

**2015/16 Edition**

"Together, Turning Every Workplace  
into a Training Space"



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

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## 1. INTRODUCTION

The **Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)**, also commonly known as PAIA, which flows from section 32 of the Constitution of the Republic of South Africa, 1996, gives effect to the constitutional right of access to any information held by the state or any information held by any other person, provided that such information is required for the exercise or protection of any rights and matters connected therewith.

Section 32(1) of the Constitution entrenches the right that everyone has access to any information held by the state.

The purpose of the Promotion of Access to Information Act (PAIA) is seen as two-fold:

- to foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information; and
- to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect all of their rights more fully.

Before April 27, 1997, the system of government in the country resulted in a secretive unresponsive culture in public and private bodies, which often led to abuse of power and to human rights violations.

The PAIA came into operation on March 9, 2001.

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) prescribes that a Public Body must provide details of records held by such Body so that any request for information may be accommodated.

The details of records kept by a Public Body are contained in a book commonly known as a manual. The manual therefore relates to the records kept by the Public Body. The records kept pertain to the business/functions of each and every unit. To distinguish between the functions/business of each unit, the records of each unit are numbered differently. Each record also carries a disposal instruction.

Apart from records, also called files, the manual also contains information on the addresses of the Head of the Department as well as the Information Officer/s of the Public Body and also the name of each unit in the Public Body, its core function and a list of all records kept by the Public Body.

## **2. THE FUNCTIONS AND THE STRUCTURE OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING**

### **2.1 THE FUNCTIONS OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING**

The core functions of the Department are the development and maintenance of the post-school education and training system for adults. The Department is therefore responsible for developing the policy and legislative framework on which the higher education and training system rests, ensuring:

- that all levels of the system adhere to these policies and laws;
- that mechanisms are in place to monitor and enhance quality in the system; and
- that the system keeps up to date with developments in education systems internationally.

Activities that frame the functions:

#### **Research and Policy Review**

The Department initiates, commissions, evaluates, reviews and researches all aspects of the higher education and training system to assist in developing and maintaining the system.

#### **Planning and Policy Development**

The Department initiates and manages processes that lead to the development of policy and legislation. The Department assists the Minister to determine policy, norms and standards as required by the Constitution.

#### **Support**

The Department provides support to universities, Technical and Vocational Education and Training (TVET) colleges, Community Education and Training colleges and the statutory bodies under the legislative authority of the Minister in their implementation of national policy, norms and standards. The department also provides Career Development Services.

#### **Monitoring**

The Department monitors and reports on the implementation of policy, norms and standards to assess their impact on the quality of the educational process, and to identify policy gaps.

### Legislative and other mandates

A number of policies have been implemented and legislation promulgated to create a framework for transformation in post-school education and training. Key policies and legislation include:

- The Constitution of the Republic of South Africa, 1996, requires education to be transformed and democratised in accordance with the values of human dignity, equality, human rights and freedom, non-racism and non-sexism. It guarantees access to basic education for all with the provision that "everyone has the right to basic education, including adult basic education". The fundamental policy framework of the Ministry of Education is stated in the Ministry's first White Paper: Education and Training in a Democratic South Africa: First Steps to Develop a New System (February, 1995). The 1994 education policy framework of the ABC forms the basis of this document. Cabinet approved it after extensive consultation, negotiation and revision. It has since served as a fundamental reference for policy and legislative development.
- The Further Education and Training Act (1998), Education White Paper 4 on Further Education and Training (1998), and the National Strategy for Further Education and Training (1999/2001). The latter provides the basis for the development of a nationally co-ordinated further education and training (FET) system, comprising the senior secondary component of schools and technical colleges. It requires FET institutions, established in terms of the new legislation, to develop institutional plans, while making provision for programme-based funding and a national curriculum for learning and teaching.
- The Higher Education Act (1997) makes provision for a unified and nationally planned system of higher education (HE). It has furthermore given the green light for a statutory Council on Higher Education (CHE), which advises the Minister, while being responsible for quality assurance and promotion. The Higher Education Act and Education White Paper 3 on Higher Education (1999), formed the basis for the transformation of the HE sector via an institutional planning and budgeting framework. This culminated in the National Plan for Higher Education in 2001.
- The Adult Education and Training Act (2000), provides for the establishment of public and private adult learning centres, funding for AET, the governance of public centres, as well as quality assurance mechanisms for this sector.
- The National Qualifications Framework Act (NQF) (2005), provides for the establishment of the National Qualifications Framework (NQF), which forms the scaffolding for a national learning system that integrates education and training at all levels. The NQF is an essential expression, as

well as a guarantor of a national learning system where education and training are of equal importance as complementary facets of human competence. South African Qualifications Authority (SAQA) is continuing to exist under this Act and is responsible for the maintenance and development thereof. The NQF has three (3) sub frameworks, namely Higher Education, General and Further Education and Training as well as Trades Occupations.

A Quality Council is responsible to develop qualifications registered on the subframework of the NQF.

- The Skills Development Levies Act (1999), provides for the imposition of skills development levies and matters related thereto.
- The Skills Development Act (1998), creates the National Skills Authority, establishes the Quality Council for Trades and Occupations (QCTO), regulates apprenticeships and learnerships and matters related to skills development.
- The National Student Financial Aid Scheme Act (1999), provides for the granting of loans and bursaries to eligible students at universities, as well as for the administration of such loans and bursaries.
- The South African Council of Educators Act (2000), requires the registering of educators employed in AET Centres with SACE.
- The General and Further Education and Training Act (2008), provides for the establishment of a Quality Council for further education and training colleges and adult education and training centres.

## 2.2 THE STRUCTURE OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING

### PROGRAMME 1: ADMINISTRATION

**Purpose:** Overall management and administration of the department. It also provides for Corporate Services – Human Resource Management, Information Technology, Communication, Security and Logistical Office Services.

### PROGRAMME 2: HUMAN RESOURCE DEVELOPMENT, PLANNING AND MONITORING COORDINATION

**Purpose:** Strategic direction in the development, implementation and monitoring of departmental policies and the human resource development strategy for South Africa.

**PROGRAMME 3: UNIVERSITY EDUCATION**

**Purpose:** Develop and coordinate policy and regulatory frameworks for an effective and efficient university education system and provide financial support to universities, the National Student Financial Aid Scheme and the National Institutes for Higher Education.

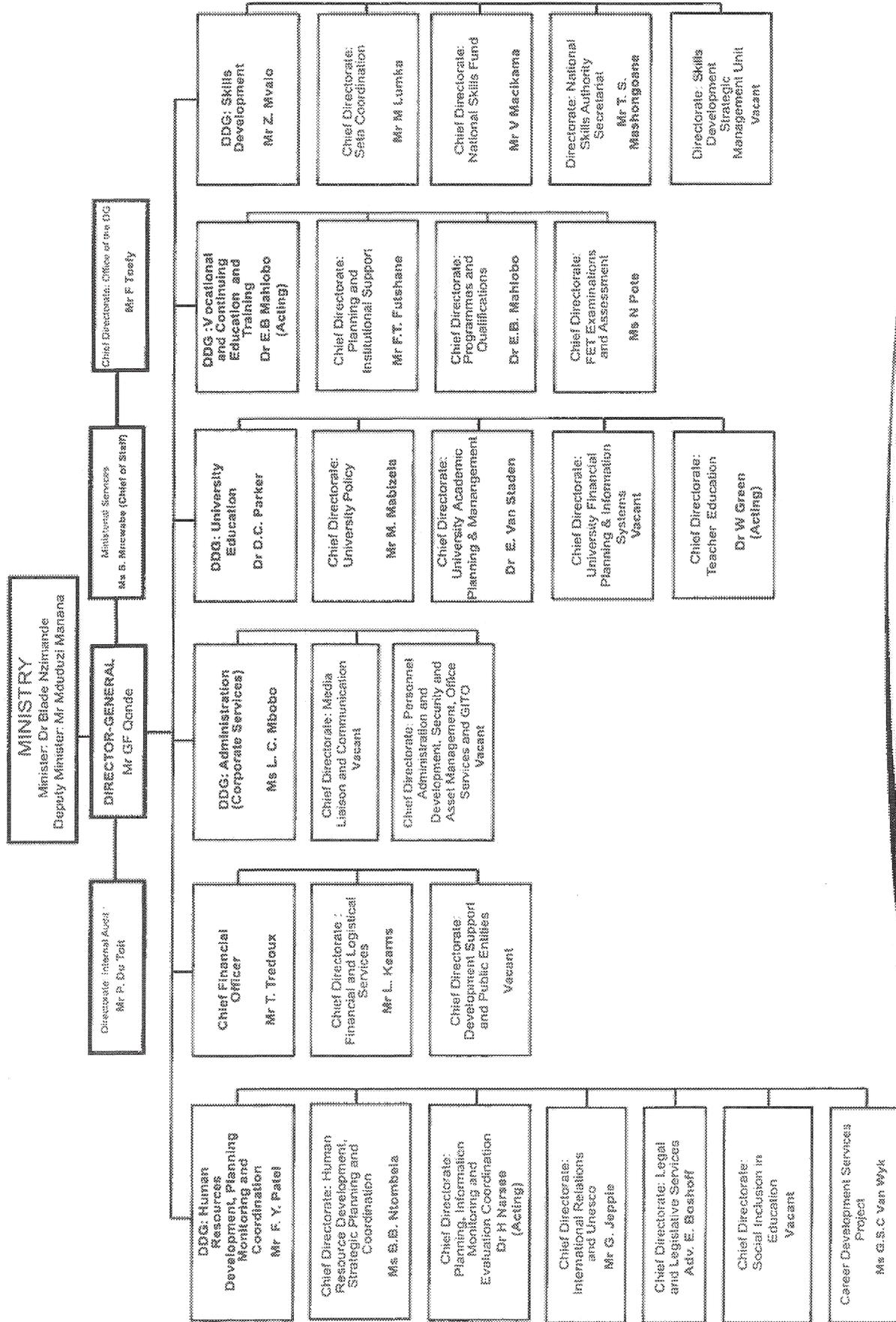
**PROGRAMME 4: VOCATIONAL AND CONTINUING EDUCATION AND TRAINING**

**Purpose:** Plan, develop, evaluate, monitor and maintain national policy, programmes, assessment practices and systems for vocational and continuing education and training, including technical and vocational education and training colleges and post-literacy community education and training.

**PROGRAMME 5: SKILLS DEVELOPMENT**

**Purpose:** Promote and monitor the national skills development strategy and develop a skills development policy and regulatory framework for an effective skills development system.

The macro structure of the Department of Higher Education and Training is presented as follows:



## 2.3 DHET REGIONAL MANAGERS

Provincial Clusters	Acting Regional Managers	E-mail Address	Cell-phone/Tel: Number	Physical Address
Eastern Cape	Ms. N Teka	<a href="mailto:Nombini.teka@edu.ecprov.gov.za">Nombini.teka@edu.ecprov.gov.za</a>	083 252 2979 / 040 608 4200	Steve Vukile Tshwele Street Eastern Cape Provincial Education Complex, Zone 6, Zwelitsha
KwaZulu-Natal	Mr. F Ingram	<a href="mailto:Frank.Ingram@kzndoe.gov.za">Frank.Ingram@kzndoe.gov.za</a>	084 752 0606 / 033 846 5000	19 Wigford Road Mansons Mill Provincial Department Of Education Pietermaritzburg KZN
Limpopo	Ms. SR Mantshu	<a href="mailto:Mantshu@edu.limpopo.gov.za">Mantshu@edu.limpopo.gov.za</a>	082 881 2237 / 015 290 7611	Corner 113 Biccard & 24 Excelsior Street Limpopo Provincial Education Building
Gauteng and Free State	Mr. M Mokaba	<a href="mailto:Mokaba.mokgale@gauteng.gov.za">Mokaba.mokgale@gauteng.gov.za</a>	083 310 2081 / 011 355 0000	111 Commissioner Street Johannesburg Gauteng Provincial Education Building
Mpumalanga and North West	Dr. E Pedro	<a href="mailto:Pedro.e@dhet.gov.za">Pedro.e@dhet.gov.za</a>	082 808 7351 / 018 388 2563	Dr Albert Luthuli Drive Mafikeng North West Provincial Department of Education building Mafikeng
Western Cape and Northern Cape	Mr. Z Siyengo	<a href="mailto:Zozo.siyengo@westerncape.gov.za">Zozo.siyengo@westerncape.gov.za</a>	082 577 6550 / 021 467 2000 / 9278	Golden Acre Floor No 18 9 Adderley Street Cape Town

## DHET REGIONAL OFFICES

REGION	CITY	PHYSICAL ADDRESS	CONTACT NUMBERS
Gauteng	Johannesburg	111 Commissioner Street, Johannesburg Gauteng Provincial Education Building	Tel. 011 355 0000
Limpopo	Polokwane	Corner 113 Biccard & 24 Excelsior Street, Limpopo Provincial Education Building Polokwane	Tel. 015 290 7611
Mpumalanga	Nelspruit	Building No. 5, Government Boulevard, Riverside Park, Nelspruit	087 355 3840 Tel. 013 766 5000
Eastern Cape	Zwelitsha	Steve Vukile Tshwete street Eastern Cape Provincial Education Complex, Zone 6, Zwelitsha	Tel. 040 608 4200
Kwazulu-Natal	Pietermaritzburg	19 Wigford Road Mansons Mill Pietermaritzburg KZN Provincial Department of Education	Tel. 033 846 5000 084 7520 606
North West	Mmabatho	Dr Albert Luthuli Drive Mafikeng North West Provincial Department of Education building Mafikeng	Tel: 018 388 2563
Northern Cape	Kimberley	09 Hayston Road, Harrison Park, Northern Cape Provincial Education Department	Tel. 053 830 1600
Free State	Bloemfontein	55 Elizabeth Street, FS Provincial Government Building, Bloemfontein	Tel. 051 404 8000
Western Cape	Cape Town	Golden Acre Floor No 18 9 Adderley street Cape Town	021 467 9278 021 467 2000

**3. CONTACT DETAILS****Information Officer:****Mr Gwebinkundla Felix Qonde**

Telephone: +27 12 312 6349  
Facsimile: +27 12 323 0291  
e-mail: Qonde.g@dhet.gov.za

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**Deputy Information Officers:****Ms Lulama Mbobo**

Telephone: +27 12 312 6070  
Facsimile: +27 12 323 7231  
e-mail: Mbobo.l@dhet.gov.za

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**Adv Eben Boshoff**

Telephone: +27 12 312 5524  
Facsimile: +27 12 324 8230  
E-mail: Boshoff.e@dhet.gov.za

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**General information:**

Physical Address: 123 Francis Baard Street  
Pretoria  
0001

Postal Address: Private Bag X174  
Pretoria  
0001

Telephone: +27 12 312 5911  
Facsimile: +27 12 321 6770  
Website: www.dhet.gov.za

#### 4. SECTION 10 GUIDE OF MANUALS IN THE REPUBLIC OF SOUTH AFRICA

The South African Human Rights Commission has published the guide as prescribed by Section 10 of the Promotion of Access to Information Act. The guide is available at the offices of the South African Human Rights Commission.

**The South African Human Rights Commission:**

**PAIA Unit**

**The Research and Documentation Department**

Postal Address: Private Bag 2700  
Houghton  
2041

Physical Address: 33 Hoofd Street,  
Braampark Forum 3  
Braamfontein  
2198

Telephone: +27 011 877 3694/3805

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

#### 5. ACCESS TO RECORDS HELD BY THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING

##### 5.1 AUTOMATIC DISCLOSURE

The following are the categories of records that are automatically available from the Department of Higher Education and Training without the person having to request access in terms of the Act.

**FORM D**  
**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**  
**(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))**  
**[Regulation 5A]**  
**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT , 2000	MANNER OF ACCESS TO RECORDS
<b>FOR INSPECTION IN TERMS OF SECTION 15(1) (a) (i)</b>	
<ol style="list-style-type: none"> <li>1. Departmental Strategic Plans</li> <li>2. Departmental Annual Reports</li> <li>3. Departmental Annual Performance Plans</li> <li>4. Tenders / Bid Documents</li> <li>5. List of Public Universities</li> <li>6. List of Public Technical and Vocational Education and Training (TVET) Colleges</li> <li>7. List of Public Universities of Technology</li> <li>8. List of Public Community Education and Training Colleges</li> <li>9. Legislation administered by the Department</li> <li>10. Vacancies</li> <li>11. Promotion of Access to Information manual</li> <li>12. Register of Private Higher Education Institutions</li> <li>13. Register of Private TVET Colleges</li> <li>14. Scarce skills list</li> <li>15. Budget Speeches</li> <li>16. Departmental Media Statements and Speeches</li> <li>17. Departmental Publications</li> <li>18. Policy documents</li> <li>19. Forms</li> </ol>	<p>These records are available for inspection at the Department on request or addressed to the Office of the Deputy Information Officer, Department of Higher Education and Training, Private Bag x 174, Pretoria, 0001</p> <p>Or visit our website on <a href="http://www.dhet.gov.za">www.dhet.gov.za</a></p>
<b>FOR COPYING IN TERMS OF SECTION 15(1) (a) (ii)</b>	
<ol style="list-style-type: none"> <li>1. Departmental Strategic Plans</li> <li>2. Departmental Annual Reports</li> <li>3. Departmental Annual Performance Plans</li> <li>4. Tenders / Bid Documents</li> <li>5. List of Public Universities</li> <li>6. List of Public TVET Colleges</li> <li>7. List of Public Universities of Technology</li> <li>8. List of Public Community Education and Training Colleges</li> <li>9. Legislation administered by the Department</li> <li>10. Vacancies</li> <li>11. Promotion of Access to Information manual</li> <li>12. Register of Private Higher Education</li> </ol>	<p>These records are available for copying at the Department on request or addressed to the Office of the Deputy Information Officer, Department of Higher Education and Training, Private Bag x 174, Pretoria, 0001</p> <p>Or visit our website on <a href="http://www.dhet.gov.za">www.dhet.gov.za</a></p>

<p><b>Institutions</b></p> <p>13. Register of Private TVET Colleges  14. Scarce skills list  15. Budget Speeches  16. Departmental Media Statements and Speeches  17. Departmental Publications  18. Policy documents  19. Forms</p>	
<p><b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):</b></p>	
<ol style="list-style-type: none"> <li>1. Departmental Strategic Plans</li> <li>2. Departmental Annual Reports</li> <li>3. Departmental Annual Performance Plans</li> <li>4. Tenders / Bid Documents</li> <li>5. List of Public Universities</li> <li>6. List of Public TVET Colleges</li> <li>7. List of Public Universities of Technology</li> <li>8. List of Public Community Education and Training Colleges</li> <li>9. Legislation administered by the Department</li> <li>10. Vacancies</li> <li>11. Promotion of Access to Information manual</li> <li>12. Register of Private Higher Education Institutions</li> <li>13. Register of Private TVET Colleges</li> <li>14. Scarce skills list</li> <li>15. Budget Speeches</li> <li>16. Departmental Media Statements and Speeches</li> <li>17. Departmental Publications</li> <li>18. Policy documents</li> <li>19. Forms</li> </ol>	<p>These records are available free of charge at the Department on request or addressed to the Office of the Deputy Information Officer, Department of Higher Education and Training, Private Bag x 174, Pretoria, 0001</p> <p>Or visit our website on <a href="http://www.dhet.gov.za">www.dhet.gov.za</a></p>

## 5.2 RECORDS THAT MAY BE REQUESTED

### Descriptions of the subjects and categories of records held by the Department

Records held by the Human Resources section are the following:

- *Personnel file*: containing all personal particulars, CV, ID, appointment/promotion/transfer details, pension, long service awards, resettlement and medical matters
- *Leave file*: containing all leave forms
- *Housing file*: containing bank details of property, stop order forms, housing subsidy approval
- *State guarantee file*: containing request, approval, and bank approval of guarantee
- *Subsistence and Travelling file*: containing all claims and approval for S+T

- *Injury on duty file*: containing all reports and medical accounts
- *Merit file*: containing all evaluation forms, results, and approval for payment of merit awards
- *Bursary file*: containing request for bursary, approval, result of studies and payment of fees
- *Salary file*: containing all records of allowances, deductions, overtime, bank details and garneshee orders
- *Persal records* of all personal matters, salary details, appointment/promotion/transfer details, leave, housing, state guarantee, S+T, pension, medical, long service awards, merit awards.

**Records held by the Financial Section are the following:**

- *Estimates of National Expenditure*: This is the budget as tabled in Parliament annually by the Minister of Finance. It also includes the budget of the Department of Higher Education and Training and is obtainable from the Communication Directorate, National Treasury, Private Bag X115, Pretoria 0001. Tel (012) 315 5948. It is also available on [www.treasury.gov.za](http://www.treasury.gov.za)
- *The Annual Report of the Department*: This includes the financial statements of the Department and the Audit Report on these statements, as well as the Management Report.
- *General*: Other and more detailed financial information, such as expenditure in respect of a specific project.

**Records held by the General Registry are the following:**

General Registry, the custodian of all general records created and received by the Department of Higher Education and Training (correspondence and documents), keeps all files in a filing system classified according to activities in the Department.

The filing system presently consists of 25 main series and may increase as the need arises due to the growing establishment.

**Records held by General Registry are the following:**

1. Legislation
2. Legal Matters
3. Organisation and Control

4. Chief Financial Officer and Logistical Services
5. Internal Audit and Auditor-General
6. Personnel Administration and Development
7. Asset Management
8. Information Technology
9. Media Liaison and Communication
10. International Relations and Unesco
11. External Human Resource Development, Planning and Monitoring Co-Ordination
12. University Education
13. Vocational and Continuing Education and Training
14. Skills Development

Each main series of the existing 14 has a Policy and Routine Enquiries file.

**Records held by Information Technology are the following:**

**Information available on the department website:**

(a) Department of Higher Education and Training (DHET) sites that are available as webpages:

- Community Education and Training (CET)
- Bulletin Board/News room
- Communication and Liaison
- Higher Education and Training Management Information System (HETMIS)
- Examinations
- Financial and Statistical Information relating to Education
- Technical and Vocational Education and Training (TVET)
- Gender
- Higher Education
- History
- HIV/AIDS in Education
- Information Technology
- National Examination Assessment
- Policy Support (Planning and Monitoring Branch)
- Quality Assurance
- Strategic Planning
- Career Development Services - Khetha

(b) Media Statements, Speeches, Articles and Responses

- (c) Legislation
- (d) Publications, Policies and Reports
- (e) Special Days/Events
- (f) Breaking News

Please note that some of the documents may require Acrobat Reader. Please make sure to have that program installed or downloaded onto your computer.

#### Records held by Examination Systems:

- *Examination cycles file:* containing cycles of examination, examination type and examination period for each cycle for students in technical and vocational education and training colleges and adult education centres.
- *Examination time table file:* contains a time table of subjects that will be offered in an examinations cycle for students in technical and vocational education and training colleges and adult education centres.
- *Examination candidates' information:* contains information on candidate who will be writing exams for students in technical and vocational education and training colleges and adult education centres.
- *Examination mark sheet file:* containing information on marks allocated to candidates per subject for students in technical and vocational education and training colleges and adult education centres.
- *Examination results file:* contains past and present examination results for students in technical and vocational education and training colleges and adult education centres.

### 5.3 THE REQUEST PROCEDURES

A requester must be given access to a record of a public body if the requester complies with the following:

- The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any ground of refusal mentioned in the Act.

**Nature of the request:**

- A requester must use the form that has been printed in the Government Gazette [Govt. Notice R187 – 15 February 2002] (form A).
- The requester must also indicate if the request is for a copy of the record or if he/she wants to come in and look at the record at the offices of the Department. Alternatively, if the record is not a document it can then be viewed in the requested form, where possible.
- If a person asks for access in a particular form then the requester should get access in the manner that has been asked for. This is so unless doing so would interfere unreasonably with the running of the Department, or damage the record, or infringe a copyright not owned by the state. If for practical reasons the copy of the record cannot be given in the required form but in an alternative manner, the fee must be calculated according to the way that the requester first asked for it.
- If, in addition to a written reply to the request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated.
- If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated.
- If a requester is unable to read or write, or has a disability, he or she can make the request for the record orally. The information officer or the deputy information officers must fill in the form on behalf of such a requester and give him or her copy.

There are two types of fees required to be paid in terms of the Act, being the request fee and the access fee:

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

- The information officer or the deputy information officers must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to the Department is R35.00. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer or the deputy information officers have made a decision on the request, the requester must be notified of such a decision in the manner in which the requester wanted to be notified.

- If the request is granted, a further access fee must be paid for the search, preparation, reproduction and of any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

## 6. SERVICES AVAILABLE

### 6.1 NATURE OF SERVICES

The Department is not a service related Department but as indicated in paragraph A of this manual, the detailed programmes and functions of the Department are contained in the Strategic Plan (2010 – 2015).

### 6.2 HOW TO GAIN ACCESS TO INFORMATION

To gain access to information at the Department, requests must be made to the Director-General of the Department of Higher Education and Training, Mr Gwebinkundla Felix Qonde.

Address: 123 Francis Baard Street  
Pretoria  
0001

Postal address: Private Bag X174  
Pretoria  
0001

Telephone: +27 12 312 5911

Fax: +27 12 321 6770

Website: [www.dhet.gov.za](http://www.dhet.gov.za)

## 7. ARRANGEMENT ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND EXERCISE OF POWER

The various laws in education prescribe that consultation must take place with identified persons or bodies and in some cases the processes of consultation are also prescribed. In the Department, draft policy will be published in the Government Gazette for general comment from all role players and the public at large, in specific policy initiatives, policy may be discussed in meetings with role players or in public hearings. Notice of such meetings or hearings will always be given prior to the meeting or hearing.

**8. REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH**

All legislation applicable to higher education and training at a national level is accessible on the departmental website (see address above). In some of the legislation, an appeal is prescribed and specific decisions identified in the Acts. No other internal remedies exist.

**9. OTHER INFORMATION AS PRESCRIBED IN TERMS OF THE ACT**

Currently, no information is available from the Minister of Higher Education and Training to be placed here in terms of section 92.

**10. UPDATING THE MANUAL**

The Department updates and publishes its manual referred to in subsection (1) of section 14, at intervals of not more than one year.

**11. AVAILABILITY OF THE MANUAL**

The manual is published in three (3) of the official languages. The manual is also available on the website.

**12. PRESCRIBED FEES FOR PUBLIC BODIES**

Part II of Notice 187 in the Government Gazette of 15 February 2002: Fees in respect of public bodies:

1. The fee for a copy of the manual as contemplated in regulation 6(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) stiffer disc	5,00
(ii) compact disc	40,00

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	35,00
4. The access fees payable by a requester referred to in regulation 7(3) are as follows:	
(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) stiffer 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
(g) 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.	
5. For the 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.	

#### 6. Form of request

A request for access to a record, as contemplated in section 53(1) of the Act, must be made in the form of Form A of the Annexure.







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