

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
NOTICE 705 OF 2016

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 –

**KWAZULU-NATAL PROVINCIAL GOVERNMENT: DEPARTMENT OF
ARTS AND RECREATION**

As set out in the Schedule



**TSHILOLO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
 (Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))
 [Regulation 5A]

DESCRIPTION OF CATEGORY 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 (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> • Strategic Plan and Annual Performance Plans • Service Commitment Charter (SCC) • Service Delivery Improvement Plan (SDIP) • Public Service Application Forms • Annual Reports • GIS mapping • Mid term reviews • Legislation • Policies • Financial Delegations • Circulars • KZN Librarian newsletters • Internal Newsletters • Speeches • Media Releases • Newspaper Clippings • Brochures • Archivalia 	<p>Available on www.kzndac.gov.za</p> <p>The documents may be inspected at the office of the Deputy Information Officer on this address: 222 Jabu Ndlovu Street Heritage House Pietermaritzburg 3201 Tel: 033 2643410 Fax:0867605465 E-mail: ngcobon@kzndac.gov.za gwalal@kzndac.gov.za</p> <p>Free access via any of the regional offices of the Department. Free access via any of the Archives Repositories.</p>

FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):

- Bid Documents (This relates to the non-refundable bid documents fees charged by the department when calling for tenders)

The Bid documents can be purchased at the Supply Chain Office at:-
222 Jabu Ndlovu Street
Heritage House
Pietermaritzburg
3201

FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)

- Strategic Plan and Annual Performance Plans
- Service Commitment Charter (SCC)
- Service Delivery Improvement Plan (SDIP)
- Public Service Application Forms
- Annual Reports
- GIS mapping
- Mid-term reviews
- Legislation
- Policies
- Financial Delegations
- Circulars
- KZN Librarian newsletters
- Internal Newsletters
- Speeches
- Media Releases
- Newspaper Clippings
- Brochures
- Archivalia

The records may be accessed for copying at:-
(a) any of the Departments Regional Offices; or
(b) the office of the Deputy Information Officer situated at:-
222 Jabu Ndlovu Street
Heritage House
Pietermaritzburg
3201

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)

- Newspaper Clippings
- Brochures
- Archivalia
- KZN Librarian newsletters

The records may be accessed for copying at:-
(c) any of the Departments Regional Offices; or
(d) the office of the Deputy Information Officer situated at:-
222 Jabu Ndlovu Street
Heritage House
Pietermaritzburg
3201



REPUBLIC OF SOUTH AFRICA

**IFOMU D
IINGXELO EZIFUMANEKA NGAPHANDLE KOKUFAKWA KWESICELO NENDLELA
YOKUFIKELELA KUZO:
(Icandelo le-15 loMthetho oKhuthaza uKufikelela kuLwazi 2000 (uMthetho wesi-2
ka-2000)
[Ummiselo 5A]**

INKCAZELO EZIFUMANEKA KWESICELO NGOKUYALELA LE-15(1)(a) L.OMTHETHO UKUFIKELELA KULWAZI, 2000	YECANDELO NGAPHANDLE KWEKANDELO LE-15(1)(a) L.OMTHETHO OKHUTHAZA	LEENGXELO KOKUFAKWA KWEKANDELO LE-15(1)(a) OKHUTHAZA	INDLELA YOKUFIKELELA KWIINGXELO (umz. i-website)(ICANDELO le-15(1)(a))
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IINGXELO EZINOKUPHENDLWA NGOKUYALELA KWECANDELO LE-15(1)(a)(i):

- Isicwangciso sokuphucula ubuchule bokusebenza kweSebe kunye nezicwangciso zonyaka zokusebenza
- Umqulu wokuzinikela kwinkonzo (ISCC)
- Isicwangciso sophuculo lokuhanjiswa kweenkonzo eluntwini (ISDIP)
- Ifomu zokufaka isicelo senkonzo karhulumente
- Iingxelo zonyaka
- Uyilo lweGIS
- Izigxeko-ncomo zexesha eliphakathi
- Imithetho
- Imigaqo-nkqubo
- Ukuthuma okunxulumene nezemali
- Iincwadi ezithunyelwa kwiindawo ezininzi
- Iincwadi eziqukethe ulwazi ngamathala eencwadi eKZN
- Iincwadi ezithunyelwa abasebenzi ngaphakathi
- Iintetho
- Iingxelo zamajelo eandaba
- Izicatshulwa zamaphephandaba
- Iincwadana eziqukethe ulwazi

Ezi ngxelo zifumaneka ku www.kzndac.gov.za

La maxwebhu anokuhlolwa kwiofisi yeSekela leGosa loLwazi kule dilesi:

222 Jabu Ndlovu Street
Heritage House
Pietmaritzburg
3201

Umnxeba: 033 2643410

I-faksi: 0867605465

I-imeyili: ngcobon@kzndac.gov.za

gwalal@kzndac.gov.za

Iingxelo zifumaneka simahla kwii-ofisi zengingqi zeSebe.

Ziyafumaneka simahla kwimithombo yoovimba beenkcukacha ezibalulekileyo

<ul style="list-style-type: none"> Izixhobo zoovimba beenkcukacha ezibalulekileyo 	
IINGXELO EZINOKUTHENGWA NGOKUYALELA KWECANDELO LE-15(1)(a)(ii):	
<ul style="list-style-type: none"> Amaxwebhu okubhida (Oku kunxulumene nemirhumo engabuyiswayo yamaxwebhu okubhida ehlawuliswa lisebe xa limemelela ukufakwa kwezinki-maxabiso) 	<p>Amaxwebhu okubhida athengwa kwiofisi yecandelo elilawula ukunikwa kweenkonzo neethenda:- 222 Jabu Ndlovu Street Heritage House Pieternaritzburg 3201</p>
IINGXELO EZINOKWENZIWA IIKOPI NGOKUYALELA KWECANDELO LE-15(1)(a)(ii)	
<ul style="list-style-type: none"> Isicwangciso sokuphucula ubuchule bokusebenza kweSebe kunye nezicwangciso zonyaka zokusebenza Umqulu wokuzinikela kwinkonzo (iSCC) Isicwangciso sophuculo lokuhanjiswa kweenkonzo eluntwini (iSDIP) Iifomu zokufaka isicelo senkonzo karhulumente Iingxelo zonyaka Uyilo lweGIS Izigxeko-ncomo zexesha eliphakathi Imithetho Imigaqo-nkqubo Ukuthuma okunxulumene nezemali Iincwadi ezithunyelwa kwiindawo ezininzi Iincwadi eziqukethe ulwazi ngamathala eencwadi eKZN Iincwadi ezithunyelwa abasebenzi ngaphakathi Iintetho Iingxelo zamajelo eendaba Izicatshulwa zamaphephandaba Iincwadana eziqukethe ulwazi Izixhobo zoovimba beenkcukacha ezibalulekileyo 	<p>Ezi ngxelo zifumaneka kwezi ndawo zilandelayo ukuze zenziwe iikopi:-</p> <p>(a) kuyo nayiphi na iofisi yeNgingqi yeSebe; okanye (b) kwiofisi yeSekela leGosa loLwazi ekule dilisi:- 222 Jabu Ndlovu Street Heritage House Pieternaritzburg 3201</p>
IINGXELO EZIFUMANEKA SIMAHLA NGOKUYALELA KWECANDELO LE-15(1)(a)(iii)	
<ul style="list-style-type: none"> Izicatshulwa zamaphepha-ndaba Iincwadana eziqukethe ulwazi 	<p>Ezi ngxelo zifumaneka kwezi ndawo zilandelayo ukuze zenziwe iikopi:-</p> <p>(c) kuyo nayiphi na iofisi yeNgingqi yeSebe; okanye</p>

<ul style="list-style-type: none">• Izixhobo zoovimba beenkcukacha ezibalulekileyo• Iincwadi eziqumkethe ulwazi ngamathala eencwadi eKZN	(d) kwiofisi yeSekela leGosa loLwazi ekule dilasi:- 222 Jabu Ndlovu Street Heritage House Pietermaritzburg 3201
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REPUBLIEK VAN SUID-AFRIKA

VORM D
 REKORDS WAT OUTOMATIES BESKIKBAAR IS EN TOEGANG TOT SODANIGE
 REKORDS:
 (Artikel 15 van die Wet op die Bevordering van Toegang tot Inligting, 2000 (Wet nr
 2 van 2000))
 [Regulasie 5A]

BESKRYWING VAN KATEGORIE VAN REKORDS WAT OUTOMATIES BESKIKBAAR IS INGEVOLGE ARTIKEL 15(1)(a) VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000	WYSE VAN TOEGANG TOT REKORDS (bv webtuiste)(ARTIKEL 15(1)(a))
VIR INSPEKSIE INGEVOLGE ARTIKEL 15(1)(a)(i):	
<ul style="list-style-type: none"> • Strategiese plan en jaarlikse prestasieplanne • Diensverbintenishandves • Diensleweringbevorderingsplan • Staatsdiensaansoekvorms • Jaarverslae • GIS-kartering • Middeltermynverslae • Wetgewing • Beleidsdokumente • Finansiële delegasies • Omsendbriewe • KZN-biblioteeknuusbriewe • Interne nuusbriewe • Toesprake • Mediavystellings • Koerantuitknipsels • Brosjures • Argiefinligting 	<p>Beskikbaar by www.kznact.gov.za</p> <p>Die dokumente kan by die kantoor van die Adjunk-Inligtingsbeampte by die volgende adres besigtig word: Jabu Ndlovu-straat 222 Heritage House Pietermaritzburg 3201 Tel: 033 2643410 Faks:0867605465 E-pos: ngcobon@kzndac.gov.za gwalal@kzndac.gov.za</p> <p>Gratis toegang by enige van die streekkantore van die departement</p> <p>Gratis toegang by enige van die argiefbewaarplekke</p>

TE KOOP INGEVOLGE ARTIKEL 15(1)(a)(ii):

- Tenderdokumente (dit verwys na die nie-terugbetaalbare tenderdokumentgelde wat die departement hef wanneer hy tenders aanvra)

Die tenderdokumente is te koop by die
Voorsieningsadministrasiekantoor te:
Jabu Ndlovu-straat 222
Heritage House
Pietermaritzburg
3201

VIR KOPIËRING INGEVOLGE ARTIKEL 15(1)(a)(ii)

- Strategiese plan en jaarlikse prestasieplanne
- Diensverbintenishandves
- Diensleweringbevorderingsplan
- Staatsdiensaansoekvorms
- Jaarverslae
- GIS-kartering
- Middeltermynderlae
- Wetgewing
- Beleidsdokumente
- Finansiële delegasies
- Omsendbriewe
- KZN-biblioteeknuusbriewe
- Interne nuusbriewe
- Toesprake
- Mediavrystellings
- Koerantuitknipsels
- Brosjures
- Argiefinligting

Toegang tot die rekords vir kopiëring kan verkry word by:
(a) enige van die departement se streekkantore; of
(b) die kantoor van die Adjunk-Inligtingsbeampte geleë te:
Jabu Ndlovu-straat 222
Heritage House
Pietermaritzburg
3201

GRATIS BESKIKBAAR INGEVOLGE ARTIKEL 15(1)(a)(iii)

- Koerantuitknipsels
- Brosjures
- Argiefinligting
- KZN-biblioteeknuusbriewe

Toegang tot die rekords vir kopiëring kan verkry word by:
(a) enige van die departement se streekkantore; of
(b) die kantoor van die Adjunk-Inligtingsbeampte geleë te:
Jabu Ndlovu-straat 222
Heritage House
Pietermaritzburg
3201



IRIPHABHLIKHI YASENINGIZIMU AFRIKA

IFOMU D

AMAREKHODI ASEVELE ETHOLAKALA KANYE NOKUFINYELELA KULAWO

MAREKHODI:

(ISigaba 15 soMthetho Wokukhuthazwa Kokufinyelela Olwazini, wezi-2000

(uMthetho uNo. 2 wezi-2000))

[uMthethonqubo 5A]

**INCAZELO YOMKHAKHA WAMAREKHODI
ASEVELE ETHOLAKALA NGOKWESIGABA
15(1)(a) SOMTHETHO WOKUKHUTHAZWA
KOKUFINYELELA OLWAZINI, WEZI-2000**

**INDLELA YOKUFINYELELA KUMAREKHODI
(isb. I-website)(ISIGABA 15(1)(a))**

UKUZE AHLOLWE NGOKWESIGABA 15(1)(a)(i):

- Uhlelo Lwamasu Okusebenza kanye Nezinhlelo Zonyaka Zokusebenza
- Usomqulu Wokuzibophezela Ekusebenzeni (- SCC)
- UHlelo Lokuthuthukiswa Kokunikezelwa Kwezidingo (-SDIP)
- Amafomu Okufaka Izicelo Zemisebenzi kaHulumeni
- Imibiko Yonyaka
- Amashadi amabalazwe (-GIS mapping)
- Imibiko yokubuyekeza kwamaphakathi nonyaka
- Imithetho emisiwe
- Izinqubomgomo
- Ukwabiwa Kwamandla Kwezezimali
- Amasekhula
- Izincwadimbiko Zabasebenzi Bomtapo Wolwazi KwaZulu-Natali
- Izincwadimbiko zezindaba zangaphakathi
- Izinkulumo
- Izitatimende Ezikhishelwa Abezindaba
- Iziqueshana Zezindaba Ezisikwe Kumaphephandaba
- Amabhukwana Okwazisa

Ayatholakala ku: www.kzndac.gov.za

Le miqulu ingahlolwa ehhovisi leSekela loMsebenzi Obhekele

Ulwazi kuleli kheli:

222 Jabu Ndlovu Street

Heritage House

Pietermaritzburg

3201

Ucingo: 033 2643410

IFeksi: 0867605465

I-imeyili: ngcobon@kzndac.gov.zagwalal@kzndac.gov.za

Atholakala mahhala emahhovisi ezifunda oMnyango.

Atholakala mahhala eziNqolobaneni Zokufundoloza Imibhalo Eyigugu

<ul style="list-style-type: none"> • Imibhalo Eyigugu Egciniwe 	
UKUZE ATHENGWE NGOKWESIGABA 15(1)(a)(ii):	
<ul style="list-style-type: none"> • Imiqulu eneminingwane yebhidi (Lokhu kubhekiswe emiqulwini eneminingwane yebhidi okuthi uma isikhokhelwe imali ebizwe ngumnyango ngesikhathi ukhangisa amathenda, ingabuyi imali ekhokhiwe) 	<p>Imiqulu eneminingwane yebhidi ingathengwa eHhovisi Lezokuthengwa kanye Nokusatshalaliswa Kwempahla ku:- 222 Jabu Ndlovu Street Heritage House Pietermaritzburg 3201</p>
UKUZE KWENZIWE AMAKHOPHI NGOKWESIGABA 15(1)(a)(ii)	
<ul style="list-style-type: none"> • Uhlelo Lwamasu Okusebenza kanye Nezinhlelo Zonyaka Zokusebenza • Usomqulu Wokuzibophezela Ekusebenzeni (i- SCC) • UHlelo Lokuthuthukiswa Kokunikezelwa Kwezidingo (i- SDIP) • Amafomu Okufaka Izicelo Zemisebenzi kaHulumeni • Imibiko Yonyaka • Amashadi amabalazwe (i-GIS mapping) • Imibiko yokubuyekeza kwamaphakathi nonyaka • Imithetho emisiwe • Izinqubomgomo • Ukwabiwa Kwamandla Kwezezimali • Amasekhula • IzincwadimbikoZabasebenzi Bomtapo Wolwazi KwaZulu-Natali • Izincwadimbiko zezindaba zangaphakathi • Izinkulumo • Izitatimende Ezikhishelwa Abezindaba • Iziqeshana Zezindaba Ezisikwe Kumaphephandaba • Amabhukwana Okwazisa 	<p>Amarekhodi angatholakala ukuze kwenziwe amakhophi :-</p> <p>(a) kunoma yimaphi amaHhovisi Ezifunda Omnyango; noma (b) ehhovisi leSekela loMsebenzi Obhekele Ulwazi eliku:- 222 Jabu Ndlovu Street Heritage House Pietermaritzburg 3201</p>

- Imibhalo Eyigugu Egciniwe

ATHOLAKALA MAHALA NGOKWESIGABA 15(1)(a)(iii)

- Iziqeshana Zezindaba Ezisikwe Kumaphephandaba
- Amabhukwana Okwazisa
- Imibhalo Eyigugu Egciniwe
- Izincwadimbiko Zabasebenzi Bomtapo Wolwazi KwaZulu-Natali

Amarekhodi angatholakala ukuze kwenziwe amakhophi:-

- (a) kunoma yimaphi amaHhovisi Ezifunda Omnyango; noma
- (b) ehhovisi leSekela loMsebenzi Obhekele Ulwazi eliku:-
222 Jabu Ndlovu Street
Heritage House
Pietermaritzburg
3201