

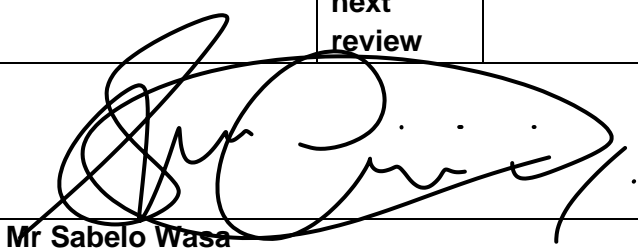


# **PUBLIC ACCESS TO INFORMATION ACT (PAIA) MANUAL**

**OF THE**

**CONSTRUCTION EDUCATION AND TRAINING AUTHORITY**

**TITLE: PUBLIC ACCESS TO INFORMATION ACT (PAIA) MANUAL**

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Signature:			
Name:	Mr Sabelo Wasa		
Designation:	Administrator / Accounting Authority		

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## 1. TERMS, ABBREVIATIONS AND ACRONYMS

- a) Any word or expression used in this manual that is defined in the Promotion of Access to Information Act No. 2 of 2000 (“PAIA”) bears that meaning unless the context indicates otherwise. The following abbreviations and acronyms represent the words or phrases as shown in the table below.

<b>ABBREVIATIONS AND ACRONYMS</b>		
<b>No</b>	<b>Term, abbreviation or acronym</b>	<b>Meaning</b>
	<b>CEO</b>	Chief Executive Officer
	<b>CFO</b>	Chief Financial Officer
	<b>CETA</b>	The Construction Education and Training Authority, established by the Minister in terms of section 9(1)(a) of the Skills Development Act or re-established by the Minister in terms of section 9(1)(b) of the Skills Development Act
	<b>Constitution</b>	The Constitution of South Africa, (No 108 of 1996)
	<b>PAIA</b>	Promotion of Access to Information Act (No 2 of 2000), as amended from time to time, including the regulations promulgated in terms of the Act.
	<b>Personnel</b>	Any person who works for or provides services to or on behalf of the CETA. Personnel includes directors, heads of departments, managers, permanent, part-time and temporary employees, and contract workers.

## 2. INTRODUCTION

- a) This manual is published under Section 14 of the PAIA.
- b) The PAIA gives effect to Section 32 of the Constitution, which provides for the right of access to information held by the state and to information held by another person required to exercise or protect any right.
- c) The PAIA came into operation on 9 March 2001.
- d) In terms of the Constitution and the PAIA, people in South Africa can request information from public and private bodies.
- e) The objectives of the PAIA are to:
- Promote transparency, accountability and effective governance of all public and private bodies.
  - To assist members of the public in scrutinising and participating in decision-making by public bodies effectively.
  - To ensure that the state promotes a human rights culture and social justice.
  - To encourage openness.
  - To establish voluntary and mandatory mechanisms or procedures which give effect to the right of access to information in a speedy, inexpensive and effortless manner.
- f) CETA is committed to compliance with the Constitution and national legislation such as the PAIA. It endorses the fundamental principles of good governance, transparency and accountability.

- g) CETA supports the constitutional right of access to information and we are committed to provide any requester access to our records in accordance with the provisions of the Act.
- h) The purpose for which CETA has been established is to provide an institutional framework to devise and implement national, sectoral and workplace strategies that are aligned with the objectives of national economic and social development. These strategies will be developed within the context of:-
  - Supporting the development and improvement of skills development interventions;
  - Providing an assurance of quality in education and training;
  - Enhancing access to learning opportunities;
  - Encouraging active employer participation;
  - Supporting the objectives of the Employment Equity Act; and
  - Addressing the needs of the South African labour market including that of employers, workers; and small, medium and micro enterprises.

### **3. PURPOSE OF THE PAIA MANUAL**

- a) The purpose of this manual is to provide information on the services rendered by the CETA, records generated and held by it in terms of legislation and how members of the public can access the services or records.
- b) The manual also provides the details of the Information Officer to whom requests for information are submitted. The manual also outlines the request, internal appeal procedures and remedies available to requesters should the request for information be declined in terms of the PAIA.
- c) The manual serves as a critical tool to entrench the culture of information sharing, informed public scrutiny and voluntary dissemination of information by public entities.

### **4. AVAILABILITY OF THE MANUAL**

- a) A copy of the PAIA manual is available on the CETA website at [www.CETA.org.za](http://www.CETA.org.za) or by sending a request for a copy to the CETA Information Officer: Mr Sabelo Wasa at the following e-mail address: [legal@ceta.co.za](mailto:legal@ceta.co.za)
- b) The manual may also be obtained from the CETA offices situated at 52 CETA building, 14th Road, Noordwyk, Midrand.

### **5. APPLICABLE LEGISLATION**

- a) Specific legislation applicable to this manual is:
  - The Constitution of South Africa (No 108 of 1996).
  - Promotion of Access to Information Act No. 2 of 2000 as amended from time to time, including the regulations promulgated in terms of the Act.
  - The Public Finance Management Act, 1999 (No 1 of 1999).
  - The Skills Development Act, 1998 (No 97 of 1998).
  - The Skills Development Levies Act, 1999 (No 9 of 1999).

## 6. FUNCTIONS AND STRUCTURE OF THE CETA

- a) The CETA is a Sector Education and Training Authority established under section 9(1) of the Skills Development Act (97 of 1998). The core functions are:
- Conducts research and analysis of the labour market within the construction sector which in turn informs the organisation's strategy regarding meeting the skills demand in the sector.
  - Undertakes skills planning in line with the Labour Market Information Intelligence Programme (LMIP) and the post-school education and training system's Skills Planning and Monitoring Framework, Goal 4.1 of the National Skills Development Strategy III as extended and the Medium-Term Strategic Framework (MTSF) on the identification of medium- to long-term skills shortages.
  - Development of annual review and update of the Sector Skills Plan (SSP) to ensure that the documents speak to the current and future state of the construction industry.
  - Coordination and management of the Annual Training Report and Workplace Skills Plan submission process as well as mandatory grants claims from CETA by levy-paying entities in the construction industry.
  - The production of the Strategic Plan and Annual Performance Plan and Service Level Agreement of the CETA.
  - The preparation and submission of quarterly progress reports on the Annual Performance Plan and the Annual Performance Report of the CETA.
  - Coordinate the design, development and/or revision of specified occupational standards and qualifications and/or part qualifications according to Quality Council for Trade and Occupations Council (QCTO) criteria.
  - Register assessors to assess specified qualifications or part qualifications in terms of criteria developed by the QCTO.
  - Maintain a comprehensive learner information database.

## 7. VISION, MISSION AND VALUES

- a) **Vision:** To be a firm pillar of all in construction and nation-building.
- b) **Mission:** To create a solid skills base as a foundation for infrastructural development and economic empowerment.
- c) **Values:** Responsiveness, respect, integrity, professionalism, etc.

## 8. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC

- a) CETA's services are not directly available to members of the public but rather to employers, workers, education and training providers falling within the CETA's designated sector.
- b) CETA's specific services include:
- Implementing the Sector Skills Plan by establishing learnerships, sponsoring workplace skills plans, allocating grants as well as monitoring education and training in the construction sector.
  - Promoting learnerships by identifying workplaces for practical work experience, supporting the development of learning materials, improving the facilitation of learning and assisting in the conclusion of learnership agreements.
  - Registering learnership agreements.

- Collecting and disbursing the skills development levies in the sector.
- Quality assuring workplace education and training provision by accrediting and quality assuring education and training providers.

## 9. ARRANGEMENT FOR PUBLIC PARTICIPATION IN POLICY FORMULATION

- a) The Skills Development Act and the Constitution of the CETA provide for the participation of workers, employers and education and training providers in the CETA's designated economic sector only. Persons falling within this group may attend general meetings of the CETA, may elect the management board of the CETA and stand for election to such board under the CETA's Constitution and the Skills Development Act.

## 10. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION QUERIES

### LS FOR ACCESS TO INFORMATION QUERIES

1	Name of the public entity	CETA – Construction Sector Education and Training Authority
2	Designated Information Officer	Mr Malusi Shezi
	E-mail address of Information Officer	legal@ceta.co.za
3	Deputy Information Officer	Deputy Information Officer: Mr. Ndumiso Voyi
4	E-mail address of deputy information officer	NdumisoV@ceta.co.za
5	Postal Address	PO Box 1955, Halfway House, 1685
6	Street address	CETA building 52 14 <sup>th</sup> Road Noordwyk MIDRAND 1685
7	Telephone number	011 265 5958
8	E-mail address	info@ceta.co.za

## 11. CONTACT DETAILS FOR CETA PROVINCIAL OFFICES

### CONTACT DETAILS FOR CETA PROVINCIAL OFFICES

1	Gauteng	Tshwane South TVET College 207 Quagga Road, Pretoria West, 0183
2	Limpopo	Capricorn TVET College Corner Dorp and College Streets, Admin Block Polokwane Campus, Polokwane, 0699
3	Mpumalanga	Disaster Management Centre R40 Road, Nelspruit, Mpumalanga, 1200
4	Eastern Cape	East Cape Midlands TVET College Brickfield Campus, Brickfields Road, Uitenhage, 6230
5	Free State	Motheo TVET College Hillside View Campus, Lebona Motsoeneng Street, Mangaung
6	KwaZulu Natal	No office

**CONTACT DETAILS FOR CETA PROVINCIAL OFFICES**

7	North West	Mahikeng Taletso TVET College Albert Luthuli Drive, Mahikeng, North West
8	Northern Cape	Department of Public Works 45 Schmidtsdrift Road, Kimberley, Northern Cape, 8300
9	Western Cape	False Bay College Westlake Campus, House no 7. Westlake

## 12. HOW TO ACCESS THE GUIDE AS DESCRIBED IN SECTION 10 OF THE PAIA

- a) The Human Rights Commission compiled a guide containing information to assist any person who wishes to exercise any right as contemplated in the PAIA. The guide is available from the South African Human Rights Commission: PAIA unit's Research and Documentation Department.

Postal address: Private Bag X2700, Houghton, 2041  
 Telephone: +27 11 877 3600  
 Fax: +27 11 403 0684  
 Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
 E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

## 13. HOW TO REQUEST ACCESS TO INFORMATION

- a) A requester may request any recorded information generated by the CETA in the execution of its mandate, regardless of its form or medium, which is in the possession or under the control of the CETA whether it was created by the CETA or not.
- b) A requester shall be given access to information or a record held by the CETA if the following requirements as set out in the PAIA are met:
- The request must be addressed to the Information Officer using the contact details stated above at paragraph 11.
  - The request should be lodged on the prescribed request form (Form A).
  - Proof of payment of the prescribed fees must be attached.
  - The fee structure is available from the South African Human Rights Commission website ([www.sahrc.org.za](http://www.sahrc.org.za)). For convenience, a copy of the fee structure is attached to this manual as Annexure C.
  - The form must be completed in full including sufficient information to enable the CETA to identify the information or record requested and the preferred form of access.
  - If the requester is requesting records or information on behalf of another person, the requester must attach proof of the capacity in which the requester is requesting the records or information.
  - Should the requester be unable to request the information in writing due to illiteracy or a disability, the requester may request the information orally. In such a case, the Information Officer will reduce the oral request to writing on the prescribed form (Form A) and supply the requester with a copy thereof.
  - The requester will be informed of the decision to grant or refuse the information within 30 days following the receipt of the request.
  - The Information Officer may extend the 30 days by up to, but not exceeding another 30 days.



## **14. GROUNDS FOR THE REFUSAL OF ACCESS TO INFORMATION**

- a) In line with Sections 7, 12 and Chapter 4 of PAIA access to information may be refused in certain cases for example:
- Information or records about another person or entity, subject to access to these records being approved by such third parties especially if the information was provided to the CETA confidentially.
  - If the record is requested for criminal or civil proceedings where such proceedings have commenced.
  - Protection of the privacy of a third party who is a natural person, even if that person is deceased.
  - Protection of certain records of the South African Revenue Services.
  - Protection of the commercial information of a third party.
  - Protection of the confidential information of a third party supplied in confidence or protected in terms of an agreement.
  - Protection of the safety of individuals and property.
  - Protection of records privileged from the production of legal proceedings.
  - Protection of records reasonably expected to cause prejudice to the defence, security and international relations of the Republic of South Africa.
  - Protection of records relating to the economic interest and the financial welfare of the Republic of South Africa and the commercial interests of public bodies and the CETA.
  - Protection of research information of a third party, including a public body and the CETA.
  - Protection of the operations of public bodies and the CETA.
  - Manifestly frivolous or vexatious requests or those that would result in a substantial and unreasonable diversion of resources.

## **15. INTERNAL APPEAL AGAINST THE DECISION OF THE INFORMATION OFFICER**

- a) In a case where the request is refused, the requester shall be entitled to lodge an internal appeal against a decision of the Information Officer, with the relevant authority.
- b) An appeal with the Accounting Authority must be lodged in the prescribed form (Form B) and within the prescribed period. The prescribed periods are as follows:
- Within sixty (60) days;
  - If notice to a third party is required, within thirty (30) days after notice is given to the appellant of the decision appealed against; or if notice to the appellant is not required, after the decision was taken.
- c) The appeal must identify the subject of the appeal and state the reasons for the internal appeal and may include any other relevant information known to the appellant.
- d) If, in addition to a written reply, the appellant wishes to be informed of the decision of the internal appeal in any other manner, he/she must state that manner and provide the necessary particulars to be so informed.
- e) There are no appeal fees to be paid by the requestor.

## 16. REMEDIES AVAILABLE IF THE REQUEST IS DECLINED

- a) If the requester is not satisfied with the outcome of the appeal to the Accounting Officer, the requester may seek to remedy the situation through an application to a High Court having jurisdiction to hear such a matter.

## 17. DESCRIPTION OF THE CATEGORIES OF RECORDS HELD

- a) CETA maintains records in the following categories and subject matters. Recording a category or subject matter does not imply that the request for records would be honoured.
- b) Access requests will be evaluated individually under the provisions of the PAIA.

CATEGORIES AND SUBJECT MATTERS OF RECORDS HELD		
No	Category	Subject matter
1	<b>Internal records</b>	<ul style="list-style-type: none"> <li>• Constitution of the CETA.</li> <li>• Financial records.</li> <li>• Operational records.</li> <li>• Intellectual property.</li> <li>• Marketing records.</li> <li>• Internal correspondence.</li> <li>• Product records.</li> <li>• Statutory records.</li> <li>• Internal policies, procedures and frameworks.</li> <li>• Records held by the officials of the CETA.</li> <li>• Minutes, reports, decisions and resolutions.</li> <li>• Risk register.</li> </ul>
2	<b>Personnel records</b>	<p>Any person who works for or provides services to or on behalf of the CETA. This includes directors, heads of departments, managers, all permanent, part-time and temporary employees as well as contract workers.</p> <ul style="list-style-type: none"> <li>• Any personal records provided to the CETA by its personnel.</li> <li>• Any records a third party has provided to the CETA about any of its personnel.</li> <li>• Conditions of employment and other personnel-related contractual and quasi-legal records</li> <li>• Internal evaluation records.</li> <li>• Other internal records and correspondence.</li> </ul>
3	<b>Work-related records</b>	<ul style="list-style-type: none"> <li>• Any records that a third party provided to the CETA</li> <li>• Records of work or services, including transactional records.</li> </ul>
4	<b>Other parties</b>	<p>Other parties include employers, workers, contractors, suppliers, departments, divisions and service providers.</p> <p>Other parties may possess records that can be said to belong to the public body including:</p> <ul style="list-style-type: none"> <li>• Personnel, work or service-related records which are held by another party as opposed to held by the CETA</li> <li>• Records held by the CETA regarding other parties, including financial records, correspondence, contractual records, records provided by the other party and records third parties have provided about their contractors and/or suppliers.</li> </ul>

CATEGORIES AND SUBJECT MATTERS OF RECORDS HELD		
No	Category	Subject matter
5	Other records	<p>Other records include:</p> <ul style="list-style-type: none"> <li>Information relating to the CETA's commercial activities.</li> <li>Research information belonging to the CETA or carried out on behalf of a third party.</li> </ul>

## 18. DOCUMENTS AUTOMATICALLY AVAILABLE FOR COPYING AND INSPECTION

- a) The following documents are automatically available for copying and inspection without a person having to request access in terms of PAIA:
- CETA Constitution
  - Published policies and guidelines
  - Job application forms
  - Contact directory
  - E-publications
  - Published booklets and brochures
  - Published marketing material
  - Published newsletters
  - Published posters and pamphlets
  - Published reports
  - Strategic plans
  - Annual performance plans
  - Annual reports
  - Vacancy circulars
  - Collective bargaining agreements
- b) The following documents are automatically available to the general public and need not be requested under the PAIA procedure:
- The CETA's employment equity plan.
  - The CETA's skills development plan.

## 19. REQUIREMENTS FOR THE PROCESSING OF PERSONAL INFORMATION

- a) The Protection of Personal Information Act, 2013 (Act 4 of 2013) gives effect to section 14 of the Constitution which provides that everyone has the right to privacy. The Act promotes the protection of personal information processed by public and private bodies and seeks to balance the right to privacy against other rights, such as access to information.
- b) The Act has been put into operation incrementally, with a number of sections of the Act having been implemented since April 2014. Sections 2 to 38; sections 55 to 109; section 111; and section 114 (1), (2) and (3) commenced with effect from 1 July 2020.

## **20. REVIEW AND UPDATE**

- a) This manual will be reviewed at least annually and updated when any of the details changed.

**ANNEXURE A: FORM A: REQUEST FOR INFORMATION****REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

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

**FOR DEPARTMENTAL USE**

Reference

number\_\_\_\_\_

Request received

by:\_\_\_\_\_

(State job title, name and surname of the information officer or deputy information officer)

On:\_\_\_\_\_ (date) at \_\_\_\_\_ (place)

Request fee (if any)\_\_\_\_\_

Deposit fee (if any)\_\_\_\_\_

Access fee\_\_\_\_\_

**A. PARTICULARS OF THE PUBLIC BODY**

Information Officer: Mr. Sabelo Wasa

Email address: [legal@ceta.co.za](mailto:legal@ceta.co.za)

Deputy Information Officer: Mr. Ndumiso Voyi

Email Address: [NdumisoV@ceta.co.za](mailto:NdumisoV@ceta.co.za)

**B. PARTICULARS OF THE PERSON REQUESTING ACCESS TO THE RECORD**

- (a) The particulars of the person who requests access to the record 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 name and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

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

**C. PARTICULARS OF THE PERSON ON WHOSE BEHALF THE REQUEST IS MADE**

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

Full name and surname: \_\_\_\_\_

Identity  
number: \_\_\_\_\_

#### D. PARTICULARS OF THE RECORD

(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 space provided is inadequate, please continue on a separate page and attach it to this form.

**The requester must sign all the additional pages attached.**

Description of the record or relevant part of the record: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference number, if available: \_\_\_\_\_

Any further particulars of the record: \_\_\_\_\_

\_\_\_\_\_

#### 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 the 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 the exemption of the payment of any fee, please state the reason for the exemption.

Reason for the 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 points 1 to 4 hereunder, state your disability and indicate which form of the record is required.

Disability: _____ _____ _____ _____	Form in which the record is required: _____ _____ _____
--	--

(a) Compliance with your request for access in the specific 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 the access of the record, if any, will be determined partly by the form in which access is requested.

**Mark the appropriate box with an X.**

### 1. If the record is in written or printed form:

<input type="checkbox"/> Copy of record *	<input type="checkbox"/> Inspection of record
---	---

### 2. If the record consists of visual images

(This includes photographs, slides, video recordings, computer-generated images, sketches, etc)

<input type="checkbox"/> View the images	<input type="checkbox"/> Copy of the images*	<input type="checkbox"/> Transcription of the images*
--	--	---

### 3. If the record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/> Listen to the audio track (compact disc)	<input type="checkbox"/> Transcription of the soundtrack* (written or printed document)
---	--

### 4. If the record is held on a computer or in an electronic or machine-readable form:

<input type="checkbox"/> View the images	<input type="checkbox"/> Copy of the images*	<input type="checkbox"/> Transcription of the images*
--	--	---

\* If you requested a copy or a transcription of a record (above), do you wish the copy or transcription to be posted to you?

**Postage is payable by you**

**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 do you prefer the record?**



**G. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS**

You will be notified in writing whether your request has been approved or denied. If you wish to be informed thereof 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: \_\_\_\_\_ (place)

on this \_\_\_\_\_ (day) of \_\_\_\_\_ (date)

\_\_\_\_\_  
Signature of Requester or

The person on whose behalf the request is made

## ANNEXURE B: FORM B: NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000)

**State your reference  
number:**

\_\_\_\_\_  
—

### A. PARTICULARS OF THE PUBLIC BODY

Information Officer / Deputy Information Officer:

XXX

### B. PARTICULARS OF THE REQUESTER OR THIRD PARTY WHO LODGES THE INTERNAL APPEAL

- (a) The particulars of the person who lodges the internal appeal must be given below.
- (b) Proof of the capacity in which the 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 completed in section C below.

Full name and surname: \_\_\_\_\_

Identity

number: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax

number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity in which an 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 name 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 the request for access.
	The decision regarding fees prescribed in terms of Section 22 of the PAIA.
	The decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the PAIA.
	The decision in terms of section 29(3) of the PAIA to refuse access in the form requested by the requester
	The decision to grant request for access

### E. GROUNDS FOR APPEAL

If the space provided is inadequate, please continue on a separate page and attach it to this form.

**You must sign all the additional pages.**

State the grounds on which the appeal is based: \_\_\_\_\_

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

## F. NOTICE OF DECISION ON INTERNAL APPEAL

You will be notified in writing of the decision on your internal appeal. If you wish to be informed thereof 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 internal appeal?

\_\_\_\_\_

Particulars necessary to enable compliance with your preference:

\_\_\_\_\_

\_\_\_\_\_

Signed at: \_\_\_\_\_ (place)  
on this \_\_\_\_\_ (day) of \_\_\_\_\_ (date)

\_\_\_\_\_  
Signature of Appellant

### FOR DEPARTMENTAL USE

#### OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received on \_\_\_\_\_ (date)

by \_\_\_\_\_

(State job title, name and surname of the information officer or deputy information officer)

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

#### OUTCOME OF THE APPEAL:

DECISION OF INFORMATION OFFICER CONFIRMED / NEW DECISION SUBSTITUTED

(Circle the correct outcome)

New decision: \_\_\_\_\_

Date: _____	_____
	Relevant Authority (signature)
Received by the Information Officer from the relevant authority on _____(date)	

## ANNEXURE C: APPLICABLE FEES

- a) A request fee of R35.00 is payable when applying for access to information.
- b) The fees for reproduction of a record are as follows:

FEES PAYABLE FOR REPRODUCTION OF RECORDS		
No	Detail	Fee
1	For every photocopy of an A4 sized page or part thereof	R0.60
2	For every printed copy of an A4-sized page or part thereof	R0.40
3	For a copy of a compact disk	R40.00
4	For a transcript of visual images for an A4-sized page or part thereof	R22.00
5	For a copy of visual images	R60.00
6	For a transcript of an audio record, for an A4 sized page or part thereof	R12.00
7	For a copy of an audio record	R17.00

- c) The request fee payable by a requester, other than a personal requester is R50.00.
- d) If the time needed to search reproduce and/or prepare the information requested exceed one hour, an amount of R15 for each hour or part thereof is payable, exceeding the first hours.
- e) If the CEO or Records Manager estimates that the time needed to search reproduce and/or prepare the information requested is expected to exceed six hours, a deposit of one-third of the estimated access fee of R15 for each hour or part thereof is payable, exceeding the six hours.

The actual postage fee is payable when a copy of a record must be posted to a requested