

OVERBERG DISTRICT MUNICIPALITY



PAIA MANUAL

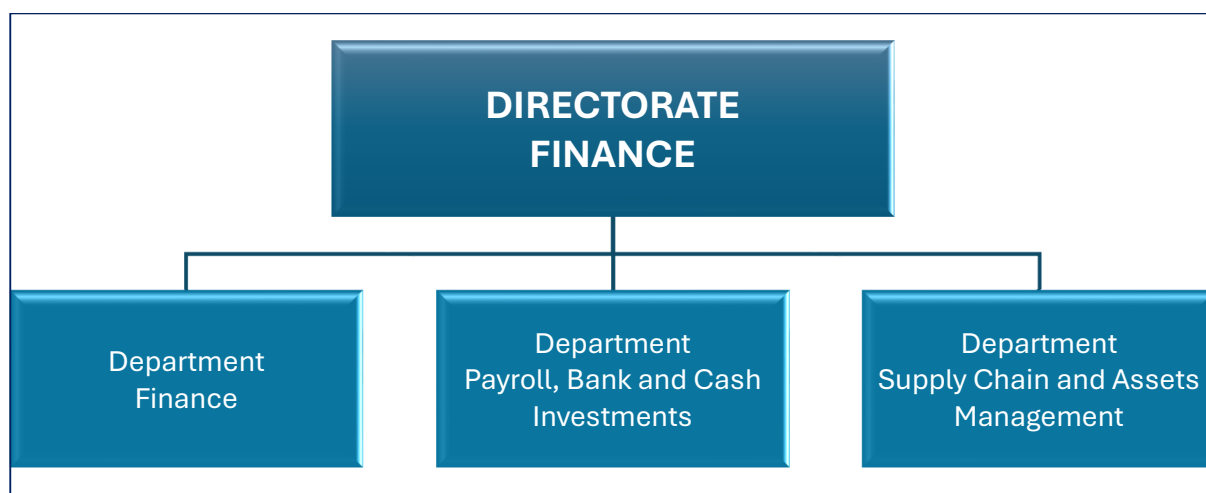
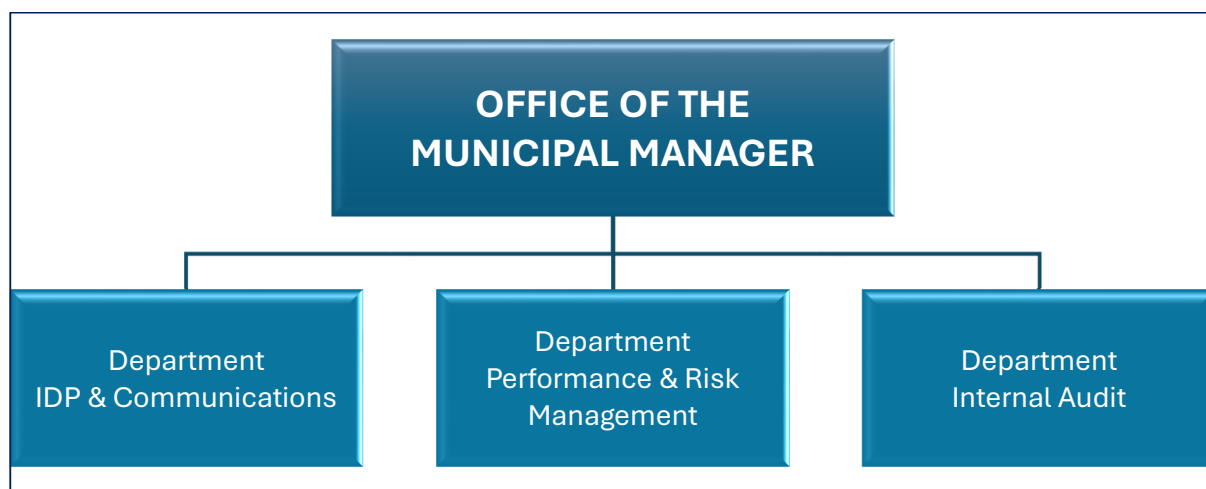
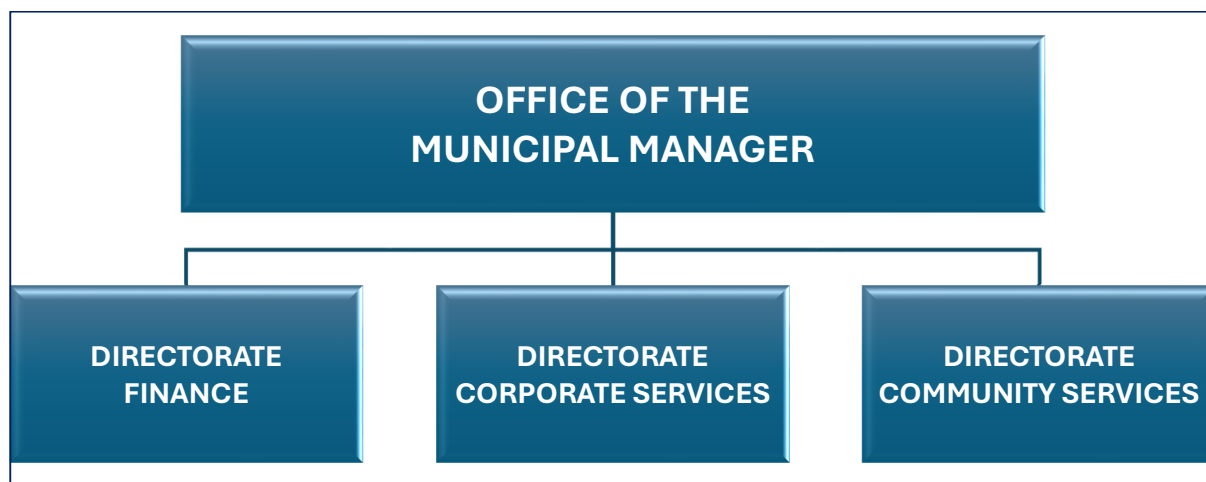
**IN TERMS OF SECTION 14 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, ACT 2 OF 2000
("THE ACT")**

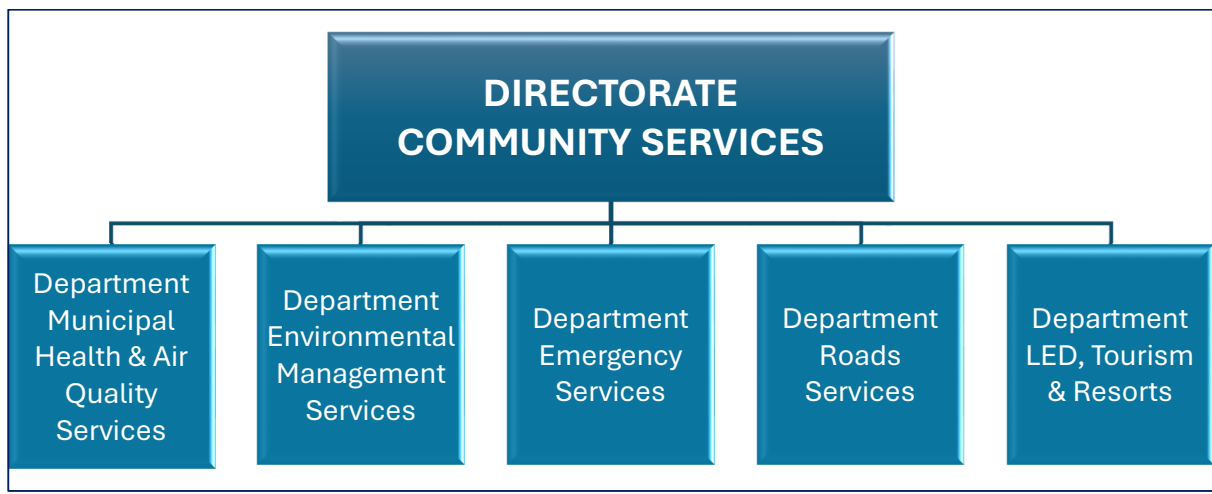
OVERBERG DISTRICT MUNICIPALITY

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1. STRUCTURE OF OVERBERG DISTRICT MUNICIPALITY





2. FUNCTIONS OF THE OVERBERG DISTRICT MUNICIPALITY

The Overberg District Municipality was instituted on 5 December 2000 in accordance with a Section 12 Notice; Provincial Notice Number PN 492 dated 22 September 2000.

FUNCTIONS:

OFFICE OF THE MUNICIPAL MANAGER

Integrated Development Plan

In terms of the Municipal Systems Act of 2000, the Executive Mayor is responsible for the preparation of the Integrated Development Plan. The co-ordination of this responsibility was assigned to the Municipal Manager, who reports directly to the Executive Mayor and Council.

Communications

Local Government has a legal obligation and a political responsibility to ensure regular and effective communication with the community. The Constitution of the Republic of South Africa, 1996, and other statutory enactments all impose an obligation on local government communicators which requires high levels of transparency, accountability, openness, participatory democracy and direct communication with the communities to improve the lives of all.

A municipal website should be an integral part of a municipality's communication infrastructure and strategy. It serves as a tool for community participation, improves stakeholder involvement and facilitates stakeholder monitoring and evaluation of municipal performance. Section 75 of the Municipal Finance Management Act requires that the municipalities place key documents and information on their website.

Performance Management

Performance Management is a strategic approach to management which equips leaders, managers, workers, stakeholders at different levels with a set of tools and techniques to regularly plan continuously monitor periodically measure and review performance of council in terms of indicators to determine the efficiency, effectiveness and impact; thereby ensuring improved delivery and value for money to the community and citizens.

Responsible for:

- Service Delivery Budget Implementation Plan
- Individual Performance
- Reporting to Council and Community
 - Quarterly
 - Mid Year
 - Annual Report

Risk Management

In terms of section 62(1)(c) of the Municipal Finance Management Act, the accounting officer of the municipality must take reasonable steps to ensure that the municipality has and maintain effective, efficient and transparent systems of financial and risk management and internal control.

Internal Auditing

The key function of the internal audit unit in terms of Section 165 (2) (a), (b) (iv) of the Municipal Finance Management Act is to:

- Prepare a risk based audit plan and an internal audit program for each financial year;
- Advise the accounting officer and report to the Audit Committee on the implementation on the internal audit plan and matters relating risk and risk management, and
- Operates in accordance with an Internal Audit Charter which is aligned to the requirements of the Municipal Finance Management Act and supports the Municipalities Audit Committee Charter.

FINANCIAL SERVICES

Financial Services

Responsible for:

- Ensure budget management
- Ensure a departmental financial accounting service
- Manage provisioning, assets, insurance and procurement
- Apply internal control measures
- Render general support services

REVENUE MANAGEMENT

- Income debtors administration & collection
- Rates

Supply Chain Management

Municipal Finance Management Act S110-119; Supply Chain Management Regulations 2005; and relevant Municipal Finance Management Act circulars set out required processes and guidance manuals to help ensure that Supply Chain Management arrangements provide appropriate goods and services, offer best value for money and minimize the opportunis for fraud and corruption.

Procurement processes consist of:

- Specification (develop and approval of specification to procure)
- Advertising
- Evaluation (Evaluate all bids)
- Adjudication (Award), and
- Contract Management

Expenditure Management

Responsible for:

- Creditor administration & payments
- Payroll
- Costing

COMMUNITY SERVICES

Social Development

As prescribed in S83 of the Municipal Structures Act, a District Municipality must seek to achieve the integrated, sustainable and equitable social and economical development of its area as a whole. As the District plays a coordinative role, social programmes and initiatives would be implemented in a Local Municipal space, and the District would assist with the formulation of policies and strategies in order to ensure implementation.

Local Economic Development

The focal areas of the Local Economic Development Strategy are:

- Create jobs and new employment opportunities
- Increase income levels and enable people to pay for services
- Broaden the tax and revenue base of the local authority
- Enable the local authority to provide more and better services and facilities
- Concentrate on human resource potential
- Concentrate on opportunities for development
- Promote linkages between developed and under-developed areas
- Build new institutions for sustainable economic development

Tourism

The National Government Tourism Sector Strategy approved by cabinet state that tourism is a priority economic sector in the Governance Medium Term Strategic Framework which identify priorities. Tourism is one of the two main economic drivers in the district.

Resorts

The Overberg District Municipality manages three holiday resorts, namely Uilenkraalsmond, Die Dam and Dennehof.

Municipal Health Services

Section 24 of the Constitution of the Republic of South Africa entrenches the right of all citizens to live in an environment that is not harmful to their health or well-being. Section 83 of the National Health Act, 2003 (Act 61 of 2003), defines municipal health services and clearly stipulates the responsibilities of municipalities in the performance of such services.

In accordance with Section 1 of the National Health Act, the municipality is responsible for:

- Water quality monitoring
- Food control
- Waste management
- Health surveillance of premises
- Disposal of the dead
- Chemical safety
- Vector control
- Environmental pollution control
- Surveillance and prevention of communicable diseases.

Environmental Management Services

The Environmental Management Section functions according to the following legislation and regulations:

- National Environmental Management Act (NEMA), 1998 (Act 107 of 1998)
- Specific Environmental Management Acts
- Section 24 of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996)
- Municipal Systems Act, 2000 (Act 32 of 2000), Section 17 (1)(b) and 17 (4)

Waste Management

In accordance of the National Waste Act, 2008 (Act 59 of 2008) the Overberg District Municipality has a draft Integrated Waste Management Plan in place. Overberg District Municipality manages a regional landfill site servicing both Overstrand and Theewaterskloof Municipalities.

Emergency Services

Disaster Management

The main focuses of the unit are the awareness, disaster prevention through constant risk assessment and planned projects and ensuring a coordinated effective disaster response.

A co-operation agreement exists with the City of Cape Town for evacuation regarding the Koeberg Nuclear plant.

Fire Services

Overberg Fire and Rescue Service provide a full fire service as per the Fire Brigade Service Act, Act 99 of 1987, to the Cape Agulhas, Theewaterskloof and Swellendam Municipalities. A co-operation agreement exists between Overstrand Municipality and Overberg District Municipality. A further mutual aid agreement exists with the City of Cape Town Fire and Rescue department.

The three top priorities for the unit are:

- Reduction of after response time;
- Providing enough adequately trained staff to response to incidents;
- To ensure the safety of the Overberg communities and visitors.

Roads (Agent Function)

Overberg District Municipality acts as provincial agent for the maintenance and upgrading of the network of, main, divisional and minor roads. The function is funded by means of a grant from the Departement of Public Works and Transport. The major access route of the Overberg district is through the N2 road transport link. It runs through the Overberg from Sir Lowry's Pass through Swellendam. The function of the Roads Division in the Overberg District Municipality is administered by sub-district offices at Swellendam, Bredasdorp and Caledon.

EXPANDED PUBLIC WORKS PROGRAMME

Prescribed in the Ministerial Determination and the Code of Good Practice for EPWP, 2012, and the Phase 3 Protocol Agreement, 2014/15 – 2018/19, the Overberg District Municipality promotes the EPWP job creation initiative by making every effort to offer job opportunities to unemployed persons in order to achieve work opportunity- & full-time equivalent targets.

Human Resources

Responsible for:

- Labour Relations
- Recruitment and Selection
- Employment Equity
- Skills Development
- Occupational Health & Safety
- Human Resource Administration
- Employee Assistance Program (EAP)

Administrative Services

The Corporate Services render a support function to the administration of the Municipality.

Property Services

Responsible for:

- Property management
- Property maintenance
- Security services for properties

Information Communication Technology

Responsible for:

- Licensing – yearly audit and updating of licensing
- Networks – installation and maintenance
- Information Technology Policy – development and reviewing
- Access Control
- Day to Day desktop assistance
- Website maintenance and updating with information received
- Mail server and internet proxy

*** Functions as stipulated in Section 84 of the Municipal Structures Act, Act 117 of 1998**

3. CONTACT DETAILS OF THE INFORMATION OFFICER

1. Information Officer

Municipal Manager: [Richard Bosman](mailto:rbosman@odm.org.za)
rbosman@odm.org.za

2. Deputy Information Officers

Chief Financial Officer: [Shaun Stanley](mailto:sstanley@odm.org.za)
sstanley@odm.org.za

Director Corporate Services: [Vaness Zeeman](mailto:vanessa@odm.org.za)
vanessa@odm.org.za

Director Community Services: [Eben Phillips](mailto:ephillips@odm.org.za)
ephillips@odm.org.za

3. Street Address

26 Long Street
Bredasdorp
7280

4. Postal Address

Private Bag X22
Bredasdorp
7280

5. Tel No: 028 4251157

6. Fax No: 028 4251014

7. Email: info@odm.org.za

8. Website: www.odm.org.za

4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT SECTION 14(1)(c)

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission	
Telephone	+27 11 484 8300
Fax	+27 11 484 1360
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department Private Bag 2700 Houghton 2041
Street Address	PAIA Unit: The Research and Documentation Department Boundary Road, Isle of Houghton, Wilds View, Entrance 1 Houghton JOHANNESBURG
Website	www.sahrc.org.za

5. RECORDS

SECTION 14(1)(d)

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE OVERBERG DISTRICT MUNICIPALITY HOLDS RECORDS

The Municipality holds records of the following subjects. The different categories of records within these subjects follow hereafter:

1. Legislation
2. Establishment and abolishing of divisions
3. Voter's roll, elections, councillors and commissioners
4. Own council and council issues
5. Organisation and control management
6. Finance
7. Household goods and services
8. Tenders, contracts and agreements
9. Personnel
10. Reports, returns and statistics
11. Advertising, information, emblem and campaigns
12. Festivals and socialising
13. Representation of meetings of councils, institutions, associations and other bodies
14. Legal matters
15. Licences, certificates and permits
16. Environmental development, planning and control
17. Essential services
18. Community services
19. Local Authorities

RECORD CATEGORIES

The Municipality holds records in the following categories:

1. Legislation

1. Routine Enquiries
2. Parliamentary Legislation and Regulations
3. Provincial Ordinance and Regulations
4. Council and Standard Regulations
5. Council Regulations
6. State Newspaper Indexes

2. Establishment and abolishing of divisions

1. Foundation
2. Delimitation of Boundaries
3. Abolition of Areas
4. Local Government Transformation Processes

5. Establishing PIMSS Centre

3. Voter's Roll, Elections, Councillors and Commissioners

1. Voters lists
2. Election of councillors
3. Councillors and commissioners
4. General elections
5. Registration of voters

4. Own council and council matters

1. Routine Enquiries
2. Elections
3. Meetings
4. Councillors
5. Delegations
6. Performance management

5. Organisation and control

1. Routine Enquiries
2. Office Instructions
3. Record management
4. Transfer of files to B 'Municipalities
5. Anti-corruption initiative

6. Financial

1. Budget
2. Estimates and between estimates
3. Tax
4. Loans: Details of external loans, advances
5. Determination of tariffs
6. Subsidies
7. Claims and prescribed payments
8. Funds
9. Investment funds
10. Settlement of accounts
11. Tax allowances
12. Collections of fees, credit control
13. Insurance
14. Audit reports
15. Financial assistance from council
16. Bank accounts
17. Bad dept
18. Returns, reports, statistics
19. Levies

20. Fuel levies
21. SARS South African Revenue Service
22. Training local government
23. Equitable share: Details of government allocations
24. Transformation donation of local government
25. Free basic water
26. Conditional grant to local government
27. South African Revenue Protection Association
28. Karwyderskraal waste management
29. Municipal infrastructure grant programme and budget
30. Distribution of income
31. Municipal Systems Improvement Grant
32. Financial Management Grant
33. Information Technology
34. Economical Development Unit
35. Project Consolidate
36. Cash Management
37. GRAP Generally recognised accounting practice
38. EPWP Extended public works programmes
39. SDBIP Service delivery budget implementation plan
40. Risk Management
41. IYM In year monitoring
42. MFIP Municipal finance implementation plan

7. Household goods and services

1. Household goods, supply chain management
2. Household services
3. Sites and buildings
4. Transport
5. Equipment: divisions (roads, emergency services, fire department, nature conservation)

8. Tenders, contracts and agreements

1. Tender and contracts
2. Agreements
3. Tender committees: Specification, Evaluation, Awards

9. Personnel of the Council

1. Personnel structure, task
2. Personnel meetings
3. Determination of service conditions
4. Labour relations, negotiations with unions, injuries on duty, disciplinary action
5. Vacancies and appointments
6. Allowances

7. Staff management, Health & Safety
8. Housing, loans, subsidies
9. Pension/retirement funds
10. Medical aid funds
11. Group assurance, provident funds
12. Staff training
13. Deferred compensation
14. Transfer of staff
15. Performance management

10. Reports, returns and statistics

1. Reports: Mayoral, other organs of state
2. Returns to other organs of state
3. Internal reports, returns and statistics

11. Publications

1. Council, brochures, newsletters, press and media releases
2. Private persons and institutions
3. Tourism

12. Festivals and socialising

1. Enquiries
2. Festivals
3. Social functions

13. Representation of meetings of councils, institutions, associations and other bodies

1. Routine enquiries
2. Engagements
3. Agendas, minutes, reports of councils, institutions, associations and committees, congresses, forums, workshops

14. Legal matters

1. Routine enquiries
2. Legal opinions
3. Court judgements
4. Legal action instituted by and against the municipality

15. Licence and permits

1. Applications for vendor licences
2. Applications for certificates

3. Application of permits

16. Environmental development, planning and control

1. Environmental Planning
2. Land use, planning and control
3. Subdivision and rezoning of land
4. Building control
5. Priority allocations
6. Land reform
7. Integrated Development Plan (IDP)
8. Land affairs
9. (CMIP) M.I.G Projects
10. Mining Environmental Management Plans
11. Comprehensive infrastructure plan (CIP)

17. Roads (Agency function)

1. Proclamation and de-proclamation of main-, divisional- and minor roads
2. Refuse disposal and sanitation
3. Electricity, applications, provisions
4. Water supplies and reticulation
5. Cemeteries, manage and maintenance
6. Maintenance of roads
7. Sanitation, manage and maintenance
8. Climate change
9. Integrated transport plan

18. Community Services

1. Public places: out spans and hostels
2. Protection services: fire, risks
3. Health: municipal health
4. Resorts
5. Environmental management: spatial development framework, integrated coastal management, coastal zone,
6. Problem animal control
7. Traffic control
8. Museums and monuments
9. Housing schemes rent
10. Housing schemes saes
11. Agricultural towns
12. Land reform
13. Eviction of people on farms
14. Youth affairs
15. Human rights
16. Economic development

17 Shared services

19. Local Authorities

1. Local authorities

5.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
IDP Annual Report Midyear Budget and Performance Report Quarterly Financial and Performance Report Monthly Financial Reports Budget Annual Financial Statements Service Delivery Budget and Implementation Plan Long Term Contracts Policies Bylaws Municipal Managers Performance Contract Service Delivery Agreements Spatial Development Framework Budget & IDP Process Plan	These records are available for inspection on the Website: www.odm.org.za and also at the Head Office – Overberg District Municipality, 26 Long Street, Bredasdorp on Mondays to Fridays between 08:00 and 16:00
Supply Chain Management Quarterly Report Tenders Tenders Awards	These records are available for inspection on the Website: www.odm.org.za and also at the Supply Chain Management Office – Overberg District Municipality, Bredasdorp on Mondays to Fridays between 08:00 and 16:00
Organisational Structure Employment Equity Plan Work Place Skills Plan	These records are available for inspection at the Head Office, Overberg District Municipality, 26 Long Street, Bredasdorp on Mondays to Fridays between 08:00 and 16:00

6. SECTION 14(1)(e) – NOTICE PUBLISHED IN TERMS OF SECTION 15(2)

None

7. SECTION 14(1)(g) – A DESCRIPTION OF ANY ARRANGEMENT OR PROVISION FOR A PERSON, BY MEANS OF DELIBERATION, TO EXERCISE THE ADDRESSING OF REPRESENTATIONS, OR OTHERWISE, TO PARTICIPATE OR INFLUENCE

Municipal Council of Overberg District Municipality consisting of the Speaker.

8. SECTION 14(1)(i) - ANY OTHER INFORMATION AS PRESCRIBED BY REGULATIONS

The Minister of Justice and Constitutional Development, in terms of Section 92 of the Promotion of Access to Information Act, 2000 [Act 2 of 2000] promulgated the following regulations :

1. 2001 – Regulations relating to the Promotion of Access to Information [R.223 of 09 March 2001]
2. 2002 – Regulations relating to the Promotion of Access to Information [R.187 of 15 February 2002]
3. 2003 – Amendment of regulations regarding the Promotion of Access to Information Act, 2000 (English or Afrikaans) [Notice 25411]
4. 2003 – Amended Regulations – The Minister of Justice and Constitutional Development has, under section 92 of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000), made the regulations in the Schedule. [R124 – English or Afrikaans];
5. 2006 – Government Notice R.990 of 13 October 2006 was published in Gazette 29278 dated 13 October 2006. Amendment to the PAIA regulations Section 91(a)(7) and Section (2(4)).
6. 2007 – Amendment of Regulations – Insertion of Regulation 5A and 9A (English or Afrikaans) [R.466]

9. SECTIONS 14(2) and (3) - UPDATING AND AVAILABILITY OF THE MANUAL

8.1 This manual will:

8.1.1 Be updated annually;

8.1.2 Be available for inspection at the following places during office hours:

8.1.2.1 The South African Human Rights Commission

SCHEDULE 1

SCALE OF PRESCRIBED FEES

Public bodies registered under the Value-Added Tax Act, 1991 (Act 89 of 1991), as vendors may add value-added tax to all fees prescribed in Schedule 1.

PART 1 : FEES IN RESPECT OF SECTION 14 GUIDE

The fee for a copy of the guide as contemplated in Regulations 2(3)(b and 3(4)(c) is R 0.60 for every photocopy of an A4-size page or part thereof.

PART II : FEES WITH REFERENCE TO PUBLIC BODIES

1. The fee for a copy of the manual as set out in Regulation 5(c) is R 0.60 for each photocopy of an A4-size page or part thereof.
2. The fees for reproduction as referred to in Regulation 7(1) is as follows:

(a) For each photocopy of an A4-size page or part thereof	R0.60
(b) For each printed copy of an A4-size page or part thereof that is stored in a computer or in electronic or machine readable format	R0.40
(c) For a copy in a computer-readable format on -	
(i) stiffy disc	R5.00
(ii) laser disc	R40.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	R22.00
(ii) For a copy of visual images	R60.00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	R12.00
(ii) For a copy of an audio record	R17.00
3. The application fee that is payable by each applicant except a personal applicant and which is referred to in Regulation 7(2), is R 35.00.

4. The access fee that is payable by an applicant and which is referred to in Regulation 7(3), is as follows:

- | | |
|---|--------|
| (1)(a) For each photocopy of an A4-size page or part thereof | R0.60 |
| (1)(b) For each printed copy of an A4-size page or part thereof that is stored in a computer or in electronic or machine readable format | R0.40 |
| (1)(c) For a copy in a computer-readable format on - | |
| (i) stiffy disc | R5.00 |
| (ii) laser disc | R40.00 |
| (1)(d)(i) For a transcription of visual images, for an A4-size page or part thereof | R22.00 |
| (ii) For a copy of visual images | R60.00 |
| (1)(e)(i) For a transcription of an audio record, for an A4-size page or part thereof | R12.00 |
| (ii) For a copy of an audio record | R17.00 |
| (1)(f) To search for, and to prepare the records for making public, R 15.00 for each hour or part of an hour, excluding the first hour, that is reasonably necessary for such search and preparation. | |
| (2) For the purpose of Section 22(2) of the Act, the following is applicable: | |
| (a) Six hours will be the hours that must be exceeded before a deposit is payable; and | |
| (b) one third of the access fee is payable by the applicant as a deposit. | |
| (3) The correct postage is payable when a copy of a record must be posted to an applicant. | |

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

(Article 18(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 van 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 public body

The Information Officer/Deputy Information Officer:

B. Particulars of 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 names and surname: _____

Identity number: _____

Postal address: _____

_____ Fax number: _____

Telephone number: _____ E-mail address: _____

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

C. Particulars of person requesting access to the record

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

Full names and surname: _____

Identity number: _____

D. Particulars of record

(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 the additional folios.***

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

(a) 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 for exemption.

Reason for exemption from payment of fees: _____

F. Form of access to record

If you are prevented by disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:

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

NOTES :

- (a) *Compliance with your request for access in the specified form may depend on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

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

<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*
--------------------------	-----------------	--------------------------	---------------------	--------------------------	------------------------------

3. If the 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)
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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? 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 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 of _____

_____ 20 _____

SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE