

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
DEPARTEMENT VAN JUSTISIE EN STAATKUNDIGE ONTWIKKELING**

No. 537

26 June 2015

PROMOTION OF ACCESS TO INFORMATION ACT, 2000

DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, 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



TSHILOLO MICHAEL MASUTHA, MP (ADV)

MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

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

	<p>The following information is available on the website (www.elsenburg.com):</p> <ul style="list-style-type: none"> – About the Department – Events – Media – Radio Elsenburg – Events Calendar – Services – Research Development – Agricultural Development Centres – Information Sheets – Elsenburg College
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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:</p> <p>www.westerncape.gov.za/dept/communi</p>

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(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)	
(a) "Step-by-Step to project execution" document of the Museum Service (b) Two-monthly in-house magazine "the Cape Librarian" (c) Annual report of the Western Cape Library Service (d) Facilities Plan of the Chief Directorate: Sport (f) "Major Events Strategy" of the Chief Directorate: Sport (g) HIV and AIDS Strategy of the Department	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

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE	MANNER OF ACCESS TO RECORDS
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PROMOTION OF ACCESS TO INFORMATION ACT, 2000	
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, 11th 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</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>Copies of these records may be obtained on payment of the prescribed</p>

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

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
(a) LOGIS annual statements and reports (b) Tender documents and quotations (c) SourceLink documents - advertisements	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
(d) Tender documents (e) Tender Bullitins (f) Remittance register (g) Files (excluding confidential and personal	These records are available for inspection at the Directorate: Knowledge

information)	and Information Management (General Registry), Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45
(h) WCED circulars and minutes	
(i)) Employment equity plan	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
(j) Training records	
(k) 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)	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
(b) Schedules of amounts that have been deducted from a individual's salaries and paid over to outside organisations (Only the personal and organisations concerned may request it.)	

(c) Resolutions and collection arrangements	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
(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	

<p>(i) Syllabuses</p> <p>(j) Information on boarding and transport bursaries</p> <p>(k) Manuals on school matters</p> <p>(l) Workplace skills plan</p> <p>(m) Equity plan</p> <p>(n) Course material</p> <p>(o) Annual reports (WCED)</p> <p>(p) Child abuse policy and protocol</p> <p>(q) Summary of child abuse</p>	<p>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</p> <p>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</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>(r) Policy documents (WCED)</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>(s) Policy for Early Childhood Development</p> <p>(t) Guidelines for Early Childhood Development</p>	<p>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</p>

<p>(u) Vacancy lists</p> <p>(v) Establishments/Organograms of WCED educational institutions and offices</p> <p>(w) Edumedia catalogue</p>	<p>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</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>(x) Edulis catalogues</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 X9114, Cape Town</p>
<p>(y) Educational video material</p> <p>(z) Home schooling information</p>	<p>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</p> <p>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</p>
<p>(aa) Assessment policy</p>	<p>Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Assessment Management,</p>

<p>(bb) Curriculum: Policy</p> <p>(cc) List of prescribed books</p> <p>(dd) Strategic plan</p> <p>(ee) Annual Performance Plan</p> <p>(ff) Departmental forms</p>	<p>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 Directorates: Curriculum GET & Curriculum FET (including e-Learning), 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>Description of category of records automatically available free of charge in terms of Section 15(1)(a)(iii)</p>	<p>Manner of access to records</p>
<p>(a) Particulars of auditors of schools</p> <p>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>Copies of these records are available free of charge from the Directorate: IMGP, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p>
<p>(b) Examination results (first publication only)</p> <p>(c) 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>Tenders: Learner Transport Schemes</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>

<ul style="list-style-type: none"> (i) Approved suppliers' list of learner support material (institutional resource support) (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 (d) Reports of losses with regard to burglaries, fires and vandalism at institutions 	<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>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)</p> <ul style="list-style-type: none"> (o) Information on schools for learners with special educational needs (h) Specialised learner and educator support (including school clinics): contact numbers 	<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> <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>
<ul style="list-style-type: none"> (p) Gender equity pamphlets (q) Gender equity posters (r) Diversity posters (s) Anti-violence posters (t) Human resource development newsletter (u) Employment equity advocacy material 	<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>(v) Manual: Maintenance of buildings and sites</p> <p>(w) Scheduled maintenance</p> <p>(x) Capital works</p>	<p>Copies of these records are available free of charge from the Directorate: Strategic People Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p>
<p>(y) Appointment of employees (educators and public servants)(excluding confidential and personal information)</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>(z) Retirement of employees</p> <p>(aa) Conditions of service and benefits of employees</p> <p>(bb) Resolutions of bargaining councils</p> <p>(cc) Information about leave (Only the persons and organisations that have an interest may request it)</p> <p>(dd) (gg) Promotion requirements</p> <p>(ee) (hh) Resolutions of bargaining councils</p>	<p>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</p>
<p>(ii) Promotion requirements</p>	<p>Copies of these records are available free of charge from the Directorate: Service Benefits, 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: Employee Relations, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p>

(jj) Senior Certificate 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
(kk) General Education and Training certificate information	
(ll) Adult Education and Training policy and procedures (AET)	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
(mm) Further Education and Training policy and procedures	Copies of these records are available free of charge from the Directorate: IMGP, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(nn) Further Education and Training Certificate information	
(oo) Full-time equivalent Further Education and Training figures	
(pp) 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)	
<u>CHIEF DIRECTORATE MANAGEMENT SUPPORT</u>	
(a) Departmental Integrated Management Plan including the strategic plan, service delivery	Copies of these records may be obtained on payment of the prescribed fee from the Head

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

DEPARTMENT OF HEALTH

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<p>(a) Medical records for purposes of on-going medical care (referral). (Medical record: this term is used interchangeable with “clinical record” and refers to any document or record in any form whatsoever, which accumulates in the course of patient care, but excludes documents compiled in response to litigation or pending litigation.)</p> <p>This excludes medical records of psychiatric patients (available in terms of section 30 of the Promotion of Access to Information Act).</p> <p>(b) Medical records and administrative documents will be made automatically available to patients, their legal guardians, or an appointed legal representative, only after producing proof of written permission signed by the patient. No information will be given to any other third party</p> <p>(c) All health-related publications including booklets, pamphlets and brochures made available to the provincial Health Department expressly for free public distribution.</p>	<p>Copies of 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>Copies of departmental policy documents, guidelines and protocols may be obtained on payment of the prescribed fee at the nearest appropriate health facility or institution via request from the Office of the Superintendent-General of Health. (See contact details of deputy information officer)</p> <p>Website: http://intrap.pgwc.gov.za/health/</p>

DEPARTMENT OF HUMAN SETTLEMENTS

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
<ul style="list-style-type: none"> (a) Allocation of "Tradeworld" Tenders (b) Approved housing policy documents (c) Provincial Housing legislation (d) Circular minutes on housing (e) Subsidy application forms (f) Lists of project applications received (g) Lists of housing projects under construction (h) Western Cape Housing Development Board resolutions (only to parties involved) 	<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>
<ul style="list-style-type: none"> (i) Subsidy beneficiary details (only to parties involved) (j) Budget speech (k) Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999) (l) Case files of the housing tribunal (content only to parties involved) (m) Findings of Rental Housing Tribunal (n) Debtor accounts (content only to the parties involved) 	

<ul style="list-style-type: none"> (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 	
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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 "Tradeworld" 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, Waldorf building, 4th floor, Private Bag X9076, Cape Town</p>
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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

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	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
(d) Annual Performance Plan	
(e) 5 Year Strategic Plan	
(f) The training prospectus	
(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 <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 	Copies of these records may be obtained on payment of the prescribed fee from

<p>General Conditions of Contract</p> <ul style="list-style-type: none"> • 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>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)	
<p>(a) Provincial Budget (Main and Adjusted Estimates)</p> <p>(b) Explanatory memorandum to the Provincial Budget (Main and Adjusted Estimates)</p>	<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 web page</p>

<p>(c) Western Cape Medium Term Budget Policy Statement (WC MTBPS)</p> <p>(d) Provincial Economic Review and Outlook (PERO)</p> <p>(e) Municipal Economic Review and Outlook (MERO)</p> <p>(f) Reports per Department resulting from the Public Finance Management Act, 1999 (Act 1 of 1999) and the Division of Revenue Act</p> <p>(g) Treasury circulars and other relevant policy documents</p> <p>(h) Supply Chain Management Delegation</p> <p>(i) Financial Delegation</p> <p>(j) Tender documents (advertised tenders)</p>	
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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)	RNIS website: rnis.pgwc.gov.za
Traffic counts and accident reports	
Provincial Road Traffic Year Report	RNIS website: rnis.pgwc.gov.za
TRANSPORT OPERATIONS	
None	
TRANSPORT REGULATION	
None	
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
TRANSPORT OPERATIONS	
TRANSPORT REGULATION	

FROM THE BODY FREE OF CHARGE: CHAPTER 2 SECTION 15(1) (a) (iii) of Act 2 of 2000	MANNER OF ACCESS TO THE RECORDS
ALL BRANCHES	
Information on the following subjects is available without formal request on the department's website and brochures: <div> Brochures Annual report Strategic Plan General information Commercial issues </div>	

Operations Services rendered Environment Education Community Work Investor Relations Media relations Press releases Publications Site maps	
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