

OFFICE OF THE CITY MANAGER - LEGAL SERVICES									
CAT	SERVICES RENDERED	UNIT	REMARKS	2022/23	2022/23	VAT	2023/24	2023/24	% Increase / decrease
				Recalculated	R	Yes/No	Recalculated	R	
				excl. VAT	incl. VAT		excl. VAT	incl. VAT	
	Access to Information		The following tariffs are prescribed in the Regulations pertaining to the Access to Information Act						
	Fees for reproduction i.t.o. section 15 (3)		This refers to the reproduction of automatically available information without a person having to request access in terms of this Act.						
SB	Photocopy A4	per page	For every photocopy of an A4-size page or part thereof	0.60		n	1.50		150.00%
SB	Printed A4	per page	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.40		n	1.50		275.00%
SB	Copy in a computer readable form								
SB	Flash drive (to be provided by requestor)	per flash	Flash drive	-		n	40.00		
SB	Compact disc	per disc	Compact disk	40.00		n	Delete		
SB	If provided by requestor	per disc	Compact disk			n	40.00		
SB	If provided to the requestor	per disc	Compact disk			n	60.00		
SB	Transcription for visual image A4	per page	For a trascription of visual images, for an A4-size page or part thereof	22.00		n	Service to be outsourced. Will depend on quotation from Service provider.		
SB	Copy of visual image (Video, CCTV)	per image	For a copy of visual images (Video, CCTV)	60.00		n	Service to be outsourced. Will depend on quotation from Service provider.		
SB	Transcription of audio recording A4	per page	For a transcription of an audio record, for an A4-size page or part thereof	12.00		n	24.00		100.00%
SB	Copy of audio record	per recording	Copy of audio record	17.00		n	Delete		
SB	Flash drive (to be provided by requestor)	per recording	Flash drive	-		n	40.00		
SB	Compact disc								
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	If provided to the requestor	per recording	Compact disk	-		n	60.00		
SB	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonable required for such search and preparation. To not exceed a total cost of	Search	Search	-		n	300.00		
SB	Deposit: if search exceeds 6 hours	Deposit	Deposit			n	One third of amount per request.		
SB	Postage, email or any other electronic transfer	Postage	Postage			n	Actual expense, if any.		
	Request Fees								
SB	Request for access	per search	The request fee payable by every requester, other than pernosal requester, referred to in <u>regulation 7 (2)</u> is R35.00 is paid upfront	35.00		n	100.00		185.71%
	Access fees		The fees payable by a requester referred to in section 22(7) of this Act where a decision is required whether or not to grant access.						
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SB	Copy in a computer readable form								
	Flash drive (to be provided by requestor)	per flash	Flash drive			n	40.00		
SB	Compact disc	per disc	Compact disk	40.00		n	Delete		
	If provided by requestor	per disc	Compact disk			n	40.00		
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SB	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonable required for such search and preparation. To not exceed a total cost of	Search	Search			n	300.00		
SB	Deposit: if search exceeds 6 hours	Deposit	Deposit			n	One third of amount per request.		
SB	Postage, email or any other electronic transfer	Postage	Postage			n	Actual expense, if any.		
	Postage		The actual postage is payable upfront when a copy of a record must be posted to a the requester						
SB	Ordinary Mail: DL	per envelope		4.70	5.40	y	8.58	9.87	82.72%
SB	Ordinary Mail: B5	per envelope		8.52	9.80	y	13.77	15.84	61.59%

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SB	Ordinary Mail: C4 & B4	per envelope		10.87	12.50	y	16.06	18.47	47.75%
SB	Register Mail: DL	per envelope		22.96	26.40	y	39.30	45.20	71.19%
SB	Register Mail: B5	per envelope		26.00	29.90	y	44.47	51.14	71.04%
SB	Register Mail: C4 & B4	per envelope		27.30	31.40	y	46.62	53.61	70.74%
	Section 62 Appeal								
PCR	Administration and processing of section 62 Appeals	Per Appeal	Administration and processing cost of appeal (Tender and non-Tender appeals) submitted in terms of section 62 of the Local Government: Municipal Systems Act 32 of 2000. The appeal tariff will only be implemented on approval of Council Policy on section 62 Appeals.	260.87	300.00	y	260.87	300.00	0.00%
PCR	Surcharge - Section 62 Tender Appeals	Per Tender Appeal	Applicable to vexatious and frivolous or otherwise manifestly inappropriate tender appeals in terms of section 62 of the Local Government: Municipal Systems Act 32 of 2000. The appeal tariff will only be implemented on approval of Council Policy on section 62 Appeals.			y	½([Administrative cost of tender appeal] + 0.25%[Appellant's tender price])	½([Administrative cost of tender appeal] + 0.25%[Appellant's tender price])	