

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 2]

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

Access fee: R.....

SIGNATURE OF INFORMATION
OFFICER/DEPUTY
INFORMATION OFFICER

A. Particulars of public body

Johannesburg City Parks and Zoo
c/o Ms A Shongwe (ashongwe@jhbcityparks.com) and Dennis Tlolane
(dtlolane@jhbcitypark.com)

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be recorded below.*
(b) *Furnish an address and/or fax number in the Republic to which information must be sent*

Michele Pickover
EMS Foundation
Reg number: IT22294/2014(G)
Postal address: PO Box 3018 Honeydew 2040
Telephone number: 082 253 2124
E-Mail: michele@emsfoundation.org.za

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

Description of record or relevant part of the record:

Copies of all records and documents, insofar as this information is produced recorded and/or held by Johannesburg City, City Parks and Zoo, whether draft or official and also including but not limited to:

- a. Correspondence
- b. Minutes of meetings
- c. Interim and/or final reports
- d. Interim and/or final agreements
- e. Findings and decisions
- f. Financial records

relating to:

1. The Acquisition of 2 elephants from the Eastern Cape who arrived at the Johannesburg zoo in June 2019. Including:
 - Financial approval processes and procedures followed by the City to acquire these elephants
 - Price paid for each elephant
2. All documents relating to the recommendation of the purchase of these elephants
3. Veterinary reports and records relating to Lammie the elephant and these two new elephants from 1 January 2019 to 18 June 2018
4. Origin and birth details of the two new elephants acquired in June 2019

1. 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

<p><i>If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.</i></p>					
<p>Disability: _____ _____</p>		<p>Form in which record is required: _____ _____</p>			
<p>Mark the appropriate box with an "X". NOTES: (a) Your indication as to the required form of access depends 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.</p>					
<p>1. If the record is in printed form:</p>					
<input checked="" type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record		
<p>2. If record consists of visual images: (this includes photographs, slides, video recordings, computer-generated images, sketches, etc).</p>					
<input type="checkbox"/>	view the images	<input checked="" type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
<p>3. If record consists of recorded words or information which can be reproduced in sound:</p>					
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input checked="" type="checkbox"/>	transcription of soundtrack* (written or printed document)		
<p>4. If record is held on computer or in an electronic or machine – readable form:</p>					
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy derived from the record*	<input checked="" type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
<p>* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p>				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

A postal fee is payable.		
<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>		
In which language would you prefer the record? English		

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.
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How would you prefer to be informed of the decision regarding your request for access to the record?

Via email to this address: michele@emsfoundation.org.za

Signed at JOHANNESBURG this 18th June 2019.



SIGNATURE OF REQUESTER