

PROMOTION OF ACCESS TO INFORMATION ACT

SECTION 14 MANUAL

IN RESPECT OF THE

MOPANI DISTRICT MUNICIPALITY

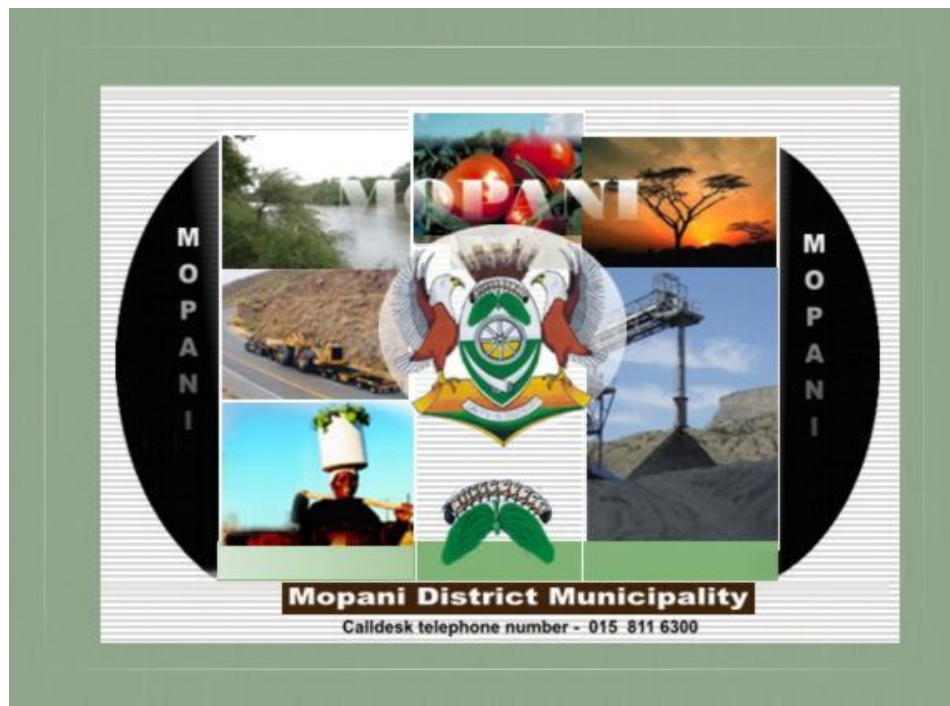


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1 INTRODUCTION

This Manual is published in terms of Section 14 of the Promotion of Access to Information Act, (2 of 2000) ("the 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 and / or protection of any right.

The purpose of the Act is to foster a culture of transparency and accountability in both the public and private sectors by affording any person the right of access to information to enable them to exercise and protect all of their rights to the full extent required.

The provision of any information 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.

2 DEFINITIONS

2.1 Unless the context clearly indicates otherwise, the following terms shall have the meanings assigned to them hereunder, namely –

- **"Act"** means the Promotion of Access to Information Act, 2 of 2000, as amended from time to time;
- **"Information Officer"** means the Municipal Manager, head or equivalent officer respectively, being the person acting on behalf of the Mopani District Municipality and discharging the duties and responsibilities assigned to such person by the Act. The Information Officer is duly authorised to act as such;
- **"Manual"** means this manual compiled in compliance with Section 14 of the Act;
- **"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 Mopani District Municipality and receives or is entitled to receive any remuneration. This includes, without limitation, 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 possession or under the control of the Mopani District Municipality, irrespective of whether it was created by the Mopani District Municipality or not;
- **"Request"** means a request for access to a record of the Mopani District Municipality;
- **"Requester"** means any person (other than certain public bodies or an official thereof) making a request for access to a record of the Mopani District Municipality and includes any person acting on behalf of that person / Requester;
- **"SAHRC"** means the South African Human Rights Commission;

2.2 Unless a contrary intention clearly appears, words signifying:-

- the singular includes the plural and vice versa;
- any one gender includes the other genders and vice versa; and
- natural persons include juristic persons.

Terms defined in the Act shall have the same meaning in this Manual.

3 **MOPANI DISTRICT MUNICIPALITY OVERVIEW**

The Mopani District Municipality is defined in the Act as a public body, which definition encompass any department of state or administration in the national or provincial sphere of government or any municipality in the local sphere of government.

Mopani District Municipality was established in 2000 through section 12 Notice No. 309 dated 10 October 2000 and is constituted by Ba-Phalaborwa, Greater Letaba, Greater Giyani, Greater Tzaneen and Maruleng Municipalities. During 2006, Maruleng became part of the district due to the Cross Boundary Municipalities Laws Repeal and Related Matters Act, Act No. 23 of 2005 and the Constitution Twelfth Amendment Act, 2005 that has re-determined the geographical areas of the provinces of Limpopo and Mpumalanga. This led to the publication of Section 12 which confirmed the inclusion of Maruleng Municipality into the district.

The municipality is situated in the North Eastern part of the Limpopo Province and its area of jurisdiction covers approximately 11427.85 km (1.4 million hectares). The district is characterised as rural, with a population comprising of 49% of small villages and 37% dense villages. It is a district which prides itself for been home to the “BIG Five” and has a Baobab Tree confirmed to be the biggest in the world.

Mopani District Municipality supports the constitutional right of access to information and we are committed to provide any requester access to our records in accordance with the provisions of the Act.

4 **AVAILABILITY OF THIS MANUAL**

A copy of this Manual will be available on our website www.mopani.gov.za or by sending a request for a copy by e-mail to the Mopani District Municipality Information Officer or the Deputy Information Officer(s) of the Mopani District Municipality at the respective contact details set out more fully below.

The Manual may also be obtained from any of our offices (Regulation R187 of 15 February 2002), or the South African Human Rights Commission (“SAHRC”).

5 **UPDATING OF MANUAL**

This Manual will be updated and published, if necessary, at intervals of not more than once a year, or as prescribed in the Act from time to time.

6 **FUNCTIONS AND STRUCTURE OF MOPANI DISTRICT MUNICIPALITY**

▪ **Functions of the Mopani District Municipality:**

- Mopani District Municipality has the functions and powers assigned to it in terms of, *inter alia*, the Constitution of the Republic of South Africa, the Local Government: Municipal Structures Act and the Municipal Systems Act, which includes the imposition of rates on property

falling within the boundaries of the Mopani District Municipality (referred to interchangeably as the “area” and the “district”) and surcharges on fees for services attended to by it.

- Other functions that the Mopani District Municipality have, include:-
 - furthering the development of its area as a whole by seeking to achieve the integrated, sustainable and equitable social economic development thereof. This is achieved by:-
 - (a) development planning that is integrated for the whole area/district;
 - (b) promoting services and development of the infrastructure within the area/district;
 - (c) building up capacity to perform its functions and exercise its powers as set out in legislation; and
 - (d) promoting equitable distribution of resources throughout the area/district.
- The specific powers and functions of Mopani District Municipality, operating as a municipality is to take responsibility for:
 - (a) development planning which includes a framework for development plans of all municipalities in the area/district;
 - (b) water supply systems;
 - (c) the supply of electricity in bulk which includes the distribution and transmission as well as the generation of electricity;
 - (d) waste, water and sewerage disposal systems for domestic use;
 - (e) solid waste disposal sites relating to a waste disposal strategy, the regulation thereof, as well as the establishment, operation and control of waste disposal sites;
 - (f) the road transport system which includes municipal roads;
 - (g) the regulation of passenger transport services;
 - (h) municipal airports in the area;
 - (i) municipal health services;
 - (j) fire fighting services which includes:
 - (i) planning, co-ordination and regulation of the fire services;
 - (ii) specialised fire fighting services;
 - (iii) co-ordination of the infrastructure and equipment;

- (iv) the training of fire officers.
- (k) the conduct and control of fresh produce markets;
- (l) the establishment, conduct and control of cemeteries;
- (m) promotion of local tourism;
- (n) public works relating to any of the above functions;
- (o) the receipt and allocation of grants made to the district municipality;
- (p) the imposition and collection of taxes, levies and duties as they relate to the above functions.

▪ **Vision**

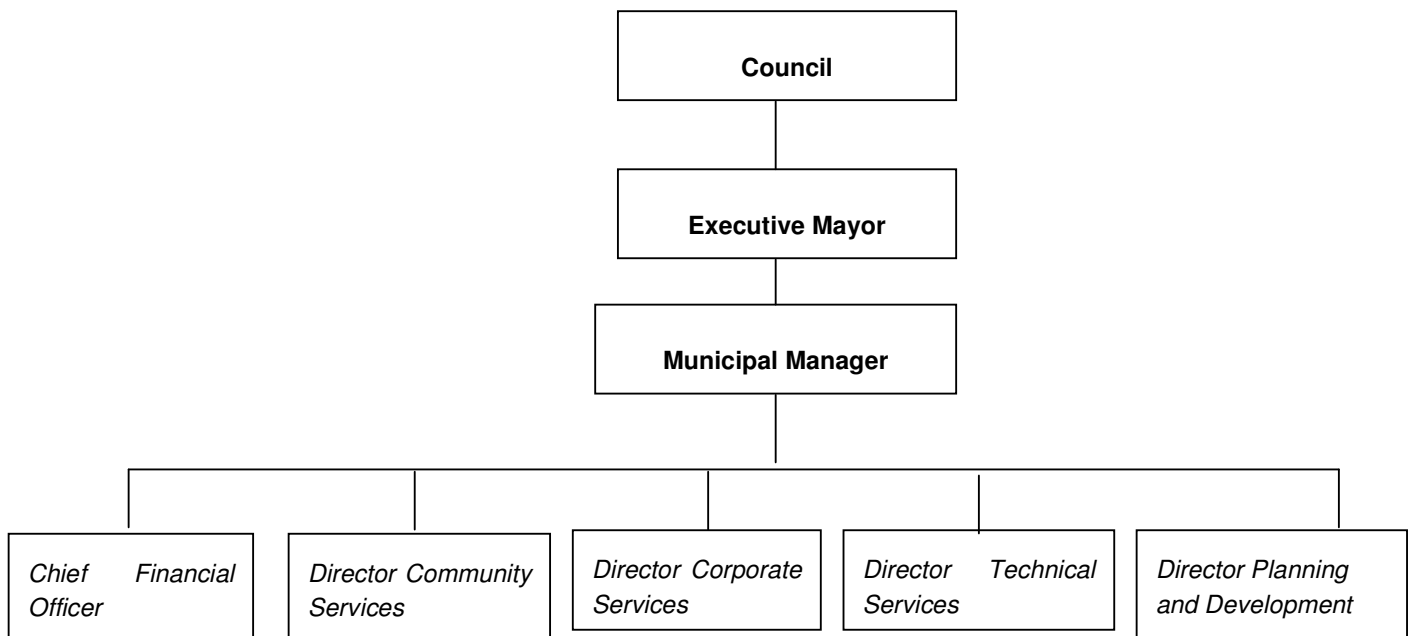
Our vision is “To be the food basket of Southern Africa and a Tourism destination of choice”.

▪ **Mission**

Our mission is to promote:

- Local, accountable democracy through active and informed community participation and co-operative governance;
- Social upliftment and environmental management to ensure a balance between improved quality of life and safe and healthy communities;
- Economic advancement to alleviate poverty and unemployment and to sustain the economy;
- Universal access to need satisfying infrastructure and service rendering in a sustainable, affordable manner; and
- Municipal transformation and institutional governance advancement.

Schematic diagram of the Mopani District Municipality:



Municipal Manager:

- Assistant Director Disaster Management
- Assistant Director Internal Audit
- Assistant Director Performance Management
- Personal Assistant and Secretary

Chief Financial Officer:

- Assistant Director Budget Control;
- Assistant Director Revenue;
- Assistant Director Expenditure & Procurement;
- Secretary

Director: Corporate Services:

- Assistant Director Administration
- Assistant Director Human Resources
- Assistant Director Legal Services
- Assistant Director Information Technology

Director: Technical Services:

- Assistant Director Water and Sanitation;
- Assistant Director Road and Transport;
- Assistant Director Electricity.

Director: Planning & Development:

- Assistant Director Infrastructure Planning;
- Assistant Director IDP;
- Assistant Director Spatial Planning;
- Assistant Director LED;
- Assistant Director Tourism and Investment;
- Assistant Director GIS

Director: Community Services:

- Assistant Director Health Services;
- Assistant Director Sport Arts & Culture;
- Assistant Director Environment and Waste Management;
- Assistant Director Housing; and
- Chief Fire Officer

▪ **Structure of Mopani District Municipality:**

- o Municipal Manager
- o Chief Financial Officer
- o Director: Corporate Services
- o Director: Technical Services
- o Director: Planning & Development
- o Director: Community Services

7 CONTACT DETAILS

Kindly address all queries or requests relating to the provisions of the Act to the Information Officer or Deputy Information Officers at the contact details listed below.

Name of Public Body	Mopani District Municipality
Information Officer	M.T Maake__ (Municipal Manager)
Email address of Information Officer	tim@mopani.gov.za

Kindly address all queries or requests relating to the provisions of the Act to the Deputy Information Officers at the contact details listed below. It is imperative to assure yourself of the specific division that the required information is requested from. Failure to do so may result in a delay in dealing with your request.

CHIEF FINANCIAL OFFICER	
Name of Public Body	Mopani District Municipality
Designated Deputy Information Officer	M.M Mokgolobotho
Email address of Deputy Information Officer	mokgolobothom@mopani.gov.za
Postal address	P/Bag x9687 GIYANI 0826
Street address	Main Road Government Complex GIYANI 0826
Phone number	015 811 6300
Fax number	015 812 4301

CORPORATE SERVICES	
Name of Public Body	Mopani District Municipality
Designated Deputy Information Officer	M.I Moakamela
Email address of Deputy Information Officer	moakamelam@mopani.gov.za
Postal address	P/Bag x9687

	GIYANI 0826
Street address	Main Road Government Complex GIYANI 0826
Phone number	015 811 6300
Fax number	015 812 4301

8 HOW TO ACCESS THE GUIDE AS DESCRIBED IN SECTION 10 OF THE ACT

The Section 10 Guide is available from the South African Human Rights Commission or from their website located at: www.sahrc.org.za.

Should you have any queries in this regard, please contact the SAHRC directly at:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: **Private Bag 2700**

Houghton

2041

Telephone: **+27 11 484-8300**

Fax: **+27 11 484-0582**

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

9 HOW TO REQUEST ACCESS TO RECORDS HELD BY MOPANI DISTRICT MUNICIPALITY

9.1 Records that may be requested

9.1.1 A Requester may request any recorded information regardless of its form or medium which is in the possession or under the control of the Mopani District Municipality, whether it was created by the Mopani District Municipality or not.

9.1.2 The Mopani District Municipality is committed to openness and transparency. However simply because your request falls within the category of records that may be requested does not mean that the Mopani District Municipality is obliged to provide you with the record/s you have requested.

9.1.3 The Mopani District Municipality is obliged to consider its own rights and responsibilities and those of third persons in deciding whether to provide you with the information that you have requested.

9.2 Requests generally

9.2.1 A Requester shall be given access to a record held by the Mopani District Municipality if the following requirements, which are set out in the Act, are met:-

- The Requester complies with all the procedural requirements set out in the Act relating to a request; and
- Access to the requested record/s is not refused in terms of any ground for refusal set out in the Act.

The Mopani District Municipality will not consider the identity of a Requester or the reason why the Requester wants information, in making its decision to allow the Requester access to information or not. Instead, Mopani District Municipality will make its decision based on whether the Requester has a right to the information.

In particular, the right of a Requester to access information in terms of this Act is not affected by any reasons given by that Requester for requiring access. In addition, the Information Officer's beliefs as to what the reasons for the request may be are not considered in deciding the Requester's right to access information in terms of the Act.

9.3 **How to Request a Record**

- Requests for access to records held by the Mopani District Municipality must be made on the prescribed request form in terms of Section 18. This prescribed form is attached to this Manual as **Annexure 2**.
- The forms may also be obtained from the SAHRC at the contact details indicated above (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za), under "regulations".
- Requests for access to records must be made to the Deputy Information Officers at the address, fax number or electronic mail address provided above.
- The Requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the Requester.
- The Requester should also indicate which form of access is required, such as a copy or inspection of a written or printed record; a copy or view of an image; a transcription or an opportunity to listen to a sound recording; a print-out or electronic copy of a record stored by way of computer or a copy of any other record.
- The Requester must indicate if he or she wishes to be informed of the Mopani District Municipality's decision regarding such request in a particular manner (post, fax or electronic mail etc.) and state the necessary particulars to be so informed. If no details are given the Mopani District Municipality will use its discretion and will usually respond by fax or electronic mail.
- The Requester must also state whether the record concerned is preferred in a particular language.
- If a request is made on behalf of another person, the Requester must submit proof of the capacity in which the Requester is making the request to the satisfaction of the Information Officer.
- Should an individual be unable to make a request for access to a record of the Mopani District Municipality because of illiteracy or disability, he or she may make such a request orally.

- The Information Officer of the Mopani District Municipality must reduce the oral request to writing in the prescribed form and supply the Requester with a copy thereof.

10 SECTION 15 NOTICE

We hereby provide you with a list of record categories that are automatically available to requesters as required by section 15 of the above Act.

A: RECORDS AUTOMATICALLY AVAILABLE FOR FREE

No	Description
1	Extracts from the By-Laws
2	Extracts from the Budget
3	Information contained in this manual
4	Certified extracts from the minutes of Council
5	Valuation Roll for the District Management Area

All records listed above are only available for free subject to available stock in print at any given time. Access to these records will be granted to requesters in respect of a request for access to records, subject to the provisions of the Promotion of Access to Information Act, 2000.

B: RECORDS AUTOMATICALLY AVAILABLE SUBJECT TO PAYMENT OF PRESCRIBED FEE

No	Description
1	Full set of a By-Law
2	Complete Budget document
3	Complete IDP or extracts as required
4	Complete Performance Management System
5	Complete Local Economic Development Strategy

Requesters will be advised of prescribed fees on receipt of a request for access to records. Access to these records will be granted to requesters in respect of a request for access to records, subject to the provisions of the Promotion of Access to Information Act, 2000.

11 SERVICES AVAILABLE

▪ Nature of services:

Mopani District Municipality's services include:

- o the development of infrastructure;
- o the equitable distribution of resources throughout its area;
- o operating and setting up water supply systems;
- o the supply of electricity in bulk, including distribution and transmission as well as generating electricity;

- o management of waste, water and sewerage disposal for domestic use;
- o establishing, operating and controlling waste disposal sites;
- o the management of the road transport system;
- o the regulation of passenger transport services;
- o the regulation of municipal airports in the district;
- o the management and control of the municipal health services;
- o the planning and co-ordination of fire fighting services;
- o the promotion of local tourism and public works relating to any of the above functions;
- o the receipt and allocation of grants made to the Mopani District Municipality; and
- o the imposition and collection of taxes, levies and duties as they relate to the above services.

▪ **How to gain access to these services:**

Any person may gain access to the above contemplated services by submitting a request to the Deputy Information Officers of Mopani District Municipality at the above address.

12 **ARRANGEMENT FOR PUBLIC PARTICIPATION IN POLICY FORMULATION**

The most important medium for public participation is by participating in local municipal elections.

In addition, the public may participate in the policy formulation of the Mopani District Municipality by:-

- attending municipal meetings, which are open to the public except in certain limited circumstances;
- liaising with their local municipal councillors;
- IDP Representative Forum;
- Written submissions to Council;
- Ward Committees; and
- Budget meetings.

13 **REMEDIES AVAILABLE FOR NON-COMPLIANCE**

A Requester may lodge an internal appeal against a decision of the Information Officer of the Mopani District Municipality:-

- to refuse a request for access; or
- in respect of fees, extension of time or the form of the request.

In addition third parties may lodge an internal appeal against a decision of the Information Officer to grant a request for access to a record relating to that third party.

The Requester nevertheless remains entitled to proceed to court to dispute the decision of the internal appeal process or to seek recourse in respect of an act or a failure to act by the Mopani District Municipality which is not covered by the internal appeal process.

Internal appeals in respect of the Mopani District Municipality will be adjudicated by the relevant authority defined in the Act, being the mayor, speaker or a person appointed by the municipal council in writing.

The internal appeal is dealt with in Sections 74 to 78 of the Act which provide, *inter alia*, that an internal appeal:-

- must be lodged in the prescribed form, within 60 days and with notice (if appropriate) to an interested third party;
- must be delivered or sent to the information officer at the above address, fax number or electronic mail address;
- must identify the subject of the internal appeal and state the reasons for the internal appeal and may include any other relevant information known to the appellant;
- if applicable, must be accompanied by the prescribed appeal fee; and
- must specify a postal address or fax number.

Late appeals may be allowed on good cause shown.

Where the internal appeal relates to interested third persons, such persons must be given notice of such internal appeal and may make representations in respect thereof.

14 **OTHER INFORMATION AS MAY BE PRESCRIBED IN THE ACT**

There is currently no information available from the Minister of Justice and Constitutional Development in terms of section 92 to be inserted here.

15 **PRESCRIBED FEES**

The Act sets out two types of fees, namely a **REQUEST FEE** and an **ACCESS FEE**, that are required to be paid prior to Mopani District Municipality accessing the request for information.

A personal requester, i.e. a requester who requests access to a record containing personal information is not required to pay the request fee. Any other requester, who is not a personal requester, will be required to pay such fee.

The requester (other than a personal requester) must be notified by the Information Officer to pay the prescribed request fee before processing the request.

Should the requester be aggrieved by the tender or payment of the request fee, the requester may lodge an internal appeal (where appropriate) or bring an application to court.

The Information Officer must notify the requester of his/her decision in the manner specified by the requester.

In the event that the Information Officer granted the request, a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to prepare and search for the requested record.

The prescribed fees are set in **Annexure 1** hereto, in terms of the regulations contemplated in the Act.

16 RECORDS HELD BY THE MOPANI DISTRICT MUNICIPALITY

We maintain records on the following categories and subject matters. However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

16.1 Internal records

The following are records pertaining to Mopani District Municipality's own affairs:

- Financial records;
- Operational records;
- Intellectual property;
- Marketing records;
- Internal correspondence;
- Statutory records;
- Internal policies and procedures; and
- Records held by officials of Mopani District Municipality.

16.2 Personnel records

Personnel refers to any person who works for or provides services to or on behalf of Mopani District Municipality and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting any work or services for the Mopani District Municipality. This includes, without limitation, heads of departments, managers, all permanent, temporary and part-time staff as well as contract workers. Personnel records include the following:

- Any personal records provided to the Mopani District Municipality by their personnel;
- Any records a third party has provided to the Mopani District Municipality about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

16.3 Work-related records

Work-related information includes the following:

- Any records a third party has provided to the Mopani District Municipality; and
- Records generated by or within the Mopani District Municipality pertaining to work or services, including transactional records.

16.4 **Other Parties**

Records are kept in respect of other parties, including without limitation contractors, suppliers, departments, service providers. Alternatively, such other parties may possess records which can be said to belong to the Mopani District Municipality. The following records fall under this category:

- Personnel, work or service related records which are held by another party as opposed to being held by the Mopani District Municipality; and
- Records held by the Mopani District Municipality pertaining to other parties, including financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors/suppliers.

Annexure 1

FEES IN RESPECT OF PUBLIC BODIES

Part ii of Notice 187 in the Government Gazette on the 15 February 2002

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) stiffy disc | 5,00 |
| | ii) compact disc | 40,00 |
| d) | (i) For a transcription of visual images,
or 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,
or 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:

R

- | | | |
|--------|---|------|
| (1)(a) | For every photocopy of an A4-size page or
part thereof | 0,60 |
|--------|---|------|

- (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form 0,40
 - (c) For a copy in a computer-readable form on -
 - (i) stiffy 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.

**PRESCRIBED FORMS FOR ACCESS TO INFORMATION
REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

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

[Regulation 2]

<p>FOR DEPARTMENTAL USE</p> <p align="right">Reference number:</p> <p>Request received by (state rank, name and surname of information officer/deputy information officer) on (date) at (place).</p> <p>Request fee (if any): R</p> <p>Deposit (if any): R</p> <p>Access fee: R</p> <p>SIGNATURE OF INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER</p>
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A. Particulars of public body

Name of Public Body	Mopani District Municipality
Information Officer	M.T Maake
Email address Information Officer	tim@mopani.gov.za
CHIEF FINANCIAL OFFICER	
Name of Public Body	Mopani District Municipality
Designated Deputy Information Officer	M.M Mokgolobotho
Email address of Deputy Information Officer	mokgolobothm@mopani.gov.za
Postal address	P/Bag x9687 GIYANI 0826
Street address	Main Road Government Complex GIYANI 0826

Phone number	015 811 6300
Fax number	015 812 4301
CORPORATE SERVICES	
Name of Public Body	Mopani District Municipality
Designated Deputy Information Officer	M.I Moakamela
Email address of Deputy Information Officer	moakamelam@mopani.gov.za
Postal address	P/Bag x9687 GIYANI 0826
Street address	Main Road Government Complex GIYANI 0826
Phone number	015 811 6300
Fax number	015 812 4301

B. Particulars of person requesting access to the record

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

Full names and surname: Identity number: Postal address:

Fax number: Telephone number: E-mail address:

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

C. Particulars of person 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 therefore.*

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 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
<p>NOTES:</p> <p><i>(a) Your indication as to the required form of access depends on the form in which the record is available.</i></p> <p><i>(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.</i></p> <p><i>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>	

Mark the appropriate box with an "X".

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 visual images -

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

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
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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)
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4. If record is held on computer or in an electronic or machine-readable form -

<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (magnetic or optical disc)
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*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

YES

NO

A postal fee is payable.

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

In which language would you prefer the record?

G. Notice of decision regarding request for access

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

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

Signed at _____ on this ____ day of _____ 20____

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