

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 740

24 JUNE 2016

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000****DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the –

**WESTERN CAPE PROVINCIAL DEPARTMENT OF AGRICULTURE**

As set out in the Schedule



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

**WESTERN CAPE PROVINCIAL GOVERNMENT:****LIST OF RECORDS THAT ARE AUTOMATICALLY AVAILABLE TO THE PUBLIC AND WHERE TO OBTAIN ACCESS TO SUCH RECORDS****(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))****Regulation 5****DEPARTMENT OF AGRICULTURE**

<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</b>	<b>MANNER OF ACCESS TO RECORDS</b>
<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)</b>	
(a) Annual Reports (b) Strategic Plan (c) Quarterly Performance Reports (d) Service Standards (e) Citizen's report (f) MEC Speeches (g) Financial Statements (h) Budget Reports and Speeches (i) Manual and Directives (j) Management Meetings	Copies of these records may be obtained on payment of the prescribed fee from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg.

**DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)**

<p>(a) Brochures on agriculture-related subjects</p> <p>(b) Publications, Pamphlets, Newsletters, posters</p> <p>(b) All information on the website</p>	<p>Copies of these records are available free of charge from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg</p> <p>The following information is available on the website (<a href="http://www.elsenburg.com">www.elsenburg.com</a>):</p> <ul style="list-style-type: none"><li>- About the Department</li><li>- Events</li><li>- Media</li><li>- Radio Elsenburg</li><li>- Events Calendar</li><li>- Services</li><li>- Research Development</li><li>- Agricultural Development Centres</li><li>- Information Sheets</li><li>- Elsenburg College</li></ul>
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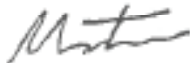
**PROMOTION OF ACCESS TO INFORMATION ACT, 2000****DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

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 DEPARTMENT OF COMMUNITY  
SAFETY**

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As set out in the Schedule



**TSHILOLO MICHAEL MASUTHA, MP (ADV)**

**MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

## DEPARTMENT OF COMMUNITY SAFETY

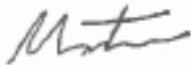
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(iii)	
(a) Annual Report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

**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 DEPARTMENT OF CULTURAL AFFAIRS  
AND SPORT**

As set out in the Schedule



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

## DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none"> <li>(a) "Step-by-Step to project execution" document of the Museum Service</li> <li>(b) Two-monthly in-house magazine "the Cape Librarian"</li> <li>(c) Annual report of the Western Cape Library Service</li> <li>(d) Facilities Plan of the Chief Directorate: Sport</li> <li>(f) "Major Events Strategy" of the Chief Directorate: Sport</li> <li>(g) HIV and AIDS Strategy of the Department</li> </ul>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Head of the Department, Protea Assurance Building, Greenmarket Square, Cape Town</p>


**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 DEPARTMENT OF ECONOMIC  
DEVELOPMENT AND TOURISM**

As set out in the Schedule

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



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

<p>(b) Budget reports</p> <p>(c) Collective agreements with respect to the grievance procedure, picketing and the rules of conduct during industrial action, etc.</p> <p>(d) Constitutions of inter alia the Provincial Bargaining Council</p> <p>(e) Staff-related policies and procedures including employment equity plans, induction programs, HIV and Aids action plan and the code of conduct</p> <p>(f) Monthly reporting on the state of revenue and expenditure: in-year monitoring and reporting system (IMRS)</p> <p>(g) Medium-term Expenditure Framework Budget (MTEF)</p> <p>(h) Adjustments Budget and Explanatory Memorandum</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Finance, 9<sup>th</sup> Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p>
<p><u>Head of Department</u></p> <p>(a) Annual Performance Plan: Overview of year Projections for following year</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Sub-Directorate: Strategic and Operational Support, 11<sup>th</sup> Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p>

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<u>Integrated Economic Development</u> <u>Services, Trade and Sector Development</u> <u>Business Regulation and Governance</u> <u>Economic Planning, Tourism, Commercial</u> <u>Arts and Entertainment</u> (a) Brochures: Small Business Development Tourism (b) White Papers (c) Green Papers  <u>Economic Planning</u> (a) Departmental Strategic Plan (b) Annual Performance Plan: Overview of year Projections for following year	<p>Copies of these records are available free of charge from the Sub-Directorate: Strategic Co-ordination, 11<sup>th</sup> Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p> <p>Copies of these records are available free of charge from the Sub-Directorate: Strategic Co-ordination, 11<sup>th</sup> Floor, Waldorf Building, St George's Mall, Cape Town – between 08:00 and 15:45</p>

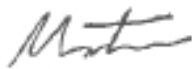
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I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the –

**WESTERN CAPE PROVINCIAL DEPARTMENT OF EDUCATION**

As set out in the Schedule

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

**WESTERN CAPE DEPARTMENT OF EDUCATION**

<b>Description of categories of records automatically available in terms of section 15(1)(a)(i) of the Promotion of Access to Information Act, 2000</b>	<b>Manner of access to recorded</b>
(a) LOGIS annual statements and reports (b) Tender documents and quotations (c) SourceLink documents - advertisements	These records are available for inspection at the Directorate: Supply Chain Management, Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45
(d) Tender documents (e) Tender 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: Knowledge and Information Management (General Registry), Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45
(i) Employment equity plan (j) Training records	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
(k) Financial records of expenditure	These records are available for inspection at the Directorate: Management Accounting, Grand Central Towers, Lower Parliament Street, Cape Town – between 08:00 and 15:45
<b>Description of categories of records automatically available for copying or purchasing in terms of Section 15(1)(a)(ii)</b>	<b>Manner Of Access To Records</b>
(a) Inspection reports (could be requested by institution that has been inspected) (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.) (c)	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 X91 14, Cape Town
(d)	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 X91 14, Cape Town



<p>(j) Curriculum Policy Statements(j) Information on boarding and transport bursaries</p> <p>(k) Manuals on school matters</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>(l) Workplace skills plan</p> <p>(m) Equity plan</p> <p>(n) Course material</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>(o) Annual reports (WCED)</p> <p>(p) Child abuse policy and protocol</p> <p>(q) Summary of child abuse</p>	<p>Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p>
<p>(r) Policy documents (WCED)</p>	<p>Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Policy Co-ordination, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p>
<p>(s)</p>	
<p>t) Vacancy lists</p> <p>(u) Establishments/Organograms of WCED educational institutions and offices</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>(v) Edumedia catalogue</p>	<p>Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Edumedia, 3 Station Road, Mowbray, 7700</p>
<p>(w) Edulis catalogues</p>	<p>Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate Institutional Resources Support (including Library Service), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p>
<p>(x) Educational video material</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>

(y) Home schooling information	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Institution Management and Governance Planning (including Safe Schools), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(z) Assessment policy	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Assessment Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(aa) Curriculum: Policy	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
(bb) List of prescribed books	
(cc) Strategic plan	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
(dd) Annual Performance Plan	
(fee) Departmental forms	
<b>Description of category of records automatically available free of charge in terms of Section 15(1)(a)(iii)</b>	<b>Manner of access to records</b>
(a) Particulars of auditors of schools	Copies of these records are available free of charge from the Directorate: IMGP, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(b) Statistics with regard to the number of schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)	
(c) Examination results (first publication only)	Copies of these records are available free of charge from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(d) Senior Certificate: Full-time candidates (original copy only)	
(e) Examination directives	
(f) Disposal certificate (VA27 and 28) of used, obsolete, redundant and unserviceable items	Copies of these records are available free of charge from the Directorate: Supply Chain Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(g) Comparative schedule of tenders received.	
(h) Tenders: Learner Transport Schemes	

<ul style="list-style-type: none"> <li>(i) Approved suppliers' list of learner support material (institutional resource support)</li> <li>(j) Provisioning recording certificates (VA12) of offices, schools, clinics, centres and Head Office</li> <li>(k) Proof of payment to suppliers</li> <li>(l) Registration documents as supplier of learner support material</li> <li>(m) List of WCED telephone numbers</li> <li>(n) Expenses of learner support material</li> <li>(o) Reports of losses with regard to burglaries, fires and vandalism at institutions</li> <li>(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)</li> <li>(q) Information on schools for learners with special educational needs</li> <li>(r) Specialised learner and educator support (including school clinics): contact numbers</li> <li>(s) Gender equity pamphlets</li> <li>(t) Gender equity posters</li> <li>(u) Diversity posters</li> <li>(v) Anti-violence posters</li> <li>(w) Human resource development newsletter</li> <li>(x) Employment equity advocacy material</li> <li>(y) Manual: Maintenance of buildings and sites</li> <li>(z) Scheduled maintenance</li> <li>(aa) Capital works</li> <li>(bb) Appointment of employees (educators and public servants)(excluding confidential and personal information)</li> </ul>	<p>Copies of these records are available free of charge from the Directorate: Institutional Resource Support, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p> <p>Copies of these records are available free of charge from the Directorate: Management Accounting, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p> <p>Copies of these records are available free of charge from the Directorate: Specialised Education, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p> <p>Copies of these records are available free of charge from the Directorate: Strategic People Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p> <p>Copies of these records are available free of charge from the Directorate: Infrastructure Planning and Development, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p> <p>Copies of these records are available free of charge from the Directorate: Recruitment and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p>
<ul style="list-style-type: none"> <li>(cc) Retirement of employees</li> <li>(dd) Conditions of service and benefits of employees</li> <li>(ee) Resolutions of bargaining councils</li> <li>(ff) Information about leave (Only the persons and organisations that have an interest may request it)</li> <li>(gg) Promotion requirements</li> <li>(hh) Resolutions of bargaining councils</li> </ul>	<p>Copies of these records are available free of charge from the Directorate: Service Benefits, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p> <p>Copies of these records are available free of charge from the Directorate: Employee Relations, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town</p>



(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 and Training certificate information	Copies of these records are available free of charge from the Directorate: IMGP, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(ll)	Adult Education and Training policy and procedures (AET)	Copies of these records are available free of charge from the Directorate: IMGP, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
		National of Higher Education

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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 DEPARTMENT OF ENVIRONMENTAL  
AFFAIRS AND DEVELOPMENT PLANNING**

As set out in the Schedule

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

**DEPARTMENT OF ENVIROMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF PAIA	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii) of PAIA	
<ul style="list-style-type: none"> <li>• Annual Performance Plan</li> <li>• Departmental Strategic Plan</li> <li>• Annual Reports</li> <li>• Environmental and Planning Legislation and Policies (national and provincial)</li> <li>• Provincial Spatial Development Framework</li> </ul>	<p>Copies of these records may be obtained on payment of the prescribed fee from 1 Dorp Street, Utilitas Building, Cape Town, 8001</p>

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000****DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

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**WESTERN CAPE PROVINCIAL DEPARTMENT OF HEALTH**

As set out in the Schedule

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**TSHILILO MICHAEL MASUTHA, MP (ADV)**

**MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

## DEPARTMENT OF HEALTH

DESCRIPTION OF CATEGORIES OF RECORDS AUTO-MATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
(a) Medical records for purposes of on-going medical care (referral). (Medical record: this term is used interchangeable with "clinical record" and refers to any document or record in any form whatsoever, which accumulates in the course of patient care, but excludes documents compiled in response to litigation or pending litigation.)	Copies of medical records may be obtained via the Deputy Information Officer and may incur a prescribed reproduction fee.
This excludes medical records of psychiatric patients (available in terms of section 30 of the Promotion of Access to Information Act). (b) Medical records and administrative documents will	Copies of departmental policy documents,

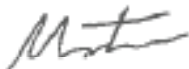
<p>be made automatically available to patients, their legal guardians, or an appointed legal representative, only after producing proof of written permission signed by the patient. No information will be given to any other third party</p> <p>(c) All health-related publications including booklets, pamphlets and brochures made available to and by the provincial Health Department expressly for free public distribution.</p>	<p>guidelines and protocols may be obtained on payment of the prescribed fee at the nearest appropriate health facility or institution via request from the Office of the Superintendent-General of Health. (See contact details of deputy information officer)</p> <p>Website: <a href="http://intrap.pgwc.gov.za/health/">http://intrap.pgwc.gov.za/health/</a></p>
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**WESTERN CAPE PROVINCIAL DEPARTMENT OF HUMAN  
SETTLEMENTS**

As set out in the Schedule



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

**DEPARTMENT OF HUMAN SETTLEMENTS**

<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</b>	<b>MANNER OF ACCESS TO RECORDS</b>
<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)</b>	
<ul style="list-style-type: none"> <li>(a) Allocation of "Tradeworld" Tenders</li> <li>(b) Approved housing policy documents</li> <li>(c) Provincial Housing legislation</li> <li>(d) Circular minutes on housing</li> <li>(e) Subsidy application forms</li> <li>(f) Lists of project applications received</li> <li>(g) Lists of housing projects under construction</li> <li>(h) Western Cape Housing Development Board resolutions (only to parties involved)</li> </ul>	Copies of these records may be obtained on payment of the prescribed fee from the Record Manager, 27 Wale Street, Private Bag X9083, Cape Town
(i) Subsidy beneficiary details (only parties involved)	
(j) Budget speech	



<ul style="list-style-type: none"><li>(k) Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999)</li><li>(l) Case files of the housing tribunal (content only to parties involved)</li><li>(m) Findings of Rental Housing Tribunal</li><li>(n) Rental Housing Tribunal hearing recordings (content only to the parties involved)</li><li>(o) Debtor accounts (content only to the parties involved)</li><li>(p) Annual reports of the Department of Human Settlements</li><li>(q) Annual reports of the Western Cape Rental Housing Tribunal</li><li>(r) Strategic Plan</li><li>(s) Budget (Gazetted)</li><li>(t) Provincial policy documents Western Cape Rental Housing Strategy</li></ul>	
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**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 DEPARTMENT OF LOCAL  
GOVERNMENT**

As set out in the Schedule

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**TSHILILO MICHAEL MASUTHA, MP (ADV)**

**MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

## DEPARTMENT OF LOCAL GOVERNMENT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
<ul style="list-style-type: none"> <li>(a) Allocation of "Tradeworld" Tenders</li> <li>(b) Provincial policy documents</li> <li>(c) Budget (Gazetted)</li> <li>(d) Strategic Plan</li> <li>(e) Annual reports of the Department Local Government</li> <li>(f) Provincial Disaster Management Framework</li> <li>(g) Provincial Disaster Management Strategic Plan</li> <li>(h) Provincial Disaster Risk and Vulnerability Assessment</li> <li>(i) Risk and development annual review (RADAR)</li> </ul>	Copies of these records may be obtained on payment of the prescribed fee from the Record Manager, Waldorf building, 4th floor, Private Bag X9076, Cape Town

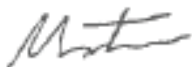
**PROMOTION OF ACCESS TO INFORMATION ACT, 2000****DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

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 DEPARTMENT OF THE PREMIER**

As set out in the Schedule

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**TSHILILO MICHAEL MASUTHA, MP (ADV)**

**MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

## DEPARTMENT OF THE PREMIER

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

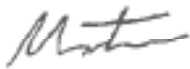
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**WESTERN CAPE PROVINCIAL DEPARTMENT OF SOCIAL  
DEVELOPMENT**

---

As set out in the Schedule



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

## DEPARTMENT OF SOCIAL DEVELOPMENT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1)(a)(ii)	
DESCRIPTIONS OF CATEGORIES	MANNER OF ACCESS
<b>Directorate: Operational Management and Support</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Business Planning and policy alignment, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000.
<b>Directorate: Business Planning and policy Alignment</b> <ul style="list-style-type: none"> <li>• Five year strategic plan of the Department</li> <li>• Annual Performance Plan</li> <li>• Annual Report</li> <li>• Approved policy documents</li> <li>• Generic norms and standards for social welfare services</li> </ul>	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Business Planning and policy alignment, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000. It is also available on the Internet at <a href="http://www.capegateway.gov.za">http://www.capegateway.gov.za</a>
<b>Directorate: Research, Population and Knowledge Management</b> <ul style="list-style-type: none"> <li>• Social research reports</li> <li>• Population and demographic reports</li> </ul>	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Research, Population and Knowledge Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
•	
<b>Directorate: Children &amp; Families</b> <ul style="list-style-type: none"> <li>• Legislative service standards</li> </ul>	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Children & Families, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
<b>Directorate: Special Programmes</b>	Copies of these records may be obtained





# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID AFRIKA

Vol. 612

24 June 2016  
Junie

No. 40088

**PART 2 OF 9**

N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes

ISSN 1682-5843



AIDS HELPLINE: 0800-0123-22 Prevention is the cure



<ul style="list-style-type: none"> <li>Legislative and programme specific service standards (substance abuse; older persons and disabilities)</li> </ul>	on payment of the prescribed fee from the Directorate: Special Programmes, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
<b>Directorate: Social Crime Prevention</b> <ul style="list-style-type: none"> <li>Legislative and Programme specific service standards</li> </ul>	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Social Crime Prevention, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
<b>Directorate: ECD and Partial Care</b> <ul style="list-style-type: none"> <li>Legislative and Programme specific service standards</li> </ul>	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Social Crime Prevention, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
<b>Directorate: Facility Management and Quality Monitoring</b> None	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Facility Management and Quality Monitoring, Private Bag X 1, Old Paarl Road, Kraaifontein, 7570
<b>Directorate: Community Development</b> <ul style="list-style-type: none"> <li>None</li> </ul>	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Community Development, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
<b>Directorate: Partnership Development</b> <ul style="list-style-type: none"> <li>None</li> </ul>	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Partnership Development, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
<b>Directorate: Finance</b> <ul style="list-style-type: none"> <li>Annual budget: MTEF</li> <li>Adjustment estimates</li> <li>Revenue and expenditure reports</li> </ul>	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Finance, 14 Queen Victoria Street, Private Bag X9112, Cape

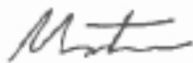
<ul style="list-style-type: none"> <li>• Financial statements</li> <li>• Financial delegations document</li> </ul>	Town, 8000
<b>Directorate: Supply Chain Management</b> <ul style="list-style-type: none"> <li>• Standard Bidding Documents including General Conditions of Contract</li> <li>• Advertised and Awarded Bids/Tender Documents/Files</li> <li>• Copy of Departmental Contracts</li> <li>• Copy of Departmental Service Level Agreements</li> <li>• Supply Chain Management Booklet for Suppliers/Vendors</li> <li>• Supply Chain Management Brochure for Suppliers/Vendors</li> </ul>	Copies of these records may be obtained free on written request from the Directorate: Supply Chain Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
<b>Chief Directorate: Service Delivery Management and Coordination</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	Copies of these records may be obtained on payment of the prescribed fee from the Chief Directorate: Service Delivery Management and Coordination, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000****DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

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**WESTERN CAPE PROVINCIAL TREASURY**

As set out in the Schedule



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

## PROVINCIAL TREASURY

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

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000****DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

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**WESTERN CAPE PROVINCIAL DEPARTMENT OF TRANSPORT AND  
PUBLIC WORKS**

As set out in the Schedule



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



## DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (Act No. 2 of 2000)	
FOR INSPECTION IN TERMS OF LEGISLATION OTHER THAN THIS ACT: CHAPTER 2 SECTION 15(1) (a) (i) of Act No. 2 of 2000	MANNER OF ACCESS TO THE RECORDS
<b>ALL BRANCHES</b>	
Annual Performance Plan Departmental Strategic Plan Annual Reports Quarterly Performance Reports Citizens Report	
<b>BRANCH: STRATEGY PLANNING AND CO-ORDINATION</b>	
<b>POLICY AND STRATEGY INTEGRATION</b>	
Provincial Public Transport Institutional Framework	
Provincial Land Transport Framework	
Transversal Co-Ordination Framework	
<b>EPWP</b>	
Departmental Contractor Development Policy	
Provincial EPWP Policy	
Knowledge Management Strategy	
<b>STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT</b>	
Departmental Skills Development Strategy	
Security Policy	
Access Control Policy	
Performance Monitoring and Evaluation Framework	
Masakh'iSizwe Bursary Programme	
<b>BRANCH: FINANCE</b>	
<b>FINANCIAL MANAGEMENT</b>	
None	
<b>SUPPLY CHAIN MANAGEMENT</b>	
None	
<b>BRANCH: TRANSPORT MANAGEMENT</b>	
<b>ROAD NETWORK MANAGEMENT</b>	
Road Network Information System(RNIS)	RNIS website: <a href="http://mis.pgwc.gov.za">mis.pgwc.gov.za</a>

Traffic counts and accident reports	
Provincial Road Traffic Year Report	RNIS website: <a href="http://rnis.pgwc.gov.za">rnis.pgwc.gov.za</a>
<b>TRANSPORT OPERATIONS</b>	
Public Transport Safety Implementation Programme	
Public Transport Operations Grant	
<b>TRANSPORT REGULATION</b>	
Abnormal Load Applications System	
Safely Home Programme	
Conflict Management Action Plan	
<b>TRAFFIC MANAGEMENT</b>	
Public Transport Safety Implementation Programme	
Road Safety Strategy	

<b>BRANCH PROVINCIAL PUBLIC WORKS</b>	
<b>GENERAL INFRASTRUCTURE</b>	
Tenders awarded	
Jobs stats	
Scheduled governmental projects	
Modernisation Policy	
Modernisation Furniture Policy	
Property Efficiency Strategy	
<b>IMMOVABLE ASSET MANAGEMENT</b>	
Western Cape Land Administration Act(Act 6 of 1998)	Hardcopy available at Head office
	9 Dorp Street,
	Cape Town, 8001
	4 <sup>th</sup> Floor
Provincial Maintenance Strategy	
Acquisitions and Lease-in Strategy	
GIAMA Implementation Strategy	
Disposal Strategy for Property Assets	
<b>EDUCATION INFRASTRUCTURE</b>	
None	

<b>HEALTH INFRASTRUCTURE</b>	
None	
<b>PROVINCIAL PPP</b>	
Better Living Model Exemplar Project	

FOR PURCHASING PURPOSES OR COPYING FROM THE BODY: CHAPTER 2 SECTION 15(1) (a) (ii) of Act No. 2 of 2000	MANNER OF ACCESS TO THE RECORDS
<b>ALL BRANCHES</b>	
Annual Performance Plan Departmental Strategic Plan Annual Report Quarterly Performance Reports Citizens Report	
<b>BRANCH: STRATEGY PLANNING AND CO-ORDINATION</b>	
<b>POLICY AND STRATEGY INTEGRATION</b>	
Provincial Public Transport Institutional Framework	
Provincial Land Transport Framework	
Transversal Co-Ordination Framework	
<b>EPWP</b>	
Departmental Contractor Development Policy	
Provincial EPWP Policy	
Knowledge Management Strategy	
<b>STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT</b>	
Departmental Skills Development Strategy	
Security Policy	
Access Control Policy	
Performance Monitoring and Evaluation Framework	
<b>BRANCH: FINANCE</b>	
<b>FINANCIAL MANAGEMENT</b>	
None	



<b>SUPPLY CHAIN MANAGEMENT</b>	
None	
<b>BRANCH TRANSPORT MANAGEMENT</b>	
<b>ROAD NETWORK MANAGEMENT</b>	
Road Network Information System(RNIS)	RNIS website: <a href="http://rnis.pgwc.gov.za">rnis.pgwc.gov.za</a>
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Acquisitions and Lease-in Strategy	
GIAMA Implementation Strategy	
Disposal Strategy for Property Assets	
<b>EDUCATION INFRASTRUCTURE</b>	
None	
<b>HEALTH INFRASTRUCTURE</b>	

None	
<b>PROVINCIAL PPP</b>	
Better Living Model Exemplar Project	

FROM THE BODY FREE OF CHARGE: CHAPTER 2 SECTION 15(1) (a) (iii) of Act 2 of 2000	MANNER OF ACCESS TO THE RECORDS
<b>ALL BRANCHES</b> Information on the following subjects is available without formal request on the department's website and brochures: <ul style="list-style-type: none"> <li>Brochures</li> <li>Annual report</li> <li>Strategic Plan</li> <li>General information</li> <li>Commercial issues</li> <li>Operations</li> <li>Services rendered</li> <li>Environment</li> <li>Education</li> <li>Community Work</li> <li>Investor Relations</li> <li>Media relations</li> <li>Press releases</li> <li>Publications</li> <li>Site maps</li> </ul>	