

GAUTENG DEPARTMENT OF HEALTH

Promotion of Access to Information Manual



GAUTENG PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

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SECTION 1

1. INTRODUCTION

- 1.1 The Promotions of Access to Information Act 2 of 2000(PAIA) came into effect in March 2001.
- 1.2 The purpose of this Act is to give effect to the constitutional right of access to any information held by the state and any information held by another person and that is required for the exercise or protection of any rights.
- 1.3 The Act aims to foster a culture of transparency and accountability in the public and private sector by giving effect to the right of access to information and actively promote a society in which the person of South Africa have effective access to information to enable them to more fully exercise and protect their rights.
- 1.4 In terms of section 14(1) of this Act, “the Information officer of a public body concerned must compile in at least three official languages a manual” that provides information regarding the subjects and categories of records held by such a body.
- 1.5 This manual is intended to fulfil such a requirement.
- 1.6 The manual provides an overview of records held by the Department of Health and the processes that needs to be adopted to access such records.
- 1.7 All requests for access to information (other than information freely available to the public) should be directed to the information officer as provided for in section 3 of this manual

SECTION 2

THE FUNCTIONS AND THE STRUCTURE OF THE DEPARTMENT OF HEALTH

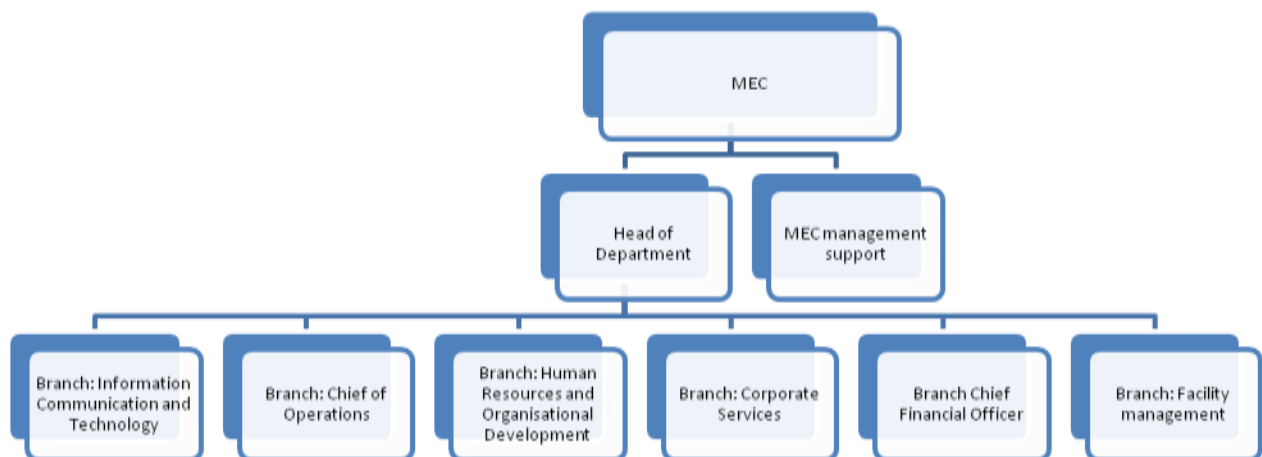
2.1 FUNCTIONS OF THE DEPARTMENT OF HEALTH

To provide Health Care Services.

2.2 THE STRUCTURE OF THE DEPARTMENT

The MEC is the Political Head of the Department and the administrative wing of the Department is headed by the HOD, who is also the Department’s accounting officer. The Department consists of 6 (six) branches as depicted in Diagram 1 below:

Diagram 1: A schematic structure of Department of Health, Gauteng Province



Administratively, the Department consists of the Provincial Head Office situated in Johannesburg and the following five district offices:

- (a) City of Jo’burg
- (b) Westrand
- (c) Sedibeng
- (d) Ekurhuleni
- (e) Tswane

In terms of service delivery, the Department consists of about 33 Hospitals, 27 Health Centres, 402 Clinics, 5 training colleges, 1 medical supply depot, 3 laundries and 5 vertical programmes which are supported by the Department.

SECTION 3.

CONTACT DETAILS (SECTION 14(1)(b))

INFORMATION OFFICER	ADDRESS
Dr E Kenoshi Acting HOD	37 Sauer Street Marshalltown Johannesburg 2107

	<p>Tel No : 011 355 3857 Fax No: 011 355 3512 Email:</p>
DEPUTY INFORMATION OFFICER/S	ADRESS
Ms. N Makhubele	<p>37 Sauer Street Marshalltown Johannesburg 2107 Tel No: 011 355 3502 Email:Nomsa.Makhubele@gauteng.gov.za</p>
Dr. G Maseko	<p>Chris Hani Baragwanath Hospital P.O. Box Bertsham Chrish Hani 2013 Tel No: 011 933 8312 Email:Goodhope.Maseko @gauteng.gov.za</p>
Ms.G Bogoshi	<p>Charlotte Maxeke Hospital Private Bag x2 Johannesburg 2000 Tel No: 011 488 4911 Email:Gladys.Bogoshi@gauteng.gov.za</p>
Dr. F Kgongwana	<p>Dr.Goerge Mukhari Hospital Private Bag x422 Pretoria Tel No: 011 488 4911 Email:Freddy.Kgongwana@gauteng.gov.za</p>
Dr. M Mathebula	<p>Steve Biko Academic Hospital Private Bag x 169 Pretoria 0001 Tel No: 012 354 100 Email:Mathambo.Mathebula@gauteng.gov.za</p>
Ms. S Jordaan	<p>Rahima Moosa Hospital Private Bag x 20 Newclare 2112 Tel No:011 470 9000 Email:sjordaan@icon.co.za</p>
Dr. R Billa	<p>Helen Joseph Hospital Private Bag 47 Aucklandpark 2006 Tel No:011 489 1011/0570 Email:Raymond.Billa@gauteng.gov.za</p>

Dr. E Kernes	Edenvale Hospital Private Bag x1005 Edenvale 1610 Tel:011 321 6157 Email: ceoedenvale@mweb.co.za
Mr. G Dube	Leratong Hospital Private Bag x 2078 Krugersdorp 1740 Tel:011 411 3500 Email: GreyD@gpg.gov.za
Dr. N Lesia	Far East Rand Hospital Private Bag x50 Springs 1560 Tel:011 812 8300 Email: Nkele.Lesia@gauteng.gov.za
Dr. N Mqayi	Thelle Mogoroane Hospital Private Bag x 01 Alrode 1540 Tel:011 389 0764/0500 Email: Nomonde.Mqayi@Gauteng.gov.za
Dr. P Langham	Pholosong Hospital Private Bag x4 Brakpan 1540 Tel:011 812 5000 Email: Pungie.Lingham@gauteng.gov.za
Dr. Z Ngcwabe	Sebokeng Hospital Private Bag x 058 Vanderbijlpark 1900 Tel:016 930 3000 Email: Zolela.Ngcwabe@gauteng.gov.za
Dr. A Naidoo	Tambo Memorial Private Bag X2 Boksburg 1460 Tel:011 898 8317 Email: AvisN@gpg.gov.za
Dr. L Mogaladi	Thembisa Hospital Private Bag x7 Olifantsfontein 1665 Tel:011 926 0814

	Email:Lekopane.Mogaladi@gauteng.gov.za
Ms. M Mabena	Weskoppies Hospital Private Bag x113 Pretoria 0001 Tel:012 319 9500 Email:Maureen.Mabena@Gauteng.gov.za
Dr. F Otieno	Tara Hospital Private Bag x7 Randburg 2125 Tel:011 535 3005 Email:Florence.Otieno@gauteng.gov.za
Mr. J Mapunya	Sterkfontein Hospital Private Bag x2010 Krugersdorp 1740 Tel:011 951 8000 Email:Jimmy.Mapunya@gauteng.gov.za
Ms. M Nyatlo	Cullinan Rehab Centre Private Bag x 1005 Cullinan 1000 Tel:012 734 1038 Email:Matshidiso.Nyatlo@gauteng.gov.za
Dr. M Louw	Sizwe Tropical Hospital Private Bag x2 Sandringham 2131 Tel:011 531 4305 Email:Rianna.Louw@gauteng.gov.za
Mr. P Sefohlo	Dr.Yusuf Dadoo Hospital Private Bag x2006 Krugersdorp 1740 Tel:011 951 6000 Email:SefohloP@gpg.gov.za
Ms. N Maleka	Southrand Hospital Private Bag x1 Rosettenville 2130 Tel:011 681 2000/2018 Email:Nobantu.Maleka@gauteng.gov.za
Dr. N Hadebe	Bertha Gxowa Hospital Private Bag x1035 Germiston 1400

	<p>Tel:011 089 8585 Email:Nokwethemba.Hadebe@gauteng.gov.za</p>
Dr. R Masilela	<p>Heidelberg Hospital Private Bag x 612 Heidelberg 1438 Tel:016 341 1100 Email:Ronnie.Masilela@gauteng.gov.za</p>
Dr. A Kgomojoo	<p>Kopanong Hospital Private Bagx031 Vereeniging 1930 Tel:01648 700 Email:Mmaselloane.Kgomojoo@gauteng.gov.za</p>
Dr. L Poee	<p>Mamelodi Hospital Private bag x0032 Rethabile 0122 Tel: 012 841 8306 Email:Lesego.Poee@gauteng.gov.za</p>
Dr. M Mosoane	<p>Pretoria west Hospital Private Bag x 02 Pretoria 0117 Tel:012 380 1200 Email:Mpho.Mosoane@gauteng.gov.za</p>
Ms. D Magano	<p>Jubilee Hospital 92 Jubilee Road Hammanskraal Tel:012 717 9300 Email:Damaria.Magano@gauteng.gov.za</p>
Dr. N Soe	<p>Tshwane District Hospital Private Bag x 179 _ Pretoria 0001 Tel:012 354 5602 Email:Naing.Soe@gauteng.gov.za</p>
Ms. M Morewane	<p>COJ District Private Bag x 21 Johannesburg 2000 Tel:016 694 3700 Email:Mogeru.Morewane@gauteng.gov.za</p>
Ms. P Muso	<p>Westrand District Private Bag x 2053</p>

	<p>Krugersdorp 1740 Tel:011 953 2152 Email:Puleng.Muso@gauteng.gov.za</p>
Mr. C Modise	<p>Ekurhuleni District Health P.O.Box 717 Germiston 1400 Tel:011 878 8503 Email:Mekgwe.Nongezo@gauteng.gov.za</p>
Ms. S Hlahane	<p>Sedibeng District Office Private Bag x 023 Vanderbijlpark 1900 Tel:016 950 6010 Email:Salamina.Hlahane@gauteng.gov.za</p>
Dr. S Matjila	<p>Medunsa Oral Health Care Private Bag x 848 Pretoria 0001 Tel:012 521 4913 Email: sello.matjila@smu.ac.za</p>
Prof. A Ligthelm	<p>Pretoria Oral & Dental Health Private Bag 1266 Pretoria 0001 Tel:012 319 2327 E-mail:Ligthelm@up.ac.za</p>
Mr. A Malotana	<p>Emergency Medical Services Address: Growth Point Business Park Continuity SA Cnr Old PTA & Tonetti Street Midrand Tel:011 564 2002 Email:Arnold.Malotana@gauteng.gov.za</p>
Dr. K Letebele	<p>Kalafong Hospital Private Bag x 396 Pretoria 0001 Tel:012 378 6400 E-mail:Manei.Letebele@gauteng.gov.za</p>
Dr. J Ganda	<p>Carltonville Hospital Private Bag x2023 Carltonville 2500 Tel:018 788 1700 Email:Jatin.Ganda@gauteng.gov.za</p>
Ms. M Mekgoe	<p>Odi District Hospital</p>

	Klipgat Road Near Mamelodi Next to Hebron College Tel:012 725 2300 Email:Matilda.Mekgoe@gauteng.gov.za
Ms. R Mabyana	Bheki Mlangeni Hospital 2190 Balani Road Jabulani Soweto ,Kwa-Xuma 1865 Tel:011 241 5818 Email:Ruth.Mabyana@gauteng.gov.za
Ms. M Lerutla	Tshwane District Health P.O.Box x9514 Pretoria 0001 Tel:012 451 9000/9217 Email:Meisie.Lerutla@gauteng.gov.za
General Information	
Physical Address	Street Address 37 Sauer Street Johannesburg Website: www.health.gov.za 37 Sauer Street Marshalltown Johannesburg 2107 Tel No: 011 355 3000 Fax No: 011 355 3086

THE SECTION 10 GUIDE ON HOW TO USE THE ACT [Section 14(1)(c)]

The South African Human Rights Commission is to compile a guide, 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 will be available in all the official languages from the South African Human Rights Commission.

Any enquiries regarding this guide should be directed to:

The South African Human Rights Commission

33 Hoofd Street
Braampark, Forum 3
Braamfontein
2198

The PAIA Unit
Telephone: 011 877 3600/3694
paia@sahrc.org.za

SECTION 4

ACCESS TO RECORDS HELD BY THE DEPARTMENT OF HEALTH, GAUTENG (SECTION 14(1) (D))

4.1 AUTOMATIC DISCLOSURES (Section 14(1) (e))

The following are categories of records generated by the Department, which are available without a person having to request access in terms of the Act:

- Acts and Regulations
- Annual Performance Plans
- Annual Reports
- Approved Departmental Structure
- Brochures
- Budget speeches
- Circular for advertisement of posts
- Circular for advertisement of Tenders
- Departmental file plans
- Adverts
- Employment equity reports
- Labour Relations Agreements
- Library material
- MEC's Speeches
- News Letters
- Promotion of Access to Information Manual
- Public Service Application Forms (Z83)
- Quarterly reports
- Service Standards and Norms
- Staff contact details
- Strategic Plans

These automatic disclosures are available in the departmental internet site and the Departmental library which is situated at 37 Sauer Street, 15th floor, Bank of Lisbon Building

4.2 RECORDS THAT MAY BE REQUESTED [Section 14(1)(d)]

Subject	Records Categories
1. Communication	See automatic disclosure list (4.1) for most items generated by this function
2. Communicable diseases, epidemiology, expanded programme on immunisation, environmental health and occupational health	<ul style="list-style-type: none"> • Disease Surveillance reports • Environmental impact assessment reports
3. District Health Services	<ul style="list-style-type: none"> • District Health Plans • Intergovernmental relations files
4. HIV/AIDS/STIS/TB	<ul style="list-style-type: none"> • Comprehensive Reports on HIV & AIDS, STIs and TB. • statistics on CCMT and ART
5. Human resource development and training	<ul style="list-style-type: none"> • Organizational Structures • Human Resources Development and Training Reports
6. Human Resource Management	<ul style="list-style-type: none"> • Human resource management Recruitment Reports
7. Information and records management	<ul style="list-style-type: none"> • Health Information Management Reports • Records management Services
8. Information technology/ information systems	<ul style="list-style-type: none"> • IT infrastructure Reports
9. Integrated primary health care services	<ul style="list-style-type: none"> • Primary Health Care Reports • Patient files and reports
10. Labour relations	<ul style="list-style-type: none"> • Code of conduct • Statistics • Disciplinary cases
11. Legal Services	<ul style="list-style-type: none"> • Lawsuits/litigation files
12. Mother and child, women's health nutrition	<ul style="list-style-type: none"> • Reports on Maternal Health, child Health • Nutrition and educational Reports
13. Nursing Education	<ul style="list-style-type: none"> • Nursing student files • Nursing services Nursing Care Services Reports and Files
14. Pharmaceutical services	<ul style="list-style-type: none"> • Medicines Consumption statistics
15. Physical facilities planning and	<ul style="list-style-type: none"> • Building plans

coordination	<ul style="list-style-type: none"> • Infrastructure reports
16. Private-public partnership (PPP)	<ul style="list-style-type: none"> • PPP project files
17. Provisioning and contract management	<ul style="list-style-type: none"> • Specifications and tender contracts • Awards
18. Risk management	<ul style="list-style-type: none"> • Anti-fraud and corruption investigation files
19. Community Health workers services	<ul style="list-style-type: none"> • Grant Administration Reports and statistics
20. Strategic management and planning	<ul style="list-style-type: none"> • Strategic Planning Reports
21. Transformation and transversal services	<ul style="list-style-type: none"> • Quality assurance reports
22. Transport and logistical support services	<ul style="list-style-type: none"> • Transport and Maintenance Reports
23. Emergency Medical Services	<ul style="list-style-type: none"> • EMS reports

Please note that requester of information will be required to sign a non-disclosure agreement on accessing information requested and Granted.

SECTION 5

HOW TO GAIN ACCESS TO RECORDS NOT AUTOMATICALLY DISCLOSED

5.1 TELEPHONIC AND EMAIL REQUESTS

Informal telephonic and EMAIL requests are permitted by the Department. Any such request made to the Deputy Information Officer at the telephone number OR email given in this Manual will be attended to unless the Deputy Information Officer indicates that the provisions of the Act must be carried out – in this case the request will commence with the completion of FORM A and payment of request and access fees if applicable.

5.2 VOLUNTARY ACCESS

Information that is automatically available – automatically available meaning without having to complete **FORM A** and paying the requester's fee – will be made available either at the offices of GDOH or in the manner requested, should this be reasonable and possible. The manner of access will include:

- 5.2.1** Perusal with copying of material if needed and at the prescribed fee for copies;
- 5.2.2** Access to visual, audio-visual material with transcription, dubbing, copying or both, if required.

5.3 REQUEST PROCEDURES SECTION 14(1) (d)

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

5.3.1 The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and

5.3.2 Access to that record is not refused on any ground of refusal mentioned in the Act.

Nature of the request

5.3.3 A requester must complete the form similar to the one printed in the Government gazette (Government Notice R 187 -15 February-**FORM A**) ;(attached at the end of the Manual).

5.3.4 The requester must indicate the form or manner of access sought as prescribed by section 29;

5.3.5 GDOH will endeavour to give access in the form requested unless this would tamper with the smooth running of GDOH;

5.3.6 Giving access will give due consideration to preservation of material, infringement of copyright and request or access fees as prescribed must be paid before a request is processed and, search and preparation fees are also payable before access is given;

5.3.7 A requester representing another must give details of the capacity in which they act; s18 (2) (f)

5.3.8 A requester who cannot read nor write or needs assistance in completing a request form may present the request orally and the Deputy Information Officer is obliged to assist such a requester. 18(3)

5.4 GROUNDS FOR REFUSAL

5.4.1 If the Information Officer fails to give the decision on a request for access to the requester concerned within 30 days after the request is received, the Information Officer is, regarded as having refused the request.

5.4.2 The Information Officer may refuse a request for access to a record if the work involved in processing the request would substantially and unreasonably divert the resources of the DOH.

5.4.3 The information officer may refuse a request to access a record if such access contravenes confidentiality of another person.

5.4.4 If a record does not exist

5.5 MANDATORY DISCLOSURE IN THE INTEREST OF THE PUBLIC

Despite any other provision in PAIA, the Information Officer must grant a request for access to a record of GDOH if :

5.5.1 the disclosure of the record would reveal evidence of –

- a substantial contravention of, or failure to comply with the law; or
- an imminent and serious public safety or environmental risk; and

5.5.2 the public interest in the disclosure of the record clearly outweighs the harm contemplated in the provision in question.

5.6 RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST

5.6.1 If all reasonable steps have been taken to find a record requested and there are reasonable grounds for believing that the record is in GDOH's Possession but is lost or damaged or does not exist then the Deputy Information Officer must by way of an affidavit notify the requester that it is not possible to give access to that record.

5.6.2 The affidavit must give a full account of all steps taken to find the Record in question or to determine whether the record exists, including Communicating with every person who conducted the search on behalf of the Information Officer.

5.7 PAYMENT OF FEES IN TERMS OF THE REQUEST

5.7.1 A requester who seeks information on records about himself or herself or next of kin or if the information is about a deceased individual, is exempted from paying request and access fees but shall pay fees for copies and postage

5.7.2 A requester who seeks information on records about another person must produce consent, proof of identity and an affidavit or power of attorney in order for such request to be processed.

5.7.3 Request Fees

5.7.3.1 Every other requester, who is not a personal requester, must pay the required request and access fee:

5.7.3.2 The information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee before further processing the request;

5.7.2.3 The request payable to public bodies is R35.00.

5.7.2.4 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;

5.7.2.5 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.

5.8 PAYMENT METHOD

Every requester who is not a personal requester must pay the required request Fee. The requester must deposit the request fee into GDOH's bank account (details of which will be given to the requester by GDOH). The proof of the deposit slip must be forwarded to GDOH's Deputy Information Officer before any request can be processed or records can be accessed.

DETAILS OF GDOH'S BANK ACCOUNT:

Bank: First National Bank
Account Holder: Department of Health
Account Number: 62298155782
Branch Code: 255005

It is important to note the provisions of **section 22(1)** of the Act to the effect that no request may be processed unless a request fee is paid.

See attached fee schedule prescribed by PAIA at the end of the Manual

6. SERVICES OFFERED BY THE DEPARTMENT TO THE PUBLIC

6.1 NATURE OF SERVICES

Clinical Healthcare and treatment

Rehabilitation and Mental Health care
Provision of District Health and Primary Health Care Services

Emergency Medical services

Patient Transport
Disaster response
Medical rescue services

Health Care Services

Disease Prevention, Treatment and Control
Environmental and Port Health Services
Forensic Pathology and Medico Legal
Maternal Child and Women Health Nutrition

Provision of Health Science and Training

Nursing Education
Emergency Medical Care

Provision of Clinical Health care related Scholarships Bursaries

7. 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 or Deputy Information Officer in the Department of Health, A Requester May appeal to the MEC of Health:

Dr Gwen Ramokgopa (MPL),
37 Sauer Street
Marshalltown
Johannesburg
2107

8. UPDATING OF THE MANUAL (Section 14(2))

The Department may, if necessary, update and publish its manual referred to in subsection (1) of Section 14, at intervals of not more than a year.

9. PRESCRIBED FEES FOR THE DEPARTMENT

PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY 2002 PRESCRIBES FEES IN RESPECT OF THE GOVERNMENTAL BODIES AS FOLLOWS:

9.1 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.

The fees for reproduction referred to in regulation 9.1 are as follows:

DESCRIPTION	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) compact disc ii) Email – PDF format	40,00 5,00
(d) i) for a transcription of visual images, for an A4-size page or part thereof ii) For a copy of visual images	22,00 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

9.2 The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00

9.3 The access fees payable by a requester referred to in regulation 7(3) are as follows:

DESCRIPTION	R
(1) (a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine – readable form	0,40
(c) For a copy in a computer-readable form on: i) email - PDF ii) stifty disc	5,00 40,00
(d) i) for a transcription of visual images, for an A4-size page or part thereof ii) For a copy of visual images	22,00 60,00
(e) i) For a transcription of an audio record, for an A4-size page or part thereof ii) For a copy of an audio record	12,00 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, reasonable required for such search and preparation.	R15 per hour
(g) Access fees for medical reports and copies of medical records will be published and gazetted in terms of hospital ordinance Act no 4 of 1999 yearly	Government gazette

Postage Fees are as follows:

Envelope Size	Ordinary mail	Fast mail	Registered mail
Small	R5,00	R7,00	R20,00
Medium	R7,30	R12,25	R23,00
Large	R11,00	R17,00	R27,00
cylinder rolled records	R18,00	R26,00	-

10. PRESCRIBED FORM FOR ACCESS TO A RECORD OF THE DEPARTMENT

See annexure B

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

REQUEST FOR ACCESS TO RECORD OF THE DEPARTMENT

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

<p>{Regulation 2} 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 OF</p>

INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of the Department

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 recorded below.
- (b) Furnish and address and/or fax number in the Republic to which information must be sent.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Surname and Full names, Identity number, Postal address, telephone number, fax. Numbered, E-mail address, capacity in which a request is made.

C. Particulars of person on whose behalf a 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>

Full Names Surname

Identity number

Capacity in which request is made/relationship to original requester of record, when made on behalf of another person:

.....

D. 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.

Mark the appropriate box with an "X"

Disability:		Form in which records is required	
-------------	--	-----------------------------------	--

(a) 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.**

(b) 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. Description of record or relevant part of the record, Reference number, if available, any further particulars of record or estimated time when a records could have come into existence.

E. Fees

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

(b) 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.

(c) You will be notified of the amount required to be paid as the request fee.

(d) 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.

1. If the record is in written or printed form

Copy of record	Inspection of Records
-----------------------	------------------------------

2. If record consists of visual images-

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

View Images	Copy of images	transcription of images
-------------	----------------	-------------------------

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

Listen to the soundtrack (audio cassette)	Transcription of soundtrack* (written or printed document)
--	---

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

printed Copy of a Record	printed Copy of information derived from a record	Copy in computer readable form
--------------------------	--	-----------------------------------

		(PDF or compact disk)
--	--	-----------------------

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?	Yes	No
---	-----	----

A postal fee is payable.

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.
 In which language would you prefer the record?

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed 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

**SIGNATURE OF REQUESTER/
 PERSON ON WHO'S BEHALF REQUEST IS MADE**