

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

CONTENT

DEPARTMENT OF AGRICULTURE

DEPARTMENT OF COMMUNITY SAFETY

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

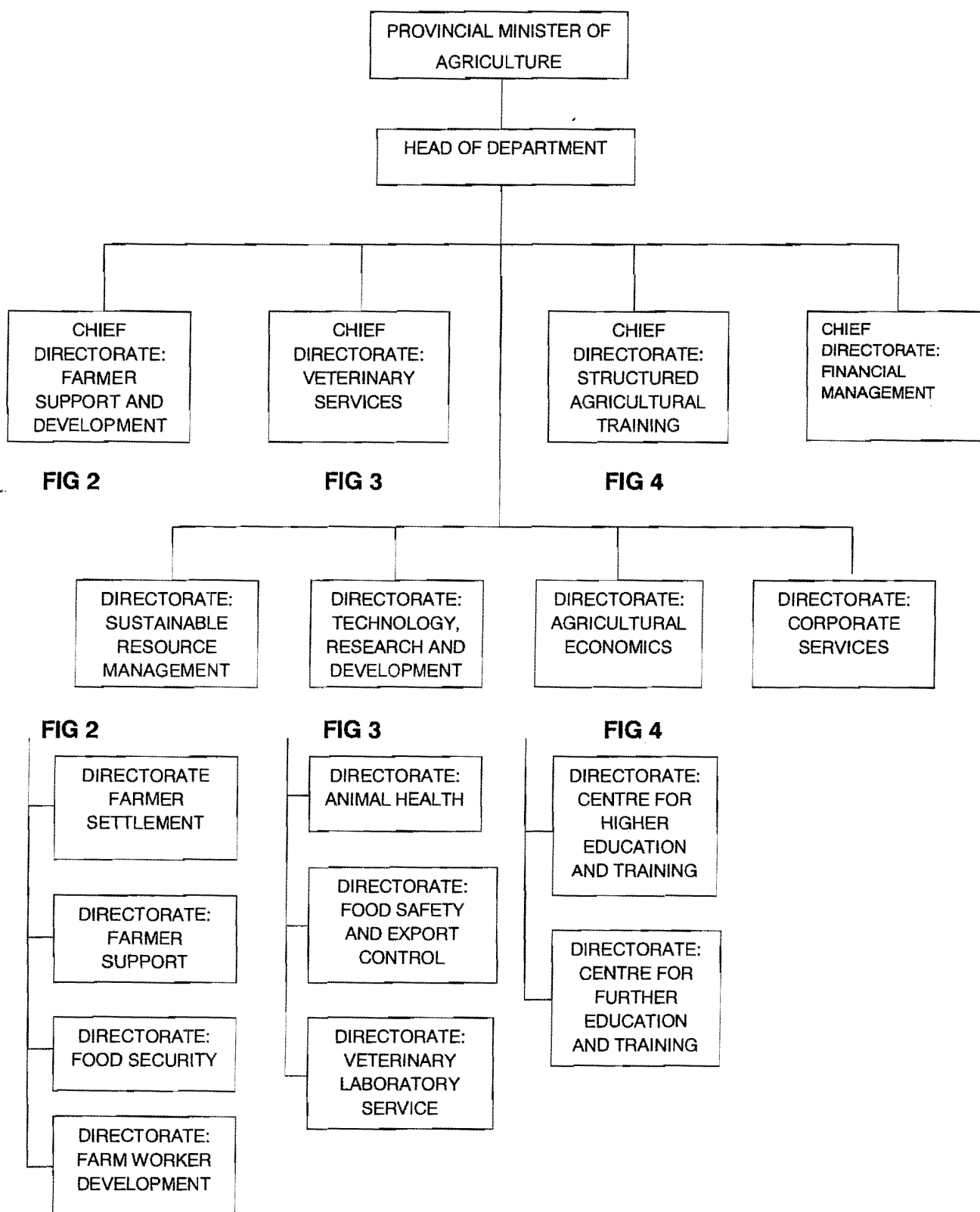
WESTERN CAPE EDUCATION DEPARTMENT

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)

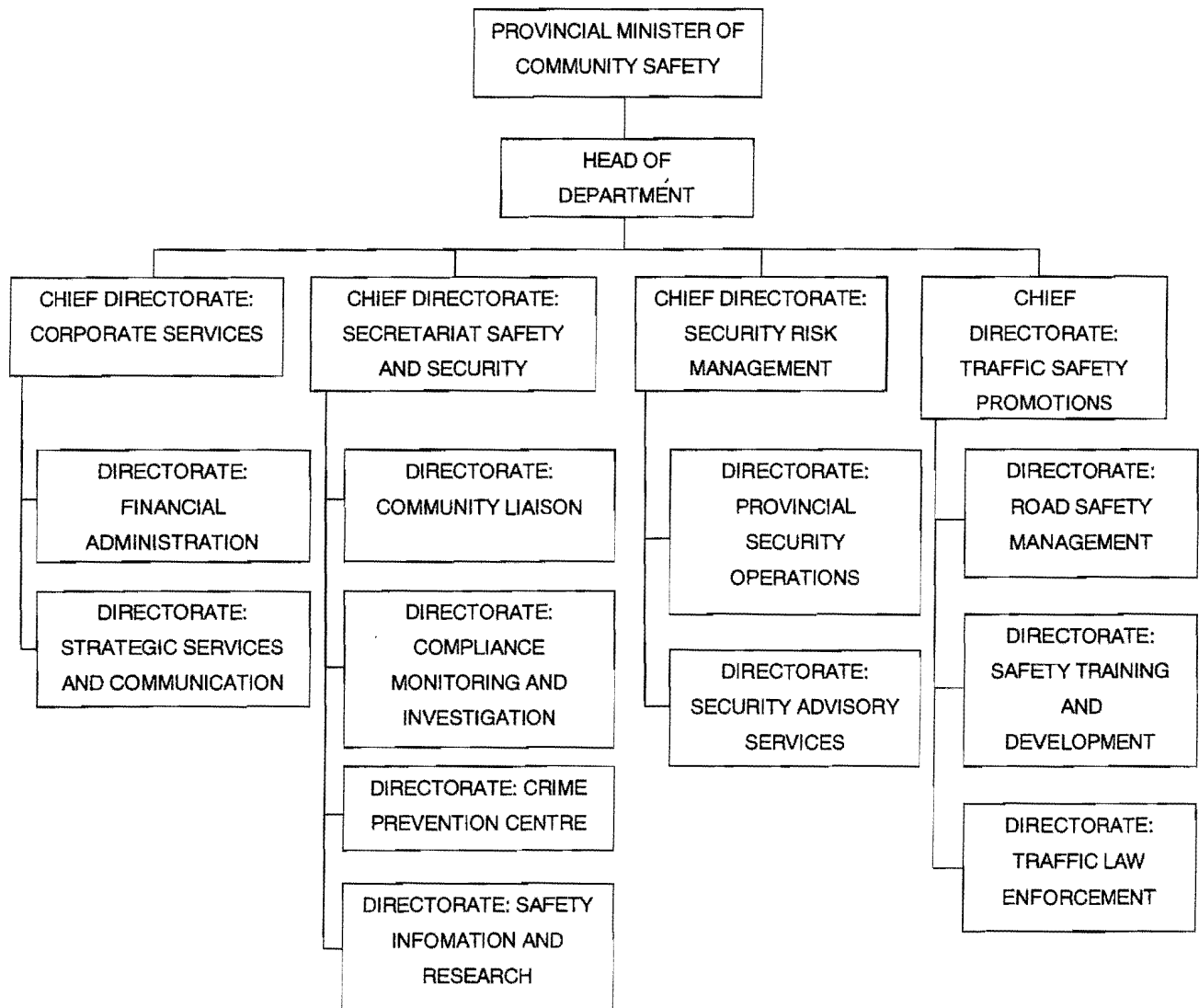
Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTMENT OF COMMUNITY SAFETY

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- 1. Structure of the Department**
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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 |
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| 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)

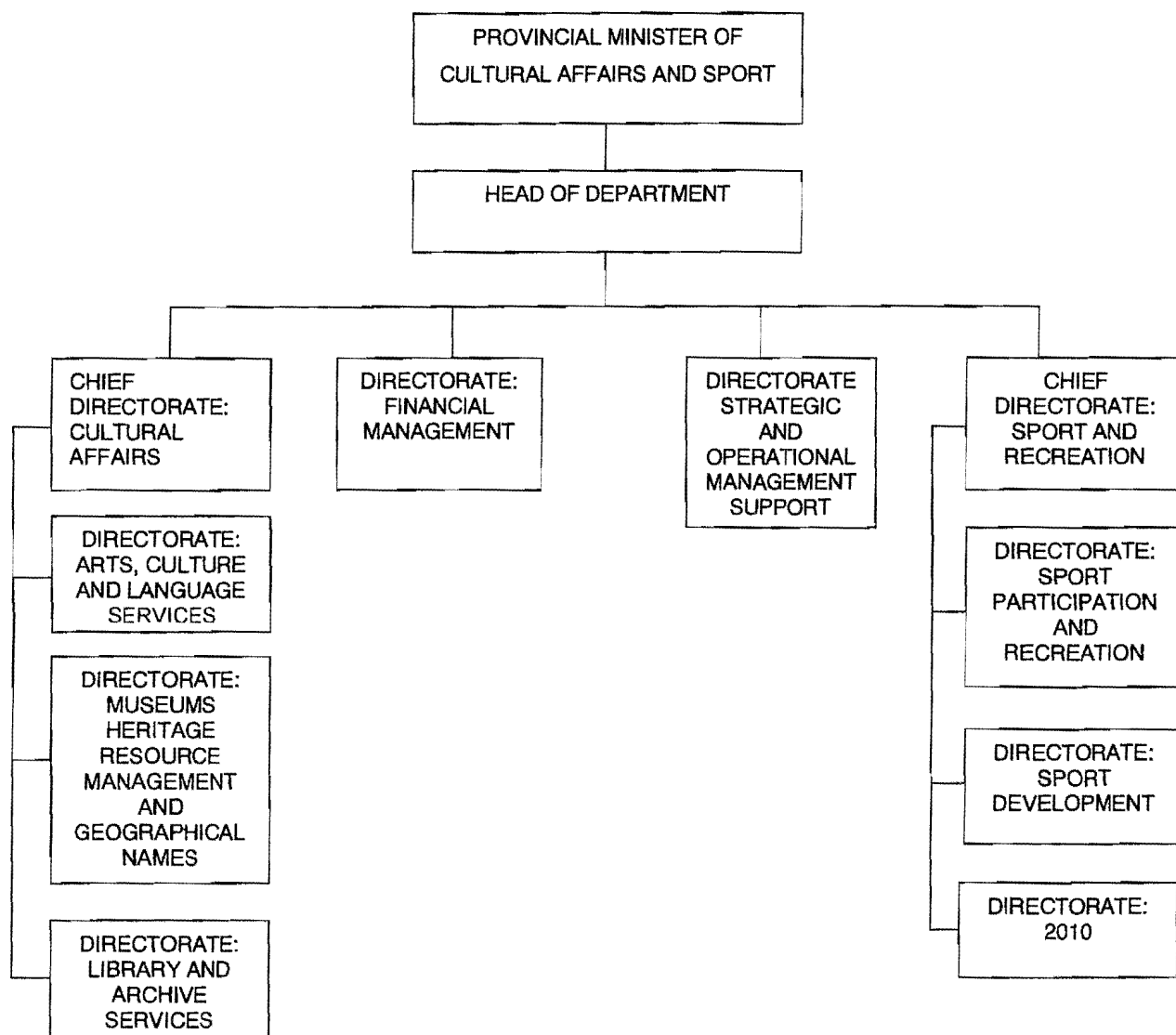
Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

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)

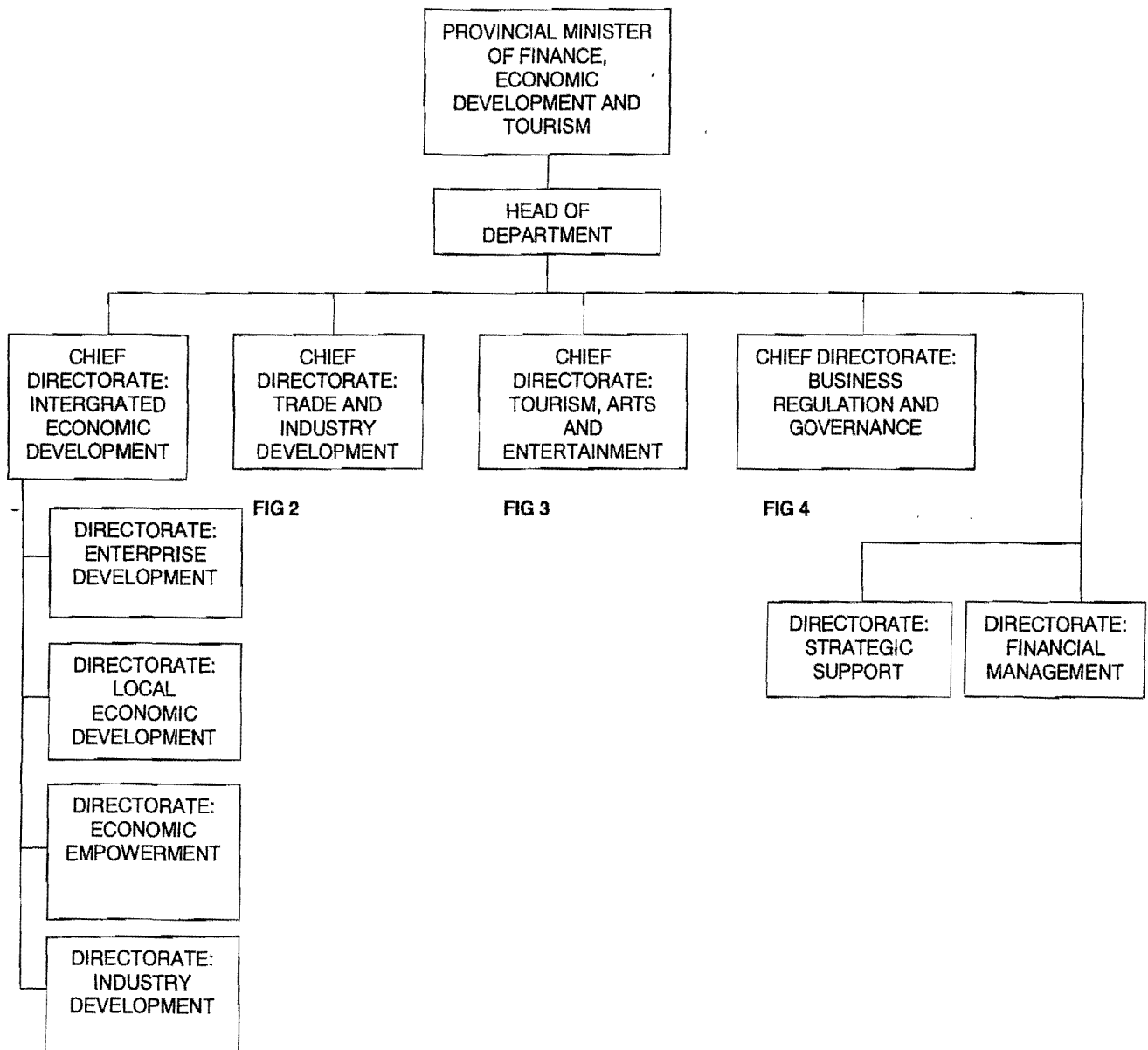
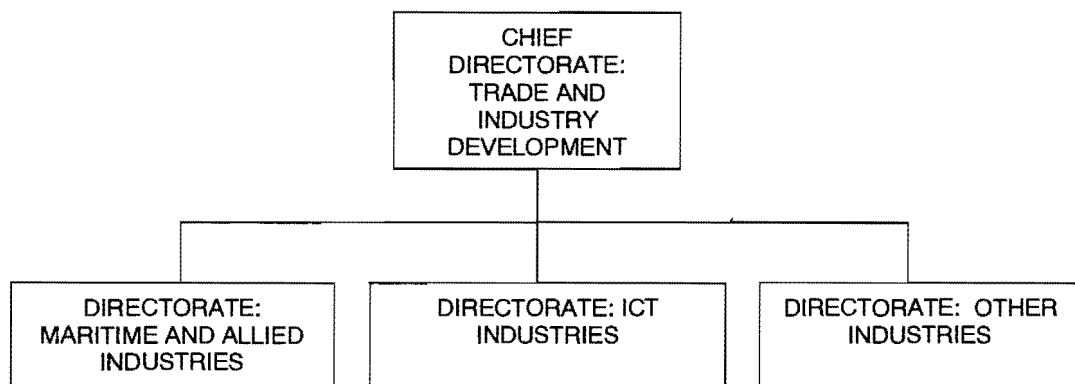
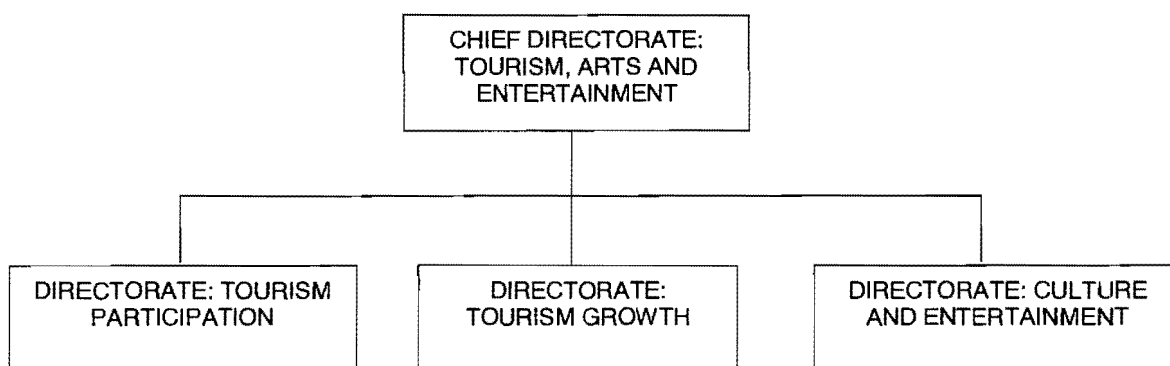
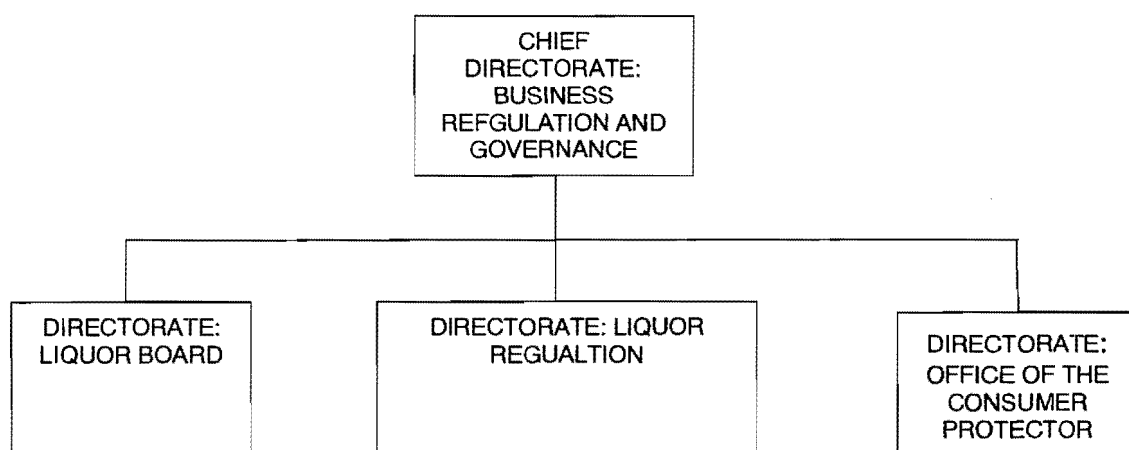


FIGURE 2**FIGURE 3****FIGURE 4**

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.

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

- 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>Copies of these records may be obtained on payment of the prescribed fee from the</p> |
| <p>(b) Budget reports</p> | <p>Directorate: Finance, 9th Floor,</p> |
| <p>(c) Collective agreements with respect to the grievance procedure, picketing and the rules of conduct during industrial action, etc.</p> | <p>Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</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><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 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)

- 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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