



CENTRAL KAROO DISTRICT MUNICIPALITY

MANUAL OF FUNCTIONS OF AND INDEX OF RECORDS HELD

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1. DEFINITIONS

- 1.1 **“Act”** means the Promotion of Access to Information Act, 2000 (Act 2 of 2000) also referred to as PAIA;
- 1.2 **“Constitution”** means Constitution of the Republic of South Africa;
- 1.3 **“Council”** means the Municipal Council of the Municipality;
- 1.4 **“IDP”** means the Integrated Development Plan as envisaged in Chapter 5 of the Systems Act;
- 1.5 **“Information Regulations”** means the Regulations regarding the Promotion of Access to Information promulgated per Government Notice 187 of 15 February 2002;
- 1.6 **“MFMA”** means the Local Government: Municipal Financial Management Act, 2003 (Act 56 of 2003);
- 1.7 **“MSA”** means the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), as amended;
- 1.8 **“Municipality”** means the Central Karoo District Municipality and includes any political structure, political office bearer, duly authorized² agent thereof, or a service provider fulfilling a responsibility under this by-law assigned to it in terms of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) or any other law, as the case may be, or any employee thereof acting in connection with this by-law by virtue of a power vested in the municipality and delegated, to such political structure, political office bearer, agent or employee;
- 1.9 **“Municipal Manager”** means a person appointed as such by the Municipality in terms of section 54A of the Systems Act;

2.3 Section 14 of the Act obliges public bodies to compile a manual, which would assist a person to obtain access to information held by a public body and stipulates the minimum requirements a manual has to comply with.

2.4 The purpose of this manual is therefore to inform a person how to obtain access to a record held by the Municipality and thereby giving effect to Section 14 of the Act.

3. MUNICIPAL STRUCTURES AND THEIR FUNCTIONS

3.1 The structure of the Municipality relates to its political as well as administrative nature. The political structure relates to the structures such as committees and the various political office bearers such as the speaker and mayor. The administrative structure refers to the various departments, divisions and sections designed to enable the municipal manager and staff to effectively perform the functions and execute the powers of the municipality.

3.2 The functions of these structures are as follows:

The Political Structures:

(a) The Council:

- The Council is defined in section 157(1) of the Constitution and in Chapter 3 of the Structures Act.
- It consists of 13 Councillors, including the Executive Mayor, Deputy Executive Mayor and Speaker as determined by the MEC for local government in the Western Cape. It is a category C Municipality with a Mayoral executive system.
- Its objects are as set out in section 152 of the Constitution and it strives, within its financial and administrative capacity, to provide democratic and accountable government, provide services to communities in a sustainable manner, promote social and economic development, promote a safe and

healthy environment, and to encourage community participation in matters of local government.

- Its functions include to annually review the needs of the community, its priorities to meet those needs, its processes for involving the community, its organizational and delivery mechanisms for meeting the needs of the community and its overall performance in achieving objectives as set out in section 152 of the Constitution

(b) The Executive Mayor:

- In terms of section 57 of the Structures Act, the Council elects an executive Mayor and deputy executive Mayor. The executive Mayor is entitled to receive reports from Council committees and to forward it to Council with a recommendation, or dispose of the matter in terms of his delegated powers. The legal powers and function of the executive Mayor is described in section 56 of the Structures Act. The Council also may delegate additional powers and function to the executive Mayor. The specific delegations to the executive Mayor can be found in the system of delegations of the Council. The executive Mayor is the executive head of the Municipality. The executive Mayor appoints a Mayoral Committee from among the Councillors to assist him/ her in the execution of his/ her functions and powers. The appointment, powers and functions of the executive Mayoral committee is prescribed in terms of section 60 read with section 80 of the Structures Act.

(c) The Speaker:

In terms of section 36(1) of the Structures Act, the Council must have a chairperson who will be called the Speaker. The Speaker:

- Presides at meetings of the Council;
- Performs the duties and exercises the powers delegated to the Speaker;
- Must ensure that the Council meets at least quarterly;

- Must ensure compliance in the Council and Council committees with the code of conduct; and
- Must ensure that Council meetings are conducted in accordance with the rules and orders of the Council.

(d) Council and portfolio committees:

- The Structures Act provides for various types of committees for the Municipality. In terms of section 79 of the Structures Act, committees are elected that reports directly to the Council. In terms of section 60 read with section 80 portfolio committees is established to assist the executive Mayor. More information in this regard can be obtained from the committee system of the Municipality.

The Administrative Structures:

(a) Organizational Structure:

- The organizational structure (OD) and staff establishment derives from section 66 of the Systems Act read with the Regulations. The Municipal Manager drafts the OD and staff establishment and submits it to Council for approval.

(b) Office of the Municipal Manager:

- The Council appoints a Municipal Manager as head of the administration in terms of section 54A of the Systems Act. The Municipal Manager is also the accounting officer in terms of section 60 of the MFMA and is responsible for the management of the Municipality and all its Departments. The Municipal Manager must ensure that the Municipality operates within the policy directions of the Council that inter alia includes the responsibility for the formation and development of an economical, effective efficient and accountable administration equipped to implement and monitor the IDP. More information can be obtained from sections 54A and 55 of the Systems Act and

sections 60 and 61 of the MFMA, the SDBIP as well in the annual performance contract of the Municipal Manager that is available on the website. The Municipal Manager also signs an employment contract setting out the, subject to applicable labour legislation, details of duties, remuneration, benefits and other terms and conditions of employment.

(c) Departments:

The Municipality has two Directorates, namely, financial- and corporate services as approved by the Council in terms of the O.D. and staff establishment. The functional areas of the Directors are set out in their employment- and annual performance contracts. The Directors decide on management policy within their respective functional areas within the policies and delegations of the Council.

4. INFORMATION AND DEPUTY INFORMATION OFFICERS

4.1 The contact details of the Information Officer and Deputy Information Officers are as follows: -

(a) INFORMATION OFFICER

Name: **Vacant**
Street Address: 63 Donkin Street, Beaufort West, 6970
Postal Address: Private Bag X560, Beaufort West, 6970
Telephone No: 023-449-1000
Facsimile No: 023-415-1253
E-Mail Address: manager@skdm.co.za

(b) DEPUTY INFORMATION OFFICER

Name: Director: Financial Services – Ms. U M Baartman
Street Address: 63 Donkin Street, Beaufort West, 6970
Postal Address: Private Bag X560, Beaufort West, 6970
Telephone No: 023-449-1000
Facsimile No: 023-415-1253
E-Mail Address: cfo@skdm.co.za

(c) DEPUTY INFORMATION OFFICER

Name: Director: Corporate Services – Mr. J Jonkers
Street Address: 63 Donkin Street, Beaufort West, 6970
Postal Address: Private Bag X560, Beaufort West, 6970
Telephone No: 023-449-1000
Facsimile No: 023-415-1253
E-Mail Address: jjonkers@skdm.co.za

(d) DEPUTY INFORMATION OFFICER

Name: Senior Manager: Technical Services – Mr. A Koopman
Street Address: 63 Donkin Street, Beaufort West, 6970
Postal Address: Private Bag X560, Beaufort West, 6970
Telephone No: 023-449-1000
Facsimile No: 023-415-1253
E-Mail Address: andre@skdm.co.za

5. REQUEST FOR ACCESS TO RECORD

5.1 A person wishing to request information in terms of the Act is required to adhere to the following procedure: -

- (a) The request must be made in writing, on the prescribed application form, addressed to the abovementioned information officer or deputy information officers.
- (b) The application must be accompanied by prescribed search service fees as indicated in paragraph 6 below.
- (c) The application must clearly state the nature of information needed to enable the information officer or the relevant deputy information officer to identify the requested records.
- (d) Information officers may defer a decision until the requested information becomes available and will so notify the requester in writing with a request that he/she makes follow-up representations within 30 days.
- (e) In the event the requested information is unavailable, and all reasonable steps have been taken to find a requested record, the information officer will accordingly inform the requester, giving full reasons in writing.

6. PAIA GUIDE

6.1 Section 10 of PAIA provides that the South African Human Rights Commission must compile a simple and easily comprehensive guide on how to use the act. The PAIA guide in terms of section 10 of the Act is available on the Municipal website and at the offices of the Municipality.

7. SEARCH/SERVICES FEES PAYABLE

7.1 The Act provides for two types of fees:

- (a) A request fee, which will be a standard fee; and
- (b) An access fee, which must be calculated by taking into account reproduction cost, search and preparation time and cost, as well as postal costs.

7.2 When the request is received by the information / deputy information officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing of the request.

7.3 If a search for the record has been made and the preparation of the record for disclosure, including arrangements to make it available in the requested form, requires more than the hours prescribed in the information regulations for the purpose, the information / deputy information officer shall notify the requester to pay as a deposit the prescribed portion of the access fee, which would be payable if the request is granted.

7.4 The information / deputy information officer shall withhold a record until the requester has paid the relevant fees as indicated below.

7.5 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure, including making arrangement to make it available in the requested form

7.6 If a deposit has been paid in the respect of a request for access, which is refused, then the information / deputy information officer concerned must repay the deposit to the requester.

7.7 Requests- and access fees payable in terms of Section 22 of the Act or exemption thereof is indicated in **Annexure A**.

8. TIME LIMITS FOR DEALING WITH INFORMATION REQUESTS

8.1 The time limit for processing an application for access to a record is **30** (thirty) working days. An applicant has the right to lodge a written complaint about any delays in receiving a response with the Municipal Manager who will attend to the complaint within **10** working days.

8.2 If a request for access is made for information that the Municipality does not process or another public body holds the information, the requester will accordingly be notified within **14** working days.

9. REFUSAL TO GRANT ACCESS TO A RECORD

9.1 The information officer or relevant deputy information officers may, under certain circumstances, refuse to grant access to requested records in terms of sections 33 – 45 of the Act.

10. REMEDIES IN RESPECT OF AN ACT OR FAILURE TO ACT BY INFORMATION OFFICERS

10.1 A requester, if (i) his/her request is refused, (ii) the fees charged are unacceptable, (iii) information is given in a different form from what was requested, or (iv) the period within which information has to be disclosed is extended by the information officer, may lodge an appeal with the Municipality against the information officer. The appeal must be lodged on a prescribed application form, within **60** (sixty) days, stating the grounds of appeal and accompanied by the prescribed fees.

10.2 A third party may lodge an appeal with the Swellendam Municipality against a decision by an Information or Deputy Information Officer to disclose a record to a requester of particular information. If a notice to a third party is required, this must be done within **30 (thirty) days** after notice is given to the appellant of the decision to appeal.

10.3 In either subsection 10.1 or 10.2 the Information Officer must within **10 working days** submit the appeal to the executive mayor.

10.4 The requester may still seek legal relief under sections 78 – 82 of the Act.

11. SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE MUNICIPALITY

11.1 Under the Act the Municipality is required to state which records it holds. Given the wide range of services provided, this listing of records is constantly being updated and may change over time. The method of managing records in the Municipality is in accordance with national archive requirements.

11.2 It should be noted that inclusion in the following list of records does not mean that the files or records are necessarily accessible under the Act. The Act prohibits a public body from allowing access, and/or allows the public body to refuse access, to certain types of information. Chapter 4 of the Act deals with the grounds for refusal of access to records. For further information please refer to the Act.

11.3 The following is the main series of the records kept by the Municipality:

- 11.3.1 Legislation;
- 11.3.2 Organization and Control;
- 11.3.3 Council and Council Matters;
- 11.3.4 Staff;
- 11.3.5 Finance;
- 11.3.6 Domestic Supplies and Services;
- 11.3.7 Buildings and Grounds;
- 11.3.8 Tenders, Quotations and Contracts;
- 11.3.9 Reports and Returns;
- 11.3.10 Publicity and Information;
- 11.3.11 Social Matters;
- 11.3.12 Composition and Meetings of bodies and other gatherings;
- 11.3.13 Legal matters;
- 11.3.14 Licenses and Permits;
- 11.3.15 Town Planning and Control;
- 11.3.16 Essential Services;
- 11.3.17 Community Services.

11.4 **Annexure B** contains a list of the categories of records as per the abovementioned main series of records that the Municipality keep. More complete particulars may be obtained from the municipal head office or arrangements can be made with any one of the deputy information officers for more information.

12. **RECORDS AVAILABLE WITHOUT REQUESTS FOR ACCESS**

The records available without the need for requesting access in terms of section 15 of the Act is summarized in **Annexure C**. The access to these records is subject to the payment of the prescribed fees, as applicable.

13. **PROVISIONS FOR PUBLIC PARTICIPATION**

13.1 In terms of section 14 (1) (g) of the Act the following arrangements is made for a person to make representations and to participate and influence the formulation of policy or the exercise of powers or performance of duties of the Municipality:

- Participate in the ward committee's system;
- Liaise with Ward Councillors;
- Get involved in a recognized Community based Organization;
- Get involved in one of the sector group within the ward;
- Make inputs through the IDP and budget processes;
- Make input through public meetings;
- React in writing on advertisements and public notices;
- Make input through the media such as radio and local newspapers.

14. **SERVICES AVAILABLE FROM THE MUNICIPALITY**

14.1 Section 14 (1) (f) of the Act stipulates that the Municipality must provide information on the services it offers. The Municipal services that are rendered by the Municipality in terms of the powers and functions allocated to it in terms of Schedules 4B and 5B of the Constitution, is listed in **Annexure D**.

14.2 Access to these services can be gained by applying at the Municipal Offices. The different policies and the tariffs and fees relating to the services can be obtained from the municipal website.

15. GENERAL INFORMATION

15.1 The technical details of this manual would be changed from time to time. The Municipality is constantly reviewing information that can be made available and improving its own internal access to information. Always ask if a record can be made available before making a formal request under the Act

ANNEXURES:

1. Annexure A: Fees payable by the applicant.
2. Annexure B: Schedule of records and categories of records kept by the Municipality.
3. Annexure C: Records automatically available in terms of section 15 of the Act.
4. Annexure D: Municipal Services
5. Annexure E: Official application form

ANNEXURE A

Fee schedule in respect of public bodies as per Annexure A of the Information Regulations.

Request and access fee payable in terms of Section 22 of the Act or exemption thereof.

NO	DESCRIPTION	FEE
1	The fee for a copy of the manual as contemplated in regulation 5 (c) for every photocopy of an A4-size page or part thereof.	R0-60
2	The fees for reproduction referred to in regulation 7(1) are as follows:	
2(a)	For every photocopy of an A4-size page or part thereof:	R0-60
2(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form:	R0-40
2(c)	For a copy in a computer-readable form on: - i. Stiffy disc ii. Compact disc	R5-00 R40-00
2(d)	i. For a transcription of visual images, for an A4-size page or part thereof ii. For a copy of visual images	R22-00 R60-00
2(e)	i. For a transcription of an audio record, for an A4-size page or part thereof ii. For the copy of an audio record	R12-00 R17-00
3	The request fee payable by every requester, other than a personal requester, referred to in regulation 7 (2)	R35-00
4	The access fees payable by a requestor referred to in Regulation 7(3) are as follows:	
4.1	(a) For every photocopy of an A-4 page or part thereof	R60-00
	(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R40-00
	(c) For a copy of a computer readable form on: i. Stiffy disc ii. Compact disc	R5-00 R40-00
	(d) For a transcription of visual images: i. A-4 page or part thereof ii. Copy of visual images	R22-00 R60-00
	(e) For a transcription of an audio record: i. A-4 page or part thereof ii. Copy of an audio record	R12-00 R17-00
	(f) To search for and prepare the record for disclosure. For each hour or part thereof – excluding the first hour.	R15-00
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; (b) One third of the access fee is payable as a deposit by the requestor.	
4.3	The actual postage is payable when a copy of a record must be posted to a requestor.	
All fees are payable in cash at the Municipal Offices unless otherwise stated.		

DESCRIPTION OF SUBJECTS AND CATEGORIES OF RECORDS THAT ARE HELD BY THE MUNICIPALITY

<p>1. LEGISLATION Policy, rulings, instructions and circulars Routine enquiries White and Green papers Bills Acts of Parliament Provincial Acts and Regulations Council By-Laws</p> <p>2. ORGANISATION AND CONTROL Routine Enquiries Functions Needs analyses for extension and system investigations New sections and offices Planning and procedures Delegation of authority Office instructions Record Control Grading of Local Authority Privatisation Management Meetings Impumelelo Awards Performance Management</p> <p>3. OWN COUNCIL AND COUNCIL AFFAIRS Policy Routine Enquiries Elections Meetings Committees Business affairs councillors Sister cities Transformation</p> <p>4. STAFF Post control Determination of conditions of service Vacancies and appointments Financial Retirements Staff control Staff evaluation and grading Staff returns and statistics Labour relations Productivity Agency agreements and secondment of staff</p>	<p>5. FINANCES Budget Valuations Rates Loans Tariffs Subsidies received Deposits Funds and charges Investments Claims Payment of accounts Allowances councillors Collection of money Insurance Accountability Financial assistance Losses Bank account Reports and returns Forgery of money</p> <p>6. DOMESTIC STOCK AND SERVICES Domestic stock Domestic services</p> <p>7. BUILDINGS AND SITES Buildings Sites</p> <p>8. TENDERS, QUOTATIONS AND CONTRACTS Main files Specific tenders and quotations Specific contracts</p> <p>9. REPORTS AND RETURNS Returns Reports Returns to other Municipal year book</p> <p>10. MARKETING AND INFORMATION Own marketing and information Marketing by other institutions Information: other institutions Address changes</p>
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11. FESTIVALS AND SOCIAL GATHERINGS

Main files
Festivals
Social gatherings

12. COMPOSITION AND MEETINGS OF BODIES AND OTHER GATHERINGS

Minutes, reports and policy decisions
National and provincial

13. LEGAL MATTERS

Legal opinion and court rulings
Appointment of attorneys
Claims
Prosecutions
Community safety

14. LICENCES AND PERMITS

Applications and issues
Trade licenses
Permits

15. TOWN PLANNING AND CONTROL

Main files
Town planning scheme
Establishment of town areas

16. ESSENTIAL SERVICES

Water
Electricity
Roads and streets
Sewerage
Sanitation

17. COMMUNITY SERVICES

Health Traffic control Library services Housing
Town Hall, Municipal offices, parks, gardens and
open spaces
Sport and recreation
Provision and maintenance of Fire Brigade
Services
Abattoir
Pounds
Welfare
Religion and churches
Disaster management
Reconstruction and development programme
Museums and memorials
Transmitters and relay stations
Airport
Shooting range
Dog kennels
Local economic development
Coast and beach management
Cemeteries and memorial wall

CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS THERETO IN TERMS OF SECTION 15 OF THE ACT.

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY	MANNER OF ACCESS TO RECORDS (e.g. website)
AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	(Section 15(1)(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
<ol style="list-style-type: none"> 1. Council Agendas and Minutes 2. Rezoning and consent use applications 3. Valuation Certificates 4. Valuation Rolls 5. Building Plans 6. Site Plans 7. Geographic Information [other than general public information] 	<ol style="list-style-type: none"> 1. Available for copying 2. Available for copying 3. To be printed 4. To be printed 5. Available for copying / owner consent required – ID Document and Rates Account required 6. Available for copying 7. Available for copying
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):	
<ol style="list-style-type: none"> 1. IDP 2. SDBIP 3. Spatial Development Framework 4. Municipalities Budget 5. Councillor contact Information 6. Municipalities management`s contact Information 7. Departmental structures and Information 8. By-laws 9. Policies 10. Tariffs 11. Public notices 12. Press releases 13. Reports 14. Senior Managers annual performance contracts 	Available from the municipality`s web site

MUNICIPAL SERVICES: THE MUNICIPALITY RENDERS THE FOLLOWING SERVICES

1. Promotion of local economic development.
2. Provision and maintenance of district roads and sidewalks.
3. Funding of the Swellendam Tourism Organization for the rendering of local tourism functions.
4. Management of local disaster situations.
5. Issue of health certificates and related inspection of premises.



CENTRAL KAROO DISTRICT MUNICIPALITY APPLICATION FOR ACCESS TO A RECORD

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

A: PARTICULARS OF THE INSTITUTION:

The Municipal Manager
Central Karoo District Municipality
Private Bag X560/ 63 Donkin Street
Beaufort West, 6970

TEL: 023-449-1000

FAX: 023-415-1253

EMAIL: manager@skdm.co.za

Requests for information in terms of the Promotion of Access to Information Act, 2 of 2000 will only be processed if the attached application form has been completed in full, signed by the relevant requestor and the applicable fees have been paid.

FOR OFFICE USE ONLY			
Reference number:			
Request receive by:			
Date:			
Request fee:	R	Receipt nr:	
Deposit:	R	Receipt nr:	
Access fee:	R	Receipt nr:	
Signature of Information Officer:			

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

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and / or fax number in the Republic, to which the information is to be sent, must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE:

This section must be completed ONLY if a request 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 insufficient, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios. |
| (c) | Kindly provide reasons as to why the record is requested. |

Description of record: _____

Reference nr: (if available) _____

Further particulars: _____

Reason for request: _____

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, complete the next section: -

Disability: _____ Form in which required: _____

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 required. |

Mark the appropriate box with **X**.

1. If the record is in written or printed form:					
	Copy of record*		Inspection of record		
2. If record consists of visual images – (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	View the images		Copy of the images*		Transcription of images*
3. If record consists of recorded words or information, which can be produced in					
	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 or record*		Printed copy of information derived from the record*		Copy in computer readable form* Stiffy/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 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 _____ ON THIS _____ DAY OF _____
20_____

**SIGNATURE OF REQUESTOR/ PERSON ON
WHOSE BEHALF REQUEST IS MADE**