

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
NOTICE 637 OF 2019

PROMOTION OF ACCESS TO INFORMATION ACT, 2000

DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)

I, Ronald Lamola, 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



MR RONALD LAMOLA, MP

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 (f) Annual Performance Plan (g) Budget: Estimates and Revenue and Expenditure for the Department for 2018/2019	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 (f) to (g). Available from Provincial Treasury as contained in the Budget: Estimates of Provincial Revenue & Expenditure – 15 Wale Street, Cape Town
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 Centres

	<ul style="list-style-type: none"> – Information Sheets – Elsenburg College
--	---

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)	
<ul style="list-style-type: none"> (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) Event Strategy of the Province (e) HIV and AIDS Strategy of the Department (f) Strategic Plan (g) Service Delivery Improvement Plan (h) Annual Performance Plans (i) Annual Reports (j) Annual Reports to Citizens (k) Service Charters (l) Western Cape Department of Cultural Affairs and Sport Budget Speech (m) Department of Cultural Affairs and Sport: Organogram (n) Norms and Standards for Western Cape Public Libraries (o) Contact list for Western Cape Public Libraries 	<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)	
<ul style="list-style-type: none"> (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) Events Strategy for the Province (e) HIV and AIDS Strategy of the Department (f) Strategic Plan (g) Service Delivery Improvement Plan (h) Annual Performance Plans (i) Annual Reports (j) Annual Reports to Citizens 	<p>Records referred to (a) to (m) 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>

(k) Service Charters (l) Western Cape Department of Cultural Affairs and Sport Budget Speech (m) Department of Cultural Affairs and Sport: Organogram (n) Norms and Standards for Western Cape Public Libraries (o) Contact list for Western Cape Public Libraries	
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	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:- (a) Environmental Authorisations issued in terms of the Environmental Impact Assessment Regulations; (b) Licenses issued in terms of the NEM: Waste Act; (c) Atmospheric Emission Licenses issued in terms of the NEM: Air Quality Act (d) Environmental Authorisations issued in terms of section 24G of NEMA (e) Decisions in terms of section 43 NEMA (f) Decisions in terms of section 54 of Western Cape Land Use Planning Act, 2014 (Act No. 3 of 2014) (g) Directives issued in terms of section 28 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: i) <i>The release of the abovementioned documents, together with all relevant supporting documentation, will be subject to compliance with</i>

<p>(h) Compliance Notices issued in terms of section 31L of NEMA</p>	<p><i>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></p> <p><i>ii) Certain sub categories may not be accessible in their entirety on grounds stated in Chapter 4 of PAIA</i></p> <p><i>iii) 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>
<p>FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)</p>	
<p>Authorisations / permits and licenses and decisions:-</p> <p>(a) Environmental Authorisations issued in terms of the Environmental Impact Assessment Regulations;</p> <p>(b) Licenses issued in terms of the NEM: Waste Act;</p> <p>(c) Atmospheric Emission Licenses issued in terms of the NEM: Air Quality Act</p> <p>(d) Environmental Authorisations issued in terms of section 24G of NEMA</p> <p>(e) Decisions in terms of section 43 NEMA</p> <p>(f) Decisions in terms of section 54 of Western Cape Land Use Planning Act, 2014 (Act No. 3 of 2014)</p> <p>(g) Directives issued in terms of section 28 of NEMA</p> <p>(h) Compliance Notices issued in terms of section 31L of NEMA</p>	<p>Records referred to in (a) to (f) are available for copying and purchase at the Head of Department, 1 Dorp Street, Cape Town - between 08:00 and 15:00</p> <p>Note:</p> <p><i>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></p>

	<p>ii) <i>Certain sub categories may not be accessible in their entirety on grounds stated in Chapter 4 of PAIA</i></p> <p>iii) <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>
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<p>(a) The Departmental Calendar of Events</p> <p>(b) Policy and legislation</p> <p>(c) Departmental Annual Performance Reports</p> <p>(d) Departmental Annual Performance Plans</p> <p>(e) Departmental Strategic Plans</p> <p>(f) News Releases</p> <p>(g) Circulars and Guidelines</p>	<p>Documents that are available for download from the WCG portal at http://www.westerncape.gov.za/eadp, free of charge</p>

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)	
<p><u>Economic Enablement, Economic Sector Support, Business Regulation and Governance, Economic Planning, Tourism, Arts and Entertainment, Skills Development</u></p> <p>(a) Annual Reports</p> <p>(b) Financial Statements</p> <p>(c) Budget Report</p> <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) Brochures: Small Business Development</p>	<p>These records are available for inspection at the Sub-Directorate: Strategic and Operational Support 11th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p> <p>These records are available for inspection at the Sub-Directorate: Strategic and Operational Support, 11th Floor, Waldorf Building, St George's</p>

<p><u>Head of Department</u></p> <p>(a) Annual Performance Plan: Overview of year Projections for following year</p> <p>(b) Annual Reports</p> <p>(c) Annual Performance Plans</p> <p>(d) 5 Year Strategic Plans</p> <p>(e) Service delivery implementation plan</p> <p>Chief Directorate Finance</p> <p>Finances Input:</p> <p>(a) Annual reports including the report of the Auditor-General, and annual audited financial statements</p> <p>(b) Western Cape Budget Speech</p> <p>(c) Medium Term Budget Policy Statement</p> <p>(d) Overview of Provincial Revenue and Expenditure</p> <p>(e) Western Cape Adjusted Estimates of Provincial Expenditure</p> <p>(f) Western Cape Adjustments Appropriation Bill</p> <p>(g) Western Cape Appropriation Bill</p> <p>(h) Western Cape Budget: Estimates of Provincial Revenue and Expenditure</p> <p>(i) Central Supplier Database</p> <p>(j) Advertised and Awarded Bids</p> <p>(k) Bid Proposal Recieved</p> <p>(l) Bids Advertised and Awarded</p> <p>(m) How to Tender: General Information</p> <p>(n) Anti-corruption awareness</p>	<p>Mall, Cape Town – between 08:00 and 15:45</p> <p>These records are available for inspection at the Sub-Directorate: Strategic and Operational Support, 11th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p> <p>These Financial documents are available for inspection at the Chief Directorate: Finance, 9th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:00pm. It is also available on the western cape government website at https://www.westerncape.gov.za/</p>
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<p><u>Economic Enablement, Economic Sector Support, Business Regulation and Governance, Economic Planning, Tourism, Arts and Entertainment, Skills Development</u></p> <p>(a) Annual Reports</p> <p>(b) Financial Statements</p> <p>(c) Budget Report</p>	<p>These records are available for copying and purchase at the Sub-Directorate: Strategic and Operational Support 11th Floor, Waldorf Building, St George's all, Cape Town – between 08:00 and 15:45</p>

Integrated Economic Development Services, Trade and Sector Development, Business Regulation and Governance, Economic Planning, Tourism, Commercial Arts and Entertainment

(a) Brochures:

Small Business Development

These records are available for copying and purchase at the Sub-Directorate: Strategic and Operational Support, 11th Floor, Waldorf Building, St George's

Head of Department

(a) Annual Performance Plan:

Overview of year

Projections for following year

These records are available for copying and purchase at the Sub-Directorate: Strategic and Operational Support, 11th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45

(b) Annual Reports

(c) Annual Performance Plans

(d) 5 Year Strategic Plans

(e) Service delivery implementation plan

Chief Directorate Finance

Finances Input:

(a) Annual reports including the report of the Auditor-General, and annual audited financial statements

(b) Western Cape Budget Speech

(c) Medium Term Budget Policy Statement

(d) Overview of Provincial Revenue and Expenditure

(e) Western Cape Adjusted Estimates of Provincial Expenditure

(f) Western Cape Adjustments Appropriation Bill

(g) Western Cape Appropriation Bill

(h) Western Cape Budget: Estimates of Provincial Revenue and Expenditure

(i) Central Supplier Database

(j) Advertised and Awarded Bids

(k) Bid Proposal Received

(l) Bids Advertised and Awarded

(m) How to Tender: General Information

(n) Anti-corruption awareness

These Financial documents are available for copying and purchase at the Chief Directorate: Finance, 9th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:00pm. It is also available on the western cape government website at <https://www.westerncape.gov.za/>

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)**Head of Department**

- (a) Annual Reports
- (b) Annual Performance Plans
- (c) 5 Year Strategic Plans

These records are available free of charge at the Sub-Directorate: Strategic and Operational Support, 11th Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45

Chief Directorate Finance**Finances Input:**

- (a) Annual reports including the report of the Auditor-General, and annual audited financial statements
- (b) Western Cape Budget Speech
- (c) Medium Term Budget Policy Statement
- (d) (Overview of Provincial Revenue and Expenditure
- (e) Western Cape Adjusted Estimates of Provincial Expenditure
- (f) Western Cape Adjustments Appropriation Bill
- (g) Western Cape Appropriation Bill
- (h) Western Cape Budget: Estimates of Provincial Revenue and Expenditure
- (i) Central Supplier Database
- (j) Advertised and Awarded Bids
- (k) Bid Proposal Received
- (l) Bids Advertised and Awarded
- (m) How to Tender: General Information
- (n) Anti-corruption awareness

These Financial documents are available for downloading on the western cape government website at <https://www.westerncape.gov.za/> free of charge

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 (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	These records are available after obtaining the payment of the prescribed fee from the Record Manager, Waldorf building, 7th floor, Private Bag X9076, Cape Town - between 08:00 and 15:00
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
(a) Annual Performance Plan (b) Citizens Report (c) Annual reports of the Department Local Government (d) Western Cape Government Provincial Gazettes	These records are available for download from the WCG portal at https://www.westerncape.gov.za/dept/local-government free of charge These records are available free of charge when downloaded from the website: https://www.westerncape.gov.za/general-publication/provincial-gazettes-2017

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 (h) Western Cape Community Safety Act, 3 of 2013	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 (h) Western Cape Community Safety Act, 2013 (Act 3 of 2013)	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) (g) Western Cape Community Safety Act, 2013 (Act 3 of 2013) (h) Quarterly Performance Report	(a) – (h) 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 (h) Electronic copies of these records are available on the Western Cape Government website: https://www.westerncape.gov.za/general-publication/quarterly-performance-reporting-qpr

7. DEPARTMENT OF HUMAN SETTLEMENTS

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF	MANNER OF ACCESS TO RECORDS
---	--------------------------------

SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	
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 (u) 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 (f) Lists of project applications received (g) Lists of housing projects under construction (h) Western Cape Housing Development Board resolutions (only to parties involved)	Records referred to in (a) to (u) 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 08:00 and 15:45

<ul style="list-style-type: none"> (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 	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<ul style="list-style-type: none"> (a) Subsidy application forms (b) Budget speech (c) Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999) (d) Annual reports of the Department of Human Settlements (e) Annual reports of the Western Cape Rental Housing Tribunal (f) Strategic Plan (g) Provincial policy documents 	<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 (e) are available for inspection at the Office of the Director-General, 15 Wale Street, Cape Town - between 08:00 and 15:00</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 15:00</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 (e) are available for copying and purchasing at the Office of the Director-General, 15 Wale Street, Cape Town - between 08:00 and 15:00</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 15:00</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</p> <p>(d) Annual Reports</p> <p>(e) Annual Performance Plans</p> <p>(f) 5 Year Strategic Plans</p> <p>(g) Organisational Structure</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 (g) are free of charge when downloaded from: https://www.westerncape.gov.za/dept/department-premier/documents</p>

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)	
<p>(A) Directorate: Business Planning and Policy Alignment</p> <p>(a) Five-year strategic plan of the Department</p> <p>(b) Annual Performance Plan</p> <p>(c) Annual Report</p> <p>(d) Approved policy documents</p> <p>(e) Generic norms and standards for social welfare services</p>	<p>Copies of the records listed under (A) may be inspected at the Directorate: Business Planning and policy alignment, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000</p>
<p>(B) Directorate: Research, Population and Knowledge Management</p> <p>(a) Social research reports</p> <p>(b) Population and demographic reports</p>	<p>Copies of the records listed under (B) may be inspected at the Directorate: Research, Population and Knowledge Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000</p>
<p>(C) Directorate: Children & Families</p> <p>(a) Legislative service standards</p>	<p>Copies of the records listed under (C) may be inspected at the Directorate: Children & Families, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000</p>
<p>(D) Directorate: Special Programmes</p> <p>(a) Legislative and programme specific service standards (substance abuse; older persons and disabilities)</p>	<p>Copies of the records listed under (D) may be inspected at the Directorate: Special Programmes, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000</p>
<p>(E) Directorate: Social Crime Prevention</p> <p>(a) Legislative and Programme specific service standards</p>	<p>Copies of the records listed under (E) and (F) may be inspected at the Directorate: Social Crime Prevention, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000</p>
<p>(F) Directorate: ECD and Partial Care</p> <p>(a) Legislative and Programme specific service standards</p>	

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

<p>(C) <u>Directorate: Children & Families</u> (a) Legislative service standards</p> <p>(D) <u>Directorate: Special Programmes</u> (a) Legislative and programme specific service standards (substance abuse; older persons and disabilities)</p> <p>(E) <u>Directorate: Social Crime Prevention</u> (a) Legislative and Programme specific service standards</p> <p>(F) <u>Directorate: ECD and Partial Care</u> (a) Legislative and Programme specific service standards</p> <p>G) <u>Directorate: Facility Management and Quality Monitoring</u> (a) Legislative and Programme specific service standards</p> <p>(H) <u>Directorate: Finance</u> (a) Annual budget: MTEF (b) Adjustment estimates (c) Revenue and expenditure reports (d) Financial statements (e) Financial delegations document</p>	<p>Street, Private Bag X9112, Cape Town, 8000</p> <p>Copies of the records listed under (C) are available for copying and purchase at the Directorate: Children & Families, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000</p> <p>Copies of the records listed under (D) are available for copying and purchase at 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) are available for copying and purchase at the Directorate: Social Crime Prevention, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000</p> <p>Copies of records listed under (G) is available for copying and purchase at the Directorate: Facility Management and Quality Monitoring, Private Bag X 1, Old Paarl Road, Kraaifontein, 7570</p> <p>Copies of the records listed under (H) is available for copying and purchase at the Directorate: Finance, 14 Queen Victoria Street Private Bag X9112, Cape Town, 8000</p>
<p>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</p>	

<p>(a) Five-year strategic plan of the Department</p> <p>(b) Annual Performance Plan</p> <p>(c) Annual Report</p> <p>(d) Approved policy documents</p> <p>(e) Generic norms and standards for social welfare services</p>	<p>These records [(a) to (e)] are available free of charge when downloaded from the Internet at:</p> <p>http://www.westerncape.gov.za/dept/social-development/documents</p>
<p>(f) Standard Bidding Documents including General Conditions of Contract</p> <p>(g) Advertised and Awarded Bids/Tender Documents/Files</p> <p>(h) Copy of Departmental Contracts</p> <p>(i) Copy of Departmental Service Level Agreements</p> <p>(j) Supply Chain Management Booklet for Suppliers/Vendors</p> <p>(k) Supply Chain Management Brochure for Supplier / Vendors</p>	<p>These records [(f) to (k)] are available free of charge on written request from the Directorate: Supply Chain Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000 the</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
<p><u>1. ALL BRANCHES</u></p> <p>Annual Performance Plan</p> <p>Departmental Strategic Plan</p> <p>Annual Reports</p> <p>Quarterly Performance Reports</p> <p>Citizens Report</p> <p><u>2. BRANCH: STRATEGY PLANNING AND CO-ORDINATION</u></p> <p>(a) Policy and Strategy Integration</p> <p>Provincial Public Transport Institutional Framework</p>	<p>The records listed under 1 and 3(a) are available for inspection at the Communication Section, 8th Floor, 9 Dorp Street, Cape Town</p> <p>These records listed under 2(a), (b) and (c) are available for inspection at the Director: Knowledge Management:</p>

<p>Provincial Land Transport Framework Transversal Co-Ordination Framework</p> <p>(b)EPWP Departmental Contractor Development Policy Provincial EPWP Policy</p> <p>(c)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</p> <p><u>3. BRANCH: FINANCE</u> (a) Financial Management Public Service Act and Regulations/Public Finance Management Act (PFMA)</p> <p>(b)Supply Chain Management None</p> <p><u>4. BRANCH: TRANSPORT MANAGEMENT</u> (a) Road Network Management None</p> <p>(b) Transport Operations Public Transport Safety Implementation Programme Public Transport Operations Grant</p> <p>(c)Transport Regulation Abnormal Load Applications System Safely Home Programme Conflict Management Action Plan</p> <p>(d)Traffic Management Public Transport Safety Implementation Programme Road Safety Strategy</p>	<p>1st Floor, 9 Dorp Street, Cape Town</p> <p>The records listed under 4(b), (c) and (d) is available for inspection at the Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</p>
--	---

<p><u>5. BRANCH PROVINCIAL PUBLIC WORKS</u></p> <p>(a) General Infrastructure Tenders awarded</p> <p>Jobs stats Scheduled governmental projects Modernisation Policy Modernisation Furniture Policy Property Efficiency Strategy</p> <p>(b)Immovable Asset Management Western Cape Land Administration Act,1998(Act 6 of 1998)</p> <p>Provincial Maintenance Strategy Acquisitions and Lease-in Strategy GIAMA Implementation Strategy Disposal Strategy for Property Assets</p> <p>(c) Education Infrastructure None</p> <p>(d) Provincial PPP Better Living Model Exemplar Project</p>	<p>This record is available for inspection at the Walk-in-centre, 9 Dorp Street, Cape Town</p> <p>The remainder of the records under 5(a) are available for inspection at the Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</p> <p>This record is available at Head office 4th Floor, 9 Dorp Street, Cape Town</p> <p>The remainder of the records under 5(b) and 5(d) are available for inspection at the Director: Knowledge Management, 1st Floor, 9 Dorp Street, Cape Town</p>
<p align="center">FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)</p>	
<p><u>1. ALL BRANCHES</u> Annual Performance Plan Departmental Strategic Plan Annual Reports Quarterly Performance Reports Citizens Report</p> <p><u>2. BRANCH: STRATEGY PLANNING AND CO-ORDINATION</u> (a) Policy and Strategy Integration Provincial Public Transport Institutional Framework</p>	<p>The records listed under 1 and 3(a) are available for copying and purchase at the Communication Section, 8th Floor, 9 Dorp Street, Cape Town</p> <p>The records listed under 2(a), (b) and (c) are available for copying and</p>

<p>Provincial Land Transport Framework Transversal Co-Ordination Framework</p> <p>(b)EPWP Departmental Contractor Development Policy Provincial EPWP Policy</p> <p>(c)Strategic Management and Operational Support Departmental Skills Development Strategy Security Policy Access Control Policy Performance Monitoring and Evaluation Framework Knowledge Management Strategy</p> <p><u>3. BRANCH: FINANCE</u></p> <p>(a) Financial Management Public Service Act and Regulations/Public Finance Management Act (PFMA)</p> <p>(b)Supply Chain Management None</p> <p><u>4. BRANCH: TRANSPORT MANAGEMENT</u></p> <p>(a) Road Network Management None</p> <p>(b) Transport Operations Public Transport Safety Implementation Programme Public Transport Operations Grant</p> <p>(c)Transport Regulation Abnormal Load Applications System Safely Home Programme Conflict Management Action Plan</p> <p>(d)Traffic Management Public Transport Safety Implementation Programme Road Safety Strategy</p> <p><u>5. BRANCH PROVINCIAL PUBLIC WORKS</u></p>	<p>purchase at the Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</p> <p>The records listed under 4(b), (c) and (d) is available for inspection at the Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</p>
---	---

<p>(a) General Infrastructure</p> <p>Tenders awarded</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>(b) Immovable Asset Management</p> <p>Western Cape Land Administration Act, 1998 (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>(b) Education Infrastructure</p> <p>None</p> <p>(c) Provincial PPP</p> <p>Better Living Model Exemplar Project</p>	<p>This record is available for inspection at the Walk-in-centre, 9 Dorp Street, Cape Town</p> <p>The remainder of the records under 5(a) are available for inspection at the Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</p> <p>This record is available at Head office 4th Floor, 9 Dorp Street, Cape Town</p> <p>The remainder of the records under 5(b) and 5(d) are available for inspection at the Director: Knowledge Management, 1st Floor, 9 Dorp Street, Cape Town</p>
<p>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</p>	
<p>Information on the following subjects is available without formal request on the department's website and brochures:</p> <p>Brochures</p> <p>Annual report</p> <p>Strategic Plan</p> <p>General information</p> <p>Commercial issues</p> <p>Operations</p> <p>Services rendered</p> <p>Environment</p> <p>Education</p>	<p>These records are free of charge when downloaded from the Department's website: www.westerncape.gov.za</p> <p>Or at the Communication Section: 8th Floor, 9 Dorp Street, Cape Town.</p>

Community Work Investor Relations Media relations Press releases Publications Site maps	
--	--

11. 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
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
(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 referred to in (a) to (n) may be inspected at the Department located on the third floor of the Legislature Building, Cape Town between 07:30 and 16:00.
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
(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)	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 upon payment of the prescribed fee - between 07:30 and 16:00.

<ul style="list-style-type: none"> (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 	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<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 	These 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)	

<p>(a) LOGIS annual statements and reports</p> <p>(b) Tender documents and quotations</p> <p>(c) SourceLink documents - advertisements</p> <p>(d) Tender documents</p> <p>(e) Tender Bulletins</p>	<p>These records are available for inspection at the Directorate: Supply Chain Management, Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45</p>
<p>(f) Remittance register</p> <p>(g) Files (excluding confidential and personal information)</p> <p>(h) WCED circulars and minutes</p>	<p>These records are available for inspection at the Directorate: Knowledge and Information Management (General Registry), Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45</p>
<p>(i)) Employment equity plan</p> <p>(j) Training records</p>	<p>These records are available for inspection at the Directorate: Strategic People Management, Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45</p>
<p>(k) Financial records of expenditure</p>	<p>These records are available for inspection at the Directorate: Management Accounting, Grand Central Towers, Lower Parliament Street, Cape Town – between 08:00 and 15:45</p>
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<p>(a) Inspection reports (could be requested by institution that has been inspected)</p>	<p>Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Financial Accounting, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p>

<p>(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.)</p>	<p>Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p>
<p>(c) Curriculum Policy Statements</p>	<p>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</p>
<p>(d) Manuals on school matters (e) Information on boarding and transport bursaries</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>(f) Workplace skills plan (g) Equity plan</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>(h) Course material</p>	<p>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</p>
<p>(i) Annual reports (WCED) (j) Child abuse policy and protocol (k) Summary of child abuse</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>(l) 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</p>

<p>(m) Vacancy lists</p> <p>(n) Establishments/Organograms of WCED educational institutions and offices</p> <p>(o) Edumedia catalogue</p> <p>(p) Edulis catalogues</p> <p>(q) Educational video material</p> <p>(r) Home schooling information</p> <p>(s) Assessment policy</p>	<p>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: 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: Communications, Edumedia, 3 Station Road, Mowbray</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>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> <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: Assessment Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p>
---	---

<p>(t) Curriculum: Policy</p> <p>(u) List of prescribed books</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>(v) Strategic plan</p> <p>(w) Annual Performance Plan</p> <p>(x) Departmental forms</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>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>(c) Examination results (first publication only)</p> <p>(d) Senior Certificate: Full-time candidates (original copy only)</p> <p>(e) Examination directives</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>(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>(k) Proof of payment to suppliers</p> <p>(l) Registration documents as supplier of learner support material</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>

(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	
(y) Manual: Maintenance of buildings and sites	Copies of these records are available free of charge from the Directorate: Infrastructure Planning and Development, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(z) Scheduled maintenance	
(aa) Capital works	
(bb) Appointment of employees (educators and public servants) (excluding confidential and personal information)	Copies of these records are available free of charge from the Directorate: Recruitment and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(cc) Retirement of employees	Copies of these records are available free of charge from the Directorate: Service Benefits,
(dd) Conditions of service and benefits of employees	

(ee) Resolutions of bargaining councils	Grand Central Towers, Lower Parliament Street, 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, Cape Town
(mm) List of WCED schools for purpose of finding placement.	This information is obtainable by accessing the Find-A-School Webpage at
(nn) List of schools listed by subject offerings.	https://wcedemis.westerncape.gov.za/wced/finda
(oo) Mailing list for all educational institutions registered with the WCED	school.html
(pp) Information on the progress of an application to any public schools registered with the WCED	

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 are 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)

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

These records are available for download from the WCG portal at www.westerncape.gov.za/dept/health or on request to the Deputy Information Officer