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2. FUNCTIONS OF DEPARTMENT

Purpose
• To deliver a transport system, infrastructure and related services for sustainable economic development, which generates growth and jobs and facilitates empowerment opportunity.

Function
• Ensure an efficient and effective integrated transport system.
• Strategically develop, manage and maintain the property portfolio of the Province.
• Plan and co-ordinate integrated departmental strategies and programmes.
• Provide an efficient and affective service to the office of the Minister.

BRANCH: ROAD AND TRANSPORT MANAGEMENT

Purpose
• To ensure an efficient and effective integrated transport system.

Function
• Manage provincial road networks
• Manage transport operations
• Manage transport regulations

CHIEF DIRECTORATE: ROAD NETWORK MANAGEMENT

Purpose
• To manage the provincial road network.

Function
• Manage road planning.
• Manage road design.
• Manage the construction and maintenance of the road network.
• Manage the road network in the regions.
• Provide project management support.

DIRECTORATE: ROAD PLANNING

Purpose
• To manage the road planning
Function
- Develop and maintain road policy and legislation.
- Conduct road spatial planning.
- Conduct road development planning.
- Conduct road network and project planning.
- Administer the proclamation of provincial roads and the expropriation of land.

DIRECTORATE: ROAD DESIGN

Purpose
- To manage the road design.

Function
- Manage traffic engineering designs
- Manage culvert, bridge and structural designs.
- Manage geometric designs
- Manage pavement and engineering designs
- Manage the pavement technology laboratory
- Render technical support services
- Render systems support services
- Develop and administer the Provincial Road Network Geographical Information System (GIS).

DIRECTORATE: CONSTRUCTION AND MAINTENANCE

Purpose
- To manage the construction and maintenance of the road network.

Function
- Manage construction/capital contracts
- Manage maintenance contracts and co-ordinate regional maintenance contracts
- Manage mechanical engineering services
- Manage the Bellville workshop
- Render an occupational health and safety service
- Render operational support services.

DIRECTORATE: REGIONAL ROAD MANAGEMENT (WEST COAST)

Purpose
- To manage the road network in the West Coast region
Function
- Render a roads planning service.
- Construct and maintain roads in the region.
- Manage roads construction and maintenance contracts.
- Render an occupational health and safety service.
- Manage the regional workshop.
- Render a general support service.

**DIRECTORATE: REGIONAL ROAD MANAGEMENT (WINELANDS)**

Purpose
- To manage the road network in the Winelands region

Function
- Render a roads planning service.
- Construct and maintain roads in the region.
- Control municipalities in the construction, maintenance and repairing of flood damaged roads in the region.
- Manage roads construction and maintenance contracts.
- Manage the regional workshop.
- Render a general support service.

**DIRECTORATE: REGIONAL ROAD MANAGEMENT (EDEN)**

Purpose
- To manage the road network in the Eden region

Function
- Render a roads planning service.
- Manage roads construction and maintenance contracts.
- Construct roads in the region.
- Maintain roads in the region.
- Control municipalities in the construction, maintenance and repairing of flood damaged roads in the region.
- Render a specialized technological support service regarding materials and functional requirements.
- Manage the regional workshop.
- Render a general support service.
CHIEF DIRECTORATE: TRANSPORT OPERATIONS

Purpose
- To manage transport operations.

Function
- Develop land transport services and systems.
- Manage land transport contracts.
- Co-ordinate and facilitate land transport safety matters.
- Oversee the implementation of land transport services.
- Provide government motor transport.

DIRECTORATE: LAND TRANSPORT DEVELOPMENT, SYSTEMS AND FREIGHT

Purpose
- To facilitate and co-ordinate the development of land transport services, systems and freight.

Function
- Develop land transport services.
- Develop land transport systems.
- Facilitate and co-ordinate freight services.

DIRECTORATE: LAND TRANSPORT CONTRACTS

Purpose
- To develop and manage land transport contracts

Function
- Develop land transport contracts.
- Manage contracts/service level agreements with transport operators and service providers.

DIRECTORATE: LAND TRANSPORT SAFETY MANAGEMENT

Purpose
- To co-ordinate and facilitate land transport safety matters.

Function
- Asses or evaluate transport safety and identify safety interventions
- Co-ordinate, facilitate and implement transport safety interventions.
DIRECTORATE: LAND TRANSPORT INTEGRATION AND OVERSIGHT

Purpose
- To oversee the implementation of land transport services

Function
- Oversee the implementation of land transport service in the Metro and West Coast region.
- Oversee the implementation of land transport service in the Winelands and Central Karoo region.
- Oversee the implementation of land transport service in the Eden and Overberg region.

DIRECTORATE GOVERNMENT MOTOR TRANSPORT

Purpose
- To provide government motor transport services

Function
- Manage GMT-fleet.
- Manage vehicle logistic and systems.
- Manage GMT trading account and finances.
- Manage fleet risks.

CHIEF DIRECTORATE: TRANSPORT REGULATION

Purpose
- To manage transport regulation.

Function
- Adjudicate applications for operating licences.
- Manage operator licences and permits.
- Manage Provincial Transport registrations.
- Manage mediation, conflict and dispute resolution re public transport matters.
- Manage the institutional formalization and empowerment of public transport industries.
- Manage vehicle administration and licensing.
DIRECTORATE: OPERATING LICENCE ADJUDICATION (OLA)

Purpose
- To adjudicate applications for operating licences

Function
- Dispose of applications for operating licences.
- Cancel operating licences due to misconduct.
- Cancellation of dormant operating licences.
- Liaise with the Transport Appeal Tribunal Provide input to integrated transport plans with regard to Operating Licences.

DIRECTORATE: OPERATING LICENSING & PERMITS

Purpose
- To manage the issuing of operator licensing and permits.

Function
- Administer applications for operating licences.
- Render general administrative support services.

DIRECTORATE: PROVINCIAL TRANSPORT REGISTRATION

Purpose
- To manage Provincial Public Transport registration.

Function
- Assess all land transport matters related to the registration of transport institutions.
- Register and monitor compliance of transport institutions and their members.

DIRECTORATE: TRANSPORT ADMINISTRATION AND LICENSING

Purpose
- To manage vehicle administration and licensing

Function
- Facilitate and co-ordinate departmental inputs and traffic legislative matters.
- Manage vehicle licensing and driver and vehicle fitness processes.
- Ensure compliance to motor vehicle administration and eNaTIS system requirements.
• Manage debt and traffic law related fees matters.
• Manage the National Traffic Information System in the province.

BRANCH: STRATEGY, PLANNING AND CO-ORDINATION

Purpose
• To plan and co-ordinate integrated departmental strategies and programmes.

Functions
• Facilitate the development of provincial strategies, policies, and integrated plans.
• Manage expended public works programmes
• Facilitate and synchronise transversal departmental strategic management processes.

CHIEF DIRECTORATE: POLICY AND STRATEGY INTEGRATION

Purpose
• To facilitate the development of provincial strategies, policies and integrated plans.

Function
• Shape transport in the province through the development of high level policies, strategies and programmes.
• Shape infrastructure in the province through the development of high level policies, strategies and programmes.
• Manage the departmental programmes and projects management (PPM) office.

DIRECORATE: TRANSPORT POLICIES AND STRATEGIES

Purpose
• To shape transport in the province through the development of high level policies strategies and programmes.

Function
• Facilitate the development of provincial strategies and policies w.r.t transport.
• Facilitate the development of the Provincial Land Transport Framework.
• Conduct high level research/feasibility studies and scenario planning
• Engage with stakeholder in respect of long term policy and strategy development.
• Assist municipalities with the development of their integrated Transport Plans.
• Develop the mobility strategy concept in municipalities.
DIRECTORATE: INFRASTRUCTURE POLICIES AND STRATEGIES

Purpose
- To shape infrastructure in the province through the development of high level policies strategies and programmes.

Function
- Facilitate the development of provincial strategies and policies w.r.t infrastructure.
- Conduct high level research/feasibility studies and scenario planning
- Engage with stakeholder in respect of long term policy and strategy development.
- Assist municipalities with the development of their Bulk Infrastructure Plans.
- Develop special infrastructure plans and projects.

CHIEF DIRECTORATE: EPWP

Purpose
- To manage EPWP in the province.

Function
- Co-ordinate EPWP interventions within the province.
- Manage EPWP construction interventions within the province.

DIRECTORATE: EPWP CO-ORDINATION AND COMPLIANCE MONITORING

Purpose
- To ensure the effective co-ordination and monitoring of EPWP.

Function
- Co-ordinate EPWP interventions within the province.
- Monitor compliance of EPWP interventions to normal prescripts.

DIRECTORATE: CONSTRUCTION INDUSTRY INNOVATION AND EMPOWERMENT

Purpose
- To manage EPWP construction interventions within the province
Function
- Develop and empower emerging contractors within the building environment to meet industry norms and standards.
- Assess the empowerment impact of specific projects to inform the design and construction process.
- Manage research for innovation employment creation interventions for implementation by public bodies and to provide then EPWP technical support.
- Empower and develop the unemployed through targeted skills development Programmes.

CHIEF DIRECTORATE: STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT

Purpose
- To facilitate and synchronize transversal departmental strategic management processes.

Function
- Facilitate and co-ordinate departmental strategic and business planning processes.
- Promote and facilitate departmental performance monitoring, evaluation review and reporting.
- Manage departmental information and knowledge as a strategic resource.
- To provide strategic leadership which facilitates the management and implementation of programmes to address skills shortage in transport, built and engineering disciplines.
- Provide an operational management support service.

DIRECTORATE: DEPARTMENTAL STRATEGIC MANAGEMENT SUPPORT

Purpose
- To facilitate and co-ordinate departmental strategic and business planning processes and activities.

Function
- Facilitate the department’s multi-term annual planning cycle.
- Facilitate departmental Batho Pele/service delivery improvement initiatives.
- Facilitate the compilation of the annual report.
- Co-ordinate and facilitate departmental participation in provincial programmes and Projects where the department plays a supportive role.
DIRECTORATE: DEPARTMENTAL PERFORMANCE MONITORING AND EVALUATION

Purpose
- To promote and facilitate departmental performance monitoring, evaluation review and reporting.

Function
- Champion the entrenchment of performance monitoring, evaluation and reporting in the normal management process of the Department’s line and staff function component.
- Proactively facilitate organizational performance monitoring and reporting as per Departmental strategic and annual performance plans.
- Proactively facilitate programme and project performance monitoring and reporting as per provincial strategic objectives (PSO’s) and other requirements.
- Co-ordinate policy and strategy impact assessments in conjunction with line functionaries.

DIRECTORATE: KNOWLEDGE MANAGEMENT

Purpose
- To manage departmental information and knowledge as a strategic resource.

Function
- Manage knowledge and information services.
- Manage departmental records.
- Manage information and Communication Technology (ICT) services.

DIRECTORATE: PROFESSIONAL DEVELOPMENT

Purpose
- To provide strategic leadership which facilitates the management and implementation of programmes to address skills in the transport built and engineering disciplines.

Function
- Manage the Masakh’iSizwe Bursary Programme in a manner that will attract, support and facilitate the development and availability of the skills identified as scarce and critical to meet the Department’s operational needs.
- Design, implement and manage a structured training programme which enables officials to be professionally registered with their relevant professional bodies, within the stipulated timeframe.
DIRECTORATE: OPERATIONAL SUPPORT

Purpose
- To provide an operational management support service.

Function
- Provide an executive support service to the HOD.
- Render a departmental communication service
- Facilitate departmental responsibilities in respect of occupational health and safety and security.
- Ensure the rendering of ICT, human capital, corporate assurance, legal and Communication. Support services to the Department by the CSC in terms of the provisions of the relevant service level agreement and departmental responsibilities in respect of human rights facilitation.

BRANCH: FINANCE

Purpose
- To provide effective financial management services to the Department.

Function
- Ensure departmental financial governance, management accounting financial accounting and portfolio management services.
- Manage provisions, assets and procurement.
- Ensure effective and efficient financial management co-ordination systems between the Branches/Programmes and the Financial management Branch.

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT

Purpose
- To ensure departmental financial governance, management accounting, financial accounting and portfolio management services.

Function
- Ensure sound financial governance practices
- Ensure a departmental financial accounting service.
- Ensure a departmental management accounting service.
DIRECTORATE: FINANCIAL GOVERNANCE

Purpose
- To ensure sound financial governance practices.

Function
- Ensure proper governance with regard to internal control.
- Render an assurance service with regard to financial administration.
- Provide effective and efficient fraud and losses management services.

DIRECTORATE: FINANCIAL ACCOUNTING

Purpose
- To ensure a departmental financial accounting service.

Function
- Provide an effective and efficient salary deduction system for revenue and receivables.
- Provide an effective and efficient salary deduction system and payment system in respect of purchases, payables, transfers and donations.
- Ensure an integrated, effective and efficient assets, cash and liabilities accounting system.
- Manage in-year and annual reports on recorded financial affairs and financial systems.

DIRECTORATE: MANAGEMENT ACCOUNTING

Purpose
- To ensure a departmental management accounting service.

Function
- Provide an integrated, effective and efficient budget planning system in respect of revenue and expenditure.
- Provide an integrated, effective and efficient immovable asset budget planning system.
- Provide an integrated, effective and efficient in-year budget monitoring reporting and adjustment system.
DIRECTORATE: SUPPLY CHAIN MANAGEMENT

Purpose
- To manage provisioning, assets and procurement

Function
- Render a service with regard to planning, compliance, performance management, capacity building and demand management.
- Render a service with regard to acquisition and contract management.
- Render a service with regard to logistics and asset management.

DIRECTORATE: GOVERNANCE AND DEMAND MANAGEMENT

Purpose
- To render a service with regard to planning, compliance, performance management, capacity building and demand management.

Function
- Render a service with regard to compliance, performance management and capacity building.
- Render a demand management service.

DIRECTORATE: ACQUISITION AND CONTRACT MANAGEMENT

Purpose
- To render a service with regard to acquisition and contract management.

Function
- Render an acquisition and contract management service.
- Manage and administer contracts.

DIRECTORATE: LOGISTICS AND ASSET MANAGEMENT

Purpose
- To render a service with regard to logistics and asset management.

Function
- Provide a provisioning function inclusive of inventory and warehouse management.
- Manage departmental assets.
BRANCH: PROVINCIAL PUBLIC WORKS

Purpose
- To strategically develop, manage and maintain the property portfolio of the Province.

Function
- Develop, implement and maintain the institutional strategy and systems for asset management and development as the custodian of immovable assets in the Province.
- Manage the Provincial Government Properties Portfolio and related operational services as the custodian, regulatory, implementing department and enabling infrastructure facilitator of immovable assets in the Province.
- Manage education and health infrastructure portfolios as the custodian regulatory, implementing department and facilitator for enabling infrastructure of immovable assets in the province.
- To strategically analyze, plan, activate or enable under-utilised provincial properties to achieve revenue generation/best value for money by ensuring optimal utilization of provincially owned buildings.
- To drive, implement and manage Public Partnerships throughout the Western Cape.

CHIEF DIRECTORATE: IMMOVABLE ASSET MANAGEMENT

Purpose
- To develop implement and maintain the institutional strategy and systems for asset management and development as the Custodian of immovable assets in the Province.

Function
- Analyse, prepare and update strategic immovable asset management plans, promote effective and efficient utilization of the immovable assets, establish, maintain and update the property management information systems for the Branch and develop and maintain the Immovable Asset Register (excluding Human Settlements).
- Manage leases, disposals, estates and payments of creditors in Region 1.
- Manage leases, disposals, estates and payments of creditors in Region 2.
- Manage the acquisition of immovable property.
- Render transversal financial and administrative support to the Chief Director.
DIRECTORATE: PROPERTY PLANNING AND INFORMATION

Purpose
- To analyse prepare and update strategic immovable asset management plans, promote the effective and efficient utilization of the immovable assets and to establish, maintain and update the property management information systems for the Branch as well as to develop and maintain the Immovable Asset Register (excluding Human Settlements)

Function
- Develop strategic immovable asset management plans.
- Promote the effective and efficient utilization of the immovable asset management portfolio.
- Provide integrated and reliable management information systems for the Branch and reports
- Provide a credible Immovable Asset Register.

DIRECTORATE: PROPERTY MANAGEMENT REGION 1:
CAPE TOWN CENTRAL BLAAUWBERG, HELDERBERG, EDEN, CENTRAL KAROO AND OVERBERG.

Purpose
- To manage leases disposals, estates and payments creditors in Region 1.

Function
- Manage the process of leasing in of immovable property based on the accommodation requirements of user departments.
- Manage the process of leasing out of immovable property superfluous to service delivery requirements
- Manage disposal of immovable properties superfluous to service delivery requirements.
- Estate management such as security, maintenance of unallocated erven, prevention of unlawful occupation, demolitions and registrations of real rights etc.
- Payment of municipal accounts such as rates, taxes and services for all provincial portfolios, sign off and submit to Chief Directorate Finance to process payments.
- Manage debtors and creditors regarding immovable properties.
DIRECTORATE: PROPERTY MANAGEMENT REGION 2:
OOSTENBERG, SOUTH PENINSULA, TYGERBERG, WINELANDS
AND WEST COAST

Purpose
- To manage leases disposals, estates and payments creditors in Region 2.

Function
- Manage the process of leasing in of immovable property based on the accommodation requirements of user departments.
- Manage the process of leasing out of immovable property superfluous to service delivery requirements.
- Manage disposal of immovable properties superfluous to service delivery requirements.
- Estate management such as security, maintenance of unallocated erven, prevention of unlawful occupation, demolitions and registrations of real rights etc.
- Payment of municipal accounts such as rates, taxes and services for all provincial portfolios, sign off and submit to Chief Directorate Finance to process payments.
- Manage debtors and creditors regarding immovable properties.

DIRECTORATE: PROPERTY ACQUISITION

Purpose
- To manage the acquisition of immovable property.

Function
- Manage the acquisition of immovable assets as per the approved Acquisition Plan.
- Manage the acquisition of immovable assets as per ad hoc approved request.
- Manage the donation of immovable assets.
- Manage land exchanges
- Manage the transfer of immovable assets in terms of the principle of asset follows functions.

CHIEF DIRECTORATE: GENERAL INFRASTRUCTURE

Purpose
- To manage Provincial Government properties portfolio and related operational services as the custodian, regulatory and implementing department, and facilitator for enabling infrastructure of immovable assets in the Province.
Function
- Manage the delivery of the total programme of maintenance projects and related operational services.
- Manage the delivery of the total programme of infrastructure projects.
- Manage the contracts for outsourcing of services.
- Co-ordinate occupational health and safety aspects within the Branch.

DIRECTORATE: TECHNICAL SERVICES

Purpose
- To manage the delivery of the total programme of maintenance projects and related operational services.

Function
- Manage the implement maintenance projects regarding Technical Services in the Cape Town area.
- Manage and implement maintenance projects regarding Technical Services in the George area.

DIRECTORATE: PROGRAMME/PROJECTS INFRASTRUCTURE DELIVERY: GENERAL

Purpose
- To manage the delivery of the total programme of infrastructure projects related to the provincial properties of all Provincial Departments and Entities (excluding Health and Education).

Function
- Provide architectural, engineering and quantity surveyor professional inputs for all projects being implemented by the Portfolio.
- Prepare and update the Infrastructure Programme Implementation Plan (IPIP).
- Implement projects (including procurement and contract management).
- Monitor and report on the performance and delivery of outside service providers and take corrective actions where required.
- Implement conditions assessments of provincially owned buildings being used for office accommodation/housing and related purposes (excluding health facilities and schools).
- Update project information on the Project Management Information System.
- Provide strategic input to Departments on the requirements for leases-in for the
portfolio and liaise with the respective Directorates: Property Management Region 1 and 2 of the leases-in.

**CHIEF DIRECTORATE: EDUCATION AND HEALTH INFRASTRUCTURE**

**Purpose**
- To manage the property portfolio of Education as the custodian, regulatory and implementing department, and facilitator for enabling infrastructure of immovable assets in the Province.

**Function**
- Formulate and manage strategies, policies, systems, plans, and build documents related to property management on behalf of the provincial Department of Education.
- Manage the implementation of the approved programme of infrastructure projects on behalf of the Provincial Department of Education.
- Formulate and manage strategies, policies, systems, plans, and build documents related to property management on behalf of the provincial Department of Health.
- Manage the implementation of the approved programme of infrastructure projects on behalf of the Provincial Department of Health.

**DIRECTORATE: INFRASTRUCTURE POLICIES, STRATEGIES AND SYSTEMS: EDUCATION**

**Purpose**
- Formulate and manage strategies, policies systems, and plans and build documents related to property management on behalf of the Provincial Department of Education.

**Function**
- Conduct research on infrastructure issues related to Education needs.
- Provide inputs, data and information to the Department of Education in terms of the preparation of the User Asset Management Plans.
- Facilitate the infrastructure needs of the portfolio with other role-players (e.g. other spheres of government, private sector, public entities).
- Provide inputs, data and information for the development and maintenance of standard functional and technical norms, standards, design codes and drawings for the provincial Department of Education.
- Monitor compliance with technical norms, standards and design codes.
- Approve all building plans irrespective which implementing agent/institution is responsible for implementation.
- Plan and determine of budgets for the technical condition assessments, life cycle costs and life cycle maintenance plans for the Educations portfolio.
- Develop sufficient internal professional built capacity through mentoring, development of a centralized institutional knowledge base, liaising with relevant professional bodies and related boards (e.g. Construction Industry Development Board).
- Develop, update and monitor all technical policies and systems related to infrastructure service delivery.
- Provide professional inputs as members of the Supply Chain Management Committees for infrastructure projects of the Education property portfolio.

DIRECTORATE: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY: EDUCATION

Purpose
- To manage the implementation of the approved programme of the infrastructure projects on behalf of the Provincial Department of Education.

Function
- Provide architectural, engineering and quantity surveyor professional inputs for projects being implemented by the portfolio on behalf of the Department of Education.
- Provide project/programme information and inputs for the updating of the Infrastructure Programme Management Plan and work jointly with Department of Education to draft the procurement strategy.
- Prepare and update the infrastructure Programme Implementation Plan.
- Oversee the implementation of capital, scheduled maintenance and emergency Maintenance projects (e.g. Preparation of Project Execution Plans, signing off and payment of invoices, procurement, contract and cash flow management).
- Monitor and report on the performance and delivery of outside service providers.
- Provide an oversight role for the implementation of infrastructure programmes/projects being manage by other implementing Agents.
- Update project information on the Project Management Information System(s).
- Implement Technical Condition Assessment and Facility Assessment.
- Provide inputs to the Department of Education on the requirements for leases-in for the Portfolio.
- Facilitate timeous acquisition of land.
- Provide feedback to the Infrastructure Policies, Systems and Strategies Sub Directorate and the Provincial Department Education regarding any aspect that should be revised with the view to promote seamless service delivery based on the learning generated during the implementation of the programmes/projects.
- Provide professional inputs as members of the Supply Chain Management Committees for infrastructure projects of the Education property portfolio.
DIRECTORATE: INFRASTRUCTURE POLICIES, STRATEGIES AND SYSTEMS:
HEALTH

Purpose
- Formulate and manage strategies, policies systems, and plans and build documents related to property management on behalf of the Provincial Department of Health.

Function
- Conduct research on infrastructure issues related to Education needs.
- Provide inputs, data and information to the Department of Education in terms of the preparation of the User Asset Management Plans.
- Facilitate the infrastructure needs of the portfolio with other role-players (e.g. other spheres of government, private sector, public entities).
- Provide inputs, data and information for the development and maintenance of standard functional and technical norms, standards, design codes and drawings for the provincial Department of Health.
- Monitor compliance with technical norms, standards and design codes.
- Approve all building plans irrespective which implementing agent/institution is responsible for implementation.
- Plan and determine of budgets for the technical condition assessments, life cycle costs and life cycle maintenance plans for the Health portfolio.
- Develop sufficient internal professional built capacity through mentoring, development of a centralized institutional knowledge base, liaising with relevant professional bodies and related boards (e.g. Construction Industry Development Board).
- Develop, update and monitor all technical policies and systems related to infrastructure service delivery.
- Provide professional inputs as members of the Supply Chain Management Committees for infrastructure projects of the Health property portfolio.

DIRECTORATE: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY:
HEALTH

Purpose
- To manage the implementation of the approved programme of the infrastructure projects on behalf of the Provincial Department of Health.

Function
- Provide architectural, engineering and quantity surveyor professional inputs for projects being implemented by the portfolio on behalf of the Department of Health.
• Provide project/programme information and inputs for the updating of the Infrastructure Programme Management Plan and work jointly with Department of Health to draft the procurement strategy.
• Prepare and update the infrastructure Programme Implementation Plan.
• Oversee the implementation of capital, scheduled maintenance and emergency Maintenance projects (e.g. preparation of Project Execution Plans, signing off and payment of invoices, procurement, contract and cash flow management).
• Monitor and report on the performance and delivery of outside service providers.
• Provide an oversight role for the implementation of infrastructure programmes/projects being managed by other implementing Agents.
• Update project information on the Project Management Information System(s).
• Implement Technical Condition Assessment and Facility Assessment.
• Provide inputs to the Department of Health on the requirements for leases-in for the Portfolio.
• Facilitate timeous acquisition of land.
• Provide feedback to the Infrastructure Policies, Systems and Strategies Sub Directorate and the Provincial Department Health regarding any aspect that should be revised with the view to promote seamless service delivery based on the learning generated during the implementation of the programmes/projects.
• Provide professional inputs as members of the Supply Chain Management Committees for infrastructure projects of the Health property portfolio.

SPECIAL PROJECTS

Purpose
• To strategically analyse, plan, activate or enable under-utilised provincial properties to achieve revenue generation/best value for money by ensuring optimal utilization of provincially owned buildings.

Function
• Strategically analyse the usage of provincial properties to identify the most suitable vehicle for unlocking value.
• Identify special projects
• Collate analysis of information from planning studies into Feasibility Reports.
• Guide and drive special projects, including:
  ❖ Design
  ❖ Funding
  ❖ Implementation
  ❖ Project Management
  ❖ Maintenance
• Establish and manage Special Projects stakeholder relationship (e.g. Treasury, PPP Unit, other governments and all other major stakeholders).
- Activate precincts by completing necessary enabling projects and handover for implementation.
- Monitor, evaluate and report on Special Projects.

PROVINCIAL PUBLIC-PRIVATE PARTNERSHIPS (PPP) UNIT

Purpose
- To drive, implement and manage Public Private Partnerships throughout the Western Cape.

Function
- Develop the Provincial PPP Framework, i.e. strategy, policy, guidelines, norms, standards and protocols.
- Oversee the implementation and maintenance of PPP policies in the Western Cape.
- Managing an effective and efficient transversal support service for PPP projects in the Western Cape.
- Oversee the provisioning of an effective and efficient transversal PPP project advisory service in the Western Cape.
- Manage PPP contracts.
- Manage and report on all the PPP projects.

3. CONTACT DETAILS OF DEPUTY INFORMATION OFFICER
SECTION 14 (1)(b)

Ms. JT Gooch
9 Dorp Street/Private Bag X9185
Cape Town
8000
Tel: 021 483 5037
Fax: 021 483 5068
Email: Jacqui.Gooch@westerncape.gov.za
4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC) ON HOW TO USE THE ACT
SECTION 14(1)(c)

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

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<tr>
<th>The South African Human Rights Commission</th>
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<tbody>
<tr>
<td>Telephone</td>
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5. RECORDS
5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS
SECTION 14(1)(d)

- Legislation and Legal Matters
- Organisation and Control
- Human Resources
• Finance
• Risk Management
• Service and Administration
• Communication and Public Relations
• Engineering Contracts, Specifications and enquiries
### 5.2 RECORDS AUTOMATICALLY AVAILABLE

**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)**

<table>
<thead>
<tr>
<th>FOR INSPECTION IN TERMS OF LEGISLATION OTHER THAN THIS ACT: CHAPTER 2 SECTION 15(1) (a) (i) of Act No. 2 of 2000</th>
<th>MANNER OF ACCESS TO THE RECORDS</th>
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<td><strong>BRANCH: STRATEGY PLANNING AND CO-ORDINATION</strong></td>
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<td><strong>EPWP</strong></td>
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<tr>
<td><strong>STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT</strong></td>
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<tr>
<td><strong>BRANCH: PROVINCIAL ROADS AND TRANSPORT MANAGEMENT</strong></td>
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<td><strong>PROVINCIAL ROAD NETWORK MANAGEMENT</strong></td>
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<tr>
<td>Road Network Information System (RNIS)</td>
<td>RNIS website: <a href="http://rnis.pgwc.gov.za">rnis.pgwc.gov.za</a></td>
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<tr>
<td>Traffic counts and accident reports</td>
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</tr>
<tr>
<td>Provincial Road Traffic Year Report</td>
<td>RNIS website: <a href="http://rnis.pgwc.gov.za">rnis.pgwc.gov.za</a></td>
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<tr>
<td><strong>TRANSPORT OPERATIONS</strong></td>
<td>None</td>
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<tr>
<td><strong>TRANSPORT REGULATION</strong></td>
<td>None</td>
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<tr>
<td>BRANCH PROVINCIAL PUBLIC WORKS</td>
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<tr>
<td>GENERAL INFRASTRUCTURE</td>
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<td>Tenders awarded</td>
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<td>Jobs stats</td>
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<td>Scheduled governmental projects</td>
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<tr>
<th>IMMOVABLE ASSET MANAGEMENT</th>
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<tbody>
<tr>
<td>Western Cape Land Administration Act (Act 6 of 1998)</td>
</tr>
<tr>
<td>Hardcopy available at Head office</td>
</tr>
<tr>
<td>9 Dorp Street,</td>
</tr>
<tr>
<td>Cape Town, 8001</td>
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<tr>
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<td>MANNER OF ACCESS TO THE RECORDS</td>
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<tr>
<td><strong>FOR PURCHASING PURPOSES OR COPYING FROM THE BODY: CHAPTER 2 SECTION 15(1) (a) (ii) of Act No. 2 of 2000</strong></td>
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</tbody>
</table>

### ALL BRANCHES

- Annual Performance Plan
- Departmental Strategic Plan
- Annual Report

### BRANCH: STRATEGY PLANNING AND CO-ORDINATION

**POLICY AND STRATEGY INTEGRATION**

- None

**EPWP**

- None

**STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT**

- None

### BRANCH PROVINCIAL ROADS AND TRANSPORT MANAGEMENT

**PROVINCIAL ROAD NETWORK MANAGEMENT**

- Road Network Information System (RNIS)
  - Traffic counts and accident reports
  - RNIS website: [rnis.pgwc.gov.za](http://rnis.pgwc.gov.za)
- Provincial Traffic Year Report
  - RNIS website: [rnis.pgwc.gov.za](http://rnis.pgwc.gov.za)

### TRANSPORT OPERATIONS

- None

### TRANSPORT REGULATION

- None
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<thead>
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<th>BRANCH PROVINCIAL PUBLIC WORKS</th>
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<p>| SUPPLY CHAIN MANAGEMENT |  |</p>
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<tr>
<td>Information on the following subjects is available without formal request on the department’s website and brochures:</td>
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<tr>
<td>- Brochures</td>
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<tr>
<td>- Annual report</td>
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<tr>
<td>- Strategic Plan</td>
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<td>- General information</td>
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<td>- Commercial issues</td>
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<td>- Operations</td>
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<td>- Education</td>
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<td>- Community Work</td>
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<td>- Investor Relations</td>
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<tr>
<td>- Publications</td>
<td></td>
</tr>
<tr>
<td>- Site maps</td>
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### 5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a
maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 (Act 99 of 1198) or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).

- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- An access fee is payable should the requester for instance need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).
- In certain instances, a requester may also be requested to pay a deposit.
- A requester may lodge an internal appeal against the payment of the deposit and / or access fee. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.
6. SERVICES AVAILABLE TO THE PUBLIC
SECTION 14 (1)(f)

The Department renders the following services to the public:

Managing the Provincial Property Portfolio by renting, letting and developing provincial property.

The service may be obtained by reacting to advertisements in the media regarding proposed renting and letting projects, or by contacting the Assistant Executive Manager: Property Management, tel. (021) 483-3536, or by directing written enquiries to Private Bag X9185, Cape Town, 8000.

General vehicle licenses and special permits, for example personal number plates, heavy vehicle permits and taxi operator's permits.

The prescribed application forms for these services may be obtained from:

Vehicle registration and personal number plates: Private Bag X9185, Cape Town, 8000, or tel. (021) 483-5995

Heavy vehicle permits: Private Bag X9185, Cape Town, 8000, or tel. (021) 483-2432; and

Taxi operator's permits: Private Bag X8, Goodwood, 7460, or tel. (021) 483 0282 and 483 0281.

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS
SECTION 14 (1) (g)

The only way, in which a person may make representations regarding the formulation of policy or anything else, is by reacting to certain proclamations and/or guidelines published in the media for comment from time to time.
8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT
SECTION 14(1) (h)

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.