



**Office of the Premier**  
**ISIFUNDAZWE SAKWAZULU**  
**NATALI**  
**PROVINCE OF KWAZULU-**  
**NATAL**

**MANUAL**  
**FOR**  
**THE OFFICE OF THE PREMIER, KWAZULU-NATAL**  
**AS PRESCRIBED IN TERMS OF SECTION 14 OF THE**  
**PROMOTION OF ACCESS TO INFORMATION ACT, 2000**  
**(ACT NO. 2 OF 2000)**

*Authorised by the Office of the Premier, KwaZulu-Natal*

(NB: This manual will be translated into isiZulu and Afrikaans. A discretion has been exercised in terms of regulation 4(2) to have the manual published in the three official languages on its website [www.kznonline.gov.za](http://www.kznonline.gov.za) )

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## FOREWORD BY THE DIRECTOR-GENERAL

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), hereinafter referred to as the Act, promotes a culture of transparency and accountability. It is critical that citizens understand the Act and how the right of access to information which is entrenched in section 32 of our Constitution, can be of benefit to them. The Act, in terms of section 14, requires all public bodies to prepare manuals and submit them to the South African Human Rights Commission. As a result thereof the Office of the Premier, KwaZulu-Natal has compiled this manual, which explains the structure and operations of the Office of the Premier and provides information on the records it holds. The purpose is to assist the public to understand our operations. It is important for every citizen to know how to obtain information from any government body.

The manual will assist any person wanting to access records from the Office of the Premier. It is also important to note that the manual does not replace the Act but must be read in conjunction with the Act and the Regulations. Sections 34 to 46 of the Act stipulate the grounds for refusing access to information. In considering whether to provide access to information, the Office of the Premier must consider grounds for refusing access to information as set out in the Act.

Participation in democratic processes can only be effective if it is informed participation. The Office of the Premier is committed to promoting a human rights culture and encourages openness, it applauds that the Act establishes voluntary and mandatory mechanisms or procedures which give effect to the right of access to information in a speedy, inexpensive and efficient manner.

I encourage all our citizens in KwaZulu-Natal to make use of this opportunity provided by the Act as it empowers you to understand governments' processes and procedures and protects you from arbitrary decisions being made without you being able to enquire about those procedures and processes



DR NONHLANHLA O. MKHIZE  
DIRECTOR-GENERAL  
23/2/19

**MANUAL**  
**IN TERMS OF THE**  
**PROMOTION OF ACCESS TO INFORMATION ACT, 2000**

**This Manual is published by the Office of the Premier, KwaZulu-Natal, in terms of section 14 of the Promotion of Access to Information Act. The Act gives effect to the provisions of section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise or protection of any right. The provision of any information in this Manual, in addition to that specifically required in terms of section 14 of the Act, does not create any contractual right or entitlement to receive such information, other than in terms of the Act.**

**Definitions**

1.(1) In this Manual any word or expression to which a meaning has been assigned in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), must, unless clearly inappropriate, bear that meaning, and, unless the context indicates otherwise –

“**information officer**” means the Director-General in his or her capacity as the Head of the Office of the Premier;

“**Manual**” means this Manual compiled in terms of section 14 of the Act;

“**Office of the Premier**” means the Office of the Premier in the Province of KwaZulu-Natal;

“**personal requester**” means a requester seeking 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 Office of the Premier and receives or is entitled to receive any remuneration, including all permanent, temporary and part-time staff as well as contract workers;

“**Premier**” means the Premier of the Province of KwaZulu-Natal;

“**record**” means any recorded information, regardless of form or medium, which is in the possession or under the control of the Office of the Premier, irrespective of whether it was created by the Office of the Premier or not;

“**relevant authority**” means the person designated in writing by the Premier;

“**request**” means a request for access to a record of the Office of the Premier;

“**requester**” means any person (other than certain public bodies or an official thereof) making a request for access to a record of the Office of the Premier and includes any person acting on behalf of that person or requester;

“**SAHRC**” means the South African Human Rights Commission; and

“**the Act**” means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

(2) Unless a contrary intention clearly appears, words signifying –

- (a) the singular includes the plural and *vice versa*;
- (b) any one gender includes the other gender and *vice versa*; and
- (b) natural persons include juristic persons.

### **Background to Office of the Premier**

2.(1) The Office of the Premier is a “public body” as defined in the Act.

(2) The Office of the Premier supports the constitutional right of access to information and is committed to providing any requester access to its records in accordance with the provisions of the Act.

## **Particulars in terms of section 14 of the Act**

### **3. The functions and the structure of the Office of the Premier in terms of section 14(1)(a):**

#### **3.1 The functions**

The functions of the Office of the Premier are –

- (a) to integrate, coordinate and facilitate transversal policies, programs, strategies, plans and systems;
- (b) monitoring and evaluation of transversal programs;
- (c) macroplanning and policy development;
- (d) provision of strategic leadership and direction for Provincial Government;
- (e) overseeing the development and implementation of legislation; and
- (f) promotion of Intergovernmental relations and good governance.

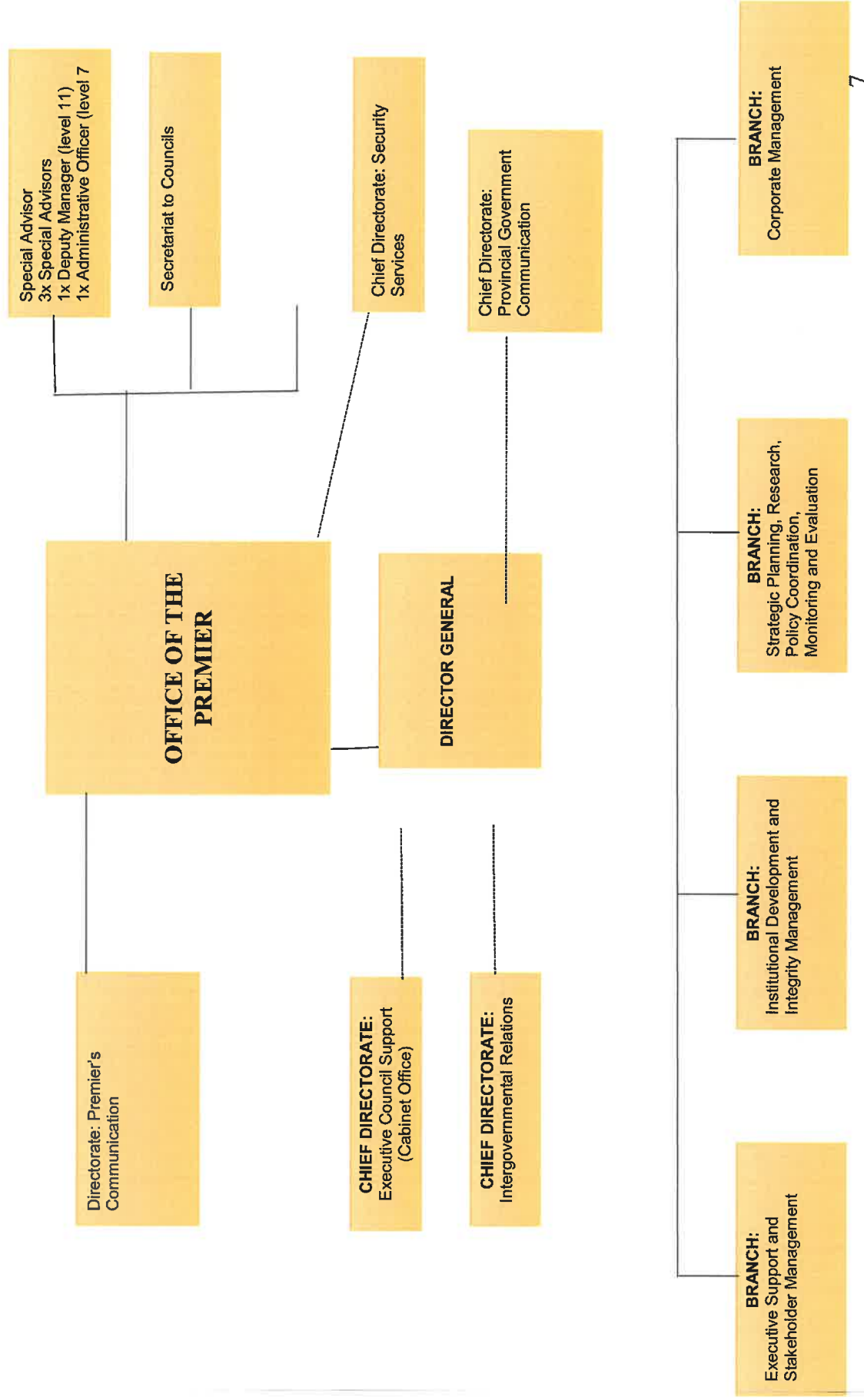
In terms of the Department's Annual Report, the department's strategic goals are –

- (a) Good and cooperative governance;
- (b) Stakeholders fully engaged and well informed on KZN Vision 2035;
- (c) A coordinated, equitable and integrated service delivery system; and
- (d) Improved performance and accountability.

#### **3.2 A schematic diagram of the structure of the Office of the Premier**

Please see next page. A full organisational structure can be obtained from the directorate Provincial Organisational Development.

## ORGANISATION AND ESTABLISHMENT – OFFICE OF THE PREMIER



### 3.3 The structure of the Office of the Premier

The political head for the Office of the Premier, is the Premier (KwaZulu-Natal), and the administrative head (Accounting Officer) is the Director-General.

#### Contact details of the Information Officer and Deputy Information Officers in terms of section 14(1)b)

<b>4.INFORMATION OFFICER</b>	<b>ADDRESS</b>
<b>Dr Nonhlanhla O. Mkhize</b> Director-General	Private Bag X9037 <b>PIETERMARITZBURG</b> 3200 Telephone: +27 33 341 3383 or (033) 341 3383 Fax: +27 33 394 9505 or (033) 394 9505 Email: <a href="mailto:DG@kznpremier.gov.za">DG@kznpremier.gov.za</a>
<b>DEPUTY INFORMATION OFFICER</b>	<b>ADDRESS</b>
<b>Ms Tashini Naidoo</b> Principal State Law Advisor: Constitutional Matters and Language Services	Private Bag X9037 <b>PIETERMARITZBURG</b> 3200 Telephone: +27 33 341 3382 or (033) 341 3382 Fax: +27 33 394 4153 or (033) 394 4153 Email: <a href="mailto:tashini.naidoo@kznpremier.gov.za">tashini.naidoo@kznpremier.gov.za</a>
<b>Mr M Serfontein</b> State Law Advisor: Legislative Development	Private Bag X9037 <b>PIETERMARITZBURG</b> 3200 Telephone: +27 33 341 3388 or (033) 341 3388 Fax: +27 33 394 4153 or (033) 394 4153 Email: <a href="mailto:mark.serfontein@kznpremier.gov.za">mark.serfontein@kznpremier.gov.za</a>
<b>General Information:</b>	Street address: 300 Langalibalele Street Moses Mabhida Building <b>PIETERMARITZBURG</b> 3201  Postal Address: Private Bag X9037 <b>PIETERMARITZBURG</b> 3200 Telephone: +27 33 341 3300 or (033) 341 3300 Website : <a href="http://www.kwazulunatal.gov.za">www.kwazulunatal.gov.za</a>



**Section 10 Guide on how to use the Act (section 14(1)(c))**

5. The section 10 Guide on how to use the Act in terms of section 14(1)(c) of the Act is available from the SAHRC. Please direct any queries to:

**The South African Human Rights Commission: PAIA Unit**

The Research and Documentation Department

Private Bag 2700

**HOUGHTON**

2041

Telephone: (011) 484 8300

Fax: (011) 484 0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

e-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

**Details to facilitate access to the records held by the Office of the Premier [section 14(1)(d)]****6. Records that may be requested (section 14 (1)(d))**

Description of the subjects on which the Office of the Premier holds and the categories of records held on each subject as depicted below –

<b>SUBJECT</b>	<b>CATEGORIES OF RECORDS</b>
Cabinet Office	<ul style="list-style-type: none"> <li>• Cabinet Manual</li> <li>• Cabinet Memoranda</li> </ul>
Provincial Planning and Development Commission	Provincial Growth and Development Strategy
Operation Sukuma Sakhe	Contracts of service providers Proposals of service providers Reports written by service providers Minutes of related meetings
Macropolicy Development and Coordination	Annual Performance Plan Strategic Plan
Integrity Management	Fraud and Risk Management Plan Risk Assessment Report Anti-Fraud and Anti-Corruption Strategy Records on complaints of poor service delivery Forensic reports on allegations of fraud
Chief Financial Officer	Annual Performance Plan Medium Term Expenditure Framework Annual Report Budget Speech

	Asset register Allocations per program Financial Statements Auditor General Reports
Supply Chain Management	Supply Chain Management Database
Administration and Auxiliary Services	Transport Policy
Human Resource Management	Human Resource Management Policies Human Resource Development Policies Personnel Records Performance Management Records
Labour Relations	Disciplinary Records Labour Relations Agreements Minutes of Meetings with organised labour
Provincial Organisational Development	Provincial Job Evaluation Information
Provincial Public Service Training Academy	Strategic Project Information Information on courses <i>Khaedu</i> Information Adult Education and Training Information Acts relating to Skills Development and Education and Training White Papers relating to Education and Training Strategies related to skills and human resource development Contracts Minutes of meetings Certificates and learners' records
Persal Management	Persal Information
Provincial Information Technology Science And Technology	Information Communication Technology (ICT) Policy and Strategy State Information Technology Business Agreements
State Law Advisory Services	Acts relating to the Office of the Premier Certified Bills Legal opinions Certified Regulations Contracts Litigation matters Premier's Minutes Premier's Acts PAIA Manual
Provincial Government Communications	Publications Photographs Promotional Material Information Brochures

	Booklets on businesses in the Province
Human Rights	Cases on persons being assisted Provincial Multisectoral Plans on gender equity, disability, women, children and older persons Information on Human Rights events
HIV and AIDS	The Constitution of the KwaZulu-Natal Provincial Council on AIDS Towards zero new HIV and AIDS and TB infections pamphlet The quarterly reports for the PCA (Provincial Council on AIDS) The minutes of the PCA meetings Members of the PCA
Intergovernmental Relations	Records of Understanding Cooperation Agreements
Monitoring and Evaluation	Background Reports on Municipalities Data on Districts Poverty Assessments per District Stats SA Data Sets Departmental Performance Information Frontline Service Delivery Information on selected institutions 12 Outcomes Programme of Action Data Quarterly performance reports validation State of the Province reports

### The request procedure

7. A requester may be given access to such records in the Office of the Premier if the requester complies with the following requirements –

- (a) the requester complies with all procedural requirements in the Act relating to the requester for access to that record; and
- (b) access for that record is in terms of the requirements of the Act.

### Nature of the request

8.(a) A requester must use the form that has been printed in the *Government Gazette* [Government Notice R 187 - 15 February 2002] (**Form A**);

(b) The requester must also indicate if a copy of the record is required or seeks permission to come in and look at the record. Alternatively, if the record is not a document, it can then be viewed in the requested form, where possible [section 29(2)];

(c) If a requester asks for access in a particular form then the requester should get access in the manner that has been asked for. This is unless doing so would interfere unreasonably with the running of the department, or damage the record, or infringe a copyright not owned by the state. If, for practical reasons, access cannot be given in the required form but in an alternate manner, then the fee will be calculated according to the way that the requester first asked for it [section 29(3) and (4)];

(d) If, in addition to a written reply to their request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated [section 18(2)(e)];

(e) If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [section 18(2)(f)]; and

(f) If a requester is unable to read or write, or has a disability, then he/she can make the request for the record orally. The information officer must then fill in the form on behalf of such a requester and give him/her a copy [section 18(3)].

**There are two types of fees required to be paid in terms of the Act, being the request fee and the access fee [section 22]:**

9.(a) A requester, who seeks access to a record containing own personal information, is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.

(b) The information officer must notify the requester (other than a personal requester) by written notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

(c) The request fee is R35.00. The rest of the fees are reflected under paragraph 13 below. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.

(d) 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.

(e) If the request is granted then a further access fee must be paid for the search, preparation, reproduction, and postage (if applicable) and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

**Availability of this Manual as set out in section 14(3) of the Act**

10.(1) A copy of this Manual is available –

(a) on the official website of the Office of the Premier at [www.kwazulunatal.gov.za/premier](http://www.kwazulunatal.gov.za/premier)

(b) by sending a request for a copy to the Information Officer by e-mail, post or fax;

(c) from every place of legal deposit as defined in section 6 of the Legal Deposit Act, 1997 (Act No. 54 of 1997);

(d) for public inspection at our offices at –

300 Langalibalele Street

Moses Mabhida Building

**PIETERMARITZBURG**

3201;

(e) from any office of the SAHRC (see [www.sahrc.org.za](http://www.sahrc.org.za) for details of physical addresses); and

(f) from the Government Printing Works (see [www.home-affairs.gov.za/gov\\_printing\\_works.asp](http://www.home-affairs.gov.za/gov_printing_works.asp) for details of the physical address).

(2)(a) There is no charge for inspecting a copy of this Manual on the official website of the Office of the Premier or at our offices.

(b) The Office of the Premier reserves the right to require payment for copies of this Manual in accordance with the same charges that apply to records. The relevant fees are set out in paragraph 13 of this Manual.

**11. Categories of records of the Office of the Premier which are available without a person having to request access in terms of the Act [section 15]**

CATEGORIES	MANNER OF ACCESS TO RECORD
<b>1. FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)</b>	
1.1 State of the Province Address 1.2 Budget Speech 1.3 Departmental Strategic Plan 1.4 Provincial Growth and Development Strategy 1.5 Annual Performance Plan 1.6 Annual Strategic Plan 1.7 Service Delivery Improvement Plan 1.8 Citizens' Charter 1.9 Employment Equity Report 1.10 Approved Organisational Structure 1.11 Anti-Fraud Anti-Corruption Strategy 1.12 Provincial Training Academy Courses	The records may be inspected at the Office of Premier from the Deputy Information Officers as follows – Office of the Premier 300 Langalibalele Street Moses Mabhida Building <b>PIETERMARITZBURG</b> 3201 Telephone: +27 33 341 3382 or +27 33 341 3388 or (033) 341 3382/88 Fax: +27 33 394 4153 e-mail: <a href="mailto:tashini.naidoo@kznpremier.gov.za">tashini.naidoo@kznpremier.gov.za</a> or <a href="mailto:mark.serfontein@kznpremier.gov.za">mark.serfontein@kznpremier.gov.za</a>

<p>1.13 Premier's speeches 1.14 Circulars of advertised posts 1.15 Magazines, newspapers and newsletters</p>	
<p><b>2. FOR PURCHASING IN TERMS OF SECTION 15(a)(ii)</b></p>	
<p>Bid Documents</p>	<p>Bid documents may be purchased at the Office of the Premier, from the Supply Chain Management Directorate, at –</p> <p>300 Langalibalele Street Moses Mabhida Building <b>PIETERMARITZBURG</b> 3201</p>
<p><b>3. FOR COPYING IN TERMS OF SECTION 15(a)(ii)</b></p>	
<p>3.1 State of the Province Address 3.2 Budget Speech 3.3 Departmental Strategic Plan 3.4 Provincial Growth and Development Strategy 3.5 Annual Performance Plan 3.6 Service Delivery Improvement Plan 3.7 Citizens' Charter 3.8 Employment Equity Report 3.9 Approved Organisational Structure 3.10 Anti-Fraud Anti-Corruption Strategy 3.11 Provincial Training Academy Courses 3.12 Premier's speeches 3.13 Circulars of advertised posts 3.14 Magazines, newspapers and newsletters</p>	<p>The records may be accessed for copying at the Office of Premier from the Deputy Information Officers as follows –</p> <p>Office of the Premier 300 Langalibalele Street Moses Mabhida Building <b>PIETERMARITZBURG</b> 3201 Telephone: +27 33 341 3382 +27 33 341 3388 or (033) 341 3382/88 Fax: +27 33 394 4153 email: <a href="mailto:tashini.naidoo@kznpremier.gov.za">tashini.naidoo@kznpremier.gov.za</a></p> <p>or <a href="mailto:mark.serfontein@kznpremier.gov.za">mark.serfontein@kznpremier.gov.za</a></p>
<p><b>4. FOR COPYING IN TERMS OF SECTION 15(a)(ii)</b></p>	
<p>4.1 State of the Province Address 4.2 Citizens' Charter 4.3 Provincial Training Academy Courses 4.4 Premier's speeches 4.5 Circulars of advertised posts</p>	<p>The records may be accessed for copying at the Office of the Deputy Information Officers as follows –</p> <p>Office of the Premier 300 Langalibalele Street Moses Mabhida Building <b>PIETERMARITZBURG</b></p>

4.6 Magazines, newspapers and newsletters	3201 Telephone: +27 33 341 3382 or +27 33 341 3388 or (033) 341 3382/88 Fax: +27 33 394 4153 email: <a href="mailto:tashini.naidoo@kznpremier.gov.za">tashini.naidoo@kznpremier.gov.za</a> or <a href="mailto:mark.serfontein@kznpremier.gov.za">mark.serfontein@kznpremier.gov.za</a>
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**Arrangement for public participation in policy formulation as contemplated in the Act [section 14(1)(g)]**

12.(1) The Office of the Premier is part of the executive branch of the KwaZulu-Natal Provincial Government. There is no direct mechanism for public participation in policy formulation; however, members of the public can indirectly influence policy formulation by –

- (a) participating in provincial elections;
- (b) communicating with their elected representatives;
- (c) involving themselves in the legislative and other public participatory processes of the KwaZulu-Natal Provincial Legislature ([www.kznlegislature.gov.za](http://www.kznlegislature.gov.za)) and its committees;
- (d) attending sessions of the KwaZulu-Natal Provincial Legislature; and
- (e) the media accessing the KwaZulu-Natal Provincial Legislature and its committees.

(2) In addition, the Office of the Premier may, from time to time, solicit public comment on draft legislation (Bills and Regulations) and other issues and the public are invited to provide their comments and input when these opportunities arise.

**Remedies available if the provisions of this Act are not complied with [section 14(1)(h)]**

13. Where a requester is not satisfied with any decision taken by the Information Officer/Deputy Information Officer in the Office of the Premier, a requester may appeal to the person (Appeal Structure) appointed by the Premier.

**Fees as prescribed under Part 11 of Notice 187 in the Government Gazette of 15 February 2002**

14.(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 –

<b>DESCRIPTION</b>	<b>AMOUNT R</b>
For every photocopy of an A4-size page or part thereof	• 0.60
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
For a copy in a computer-readable form on – (i) stiffer disc (ii) compact disc	• 05.00 • 40.00
(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
(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

(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 –

<b>DESCRIPTION</b>	<b>AMOUNT R</b>
For every photocopy of an A4-size page or part thereof	• 0.60
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
For a copy in a computer-readable form on – (i) stiffer disc (ii) compact disc	• 05.00 • 40.00
(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



(i) For a transcription of an audio record, for an A4-size page or part thereof	<ul style="list-style-type: none"> <li>• 12.00</li> <li>• 17.00</li> </ul>
(ii) For a copy of an audio record 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.	

(5) 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.

(6) The actual postage is payable when a copy of a record must be posted to a requester.

#### **Forms prescribed for access to records**

15. The following forms are prescribed for access to records as per Annexure B of Notice 187 in the *Government Gazette* of 15 February 2002 –

- **Form A** – REQUEST FOR ACCESS TO RECORD (page 19), Regulation 2
- **Form B** – NOTICE OF INTERNAL APPEAL (page 25), Regulation 8

Please see **Forms A** and **B** on the next pages.

**FORM A  
REQUEST FOR ACCESS TO RECORD**

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

**[Regulation 2]**

**REQUEST FOR ACCESS TO RECORDS**

**FOR DEPARTMENTAL USE**

Reference number:

.....

Request received by:

Name:

.....

Rank:

.....

Date:

.....

Place:

.....

Request fee (if any): R.....

Deposit (if any): R.....

Access fee: R.....

.....

**SIGNATURE: INFORMATION OFFICER/**

**DEPUTY INFORMATION OFFICER**

## A. PARTICULARS OF PUBLIC BODY

INFORMATION OFFICER	ADDRESS
<p><b>Dr Nonhlanhla O. Mkhize</b> Director-General</p>	<p>E-mail address: <a href="mailto:DG@kznpremier.gov.za">DG@kznpremier.gov.za</a> Telephone: (033) 341 3383 Fax: (033) 394 9505</p> <p>Street address: 300 Langalibalele Street Moses Mabhida Building <b>PIETERMARITZBURG</b> 3201</p> <p>Postal address: Private Bag X9037 <b>PIETERMARITZBURG</b> 3200</p>
DEPUTY INFORMATION OFFICER	ADDRESS
<p><b>Ms Tashini Naidoo</b> Principal State Law Advisor: Constitutional Matters and Language Services</p> <p>OR</p> <p><b>Mr M Serfontein</b> State Law Advisor: Legislative Development</p>	<p>e-mail address: <a href="mailto:tashini.aidoo@kznpremier.gov.za">tashini.aidoo@kznpremier.gov.za</a> Telephone: 073 106 2496 Fax: (033) 394 4153</p> <p>Street address: 300 Langalibalele Street Moses Mabhida Building <b>PIETERMARITZBURG</b> 3201</p> <p>Postal address: Private Bag X9037 <b>PIETERMARITZBURG</b> 3200</p> <p>e-mail address: <a href="mailto:mark.serfontein@kznpremier.gov.za">mark.serfontein@kznpremier.gov.za</a> Telephone: (033) 341 3388 Fax: (033) 394 4153</p> <p>Street address: 300 Langalibalele Street Moses Mabhida Building <b>PIETERMARITZBURG</b> 3201</p> <p>Postal address: Private Bag X9037 <b>PIETERMARITZBURG</b> 3200</p>



**D. PARTICULARS OF RECORD**

*(a) Provide full particulars of the record to which access is requested, including the reference number, if that is known to you, to enable the record to be located.*

*(b) If the provided space is inadequate please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

**DESCRIPTION OF RECORDS:**

.....  
.....  
.....

**REFERENCE NUMBER (if available):** .....

**ANY FURTHER PARTICULARS OF RECORD:** .....

.....  
.....

**E. FEES**

*(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*

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

*(c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*

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

**Reason for exemption from payment of fees:** .....

.....  
.....

## F. FORM OF ACCESS TO RECORD

If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: .....	Form in which record is required: .....				
.....	.....				
<p><b>Mark the appropriate box with an X</b></p> <p><b>NOTES:</b></p> <p>(a) Your indication as to the required form of access depends on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>					
<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<p><b>2. If the record consists of visual images:</b> (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</p>					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
<p><b>3. If the record consists of recorded words or information which can be reproduced in sound:</b></p>					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		

<b>4. If record is held on computer or in an electronic or machine-readable form -</b>					
	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?  <b>A postal fee is payable.</b>				YES	NO
<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>					
In which language would you prefer the record? .....					

**G. Notice of decision regarding request for access**

*You will be notified in writing whether your request has been approved or 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 ..... on this ..... day of ....., 20.....

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

**FORM B**

**NOTICE OF INTERNAL APPEAL**

(Section 75 of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000))

**[Regulation 8]**

<p><b>STATE YOUR REFERENCE NUMBER:</b></p> <p>.....</p>
---

**A. PARTICULARS OF PUBLIC BODY**

The Information Officer/ Deputy Information Officer:

.....

**B. PARTICULARS OF REQUESTER/ THIRD PARTY WHO LODGES THE INTERNAL APPEAL**

- |  |
|--|
| <p>(a) The particulars of the person who lodges the internal appeal must be given below.<br/>         (b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.<br/>         (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 under C below.</p> |
|--|

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**

<input type="checkbox"/>	Refusal of request for access
<input type="checkbox"/>	Decision regarding fees prescribed in terms of section 22 of the Act
<input type="checkbox"/>	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
<input type="checkbox"/>	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
<input type="checkbox"/>	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 ..... on 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): .....

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**GOVERNMENT NOTICE**

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**DEPARTMENT OF JUSTICE AND CORRECTIONAL SERVICES**

**No. R.**

**September 2019**

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000**

**DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the –

**OFFICE OF THE PREMIER, KWAZULU-NATAL**

As set out in the Schedule

.....

**RONALD LAMOLA, MP**  
**MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

OFFICE OF THE PREMIER, KWAZULU-NATAL

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:  
(Section 15 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000))**

[Regulation 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
CATEGORIES	MANNER OF ACCESS TO RECORD
<b>1. FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)</b>	
1.1 State of the Province Address; 1.2 Budget Speech; 1.3 Departmental Strategic Plan; 1.4 Provincial Growth and Development Strategy; 1.5 Annual Performance Plan 1.6 Annual Strategic Plan; 1.7 Service Delivery Improvement Plan; 1.8 Citizens' Charter; 1.9 Employment Equity Report; 1.10 Approved Organisational Structure; 1.11 Anti- Fraud Anti-Corruption Strategy; 1.12 Provincial Training Academy Courses; 1.13 Premier's speeches; 1.14 Circulars of advertised posts; and 1.15 Magazines, newspapers and newsletters. 1.16 Magazines, newspapers and	The records may be inspected at the Office of the Deputy Information Officer as follows –  Office of the Premier 300 Langalibalele Street (Moses Mabhida Building) PIETERMARITZBURG 3201 Telephone: +27 33 341 3382/+27 33 341 3388 or (033) 341 3382/88 Fax: +27 33 394 4153 Email: <a href="mailto:tashini.naidoo@kznpremier.gov.za">tashini.naidoo@kznpremier.gov.za</a> or <a href="mailto:mark.serfontein@kznpremier.gov.za">mark.serfontein@kznpremier.gov.za</a>

newsletters.	
<b>2. FOR PURCHASING IN TERMS OF SECTION 15(a)(ii)</b>	
2.1 Bid Documents	Bid documents may be purchased at the Office of the Premier: 300 Langalibalele Street (Moses Mabhida Building) <b>PIETERMARITZBURG</b> 3201 At the Supply Chain Management Directorate.
<b>3. FOR COPYING IN TERMS OF SECTION 15(a)(ii)</b>	
<p>3.1 State of the Province Address; 3.2 Budget Speech; 3.3 Departmental Strategic Plan; 3.4 Provincial Growth and Development Strategy; 3.5 Annual Performance Plan; 3.6 Service Delivery Improvement Plan; 3.7 Citizens' Charter; 3.8 Employment Equity Report; 3.9 Approved Organisational Structure; 3.10 Anti-Corruption Strategy; 3.11 Provincial Training Academy Courses; 3.12 Premier's speeches; 3.13 Circulars of advertised posts; and 3.14 Magazines, newspapers and newsletters.</p>	<p>The records may be accessed for copying at the Office of the Deputy Information Officers as follows –</p> <p>Office of the Premier 300 Langalibalele Street (Moses Mabhida Building) <b>PIETERMARITZBURG</b> 3201 Telephone: +27 33 341 3382/+27 33 341 3388 or (033) 341 3382/88 Fax: +27 33 394 4153 Email: <a href="mailto:tashini.aidoo@kznpremier.gov.za">tashini.aidoo@kznpremier.gov.za</a> or <a href="mailto:mark.serfontein@kznpremier.gov.za">mark.serfontein@kznpremier.gov.za</a></p>
<b>4. FOR COPYING IN TERMS OF SECTION 15(a)(ii)</b>	
<p>4.1 State of the Province Address; 4.2 Citizens' Charter; 4.3 Provincial Training Academy Courses; 4.4 Premier's speeches; 4.5 Circulars of advertised posts; and 4.6 Magazines, newspapers and newsletters.</p>	<p>The records may be accessed for copying at the Office of the Deputy Information Officers as follows –</p> <p>Office of the Premier 300 Langalibalele Street (Moses Mabhida Building) <b>PIETERMARITZBURG</b> 3201 Telephone: +27 33 341 3382/+27 33 341 3388 or (033) 341 3382/88 Fax: +27 33 394 4153 Email: <a href="mailto:tashini.aidoo@kznpremier.gov.za">tashini.aidoo@kznpremier.gov.za</a> or <a href="mailto:mark.serfontein@kznpremier.gov.za">mark.serfontein@kznpremier.gov.za</a></p>