

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
NOTICE 537 OF 2017

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



TSHILILO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

1. 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
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
(a) Annual Reports (b) 5 Year Strategic Plans (c) Organisational Structure (d) Citizen's Report (e) Service Delivery Charter	These records are for inspection from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg It is also available on the Departmental Website: www.elsenburg.com
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
(a) Annual Reports (b) 5 Year Strategic Plans (c) Organisational Structure (d) Citizen's Report (e) Service Delivery Charter	Copies of these records are available for purchasing and copying, after payment of the prescribed fees at the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg It is also available on the Departmental Website: www.elsenburg.com
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
(a) Brochures on agriculture-related subjects (b) Publications, Pamphlets, Newsletters, posters (c) 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 for download on the website free of charge: (www.elsenburg.com): <ul style="list-style-type: none"> - About the Department - Events - Media - Radio Elsenburg - Events Calendar - Services - Research Development - Agricultural Development

	<p>Centres</p> <ul style="list-style-type: none"> – Information Sheets – Elsenburg College
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2. 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
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<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>(h) Strategic Plan</p> <p>(1) Service Delivery Improvement Plan</p> <p>(j) Annual Performance Plans</p> <p>(k) Annual Reports</p> <p>(l) Annual Reports to Citizens</p> <p>(m) Service Charters</p> <p>(n) Western Cape Department of Cultural Affairs and Sport Budget Speech</p> <p>(o) Department of Cultural Affairs and Sport: Organogram</p> <p>(p) Reach Your Full Potential With DCAS</p>	<p>These records referred are available for inspection at the Department of Cultural Affairs and Sport, Protea Assurance Building, Greenmarket Square, Cape Town.</p>
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>(h) Strategic Plan</p> <p>(1) Service Delivery Improvement Plan</p> <p>(j) Annual Performance Plans</p> <p>(k) Annual Reports</p> <p>(l) Annual Reports to Citizens</p>	<p>Records referred to in are available for copying and purchasing, after payment of the prescribed fee at the Department of Cultural Affairs and Sport, Protea Assurance Building, Greenmarket Square, Cape Town.</p>

(m) Service Charters n) Western Cape Department of Cultural Affairs and Sport Budget Speech (o) Department of Cultural Affairs and Sport: Organogram (p) Reach Your Full Potential With DCAS	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
(a) Two-monthly in-house magazine "the Cape Librarian" (b) Service Delivery Improvement Plan (c) Annual Performance Plans (d) Annual Reports (e) Annual Reports to Citizens (f) Service Charters (g) Strategic Plan (h) Western Cape Department of Cultural Affairs and Sport Budget Speech (i) Department of Cultural Affairs and Sport: Organogram (j) Reach Your Full Potential With DCAS	These are available for download from the WCG portal at https://www.westerncape.gov.za/dept/cas , free of charge

3. 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
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
Authorisations / permits and licenses and decisions:- <ol style="list-style-type: none"> Environmental Authorisations issued in terms of the Environmental Impact Assessment Regulations; Licenses issued in terms of the NEM: Waste Act; Atmospheric Emission Licenses issued in terms of the NEM: Air Quality Act Environmental Authorisations issued in terms of section 24G of NEMA Decisions in terms of section 43 NEMA Decisions in terms of section 54 of Western Cape Land Use Planning Act, 2014 (Act No. 3 of 2014) Directives issued in terms of section 28 of NEMA Compliance Notices issued in terms of section 31L of NEMA 	Records referred to in (a) to (f) are available for inspection at the Head of Department, 1 Dorp Street, Cape Town - between 08:00 and 15:00 Note: <ol style="list-style-type: none"> <i>The release of the abovementioned documents, together with all relevant supporting documentation, will be subject to compliance with section 15(4) of PAIA, wherein certain portions may be redacted, and</i>

	<p>where relevant, will be released in the same form as they were published during public participation process.</p> <p>ii) Certain sub categories may not be accessible in their entirety on grounds stated in Chapter 4 of PAIA</p> <p><i>The Department shall delete any part of a record listed which must be refused in terms of Chapter 4 of PAIA as per section 15(4) of PAIA</i></p>
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<p>Authorisations / permits and licenses and decisions:-</p> <ol style="list-style-type: none"> Environmental Authorisations issued in terms of the Environmental Impact Assessment Regulations; Licenses issued in terms of the NEM: Waste Act; Atmospheric Emission Licenses issued in terms of the NEM: Air Quality Act Environmental Authorisations issued in terms of section 24G of NEMA Decisions in terms of section 43 NEMA Decisions in terms of section 54 of Western Cape Land Use Planning Act, 2014 (Act No. 3 of 2014) Directives issued in terms of section 28 of NEMA Compliance Notices issued in terms of section 31L of NEMA 	<p>Records referred to in (a) to (f) are available for inspection at the Head of Department, 1 Dorp Street, Cape Town - between 08:00 and 15:00</p> <p>Note:</p> <ol style="list-style-type: none"> <i>The release of the abovementioned documents, together with all relevant supporting documentation, will be subject to compliance with section 15(4) of PAIA, wherein certain portions may be redacted, and where relevant, will be released in the same form as they were published during public participation process.</i> <i>Certain sub categories may not be accessible in their entirety on grounds stated in Chapter 4 of PAIA</i> <p><i>The Department shall delete any part of a record listed which must be refused in</i></p>

	<i>terms of Chapter 4 of PAIA as per section 15(4) of PAIA</i>
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<ul style="list-style-type: none"> a. The Departmental Calendar of Events b. Policy and legislation c. Departmental Annual Performance Reports d. Departmental Annual Performance Plans e. Departmental Strategic Plans f. News Releases d. Circulars and Guidelines 	Documents that are available for download from the WCG portal at http://www.westerncape.gov.za/eadp , free of charge

4. 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
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<u>Economic Enablement, Economic Sector Support, Business Regulation, Economic Planning, Tourism, Arts and Entertainment, Skills Development</u> (a) Reports, e.g. economic reports for the Western Cape	The Quarterly QEB is available for inspection at the Sub-Directorate: Research and Development on the 11 th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<u>Economic Enablement, Economic Sector Support, Business Regulation, Economic Planning, Tourism, Arts and Entertainment, Skills Development</u> (a) Financial Statements (b) Budget Report <u>Administration</u> (a) Report of the Auditor-General, and annual audited financial statements (b) Monthly reporting on the state of revenue and expenditure: in-year monitoring and reporting system (IMRS) (c) Medium-term Expenditure Framework Budget (MTEF) (d) Adjustments Budget and Explanatory Memorandum	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Finance, 9 th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<u>Economic Enablement Trade and Sector Development, Business Regulation, Tourism, Commercial Arts and Entertainment</u> (a) Brochures: Small Business Development Tourism Skills Development <u>Strategic and Operational Support</u> (a) Departmental Strategic Plan (b) Annual Performance Plan (c) Annual Report (d) Quarterly performance Reports	Copies of these records are available free of charge and can be requested via the Sub-Directorate: Strategic and Operational Support 12 th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45 Copies of these records are available free of charge from the Sub-Directorate: Strategic and Operational Support, 12 th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45
Economic Enablement, Economic Sector Support, Business Regulation, Economic Planning, Tourism, Arts and Entertainment, Skills Development (a) Reports, e.g. economic reports for the Western Cape	The Quarterly QEB is available for free of charge (when available) at the Sub-Directorate: Research and Development on the 11 th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45

5. 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
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
(a) Western Cape Provincial Legislation (b) Budget (c) Departmental Strategic Plan (d) Annual Performance Plan* (e) Citizens Report*	These records are available for inspection at the Office of the Head of Department, Waldorf Building, 80 St Georges Mall, 8 th Floor, Cape Town - between 08:00 and 15:00
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
(a) Annual reports of the Department Local Government* (b) Provincial Disaster Management Framework (c) Provincial Disaster Management Strategic Plan (d) Provincial Disaster Risk and Vulnerability Assessment	These records are available after obtaining the payment of the prescribed fee from the Record Manager, Waldorf building, 7th floor,

(e) Risk and development annual review (RADAR)	
(f) Guidelines to draft a Disaster Management Chapter in a municipal Integrated Development Plan	
(g) Western Cape Government Provincial Gazettes	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
(a) Annual Performance Plan	These records are available for download from the WCG portal at https://www.westerncape.gov.za/dept/local-government free of charge
(b) Citizens Report	
(c) Annual reports of the Department Local Government	

6. 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
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
(a) Annual Report (b) Strategic Plan (c) Annual Performance Plan (d) Policing Needs and Priorities (PNPs) (e) Organisational structure (f) Service Delivery Improvement Plan (g) Quarterly Performance Report	These records are available for inspection from the Department of Community Safety, PO Box 5346, 4 th Floor, Open Plan, 35 Wale Street, Cape Town.
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
(a) Annual Report (b) Strategic Plan (c) Annual Performance Plan (d) Policing Needs and Priorities (PNPs) (e) Organisational structure (f) Service Delivery Improvement Plan (g) Quarterly Performance Report	These records are available for copying and purchasing, after payment of the prescribed fee, from the Department of Community Safety, PO Box 5346, 4 th Floor, Open Plan, 35 Wale Street, Cape Town.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
(a) Annual Report (b) Strategic Plan (c) Annual Performance Plan (d) Policing Needs and Priorities (PNPs) (e) Organisational structure (f) Service Delivery Improvement Plan (SDIP)	Electronic copies of these records are available for download on the Department of Community Safety's website free of charge: www.westerncape.gov.za/dept/community-safety

(g) Quarterly Performance Report	
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7. 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
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
(a) Allocation of 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) (i) Subsidy beneficiary details (only 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) Rental Housing Tribunal hearing recordings (content only to the parties involved) (o) Debtor accounts (content only to the parties involved) (p) Annual reports of the Department of Human Settlements (q) Annual reports of the Western Cape Rental Housing Tribunal (r) Strategic Plan (s) Budget (Gazetted) (t) Provincial policy documents (u) Western Cape Rental Housing Strategy	Records referred to in (a) to (t) are available for inspection at the Office of the Records Manager, 27 Wale Street, Cape Town - between 08:00 and 15:45.
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
(a) Allocation of Tenders (b) Approved housing policy documents (c) Provincial Housing legislation (d) Circular minutes on housing (e) Subsidy application forms	Records referred to in (a) to (t) are available for copying and purchasing, after payment of the prescribed fee, at the Office of the Records Manager, 27 Wale Street, Cape Town - between

<p>(f) Lists of project applications received</p> <p>(g) Lists of housing projects under construction</p> <p>(h) Western Cape Housing Development Board resolutions (only to parties involved)</p> <p>(i) Subsidy beneficiary details(only parties involved)</p> <p>(j) Budget speech</p> <p>(k) Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999)</p> <p>(l) Case files of the housing tribunal (content only to parties involved)</p> <p>(m) Findings of Rental Housing Tribunal</p> <p>(n) Rental Housing Tribunal hearing recordings (content only to the parties involved)</p> <p>(o) Debtor accounts (content only to the parties involved)</p> <p>(p) Annual reports of the Department of Human Settlements</p> <p>(q) Annual reports of the Western Cape Rental Housing Tribunal</p> <p>(r) Strategic Plan</p> <p>(s) Budget (Gazetted)</p> <p>(t) Provincial policy documents</p> <p>(u) Western Cape Rental Housing Strategy</p>	08:00 and 15:45
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<p>Subsidy application forms</p> <p>Budget speech</p> <p>Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999)</p> <p>Annual reports of the Department of Human Settlements</p> <p>Annual reports of the Western Cape Rental Housing Tribunal</p> <p>Provincial policy documents</p> <p>Strategic Plan</p> <p>(m) *Strategic Plan</p> <p>(n) Provincial policy documents</p>	<p>Documents that are available for download from the WCG portal at https://www.westerncape.gov.za/dept/human-settlements, free of charge</p>

8. 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
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<p>(a) Register in terms of regulation 7(1) of the Executive Ethics Code (published in terms of Proclamation 41 of July 2000 of Ethics Act 1998 (see regulation 7(5))</p> <p>(b) International cooperation agreements*</p> <p>(c) Annual Reports</p> <p>(d) Annual Performance Plans</p> <p>(e) 5 Year Strategic Plans</p> <p>(f) The training prospectus</p> <p>(g) Organisational Structure</p> <p>(h) Service delivery implementation plan</p> <p>(i) Job descriptions</p>	<p>Records referred to in (a) to (f) are available for inspection at the Office of the Director-General, 15 Wale Street, Cape Town - between 08:00 and 15:45</p> <p>Records referred to in (f) to (i) are available for inspection at the Office of the Chief-Director, Organisational Development, 9th Floor, Golden Acre Building, Cape Town - between 08:00 and 15:45</p>
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<p>(a) Register in terms of regulation 7(1) of the Executive Ethics Code (published in terms of Proclamation 41 of July 2000 of Ethics Act 1998 (see regulation 7(5))</p> <p>(b) International cooperation agreements*</p> <p>(c) Annual Reports</p> <p>(d) Annual Performance Plans</p> <p>(e) 5 Year Strategic Plans</p> <p>(f) The training prospectus</p> <p>(g) Organisational Structure</p> <p>(h) Service delivery implementation plan</p> <p>(i) Job descriptions</p>	<p>Records referred to in (a) to (f) are available for copying and purchasing at the Office of the Director-General, 15 Wale Street, Cape Town - between 08:00 and 15:45</p> <p>Records referred to in (f) to (i) are available for copying and purchasing at the Office of the Chief-Director, Organisational Development, 9th Floor, Golden Acre Building, Cape Town - between 08:00 and 15:45</p>
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<p>(a) Western Cape Government Provincial Gazettes</p> <p>(b) Service delivery implementation plan</p> <p>(c) International cooperation agreements Annual Reports</p> <p>(d) Annual Performance Plans</p> <p>(e) 5 Year Strategic Plans</p>	<p>The records listed in (a) are free of charge when downloaded from: https://www.westerncape.gov.za/general-publication/provincial-gazettes-2016</p> <p>The records listed in (b) to (e) are free</p>

	of charge when downloaded from: https://www.westerncape.gov.za/dept/departement-premier/documents
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9. DEPARTMENT OF SOCIAL DEVELOPMENT

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
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
(a) 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 • Generic norms and standards for social welfare services 	Copies of the records listed under (a) may be inspected from the Directorate: Business Planning and policy alignment, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(b) Directorate: Research, Population and Knowledge Management <ul style="list-style-type: none"> • Social research reports • Population and demographic reports 	Copies of the records listed under (b) may be inspected from the Directorate: Research, Population and Knowledge Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(c) Directorate: Children & Families <ul style="list-style-type: none"> • Legislative service standards 	Copies of the records listed under (c) may be inspected from the Directorate: Children & Families, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(d) Directorate: Special Programmes <ul style="list-style-type: none"> • Legislative and programme specific service standards (substance abuse; older persons and disabilities) 	Copies of the records listed under (d) may be inspected from the Directorate: Special Programmes, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(e) Directorate: Social Crime Prevention <ul style="list-style-type: none"> • Legislative and Programme specific service 	Copies of the records listed under (e) and (f) may be inspected from the

standards	Directorate: Social Crime Prevention, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(f) Directorate: ECD and Partial Care	
• Legislative and Programme specific service standards	
(g) Directorate: Finance	Copies of the records listed under (g) may be inspected from the Directorate: Finance, 14 Queen Victoria Street
• Annual budget: MTEF	
• Adjustment estimates	
• Revenue and expenditure reports	
• Financial statements	
• Financial delegations document	
(h) Directorate: Supply Chain Management	Copies of the records listed under (h) may be inspected from the Directorate: Supply Chain Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
• 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	
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
(a) Directorate: Business Planning and policy Alignment	Copies of the records listed under (a) may be inspected from the Directorate: Business Planning and policy alignment, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
• Five year strategic plan of the Department	
• Annual Performance Plan	
• Annual Report*	
• Approved policy documents	
• Generic norms and standards for social welfare services	
(b) Directorate: Research, Population and Knowledge Management	Copies of the records listed under (b) may be inspected from the Directorate: Research, Population and Knowledge Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
• Social research reports	
• Population and demographic reports	
(c) Directorate: Children & Families	Copies of the records listed under (c) may be inspected from the Directorate:
• Legislative service standards	

<p>(d) Directorate: Special Programmes</p> <ul style="list-style-type: none"> Legislative and programme specific service standards (substance abuse; older persons and disabilities) <p>(e) Directorate: Social Crime Prevention</p> <ul style="list-style-type: none"> Legislative and Programme specific service standards <p>(f) Directorate: ECD and Partial Care</p> <ul style="list-style-type: none"> Legislative and Programme specific service standards <p>(g) Directorate: Finance</p> <ul style="list-style-type: none"> Annual budget: MTEF Adjustment estimates Revenue and expenditure reports Financial statements Financial delegations document <p>(h) 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>Children & Families, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000</p> <p>Copies of the records listed under (d) may be inspected from the Directorate: Special Programmes, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000</p> <p>Copies of the records listed under (e) and (f) may be inspected from the Directorate: Social Crime Prevention, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000</p> <p>Copies of the records listed under (g) may be inspected from the Directorate: Finance, 14 Queen Victoria Street Private Bag X9112, Cape Town, 8000</p> <p>Copies of the records listed under (h) may be inspected from the Directorate: Supply Chain Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000</p>
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<ul style="list-style-type: none"> Five year strategic plan of the Department Annual Performance Plan Annual Report Approved policy documents <p>Generic norms and standards for social welfare services</p>	<p>These records are available free of charge when downloaded from the Internet at:</p> <p>http://www.westerncape.gov.za/dept/social-development/documents</p>

10. DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 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 RECORDS****(a) ALL BRANCHES**

Annual Performance Plan
 Departmental Strategic Plan
 Annual Reports
 Quarterly Performance Reports
 Citizens Report

The records listed in (a), (e) and are available for inspection at 9 Dorp Street, Cape Town, Communication Section
 8th Floor

(b) BRANCH: STRATEGY PLANNING AND CO-ORDINATION**POLICY AND STRATEGY INTEGRATION**

Provincial Public Transport Institutional Framework
 Provincial Land Transport Framework
 Transversal Co-Ordination Framework

The records listed in (b), (d), (h), (i), (j), (k), (l), (m) and (n) is available for inspection from the Director:
 Knowledge Management:
 1st Floor, 9 Dorp Street, Cape Town

(c) EPWP

Departmental Contractor Development Policy
 Provincial EPWP Policy

(d) STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT

Departmental Skills Development Strategy
 Security Policy
 Access Control Policy
 Performance Monitoring and Evaluation Framework
 Masakh'iSizwe Bursary Programme
 Knowledge Management Strategy

(e) BRANCH: FINANCE**FINANCIAL MANAGEMENT**

Public Service Act and Regulations/Public Finance Management Act (PFMA)

(f) SUPPLY CHAIN MANAGEMENT

None

(g) ROAD NETWORK MANAGEMENT

<p>Road Network Information System(RNIS)</p> <p>Traffic counts and accident reports</p> <p>Provincial Road Traffic Year Report</p> <p>(h)BRANCH: TRANSPORT MANAGEMENT</p> <p>TRANSPORT OPERATIONS</p> <p>(i)TRANSPORT REGULATION</p> <p>Abnormal Load Applications System</p> <p>Safely Home Programme</p> <p>Conflict Management Action Plan</p> <p>(j)TRAFFIC MANAGEMENT</p> <p>Public Transport Safety Implementation Programme</p> <p>Road Safety Strategy</p> <p>(k)BRANCH PROVINCIAL PUBLIC WORKS</p> <p>GENERAL INFRASTRUCTURE</p> <p>Name of the awarded tenderer</p> <p>Jobs stats</p> <p>Scheduled governmental projects</p> <p>Modernisation Policy</p> <p>Modernisation Furniture Policy</p> <p>Property Efficiency Strategy</p> <p>(l)IMMOVABLE ASSET MANAGEMENT</p> <p>Western Cape Land Administration Act(Act 6 of 1998)</p> <p>Provincial Maintenance Strategy</p> <p>Acquisitions and Lease-in Strategy</p> <p>GIAMA Implementation Strategy</p> <p>Disposal Strategy for Property Assets</p> <p>(m)EDUCATION INFRASTRUCTURE</p> <p>None</p> <p>(n)PROVINCIAL PPP</p> <p>Better Living Model Exemplar Project</p>	<p>The records listed in (g) is available for inspection on the following website: rnis.pgwc.gov.za</p> <p>Still in draft</p> <p>Confidential info in this doc</p> <p>Information available for inspection at the Walk in Centre at 9 Dorp Street Cape Town</p>
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<p>(a)ALL BRANCHES</p> <p>Annual Performance Plan</p> <p>Departmental Strategic Plan</p> <p>Annual Report</p> <p>Quarterly Performance Reports</p> <p>Citizens Report</p> <p>(b)POLICY AND STRATEGY INTEGRATION</p> <p>Provincial Public Transport Institutional Framework</p> <p>Provincial Land Transport Framework</p>	<p>The records listed in (a), (e) and are available for copying and purchase at 9 Dorp Street, Cape Town, Communication Section 8th Floor</p> <p>The records listed in (b),(d), (h), (i), (j), (k), (l), (m) and (n) is available for</p>

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GIAMA Implementation Strategy Disposal Strategy for Property Assets (m)HEALTH INFRASTRUCTURE None (n)PROVINCIAL PPP Better Living Model Exemplar Project	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
Information on the following subjects is available without formal request on the department's website and brochures: 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	These records are free of charge when downloaded from the Department's website: www.westerncape.gov.za or the Communication Section: 9 Dorp Street, Cape Town. 8th floor

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
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<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 (PFMA), 1999 (Act 1 of 1999) and the Division of Revenue Act (DORA) (g) Treasury circulars and other relevant policy documents (h) Supply Chain Management Delegation (i) Financial Delegation (j) Tender documents (advertised tenders) (k) Service Charter (l) Strategic Plans (m) Annual Performance Plans (n) Annual Reports 	<p>Records referred to in (a) to (n) may be inspected at the Department located on the third floor of the Legislature Building, Cape Town or viewed on the Department's web page upon payment of the prescribed fee - between 07:30 and 16:00.</p>
FOR COPYING OR 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 (PFMA), 1999 (Act 1 of 1999) and the Division of Revenue Act (DORA) (g) Treasury circulars and other relevant policy documents (h) Supply Chain Management Delegation (i) Financial Delegation (j) Tender documents (advertised tenders) (k) Service Charter (l) Strategic Plans 	<p>Records referred to in (a) to (n) are available for copying and purchasing from the Department located on the third floor of the Legislature Building, Cape Town or viewed on the Department's web page upon payment of the prescribed fee - between 07:30 and 16:00.</p>

(m) Annual Performance Plans (n) Annual Reports	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
(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 (PFMA), 1999 (Act 1 of 1999) and the Division of Revenue Act (DORA) (g) Treasury circulars and other relevant policy documents (h) Supply Chain Management Delegation (i) Financial Delegation (j) Tender documents (advertised tenders) (k) Service Charter (l) Strategic Plans (m) Annual Performance Plans (n) Annual Reports	Records are available for download, free of charge from the WCG portal at: www.westerncape.gov.za

12. WESTERN CAPE EDUCATION DEPARTMENT

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
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
(a) LOGIS annual statements and reports (b) Tender documents and quotations (c) SourceLink documents - advertisements (d) Tender documents (e) Tender Bulletins (f) Remittance register (g) Files (excluding confidential and personal information) (h) WCED circulars and minutes	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 These records are available for inspection at the Directorate: Knowledge and Information Management (General Registry), Grand Central

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

(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 an individual's salaries and paid over to outside organisations (Only the personal and organisations concerned may request it.)	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
(c) Curriculum Policy Statements	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Curriculum GET and FET, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(d) Manuals on school matters (e) Information on boarding and transport bursaries	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
(f) Workplace skills plan (g) Equity 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
(h) Course material	Copies of these records may be obtained, on payment of the prescribed fee, from the Cape Teaching and Leadership Institute, (CTLI) Private Bag X14, Kuilsriver 7580
(i) Annual reports (WCED) (j) Child abuse policy and protocol (k) Summary of child abuse	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

(l) Policy documents (WCED)	<p>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>
(m) Vacancy lists	<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>
(n) Establishments/Organograms of WCED educational institutions and offices	
(o) Edumedia catalogue	<p>Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communications, Edumedia, 3 Station Road, Mowbray</p>
(p) Edulis catalogues	<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>
(q) Educational video material	<p>Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Curriculum GET (including eLearning), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p>
(r) Home schooling information	<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>
(s) Assessment policy	<p>Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Assessment Management, Grand</p>

<p>(t) Curriculum: Policy</p> <p>(u) List of prescribed books</p> <p>(v) Strategic plan</p> <p>(w) Annual Performance Plan</p> <p>(x) Departmental forms</p>	<p>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 eLearning), 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: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p>
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<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 (VA27 and 28) of used, obsolete, redundant and unserviceable items</p> <p>(g) Comparative schedule of tenders received.</p> <p>(h) Tenders: Learner Transport Schemes</p> <p>(i) Approved suppliers' list of learner support material (institutional resource support)</p> <p>(j) Provisioning recording certificates (VA12) of offices, schools, centres and Head Office</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>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>

(k) Proof of payment to suppliers	
(l) Registration documents as supplier of learner support material	
(m) Expenses of learner support material	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
(n) List of WCED telephone numbers	
(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)	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) 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
(r) Specialised learner and educator support (including school clinics): contact numbers	
(s) Gender equity pamphlets	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
(t) Gender equity posters	
(u) Diversity posters	
(v) Anti-violence posters	
(w) Human resource development newsletter	
(x) Employment equity advocacy material	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
(y) Manual: Maintenance of buildings and sites	
(z) Scheduled maintenance	
(aa) Capital works	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
(bb) Appointment of employees (educators and public servants)(excluding confidential and personal information)	
(cc) Retirement of employees	Copies of these records are available free of charge from the Directorate: Service Benefits, Grand Central Towers, Lower Parliament Street,
(dd) Conditions of service and benefits of employees	

(ee) Resolutions of bargaining councils	Private Bag X9114, Cape Town
(ff) Information about leave (Only the persons and organisations that have an interest may request it)	
(gg) Promotion requirements	
(hh) 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
(ii) 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
(jj) 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
(kk) General Education & Training certificate information	
(ll) Adult Education and Training policy and procedures (AET)	Copies of these records are available free of charge from the Department of Higher Education and Training, Sanlam Building, Golden Acre

13. WESTERN CAPE DEPARTMENT OF HEALTH

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
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<p>(a) Medical records for purposes of on-going medical care. (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 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>These records may be inspected at the Deputy Information Officer for the Western Cape Department of Health 4 Dorp Street / Private Bag 2060 CAPE TOWN</p>
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<p>a) Medical records for purposes of on-going medical care. (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 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>These records is available for copying and purchasing, after payment of the prescribed fee, at the Deputy Information Officer for the Western Cape Department of Health 4 Dorp Street / Private Bag 2060 CAPE TOWN</p>
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<p>All health-related publications including plans, reports, booklets, pamphlets and brochures made available to and by the provincial Health Department expressly for free public distribution</p>	<p>These records are available for download from the WCG portal at www.westerncape.gov.za/dept/health or on request to the Deputy Information</p>

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