

**MANUAL ISSUED IN TERMS OF SECTION 14
OF THE PROMOTION OF ACCESS TO INFORMATION
ACT, 2000 (ACT NO 2 OF 2000)**

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1. INTRODUCTION

Section 32(1)(a) of the Constitution of the Republic of South Africa, 1996 provides that everyone has a right of access to any information held by the state and any information held by another person that is required for the exercise or protection of any rights. The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (hereinafter referred to as “PAIA”) is the national legislation which was enacted to give effect to the constitutional right of access to information.

PAIA gives all South Africans the right to have access to records held by the state, government institutions and private bodies. The following are the objectives which PAIA seeks to achieve:

- To ensure that the State takes part in promoting a human rights culture and social justice;
- To encourage openness and 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 as reasonably possible; and
- To promote transparency, accountability and effective governance of all public and private bodies, by empowering and educating everyone to understand their rights in terms of PAIA so that they are able to exercise their rights in relation to public and private bodies, to understand the functions and operation of public bodies, and to effectively scrutinise, and participate in decision making by public bodies that affects their rights.

PAIA, however, recognises that such a right of access to information is subject to justifiable limitations and seeks to balance the requester’s constitutional right to information against the information officer’s right to refuse access to information on any of the grounds mentioned in Part 2, Chapter 4 of PAIA.

In terms of section 14 of PAIA, all public bodies must have information manuals to assist any person wanting to access records of public bodies. In this regard, the Department of Energy is pleased to publish this Manual in the hope that the information contained herein will be of assistance and ensure that all requests for access to information are dealt with efficiently and effectively, and thereby promote the objectives and spirit of PAIA.

2. DEFINITIONS

In this manual any word or expression to which a meaning has been assigned in the Promotion of Access to Information Act, 2000, shall bear the meaning so assigned, and unless the context otherwise indicates -

“Department” means the Department of Energy and shall include its regional offices;
“information officer” means the Director-General of the Department of Energy;
“Manual” means this manual compiled in terms of section 14 of the Act;
“personal requester” means the person requesting access to a record containing personal information about the requester;
“personnel” means any person who works for, or provides services, to or on behalf of, the Department and receives or is entitled to receive any remuneration, including all permanent, temporary and part-time staff as well as contract workers;
“record” means any recorded information, regardless of form or medium, which is in the process or under the control of the Department, irrespective of whether it was created by the Department or not;
“relevant authority” means the Minister of Energy;
“request” means a request for access to a record of the Department;
“requester” means any person (other than a public body contemplated in paragraph (a) or (b)(i) of the definition of ‘public body’ in PAIA, or an official thereof) making a request for access to a record of the Department and includes any person acting on behalf of that person or requester; and
“SAHRC” means the South African Human Rights Commission.

3. HUMAN RIGHTS COMMISSION GUIDE ON THE ACT

The SAHRC is a national institution, responsible for promoting respect for human rights and a culture of human rights; for promoting the protection, development and attainment of human rights; and for monitoring and assessing the observance of human rights in the Republic.

The SAHRC has published the guide, as prescribed by section 10, on how to use PAIA and the guide is available in all official languages from the SAHRC.

The contact details for the SAHRC are as follows:

The South African Human Rights Commission:
The Access to Information Unit: Promotion of Access to Information Act 2 of 2000
The Research and Documentation Department
33 Hoofd Street, Forum III
Braampark
BRAAMFONTEIN
2198

Telephone: +27 11 877 3600

Website: www.sahrc.org.za

Email: paia@sahrc.org.za

4. **ABOUT THE DEPARTMENT**

4.1 MANDATE, MISSION AND VISION OF THE DEPARTMENT

Mandate

Ensure secure and sustainable provision of energy for socio-economic development.

Mission

To regulate and transform the sector for the provision of secure, sustainable and affordable energy.

Vision 2014

A transformed and sustainable energy sector with universal access to modern energy carriers for all by 2014.

Vision 2025

Improving our energy mix by having 30% of clean energy by 2025.

4.2 ORGANISATIONAL STRUCTURE

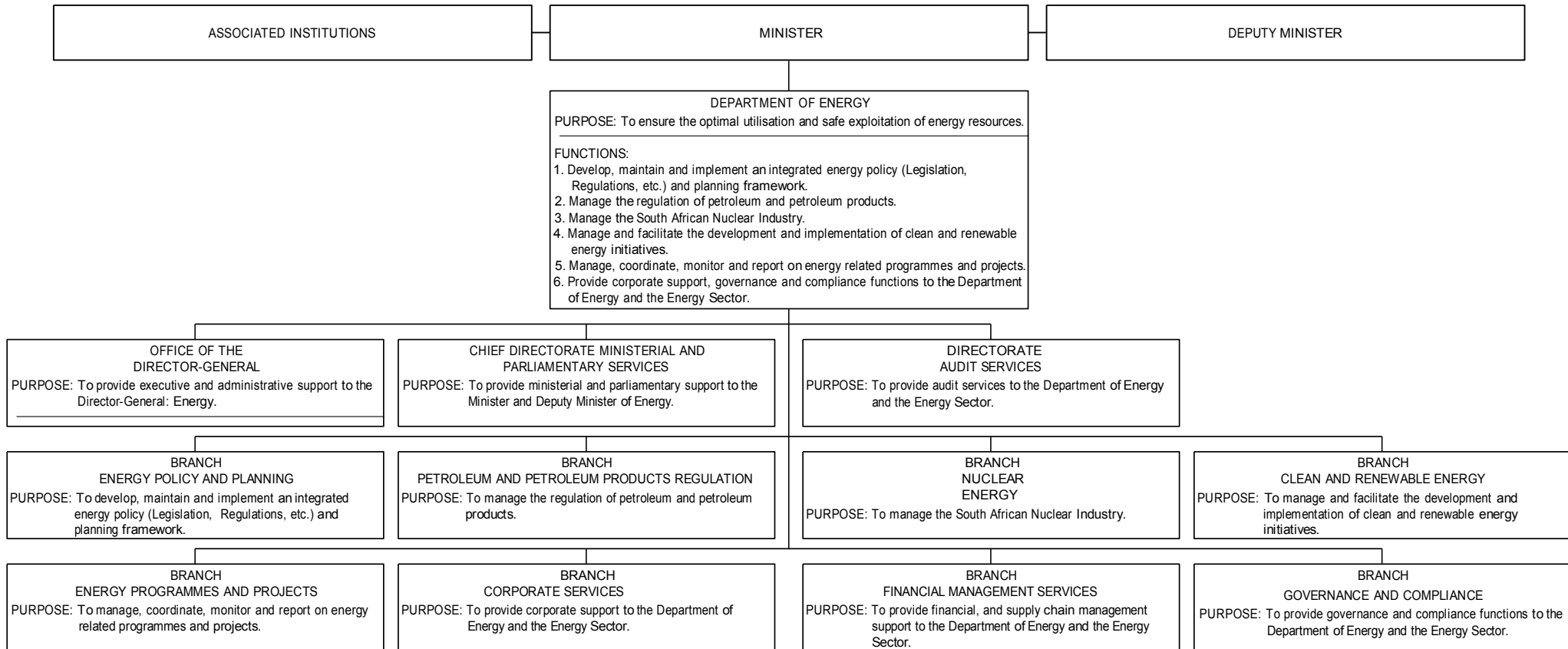
4.2.1 The Department consists of a national office that is situated in Gauteng Province and various Regional Office that are situated Eastern Cape(), Free State(), KwaZulu-Natal (Durban), Limpopo (Polokwane), Mpumalanga(Witbank) Northern Cape (Kimberley), Western Cape(Cape Town), Gauteng (Pretoria) North West(Klerksdorp).

4.2.2 The Branches of the Department are as follows:

- (a) Corporate Services
- (b) Governance and Compliance
- (c) Financial Management Services
- (d) Energy Programmes and Projects
- (e) Energy Policy and Planning
- (f) Petroleum and Petroleum Products Regulation
- (g) Nuclear Energy
- (h) Clean Energy

4.2.3 The Department's macro structure is indicated below:

**APPROVED MACRO ORGANISATIONAL STRUCTURE
DEPARTMENT OF ENERGY**



5. CONTACT DETAILS OF THE INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS

5.1 Information Officer:

Mr Thabane Zulu
Director-General
Private Bag X96
PRETORIA
0001
Tel: +27 12 406 7672

5.2 **ALL** requests for access to records of the Department, and any internal appeal in terms of section 74 of PAIA, shall be submitted for the attention of the **Director: Legal Services** through any one of the following methods:

By post to-
Department of Energy
Private Bag X96
PRETORIA
0001;

By hand delivery to-
5th Floor
Department of Energy: Head Office
192 Visagie Street (Cnr Visagie and Paul Kruger Streets)
Pretoria;

By facsimile to-
Fax: +27 12 323 5842; or

By e-mail: paia@energy.gov.za .

5.3 Deputy Information Officers

The following officials have been designated as Deputy Information Officers in terms of section 17(1) of PAIA.

Ms Saandhri Naidoo
Director: Legal Services
Private Bag X96
PRETORIA
0001
Tel: +27 12 406 7508

Mr Lucas Mulaudzi
Acting Deputy Director-General: Corporate Services
Private Bag X96
PRETORIA
0001
Tel: +27 12 406 7852

Mr Muzi Shange
Chief Operations Officer
Private Bag X96
PRETORIA
0001
Tel: +27 12 406 7677

Mr Tseliso Maqubela
Deputy Director-General: Petroleum and Petroleum Products Regulation
Private Bag X96
PRETORIA
0001
Tel: +27 12 406 7648

Mr Ompie Aphane
Deputy Director-General: Energy Policy and Planning
Private Bag X96
PRETORIA
0001
Tel: +27 12 406 7660

Mrs Yvonne Chetty
Chief Financial Officer
Private Bag X96
PRETORIA
0001
Tel: +27 12 406 7641

Mr Zizamele Mbambo
Deputy Director-General: Nuclear Energy
Private Bag X96
PRETORIA
0001
Tel: +27 12 406 7665

Dr Wolsey Barnard
Deputy Director-General: Energy Programmes and Projects
Private Bag X96
PRETORIA
0001
Tel: +27 12 406 7667

Mr Daniel Ndou
Acting Chief Director: Human Resources and Auxiliary Support Services
Private Bag X96
PRETORIA
0001
Tel: +27 12 406 7430

6. SUBJECT AND CATEGORIES OF INFORMATION HELD BY THE DEPARTMENT

Below is a list of subjects on which the Department of Energy holds records and categories of records held under each subject. The list is not exhaustive and may be amended from time to time. The records held under the various subjects are not automatically available and access to the records is subject to the nature of the information contained in the record.

6.1 Statutory and Regulatory Framework

- Energy Policies
- Energy legislation
- Regulations issued in terms of Energy Legislation;
- Bills
- Other legislations and regulations

6.2 Organisation and Control

- Internal Policies
- Functions
- Delegations of authority
- Establishment of new sections and offices
- Planning
- Audit Services
- Meetings
- Security Management
- Programmes and Projects
- Monitoring and Evaluation
- Strategy and Risk Management
- Risk Register

- Risk Management Committee Charter
- Risk Management Committee Minutes
- Risk Management Policy
- Risk Management Strategy
- Risk Management Implementation Plan
- Risk Assessment and Identification Methodology
- Risk Management Framework
- Risk Management Committee Members Appointment Letters
- Risk Management Standard Operation Procedures
- Risk Assessment Handbook
- Departmental Code of Conduct
- Fraud Prevention Plan/Strategy
- Fraud Implementation Plan
- Fraud Prevention Policy
- Whistle Blowing Policy
- Strategic Plan
- Annual Performance Plan
- Reports

6.3 Human Resource Management

- Human Resource Management Policies
- Organisational Development Efficiency Promotion
- Job Evaluation
- Job Profiles/Description
- Change Management/Organisational Culture and Values Interventions
- Departmental Form Design
- Staff Establishment
- Operation Management
- Personnel Provisioning, including advertisements, appointments, secondments and transfers
- Conditions of Service
- Termination of Service
- Performance Management
- Employment Relations/ Labour Relations
- Human Resources Development
- Employee Wellness Programme
- Occupational Health and Safety
- Employment Equity

6.4 Financial Management

- Financial Planning and Management Accounting Policies
- Revenue management
- Cash flow information
- MTEF, AENE, and ENE allocations
- Expenditure Management

- In year Monitoring reports and budget and expenditure control reports

6.5 Supply Chain Management

- Demand and Acquisition
- Tender Administration
- Logistics Management
- Asset Management

6.6 Facilities Management

- Facilities Management Policies
- Office Accommodation
- Services

6.7 Travel and Transport Management

- Travel and Transport Policies
- Travel Management

6.8 Information Services

- Knowledge Management
- Records Management
- Information Management
- PAIA
- Library
- ICT Plans, Policies and Procedures

6.9 Communications

- Communications Policies
- Editorial and Publication Services
- Liaison and Support Services
- Branding
- Marketing
- Media releases, interviews, monitoring and reports
- Press clippings
- Speeches

6.10 International Coordination

- International Coordination Policy
- Oversees Trips, Conferences and Seminars
- International Agreements

6.11 Legal Services

- Energy Laws: Drafting and Amendments
- Litigation
- Appeals
- Legal Opinions and Interpretations
- Contracts and Memoranda of Understanding

6.12 Policy Development

- Electricity Policy
- Electricity Supply Policy
- Coal and Gas Policy
- Petroleum and Petroleum Infrastructure Policy
- Nuclear Policy

6.13 Integrated Energy Planning

- Energy Planning Policy
- Supply options Planning
- Infrastructure Development
- Market Sectors Demand Profiling
- Energy Information Management, Process Design and Publications
- Energy Economics
- Macroeconomic Analysis

6.14 Nuclear Energy

- Nuclear Energy Policy
- Nuclear Safety, Liabilities and Emergency Management
- Nuclear Technology
- Nuclear Non-Proliferation
- Radiation Technology
- Nuclear Enforcement and Compliance
- Nuclear and Radiation Security

6.15 Operations

- Hydrocarbons Operations including Petroleum Pricing
- Petroleum Licensing
- Petroleum Compliance, Monitoring and Enforcement
- Integrated National Electrification Programme and Planning
- Clean Energy

- Designated National Authority
- New and Renewable Energy
- Energy Efficiency and Environment

7. VOLUNTARY DISCLOSURES AND INFORMATION AUTOMATICALLY AVAILABLE

7.1 In terms of section 14(1)(e) of the Act, the Department has the following categories of the records that are automatically available for copying and inspection without a person having to request access in terms of PAIA:

- (a) Acts, Bills and Regulations published by the Department;
- (b) published policies and guidelines;
- (c) application forms;
- (d) contact directory;
- (e) e-publications
- (f) published booklets and brochures
- (g) published marketing material, including departmental marketing brochures
- (h) published newsletters
- (i) published posters and pamphlets
- (j) published reports
- (k) strategic plan;
- (l) annual performance plans;
- (m) annual reports;
- (n) budget speeches;
- (o) vacancy circulars; and
- (p) collective bargaining agreements.

7.2 Certain records may be accessed directly from the internet on the official website of the Department at: www.energy.gov.za and persons are encouraged to consider the use of the website before submitting their request.

7.3 The application forms for licences in terms of the Petroleum Products Act, 1977 (Act No. 120 of 1977) will be made available voluntarily and free of charge through the Regional Directors. Completed applications submitted by Applicants to the Controller are available for inspection at the Department's Regional Offices for the prescribed period during which objections may be lodged; however voluntary access to these records is limited to the extent that such records do not contain confidential information of third parties or Applicants for licences in terms of the Petroleum Products Act, 1977. Any person requesting access to an application lodged with the Controller outside the period allowed for inspection must request access in accordance with section 8 below.

7.4 No request form for access has to be completed for all records automatically available in terms of this section. However a fee for copying shall be levied, where applicable.

8. PROCEDURE FOR REQUESTING ACCESS TO RECORDS

8.1 All requests for access to records in terms of PAIA must be submitted by completing Form A in Annexure A and forwarding it to the Director: Legal Services by post, facsimile, email or hand delivery as set out in section 5.2 above. Any person requiring assistance with the completion of the Form A, may contact the Director: Legal Services telephonically.

8.2 Unless the request is made by a personal requester or a person claiming an exemption, the request fee of R35.00 must be paid to the cashier at Head Office or into the bank account of the Department and proof thereof must be submitted to the Department. To claim a fee exemption granted by the Minister in terms of section 22(8) of PAIA, please complete Part E of Form A. The Department's banking details are as follows:

Bank Account: Nedbank Limited
Branch Name: Corporate Client Service Johannesburg
Branch Code: 14 54 05
Account Name: Department of Energy
Account Number: 1454 117 737

Reference Number: PAIA 8/4/2 Surname and initials of the Requester

8.3 Once a complete request is received, the Director: Legal Services will submit the request to the relevant Deputy Information Officer for decision within the prescribed time period. A decision shall be taken within 30 days of receipt of a complete request, however this period may be extended for a further period of 30 days by the Deputy Information Officer in certain circumstances.

8.4 If access is granted to records of the Department, the requester will be notified and required to pay the prescribed access fees as set out in **Annexure C** before access is granted. If access is requested in a particular form, then the requester shall, subject to section 28 of PAIA, be given access in that form unless doing so would interfere unreasonably with the effective administration of the Department, damage the record, or infringe the copyright not owned by the state or Department.

8.5 If the request has been refused, the requester will be notified thereof together with reasons for the decision.

9. RIGHT TO INTERNAL APPEAL OR APPLICATION TO COURT FOR RELIEF

- 9.1 If a request for access to a record of the Department has been refused for whatever reason, the requester has a right to make an internal appeal to the relevant authority, who is Minister of Energy, by completing **Form B** and submitting same to the Director: Legal Services in a manner set out in section 5.2. A third party may lodge an internal appeal with the relevant authority against a decision of the information officer to grant a request for access. The following are other grounds upon which a requester may lodge an internal appeal with the Minister of Energy, against a decision taken by the information officer:
- When the requester is not satisfied with the fees that are required to be paid in respect of the request.
 - When the requester is not satisfied with the extension of the period to deal with request.
 - If the form of access in which the records are provided are not in line with the particular form in which the requester preferred.
- 9.2 The internal appeal must be lodged within 60 days. However the Minister of Energy may allow the late appeal upon good cause shown.
- 9.3 Where a requester has been unsuccessful in an internal appeal to the Minister of Energy, the requester may within 180 days apply to court for appropriate relief.

10. ARRANGEMENTS FOR PUBLIC PARTICIPATION IN POLICY FORMULATION AS CONTEMPLATED IN SECTION 14(1)(g) OF PAIA

- 10.1 The Department may, from time to time, solicit public comments on draft legislation, (Bills and Regulations) and other issues and the public are invited to provide their comments and input when these opportunities arise.
- 10.2 The Department is part of the executive arm of government. Although these may be no specific structures in place for public participation in policy formulation, members of the public can indirectly influence policy formulation by-
- (a) participating in national elections;
 - (b) communicating with their elected representatives;
 - (c) involving themselves in the legislative and other public participatory processes of South Africa Parliament and its committee;
 - (d) attending sessions of the Parliament; and
 - (e) the media accessing the Parliament and its committees.

10.3 Nothing prohibits any person from submitting inputs, comments or queries in writing to the Minister or Director-General of the Department.

11. OTHER INFORMATION AS MAY BE PRESCRIBED IN TERMS OF SECTION 14(1) (I) OF THE ACT.

There is currently no other information prescribed by the Minister of Justice and Constitutional Development.

12. UPDATING AND AVAILABILITY OF THIS MANUAL AS CONTEMPLATED IN SECTION 14(2) OF THE ACT.

Section 14(2) of the Act determines that this Manual must, if necessary, be updated and published at intervals of not more than one year.

The Manual shall be published on the Department's official website, www.energy.gov.za and shall be available at the Department's Head Office and Regional Offices. We will endeavor to translate the Manual in all official languages.

ANNEXURE A

Form A

Request for access to record of public body

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))

[Regulation 6]

FOR DEPARTMENTAL USE	
Reference number: _____	
Request received by _____	
(state rank, name and surname of information officer/deputy information officer) on _____	
(date) at _____	(place). _____
Request fee (if any):	R
Deposit (if any):	R
Access fess:	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 surnames: _____

Identity number: _____

Postal address: _____

Telephone number: _____ Fax number: _____
E-mail address: _____

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

C Particulars of person on whose behalf request is made

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

Full names and surname: _____

Identity number: _____

D Particulars of 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.***

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

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

mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.*
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) The fee payable for access to the record, 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		
2 If record consists of virtual images- (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy the images*	<input type="checkbox"/>	transcription of the images*
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 of 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 of regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20 _____

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE

ANNEXURE B

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to information Act, 2000 (Act 2 of 2000))
[Regulation 8]

**STATE YOUR REFERENCE
NUMBER:** _____

A Particulars of public body

The information Officer/Deputy Information Officer:

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

- (a) The particulars of the person who lodge the internal appeal must be given below.
(b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
(c) if the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.*

Full names and surname: _____

Identity number: _____

Postal address: _____

_____ Fax number: _____

Telephone number: _____ E-mail address: _____

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

C Particulars of requester

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

Full names and surname: _____

Identity number: _____

D The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an X in the appropriate box:

	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E Grounds for appeal

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

State the grounds on which the internal appeal is based: _____

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

F Notice of decision on appeal

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

State the manner: _____

Particulars of manner: _____

Signed at _____ this _____ day of _____ 20 _____

SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on _____ (date) by _____
_____ (state rank, name and surname
of information officer/deputy information officer).

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

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER
CONFIRMED/NEW DECISION SUBSTITUTED

NEW DECISION: _____

DATE _____

RELEVANT AUTHORITY _____

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

ANNEXURE C

FEES IN RESPECT OF PUBLIC BODIES

1 The fee for a copy of the manual as contemplated in regulation 5(c) is R0.60 for every photocopy of an A4-size page or part thereof.

2 The fees for reproduction referred to in regulation 7(1) are as follows:
R

(a) For every photocopy of an A4-size page or part thereof	0.60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.40
(c) For a copy in a computer-readable form on-	
(i) stiffer 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:

(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) stiffer disc	5.00
(ii) compact disc	40.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22.00

- (ii) For a copy of visual images 60.00
 - (e) (i) For a transcription of an audio record, for an A4-size page or part thereof 12.00
 - (ii) For a copy of an audio record 17.00
 - (f) To search for and prepare the record for disclosure, R15.00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.
- (2) For purposes of section 22(2) of the Act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.