

No. 504

27 June 2014

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 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) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Annual Reports (b) Strategic Plan (c) Quarterly Performance Reports (d) Service Standards (e) Citizen's report (f) MEC Speeches (g) Financial Statements (h) Budget Reports and Speeches (i) Manual and Directives (j) Management Meetings	Copies of these records may be obtained on payment of the prescribed fee from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg.
DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
(a) Brochures on agriculture-related subjects (b) Publications, Pamphlets, Newsletters, posters (b) All information on the website	Copies of these records are available free of charge from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg The following information is available on the website (www.elsenburg.com): – About the Department

	<ul style="list-style-type: none"> – Events – Media – Radio Elsenburg – Events Calendar – Services – Research Development – Agricultural Development Centres – Information Sheets – Elsenburg College
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Department of Community Safety

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(iii)	
(a) Annual Report	<p>Hard copies of these records are available free of charge from the Department of Community Safety, PO Box 5346, 4th Floor, Open Plan, 35 Wale Street, Cape Town</p> <p>Electronic copies of these records are available on the Department of Community Safety's website: www.westerncape.gov.za/dept/community-safety</p>
(b) Strategic Plans	Same as above
(c) Annual Performance Plan	Same as above
(d) Community Safety Barometer: April 2011	Same as above
(e) Policing Needs and Priorities (PNPs)	Same as above

Department of Cultural Affairs and Sport

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

Department of Economic Development and Tourism

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

<p>financial statements</p> <p>(b) Budget reports</p> <p>(c) Collective agreements with respect to the grievance procedure, picketing and the rules of conduct during industrial action, etc.</p> <p>(d) Constitutions of inter alia the Provincial Bargaining Council</p> <p>(e) Staff-related policies and procedures including employment equity plans, induction programs, HIV and Aids action plan and the code of conduct</p> <p>(f) Monthly reporting on the state of revenue and expenditure: in-year monitoring and reporting system (IMRS)</p> <p>(g) Medium-term Expenditure Framework Budget (MTEF)</p> <p>(h) Adjustments Budget and Explanatory Memorandum</p> <p><u>Head of Department</u></p> <p>(a) Annual Performance Plan: Overview of year (Projections for following year)</p>	<p>Directorate: Finance, 9th 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 Sub-Directorate: Strategic Co-ordination, 11th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p>
<p>DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</p>	
<p><u>Integrated Economic Development</u> <u>Services, Trade and Sector Development,</u> <u>Business Regulation and Governance,</u> <u>Economic Planning, Tourism, Commercial</u> <u>Arts and Entertainment</u></p> <p>(a) Brochures: Small Business Development Tourism</p> <p>(b) White Papers</p>	<p>Copies of these records are available free of charge from the Sub-Directorate: Strategic Co-ordination, 11th Floor, Waldorf Building, St George's Mall, Cape Town –</p>

<p>(c) Green Papers <u>Economic Planning</u></p> <p>(a) Departmental Strategic Plan</p> <p>(b) Annual Performance Plan: Overview of year Projections for following year</p>	<p>between 08:00 and 15:45</p> <p>Copies of these records are available free of charge from the Sub-Directorate: Strategic Co-ordination, 11th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p>
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Department of Education

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a)(i) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDED
<p>(a) LOGIS annual statements and reports</p> <p>(b) Tender documents and quotations</p> <p>(c) SourceLink documents - advertisements</p>	<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>(d) Remittance register</p> <p>(e) Files (excluding confidential and personal information)</p> <p>(f) WCED circulars and minutes</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>(g) Employment equity plan</p> <p>(h) Training records</p>	<p>These records are available for inspection at the Directorate: Strategic People Management, Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45</p>

(i) Financial records of expenditure	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
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	MANNER OF ACCESS TO RECORDS
(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 organisations concerned may request it.)	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
(c) Resolutions and collection arrangements (d) Arbitration awards (e) Old examination papers (f) Duplicate certificates (g) Symbol statements (h) Senior Certificate: Part-time candidates	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Employee Relations, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town 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
(i) Tender documents (j) Tender bulletins	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
(k) Syllabuses	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Institution Management and Governance Planning (including Safe Schools), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(l) Information on boarding and transport bursaries	
(m) Manuals on school matters	
(n) Workplace skills plan	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Strategic People Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(o) Equity plan	
(p) Course material	
(q) Annual reports (WCED)	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
(r) Child abuse policy and protocol	
(s) Summary of child abuse	
(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) Policy for Early Childhood Development	
(v) Guidelines for Early Childhood Development	

	X9114, Cape Town
(w) Vacancy lists	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Recruitment and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(x) Establishments/Organograms of WCED educational institutions and offices	
(y) Edumedia catalogue	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
(z) 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
(aa) Educational video material	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Curriculum GET (including e-Learning), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(bb) Home schooling information	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Institution Management and Governance Planning (including Safe Schools), Grand Central Towers, Lower

	Parliament Street, Private Bag X9114, Cape Town
(cc) Assessment policy	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Assessment Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(dd) Curriculum: Policy	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorates: Curriculum GET & Curriculum FET (including e-Learning), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(ee) List of prescribed books	
(ff) Strategic plan	
(gg) Annual Performance Plan	
(hh) Departmental forms	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
DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	MANNER OF ACCESS TO RECORDS
(a) Particulars of auditors of schools	Copies of these records are available free of charge from the Directorate: IMGP, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(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)	

(c) Examination results (first publication only)	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
(d) Senior Certificate: Full-time candidates (original copy only)	
(e) Examination directives	
(f) Disposal certificate (VA 27 and 28) of used, obsolete, redundant and unserviceable items	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
(g) Comparative schedule of tenders received.	
(h) Tenders: Learner Transport Schemes	
(i) Approved suppliers' list of learner support material (institutional resource support)	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
(j) Provisioning recording certificates (VA 12) of offices, schools, clinics, centres and Head Office	
(k) Proof of payment to suppliers	
(l) Registration documents as supplier of learner support material	
(m) List of WCED telephone numbers	
(n) Expenses of learner support material	
(o) Reports of losses with regard to burglaries, fires and vandalism at institutions	
(p) Payment data on municipal services provided to schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)	

(q) Information on schools for learners with special educational needs	Copies of these records are available free of charge from the Directorate:
(r) Specialised learner and educator support (including school clinics): contact numbers	Specialised Education, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(s) Gender equity pamphlets	Copies of these records are available free of charge from the Directorate:
(t) Gender equity posters	Strategic People Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(u) Diversity posters	
(v) Anti-violence posters	
(w) Human resource development newsletter	
(x) Employment equity advocacy material	
(y) Manual: Maintenance of buildings and sites	Copies of these records are available free of charge from the Directorate:
(z) Scheduled maintenance	Infrastructure Planning and Development, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(aa) Capital works	
(bb) Appointment of employees (educators and public servants)	Copies of these records are available free of charge from the Directorate: Recruitment and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(cc) Retirement of employees	Copies of these records are available free of charge from the Directorate:
(dd) Conditions of service and benefits of employees	Service Benefits, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(ee) Resolutions of bargaining councils	
(ff) Promotion requirements	
(gg) Resolutions of bargaining councils	Copies of these records are available free of charge from the Directorate: Employee Relations, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town

(hh) Promotion requirements	Copies of these records are available free of charge from the Directorate: Recruitment and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(ii) Senior Certificate requirements	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
(jj) General Education and Training certificate information	
(kk) Adult Education and Training policy and procedures (AET)	Copies of these records are available free of charge from the Directorate: IMGP, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(ll) Further Education and Training policy and procedures	Copies of these records are available free of charge from the Further Education and Training Directorate, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(mm) Further Education and Training Certificate information	
(nn) Full-time equivalent Further Education and Training figures	
(oo) List of Further Education and Training colleges and contact details	

Department of Environmental Affairs and Development Planning

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<p><u>CHIEF DIRECTORATE MANAGEMENT SUPPORT</u></p> <p>(a) Departmental Integrated Management Plan including the strategic plan, service delivery improvement plan, organisational structure and vision and mission</p> <p>(b) Departmental annual report</p> <p>(c) Departmental Medium Term Expenditure Framework Budget and Adjustments Budget</p> <p>(d) Departmental website</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Head of the Department, Utilitas Building, 1 Dorp Street, Cape Town</p>
<p><u>CHIEF DIRECTORATE ENVIRONMENTAL AND LAND MANAGEMENT</u></p> <p>(a) Information referred to in an advertisement of an application in terms of section 3(6) of the Removal of Restrictions Act, 1967 (Act 84 of 1967) and in the possession of the Department</p> <p>(b) Regulations for schemes</p> <p>(c) Policy documents and circulars</p> <p><u>CHIEF DIRECTORATE ENVIRONMENTAL GOVERNANCE, POLICY COORDINATION AND</u></p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Head of the Department, Utilitas Building, 1 Dorp Street, Cape Town</p>

<p><u>PLANNING</u></p> <p>(a) Guidelines, directories, manuals and policy documents</p> <p><u>CHIEF DIRECTORATE:</u></p> <p><u>ENVIRONMENTAL SUSTAINABILITY:</u></p> <p>(a) Guidelines, directories, manuals and policy documents.</p> <p><u>CHIEF DIRECTORATE:</u></p> <p><u>ENVIRONMENTAL QUALITY:</u></p> <p>(a) Guidelines, directories, manuals and policy documents.</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Head of the Department, Utilitas Building, 1 Dorp Street, Cape Town</p> <p>Copies of these records may be obtained on payment of the prescribed fee from the Head of the Department, Utilitas Building, 1 Dorp Street, Cape Town</p> <p>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>
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Department of Health

<p>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)</p>	<p>MANNER OF ACCESS TO RECORDS</p>
<p>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)</p>	

Department of Human Settlements

This gazette is also available free online at www.gpwonline.co.za

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

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

Department of the Premier

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

Department of Social Development

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	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Research,

<ul style="list-style-type: none"> • Social research reports • Population and demographic reports 	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	Copies of these records may be obtained on payment of the prescribed

<ul style="list-style-type: none"> • None 	<p>fee from the Directorate: Partnership Development, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000</p>
<p>Directorate: Finance</p> <ul style="list-style-type: none"> • Annual budget: MTEF • Adjustment estimates • Revenue and expenditure reports • Financial statements • Financial delegations document 	<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>Directorate: Supply Chain Management</p> <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 • Copy of Departmental Service Level Agreements • Supply Chain Management Booklet for Suppliers/Vendors • Supply Chain Management Brochure for Suppliers/Vendors 	<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>Chief Directorate: Service Delivery Management and Coordination</p> <ul style="list-style-type: none"> • Service delivery standards 	<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>

Provincial Treasury

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none"> (a) Provincial Budget (Main and Adjusted Estimates) (b) Explanatory memorandum to the Provincial Budget (Main and Adjusted Estimates) (c) Western Cape Medium Term Budget Policy Statement (WC MTBPS) (d) Provincial Economic Review and Outlook (PERO) (e) Municipal Economic Review and Outlook (MERO) (f) Reports per Department resulting from the Public Finance Management Act, 1999 (Act 1 of 1999) and the Division of Revenue Act (g) Treasury circulars and other relevant policy documents (h) Supply Chain Management Delegation (i) Financial Delegation 	<p>Copies of these records may be obtained on payment of the prescribed fee from the Department, 3rd Floor, Legislature Building, Cape Town or viewed on the Department's webpage</p>

Department of Transport and Public Works

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (Act No. 2 of 2000)	
FOR INSPECTION IN TERMS OF LEGISLATION OTHER THAN THIS ACT: CHAPTER 2 SECTION 15(1) (a) (i) of Act No. 2 of 2000	MANNER OF ACCESS TO THE RECORDS
ALL BRANCHES	
Annual Performance Plan Departmental Strategic Plan Annual Reports	
BRANCH: STRATEGY PLANNING AND CO-ORDINATION	
POLICY AND STRATEGY INTEGRATION	
None	
EPWP	
None	
STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT	
BRANCH: PROVINCIAL ROADS AND TRANSPORT MANAGEMENT	
PROVINCIAL ROAD NETWORK MANAGEMENT	
Road Network Information System(RNIS) Traffic counts and accident reports	RNIS website: rnis.pgwc.gov.za
Provincial Road Traffic Year Report	RNIS website: rnis.pgwc.gov.za
TRANSPORT OPERATIONS	
None	
TRANSPORT REGULATION	
None	
BRANCH PROVINCIAL PUBLIC WORKS	

BRANCH PROVINCIAL PUBLIC WORKS	
GENERAL INFRASTRUCTURE	
Tenders awarded	
Jobs stats	
Scheduled governmental projects	
IMMOVABLE ASSET MANAGEMENT	
Western Cape Land Administration Act(Act 6 of 1998)	Hardcopy available at Head office
	9 Dorp Street,
	Cape Town, 8001
	4 th Floor
EDUCATION AND HEALTH INFRASTRUCTURE	
BRANCH FINANCIAL MANAGEMENT	
FINANCIAL AND MANAGEMENT ACCOUNTING	
SUPPLY CHAIN MANAGEMENT	
FOR PURCHASING PURPOSES OR COPYING FROM THE BODY: CHAPTER 2 SECTION 15(1) (a) (ii) of Act No. 2 of 2000	MANNER OF ACCESS TO THE RECORDS
ALL BRANCHES	
Annual Performance Plan Departmental Strategic Plan Annual Report	
BRANCH: STRATEGY PLANNING AND CO-ORDINATION	
POLICY AND STRATEGY INTEGRATION	
None	
EPWP	
None	
STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT	
None	
BRANCH PROVINCIAL ROADS AND TRANSPORT MANAGEMENT	
PROVINCIAL ROAD NETWORK MANAGEMENT	
Road Network Information System(RNIS) Traffic counts and accident reports	RNIS website: rnis.pgwc.gov.za
Provincial Traffic Year Report	RNIS website: rnis.pgwc.gov.za

BRANCH PROVINCIAL PUBLIC WORKS	
GENERAL INFRASTRUCTURE	
Tenders awarded	
Job stats	
Scheduled governmental projects	
IMMOVABLE ASSET MANAGEMENT	
Western Cape Land Administration Act(Act 6 of 1998)	Hardcopy available at Head office
	9 Dorp Street,
	Cape Town,8001
	4 th Floor
EDUCATION AND HEALTH INFRASTRUCTURE	
BRANCH FINANCIAL MANAGEMENT	
TRANSPORT OPERATIONS	
TRANSPORT REGULATION	

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SUPPLY CHAIN MANAGEMENT	
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ALL BRANCHES	
Information on the following subjects is available without formal request on the department's website and brochures:	
<ul style="list-style-type: none"> Brochures Annual report Strategic Plan General information Commercial issues Operations Services rendered Environment Education Community Work Investor Relations Media relations Press releases Publications Site maps 	