



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
PUBLIC WORKS, ROADS
AND INFRASTRUCTURE**

PAIA MANUAL

**PREPARED IN TERMS OF SECTION 14 OF THE
PROMOTION OF ACCESS TO INFORMATION
ACT 2 OF 2000 (AS AMENDED)**

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LIST OF ACRONYMS AND ABRIVIATIONS

Access fee- 'a fee prescribed for the purpose of section 22(60 or 34(6) as the case maybe

Body – 'the institution in service'

DIO – 'deputy information officer' (individual designated in the body who is responsible in assisting the IO with PAIA request)

IO – 'information officer' (head of the (body) department) (an individual responsible to handle PAIA)

PAIA – 'permission of access to information act'

2. PURPOSE OF PAIA MANUAL

As required in terms of section 51 of the PAIA no.2 of 2000, This document serves as the manual for the department of Public Works, Roads and Infrastructure.

It encourages the right to information access, as per section 32 of the Constitution of the Republic of South Africa Act No.108 of 1996.

Section 9 of PAIA limits the right to access information, with justifiable limitations including but not limited to good governance and the protection of personal information as prescribed by the POPIA No.4 of 2013.

In this manual the responsibilities of the department of public works, roads and infrastructure appointed IO will be outlined along with PAIA and POPIA mandated duties to ensure compliance.

Procedures that need to be followed to request access to information are also provided for in this manual.

3. ESTABLISHMENT OF THE (DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

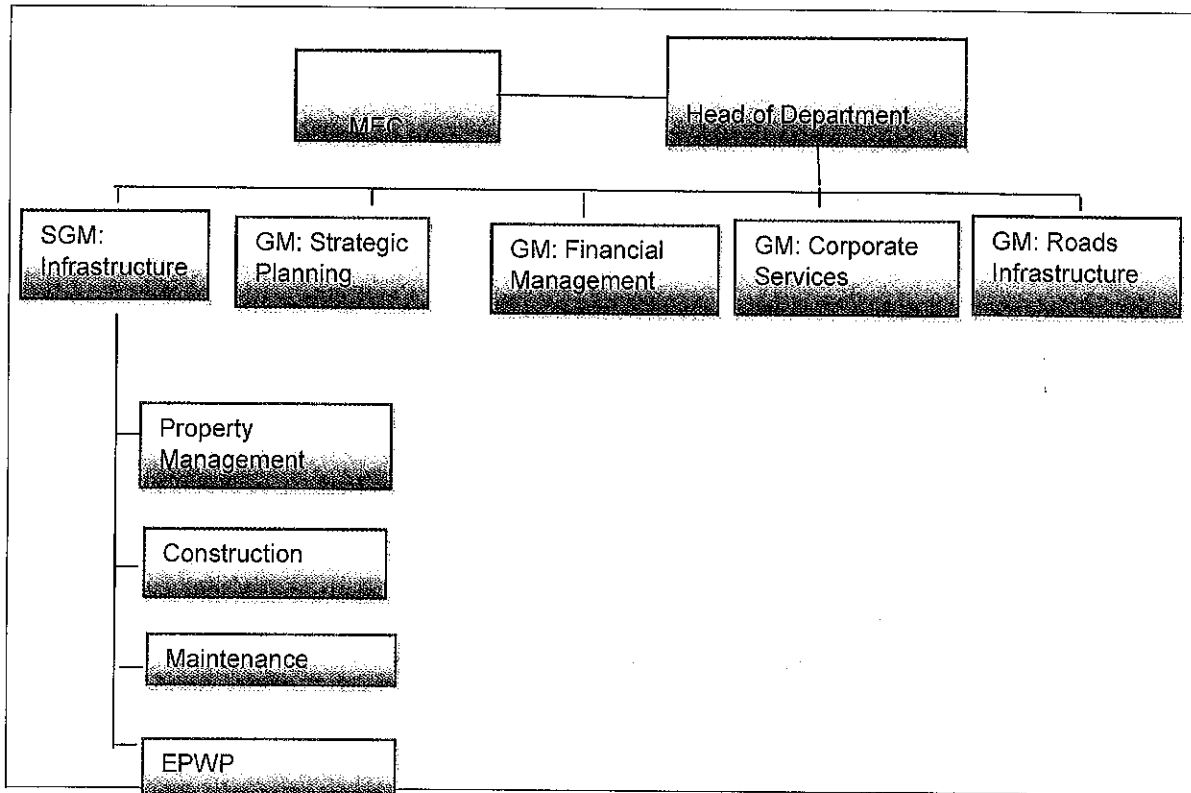
The structure of the Department of Public Works, Roads and Infrastructure

The political head for the Department of Public Works Roads and Infrastructure is the MEC (Limpopo Province) while the administrative head (Accounting Officer) is the HOD.

The Department of Public Works Roads and Infrastructure consists of a Provincial Office situated in Polokwane, Works Towers and various district offices that are situated at Sekhukhune District (Lebowakgomo); Capricorn District (Polokwane); Vhembe District (Sibasa); Waterberg District (Mokopane and Modimolle) and Mopani District (Giyani).

4. STRUCTURE OF THE DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

4.1 SCHEMATIC DIAGRAM OF THE STRUCTURE OF THE DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE IS AS FOLLOWS: -



4.2 FUNCTIONS

The roles and functions of the Department of Public Works, Roads and Infrastructure are: -

- Manage government infrastructure operations
- Provide project management services to other provincial departments
- Manage the maintenance of government buildings
- Render real estate management
- Manage the implementation of the Expanded Public Works Programme in the Province (EPWP)
- Roads Infrastructure Management

5. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

5.1 HEAD OF THE DEPARTMENT

Name: Seroka DT
Tel:
Email:
Direct Fax No.:

5.2. DEPUTY INFORMATION OFFICER

Name:
Tel:
Email:
Direct Fax No.;

5.3. ACCESSTO INFORMATION GENERAL CONTACTS

Email: molotondpw.limpopo.gov.za

5.4. HEAD OFFICE

Street Address:
43 Church Street
POLOKWANE
0700
Postal Address: -
Private Bag x9490
POLOKWANE
0700

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

Telephone: +27 15 284 7000
+27 15 284 7120
+27 15 284 7272

Fax: +2715 284 7031
+27 15 284 7039

6. DISCRPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE (DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE)

A requester will be given access to such records in the Department of Public Works Roads and Infrastructure if the requester complies with the following requirements: -

- 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 in terms of the requirements of the Act.

Nature of the request:

- A requester must use the form that has been printed in the Government Gazette [Govt. Notice R 187- 15 February 2002] (Form A).
- The requester must also indicate if a copy of the record is required or ask for permission to come in and look at the record. Alternatively if the record is not a document it can then be viewed in the requested form, where possible [s 29(2)].

- 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 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 access cannot be given in the required form but in an alternate manner, then the fee will be calculated according to the way that the requester first asked for it [s 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated [s 18(2)(e)].
- 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 [s 18(2) (f)].
- If a requester is unable to read or write, or has a disability, then they can make the request for the record to be made orally. The information officer must then fill in the form on behalf of such a requester and give them a copy [s 18(3)].

There are two types of fees required to be paid in terms of the Act, being the Request fee and the access fees 22:

A requester who seeks access to a record containing own personal information, the 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 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 is R35. The rest of the fees are reflected under fees item below. 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 has made a decision on the request, the requester must be notified of such a decision in the way in which the requester wanted to be notified in.
- If the request is granted then a further access fee must be paid for the search, preparation, and reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for **disclosure**.

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

- 1.1. The Regulator has, in terms of section 10(1) of PAIA, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 1.2. The Guide is available in each of the official languages.
- 1.3. The aforesaid Guide contains the description of-
 - 1.3.1. the objects of PAIA and POPIA;
 - 1.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 1.3.2.1. the Information Officer of every public body, and
 - 1.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
 - 1.3.3. the manner and form of a request for-
 - 1.3.3.1. access to a record of a public body contemplated in section 11³; and
 - 1.3.3.2. access to a record of a private body contemplated in section 50⁴;
 - 1.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
 - 1.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
 - 1.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 1.3.6.1. an internal appeal;
 - 1.3.6.2. a complaint to the Regulator; and
 - 1.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;

¹ Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

² Section 56(a) of POPIA- *Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

³ Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

⁴ Section 50(1) of PAIA- *A requester must be given access to any record of a private body if-*

- a) *that record is required for the exercise or protection of any rights;*
- b) *that person complies with the procedural requirements in PAIA relating to a request for access to that record; and*
- c) *Access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

- 1.3.7.the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
 - 1.3.8.the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
 - 1.3.9.the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
 - 1.3.10. The regulations made in terms of section 92¹¹.
- 1.4. Members of the public can inspect or make copies of the Guide from the offices of the public or private bodies, including the office of the Regulator, during normal working hours. The Guide can also be obtained-
 - 1.4.1. upon request to the Information Officer;
 - 1.4.2.From the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) Any administrative or procedural matter necessary to give effect to the provisions of this Act.”

8. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD BY THE (DEPARTMENT OF PUBLIC WORKS ROADS AND INFRASTRUCTURE)

SUBJECT ON WHICH THE BODY HOLDS RECORDS	CATEGORY OF RECORDS HELD ON EACH SUBJECT	SUB-CATEGORY
Strategy and Policy Management	Monitoring and co-ordination of strategic development planning	<ul style="list-style-type: none"> • Strategic policies • Development programmes • Development programme reports • Economic research reports
Transformation and transversal services	<ul style="list-style-type: none"> • Monitor the implementation of transformation policies • Monitor the implementation of records management system • Administer employee assistance programme • Manage service delivery co-ordination • MEC support • Communication and information management • IT Services • Monitor performance management systems 	<ul style="list-style-type: none"> • Reports • Agendas and minutes of interview meetings • Workshops and seminars • Speeches • IT Systems • Press releases
Provide Corporate Governance and Risk Management Services.	<ul style="list-style-type: none"> • Monitor the implementation of the internal controls 	Risk / compliance reports
Provide labour relations services	<ul style="list-style-type: none"> • Mediation and Conciliation 	<ul style="list-style-type: none"> • Resolutions • Agreements • Reports
Human resource services	Policies on: - <ul style="list-style-type: none"> • Establishment • Recruitment • Placement • Remuneration • Performance and development of personnel 	<ul style="list-style-type: none"> • Staff matters • Staffs records • Annual reports • PMDS
Financial administration	<ul style="list-style-type: none"> • Procurement • Salaries 	<ul style="list-style-type: none"> • Tender policies and documents • Asset register • Procurement policies

		<ul style="list-style-type: none"> • Budgets • Commitment register • Creditors records
Building, ground and accommodation	<ul style="list-style-type: none"> • Technical Services • Ground • Buildings • Properties 	<ul style="list-style-type: none"> • Engineering Services • Surveying, • Architectural Services • Land and Building acquisition • Alienation • Planning and erection • Rental and Security Services • Cleaning and landscaping
Expanded Public Works Program	<ul style="list-style-type: none"> • Planning and Development. • Project Implementation 	<ul style="list-style-type: none"> • Coordination reports • Training and Mentoring • Poverty alleviation
Roads Infrastructure Management	<ul style="list-style-type: none"> • Plant and Equipment • Engineering Services • Roads construction and maintenance • Bridges and structures • Developments and Advertising • Special projects • Road Agency • Tender Matters 	<ul style="list-style-type: none"> • Acquisition, maintenance and utilization • Appointments and services • Environmental issues • Districts, camps and traffic stations • National, provincial, freeways, toll roads, districts and intersections • Access, roads on complexes, private roads and flood damage • Land, compensations and graves • Reserves, Traffic signs and warnings • Bridges structures and fencing. • Mining and advertising • Board members, appointments and contracts.

9. CATEGORIES OF RECORDS OF THE (DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE) WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (SECTION 15(1)(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> ▪ Annual Reports ▪ Approved organizational structure ▪ Budgets ▪ Circulars of advertised posts and services ▪ Citizens' reports ▪ Copies of speeches by the MEC ▪ Departmental acts, regulations, policies and procedure manuals <ul style="list-style-type: none"> ▪ Departmental Annual Performance Plan 	<p>The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Public Works, Roads and Infrastructure Private Bag x9490, Polokwane 0700 Tel. No. 015 284 7000 Fax: No.: 015 284 7030 e-mail address: Mailulap@dpw.limpopo.gov.za or visit our website www.dpw.limpopo.gov.za</p>

<ul style="list-style-type: none"> ▪ Departmental File Plans ▪ Departmental forms ▪ Departmental Strategic Plans ▪ Employment Equity reports <ul style="list-style-type: none"> ▪ Journals and magazines ▪ News Letters ▪ Promotion of Access to Information Manual ▪ Promotional material ▪ Service Delivery Charter ▪ Service Delivery Improvement Plan ▪ Service Standards ▪ Staff contact details (directory) ▪ Statement of commitment 	
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FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):

<p>Tender Documents</p>	<p>Records can be purchased at the Supply Chain Unit, Works Towers Building. First floor Department of Public Works, Roads and Infrastructure 43 Church Street, Polokwane 0700</p>
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FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):

<ul style="list-style-type: none"> ▪ Annual Reports ▪ Approved organizational structures ▪ Budgets ▪ Circulars of advertised posts and services ▪ Citizens' reports ▪ Copies of speeches by the MEC ▪ Departmental acts, regulations, policies and procedure manuals <ul style="list-style-type: none"> ▪ Departmental Annual Performance Plan ▪ Departmental File Plans ▪ Departmental forms ▪ Departmental Strategic Plans ▪ Employment Equity reports <ul style="list-style-type: none"> ▪ Journals and magazines ▪ News Letters ▪ Promotion of Access to Information Manual ▪ Promotional material ▪ Service Delivery Charter ▪ Service Delivery Improvement Plan ▪ Service Standards ▪ Staff contact details (directory) ▪ Statement of commitment 	<p>The records may be accessed at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Public Works Roads and Infrastructure Private Bag x9490, Polokwane 0700 Tel. No. 015 284 7000 Fax: No.: 015 284 7030 e-mail address: Mailulap@dpw.limpopo.gov.za or visit our website www.dpw.limpopo.gov.za</p>
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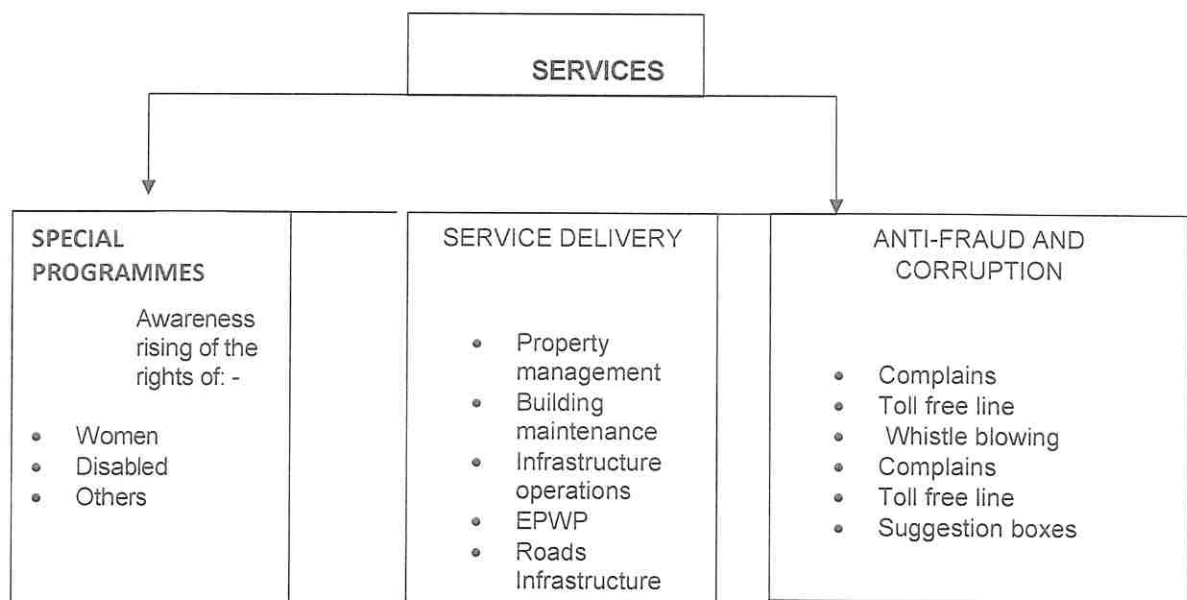
FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):

<ul style="list-style-type: none"> ▪ Circulars for advertised posts ▪ News Letters ▪ PAIA Manuals 	<p>The records may be accessed on request, addressed to the: Deputy Information Officer</p>
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<ul style="list-style-type: none"> ▪ Pamphlets ▪ Promotional material 	Department of Public Works Roads and Infrastructure Private Bag x9490 Polokwane 0700 Tel. No. 015 284 7000 Fax: No.: 015 284 7030 e-mail address: Mailulap@dpw.limpopo.gov.za or visit our website www.dpw.limpopo.gov.za
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10. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE (DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE) AND HOW TO GAIN ACCESS

Nature of services



HOW TO GAIN ACCESS TO THESE SERVICES

To gain access to the services at the Department of Public Works, Roads and Infrastructure requests must be made to the Head of the Department.

The Head of Department: Department of Public Works Roads and Infrastructure

Address: 43 Church Street
Polokwane

Postal address: Private Bag x9490
Polokwane
0700

Telephone: +27 15 284 7000
 Fax: +27 15 284 7031
 Website: www.dpw.limpopo.gov.za
 E-mail: moloton@dpw.limpopo.gov.za

11. PUBLIC INVOLMENT IN THE FORMULATION OF POLICY OR THE EXERCISE OF POWER OR PERFORMANCE OF DUTIES BY (DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE)

This includes procedures for consultations with the public; provision for the making of representations (for example by the public to relevant committees) and any other means in which the public can participate or influence the formulation of policy and the exercise of power. In the Department arrangements for public involvement would include:

Workshops - the public may attend and make representations at these workshops.

Submissions and Reports - the Annual Report and Citizen's Report of the Department are available to the public for commentary.

Public participation – public participation through imbizo's, requests for inputs

Internship and learner -ship programmes - there is a recruitment policy in place for the recruitment of the public for such posts.

Consultants and contract researchers – Selection of consultants is as in part of the supply chain management policy.

The remedies available if the provisions of this Act are not complied with [Section 14(1)(h)]

Where a requester is not satisfied with any decision taken by the Information Officer/Deputy Information Officer, a requester may appeal to the Member of the Executive Council in the Department of Public Works Roads and Infrastructure.

PRESCRIBED FEES AS PRESCRIBED UNDER PART 11 OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON 15 FEBRUARY 2002.

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:

DESCRIPTION	AMOUNT 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) stifty 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:

4.1

DESCRIPTION	AMOUNT 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
(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.	

4.2. 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.

4.3. The actual postage is payable when a copy of a record must be posted to a Requester.

FORMS PRESCRIBED FOR ACCESS TO RECORDS

ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY 2002

FORM A

REQUEST FOR ACCESS TO RECORD

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 2]

REQUEST FOR ACCESS TO RECORDS	
FOR DEPARTMENTAL USE	Reference number:.....
Request received by: -	
Name:.....	
Rank:.....	
Date:.....	
Place:.....	
Request fee (if any):	R
Deposit (if any):	R
Access fee:	R
.....	
SIGNATURE: INFORMATION OFFICER/DEPUTY INFORMATION OFFICER	

A. Particulars of public body

INFORMATION OFFICER	ADDRESS
Head of Department	Private Bag X9490 POLOKWANE 0700 TEL. NO.: +27 15-284 7120 FAX. NO.: +27 15-284 7039 Email: moloton@dpw.limpopo.gov.za
DEPUTY INFORMATION OFFICER	ADDRESS
Ms. Makhafola Tshidi.	Private Bag X9490 POLOKWANE 0700 TEL.: NO.: +27 15-284 7272 FAX. : NO.: +27 15 284 7031 E-Mail: mailulap@dpw.limpopo.gov.za
General information:	Street Address: - 43 Church Street

	POLOKWANE 0700 Website: www.dpw.limpopo.gov.za Postal Address: - Private Bag x9490 POLOKWANE 0700 Telephone: +27 15 284 7000 +27 15 284 7120 +27 15 284 7272 Fax: +27 15 284 7031 +27 15 284 7039
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B. Particulars of person requesting access to the record

REQUEST FOR ACCESS TO RECORDS FORM	
SURNAME:	
	<input type="text"/>
FULL NAMES:	
	<input type="text"/>
IDENTITY NUMBER:	
	<input type="text"/>
POSTAL ADDRESS:

C. Particulars of person on whose behalf request is made

<p><i>This section must be completed only if a request for information is made on behalf of another person.</i></p> <p>FULL NAMES:</p>

IDENTITY NUMBER																						

D. Particulars of 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 provided space is inadequate please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

DESCRIPTION OF RECORDS:.....

.....

.....

REFERENCE NUMBER:.....(lf available)

ANY FURTHER PARTICULARS OF 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 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.

(d) If you qualify for exemption of the payment of any fee, please state the reason therefore.

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 hereunder, 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) Your indication as to the required form of access depends on the form in which the record is available.

(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form -

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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2. If 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*
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3. If record consists of recorded words or information which can be reproduced in sound -

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	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 form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.				YES	NO
<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>					
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 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 this day..... Of.....20.....(YEAR)

.....

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

12. PROCESSING OF PERSONAL INFORMATION

12.1. Purpose of Processing

The processing of information is defined in section 1 of the Act as: Any operation whether or not by automatic means, concerning personal information including

1. The collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use.

12.2. Description of the categories of Data Subjects and of the information or categories of information relating thereto

1. The concern of the person has been obtained
2. Processing is necessary
3. Processing is required by law
4. Processing protects a legitimate interest of the person
5. Processing is necessary in compliance of public law
6. Processing is necessary for pursuing the legitimate if the person to whom it is supplied as third party

Categories of Data Subjects	Personal Information that may be Processed
Natural Persons	Names and surname; contact details (contact number(s), fax number, email address); Residential, postal or business address; Unique Identifier/Identity Number and confidential correspondence
Juristic Persons	Names of contact persons; Name of legal entity; physical and postal address; contact details (contact number(s), fax number, email address); registration number; financial, commercial,

Categories of Data Subjects	Personal Information that may be Processed
	scientific or technical information and trade secrets
Employees	Gender, pregnancy; marital status; Race age, language, educational information (qualifications); financial information; employment history; ID number; physical and postal address; contact details(contact number(s), fax number, email address); criminal behaviour; well-being and their relatives (family members) race, medical, gender, sex, nationality, ethnic or social origin, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, biometric information of the person

12.3. The recipients or categories of recipients to whom the personal information may be supplied

<ul style="list-style-type: none"> Category of personal information 	<ul style="list-style-type: none"> Recipients or Categories of Recipients
<ul style="list-style-type: none"> Identity number and names, for criminal checks 	<ul style="list-style-type: none"> South African Police Services
<ul style="list-style-type: none"> Qualifications, for qualification verifications 	<ul style="list-style-type: none"> South African Qualifications Authority
<ul style="list-style-type: none"> Credit and payment history, for credit information 	<ul style="list-style-type: none">

13. AVAILABILITY OF THE MANUAL

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

13.1.1 English

13.1.2. Afrikaans

13.1.3. Tshivenda

13.1.4. Xitsonga

13.1.5. Sepedi

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

13.2.1 On Website: *http// www.dpw.limpopo.gov.za*

Of the public body;

13.2.2. At the head office of the public body for public inspection during normal business hours;

13.2.3. To any person upon request and upon the payment of a reasonable prescribed fee; and

13.2.4. to the Information Regulator upon request.

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

14. UPDATING OF THE MANUAL

The (DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUTURE) will, if necessary, update and publish this Manual annually.

Issued by

MR.SEROKA D.T

(HEAD OF THE DEPARTMENT)

SIGNATURE

DATE..... 17/12/2021