



# environmental affairs

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Environmental Affairs  
**REPUBLIC OF SOUTH AFRICA**

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086 111 2468

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**Switch Board Number**  
(012) 310 - 3911

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

**Postal Address**  
Director-General  
Department of Environmental  
Affairs  
Private Bag X447  
PRETORIA  
0001

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## 1. DEFINITIONS

In this guide unless the context requires otherwise –

**“access fee”** means a fee prescribed for the purposes of reproduction and for search and preparation, and for time reasonably required in excess of the hours prescribed to search for and to prepare the record for disclosure;

**“court”** means –

- (a) the Constitutional Court acting in terms of section 167 (6) (a) of the Constitution of the Republic of South Africa, 1996; or
- (b)
  - (i) a High Court or another court of similar status; or
  - (ii) a Magistrate’s Court, either generally or in respect of a specified class of decisions in terms of PAIA, designated by the Minister; by notice in the Gazette and presided over by a magistrate or an additional magistrate designated in terms of section 91A of PAIA, within whose area of jurisdiction –
    - (aa) the decision of the Information Officer or relevant authority of a public body or the head of a private body has been taken;
    - (bb) the public body or private body concerned has its principal place of administration or business; or
    - (cc) the requester or third party concerned is domiciled or ordinarily resident;

**“DEA”** means the Department of Environmental Affairs;

**“Guide”** means the book produced by the Human Rights Commission in terms of section 10 of PAIA for the purposes of reasonably assisting a person who wishes to exercise any right in terms of PAIA;

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

**“Information Officer”**, in relation to the DEA, means the Director-General;

**“Deputy Information Officers”** means the officials duly authorised by the Information Officer to ensure that the requirements of PAIA are administered in a fair, objective and unbiased manner;

**“official”** in relation to a public body or private body means –

- 
- (a) any person in the employ (permanently or temporary and full time or part-time) of the public or private body, as the case may be, including the head of the body, in his or her capacity as such; or
  - (b) a member of the public or private body, in his or her capacity as such;

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

**“person”** means a natural or a juristic person;

**“personal requester”** means a requester seeking access to a record containing personal information about the requester;

**“private body”** means –

- (a) a natural person who carries or has carried on any trade, business or profession, but only in such capacity;
- (b) a partnership which carries or has carried on any trade, business or profession; or
- (c) any former or existing juristic person; but excludes a public body;

**“public body”** means –

- (a) any department of state or administration in the national or provincial sphere of government or any municipality in the local sphere; or
- (b) any other functionary or institution when –
  - (i) exercising a power or performing a duty in terms of the Constitution or a provincial constitution; or
  - (ii) exercising a public power or performing a public function in terms of any other legislation;

**“record”** means any recorded information –

- (a) regardless of the form or medium;
- (b) in the possession or under the control of that public or private body respectively; and
- (c) whether or not it was created by that public or private body, respectively;

**“Regulations in terms of the Promotion of Access to Information Act”** means regulations regarding the promotion of access to information published in Government Notice no. R. 187 of 15 February 2002 (Government

Gazette No. 23119), amended by Government Notice No. R. 1244 of 22 September 2003 (Government Gazette No.25411)

**“relevant authority”** in relation to records requested from the DEA, means the Minister of Water and Environmental Affairs (the Minister);

**“request for access”** means a request for access to a record in terms of section 11 of PAIA;

**“requester”** means –

- (i) any person (other than a public body contemplated in paragraph (a) or (b) (i) of the definition of “public body”, or an official thereof) making a request for access to a record of that public body; or
- (ii) a person acting on behalf of the person referred to in subparagraph (i);

**“third party”** means any person (including, but not limited, to the government of a foreign state, an international organisation or an organ of that government or organisation) other than –

- (i) the requester concerned; and
- (ii) a public body.

**“working days”** means any days other than Saturdays, Sundays or public holidays, as defined in section 1 of the Public Holidays Act, 1994 (Act, No. 36 of 1994).

In this Guide, words importing any one gender shall include the other gender, and the singular shall include the plural, unless the context indicates otherwise.

## 2. INTRODUCTION

Section 32(1)(a) of the Constitution of the Republic of South Africa, 1996, determines that everyone has a right of access to any information held by the State. Section 32(2) of the Constitution provides for the enactment of national legislation to give effect to this fundamental right. PAIA is the national legislation contemplated in section 32(2) of the Constitution.

Section 9 of PAIA recognises that the right of access to information is subject to certain justifiable limitations aimed at, amongst others:

- (a) the reasonable protection of privacy;
- (b) commercial confidentiality;
- (c) effective, efficient and good governance.

Section 14(1) of PAIA stipulates that the Information Officer of the Public body must compile a manual in at least three official languages containing information on the Public Body for public consumption. The purpose of this manual is to inform the public about the records held by the DEA (the public body in terms of PAIA) and how to obtain access to them.

## 3. PARTICULARS IN TERMS OF SECTION 14 OF PAIA

### 3.1 Functions and Structure of the DEA [Section 14(1)(a)]

#### **The Mandate**

The mandate and core business of the DEA is underpinned by the Constitution and all other relevant legislation and policies applicable to the government, such as the Batho Pele principles. The DEA's specific mandate is derived from the following:

- The Constitution of the Republic of South Africa, 1996;
- Cabinet and Ministerial directives and policy decisions;
- Environment Conservation Act (Act 73 of 1989);
- National Environmental Management Act (Act 107 of 1998);

- National Environmental Management: Air Quality Act (Act 39 of 2004);
- National Environmental Management: Biodiversity Act (Act 10 of 2004);
- National Environmental Management: Integrated Coastal Management Act (Act 24 of 2008);
- National Environmental Management: Protected Areas Act (Act 57 of 2003);
- National Environmental Management: Waste Act (Act 59 of 2008);
- World Heritage Convention Act (Act 43 of 1999);
- Sea-shore Act (Act 21 of 1935);
- Sea Birds and Seals Protection Act (Act 46 of 1974);
- Dumping at Sea Control Act (Act 73 of 1980);
- Antarctic Treaties Act (Act 60 of 1996); and
- Approximately 25 international conventions

## Vision

A prosperous and equitable society living in harmony with our natural resources.

## Mission

Providing leadership in environmental management, conservation and protection towards sustainability for the benefit of South Africans and the global community.

## Departmental Values

Driven by our **Passion** as custodians and ambassadors of the environment we have to be **Proactive** and foster innovative thinking and solutions to environmental management premised on a **People-centric** approach that recognises the centrality of batho-pele, for it is when we put our people first that we will serve with **Integrity**, an important ingredient in a high **Performance** driven organisation such as ours.

## Strategic Objectives and Key Focus Areas

In line with our vision of creating a prosperous and equitable society living in harmony with the natural environment, the department provides leadership in environmental management, conservation and protection towards sustainability for the benefit of South Africans and the global community.



The department aims to effectively manage the interface between the environment and development so as to stimulate and maximise the potential for economic growth in the environment sector. Our key strategic goals include:

- Protection, conservation, enhancement and sustainable utilisation of environmental assets;
- Providing leadership on climate change action;
- Promoting skills development and employment creation by facilitating green and inclusive economic growth; and
- Creating a better Africa and a better world by advancing national environmental interests through a global sustainable development agenda.

The top priority areas for the department over the medium term include:

- Providing support to local government in the areas of air quality management, waste management, biodiversity management, coastal planning and open space planning;
- Strengthening compliance and enforcement activities;
- Drawing linkages between climate change, the green economy and sustainable development;
- Aligning governance systems with the new Outcomes Approach, paying particular attention to ensuring that environmental assets and natural resources are valued, protected and continually enhanced; and
- Focusing on key national and international engagements.

The department's programmes are aligned with the government's Outcomes Approach, especially having environmental assets and natural resources that are well protected and continually enhanced and the related outputs: reduced green house gas emissions, climate change impacts and improved air / atmospheric quality; sustainable environmental management and protected biodiversity.



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## **Organisational Structure of the DEA**

The DEA's structure consists of seven core branches and two transversal support service branches. The core branches, with their respective responsibilities, are:

### **BIODIVERSITY AND CONSERVATION**

Protected Areas Systems Management

Biodiversity Planning Management

Biodiversity Economy and Sustainable Use

Specialist Monitoring Services

### **CHEMICALS AND WASTE MANAGEMENT**

Hazardous Waste Management and Licensing

General Waste and Local Government Support

Chemicals and Waste Policy, Evaluation and Monitoring

Chemicals Management

### **CLIMATE CHANGE AND AIR QUALITY**

Climate Change Monitoring and Evaluation

Climate Change Mitigation

Climate Change Adaptation

International Climate Change Relations and Negotiations

Air Quality Management

### **ENVIRONMENTAL ADVISORY SERVICES**

International Governance

Strategic Environmental Intelligence

Sustainable Development

### **ENVIRONMENTAL PROGRAMMES**

Environmental Protection and Infrastructure Programmes

Working for Water and Working on Fire

Information Management and Sector Coordination

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## **LEGAL, AUTHORISATIONS AND COMPLIANCE INSPECTORATE**

Corporate Legal Support and Litigation

Law Reform and Appeals

Integrated Environmental Authorisations

Compliance

Enforcement

## **OCEANS AND COASTS**

Integrated Coastal Management

Oceans Conservation

Oceans and Coastal Research

Specialist Monitoring Services

The transversal components provide strategic and management support to the core branches and coordinate cross-cutting projects to maximize the synergy potential in the DEA. These are:

## **CHIEF OPERATING OFFICER**

Business Performance and Strategic Monitoring

Intergovernmental Relations

Integrated Environmental Management

Communications

Special Projects

## **CORPORATE MANAGEMENT SERVICES**

Financial Management

Facilities Management

Government Information Technology

Human Capital Management

**3.2 Contact details [Section 14(1)(b)]**

DEA Call Center number 086 111 2468

DEA Call Center Email [callcentre@environment.gov.za](mailto:callcentre@environment.gov.za)

Switch Board Number (012) 310 - 3911

Website: <http://www.environment.gov.za>;

**MINISTRY - CAPE TOWN**

=====

15<sup>th</sup> FLOOR  
120 PLEIN STREET  
CAPE TOWN  
8001

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CAPE TOWN  
8000

TEL: +27 (21) 464 1500  
FAX: +27 (21) 465 3362

**MINISTRY - PRETORIA**

=====

10<sup>th</sup> FLOOR  
SEDIBENG BUILDING  
185 SCOEMAN STREET  
PRETORIA  
0002

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**DEPUTY MINISTRY - CAPE TOWN**

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**DEPUTY MINISTRY - PRETORIA**

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**PARLIAMENTARY OFFICE - CAPE TOWN**

=====

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3<sup>rd</sup> FLOOR

120 PLEIN STREET

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PRIVATE BAG X9039

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8000

TEL: +27 (21) 465 7280

FAX: +27 (21) 465 7287

In terms of PAIA, the Head of the Department (Director-General) is the Information Officer for the Department. She has duly authorised the officials listed below as Deputy Information Officers to ensure that the requirements of PAIA are administered in a fair, objective and unbiased manner:

- (a) Deputy Director-General: Corporate Management Services
- (b) Deputy Director-General: Legal, Authorisations and Compliance Inspectorate

- 
- (c) Deputy Director-General: Oceans and Coasts
  - (d) Deputy Director General: Biodiversity and Conservation
  - (e) Deputy Director General: Climate Change and Air Quality
  - (f) Deputy Director-General: Chemicals and Waste Management
  - (g) Deputy Director-General: Environmental Programmes
  - (h) Chief Operating Officer

### **3.3 Section 10 Guide on how to use PAIA**

The South African Human Rights Commission (SAHRC) has in terms of section 10 of PAIA, compiled a guide on the use of PAIA. This guide is available in each official language at the following venues.

- Government Communications and Information Services (GCIS)
- All places of legal deposit (State libraries)
- Every tertiary institution (Universities and Universities of Technology).

The guide is also available on the website of the SAHRC at <http://www.sahrc.org.za>

It is also available for public inspection during office hours at the offices of the SAHRC at the following address:

The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department

Physical address: 29 Princess of Wales Terrace  
Parktown  
JOHANNESBURG

Postal address: Private Bag X2700  
HOUGHTON  
2041

Telephone number: +27 11 484 8300  
Fax number: +27 11 484 1360

Website: <http://www.sahrc.org.za>

Electronic mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### 3.4 Requests for access to information [Section 14(1)(d)]

Everyone has the right to request access to recorded information held by the DEA, subject thereto that the request is made on the prescribed form and that the prescribed fees are paid. Access is also subject to the grounds of exclusion found in Chapter 4 of PAIA. The request may be made by anyone who acts in their own interests or acts on behalf of someone who cannot do so themselves.

#### Procedure for requesting records

##### Form

A requester must complete the prescribed form which-

- (a) can be found in the Regulations to PAIA;
- (b) is on the website of the SAHR at [www.sahrc.org.za](http://www.sahrc.org.za);
- (c) is attached to this document as Annexure A; or

[REDACTED]

(d) is obtainable from the DEA's information centre.

### Process

(a) The request for information must be submitted to:

Director-General  
Private Bag X 447  
PRETORIA  
0001

Attention: Office of the Director General

Tel. 012 310 3047

Fax 012 322 4832

[PAIA@environment.gov.za](mailto:PAIA@environment.gov.za)

- (b) The requester must also indicate if he or she would like to obtain a copy of the record or would like to inspect the record at the offices of the DEA. Alternatively, if the record is not a paper copy document, it can then be viewed in the requested form, where possible [s 29(2)].
- (c) If a requester asks for access in a particular form, then he or she should get access in the manner that has been asked for. This principle applies, unless doing so would interfere unreasonably with the running of the DEA, 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 alternative manner, then the fee must be calculated according to the way that was first asked for by the requester [s 29(3) and (4)].
- (d) If, in addition to a written reply to their request for the record, the requester wants to be informed about the decision in any other way, for example telephonically, this must be indicated [s 18(2)(e)].

### **Request on behalf of another person**

If the request is made on behalf of another person, a requester must submit proof of the capacity in which he or she is making the request, to the reasonable satisfaction of the Information Officer [s 18(2)(f)].

### **Request by people with disabilities**

- (a) If a requester is unable to read or write, or if he or she has a disability that prevents him or her from completing the prescribed form, then he or she can make a verbal request. The Information Officer will then complete the form on behalf of the requester and give a copy of the completed form to the requester [s 18(3)].
- (b) The Information Officer will assist a requester to comply with the abovementioned requirements to request access to information, including referring a requester to another public body, if it is apparent that the request for information should have been made, to such other body [s 19].

### **Transfer of requests [s 20]**

- (a) The Information Officer of the DEA may transfer requests for records to another public body when:
  - (i) The record is in the possession of that public body;
  - (ii) the subject matter of the record is more closely associated with the functions of that public body;
  - (iii) the record was created for that public body, or was received first by that body; or

[REDACTED]

(iv) the record contains commercial information in which that public body has a greater commercial interest.

(b) In such instances the Information Officer of the DEA would have to transfer the request to the other public body as soon as is reasonably possible, but within 14 days after the request is received. If the DEA is in possession of the record which is being requested and its Information Officer considers it helpful to do so to enable the Information Officer of the other public body to deal with the request, the record or a copy of the record will be sent to that Information Officer.

(c) If a request for access to a record has been transferred, any period prescribed for the completion of an activity related to the request, has to be computed from the date it was received by the Information Officer to whom it was referred. All the relevant periods that apply to a request for information have to be adhered to.

### **Notification of transfer**

(a) When a request for access has been transferred, the Information Officer making the transfer will immediately notify the requester of:

- (i) The transfer;
- (ii) the reasons for the transfer; and
- (iii) the period within which the request must be dealt with [s 20(5)].

(b) The Information Officer will reasonably ensure that a record to which access has been requested is preserved until a decision is taken about access to the information [s 21].

### **Payment of Fees [s 22]**

(a) Two types of fees are required to be paid in terms of PAIA, namely a request fee and an access fee. A requester who seeks access to a record containing personal information

about him / herself is not required to pay the request fee. Any other requester who is not a personal requester, must pay the required request fee.

- (b) The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.
  - (i) After the Information Officer has made a decision on the request, the requester must be notified of such a decision in the manner in which the requester wanted to be notified.
  - (ii) If the request is granted, then a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours within which to search and prepare the record for disclosure.
- (c) The fees that have been prescribed are contained in the Regulations promulgated in terms of the PAIA and must be paid by a requester before the DEA can make any records requested available to the requester. A copy of the schedule of prescribed fees is attached to this document as Annexure C
- (d) Fees are payable, during office hours, at the DEA's finance directorate on the 9<sup>th</sup> floor of the North Tower of the Fedsure Forum Building, corner of Van der Walt and Pretorius Streets, Pretoria.

### **3.5 Categories of records held by the DEA [Section 14(1)(d)]**

The records and information relevant to the functions and services of DEA can broadly be categorised as follows:

- Policies, strategies, delegations, government notices and legislation

- Press statements and speeches
- Departmental personnel records
- Departmental financial records
- Agendas and minutes of departmental meetings
- General administration information
- Departmental reports
- Internal circulars, internal memoranda, letters, cabinet memoranda
- Contracts and international agreements
- Branch specific information as described in paragraph 2.1.2 including:
  - Business plans
  - Strategy documents
  - Programme specific information
  - Permits and authorisations
  - Research documents

### **3.6 Notice of automatically available records [Section 14(1)(e)]**

Notice of publication of section 15 list attached hereto as Annexure D

### **3.7 Services available to the public and how to gain access to them [Section 14(1)(f)]**

The following services are delivered by the DEA:

- The publishing and implementation of legislation in the areas of Biodiversity, Protected Areas, Waste Management, Air Quality Management, Climate Change and Coastal Management
- Further expansion of our Parks system.
- The drafting of a National Biodiversity Strategy and Action Plan
- Expanding regional cooperation in environmental management through the establishment of Transfrontier Conservation Areas

- Assisting provincial and local government to clean up towns, cities and rural areas through proper waste management systems
- Addressing the air pollution problems in South Africa in terms of the National Environmental Management: Air Quality Act and its regulations and standards
- Addressing waste management problems in South Africa in terms of the National Environmental Management: Waste Act
- The development of a National Sustainable Development Strategy as part of the Medium Term Strategic Framework (MTEF)
- Implementation of the environment and culture component of the Expanded Public Works Programme
- The issuing of environmental authorisations, permits and licences for a variety of activities identified in terms of the various environmental management acts which provide the DEA with its legal mandate
- Enforcement of legislation

The public can gain access to the services provided by the DEA through the Department's outreach programmes. Information on these programmes can be obtained-

- on the DEA website [www.environment.gov.za](http://www.environment.gov.za);
- by contacting the **DEA Call Centre number 086 111 2468** or **DEA Call Center Email [callcentre@environment.gov.za](mailto:callcentre@environment.gov.za)**

### **3.8 Arrangements allowing for public involvement in formulation of policy, exercise of powers or performance of duties [Section 14(1)(g)]**

The DEA has the following arrangements and / or provides the following opportunities for consultation, making representations or otherwise participating in or influencing the formulation of policy / legislation or the execution of the mandate of the Department:

- Public workshops;

- 
- Publication of draft policy and legislation for public comment in the Government Gazette and on the DEA website;
  - Stakeholder Forum workshops;
  - Discussions / workshops with government departments;
  - Oversight of public participation and other processes during the execution of EIA's by developers; and
  - the Administrative Appeal Process in terms of relevant legislation, for example, the National Environmental Management Act, 1998.

### 3.9 Remedies available in the event of non-compliance with the PAIA [Section 14(1)(h)]

#### *Internal appeal [s 74]*

A requester may lodge an internal appeal to the Minister against a decision of the Information Officer to refuse a request, against the requirement to pay request and access fees, against an extension of the period to deal with the request and against a decision to provide the information in a form other than in the particular form as requested.

#### *Form [s 75(1)]*

- (a) The appeal must be lodged on the prescribed form that has been printed in the Regulations issued in terms of PAIA, or a form that substantially corresponds with that form. A copy of the form is attached to this document as Annexure B. Copies thereof are also available from the DEA's office or from the Deputy Information Officers referred to in this document. The form is also available on the DEA's website.
- (b) The appeal must be lodged within **60** days or if notice to a third party is required in terms of s49(1)(b), within **30 days** after notice has been given to the appellant of

the decision appealed against, or if notice to the appellant is not required, after the decision was taken. The appeal must be sent to the address, fax number or e-mail address of the Information Officer.

- (c) An appellant must provide reasons for the internal appeal, how he or she wishes to be informed of the decision about the appeal and must pay the prescribed appeal fee (if any).
- (d) The Minister will allow late lodging of an appeal only if the appellant's motivation is credible. An appellant will be informed if his or her late appeal was disallowed.

#### ***Appeal fee [s 75(3)]***

An appellant has to pay the prescribed appeal fee (if any). A decision on the internal appeal may be deferred until the appeal fee is paid.

#### ***Submission of an internal appeal to the Minister [s 75(4)]***

The Information Officer must submit an internal appeal within **10 working days** after receipt thereof to the Minister. The Minister must, at the same time, be provided with the reasons for the Information Officer's decision against which the internal appeal was lodged and with the details of any third party that may be involved.

#### ***Third party [s 76]***

- (a) When the Minister is considering an internal appeal against the refusal of a request for access to the record of a third party, the disclosure of which may involve the unreasonable revelation of personal information, may harm the third party's commercial or financial interests or would constitute a breach of confidence, the Minister must inform the third party about the appeal within **30 days** after receipt thereof., The Minister must furnish the third party with a

description of the contents of the appeal, details of the appellant and must state whether the Minister is of the opinion that it would be in the public interest that the information should be revealed. The third party then has **21 days** to make a written representation to the Minister why the request for information should not be granted or, alternatively, give written consent for the disclosure of the record to the requester.

- (b) When the Minister is considering an internal appeal against the granting of a request for access to information, the Minister must notify the requester concerned of the appeal within **30 days** after receipt thereof. The third party has **21 days** to make a written representation why the access to the record should be granted.

### ***Notice of decision [s 77]***

When deciding on an internal appeal, the Minister may confirm the original decision or make a new decision. This must be done within **30 days** after receipt of the internal appeal, or within **5 working days** after receiving written representation regarding the appeal. The Minister must immediately notify the appellant, every third party involved and the requester of the decision and must provide the reasons for the decision. If the Minister fails to comply with the above procedures and time frames for the consideration of an internal appeal, it will be regarded that the Minister has dismissed the internal appeal.

### ***Application to court [s 78]***

The appellant, third party or requester will also be informed that they may apply to a competent court for review of the decision of the Minister on an internal appeal. Such application must be made within **30 days** after the decision has been taken. However, a requester or third party may **ONLY** apply to a court for such a review after the requester or third party has exhausted the internal appeal procedure. The court may confirm, amend or set aside the decision on an internal appeal or may grant an interdict.

### **3.10 Availability of the manual [Section 14(3)]**

This manual will be made available to the Human Rights Commission in accordance with paragraph 4(1) of the Regulations promulgated in terms of PAIA, and will be published on the DEA's website (<http://www.environment.gov.za>). Copies of the manual will also be available at DEA's offices for perusal. The prescribed fees apply when copies have to be made for requesters.

## **4. Voluntary disclosure and automatic availability of certain records (Section 15)**

The DEA makes a wide variety of information available through its website. Typical information that can be expected to be found on the website is:

- The DEA Calendar of Events
- Maps and Graphics
- GIS Data sets
- Environmental Potential Atlas Series
- Enviro-Info 2001
- Vacancies
- Bids
- Projects and programmes
- News Releases
- Policy and legislation
- Marine Protected Areas
- Coastal management
- International obligations and agreements
- Environmental Crimes Brochure
- Environmental Management Inspector Training
- Bioprospecting Application Forms

- Benefit sharing and Material Transfer Agreement Forms (under bioprospecting)
- Regulations under the National Environmental Management: Biodiversity Act
- Waste Policies
- Waste Regulations
- Waste Guidelines
- Application Forms for waste disposal/management
- Newsletters on waste management
- DEA Annual reports
- Supply Chain Management: Policies; Procedure Manuals; Guidelines; Application Forms
- Public Finance Management Act and Treasury Regulations
- Information relating to the following statutory bodies:
  - South African National Parks
  - South African Weather Services
  - South African National Biodiversity Institute

Most of the information is provided free of charge. The conditions for the use of the information can be found on the website.

## 5. Public institutions reporting to the DEA

The following public entities report to the DEA:

### **iSimangaliso Wetlands Park**

Chairperson

Mr Mavuso Msimang

Tel: 012 482 3322

Fax: 012 482 2276

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**ANNEXURE A**

**FORM A**

**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

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

(Act No. 2 of 2000))

**[Regulation 6]**

**FOR DEPARTMENTAL USE**

Reference number: \_\_\_\_\_

Request received by \_\_\_\_\_ (state rank, name and surname of Information Officer/Deputy Information Officer) on \_\_\_\_\_ (date) at \_\_\_\_\_ (place).

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

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

Access fee: R.....

\_\_\_\_\_  
SIGNATURE OF INFORMATION  
OFFICER/DEPUTY INFORMATION  
OFFICER

**A. Particulars of public body**

The Information Officer/Deputy Information Officer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Particulars of person requesting access to the record**

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

Full names and 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 for exemption.

Reason for exemption from payment of fees

---

F. Form of access to record

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

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

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request for access in the specified form may depend on the

Form in which the record is available.

- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

--

1. If the record is in written or printed form:		
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 the images*

3. If record consists of recorded words or information which can be reproduced in sound:	
listen to the soundtrack (audio cassette)	transcription of soundtrack* (written or printed document)

4. If record is held on computer or in an electronic or machine-readable form:		
printed copy of 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? 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
--

--

[Empty rectangular box]

Particulars to enable compliance with your request.

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

Signed at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE

[Empty rectangular box]



**ANNEXURE B**

**FORM B**

**NOTICE OF INTERNAL APPEAL**

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

**[Regulation 8]**

**STATE YOUR REFERENCE  
NUMBER: \_\_\_\_\_**

**A. Particulars of public body**

The Information Officer/Deputy Information Officer:

\_\_\_\_\_  
\_\_\_\_\_

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

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

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_

Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_



**C. Particulars of requester**

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

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

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

\_\_\_\_\_

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**C. Particulars of requester**

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

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

**D. The decision against which the internal appeal is lodged**

Mark the decision against which the internal appeal is lodged with an X in the appropriate box:
Refusal of request for access
Decision regarding fees prescribed in terms of section 22 of the Act
Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
Decision to grant request for access

E. Grounds for appeal

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

State the grounds on which the internal appeal is based: \_\_\_\_\_

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

F. Notice of decision on appeal

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

State the manner: \_\_\_\_\_

Particulars of manner: \_\_\_\_\_

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on \_\_\_\_\_(date) by \_\_\_\_\_(state rank, name and surname of Information Officer/Deputy Information Officer).

Appeal accompanied by the reasons for the Information Officer's/Deputy Information Officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the Information Officer/Deputy Information Officer on \_\_\_\_\_(date) to the relevant authority.

OUTCOME OF APPEAL:

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

NEW DECISION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE RELEVANT AUTHORITY

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

\_\_\_\_\_

## ANNEXURE C

### SCHEDULE OF PRESCRIBED FEES

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
Fees for reproduction referred to in Regulation 7(1) are as follows:	
(a) For every photocopy of an A4-size page or part thereof	R0-60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0-40
(c) For copy in a computer-readable on	
1. stifty disk	R5-00
2. compact disk	R40-00
(d) For a transcription of visual images	
(i) For an A4-size page or part thereof	R22-00
(ii) For a copy of visual images	R60-00
(e) For a transcription of an audio record	
(i) For an A4-size page or part thereof	R12-00
(ii) For a copy of an audio record	R17-00
Request fee payable by a requester, other than a personal requester, referred to in Regulation 7(2)	R35-00
The access fees payable by a requester referred to in regulation 7(3) are as follows	
1 (a) For every photocopy of an A4-size page or part thereof	R0-60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R0-40
(c) For copy in a computer-readable on	
(i) stifty disk	R5-00
(ii) compact disk	R40-00
(d) For a transcription of visual images	

(i) for an A4-size page or part thereof	R22-00
(ii) for a copy of visual images	R60-00
(e) For a transcription of an audio record	
(i) for an A4-size page or part thereof	R12-00
(ii) for a copy of an audio record	R17-00
(f) To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation	R15-00 for each hour
2. For purposes of Section 22(2) of the PAIA, the following applies:	
<ul style="list-style-type: none"> <li>a. Six hours as the hours to be exceeded before a deposit is payable</li> <li>b. One third of the access fee is payable as a deposit by the requester</li> </ul>	
3. The actual postage is payable when a copy of a record must be posted to a requester	

## ANNEXURE D

STAATSKOERANT, 15 APRIL 2011

No. 34198 19

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT  
DEPARTEMENT VAN JUSTISIE EN STAATKUNDIGE ONTWIKKELING

No. R. 320

15 April 2011

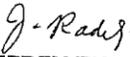
### PROMOTION OF ACCESS TO INFORMATION ACT, 2000

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

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, 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 –

#### DEPARTMENT OF ENVIRONMENTAL AFFAIRS

As set out in the Schedule

  
**JEFFREY THAMSANQA RADEBE, MP**  
**MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**