



public works

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

# DEPARTMENT OF PUBLIC WORKS

## SECTION 14 MANUAL:

## PROMOTION OF ACCESS TO INFORMATION

Approved by:

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**M Dlabantu (Mr)**  
Director-General  
Department of Public Works

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## **1. Introduction**

Section 32 in the Constitution of the Republic of South Africa Act, 1996, stipulates that everyone has the right of access to (a) any information held by the State, and (b) any information that is held by another person that is required for the exercise or protection of any rights and that national legislation must be enacted to give effect to this right.

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), hereafter referred to as "the Act", gives effect to the constitutional right of access to information held by any public or private body that is required for the exercise or protection of any rights. It also details the procedures to be followed when requesting information held by either a public or private body.

However, section 9 of the Act recognises that the right to access to information is subject to certain justifiable limitations that include, but are not limited to:

- The reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance.

Section 14 of the Act obliges public bodies to compile a manual that assists a person in obtaining access to information held by that public body. It also stipulates the minimum requirements with which such a manual has to comply.

The purpose of this manual is, therefore, to inform a person on how to obtain access to records held by the Department of Public Works, hereafter referred to as the "DPW" or "the Department", thus giving effect to section 14 of the Act.

## **2. Human Rights Commission Guide on how to use the Act [Section 14(1) (c)]**

### **2.1 Legitimate mandate**

The South African Human Rights Commission compiled a guide, in an easily comprehensive form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act. This guide is available in all the official languages from the South African Human Rights Commission.

### **2.2 Contact details**

Any enquiries should be directed to:

#### **The South African Human Rights Commission**

Telephone Number: +27 11 877 3600

Fax Number: +27 11 403 0668

Email Address: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

Postal Address: PAIA Unit  
The Research and Documentation Department  
Private Bag X2700  
Houghton  
2041

Street Address: PAIA Unit  
The Research and Documentation Department  
Braampark Forum 3  
33 Hoofd Street  
Braamfontein

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

### 3. Strategic information of the Department

#### 3.1 Vision

A service-oriented Public Works Department focusing on the formulation of legislative prescripts and policy to support the delivery of sound immovable asset management while contributing to the national agenda for social and economic development.

#### 3.2 Mission

The Department strives to drive a professional, innovative and integrated Public Works Department by:

- setting legislative and policy prescripts together with norms and standards for the management of state-owned and leased-in accommodation, land and infrastructure for the Public Works sector;
- supporting provinces to fulfil the concurrent functions and service delivery obligations in the Public Works sector;
- contributing to the national goals of job creation and poverty alleviation through the coordination of the Expanded Public Works Programme (EPWP);
- providing guidance to our stakeholders to facilitate delivery in the built environment within the context of Department's mandate; and
- Affording strategic leadership to the South African construction and property industries.

#### 3.3 Values

The core values of the Department are underpinned by the Batho Pele principles, and are augmented by the following values:

- **Integrity:** by consistently honouring our commitments, upholding ethical, honest behaviour and transparent communication;
- **Professionalism:** by treating our stakeholders with respect and reliably delivering against expectations;
- **Teamwork:** by respecting diversity while sharing a common purpose and working together in cooperation with each other; and
- **Innovation:** by tirelessly seeking opportunities for service delivery improvement by thinking freely and not bound by old, non-functional, or limiting structures, rules, or practices.

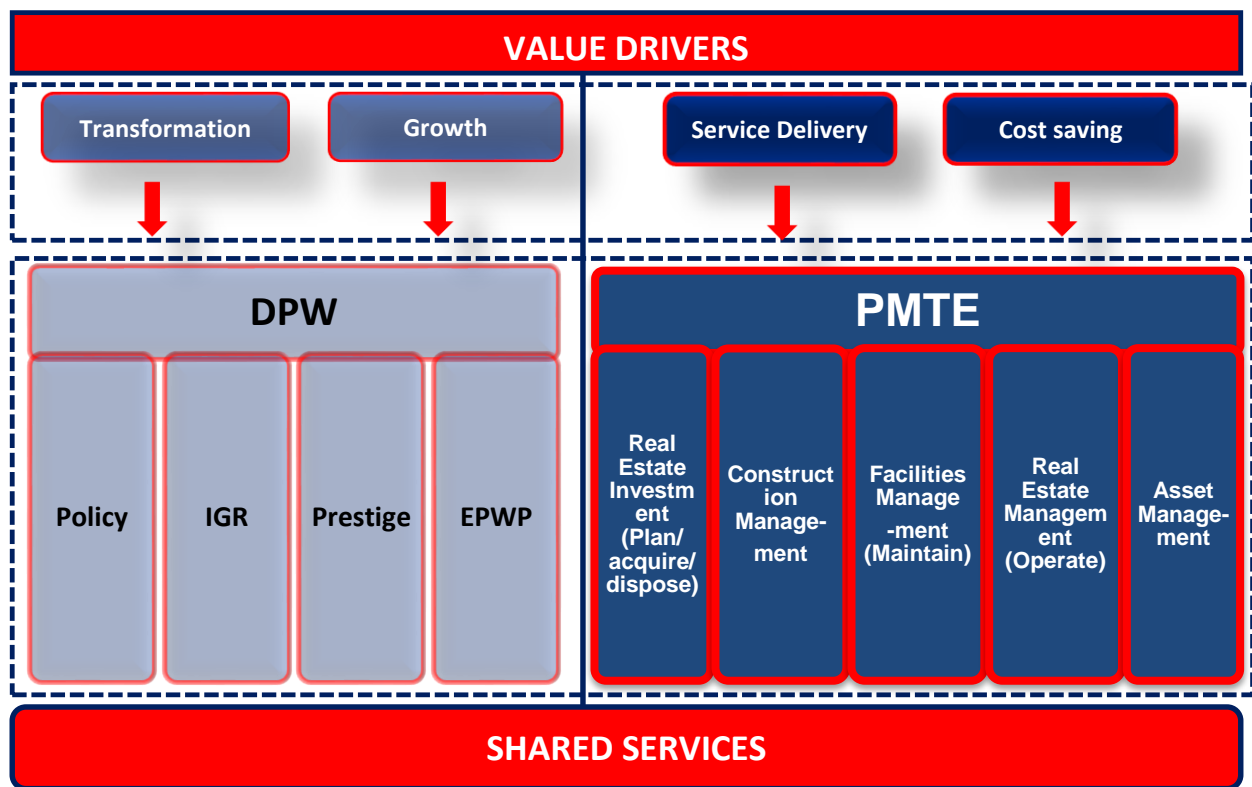
### 3.4 Strategic outcome-orientated goals

In order to execute its mandate competently, the Department has identified five strategic outcome-orientated goals that define its direct service delivery responsibilities. These goals are:

- Sound legislative and policy prescripts to accelerate service delivery;
- Oversight, leadership and support to provincial departments of public works;
- Coordination of the EPWP for the creation of decent employment through inclusive economic growth;
- Strategic leadership and regulation of the construction and property sectors to stimulate economic empowerment and skills development; and
- Good corporate governance to support proficient service delivery.

### 3.5 Value drivers

The figure below illustrates the value drivers of the Department and the Property Management Trading Entity (PMTE).



Operational functions of DPW and PMTE

### **3.6 Composition of Public Works**

The Department redefined and transposed its functions for seamless service delivery and operational excellence. The functions were refined into:

- Policy, regulatory and Prestige Policy;
- Quality norms and standards setting and monitoring;
- Support and shared services, and
- Service delivery.

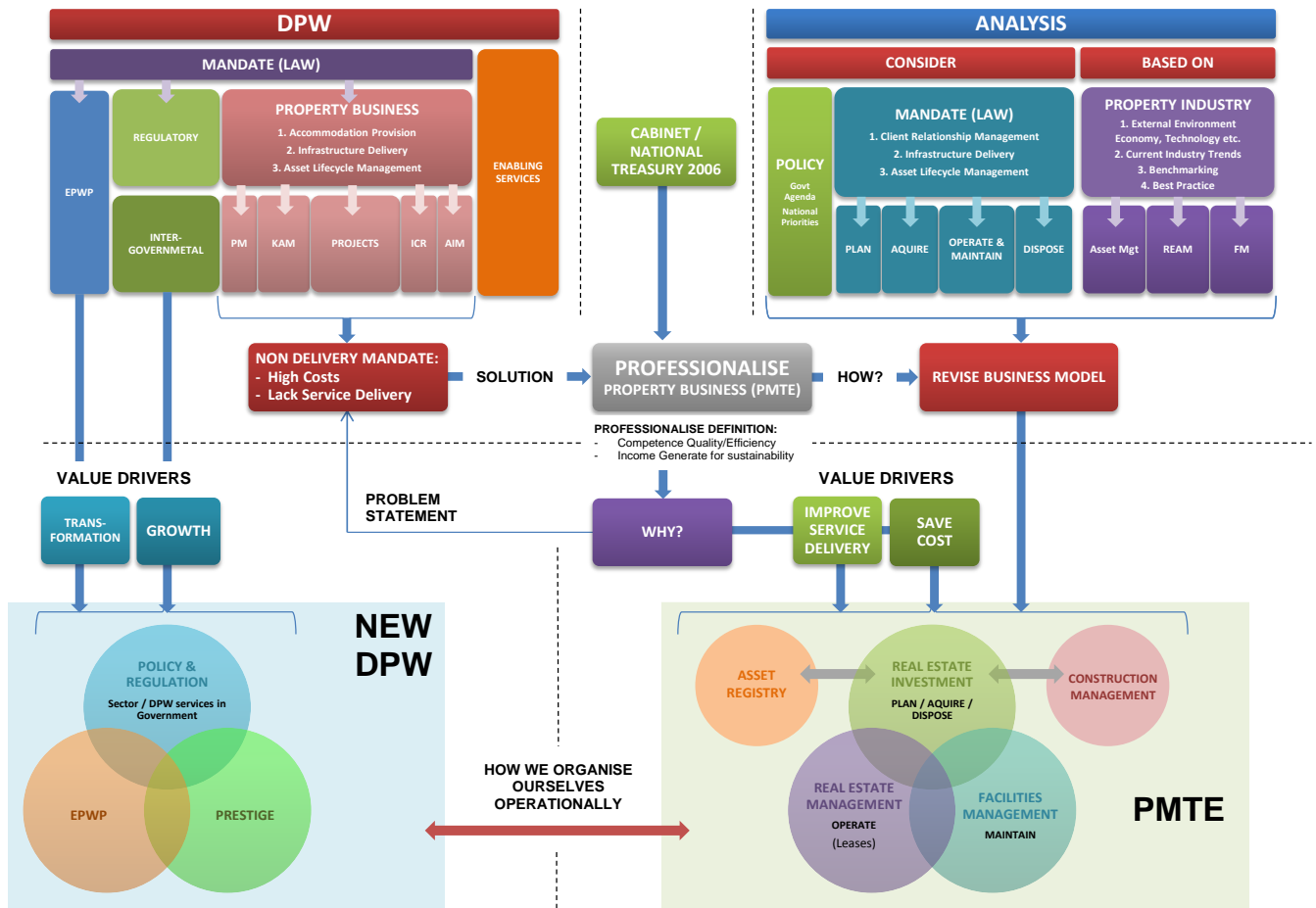
The service delivery functions consist of a newly established government component, the PMTE, which constitutes 75% of the functions and budget of the Department. It is responsible for the immovable asset management functions across the asset life cycle to ensure that optimal value for money is gained. This achievement should be reflected in a better rate of return on investment in the public estate, closer to market-related value.

The model below depicts the new core business areas of the Department: regulation and transformation of the built environment, oversight and coordination of entities, and provincial departments of public works as part of the concurrent mandate.

Through this separation of functions, and coordination and quality of services there is a great potential to integrate services better and build synergies that will result in a single point of entry and account management for public sector clients. This will result in greater service satisfaction in relation to business needs.

The creation of a client-centric agency with greater levels of autonomy will also ensure that services are delivered at higher standards, more timeously and offer better value for money. Duplication of functions across the service, together with the associated costs, will be eradicated and effective interfaces between functions, regional offices and Head Office, will be established.



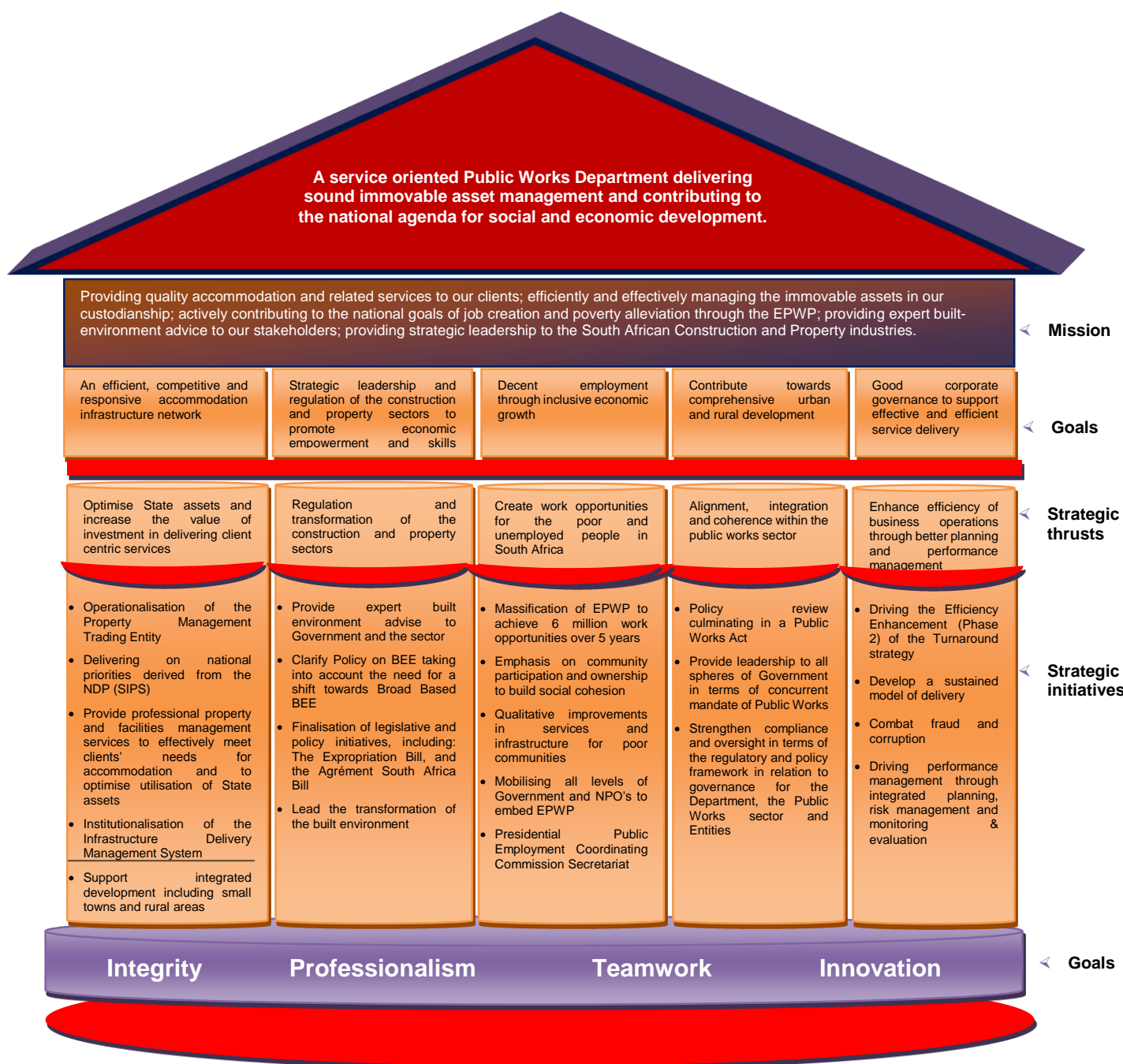


The main objectives of the PMTE are to:

- Professionalise and improve management of the State's property portfolio;
- Implement cost savings to user departments;
- Improve the quality of government services to the public by improving access and the quality of public buildings;
- Utilise the State's vacant properties productively; and
- Leverage the State's property portfolio to empower emerging black business and create employment.

The establishment of the PMTE will result in a separation of the functions. The PMTE will become the delivery vehicle to ensure an integrated approach to optimise the life cycle of State immovable assets from planning to decommission. The Department will focus on the development of best practices within the sector.

The transformation and growth of the construction and property sectors, the regulatory functions, policy setting, best practices, norms and standards and the coordination of the EPWP will be located in the Department.



## **4. Programme structure of the Department**

The Department consists of Intergovernmental Coordination, the EPWP, Property and Construction Industry Policy Regulations, Prestige Policy, Finance and Supply Chain Management (SCM), Governance, Risk and Compliance, Corporate Services and Internal Audit functions. The Department has the following Programmes and Subprogrammes:

### **4.1 Programme 1: Administration**

**Purpose:** to provide strategic leadership management and support services to the Department.

**Subprogrammes:**

- Ministry;
- Management (Office of the Director-General, Internal Audit, fraud awareness and investigations within Governance, Risk and Compliance);
- Corporate Services;
- Finance and SCM; and
- Office Accommodation.

### **4.2 Programme 2: Intergovernmental Coordination**

**Purpose:** to provide sound sectoral intergovernmental relations and strategic partnerships; and to coordinate with provinces on immovable asset register (IAR), construction and property management, the implementation of Government Immovable Asset Management Act, 2007 (Act No. 19 of 2007), and the reporting on performance information within the Public Works sector.

**Subprogrammes:**

- Governance, Risk and Compliance;
- Monitoring, Evaluation and Reporting;
- Strategic Management; and
- Intergovernmental Relations and Coordination.

### **4.3 Programme 3: Expanded Public Works Programme**

**Purpose:** to coordinate the implementation of the EPWP, which aims to create work opportunities and provide training for unskilled, marginalised and unemployed people in South Africa; and to provide work opportunities and income support to poor and unemployed people through the labour-intensive delivery of public and community assets and services, thereby contributing to development.

**Subprogrammes:**

- EPWP Monitoring and Evaluation;
- EPWP Infrastructure;
- EPWP Operations;
- EPWP Partnership Support; and
- EPWP Coordinating Commission.

**4.4 Programme 4: Property and Construction Industry Policy Research**

**Purpose:** to promote the growth and transformation of the construction and property industries; and to promote a standardised approach and best practice in construction and immovable asset management in the public sector.

**Subprogrammes:**

- Construction Industry Development Programme;
- Property Industry Development Programme;
- Sector Research and Analysis;
- Construction Industry Development Board;
- Council for the Built Environment;
- Independent Development Trust;
- Construction Education Training Authority;
- Assistance to Organisations for Preservation of National Memorials; and
- PMTE.

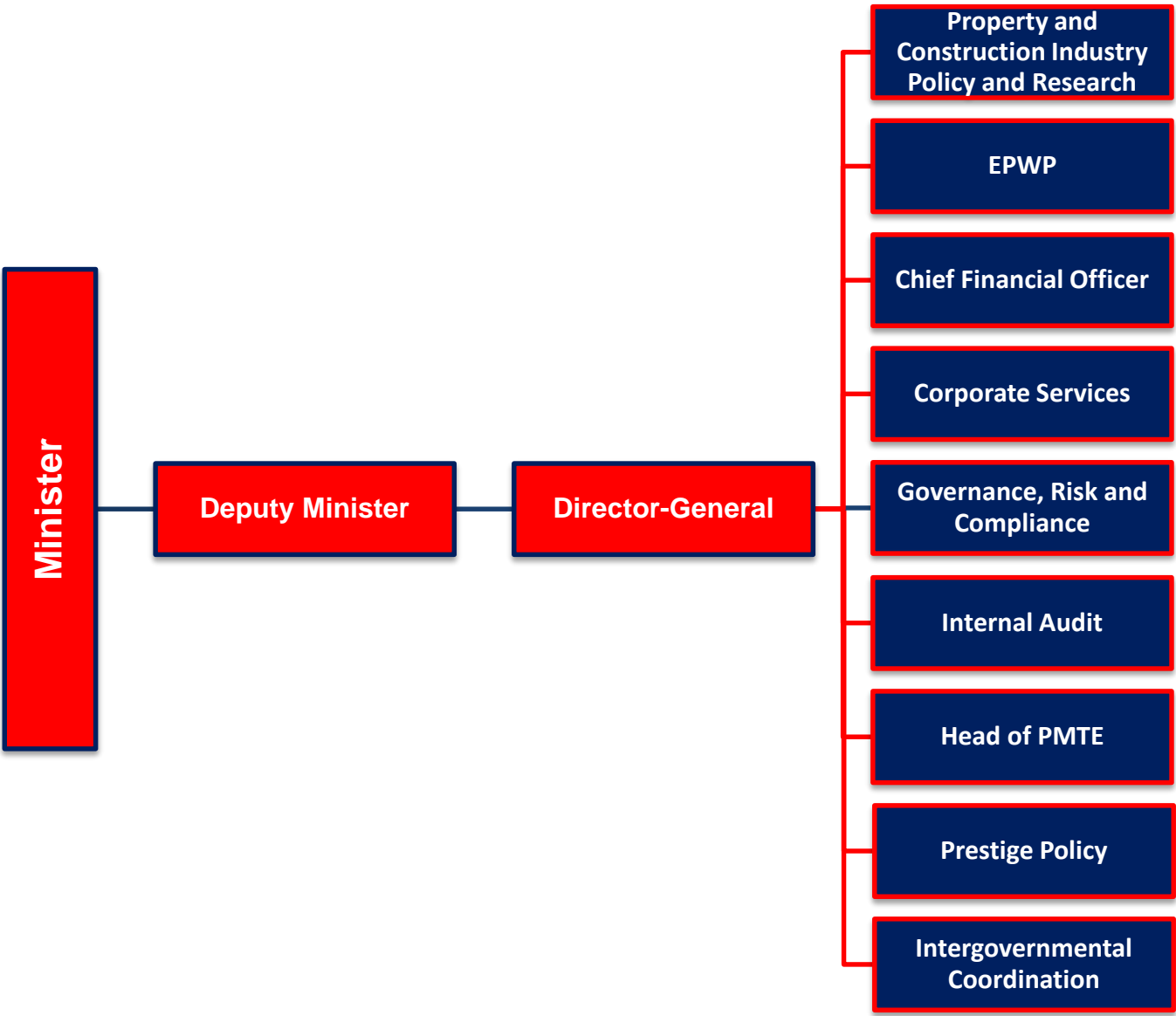
**4.5 Programme 5: Prestige Policy**

**Purpose:** to provide norms and standards for the prestige accommodation portfolio and meet the protocol responsibilities for State functions.

**Subprogrammes:**

- Prestige accommodation and State functions; and
- Parliamentary Villages Management Board.

4.6 Public Works organogram



## **4.7 Programmes structure of the PMTE**

### **Programme 1: Administration**

**Purpose:** to provide leadership, strategic management, governance and administrative support to the PMTE.

#### **Subprogrammes:**

- Management Leadership;
- Operations Support Management;
- Financial and Accounting Management; and
- Supply Chain Management.

### **Programme 2: Real Estate Investment Management**

**Purpose:** to optimise utilisation and maximise the value of the State Property Portfolio.

#### **Subprogrammes:**

- User Demand Management;
- Planning and Precinct Development Services;
- Property Performance Management; and
- Investment Analysis.

### **Programme 3: Construction Project Management**

**Purpose:** to provide effective and efficient delivery of accommodation needs for DPW and client departments through construction.

#### **Subprogrammes:**

- Construction Project Planning; and
- Construction Project Management.

### **Programme 4: Real Estate Management**

**Purpose:** to timeously provide and manage suitable accommodation in support of client needs to meet their service delivery objectives.

#### **Subprogrammes:**

- Management of Freehold Property
- Land Administration and Management
- Surplus Freehold (Revenue) Management, and
- Leasehold Management.

### **Programme 5: Real Estate Information and Registry Services**

**Purpose:** to develop and manage a complete, accurate and compliant IAR to meet service delivery objectives for the State, Department and PMTE business requirements; to provide leadership, guidance and support to National, Provincial and Local Government custodians of State assets to ensure use of applicable standards in accounting for immovable assets and management of IARs; and to develop, maintain and report on a consolidated national database of State properties.

#### **Subprogrammes:**

- Asset Registry Services, and
- Conveyancing.

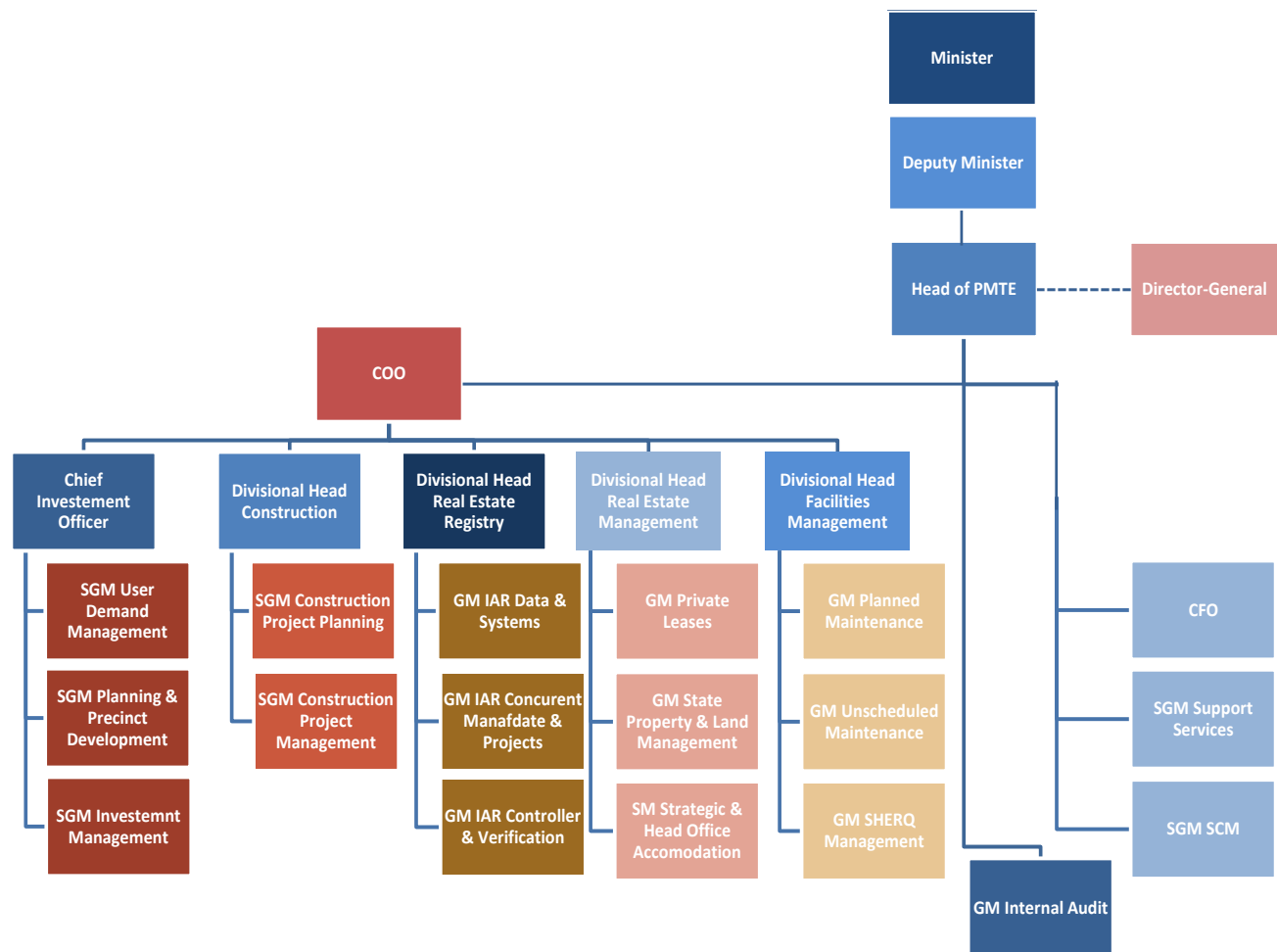
### **Programme 6: Facilities Management**

**Purpose:** to ensure that immovable assets used by government departments and the public are optimally utilised and maintained in a safe, secure, healthy and ergonomic environment while contributing to job creation, skills development and poverty alleviation.

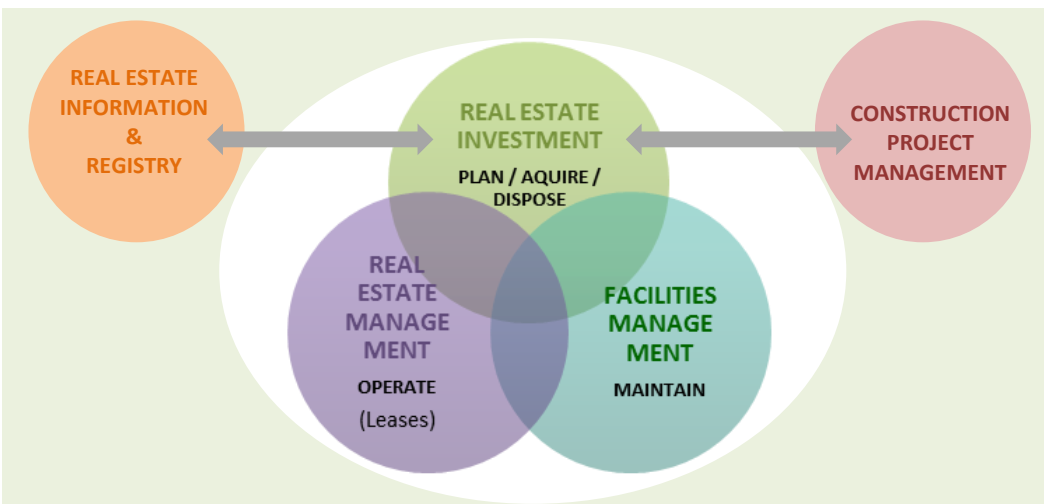
#### **Subprogrammes:**

- Scheduled Maintenance;
- Safety, Health, Environment, Risk and Quality (SHERQ) Management, and
- Unscheduled Maintenance Management.

4.8 PMTE Organogram



4.9 PMTE's Operational Model





## **5. Contact details of the Information Officer and Deputy Information Officers**

### **5.1 Information Officer**

Director-General  
Private Bag X65  
Pretoria  
0001  
Tel: 012 406 1565/1829  
Fax: 086 276 8663  
Email: [Info.paia@dpw.gov.za](mailto:Info.paia@dpw.gov.za)

### **5.2 Deputy Information Officer**

Deputy-Director General: Governance Risk & Compliance  
Private Bag X65  
Pretoria  
0001  
Tel: 012 406 1681  
Fax: 087 276 8944  
Email: [Info.paia@dpw.gov.za](mailto:Info.paia@dpw.gov.za)

### **5.3 Deputy Information Officer**

#### **Mr. Z Tafane**

Director: Knowledge Management and Business Intelligence  
Private Bag X65  
Pretoria  
0001  
Tel: 012 406 1594  
Email: [Info.paia@dpw.gov.za](mailto:Info.paia@dpw.gov.za)

## **6. Subjects and categories**

### **6.1 Access to records in terms of section 14(1) (d)**

The Department has categorised the records and information accessible to the public as follows (relevant to the functions and services of the Department):

- Delegations
- Departmental financial records (statements)
- Government notices
- Legislation
- Policies
- Press statements and speeches, and
- Strategies.

### **6.2 Subject and categories of records held by the Department [Section 14(1) (e)]**

The following categories of records of the Department are available from the Department's website (<http://www.publicworks.gov.za>) for viewing and downloading without having to request access in terms of the Act:

- Annual reports
- Careers
- Documents
- Economic opportunities
- Media statements, and
- Policy and legislation.

### **6.3 Records in the possession of the Department that are automatically available [Section 15(1) (a)]**

In terms of section 15(1) of the Act, certain records can be accessed without a person having to request access. The Department has categorised the records and information accessible to the public as follows (relevant to the functions and services of the Department):

- Delegations
- Departmental financial records (statements)
- Government notices
- Legislation

- Policies
- Press statements and speeches, and
- Strategies.

These records can be accessed at the website of the Department of Public Works:  
<http://www.publicworks.gov.za>

The Minister must, in terms of section 15(2), publish in the Government Gazette a notice of records that are automatically available.

### **6.3.1 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]**

<b>1. DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</b>	<b>MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))</b>
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
<p><b><u>(a) Legislation and Legal Administration</u></b></p> <ul style="list-style-type: none"> <li>• Agreement South Africa Bill</li> <li>• Anti-Fraud and Corruption Policy</li> <li>• Anti-Fraud and Corruption Strategy</li> <li>• Built Environment Professions (Bep) Policy 2014</li> <li>• Construction Charter</li> <li>• Creating an Enabling environment for Reconstruction Growth and development in the Construction Industry - 1997 –White Paper</li> <li>• Disability Policy Guideline – 2010</li> <li>• Expropriate Bill, 2015</li> <li>• Government Immovable Asset Management Act (GIAMA) 19 of 2007</li> <li>• Government -Wide Immoveable Asset Management Policy – 2005</li> <li>• Green Building Framework</li> <li>• Memorandum on the Objects of the Agreement South Africa Bill, 2014</li> <li>• Memorandum on the Objects of the Bill</li> <li>• Property Charter</li> <li>• Public Works towards the 21st Century - 1997 - White Paper</li> <li>• Whistle-Blowing Policy</li> </ul> <p><b>Architects:</b></p> <ul style="list-style-type: none"> <li>• Building Specification in Regional Offices (PW 343)</li> <li>• Building Specification in Regional Offices (PW 343)</li> <li>• Construction Specification - General specification (PW 371-A)</li> <li>• Construction Specification - Particular specification (PW 371-B)</li> </ul>	

- Directives on the management of Heritage Assets: Version 1
- Directives on the management of Heritage Assets: Version 1
- Drainage Details (PW 348) Mb)
- Drainage, Water Supply and Storm water Drainage (PW 349)
- Facilities for disabled persons (PW 350)
- Fire Security: A guide to Architects (STS 6)
- Hardware Sample List (PW 377)
- Manual for Private Architects (PW 147)
- Manual For Sketch Plan Committee Submissions
- Standard Specification For Kitchen equipment (Afrikaans) (PW 353)
- Standard Specification for Kitchen equipment (architectural) (PW 351)

### **Civil Engineers:**

- Civil Engineering Manual (PW 347)
- Guidelines for the Design of Civil Service for Prisons (PW 342)
- Identification of Problematic Soils in Southern Africa: Technical Notes for Civil and Structural Engineers (PW 2006/1)
- Manual for Consultants: Appropriate Development of Infrastructure on Dolomite (PW 344) (55.4 Mb)
- Small Waste Water Treatment Works Design Guidelines (PW 2011/1)
- Standard Conditions in respect of the supply, delivery and installation of electrical-, mechanical, pneumatic and vacuum operated equipment, control systems, plant and materials scheduled for inclusion in engineering contracts (PW 379 Civil)
- Standard Specification for Domestic and Fire Water Storage and Fire Water Supply for Public Buildings (PW 345)
- Water (3.7 Mb)
- Stormwater (5.4 Mb)
- Drainage (3.2Mb)
- Roads(1.1Mb)
- Paving (1.6 Mb)
- Sinkholes (2.1 Mb)
- Survey Beacons (2.8 Mb)
- Cabling (4.2 Mb)
- Small Waste Water Treatment Works Design Guidelines (PW 2011/1)
- Operation and Maintenance Manual for Waste Water Treatment Works
- Specification of Materials and Methods to be used ( PW 371): see 2.2 above
- HIV/AIDS Specification for Civil Contracts: see 10.5 below
- Contract Administration Forms / PRM Forms: see 14 below
- Civil Engineers Fees Calculator: see 9.3 below

### **Electrical Engineers:**

- Book Hoist Installation
- Contract Administration Forms / PRM Forms: see below
- Dumbwaiter Lift Specification
- Emergency Generator Specification
- Emergency Lighting Installation Guidelines
- General Electrical Specification Part A and Part B
- General Electrical Specification Part C

- Government Notice R1113 of 11 June 1982
- Intercommunication System Specification
- Lift for the Disabled Specification :
- Specification of Materials and Methods to be used (PW 371)
- Dolomite: see above
- Electrical Engineers Fees Calculator: see below
- Manual for electrical, Electronical and Mechanical Consulting Engineers
- Particulars of Specialist Installers (PW 205C)
- Passenger Lift Installation Specification
- Passenger Lift Upgrade Specification
- Sample specification for Electrical Work
- Standard Conditions in respect of the supply, delivery and installation of electrical, mechanical, pneumatic and vacuum operated equipment, control systems, Plant and materials (PW 379)
- Telephone System Specification
- Uninterrupted Power Supply Specification
- X-Ray and Metal Detector Specification

#### **Fraud and Corruption:**

- Anti-Fraud and Corruption Policy
- Anti-Fraud and Corruption Strategy
- Built Environment Professions (Bep) Policy 2014
- Presentations
- Speeches

#### **Hiv/Aids:**

- HIV/AIDS Specification
- HIV/AIDS Specification for Civil Contracts (PW 1544)
- HIV/AIDS Service Providers
- HIV/AIDS Training Manual

#### **Mechanical Engineers:**

- Fire Security: A Guide to Architects: FPO/G61/3E (STS 16)
- Fire Security: Automatic Fire Alarm Installation: FPO 5E (STS 10)
- Fire Security: Automatic Sprinkler Fire Extinguishing System: FPO 7E (STS 12)
- Fire Security: Evacuation and Communication Systems: FPO 8E (STS 13) (PW 339)
- Fire Security: Fixed Carbon Dioxide Fire Protection Installation: FPO 3E (STS 8)
- Fire Security: Inert Gas Agent: FPO 4E (STS9 )
- Fire Security: Pump Installation for Automatic Fire Extinguishing System: FPO 6E (STS 11)
- Fire Security: Schematic Diagram for a Fire Pump Installation: FPO 89 (STS 15)
- Fire Security: The Supply of a Tank and Trailer Fire Fighting Unit with Petrol Driven Centrifugal Pump and Sundry Accessories: FPO 1E (STS 6)
- Fire Security: Zone Alarms for a Sprinkler Fire Extinguishing System: FPO 2E (STS 7)
- Manual for Electrical, Electronical and Mechanical Consulting Engineers
- Standard Conditions in respect of the supply, delivery and installation of electrical, mechanical plant and materials PW 379)
- Standard Specification for Air Conditioning and Ventilation Installations: Issue XII (STS 1)
- Standard Specification for Refrigeration Services: Issue VIII (STS 2)

- Steam Boiler Installations: Issue VII (STS 3)
- Central Heating Installations: Issue XI (STS 4)
- The Electrical Installations and Electrical Equipment pertaining to Mechanical Services: Issue IXa (STS 5)
- Fire Security: The Supply of a Tank and Trailer Fire Fighting Unit with Petrol Driven Centrifugal Pump and Sundry Accessories: FPO 1E (STS 6)
- Preventive Maintenance, Servicing and Repair of Fire Security Installations (STS 17)
- Particulars of Specialist Installers (PW 205C)
- Standard Technical Specification for a Security Spike Boom Barrier System

#### **Construction Project Managers:**

- Contract Administrations Forms/ PRM Forms
- Contractions Project Managers Fees Calculator :
- Manual for Construction Project Managers

#### **Construction Labour Matters:**

- Health and Safety Specification Generic Document  
Occupational Health and Safety Act, 1993

#### **Contract Periods :**

- Contract Periods Guideline
- Health and Safety Specification Generic Document
- Occupational Health and Safety Act, 1993

### **PROFESSIONAL FEE ACCOUNT FORMATS**

#### **MECHANICAL ENGINEERS**

##### **1998 to 2002 Fee Scales:**

- Mechanical Engineering Fees Calculator for Engineering Projects: 1998 to 2002 Fee Scales (R1113)
- Mechanical Engineering Fees Calculator for Building Projects: 1998 to 2002 Fee Scales (R1113)
- Government Notice R1113 of 11 June 1982

##### **2003 Fee Scales:**

- Mechanical Engineering Fees Calculator for Engineering and Building Projects: 2003 Fee Scales
- Schedule of Engineering values for above for Engineering Projects
- Schedule of Engineering values for above for Building Projects

##### **2004 Fee Scales:**

- Mechanical Engineering Fees Calculator for Engineering and Building Projects: 2004 Fee Scales
- Schedule of Engineering values for above for Engineering Projects

- Schedule of Engineering values for above for Building Projects

#### **2005 Fee Scales:**

- Mechanical Engineering Fees Calculator for Engineering and Building Projects: 2005 Fee Scales
- Schedule of Engineering values for above for Engineering Projects
- Schedule of Engineering values for above for Building Projects

#### **2006 Fees schedule:**

Mechanical Engineering Fees Calculator for Engineering and Building Projects: 2006 Fee Scales

- Schedule of Engineering values for above for Engineering Projects
- Schedule of Engineering values for above for Building Project

#### **2007 & 2008 Fee Scales:**

- Mechanical Engineering Fees Calculator for Engineering and Building Projects: 2007 & 2008 Fee scales
- Schedule of Engineering values for above for Engineering Projects
- Schedule of Engineering values for above For Building Projects

#### **2009 Fees Scales:**

- Mechanical Engineering Fees Calculator for Engineering and Building Projects: 2009 Fee Scales
- Schedule of Engineering values for above for Engineering Projects
- Schedule of Engineering values for above for Building Projects

#### **2010 Fees Scales:**

- Mechanical Engineering Fees Calculator for Engineering and Building Projects: 2010 Fee Scales
- Schedule of Engineering values for above for Engineering Projects
- Schedule of Engineering values above for Building Projects

#### **2011 Fees Scales:**

- Mechanical Engineering Fees Calculator for Engineering and Building Projects: 2011 Fee Scales
- Schedule of Engineering values for above for Engineering Projects

- Schedule of Engineering values for 9.5.9(a) above for Building Projects

#### **2012 Fees Scales:**

- Mechanical Engineering Fees Calculator for Engineering and Multi-disciplinary Projects: 2012 Fee Scales
- Schedule of Engineering values above for Engineering Projects
- Schedule of Engineering values above for Multi-disciplinary Projects

#### **2013 Fees Scales:**

- Mechanical Engineering Fees Calculator for Engineering and Multi-disciplinary Projects: 2013 Fee Scales
- Schedule of Engineering values above for Engineering Projects
- Schedule of Engineering values for above for Multi-disciplinary Projects

#### **2015 Fees Scales:**

- Mechanical Eng Fees Calculator for Eng and Multi-disciplinary Projects 2015 Scales
- Schedule of Eng values Mech Eng Engineering
- Schedule of Eng values Mech Mult Discpl

#### **2016 Fees Scales:**

- Mechanical Eng Fees Calculator for Eng and Multi-disciplinary Project 2016 Fee Scales.
- Schedule of Eng values Mechanical Engineering.
- Schedule of Eng values Mechanical Multi-disciplinary.

#### **CONSTRUCTION PROJECT MANAGERS:**

##### **Enquiries:**

Eliot Mabuso (Construction Project Manager)

Tel: 012 406-1525

E-mail: [makgwadi.mabuso@dpw.gov.za](mailto:makgwadi.mabuso@dpw.gov.za)

#### **2007 Fee Scales:**

- Construction Project Managers Fees Calculator: 2007 Fee Scales Not available
- HIV/AIDS
- Enquiries:
- (Vacant)

HIV/AIDS Service Providers

HIV/AIDS Awareness Programme (Microsoft Power Point presentation)

HIV/AIDS Training Manual

HIV/AIDS Specification for Civil Contracts (PW 1544)



## **STANDARD DRAWINGS**

### **Enquiries:**

Erna Wiese

Tel: 012 406-1372

E-mail: [erna.wiese@dpw.gov.za](mailto:erna.wiese@dpw.gov.za)

- A1 Drawing title block (.dwg)
- A1 Drawing title block (.dxf)
- A1 Drawing title block (.pdf)
- A0 Drawing title block (.dwg)
- A0 Drawing title block (.dxf)
- A0 Drawing title block (.pdf)
- Site name board (.dwg)
- Site name board (.dxf)
- Site name board (.pdf)

### **Enquiries:**

Pragason Ganas (head of Central Drawing Archives)

Tel: 083 631 6997/083 326 9480

E-mail: [pragason.ganas@dpw.gov.za](mailto:pragason.ganas@dpw.gov.za)

[cdahelpdesk@dpw.gov.za](mailto:cdahelpdesk@dpw.gov.za)

Fax: 086 272 8875

Drawing numbers for all disciplines obtainable from:

Samuel Makama

E-mail: [samuel.makama@dpw.gov.za](mailto:samuel.makama@dpw.gov.za)

## **CONSTRUCTION LABOUR MATTERS**

### **Enquiries:**

Gugulethu Komane

Tel: 012 406-1013

E-mail: [gugulethu.komane@dpw.gov.za](mailto:gugulethu.komane@dpw.gov.za)

## **Health and Safety Specification Generic Document**

Occupational Health and Safety Act, 1993

## **CONTRACT PERIODS**

- Contract Periods Guideline

## **PROFESSIONAL FEE ACCOUNT FORMATS**

### **ARCHITECTS**

2001, 2005, 2006, 2007, 2009 and 2011 Fee Scales:

- Architects Fees Calculator: 2001, 2005, 2006, 2007, 2009 and 2011 Fee Scales (Withdrawn)

### **2012 Fee Scales:**

- Architects Fees Calculator: 2012 Fee Scales (Withdrawn)

### **Quantity Surveyors:**

- 2007 Building cost data base (QS 004)
- 2008 Final Account Certification By Consultant Quantity Surveyors
- 2009 Manual for Consultant Quantity Surveyors (QS 001)
- 2010 Norms Calculator
- 2011 Preliminaries for inclusion in Bills of Quantities and Lump Sum Documents Based on the JBCC Series 2000 Documentation (Qs 003)
- 2012 Procurement Documentation Guidelines for Building Contracts (QS 002)

### **2001 Fee Scales:**

- Quantity Surveyors Fees Calculator: 2001 Fee Scales (you may need Winzip to extract the files)

### **2003 and 2005 Fee Scales:**

- Quantity Surveyors Fees Calculator: 2003 and 2005 Fee Scales (you may need Winzip to extract the files)

### **2007 Fee Scales:**

- Quantity Surveyors Fees Calculator: 2007 Fee Scales (you may need Winzip to extract the files)

### **2009, 2010 and 2013 Fee Scales:**

- Quantity Surveyors Fees Calculator: 2009, 2010 and 2013 Fee Scales (you may need Winzip to extract the files)

## **CIVIL AND STRUCTURAL ENGINEERS**

### **1998 to 2002 Fee Scales:**

- Civil and Structural Engineering Fees Calculator for Building Projects: 1998 to 2002 Fee Scales (R1113)
- Civil and Structural Engineering Fees Calculator for Engineering Projects: 1998 to 2002 Fee Scales (R1113)
- Government Notice R1113 of 11 June 1982

### **2003 Fee Scales:**

- Civil and Structural Engineering Fees Calculator for Engineering Projects: 2003 Fee Scales
- Schedule of engineering values for above
- Civil Engineering Fees Calculator for Building Projects: 2003 Fee Scales

- Schedule of Engineering values for above
- Structural Engineering Fees Calculator for Building Projects: 2003 Fee Scales
- Schedule of Engineering values for above

**2004 Fee Scales:**

- Civil and Structural Engineering Fees Calculator for Engineering Projects: 2004 Fee Scales
- Schedule of Engineering values for above
- Civil Engineering Fees Calculator for Building Projects: 2004 Fee Scales
- Schedule of engineering values for above
- Structural Engineering Fees Calculator for Building Projects: 2004 Fee Scales

**2005 Fee Scales:**

- Civil and Structural Engineering Fees Calculator for Engineering Projects: 2005 Fee Scales
- Schedule of Engineering values for above
- Civil Engineering Fees Calculator for Building Projects: 2005 Fee Scales
- Schedule of Engineering values for) above
- Structural Engineering Fees Calculator for Building Projects: 2005 Fee Scales

**2006 Fee Scales:**

- Civil and Structural Engineering Fees Calculator for Engineering Projects: 2006 Fee Scales
- Structural Engineering Fees Calculator for Building Projects: 2006 Fee Scales

**2007 & 2008 Fee Scales:**

- Civil and Structural Engineering Fees Calculator for Engineering Projects: 2007 & 2008 Fee Scales
- Civil Engineering Fees Calculator for Building Projects: 2007 & 2008 Fee Scales
- Structural Engineering Fees Calculator for Building Projects: 2007 & 2008 Fee Scales

**2009 Fee Scales:**

- Civil and Structural Engineering Fees Calculator for Engineering Projects: 2009 Fee Scales
- Civil Engineering Fees Calculator for Building Projects: 2009 Fee Scales
- Structural Engineering Fees Calculator for Building Projects: 2009 Fee Scales
- Schedule of engineering values for 9.3.7(c) above

**2010 Fee Scales:**

- Civil and Structural Engineering Fees Calculator for Engineering Projects: 2010 Fee Scales
- Civil Engineering Fees Calculator for Building Projects: 2010 Fee Scales
- Structural Engineering Fees Calculator for Building Projects: 2010 Fee Scales

**2011 Fee Scales:**

- Civil and Structural Engineering Fees Calculator for Engineering Projects: 2011 Fee Scales

- Civil Engineering Fees Calculator for Building Projects: 2011 Fee Scales
- Structural Engineering Fees Calculator for Building Projects: 2011 Fee Scales

#### **2012 Fee Scales:**

- Civil and Structural Engineering Fees Calculator for Engineering Projects: 2012 Fee Scales
- Civil Engineering Fees Calculator for Multi-disciplinary Projects: 2012 Fee Scales
- Structural Engineering Fees Calculator for Multi-disciplinary Projects: 2012 Fee Scales

#### **2013 Fee Scales:**

- Civil and Structural Engineering Fees Calculator for Engineering Projects: 2013 Fee Scales
- Civil Engineering Fees Calculator for Multi-disciplinary Projects: 2013 Fee Scales
- Structural Engineering Fees Calculator for Multi-disciplinary Projects: 2013 Fee Scales

#### **2015 Fees Scales:**

- Civil and Structure Eng Fees Calculator for Eng Projects 2015 Fee Scales
- Schedule of Eng values C&S Engineering
- Civil Eng Calculator for Multi-disciplinary Projects
- Schedule of Eng values civil multi Discp
- Structural Eng Fees Calculator for Multi-disciplinary Projects 2015 Fee Scales
- Schedule of Eng value Structure Multi-Disciplinary

#### **2016 Fees Scales:**

- Civil and Structural Eng Fees Calculator for Eng Project 2016 Fee Scales
- Schedule of Eng values C&S Engineering.
- Civil Eng Fees Calculator for Multi-disciplinary Project 2016 Fee Scales.
- Schedule of Eng values Civil Multi-disciplinary.
- Structural Eng Fees Calculator for Multi-disciplinary Project 2016 Fee Scales.
- Schedule of Eng values Structural Multi-disciplinary.

#### **Structural Engineers:**

- 2012 Contract Administration forms/ PRM forms
- 2013 Dolomite
- 2014 Guidelines for the compilation of Preliminary Designs Reports
- 2015 Identification of problematic soils in Southern Africa: Technical notes for Civil Structural Engineers (PW 2006/1)
- 2016 Manual for Consulting Structural Engineers
- 2017 Specification of Materials and Methods to be used (PW 371)
- 2018 Structural Engineers Fees Calculator
- 2019 PDR-S00 General Notes
- 2020 PDR-S01 Front page
- 2021 PDR-S02 General Index
- 2022 PDR –S03 Guidelines
- 2023 PDR –S04 Checklist

## **(b) Organization and Control**

### **Monitoring and Evaluation:**

2024	Annual Report 2000 - 2001
2025	Annual Report 2001 - 2002
2026	Annual Report 2002 - 2003
2027	Annual Report 2003 - 2004
2028	Annual Report 2004 - 2005
2029	Annual Report 2005 - 2006
2030	Annual Report 2006 - 2007
2031	Annual Report 2007-2008
2032	Annual Report 2008 - 2009
2033	Annual Report 2009 - 2010
2034	Annual Report 2010 - 2011
2035	Annual Report 2011 - 2012
2036	Annual Report 2013 - 2014

### **Strategic Management :**

2037	Annual Performance Plan 2015-2016
2038	Annual Performance Plan 2015-2016 (PMTE)
2039	Annual Performance Plan 2014 - 2015
2040	Annual Performance Plan 2013 - 2014
2041	Annual Performance Plan 2012 - 2014
2042	Strategic Plan 2015-2020
2043	Strategic Plan 2014/19
2044	Strategic Plan 2012/16
2045	Strategic Plan 2010/15
2046	Strategic Plan 2009/12
2047	Strategic Plan 2006/10
2048	Strategic Plan 2005/09
2049	Strategic Plan 2004/07

## **(c) Financial Services and Procurement**

2050	Advert
2051	Attendance Registers
2052	Approval of Suppliers
2053	Briefing Sessions
2054	Forms
2055	Frequently asked questions
2056	Media Clips
2057	Minutes for briefing sessions
2058	Presentations
2059	Quotations
2060	Tenders
2061	Terms of Reference

## **(d) Human Resource Management**

2062	Forms
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### **(e) Communications and Marketing**

2063	News Clips
2064	Press Releases
2065	Publications
2066	Speeches

### **Expanded Public Works Programme**

#### **Archived Documents:**

<b>2067</b>	Logical Frameworks
2068	Manuals and Policies
2069	Sector Plans
2070	State of the Nation

#### **Cross-Cutting:**

<b>2071</b>	Communication
2072	Enterprise Development
2073	Monitoring and Evaluation
2074	Training

#### **EPWP Documents:**

2075	Cross-cutting programme
2076	Environment and Culture
2077	Employment Conditions
2078	Infrastructure Sector
<b>2079</b>	Institutional Arrangement
2080	None-State
2081	Social

### **EPWP Logical Framework**

#### **Logos:**

2082	20 Years of Freedom
2083	DPW
2084	EPWP
2085	IDT
2086	Kamoso Award
2087	NYS
2088	Vukuphile

#### **Municipal Documents:**

2089	Ehlanzeni District Municipality
2090	Mafikeng Local Municipality
2091	Xhariep District Municipality

#### **News Room:**

2092	Advertorials
2093	Beneficiary Stories

2094	News Letters
2095	Press Releases
2096	Speeches
2097	Video clips
<b>Related Documents:</b>	
2098	EPWP Summit Documents
2099	National Development Plan
2100	Performance Monitoring and Evaluation
2101	Phase 2
2102	Phase 3
<b>Reports:</b>	
2103	EPWP Phase 3:
2104	EPWP-five year reports
2105	EPWP M & E reports
2106	Quarter 1-2014-15
<b>Sectors:</b>	
2107	Environment and Culture
2108	Infrastructure
2109	Non-State
2110	Social
<b>2. FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
(a) The list of records above	a) The records may be obtained on request in writing addressed to the Director General: Information Officer, National Department of Public Works Private Bag X 65 Pretoria 0001, (Fax:087 2768944)Email: <a href="mailto:Info.paia@dpw.gov.za">Info.paia@dpw.gov.za</a> , on payment of the amount of R35.00
<b>3. FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
(a)The list of records above	The records may be obtained on request in writing addressed to the Director General: Information Officer, National Department of Public Works Private Bag X 65 Pretoria 0001, (Fax:087 2768944)Email: <a href="mailto:Info.paia@dpw.gov.za">Info.paia@dpw.gov.za</a> , on payment of the fee prescribed in item 2, as prescribed in the DPW PAIA manual
<b>4. AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</b>	
(a)The list of records above and where the records requested is available free of charge	(a)The records may be obtained on request in writing addressed to the Director General: Information Officer, National Department of Public Works Private Bag X 65 Pretoria 0001, (Fax:0872768944)Email: <a href="mailto:Info.paia@dpw.gov.za">Info.paia@dpw.gov.za</a>

## **7. Request procedure**

Any existing recorded information in the possession of the Department of Public Works may be requested. However, in terms of section 22(1) of the Act, a requester who seeks access to a record containing personal information about the requester is not required to pay the request fee.

### **7.1 Process**

In order to process a request for information in terms of the Act, the Department has implemented the following process:

#### **7.1.1 Step 1: Application process**

To request information the requester should complete the request form (see Appendix: Form A) and submit it using any of the following options:

**By hand:**

**Chief Information Officer of the Department of Public Works**

CGO Building, Corner Bosman and Madiba Streets

Pretoria, 0001

**By post:**

**Chief Information Officer of the Department of Public Works**

Private Bag X65

Pretoria

0001

**By fax:**

+27 86 276 8663

**OR**

**By email:**

[Info.paia@dpw.gov.za](mailto:Info.paia@dpw.gov.za)

As prescribed by the Act an amount of R35,00 must accompany the request for information. This is payable by cheque, made out to Department of Public Works marked not negotiable and non-transferable; postal order or deposited into the Department's bank account (proof of deposit must accompany the request form):

**Account details**

**Name of account holder: Department of Public Works**



**ABSA**

Branch number: 632 005

Account number: 4053 9579 29

Type of account: Cheque

**7.1.2 Step 2: Validation and acknowledgement**

The Information Officer of the Department receives and validates the request to see whether the required information is available in the Department. The request is accepted, rejected or transferred to the relevant designated Deputy Information Officer. An acknowledgement correspondence is forwarded by the Information Officer to the requester to confirm the status of the request.

**7.1.3 Step 3: Information processing**

If the request is accepted, the Department will gather and prepare the information and calculate the relevant cost involved.

**7.1.4 Step 4: Final notification**

The requester will be informed of the finalisation of the request as well as the outstanding fees payable to the Department.

**7.1.5 Step 5: Payment and delivery**

Once the payment stipulated in Step 4 has been received (following the same payment process as stipulated in Step 1), the information will be released to the requester.

## **7.2 General information**

The prescribed form must be filled in with enough details to enable the Information Officer to identify the record or records requested; the identity of the requester; and the form of the required record. It should also state whether the request is granted and include the postal address or fax number of the requester.

The requester must indicate whether the request is for a copy of the record or inspection of the records at the offices of the Department.

Access to the aforesaid information will only be granted to the requester in the form requested, unless to do so would unreasonably interfere with the running and operation of the Department, damage the record or infringe a copyright not owned by the State.

If for practical reasons access cannot be given in the requested form, but in an alternative form, the fee for access will be calculated according to the form that the requester had requested.

If a requester is unable to read or write or has a disability, he/she may make the request for a record orally; the Information Officer will complete the form.

The requester must state that he/she requires the information in order to exercise or protect a right and clearly state the nature of the right to be exercised or protected.

The Department will process the request within 30 days, unless the requester has stated special reasons, which would satisfy the Information Officer that circumstances dictate that the above time periods should not be complied with.

The 30 day period within which the Department has to decide whether to grant or refuse the request may be extended for a further period of not more than 30 days, if the request is for a large amount of information, or the request requires a search for information held at another office of the Department and the information cannot reasonably be obtained within the initial 30 day period. The Department will notify the requester in writing should an extension be sought.

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 reasonable satisfaction of the Information Officer.

The requester must pay the prescribed fee, before any further processing can take place.

## **8. Fees**

### **8.1 The Act provides for two types of fees:**

A request fee, which is a standard fee; and an access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs. When the request is received by the Information Officer, such officer must by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing of the request.

If search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed for this purpose, the Information Officer must notify the requester to pay as a deposit the prescribed portion of the access fee, which would be payable if the request is granted.

The Information Officer must withhold a record until the requester has paid the fees. A requester whose request for access to a record has been granted must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure, including making arrangements to make the record available in the requested form. If a deposit has been paid in respect of a request for access which is refused the Information Officer concerned must repay the deposit to the requester.

### **8.2 Fees in respect of Public Bodies**

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.

### **8.3 Description amount (R)**

The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00. 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.

### **8.4 Reproduction fees**

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

- |    |  |       |
|----|--|-------|
| 1) | For every photocopy of an A4-size page or part thereof   | R0,60 |
| 2) | 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 |

3)	For a copy in a computer-readable form on–	
	(a) stiffy disc	R5,00
	(b) Compact disc (readable form)	R40,00
4)	(a) For a transcription of visual images, for an A4-size page or part thereof	R22,00
	(b) For a copy of visual images	R60,00
5)	(a) For a transcription of an audio record, for an A4-size page or part thereof	R12,00
	(b) For a copy of an audio record	R17,00

## 8.5 Access fees

**The access fees payable by a requester referred to in regulation 7(3) are as follows:**

(1)	For every photocopy of an A4-size page or part thereof	R0,60
(2)	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
(3)	For a copy in a computer-readable form on–	
	(a) stiffy disc	R5,00
	(b) compact disc	R40,00
(4)	(a) For a transcription of visual images, for an A4-size page or part thereof	R22,00
	(b) For a copy of visual images	R60,00
(5)	(a) For a transcription of an audio record, for an A4-size page or part thereof	R12,00
	(b) For a copy of an audio record	R17,00
(6)	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
(7)	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.	

## **9. Granting/refusal of requests**

### **9.1. Refusal of request**

The main grounds for the Department to refuse a request for information relates to:

- Mandatory protection of the privacy of a third party who is a natural person if disclosure would involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of a third party if the record contains trade secrets of a third party; financial, commercial, scientific or technical information which if disclosed could likely cause harm to the financial or commercial interests of that third party;
- Information disclosed in confidence by a third party to the institution if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of the safety of individuals and the protection of property;
- Mandatory protection of records which would be regarded as privileged in legal proceedings;
- The commercial activities of the Department, which may include: trade secrets of the Department; financial, commercial, scientific or technical information which if disclosed could likely cause harm to the financial or commercial interests of the Department; and information which if disclosed could put the Department at a disadvantage in negotiations or commercial competition;
- A computer programme that is owned by the Department and protected by copyright; and
- Mandatory protection of research information of the Department or a third party if the disclosure of that information would disclose the identity of the Department, the researcher or the subject matter of the research, and would place the research at a serious disadvantage.

Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources will be refused.

### **9.2 Appeal**

A requester may lodge an internal appeal against a decision of the Information Officer of a public body to refuse a request for access; or taken in terms of section 22, 26(1)

or 29(3), in relation to that requester with the Minister of Public Works or the person designated in writing by the Minister.

A third party may lodge an internal appeal against a decision of the Information Officer of a public body to grant a request for access.

### **9.3 Manner of appeal, and appeal fees**

An internal appeal must be lodged in the prescribed form within 60 days; if notice to a third party is required by section 49(1)(b), within 30 days after notice is 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 delivered or sent to the Information Officer of the public body concerned at his/her address, fax number or electronic mail address.

The appeal must identify the subject of the appeal and state the reasons for the internal appeal and may include any other relevant information known to the appellant.

If, in addition to a written reply, the appellant wishes to be informed of the decision on the internal appeal in any other manner, he/she must state that manner and provide the necessary particulars to be so informed. The appeal must, if applicable, be accompanied by the prescribed appeal fee, and must specify a postal address or fax number.

If an appeal is lodged after the expiry of the period referred to, the Minister of Public Works or the person designated in writing by the Minister must, upon good cause shown, allow the late lodging of the appeal.

If the Minister or the person designated in writing by the Minister disallows the late lodging of the appeal; he or she must give notice of that decision to the person who lodged the appeal.

A requester lodging an appeal against the refusal of his or her request for access must pay the prescribed appeal fee (if any). If the prescribed appeal fee is payable in respect of an appeal, the decision on the appeal may be deferred until the fee is paid.

As soon as reasonably possible, but in any event within 10 working days after receipt of an appeal, the Information Officer of the public body concerned must submit to the Minister or the person designated in writing by the Minister the appeal together with his or her reasons for the decision concerned; and if the appeal is against the refusal or granting of a request for access, the name, postal address, phone and fax number

and electronic mail address, whichever is available, of any third party that must be notified of the request.

## APPENDIX

### 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]

#### A. Particulars of public body

The Information Officer/Deputy Information Officer:

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#### 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 of South Africa 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:

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---

---

2. Reference number, if available:

---

3. Any further particulars of record:

---

---

---

**E. Fees payable**

- (a) A request for access to a record, other than record containing personal information about entities, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as 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, please 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. (Please complete)

**Notes:**

- (a) Compliance with your request for access to information 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.

**Insert topic for the information below**

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? YES/NO

**Postage 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 in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

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

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

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

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