Promotion of Access to Information Manual, 2019
compiled in terms of section 14 of the Promotion of Access to
Information Act, 2000 for the Department of Transport and Public
Works
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1 INTRODUCTION

1.1 The Constitution of the Republic of South Africa, 1996 (the Constitution) makes provision for the right of access to any information held by the State, subject to justifiable limitations, which includes the limitation to protect privacy.

1.2 The Constitutional Court interpreted the right of access to information as not merely a right to obtain access to information for the exercise or protection of a right, but also to ensure that there is an open and accountable administration at all levels of government.

1.3 Section 32(1)(a) and (2) of the Constitution reads as flows:

“(1) Everyone has the right of access to –
(a) any information held by the State; and
(b) any information that is held by another person and that is required for the exercise or protection of any rights.

(2) National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the state.”

1.4 The aforesaid resulted in the enactment of the Promotion of Access to Information Act, 2000 (PAIA). The purpose of PAIA is to foster a culture of transparency and accountability in public and private bodies and to empower and educate the people of South Africa to understand their rights.

1.5 This manual is compiled in terms of section 14 of PAIA which requires that the Department of Transport and Public Work (DTPW) must have a manual which sets out, amongst others, its structure and functions, include an index of its records and services, provide assistance on the procedure to access its records and services.
2 STRUCTURE OF THE DEPARTMENT
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.
• Manage the provincial road network.
• Provide an executive support service to the HOD.

2.1 CHIEF DIRECTORATE: ROAD NETWORK MANAGEMENT

Purpose
• The purpose of this Programme is to deliver and maintain transport infrastructure that is sustainable, integrated, and environmentally sensitive that supports and facilitates social empowerment and economic growth and promotes accessibility and the safe, affordable movement of people, goods and services. The Programme consists of the following sub-programmes.
  • Infrastructure Planning;
  • Infrastructure Design;
  • Construction; and
  • Maintenance.

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.

2.1.1 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.
2.1.2 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).

2.1.3 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.

2.1.4 DIR: 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.

2.1.5 DIR: 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.

2.1.6 DIR: 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.

2.2 BRANCH: TRANSPORT MANAGEMENT

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

Function
• Manage transport operations
• Manage transport regulations
• Promote and enhance traffic safety in the Province by developing provincial strategies and impacting on the development and implementation of the national traffic safety strategies and policies.

2.2.1 CHIEF DIRECTORATE: TRANSPORT OPERATIONS

Purpose
• The purpose of this Programme is to plan, regulate and facilitate the provision of integrated land transport services through coordination and cooperation with national planning authorities, municipalities, community-based and non-governmental organisations, and the private sector in order to enhance and facilitate the mobility of all communities.
• The programme consists of the following sub-programmes:
  o Public Transport Services;
  o Transport Safety and Compliance; and
  o Transport Systems
Function
- Develop land transport services and systems.
- Develop and manage land transport contracts.
- Co-ordinate and facilitate land transport safety matters.
- Oversee the implementation of land transport services.
- Provide government motor transport.
- Facilitate and coordinate the development of land transport services, systems and freight.

2.2.1.1 DIRECTORATE: LAND TRANSPORT DEVELOPMENT AND SYSTEMS

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.

2.2.1.2 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.

2.2.1.3 DIRECTORATE: LAND TRANSPORT SAFETY

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.

2.2.1.4 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.
2.2.2 CHIEF DIRECTORATE: TRANSPORT REGULATION

Purpose
- The purpose of this Programme is to regulate the transport environment through the registration and licensing of motor vehicles, associations, operators, and drivers; to promote safety through traffic law enforcement services, facilitate road safety education, communication, awareness, and the operation of provincial weighbridges; and to provide training to traffic policing and other law enforcement officials.

The Programme consists of the following sub-programmes.
- Transport Administration and Licensing;
- Operator Licence and Permits; and
- Law Enforcement.

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. Provide government motor transport services

2.2.2.1 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.

2.2.2.2 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.
2.2.2.3 DIRECTORATE: PROVINCIAL TRANSPORT REGISTRAR

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.

2.2.2.4 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.

2.2.2.5 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.

2.2.3 CHIEF DIRECTORATE: TRAFFIC MANAGEMENT

Purpose
• The purpose of this Programme is to regulate the transport environment through the registration and licensing of motor vehicles, associations, operators, and drivers; to promote safety through traffic law enforcement services, facilitate road safety education, communication, awareness, and the operation of provincial weighbridges; and to provide training to traffic policing and other law enforcement officials.

The Programme consists of the following sub-programmes.
  o Transport Administration and Licensing;
  o Operator Licence and Permits; and
  o Law Enforcement.
Function
• To manage an effective Traffic Law Enforcement Services
• Provide lifelong quality outcomes-based learning programs to traffic policing agencies.
• Ensure greater voluntary compliance with road rules and regulations in the Province.

2.2.3.1 DIRECTORATE: ROAD SAFETY MANAGEMENT

Purpose
• To ensure greater voluntary compliance with road rules and regulations within the Province.

Function
• Promote and enhance traffic safety by developing provincial strategies impacting on the development and implementation of national traffic safety strategies and policies.
• Facilitate road safety education, communication and awareness.
• Rendering of an administrative support services.

3.2.3.2 DIRECTORATE: TRAFFIC LAW ENFORCEMENT

Purpose
• To manage an effective Traffic Law Enforcement service

Function
• Manage Traffic Law Enforcement in the Metro region.
• Manage Traffic Law Enforcement in the West Coast region.
• Manage Traffic Law Enforcement in the Southern region.
• Provide administrative support.

2.2.3.2 DIRECTORATE: TRAFFIC TRAINING AND DEVELOPMENT

Purpose
• To provide lifelong quality outcomes-based learning programs to traffic policing agencies.

Function
• Manage and develop training and development programmes for traffic safety and policing agencies in Province.
• Manage the process of quality assurance and evaluation of training provided
• Manage and implement programs in support of lifelong learning

2.3 BRANCH: STRATEGY, PLANNING AND CO-ORDINATION (Administration)

Purpose
• The purpose of this Programme is to provide overall management support to the DTPW.
• Note: the Corporate Services Centre, located in the Department of the Premier, provides the following support services: human resource management, human resource development, organisation development, enterprise risk management, internal audit, legal services, provincial forensic services, and information and communication technology services. The Programme consists of the following sub-programmes.
  o Office of the MEC;
  o Management of the Department;
  o Corporate Support; and
  o Departmental Strategy.

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

2.3.1 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 programs and projects management (PPM) office.

2.3.1.1 DIRECTORATE: TRANSPORT POLICIES AND STRATEGIES

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

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.
2.3.1.2 DIRECTORATE: INFRASTRUCTURE POLICIES AND STRATEGIES

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

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.

2.3.2 CHIEF DIRECTORATE: EXPANDED PUBLIC WORKS PROGRAMME (EPWP)

Purpose
• To manage EPWP in the province.

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

2.3.2.1 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.

2.3.2.2 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.
2.3.3 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.

2.3.3.1 DIRECTORATE: 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.

2.3.3.2 DIRECTORATE: 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.

2.3.3.3 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.

2.3.3.4 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.

2.3.3.5 DIRECTORATE: OPERATIONAL SUPPORT

Purpose
• To provide an operational management support service.

Function
• 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.

2.4 BRANCH: FINANCE

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

2.4.1 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.

2.4.1.1 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.

2.4.1.2 DIRECTORATE: FINANCIAL ACCOUNTING

Purpose
• To ensure a departmental financial accounting service.

Function
• Provide an effective and efficient accounting 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.

2.4.1.3 DIRECTORATE: MANAGEMENT ACCOUNTING

Purpose
• To ensure a departmental management accounting service.
• 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.

2.4.2 CHIEF DIRECTORATE: SUPPLY CHAIN MANAGEMENT (SCM)

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.

2.4.2.1 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.

2.4.2.2 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.

2.4.2.3 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.
2.5 BRANCH: PROVINCIAL PUBLIC WORKS

Purpose
- The purpose of this Programme is to provide balanced provincial government building infrastructure that promotes integration, accessibility, sustainability, equity, environmental sensitivity, economic growth, and social empowerment.
The programme consists of the following sub-programmes.
  - Planning;
  - Construction;
  - Maintenance;
  - Immovable Asset Management; and
  - Facility Operations.

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-utilized 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.

2.5.1 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 Chief Director.
2.5.1.1 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.

2.5.1.2 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.

2.5.1.3 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.

2.5.1.4 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.

2.5.2 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.
- Co-ordinate occupational health and safety aspects within the Branch.
- Provide general administration and financial services to the Chief Directorate General Infrastructure.
2.5.2.1 DIRECTORATE: TECHNICAL SUPPORT

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.

2.5.2.2 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.

2.5.3 CHIEF DIRECTORATE: EDUCATION 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 program of infrastructure projects on behalf of the Provincial Department of Education.
2.5.3.1 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 Education 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.

2.5.3.2 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 programs/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.

2.5.3.3 CHIEF DIRECTORATE: HEALTH INFRASTRUCTURE

Purpose
• To manage the property portfolio of Health 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 Health.
• Manage the implementation of the approved program of infrastructure projects on behalf of the Provincial Department of Health.

2.5.3.4 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.

2.5.3.5 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
  programs/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 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.

2.5.4 CHIEF DIRECTORATE: PUBLIC-PRIVATE PARTNERSHIPS (PPP)

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 THE INFORMATION OFFICER SECTION 14(1)(b)

Mr H Malila
1st Floor
15 Wale Street
Cape Town
8000
Tel: 021 483 6032
Fax: 021 483 3300/4715
E-mail: Harry.Malila@westerncape.gov.za

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

Ms. JT Gooch
9 Dorp Street/Private Bag X9185
4 GUIDE BY HUMAN RIGHTS COMMISSION (SAHRC) - SECTION 14(1) (c)

5.1 The Human Rights Commission updates and makes available a guide compiled by it in terms of section 10 of the PAIA which informs persons of:
- the objects of PAIA and how to exercise their rights in terms of these two acts;
- the contact details of the information officer and deputy information officer (where applicable) of every public body and the assistance available from them;
- how to access records of public bodies; and.
- the legal remedies that are available when there is a failure to act in accordance with PAIA.

5.1.2 All enquiries to obtain access to this guide should be directed to:

<table>
<thead>
<tr>
<th>The South African Human Rights Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Telephone</strong></td>
</tr>
<tr>
<td>+27 11 877 3900</td>
</tr>
<tr>
<td><strong>Fax</strong></td>
</tr>
<tr>
<td>+27 11 4040684</td>
</tr>
<tr>
<td><strong>E-Mail Address</strong></td>
</tr>
<tr>
<td><a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a></td>
</tr>
<tr>
<td><strong>Postal Address</strong></td>
</tr>
<tr>
<td>PAIA Unit: Promotion of Access to Information Private Bag 2700 Houghton 2041</td>
</tr>
<tr>
<td><strong>Street Address</strong></td>
</tr>
<tr>
<td>South African Human Rights Commission 33 Hoofd Street Braamfontein 2017</td>
</tr>
<tr>
<td>JOHANNESBURG</td>
</tr>
<tr>
<td><strong>Website</strong></td>
</tr>
<tr>
<td><a href="http://www.sahrc.org.za">www.sahrc.org.za</a></td>
</tr>
</tbody>
</table>

5.1.3 Appendix A to this manual includes information on how to access records of the Department, its internal appeal procedure, or applying to a court against decisions by the Information Officer or Deputy Officer, as the case may be.
5 INFORMATION ON THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

5.1 SUBJECTS AND CATEGORIES OF DEPARTMENTAL RECORDS – section 14(1)(d)

The Department holds records on the following subjects and categories:

<table>
<thead>
<tr>
<th>CATEGORIES AND SUBJECT MATTER</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Requires a request</td>
</tr>
<tr>
<td>6.1.1 Organisation and Control</td>
<td>Programme 1</td>
</tr>
<tr>
<td>- Delegation of Powers</td>
<td></td>
</tr>
<tr>
<td>- Planning</td>
<td></td>
</tr>
<tr>
<td>- Office instructions and</td>
<td></td>
</tr>
<tr>
<td>codes</td>
<td></td>
</tr>
<tr>
<td>- Organisational</td>
<td></td>
</tr>
<tr>
<td>Performance Systems</td>
<td></td>
</tr>
<tr>
<td>- Annual publications</td>
<td></td>
</tr>
<tr>
<td>Reports</td>
<td></td>
</tr>
<tr>
<td>- Policy and Strategy</td>
<td></td>
</tr>
<tr>
<td>- Progress report submitted</td>
<td></td>
</tr>
<tr>
<td>to Cabinet on the implementation of the PSP.</td>
<td></td>
</tr>
<tr>
<td>- Policy and strategy papers</td>
<td></td>
</tr>
<tr>
<td>in response to national and provincial strategic imperatives</td>
<td></td>
</tr>
<tr>
<td>- Strategic Management</td>
<td></td>
</tr>
<tr>
<td>Information</td>
<td></td>
</tr>
<tr>
<td>- Consolidated reports on key partnerships and engagements</td>
<td></td>
</tr>
</tbody>
</table>

6.1.2 Statutory and Regulatory Framework / Legislation
- Legislation and Legal Matters

6.1.4 Internal Financial Management
- 

6.1.5 Supply Chain Management
- Engineering Contracts, Specifications and enquiries

6.1.6 Internal Facilities
Programme 1
5.2 DEPARTMENTAL RECORDS THAT ARE AUTOMATICALLY AVAILABLE WITHOUT THE NEED TO REQUEST ACCESS – section 14 (1)(e)

The following records are available for inspection in terms of section 15(1)(a)(i) and copying in terms of section 15(1)(a)(ii).

<table>
<thead>
<tr>
<th>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)</th>
<th>MANNER OF ACCESS TO THE RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR INSPECTION IN TERMS OF LEGISLATION OTHER THAN THIS ACT: CHAPTER 2 SECTION 15(1)(a)(i) of Act No. 2 of 2000</td>
<td>SECTION 15(1)(b)</td>
</tr>
<tr>
<td>ALL BRANCHES</td>
<td></td>
</tr>
<tr>
<td>Annual Performance Plan</td>
<td>Intranet, <a href="http://www.westerncapegov.co.za">www.westerncapegov.co.za</a></td>
</tr>
<tr>
<td>Departmental Strategic Plan</td>
<td>9 Dorp Street, Cape Town</td>
</tr>
<tr>
<td>Annual Reports</td>
<td>Communication Section</td>
</tr>
<tr>
<td>Quarterly Performance Reports</td>
<td>8th Floor</td>
</tr>
<tr>
<td>Citizens Report</td>
<td></td>
</tr>
</tbody>
</table>

BRANCH: STRATEGY PLANNING AND CO-ORDINATION

POLICY AND STRATEGY INTEGRATION

<table>
<thead>
<tr>
<th>Provincial Public Transport</th>
<th>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Framework</td>
<td></td>
</tr>
<tr>
<td>Provincial Land Transport Framework</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
</tr>
<tr>
<td>Transversal Co-Ordination Framework</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
</tr>
<tr>
<td>EPWP</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
</tr>
<tr>
<td>Departmental Contractor Development Policy</td>
<td></td>
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<tr>
<td>Provincial EPWP Policy</td>
<td></td>
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</tbody>
</table>

STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT
<table>
<thead>
<tr>
<th>Departmental Skills</th>
<th>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Strategy</td>
<td></td>
</tr>
<tr>
<td>Security Policy</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
</tr>
<tr>
<td>Access Control Policy</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
</tr>
<tr>
<td>Performance Monitoring and Evaluation Framework</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
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<tr>
<td>Masakh’iSizwe Bursary Programme</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
</tr>
<tr>
<td>Knowledge Management Strategy</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
</tr>
</tbody>
</table>

**BRANCH: FINANCE**

**FINANCIAL MANAGEMENT**

<table>
<thead>
<tr>
<th>Public Service Act and Regulations/Public Finance Management Act (PFMA)</th>
<th>Intranet, 9 Dorp Street, Communications Section, 8th floor</th>
</tr>
</thead>
</table>

**SUPPLY CHAIN MANAGEMENT**

| None | |

**ROAD NETWORK MANAGEMENT**

<table>
<thead>
<tr>
<th>Road Network Information System (RNIS)</th>
<th>RNIS website: rnis.pgwc.gov.za</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic counts and accident reports</td>
<td>RNIS website: rnis.pgwc.gov.za</td>
</tr>
<tr>
<td>Provincial Road Traffic Year Report</td>
<td>RNIS website: rnis.pgwc.gov.za</td>
</tr>
</tbody>
</table>

**BRANCH: TRANSPORT MANAGEMENT**

**TRANSPORT OPERATIONS**

<table>
<thead>
<tr>
<th>Public Transport Safety Implementation Programme</th>
<th>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Transport Operations Grant</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
</tr>
</tbody>
</table>

**TRANSPORT REGULATION**

<table>
<thead>
<tr>
<th>Abnormal Load Applications System</th>
<th>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safely Home Programme</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
</tr>
<tr>
<td>Conflict Management Action Plan</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
</tr>
</tbody>
</table>

**TRAFFIC MANAGEMENT**

<table>
<thead>
<tr>
<th>Public Transport Safety Implementation Programme</th>
<th>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Safety Strategy</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
</tr>
</tbody>
</table>

**BRANCH PROVINCIAL PUBLIC WORKS**

**GENERAL INFRASTRUCTURE**
| Tenders awarded | Walk-in-centre:  
9 Dorp Street |
|-----------------|---------------------------------|
| Jobs stats      | Director: Knowledge Management:  
1st Floor, 9 Dorp Street, Cape Town |
| Scheduled governmental projects | Director: Knowledge Management:  
1st Floor, 9 Dorp Street, Cape Town |
| Modernisation Policy | Director: Knowledge Management:  
1st Floor, 9 Dorp Street, Cape Town |
| Modernisation Furniture Policy | Director: Knowledge Management:  
1st Floor, 9 Dorp Street, Cape Town |
| Property Efficiency Strategy | Director: Knowledge Management:  
1st Floor, 9 Dorp Street, Cape Town |
| **IMMOBILE ASSET MANAGEMENT** | |
| Western Cape Land Administration Act (Act 6 of 1998) | Hardcopy available at Head office  
9 Dorp Street,  
Cape Town, 8001 |
| | 4th Floor |
| Provincial Maintenance Strategy | Director: Knowledge Management:  
1st Floor, 9 Dorp Street, Cape Town |
| Acquisitions and Lease-in Strategy | Director: Knowledge Management:  
1st Floor, 9 Dorp Street, Cape Town |
| GIAMA Implementation Strategy | Director: Knowledge Management:  
1st Floor, 9 Dorp Street, Cape Town |
| Disposal Strategy for Property Assets | Director: Knowledge Management:  
1st Floor, 9 Dorp Street, Cape Town |
| **EDUCATION INFRASTRUCTURE** | |
| None | |
| **PROVINCIAL PPP** | |
| Better Living Model Exemplar Project | Director: Knowledge Management:  
1st Floor, 9 Dorp Street, Cape Town |
| **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** |
| Annual Performance Plan  
Departmental Strategic Plan  
Annual Report  
Quarterly Performance Reports  
Citizens Report | Intranet,  
9 Dorp Street, Cape Town  
Communication Section,  
8th floor |
| **BRANCH: STRATEGY PLANNING AND CO-ORDINATION** |
## POLICY AND STRATEGY INTEGRATION

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Provincial Public Transport Institutional Framework</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
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<tr>
<td>Provincial Land Transport Framework</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
</tr>
<tr>
<td>Transversal Co-Ordination Framework</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
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</tbody>
</table>

## EPWP

<table>
<thead>
<tr>
<th>Category</th>
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</tr>
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<tbody>
<tr>
<td>Departmental Contractor Development Policy</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
</tr>
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<td>Provincial EPWP Policy</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
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## STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
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<tbody>
<tr>
<td>Departmental Skills Development Strategy</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
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<tr>
<td>Security Policy</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
</tr>
<tr>
<td>Access Control Policy</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
</tr>
<tr>
<td>Performance Monitoring and Evaluation Framework</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
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<tr>
<td>Knowledge Management Strategy</td>
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## BRANCH: FINANCE

### FINANCIAL MANAGEMENT

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
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<tbody>
<tr>
<td>Public Service Act and Regulations/PFMA</td>
<td>Intranet, 9 Dorp Street, Communications Section, 8th floor</td>
</tr>
</tbody>
</table>

## SUPPLY CHAIN MANAGEMENT

None

## BRANCH TRANSPORT MANAGEMENT

### ROAD NETWORK MANAGEMENT

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>Road Network Information System (RNIS)</td>
<td>RNIS website: <a href="http://rnis.pgwc.gov.za">rnis.pgwc.gov.za</a></td>
</tr>
<tr>
<td>Traffic counts and accident reports</td>
<td></td>
</tr>
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</table>

### TRANSPORT OPERATIONS

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<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
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<td>Public Transport Operations Grant</td>
<td>Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town</td>
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## TRANSPORT REGULATION
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
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<tbody>
<tr>
<td>Abnormal Load Applications</td>
<td>System</td>
<td>1st Floor, 9 Dorp Street, Cape Town</td>
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<tr>
<td>Safely Home Programme</td>
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<td>1st Floor, 9 Dorp Street, Cape Town</td>
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<tr>
<td>Conflict Management Action Plan</td>
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<td>1st Floor, 9 Dorp Street, Cape Town</td>
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<tr>
<td><strong>TRAFFIC MANAGEMENT</strong></td>
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<tr>
<td>Public Transport Safety</td>
<td>Implementation Programme</td>
<td>1st Floor, 9 Dorp Street, Cape Town</td>
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<tr>
<td>Road Safety Strategy</td>
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<td>1st Floor, 9 Dorp Street, Cape Town</td>
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<tr>
<td><strong>BRANCH PROVINCIAL PUBLIC WORKS</strong></td>
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<td><strong>GENERAL INFRASTRUCTURE</strong></td>
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<td>Tenders awarded</td>
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<tr>
<td>Job stats</td>
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<td>Scheduled governmental projects</td>
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<tr>
<td>Modernisation Policy</td>
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<td>Modernisation Furniture Policy</td>
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<td>Property Efficiency Strategy</td>
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<tr>
<td><strong>IMMOVABLE ASSET MANAGEMENT</strong></td>
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<td></td>
</tr>
<tr>
<td>Western Cape Land Administration Act(Act 6 of 1998)</td>
<td>Hardcopy available at Head office</td>
<td></td>
</tr>
<tr>
<td>Provincial Maintenance Strategy</td>
<td></td>
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<tr>
<td>Acquisitions and Lease-in Strategy</td>
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<tr>
<td>GIAMA Implementation Strategy</td>
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<td></td>
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<tr>
<td>Disposal Strategy for Property Assets</td>
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<td><strong>EDUCATION INFRASTRUCTURE</strong></td>
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<td><strong>HEALTH INFRASTRUCTURE</strong></td>
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<td></td>
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<td><strong>PROVINCIAL PPP</strong></td>
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<tr>
<td>Better Living Model Exemplar</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FROM THE BODY FREE OF CHARGE:  CHAPTER 2 SECTION 15(1) (a) (iii) of Act 2 of 2000

MANNER OF ACCESS TO THE RECORDS

ALL BRANCHES

Information on the following subjects is available without formal request on the department’s website and brochures:

- Brochures
- Annual report
- Strategic Plan
- General information
- Commercial issues
- Operations
- Services rendered
- Environment
- Education
- Community Work
- Investor Relations
- Media relations
- Press releases
- Publications
- Site maps

Department’s website: www.westerncape.gov.za

Communication Section: 9 Dorp Street, Cape Town. 8th floor

5.3 SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC – section 14(1)(f)

The Department of Transport and Public Works delivers infrastructure and services to promote socio-economic outcomes and safe, empowered and connected communities.

Below find the link to the service charter document and the attachment marked Appendix B


<table>
<thead>
<tr>
<th>Services rendered by the Department of the Transport and Public Works</th>
<th>How to access these services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor vehicle registration and licensing services</td>
<td>9 Dorp Street, Walk-in Centre</td>
</tr>
<tr>
<td>- Issue permits for abnormal loads vehicle and events on public roads</td>
<td>Office Hours: 08:00 and 12:15 and 13:15 to 15:00.</td>
</tr>
</tbody>
</table>
Public transport Operating Licences
- Provide licensing services to public transport operators
- Provide dispute resolution in the transport public domain
- Register minibus taxi operators and associations

Vangate Office
Vangate Shared Service Centre
Corner of Bosduif and Volstruis roads, Bridgetown, Athlone, 7764
Tel: 021 483 0270/0216
Fax: 021 483 0201
Twitter: @WCGovTPW
Office hours: 7:30 - 16:00

Provincial Traffic Law Enforcement Service
Road Safety Provincial Services
Training of law enforcement officers

35 Wale Street
Kenny Africa
Chief Director: Transport Management

5.4 ARRANGEMENTS FOR PUBLIC PARTICIPATION BY CONSULTATION AND/OR REPRESENTATION ON THE FORMULATION OF DEPARTMENTAL POLICY AND/OR PERFORMANCE OF FUNCTIONS – section 14(1)(g)

Provincial Policies that has an external impact will require Public Participation and the process to be followed will be approved of by the Provincial Cabinet on a case by case basis

5.5 REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT BY THE DEPARTMENT - section 14(1)(h)

Legislation applicable to the Department (as set out in its Departmental Annual Performance Plan) 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.

Questions, complaints or comments regarding any service delivery by the Department of the Transport and Public Works may be made as follows:

**Call:** +27 21 483 4391
**Fax:** +21 483 8755
**E-mail:** Internal.Communication@westerncape.gov.za
**Visit:** Contact Centre at 9 Dorp Street, Cape Town – Monday to Friday from 8:00 to 15:30
**Website:** www.westerncape.gov.za
6 ACCESSIBILITY AND AVAILABILITY OF THIS MANUAL – Section 14(3)

7.1 The manual is available in English, Afrikaans and Xhosa for viewing between 7.30 and 16.00 Mondays to Fridays (excluding public holidays) at the WCG Information Kiosk situated in the concourse between 9 Dorp Street Building, Communication Services, 8th Floor

7.2 The manual and Afrikaans and Xhosa translations thereof may be accessed online through the World Wide Web by visiting the following web address: https://www.westerncape.gov.za/sites/www.westerncape.gov.za/general-publication/access-information-department-transport-and-public-works-section-14-manual
APPENDIX A:

GUIDANCE ON ACCESS TO RECORDS THAT ARE NOT AUTOMATICALLY AVAILABLE

1 COMPLETION OF APPLICATION FORM, PAYMENT OF FEES and FORM OF ACCESS – sections 18, 19, 22, 29 and 31.

1.1 Application form
- A prescribed form (attached as FORM A) must be completed by the requester and submitted to the Information Officer/Deputy Information Officer.
  - If a requester cannot read or write or complete the form due to a disability, the request may be made orally. The Information Officer/Deputy Information Officer will then complete Form A on behalf of the requester, keep the original and give the requester a copy thereof.
  - A request may be made on behalf of another person but then the capacity in which the request is made must be indicated on Form A.

1.2 Fees
- The fees for requesting and searching for a record, as well as making copies of the record, are prescribed by the regulations made in terms of PAIA. (Attached as FEE SCHEDULE) The following fees are payable:
  - Request fee of R35.00 for each request;
  - Access fee for the reasonable time spent to search for and prepare the record, if it takes more than an hour to search and prepare a record. A deposit, of not more than a third of the total access fee, may be required. However, the full access fee is payable before access is granted; and
  - For making copies of the record.

1.3 Applicants who are exempt from paying a request fee:
- A maintenance officer/investigator requesting access to a record for a maintenance investigation or inquiry in terms of the Maintenance Act, 1998 (or regulations made in terms thereof.)
- A person requesting a record that contains his/her personal information.

1.3 Applicants who are exempt from paying an access fee:
- A person requesting a record that contains his/her personal information.
- A single person whose annual income does not exceed R14 712 per annum.
- Married persons, or a person and his or her life partner whose annual income does not exceed R27 192.

1.4 Form of access
- A requester must indicate on Form A if a copy or an inspection of the record is required.
If a copy is required the requester must indicate the form thereof (e.g. printed or electronic) and the preferred language (where the record is available in more than one language). The Department does not translate records that are only available in one language.

- The record will be provided in the requested format unless it is unpractical or it will unreasonably interfere with the running of the Department’s business.

2 DECISION TO GRANT OR REFUSE ACCESS – Sections 25 and 26

2.1 Time period to make a decision
The Information Officer/ Deputy Information Officer must as soon as reasonably possible after receipt of the R35 and the completed Form A, but at least within 30 days of receipt thereof, decide whether to grant or refuse the request and notify the requester of the decision.

2.2 Extension of time period
The Information Officer / Deputy Information Officer may extend the period of 30 days, once for a further period of 30 days in the following circumstances:
- the request is for a large number of records or requires a search through a large number of records and attending to the request unreasonably interferes with the department’s activities;
- the request requires a search for records from an office that is not in the same town or city as that of the Information officer/Deputy Information Officer;
- consultation is required with other departments of the WCG or other public bodies to decide upon the request; or
- the requester consented to an extension.

3. RECORDS THAT CONTAIN INFORMATION OF THIRD PARTIES – sections 47, 48

3.1 Notification:
The Information Officer/Deputy Information Officer must take all reasonable steps to inform a third party as soon as possible, but at least within 21 days, of receipt of any request for a record that contains:
- a third party’s personal information;
- a third party’s trade secrets;
- a third party’s financial, commercial, scientific or technical information and disclosure would likely cause commercial or financial harm to the third party;
- information supplied by a third party in confidence and the disclosure would prejudice or put the third party at a disadvantage in contractual or other negotiations or commercial competition;
- information supplied in confidence by a third party and disclosure would (i) amount to a breach of a duty of confidence owed to the third party in terms of an agreement; or (ii) reasonably prejudice the future supply of similar information which should, in the public interest, be supplied; or
• information about research being carried out by or on behalf of a third party that would seriously disadvantage either the third party, the agent or the research subject matter.

3.2 Third Party representations and consent
Within 21 days of the notification (3.1 above) a third party may either (i) make written or oral representations to the Information Officer/ Deputy Information Officer why the request should be refused; or (ii) give written consent for the disclosure of the record.

3.3 Decision on representation for refusal
The Information Officer/ Deputy Information Officer must as soon as reasonable possible, but at least within 30 days after the notification (3.1 above) decide whether to grant or refuse the request for access and must notify the third party concerned as well as the requester of the decision.

4. INTERNAL APPEAL – sections 74 and 75

4.1 Requester
A requester may lodge an internal appeal, within 60 days after notice is given of a decision by the Information Officer/Deputy Information Officer to:
• refuse a request for access (see 2 above);
• pay a fee (see 1.2 above);
• extend the period to give access (see 2.2 above).

4.2 Third party
A third party may lodge an internal appeal, within 30 days after notice is given of a decision by the Information Officer/Deputy Information Officer to grant access to a record that contains information about the third party (see 3 above).

4.3 Manner of internal appeal
An internal appeal is lodged by completing the prescribed form (Form B attached) and delivering or sending it to the Information Officer/ Deputy Information Officer.

6. APPLICATION TO COURT

6.1 A requester or third party may apply to court for appropriate relief if
• an internal appeal was lodged and the applicant remains unsatisfied with the outcome of the internal appeal; or

6.2 The application to court must be made within 180 days after being informed of the outcome of the internal appeal.
APPENDIX B: SERVICE CHARTER

The Department of Transport and Public Works is committed to providing services to you through this service charter. Let’s make service delivery BETTER TOGETHER.

OUR SERVICES

ROADS AND TRANSPORT

Manage the provincial road network
- Ensured no service delivery backlog in the country for the year 2016/17
- Completed the construction of 160 km of roads
- Improved the maintenance of existing roads

Vehicles and licensing
- The Department will:
  - Process new vehicle registrations
  - Issue vehicle driving licences

INFRATRUCTURE PROJECTS

Build and maintain EDUCATION facilities:
- The Department will:
  - Complete 8 new schools in the province
  - Upgrade 20 existing schools
  - Provide necessary resources for all schools

Build and maintain HEALTH facilities:
- The Department will:
  - Upgrade 10 hospitals in the province
  - Construct new health centres

JOBS OPPORTUNITIES

- Create job opportunities for disadvantaged youth through internships programs
- Provide Roadway/Construction programmes for youth in the provinces
- Provide training programmes for the unemployed

Our responsibility to you

- We will deliver service excellence and be innovative and creative
- We will work in partnership with all stakeholders and communities
- We will employ and support local contractors
- We will ensure that our services are delivered in a timely and efficient manner

OUR RESPONSIBILITY

- To be courteous and civil, and to respect our clients
- To provide our clients with accurate and reliable information
- To ensure that all our clients are treated fairly and equally
- To ensure that all our clients are treated with dignity and respect

Mission

The Department of Transport and Public Works is committed to providing services to you through this service charter. Let’s make service delivery BETTER TOGETHER.

Vision

To be the leading provider of quality transport and public works services in the province

Feedback is important to us

- If you have any comments or suggestions, please feel free to contact us at the following numbers:
- We aim to respond to your queries within 24 hours
- We will keep your information confidential and treat it with the utmost respect

How can you report fraud and corruption?

- Email us at: info@transport.gov.za
- Call our toll-free number: 0800 100 100
- Visit our website: www.transport.gov.za

We value being accessible

- We are committed to making our services accessible to all, including people with disabilities
- We provide a range of accessibility features, such as braille and audio guides

Executive Authority Declaration

I, [Your Name], declare that the Department of Transport and Public Works is committed to providing services to you through this service charter. Let’s make service delivery BETTER TOGETHER.

Western Cape Government

BETTER TOGETHER.
APPENDIX C: FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY
(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 6]

FOR DEPARTMENTAL USE
Reference number: ___________
Request received by (state rank, name and surname of information officer/deputy information officer) on (date) at __________________________ (place).
Request fee (if any): R ________________________
Deposit (if any): R ________________________
Access fee: R ________________________

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to the record must be recorded below.

(b) Furnish an address and/or fax number in the Republic to which information must be sent.

(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:
Identity number:
Postal address:

____________________________________ Fax number:
Telephone number: _________________ E-mail address:
Capacity in which request is made, when made on behalf of another person:
C. **Particulars of person on whose behalf request is made**

This section must be completed only if a request for information is made on behalf of another person.

- Full names and surname:
- Identity number:

D. **Particulars of record**

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.

(b) If the provided space is inadequate please continue on a separate folio and attach it to this form. *The requester must sign all the additional folios.*

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:
E. **Fees**

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.

(b) You will be notified of the amount required to be paid as the request fee.

(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.

(d) If you qualify for exemption of the payment of any fee, please state the reason therefore.

Reason for exemption from payment of fees:

F. **Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

<table>
<thead>
<tr>
<th>Disability:</th>
<th>Form in which record is required:</th>
</tr>
</thead>
</table>

Mark the appropriate box with an "X".

NOTES:

(a) Your indication as to the required form of access depends on the form in which the record is available.

(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. **If the record is in written or printed form** -

| copy of record* | inspection of record |

2. **If record consists of visual images** -

   (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

| view the images | copy of the images* | transcription of the images* |

3. **If record consists of recorded words or information which can be reproduced in sound** -
listen to the soundtrack
(audio cassette)  
transcription of soundtrack*
(written or printed document)

4. If record is held on computer or in an electronic or machine-readable form -

<table>
<thead>
<tr>
<th>printed copy of record*</th>
<th>printed copy of information derived from the record*</th>
<th>copy in computer readable form*</th>
</tr>
</thead>
<tbody>
<tr>
<td>(stiffy or compact disc)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? YES NO

A postal fee is payable.

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available. In which language would you prefer the record?

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at ________________ this ______ day of __________________ 20

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE
APPENDIX D: FORM B

NOTICE OF INTERNAL APPEAL
(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 8]

STATE YOUR REFERENCE NUMBER:

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of requester/third party who lodges the internal appeal

(a) The particulars of the person who is lodging the internal appeal, must be completed below.
(b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
(c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be stated at C below.

Full names and surname:
Identity number:
Postal address:
Fax number:
Telephone number:
E-mail address:
Capacity in which an internal appeal on behalf of another person is lodged:

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) is lodging the internal appeal.

Full names and surname:
Identity number:

D. The decision against which the internal appeal is lodged
Mark the decision against which the internal appeal is lodged with an "X" in the appropriate box:

<table>
<thead>
<tr>
<th>Decision</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refusal of request for access.</td>
<td></td>
</tr>
<tr>
<td>Decision regarding fees determined in terms of section 22 of the Act.</td>
<td></td>
</tr>
<tr>
<td>Decision regarding the extension of the period within which request must be dealt with in terms of section 26(1) of the Act.</td>
<td></td>
</tr>
<tr>
<td>Decision in terms of section 29(3) of the Act to refuse access in the form as requested by the requester.</td>
<td></td>
</tr>
<tr>
<td>Decision to grant request for access.</td>
<td></td>
</tr>
</tbody>
</table>

E. Grounds for appeal

If the provided space is inadequate please continue on a separate folio and attach it to this form. **You must sign all the additional folios.**

State the grounds upon which the internal appeal is based:

State any other information that may be relevant in considering the appeal:

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

Particulars of manner:

Signed at ______________________ this ________ day of ______________________ 20

SIGNATURE OF APPELLANT
**FOR DEPARTMENTAL USE:**

**OFFICIAL RECORD OF INTERNAL APPEAL:**

Appeal received on ____________________________ (date) by (state rank, name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer/deputy information officer’s decision and, where applicable, the particulars of any third party to whom or which the records, submitted by information officer/deputy information officer on (date) to the relevant authority.

**OUTCOME OF APPEAL:**

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER CONFIRMED/SUBSTITUTED BY NEW DECISION

NEW DECISION:

<table>
<thead>
<tr>
<th>DATE</th>
<th>RELEVANT AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DATE RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE RELEVANT AUTHORITY:
APPENDIX E: FEES

Annexure

GENERAL: VALUE-ADDED TAX

Public and private bodies registered under the Value-Added Tax Act, 1991 (Act No. 89 of 1991), as vendors may add value-added tax to all fees prescribed in this Annexure.

PART I

FEES IN RESPECT OF GUIDE

1. The fee for a copy of the guide as contemplated in regulations 2 (3) (b) and 3 (4) (c) is R0,60 for every photocopy of an A4-size page or part thereof.

PART II

FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 5 (c) is R0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7 (1) are as follows:

   (a) For every photocopy of an A4-size page or part thereof 0,60
   (b) For every printed copy of an A4-size page held on a computer or in electronic or machine-readable form 0,40
   (c) For a copy in a computer-readable form on—

   (i) compact disc 40,00
   (ii) For a transcription of visual images, for an A4-size page 22,00
   (iii) For a copy of visual images 60,00
   (e) (i) For a transcription of an audio record, for an A4-size page 12,00
   (ii) For a copy of an audio record 17,00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7 (2) is R35,00.

4. The access fees payable by a requester referred to in regulation 7 (3) are as follows:

   (1) (a) For every photocopy of an A4-size page or part thereof 0,60
   (b) For every printed copy of an A4-size page held on a computer or in electronic or machine-readable form 0,40
   (c) For a copy in a computer-readable form on—
(ii) compact disc 40,00
(d)(i) For a transcription of visual images, for an A4-size page or part thereof 22,00
(ii) For a copy of visual images 60,00
(e)(i) For a transcription of an audio record, for an A4-size page or part thereof 12,00
(ii) For a copy of an audio record 17,00
(f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.

(2) For purposes of section 22 (2) of the Act, the following applies:
(a) Six hours as the hours to be exceeded before a deposit is payable; and
(b) one third of the access fee is payable as a deposit by the requester.
(3) The actual postage is payable when a copy of a record must be posted to a requester.

PART III
FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

   R
(a) For every photocopy of an A4-size page or part thereof 1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form 0,75
(c) For a copy in a computer-readable form on—
   (ii) compact disc 70,00
   (d)(i) For a transcription of visual images, for an A4-size page or part thereof 40,00
   (ii) For a copy of visual images 60,00
   (e)(i) For a transcription of an audio record, for an A4-size page or part thereof 20,00
   (ii) For a copy of an audio record 30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

   R
(1)(a) For every photocopy of an A4-size page or part thereof 1,10
   (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form 0,75
   (c) For a copy in a computer-readable form on—
   (ii) compact disc 70,00
For a transcription of visual images, for an A4-size page or part thereof, 40.00

For a copy of visual images, 60.00

For a transcription of an audio record, for an A4-size page or part thereof, 20.00

For a copy of an audio record, 30.00

To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation.

For purposes of section 54 (2) of the Act, the following applies:

(a) Six hours as the hours to be exceeded before a deposit is payable; and

(b) One third of the access fee is payable as a deposit by the requester.

The actual postage is payable when a copy of a record must be posted to a requester.