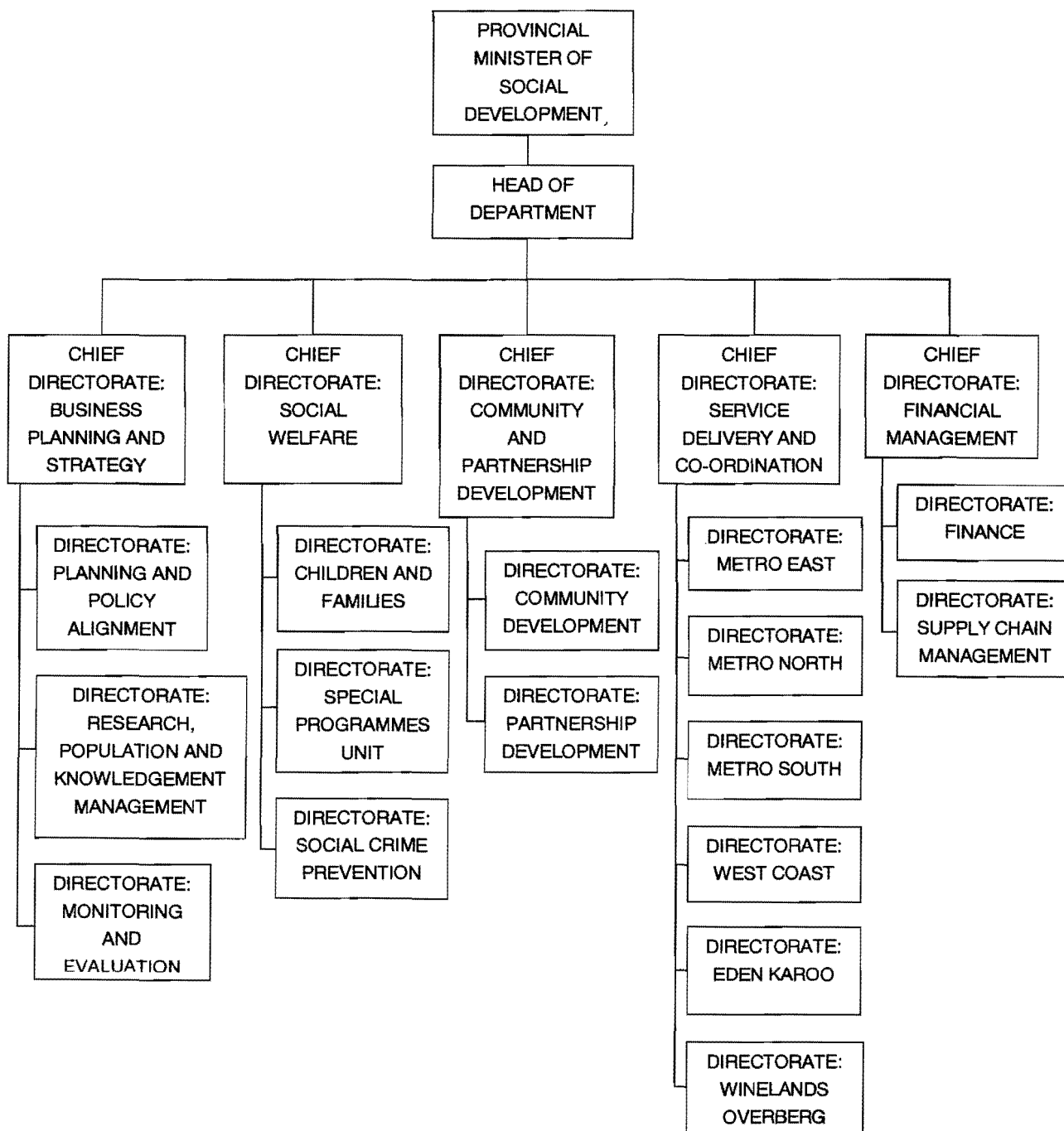


1. STRUCTURE OF THE DEPARTMENT



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).
- 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)**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

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. STRUKTUUR

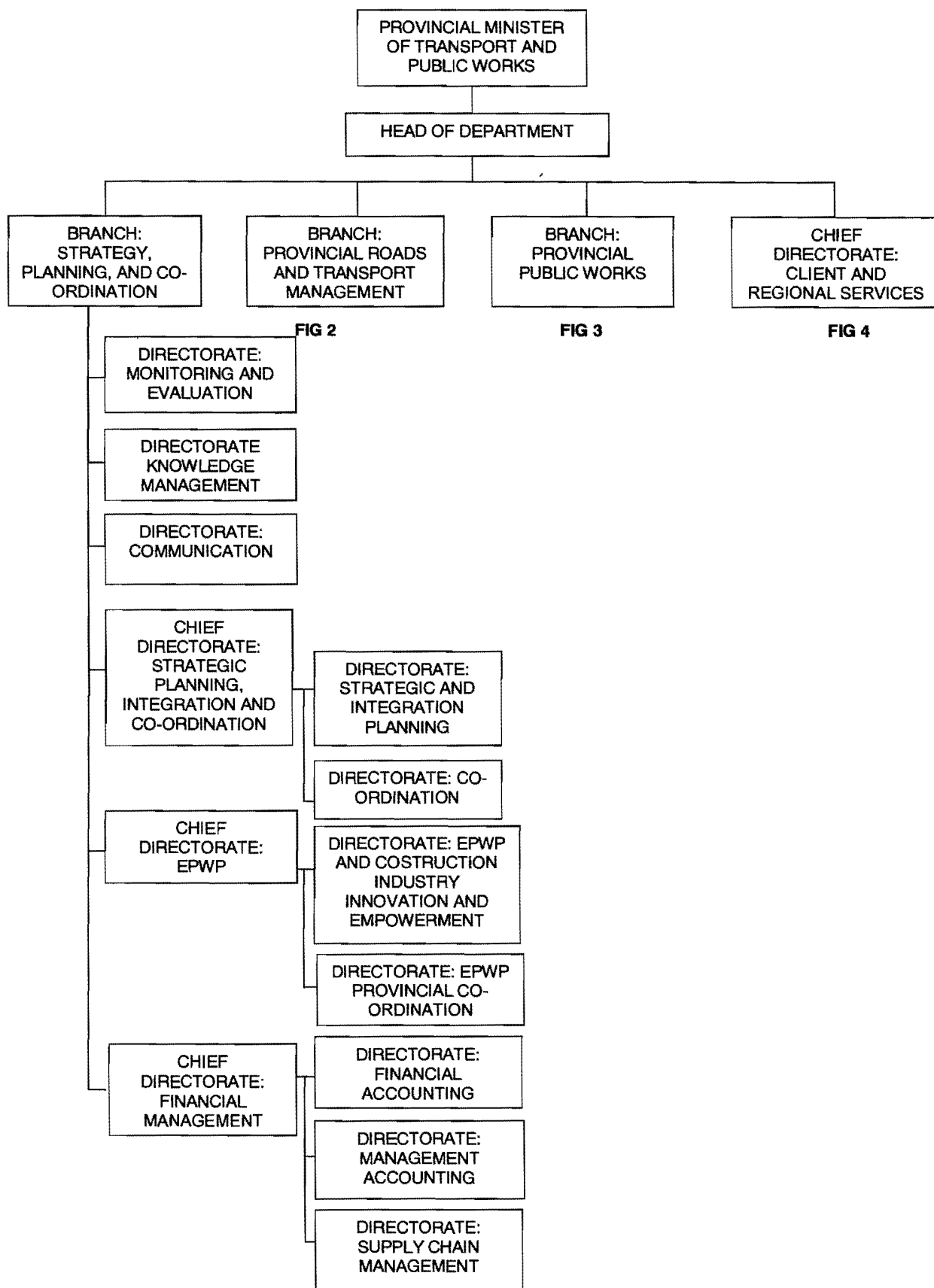


FIGURE 2

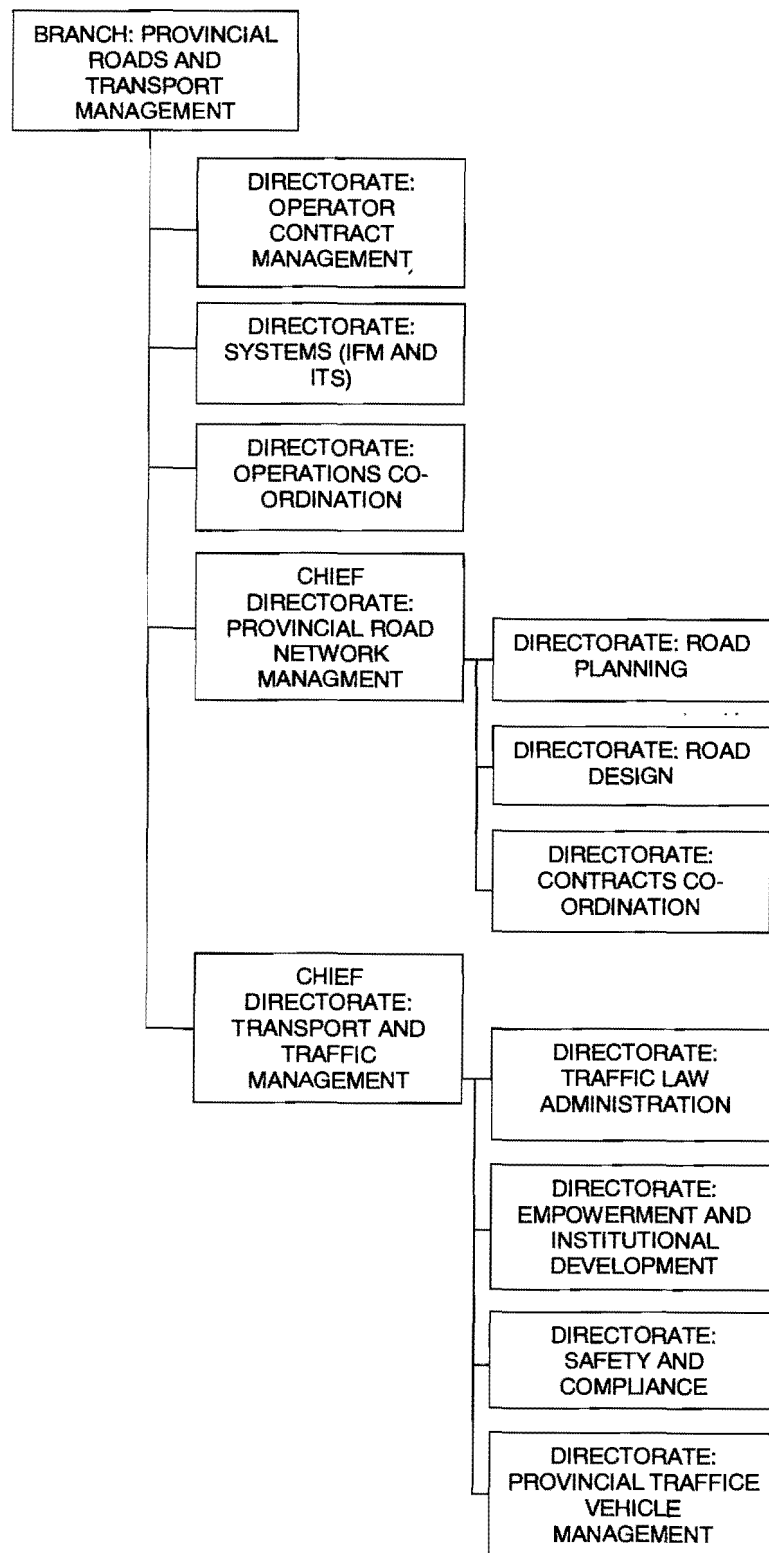


FIGURE 3

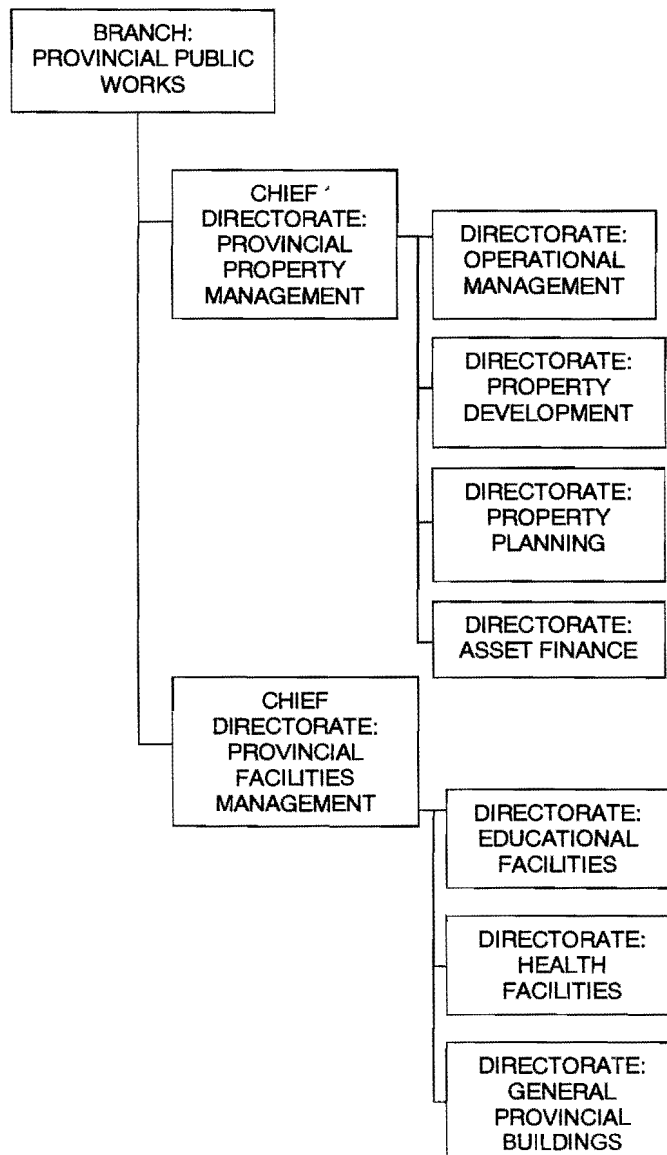
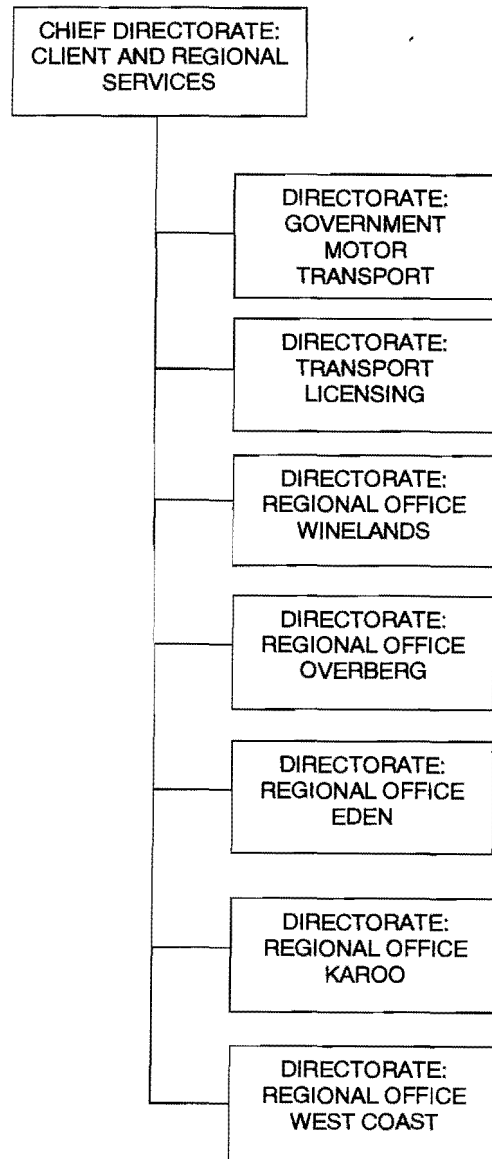


FIGURE 4

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
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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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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

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- 2. Functions of the Department**
- 3. Contact details of deputy information officers**
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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 DEPARTMENT

FIGURE 1

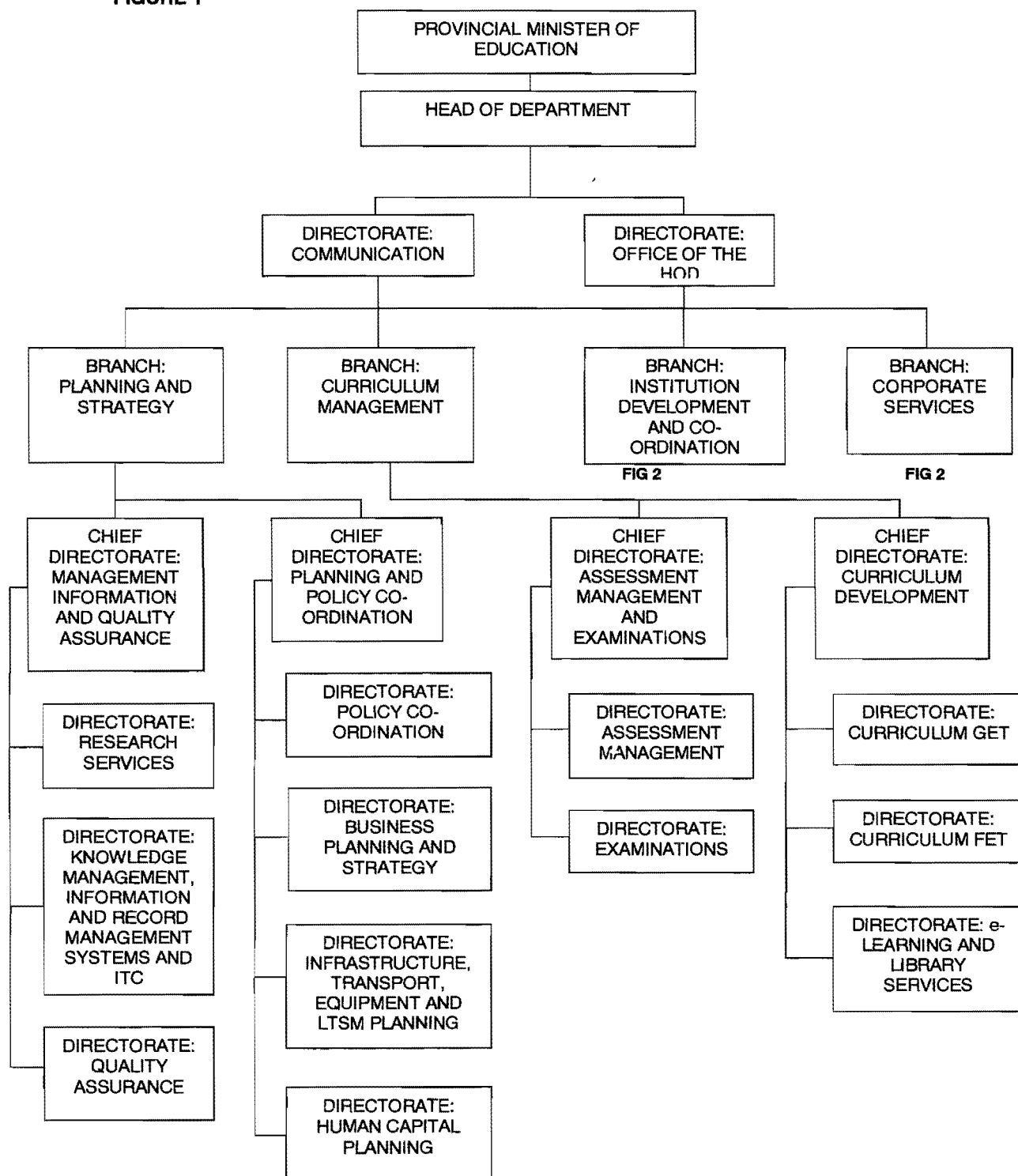
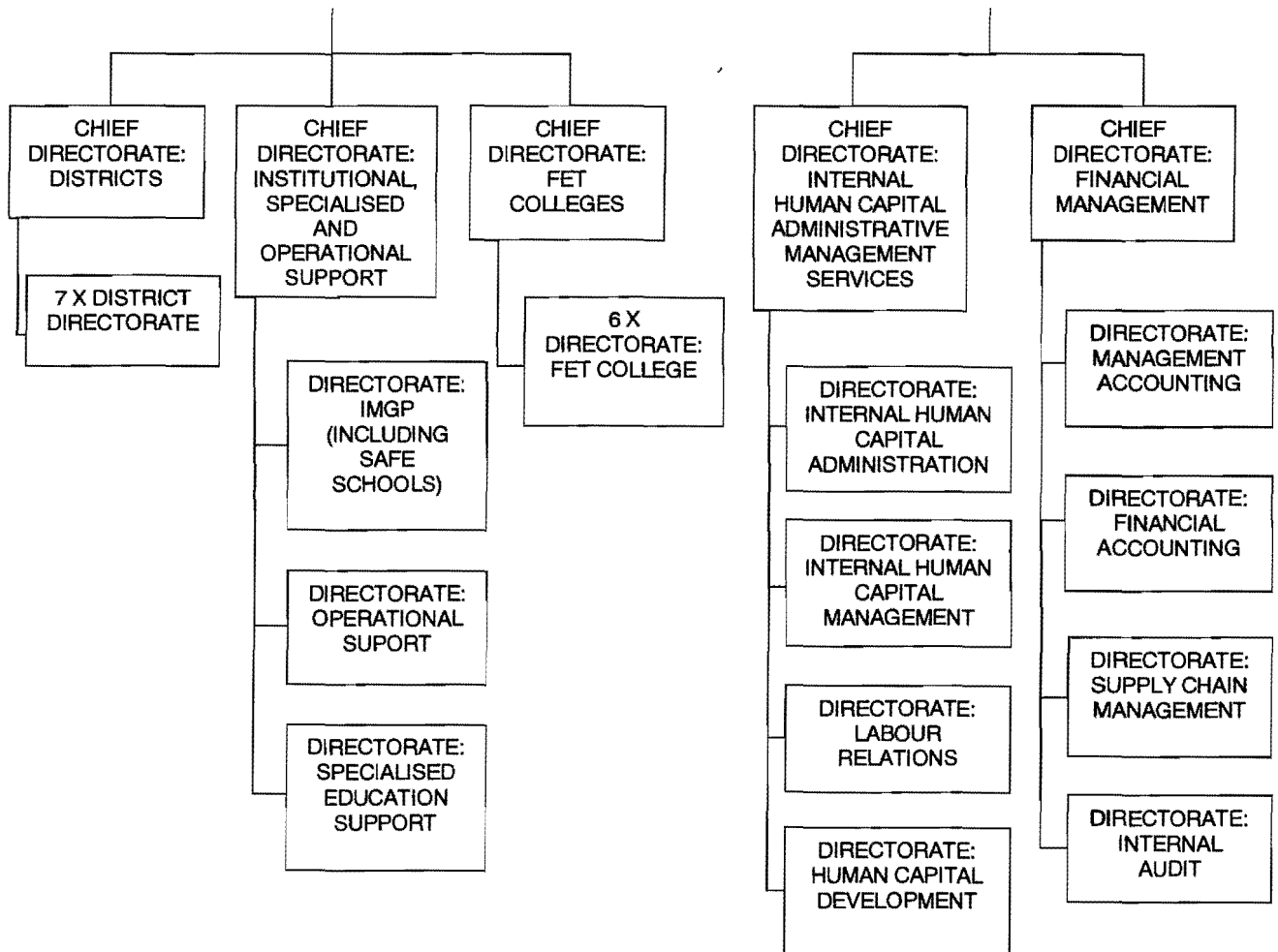


FIGURE 2



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: INSTITUTIONAL, SPECIALISED AND OPERATIONAL SUPPORT

- To provide Institutional Management and Governance policy direction, facilitate service and infrastructure delivery processes and plan and manage 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
Cape Town, 8000
Tel: 021 467 2535
Fax: 021 467 3694
E-mail: Pvinjevold@pgwc.gov.za
2. Ms LM Coleridge
Grand Central Building / Private Bag X9114
Cape Town, 8000
Tel: 021 467 2310
Fax: 021 467 2996
E-mail: Lcoleridge@pgwc.gov.za
3. Mr AM Attwell
Grand Central Building/Private Bag X9114
Cape Town, 8000
Tel: 021 467 2531
Fax: 021 467 2996
E-mail: Pattwel@pawc.gov.za

4. Mr S Hansraj
Golden Acres Building/Private Bag X9114
Cape Town, 8000
Tel.: 021 467 2535
Fax: 021 467 2996
E-mail: Shansraj@pawc.gov.za

5. Mr B Volschenk
Metro North Education District Office
Timmerman Street
Parow, 7500
Private Bag X45
Parow, 7500
Tel: 021 938 3133
Fax: 021 938 3180
E-mail: Bvolschenk@pgwc.gov.za

6. Mr M Caroline
Metro East Education District Office
Old Nooiensfontein Road
Kuilsriver, 7500
Private Bag X23
Kuilsriver, 7500
Tel: 021 900 7000
Fax: 021 903 2149
E-mail: Mcaroline@pgwc.gov.za

7. Mr EM Daniels
Metro South Education District Office
A/Z Berman Drive
Lentegeur
Mitchell's Plain
7785
Private Bag X2

Mitchell's Plain, 7785

Tel: 021 370 2000

Fax: 021 372 1861

E-mail: Edaniels@pgwc.gov.za

8. Mr J Beukes
West Coast Education District Office
Jack Meyer Art Centre
6 Hospital Street
Paarl
7620
Private Bag X3026
Paarl, 7620
Tel: 021 860 1200
Fax: 021 860 1231
E-mail: Jbeukes@pgwc.gov.za

9. Ms F Rhoxo
EDEN/KAROO
Metro North Education District Office
Rentzburg Court
42 Courtmary Street
George, 6530
Private Bag X6510
George, 6530
Tel: 044 808 8302
Fax: 044 873 2253
E-mail: Frhozo@pgwc.gov.za

10. MR C Frolick
Cape Winelands Education District Office
Durban Street
Worcester, 6849
Private Bag X3102

Worcester, 6849
 Tel: 023 348 4600
 Fax: 023 342 4138
 E-mail: Cfrolick@pgwc.gov.za

11. Mr M Ndzuzo
 Overberg Education District Office
 15 College Street
 Caledon, 7230
 PO Box 581
 Caledon, 7230
 Tel: 028 514 1159/3780
 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	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
(z) Educational video material	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
(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	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Curriculum GET, Grand Central Towers, Lower
(cc) Curriculum 2005: Policy	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Curriculum GET, Grand Central Towers, Lower
(dd) List of prescribed books	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Curriculum GET, Grand Central Towers, Lower

<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	
(uu) List of Further Education and Training colleges and contact details	

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.