

ACCESS TO INFORMATION MANUAL

This manual has been prepared in accordance with section 14 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

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ABBREVIATIONS

CEO	Chief Executive Officer
PAYE	Pay As You Earn
PAIA Act	Promotion of Access to Information
RSR	Railway Safety Regulator
SADC	Southern African Development Community

1. PREAMBLE

1.1 Legal basis and background for this Manual

This Manual has been compiled in terms of the Constitution of the Republic of South Africa, 1996 (“the Constitution”) and the Promotion of Access to Information Act No. 2 of 2000 (“PAIA”).

1.1.1 The Constitution

Section 32 of the Constitution provides for a right of access to information as follows:

- (1) Everyone has the right of access to information -
 - (a) any information held by the state; and
 - (b) any information that is held by another person and that is required for the exercise or protection of any rights
- (2) National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the state

1.1.2 PAIA

As indicated above, the Constitution states that national legislation must be passed to give effect to the right of access to information. The PAIA has been enacted to give effect to this Constitutional obligation.

Section 14(1) provides for the compilation of access to information manual. The Information Officer of the public body must compile the Manual within six months after the commencement

of PAIA or the coming into existence of a public body. The manual must be in at three languages and contain the following information:

- (a) The structure and functions of the public body
- (b) The postal and street address, phone and fax number and, if available, electronic mail address of the information officer and of every deputy information officer of the body
- (c) Descriptions of categories of records held by the public body
- (d) Categories of records which are available without a person having to request access
- (e) Description of services available to the public from the body and how to gain access to those services
- (f) Description of all remedies available in respect of an act or failure to act by the body

Section 14 (2) provides that a public body must, if necessary, update and publish its manual at intervals of not more than one year.

Lastly, Section 14 (3) provides that the manual must be available at a prescribed fee.

1.2 Purpose of the manual

The purpose of this manual is to:

- 1.2.1 Identify the structure and functions of the RSR and describe the organisation's records system in order to facilitate the implementation of the PAIA.**
- 1.2.2 Inform a person on how to gain access to the records held by the RSR.**
- 1.2.3 Give effect to section 14 of the PAIA.**
- 1.2.4 Foster a culture of transparency and accountability by giving effect to the right to information.**

2. THE FUNCTIONS, SERVICES AND STRUCTURE OF THE RSR

2.1 Vision

Safe, reliable and sustainable railway operations recognised globally.

2.2 Mission

To oversee and promote safe railway operations through appropriate support, monitoring and enforcement, guided by an enabling regulatory framework.

2.3 Values

Our attitudes and behaviour are guided by the following principles:

Integrity – We instil confidence in our internal and external stakeholders through quality, professional and efficient service delivery.

Transparency – We communicate information openly.

Fairness – We are consistent in applying policies and procedures and are impartial in how we treat all our employees.

Innovation – We create a conducive environment that allows for the sharing and implementation of new ideas in line with the goals of the RSR.

Timely and accountable delivery – We make prompt decisions and take appropriate action informed by organisational priorities.

Mutual respect – We engage with and treat each other, our customers, as well as our work, with dignity and respect.

Excellence – We strive to excel in every aspect of our business and approach every challenge with a determination to succeed.

2.4 MANDATE

The Railway Safety Regulator (“the RSR”) is a public entity established in terms of Section 4 of the National Railway Safety Regulator Act, 2002 (Act No. 16 of 2002). The RSR is governed and controlled by a board of directors, appointed by the Minister of Transport, who hold office for a period of three (3) years. The mandate of the RSR can be summarised as follows:

- To oversee safety of railway transport, while operators remain responsible for managing safety of their operations;
- To promote improved safety performance in order to promote the use of rail;
- To monitor and ensure compliance through the conducting of audits, inspections and occurrence investigations;
- To develop regulations;
- To conclude appropriate co-operative agreements or other arrangement with organs of state to ensure effective management and overseeing of safe railway operations and to minimise duplication;
- To collect and disseminate information relating to safe railway operations;
- To develop, adopt or accept standards for safe railway operations;
- To collaborate with and conclude contracts, where appropriate, with any person, body or institution with the view to furthering the objects of the RSR, including scientific and technical information, and training;

- To promote the harmonization of the railway safety regime of South Africa with SADC railway operations.

2.5 Functions of RSR

The Railway Safety Regulator is the custodian of railway safety in South Africa.

The RSR's functions include but not limited to:

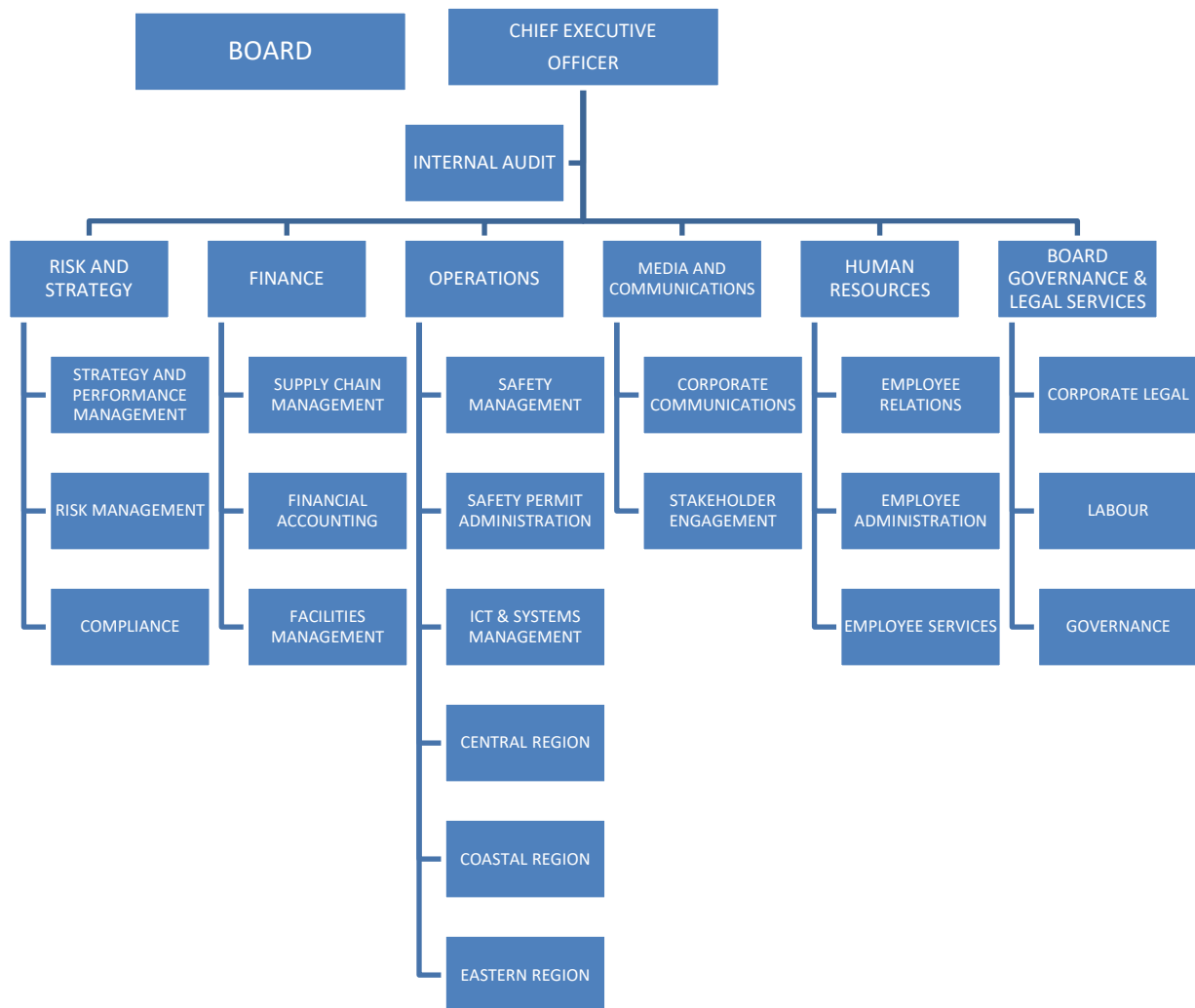
- Issuing and managing safety permits;
- Conducting inspections and audits;
- Investigating railway accidents;
- Developing regulations, safety standards and related documents which form the basis of the regulatory regime; and
- Issuing notices of non-conformance and non-compliance and, in future, will impose penalties for non-compliance with the Act and safety standards adopted by the Board of Directors of the RSR

2.6 Structure of RSR

The Railway Safety Regulator is a statutory person established in terms of section 4 of the National Railway Safety Regulator Act, 16 of 2002 as amended. It comprises of a board, a chief executive officer and staff.

The members of the board are appointed by the Minister of Transport. The board consists of a minimum of seven and a maximum of 13 members.

The RSR has six (6) departments, which work in a collaborative manner to ensure the realisation of the vision and mission of the RSR. The departments are managed by the Executive Heads.



RSR Organogram (2020)

3. GUIDE ON HOW TO ACCESS THE ACT

The South African Human Rights Commission (SAHRC) has, in accordance with the provision of Section 10 of PAIA, compiled a guide on how to use the PAIA. The guide should contain the following information:

- The objects of the Act;
- The contact details of the information and deputy information officers;
- The manner and form of request for access to a record held by a public body;
- The assistance available from an information officer of a public body and the Human Rights Commission in terms of this Act;
- All remedies available in respect of an act, failure to act or a duty imposed by this Act and the manner of lodging an internal appeal and a high court application
- The requirement of a body to compile a manual on how to obtain access to a manual
- The requirement of a public body to provide for the voluntary disclosures of categories of records
- A list of prescribed fees to be paid in respect of requests for access
- Any regulations made by the Minister in terms of this Act

The said guide is available from the South African Human Rights Commission.

Any enquiries related to the guide should be directed to the SAHRC at:

The South African Human Rights Commission
PAIA Unit
Research and Documentation Department
Private Bag 2700
Houghton

2041

Tel No: +27 11 484 8300

Fax No +27 11 484 1360

E-mail: PAIA@sahrc.org.za

Website: www.sahrc.org.za

4. ACCESS TO RECORDS HELD BY RSR

4.1 Voluntary Disclosure

Some records held by RSR are automatically available, without a person having to request them through the PAIA. Please be advised that an appointment to view documentation will still have to be made with Information Officer or her deputy. However, formal application need not be submitted.

4.1.1. The RSR's Publications and all annual Reports

4.1.2 General Information pertaining to the RSR and Information regarding the services rendered

4.1.3 Information available on the RSR's website:

www.rsr.org.za which includes:

legislation,

decisions made by the RSR

reasons for the decisions made by the RSR

documentation on available tenders and bid documentation

4.2 Records to be formally requested

Other records held by the RSR must be formally requested from the Information Officer in terms of the procedures defined in sections 17 to 32 of PAIA. The following are the categories of records for which a formal request must be made:

4.2.1 Finance and Administration

1. Minutes of the meetings of the RSR
2. Minutes of the Subcommittees
3. Minutes of Staff meetings
4. Minutes of the Management meetings
5. Accounting records, books and documents
6. Interim and annual financial records
7. Tender and Bid documentation
8. Service Level Agreements
9. Details of Auditors
10. Bid Evaluation Committee minutes and scoring
11. Bid Adjudication minutes
12. Bid documents
13. Supply Chain Management Policy
14. Asset registers
15. VAT and PAYE records

4.2.2 Human Resources

1. Personal files of employees
2. Contracts, Conditions of Services and other agreements
3. Employment Equity Plan
4. Human Resources Policy
5. Disciplinary records and documentation pertaining to disciplinary proceedings
6. Medical scheme records
7. Employee wellness records

4.2.3 Operations

1. Minutes of the Operational Committee (Opco) meetings of the RSR
2. Minutes of Staff meetings
3. Departmental Policies and procedures
4. Details of Operators on the Operators Database (Name, Contacts, Category, Class, Type)
5. Annual Permit Fees Projections (Detailed annual determination prior publication/gazetted)
6. Audits and Inspections Reports
7. Human Factors audit reports
8. Directives (improvements and prohibition – Opened and Closed) reports
9. Contraventions issued
10. Staff Circulars
11. Departmental records, books and documents
12. Asset registers
13. Service level agreements/ Memorandum of Understanding

4.2.4 Safety Management

1. Data pertaining to Operational Occurrence and Security incidents, including reports containing analysis, trends and any other such which are not contained in the State of Safety reports already published for public consumption.
2. Research reports, excluding those that have been approved for publication on the RSR website or for distribution through other approved communication methods.
3. Decisions of the on the RSR's safety assessments of new works and technology developments.
4. Third Party information, including all documents provided through Official Requests for Information.

4.2.5 RSR Board

1. Board and subcommittee Minutes
2. Audio recordings of Board and subcommittee meetings
3. Transcripts of Board and subcommittee meetings
4. Board documents i.e. submissions, reports & policies; and meeting packs
5. Details of Board members i.e. contact numbers and physical addresses

4.2.6 Investigations

1. Occurrence investigation policy and procedure
2. Occurrence investigation reports
3. Board of enquiry reports
4. All the directives issued (Improvement and prohibition)
5. Third party information

6. Non-compliance letters
7. Compliance letters

4.3 Request Procedure

Requests for access to records of the RSR must be submitted to the Deputy Information Officer based at the Head Office. The request must be submitted in a prescribed form. A copy of the form is attached as annexure "A" All relevant parts must be completed.

4.3.1 The requester must:

- Complete the form as included in the Government Gazette (Govt. Notice R187 of 15 February 2002 (Form A) See Annexure "A" included in this manual.
- Indicate whether the request is for a copy of the record or perusal of the record at the offices of the RSR. If the record is not in a printed or written form, it can be viewed after making the necessary arrangements.

4.3.2 A requester may request access in a particular form in which the information should be provided, as long as providing such information in that particular form:

- Does not unreasonably interfere with the effective administration of the RSR,
- Will not be detrimental to the preservation of the record, or
- Will not infringe the copyright not owned by the state or RSR

4.3.3 The requester must indicate whether the requested record is preferred in a particular language.

4.3.4 As soon as the form is completed, it must be sent to the deputy information

officer. The name, address and contact details of the Deputy Information Officer are listed below in this manual.

- 4.3.5 The requester must indicate the postal address or fax number in the Republic of South Africa.**
- 4.3.6 If, in addition to the written reply, the requester wants to be informed of the decision in any other manner, the requester must indicate so in the request.¹**
- 4.3.7 If a requester submits the request for information on behalf of someone else, the requester must submit proof of the capacity in which the request is made.²**
- 4.3.8 If a requester is illiterate or a disabled person and cannot submit a written request for information, the request may be made orally. The information officer must then fill in the form on behalf of such a requester and give them a copy.³**
- 4.3.9 If access is given in another form as requested by the requester, the fee charged should be according to the form originally requested by the requester.⁴**

4.4. Remedies available to the requesters on refusal by RSR to provide information/ records

The Act provides for two types of procedures of appeal, namely: internal and external

4.4.1 Internal Appeal

The dissatisfied requester may fill in FORM B, which is a schedule to this manual, and internally appeal the decision made by the information officer to the Secretary of the Board of Directors. The outcome of the appeal will be made known to the requester within a reasonable time.

¹ Section 18(2)(e) of the PAIA.

² Section 18(2)(f) of the PAIA.

³ Section 18(3) of the PAIA.

⁴ Section 29(4) of the PAIA.

4.4.2 External Appeal

A request who is unhappy with the outcome of the internal appeal and refusal to disclose information, may within 30 days of notification of the decision, apply to a court for relief. The same applies to a third party who is dissatisfied with the information officer's decision to grant a request for information, may within 30 days of knowledge of their grievance, apply to court for relief. The court of first instance will be the High Court.

4.5 Fees

4.5.1 There are two types of fees to be paid in terms of PAIA, namely:

- The request fee, and
- The access fee.

(See annexure "C" for the prescribed fees)

4.5.2 A requester who seeks access to a record containing own personal information (a "personal requester") is not required to pay the request fee.

4.5.3 Any other requester, who is not a personal requester, must pay the required fee.

4.5.4 The information officer must inform the requester (excluding the personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.⁵

4.5.5 If the search for and the preparation for disclosure of the record on request of the requester (other than a personal requester) require more time than normally needs for it, the information officer will inform the requester to pay , as a deposit,

⁵ Section 22(1) of the PAIA.

the prescribed portion (one third) of access fee which will be payable if the request is granted.⁶

4.5.6 The request fee payable to public bodies 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.⁷

4.5.7 If the request is granted, a further access fee must be paid for the search, preparation, reproduction and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure.⁸

4.5.8 The information officer must withhold a record until the requester has paid the applicable fees.⁹

5. AVAILABILITY OF MANUAL

5.1 This manual will be available at the following:

5.1.1 The RSR website (www.rsr.org.za);

5.1.2 The office of the Human Rights Commission;

5.1.3 The offices of RSR; and

5.1.4 Every place of legal deposit as defined in section 6 of the Legal Deposit Act (Act No. 54 of 1997):

(a) the City Library Services, Bloemfontein;

(b) the Library of Parliament, Cape Town;

(c) the Natal Society of Library, Pietermaritzburg;

⁶ Section 22 (2) of the PAIA.

⁷ Section 22(3) (b) of the PAIA.

⁸ Section 22 (6) of the PAIA.

⁹ Section 14 (1) (f) of the PAIA.

- (d) the South African Library, Cape Town;
- (e) the State Library, Pretoria;
- (f) the National Film, Video and Sound Archives Pretoria; and
- (g) any other library or institution prescribed by the Minister

5.2 This manual will be updated annually, and an amended version delivered to the office of the South African Human Rights Commission.

5.3 This manual is available in English in the Government Gazette and will be made available in (other languages still to be determined.)

6. CONTACT DETAILS OF RSR INFORMATION OFFICERS

Information Officer

Ms Tshepo Kgare
Acting Chief Executive Officer

Postal Address

P O Box 11202
Centurion
0051

Physical Address

Water Point Office Park
Building 4, Corner Waterfall and Woodmead Drive

Midrand

1685

Tel: 010 495 5291

Email address: tshepok@rsr.org.za

Deputy Information Officer

Mr Khayaletu Madlwabinga

Acting Executive Head: Board Governance & Legal Services

Postal Address

P O Box 11202

Centurion

0051

Physical Address

Water Point Office Park

Building 4, Corner Waterfall and Woodmead Drive

Midrand

1685

Tel: 010 495 5291

Email Address: khayaletum@rsr.org.za

Addresses for Regional Offices of RSR

KwaZulu-Natal Eastern Region (Durban)

Technical Regional Manager: Mr Peaceman Sopazi

Physical Address:

Embassy Building (22nd Floor),

199 Anton Lembede Street,

Durban,

4000, SOUTH AFRICA

Tel No : 031 536 6700

Email Address: peaceman.s@rsr.org.za

Western Cape Coastal Region (Cape Town)

Technical Regional Manager: Ms Nomathamsanqa Sopotela

Postal and Physical Address

2 Long Street Building,

2 Long Street 11th Floor,

Cape Town,

8000, SOUTH AFRICA

Tel No : 021 418 2928

Email Address: nomathamsanqas@rsr.org.za

Annexure “A”

FOR OFFICE USE ONLY

Table 1: Request Form A

FORM A:

**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY
(Section 18(1) of the PAIA)**

J750

FORM A

**REQUEST FOR ACCESS TO RECORD OF RAILWAY SAFETY REGULATOR
(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.....(state rank, name and surname
of information officer/deputy information officer) on(date)
at.....
.....(place).

Request fee (if any): R.....

Deposit (if any): R.....

Access fee: R.....

.....

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of RAILWAY SAFETY REGULATOR

The Information Officer/ Deputy Information Officer

Khayaletu Madlwabinga

Deputy Information Officer

Access to Information and Record Management

Railway Safety Regulator

Waterfall Point office park
Building 4, Corner Waterfall and Woodmead drive
Midrand
1685

Tel. no: 010 495 5291

Email: khaya lethum@rsr.org.za

B. Particulars of person requesting access to the records

- (a) The particulars of the person who request access to the records must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent, must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

.....

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal address:

.....

Telephone number: (.....) Fax number:
(.....).....

E-mail address:
.....

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

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

Full names and surname:
.....

Identity number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

D. Particulars of records

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on separate folio and attach it to this form. The requester must sign all additional folios.

1 Description of record or relevant part of the record:

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.....
.....

2 Reference number, if available:

.....

3 Any further particulars of record:

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.....

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time requires to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

.....

.....

.....

.....

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 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, in 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 the consist of visual images – (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)					
	view the images		copy of the images		Transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		

4. If record is held on computer or in an electronic or machine-readable form:						
	printed copy of record		Printed copy of information derived from the record*		copy in computer readable from* (stiffy or compact disc)	

If you request 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 in writing 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.....ofyear.....

.....
SIGNATURE OF REQUESTER/
PERSON ON WHOSE BEHALF THE REQUEST IS
MADE

Annexure “B”

Table 2: Notice of Appeal Form B

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 8]

STATE YOUR REFERENCE NUMBER:

A. Particulars of public body

The Information Officer/Deputy Information Officer:

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

B. Particulars of requester/third party who lodges the internal appeal

(a) The particulars of the person who lodge the internal appeal must be given below.

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

.....

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

(c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.

Full names and surname:

.....

Identity number:

Postal address:

.....

Telephone number:

(.....)

Fax number:

(.....)

E-mail address:

.....

Capacity in which an internal appeal on behalf of another person is lodged:

C. Particulars of requester

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

Full names and surname.....

Identity number.....

D. The decision against which the internal appeal is lodged

	Mark the decision against which the internal appeal is lodged with an X in the appropriate box:
	Refusal of request for access
	Decision regarding fees 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

E. Grounds for appeal

If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.

State the grounds on which the internal appeal is based:

.....
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.....

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State any other information that may be relevant in considering the appeal:

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

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner.....

Particulars of manner:

Signed at..... this day.....of
..... year.....

.....
SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

REFERENCE NO.....

Appeal received on (date) by

.....
..... (state rank, name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on (date) to the relevant authority.

OUTCOME OF APPEAL:

.....
DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER
CONFIRMED/NEW DECISION SUBSTITUTED
NEW DECISION.....
DATE RELEVANT AUTHORITY

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

Annexure “C”

Prescribed fees for public bodies

**PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY 2002
FEES IN RESPECT OF PUBLIC BODIES**

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 7(1) are as follows:
- | | R |
|--|-------|
| (a) For every photocopy of an A4-size page or part thereof | 0.60 |
| (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form | 0.40 |
| (c) For a copy in a computer-readable form on - | |
| (i) 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.	

*** All fees exclude VAT***

SUBMITTED BY:

KHAYALETHU MADLWABINGA
ACTING EXECUTIVE: GORVENANCE & LEGAL SERVICES

APPROVED BY:

APPROVED		NOT APPROVED	
-----------------	--	--------------------------------	--

TSHEPO KGARE
ACTING CHIEF EXECUTIVE OFFICER