

**MUNUAL OF THE PROVINCIAL GOVERNMENT WESTERN CAPE AS
PRESCRIBED IN SECTION 14 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, 2000**

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DEPARTMENT OF AGRICULTURE

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DEPARTMENT OF FINANCE

DEPARTMENT OF HEALTH

DEPARTMENT OF HUMAN SETTLEMENTS

DEPARTMENT OF LOCAL GOVERNMENT

DEPARTMENT OF THE PREMIER

DEPARTMENT OF SOCIAL DEVELOPMENT

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

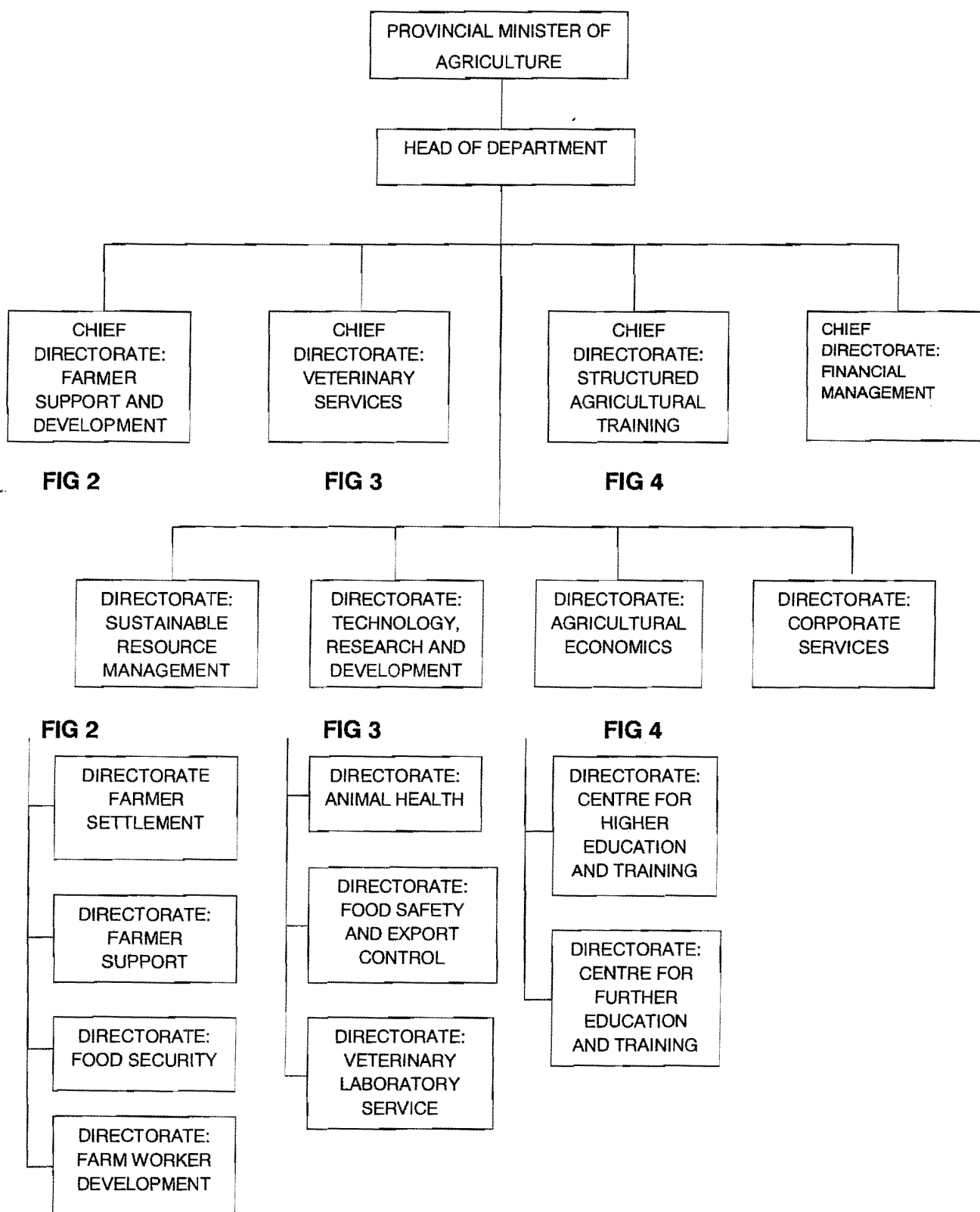
WESTERN CAPE EDUCATION DEPARTMENT

DEPARTMENT OF AGRICULTURE

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1. STRUCTURE OF THE DEPARTMENT



2. FUNCTIONS OF THE DEPARTMENT

To promote agriculture in the Western Cape

DIRECTORATE: SUSTAINABLE RESOURCE MANAGEMENT

- Promotion of resource management
- Development of implements and effective water utilisation methods

DIRECTORATE: TECHNOLOGY, RESEARCH AND DEVELOPMENT

- Manage research services
- Manage infrastructure services
- Manage integrated information services

DIRECTORATE: AGRICULTURE ECONOMICS

- Enhancement of the competitiveness of the agricultural and agri-business sector
- Provision of agricultural economic intelligence for effective decision-making in the agricultural and agri-business sector
- Support of AgriBEE in the Western Cape

CHIEF DIRECTORATE: FARMER SUPPORT AND DEVELOPMENT

- Promotion of farmer settlement
- Provision of farmer support
- Promotion of food security
- Promotion of farm worker development
- Rendering of an advisory support service

DIRECTORATE: FARMER SETTLEMENT

- Management of the farmer settlement programme
- Co-ordination of activities in the Overberg and Boland municipal districts with regard to farmer support and development

DIRECTORATE: FARMER SUPPORT

- Management of the farmer support programme
- Co-ordination of activities in the Eden and Central Karoo municipal districts with regard to farmer support and development

DIRECTORATE: FOOD SECURITY

- Management of the food security programme
- Co-ordination of activities in the Eden and Central Karoo municipal districts with regard to farmer support and development

DIRECTORATE: FARM WORKER DEVELOPMENT

- Co-ordination of interventions of government departments towards farm worker development
- Facilitation of training processes :
 - Assessment of training processes
 - Preparation of business plans and budgets for training programs
 - Management of donor funds
 - Monitoring of training interventions
- Maintenance of a comprehensive database

CHIEF DIRECTORATE: VETERINARY SERVICES

- Maintenance of animal disease risk
- Management of food safety
- Management of export matters
- Rendering of veterinary laboratory services
- Rendering of a support service

DIRECTORATE: ANIMAL HEALTH

- Enhance the overall effectiveness of animal disease surveillance, prevention and control
- Ensure the rendering of services with regard to animal disease surveillance, prevention and control in the Western Cape Province

DIRECTORATE: FOOD SAFETY AND EXPORT CONTROL

- Manage food safety
- Manage export control

DIRECTORATE: VETERINARY LABORATORY SERVICES

- Rendering of veterinary laboratory services
- Rendering of veterinary laboratory service in Oudtshoorn
- Rendering of veterinary laboratory service in Beaufort West
- Doing applied research for the veterinary laboratory
- Rendering of a quality control service
- Rendering of an administrative support service

CHIEF DIRECTORATE: STRUCTURED AGRICULTURAL TRAINING

- Determination of strategic direction of agricultural training in the Western Cape
- Execution of policy regarding agricultural training
- Rendering of agricultural training
- Marketing of agricultural training
- Co-ordination of agricultural training in the Western Cape
- Conclusion of (service level) agreements with the Department of Education and other institutions
- Rendering of an administration and support service

DIRECTORATE: CENTRE FOR HIGHER EDUCATION AND TRAINING

- Provision of pomology training
- Provision of vegetable and agronomy training
- Provision of viticulture and oenology training
- Provision of animal production training
- Provision of agriculture management, agri-tourism and extension training
- Delivery of an administrative support service

DIRECTORATE: CENTRE FOR FURTHER EDUCATION AND TRAINING

- Provision of basic level agricultural training
- Facilitation of comprehensive training in regions

DIRECTORATE: ADMINISTRATION AND SUPPORT SERVICES

- Rendering of a student administration service
- Rendering of non-curricular services
- Rendering of a college support service

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT

- Ensure effective budget management
- Manage the departmental accounting service
- Ensure effective supply chain management
- Ensure effective internal control

NB: All services can be accessed by contacting the Department at:

Telephone Number: 021-8085111 or,

FAX: 021- 8085120 or,

Website: <http://www.elsenburg.com>

**3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER
SECTION 14(1)(b)**

Ms J Isaacs

Department of Agriculture

Provincial Government of the Western Cape

Muldersvlei Road/Private Bag X 1

ELSENBURG

7607

Tel : 021 808 5004

Fax: 021 808 5000

E-mail: joyenei@elsenburg.com

**4. GUIDE BY THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC) ON
HOW TO USE THE ACT
SECTION 14(1)(c)**

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission	
Telephone	+27 11 484 8300
Fax	+27 11 484 1360
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department Private Bag 2700 Houghton 2041
Street Address	PAIA Unit: The Research and Documentation Department Boundary Road, Isle of Houghton, Wilds View, Entrance 1 Houghton JOHANNESBURG
Website	www.sahrc.org.za

5. RECORDS

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

SECTION 14(1)(d)

Administration

- Electronic systems – Persal
- Personnel files
- Injury on duty files
- Organisational structures
- Staff establishment
- Performance contracts
- Performance evaluation reports
- Bursary files
- Training manuals
- Work-study research reports
- Leave files
- Salary files
- File plans
- Register of incoming and outgoing items
- Register of files
- Service level agreements
- Recruitment and selection records
- Labour relations matters
- Audit reports
- Payment vouchers
- Asset register
- S & T claims
- Orders
- Receipts

- Invoices
- Financial statements and reports
- BAS (Basic Accounting Systems)
- Quotations
- Minutes of tender committee meetings
- Tender contracts
- Maintenance files: IT infrastructure
- Data base of suppliers
- Tender evaluation reports
- Application: E-mail

Sustainable Resource Management

- Project Files of Engineering Services provided (all 6 districts)
- Project files of Land Care projects (all 6 districts)
- Proof of Evidence (APP)
- Internships
- Disaster Aid provided
- Applications for subdivision and/or rezoning of agricultural land
- BID procurements
- Coordinating Committee on Agricultural Water minutes
- Organisational structures
- Staff establishment
- Performance contracts
- Performance evaluation reports
- Register of files
- Asset register
- S & T claims
- Quotations
- Provincial Water Liaison Committee minutes

- WC Water Supply Strategic Committee
- Various water study projects

Farmer Support and Development

- Programme Project Files (all 6 districts)
- Proof of Evidence (APP)
- Departmental Project Allocation Committee (DPAC) Meetings
- Commodity Files
- Commodity Project Allocation Committee Meetings (CPAC)
- Smart Pen / X-calibre File
- Manstrat
- Comprehensive Agricultural Support Programme (CASP)
- Extension Revitalisation Programme (ERP)
- Ilima / Letsema
- Public Service Commission
- Mechanisation
- Mentorship
- Interdepartmental Task Team on Food Security
- Provincial Restitution Steering Committee
- Provincial Grants Committee (DRDLR)
- Casidra
- Interdepartmental Committee on Farm Workers
- Farm Worker of the Year Competition
- Farm Worker Summits (National and Provincial)
- Farm Worker Referral Register

Veterinary Services

- Client personal information
- Laboratory reports

- Research results
- Epidemiology Reports
- Filing (Record keeping, including personnel files)
- List of registered abattoirs
- List of authorised meat inspectors/examiners
- List of Sterilization plants
- List of abattoirs approved for hides & skins export
- List of intermediate stores for hides & skins export
- Line function Annual Report Animal Health
- Reports on outbreaks of animal diseases
- Animal census report
- Animal disease Contingency Plans and Standard Procedures
- Reports on animal disease surveillance
- Reports on animal disease prevention and vaccination actions
- Detail records of exports

Technology, Research and Development Services

- Research projects
- Proof of evidence (APP)
- General filing (Record Keeping including personnel files, cell phones, etc.)
- Minutes of the staff meetings
- Records on soil, water, plant and animal feed analysis
- Departmental research committee meetings
- Work requests for on-farm maintenance
- Maintenance lists for project execution by Dept of Public Works and Transport
- Reports
- Statistics

Agricultural Economics

- Land Reform surveys

- Emerging Farmer surveys
- Black Farmer Surveys
- Purchased subscription data
- Quantec data
- Technofresh data

Structured Agricultural Training

- Admission/Graduation records
- Logis payments files
- Leave files
- Bursary Files
- Examination papers
- Examination answer sheets
- Labour relations files
- Staff records
- Hostel Files
- Students Statistics
- Student Files
- Files on student relaters matters.
- Tender contracts
- Exam results
- Catering information
- Financial reports
- Invoice and claims files
- Facilities Management files
- S & T claims
- Asset register
- Government Cars
- Minutes of the staff meetings.
- Minutes of Departmental Chairs Meetings

5.2 DESCRIPTION OF RECORDS AUTOMATICALLY AVAILABLE**SECTION 14(1)(e)**

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
<ul style="list-style-type: none"> (a) Annual Reports (b) Strategic Plan (c) Quarterly Performance Reports (d) Service Standards (e) Citizen's reports (f) MEC Speeches (g) Financial Statements (h) Budget Reports and Speeches (i) Manuals and Directives (j) Management Meetings 	Copies of these records may be obtained on payment of the prescribed fee from the Department, Private Bag X1, Muldersvlei Road, Elsenburg
DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
(a) Brochures on agriculture-related subjects	Copies of these records are available free of charge from the Department, Private Bag X1, Muldersvlei Road,

(b) Publications, Pamphlets, Newsletters, posters	Elsenburg
(c) All information on the website	<p>The following information is available on the website (www.elsenburg.com):</p> <ul style="list-style-type: none"> – About the Department – Events – Media – Radio Elsenburg – Events Calendar – Services – Research Development – Agricultural Development Centres – Information Sheets – Elsenburg College

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).
- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.

- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- An access fee is payable should the requester for instance need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).
- In certain instances, a requester may also be requested to pay a deposit.
- A requester may lodge an internal appeal against the payment of the deposit and / or access fee. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC

SECTION 14(1)(f)

The Department of Agriculture has both internal and external clients.

The internal clients of the organisation consist of the Ministry and Department of Agriculture, the organisation's top management, other directorates and sub directorates within the organisation (e.g. researchers, extension officers and training staff).

The external clients consist of farmers (agricultural producers and their organisations), rural communities, consumers of agricultural products, other national and provincial government departments, processors, dealers and suppliers of agricultural supplies, financial institutions, overseas trade-partners, non-governmental organisations, tertiary training institutions, other agriculturists, city planners, consultants, farm workers, urban-agriculturists, private veterinarians, nature conservation organisations, research trusts, statutory boards, students and municipalities.

The organisation renders services on request of clients or through marketing of services during personal contact, farmers days, extension sessions, as well as by means of information technology (the Internet). Marketing strategies with regards to the establishment and rendering of services must be optimally distributed to suit the needs of consumers but also according to the availability of finances and human resources. There exists a different relationship with regard to services between supplier and consumer, with the client relying on the supplier for advice, the client prefers more direct contact and negotiation with this organisation.

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS

SECTION 14(1)(g)

- The Department attends several exhibitions visited by a range of clients. Different target audiences are found at career exhibitions, expos, farmers' and field days, regional congresses, etc.
- The Department participates in industry- and agriculturally related forums.
- The Department plans to engage previously disadvantaged farmers in 2003 by supporting the establishment of district level associations.
- A system for ministerial enquiries is followed, which allows for interaction with individuals or groups based on policy. In cases where policy guidelines are non-existent, the issues get fed into policy formulation.

8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT

SECTION 14(1)(h)

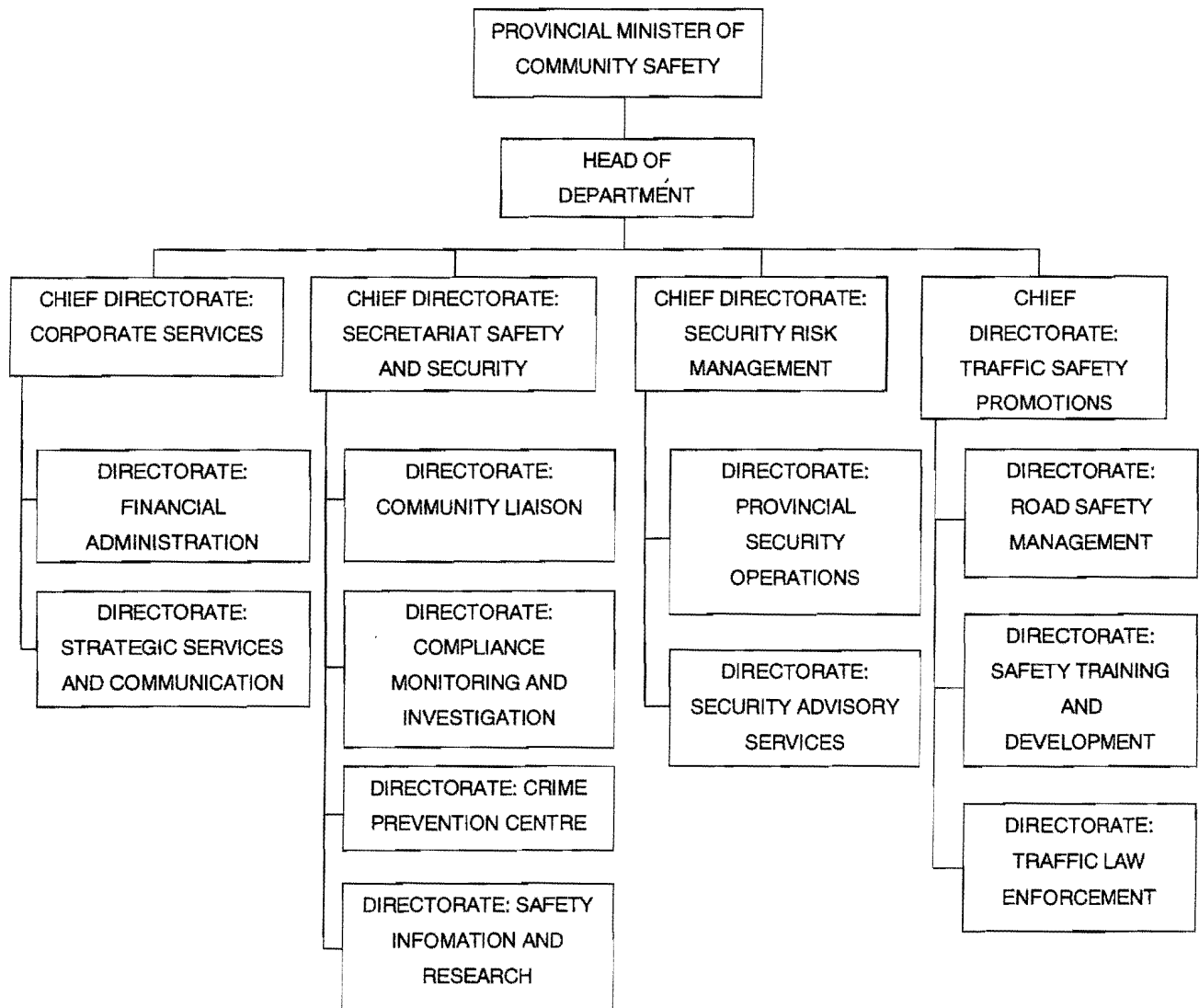
Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTMENT OF COMMUNITY SAFETY

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1. STRUCTURE OF THE DEPARTMENT



2. FUNCTIONS OF THE DEPARTMENT

- Research and analyse crime dynamics and developing appropriate strategies
- Promote civilian oversight over the South African Police Service (SAPS)
- Regulate and co-ordinating operational crime prevention initiatives
- Initiate and support social crime prevention projects
- Render traffic management services and supporting road safety education

CHIEF DIRECTORATE: CORPORATE SERVICES

- Render strategic and communication services
- Ensure an efficient financial management service
- Render specialised auxiliary services

DIRECTORATE: FINANCIAL ADMINISTRATION

- Ensure an effective management accounting service
- Ensure an effective financial accounting service
- Ensure an effective supply chain management service
- Ensure an effective asset management and logistical service
- Ensure an effective enterprise risk management and internal control service

DIRECTORATE: STRATEGIC SERVICES AND COMMUNICATION

- Render communication services
- Manage strategic services

CHIEF DIRECTORATE: SECRETARIAT SAFETY AND SECURITY

- Initiate, coordinate, execute and support social crime prevention projects in the Western Cape
- Provide an integrated information and research management framework / system towards safer communities in the Western Cape
- Provide civilian oversight over law enforcement agencies
- Build capacity within communities against crime through increasing levels of consciousness, institutionalising, structures for community participation, empowering community policing and establish uniformed partnerships with communities to decrease the levels of crime and levels of perception of crime

DIRECTORATE: CRIME PREVENTION

- Manage crime prevention projects
- Capacitate communities to execute projects
- Manage special intervention projects
- Coordinate transversal projects
- Manage the training of NHW and Community Police Forum members

DIRECTORATE: CIVILIAN OVERSIGHT

- Monitor and evaluate effective service delivery over SAPS and other law enforcement agencies
- Monitor the implementation of policies with regard to policing agencies
- Regulate the functioning of the MP's and Provincial Traffic Services

DIRECTORATE: SAFETY INFORMATION AND RESEARCH

- Provide relevant management information on safety environments and conducts project evaluations
- Provide relevant information and analysis of crime and policing

DIRECTORATE: COMMUNITY LIAISON

- Facilitate conflict resolution between the communities and the SAPS
- Manage programmes to improve relationships between the SAPS and communities
- Develop stakeholder engagement capacity

CHIEF DIRECTORATE: SECURITY RISK MANAGEMENT

- The provision of a comprehensive protection service to the Provincial Government of the Western Cape in respect of property, assets, equipment, reputation, employees, visitors and guests
- Provide advice and assistance to the heads of provincial institutions to comply with relevant security and safety regulations and policies
- Provide security support services

DIRECTORATE: PROVINCIAL SECURITY OPERATIONS

- Manage the monitoring and control of access control surveillance systems and assists departments with procurement of such systems
- Safeguard provincial property and people within provincial institutions

DIRECTORATE: SECURITY ADVISORY SERVICES

- Develop, research and review security policies
- Preliminary screening and vetting of personnel
- Investigate security breaches and ensure the implementation of counter measures
- Promote occupational health and safety in the Provincial Government
- Manage an administrative support service for the Chief Directorate

CHIEF DIRECTORATE: TRAFFIC SAFETY PROMOTIONS

- Co-ordinate and evaluate road safety strategies and programmes
- Manage effected law enforcement services
- Provide quality outcomes-based learning programmes to public safety and security agencies and community structures to improve professionalism, service delivery and participation

DIRECTORATE: TRAFFIC LAW ENFORCEMENT

- Manage traffic law enforcement in the metro region
- Manage traffic law enforcement in the west coast region
- Manage traffic law enforcement in the southern cape region
- Render an administrative support service

DIRECTORATE: SAFETY TRAINING AND DEVELOPMENT

- Manage the process of safety training and development to public safety and security agencies
- Manage the process of quality assurance and evaluation for training provided

- Manage the administration, finance human resources and logistics

DIRECTORATE: ROAD SAFETY MANAGEMENT

- Effective promotion of orderly traffic and traffic safety education
- Develop appropriate educational literature and programmes
- Render administrative support

**3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER
SECTION 14(1)(b)**

Dr G A Lawrence
15 Wale Street/
P.O. Box 5346
Cape Town
Tel: 021 483 4233
Fax: 021 483 3479
E-mail: hodcomsafe@pgwc.gov.za

**4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON
HOW TO USE THE ACT
SECTION 14(1)(c)**

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission	
Telephone	+27 11 484 8300
Fax	+27 11 484 1360
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department Private Bag 2700 Houghton 2041
Street Address	PAIA Unit: The Research and Documentation Department Boundary Road, Isle of Houghton, Wilds View, Entrance 1 Houghton JOHANNESBURG
Website	www.sahrc.org.za

5. RECORDS

SECTION 14(1)(d)

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

- Legislation
- Organisation and Control
- Financial Administration
- Personnel Administration
- Accommodation, Supplies, Services
- Transport and Official Visits
- Communication and Media Affairs
- South African Police Service
- Liaison with Civil Community in South Africa
- Liaison with Foreign Institutions
- Execution of Projects

- Liaison with Official Institutions
- Parliament/Cabinet/Political Role-players
- Municipal Police

5.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(iii)	
(a) Annual Report	Copies of these records are available free of charge from the Department of Community Safety, PO Box 5346, Room M-60, 15 Wale Street, Cape Town
(b) Strategic Plans	Same as above

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations

made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).

- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- An access fee is payable should the requester for instance need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).
- In certain instances, a requester may also be requested to pay a deposit.
- A requester may lodge an internal appeal against the payment of the deposit and / or access fee. The fee payable with regard to an internal appeal is R50,00. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.

- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC
SECTION 14(1)(f)

- Investigating complaints against the SAPS
- Funding projects
- Training neighbourhood watches
- Providing trauma rooms
- Training municipal police
- Training traffic officers
- Regulating traffic at special events
- Escorting duties relating to the movement of abnormal loads

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS
SECTION 14(1)(g)

Public hearings are held on an annual basis to determine policing priorities and objectives. The public is extensively involved in this process and is thus given an opportunity to influence policy formulation.

During June 2002, the Department also hosted a police indaba in which the public was involved. This indaba resulted in the adoption of

a people-orientated, problem-solving policing and community safety strategy.

8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT

SECTION 14(1)(h)

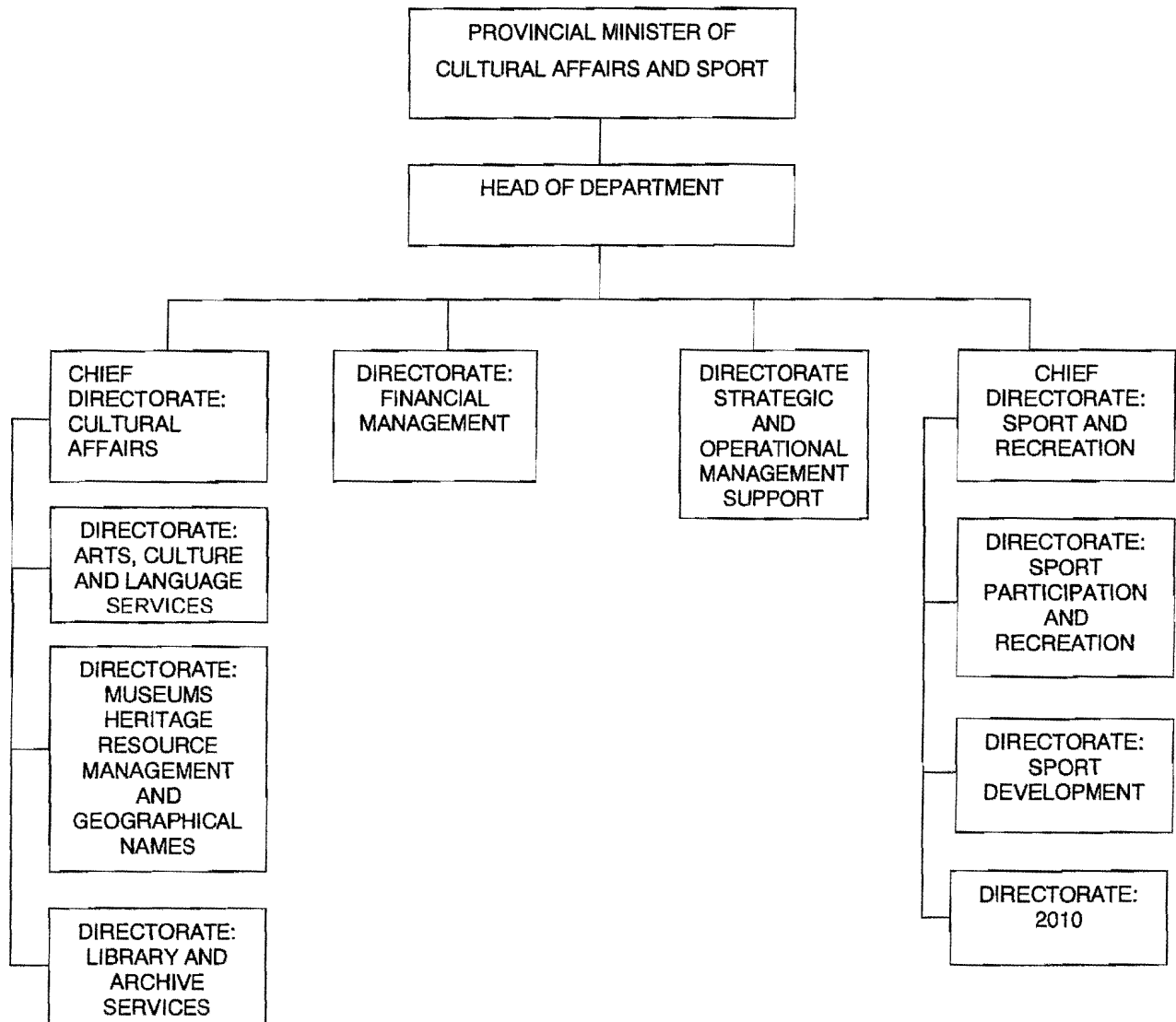
Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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1. STRUCTURE OF THE DEPARTMENT



2. FUNCTIONS OF DEPARTMENT

- The transformation, development and promotion of cultural affairs (including Library and Archive Services) in order to contribute towards nation building, good governance, social and human capital development, sustainable economic growth and opportunities
- Improve the quality of the people in the Western Cape through the development, transformation and promotion of sustainable sport and recreation programmes
- Render financial management services
- Render a strategic and operational management support service
- Provide support to the Head of Department

DIRECTORATE: STRATEGIC AND OPERATIONAL SUPPORT

- Monitor and evaluate departmental performance
- Render communication services to the Department
- Optimise relations with key clients/stakeholders
- Ensure the rendering of ITC, human capital, corporate assurance, legal and communications support services to the Department by the CSC

DIRECTORATE: FINANCIAL MANAGEMENT

- Manage the allocation and utilisation of financial resources in line with priorities, needs and strategic plan of the Department
- Ensure sound financial accounting practices
- Manage the supply chain management function
- Provide reasonable assurance regarding the achievement of objects
- Provide effective support services

CHIEF DIRECTORATE: CULTURAL AFFAIRS

- Ensure equal status of all cultures in the Province and the advancement of artistic disciplines into viable opportunities and the promotion of multilingualism
- Preserve and promote the natural and cultural history of the inhabitants of this province in a museum and heritage context
- Transform, develop and promote sustainable library, information and archive services
- Render an administrative support service to the public entities of the department

DIRECTORATE: ARTS, CULTURE AND LANGUAGE SERVICES

- Ensure the development and promotion of artistic and cultural expressions in the Western Cape
- Promote multilingualism, redress past linguistic imbalances and promote the development of the previously marginalised languages as well as South African Sign Language in the Western Cape

DIRECTORATE: MUSEUM, HERITAGE RESOURCE MANAGEMENT AND GEOGRAPHICAL SERVICES

- Promote and preserve the natural history of the inhabitants of this province in a museum context
- Provide heritage resource management services
- Render research and administrative services in respect of geographical names

DIRECTORATE: LIBRARY AND ARCHIVE SERVICES

- The procurement and professional preparation of library material
- The provision of library material and services that provide in the informational, educational; and recreational requirements of the community
- Secure the safekeeping, care and control of records in the province

CHIEF DIRECTORATE: SPORT AND RECREATION

- Promote quality and sustainable sport and recreation programmes across all sectors in the Western Cape
- Increase participation and excellence in sport and create an enabling environment for the successful hosting of inter-nation sport events
- Manage the world cup 2010 unit

DIRECTORATE: SPORT PARTICIPATION AND RECREATION

- Ensure active participation, development and training of all learners, and the identification of talent in quality and sustainable sport and recreation programmes
- Ensure active participation, development and training of all communities and the identification of talent in quality and sustainable sport and recreation programmes
- Provide sustainable mass participation opportunities across the age spectrum to promote physically active lifestyles

DIRECTORATE: SPORT DEVELOPMENT

- The identification and promotion of the development of talented and potentially talented athletes

- The promotion of adequate facilities and equity

DIRECTORATE 2010

- Ensure sport legacy development
- Ensure culture legacy development
- Promote, develop and implement the 2010 major events and exchange programme development

3. CONTACT DETAILS OF DEPUTY INFORMATION OFFICER

SECTION 14(1)(b)

Mr Brent C Walters

Protea Assurance Building / Private Bag X9067

Greenmarket Square

CAPE TOWN

8000

Tel : 021 483 9501

Fax: 021 483 9504

E-mail: Bwalters@pgwc.gov.za

4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT

SECTION 14(1)(c)

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission	
Telephone	+27 11 484 8300
Fax	+27 11 484 1360
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department Private Bag 2700 Houghton 2041
Street Address	PAIA Unit: The Research and Documentation Department Boundary Road, Isle of Houghton, Wilds View, Entrance 1 Houghton JOHANNESBURG
Website	www.sahrc.org.za

5. RECORDS

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS SECTION 14(1)(d)

- Legislation and Law Administration
- Organisation and Control
- Finance
- Personnel
- Accommodation
- Supplies
- Transport and Journeys
- Publications, Publicity and Special Events
- Reports, Returns and Information
- Congresses, Conferences, Symposia, Seminars, Workshops and Lectures
- Committees and Meetings

5.2 DESCRIPTION OF RECORDS AUTOMATICALLY AVAILABLE**SECTION 14(1)(e)**

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<p>(a) "Step-by-Step to project execution" document of the Museum Service</p> <p>(b) Two-monthly in-house magazine "the Cape Librarian"</p> <p>(c) Annual report of the Western Cape Library Service</p> <p>(d) Facilities Plan of the Chief Directorate: Sport</p> <p>(e) "Rainbow Paper" of the Chief Directorate: Sport</p> <p>(f) "Major Events Strategy" of the Chief Directorate: Sport</p> <p>(g) HIV and AIDS Strategy of the Department</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Head of the Department, Protea Assurance Building, Greenmarket Square, Cape Town</p>

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).
- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- An access fee is payable should the requester for instance need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).
- In certain instances, a requester may also be requested to pay a deposit.

- A requester may lodge an internal appeal against the payment of the deposit and / or access fee. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC

SECTION 14(1)(f)

CHIEF DIRECTORATE: CULTURAL AFFAIRS

- Services related to the powers and duties of the Western Cape Cultural Commission and Cultural Councils Act, 1998 (Act 14 of 1998)
- Information can be obtained from the Western Cape Cultural Commission website. Through the distribution of Annual Reports, annual advertisements, brochures, posts and pamphlets and by contacting the Department's Cultural Services
- All databases, including contact details
- Services related to the powers and duties of the Language Committee as provided for in the Western Cape Provincial Languages Act, 1998 (Act 13 of 1998)
- Information can be obtained from the Western Cape Language Committee website, through the wide distribution of Annual Reports, brochures,

posters and pamphlets and by contacting the Western Cape Language unit

- Public can obtain library materials via public libraries (local library authorities)
- Public libraries access materials and information can be obtained from the Directorate: Provincial Library Services

CHIEF DIRECTORATE: SPORT AND RECREATION

- Funding of federations for development programmes
- Funding and administrative assistance to federations in respect of major events
- Funding to local authorities in respect of establishing new facilities and maintaining and upgrading of existing facilities
- In certain instances information pamphlets are drafted and distributed

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS

SECTION 14(1)(g)

CHIEF DIRECTORATE: CULTURAL AFFAIRS

- The members of the Western Cape Cultural Commission are appointed every three years through a public process. Members of the public have the right to nominate candidates. This public entity is representative of the cultural community of the Western cape and advises the provincial Minister on policy
- Policy suggestions can be made directly to the provincial Minister or members of the Western Cape Cultural Commission
- New policy is always consulted through public hearing and advertisement in the news papers
- In most instances legislation prescribes the procedure for making matters known for public participation

- Notification in the media, such as the Provincial Gazette, provincial newspapers and local/community newspapers. Workshops with concerned and affected groups. All projects in execution of the powers and duties of the Language Committee are performed in collaboration and after extensive consultation with the affected communities or interested parties
- To this end, the business plan for projects make specific provision for information to be furnished outlining the individual and/or organisations that will be consulted or incorporated in the project
- In formulating a policy, such as the Western Cape Language Policy, every stage of the draft document is widely distributed to interested parties, such as local municipalities, language organisations and provincial government departments and institutions
- Regular surveys are undertaken to ascertain the needs of specific sectors in the Western Cape, such as a language audit of the provincial government departments and institutions and local municipalities
- Individuals and/or organisations are invited to send language-related complaints to the Language Committee for its attention and possible forwarding to the Pan South African Language Board
- Forums and workshops with concerned and affected groups – librarians
- Steering committee meetings

8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT
SECTION 14(1)(h)

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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- 1. Structure of the Department**
- 2. Functions of the Department**
- 3. Contact details of deputy information officer**
- 4. Guide by South African Human Rights Commission on how to use the Act**
- 5. Records**
 - 5.1 Description of subjects on which the Department holds records**
 - 5.2 Records automatically available**
 - 5.3 Request procedure**
- 6. Services available to the public**
- 7. Arrangement allowing involvement in the formulation of policy and performance of functions**
- 8. Remedies available in respect of acts or failure to act**

1. STRUCTURE OF THE DEPARTMENT

SECTION 14(1)(a)

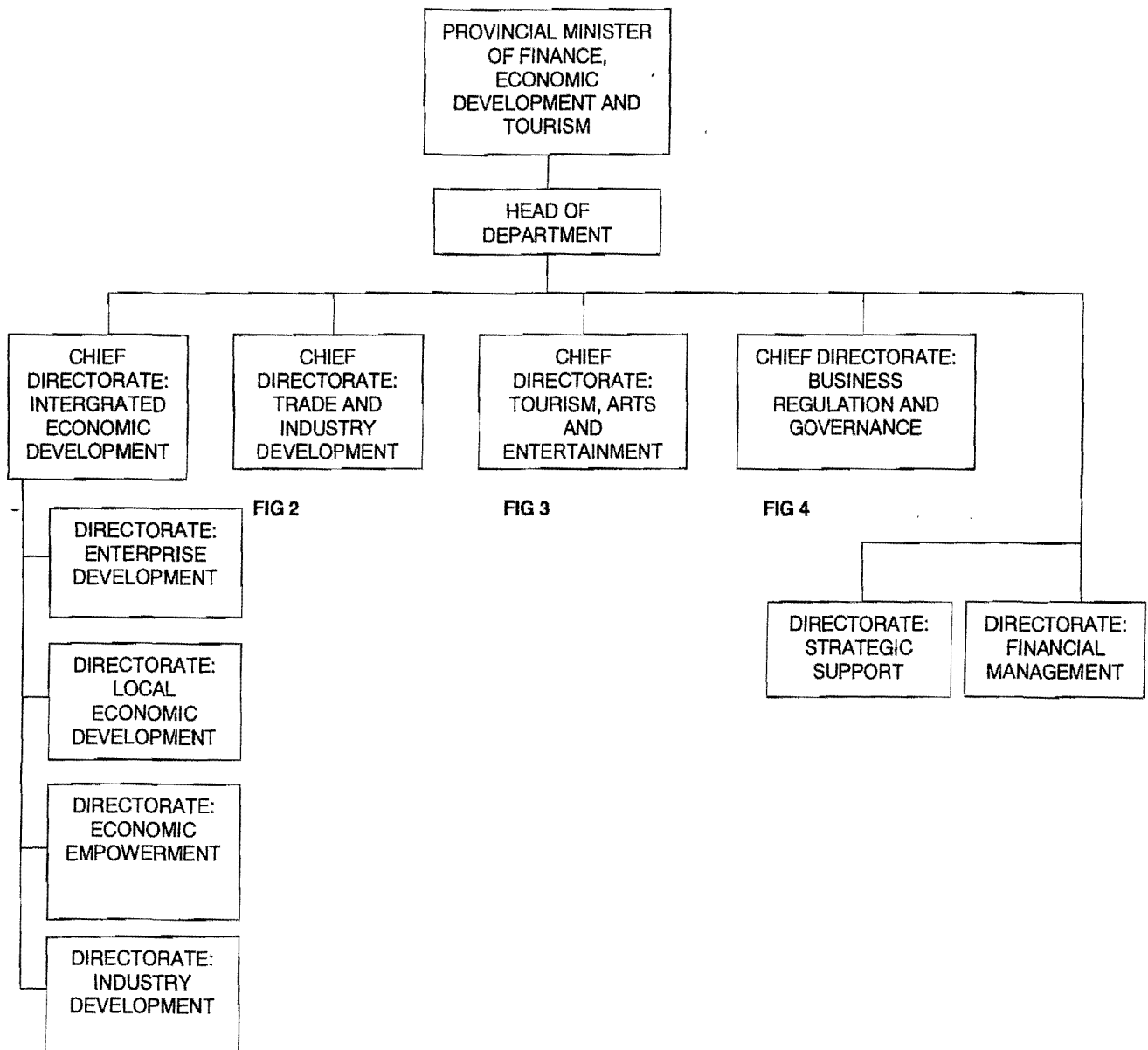
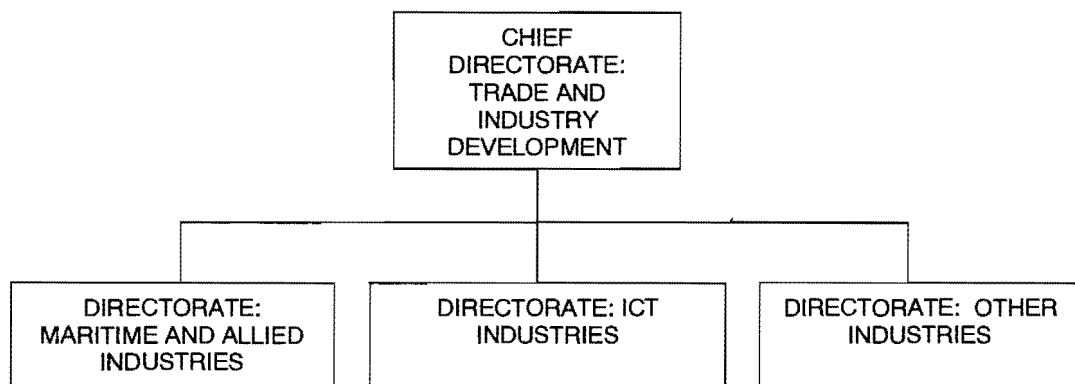
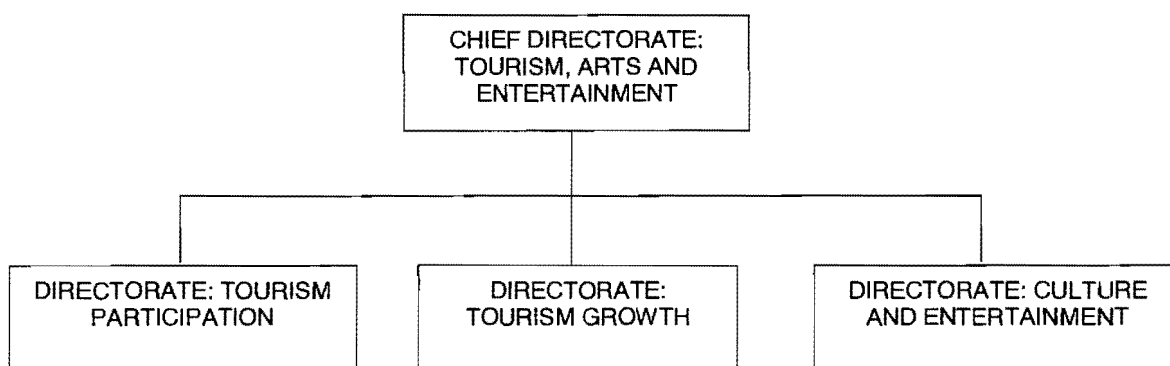
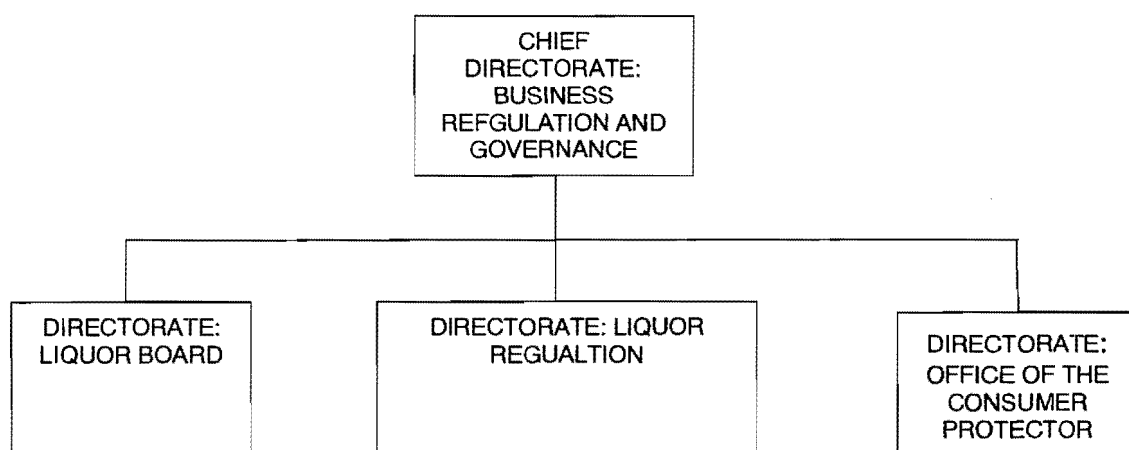


FIGURE 2**FIGURE 3****FIGURE 4**

2. FUNCTIONS OF THE DEPARTMENT

- To ensure strategic planning and good governance for interventions contributing towards participation within the economy
- To ensure strategic planning and good governance for interventions contributing towards sector development
- To ensure strategic planning and good governance for intervention in the tourism, arts and entertainment industry
- To regulate the Liquor Board and Consumer Protector

DIRECTORATE: FINANCIAL MANAGEMENT

- Manage the allocation and utilisation of financial resources in line with priorities, needs and the strategic plan of the department
- Ensure sound financial accounting practices
- Manage the supply chain management function
- Provide reasonable assurance regarding the achievement of objectives (internal control)
- Provide an enterprise risk management service

DIRECTORATE: STRATEGIC SUPPORT

- Provide strategic support across the department
- Provide research inputs and contribute to the development of the department
- Develop and manage knowledge, information systems and co-ordinate ICT
- Manage the development and application of the monitoring and evaluation systems and reporting
- Manage HIV/Aids on departmental level

CHIEF DIRECTORATE: INTEGRATED ECONOMIC DEVELOPMENT SERVICES

- Promote enterprise development
- Develop a framework and environment to achieve LED in the province
- Promote empowerment and transformation of the economy
- Develop and promote a globally competitive economic environment

DIRECTORATE: ENTERPRISE DEVELOPMENT

- Manage and develop enterprise development programmes
- Manage and develop Real Enterprise Development (RED) programmes

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT

- Establish effective relationships at local level
- Provide a strategic framework to local interventions to promote LED

DIRECTORATE: ECONOMIC EMPOWERMENT

- Manage the development of a strategy for BEE and stakeholder relations
- Manage and develop business alignment

DIRECTORATE: INDUSTRY DEVELOPMENT

- Manage and promote enterprise development programmes
- Manage and promote Real Enterprise Development (RED) programmes
- Manage e-knowledge

CHIEF DIRECTORATE: TRADE AND INDUSTRY DEVELOPMENT

- Ensure strategic planning and good governance for interventions within the economic sectors Maritime and Allied Industries
- Ensure strategic planning and good governance for interventions within the economic sectors ITC Industries
- Ensure strategic planning and good governance for interventions within the other industries

DIRECTORATE: MARITIME AND ALLIED INDUSTRIES

- Develop the Maritime and Allied Industries
- Promote the Maritime and Allied Industries

DIRECTORATE: ITC INDUSTRIES

- Develop the ICT Industries
- Promote the ICT Industries

DIRECTORATE: OTHER INDUSTRIES

- Develop and promote the manufacturing industry sector
- Develop and promote resource based beneficiation
- Develop and promote services industries

CHIEF DIRECTORATE: TOURISM, ARTS AND ENTERTAINMENT

- Stimulate participation in the tourism industry
- Stimulate growth in the tourism industry
- Stimulate growth and participation in the culture and entertainment sector

DIRECTORATE: TOURISM PARTICIPATION

- Promote a fair business environment in the industry
- Promote participation in the industry
- Enhance and promote social and environmental considerations in the industry

DIRECTORATE: TOURISM GROWTH

- Plan a strategic framework for tourism growth
- Promote growth in the industry
- Enhance competitiveness in the industry
- Enhance human resource development in the industry

DIRECTORATE: CULTURE AND ENTERTAINMENT

- Plan a strategic framework for culture and entertainment
- Enhance growth and participation in the culture and entertainment sector
- Enhance human resource development in the industry

CHIEF DIRECTORATE: BUSINESS REGULATION AND GOVERNANCE**DIRECTORATE: LIQUOR BOARD**

- Manage Liquor Board proceedings
- Provide a secretariat service for the Liquor Board

DIRECTORATE: LIQUOR REGULATION

- Implement liquor legislation
- Ensure compliance by license holders of legislation and license conditions

- Develop and implement measures to transform the industry

DIRECTORATE: OFFICE OF THE CONSUMER PROTECTOR

- Provide a tribunal support
- Manage complaints
- Provide an education and advocacy service

3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER SECTION 14(1)(b)

Mr S Fourie

Head of Department of Economic Development and Tourism

Contact details:

Telephone: 021 483 5065

Fax: 021 483 7165

E-mail: sofourie@pgwc.gov.za

Postal address: PO Box 979

Cape Town

8000

Street address: 11th Floor

Waldorf Building

St Georges Mall

Cape Town

8000

4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT
SECTION 14(1)(c)

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

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5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

- Legislation
- Organisation and Control
- Financial Administration
- Human Resource Management
- Accommodation and Domestic Services
- Procurement of Goods and Services
- Transport and Official Visits
- Reports, Publications, Publicity and Information
- Committees, Meetings, Forums and other Gatherings
- Business Promotion
- Tourism
- Knowledge Economy and E-Government

5.2 RECORDS AUTOMATICALLY AVAILABLE**SECTION 14(1)(d)**

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<u>Integrated Economic Development</u> <u>Services, Trade and Sector Development,</u> <u>Business Regulation and Governance,</u> <u>Economic Planning, Tourism, Commercial</u> <u>Arts and Entertainment</u> (a) Reports, e.g. economic reports for the Western Cape	These records are available for inspection at the Sub-Directorate: Strategic Co-ordination, 11 th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<u>Integrated Economic Development</u> <u>Services, Trade and Sector Development,</u> <u>Business Regulation and Governance,</u> <u>Economic Planning, Tourism, Commercial</u> <u>Arts and Entertainment</u> (a) Annual Reports (b) Financial Statements	Copies of these records may be obtained on payment of the

<p>(c) Budget Report</p> <p>(d) Reports, e.g. economic reports for the Western Cape</p>	<p>prescribed fee from the Sub-Directorate: Strategic Co-ordination, 11th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p>
<p><u>Corporate Affairs</u></p> <p>(a) Annual reports including the report of the Auditor-General, and annual audited financial statements</p> <p>(b) Budget reports</p> <p>(c) Collective agreements with respect to the grievance procedure, picketing and the rules of conduct during industrial action, etc.</p> <p>(d) Constitutions of inter alia the Provincial Bargaining Council</p> <p>(e) Staff-related policies and procedures including employment equity plans, induction programs, HIV and Aids action plan and the code of conduct</p> <p>(f) Monthly reporting on the state of revenue and expenditure: in-year monitoring and reporting system (IMRS)</p> <p>(g) Medium-term Expenditure Framework Budget (MTEF)</p> <p>(h) Adjustments Budget and Explanatory Memorandum</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Finance, 9th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p>
<p><u>Head of Department</u></p> <p>(a) Annual Performance Plan: Overview of year</p>	<p>Copies of these records may be obtained on payment of the</p>

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).

- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).
- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
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- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC

SECTION 14(1)(f)

- Rendering consumer complaints services
- Issuing liquor licences through the Liquor Board
- Presenting tourism entrepreneurship programmes to facilitate promotion of new tourism products, and enhance productivity and skills development
- Facilitating community participation in tourism through project funding and poverty relief funding
- Registering all tourism businesses to promote quality assurance
- Maintaining and sustaining a tourism help-line to deal with tourism-related matters.

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS

SECTION 14(1)(g)

None

**8. REMEDIES AVAILABLE IN RESEPECT OF ACTS OR FAILURES TO ACT
SECTION 14(1)(h)**

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

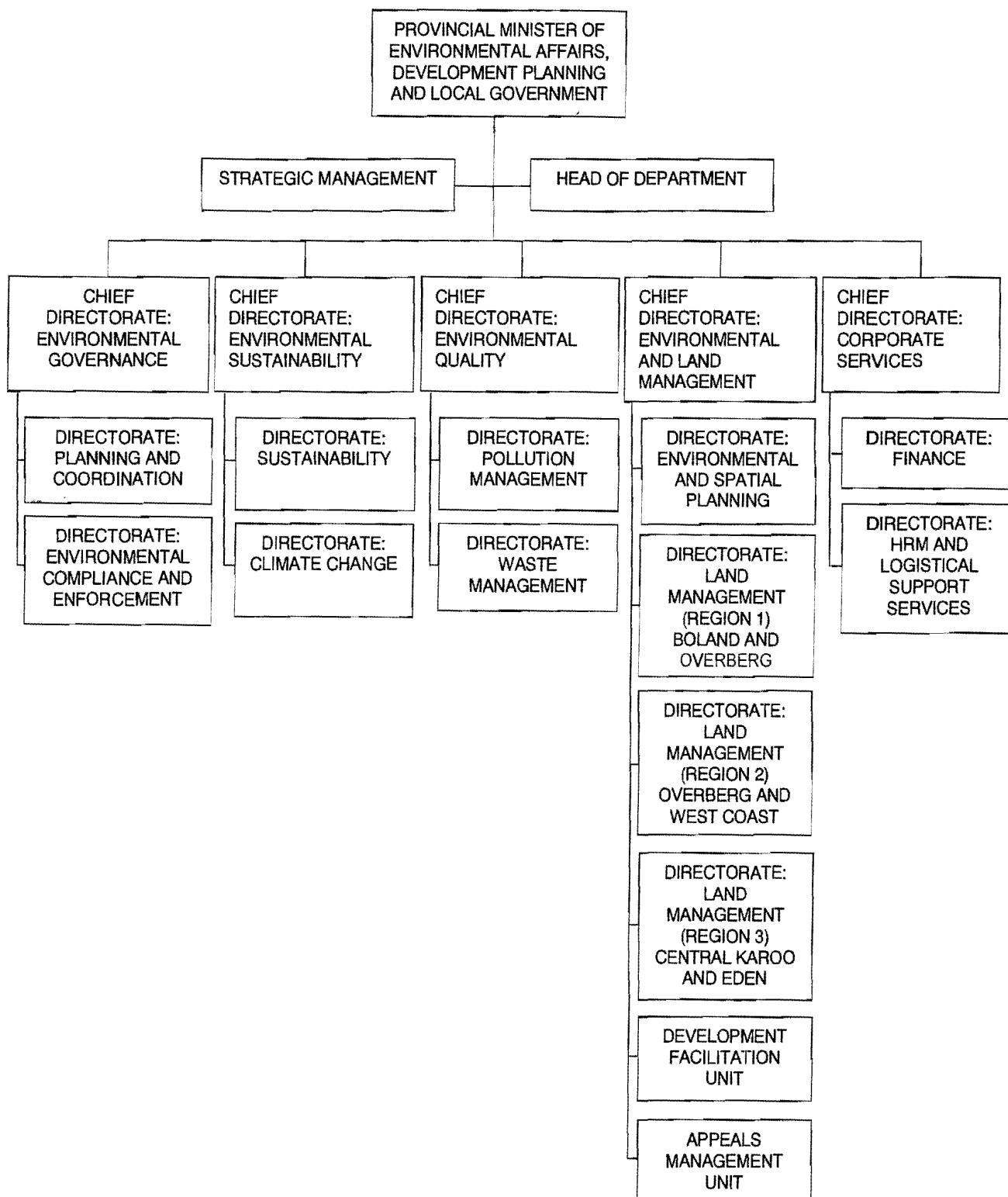
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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- 1. Structure of the Department**
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- 8. Remedies available in respect of acts or failure to act**

1. STRUCTURE OF THE DEPARTMENT

SECTION 14 (1)(a)



2. FUNCTIONS OF THE DEPARTMENT

- To promote sustainable economic development and social equity by upholding the environmental integrity of the Western Cape
- To ensure cohesive and integrated environmental governance in the Western Cape
- To strategically advance the environmental sustainability of the Western Cape
- To sustain the environmental quality of the Western Cape
- To ensure integrated environmental and land management in the Western Cape
- To provide transversal corporate support services to the Department

CHIEF DIRECTORATE: ENVIRONMENTAL GOVERNANCE

- Maintain an integrated provincial environmental governance framework
- Monitor and enforce compliance with environmental legislation and to provide a legal support / administration
- Tend to the Department's knowledge and management information requirements

DIRECTORATE: PLANNING AND POLICY COORDINATION

- Coordinate integrated environmental and land management planning
- Facilitate the development and maintenance of a comprehensive cohesive and integrated suite of environmental and land management laws and policies
- Coordinate collaboration with international, intergovernmental, intragovernmental and inter-sector stakeholders

DIRECTORATE: ENVIRONMENTAL COMPLIANCE AND ENFORCEMENT

- Monitor and enforce compliance with environmental laws on a regionalised basis

- Advance legally sound decision-making in the Department.

CHIEF DIRECTORATE: ENVIRONMENTAL SUSTAINABILITY

- Strategically guide sustainable development in the Western Cape
- Strategically guide, co-ordinate and harmonise provincial responses to climate change
- Facilitate the conservation of biodiversity
- Coordinate coastal resource management

DIRECTORATE: SUSTAINABILITY

- Embed environmentally sustainable development in the policies and strategies of the Province
- Raise stakeholder sustainability awareness
- Assess the Province's progress with regard to sustainability

DIRECTORATE: CLIMATE CHANGE

- Facilitate the development of a cohesive and integrated response to the Western Cape's vulnerability to climate change
- Facilitate the implementation of provincial climate change mitigation programmes
- Facilitate the implementation of provincial climate change adaptation programmes

CHIEF DIRECTORATE: ENVIRONMENTAL QUALITY

- Promote integrated pollution, chemicals and air quality management
- Promote and implement integrated waste management

DIRECTORATE: POLLUTION MANAGEMENT

- Ensure integrated pollution management
- Ensure integrated air quality management

DIRECTORATE: WASTE MANAGEMENT

- Coordinate and facilitate integrated waste management planning and reporting
- Regulate the management of waste management activities
- Promote, develop and implement integrated waste management policies and strategies

CHIEF DIRECTORATE: ENVIRONMENTAL AND LAND MANAGEMENT

- Promote sustainable provincial environmental and spatial planning
- Regulate integrated environmental management and land use management within a regionalised context
- Provide a development facilitation service to provincial and municipal stakeholders
- Manage appeals in terms of environmental legislation

DIRECTORATE: ENVIRONMENTAL AND SPATIAL PLANNING

- Develop and maintain environmental and spatial planning policies
- Advance spatial and environmental planning in a regional context

DIRECTORATE: REGION 1 (BOLAND AND OVERBERG)

- Manage sub-regional integrated environmental management regulatory services

- Provide specialist integrated land management regulatory advice on a sub-regional basis
- Provide sub-regional integrated land use management regulatory services
- Render administrative support to sub-regional components

DIRECTORATE REGION 2 (OVERBERG AND WEST COAST)

- Manage sub-regional integrated environmental management regulatory services
- Provide specialist integrated land management regulatory advice on a sub-regional basis
- Provide sub-regional integrated land use management regulatory services
- Render administrative support to sub-regional components

DIRECTORATE REGION 3 (CENTRAL KAROO & EDEN)

- Manage sub-regional integrated environmental management regulatory services
- Provide specialist integrated land management regulatory advice on a sub-regional basis
- Provide sub-regional integrated land use management regulatory services
- Render administrative support to sub-regional components

CHIEF DIRECTORATE: CORPORATE SERVICES

- Provide a comprehensive departmental financial management support service
- Provide a comprehensive departmental human resource management support service
- Facilitate ongoing and meaningful internal and external communication and marketing

DIRECTORATE: FINANCE

- Manage the allocation and utilization of financial resources in line with priorities, needs and the strategic plan of the Department
- Ensure sound financial accounting practices
- Manage the supply chain functions
- Ensure systems of financial and internal control
- Provide support with regard to transversal financial matters

DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND LOGISTICAL SUPPORT SERVICES

- Align departmental HRM policies, strategies and plans with departmental strategic and operational imperatives
- Administer human resource practices
- Facilitate the effective and efficient utilisation and development of human resources
- Provide records management and office support services to the Department

3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER**SECTION 14(1)(b)**

Mr R Ellis

Head of Department of Environmental Affairs and Development Planning

Contact details:

Telephone: 021 483 4091

Fax: 021 483 3016

E-mail: rellis@pgwc.gov.za

Postal address: Utilitas Building

9th Floor

Cape Town

8000

Street address: 1 Dorp Street
Cape Town
8000

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USE THE ACT
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It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

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Website	www.sahrc.org.za

5. RECORDS**5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS SECTION 14(1)(d)**

- Environmental authorizations
- Appeal decisions in terms of environmental laws
- Compliance notices
- Directives
- Decisions on section 24G applications
- Pollution management programme
- Waste management programme
- Environmental policies and programmes
- Spatial Planning policies
- Appeal register
- Ministerial enquiries register
- ROD register
- Register of parliamentary questions
- Illegal activities database
- Legal opinions
- Judgments
- Litigation records
- Research reports
- Guidelines on official practices
- Commentary on legislation
- Interdepartmental memoranda of understanding
- Database of environmental consultants
- Environmental Acts (national and provincial)
- Environmental ordinances and by-laws
- Removal of restrictive title conditions
- Non-delegated rezoning and zoning departures
- Integrated development frameworks

- Bioregional plans
- Environmental plans
- Transport plans
- Water plans
- Agriculture plans
- Bio-reserve plans
- Subdivision of agriculture land
- Geographical information system
- National and provincial regulations
- Performance agreements
- Budget, accounting and revenue records
- Speeches
- Tender documents
- Supplies and services records
- Human resources policies and procedures

5.2 DESCRIPTION OF RECORDS AUTOMATICALLY AVAILABLE
SECTION 14(1)(e)

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<p><u>Chief Directorate of Environmental Affairs</u></p> <p>(a) Departmental Integrated Management Plan including the strategic plan, human resource planning, service delivery improvement plan, organisational structure and vision and mission</p> <p>(b) Departmental annual report</p> <p>(c) Departmental Medium Term Expenditure Framework Budget and Adjustments Budget</p> <p>(d) Departmental Employment Equity Plan</p> <p>(e) Departmental Skills Development Plan for the Workplace</p> <p>(f) Departmental website</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Head of the Department, Utilitas Building, 1 Dorp Street, Cape Town</p>

<p><u>Chief Directorate of Development Planning</u></p> <p><u>Directorate of Land Development Management</u></p> <p>(a) Information referred to in an advertisement of an application in terms of section 3(6) of the Removal of Restrictions Act, 1967 (Act 84 of 1967) and in the possession of the Department</p> <p>(b) Regulations for schemes</p> <p>(c) Policy documents and circulars</p> <p><u>Directorate of Regional Planning</u></p> <p>(a) Guidelines, directories, manuals and policy documents</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Land Development Management, 27 Wale Street, Private Bag X9083, Cape Town</p> <p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Regional Planning, 27 Wale Street, Private Bag X9083, Cape Town</p>
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5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).

- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- An access fee is payable should the requester for instance need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).
- In certain instances, a requester may also be requested to pay a deposit.
- A requester may lodge an internal appeal against the payment of the deposit and / or access fee. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information

officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC

SECTION 14(1)(f)

- Copies of – checklists, information booklets and brochures
- Copies of – legislation, programmes and guidelines

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS

SECTION 14(1)(g)

None

8. REMEDIES AVAILABLE IN RESEPECT OF ACTS OR FAILURES TO ACT

SECTION 14(1)(h)

— Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTMENT OF FINANCE

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- 1. Structure of the Department**
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- 6. Services available to the public**
- 7. Arrangement allowing involvement in the formulation of policy and performance of functions**
- 8. Remedies available in respect of acts or failure to act**

1. **STRUCTURE OF THE DEPARTMENT**
SECTION 14(1)(a)

FIGURE 1

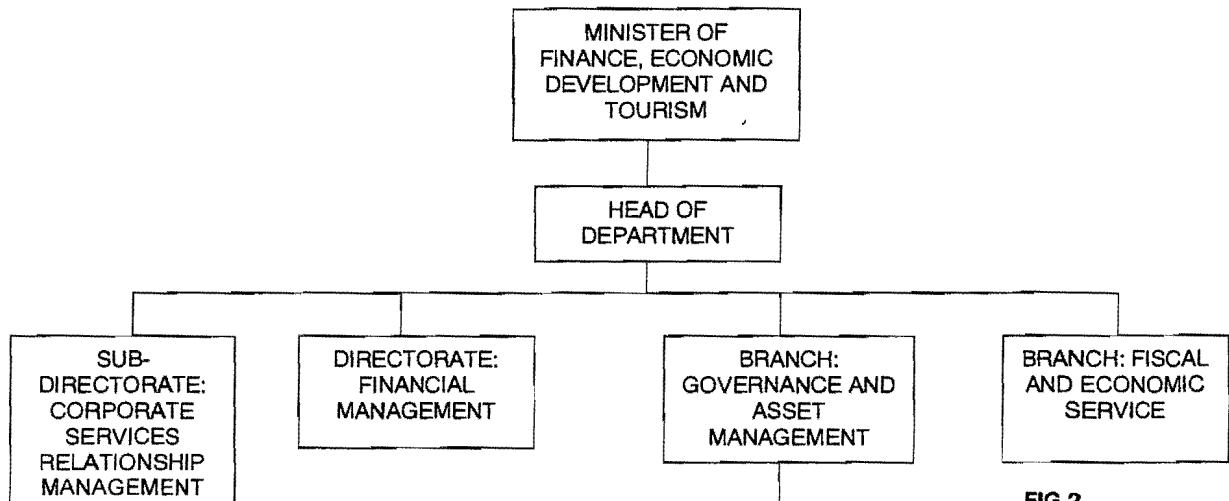


FIG 2

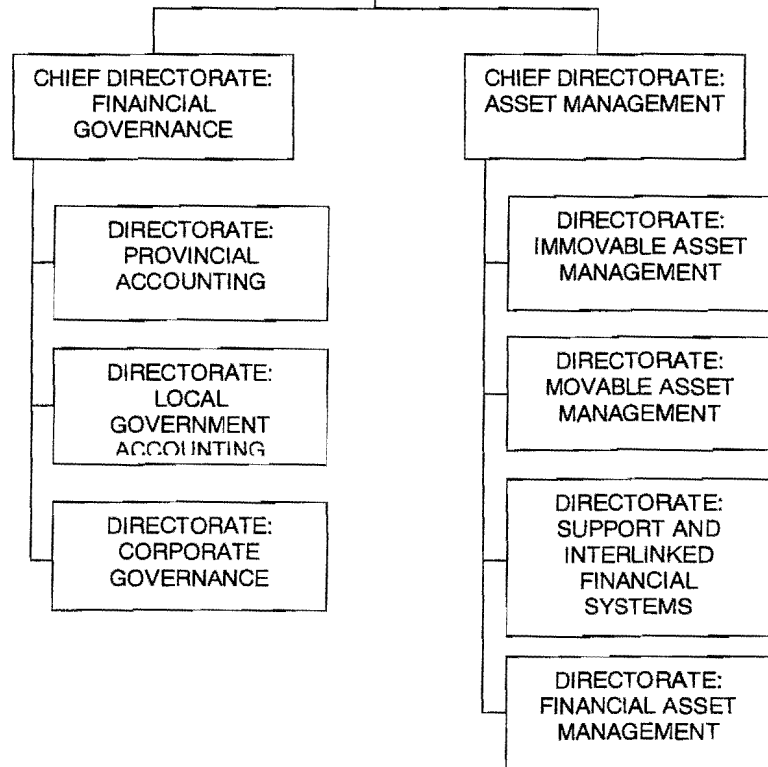
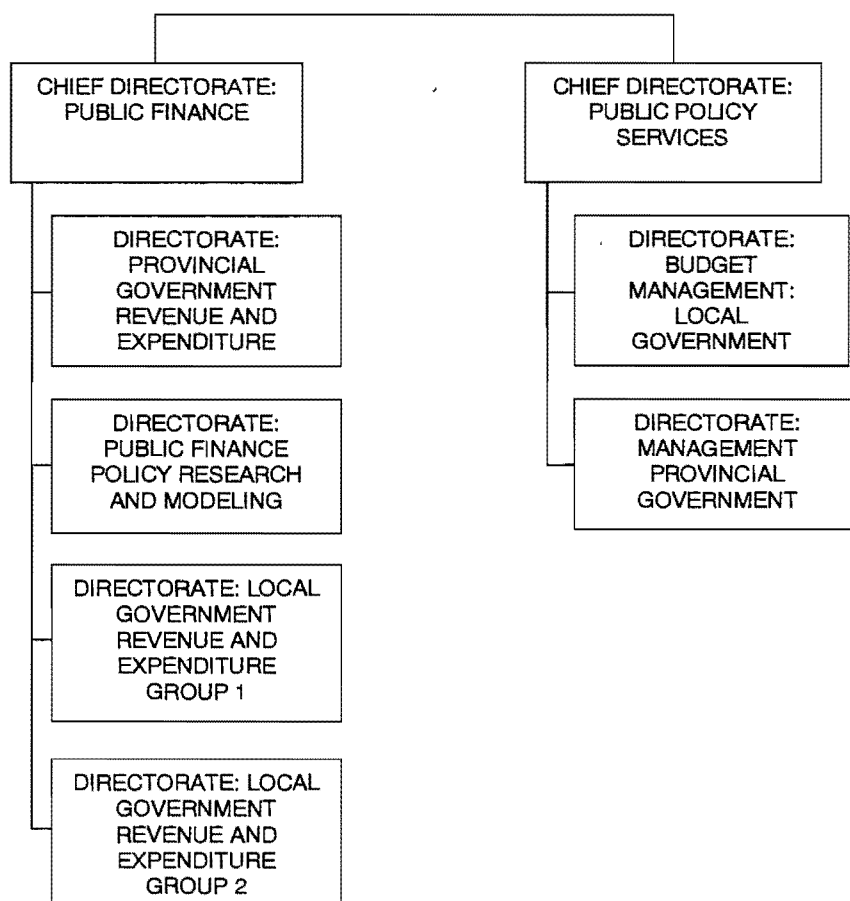


FIGURE 2

2. FUNCTIONS OF THE DEPARTMENT

- Ensure the rendering of ICT, human capital, corporate assurance, legal and communication support services to the Department by the CSC in terms of the provisions of the relevant service level agreement
- Provide an effective financial management support service to the Department
- Render financial governance and asset management service
- Render fiscal and economic services

SUBDIRECTORATE: CORPORATE SERVICES RELATIONS MANAGEMENT

- Monitor, assess and report to the HOD on the service delivery of the CSC to the Department in terms of the CSC service level agreement
- Facilitate periodic internal review of the CSC service level agreement to ensure that the Department's service delivery requirements are met
- Co-ordinate departmental operational service delivery obligations as required by the CSC service level agreement

DIRECTORATE: FINANCIAL MANAGEMENT

- Ensure management accounting
- Ensure financial accounting
- Ensure supply chain management
- Render specialised auxiliary services
- Ensure efficient and effective risk management systems within the department
- Ensure systems of financial and internal control

BRANCH: GOVERNANCE AND ASSET MANAGEMENT

- Deliver the provincial accountant general function, implement, communicate and report on optimum financial and management standards, norms and practice and perform risk management
- Ensure effective and efficient management of physical and financial assets for provincial and local government

CHIEF DIRECTORATE: FINANCIAL GOVERNANCE

- Ensure that financial reporting are a full and true reflection of the financial position of the province and municipalities as prescribed, inclusive of the accounting responsibilities related to the provincial revenue fund and paymaster-general account
- Develop and implement financial and associated governance norms and standards to enhance performance orientated financial results and accountability within provincial departments and municipalities as prescribed
- Perform risk assessments and develop, implement and monitor risks management norms and standards in the province and municipalities as prescribed
- Provide an administrative support service

DIRECTORATE: PROVINCIAL ACCOUNTING

- Ensure the development of accounting practices that will promote effective and efficient capturing of REAL movements / accountability
- Ensure integrity of financial data
- Roll out and assess GRAP formats
- Develop and promote the use of cost accounting principles
- Improve financial performance through the development and application of interpretive accounting
- Assess accounting trends, co-ordinate and compile reports

- Compile annual consolidated financial statements
- Provide technical assistance and training

DIRECTORATE: LOCAL GOVERNMENT ACCOUNTING

- Driving a standardisation process and providing input on relevant National Treasury templates and accounting standards board exposure drafts
- Oversee training needs analysis linked to municipal and other stakeholders
- Approve and / or provide training to be implemented
- Oversee guidance provided to municipalities and associated entities
- Evaluate, determine and follow up corrective steps by the respective municipalities in relation of the AG report
- Serve and approve reporting frameworks
- Initiate and oversee a best accounting practice for municipalities and associated entities
- Compile and annual accounting review for municipalities and drive implementation of recommendations
- Address accounting concerns as part of annual and periodic financial governance reviews of municipalities
- Advise and provide comment to National Treasury of steps and measures to improve accounting standards in municipalities as well as on the further roll out of the respective MFMA requirements
- Contribute to improving the financial management of municipalities and assisting with recovery plans as appropriate
- Project management
- Appraise municipal councils status of accounting management and advise on corrective steps
- Advise the MEC's of Local Government and Finance as to the status of financial accounting management in municipalities, inclusive of corrective steps

DIRECTORATE: CORPORATE GOVERNANCE

- Establish and manage task teams (terms of reference)
- Oversee compiling of guidelines to address differences
- Approving of final framework and guidelines
- Consolidating input received in relation to annual reporting programme with recommendations
- Consolidating of departments' and public entities' responses to SCOPA
- Reporting omission by municipalities to SCOPA
- Determining compliance assessments criteria
- Making recommendations in corrective action
- Overseeing the monitoring of all remedial action until issues are resolved
- Follow-up on issues as per AG report
- Submitting legislative amendments to Cabinet
- Manage the departmental budget
- Project management, line management accountability:
 - Developing risk management norms and standards
 - Facilitating the implementation of risk management norms and standards in departments and related training requirements
 - Ongoing maintenance of risk management norms and standards by benchmarking against departmental best practices
 - Developing norms and standards for financial governance

CHIEF DIRECTORATE: ASSET MANAGEMENT

- Ensure the effective and efficient management of assets and to elicit the effective and efficient implementation of PPP projects
- Realise the effective and efficient acquisition of goods and services for provincial government and to secure sound supply chain management for local government

- Manage the development and maintenance of financial systems for provincial - and local government
- Optimise liquidity requirements and maximise returns within acceptable levels of risk for provincial government and to secure sound cash management for local government

DIRECTORATE: IMMOVABLE ASSET MANAGEMENT

- Ensure the effective and efficient management of physical (fixed) assets
- Elicit and ensure the effective and efficient implementation of PPP projects

DIRECTORATE: MOVABLE ASSET MANAGEMENT

- Provincial Government
 - Develop sourcing and procurement strategies in line with development objectives and regulatory frameworks
 - Develop accurate and valid market research aimed at reducing procurement costs
 - Ensure efficient delivery of quality goods and services to exploit economics of scale
 - Provide crosscutting procurement of goods and services
 - Initiate, co-ordinate and provide technical assistance and training for BEE companies and departments
- Local Government
 - Monitor and maintain information on supply chain management matters
 - Assist and advise with the implementation of supply chain management
 - Provide technical assistance and training to municipalities

DIRECTORATE: SUPPORT AND INTERLINKED FINANCIAL SYSTEMS

- Provincial Government
 - Develop policy frameworks for the evolvement and efficient financial management systems
 - Assess and maintain financial management systems
 - Roll out and ensuring efficient implementation of transversal financial management systems
 - Develop and assess bespoke financial systems
 - Determine the requirements for financial management systems
 - Monitor and report on financial management systems' performance
- Local Government
 - Co-ordinate the functioning of all municipal financial systems

DIRECTORATE: FINANCIAL ASSET MANAGEMENT

- Manage cash flow matters for provincial government and secure cash management for local government
- Provincial Government
 - Ensure timeous receipt of all accruals to the Provincial Revenue Fund
 - Develop and implement effective and efficient cash management framework within the province
 - Determine and ensure minimum daily cash flow requirements for the Provincial Revenue Fund
 - Establish efficient and effective banking arrangements / agreements
 - Assess cash flow trends, co-ordinate and compile reports
 - Compile annual Provincial Revenue Fund financial statements
 - Perform system functions
 - Provide technical assistance and training

- Local Government
 - Monitor and maintain information on municipal entities' bank accounts and relevant withdrawals and cash flow
 - Assess and advise on the withdrawal of funds in respect of a temporary budget
 - Assess and advise on the amendment of payment schedules
 - Provide technical assistance and training to municipalities
- Optimise return on financial investments (surplus funds)

BRANCH: FISCAL AND ECONOMIC SERVICES

- Manage the province's fiscal resources effectively for provincial government and ensure sound and sustainable budgets and economic analysis for local government
- Ensure effective budget management for provincial – and local government
- Promote effective optimal financial resource allocation for provincial government and to secure sound budget processes for local government

CHIEF DIRECTORATE: PUBLIC FINANCE

- Provincial Government
 - Ensure efficient budget management and that financial reporting is a full and true reflection of the financial position of the Province
- Local Government
 - Secure sound and sustainable expenditure budgets and timely financial reporting of local government
- Public Finance Policy research and modelling to ensure efficient fiscal architecture (equitable research and PPC interaction) as well as research into new and existing revenue resources

DIRECTORATE: PROVINCIAL GOVERNMENT REVENUE AND EXPENDITURE

- Administer the medium term expenditure planning process
- Manage the adjustment budget process
- Prepare and compile the annual and adjustments budget
- Assess and enforce expenditure efficiency and liability management
- Manage, assess and control the implementation of the provincial budget
- Assess expenditure trends, compile and submit expenditure reports (IYM)
- Promote budget reform
- Provide technical assistance and financial training

DIRECTORATE: PUBLIC FINANCE POLICY RESEARCH AND MODELLING

- Determine the overall financial WC medium term expenditure framework, resourcing the PGDS strategy and associate national policies
- Research and analysis into LG equitable share and conditional grant transfers as a key into the fiscal framework and sustainable assessments of municipalities
- Ensure the effective development and expansion of the own revenue base of the provincial government and municipalities, in line with relevant legislation, inclusive of research into alternative options for taxation
- Evaluating the range of borrowing and financing instruments in the capital market that are appropriate for provincial and local government and assessing the ability of local and provincial government to access various borrowing and financial instruments

- Assessing and assisting to ensure the effective and efficient management of local and provincial government borrowing to finance capital and infrastructure commitments
- Research and development of revenue estimation model that provides accurate estimates of own revenue
- Research and development of efficiency parameters and ratios that inform least cost analysis
- Perform management of key inputs and deliverables of the component, including staff performance management

DIRECTORATE: LOCAL GOVERNMENT REVENUE AND EXPENDITURE GROUP 1

- Monitor the municipal adjustment budget preparation processes
- Assist, assess and advise on municipal expenditure budgets, included entities (technical
- Monitor and report on the outcome of municipal expenditure budgets (IYM)
- Assist municipalities in resolving financial problems through intervention mechanisms
- Advise on the establishment of municipal entities
- Assess and advise on application for municipal police services
- Assess and advise on the assignment of powers and functions to municipalities
- Liaise with National Treasury, DPLG and Local Government on the implementation and the compliance with the MFMA
- Provide technical assistance and financial training to municipalities

DIRECTORATE: LOCAL GOVERNMENT REVENUE AND EXPENDITURE GROUP 2

- Implementation and co-ordination of Provincial Treasury's responsibilities contained in the MFMA
- Efficient management of the IYM process of municipalities as well as the checking and making of proposals to direct revenue and expenditure to achieve policy goals as part of both the budget and subsequent IYM management processes
- Monitoring, assess, advise, co-ordinate and institute remedial steps to ensure integrity (sustainability and credibility) of municipal budgets integral to the IYM process in terms of the MFMA and related legislation
- Monitor the municipal adjustments budget process in terms of policy parameters and legislation
- Monitor and report on the outcome of municipal revenue and expenditure budgets
- Advise on the technical facets and realisation of appropriate and efficient sub-divisions of the annual municipal main budget within the delivery policy parameters of the integrated Development Plans and Provincial Growth and Development Strategy
- Assessment of and recommendations on conditional grant frameworks of local government and monitoring of compliance, revenue flows and expenditure
- Assess and advise municipalities to assess and optimise its own revenue base in respect of revenue collection and assist in initiating steps to resolve financial problems through intervention mechanisms
- Determination of and advice on technical standards for budget management and administration and ensuring integrity of the approved budget

- Establishing efficiency indicators in local government spending and revenue collection, assessment and introduction of remedial steps
- Analyse and assess debtor management strategies in municipalities and reporting thereon
- Identifying and implement budget reforms

CHIEF DIRECTORATE: PUBLIC POLICY SERVICES

- Determine and evaluate economic parameters and social-economic imperatives within a provincial and national macro-economic context and to enhance economic analysis for municipalities

DIRECTORATE: BUDGET MANAGEMENT: LOCAL GOVERNMENT

- Assess and advise on the IDP's (socioeconomic part) and its relevance to municipal budgets
- Assess and advise on the alignment of municipal IDP's (socio-economic part) with the Provincial Economic Review and outlook (PER & O)
- Provide technical assistance and training to municipalities
- Monitor the municipal annual budget preparation processes
- Assess and advise on revised budget timeframes
- Assess and advise on the municipal budgets (performance)
- Assess and advise on the integration of municipal budgets
- Co-ordinate annual budget consulting processes
- Assess and advise on interventions regarding municipal budgets
- Provide technical assistance and training to municipalities

DIRECTORATE: BUDGET MANAGEMENT: PROVINCIAL GOVERNMENT

- Drive the MTEF and annual budget process
- Manage the annual fiscal policy process
- Consolidate, prepare and compile the annual fiscal policy
- Determine annual budget allocation per function
- Determine resource shifts between spheres of government and departments
- Ensure integration and synergy of budget priorities between departments and governments
- Assessing and ensuring effective expenditure
- Ensuring that new policy proposals are costed and the relative priority determined
- Introduce measures to close gaps between macro economic variables and policy priorities, budget trends, spending trends, strategies, development plans and service delivery indications
- Provide technical assistance and training
- Determine and analyse key economic variables, their interaction and relevance for the budget
- Determine the potential and constraints for growth and development and their interaction with governmental spending and revenue patterns / trends
- Determine alternative budgeting and other revenue and expenditure impact scenario's on selected key economic growth and development indicators
- Assess impact of previous fiscal policy objectives on selected economic variables
- Develop institutional co-ordination and sector integration
- Provide technical assistance and training in the application of ME analysis

**3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER
SECTION 14(1)(b)**

Dr JC Stegmann
7 Wale Street/Private Bag X9165
CAPE TOWN
Tel.: (021) 483-4709
Fax: (021) 483-3855
E-mail: jstegma@pawc.wcape.gov.za

**4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON
HOW TO USE THE ACT
SECTION 14(1)(c)**

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission	
Telephone	+27 11 484 8300
Fax	+27 11 484 1360
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department Private Bag 2700 Houghton 2041
Street Address	PAIA Unit: The Research and Documentation Department Boundary Road, Isle of Houghton,

	Wilds View, Entrance 1 Houghton JOHANNESBURG
Website	www.sahrc.org.za

5. RECORDS

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS SECTION 14(1)(d)

- Legislation
- Management and Planning
- Domestic finances
- Human Resource Management
- Services and Supplies
- Participation and Liaison
- Reports, Circulars and information
- Financial Government
- Budget Management
- Fiscal Policy
- Provincial Government Finance
- Local Government Finance
- Financial Asset Management
- Financial systems
- Public Private Partnership
- Moveable and Immovable Asset Management
- Internal Audit

4.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none"> (a) Adjusted Budget (book) (b) Explanatory memorandum to the Adjustment Appropriation Act (c) Reports on the in-year monitoring and reporting system (IMRS) (d) Medium Term Budget Policy Statement (MTBPS) (e) Provincial Economic Review and Outlook (PERO) (f) Explanatory memorandum to the Adjustment Appropriation Act 	<p>Copies of these records may be obtained on payment of the prescribed fee from the Department, 3RD Floor, Legislature Building, Cape Town or viewed on the Department's webpage</p>

<ul style="list-style-type: none">(g) Reports on the in-year monitoring and reporting system (IMRS)(h) Medium Term Budget Policy Statement (MTBPS)(i) Provincial Economic Review and Outlook (PERO)(j) Reports per department resulting from the Public Finance Management Act, 1999 (Act 1 of 1999) and the Division of Revenue Act(k) Minutes of the Provincial Treasury Committee and other relevant decision-making documents(l) Treasury circulars and other relevant policy documents(m) Accounting Officer's System(n) Supply Chain Management Delegation(o) Financial Delegation	
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5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).
- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- An access fee is payable should the requester for instance need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).

- In certain instances, a requester may also be requested to pay a deposit.
- A requester may lodge an internal appeal against the payment of the deposit and / or access fee. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO PUBLIC

SECTION 14(1)(f)

None

**7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE
FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS
SECTION 14(1)(g)**

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or should no provision be made for such procedure, a court may be approached for an appropriate order.

**8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO
ACT**

SECTION 14(1)(h)

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTMENT OF HEALTH

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- 6. Services available to the public**
- 7. Arrangement allowing involvement in the formulation of policy and performance of functions**
- 8. Remedies available in respect of acts or failure to act**

1. STRUCTURE OF THE DEPARTMENT

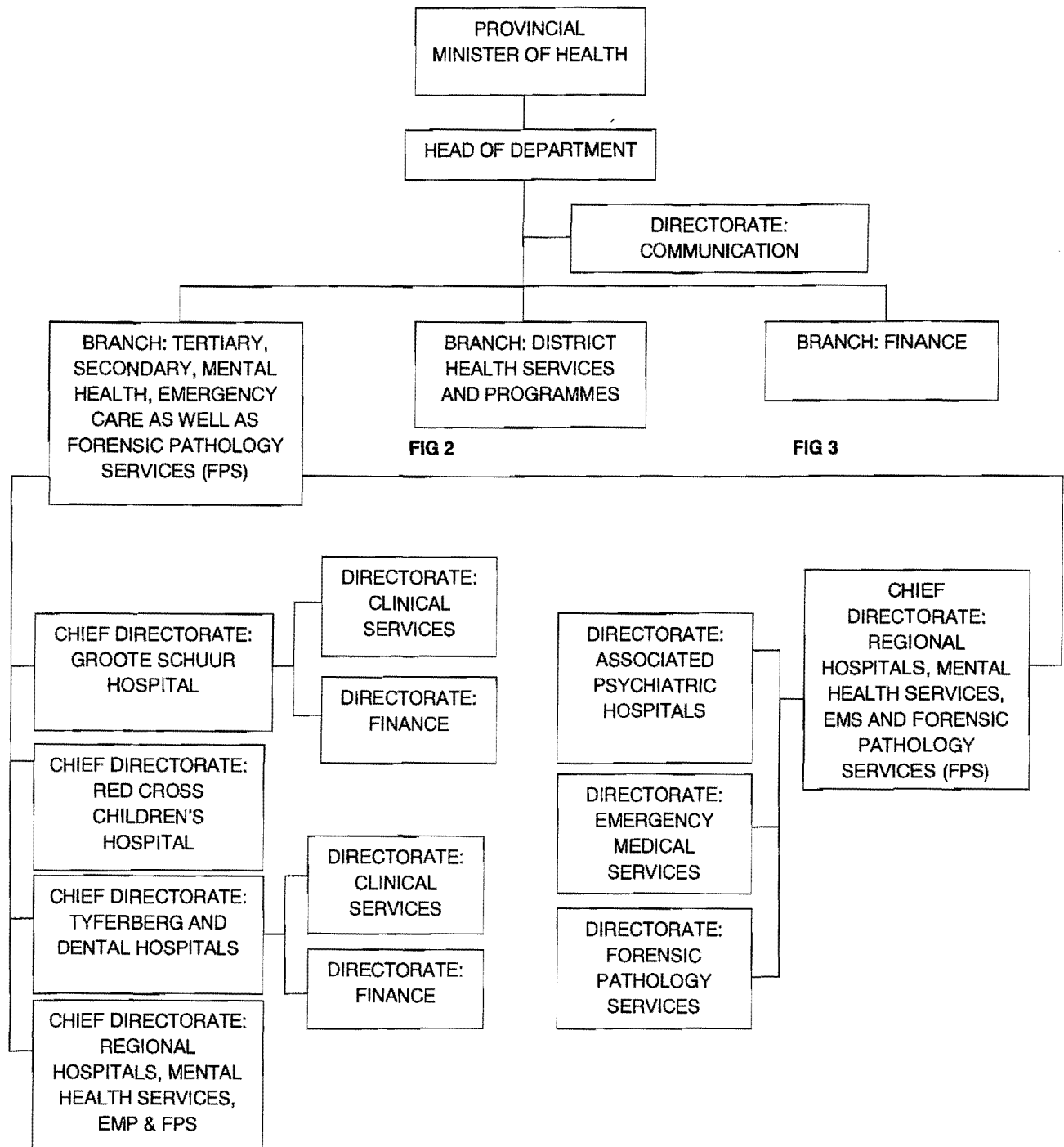


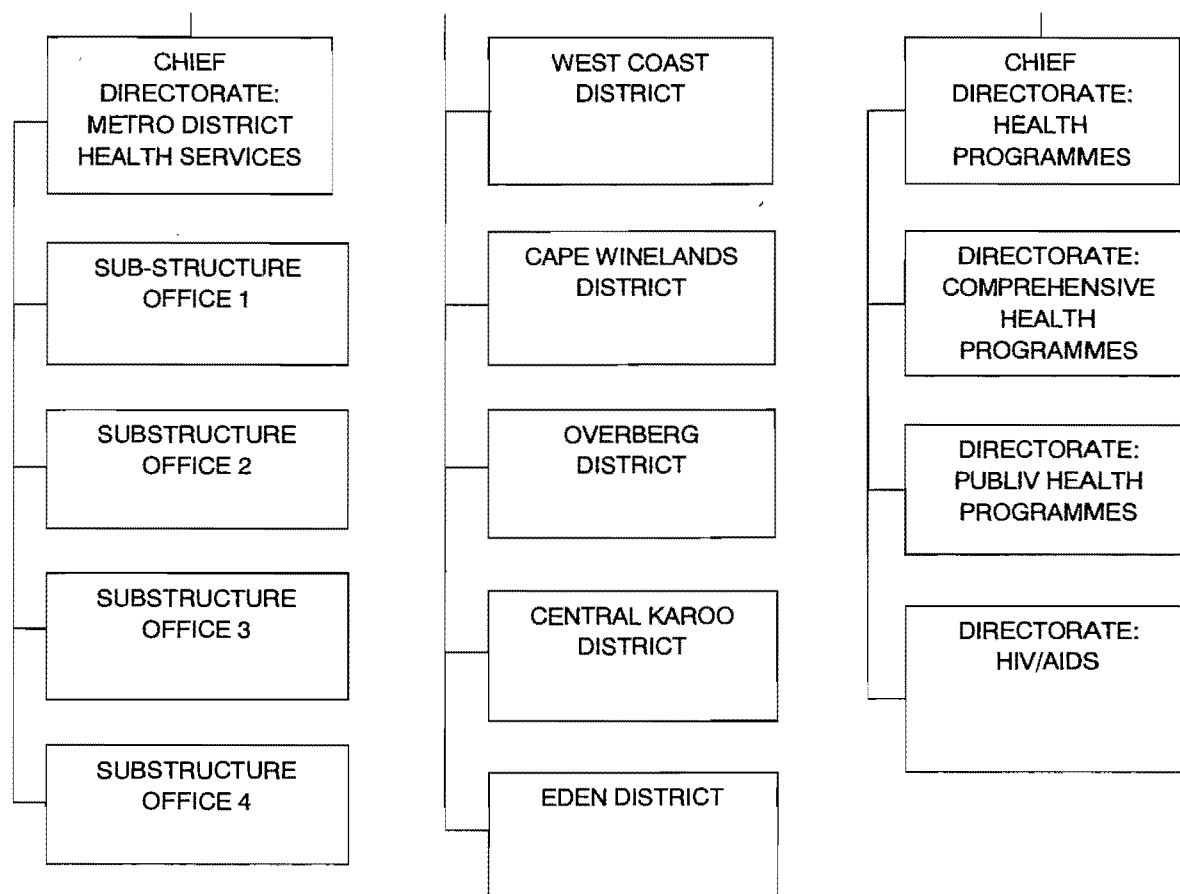
FIGURE 2

FIGURE 2

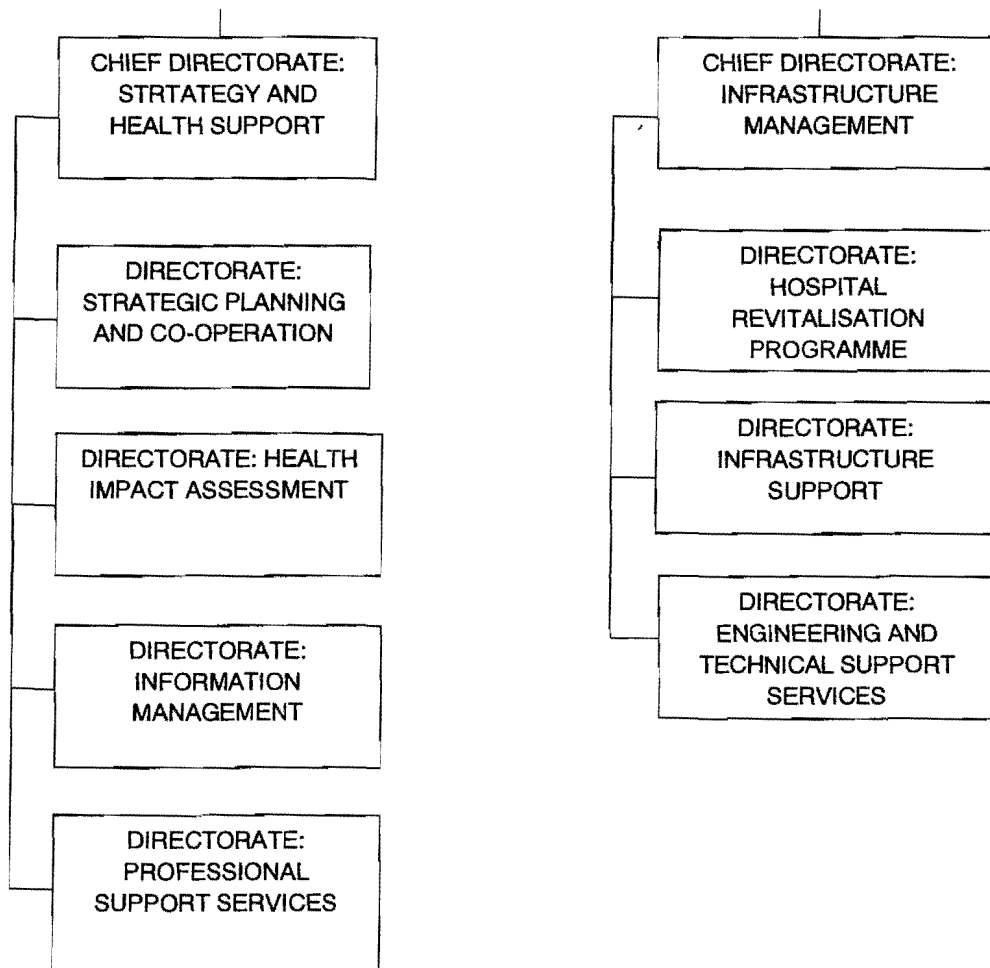
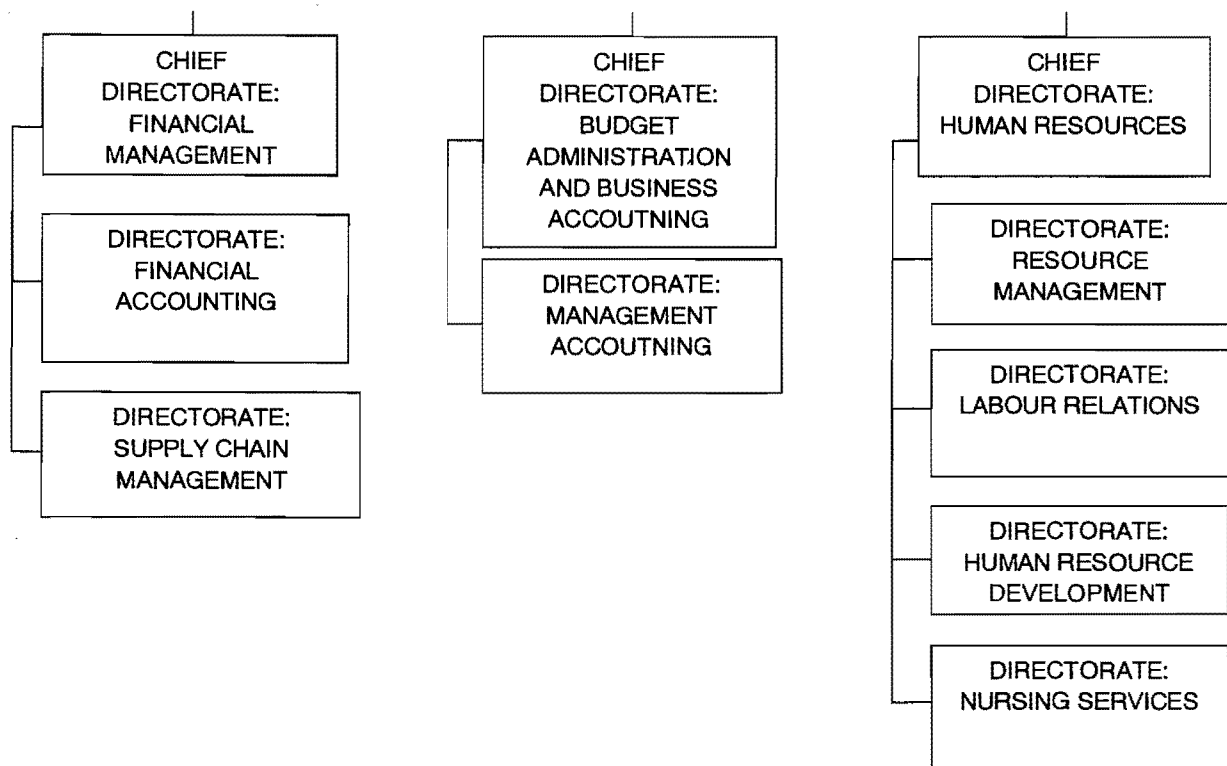


FIGURE 3

2. FUNCTIONS OF THE DEPARTMENT

To provide tertiary, secondary, specialized health care, emergency services as well as FPS to the Western Cape

To manage DHS and Programmes

To provide public health intelligence and support services

To ensure the development and management of infrastructure

To provide effective financial management services

To render an effective Human Resource Service

DIRECTORATE: COMMUNICATION

- Render internal and external communication service
- Render language services

BRANCH: TERTIARY, SECONDARY, MENTAL HEALTH, EMERGENCY CARE AS WELL AS FORENSIC PATHOLOGY SERVICES (FPS)

- The provision of an effective and appropriate tertiary health service within Groote Schuur Hospital
- The provision of an effective and appropriate tertiary health service within the Red Cross Children's Hospital
- The provision of an effective and appropriate tertiary health service within the Tygerberg and Dental Hospitals
- Provide a secondary and specialized health care service, Ems and FPS

CHIEF DIRECTORATE: GROOTE SCHUUR HOSPITAL

- The provision of a clinical service
- The rendering of a nursing service
- The rendering of a financial administrative service
- The rendering of a HRM service

- The rendering of a general support service
- The provision of maintenance and engineering services

DIRECTORATE: CLINICAL SERVICES

- Render general medical service
- Render surgical services
- Render critical care service
- Render obstetric and gynaegological services
- Render paediatric services
- Render general medical support services
- Render radiation therapy services
- Render oral health, OPD and day surgery services
- Ensure an effective nursing service

DIRECTORATE: FINANCE

- Render financial administrative service
- Render procurement and information technology service

CHIEF DIRECTORATE: TYGERBERG HOSPITAL

- The provision of a clinical service
- The rendering of a nursing service
- The rendering of a financial administrative service
- The rendering of a HRM service
- The rendering of a general support service
- The provision of maintenance and engineering services

DIRECTORATE: CLINICAL SERVICES

- Render general medical service
- Render surgical services
- Render critical care service
- Render obstetric and gynaegological services
- Render paediatric services
- Render general medical support services
- Render radiation therapy services
- Render oral health, OPD and day surgery services
- Ensure an effective nursing service

DIRECTORATE: FINANCE

- Render financial administrative service
- Render procurement and information technology service

CHIEF DIRECTORATE: REGIONAL HOSPITALS, MENTAL HEALTH SERVICES, EMS AND FORENSIC PATHOLOGY SERVICES (FPS)

- The rendering of a secondary and specialized hospital service in the Western Cape
- The provision of a psychiatric hospital service in the Western Cape
- The provision of an emergency medical service in the Western Cape
- Ensure a comprehensive forensic pathology service within the Western Cape
- The provisioning of a professional support service within the region
- The rendering of a HRM function within the region
- The rendering of a financial management service within the region

- The rendering of a technical support service within the Chief Directorate and region

DIRECTORATE: ASSOCIATED PSYCHIATRIC HOSPITALS

- The promotion and maintenance of a holistic service
- The co-ordination and monitoring of the financial management services across the APH platform
- The co-ordination and monitoring of the human resource management and support service
- The rendering of effective psychiatric and mental handicap service

DIRECTORATE: EMERGENCY MEDICAL SERVICES

- Provide ambulance and medical rescue services
- Provide medical support services
- Provide clinical governance and manage emergency specialty
- Provide financial management services
- Provide human resource management services

DIRECTORATE: FORENSIC PATHOLOGY SERVICES

- Render forensic pathology services at the Tygerberg Hospital complex
- Render forensic pathology services at the Groote Schuur Hospital complex
- Render forensic pathology services within the Metro District
- Render forensic pathology services within the Boland / Overberg District
- Render forensic pathology services within the West Coast / Winelands District

- Render forensic pathology services within the Southern Cape / Karoo District
- Provide administrative support

BRANCH: DISTRICT HEALTH SERVICES AND PROGRAMMES

- To ensure the delivery of DHS in the Metropole District
- To ensure the delivery of DHS in the West Coast District
- To ensure the delivery of DHS in the Cape Winelands District
- To ensure the delivery of DHS in the Overberg District
- To ensure the delivery of DHS in the Central Karoo District
- To ensure the delivery of DHS in the Eden District
- To ensure health programmes

WEST COAST DISTRICT

- The management of DHS
- The management of the implementation of health programmes
- The management of professional support services
- The management of pharmacy services
- The management of finance and support services
- The management of human resources
- The management of technical services

OVERBERG DISTRICT

- The management of DHS
- The management of the implementation of health programmes
- The management of professional support services
- The management of pharmacy services

- The management of finance and support services
- The management of human resources
- The management of technical services

EDEN DISTRICT

- The management of DHS
- The management of the implementation of health programmes
- The management of professional support services
- The management of pharmacy services
- The management of finance and support services
- The management of human resources
- The management of technical services

CAPE WINELANDS DISTRICT

- The management of DHS
- The management of the implementation of health programmes
- The management of professional support services
- The management of pharmacy services
- The management of finance and support services
- The management of human resources
- The management of technical services

CENTRAL KAROO DISTRICT

- The management of DHS
- The management of the implementation of health programmes
- The management of professional support services
- The management of pharmacy services

- The management of finance and support services
- The management of human resources
- The management of technical services

CHIEF DIRECTORATE: METRO DISTRICT HEALTH SERVICES

- The management of DHS in the Klipfontein and Mitchell's Plain Subdistricts
- The management of DHS in the Northern and Tygerberg Subdistricts
- The management of DHS in the Western and Southern Subdistricts
- The management of DHS in the Khayelitsha and Eastern Subdistricts

SUBSTRUCTURE OFFICE 1

- The management of PHC and Level 1 hospital services
- The management of the implementation of health programmes
- The management of pharmacy services
- The management of finance and support services
- The management of human resources
- The management of technical services

SUBSTRUCTURE OFFICE 2

- The management of PHC and Level 1 hospital services
- The management of the implementation of health programmes
- The management of pharmacy services
- The management of finance and support services
- The management of human resources
- The management of technical services

SUBSTRUCTURE OFFICE 3

- The management of PHC and Level 1 hospital services
- The management of the implementation of health programmes
- The management of pharmacy services
- The management of finance and support services
- The management of human resources
- The management of technical services

SUBSTRUCTURE OFFICE 4

- The management of PHC and Level 1 hospital services
- The management of the implementation of health programmes
- The management of pharmacy services
- The management of finance and support services
- The management of human resources
- The management of technical services

CHIEF DIRECTORATE: HEALTH PROGRAMMES

- Ensure, facilitate and control comprehensive health programmes
- Ensure, facilitate and control public health programmes
- Make the public aware of HIV/AIDS/TB and optimize health care to those infected with HIV/AIDS/TB

DIRECTORATE: COMPREHENSIVE HEALTH PROGRAMMES

- Develop, monitor, evaluate and co-ordinate the following comprehensive health programme-
 - Maternal, child and women's health
 - Reproductive health

- Communicable disease control (excluding TB)
- Nutrition

DIRECTORATE: PUBLIC HEALTH PROGRAMMES

- Develop, monitor, evaluate and co-ordinate the following identified Public health programmes-
 - Chronic care, care of the elderly and rehabilitation
 - Mental health
 - Environmental, occupational and port health
 - Oral health

DIRECTORATE: HIV/AIDS/TB

- Facilitate the education of the public on HIV/AIDS/TB
- Optimise service delivery for the treatment of HIV/AIDS/TB
- Develop, monitor, evaluate and co-ordinate the TB programme
- Provide AIDS training, information and counseling to the Department

CHIEF DIRECTORATE: STRATEGY AND HEALTH SUPPORT

- Facilitate the legislative and strategic direction of the Department of Health
- Assess the impact of health service delivery
- Co-ordinate, integrate and provide health information in the Department
- Provide professional support services
- Provide and administrative support service to the Chief Directorate

DIRECTORATE: STRATEGIC PLANNING AND CO-ORDINATION

- Facilitate the development of legislation in support of health policies
- Facilitate the strategic direction of the Department of Health

- Ensure adherence to strategic and performance plans

DIRECTORATE: HEALTH IMPACT ASSESSMENT

- Ensure the development and implementation of disease surveillance programme
- Ensure health research
- Determine the effectiveness of all health programmes
- Co-ordinate and monitor the quality of health care

DIRECTORATE: INFORMATION MANAGEMENT

- Ensure the provisioning of health knowledge
- Formulate statutory and management reports for decision making
- Ensure the development, implementation and maintenance of ICT strategy and MSP
- Provide a records management service

DIRECTORATE: PROFESSIONAL SUPPORT SERVICES

- Rendering of medico-legal service
- Ensuring comprehensive, efficient and cost effective pharmaceutical services
- Provision of effective laboratory services
- Manage the adjudication process
- Provide an advisory and co-ordinating service to the medical imaging profession
- Provide an advisory and co-ordinating service to the therapeutic services

CHIEF DIRECTORATE: INFRASTRUCTURE MANAGEMENT

- Ensure the implementation of the Hospital Revitalisation Programme
- Plan and co-ordinate infrastructure Provide engineering and technical support services
- Provide an administrative support service to the Chief Directorate

DIRECTORATE: HOSPITAL REVITATLISATION PROGRAMME

- Co-ordinate all aspects of organizational development with regard to the HRP at provincial level
- Ensure effective financial management and administrative support
- Ensure effective monitoring and evaluation of HRP projects
- Ensure that the equipment at all the HRP identified facilities are in line with the level of care and the specific service plan
- Manage relationships and develop service level agreements

DIRECTORATE: INFRASTRUCTURE SUPPORT

- Manage the implementation of the capital projects
- Provide effective infrastructure planning support
- Ensure the monitoring of and the reporting on the infrastructure management programme
- Liaise with the Department of Transport and Public Works with regard to the acquisition and disposal of properties

DIRECTORATE: ENGINEERING AND TECHNICAL SUPPORT SERVICES

- Provide hospital engineering support services
- Provide clinical engineering support services

- Render administrative support services
- Implement the provisions of the Occupational Health and Safety Act and equipment safety services
- Provide laundry and linen services

BRANCH: FINANCE

- Provide sound budget administration and financial management within the Department
- Promote budget administration and business development services

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT

- Ensure effective financial accounting services
- Conduct effective supply chain management services

DIRECTORATE: FINANCIAL ACCOUNTING

- Ensure effective financial administration services
- Ensure that the Financial Regulatory measures are complied with

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

- Ensure effective bid processes and contract administration services
- Render effective logistical management services

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT SUPPORT

- The rendering of management accounting services
- The regulation of private health services and the establishment of health public private partnerships

- Identification and management of risk

DIRECTORATE: MANAGEMENT ACCOUNTING

- The compilation of the MTEF and Adjustments Estimate Formats and to implement Expenditure Control measures
- The enhancement of income management
- The assurance that the Billing Operating Systems comply with the hospital fees requirements

CHIEF DIRECTORATE: HUMAN RESOURCES

- Render an effective human resource management service
- Promote sound labour relations within the department
- Develop and maintain effective human resource development, training and capacity building for personnel and communities
- Ensure an effective nursing service

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

- Ensure effective human resource policies / practices and work organization
- Optimise human resource administration
- Render a secretarial service

DIRECTORATE: LABOUR RELATIONS

- Develop labour relations policies and procedures and manage the collective bargaining process
- Assist and provide advice concerning disputes, discipline and labour related issues

- Render an administrative support service

DIRECTORATE: HUMAN RESOURCE DEVELOPMENT

- The development of all health personnel to ensure the provision of effective health services
- The optimal development of community capacity to ensure the provision of effective health services

DIRECTORATE: NURSING SERVICES

- Ensure norms and standards with regard to education and training
- Ensure norms and standards with regard to clinical practice
- Educate people in the disciplines of nursing

3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER SECTION 14(1)(b)

Prof C Househam
20th Floor
4 Dorp Street/ Private Bag X2060
CAPE TOWN
Tel.: (021) 483-4473
Fax: (021) 483-5677
E-mail: khouseha@pgwc.gov.za

**4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO
USE THE ACT
SECTION 14(1)(c)**

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission	
Telephone	+27 11 484 8300
Fax	+27 11 484 1360
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department Private Bag 2700 Houghton 2041
Street Address	PAIA Unit: The Research and Documentation Department Boundary Road, Isle of Houghton, Wilds View, Entrance 1 Houghton JOHANNESBURG
Website	www.sahrc.org.za

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

SECTION 14(1)(d)

- Hospital Records
 - Patient Files
 - Medical Information
 - X-Rays
 - Registers
- General Administration
 - Finance
 - Human Resources
 - Supply Chain Management
 - Business Management
- Health Programmes
- Legislation
- Other Records
 - Photographs
 - Films/Videos/Sound Recordings
 - Minutes/Agendas
 - Reports
 - Electronic Records

5.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<p>(a) Medical records for purposes of ongoing medical care (referral). (Medical record: this term is used interchangeable with "clinical record" and refers to any document or record in any form whatsoever, which accumulates in the course of patient care, but excludes documents compiled in response to litigation or pending litigation.)</p> <p>This excludes medical records of psychiatric patients (available in terms of section 30 of the Promotion of Access to Information Act).</p>	<p>Copies of medical records may be obtained at the prescribed reproduction fee at the health facility concerned via the office of the head of the facility.</p>

<p>(b) Medical records and administrative documents will be made automatically available to patients, their legal guardians, or an appointed legal representative, only after producing proof of written permission signed by the patient. No information will be given to any other third party</p> <p>(c) All health-related publications including booklets, pamphlets and brochures made available to the provincial Health Department expressly for free public distribution.</p>	<p>Copies of departmental policy documents, guidelines and protocols may be obtained on payment of the prescribed fee at the nearest appropriate health facility or institution via request from the Office of the Superintendent-General of Health. (See contact details of deputy information officer)</p> <p>Website: http://intrap.pgwc.gov.za/health/</p>
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5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).

- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- An access fee is payable should the requester for instance need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).
- In certain instances, a requester may also be requested to pay a deposit.
- A requester may lodge an internal appeal against the payment of the deposit and / or access fee. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO PUBLIC**SECTION 14(1)(f)**

The Department's clinical and hospital services are accessed in the following ways -

- Emergency cases are dealt with by the emergency medical services. The service can be reached at telephone number 10177. In emergency cases the emergency medical officer will transport the patient to the appropriate medical facility;
- In non-emergency cases the prospective patient will call at the nearest clinic. If more specialised treatment is required, the medical officer who treats the patient will also provide a letter of referral to the district, secondary or tertiary hospital for further treatment.

The various HIV/AIDS and other health programmes can be accessed via the Department's HIV/AIDS and Programme Development Directorates respectively. For all services as well as for general enquiries, the public is referred to the comprehensive list of contact numbers in the white pages telephone directory.

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS**SECTION 14(1)(g)**

Involving the public in policy formulation takes place in different ways, depending on the level of involvement desired or required. Methods of such involvement could include the following -

- Invitation in media reports to invite the public to comment on conceptual documents;
- Personal engagement with community-based, faith-based and non-governmental organisations which can represent the communities they serve;

- Official notification in government media, and in national, provincial and community newspapers;
- Notification in electronic media such as on radio and television;
- Manuals and guidelines.

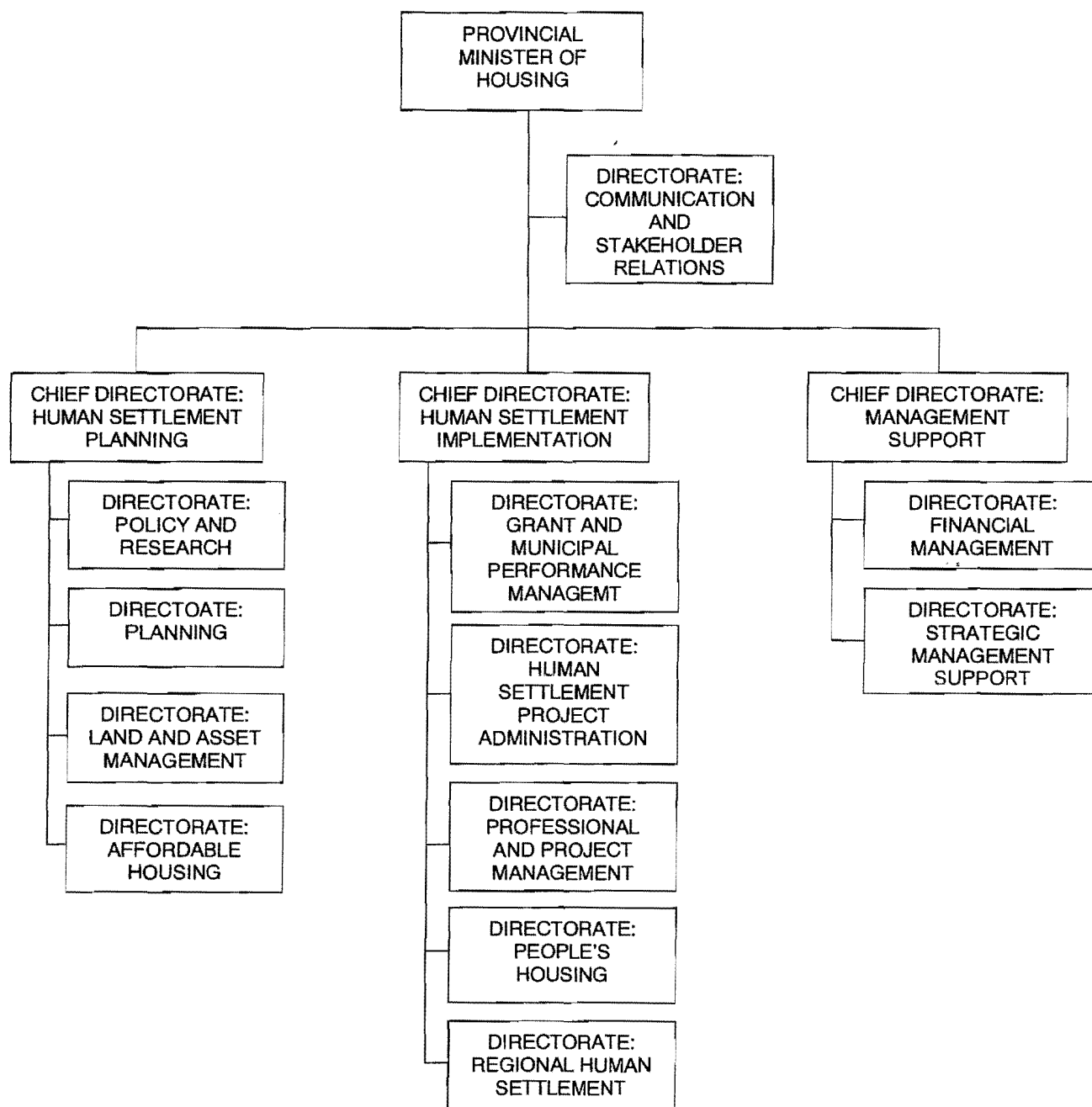
8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT
SECTION 14(1)(h)

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTMENT OF HUMAN SETTLEMENTS**TABLE OF CONTENTS**

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- 3. Contact details of deputy information officers**
- 4. Guide by South African Human Rights Commission on how to use the Act**
- 5. Records**
 - 5.1 Description of subjects on which the Department holds records**
 - 5.2 Records automatically available**
 - 5.3 Request procedure**
- 6. Services available to the public**
- 7. Arrangement allowing involvement in the formulation of policy and performance of functions**
- 8. Remedies available in respect of acts or failure to act**

1. STRUCTURE OF DEPARTMENT



2. FUNCTIONS OF DEPARTMENT

- To promote sustainable integrated human settlement planning and development

DIRECTORATE: COMMUNICATIONS AND STAKEHOLDER RELATIONS

- Render a communication service to the Department
- Optimise relations with human settlement stakeholders
- Render a support service to the Rental Housing Tribunal
- Provide professional customer relations to the public

CHIEF DIRECTORATE: HUMAN SETTLEMENT PLANNING

- Conduct research, develop policies and provide advice in support of sustainable human settlements
- Provide direction for integrated human settlement planning
- Manage, dispose, maintain and release human settlement assets
- Facilitate gap and rental housing delivery

DIRECTORATE: POLICY AND RESEARCH

- Manage policy research and development in respect of sustainable integrated human settlement
- Facilitate the development of legislation in support of human settlement policies

DIRECTORATE: PLANNING

- Provide long term planning direction and enabling / support tools for human settlement development

- Transform apartheid planning patterns and restructure settlements by supporting the revision of Municipal Spatial Development Frameworks and 5-year Human Settlement Plans on municipal level
- Provide spatial information for human settlement development decision making

DIRECTORATE: LAND AND ASSET MANAGEMENT

- Promote the issuing of title deeds and manage conveyancing and housing debtors of the Department
- Manage and facilitate the vesting, development and disposal of properties / land
- Manage the administration of the Rural Areas Act and render post restitution support and settlement control
- Manage and update the immovable property register of the Department and manage the implementation of GIAMA

DIRECTORATE: AFFORDABLE HOUSING

- Promote and implement affordable housing
- Promote and implement sustainable rental housing initiatives

CHIEF DIRECTORATE: HUAMN SETTLEMENT IMPLEMENTATION

- Manage the Integrated Housing and Human Settlement Development Grant (IHHSD)
- Administer housing projects and subsidies
- Render a professional development advice service regarding human settlement development
- Manage the People's Housing Process

- Co-ordinate departmental engagement with municipalities and render housing development support and monitoring services with a regional focus

DIRECTORATE: GRANT AND MUNICIPAL PERFORMANCE MANAGEMENT

- Assess overall housing delivery performance of municipalities
- Monitor housing expenditure and administer housing project claims

DIRECTORATE: HUMAN SETTLEMENT PROJECT ADMINISTRATION

- Manage provincial housing project administration and approvals
- Administer provincial housing subsidies
- Promote and manage economic empowerment of communities and emerging contractors of housing assets

DIRECTORATE: PROFESSIONAL AND PROJECT MANAGEMENT SERVICE

- Render a building inspection support service
- Render an engineering and project management support service
- Render an architectural design and technical support service with regard to housing and building related projects
- Co-ordinate and facilitate settlement upgrading in terms of emergency housing and housing support in times of disaster
- Render an administrative support service

DIRECTORATE: PEOPLE'S HOUSING PROCESS

- Manage support of PHP projects
- Monitor the assets acquired by way of establishment grant funding

- Monitor the facilitation and establishment grants
- Render a technical support service to PHP Projects
- Verify claims and payments
- Prepare submissions
- Co-ordinate the setting up of social contracts
- Facilitate workshops

DIRECTORATE: REGIONAL HUMAN SETTLEMENT SUPPORT

- Co-ordinate departmental engagement with municipalities and render human settlement development support and monitoring services with a regional focus in the Eden and Central Karoo district
- Co-ordinate departmental engagement with municipalities and render human settlement development support and monitoring services with a regional focus in the Cape Winelands district

CHIEF DIRECTORATE: MANAGEMETN SUPPORT SERVICES

- Deliver an effective and efficient departmental financial management service
- Provide strategic support as well as develop and maintain a comprehensive monitoring, evaluation and information system
- Render a general administrative support service to the department
- Ensure the rendering of ICT, human capital, corporate assurance, legal and communications support services to the Department by the CSC

DIRECTORATE: FINANCIAL MANAGEMENT

- Ensure effective budget administration in the Department
- Manage effective departmental accounting services
- Ensure internal control systems

- Manage all procurement, provision affairs and departmental asset management

DIRECTORATE: STRATEGIC MANAGEMENT SUPPORT

- Provide a departmental strategic management support function
- Monitor and evaluate departmental performance
- Establish and maintain a comprehensive information management system for the Department

3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER SECTION 14(1)(b)

Mr M Tshangana
7th Floor
27 Wale Street / PO Box X9083
CAPE TOWN
Tel.: (021) 483-4956
Fax: (021) 483-2589
E-mail: mtshaga@pgwc.gov.za

4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT SECTION 14(1)(c)

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission	
Telephone	+27 11 484 8300
Fax	+27 11 484 1360
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department Private Bag 2700 Houghton 2041
Street Address	PAIA Unit: The Research and Documentation Department Boundary Road, Isle of Houghton, Wilds View, Entrance 1 Houghton JOHANNESBURG
Website	www.sahrc.org.za

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

SECTION 14(1) (d)

- Provincial Housing Legislation
- Departmental Financial delegation
- Reports on housing matters
- Upgrading of informal settlements
- Councils
- Human Settlements related committees, forums and conferences
- Publicity and marketing
- Development and related Support
- Specific Western Cape Department Human Settlements projects
- Specific Western Cape Department Human Settlements property information
- Tenders and Contracts relating to housing

- Acquisition of goods and services
- Renting and disposal of Western Cape Department Human Settlements properties
- Maintenance of Western Cape Department Human Settlement properties
- Inhabitants of Act 9/1987 Rural Areas
- Properties and Erven in Act 9/1987 Rural Areas
- Planning and development in Act 9/1987 Rural Areas
- Housing Subsidies
- Hostels Redevelopment
- Hearings of Rental Housing Tribunal
- Debtors of the Western Cape Department of Human Settlements
- Legislation
- First Aid and Evacuation Emergency Plans
- Emergency Planning
- Housing Demand Database

5.2 DESCRIPTION OF RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	

<ul style="list-style-type: none"> (a) Allocation of "Sourcelink" Tenders (b) Approved housing policy documents (c) Provincial Housing legislation (d) Circular minutes on housing (e) Subsidy application forms (f) Lists of project applications received (g) Lists of housing projects under construction (h) Western Cape Housing Development Board resolutions (only to parties involved) (i) Subsidy beneficiary details (only to parties involved) (j) Budget speech (k) Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999) (l) Case files of the housing tribunal (only to parties involved) (m) Findings of Rental Housing Tribunal (n) Debtor accounts (only to the parties involved) (o) Annual reports of the Department of Human Settlements 	<p>Copies of these records may be obtained on payment of the prescribed fee from the Record Manager, 27 Wale Street, Private Bag X9083, Cape Town</p>
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<p>(p) Annual reports of the Western Cape Rental Housing Tribunal</p> <p>(q) Strategic Plan</p> <p>(r) Budget (Gazetted)</p> <p>(s) Provincial policy documents Western Cape Rental Housing Strategy</p>	
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5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).
- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- An access fee is payable should the requester for instance need copies of the requested record.

- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).
- In certain instances, a requester may also be requested to pay a deposit.
- A requester may lodge an internal appeal against the payment of the deposit and / or access fee. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO PUBLIC

SECTION 14(1)(f)

None

**7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF
POLICY AND PERFORMANCE OF FUNCTIONS**

SECTION 14(1)(g)

In most instances legislation prescribes the procedures for making matters known and for public participation.

- Notification in the media, such as 'the Provincial Gazette, provincial newspapers and local/community newspapers
- Workshops with concerned and affected groups
- Notification on the Department's website
- Sometimes through manuals and guideline documents

8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT
SECTION 14(1)(h)

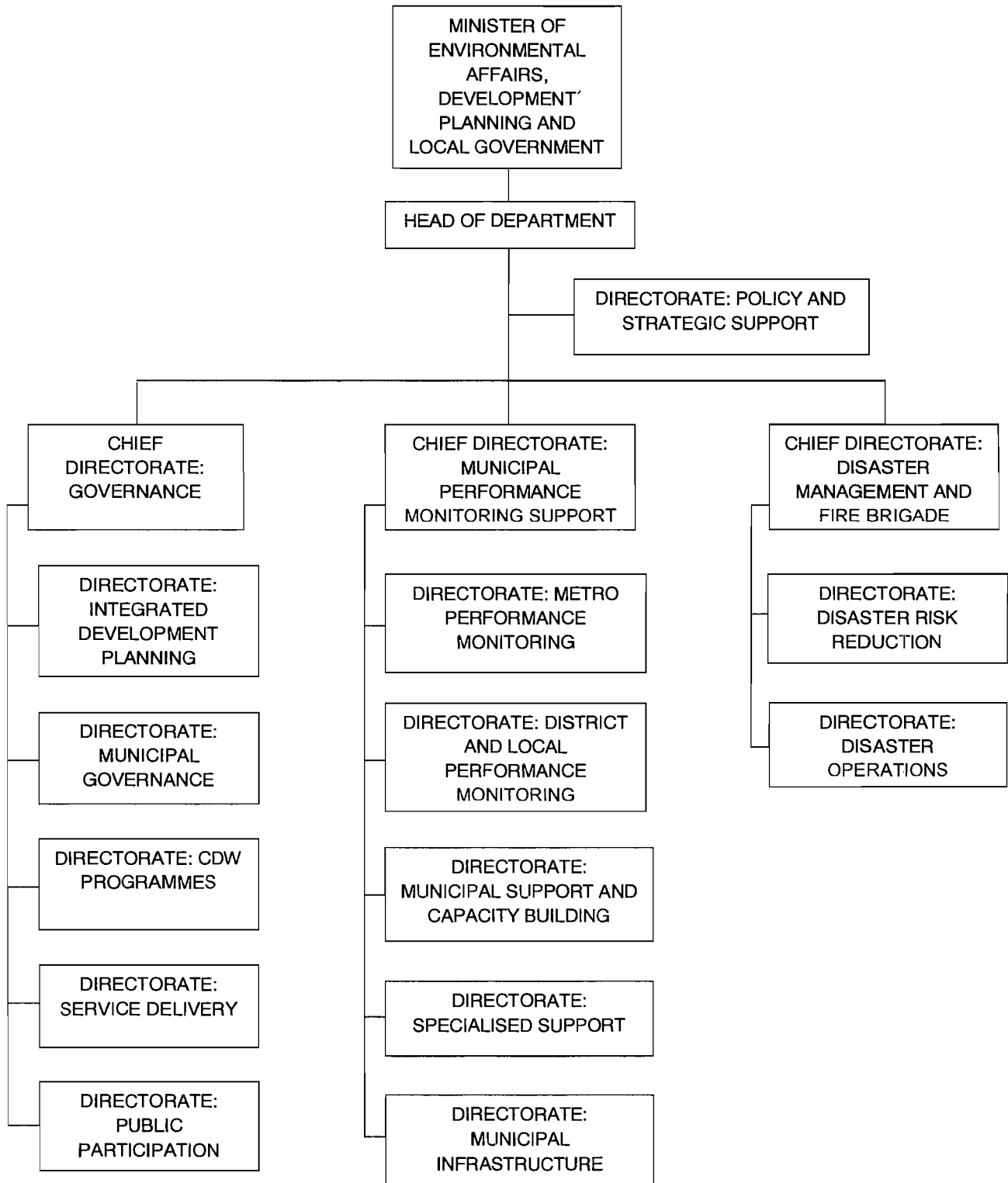
Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTMENT OF LOCAL GOVERNMENT

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- 7. Arrangement allowing involvement in the formulation of policy and performance of functions**
- 8. Remedies available in respect of acts or failure to act**

1. STRUCTURE OF THE DEPARTMENT



2. FUNCTIONS OF THE DEPARTMENT

- Facilitate good governance, integrated development planning and effective intergovernmental relations between spheres of government
- Monitor the overall efficacy of municipalities and provide support to improve service delivery
- Facilitate disaster management and co-ordinate fire brigade service
- Provide an office support service to the HOD
- Provide a departmental policy, strategy and communication support service

DIRECTORATE: POLICY AND STRATEGIC SUPPORT

- Promote local government related policy research
- Co-ordinate policy development processes
- Provide a departmental strategic management support service
- Monitor and evaluate departmental performance
- Render a communication service in the Department

CHIEF DIRECTORATE: GOVERNANCE

- Support municipal integrated development planning
- Ensure legislative clarity by providing guidance and support
- Manage the community development programme
- Facilitate co-operative governance in support of service delivery integration and to inform the community of government programmes
- Promote integrated community based planning through public participation and communication

DIRECTORATE: INTEGRATED DEVELOPMENT PLANNING

- Facilitate provincial / municipal planning and budgeting alignment
- Provide integrated development planning support to individual municipalities
- Provide access to integrated development planning learning to municipalities
- Monitor the process and credibility of municipal integrated development planning
- Manage research information

DIRECTORATE: MUNICIPAL GOVERNANCE

- Administer councilor matters and co-ordinate interventions
- Facilitate development of provincial and local government legislation
- Provide support to the Department and municipalities to ensure legislative clarity
- Create a culture which is intolerant of corruption, unethical conduct and fraud

DIRECTORATE: CDW PROGRAMME

- Co-ordinate the community development programme
- Identify and refer issues arising from communities to relevant role players and co-ordinate information on government programmes

DIRECTORATE: SERVICE DELIVERY INTERGRATION

- Facilitate effective intergovernmental relations between the spheres of government
- Manage provincial responsibilities in respect of Thusong Centers

DIRECTORATE: PUBLIC PARTICIPATION

- Develop, implement and maintain a Public Participation Framework
- Assist municipalities with planning, formulation, approval and implementation of public participation plans
- Support the management of the establishment and functionality of ward Committees
- Provide support to municipalities with guidance, advice and capacity building to ensure effective ward committees / public participation
- Monitor and evaluate the effectiveness of ward committees / public participation
- Support municipalities with the development and implementation of communication programmes

CHIEF DIRECTORATE: MUNICIPAL PERFORMANCE MONITORING AND SUPPORT

- Monitor and evaluate metro municipal performance
- Monitor and evaluate non-metro municipal performance
- Provide support to municipalities and monitor compliance with the Property Rates Act
- Provide and facilitate specialised support to municipalities that experience serious service delivery problems / government failure (including section 139 interventions)
- Facilitate municipal infrastructure maintenance and development
- Co-ordinate training interventions and provide logistical support in aid thereof

DIRECTORATE: METRO PERFORMANCE MONITORING

- Collect, collate and validate data and information relating to performance and outcomes

- Monitor institutional health
- Ensure the alignment of performance measurement with national and provincial monitoring frameworks
- Develop and monitor early warning indicators
- Diagnostic evaluation of municipal data and information
- Follow-up of research arising from performance reports
- Provide recommendations for support and interventions
- Draft the Annual Municipal Performance Report in terms of section 147 of the Municipal Systems Act

DIRECTORATE: DISTRICT AND LOCAL PERFORMANCE MONITORING

- Collect, collate and validate data and information relating to municipal performance and outcomes
- Monitor institutional health of municipalities
- Ensure the alignment of municipal performance measurement with national and provincial monitoring frameworks
- Develop and monitor early warning indicators
- Diagnostic evaluation of municipal data and information
- Follow-up of research arising from municipal performance reports
- Provide recommendations for municipal support and interventions
- Draft the Annual Municipal Performance Report in terms of section 47 of the Municipal Systems Act
- Collect and evaluate information on LED, finance, human settlement and basic services

DIRECTORATE: MUNICIPAL SUPPORT AND CAPACITY BUILDING

- Provide support to improve municipal service delivery in non-Metro districts
- Monitor compliance with the Property Rates Act

- Provide guidance and assistance to municipalities regarding institutionalisation of human rights

DIRECTORATE: SPECIALISED SUPPORT

- Facilitate the process when multi-faceted support involving various role-players is required
- Assist municipalities with support if institutional and / or financial deficiencies occur
- Assist with discretionary interventions in terms of the MFMA
- Assist the Provincial Treasury with mandatory interventions in terms of the MFMA

DIRECTORATE: MUNICIPAL INFRASTRUCTURE

- Provide regional support to municipalities regarding infrastructure planning and implementation:
 - West Coast and Overberg Districts
 - Cape Winelands District
 - Eden and Central Karoo Districts
 - Bulk electricity
- Support the spending and project implementation of national infrastructure programmes

CHIEF DIRECTORATE: DISASTER MANAGEMENT AND FIRE BRIGADE SERVICES

- Establish and maintain institutional disaster management capacity and implement effective risk reduction activities
- Prepare for and respond to disasters and co-ordinate disaster recovery

- Co-ordinate the provincial fire brigade function and capacitate municipalities in accordance with applicable legislation
- Render administrative support services

DIRECTORATE: DISASTER RISK REDUCTION

- Reduce disaster risk through risk reduction measures
- Develop and implement risk reduction projects

DIRECTORATE: DISASTER OPERATIONS

- Establish integrated institutional capacity to ensure effective implementation of disaster management policy
- Prepare for and respond to disasters
- Co-ordinate disaster recovery (relief, rehabilitation and reconstruction)

3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER

SECTION 14(1)(b)

Dr H Fast
4th Floor
27 Wale Street / Private Bag X9076
CAPE TOWN
Tel.: (021) 483-4999
Fax: (021) 483-4493
E-mail: hfast@pgwc.gov.za

4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT

SECTION 14(1)(c)

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission	
Telephone	+27 11 484 8300
Fax	+27 11 484 1360
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department Private Bag 2700 Houghton 2041
Street Address	PAIA Unit: The Research and Documentation Department Boundary Road, Isle of Houghton, Wilds View, Entrance 1 Houghton JOHANNESBURG
Website	www.sahrc.org.za

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

SECTION 14(1)(d)

- By-laws
- Legal opinions in respect of local government
- Councillor remuneration
- Code of Conduct for Councillors
- Commissions / Committees of investigation
- Litigation
- Questions in the Legislature
- Disaster Management
- First Aid and Evacuation Emergency Plans
- Fire Prevention and Preparedness
- Valuation Appeal Boards
- Interim Valuations
- Monitoring and Reporting : Valuation Quality
- Levy on Property Tax
- Municipal Demarcation
- Local Government Elections
- Municipal Performance Management
- Research
- Communication
- Budget
- Audit Enquiries
- Financial statements of local government
- Provincial Local Government Legislation
- Departmental Financial delegations
- Municipal indigent registers
- Municipal Infrastructure Grant

- Thusong services centres
- Community Development Workers Programme
- Inter-governmental Relations
- Integrated Development Planning
- Ward Committee Support
- First Aid and Evacuation Emergency Plans
- Emergency Planning

5.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
<ul style="list-style-type: none"> (a) Allocation of "Sourcelink" Tenders (b) Provincial policy documents (c) Budget (Gazetted) (d) Strategic Plan (e) Annual reports of the Department Local Government (f) Provincial Disaster Management Framework (g) Provincial Disaster Management Strategic Plan (h) Provincial Disaster Risk and Vulnerability Assessment (i) Risk and development annual review (RADAR) 	<p>Copies of these records may be obtained on payment of the prescribed fee from the Record Manager, 27 Wale Street, Private Bag X9076, Cape Town</p>

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).
- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- An access fee is payable should the requester for instance need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).

- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).
- In certain instances, a requester may also be requested to pay a deposit.
- A requester may lodge an internal appeal against the payment of the deposit and / or access fee. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO PUBLIC

SECTION 14(1)(f)

None

**7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF
POLICY AND PERFORMANCE OF FUNCTIONS
SECTION 14(1)(g)**

In most instances legislation prescribes the procedures for making matters known and for public participation.

- Notification in the media, such as the Provincial Gazette, provincial newspapers and local/community newspapers
- The radio, especially local or community radio stations
- Workshops and meetings with municipalities and organised local government
- Notification on the Department's website
- Sometimes through manuals and guideline documents

**8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT
SECTION 14(1)(h)**

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTMENT OF THE PREMIER**TABLE OF CONTENTS**

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- 2. Functions of the Department**
- 3. Contact details of deputy information officer**
- 4. Guide by South African Human Rights Commission on how to use the Act**
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 - 5.1 Description of subjects on which the Department holds records**
 - 5.2 Records automatically available**
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- 6. Services available to the public**
- 7. Arrangement allowing involvement in the formulation of policy and performance of functions**
- 8. Remedies available in respect of acts or failure to act**

1. STRUCTURE OF THE DEPARTMENT

Figure 1

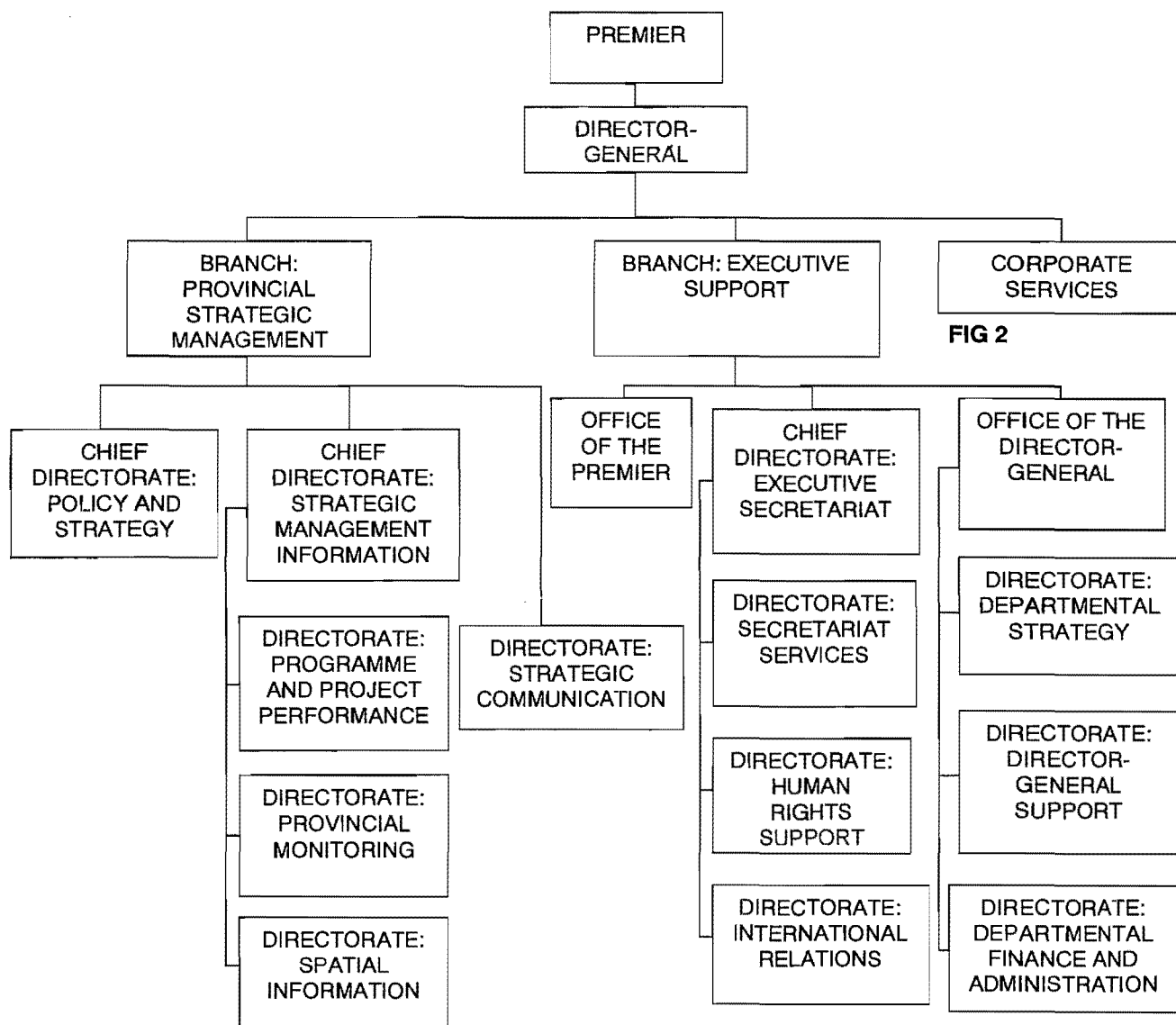


Figure 2

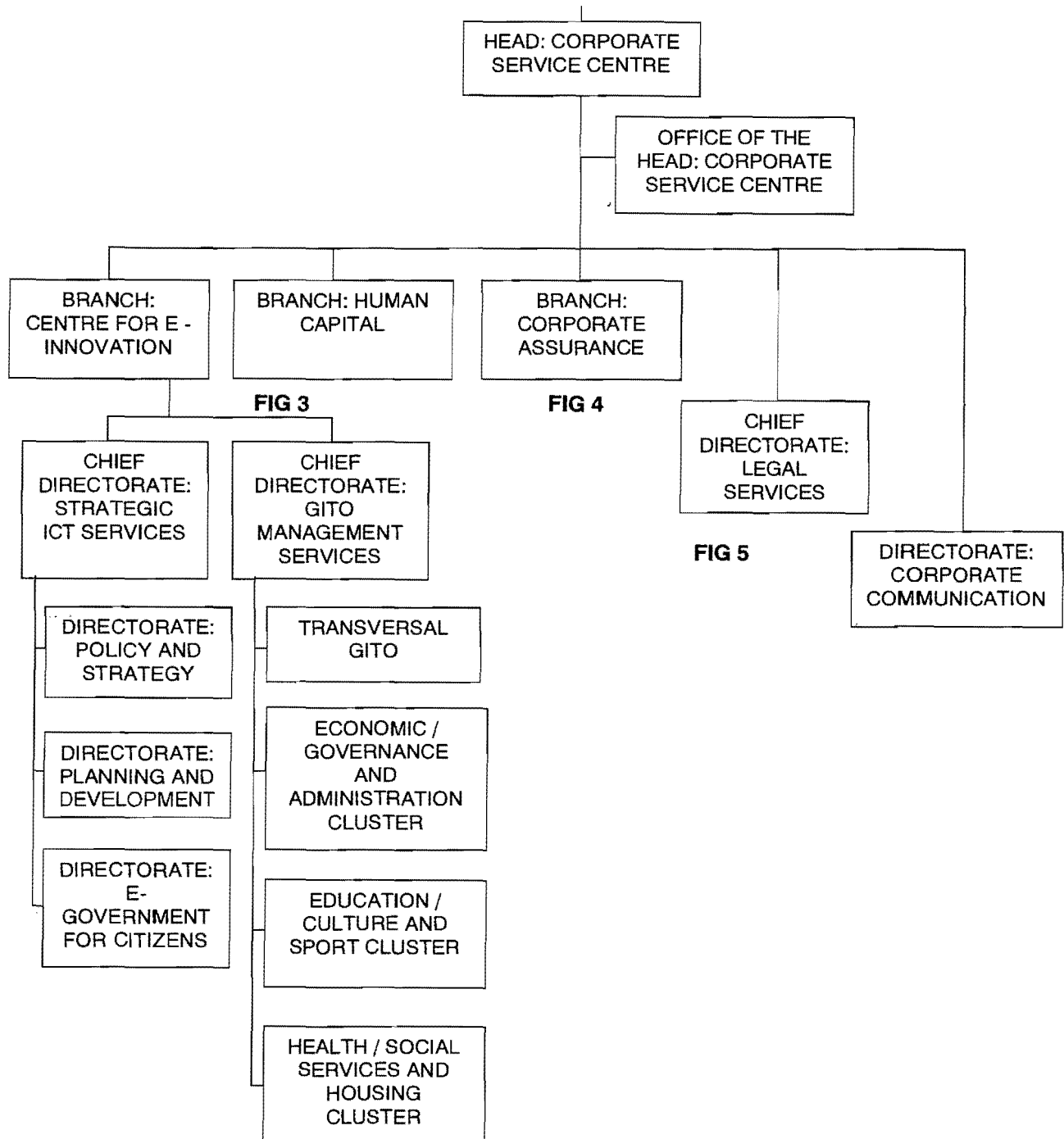


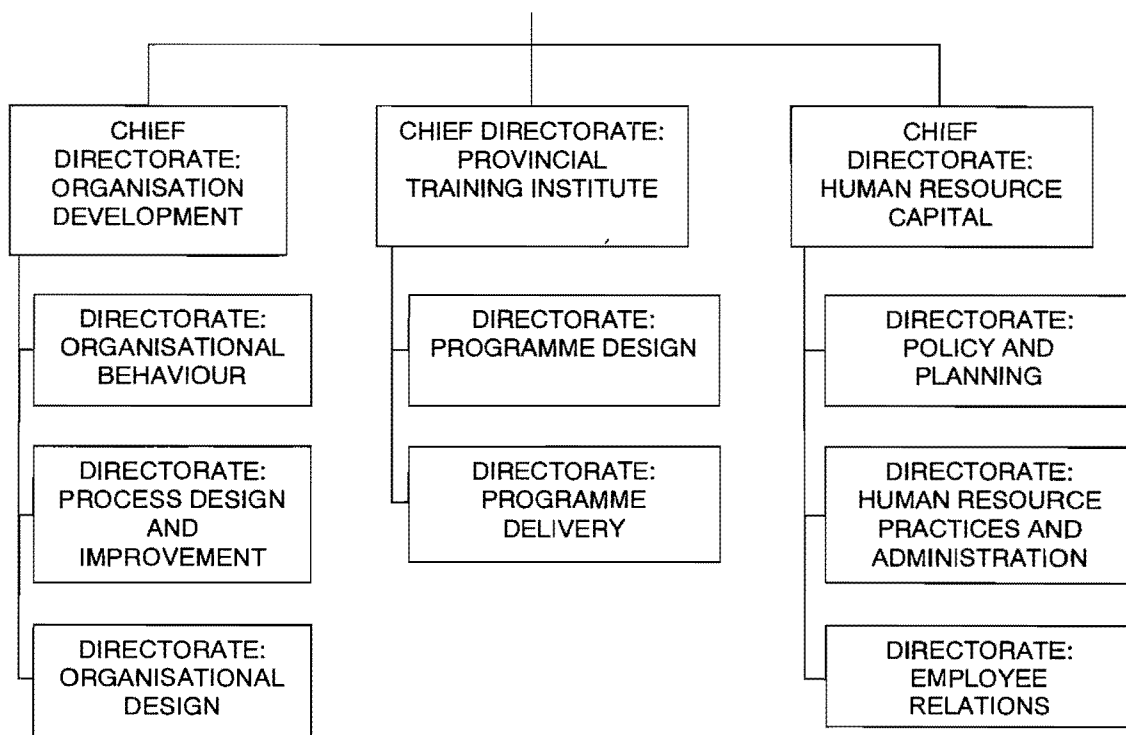
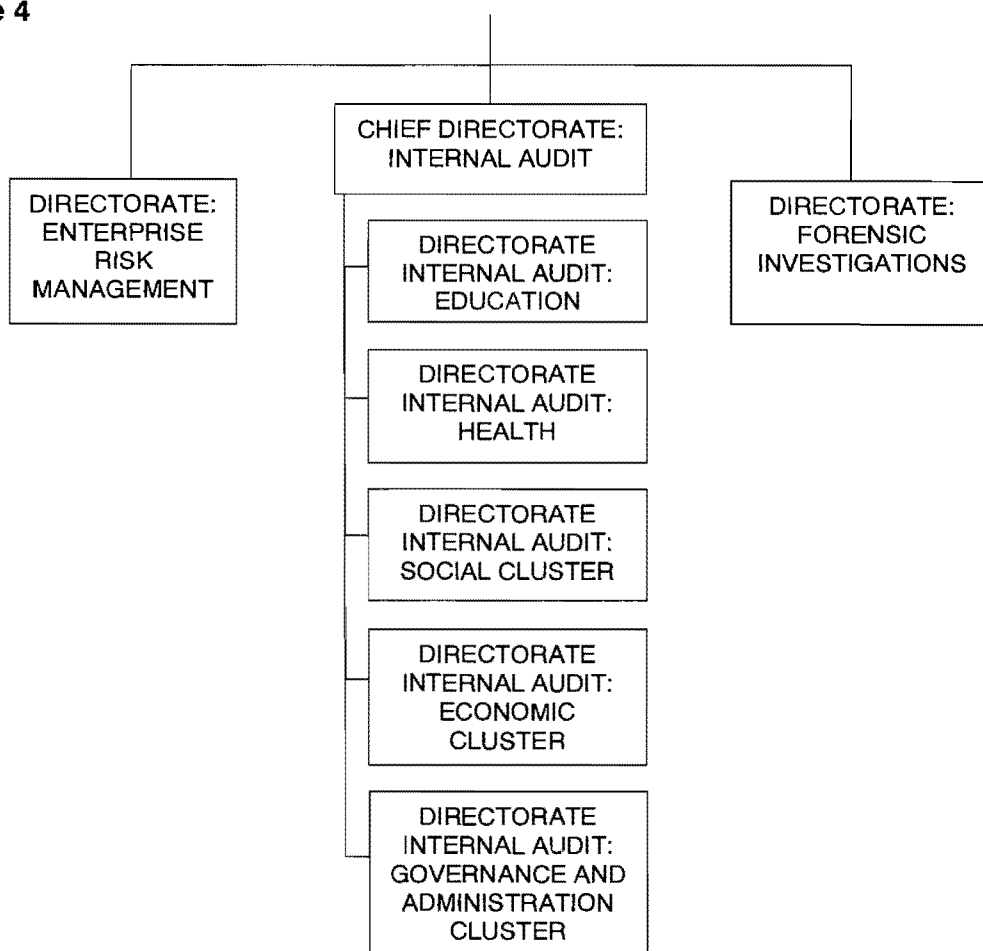
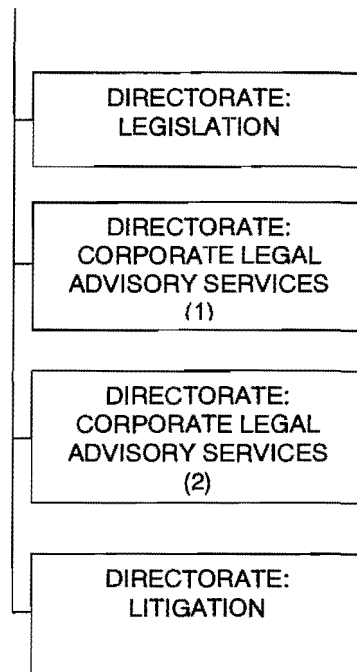
Figure 3**Figure 4**

Figure 5

2. FUNCTIONS OF THE DEPARTMENT OF THE PREMIER

To strategically support the provincial executive in the delivery of clean, efficient, cost effective, transparent and responsive public administration.

- Professionally support the Premier and Cabinet to effectively exercise their executive authority in respect of provincial strategic management matters
- Provide executive governance support services
- Render transversal corporate services on a shared services basis

BRANCH: PROVINCIAL STRATEGIC MANAGEMENT

To professionally support the Premier and Cabinet to effectively exercise their executive authority in respect of provincial strategic management matters.

- Strategically support the executive in the development and implementation of high level provincial policies and strategies
- Strategically support the executive in the monitoring of provincial performance in respect of national and provincial policy, strategy, programme and project implementation
- Facilitate ongoing strategic communication (all departments) between the provincial government and its stakeholders

CHIEF DIRECTORATE: POLICY AND STRATEGY

To strategically support the executive in the development and implementation of high level provincial policies and strategies

- Conduct high level policy analysis
- Support Cabinet in respect of provincial strategic planning
- Support Cabinet in respect of programme and project initiation
- Evaluate / assess the achievement of provincial strategic priorities
- Advise the Premier and Director-General on strategic policy and planning content matters in respect of the PGWC's external relations
- Coordinate support for the Premier and Director-General in their participation in statutory intergovernmental structures and forums

CHIEF DIRECTORATE: STRATEGIC MANAGEMENT INFORMATION

To strategically support the executive in the monitoring of provincial performance in respect of national and provincial policy, strategy, programme and project implementation.

- Monitor and report on the progress of provincial programmes and project implementation
- Monitor and report on the outcomes of PGWC policies, strategies, programmes and projects
- Support provincial policy development, data governance and strategic planning with regard to provincial spatial information

DIRECTORATE: PROGRAMME AND PROJECT PERFORMANCE

- To develop and ensure the implementation of provincial programme and project management methodologies and standards
- Develop and maintain integrated performance monitoring systems and processes
- Manage the provincial executive dashboard system
- Quality assure the content of programme and project information
- Ensure that the provincial executive dashboard system meets the national and provincial requirements for performance monitoring, evaluation and reporting
- Utilise the provincial executive dashboard to monitor, evaluate and report on programme and project performance in terms of targets and/or milestones
- Render systems support to departments
- Draft and submit relevant performance reports

DIRECTORATE: PROVINCIAL MONITORING

- Develop and maintain a strategic framework for provincial wide monitoring and evaluation
- Advise on core outcome indicators for provincial policies, strategies and programmes
- Provide baseline/benchmark information to measure results
- Develop and maintain a core directory of common data sets
- Develop and maintain an automated data management system (data warehouse)
- Ensure provincial alignment with the government wide monitoring and evaluation framework
- Ensure that provincial policy development and strategic planning is informed by strategic information
- Facilitate the analysis and evaluation of casual relationships between outcomes and PGWC-specific policies, strategies, programmes and/or projects
- Generate assessment reports

DIRECTORATE: SPATIAL INFORMATION

- Develop and maintain a strategic framework for provincial Geographical Information Systems (GIS)
- Ensure standardisation of GIS with the province
- Monitor the implementation of spatial information standards and procedures
- Facilitate the analysis and alignment of spatial information to the strategic imperatives
- Facilitate advocacy and ensure capacity building in the province
- Facilitate the integration with local authorities and national government on spatial information
- Provide operational GIS support

DIRECTORATE: STRATEGIC COMMUNICATION

To facilitate ongoing strategic communication (all departments)
between the provincial government and its stakeholders

- Analyse the strategic intent of provincial policies, strategies, programmes and projects and design appropriate communication actions in respect thereof
- Research and develop the PGWC brand architecture
- Design a corporate communication strategy for the PGWC (internal and external)
- Direct the execution of the PGWC corporate communication strategy (external corporate brand building and internal corporate communication)
- Ensure the alignment of departmental communication strategies with the corporate communication strategy
- Manage a Provincial Government Communicator's Forum to facilitate the communication of transversally consistent messages
- Coordinate the provincial festivals and events calendar
- Guide the format and content of high level public participation processes
- Continuously assess the PGWC communications environment and advise on appropriate strategic provincial responses

BRANCH: EXECUTIVE SUPPORT

To provide secretariat and related support services to the executive

To provide departmental and operational management support to the
Director-General

CHIEF DIRECTORATE: EXECUTIVE SECRETARIAT

- Manage the executive secretariat
- Provide professional and administrative support to executive appointed provincial human rights advocates
- Support the PGWC's engagements at international level

DIRECTORATE: SECRETARIAT SERVICES

- Develop and maintain policies and procedures in support of executive decision-making processes e.g. a Cabinet Manual
- Provide secretariat, logistical and decision support services to the Cabinet, Committees (Clusters) and the Premier's Intergovernmental Relations Forums
- Provide Secretarial, logistical and decision support services to the Provincial Top Management
- Communicate and monitor the implantation of executive decisions
- Support the Premier in administering the provisions of the Handbook for members of the Executive and Presiding Officers
- Provide secretarial, logistical and decision support services to the Management Committee of the Department of the Premier

DIRECTORATE: HUMAN RIGHTS SUPPORT

- Advise on the integration of human rights into the work of the civil servants
- Drive the promotion and awareness raising of human rights and other constitutional rights throughout the province
- Support the advocates in their interaction on human rights issues with formal structures and forums
- Provide secretarial, logistical, administrative and office support services to the advocates

DIRECTORATE: INTERNATIONAL RELATIONS

- Underpin the PGWC's international relations policy, strategy and engagements with sound research and information
 - Support Cabinet in the development and maintenance of PGWC international relations policy, strategy and protocol guidelines
 - Facilitate and monitor international co-operation agreements on direction of Cabinet
 - Provide country/region specific research services as required
 - Provide country/region specific protocol research services as required
- Provide protocol and logistical support to Cabinet members and PGWC employees in respect of local and foreign international engagements
 - Assist PGWC Cabinet members and employees in respect of official outgoing and official incoming visits
 - Support Cabinet international liaison and networking initiatives
 - Provide general international protocol advice

OFFICE OF THE DIRECTOR-GENERAL

- Provide strategic management, coordination and governance support services
- Provide support services to the Director General
- Manage departmental finance and administration services

DIRECTORATE: DEPARTMENTAL STRATEGY

- Facilitate the departmental strategic management process
- Ensure departmental coordination and good corporate governance

DIRECTORATE: DIRECTOR-GENERAL SUPPORT

- Provide operational support to the Director-General
- Manage special executive interventions strategically

DIRECTORATE: DEPARTMENTAL FINANCE AND ADMINISTRATION

- Ensure budget management
- Ensure a departmental financial accounting service
- Manage provisioning, assets and procurement
- Apply internal control measures
- Render general support services

OFFICE OF THE PREMIER

- Provide efficient, economic and effective administrative support to the Premier

CORPORATE SERVICE CENTRE

To render transversal corporate services on a shared services basis

- Optimise service delivery through the optimal utilisation of appropriate information and communication technologies
- Render human capital services
- Render corporate assurance services
- Render comprehensive legal support service
- Render corporate communication service
- Provide support services to the Head: Corporate Services Centre

BRANCH: E-INNOVATION

To optimise service delivery through the optimal utilisation of appropriate information and communication technologies

- Render strategic ICT services
- Provide a GITO management services to the PGWC
- Render administrative support to the branch
- Manage the PGWC's ICT project office

PROJECT OFFICE

To manage the PGWC ICT project office

ADMINISTRATIVE SUPPORT

To render administrative support to the Branch

CHIEF DIRECTORATE: STRATEGIC ICT SERVICES

To render strategic ICT services

- Provide strategic direction to the Cabinet and PTM with regard to e-Government and ICT
- Plan and develop transversal e-Government /ITC projects and service
- Render integrated e-Government information, communication services to business, civil servants and government

DIRECTORATE: POLICY AND STRATEGY

- Develop appropriate E-Government policy, strategy and frameworks

- Develop appropriate ICT policy, strategy and frameworks (including architecture)
- Develop norms and standards for system and data
- Develop policy and guidelines with regard to the selection of vendors
- Do research and development for E-Government to exploit advanced technologies
- Governance of Provincial ICT macro-processes (including what was CITCOM/DITCOMs/PTT)
- Monitor compliance to certification requirements
- Promote the use of ICT to improve service delivery

DIRECTORATE: PLANNING AND DEVELOPMENT

- Develop and maintain provincial MSP
- Develop transversal business cases
- Provide ICT planning and business case development competency
- Plan transversal and shared infrastructure
- Plan transversal and shared applications
- Plan system usability (user requirements and interface design, information architecture)
- Perform data modelling against agreed norms and standards
- Ensure proper certification of planned ICT solutions

DIRECTORATE: E-GOVERNMENT FOR CITIZENS

- Provide and implement e-Government front office policies and strategies
- Coordination of e-Government front support office support
- Coordinate e-Government content and content management
- Provide usability and design support for e-Government front office
- Render inter-active e-Government front office channels
- Provide strategic access to e-Government information and services

CHIEF DIRECTORATE: GITO MANAGEMENT SERVICES

To provide a GITO management services to the PGWC

- Manage transversal infrastructure and applications operations
- Render GITO management services to Departments

TRANSVERSAL GITO

- Provide inputs to the development of provincial e-government and ICT policy and strategy
- Promote effective management of information and technology as a strategic resource
- Manage the implementation of transversal or shared solutions and infrastructure
- Manage transversal or shared infrastructure, hardware, software and services (e.g. Novell)
- Implement transversal or shared e-Government / ICT strategies
- Manage transversal or shared ICT security
- Manage (transversal or shared) contracts, business agreements and service level agreements
- Ensure proper certification of planned ICT solutions

HEALTH/SOCIAL SERVICES AND HOUSING CLUSTER

- Provide inputs to the development of provincial e-government and ICT policy and strategy
- Promote effective management of information and technology as a strategic resource
- Manage the GITO Council(s)
- Manage relevant enterprise information and technical architectures for each Department in alignment with provincial strategies and architectures

- Develop and maintain departmental MSP's
- Implement e-government/ICT strategies
- Plan and manage the implementation of solutions, systems and infrastructure within Department(s)
- Ensure proper certification of planned ICT solutions
- Manage departmental contracts and service level agreements

EDUCATION/CULTURE AND SPORT CLUSTER

- Provide inputs to the development of provincial e-government and ICT policy and strategy
- Promote effective management of information and technology as a strategic resource
- Manage the GITO Council(s)
- Manage relevant enterprise information and technical architectures for each Department in alignment with provincial strategies and architectures
- Develop and maintaining departmental MSP's
- Implement e-Government/ICT strategies
- Plan and manage the implementation of solutions, systems and infrastructure within Department(s)
- Ensure proper certification of planned ICT solutions
- Manage departmental contracts and service level agreements

ECONOMIC/GOVERNANCE AND ADMINISTRATION CLUSTER

- Provide inputs to the development of provincial e-government and ICT policy and strategy
- Promote effective management of information and technology as a strategic resource
- Manage the DGITO Council(s)

- Manage relevant enterprise information and technical architectures for each Department in alignment with provincial strategies and architectures
- Develop and maintain departmental MSP's
- Implement e-Government/ICT strategies
- Plan and manage the implementation of manage the implementation of solutions, systems and infrastructure within Department(s)
- Ensure proper certification of planned ICT solutions
- Manage departmental contracts and service level agreements

BRANCH: HUMAN CAPITAL MANAGEMENT

To render human capital services

CHIEF DIRECTORATE: ORGANISATIONAL DEVELOPMENT

To promote institutional capacity building through appropriate and evidence-based organisational development interventions

- Provide organisational behaviour consultancy services
- Provide continuous improvement consultancy services
- Provide organisation design consultancy services

DIRECTORATE: ORGANISATIONAL BEHAVIOUR

- Assess employee, team and organisational behaviour dynamics
- Facilitate change management interventions related to employee, team and organisational behaviour aspects
- Manage a transversal employee wellness programme
- Manage the provincial assessment centre

DIRECTORATE: PROCESS DESIGN AND IMPROVEMENT

- To improve service delivery through business process interventions
- Coordinate and facilitate the Batho Pele programme
- Facilitate service delivery improvement initiatives
- Assess the efficacy of service delivery improvement interventions

DIRECTORATE: ORGANISATION DESIGN

- Conduct macro-organisational analyses (departmentalisation of provincial functions)
- Design organisational structures
- Design process and competency-based job descriptions/job profiles
- Determine staff establishment requirements
- Conduct job evaluations
- Facilitate interdepartmental job evaluation and OSD establishment-related coordination

CHIEF DIRECTORATE: PROVINCIAL TRAINING INSTITUTE

To coordinate and enhance learning and development within the PGWC

- Design learning and development programmes
- Deliver learning and developmental programmes
- Render support services

DIRECTORATE: PROGRAMME DESIGN

- Assess training and development needs and impact of interventions
- Render a curriculum development and quality assurance service

DIRECTORATE: PROGRAMME DELIVERY

- Facilitate and co-ordinate functional training interventions
- Facilitate and co-ordinate transversal training interventions
- Facilitate and co-ordinate management and leadership training interventions

BRANCH: HUMAN CAPITAL MANAGEMENT

To render human capital services

- Promote institutional capacity building through appropriate and evidence-based organisational development interventions
- Coordinate and enhance learning and development within PGWC
- Render human resource management services to Departments of the PGWC

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT

To render human resource management services to departments of the PGWC

- Render human resource policy and planning services
- Render human resource administration services
- Render individual performance and development services
- Promote sound employee relations in the PGWC

DIRECTORATE: POLICY AND PLANNING

- Develop and maintain human resources policies
- Render a human resource planning service
- Monitor and evaluate human resource trends
- Render a strategic talent management service to the PGWC

DIRECTORATE: HUMAN RESOURCE PRACTICES AND ADMINISTRATION

- Administer human resources provisioning and conditions of service on a cluster basis
- Render a human resource call centre service

DIRECTORATE: PERFORMANCE MANAGEMENT AND DEVELOPMENT

- Administer individual performance
- Administer human resources development matters
- Administer bursaries
- Administer HR-Connect

DIRECTORATE: EMPLOYEE RELATIONS

- Render research and capacity building services
- Manage the collective bargaining process
- Handle all employee relations matters regarding misconduct, disputes and grievances

BRANCH: CORPORATE ASSURANCE

To render corporate assurance services

- Ensure efficient and effective risk management systems
- Provide a corporate internal audit service to the PGWC
- Prevent, detect and investigate economic crime

DIRECTORATE: ENTERPRISE RISK MANAGEMENT

- To develop and implement risk management systems

- Facilitate risk identification control mitigating risks and control improvement
- Embed risk management systems within line management functions
- Maintain risk management database and reporting mechanisms
- Analyse and report on consolidated department risk profile

DIRECTORATE: FORENSIC INVESTIGATIONS

- Conduct forensic investigations
- Provide expert legal advice on matters pertaining to forensic investigations
- Provide forensic education and prevention services
- Render support services

CHIEF DIRECTORATE: INTERNAL AUDIT

To provide a corporate internal audit service to the PGWC

- Conduct internal audits on a risk-analysis basis for:
 - the Departments of Education and Health, the Social Cluster departments, the Economic Cluster departments, and the Governance and Administration Cluster departments

DIRECTORATE INTERNAL AUDIT: EDUCATION

- Assess/audit the appropriateness and fulfilment of internal controls in a dynamic risk management environment
- Audit the fulfilment of policies, procedures, laws and regulation
- Evaluate the effectiveness and appropriateness of internal control processes as well as the economic utilisation of resources

DIRECTORATE INTERNAL AUDIT: SOCIAL CLUSTER

- Assess/audit the appropriateness and fulfilment of internal controls in a dynamic risk management environment
- Audit the fulfilment of policies, procedures, laws and regulation
- Evaluate the effectiveness and appropriateness of internal control processes as well as the economic utilisation of resources

DIRECTORATE INTERNAL AUDIT: GOVERNANCE AND ADMINISTRATION CLUSTER

- Assess/audit the appropriateness and fulfilment of internal controls in a dynamic risk management environment
- Audit the fulfilment of policies, procedures, laws and regulation
- Evaluate the effectiveness and appropriateness of internal control processes as well as the economic utilisation of resources

DIRECTORATE INTERNAL AUDIT: HEALTH

- Assess/audit the appropriateness and fulfilment of internal controls in a dynamic risk management environment
- Audit the fulfilment of policies, procedures, laws and regulation
- Evaluate the effectiveness and appropriateness of internal control processes as well as the economic utilisation of resources

DIRECTORATE INTERNAL AUDIT: ECONOMIC CLUSTER

- Assess/audit the appropriateness and fulfilment of internal controls in a dynamic risk management environment
- Audit the fulfilment of policies, procedures, laws and regulation
- Evaluate the effectiveness and appropriateness of internal control processes as well as the economic utilisation of resources

CHIEF DIRECTORATE: LEGAL SERVICES

To render a comprehensive legal support services to the provincial government

- Strategically manage the legislative drafting requirements of the provincial executive
- Manage corporate legal advisory services
- Provide a legal support service in respect of litigation matters

DIRECTORATE: LEGISLATION

- Co-ordinate the provincial legislative programme
- Draft and certify provincial legislation
- Ensure an integrated approach in respect of provincial legislation with intra- or intergovernmental implications
- Provide input on draft national legislation
- Comment on and /or edit subordinate legislation

DIRECTORATE: LITIGATION

- Provide legal advice In respect of intended litigation by or against departments
- Attend to referrals to the State Attorney
- Manage the preparation of High Court and Constitutional Court cases
- Assist with consultations to advocates
- Keep a database of litigation by or against the provincial government and advise on contingent liabilities

DIRECTORATE: LEGAL ADVISORY SERVICES (GOVERNMENT AND ECONOMIC CLUSTER)

- Provide legal input into risk management processes
- Provide formal legal opinions and legal advice
- Provide legal inputs on behalf of departments at external forums
- Render advice on correspondence of a legal technical nature
- Verify the legal aspects in Cabinet submissions
- Ensure legal sound contracts
- Represent provincial departments at forums on legal matters

DIRECTORATE: CORPORATE LEGAL ADVISORY SERVICES (SOCIAL CLUSTER)

- Provide legal input into risk management processes
- Provide formal legal opinions and legal advice
- Provide legal inputs on behalf of departments at external forums
- Render advice on correspondence of a legal technical nature
- Verify the legal aspects in Cabinet submissions
- Ensure legal sound contracts
- Represent provincial departments at forums on legal matters

DIRECTORATE: CORPORATE COMMUNICATION

To render corporate communication services

- Provide government communication products
- Render events and public participation services
- Manage the implementation of advertising and marketing campaigns

**3. CONTACT DETAILS OF THE INFORMATION AND DEPUTY
INFORMATION OFFICER
SECTION 14(1)(b)**

1. Information Officer: Adv B Gerber
Legislature Building / P O Box X659
15 Wale Street
Cape Town, 8000
Tel: 021 467 6032
Fax: 021 467 3300
E-mail: bgerber@pgwc.gov.za

2. Deputy Information Officer: Mr L Grootboom
Legislature Building / P O Box X659
15 Wale Street
Cape Town, 8000
Tel: 021 467 5154
Fax: 021 467 3300
E-mail: Lgrootboom@pgwc.gov.za

**4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON
HOW TO USE THE ACT
SECTION 14(1)(c)**

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission	
Telephone	+27 11 484 8300
Fax	+27 11 484 1360
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department Private Bag 2700 Houghton 2041
Street Address	PAIA Unit: The Research and Documentation Department Boundary Road, Isle of Houghton, Wilds View, Entrance 1 Houghton JOHANNESBURG
Website	www.sahrc.org.za

5. RECORDS

SECTION 14(1)(d)

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

- Organisation and Control
 - Reorganisation of functions
 - Delegation of Powers
 - Planning
 - Office instructions and codes
 - Organisational Performance Systems
 - Reports
 - Policy and Strategy
 - Strategic Management Information
- Statutory and Regulatory Framework / Legislation
 - National Constitutional Framework
 - International Legislation

- National Legislation
 - Western Cape Provincial Legislation
- Human Resource Management
 - Organisational Development
 - Provincial Training Institute
 - Human Resource Management
 - Posts Control
 - Conditions of Service
 - Vacancies and Appointments
 - Termination of Service
 - Qualifications, Training and Skills Development
 - Staff movement
 - Staff control
 - Employee relations
 - Employee Health and wellness
 - Behaviour Dynamics
 - Human Resource Call Centre
- Internal Financial Management
 - Budget
 - Accounting responsibility
 - Expenditure
 - Banking Arrangements
 - Funds
 - Corporate Assurance
 - Internal Audit
- Supply Chain Management
 - Procurement
 - Provisioning
 - Asset management
- Internal Facilities Management
 - Buildings and Grounds
 - Equipment and Furniture

- Telecommunication services
 - Occupational Health and Safety
- Internal Travel and Transport Services
 - Transport
- Internal Information Services
 - Internal records management
 - Library management
 - Information management
 - Knowledge management
 - Internal security matters
 - Centre for E-Innovation
- Communications
 - Internal communication
 - Speeches and Lectures
 - Awareness Programmes
 - Social matters
 - Participation in events
 - Publications
 - Contact details
- Legal Services
- Attending and hosting meetings and other gatherings
 - Auxiliary functions
 - Line functions
- Secretariat Services
 - Secretariat support
- External Relations
 - Networking
 - Statutory Intergovernmental Structure Support
 - International Co-operation Agreements
 - Provincial Protocol matters
- Director-General Support
 - Operational support
 - Parliamentary issues

- Issue Management System
 - Special Programmes and Projects
- Human Rights Support
 - Policy
 - Reports

5.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<p>(a) Register in terms of section 7(1) of the Executive Members' of Ethics Act 1998 (see section 7(5))</p> <p>(b) International agreements</p> <p>(c) Annual Report</p> <p>(d) Annual Performance Plan</p> <p>(e) 5 Year Strategic Plan</p> <p>(f) The training prospectus</p> <p>(g) Organisational Structure</p> <p>(h) Service delivery implementation plan</p> <p>(i) Job descriptions</p>	<p>These records are available for inspection at the Office of the Director-General, 15 Wale Street, Cape Town - between 08:00 and 15:45</p> <p>These records are available for inspection at the Office of the Chief-Director, Organisational Development, 9th Floor, Golden Acre Building, Cape Town - between 08:00 and 15:45</p>

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).
- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- An access fee is payable should the requester for instance need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).

- In certain instances, a requester may also be requested to pay a deposit.
- A requester may lodge an internal appeal against the payment of the deposit and / or access fee. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC
SECTION 14(1)(f)

- The distribution of the Provincial Gazette
- Direct communication with the public via the Provincial Government Contact Centre, including telephone helplines, an e-mail channel and the Walk-in Centre in Long Street, Cape Town
- Access to information and communication technology in poor and rural areas through 19 Cape Access e-Community centres located across the province
- Easy access to information and services offered by the Provincial Government of the Western Cape through the Cape Gateway website –

PGWC Internet Portal: <http://www.capegateway.gov.za/>

PGWC Intranet Portal: <http://intranet.pgwc.gov.za/>

PGWC Contact Centre

- Call Centre: 0860 142 142 (weekdays 8:00 - 18:00)
 - Walk-in Centre: 142 Long Street, Cape Town (weekdays 08h00 - 16h00)
 - E.mail Centre: questions@capegateway.gov.za/
 - Presidential Hotline (Western Cape): 17737 (1 PRES)
- cape>access: <http://www2.capeaccess.org.za/>

7. ARRANGEMENT ALLOWING PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS
SECTION 14(1)(g)

In most instances legislation prescribes the procedures for making matters known.

8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT
SECTION 14(1)(h)

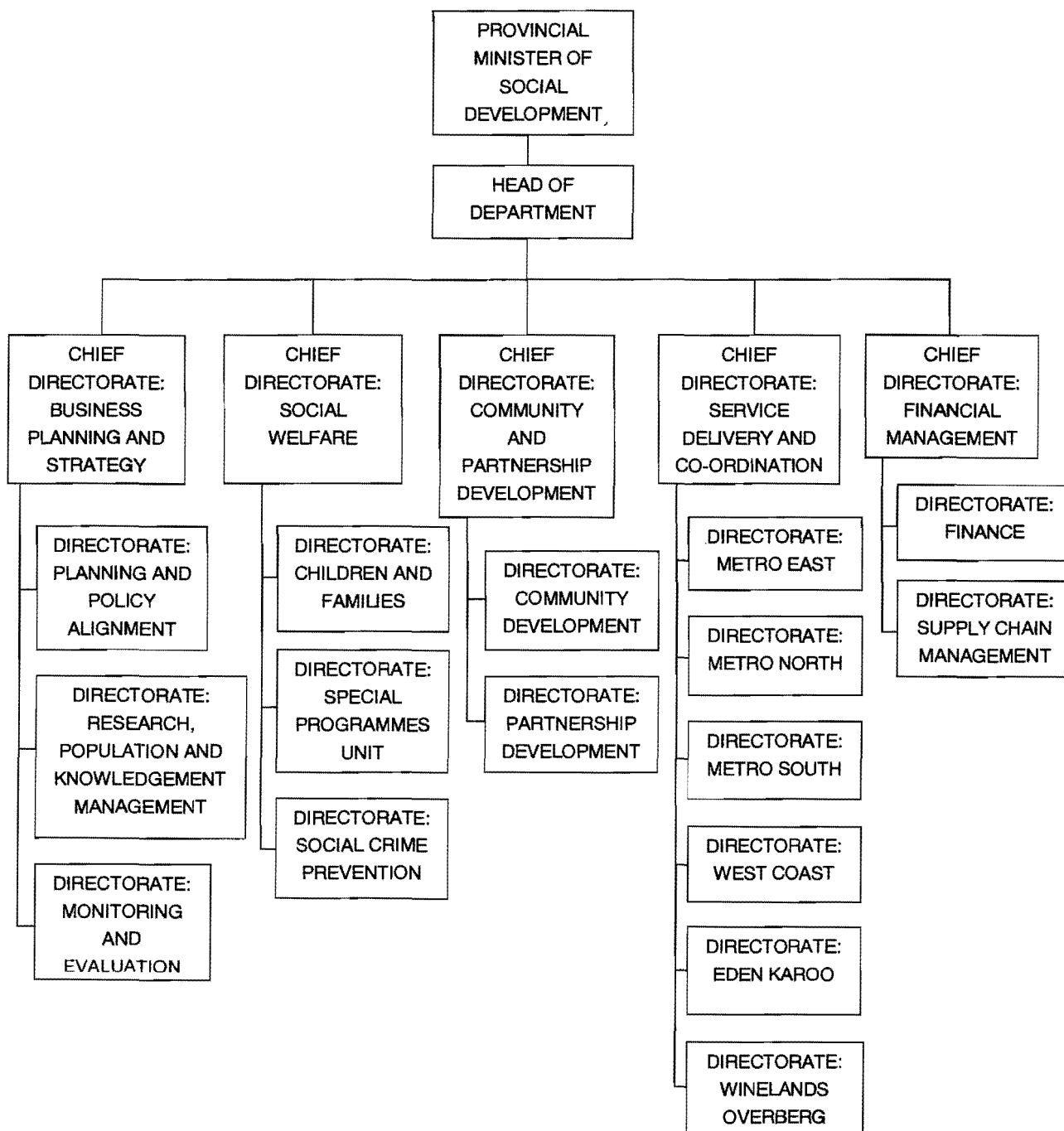
Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTMENT OF SOCIAL DEVELOPMENT

TABLE OF CONTENTS

- 1. Structure of the Department**
- 2. Functions of the Department**
- 3. Contact details of deputy information officer**
- 4. Guide by South African Human Rights Commission on how to use the Act**
- 5. Records**
 - 5.1 Description of subjects on which the Department holds records**
 - 5.2 Records automatically available**
 - 5.3 Request procedure**
- 6. Services available to the public**
- 7. Arrangement allowing involvement in the formulation of policy and performance of functions**
- 8. Remedies available in respect of acts or failure to act**

1. STRUCTURE OF THE DEPARTMENT



2. FUNCTIONS OF THE DEPARTMENT

Core functions:

The department is committed to the following two core functions:

- A **Welfare service** to the poor and vulnerable in partnership with stakeholders and civil society organisations as well as;
- A **Community Development** service by providing sustainable development programmes, which facilitate empowerment of communities

Support functions

- Strategic planning
- Policy alignment
- Communications and Marketing
- Social Research
- Population Development
- Knowledge management
- Monitoring and Evaluation
- Finance
- Supply Chain Management

CHIEF DIRECTORATE: BUSINESS PLANNING AND STRATEGY

- Provide a strategy and policy alignment service
- Provide research, population development and knowledge management services
- Manage the development and application of organizational wide M&E systems and reporting

DIRECTORATE: BUSINESS PLANNING AND POLICY ALIGNMENT

- Facilitate the departmental strategic and operational planning process
- Ensure alignment of departmental policy, planning and budget processes
- Render corporate communication services

DIRECTORATE: RESEARCH AND KNOWLEDGE MANAGEMENT

- Plan, manage and co-ordinate social welfare and community development research
- Render a population development service
- Manage data, information and knowledge and co-ordinate the associated systems and ICT development

DIRECTORATE: MONITORING AND EVALUATION

- Develop monitoring and evaluation systems for the entire organisation
- Manage and implement monitoring and evaluation strategies, projects and policies in the department
- Oversee the monitoring and evaluation of the SDIP and SDI plans for all components
- Co-ordinate monitoring and evaluation systems and their reporting
- Promote monitoring and evaluation alignment with the GWMES and PWMES, and collaborate with the structures managing these systems
- Ensure monitoring and evaluation are aligned with the planning systems of the department

CHIEF DIRECTORATE: SOCIAL WELFARE

- Formulate and manage the children and families programme, namely early childhood development, child protection and services to families
- Formulate and manage the social crime prevention programmes, namely victim empowerment and crime prevention and support
- Formulate and manage special programmes, namely disability, older persons and substance abuse programmes

DIRECTORATE: CHILDREN AND FAMILIES

- Formulate and manage the early childhood development programme
- Formulate and manage the Child Protection programme
- Formulate and manage the Services to Families programme

DIRECTORATE: SOCIAL CRIME PREVENTION

- Formulate and manage the social crime prevention programme
- Formulate and manage the victim empowerment programme
- Formulate and manage the crime prevention and support programme

DIRECTORATE: SPECIAL PROGRAMMES

- Formulate and manage the disability programme
- Formulate and manage the older persons programme
- Formulate and manage the substance abuse programme

CHIEF DIRECTORATE: COMMUNITY AND PARTNERSHIP DEVELOPMENT

- Formulate and manage community development programmes namely sustainable livelihoods, youth development, social relief and poverty.
- Create and sustain strategic partnerships and manage Institutional Capacity building programmes

DIRECTORATE: COMMUNITY DEVELOPMENT

- Formulate and manage the sustainable livelihoods programmes (including EPWP)
- Formulate and manage youth development programmes
- Formulate and manage social relief programmes
- Formulate and manage poverty programmes to minimise poverty and hunger

DIRECTORATE: PARTNERSHIP DEVELOPMENT AND INSTITUTION CAPACITY BUILDING (ICB)

- Promote inter-departmental, intergovernmental and stakeholder relationships
- Leverage resources and elicit the implementation of PPP projects for the department
- Formulate and manage ICB programmes

CHIEF DIRECTORATE: SERVICE DELIVERY MANAGEMENT AND COORDINATION

- Manage the implementation and quality of developmental social welfare and community development interventions in the six regions
- Provide a mechanism for members of the public to provide feedback and complaints regarding the department's service delivery and other related matters

DIRECTORATE: REGIONAL OFFICE

- Manage and monitor the implementation of programmes within the Service Delivery Units / Local Offices
- Ensure effective and efficient management facilities
- Co-ordinate and support the implementation of programmes within the region
- Manage corporate services within the region

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT

- Manage the allocation of financial resources and ensure sound financial accounting practices.
- Manage the supply chain process

DIRECTORATE: FINANCE

- Render management accounting practices
- Render financial accounting services
- Render auxiliary support services

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

- Render supply chain management services including the services pertaining to the functioning of the bid committee
- Manage SCM operations

**3. CONTACT DETAILS OF DEPUTY INFORMATION OFFICERS
SECTION 14(1)(b)**

1. Ms K Lubelwana
14 Queen Victoria Street / Private Bag X9112
Cape Town, 8000
Tel: 021 483 3083
Fax: 021 483 4783
E-mail: klubelwana@pgwc.gov.za

2. Mr Q Arendse
Goldburn Centre
Goldburn Street / Private Bag X50
Goodwood / Bellville
7500
Tel: 021 591 7993
Fax: 021 591 3348
E-mail: Qarendse@pgwc.gov.za

3. Ms A Ntebe
Melofin Centre
Klipfintein Road / Private Bag X11
Athlone, 7764
Tel: 021 696 8038/9
Fax: 021 696 8072
E-mail: Antebe@pgwc.gov.za

4. Ms M Harris
42 Main Road / Private Bag X1
Eerste River, 7100
Tel: 021 900 4500
Fax: 021 904 1164
E-mail: Mharris@pgwc.gov.za

5. Mr R McDonald
C/o Proses and Mark Streets / Private Bag X4
Vredenburg, 7380
Tel: 022 713 2272
Fax: 022 713 2064
E-mail: rmacdona@pgwc.gov.za

6. Ms R van Deventer
7 Durban Street / Private Bag X 3052
Worcester, 6850
Tel: 023 348 5300
Fax: 023 347 5181
E-mail: rvdevent@pgwc.gov.za

7. Ms M Skosana
Rentzburg Court
42 Courtney Street / Private Bag X6508
George / George
6529 / 6530
Tel: 044 801 4300
Fax: 044 873 5422
E-mail: Mskosana@pgwc.gov.za

**4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO
USE THE ACT
SECTION 14(1)(c)**

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission	
Telephone	+27 11 484 8300
Fax	+27 11 484 1360
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department Private Bag 2700 Houghton 2041
Street Address	PAIA Unit: The Research and Documentation Department Boundary Road, Isle of Houghton, Wilds View, Entrance 1 Houghton JOHANNESBURG
Website	www.sahrc.org.za

5. RECORDS

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS SECTION 14(1)(d)

- Statutory and regulatory framework
- Legal services
- Departmental meetings
- Organisation and control
- Human resource management
- Financial management
- Supply chain management
- Facilities
- Travel and transport

- Information services
- Communication
- Social welfare services
- Community development services

5.2 DESCRIPTION OF RECORDS AUTOMATICALLY AVAILABLE

SECTION 14(1)(e)

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1)(a)(ii)	
DESCRIPTIONS OF CATEGORIES	MANNER OF ACCESS
Directorate: Business Planning and policy Alignment <ul style="list-style-type: none"> • Five year strategic plan of the Department • Annual Performance Plan • Annual Report • Approved policy documents 	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Business Planning and policy alignment, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000. It is also available on the Internet at http://www.capegateway.gov.za
Directorate: Research, Population and Knowledge Management <ul style="list-style-type: none"> • Social research reports • Population and demographic reports 	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Research, Population and Knowledge Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
Directorate: Monitoring & Evaluation <ul style="list-style-type: none"> • None 	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Monitoring & Evaluation, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
Directorate: Children & Families <ul style="list-style-type: none"> • None 	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Children & Families, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000

Directorate: Special Programmes <ul style="list-style-type: none"> • None 	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Special Programmes, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
Directorate: Social Crime Prevention <ul style="list-style-type: none"> • Disaster relief statistics 	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Social Crime Prevention, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
Directorate: Community Development <ul style="list-style-type: none"> • None 	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Community Development, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
Directorate: Partnership Development <ul style="list-style-type: none"> • None 	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Partnership Development, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
Directorate: Finance <ul style="list-style-type: none"> • Annual budget: MTEF • Adjustment estimates • Revenue and expenditure reports • Financial statements • Financial delegations document 	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Finance, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
Directorate: Supply Chain Management <ul style="list-style-type: none"> • Standard Bidding Documents including General Conditions of Contract • Advertised and Awarded Bids/Tender Documents/Files • Copy of Departmental Contracts 	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Supply Chain Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000

<ul style="list-style-type: none"> • Copy of Departmental Service Level Agreements • Supply Chain Management Booklet for Suppliers/Vendors • Supply Chain Management Brochure for Suppliers/Vendors 	
Chief Directorate: Service Delivery Management and Coordination <ul style="list-style-type: none"> • Service delivery standards 	Copies of these records may be obtained on payment of the prescribed fee from the Chief Directorate: Service Delivery Management and Coordination, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).
- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the

Department or for practical reasons access cannot be given in the required form or medium.

- An access fee is payable should the requester for instance need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
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- In certain instances, a requester may also be requested to pay a deposit.
- A requester may lodge an internal appeal against the payment of the deposit and / or access fee. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC

SECTION 14(1)(f)**6.1 Social Welfare Service**

The Department is responsible to provide an integrated developmental social welfare service to the poor and vulnerable in partnership with stakeholders and civil society organisations. The objectives of these services are to:

- Improve fit between substance services for individuals, families and communities and the need for those services, and improve overall outcomes of treatment and interventions
- Ensure access to quality social development services to provide care, support and protect poor and vulnerable older persons.
- To provide psycho-social and statutory services to all children and families in conflict with the law by 2015
- Provision of integrated programmes and services to persons with disabilities, families and communities.
- Facilitate the provision of a continuum services that promote the well being of children and build the resilience of families and communities to care for and protect their children.
- Victims of domestic violence, sexual and physical violence have access to continuum of services.
- Facilitate psycho-social support programmes and services to infected and affected children and families.
- To provide social relief of distress services to those affected by disasters and undue hardships.
- Integrated and targeted interventions focusing on building resilient families

6.2 Community development service

The Department will also provide sustainable development programmes which facilitate empowerment of communities, based on empirical research and demographic information.

- Provision of a range of integrated quality youth development services targeting at risk youth.
- Implementation of poverty alleviation and reduction interventions.

- Capacity development and support service to all funded NPOs and identified indigenous civil society organisations (emerging CBOs).
- To facilitate, conduct and manage population development and social development research.
- Population advocacy and capacity building in respect of demographic and population trends.

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS
SECTION 14(1)(g)

In most cases legislation prescribes the procedures for making information known as well as for public participation. The following is examples:

- Media notifications, such as the Provincial Gazette, national, local and community newspapers
- Workshops with stakeholders
- Notifications on the Provincial and Departmental website
- Manuals and guideline documents

8. REMEDIES AVAILABLE IN RESEPECT OF ACTS OR FAILURES TO ACT
SECTION 14(1)(h)

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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- 1. Structure of the Department**
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- 6. Services available to the public**
- 7. Arrangement allowing involvement in the formulation of policy and performance of functions**
- 8. Remedies available in respect of acts or failure to act**

1. STRUKTUUR

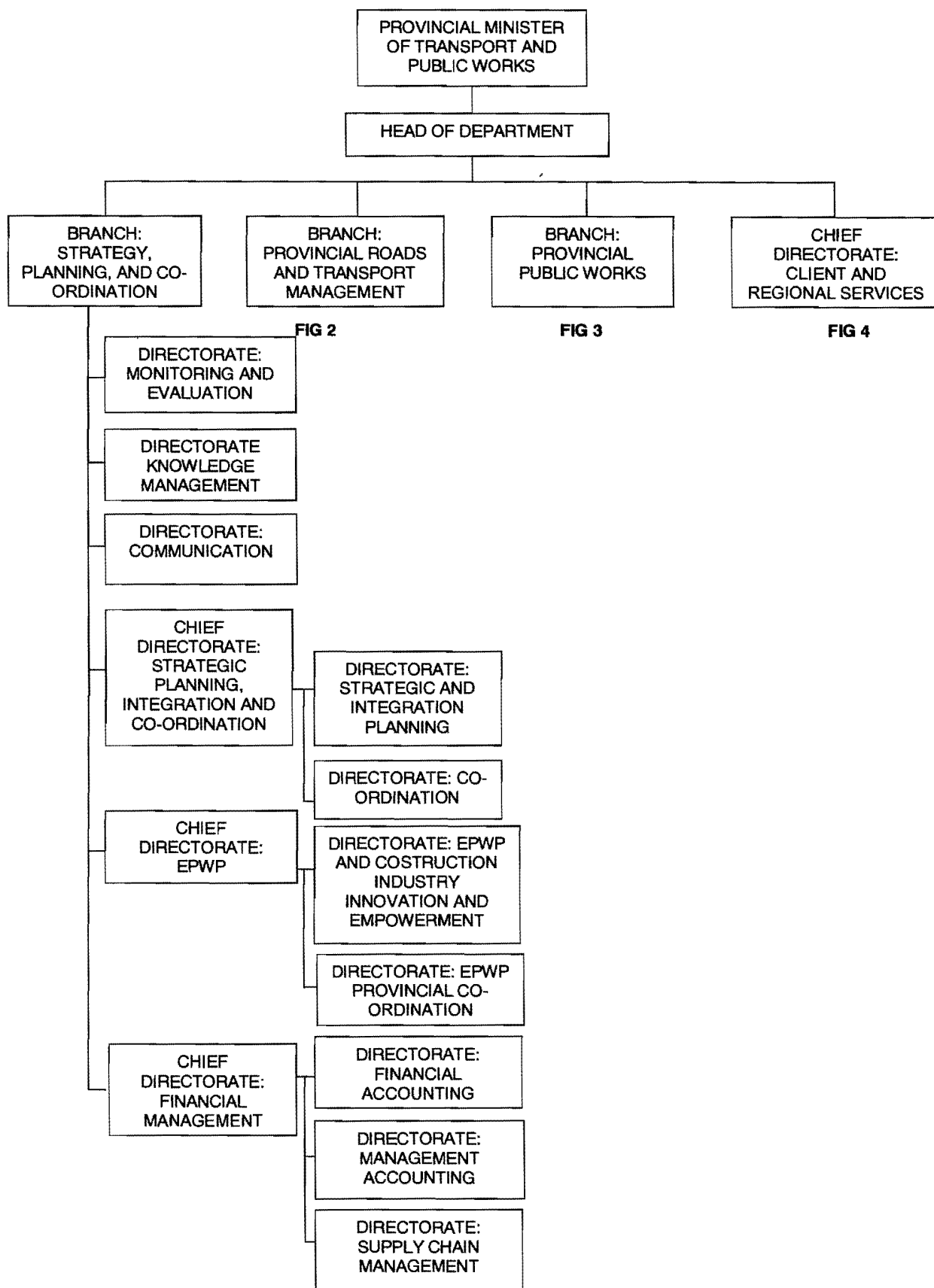


FIGURE 2

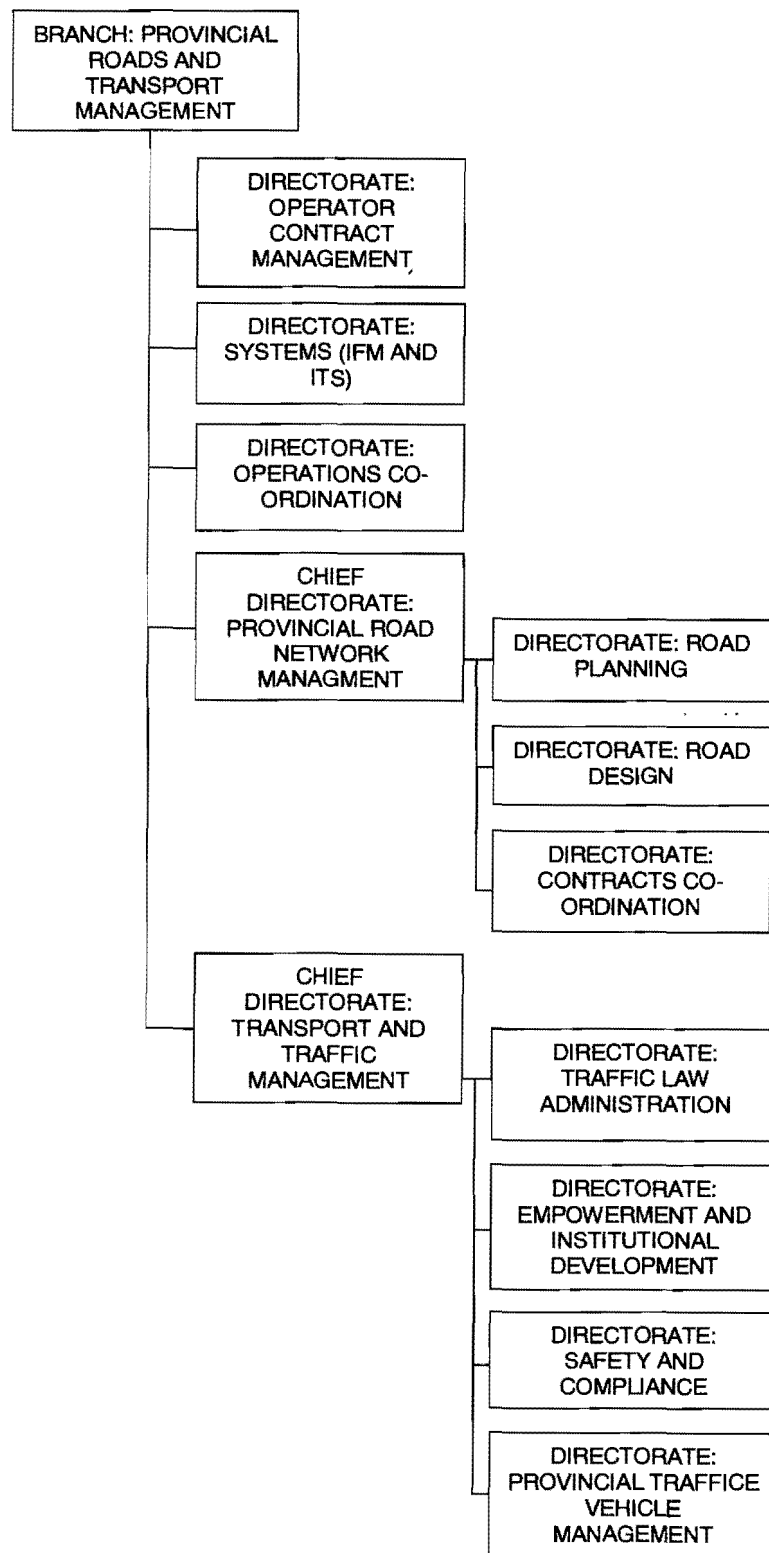


FIGURE 3

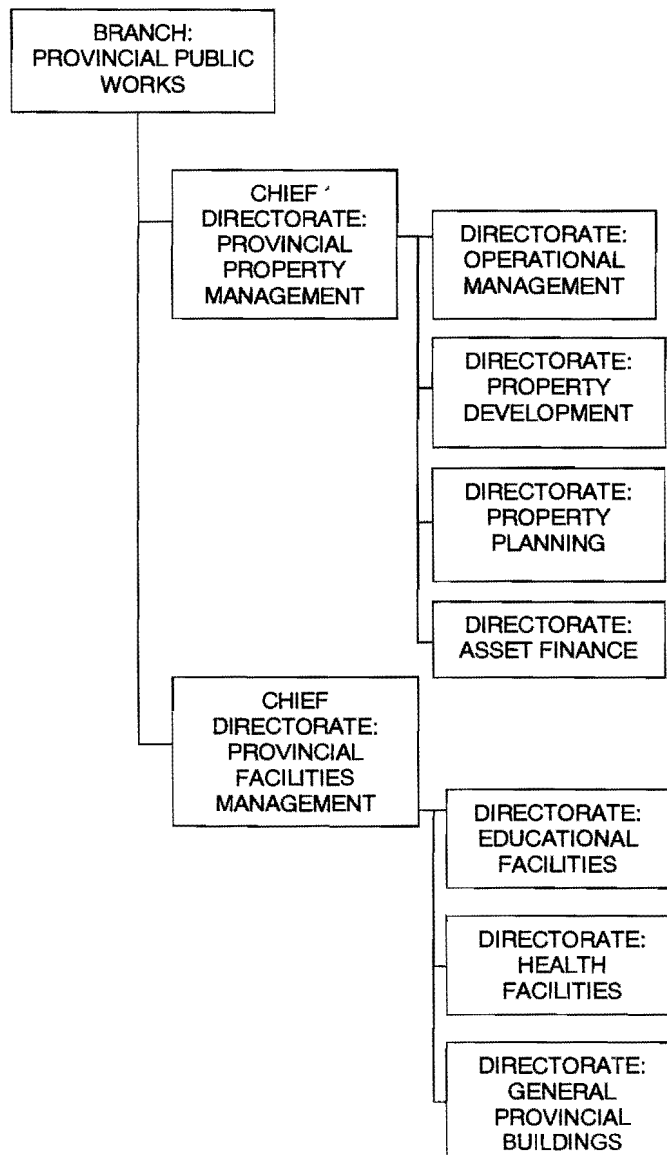
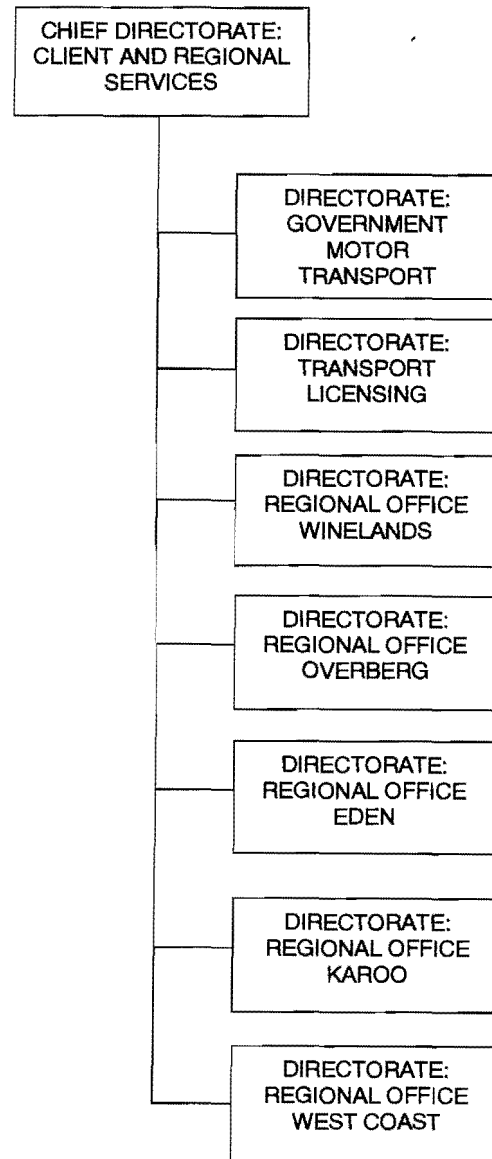


FIGURE 4

2. FUNCTIONS OF DEPARTMENT

CHIEF DIRECTORATE: CLIENT AND REGIONAL SERVICES

- Provide government motor transport
- Provide departmental shared service
- Manage departmental regional services

DIRECTORATE: GOVERNMENT MOTOR TRANSPORT

- Manage GMT-fleet
- Manage fleet risks
- Manage GMT trading account and finances
- Manage vehicle logistics and systems

DIRECTORATE: TRANSPORT LICENSING

- Administer public transport licensing
- Render a motor vehicle administration service
- Render a driver and vehicle fitness service

DIRECTORATE: REGIONAL OFFICES (X5)

- Ensure roads maintenance
- Manage regional services and programmes
- Facilitate alignment of IDP's / ITP's in support of PGDS
- Execute EPWP

BRANCH: STRATEGY, PLANNING AND CO-ORDINATION

To plan and co-ordinate integrated departmental strategies and programmes

DIRECTORATE: MONITORING AND EVALUATION

- Monitor departmental performance
- Evaluate departmental performance

DIRECTORATE: KNOWLEDGE MANAGEMENT

- Manage information and records within the department
- Manage the co-ordination of integrated departmental information systems
- Manage the retention and transfer of departmental intellectual knowledge base

DIRECTORATE: COMMUNICATION

- Manage internal communication services
- Provide external communication services
- Manage departmental events

CHIEF DIRECTORATE: STRATEGIC PLANNING, INTEGRATION AND PLANNING

- Develop departmental strategic, transversal and integrated plans
- Facilitate the co-operation of departmental strategic, transversal and integrated planning

DIRECTORATE: STRATEGIC AND INTEGRATION PLANNING

- Manage the lead departmental provincial strategic issues
- Facilitate strategic and integrated departmental planning (including strategic risk management)
- Co-ordinate departmental strategic inputs – Externally (National and Provincial) Integrated planning

DIRECTORATE: CO-ORDINATION

- Co-ordinate the departmental information on plans and programmes
- Co-ordinate transversal plans and programmes

CHIEF DIRECTORATE: EPWP

- Ensure EPWP and construction industry innovation and empowerment
- Co-ordinate EPWP within the province

DIRECTORATE: EPWP AND CONSTRUCTION INDUSTRY INNOVATION AND EMPOWERMENT

- Ensure EPWP innovation
- Promote construction industry innovation
- Empower the construction industry

DIRECTORATE: EPWP PROVINCIAL CO-ORDINATION

- Facilitate and co-ordinate sector and district activities
- Administer the EPWP helpdesk

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT

- Manage the financial accounting process
- Manage the departmental budget
- Render a centralised departmental supply chain service
- Ensure financial governance

DIRECTORATE: FINANCIAL ACCOUNTING

- Facilitate the compilation of annual financial statements
- Administer the departmental accounting control system

- Manage the departmental banking system
- Administer receivable and payable accounts of the department

DIRECTORATE: MANAGEMENT ACCOUNTING

- Facilitate the MTEF budget process
- Facilitate the compilation of the annual budget
- Control revenue and expenditure
- Manage and monitor revenue and expenditure

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

- Administer acquisition and demand of goods and services
- Ensure performance and compliance
- Manage logistics, disposals and movable assets

BRANCH: PROVINCIAL ROADS AND TRANSPORT MANAGEMENT

To manage the Provincial road network and the co-ordination of the transport management systems

DIRECTORATE: OPERATOR CONTRACT MANAGEMENT

- Facilitate the development of public transport operator contracts
- Manage operator monitoring and performance evaluation (compliance and safety)

DIRECTORATE: SYSTEMS (IFM AND ITS)

- Manage Integrated Fare Management Systems
- Manage Intelligent Transport Systems

DIRECTORATE: OPERATIONS CO-ORDINATION

- Ensure public transport safety
- Ensure public transport connectivity
- Co-ordinate public transport operations
- Manage Financial Systems
- Promote public transport information and communication

CHIEF DIRECTORATE: PROVINCIAL ROAD NETWORK MANAGEMENT

- Plan proclaimed road networks
- Design provincial road network and infrastructure
- Manage roads construction and maintenance contracts

DIRECTORATE: ROAD PLANNING

- Manage road network planning projects
- Administer policy and legislative framework for transport
- Facilitate planning and spatial development on roads

DIRECTORATE ROAD DESIGN

- Manage road traffic engineering projects
- Manage structural design projects
- Manage geometric design projects
- Manage pavement and materials engineering projects
- Manage line-related system and technical support
- Manage overload control

DIRECTORATE: CONTRACTS CO-ORDINATION

- Manage transversal maintenance contracts
- Manage road construction contracts
- Manage mechanical plant

- Maintain mechanical fleet and plant

CHIEF DIRECTORATE: TRANSPORT AND TRAFFIC MANAGEMENT

- Render road traffic law administration service
- Promote empowerment and institutional development of the Public Transport Industry
- Ensure public transport safety and compliance
- Manage integrated provincial vehicle traffic flow

DIRECTORATE: TRAFFIC LAW ADMINISTRATION

- Administer motor vehicle licensing
- Manage motor vehicle licensing inspectorate services
- Manage motor vehicle licensing agency services

DIRECTORATE: EMPOWERMENT AND INSTITUTIONAL DEVELOPMENT

- Promote public transport business development
- Facilitate institutional communication

DIRECTORATE: SAFETY AND COMPLIANCE

- Promote public transport safety
- Ensure public transport compliance

DIRECTORATE: PROVINCIAL VEHICLE TRAFFIC MOVEMENT

- Manage Provincial Land Transport Flow (Intelligent Transport System)
- Administer Accident Data Centre
- Manage provincial freight

BRANCH: PROVINCIAL PUBLIC WORKS

To manage the provincial property portfolio

CHIEF DIRECTORATE: PROVINCIAL PROPERTY MANAGEMENT

- Administer property ennoblement
- Manage operational properties
- Facilitate property planning
- Manage asset finance

DIRECTORATE: OPERATIONAL MANAGEMENT

- Administer property leases-in and rentals
- Administer property rates and municipal services (utilities)

DIRECTORATE: PROPERTY DEVELOPMENT

- Acquire property for provincial use
- Administer property disposals
- Facilitate development planning

DIRECTORATE: PROPERTY PLANNING

- Develop an Immovable Asset Management Plan
- Administer the Provincial Property Register

DIRECTORATE: ASSET FINANCE

- Manage financial asset accounts and systems
- Undertake feasibility studies
- Ensure sound property evaluations

CHIEF DIRECTORATE: PROVINCIAL FACILITIES MANAGEMENT

- Provide, maintain and upgrade Education facilities

- Provide, maintain and upgrade Health facilities
- Provide, maintain and upgrade general provincial buildings

DIRECTORATE: EDUCATIONAL FACILITIES

- Manage construction projects
- Manage maintenance projects
- Manage upgrading projects
- Ensure EPWP compliance within projects
- Provide technical advice and support to the Department of Education

DIRECTORATE: HEALTH FACILITIES

- Manage construction projects
- Manage maintenance projects
- Manage upgrading projects
- Ensure EPWP compliance within projects
- Provide technical advice and support to the Department of Health

DIRECTORATE: GENERAL PROVINCIAL BUILDINGS

- Manage construction projects
- Manage maintenance projects
- Manage upgrading projects
- Ensure EPWP compliance within projects
- Manage operational maintenance (day-to-day)

3. CONTACT DETAILS OF DEPUTY INFORMATION OFFICER SECTION 14 (1)(b)

Mr CJ Fourie
9 Dorp Street/Private Bag X9185
Cape Town
8000

Tel: 021 483 2826

Fax: 021 483 5068

Email: CJFourie@pgwc.wcape.gov.za

4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT
SECTION 14(1)(c)

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission	
Telephone	+27 11 484 8300
Fax	+27 11 484 1360
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department Private Bag 2700 Houghton 2041
Street Address	PAIA Unit: The Research and Documentation Department Boundary Road, Isle of Houghton, Wilds View, Entrance 1 Houghton JOHANNESBURG
Website	www.sahrc.org.za

5. RECORDS

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

SECTION 14(1)(d)

- Legislation and Legal Matters
- Organisation and Control
- Human Resources
- Finance
- Risk Management
- Service and Administration
- Communication and Public Relations
- Engineering Contracts, Specifications and enquiries

5.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
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**DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY
AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1) (a) (i)**

<p><u>Corporate Services</u></p> <p>(a) HR oversight reports (b) EE Reports</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Manager Information, : Branch: Corporate Services, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town</p>
<p><u>Public Licensing</u></p> <p>Details of applications</p> <p>a) Received for operating permits, e.g. taxi permits</p>	<p>These records are available for inspection at the Local Road Transportation Board, Branch: Client and Regional Services, corner of Voortrekker- and Goulburn Street, Goodwood – between 08:00 and 15:45</p>
<p><u>Provincial Road and Transport Management</u></p> <p>(a) Annual reports (b) Policy documents (c) Road planning strategy (d) Budget Reports (e) Financial Statements (f) Motivation and submissions with regard to the granting or refusal of applications (made in terms of the National Road Traffic Act, 1996 (Act 93 of 1996) (g) Financial calculations with regard to compensation payable in</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Manager Information, : Branch: Corporate Services, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town</p>

<p>respect of the purchase of land expropriated for road usage.</p> <p>(h) Motivation and submissions for the collection of or the writing off (bad debt) of outstanding motor vehicle license fees.</p> <p>(i) Motivation and submissions for the granting or the refusal of applications for the amendment to the status of motor vehicles.</p> <p>(j) Motivations and submissions for the opening and closure of proclaimed roads.</p> <p>(k) Motivations and submissions for the granting of road work tenders.</p> <p>(l) Consideration of applications for the provision of road traffic signs and tourist information signs along proclaimed roads.</p> <p>In-house Publication: Road Access Guidelines; guidelines to define approach of Provincial Roads and Transport Management Branch in considering property access applications for road infrastructure developments.</p> <p>(m) Submissions for the settlement or rejection of road usage claims and losses</p> <p>(n) Submission for the cancellation of learners and driving licenses</p> <p>(o) Submissions for the cancellation or suspension of the registration of authorized officers</p>	
Provincial Public Works	

Property Management and Property Development

(a) Information available in terms of the Western Cape Land Administration Act, 1998:

- section 3(2), with regard to the publication of notice of proposed disposals (of land and buildings);
- section 3(4)(a), with regard to information on the full title deed description of the land (i.e. current zoning, current use, office address)
- section 6 with regard to the provision of a Register of Provincial State Land;
- section 6 with regard to an annual report by the Premier to the Western Cape Provincial Parliament regarding various requirements (i.e. formal offers received, description of land being disposed of, extent of the land being disposed of, purchase price payable - if any);
- regulation 4 – all signed contracts of disposal

(b) Information available for inspection in terms of the Western Cape Land Administration Act, 1998:

- Section 6 with regard to the provision of a Register of Provincial State Land;
- Section 6 with regard to an annual report by the Premier to

Copies of these records may be obtained on payment of the prescribed fee from the Manager Information: Branch: Corporate Services, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town

<p>the Western Cape Provincial Parliament regarding various requirements (i.e. formal offers received, description of land being disposed of, extent of the land being disposed of, purchase price payable – if any)</p> <p>- Regulation 4 – all signed contracts</p> <p><u>Works</u></p> <p>(a) Provincial budget and contents, including capital projects</p> <p>(b) Annual Reports</p> <p>(c) Budget Reports</p>	
<p><u>All Branches</u></p> <p>Brochures</p>	<p>These brochures may be obtained from the Manager Information, Branch: Corporate Services, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town</p>

Information on the following subjects is available without formal request on the department's website and brochures:

Annual and associated report
 General information
 Commercial issues
 Operations
 Locations
 Services
 Environment
 Products
 Education
 Community Work

Investor Relations

Media relations

Press releases

Publications

Site maps

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).
- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- An access fee is payable should the requester for instance need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).
- In certain instances, a requester may also be requested to pay a deposit.

- A requester may lodge an internal appeal against the payment of the deposit and / or access fee. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC

SECTION 14 (1)(f)

The Department renders the following services to the public:

Managing the provincial property portfolio by renting and letting provincial property.

The service may be obtained by reacting to advertisements in the media regarding proposed renting and letting projects, or by contacting the Assistant Executive Manager: Property Management, tel. (021) 483-3536, or by directing written enquiries to Private Bag X9160, Cape Town, 8000.

General vehicle licenses and special permits, for example personal number plates, heavy vehicle permits and taxi operator's permits.

The prescribed application forms for these services may be obtained from:

Vehicle registration and personal number plates: Private Bag X9040, Cape Town, 8000, or tel. (021) 483-2081;

Heavy vehicle permits: Private Bag X9040, Cape Town, 8000, or tel. (021) 483-2432; and

Taxi operator's permits: Private Bag X8, Goodwood, 7460, or tel. (021) 592-4650.

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS

SECTION 14 (1)(g)

The only way, in which a person may make representations regarding the formulation of policy or anything else, is by reacting to certain proclamations and/or guidelines published in the media for comment from time to time.

8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT

SECTION 14(1)(h)

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTMENT OF EDUCATION

TABLE OF CONTENTS

- 1. Structure of the Department**
- 2. Functions of the Department**
- 3. Contact details of deputy information officers**
- 4. Guide by South African Human Rights Commission on how to use the Act**
- 5. Records**
 - 5.1 Description of subjects on which the Department holds records**
 - 5.2 Records automatically available**
 - 5.3 Request procedure**
- 6. Services available to the public**
- 7. Arrangement allowing involvement in the formulation of policy and performance of functions**
- 8. Remedies available in respect of acts or failure to act**

1. STRUCTURE OF DEPARTMENT

FIGURE 1

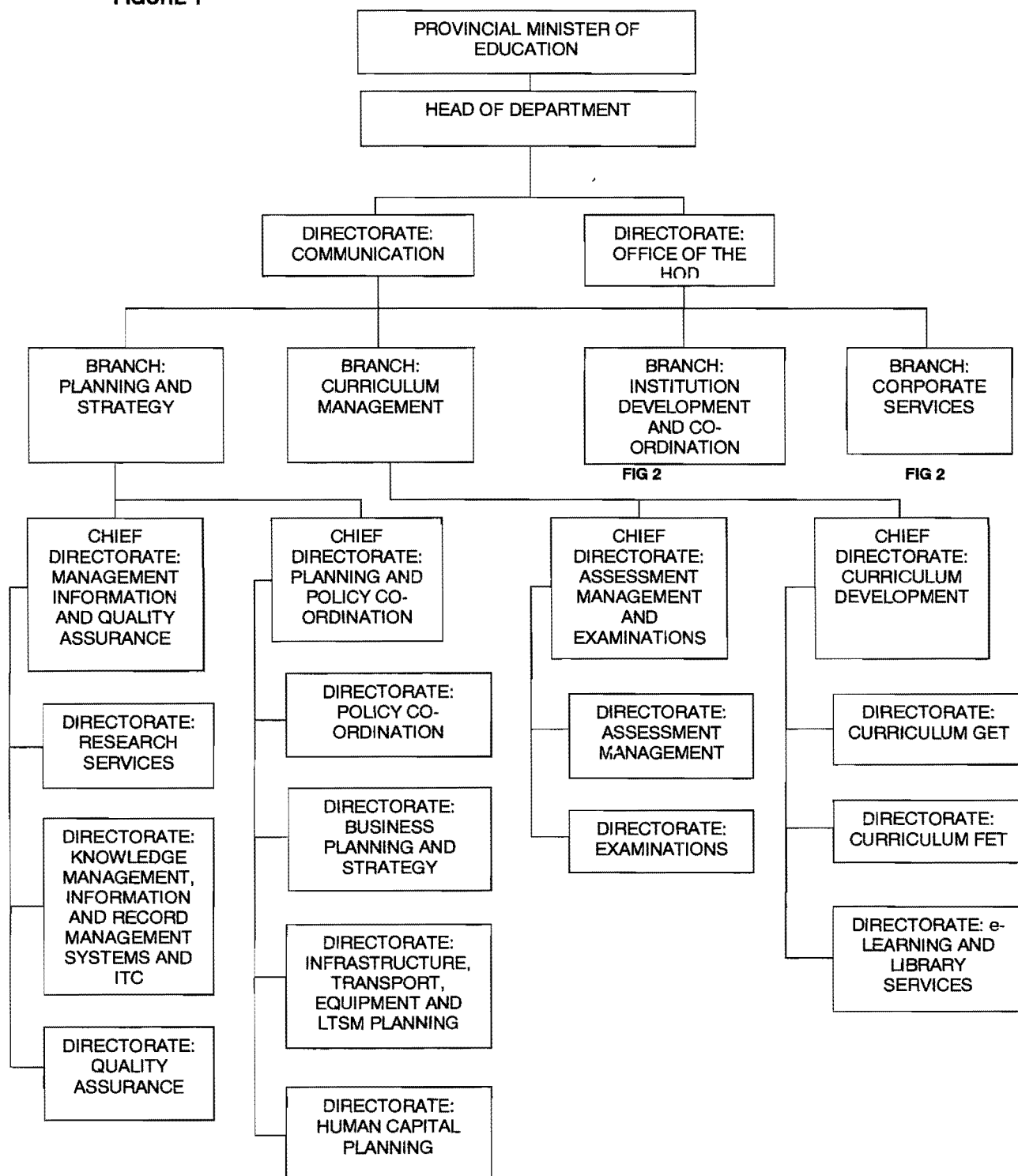
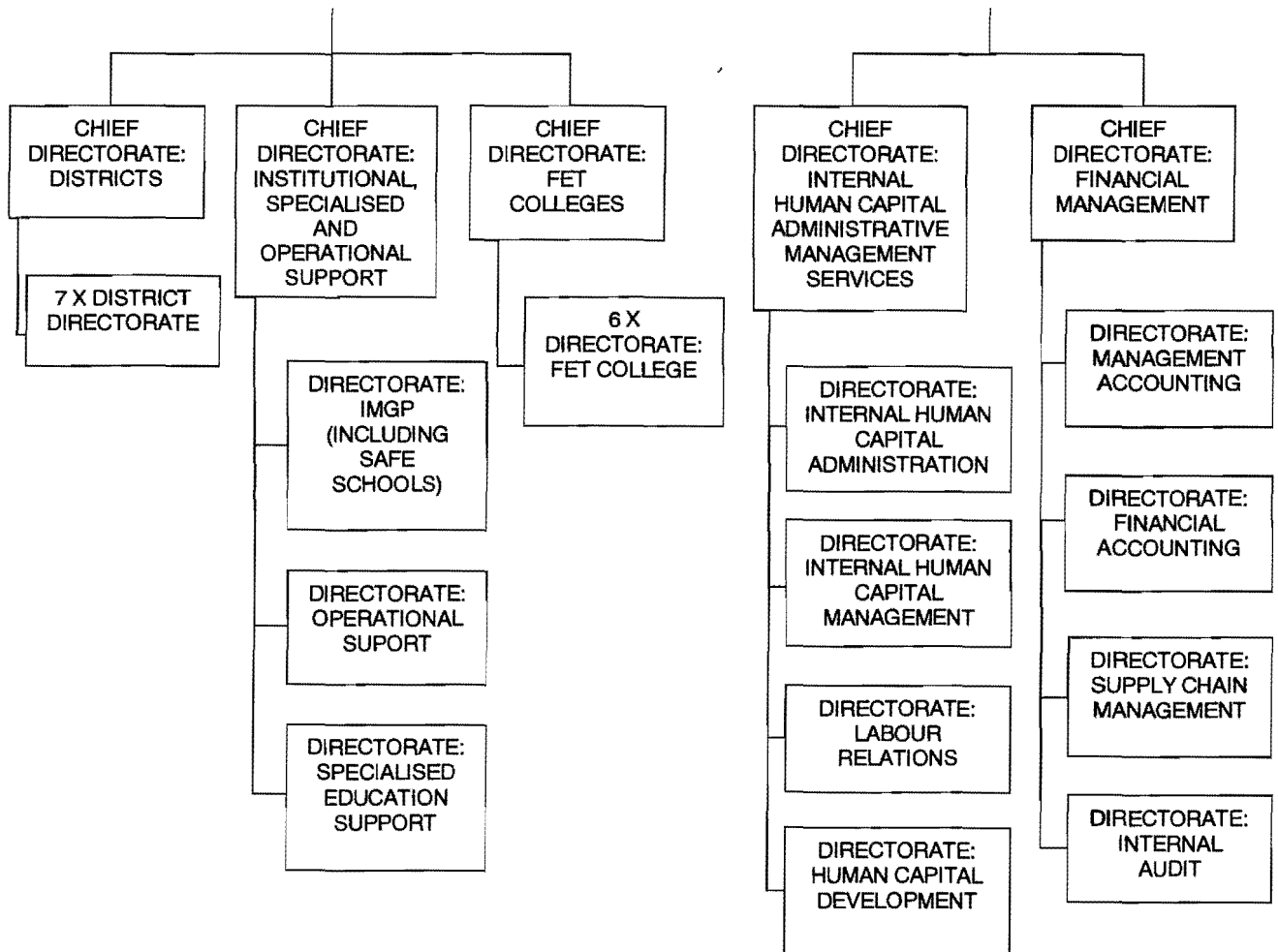


FIGURE 2



2. FUNCTIONS OF THE DEPARTMENT

To meet the objectives of the Provincial Human Capital Development Strategy by ensuring the quality of education and education institutions in the Province

DIRECTORATE: COMMUNICATION

- Render corporate communication services
- Provide departmental client services

DIRECTORATE: OFFICE OF THE HOD

- Co-ordinate intergovernmental and intra-institutional relations
- Generate funds and elicit the implementation of the Public Services Partnership business (PPP) projects for the department
- Manage education safety within the department
- Provide secretariat and administrative support services to the office of the HOD

BRANCH: PLANNING AND STRATEGY

- Develop and manage education research, information systems, knowledge management services quality assurance and co-ordinate ITC
- Provide planning, strategy and policy co-ordination

CHIEF DIRECTORATE: MANAGEMENT AND RECORD INFORMATION & QUALITY ASSURANCE

- Plan, manage and co-ordinate education research
- Develop and manage education knowledge, information, record systems and co-ordinate ITC
- Monitor and evaluate the performance of education delivery at all levels and areas of the education system

DIRECTORATE: RESEARCH SERVICES

- Plan required research activities
- Undertake and co-ordinate departmental research activities
- Manage and co-ordinate research activities
- Publish and report on research findings

DIRECTORATE: KNOWLEDGE MANAGEMENT, INFORMATION AND RECORD MANAGEMENT SYSTEMS AND ITC

- Develop and maintain departmental knowledge management and information systems
- Develop and maintain record management systems
- Plan, manage and co-ordinate information and communication technology (ITC) services

DIRECTORATE: QUALITY ASSURANCE

- Manage the development and application of IQMS systems and reporting
- Manage the development and application of the Monitoring and Evaluation systems and reporting

CHIEF DIRECTORATE: PLANNING AND POLICY CO-ORDINATION

- Co-ordinate the departmental policy development process
- Provide business planning and strategy services to the department
- Plan and co-ordinate the management of infrastructure projects, learner support schemes, equipment, and LTSM delivery
- Provide Human capital planning services

DIRECTORATE: POLICY CO-ORDINATION

- Initiate and evaluate requests for policy development

- Facilitate policy alignment within the department
- Manage the policy register
- Facilitate the policy communication process
- Provide expert advice and support on policy development
- Facilitate the legislative process of primary and secondary statutory policy

DIRECTORATE: BUSINESS PLANNING AND STRATEGY

- Provide business planning and strategy services to the department
- Provide Enterprise Risk Management (ERM) services to the department

DIRECTORATE: INFRASTRUCTURE, TRANSPORT, EQUIPMENT AND LTSM PLANNING

- Plan and co-ordinate infrastructure projects in respect of learning sites (including schools, AET and ECD centres and FET colleges)
- Plan and co-ordinate learner transport schemes, equipment and LTSM delivery in respect of learning sites (including schools, AET and ECD centres and FET colleges)

DIRECTORATE: HUMAN CAPITAL PLANNING

- Plan especially with regard to scarce skills for the human capital requirements of the province
- Manage the profiling and planning of the future human capital needs of the department
- Inform Human Capital Development programmes and actions at Provincial and Local Government level
- Form partnerships with HEIs and other role players to inform training programmes

BRANCH: CURRICULUM MANAGEMENT

- Ensure compliance with national policy framework and standards in respect of assessment and examinations
- Manage planning, development and specialised support processes pertaining curriculum delivery

CHIEF DIRECTORATE: ASSESMENT MANAGEMENT AND EXAMINATIONS

- Develop and maintain the assessment systems pertaining to all phases of curriculum delivery
- Manage the planning and administration of examination and certification throughout the educational system

DIRECTORATE: ASSESMENT MANAGEMENT

- Develop provincial assessment systems and see to application of national assessment systems
- Build skills and capacity in respect of the application of assessment systems
- Review assessment systems based on feedback and feed into provincial intervention programmes and national review processes

DIRECTORATE: EXAMINATIONS

- Administer examination and certification processes
- Plan the system of examination for all phases of curriculum delivery
- Provide provincial printing services

CHIEF DIRECTORATE: CURRICULUM DEVELOPMENT

- Manage the development and co-ordination of GET curriculum policy frameworks, learning areas, learning programmes and learning support

- Manage the development and co-ordination of FET curriculum, policy frameworks, subjects, learning programmes and learning support
- Plan, manage and co-ordinate e-learning and education library services as curriculum delivery enablers

DIRECTORATE: CURRICULUM GET

- Manage the development and co-ordination of curriculum policy frameworks in respect of AET
- Manage the development and co-ordination of curriculum policy frameworks, learning areas, learning programmes and learning support
- Manage the development and co-ordination of curriculum policy frameworks in respect of ECD, F/P and Lt/Num

DIRECTORATE: CURRICULUM FET

- Manage all Curriculum Special Projects
- Manage the development and co-ordination of FET curriculum policy frameworks, subjects, learning programmes and learning support for FET schools
- Facilitate curriculum development and delivery in FET colleges in line with provincial strategies

DIRECTORATE: e-LEARNING AND LIBRARY SERVICES

- Administer the education library information service
- Manage and co-ordinate e-learning
- Implement e-learning projects that will enhance curriculum delivery

BRANCH: INSTITUTION DEVELOPMENT AND CO-ORDINATION

- To ensure quality in education delivery within the education districts

- To provide Institutional Management and Governance policy direction, facilitate service and infrastructure delivery processes and plan and manage specialised education support services
- To ensure quality service delivery within FET colleges

CHIEF DIRECTORATE: DISTRICTS

- Manage the quality of education and education institutions within the districts

DIRECTORATE: DISTRICTS (X7)

- Manage to quality education and education institutions within the districts

CHIEF DIRECTORATE: INSTUTUTIONAL, SPECIALISED AND OPERATIONAL SUPPORT

- To provide Institutional Management and Governance policy direction, facilitate service and infrastructure delivery processes and plan and mange specialised education support services

DIRECTORATE: IMGP

- Manage the planning, co-ordination and evaluation of institutional management and governance in respect of Public Ordinary Schools and Independent Schools (including homeschooling)
- Manage the planning, co-ordination and evaluation of the institutional management governance in respect of AET institutions
- Manage the planning, co-ordination and evaluation of the institutional management and governance in respect of ECD institutions
- Manage the planning, co-ordination and evaluation of Finance, Administration and Governance (non curriculum) in all learning areas

DIRECTORATE: OPERATIONAL SUPPORT

- Facilitate the delivery of infrastructure capital projects and programmes driven by districts (including AET and ECD) and FET colleges
- Facilitate the delivery of property and maintenance projects driven by districts (including AET and ECD) and FET colleges
- Facilitate the delivery of learner transport, equipment and LTSM projects and programmes driven by districts (including AET and ECD) and FET colleges

DIRECTORATE: SPECIALISED EDUCATION SUPPORT

- Manage the planning, co-ordination and evaluation of the institution management and governance in respect of ELSEN schools
- Provide professional support services
- Develop policy, guidelines and co-ordinate the implementation of HIV operations
- Develop policy, guidelines and co-ordinate the implementation of NSNP operations

CHIEF DIRECTORATE: FET COLLEGES

- To ensure quality service delivery within FET colleges

DIRECTORATE: FET COLLEGES (X6)

- Ensure alignment between FET college delivery programmes with departmental, provincial and national policy imperatives
- Assure quality in respect of FET college delivery
- Co-ordinate IMG and infrastructure delivery to FET colleges
- Facilitate the smooth functioning of FET colleges
- Manage the performance of FET colleges

BRANCH: CORPORATE SUPPORT

- To render human capital management services
- To assist the Accounting Officer in discharging the duties prescribed in part 5 of the Provincial Finance Management Act and the Annual Division of Revenue Act
- To manage human capital development

**CHIEF DIRECTORATE: INTERNAL HUMAN CAPITAL ADMINISTRATION
MANAGEMENT SERVICES**

- Manage human capital administration
- Manage human capital within the department
- Manage the labour relations within the department
- Manage human capital development

DIRECTORATE: INTERNAL HUMAN CAPITAL ADMINISTRATION

- Manage human capital administration in respect of districts
- Manage human capital administration in respect of Head Office and FET colleges
- Render an effective and efficient registry and mailing service

DIRECTORATE: INTERNAL HUMAN CAPITAL MANAGEMENT

- Manage all HR Policy and Information Management matters
- Manage the development, implementation and maintenance of individual performance management systems
- Manage all employee health and wellness and HR Special Programmes and co-ordinate the OD function

DIRECTORATE: LABOUR RELATIONS

- Handle all labour matters, regarding misconduct and grievances (Rural and Metropole)

- Develop labour relations policy and procedures, research and manage the collective bargaining process
- Render specialist labour law advice to the MEC, Top Management and the department regarding industrial relations issues

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT

- To manage the allocation and utilisation of financial resources in line with the priorities, needs and strategic plans of the department
- To ensure sound financial accounting practices
- To manage the supply chain and provide logistic support to the department
- To conduct internal audits on a risk-analysis basis in the department

DIRECTORATE: MANAGEMENT ACCOUNTING

- Manage the financial strategic planning process in respect of the Medium Term Expenditure Framework (MTEF)
- Analyse, monitor and project income and expenditure and identify anomalies in order to promote effective spending

DIRECTORATE: FINANCIAL ACCOUNTING

- Promote sound financial accounting practices and reporting
- Provide reasonable assurance regarding the achievement of objectives (internal control)
- Manage salaries and related aspects pertaining to this Directorate

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

- Develop, monitor and evaluate supply chain management policy, planning and performance of the department
- Manage the supply chain management operations function
- Exercise control over the asset management functions

- Manage the logistic support service to the department

DIRECTORATE: INTERNAL AUDIT

- Assess / audit the appropriateness and fulfilment of internal controls in a dynamic risk management environment
- Audit the fulfilment of policies, procedures, laws and regulations
- Evaluate the effectiveness and appropriateness of internal audit control processes as well as the economic utilisation of resources

3. CONTACT DETAILS OF DEPUTY INFORMATION OFFICERS SECTION 14(1)(b)

1. Ms P Vinjevold
Grand Central Building / Private Bag X9114
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5. Mr B Volschenk
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11. Mr M Ndzuzo
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 Fax: 028 514 3480
 E-mail: Fndzuzo@pgwc.gov.za

4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT
SECTION 14(1)(c)

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission	
Telephone	+27 11 484 8300
Fax	+27 11 484 1360
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department

	Private Bag 2700 Houghton 2041
Street Address	PAIA Unit: The Research and Documentation Department Boundary Road, Isle of Houghton, Wilds View, Entrance 1 Houghton JOHANNESBURG
Website	www.sahrc.org.za

5. RECORDS

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS SECTION 14(1)(d)

- Acts and Regulations
- Organisation and Control
- Financial Management
- Information Computer Technology
- Security Services
- Personnel Administration: Public Service Personnel
- Personnel Administration: CS Educators
- Facilities Management
- Procurement Management
- Logistic Support Services
- Advertisements, publicity, information, publications and newspaper reports
- Attending and hosting meetings and other gatherings
- Institutional Administration
- Examinations
- Further Education and Training
- Labour Relations
- Monitoring and Evaluation

5.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<ul style="list-style-type: none"> (a) LOGIS annual statements and reports (b) Tender documents and quotations (c) Sourcelink documents - advertisements (d) Remittance register (e) Files (excluding confidential and personal information) (f) WCED circulars and minutes (g) Employment Equity Plan (h) Training records (i) Financial records of expenditure 	<p>These records are available for inspection at the Directorate: Supply Chain Management, Grand Central Towers, Lower Parliament Street, Cape Town – between 08:00 and 15:45</p> <p>These records are available for inspection at the Directorate: Knowledge and Information Management (General Registry), Grand Central Towers, Lower Parliament Street, Cape Town – between 08:00 and 15:45</p> <p>These records are available for inspection at the Directorate: Human Resource Management, Grand Central Towers, Lower Parliament Street, Cape Town - between 08:00 and 15:45</p> <p>These records are available for inspection at the Directorate: Management Accounting, Grand Central Towers, Lower Parliament Street, Cape Town – between 08:00 and 15:45</p>
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none"> (a) Inspection reports (could be requested by institution that has been inspected) (b) Schedules of amounts that have been deducted from individual's salaries and paid over to outside organisations (only the 	<p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Financial Accounting, Grand Central Towers, Lower Parliament Street, Private Bag</p>

organisations concerned may request it)	X9114, Cape Town
(c) Resolutions and collection arrangements	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Labour Relations, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(d) Arbitration awards	
(e) Old examination papers	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(f) Duplicate certificates	
(g) Symbol statements	
(h) Senior Certificate: Part-time candidates	
(i) Tender documents	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Supply Chain Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(j) Tender bulletins	
(k) Syllabuses	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Institution Management and Governance, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(l) Information regarding boarding and transport bursaries	
(m) Manuals on school matters	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Human Resource Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(n) Workplace skills plan	
(o) Equity plan	
(p) Course material	
(q) Annual reports (WCED)	Copies of these records may be obtained on payment of the prescribed
(r) Child abuse policy and protocol	

(s) Summary of child abuse	fee from the Directorate: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(t) Policy documents (WCED)	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Policy Co- ordination, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(u) Guidelines for Early Childhood Development policy	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Curriculum GET, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(v) Vacancy lists	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Human Resource Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(w) Establishments/Organograms of WCED educational institutions and offices	Copies of these records may be obtained on payment of the prescribed fee from the Directorate Institutional Resources Support (including Library Service), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(x) Edumedia catalogues	Copies of these records may be obtained on payment of the prescribed fee from the Directorate Institutional Resources Support (including Library Service), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(y) Edulis catalogues	
(z) Educational video material	
(aa) Home schooling information	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Curriculum GET, Grand Central Towers, Lower
(bb) Assessment policy	
(cc) Curriculum 2005: Policy	
(dd) List of prescribed books	

<p>(ee) Strategic plan</p> <p>(ff) Annual Performance Plan</p> <p>(gg) Departmental forms</p>	<p>Parliament Street, Private Bag X9114, Cape Town</p> <p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate:</p> <p>Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p>
<p>DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</p>	
<p>(a) Particulars of auditors of schools</p> <p>(b) Statistics with regard to the number of schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)</p> <p>(c) Examination results (first publication only)</p> <p>(d) Senior Certificate: Full-time candidates (original copy only)</p> <p>(e) Examination directives</p> <p>(f) Disposal certificate (VA 27 and 28) of used, obsolete, redundant and unserviceable items</p> <p>(g) Comparative schedule of tenders received</p> <p>(h) Approved suppliers list of learner support material</p> <p>(i) Provisioning recording certificates (VA 12) of offices, schools, clinics, centres and Head Office</p> <p>(j) Proof of payment to suppliers</p> <p>(k) Statistics with regard to the number of photocopies made and faxes sent</p> <p>(l) Registration documents as supplier of learner support material</p>	<p>Copies of these records are available free of charge fee from the Directorate: IMGP, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p> <p>Copies of these records are available free of charge from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p> <p>Copies of these records are available free of charge from the Directorate: Supply Chain Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p> <p>Copies of these records are available free of charge from the Directorate: Institutional Resource Support, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p>

<ul style="list-style-type: none"> (m) List of WCED telephone numbers (n) Expenses of learner support material (o) Tenders: Learner Transport Schemes (p) Reports of losses with regard to burglaries, fires and vandalism at institutions (q) Payment data regarding municipal services with regard to schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996) (r) Information on schools for learners with special educational needs (s) Specialised learner and educator support (including school clinics): contact numbers (t) Gender equity pamphlets (u) Gender equity posters (v) Diversity posters (w) Anti-violence posters (x) Quality assurance administrative calendar (y) Planning calendar 2002 (z) Quality assurance – green paper (aa) Administrative calendar (bb) Human resource development newsletter (cc) Employment equity advocacy material (dd) Manual: Maintenance of buildings and sites (ee) Scheduled maintenance (ff) Capital works (gg) Adult Basic Education and Training policy and procedures 	<p>Copies of these records are available free of charge from the Directorate: Management Accounting, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p> <p>Copies of these records are available free of charge from the Directorate: Specialised Education, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p> <p>Copies of these records are available free of charge from the Directorate: Human Resource Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p> <p>Copies of these records are available free of charge from the Directorate: Infrastructure Planning and Development, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p> <p>Copies of these records are available free of charge from the Directorate:</p>
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(hh) Appointment of employees (educators and public servants)	IMGP, Grand Central Bag X9114, Cape Town
(ii) Retirement of employees	Copies of these records are available free of charge from the Directorate:
(jj) Conditions of service and benefits of employees	Human Resource Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(kk) Resolutions of bargaining councils	Copies of these records are available free of charge from the Directorate:
(ll) Promotion requirements	Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(mm) Senior Certificate requirements	Copies of these records are available free of charge from the Chief
(nn) General education and training certificate information	Directorate: Further Education and Training Colleges, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(oo) Further Education and Training certificate information	Copies of these records are available free of charge from the Chief
(pp) Full-time equivalent Further Education and Training figures	Directorate: Further Education and Training Colleges, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(qq) Focus on Further Education and Training colleges	Copies of these records are available free of charge from the Chief
(uu) List of Further Education and Training colleges and contact details	Directorate: Further Education and Training Colleges, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).

- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- An access fee is payable should the requester for instance need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).
- In certain instances, a requester may also be requested to pay a deposit.
- A requester may lodge an internal appeal against the payment of the deposit and / or access fee. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO PUBLIC

SECTION 14(1)(f)

WCED Website (EduInfoSearch)

Head Office Help desk

Head Office Call centre

**7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY
AND PERFORMANCE OF FUNCTIONS**

SECTION 14(1)(g)

In most instances legislation prescribes the procedures for making matters known and for public participation

- Notification in the media, such as the Provincial Gazette, provincial newspapers and local/community newspapers
- Workshops with concerned and affected groups
- Notification on the Department's website
- Manuals and guideline documents (sometimes).

8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT
SECTION 14(1)(h)

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.