

## GOVERNMENT NOTICES

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### DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

No. R. 547

8 July 2011

#### **PROMOTION OF ACCESS TO INFORMATION ACT, 2000**

#### **DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the –

#### **WESTERN CAPE PROVINCIAL GOVERNMENT**

As set out in the Schedule



**JEFFREY THAMSANQA RADEBE, MP**

**MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

**WESTERN CAPE PROVINCIAL GOVERNMENT:****LIST OF RECORDS THAT ARE AUTOMATICALLY AVAILABLE TO THE PUBLIC  
AND WHERE TO OBTAIN ACCESS TO SUCH RECORDS****(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000)****Regulation 5A****DEPARTMENT OF AGRICULTURE**

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)</b>	
(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
<b>DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</b>	
(a) Brochures on agriculture-related subjects	Copies of these records are available free of charge from the Department, Private Bag

<p>(b) Publications, Pamphlets, Newsletters, posters</p> <p>(c) All information on the website</p>	<p>X1, Muldersvlei Road, Elsenburg</p> <p>The following information is available on the website (<a href="http://www.elsenburg.com">www.elsenburg.com</a>):</p> <ul style="list-style-type: none"><li>- About the Department</li><li>- Events</li><li>- Media</li><li>- Radio Elsenburg</li><li>- Events Calendar</li><li>- Services</li><li>- Research Development</li><li>- Agricultural Development Centres</li><li>- Information Sheets</li><li>- Elsenburg College</li></ul>
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**DEPARTMENT OF COMMUNITY SAFETY**

<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</b>	<b>MANNER OF ACCESS TO RECORDS</b>
<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(iii)</b>	
(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 Plan	Same as above

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</b>	<b>MANNER OF ACCESS TO RECORDS</b>
<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
<ul style="list-style-type: none"> <li>(a) "Step-by-Step to project execution" document of the Museum Service</li> <li>(b) Two-monthly in-house magazine "the Cape Librarian"</li> <li>(c) Annual report of the Western Cape Library Service</li> <li>(d) Facilities Plan of the Chief Directorate: Sport</li> <li>(e) "Rainbow Paper" of the Chief Directorate: Sport</li> <li>(f) "Major Events Strategy" of the Chief Directorate: Sport</li> <li>(g) HIV and AIDS Strategy of the Department</li> </ul>	<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>

## DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<p><u>Integrated Economic Development Services, Trade and Sector Development, Business Regulation and Governance, Economic Planning, Tourism, Commercial Arts and Entertainment</u></p> <p>(a) Reports, e.g. economic reports for the Western Cape</p>	<p>These records are available for inspection at the Sub-Directorate: Strategic Co-ordination, 11<sup>th</sup> Floor, Waldorf Building, St George's Mall, 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)**

<p><u>Integrated Economic Development Services, Trade and Sector Development, Business Regulation and Governance, Economic Planning, Tourism, Commercial Arts and Entertainment</u></p> <p>(a) Annual Reports (b) Financial Statements (c) Budget Report (d) Reports, e.g. economic reports for the Western Cape</p> <p><u>Corporate Affairs</u></p> <p>(a) Annual reports including the report of the Auditor-General, and annual audited financial statements (b) Budget reports (c) Collective agreements with respect to the grievance procedure, picketing and the rules of conduct during industrial action, etc. (d) Constitutions of inter alia the Provincial Bargaining Council (e) Staff-related policies and procedures including employment equity plans, induction programs, HIV and Aids action plan and the code of conduct (f) Monthly reporting on the state of</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Sub-Directorate: Strategic Co-ordination, 11<sup>th</sup> Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p> <p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Finance, 9<sup>th</sup> Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p>
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<p>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 Projections for following year</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Sub-Directorate: Strategic Co-ordination, 11<sup>th</sup> Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p>
<p><b>DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</b></p>	
<p><u>Integrated Economic Development</u> <u>Services, Trade and Sector</u> <u>Development, Business Regulation and</u> <u>Governance, Economic Planning,</u> <u>Tourism, Commercial Arts and</u> <u>Entertainment</u></p> <p>(a) Brochures: Small Business Development Tourism</p> <p>(b) White Papers</p> <p>(c) Green Papers</p>	<p>Copies of these records are available free of charge from the Sub-Directorate: Strategic Co-ordination, 11<sup>th</sup> Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p>



<u><b>Economic Planning</b></u>  (a) Departmental Strategic Plan (b) Annual Performance Plan: Overview of year Projections for following year	Copies of these records are available free of charge from the Sub-Directorate: Strategic Co-ordination, 11 <sup>th</sup> Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45
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<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</b>	<b>MANNER OF ACCESS TO RECORDS</b>
<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
<u>Chief Directorate: Environmental Affairs</u> (a) Departmental Integrated Management Plan including the strategic plan, human resource planning, service delivery improvement plan, organisational structure and vision and mission (b) Departmental annual report (c) Departmental Medium Term Expenditure Framework Budget and Adjustments Budget (d) Departmental Employment Equity Plan (e) Departmental Skills Development Plan for the Workplace (f) Departmental website <u>Chief Directorate of Development Planning</u> <u>Directorate: Land Development Management</u>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Head of the Department, Utilitas Building, 1 Dorp Street, Cape Town</p>
(a) Information referred to in an advertisement of an application in terms	Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Land

<p>of section 3(6) of the Removal of Restrictions Act, 1967 (Act 84 of 1967) and in the possession of the Department</p> <p>(b) Regulations for schemes</p> <p>(c) Policy documents and circulars</p> <p><u>Directorate: Regional Planning</u></p> <p>(a) Guidelines, directories, manuals and policy documents</p>	<p>Development Management, 27 Wale Street, Private Bag X9083, Cape Town</p>   <p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Regional Planning, 27 Wale Street, Private Bag X9083, Cape Town</p>
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**DEPARTMENT OF FINANCE**

<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</b>	<b>MANNER OF ACCESS TO RECORDS</b>
<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(i1)</b>	
<ul style="list-style-type: none"> <li>(a) Adjusted Budget (book)</li> <li>(b) Explanatory memorandum to the Adjustment Appropriation Act</li> <li>(c) Reports on the in-year monitoring and reporting system (IMRS)</li> <li>(d) Medium Term Budget Policy Statement (MTBPS)</li> <li>(e) Provincial Economic Review and Outlook (PERO)</li> <li>(f) Explanatory memorandum to the Adjustment Appropriation Act</li> <li>(g) Reports on the in-year monitoring and reporting system (IMRS)</li> <li>(h) Medium Term Budget Policy Statement (MTBPS)</li> <li>(i) Provincial Economic Review and Outlook (PERO)</li> <li>(j) Reports per department resulting from the Public</li> </ul>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Department, 3<sup>RD</sup> Floor, Legislature Building, Cape Town or viewed on the Department's webpage</p>

<p>Finance Management Act, 1999 (Act 1 of 1999) and the Division of Revenue Act</p> <p>(k) Minutes of the Provincial Treasury Committee and other relevant decision-making documents</p> <p>(l) Treasury circulars and other relevant policy documents</p> <p>(m) Accounting Officer's System</p> <p>(n) Supply Chain Management Delegation</p> <p>(o) Financial Delegations</p>	
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**DEPARTMENT OF HEALTH**

<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTO-MATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)</b>	<b>MANNER OF ACCESS TO RECORDS</b>
<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)</b>	
<p>(a) Medical records for purposes of ongoing medical care (referral). (Medical record: this term is used interchangeable with "clinical record" and refers to any document or record in any form whatsoever, which accumulates in the course of patient care, but excludes documents compiled in response to litigation or pending litigation.) This excludes medical records of psychiatric patients (available in terms of section 30 of the Promotion of Access to Information Act)</p>	<p>Copies of medical records may be obtained at the prescribed reproduction fee at the health facility concerned via the office of the head of the facility.</p>
<p>(b) Medical records and administrative documents will be made automatically available to patients, their legal guardians, or an appointed legal representative, only after producing proof of written permission signed by</p>	<p>Copies of departmental policy documents, guidelines and protocols may be obtained on payment of the prescribed fee at the nearest appropriate health facility or institution via request from the Office of the Superintendent-General of Health. (See</p>

the patient. No information will be given to any other third party (c) All health-related publications including booklets, pamphlets and brochures made available to the provincial Health Department expressly for free public distribution	contact details of deputy information officer) Website: <a href="http://intrapgwc.gov.za/health/">http://intrapgwc.gov.za/health/</a>
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**DEPARTMENT OF HUMAN SETTLEMENTS**

<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</b>	<b>MANNER OF ACCESS TO RECORDS</b>
<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)</b>	
<ul style="list-style-type: none"> <li>(a) Allocation of "Sourcelink" Tenders</li> <li>(b) Approved housing policy documents</li> <li>(c) Provincial Housing legislation</li> <li>(d) Circular minutes on housing</li> <li>(e) Subsidy application forms</li> <li>(f) Lists of project applications received</li> <li>(g) Lists of housing projects under construction</li> <li>(h) Western Cape Housing Development Board resolutions (only to parties involved)</li> <li>(i) Subsidy beneficiary details (only to parties involved)</li> <li>(j) Budget speech</li> <li>(k) Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999)</li> <li>(l) Case files of the housing tribunal (only to parties involved)</li> <li>(m) Findings of Rental Housing Tribunal</li> <li>(n) Debtor accounts (only to the parties involved)</li> </ul>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Record Manager, 27 Wale Street, Private Bag X9083, Cape Town</p>



<p>(o) Annual reports of the Department of Human Settlements</p> <p>(p) Annual reports of the Western Cape Rental Housing Tribunal</p> <p>(q) Strategic Plan</p> <p>(r) Budget (Gazetted)</p> <p>(s) Provincial policy documents</p> <p>Western Cape Rental Housing Strategy</p>	
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**DEPARTMENT OF LOCAL GOVERNMENT**

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

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

## DEPARTMENT OF SOCIAL DEVELOPMENT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS
<u>Directorate: Business Planning and policy Alignment</u> <ul style="list-style-type: none"> <li>• Five year strategic plan of the Department</li> <li>• Annual Performance Plan</li> <li>• Annual Report</li> <li>• Approved policy documents</li> </ul>	<p>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 <a href="http://www.capegateway.gov.za">http://www.capegateway.gov.za</a></p>
<u>Directorate: Research, Population and Knowledge Management</u> <ul style="list-style-type: none"> <li>• Social research reports</li> <li>• Population and demographic reports</li> </ul>	<p>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</p>
<u>Directorate: Monitoring &amp; Evaluation</u> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Monitoring &amp; Evaluation, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000</p>

<b><u>Directorate: Children &amp; Families</u></b> <ul style="list-style-type: none"><li>• None</li></ul>	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
<b><u>Directorate: Special Programmes</u></b> <ul style="list-style-type: none"><li>• None</li></ul>	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
<b><u>Directorate: Social Crime Prevention</u></b> <ul style="list-style-type: none"><li>• Disaster relief statistics</li></ul>	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
<b><u>Directorate: Community Development</u></b> <ul style="list-style-type: none"><li>• None</li></ul>	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
<b><u>Directorate: Partnership Development</u></b> <ul style="list-style-type: none"><li>• None</li></ul>	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

<p><b><u>Directorate: Finance</u></b></p> <ul style="list-style-type: none"> <li>• Annual budget: MTEF</li> <li>• Adjustment estimates</li> <li>• Revenue and expenditure reports</li> <li>• Financial statements</li> <li>• Financial delegations document</li> </ul>	<p>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</p>
<p><b><u>Directorate: Supply Chain Management</u></b></p> <ul style="list-style-type: none"> <li>• Standard Bidding Documents including General Conditions of Contract</li> <li>• Advertised and Awarded Bids/Tender Documents/Files</li> <li>• Copy of Departmental Contracts</li> <li>• Copy of Departmental Service Level Agreements</li> <li>• Supply Chain Management Booklet for Suppliers/Vendors</li> <li>• Supply Chain Management Brochure for Suppliers/Vendors</li> </ul>	<p>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</p>
<p><b><u>Chief Directorate: Service Delivery Management and Coordination</u></b></p> <ul style="list-style-type: none"> <li>• Service delivery standards</li> </ul>	<p>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</p>

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION ACCESS TO INFORMATION ACT, 2000</b>	<b>MANNER OF ACCESS TO RECORDS</b>
<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)</b>	
<u>Corporate Services</u> (a) HR oversight reports (b) EE Reports	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
<u>Public Licensing</u> Details of applications a) Received for operating permits, e.g. taxi permits	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
<u>Provincial Road and Transport Management</u> (a) Annual reports (b) Policy documents (c) Road planning strategy (d) Budget Reports (e) Financial Statements	Copies of these records are available for upon payment of the prescribed fee from the Manager Information : Branch:

<p>(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)</p> <p>(g) Financial calculations with regard to compensation payable in 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</p>	<p>Corporate Services, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town</p>
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<p>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>	
<p><u>Provincial Public Works</u></p> <p><u>Property Management and Property Development</u></p> <p>(a) Information available in terms of the Western Cape Land Administration Act, 1998:</p> <ul style="list-style-type: none"> <li>- section 3(2), with regard to the publication of notice of proposed disposals (of land and buildings);</li> <li>- 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)</li> <li>- section 6 with regard to the provision of a Register of Provincial State Land;</li> <li>- section 6 with regard to an annual report by the Premier to the Western Cape Provincial</li> </ul>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Manager Information:</p> <p>Branch: Corporate Services, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town</p>

<p>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> <ul style="list-style-type: none"> <li>- regulation 4 – all signed contracts of disposal</li> </ul> <p>(b) Information available for inspection in terms of the Western Cape Land Administration Act, 1998:</p> <ul style="list-style-type: none"> <li>- Section 6 with regard to the provision of a Register of Provincial State Land;</li> <li>- 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)</li> <li>- Regulation 4 – all signed contracts</li> </ul> <p><u>Works</u></p> <ul style="list-style-type: none"> <li>(a) Provincial budget and contents, including capital projects</li> <li>(b) Annual Reports</li> <li>(c) Budget Reports</li> </ul>	
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<u>All Branches</u> Brochures	These brochures may be obtained from the Manager Information, Branch: Corporate Services, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town
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**WESTERN CAPE EDUCATION DEPARTMENT**

<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</b>	<b>MANNER OF ACCESS TO RECORDS</b>
<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)</b>	
<ul style="list-style-type: none"> <li>(a) LOGIS annual statements and reports</li> <li>(b) Tender documents and quotations</li> <li>(c) Sourcelink documents - advertisements</li> <li>(d) Remittance register</li> <li>(e) Files (excluding confidential and personal information)</li> <li>(f) WCED circulars and minutes</li> <li>(g) Employment Equity Plan</li> <li>(h) Training records</li> <li>(i) Financial records of expenditure</li> </ul>	<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)**

<p>(a) Inspection reports (could be requested by institution that has been inspected)</p> <p>(b) Schedules of amounts that have been deducted from individual's salaries and paid over to outside organisations (only the organisations concerned may request it)</p>	<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 X9114, Cape Town</p>
<p>(c) Resolutions and collection arrangements</p> <p>(d) Arbitration awards</p>	<p>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</p>
<p>(e) Old examination papers</p> <p>(f) Duplicate certificates</p> <p>(g) Symbol statements</p> <p>(h) Senior Certificate: Part-time candidates</p>	<p>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</p>
<p>(i) Tender documents</p> <p>(j) Tender bulletins</p>	<p>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</p>
<p>(k) Syllabuses</p> <p>(l) Information regarding boarding and transport bursaries</p> <p>(m) Manuals on school matters</p>	<p>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</p>

<p>(n) Workplace skills plan</p> <p>(o) Equity plan</p> <p>(p) Course material</p> <p>(q) Annual reports (WCED)</p> <p>(r) Child abuse policy and protocol</p> <p>(s) Summary of child abuse</p> <p>(t) Policy documents (WCED)</p> <p>(u) Guidelines for Early Childhood Development policy</p> <p>(v) Vacancy lists</p> <p>(w) Establishments / Organograms of WCED educational institutions and offices</p> <p>(x) Edumedia catalogues</p> <p>(y) Edulis catalogues</p> <p>(z) Educational video material</p>	<p>Town</p> <p>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</p> <p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Communication, Grand Central Towers, Lower 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: Policy Co-ordination, Grand Central Towers, Lower 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: Curriculum GET, Grand Central Towers, Lower 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: Human Resource Management, Grand Central Towers, Lower 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 Institutional Resources Support (including Library Service), Grand Central Towers, Lower Parliament Street, Private Bag</p>
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<p>(aa) Home schooling information</p> <p>(bb) Assessment policy</p> <p>(cc) Curriculum 2005: Policy</p> <p>(dd) List of prescribed books</p> <p>(ee) Strategic plan</p> <p>(ff) Annual Performance Plan</p> <p>(gg) Departmental forms</p>	<p>X9114, Cape Town</p> <p>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</p> <p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p>
<p><b>DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</b></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</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,</p>

(VA 12) of offices, schools, clinics, centers and Head Office	Lower Parliament Street, Private Bag X9114, Cape Town
(j) Proof of payment to suppliers	
(k) Statistics with regard to the number of photocopies made and faxes sent	
(l) Registration documents as supplier of learner support material	
(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	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
(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	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
(s) Specialised learner and educator support (including school clinics): contact numbers	
(t) Gender equity pamphlets	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
(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	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
(ee) Scheduled maintenance	
(ff) Capital works	
(gg) Adult Basic Education and Training policy and procedures	Copies of these records are available free of charge from the Directorate: IMGP, Grand Central Bag X9114, Cape Town
(hh) Appointment of employees (educators and public servants)	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
(ii) Retirement of employees	
(jj) Conditions of service and benefits of employees	
(kk) Resolutions of bargaining councils	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
(ll) Promotion requirements	
(mm) Senior Certificate requirements	
(nn) General education and training certificate information	
(oo) Further Education and Training certificate information	Copies of these records are available free of charge from the Chief Directorate: Further Education and Training Colleges, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(pp) Full-time equivalent Further Education and Training figures	
(qq) Focus on Further Education and Training colleges	

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