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MANUAL

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



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

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**KWAZULU-NATAL DEPARTMENT OF HEALTH
MANUAL ON THE
PROMOTION OF ACCESS TO INFORMATION ACT, 2000
(ACT NO. 2 OF 2000)**

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MANUAL ON THE
PROMOTION OF ACCESS TO INFORMATION ACT, 2000
(ACT NO. 2 OF 2000)**

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**KWAZULU-NATAL DEPARTMENT OF HEALTH
MANUAL ON THE
PROMOTION OF ACCESS TO INFORMATION ACT, 2000
(ACT NO. 2 OF 2000)**

1. Introduction

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), referred to in this Manual as the Information Act, originates from section 32 of the Constitution of Republic of South Africa Act, 1996 (Act 108 of 1996), referred to as the Constitution in this Manual, which states:

- “(1) Everyone has the right of access to -
- (a) 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.”

The goal of the Information Act is to promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights fully.

On 2 February 2000 the National Legislature enacted the Information Act to comply with section 32 of the Constitution to ensure that the right of access to information is protected. With the exception of sections 10, 14, 16 and 51, the Information Act came into effect on 9 March 2000. Sections 10, 14, 16 and 51 came into effect on 15 February 2002.

This means that the Information Act is available to any person who wishes to request information from a public body or private body. The person making the request for information is known as the “requestor”.

Every public and private body is required to compile a manual in at least three official languages explaining how to use the Information Act. This Manual has been designed to assist a requestor who wishes to obtain information from the KwaZulu-Natal Department of Health, which is a public body. This Manual is available in English, isiZulu and Afrikaans.

This Manual does not contain information about how to make a request to other government bodies or a private body. If a requestor wishes to make a request to a government body other than the KwaZulu-Natal Department of Health, the requestor should obtain a copy of the manual from the relevant government body. If a requestor wishes to make a request to a private body, the requestor should obtain a copy of the manual from the relevant private body.

This Manual is divided into sections to assist a requestor with obtaining information from the KwaZulu-Natal Department of Health.

2. Description of the KwaZulu-Natal Department of Health and Its Functions

The KwaZulu-Natal Department of Health is part of the KwaZulu-Natal Provincial Government and is responsible for integrated provincial health care network in the KwaZulu-Natal Province. The Department's vision is to achieve optimal health status for all persons in the KwaZulu-Natal Province. The Department's mission is to develop a sustainable, coordinated and comprehensive health system based on the primary health care approach through the district health system. The core values of the Department are:

- trust built on truth, integrity and reconciliation;
- open communication, transparency and consultation;
- commitment to performance; and
- the courage to learn, change and innovate.

To achieve the KwaZulu-Natal Department of Health's vision, mission and core values, the Department is responsible for developing and implementing national and provincial health policy, norms, frameworks and standards to achieve, within the Province's available resources, the progressive realisation of the right of access to health care services. The Department is responsible for providing accessible and comprehensive provincial public health care services. The Department is committed to transparency in the development and implementation of health policies and practices.

The KwaZulu-Natal Department of Health has three core functions:

- the district health system;
- emergency medical rescue services; and
- institutional support services, which includes but is not limited to administration and management of district, regional tertiary and specialised hospitals.

The KwaZulu-Natal Department of Health is headed by the Minister of Health, who is a member of the KwaZulu-Natal Executive Council and responsible for developing provincial health policy. The Head of Department is the accounting officer for the KwaZulu-Natal Department of Health and is responsible for the overall administration and management of the Department. The Department's main administrative offices are located in

Pietermaritzburg, with additional health district offices located throughout the Province.

As described in section 7 of this Manual, the KwaZulu-Natal Department of Health is divided into health districts, which are responsible for the management and administration of the district health system, which is established in terms of section 44 of the KwaZulu-Natal Health Act, 2000 (Act No. 4 of 2000), referred to in this Manual as the KwaZulu-Natal Health Act.

The KwaZulu-Natal Department of Health also has a variety of community health services which are administered by the health districts and are listed in section 7.

3. Contact Information for the KwaZulu-Natal Department of Health Information Officer

The Information Officer for the KwaZulu-Natal Department of Health is Professor R W Green-Thompson, who is the Head of Department and additional Deputy Information Officers will be designated in the main administrative office in Pietermaritzburg.

The Department's physical address is:

KwaZulu-Natal Department of Health
Natalia Building
330 Longmarket Street
Pietermaritzburg
3201

The Department's postal address is:

KwaZulu-Natal Department of Health
Private Bag X9051
Pietermaritzburg
3200

The Department's main telephone number is 033-395-2111. The Department's fax number for requestors requesting information from the Department is 033-345-0792.

The e-mail address for requestors requesting information from the Department is:

padayap@dohho.kzntl.gov.za

4. Guide to Be Developed by the Human Rights Commission

The South African Human Rights Commission, established in section 181(b) of the Constitution, is responsible for developing a guide in each of the country's official languages, with information on how to use the Information Act. This guide must be published within 18 months of the Information Act going into effect, which is 15 August 2003. If a person wishes to obtain further information, he or she should contact:

Human Rights Commission	Telephone:	031-304-7323/4/5
Commercial City, Third Floor, Suite 307	Fax:	031-304-7323/4/5

Commercial Road
Durban
4001

E-Mail: msibisi@sahrc.org.za

5 Access to Information

a. Request for Access to a Record

If a requestor wishes to make a request for access to a record of the KwaZulu-Natal Department of Health, he or she must make a written request to the Information Officer, whose contact information is listed in section 3 of this Manual.

A requestor wishing to make a request must use Form A, which is included in this Manual as Annexure A. The requestor must provide enough information in Form A to:

- enable the Information Officer to identify the:
 - the records requested, including a description of the record, a reference number (if any) and any further particulars on the record; and
 - the requestor, including all contact information;
- the form of access required by the requestor, that is if the:
 - record is in written or printed form, whether the requestor wishes to make a copy of the record or inspect the record;
 - record is a visual image, which may be photographs, slides, video recordings, computer generated images or sketches, whether the requestor wishes to view the images, copy the images or obtain a transcription of the images;
 - record is recorded words or information which can be produced by sound, whether the requestor wishes to listen to the soundtrack or obtain a written or printed transcription of the soundtrack; or
 - record is held on a computer or in an electronic or machine readable form, whether the requestor wishes to obtain a printed copy of the record, printed copy of information derived from the record or copy in computer readable form [stiffy or compact disk].

A requestor must also state the language in which the requestor wishes to obtain the record. If the record is not available in the language preferred by the requestor, access may be granted in the language in which the record is available.

A requestor who is illiterate or otherwise unable to make a request for access to a record because of a disability may make an oral request. The Information Officer or a Deputy Information Officer must assist the requestor with putting the request in writing in the

required form and give a copy of the written request to the requestor.

The Information Officer or a Deputy Information must assist a person who requires reasonable assistance with making a request for a record. Assistance must be provided free of charge.

b. Transfer of a Request for Access to a Record

The Information Officer or a Deputy Information may transfer a request where:

- a record is not under the control of the KwaZulu-Natal Department of Health;
- the subject matter of a record is more closely connected with the functions of another public body; or
- the record contains commercial information in which another public body has a greater interest.

A transfer of request must be made within 14 days of the request being received and the Information Officer or Deputy Information Officer must notify the requestor of the transfer, reasons for the transfer and the period within which the request must be addressed.

c. Fees Payable

The initial fee payable by a requestor, other than a personal requestor, for a record is R35.00. A personal requestor, who is a person seeking information about himself or herself, does not have to pay the initial fee. All requestors, except those who are exempted in terms of section 22(8)(a) of the Information Act, must pay the required fees to obtain a record. Fees are listed in Annexure C of this Manual.

d. Procedure Where Record Can Not Be Found

If a record can not be found, the Information Officer or a Deputy Information Officer must, by way of affidavit or affirmation, notify the requestor that it is not possible to give access to the record.

e. Deferral of Access to a Record

Access may be deferred where a record is not yet available.

f. Time Frames and Notice to a Requestor

The Information Officer or a Deputy Information Officer must decide within 30 days whether to grant the request and then send a notice to the requestor. Where access is to be granted, the notice must state:

- that the access fee, if any, must be paid upon being granted access;
- the form in which access will be given; and

- that the requestor may lodge an internal appeal with the Department or an application with a court against the access fee to be paid or the form in which access is to be granted.

g. Denial of Access to a Record

If access is not to be granted to the record, the notice by the Information Officer or Deputy Information Officer must:

- give adequate reasons for the refusal;
- exclude, from the reasons, any reference to the content of the record; and
- state that the requestor may lodge an internal appeal with the Department or application with a court against the refusal of the request and the procedure to lodge an internal appeal or application.

h. Extension of Period to Decide on Request

The Information Officer or a Deputy Information Officer may extend the period of 30 days in which to decide on the request if:

- the request is for a large number of records and compliance would unreasonably interfere with the activities of the KwaZulu-Natal Department of Health;
- the request requires a search or collection of records in an office not situated in the same town or city as the Information Officer and the Information Officer can not reasonably be expected to complete the request within the initial 30 days;
- consultations among sections of the KwaZulu-Natal Department of Health or with another public body are necessary or desirable and the Information Officer can not reasonably be expected to complete the consultations within the initial 30 days; or
- the requestor consents in writing to the extension.

i. Mandatory Refusal of Request for Access to Record

The Information Officer or a Deputy Information Officer must refuse access to a record where a request for access to information would involve disclosure of:

- personal information about a third party;
- trade secrets of a third party;
- financial, commercial, scientific or technical information, other than trade secrets, if the disclosure of the information is likely to cause harm to the commercial or financial interests of a third party;
- information which is a computer program owned by a private body;

- information supplied in confidence by a third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition;
- information which would be a breach of duty of a confidence owed to a third party;
- information which could reasonably be expected to endanger the life or physical safety of an individual;
- a record if access to the record is prohibited in terms of the Criminal Procedure Act, 1977 (Act No. 51 of 1977);
- information which is privileged from production in legal proceedings unless the affected person has waived the privilege, which means the affected person must consent in writing to the release of the information; or
- information about research being carried out or likely to be carried out by or on behalf of a third party, the disclosure of which would be likely to expose the third party, person carrying out the research or subject matter of the research to serious disadvantage.

j. Discretionary Refusal of Request for Access to Record

The Information Officer or a Deputy Information Officer may refuse access to a record where a request for access to information would involve disclosure of:

- information supplied in confidence by a third party, the disclosure of which could reasonably be expected to prejudice the supply of similar information or information from the same source and it is in the public interest that similar information or information from the same source should continue to be supplied;
- information, the disclosure of which would be likely to impair:
 - the security of a building, structure or system, which may be a computer system, means of transport or any other property; or
 - methods, systems, plan or procedures for the protection of an individual in a witness protection scheme, the safety of the public or the security of property;
- a record containing the methods, techniques or guidelines for the prevention, detection, curtailment or investigation of a contravention or possible contravention of law or prosecution of an alleged offender;
- a record on the prosecution of an alleged offender where disclosure of the record could reasonably be expected to impede the prosecution or result in a miscarriage of justice;
- a record, the disclosure of which could reasonably be expected to:

- prejudice the investigation of a contravention or possible contravention of the law;
- reveal or enable a person to identify a confidential source of information related to the enforcement or administration of the law;
- result in the intimidation or coercion of a witness or a person who may be called as a witness in criminal or other proceedings to enforce the law;
- of a contravention of the law; or
- prejudice or impair the fairness of a trial or the impartiality of an adjudication;
- information, the disclosure of which could cause prejudice to the defence, security or international relations of the Republic of South Africa;
- information, the disclosure of which is likely to materially jeopardise the economic or financial interests of the Republic of South Africa or the ability of the government to manage the economy of the Republic of South Africa effectively;
- information, which:
- contains trade secrets of the state or a public body;
- contains financial, commercial, scientific or technical information, other than trade secrets, the disclosure of which would be likely to cause harm to the commercial or financial interests of the state or a public body;
- could put a public body at a disadvantage in contractual or other relations or prejudice a public body in commercial competition;
- is a computer program, defined in the Copyright Act, 1978 (Act No. 98 of 1978), owned by the state or a public body;
- information about research being carried out or likely to be carried out by or on behalf of a third party, the disclosure of which would be likely to expose a public body, person carrying out the research or subject matter of the research to serious disadvantage; or
- information about a record of a public body which contains an opinion, advice, report or recommendation obtained or prepared or an account of a consultation, discussion, deliberation or minutes of a meeting on the formulation of a policy or taking a decision in the exercise of a power or performance of a duty conferred by law if disclosure could reasonably be expected to frustrate the deliberative process or success of the policy.

k. Access to a Health Record

The Information Officer or a Deputy Information Officer may, in terms of section 30 of the Information Act, consult with the relevant health care practitioner about the granting of access to a record where he or she is of the opinion that granting access to the record may cause serious harm to a person's physical or mental health or well-being. If the health care practitioner is of the opinion that granting access to the record would be likely to cause serious harm to the person's physical or mental health or well-being, the Information Officer or Deputy Information Officer may grant access to the record only where the requestor proves that adequate provision has been made for counselling or other arrangements have been made to limit, alleviate or avoid harm.

Where a requestor is under 16 years of age, a person with parental responsibilities must make the request for access to a health record. Where a person is incapable of managing his or her affairs, a person appointed by a court must make the request for access to a health record.

l. Other Grounds for Refusal of Request for Access to a Record

The Information Officer or Deputy Information Officer may refuse a request for access to a record if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the KwaZulu-Natal Department of Health.

6. Notice of Categories of Records Available from the KwaZulu-Natal Department of Health without a Person Requesting Access

The following categories of records may be purchased from the KwaZulu-Natal Department of Health and do not require a request for access:

- KwaZulu-Natal Department of Health Annual Reports
- KwaZulu-Natal Department of Health Departmental Guidelines and Procedures
- KwaZulu-Natal Department of Health Financial Statements
- KwaZulu-Natal Department of Health Materials on Health Promotion
- KwaZulu-Natal Department of Health Media Releases
- KwaZulu-Natal Department of Health Newsletters
- KwaZulu-Natal Department of Health Patient Records (which are available only to the patient and are not available to third parties without the relevant patient's consent)
- KwaZulu-Natal Department of Health Research Reports
- KwaZulu-Natal Department of Health Staff Records (which are available only to

the member of staff and are not available to third parties without the relevant member of staff's consent)

- KwaZulu-Natal Department of Health Strategic Plans
- KwaZulu-Natal Health Act, 2000 (Act No. 4 of 2000)

7. Description of Services Available to the Public from the KwaZulu-Natal Department of Health and Accessing Services

The KwaZulu-Natal Department of Health is divided into health districts, which are responsible for the management and administration of the district health system, which is established in terms of section 44 of the KwaZulu-Natal Health Act, 2000. It is noted that all requestes for access to information must go through the Information Officer, however, to provide information about services to the public, the under mentioned contact points are given.

- | | |
|--|--|
| <ul style="list-style-type: none">• Amajuba Health District
Private Bag X6653
Newcastle | Telephone: 034-315-1093/4
Fax: 034-315-1092
E-Mail: bouwerm@dhonc.kzntl.gov.za |
| <ul style="list-style-type: none">• Hospital Manager
Madadeni Hospital
Private Bag X6642
NEWCASTLE
2940 | Telephone: 034-374 9221
Fax: 034-314 1148
E-Mail: h993543@dohho.kzntl.gov.za |
| <ul style="list-style-type: none">• Hospital Manager
Newcastle Hospital
Private Bag X6653
NEWCASTLE
2940 | Telephone: 034-312 1111/9
Fax: 034-312 6792
E-Mail: seedato@dohnc.kzntl.gov.za |
| <ul style="list-style-type: none">• Hospital Manager
Niemeyer Memorial Hospital
Private Bag X1004
UTRECHT
2980 | Telephone: 034-331 3011
Fax: 034-331 3532
E-Mail: h993561@dohho.kzntl.gov.za |

• Ethekwini Health District (Durban Metro)

- | | |
|--|--|
| Private Bag X54318
Durban | Telephone: 031-337-4392
Fax: 031-332-2576
E-Mail: h952823@dohho.kzntl.gov.za |
| • Hospital Manager
Addington Hospital
P.O. Box 977
DURBAN
4000 | Telephone: 031-327 2000
Fax: 031-368 3300
E-Mail: hdmp@dohho.kzntl.gov.za |
| • Hospital Manager
Clairwood Hospital
Private Bag X04
MOBENI
4060 | Telephone: 031-451 5000
Fax: 031-462 1993
E-Mail: h993006@dohho.kzntl.gov.za |
| • Hospital Manager
Hillcrest Hospital
Private Bag x1001
HILLCREST
3650 | Telephone: 031-765 1316
Fax: 031-765 3712
E-Mail: h981821@dohho.kzntl.gov.za |
| • Hospital Manager
Inkosi Albert Luthuli Central Hospital
Private Bag X03
MAYVILLE
4058 | Telephone: 031-240 1000
Fax: 031-240 1050
E-Mail: flange@dohho.kzntl.gov.za |
| • Hospital Manager
King Edward VIII Hospital
Private Bag X02
CONGELLA
4013 | Telephone: 031-360 3111
Fax: 031-205 0399
E-Mail: kharvadr@dohke8.kzntl.gov.za |
| • Hospital Manager
King George V Hospital
P.O. Box DORMERTON
DORMERTON
4015 | Telephone: 031-208 7121
Fax: 031-209 9586
E-Mail: none |
| • Hospital Manager
Mahatma Gandhi Memorial Hospital
Private Bag X13
MOUNT EDGECOMBE
4300 | Telephone: 031-502 1719
Fax: 031-502 1869
E-Mail: h993163@dohho.kzntl.gov.za |

- Hospital Manager
Osindisweni Hospital
Private Bag X15
VERULAM
4340
Telephone: 032-541 0323
Fax: 032-541 0343
E-Mail: h981652hl@dohho.kzntl.gov.za
- Hospital Manager
Prince Mshiyeni Memorial Hospital
Private Bag X07
MOBENI
4060
Telephone: 031-907 8111
Fax: 031-907 3334
E-Mail: sbmaharaj@yahoo.com
- Hospital Manager
R.K. Khan Hospital
Private Bag X004
CHATSWORTH
4030
Telephone: 031-403 3223
Fax: 031-401 1247
E-Mail: h993242@dohho.kzntl.gov.za
- Hospital Manager
Wentworth Hospital
Private Bag JACOBS
JACOBS
4026
Telephone: 031-460 5000/200
Fax: 031-468 9654
E-Mail: janowskib@dohwent.kzntl.gov.za
- **Ilembe Health District**
Private Bag X54318
Durban
Telephone: 031-337-4392
Fax: 031-332-2576
E-Mail: h952823@dohho.kzntl.gov.za
- Hospital Manager
Stanger Hospital
Private Bag X10609
STANGER
4450
Telephone: 032-551 2222
Fax: 032-552 2767
E-Mail: h993262@dohho.kzntl.gov.za
- Hospital Manager
Umpumulo Hospital
Private Bag X9219
MAPHUMULO
4470
Telephone: 032-481 7787
Fax: 032-481 2203
E-Mail: h993278@dohho.kzntl.gov.za
- Hospital Manager
Untunjambili Hospital
Private Bag X216
KRANSKOP
3268
Telephone: 033-444 0818
Fax: 033-444 0987
E-Mail: h002568@dohho.kzntl.gov.za

- **Sisonke Health District**
Private Bag X735
Port Shepstone
Telephone: 039-682-6452
Fax: 039-682-6296
E-Mail: h971142@dohho.kzntl.gov.za
- Hospital Manager
Christ the King Hospital
Private Bag X542
IXOPO
3276
Telephone: 039-834 2067
Fax: 039-834 2828
E-Mail: h993808@dohho.kzntl.gov.za
- Hospital Manager
EG & Usher Memorial
Private Bag X506
KOKSTAD
4700
Telephone: 039-797 8100
Fax: 039-727 2564
E-Mail: h010300@dohho.kzntl.gov.za
- Hospital Manager
St. Appollinaris Hospital
Private Bag 206
CREIGHTON
3263
Telephone: 039-833 1045/55
Fax: 039-833 1062
E-Mail: h993822@doggo.kzntl.gov.za
- Hospital Manager
Taylor Bequest Hospital
Private Bag X836
MATATIELE
4730
Telephone: 039-737 3107
Fax: 039-737 4134
E-Mail: h993894@dohho.kzntl.gov.za
- **Ugu Health District**
Private Bag X735
Port Shepstone
Telephone: 039-682-6452
Fax: 039-682-6296
E-Mail: h971142@dohho.kzntl.gov.za
- Hospital Manager
G.J Crookes Hospital
Private Bag X5501
SCOTTSBURGH
4180
Telephone: 039-976 1300
Fax: 039-978 1295
E-Mail: nyawos@dohgjch.kzntl.gov.za
- Hospital Manager
Murchison Hospital
Private Bag X701
PORT SHEPSTONE
4240
Telephone: 039-687 7311
Fax: 039-687 7497
E-Mail: h993841@dohho.kzntl.gov.za

- Hospital Manager
Port Shepstone Hospital
Private Bag X5706
PORT SHEPSTONE
4240
Telephone: 039-682 1111
Fax: 039-682 5404
E-Mail: h011504@dohho.kzntl.gov.za
- Hospital Manager
St Andrews Hospital
Private Bag X1010
HARDING
4680
Telephone: 039-433 1955
Fax: 039-433 1529
E-Mail: h993867@dohho.kzntl.gov.za
- **Umgungundlovu Health District**
Brasford House
262 Longmarket Street
Pietermaritzburg
3200
Telephone: 033-342-6675
Fax: 033-394-3235
E-Mail: h993804@dohho.kzntl.gov.za
- Hospital Manager
Appelbosch Hospital
Private Bag X215
OZWATHINI
3476
Telephone: 032-294 0002
Fax: 032-294 0002 ext 148
E-Mail: h993578@dohho.kzntl.gov.za
- Hospital Manager
Edendale Hospital
Private Bag X509
PLESSISLAER
3216
Telephone: 033-395 4911
Fax: 033-395 4060
E-Mail: dr_ramiah@yahoo.com
- Hospital Manager
Fort Napier Hospital
P.O. Box 370
PIETERMARITZBURG
3200
Telephone: 033-345 4221
Fax: 033-345 5730
E-Mail: h993764@dohho.kzntl.gov.za
- Hospital Manager
Grey's Hospital
Private Bag X9001
PIETERMARITZBURG
3201
Telephone: 033-897 3000
Fax: 033-345 5278
E-Mail: nzanirad@dohgreys.kzntl.gov.za
- Hospital Manager
Montebello Hospital
Private Bag X506
DALTON
3236
Telephone: 033-506 0101
Fax: 033-506 0107
E-Mail: h993783@dohoo.kzntl.gov.za

- Hospital Manager
Northdale Hospital
Private Bag X9006
PIETERMARITZBURG
3200
Telephone: 033-387 9000
Fax: 033-397 9768
E-Mail: h960492@dohho.kzntl.gov.za
- Hospital Manager
Townhill Hospital
P.O. Box 400
PIETERMARITZBURG
3200
Telephone: 033-342 8741
Fax: 033-345 5720
E-Mail: h992471@dohho.kzntl.gov.za
- Hospital Manager
Umgweni Hospital
Private Bag X23
HOWICK
3290
Telephone: 033-330 6146
Fax: 033-330 5564
E-Mail: h993779@dohho.kzntl.gov.za
- **Umkhanyakude Health District**
Private Bag X026
Jozini
Telephone: 035-572-1328
Fax: 035-572-1251
E-Mail: h993369@dohho.kzntl.gov.za
- Hospital Manager
Bethesda Hospital
Private Bag X602
UBOMBO
3970
Telephone: 035-595 1004
Fax: 035- 595 1007
E-Mail: h9934272dohho.kzntl.gov.za
- Hospital Manager
Hlabisa Hospital
Private Bag X5001
HLABISA
3937
Telephone: 035-838 1003
Fax: 035-838 1117
E-Mail: hlabisa@iafrica.com
- Hospital Manager
Manguzi Hospital
Private Bag X301
KWA-NGWANASE
3973
Telephone: 035-592 0150
Fax: 035-592 0150 (ask for fax)
E-Mail: h994314@dohho.kzntl.gov.za
- Hospital Manager
Mosvold Hospital
Private Bag X2211
INGWAVUMA
3968
Telephone: 035-591 0122
Fax: 035-591 0148
E-Mail: h993393@dohho.kzntl.gov.za

- Hospital Manager
Mseleni Hospital
P.O Sibaya
3967
Telephone: 035-574 1004
Fax: 035-574 1003
E-Mail: victor@mseleni.co.za
- **Umzinyathi Health District**
Private Bag X6653
Newcastle
Telephone: 034-315-1093/4
Fax: 034-315-1092
E-Mail: bouwer@dhonc.kzntl.gov.za
- Hospital Manager
Charles Johnson Memorial Hospital
Private Bag X5503
NQUTU
3135
Telephone: 034-271 1900
Fax: 034-271 0234
E-Mail: h993487@dohho.kzntl.gov.za
- Hospital Manager
Church of Scotland Hospital
Private X502
TUGELA FERRY
3010
Telephone: 033-493 0004
Fax: 033-493 0073
E-Mail: h993505@dohho.kzntl.gov.za
- Hospital Manager
Dundee Hospital
Private Bag X2011
DUNDEE
3000
Telephone: 034-212 1111
Fax: 034-212 3245
E-Mail: h993510@dohho.kzntl.gov.za
- Hospital Manager
Greytown Hospital
Private Bag X5562
GREYTOWN
3250
Telephone: 033-413 1111
Fax: 033-413 2809
E-Mail: h993665@dohho.kzntl.gov.za
- **Uthukela Health District**
Private Bag X9958
Ladysmith
3370
Telephone: 036-631-2202/6
Fax: 036-631-2217
E-Mail: femida@futurenet.co.za
- Hospital Manager
Emmaus Hospital
Private Bag X16
WINTERTON
3340
Telephone: 036-488 1570
Fax: 036-488 1156
E-Mail: h011128@dohho.kzntl.gov.za

- Hospital Manager
Estcourt Hospital
Private Bag X7058
ESTCOURT
3310
Telephone: 036-352 2100
Fax: 036-352 5899
E-Mail: h002920@dohho.kzntl.gov.za
- Hospital Manager
Ladysmith Hospital
Private Bag 9928
LADYSMITH
3370
Telephone: 036-637 2111
Fax: 036 637 6457
E-Mail: felced@dohls.kzntl.gov.za
- **Uthungulu Health District**
Private Bag X20034
Empangeni
Telephone: 035-772-2417
Fax: 035-792-6053
E-Mail: h00217@dohho.kzntl.gov.za
- Hospital Manager
Catherine Booth Hospital
Private Bag X105
AMATIKULU
3801
Telephone: 035-474 8402/7/9
Fax: 035-474 8413
E-Mail: h020438@dohho.kzntl.gov.za
- Hospital Manager
Ekombe Hospital
Private Bag X203
KRANSKOP
3268
Telephone: 0358-342 000/1
Fax: 0358-34 2076
E-Mail: h993340@dohho.kzntl.gov.za
- Hospital Manager
Eshowe Hospital
Private Bag X504
ESHOWE
3815
Telephone: 035-474 2071
Fax: 035-474 4914
E-Mail: kevinm@dohes.kzntl.gov.za
- Hospital Manager
Lower Umfolozi War Memorial Hos
Private Bag X20005
EMPANGENI
3880
Telephone: 035-902 8500
Fax: 035-792 2596
E-Mail: h993375@dohho.kzntl.gov.za
- Hospital Manager
Mbongolwane Hospital
Private Bag X126
KWAPETA
3820
Telephone: 035-476 6242
Fax: 035-476 6380
E-Mail: h010673@dohho.kzntl.gov.za

- Hospital Manager
Ngwelezane Hospital
Private Bag X20021
EMPANGENI
3880
Telephone: 035-901 7000
Fax: 035-794 1684
E-Mail: h993417@dohho.kzntl.gov.za
- Hospital Manager
Nkandla Hospital
Private Bag X102
NKANDLA
3855
Telephone: 035-833 0012
Fax: 035-833 0054
E-Mail: h993438@dohho.kzntl.gov.za
- Hospital Manager
St. Mary's (KwaMagwaza) Hospital
Private Bag X808
MELMOTH
3835
Telephone: 035-450 2071
Fax: 035-450 2050
E-Mail: h001805@dohho.kzntl.gov.za
- **Zululand Health District**
Private Bag X81
Ulundi
3838
Telephone: 035-874-2302/3
Fax: 035-874-2457
E-Mail: dubnc@uld.kzntl.gov.za
- Hospital Manager
Benedictine Hospital
Private Bag X5007
NONGOMA
3950
Telephone: 035-831 0314
Fax: 035-831 0339
E-Mail: h993898@dohho.kzntl.gov.za
- Hospital Manager
Ceza Hospital
Private Bag X200
CEZA
3866
Telephone: 035-832 0001
Fax: 035-832 0027
E-Mail: h993906@dohho.kzntl.gov.za
- Hospital Manager
Itshelejuba Hospital
Private Bag X0047
PONGOLA
3170
Telephone: 034-413 2542
Fax: 034-413 2545
E-Mail: h002389@dohho.kzntl.gov.za
- Hospital Manager
Nkonjeni Hospital
Private Bag X509
MAHLABATHINI
3865
Telephone: 035-873 0013
Fax: 035-873 0031
E-Mail: h993924@dohho.kzntl.gov.za

- Hospital Manager
St. Francis Hospital
Private Bag X509
MAHLABATHINI
3865
Telephone: 035-873 0203
Fax: 035-873 0025
E-Mail: none
- Hospital Manager
Thulasizwe Hospital
Private Bag X27
MAHLABATHINI
3865
Telephone: 035-832 0003
Fax: 035-832 0195
E-Mail: h993906@dohho.kzntl.gov.za
- Hospital Manager
Vryheid Hospital
Private Bag X9371
VRYHEID
3100
Telephone: 034-982 2111
Fax: 034-980 9757
E-Mail: h994001@dohho.kzntl.gov.za

The district health system is based on the provision of comprehensive provincial health care services, including primary health care services. Primary health care is defined in the KwaZulu-Natal Health Act as accessible first level health services included as part of the package of basic essential health services as prescribed by the Minister in regulations under the KwaZulu-Natal Health Act.

The first point of contact for public health care users is the clinic located in the geographical area where a public health care user lives. Depending on the public health care user's requirements, the public health care user is treated at the clinic in his or her area. If a clinic can not assist the health care user, he or she may be referred to a community health care centre. If a community health care centre can not assist the public health care user, he or she may be referred to a district hospital.

If a district hospital can not assist the public health care user, he or she may be referred to a local regional hospital for treatment. If a local regional hospital can not assist the public health care user, he or she may be referred to a provincial tertiary hospital staffed by specialists and generalists. If a provincial tertiary hospital can not assist the public health care user, he or she may be referred to a central hospital which provides multi-speciality clinical services. A public health care user may also be referred to a specialised hospital, which could include a hospital specialising in chronic psychiatric, convalescent, tuberculosis, specialised spinal injury or acute infectious care.

Emergency medical rescue services are provided for public health care users by the KwaZulu-Natal Department of Health through the KwaZulu-Natal Emergency Medical Rescue Service. The contact points are as follows:

EMRS District Offices

- **Ugu Health District**
P.O.Box 1527
Port Shepstone
4240
Telephone: 039-6823301
Fax: 039-6824543
- **Umgungundlovu Health District**
Private Bag X9001
c/o EMRS PMBurg
3200
Telephone: 033-3948181
Fax: 033-3451145
- **Uthukela Health District**
P.O. Box 3833
Ladysmith
3370
Telephone: 036-6377717
Fax: 036-6311689
- **Umzinyathi Health District**
Private Bag X5562
Greytown
3250
Telephone: 034-2123376
Fax: 034-2123043
- **Amajuba Health District**
Private Bag X6653
Newcastle
2940
Telephone: 034-3151351
Fax: 034-3154401
- **Zululand Health District**
P.O. Box 1108
Ulundi
3838
Telephone: 035-8791187
Fax: 035-8971899
- **Umkhanyakude Health District**
P.O. Box 632
Hlabisa
3937
Telephone: 035-8381200
Fax: 035-8381200
- **Uthungulu Health District**
Private Bag 20005
Empangeni
3880
Telephone: 035-7923088
Fax: 035-7923539
- **Ilembe Health District**
Private bag X10609
Stanger
4450
Telephone: 032-5525401
Fax: 032-5525545

- **Sisonke Health District**

P.O. Box 683

Ixopo

3276

Telephone: 039-8342792

Fax: 039-8342674

- **eThekweni Health District**

Private Bag X01

Dalbridge

4014

Telephone: 031-3029779

Fax: 031-3072779

The KwaZulu-Natal Department of Health provides various community health services which are administered by the health districts and include:

- Chronic Diseases and Geriatrics
- Communicable Disease Control
- Environmental Health
- Health Promotion
- Maternal, Child and Women's Health
- Mental Health
- Nutrition
- Occupational Health and Safety
- Oral Health
- Rehabilitation

The Provincial HIV/AIDS Action Unit was established by Cabinet in 2002 and placed under the control of the KwaZulu-Natal Department of Health. The Provincial HIV/AIDS Action Unit:

- coordinates HIV/AIDS activities;
- supports non-governmental and community-based organisation in the KwaZulu-Natal Province to prevent HIV/AIDS and care for those infected and affected by HIV/AIDS; and
- facilitates inter-sectoral collaboration and partnerships.

8. Description of Arrangements and Provisions for a Person to Make Representations and Participate in the Formulation of Policy and Exercise of Powers or Performance of Duties

The KwaZulu-Natal Health Act, 2000 provides that a person may make representations to assist with participation in the formulation of policy and the exercise of Departmental functions and performance of duties through the:

- Provincial Health Forum established in terms of section 16 of the KwaZulu-Natal Health Act, 2000;

- District Health Forums established in terms of section 55 of the KwaZulu-Natal Health Act, 2000;
- Hospital boards established in terms of section 62 of the KwaZulu-Natal Health Act, 2000;
- Ambulance and Emergency Medical Services Board established in terms of section 63 of the KwaZulu-Natal Health Act, 2000; and
- Clinic and community health centre committees established in terms of section 64 of the KwaZulu-Natal Health Act, 2000.

9. Remedies

If the Information Officer or a Deputy Information Officer fails to give a decision on a request for access within 30 days, the Information Officer is deemed to have refused the request.

A requestor may lodge an internal appeal:

- against a refusal of request or a decision of the Information Officer or a Deputy Information Officer who has refused a request for access; or
- with respect to the prescribed request fee, extension of period to deal with a request or the form of access.

A third party may also lodge an internal appeal against a decision to grant a request for access.

An internal appeal must be lodged in the prescribed form within 60 days in terms of section 75(1)(a)(i) of the Information Act. See Annexure B.

A requestor who has lodged an internal appeal and is not satisfied with the result may make an application for appropriate relief to a court, in terms of section 78 of the Information Act, within 30 days of the decision on the internal appeal. A requestor may not make an application to a court unless the requestor has lodged an internal appeal.

10. Other Information

It is important to note that the Information Act deals with information held by public or private bodies. This must be distinguished from the Promotion of Administration of Justice Act, 2000 (Act No. 3 of 2000) which requires that a government department must, on request, give reasons for its actions.

ANNEXURE A

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 2]**FOR DEPARTMENTAL USE**

Reference No. _____

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.

Disability: _____ _____ _____	Form in which record is required: _____ _____
-------------------------------------	---

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

Printed copy of record*	Printed copy of information derived from the record*	Copy in computer-readable form* (stiffy or compact disc)
-------------------------	--	--

*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**

ANNEXURE B

FORM C

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

[Regulation 6]

**STATE YOUR REFERENCE
NUMBER: _____**

NOTE: A person who lodges an internal appeal may have to pay an appeal fee. If an appeal fee is payable, the decision of the internal appeal may be deferred until the fee is paid.

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 party 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.

	Refusal of request for access
	Decision regarding fees determined in terms of section 22 of the Act.
	Decision regarding the extension of the period within which request must be dealt with in terms of section 26(1) of the Act.
	Decision in terms of section 29(3) of the Act to refuse access in the form as requested by the requester.
	Decision to grant request for access.

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: _____

DATE

RELEVANT AUTHORITY

DATE RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION
OFFICER FROM THE RELEVANT AUTHORITY: _____

ANNEXURE C**FEES PAYABLE IN TERMS OF THE INFORMATION ACT, 2000**

1.	Copy of this Manual	R (available on request)
2.	Request fee, except for a personal requestor requesting information about himself or herself	R 35.00
3.	Fees for reproduction:	
	each photocopy of an A4 page or part thereof	R 0.60
	each printed copy in electronic or A4 page or part thereof held on a computer or machine readable form	R 0.40
	copy in computer readable form on a stiffy disk	R 5.00
	copy in computer readable form on a compact disk	R 40.00
	transcription of visual image for an A4 page or part thereof	R 22.00
	transcription of visual image for a copy of the visual image	R 60.00
	transcription of an audio record for an A4 page or part thereof	R 12.00
	copy of an audio record	R 17.00
4.	Access fees:	
	each photocopy of an A4 page or part thereof	R 0.60
	each printed copy of an A4 page or part thereof held on a computer or machine readable form	R 0.40
	copy in computer readable form on a stiffy disk	R 5.00
	copy in computer readable form on a compact disk	R 40.00
	transcription of visual image for an A4 page or part thereof	R 22.00
	transcription of visual image for a copy of the visual image	R 60.00
	transcription of an audio record for an A4 page or part thereof	R 12.00
	copy of an audio record	R 17.00

5. Fee for search and prepare record for disclosure, after first hour for which there is no charge R15.00 per hour/part thereof
6. A deposit is not required until six hours are exceeded in terms of paragraph 5.
7. One-third of the access fee, listed in paragraph 4, is payable by the requestor as a deposit.

Postage is payable by the requestor when a copy of the record must be posted to the requestor.

**KWAZULU-NATAL DEPARTEMENT VAN GESONDHEID
HANDLEIDING OOR DIE
WET OP BEVORDERING VAN TOEGANG TOT INLIGTING,
2000 (WET NO. 2 VAN 2000)**

**KWAZULU-NATAL DEPARTEMENT VAN GESONDHEID
HANDLEIDING OOR DIE
WET OP BEVORDERING VAN TOEGANG TOT INLIGTING, 2000
(WET NO. 2 VAN 2000)**

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**KWAZULU-NATAL DEPARTEMENT VAN GESONDHEID
HANDLEIDING OOR DIE
WET OP BEVORDERING VAN TOEGANG TOT INLIGTING, 2000
(WET NO. 2 VAN 2000)**

1. Inleiding

Die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000), waarna in hierdie Handleiding verwys word as die Wet op Inligting, ontstaan uit artikel 32 van die Grondwet van die Republiek van Suid-Afrika, 1996 (Wet 108 van 1996), waarna in hierdie Handleiding verwys word as die Grondwet, wat bepaal dat:

- “(1) Elkeen die reg het op toegang tot -
- (a) inligting wat deur die Staat gehou word; en
 - (b) enige inligting wat deur enige ander persoon gehou word en wat benodig word vir die uitoefening of beskerming van enige regte.
- (2) Nasionale wetgewing moet verorden word om effek te gee aan hierdie reg, en mag redelike stappe voorsien om die administratiewe en finansiële las op die Staat te verlig.”

Die doel van die Wet op Inligting is om 'n samelewing te bevorder waarin die mense van Suid-Afrika effektiewe toegang tot inligting het om hulle in staat te stel om hul regte meer volkome uit te oefen en te beskerm.

Op 2 Februarie 2000 het die Nasionale Wetgewer die Wet op Inligting verorden om aan artikel 32 van die Grondwet te voldoen om te verseker dat die reg van toegang tot inligting beskerm is. Met uitsondering van artikels 10, 14, 16 en 51, het die Wet of Inligting op 9 Maart 2000 in werking getree. Artikels 10, 14, 16 en 51 het op 15 Februarie 2002 in werking getree.

Dit beteken dat die Wet op Inligting aan enige persoon beskikbaar is wat inligting van 'n openbare liggaam of 'n private liggaam wil versoek. Die persoon wat die versoek om inligting rig, staan bekend as die “versoeker”.

Elke openbare en private liggaam word vereis om 'n handleiding saam te stel in ten minste drie amptelike tale wat verduideik hoe om die Wet op Inligting te gebruik. Hierdie Handleiding is ontwerp om 'n versoeker te help wat inligting wil verkry van die KwaZulu-Natal Departement van Gesondheid, wat 'n openbare liggaam is. Hierdie Handleiding is beskikbaar in Engels, Zoeloe en Afrikaans.

Hierdie Handleiding bevat nie inligting oor hoe 'n versoek aan ander regeringsliggame of 'n private liggaam gerig word nie. Indien 'n versoeker 'n versoek aan 'n regeringsliggaam anders as die KwaZulu-Natal Departement van Gesondheid wil rig, moet die versoeker 'n afskrif van die handleiding van die relevante regeringsliggaam verkry. Indien 'n versoeker 'n versoek aan 'n private liggaam wil rig, moet die versoeker 'n afskrif van die handleiding van die relevante private liggaam verkry.

Hierdie Handleiding word in afdelings verdeel om 'n versoeker te help om inligting van die KwaZulu-Natal Departement van Gesondheid te verkry.

2. Beskrywing van die KwaZulu-Natal Departement van Gesondheid en sy Werksaamhede

Die KwaZulu-Natal Departement van Gesondheid is deel van die KwaZulu-Natal Provinsiale Regering en is aanspreeklik vir die geïntegreerde provinsiale gesondheidsorgnetwerk in die KwaZulu-Natal Provinsie. Die Departement se toekomsblik is om optimale gesondheidsstatus vir alle persone in die KwaZulu-Natal Provinsie te bereik. Die Departement se beroep is om 'n onderhoudbare, gekoördineerde en allesomvattende gesondheidstelsel te ontwikkel gebaseer op die primêre gesondheidsorg benadering deur die distriksgesondheidstelsel. Die kernwaardes van die Departement is:

- vertroue gebou op die waarheid, integriteit en versoening;
- ope kommunikasie, deursigtigheid en beraadslaging;
- verbondenheid aan werkverrigting; en
- die moed om te leer, verander en om nuwigheide in te voer.

Om die KwaZulu-Natal Departement van Gesondheid se toekomsblik, beroep en kernwaardes te behaal, is die Departement aanspreeklik vir die ontwikkeling en implementering van nasionale en provinsiale gesondheidsbeleid, norme, raamwerke en standaarde om binne die Provinsie se beskikbare hulpbronne die progressiewe verwesenliking van die reg van toegang tot gesondheidsdienste te behaal. Die Departement is aanspreeklik vir die voorsiening van toeganklike en allesomvattende provinsiale openbare gesondheidsorgdienste. Die Departement is gebonde aan deursigtigheid in die ontwikkeling en implementering van gesondheidsbeleid en praktyk.

Die KwaZulu-Natal Departement van Gesondheid het drie kern werksaamhede:

- die distriksgesondheidstelsel;
- mediese noodreddingsdienste; en
- institusionele ondersteuningsdienste, insluitende maar nie beperk nie tot die administrasie en bestuur van distrik, tersiêre streeks- en gespesialiseerde hospitale.

Die KwaZulu-Natal Departement van Gesondheid word deur die Minister van Gesondheid gelei, wat 'n lid is van die KwaZulu-Natal se Uitvoerende Raad en wat aanspreeklik is vir die ontwikkeling van provinsiale gesondheidsbeleid. Die Departementshoof is die rekenpligtige beampte vir die KwaZulu-Natal Departement van Gesondheid en is aanspreeklik vir die algehele administrasie en bestuur van die Departement. Die Departement se hoof administratiewe kantore is in Pietermaritzburg geleë, met addisionele distriksgesondheidskantore dwarsdeur die Provinsie geleë.

Soos in afdeling 7 van hierdie Handleiding beskryf, is die KwaZulu-Natal Departement van Gesondheid in gesondheidsdistrikte verdeel, wat aanspreeklik is vir die bestuur en administrasie van die distriksgesondheidstelsel, wat ingestel is ingevolge artikel 44 van die KwaZulu-Natal Wet op Gesondheid, 2000 (Wet No. 4 van 2000), waarna in hierdie Handleiding verwys word as die KwaZulu-Natal Wet op Gesondheid.

Die KwaZulu-Natal Departement van Gesondheid het ook 'n verskeidenheid gemeenskaps-gesondheidsdienste wat deur die gesondheidsdistrikte geadministreer word en wat in afdeling 7 gelys word.

3. Kontak Inligting vir die KwaZulu-Natal Departement van Gesondheid Inligtingsbeampte

Die Inligtingsbeampte vir die KwaZulu-Natal Departement van Gesondheid is Professor R W Green-Thompson, wat die Departementshoof is. Addisionele Adjunk-Inligtingsbeamptes sal in die hoof administratiewe kantore ter Pietermaritzburg aangewys word.

Die Departement se straatadres is:

KwaZulu-Natal Departement van Gesondheid
Natalia Gebou
Longmarketstraat 330
Pietermaritzburg
3201

Die Departement se posadres is:

KwaZulu-Natal Departement van Gesondheid
Privaatsak X9051
Pietermaritzburg
3200

Die Departement se hoofkantoor telefoonnommer is 033-395-2111. Die Departement se faksnommer vir versoekers wat inligting van die Departement versoek, is 033-345-0792.

Die e-posadres vir versoekers wat inligting van die Departement versoek is:

padayap@dohho.kzntl.gov.za

4. Ontwikkeling van Gids deur die Menseregtekommissie

Die Suid-Afrikaanse Menseregtekommissie, ingestel ingevolge artikel 181(b) van die Grondwet, is aanspreeklik vir die ontwikkeling van 'n gids in elk van die land se amptelike tale, met inligting oor hoe om die Wet op Inligting te gebruik. Hierdie gids moet binne 18 maande na die inwerkingtreding van die Wet op Inligting gepubliseer word, wat 15 Augustus 2003 is. Indien 'n persoon verdere inligting wil verkry, kan hy of sy met die volgende in aanraking kom:

Menseregtekommissie
Commercial City, Derde Verdieping,
Suite 307
Commercialweg
Durban
4001

Telefoon: 031-304-7323/4/5
Faksimilie: 031-304-7323/4/5
E-pos: msibisi@sahrc.org.za

5. Toegang tot Inligting

a. Versoek om Toegang tot 'n Rekord

Indien 'n versoeker 'n versoek om toegang tot 'n rekord van die KwaZulu-Natal Departement van Gesondheid wil rig, moet hy of sy 'n geskrewe versoek aan die Inligtingsbeampte rig, wie se kontak inligting in afdeling 3 van hierdie Handleiding gelys word.

'n Versoeker wat 'n versoek wil rig moet Vorm A gebruik, wat by hierdie Handleiding ingesluit is as Bylae A. Die versoeker moet genoeg inligting voorsien in Vorm A om:

- die Inligtingsbeampte in staat te stel om:
 - die rekords wat versoek word, te identifiseer, insluitend 'n beskrywing van die rekord, 'n verwysingsnommer (indien enige) en enige verdere besonderhede oor die rekord; en
 - die versoeker te identifiseer, insluitend alle kontak inligting;
- die vorm van toegang vereis deur die versoeker, dit wil sê as die:
 - rekord in geskrewe of gedrukte vorm is, of die versoeker 'n afskrif van die rekord wil maak of die rekord wil nagaan;
 - rekord 'n visuele beeld is, wat foto's, skuifies, video-opnames, rekenaar ontwikkelde beelde of sketse mag wees, of die versoeker die beelde wil bekry, die beelde wil kopieer of 'n transkripsie van die beelde wil verkry;
 - rekord opgeneemde woorde of inligting is, wat deur klank opgelewer kan word, of die versoeker na die klankbaan wil luister of 'n geskrewe of gedrukte

transkripsie van die klankbaan wil verkry; of

- rekord op rekenaar gehou word of in 'n elektroniese of masjienleesbare vorm, of die versoeker 'n gedrukte afskrif van die rekord wil verkry, 'n gedrukte afskrif van inligting ontstaande uit die rekord of 'n afskrif in rekenaarleesbare vorm [stiffy of kompakte skyf].

'n Versoeker moet ook melding maak van die taal waarin die versoeker die rekord wil verkry. Indien die rekord nie in die taal wat deur die versoeker verkies word, beskikbaar is nie, mag toegang in die taal waarin die rekord beskikbaar is, toegestaan word.

'n Versoeker wat ongeletterd is of wat vanweë 'n gebrek nie in staat is om 'n versoek om toegang tot 'n rekord te rig nie, mag daardie versoek mondeling rig. Die Inligtingsbeampte of 'n Adjunk-Inligtingsbeampte moet die versoeker help met die ter skrif stel van die versoek in die vereiste vorm en 'n afskrif van die geskrewe versoek aan die versoeker gee.

Die Inligtingsbeampte of 'n Adjunk-Inligtingsbeampte moet 'n persoon wat redelike bystand vereis met die rig van 'n versoek help. Hulp moet gratis verleen word.

b. Oorplaas van Versoek om Toegang tot 'n Rekord

Die Inligtingsbeampte of 'n Adjunk-Inligtingsbeampte mag 'n versoek oorplaas waar:

- 'n rekord nie onder beheer van die KwaZulu-Natal Departement van Gesondheid is nie;
- die rekord se onderwerp nouer verband hou met die funksies van 'n ander openbare liggaam; of
- die rekord kommersiële inligting bevat waarin 'n ander openbare liggaam 'n groter belang het.

'n Oorplasing van versoek moet binne 14 dae nadat die versoek ontvang is, gemaak word en die Inligtingsbeampte of Adjunk-Inligtingsbeampte moet die versoeker in kennis stel van die oorplasing, die redes vir die oorplasing en die tydperk waarbinne die versoek behandel moet word.

c. Gelde Betaalbaar

Die aanvangsgeld wat deur 'n versoeker, anders as 'n persoonlike versoeker, vir 'n rekord betaalbaar is, is R35.00. 'n Persoonlike versoeker, wat 'n persoon is wat inligting soek oor homself of haarself, hoef nie aanvangsgeld te betaal nie. Alle versoekers, behalwe dié wat ingevolge artikel 22(8)(a) van die Wet op Inligting vrygestel is, moet die nodige gelde betaal om 'n rekord te verkry. Gelde word in Bylae C van hiedie Handleiding gelys.

d. Prosedure Waar 'n Rekord nie gevind kan word nie

Indien 'n rekord nie gevind kan word nie, moet die Inligtingsbeampte of 'n Adjunk-Inligtingsbeampte, deur middel van 'n beëdigde verklaring of verklaring, die versoeker in

kennis stel dat dit nie moontlik is om toegang tot die rekord te verleen nie.

e. Uitstel van Toegang tot 'n Rekord

Toegang mag uitgestel word waar 'n rekord nog nie beskikbaar is nie.

f. Tydgrense en Kennisgewing aan 'n Versoeker

Die Inligtingsbeampte of 'n Adjunk-Inligtingsbeampte moet binne 30 dae besluit of die versoek toegestaan moet word en dan moet 'n kennisgewing aan die versoeker versend word. Waar toegang toegestaan word, moet die kennisgewing die volgende vermeld:

- dat die toegangsgeld, indien enige, betaal moet word sodra toegang toegestaan word;
- die wyse waarop toegang gegee sal word; en
- dat die versoeker 'n interne appèl by die Departement mag aanteken of 'n aansoek by 'n hof doen teen die toegangsgeld wat betaal moet word of die wyse waarop toegang toegestaan gaan word.

g. Weiering van Toegang tot 'n Rekord

Indien toegang tot 'n rekord nie toegestaan gaan word nie, moet die kennisgewing deur die Inligtingsbeampte of Adjunk-Inligtingsbeampte:

- voldoende redes vir die weiering voorsien;
- van die redes, enige verwysing na die inhoud van die rekord uitsluit; en
- vermeld dat die versoeker 'n interne appèl by die Departement mag aanteken of 'n aansoek by 'n hof mag doen teen die weiering van die versoek en die prosedure om 'n interne appèl aan te teken of om aansoek te doen.

h. Verlenging van Tydperk om Versoek te Besluit

Die Inligtingsbeampte of 'n Adjunk-Inligtingsbeampte mag die tydperk van 30 dae verleng waarin die versoek besluit gaan word, indien:

- die versoek vir 'n groot aantal rekords is en voldoening daaraan onredelik die aktiwiteite van die KwaZulu-Natal Departement van Gesondheid sou belemmer;
- die versoek 'n soektog vereis van 'n versameling rekords in 'n kantoor wat nie in dieselfde dorp of stad as die Inligtingsbeampte geleë is nie en die Inligtingsbeampte nie redelikerwyse verwag kan word om die versoek binne die eerste 30 dae te voltooi nie;
- oorleg onder afdelings van die KwaZulu-Natal Departement van Gesondheid of met nog 'n openbare liggaam nodig is of wenslik is en die Inligtingsbeampte nie redelikerwyse verwag kan word om die oorleg binne die eerste 30 dae te voltooi nie;

- die versoeker skrifteliks die verlenging inwillig.

i. Verpligte Weiering van Versoek om Toegang tot 'n Rekord

Die Inligtingsbeampte of 'n Adjunk-Inligtingsbeampte moet toegang tot 'n rekord weier waar 'n versoek om toegang tot inligting die openbaarmaking van die volgende sou betrek:

- persoonlike inligting oor 'n derde party;
- handelsgeheime van 'n derde party;
- finansiële, kommersiële, wetenskaplike of tegniese inligting, anders as handelsgeheime, indien die openbaarmaking van die inligting vermoedelik nadelig sal wees teenoor die kommersiële of finansiële belange van 'n derde party;
- inligting wat 'n rekenaarprogram is wat deur 'n private liggaam besit word;
- inligting wat vertroulik deur 'n derde party voorsien is, die openbaarmaking waarvan redelikerwyse verwag sou word om die derde party te benadeel in kontraktuele of ander onderhandelinge of tot nadeel van die derde party sou staan in kommersiële mededinging;
- inligting wat 'n breuk van diens of vertroue sou wees verskuldig aan 'n derde party;
- inligting wat redelikerwyse verwag sou word om die lewe of fisiese veiligheid van 'n individu in gevaar te bring;
- 'n rekord, indien toegang tot die rekord verbied word ingevolge die Strafproses Wet, 1977 (Wet No. 51 van 1977);
- inligting wat beskerm is van voorlegging in 'n regsgeeding tensy die geaffekteerde persoon die beskerming laat vaar het, wat beteken dat die geaffekteerde persoon skrifteliks moet inwillig om die inligting vry te stel; of
- inligting oor navorsing wat uitgevoer word of wat vermoedelik uitgevoer sal word deur of namens 'n derde party, openbaarmaking waarvan vermoedelik die derde party, persoon wat die navorsing uitvoer of onderwerp van die navorsing sal blootstel aan ernstige nadeel.

j. Diskresionêre Weiering van Versoek om Toegang tot Rekord

Die Inligtingsbeampte of 'n Adjunk-Inligtingsbeampte mag toegang tot 'n rekord weier waar 'n versoek om toegang tot inligting die openbaarmaking van die volgende sou betrek:

- inligting wat vertroulik deur 'n derde party voorsien is, openbaarmaking waarvan redelikerwyse verwag sou word om die voorsiening van soortgelyke inligting of inligting van dieselfde bron te benadeel en dit in die openbare belang is dat soortgelyke inligting of inligting van dieselfde bron nog voorsien moet word;

- inligting, die openbaarmaking waarvan vermoedelik die volgende sou benadeel:
 - die veiligheid van 'n gebou, struktuur of stelsel, wat 'n rekenaarsstelsel, vervoermiddeel of enige ander eiendom mag wees; of
 - metodes, stelsels, plan of prosedure vir die beskerming van 'n individu in 'n getuiebewaringsprogram, die veiligheid van die publiek of die veiligheid van eiendom;
- 'n rekord wat die metodes, tegnieke of riglyne bevat vir die voorkoming, ontdekking, beperking of ondersoek van 'n oortreding of moontlike oortreding van die wet of vervolging van 'n beweerde oortreder;
- 'n rekord oor die vervolging van 'n beweerde oortreder waar openbaarmaking van die rekord redelikerwyse verwag sou word om die vervolging te belemmer of tot 'n regsdwaling sou lei;
- 'n rekord, openbaarmaking waarvan redelikerwyse verwag sou word om:
 - die ondersoek van 'n oortreding of moontlike oortreding van die wet te benadeel;
 - te openbaar of 'n persoon in staat te stel om 'n vertroulike bron van inligting in verband met die toepassing of administrasie van die wet te identifiseer;
 - te lei tot die intimidasie of dwang van 'n getuie of 'n persoon wat as 'n getuie opgeroep mag word in 'n strafgeding of ander sake om die wet toe te pas;
 - 'n wet te oortree;
 - die billikheid van 'n verhoor of die onpartydigheid van 'n uitspraak te benadeel of belemmer;
 - die verdediging, veiligheid of internasionale betrekkinge van die Republiek van Suid-Afrika te benadeel;
 - vermoedelik die ekonomiese of finansiële belange van die Republiek van Suid-Afrika in gevaar te stel of die vermoë van die regering om die ekonomie van die Republiek van Suid-Afrika effektief te bestuur in gevaar te stel;
 - inligting, wat:
 - handelsgeheime van die staat of 'n openbare liggaam bevat;
 - finansiële, kommersiële, wetenskaplike of tegniese inligting, anders as handelsgeheime bevat, openbaarmaking waarvan vermoedelik die kommersiële of finansiële belange van die staat of 'n openbare liggaam sal benadeel;

- 'n openbare liggaam sou benadeel in kontraktuele of ander betrekkinge of 'n openbare liggaam in kommersiële mededinging sou benadeel;
- 'n rekenaarprogram is, soos in die Wet op Kopiereg, 1978 (Wet No. 98 van 1978) omskryf, wat deur die staat of 'n openbare liggaam besit word;
- inligting oor navorsing wat uitgevoer word of vermoedelik uitgevoer kan word deur of namens 'n derde party, openbaarmaking waarvan vermoedelik 'n openbare liggaam, persoon wat die navorsing uitvoer of die onderwerp van die navorsing sou blootstel aan ernstige nadeel; of
- inligting oor 'n rekord van 'n openbare liggaam wat 'n mening, raad, verslag of aanbeveling bevat wat verkry of voorberei is of 'n beskrywing van 'n oorlog, bespreking, of notule van 'n vergadering oor die formulering van 'n beleid of besluitneming in die uitoefening van 'n mag of verrigting van 'n taak deur die wet verleen, indien openbaarmaking redelikerwyse verwag sou word om die beraadslagende proses of sukses van die beleid te dwarsboom.

k. Toegang tot 'n Gesondheidsrekord

Die Inligtingsbeampte of 'n Adjunk-Inligtingsbeampte mag, ingevolge artikel 30 van die Wet op Inligting, met die relevante gesondheidsorgpraktisyn oorleg pleeg oor die toestaan van toegang tot 'n rekord waar hy of sy van oordeel is dat die toestaan van toegang tot die rekord ernstige skade aan 'n persoon se fisiese of geestesgesondheid of welsyn mag aandoen. Indien die gesondheidsorgpraktisyn van oordeel is dat toestaan van toegang tot die rekord vermoedelik ernstige skade aan die persoon se fisiese of geestesgesondheid of welsyn sou aandoen, mag die Inligtingsbeampte of Adjunk-Inligtingsbeampte slegs toegang tot die rekord verleen waar die versoeker toon dat voldoende voorsiening gemaak is vir die beraadslaging of ander reëlins getref is om die skade aan die tersaaklike persoon te beperk, te verlig of te vermy.

Waar 'n versoeker onder die ouderdom van 16 jaar is, moet 'n persoon met ouerlike verantwoordelikheid die versoek om toegang tot 'n gesondheidsrekord doen. Waar 'n persoon nie in staat is om sy of haar sake te bestuur, moet 'n persoon wat deur die hof aangewys is die versoek om toegang tot 'n gesondheidsrekord doen.

l. Ander Gronde vir Weiering van Versoek om Toegang tot 'n Rekord

Die Inligtingsbeampte of Adjunk-Inligtingsbeampte mag 'n versoek om toegang tot 'n rekord weier indien die versoek klaarblyklik beuselagtig of ergerlik is of die werk betrokke by die verwerking van die versoek wesenlik en onredelik die bronne van die KwaZulu-Natal Departement van Gesondheid sou aflei.

6. Kennisgewing van Kategorieë of Rekords Beskikbaar van die KwaZulu-Natal Departement van Gesondheid sonder 'n Versoek om Toegang

Die volgende rekord kategorieë mag van die KwaZulu-Natal Departement van Gesondheid gekoop word en vereis nie 'n versoek om toegang nie:

- KwaZulu-Natal Departement van Gesondheid Jaarlikse Verslae
- KwaZulu-Natal Departement van Gesondheid Departementele Riglyne en Prosedures
- KwaZulu-Natal Departement van Gesondheid Finansiële State
- KwaZulu-Natal Departement van Gesondheid stof oor Gesondheidsbevordering
- KwaZulu-Natal Departement van Gesondheid Media Vrystellings
- KwaZulu-Natal Departement van Gesondheid Nuusbrief
- KwaZulu-Natal Departement van Gesondheid Pasiënte Rekords (wat slegs beskikbaar is aan die pasiënt en wat nie aan derde partye beskikbaar is nie sonder toestemming van die tersaaklike pasiënt)
- KwaZulu-Natal Departement van Gesondheid Navorsingsverslae
- KwaZulu-Natal Departement van Gesondheid Personeel Rekords (wat slegs beskikbaar is aan die personeellid en wat nie aan derde partye beskikbaar is nie sonder toestemming van die terspraaklike personeellid)
- KwaZulu-Natal Departement van Gesondheid Strategiese Planne
- KwaZulu-Natal Wet op Gesondheid, 2000 (Wet No. 4 van 2000)

7. **Beskrywing van Dienste Beschikbaar aan die Publiek van die KwaZulu-Natal Departement van Gesondheid en Toegang tot Dienste**

Die KwaZulu-Natal Departement van Gesondheid is in gesondheidsdistrikte verdeel, wat aanspreeklik is vir die bestuur en administrasie van die distriksgesondheidstelsel, wat ingestel is ingevolge artikel 44 van die KwaZulu-Natal Wet op Gesondheid, 2000. Let op dat alle versoeke om toegang tot inligting deur die Inligtingsbeampte moet gaan, nietemin, om inligting oor dienste aan die publiek te voorsien, word die ondergemelde kontakpunte gegee.

- | | |
|--|---|
| <ul style="list-style-type: none"> • Amajuba Gesondheidsdistrik
Privaatsak X6653
Newcastle | Telefoon: 034-315-1093/4
Faks: 034-315-1092
E-Pos: bouwerm@dhonc.kzntl.gov.za |
| <ul style="list-style-type: none"> • Hospitaalbestuurder
Madadeni Hospitaal
Privaatsak X6642
NEWCASTLE
2940 | Telefoon: 034-374 9221
Faks: 034-314 1148
E-Pos: h993543@dohho.kzntl.gov.za |
| <ul style="list-style-type: none"> • Hospitaalbestuurder | Telefoon: 034-312 1111/9 |

- Newcastle Hospitaal
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2940
- Faks: 034-312 6792
E-Pos: seedato@dohnc.kzntl.gov.za
- Hospitaalbestuurder
Niemeyer Herdenkingshospitaal
Privaatsak X1004
UTRECHT
2980
 - Telefoon: 034-331 3011
Faks: 034-331 3532
E-Pos: h993561@dohho.kzntl.gov.za
- Ethekwini Gesondheidsdistrik (Durban Metro)**
Privaatsak X54318
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4000
- Telefoon: 031-337-4392
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- Hospitaalbestuurder
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Posbus 977
DURBAN
4000
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- Hospitaalbestuurder
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Privaatsak X04
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E-Pos: h993006@dohho.kzntl.gov.za
- Hospitaalbestuurder
Hillcrest Hospitaal
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HILLCREST
3650
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- Hospitaalbestuurder
Inkosi Albert Luthuli Sentrale Hospitaal
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- Telefoon: 031-240 1000
Faks: 031-240 1050
E-Pos: flange@dohho.kzntl.gov.za
- Hospitaalbestuurder
King Edward VIII Hospitaal
Privaatsak X02
CONGELLA
4013
- Telefoon: 031-360 3111
Faks: 031-205 0399
E-Pos: kharvadr@dohke8.kzntl.gov.za
- Hospitaalbestuurder
King George V Hospitaal
Posbus DORMERTON
DORMERTON
4015
- Telefoon: 031-208 7121
Faks: 031-209 9586
E-Pos: geen

- Hospitaalbestuurder
Mahatma Gandhi Herdenkingshospitaal
Privaatsak X13
MOUNT EDGECOMBE
4300
Telefoon: 031-502 1719
Faks: 031-502 1869
E-Pos: h993163@dohho.kzntl.gov.za
- Hospitaalbestuurder
Osindisweni Hospitaal
Privaatsak X15
VERULAM
4340
Telefoon: 032-541 0323
Faks: 032-541 0343
E-Pos: h981652hl@dohho.kzntl.gov.za
- Hospitaalbestuurder
Prins Mshiyeni Gedenkingshospitaal
Privaatsak X07
MOBENI
4060
Telefoon: 031-907 8111
Faks: 031-907 3334
E-pos: sbmaharaj@yahoo.com
- Hospitaalbestuurder
R.K. Khan Hospitaal
Privaatsak X004
CHATSWORTH
4030
Telefoon: 031-403 3223
Faks: 031-401 1247
E-Pos: h993242@dohho.kzntl.gov.za
- Hospitaalbestuurder
Wentworth Hospitaal
Privaatsak JACOBS
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- **Hospitaalbestuurder**
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KRANSKOP
3268
Telefoon: 033-444 0818
Faks: 033-444 0987
E-Pos: h002568@dohho.kzntl.gov.za
- **Sisonke Gesondheidsdistrik**
Privaatsak X735
Port Shepstone
4240
Telefoon: 039-682-6452
Faks: 039-682-6296
E-Pos: h971142@dohho.kzntl.gov.za
- **Hospitaalbestuurder**
Christ the King Hospitaal
Privaatsak X542
IXOPO
3276
Telefoon: 039-834 2067
Faks: 039-834 2828
E-Pos: h993808@dohho.kzntl.gov.za
- **Hospitaalbestuurder**
EG & Usher Memorial
Privaatsak X506
KOKSTAD
4700
Telefoon: 039-797 8100
Faks: 039-727 2564
E-Pos: h010300@dohho.kzntl.gov.za
- **Hospitaalbestuurder**
St. Appollinaris Hospitaal
Privaatsak 206
CREIGHTON
3263
Telefoon: 039-833 1045/55
Faks: 039-833 1062
E-Pos: h993822@doggo.kzntl.gov.za
- **Hospitaalbestuurder**
Taylor Bequest Hospitaal
Privaatsak X836
MATATIELE
4730
Telefoon: 039-737 3107
Faks: 039-737 4134
E-Pos: h993894@dohho.kzntl.gov.za
- **Ugu Gesondheidsdistrik**
Privaatsak X735
Port Shepstone
4240
Telefoon: 039-682-6452
Faks: 039-682-6296
E-Pos: h971142@dohho.kzntl.gov.za
- **Hospitaalbestuurder**
G.J Crookes Hospitaal
Privaatsak X5501
SCOTTSBURGH
4180
Telefoon: 039-976 1300
Faks: 039-978 1295
E-Pos: nyawos@dohgch.kzntl.gov.za

- Hospitaalbestuurder
Murchison Hospitaal
Privaatsak X701
PORT SHEPSTONE
4240
Telefoon: 039-687 7311
Faks: 039-687 7497
E-Pos: h993841@dohho.kzntl.gov.za
- Hospitaalbestuurder
Port Shepstone Hospitaal
Privaatsak X5706
PORT SHEPSTONE
4240
Telefoon: 039-682 1111
Faks: 039-682 5404
E-Pos: h011504@dohho.kzntl.gov.za
- Hospitaalbestuurder
St Andrews Hospitaal
Privaatsak X1010
HARDING
4680
Telefoon: 039-433 1955
Faks: 039-433 1529
E-Pos: h993867@dohho.kzntl.gov.za
- **Umgungundlovu Gesondheidsdistrik**
Brasford House
Longmarketstraat 262
Pietermaritzburg
3200
Telefoon: 033-342-6675
Faks: 033-394-3235
E-Pos: h993804@dohho.kzntl.gov.za
- Hospitaalbestuurder
Appelsbosch Hospitaal
Privaatsak X215
OZWATHINI
3476
Telefoon: 032-294 0002
Faks: 032-294 0002 ext 148
E-Pos: h993578@dohho.kzntl.gov.za
- Hospitaalbestuurder
Edendale Hospitaal
Privaatsak X509
PLESSISLAER
3216
Telefoon: 033-395 4911
Faks: 033-395 4060
E-Pos: dr_ramiah@yahoo.com
- Hospitaalbestuurder
Fort Napier Hospitaal
Posbus 370
PIETERMARITZBURG
3200
Telefoon: 033-345 4221
Faks: 033-345 5730
E-Pos: h993764@dohho.kzntl.gov.za
- Hospitaalbestuurder
Grey Hospitaal
Privaatsak X9001
PIETERMARITZBURG
3201
Telefoon: 033-897 3000
Faks: 033-345 5278
E-Pos: nzanirad@dohgreys.kzntl.gov.za

- Hospitaalbestuurder
Montebello Hospitaal
Privaatsak X506
DALTON
3236
Telefoon: 033-506 0101
Faks: 033-506 0107
E-Pos: h993783@dohoo.kzntl.gov.za
- Hospitaalbestuurder
Northdale Hospitaal
Privaatsak X9006
PIETERMARITZBURG
3200
Telefoon: 033-387 9000
Faks: 033-397 9768
E-Pos: h960492@dohho.kzntl.gov.za
- Hospitaalbestuurder
Townhill Hospitaal
Posbus 400
PIETERMARITZBURG
3200
Telefoon: 033-342 8741
Faks: 033-345 5720
E-Pos: h992471@dohho.kzntl.gov.za
- Hospitaalbestuurder
Umngeni Hospitaal
Privaatsak X23
HOWICK
3290
Telefoon: 033-330 6146
Faks: 033-330 5564
E-Pos: h993779@dohho.kzntl.gov.za
- **Umkhanyakude Gesondheidsdistrik**
Privaatsak X026
Jozini
3969
Telefoon: 035-572-1328
Faks: 035-572-1251
E-Pos: h993369@dohho.kzntl.gov.za
- Hospitaalbestuurder
Bethesda Hospitaal
Privaatsak X602
UBOMBO
3970
Telefoon: 035-595 1004
Faks: 035- 595 1007
E-Pos: h9934272dohho.kzntl.gov.za
- Hospitaalbestuurder
Hlabisa Hospitaal
Privaatsak X5001
HLABISA
3937
Telefoon: 035-838 1003
Faks: 035-838 1117
E-Pos: hlabisa@iafrica.com
- Hospitaalbestuurder
Manguzi Hospitaal
Privaatsak X301
KWA-NGWANASE
3973
Telefoon: 035-592 0150
Faks: 035-592 0150 (ask for fax)
E-Pos: h994314@dohho.kzntl.gov.za

- Hospitaalbestuurder
Mosvold Hospitaal
Privaatsak X2211
INGWAVUMA
3968
Telefoon: 035-591 0122
Faks: 035-591 0148
E-Pos: h993393@dohho.kzntl.gov.za
- Hospitaalbestuurder
Mseleni Hospitaal
P.K Sibaya
3967
Telefoon: 035-574 1004
Faks: 035-574 1003
E-Pos: victor@mseleni.co.za
- **Umzinyathi Gesondheidsdistrik**
Privaatsak X6653
Newcastle
2940
Telefoon: 034-315-1093/4
Faks: 034-315-1092
E-Pos: bouwerm@dhonc.kzntl.gov.za
- Hospitaalbestuurder
Charles Johnson Herdenkingshospitaal
Privaatsak X5503
NQUTU
3135
Telefoon: 034-271 1900
Faks: 034-271 0234
E-Pos: h993487@dohho.kzntl.gov.za
- Hospitaalbestuurder
Church of Scotland Hospitaal
Privaatsak X502
TUGELA FERRY
3010
Telefoon: 033-493 0004
Faks: 033-493 0073
E-Pos: h993505@dohho.kzntl.gov.za
- Hospitaalbestuurder
Dundee Hospitaal
Privaatsak X2011
DUNDEE
3000
Telefoon: 034-212 1111
Faks: 034-212 3245
E-Pos: h993510@dohho.kzntl.gov.za
- Hospitaalbestuurder
Greytown Hospitaal
Privaatsak X5562
GREYTOWN
3250
Telefoon: 033-413 1111
Faks: 033-413 2809
E-Pos: h993665@dohho.kzntl.gov.za
- **Uthukela Gesondheidsdistrik**
Privaatsak X9958
Ladysmith
3370
Telefoon: 036-631-2202/6
Faks: 036-631-2217
E-Pos: femida@futurenet.co.za

- Hospitaalbestuurder
Emmaus Hospitaal
Privaatsak X16
WINTERTON
3340
Telefoon: 036-488 1570
Faks: 036-488 1156
E-Pos: h011128@dohho.kzntl.gov.za
- Hospitaalbestuurder
Estcourt Hospitaal
Privaatsak X7058
ESTCOURT
3310
Telefoon: 036-352 2100
Faks: 036-352 5899
E-Pos: h002920@dohho.kzntl.gov.za
- Hospitaalbestuurder
Ladysmith Hospitaal
Privaatsak 9928
LADYSMITH
3370
Telefoon: 036-637 2111
Faks: 036 637 6457
E-Pos: felced@dohls.kzntl.gov.za
- **Uthungulu Gesondheidsdistrik**
Privaatsak X20034
Empangeni
3880
Telefoon: 035-772-2417
Faks: 035-792-6053
E-Pos: h00217@dohho.kzntl.gov.za
- Hospitaalbestuurder
Catherine Booth Hospitaal
Privaatsak X105
AMATIKULU
3801
Telefoon: 035-474 8402/7/9
Faks: 035-474 8413
E-Pos: h020438@dohho.kzntl.gov.za
- Hospitaalbestuurder
Ekombe Hospitaal
Privaatsak X203
KRANSKOP
3268
Telefoon: 0358-342 000/1
Faks: 0358-34 2076
E-Pos: h993340@dohho.kzntl.gov.za
- Hospitaalbestuurder
Eshowe Hospitaal
Privaatsak X504
ESHOWE
3815
Telefoon: 035-474 2071
Faks: 035-474 4914
E-Pos: kevinm@dohes.kzntl.gov.za
- Hospitaalbestuurder
Laer Umfolozi Oorlogsgedenkteken Hos
Privaatsak X20005
EMPANGENI
3880
Telefoon: 035-902 8500
Faks: 035-792 2596
E-Pos: h993375@dohho.kzntl.gov.za

- Hospitaalbestuurder
Mbongolwane Hospitaal
Privaatsak X126
KWAPETA
3820
Telefoon: 035-476 6242
Faks: 035-476 6380
E-Pos: h010673@dohho.kzntl.gov.za
- Hospitaalbestuurder
Ngwelezane Hospitaal
Privaatsak X20021
EMPANGENI
3880
Telefoon: 035-901 7000
Faks: 035-794 1684
E-Pos: h993417@dohho.kzntl.gov.za
- Hospitaalbestuurder
Nkandla Hospitaal
Privaatsak X102
NKANDLA
3855
Telefoon: 035-833 0012
Faks: 035-833 0054
E-Pos: h993438@dohho.kzntl.gov.za
- Hospitaalbestuurder
St. Mary's (KwaMagwaza) Hospitaal
Privaatsak X808
MELMOTH
3835
Telefoon: 035-450 2071
Faks: 035-450 2050
E-Pos: h001805@dohho.kzntl.gov.za
- **Zoeloeland Gesondheidsdistrik**
Privaatsak X81
Ulundi
3838
Telefoon: 035-874-2302/3
Faks: 035-874-2457
E-Pos: dubnc@uld.kzntl.gov.za
- Hospitaalbestuurder
Benedictine Hospitaal
Privaatsak X5007
NONGOMA
3950
Telefoon: 035-831 0314
Faks: 035-831 0339
E-Pos: h993898@dohho.kzntl.gov.za
- Hospitaalbestuurder
Ceza Hospitaal
Privaatsak X200
CEZA
3866
Telefoon: 035-832 0001
Faks: 035-832 0027
E-Pos: h993906@dohho.kzntl.gov.za
- Hospitaalbestuurder
Itshelejuba Hospitaal
Privaatsak X0047
PONGOLA
3170
Telefoon: 034-413 2542
Faks: 034-413 2545
E-Pos: h002389@dohho.kzntl.gov.za

- | | |
|---|---|
| • Hospitaalbestuurder
Nkonjeni Hospitaal
Privaatsak X509
MAHLABATHINI
3865 | Telefoon: 035-873 0013
Faks: 035-873 0031
E-Pos: h993924@dohho.kzntl.gov.za |
| • Hospitaalbestuurder
St. Francis Hospitaal
Privaatsak X509
MAHLABATHINI
3865 | Telefoon: 035-873 0203
Faks: 035-873 0025
E-Pos: geen |
| • Hospitaalbestuurder
Thulasizwe Hospitaal
Privaatsak X27
MAHLABATHINI
3865 | Telefoon: 035-832 0003
Faks: 035-832 0195
E-Pos: h993906@dohho.kzntl.gov.za |
| • Hospitaalbestuurder
Vryheid Hospitaal
Privaatsak X9371
VRYHEID
3100 | Telefoon: 034-982 2111
Faks: 034-980 9757
E-Pos: h994001@dohho.kzntl.gov.za |

Die distriksgesondheidstelsel is gebaseer op die voorsiening van allesomvattende provinsiale gesondheidsdienste, insluitend primêre gesondheidsdienste. Primêre gesondheidsorgdienste word in die KwaZulu-Natal Wet op Gesondheid omskryf as toeganklike eerstevlak gesondheidsdienste ingesluit as deel van die pakket van basiese noodsaaklike gesondheidsdienste soos deur die Minister in regulasies voorgeskryf.

Die eerste kontakpunt vir openbare gesondheidsorggebruikers is die kliniek wat in die geografiese gebied geleë is waar 'n openbare gesondheidsorggebruiker woonagtig is. Afhangende van die openbare gesondheidsorggebruiker se behoeftes, word die openbare gesondheidsorggebruiker by die kliniek in sy of haar gebied behandel. Indien 'n kliniek nie die gesondheidsorggebruiker kan help nie, mag hy of sy na 'n gemeenskaps-gesondheidsorgsentrum verwys word. Indien 'n gemeenskaps-gesondheidsorgsentrum nie die openbare gesondheidsorggebruiker kan help nie, mag hy of sy na 'n distrikshospitaal verwys word.

Indien 'n distrikshospitaal nie die openbare gesondheidsorggebruiker kan help nie, mag hy of sy na 'n plaaslike streekshospitaal vir behandeling verwys word. Indien 'n plaaslike streekshospitaal nie die openbare gesondheidsorggebruiker kan help nie, mag hy of sy na 'n provinsiale tersiêre hospitaal verwys word wat deur spesialiste en algemene praktisyne beman word. Indien 'n provinsiale tersiêre hospitaal nie die openbare gesondheidsorggebruiker kan help nie, mag hy of sy na 'n sentrale hospitaal verwys word wat multi-gespesialiseerde kliniese dienste voorsien. 'n Openbare gesondheidsorggebruiker mag ook na 'n gespesialiseerde hospitaal verwys word, wat 'n hospitaal mag insluit wat in chroniese psigiatriese, herstellende, toring, gespesialiseerde ruggraatbesering of akute besmetlike sorg

spesialiseer.

Mediese noodreddingsdienste word vir openbare gesondheidsorggebruikers deur die KwaZulu-Natal Mediese Noodreddingsdiens van die KwaZulu-Natal Departement van Gesondheid voorsien. Die kontakpunte is soos volg:

MNRD Distrikskantore

- **Ugu Gesondheidsdistrik**
Posbus 1527
Port Shepstone
4240
Telefoon: 039-6823301
Faks: 039-6824543
- **Umgungundlovu Gesondheidsdistrik**
Privaatsak X9001
p.a. MNRD PMBurg
3200
Telefoon: 033-3948181
Faks: 033-3451145
- **Uthukela Gesondheidsdistrik**
Posbus 3833
Ladysmith
3370
Telefoon: 036-6377717
Faks: 036-6311689
- **Umzinyathi Gesondheidsdistrik**
Privaatsak X5562
Greytown
3250
Telefoon: 034-2123376
Faks: 034-2123043
- **Amajuba Gesondheidsdistrik**
Privaatsak X6653
Newcastle
2940
Telefoon: 034-3151351
Faks: 034-3154401
- **Zululand Gesondheidsdistrik**
Posbus 1108
Ulundi
3838
Telefoon: 035-8791187
Faks: 035-8971899
- **Umkhanyakude Gesondheidsdistrik**
Posbus 632
Hlabisa
3937
Telefoon: 035-8381200
Faks: 035-8381200
- **Uthungulu Gesondheidsdistrik**
Privaatsak 20005
Empangeni
3880
Telefoon: 035-7923088
Faks: 035-7923539

- **Ilembe Gesondheidsdistrik**
Privaatsak X10609 Telefoon: 032-5525401
Stanger Faks: 032-5525545
4450
- **Sisonke Gesondheidsdistrik**
Posbus 683 Telefoon: 039-8342792
Ixopo Faks: 039-8342674
3276
- **eThekweni Gesondheidsdistrik**
Privaatsak X01 Telefoon: 031-3029779
Dalbridge Faks: 031-3072779
4014

Die KwaZulu-Natal Departement van Gesondheid voorsien verskeie gemeenskaps-gesondheidsdienste wat deur die gesondheidsdistrikte geadministreer word en wat die volgende insluit:

- Chroniese Siektes en Geriatrie
- Aansteeklike Siekte Beheer
- Omgewingsgesondheid
- Gesondheidsbevordering
- Moederlike, Kind en Vroue Gesondheid
- Geestesgesondheid
- Voeding
- Beroepsgesondheid en Veiligheid
- Mondgesondheid
- Rehabilitasie

Die Provinsiale HIV/VIGS Aksie Eenheid is deur die Ministerraad in 2002 ingestel en onder die beheer van die KwaZulu-Natal Departement van Gesondheid geplaas. Die Provinsiale HIV/VIGS Aksie Eenheid:

- koordineer HIV/VIGS aktiwiteite;
- ondersteun nie-regerings en gemeenskapsgegronde organisasies in die KwaZulu-Natal Provinsie om HIV/VIGS te voorkom en om vir diegene wat besmet is met en aangeraak is deur HIV/VIGS te versorg; en
- inter-sektorale samewerking en vennootskappe voort te help.

8. Beskrywing van Reëlins en Voorsienings vir 'n Persoon om Vertoë te Lewer en aan die Formulerings van Beleid deel te neem en om Magte uit te Oefen of Take te Verrig

Die KwaZulu-Natal Wet op Gesondheid, 2000 bepaal dat 'n persoon vertoë mag lewer om te help met deelname aan die formulerings van beleid en die uitoefening van Departementele werksaamhede en verrigting van take deur die:

- Provinsiale Gesondheidsforum wat ingevolge artikel 16 van die KwaZulu-Natal Wet op Gesondheid, 2000 ingestel is;
- Distriksgeondheidsforums wat ingevolge artikel 55 van die KwaZulu-Natal Wet op Gesondheid, 2000 ingestel is;
- Hospitaalrade wat ingevolge artikel 62 van die KwaZulu-Natal Wet op Gesondheid, 2000 ingestel is;
- Ambulans en Mediese Nooddienste Raad ingevolge artikel 63 van die KwaZulu-Natal Wet op Gesondheid, 2000 ingestel is; en
- Kliniek en gemeenskapsgesondheidsentrum komitees wat ingevolge artikel 64 van die KwaZulu-Natal Wet op Gesondheid, 2000 ingestel is.

9. Regsmiddele

Indien die Inligtingsbeampte of 'n Adjunk-Inligtingsbeampte versuim om 'n besluit op versoek om toegang binne 30 dae te gee, word die Inligtingsbeampte gemeen om die versoek van die hand te gewys het.

'n Versoeker mag 'n interne appèl aanteken:

- teen 'n weiering van 'n versoek of 'n besluit van die Inligtingsbeampte of 'n Adjunk-Inligtingsbeampte wat 'n versoek om toegang geweier het; of
- met betrekking tot die voorgeskrewe versoekgeld, verlenging van die tydperk om met 'n versoek of die wyse van toegang te behandel.

'n Derde party mag ook 'n interne appèl aanteken teen 'n besluit om 'n versoek om toegang toe te staan.

'n Interne appèl moet binne 60 dae op die voorgeskrewe manier ingevolge artikel 75(1)(a)(i) van die Wet op Inligting aangeteken word. Sien Bylae B.

'n Versoeker wat 'n interne appèl aangeteken het en wat nie tevrede is met die uitslag nie mag binne 30 dae van die besluit oor die interne appèl by 'n hof aansoek doen om paslike regshulp ingevolge artikel 78 van die Wet op Inligting. 'n Versoeker mag nie by 'n hof aansoek doen nie tensy die versoeker 'n interne appèl aangeteken het.

10. Ander Inligting

Dit is belangrik om op te let dat die Wet op Inligting met inligting handel wat deur openbare of private liggame gehou word. Dit moet onderskei word van die Wet op Bevordering van Administratiewe Geregtigheid, 2000 (Wet No. 3 van 2000) wat vereis dat 'n regeringsdepartement, op versoek, redes moet verskaf vir sy aksies.

BYLAE A

VORM A

VERSOEK OM TOEGANG TOT REKORD VAN OPENBARE LIGGAAM

Artikel 18(1) van die Wet op Bevordering van Toegang tot Inligting, 2000
(Wet No. 2 van 2000)

[Regulasie 2]**VIR DEPARTEMENTELE GEBRUIK**

Verwysings No. _____

Versoek ontvang deur _____ (vermeld
rang, voornaam en van van inligtingsbeampte/adjunk-inligtingsbeampte) op
_____ (datum) by _____ (plek).

Versoekgeld (indien enige) R _____

Deposito (indien enige) R _____

Toegangsgeld R _____

HANDTEKENING VAN
INLIGTINGSBEAMPTE/
ADJUNKINLIGTINGSBEAMPTE

A. Besonderhede van openbare liggaam

Die Inligtingsbeampte/Adjunk-Inligtingsbeampte:

B. Besonderhede van persoon wat toegang tot die rekord versoek

- (a) Die besonderhede van die persoon wat toegang tot die rekord versoek, moet hieronder vermeld word.
- (b) 'n Adres en/of faksnommer in die Republiek verskaf waaraan inligting gestuur moet word.
- (c) Bewyse van die hoedanigheid waarin die versoek gemaak word, indien toepaslik, moet geheg word.

Volle voorname en van: _____

Identiteitsnommer: _____

Posadres: _____

_____ Faksnommer: _____

Telefoonnommer: _____ E-posadres: _____

Hoedanigheid waarin versoek gemaak word, wanneer namens iemand anders gemaak word: _____

C. Besonderhede van persoon namens wie versoek gemaak word

Hierdie afdeling moet slegs ingevul word indien 'n versoek om inligting namens iemand anders gemaak word.

Volle voorname en van: _____

Identiteitsnommer: _____

D. Besonderhede van rekord

- (a) Verskaf volle besonderhede van die rekord waarvoor toegang versoek word, insluitend die verwysingsnommer indien dit aan u bekend is, om te help met die opsporing van die rekord.
- (b) Indien die voorsiene ruimte nie genoegsaam is nie gaan asseblief voort op 'n aparte folio en heg dit aan hierdie vorm. **Die versoeker moet alle addisionele folios teken.**

1. Beskrywing van rekord of relevante deel van die rekord: _____

2. Verwysingsnommer, _____ indien _____ beskikbaar:

3. Enige verdere besonderhede van rekord:

E. Gelde

- (a) 'n Versoek om toegang tot 'n rekord, anders as 'n rekord wat persoonlike inligting oor uself bevat, sal slegs verwerk word na die versoekgeld betaal is.
- (b) U sal in kennis gestel word van die bedrag wat as versoekgeld betaal moet word.
- (c) **Die geld wat betaalbaar is om toegang** tot 'n rekord hang af van die wyse waarop toegang vereis word en die redelike tydperk vereis om 'n rekord te soek en voor te berei.
- (d) Indien u kwalifiseer vir vrystelling van die betaling van enige geld, vermeld asseblief die rede daarvoor.

Rede vir vrystelling van betaling van gelde: _____

F. Vorm van toegang tot rekord

Indien u deur 'n gebrek voorkom word om die rekord te lees, bekijk of daarna te luister in die toegangsvorm waarvoor in 1 tot 4 hieronder voorsien word, vermeld u gebrek en dui aan in welke vorm die rekord vereis word.

Gebrek: _____

Vorm waarin rekord vereis word:

Dui op die toepaslike plek met 'n "X" aan.

AANTEKENINGE:

- (a) U aanduiding van die vereiste vorm om toegang hang af van die vorm waarin die rekord beskikbaar is.
- (b) Toegang in die versoeke vorm mag onder sekere omstandighede geweier word. In so 'n geval sal u in kennis gestel word indien toegang op 'n ander wyse toegestaan sal word.
- (c) Die geld, indien enige, wat betaalbaar is om toegang tot 'n rekord, sal gedeeltelik deur die wyse waarop toegang versoek word, bepaal word.

1. Indien die rekord in geskrewe of gedrukte vorm is -

	Afskrif van rekord*		Ondersoek van rekord
--	---------------------	--	----------------------

2. Indien rekord uit visuele beelde bestaan -

Dit sluit in foto's, skuifies, video-opnames, rekenaar-verwekte beelde, sketse, ens.

	Bekyk die beelde		Afskrif van die beelde*		Transkripsie van die beelde*
--	------------------	--	-------------------------	--	------------------------------

3. Indien rekord uit woorde bestaan wat opgeneem is of inligting wat as klank weergee kan word -

	Luister na die klankbaan (bandopnemer)		Transkripsie van klankbaan* (geskrewe of gedrukte dokument)
--	--	--	---

4. Indien rekord deur rekenaar gehou word of in elektroniese of masjienleesbare vorm

	Gedrukte afskrif van rekord*		Gedrukte afskrif van inligting ontstaande uit die rekord*		Afskrif in rekenaar-leesbare vorm* (stiffy of kompakte skyf)
--	------------------------------	--	---	--	--

*Indien u 'n afskrif of transkripsie van 'n rekord (bo) versoek het, wil u hê die afskrif of transkripsie moet aan u gepos word?
Posgeld moet betaal word.

JA

NEE

Let wel, indien die rekord nie in die taal wat u verkies beskikbaar is nie, mag toegang toegestaan word in die taal waarin die rekord beskikbaar is.

In watter taal sou u die rekord verkies? _____

G. Kennisgewing van besluit betreffende versoek om toegang

U sal skrifteliks in kennis gestel word of u versoek goedgekeur/geweier is. Indien u op 'n ander wyse daarvan in kennis gestel wil word, spesifiseer asseblief die wyse en voorsien die nodige besonderhede om meegaandheid met u versoek te vergemaklik.

Hoe sou u verkies om van die besluit betreffende u versoek om toegang tot 'n rekord in kennis gestel te word? _____

Geteken by: _____ hierdie _____ dag van _____
20____

**HANDTEKENING VAN VERSOEKER/
PERSOON NAMENS WIE VERSOEK
GEMAAK IS**

BYLAE B

VORM C

KENNISGEWING VAN INTERNE APPÈL

(Artikel 75 van die Wet op Bevordering van Toegang tot Inligting, 2000
(Wet No. 2 van 2000))

[Regulasie 6]

**VERMELD U VERWYSINGS-
NOMMER:** _____

LET WEL: 'n Persoon wat 'n interne appèl aanteken, sal miskien appèlgeld moet betaal. Indien appèlgeld betaalbaar is, mag die besluit van die interne appèl uitgestel word tot die geld betaal is.

A. Besonderhede van openbare liggaam

Die Inligtingsbeampte/Adjunk-Inligtingsbeampte:

B. Besonderhede van versoeker/derde party wat die interne appèl aanteken

- (a) Die besonderhede van die persoon wat die interne appèl aanteken, moet hieronder ingevul word.
- (b) Bewyse van die hoedanigheid waarin appèl aangeteken word, indien van toepassing, moet geheg word.
- (c) Indien die appellant 'n derde party is en nie die persoon wat oorspronklik die inligting versoek het nie, moet die besonderhede van die versoeker hieronder by C vermeld word.

Volle voorname en van: _____

Identiteitsnommer: _____

Posadres: _____

Faksnommer: _____

Telefoonnommer: _____ E-posadres: _____

Hoedanigheid waarin 'n interne appèl namens iemand anders aangeteken is: _____

C. Besonderhede van versoeker

Hierdie afdeling moet SLEGS ingevul word indien 'n derde party (anders as die versoeker) die interne appèl aanteken.

Volle voorname en van: _____

Identiteitsnommer: _____

D. Die besluit waarteen die interne appèl aangeteken is

Merk die besluit waarteen die interne appèl aangeteken is met 'n "X" in die toepaslike hokkie.

	Weiering van versoek om toegang
	Besluit betreffende gelde bepaal ingevolge artikel 22 van die Wet.
	Besluit betreffende die verlenging van die tydperk waarin versoek hanteer moet word ingevolge artikel 26(1) van die Wet.
	Besluit ingevolge artikel 29(3) van die Wet om toegang te weier op die wyse soos deur die versoeker versoek.
	Besluit om versoek om toegang toe te staan.

E. Gronde vir appèl

Indien die ruimte wat voorsien is nie genoegsaam is nie, gaan asseblief op 'n aparte folio voort en heg dit aan hierdie vorm. **U moet al die addisionele folios teken.**

Vermeld die gronde waarop die interne appèl gebaseer is: _____

Vermeld enige ander inligting wat van toepassing mag wees in die oorweging van die appèl: _____

F. Kennisgewing van besluit oor appèl

U sal skrifteliks in kennis gestel word van die besluit oor u interne appèl. Indien u op ander wyse daarvan in kennis gestel wil word, spesifiseer asseblief die wyse en voorsien die nodige besonderhede om meegaandheid met u versoek te vergemaklik.

Vermeld die wyse: _____

Besonderhede van wyse: _____

Geteken by _____ hierdie _____ dag van _____ 20 _____

HANDTEKENING VAN APPELLANT

VIR DEPARTEMENTELE GEBRUIK:**AMPTELIKE REKORD VAN INTERNE APPEL**

Appel ontvang op _____ (datum) deur _____
_____ (vermeld rang, voornaam en van van
inligtingsbeampte/adjunk-inligtingsbeampte).

Appel met bygaande redes vir die inligtingsbeampte/adjunk-inligtingsbeampte se besluit en, waar toepaslik, die besonderhede van enige derde party aan wie of waaraan die rekords, deur die inligtingsbeampte/adjunk-inligtingsbeampte op _____ (datum) aan die relevante owerheid gelewer is.

UITSLAG VAN APPEL:**BESLUIT VAN INLIGTINGSBEAMPTE/ADJUNK-INLIGTINGSBEAMPTE
BEVESTIG/VERVANG DEUR NUWE BESLUIT.**

NUWE BESLUIT: _____

DATUM

RELEVANTE OWERHEID

DATUM DEUR INLIGTINGSBEAMPTE/ADJUNK-INLIGTINGSBEAMPTE VAN DIE
RELEVANTE OWERHEID ONTVANG: _____

BYLAE C**GELDE BETAALBAAR INGEVOLGE DIE WET OP INLIGTING, 2000**

- | | | |
|----|---|---------------------------|
| 1. | Afskrif van hierdie Handleiding | R (beskikbaar op versoek) |
| 2. | Versoekgeld, behalwe vir 'n persoonlike versoeker wat inligting oor homself of haarself versoek | R 35.00 |
| 3. | Gelde vir afdruk: | |
| | elke fotokopie van 'n A4 folio of deel daarvan | R 0.60 |
| | elke gedrukte afskrif in elektroniese formaat of 'n A4 folio of deel daarvan op rekenaar of in masjienleesbare vorm gehou | R 0.40 |
| | afskrif in rekenaarleesbare formaat op stifty skyf | R 5.00 |
| | afskrif in rekenaarleesbare formaat op kompakte skyf | R 40.00 |
| | transkripsie van visuele beeld vir 'n A4 folio of deel daarvan | R 22.00 |
| | transkripsie van visuele beeld vir afskrif van die visuele beeld | R 60.00 |
| | transkripsie van klank rekord vir 'n A4 folio of deel daarvan | R 12.00 |
| | afskrif van klank rekord | R 17.00 |
| 4. | Toegangsgelde: | |
| | elke fotokopie van 'n A4 folio of deel daarvan | R 0.60 |
| | elke gedrukte afskrif van 'n A4 folio of deel daarvan wat op rekenaar of in masjienleesbare formaat gehou word | R 0.40 |
| | afskrif in rekenaarleesbare formaat op stifty skyf | R 5.00 |
| | afskrif in rekenaarleesbare formaat op kompakte skyf | R 40.00 |
| | transkripsie van visuele beeld vir 'n A4 folio of deel daarvan | R 22.00 |
| | transkripsie van visuele beeld van afskrif van die visuele beeld | R 60.00 |
| | transkripsie van klank rekord vir 'n A4 folio of deel daarvan | R 12.00 |
| | afskrif van klank rekord | R 17.00 |

5. Geld vir soektog en voorbereiding van rekord vir openbaarmaking, na eerste uur waarvoor daar geen koste is nie R15.00 per uur/deel daarvan
6. 'n Deposito word nie vereis nie tot ses uur oorskry word ingevolge paragraaf 5.
7. Een-derde van die toegangsgeld, in paragraaf 4 gelys, is deur die versoeker betaalbaar as 'n deposito.

Posgeld is deur die versoeker betaalbaar waar 'n afskrif van die rekord aan die versoeker gepos moet word.

**UMNYANGO WEZEMPILO WAKWAZULU-NATALI
UMQULU OPHATHELENE
NOMTHETHO OGQUGQUZELA UKUTHOLAKALA KOLWAZI,
2000 (UMTHETHO WESI-2 KA-2000)**

**UMNYANGO WEZEMPILO WAKWAZULU-NATALI
UMQULU OPHATHELENE
NOMTHETHO OGQUGQUZELA UKUTHOLAKALA KOLWAZI, 2000
(UMTHETHO WESI-2 KA-2000)**

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**UMNYANGO WEZEMPILO WAKWAZULU-NATALI
UMQULU OPHATHELENE
NOMTHETHO OGQUGQUZELA UKUTHOLAKALA KOLWAZI, 2000
(UMTHETHO WESI-2 KA-2000)**

1. Isethulo

UMthetho oGqugquzela ukuTholakala koLwazi, 2000 (uMthetho wesi-2 ka-2000), phecelezi *The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)*, obizwa kulomqulu nge-*Information Act*, uqhamuka kwisigaba 32 soMthethosisekelo waseNingizimu Afrika, ka-1996 (uMthetho we-108 ka-1996) esibizwa ngoMthethosisekelo kulomqulu, esithi:

- "(1) Wonke umuntu unelungelo lokuthola:
- (a) ulwazi olugodlwe uhulumeni, kanye
 - (b) nanoma iluphi ulwazi olugodlwe omunye umuntu kepha oludingekayo ukuze kufezeke noma kuvikeleke amanye amalungelo
- (2) UMthetho kaZwelonke kufanele uchitshiyelwe ukuze kuphunyezwe lelilungelo, kanti futhi ungasetshenziswa ngokulingeneyo ukwethula umthwalo wokuphatha nezezimali kuhulumeni."

Inhloso ye-*Information Act* ukwakha umphakathi lapho abantu baseNingizimu Afrika bezokwazi khona ukuthola ulwazi oluzobenza bakwazi ukusebenzisa nokuvikela amalungelo abo ngokupheleleyo.

Ngomhla ka 2 kuFebruwari ngo-2000 iSishayamthetho sikaZwelonke sachibiyela i-*Information Act* ukuze ihambisane nesigaba 32 soMthethosisekelo ukuqinisekisa ukuthi ilungelo lokuthola ulwazi livikelekile. I-*Information Act* yaqala ukusebenza ngomhla ka 9 kuMashi 2000, ngaphandle kwezigaba 10, 14, 16 no-51. Izigaba 10, 14, 16 no-51 ziqale ukusebenza ngomhla ka 15 kuFebruwari ngo 2002.

Lokhu kuchaza ukuthi i-*Information Act* ivuleleke kuwo wonke umuntu ofisa ukuthola ulwazi ezinhlanganweni ezingaphansi kukahulumeni nezizimele. Umuntu ofisa ukufaka isicelo sokuthola ulwazi ubizwa 'ngocelayo'.

Zonke izinhlangano ezingaphansi kukahulumeni nezizimele zilindeleke ukuba zenze umqulu okungenani ngezilimi ezintathu ezichaza ukusebenza kwe-*Information Act*. Lomqulu wenziwe ngendlela yokuthi usize ocelayo ofisa ukuthola ulwazi ngoMnyango wezeMpilo wakwaZulu-Natali, okuyinhlangano engaphansi kukahulumeni. LoMqulu utholakala ngesiNgisi, ngesiZulu nangesiBhunu.

LoMqulu awuqukethe ulwazi mayelana nokufaka isicelo kwezinye izinhlangano ezingaphansi kukahulumeni noma ezizimele. Uma ocelayo efisa ukufaka isicelo kwenye inhlangano engaphansi kukahulumeni, ngaphandle koMnyango wezeMpilo KwaZulu-Natali, kufanele athole ikhophi yomqulu emnyangweni ofaneleyo ongaphansi kukahulumeni. Uma ocelayo efisa ukufaka isicelo ehlanganweni ezimele, ocelayo kufanele athole ikhophi yomqulu waleyo nhlangano ezimele.

Lomqulu wahlukaniseke izigaba ukuze usize ocelayo ekutholeni ulwazi ngoMnyango wezeMpilo KwaZulu-Natali.

2. Ukuchazwa koMnyango wezeMpilo KwaZulu-Natali nemisebenzi yawo

UMnyango wezeMpilo KwaZulu-Natali uyingxenye kahulumeni wesifundazwe sakwaZulu-Natali kanti ubhekene nemisebenzi edidiyele ebhekele ezempilo esifundazweni sakwaZulu-Natali. Umbono woMnyango ukufinyelelisa usizo oluphelele lwezempilo kubo bonke abantu abakhele lesi sifundazwe. Umgomo woMnyango ukwakha uhlelo lwezempilo olusimeme, olusebenzisekayo nolufinyelelekayo, olwesekeleke enqubeni yempilo engcono kubantu bonke ezikhungweni zezempilo ezifundeni. UMnyango unalezinhloso eziyisisekelo:

- ukwethembeka okwesekeleke eqinisweni, inhlonipho nokubuyisana;
- ukuxhumana okuvulelekile, ukusebenza ngokusebenza nokuxhumana;
- ukuzinikela ekusebenzeni; kanye
- nesibindi sokufunda, sokuguquka nesentshisekelo.

Ukuphumelelisa umbono, umgomo nezinhloso eziyisisekelo zoMnyango wezeMpilo KwaZulu-Natali, uMnyango unomthwalo wokwakha nokwethula umgomo, izinhloso, izinhloso nenqubo okwesekeleke ezikhungweni ezikhona esifundazweni, nokuphumelelisa kwelungelo lokufinyelela ezikhungweni zezempilo. Kuwumsebenzi woMnyango ukunikeza umphakathi usizo lwezempilo olufinyelelekayo noluseqophelweni. UMnyango uzibophezele ekusebenzeni ngokusobala ekwakheni nasekwethuleni imigomo nenqubo yezempilo.

UMnyango wezeMpilo wakwaZulu-Natali unalemisebenzi emithathu ebalulekile:

- umsebenzi wezempilo wesifunda;
- izikhungo zosizo oluphuthumayo lwezempilo; kanye
- izinhloso zosizo ezibandakanya ukusebenza nokuphathwa kwezibhedlela ezinkulu zezigodi, ezinkulukazi zesifunda nezosizo olunhlobo.

UMnyango wezeMpilo KwaZulu-Natali uholwa uNgqongqoshe wezeMpilo, oyilungu loMkhandlu oMkhulu wakwaZulu-Natali, nonomsebenzi wokwakha umgomo wezempilo wesifundazwe. Inhloko yoMnyango ibhekele ukusebenza kwezimali eMnyangweni wezeMpilo wakwaZulu-Natali kanye nakho konke ukusebenza nokuphathwa koMnyango. Amahhovisi amakhulu okusebenza oMnyango aseMgungundlovu, bese kuba amanye asabalele nazo zonke izifunda esifundazweni.

Njengoba kuchaziwe esigabeni 7 kulomqulu, uMnyango wezeMpilo KwaZulu wahlukaniseke izikhungo zezigodi ezibhekeleke ukuphathwa nokusebenza kwezempilo ezigodini lezo, okwakhiwe ngokwesigaba 44 soMthetho wezeMpilo KwaZulu-Natali ka-2000 (Umthetho wesi 4 ka-2000),

phecelezi *KwaZulu-Natal Health Act, 2000 (Act No. 4 of 2000)* okubizwa kulomqulu ngoMthetho wezeMpilo KwaZulu-Natali.

UMnyango wezeMpilo KwaZulu-Natali futhi unikezela ngosizo lwezempilo olwahlukahlukeni empakathini oluqhutshwa ngokwezikhungo zezempilo zezigodi kanti kulotshiwe esigabeni 7.

3. Ulwazi lokuxhumana noMphathi wezokuXhumana eMnyangweni wezeMpilo KwaZulu-Natali

UMphathi wezokuXhumana woMnyango wezeMpilo KwaZulu-Natali uProfessor R W Green-Thompson, oyiNhloko yoMnyango kanti amanye amaSekela abaPhathi bezokuXhumana ayosatshalaliswa ehhovisi elikhulu eMgungundlovu.

Ikheli lalapho kutholakala khona uMnyango ileli:

KwaZulu-Natal Department of Health
Natalia Building
330 Longmarket Street
Pietermaritzburg
3201

Ikheli leposi loMnyango lithi:

KwaZulu-Natal Department of Health
Private Bag X9051
Pietermaritzburg
3200

Inombolo yocingo yoMnyango ithi: 033-395 2111. Kanti inombolo yesikhahlemezi kulabo abacela ulwazi mayelana noMnyango ithi: 033-345 0792.

Ikheli lokuxhumana nge-computer kulabo abacela ulwazi mayelana noMnyango lithi:

padayap@dohho.kzn.gov.za

4. Uhlaka okumele lwenziwe iKhomishani yamaLungelo Abantu

IKhomishani yamaLungelo Abantu yaseNingizimu Afrika, eyakhelwe esigabeni 181(b) soMthethosisekelo, ibhekeleke ukwakha uhlaka olunikeza ulwazi mayelana nokusetshenziswa kwe-*Information Act*, ngazo zonke izilimi ezisemthethweni ezweni. Loluhlaka kumele lushicilelwe ezinyangeni ezingu-18 emva kokuphunyeleliswa kwe-*Information Act*, okuwumhlaka 15 Agasti 2003. Uma umuntu efisa ukuthola eminye imininingwane kumele athintane ne:-

Human Rights Commission
Commercial City, Third Floor, Suite 307
Commercial Road
Durban
4001

Ucingo: 031-304 7323/4/5
Isikhahlamezi: 031-304 7323/4/5
E-mail: msibisi@sahrc.org.za

5. Ukuthola ulwazi

a. Isicelo sokuthola imininingwane

Uma ocelayo efisa ukufaka isicelo sokuthola imininingwane ethile eMnyangweni wezeMpilo KwaZulu-Natali, kumele enze isicelo esibhaliwe asiqondise kuMphathi wezokuXhumana, imininingwane yakhe itholakala esigabeni 3 salomqulu.

Ocelayo ofisa ukufaka isicelo kufanele asebenzise iFomu lokuqala etholakala kulomqulu, ibhalwe u-Annexure A. Ocelayo kufanele anikeze imininingwane eyanele eFomini lokuqala ukuze:

- uMphathi wezokuXhumana akwazi ukuthola lokhu:
 - imininingwane ecelwayo, kubandakanya nokuchazwa kwaleyo mininingwane, inkomba (uma ikhona) kanye neminye imidanti ebalulekile etholakala kuleyo mininingwane; kanye
 - igama locelayo kanye nemininingwane yokuxhumana;
- uhlobo lokuthola imininingwane oludingwa ocelayo, okusho ukuthi:
 - uma kungukuthi imininingwane ecelwayo ibhaliwe noma iqoshiwe, ngabe ocelayo ufisa ukuthola ikhophi yaleyo mininingwane noma ufuna ukucubungula yona siqu;
 - uma kungukuthi imininingwane ecelwayo idwetshiwe, okungaba izithombe, ama-slides, okuqoshwe nge-video, okwenziwe nge-computer noma kudwetshe ngesandla, ngabe ocelayo ufisa ukukubuka lokhu noma ufisa ukuthola ikhophi kumbe okubhaliwe meyalana nalokhu;
 - uma kungukuthi imininingwane iyinkulamo eqoshiwe noma ingatholakala ngemisindo, ngabe ocelayo ufisa ukulalela ibhande lelo noma ufisa ukuthi lokho akubhalelwe phansi; noma
 - uma kungukuthi imininingwane igcinwe kwi-computer noma ubuxhakaxhaka bemishini esebenzisa ugesi, ngabe ocelayo ufisa ukuthola ikhophi ebhaliwe yalokho, ikhophi ebhaliwe enikeza ulwazi olutholakala kuleyo mininingwane noma ikhophi engafundeka kwi-computer (okuyi-stiffy disc noma i-CD).

Ocelayo kufanele asho ulimi afisa ukuthola ngalo imininingwane. Uma kungukuthi imininingwane ayitholakali ngolimi oluceliwe, kungenzeka ikhishwe ngolimi etholakala ngalo.

Ocelayo uma engakwazi ukufunda nokubhala kumbe engakwazi ukucela ukuthola imininingwane ngenxa yokukhubazeka okuthile, isicelo singafakwa ngomlomo. UMphathi wezokuXhumana noma

uSekela Mphathi wezokuXhumana kufanele asize lowo ocelayo ekufakeni isicelo ngokugcwalisa ifomu efanelekile bese emnikeza ikhophi yaleso sicelo esibhaliwe.

UMphathi wezokuXhumana noma uSekela Mphathi wezokuXhumana kufanele asize umuntu odinga usizo oluzwakalayo ekwenzeni isicelo sokuthola imininingwane. Lolo sizo kufanele lube mahhala.

b. Ukudluliswa kwesicelo sokufinyelela emininingwaneni

UMphathi wezokuXhumana noma uSekela Mphathi wezokuXhumana angasidlulisa isicelo uma:

- imininingwane ingaphethwe uMnyango wezeMpilo KwaZulu-Natali;
- ingqikithi yemininingwane ixhumene kakhulu nemisebenzi yenye inhlango engaphansi kukahulumeni; noma
- imininingwane iqukethe ulwazi lwezentengiso oluphathelele neny inhlango engaphansi kukahulumeni.

Ukudluliswa kwesicelo kumele kwenziwe zingakapheli izinsuku ezingu-14 isicelo samukeliwe. UMphathi wezokuXhumana noma uSekela Mphathi wezokuXhumana kumele azise lowo ocelayo mayelana nokudluliswa kwesicelo sakhe, nezizathu zalokho kanye nesikhathi isicelo leso esingacutshungulwa ngaso.

c. Izimali ezikhokhwayo

Imali yokuqala ekhokhwa ocela ukuthola imininingwane u-R35-00, ngaphandle kocela imininingwane ngaye mathupha. Lowo ocela imininingwane ngaye akayikhokhi lemali. Bonke abacelayo, ngaphandle kwalabo abakhululiwe ngaphansi kwesigaba 22 (8) (a) se-*Information Act*, kufanele bakhokhe imali efunekayo ukuze bathole imininingwane. Uhlu lwezimali ezikhokhwayo lutholakala ku-Annexure C walomqulu.

d. Isimo esingabanga ukuba imininingwane ingatholakali

Uma imininingwane ingatholakali uMphathi wezokuXhumana noma uSekela Mphathi wezokuXhumana kufanele azise lowo ocelayo ukuthi leyo mininingwane ayitholakali. Leso saziso kufanele sifungelwe.

e. Ukubambezeleka ukuthola imininingwane

Ukukwazi ukuthola imininingwane kungabambezeleka uma leyo mininingwane ingakatholakali.

f. Izikhathi nesaziso kocelayo

UMphathi wezokuXhumana noma uSekela Mphathi wezokuXhumana kufanele anqume kusasele izinsuku ezingu 30 ukuthi uyasamukela isicelo bese ethumela isaziso kocelayo. Uma kungukuthi isicelo siyaphumelela, isaziso kufanele siveze:

- ukuthi imali yokuthola imininingwane, uma idingeka, kufanele ikhokhwe emva kokunikezwa igunya;
- ifomu okuzonikezwa ngayo imvume; kanye
- nokuthi ocelayo angafaka isicelo sangaphakathi eMnyangweni, noma isicelo enkantolo, ukuphikisana nokukhokha imali yokuthola imvume noma ifomu okuyiyona egunyaza ocelayo imvume yokuthola imininingwane.

g. Ukwenqatshelwa ukuthola imininingwane

Uma ukuthola imininingwane kwenqatshwa, isaziso esivela kuMphathi wezokuXhumana noma uSekela Mphathi wezokuXhumana kufanele:

- sinikeze izizathu zokwenqatshelwa;
- singafaki nanoma yini equkethwe emininingwaneni; kanye
- sikuveze ukuthi ocelayo angasiphakamisa isikhalo eMnyangweni, noma isicelo esibhaliwe enkantolo esiphikisana nokwenqatshwa kwesicelo kanye nendlela yokufaka isikhalo noma isicelo.

h. Ukunwetshwa kwesikhathi sokunquma ngesicelo

UMphathi wezokuXhumana noma uSekela Mphathi wezokuXhumana anganweba isikhathi esiyizinsuku ezingu-30 sokwenza isinqumo mayelana nesicelo uma:

- isicelo kungesemininingwane eminingi okungenza ukusamukela kugxambukele emisebenzini yoMnyango wezeMpilo KwaZulu-Natali;
- isicelo sidinga uphenyo noma inhlanguanisela yemininingwane esehhovisi elingekho edolobheni lapho kutholakala khona uMphathi wezokuXhumana nokungenza uMphathi wezokuxhumana angalindeleki ukuqeda isicelo ezinsukwini ezingu 30;
- ukuxhumana phakathi kwezigaba ezahlukeni zoMnyango wezeMpilo KwaZulu-Natali kumbe nanoma iyiphi inhlanguano engaphansi kukahulumeni kufanelekile noma kudingeka, futhi uMphathi wezokuXhumana engeke sampela alindeleka ukuthi angakwazi ukuhlanganisa amakhanda ezinsukwini ezingu 30 zokukuqala; noma
- ocelayo ezobhala evumelana nokunwetshwa kwesikhathi.

i. Ukwenqatshwa okuphoqelele kwesicelo sokuthola imininingwane

UMphathi wezokuXhumana noma uSekela Mphathi wezokuXhumana kufanele akwenqabele ukuthola imininingwane lapho isicelo sokuthola imininingwane sithinta ukuvezwa:

- kolwazi ngomunye umuntu;
- kwezimfihlo zohwebo lomunye umuntu;
- kolwazi lwezezimali, ezohwebo noma ubuchwepheshe, ngale kwezimfihlo zohwebo, uma ukuvezwa kwalolo lwazi kungabeka engozini omunye umuntu;
- kolwazi oluwuhlelo lwe-computer olusingethwe inhlango ezimele;
- kolwazi oluyimfihlo olulethwe omunye umuntu, okungathi ukuvezwa kwalo kubeke lowomuntu engcupheni ngokwesivumelwano noma kumbeke engcupheni emncintiswaneni wezohwebo;
- kolwazi okungaba ukudalula izimfihlo ezenziwe nomunye umuntu;
- kolwazi okungalindeleka ukuba kubeke engozini impilo noma ukuphepha komunye umuntu
- kwemininingwane uma ukuvezwa kwaleyo mininingwane kungavunyelwe ngokwe-*Criminal Procedure Act*, ka-1977 (*Act No. 51 of 1977*);
- ulwazi oluvikelwe ngokomthetho ngaphandle uma umuntu othintekile ekususa lokho kuvikelwa, okungukuthi lowo muntu othintekile kufanele avume ngokubhaliwe ukuba lolu lwazi luvezwe; noma
- ulwazi mayelana nocwaningo olwenziwayo noma olungase lwenziwe omunye umuntu noma esikhundleni sakhe, okungathi ukuvezwa kwalo kuveze kabi omunye umuntu, noma kulimaze lowo owenza ucwaningo noma ingqikithi yalo.

j. Ukwenqatshwa okugunyaziwe kwesicelo sokuthola imininingwane

UMphathi wezokuXhumana noma uSekela Mphathi wezokuXhumana angenqabela ukutholakala kwemininingwane uma isicelo sokuyithola kubandakanya ukuvezwa:

- kolwazi olulethwe omunye umuntu oluyimfihlo, ukuvezwa kwalo okungenza lowo muntu angaphindi alulethe, kube kudingekile ngokokuvikeleka komphakathi ukuba lolu lwazi lulokhu luqhubekile nokutholakala;
- kolwazi, ukuvezwa kwalo okungaphazamisa:
 - ukuvikeleka kwesakhiwo, uhlaka noma impahla, okungaba ubuxhakaxhaka bama-computer, izinto zokuthutha nanoma iyiphi impahla; noma
 - izindlela, izimpahla, uhlelo noma imigudu yokuvikela umuntu ohlelweni lokuvikeleka kofakazi, ukuvikeleka komphakathi noma ukuphepha kwempahla;
- kwemininingwane equkethe izindlela, amasu noma imigudu yokuvikela, yokuphenya, yokuvimbela noma uphenyo oluthinta ukwephulwa komthetho noma ukuquliswa kwesaphulamthetho;

- kwemininingwane ephathelene nokuquliswa kwesaphulamthetho, uma kungukuthi ukudelwa kwaleyo mininingwane kungaphazamisa ukuqulwa kwalelocala noma kuphazamise ukusebenza kwengalo yomthetho;
- kwemininingwane ekudelwa kwayo kunenkolelo yokuthi:
 - kungaphazamisa ukuqhubeka kophenyo olupathelene nokwaphulwa komthetho;
 - kungaveza noma kwenze umuntu akwazi ukuthola imithombo yolwazi oluyimfihlo ephathelene nokusebenza kwengalo yomthetho;
 - kungaphetha ngokuphazamiseka kukafakazi noma umuntu obengabizwa ukuzofakaza ecaleni, noma ekusebenzeni kwengalo yomthetho;
 - kungaba ukwephulwa komthetho; noma
 - kungaphazamisa noma kuchaphazele ukuqulwa kwecala ngendlela noma ukungachemi kokukhishwa kwesinqumo;
- kolwazi, ukuvezwa kwalo okungaphazamisa ukuphepha noma ukuvikeleka kobudlelwano beNingizimu Afrika namazwe omhlaba;
- kolwazi, ukuvezwa kwalo okungabeka engozini umnotho noma ezezimali zezwe laseNingizimu Afrika, noma ukulawula kukahulumeni ezomnotho weNingizimu Afrika ngendlela eyiyo;
- kolwazi:
 - oluqukethe izimfihlo zohwebo kukahulumeni noma inhlangano engaphansi kukahulumeni;
 - oluqukethe ulwazi lwezezimali, ezohwebo, ezobuchule noma ubuchwepheshe, ngale kwezimfihlo zohwebo, ukuvezwa kwalo okungaphazamisa ezohwebo noma ezezimali kuhulumeni noma inhlangano engaphansi kukahulumeni;
 - olungabeka engcupheni izivumelwano noma ubudlelwano benhlangano engaphansi kukahulumeni, noma luqede isithunzi sezohwebo senhlangano engaphansi kukahulumeni;
 - oluwuhlelo lwe-computer, oluchazwe kwi-Copyright Act, 1978 (Act No. 98 of 1978), olungaphansi kukahulumeni noma inhlangano engaphansi kukahulumeni. (Lomthetho uvikela ubunikazi bamalungelo.)
- kolwazi olumayelana nocwaningo oluqhubekayo, noma okunokwenzeka lwenziwe omunye umuntu noma esikhundleni sakhe, ukuvezwa kwalo okungadalula ngendlela engenhle inhlangano engaphansi kukahulumeni, umuntu owenza ucwaningo noma ingqikithi yocwaningo; noma

- kolwazi olumayelana nenhlango engaphansi kukahulumeni oluqukethe imibono, izeluleko, umbiko noma isincomo esitholakale noma okulungisiwe noma imininingwane engukuxoxisana, izinqumo noma amaminithi omhlangano amayelana nokwakhiwa komgomo noma ukuthathwa kwesinqumo ekusetshenzisweni kwamandla okugunyazwe ngokomthetho, uma kungukuthi ukuvezwa kwalokho kungaphazamisa inqubo noma impumelelo yenqubomgomo.

k. Ukuthola imininingwane yezempilo

UMphathi wezokuXhumana noma uSekela Mphathi wezokuXhumana, ngokugunyazwa isigaba 30 se-*Information Act*, angaxhumana nochwepheshe abathile bezempilo mayelana nokugunyaza ukutholakala kwemininingwane uma ecabanga ukuthi ukugunyaza ukutholakala kwalemininingwane kungaba nobungozi empilweni yomuntu, emqondweni noma ngokwenhlalo. Uma uchwepheshe wezempilo ebona ukuthi ukugunyaza ukutholakala kwemininingwane kungaba nobungozi empilweni yomuntu, emqondweni noma ngokwenyama, uMphathi wezokuXhumana noma uSekela Mphathi wezokuXhumana angagunyaza ukutholakala kwemininingwane kuphela uma ocelayo eqinisekisa ukuthi kuthathwe onke amanyathelo okweluleka noma-ke amanye amalungiselelo ukuze kugwemeke ubungozi.

Uma ocelayo engaphansi kweminyaka engu 16 umuntu owumzali noma omele umzali kumele enze isicelo sokuthola imininingwane yezempilo. Lapho umuntu ofaka isicelo engekwa ukuzilawulela izindaba zakhe kumele kube nomuntu ogunyazwe inkantolo ukulawula izindaba zalowo ofaka isicelo sokuthola imininingwane yezempilo.

l. Ezinye izimo ezingenza kwenqatshwe isicelo sokuthola imininingwane

UMphathi wezokuXhumana noma uSekela Mphathi wezokuXhumana angasenqabela isicelo sokuthola imininingwane uma isicelo leso senziwe budedengu noma sicasula noma umsebenzi odinga ukwenziwa ukuhlangabezana nesicelo usebenzisa imithombo yoMnyango wezeMpilo KwaZulu-Natali ngokungadingekiyo nangokuphambene nenqubo-mgomo.

6. Isaziso ngezinhlobo zemininingwane ekhona eMnyangweni wezeMpilo KwaZulu-Natali engatholakala ngaphandle kokufaka isicelo

Lezinhlobo ezilandelayo zemininingwane zingathengwa eMnyangweni wezeMpilo KwaZulu-Natali kanti azidingi sicelo ukuzithola:

- Imibiko yaminyaka yonke yoMnyango wezeMpilo KwaZulu-Natali
- Imigudu nemiqathango esetshenziswa uMnyango wezeMpilo KwaZulu-Natali
- Izitatimende zezezimali zoMnyango wezeMpilo KwaZulu-Natali
- Izinto zokugqugquzela ezempilo eMnyangweni wezeMpilo KwaZulu-Natali
- Imibiko ekhishelwa abezindaba yoMnyango wezeMpilo KwaZulu-Natali
- Imibiko ebhaliwe yoMnyango wezeMpilo KwaZulu-Natali

- Imininingwane yeziguli eMnyangweni wezeMpilo KwaZulu-Natali (ekhishelwa isiguli kuphela, hhayi abanye abantu, ngaphandle uma isiguli sikugunyazile lokho)
- Imibiko yocwaningo yoMnyango wezeMpilo KwaZulu-Natali
- Imininingwane yezisebenzi zoMnyango wezeMpilo KwaZulu-Natali (ekhishelwa isisebenzi kuphela, hhayi abantu ngaphandle kwemvume evela esisebenzini qobo)
- Amasu ezinhlelo zoMnyango wezeMpilo KwaZulu-Natali
- I-KwaZulu-Natal Health Act, 2000 (Act No. 4 of 2000), okuwumthetho olawula ezempilo eMnyangweni wezeMpilo KwaZulu-Natali ophasiswe ngo-2000

7. Incazelo ngosizo olungatholwa umphakathi eMnyangweni wezeMpilo KwaZulu-Natali nezindlela zokuthola usizo

UMnyango wezeMpilo KwaZulu-Natali wahlukaniseke izizinda zezempilo, ezibhekene nomsebenzi wokuphatha nokusebenza kwezokhungo zezempilo ezizindeni ezahlukeni, nokwakhiwe ngokwesigaba 44 seKwaZulu-Natal Health Act, 2000. Amagama neminingwane yokuxhumana kuleso naleso sizinda sezempilo iyalandela:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Amajuba Health District
Private Bag X6653
NEWCASTLE | Ucingo: 034-315 1093/4
Isikhahlemezi: 034-315 1092
E-Mail: bouwerm@dohnc.kzntl.gov.za |
| <ul style="list-style-type: none"> • Umphathi Wesibhedlela
Madadeni Hospital
Private Bag X6642
NEWCASTLE
2940 | Ucingo: 034-374 9221
Isikhahlemezi: 034-314 1148
E-Mail: h993543@dohho.kzntl.gov.za |
| <ul style="list-style-type: none"> • Umphathi Wesibhedlela
Newcastle Hospital
NEWCASTLE
2940 | Ucingo: 034-312 1111/9
Isikhahlemezi: 034-312 6792
E-Mail: seedato@dohnc.kzntl.gov.za |
| <ul style="list-style-type: none"> • Umphathi Wsibhedlela
Niemeyer Memorial
Private Bag X1004
UTRECHT
2980 | Ucingo: 034-331 3011
Isikhahlemezi: 034-331 3532
E-Mail: h993561@dohho.kzntl.gov.za |
| <ul style="list-style-type: none"> • Ethekwini Health District (Durban Metro)
Private Bag X54318
DURBAN
4000 | Ucingo: 031-337 4392
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Addington Hospital
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4000 | Ucingo:
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hdmp@dohho.kzntl.gov.za |
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031-462 1993
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Hillcrest Hospital
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flange@dohho.kzntl.gov.za |
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CONGELLA
4013 | Ucingo:
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031-205 0399
kharvadr@dohke8.kzntl.gov.za |
| • Umphathi Wesibhedlela
King George V Hospital
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DORMERTON
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031-209 9586
none |
| • Umphathi Wesibhedlela
Mahatma Gandhi Memorial Hospital
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MOUNT EDGECOMBE
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Isikhahlamezi:
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031-502 1869
h993163@dohho.kzntl.gov.za |
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Osindisweni Hospital
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Wentworth Hospital
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Untunjambili Hospital
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St. Appollinaris Hospital
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CREIGHTON
3263
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MATATIELE
4730
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St. Andrews Hospital
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Townhill Hospital
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E-Mail: | 033-342 8741
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Isikhahlamezi: 034-212 3245
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Isikhahlamezi: 033-413 2809
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Isikhahlamezi: 036-631 2217
E-Mail: femida@futurenet.co.za
- **Umpathi Wesibhedlela**
Emmaus Hospital
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3340
Ucingo: 036-488 1570
Isikhahlamezi: 036-488 1156
E-Mail: h011128@dohho.kzntl.gov.za
- **Umpathi Wesibhedlela**
Estcourt Hospital
Private Bag X7058
ESTCOURT
3310
Ucingo: 036-352 2100
Isikhahlamezi: 036-352 5899
E-Mail: h002920@dohho.kzntl.gov.za

-
- | | | |
|--|--------------------------------------|--|
| • Umphathi Wesibhedlela
Ladysmith Hospital
Private Bag 9928
LADYSMITH
3370 | Ucingo:
Isikhahlamezi:
E-Mail: | 036-637 2111
036-637 6457
felced@dohls.kzntl.gov.za |
| • Uthungulu Health District
Private Bag X20034
Empangeni | Ucingo:
Isikhahlamezi:
E-Mail: | 035-772 2417
035-792 6053
h00217@dohho.kzntl.gov.za |
| • Umphathi Wesibhedlela
Catherine Booth Hospital
Private Bag X105
AMATIKULU
3801 | Ucingo:
Isikhahlamezi:
E-Mail: | 035-474 8402/7/9
035-474 8413
h020438@dohho.kzntl.gov.za |
| • Umphathi Wesibhedlela
Ekombe Hospital
Private Bag X203
KRANSKOP
3268 | Ucingo:
Isikhahlamezi:
E-Mail: | 035-834 2000/1
035-8342 076
h993340@dohho.kzntl.za |
| • Umphathi Wesibhedlela
Eshowe Hospital
Private Bag X504
ESHOWE
3815 | Ucingo:
Isikhahlamezi:
E-Mail: | 035-474 2071
035-474 4914
kevinm@dohes.kzntl.gov.za |
| • Umphathi Wesibhedlela
Lower Umfolozi War Memorial Hospital
Private Bag X20005
EMPANGENI
3880 | Ucingo:
Isikhahlamezi:
E-Mail: | 035-902 8500
035-792 2596
h993375@dohho.kzntl.gov.za |
| • Umphathi Wesibhedlela
Mbongolwane Hospital
Private Bag X126
KWAPETA
3820 | Ucingo:
Isikhahlamezi:
E-Mail: | 035-476 6242
035-476 6380
h010673@dohho.kzntl.gov.za |
| • Umphathi Wesibhedlela
Ngwelezane Hospital
Private Bag X20021
EMPANGENI
3880 | Ucingo:
Isikhahlamezi:
E-Mail: | 035-901 7000
035-794 1684
h993417@dohho.kzntl.gov.za |

-
- Umphathi Wesibhedlela
Nkandla Hospital
Private Bag X102
NKANDLA
3855

Ucingo: 035-833 0012
Isikhahlamezi: 035-833 0054
E-Mail: h993438@dohho.kzntl.gov.za

 - Umphathi Wesibhedlela
St. Mary's (KwaMagwaza) Hospital
Private Bag X808
MELMOTH
3835

Ucingo: 035-450 2071
Isikhahlamezi: 035-450 2050
E-Mail: h001805@dohho.kzntl.gov.za

 - **Zululand Health District**
Private Bag X81
Ulundi
3838

Ucingo: 035-874 2302/3
Isikhahlamezi: 035-874 457
E-Mail: dubnc@uld.kzntl.gov.za

 - Umphathi Wesibhedlela
Benedictine Hospital
Private Bag X5007
NONGOMA
3950

Ucingo: 035-831 0314
Isikhahlamezi: 035-831 0339
E-Mail: h993898@dohho.kzntl.gov.za

 - Umphathi Wesibhedlela
Ceza Hospital
Private Bag X200
CEZA
3866

Ucingo: 035-832 0001
Isikhahlamezi: 035-832 0027
E-Mail: h993906@dohho.kzntl.gov.za

 - Umphathi Wesibhedlela
Itshelejuba Hospital
Private Bag X0047
PONGOLA
3170

Ucingo: 034-413 2542
Isikhahlamezi: 034-413 2545
E-Mail: h002389@dohho.kzntl.gov.za

 - Umphathi Wesibhedlela
Nkonjeni Hospital
Private Bag X509
MAHLABATHINI
3865

Ucingo: 035-873 0013
Isikhahlamezi: 035-873 0031
E-Mail: h993924@dohho.kzntl.gov.za

 - Umphathi Wesibhedlela
St. Francis Hospital
Private Bag X509
MAHLABATHINI
3865

Ucingo: 035-873 0203
Isikhshlamezi: 035-873 0025
E-Mail: ayikho

- Umphathi Wesibhedlela
 Thulasizwe Hospital
 Private Bag X27
 MAHLABATHINI
 3865
 - Umphathi Wesibhedlela
 Vryheid Hospital
 Private Bag X9371
 VRYHEID
 3100
- | | |
|----------------|----------------------------|
| Ucingo: | 035-832 0003 |
| Isikhahlamezi: | 035-832 0195 |
| E-Mail: | h993906@dohho.kzntl.gov.za |
-
- | | |
|----------------|----------------------------|
| Ucingo: | 034-982 2111 |
| Isikhahlamezi: | 034-980 9757 |
| E-Mail: | h994001@dohho.kzntl.gov.za |

Ukusebenza kwezempilo ezigodini kwesekelwele ekunikezelweni kosizo lwezempilo olusimeme, kubandakanya usizo oluvela nolubalulekile. Lolusizo olubalulekile luchazwe kwi-*KwaZulu-Natal Health Act* njengosizo olufinyelelekayo emazingeni aphansi omphakathi wakithi okuyingxenywe yosizo-ngqangi olubalulekile njengalokhu luphakanyiswe uNgqongqoshe ngokwemithetho engaphansi kwe-*KwaZulu-Natal Health Act*.

Isikhungo sezempilo sokuqala esingathintwa ilabo abasidingayo umtholampilo, owakhiwe ebangeni elifinyelelekayo kusukela lapho kuhlala khona labo abasidingayo. Inqobo nje uma usizo oludingwa isakhamuzi lungatholakala imitholampilo iyakwazi ukusiza abantu ezindaweni zabo. Uma umtholampilo ungakwazi ukusiza umuntu ube esedluliselwa esikhungweni sezempilo esisemphakathini (okuyizibhedlela ezincane). Uma kungukuthi lowo odinga usizo akalutholi usizo nakulesikhungo, ube esedluliselwa esibhedlela esikhulu sesigodi (*district hospital*).

Uma isibhedlela esikhulu sesigodi singakwazi ukusiza lowo odinga usizo lwezempilo, umuntu ube esedluliselwa esibhedlela esikhulu sesifunda. Uma kuwukuthi nalapha alutholakali usizo ube esedluliselwa esibhedlela esiphakeme sesifundazwe esigcwele ochwepheshe bezifo ezinhlobonhlobo kanye nodokotela abejwayelekile. Uma kungukuthi nalapha usizo alutholakali lowo odinga usizo lokwelashwa ube esedluliselwa esikhungweni esikhulukazi esinochwepheshe asebenkantshubomvu. Odinga usizo angakwazi futhi ukwedluliselwa esibhedlela sobuchwepheshe esibhekele izifo ezinzima nezingamahlakhona, ezingqondo ezingamahlalakhona, ezofuba, ukulimala komgogodla nezinye eziyisigubhukane ezithathelanayo.

Usizo oluphuthumayo lwezokwelapha luyatholakala eMnyangweni wezeMpilo KwaZulu-Natali ngaphansi kwe-*KwaZulu-Natal Emergency Medical Rescue Service (EMRS)*, okuyinhlangano yosizo oluphuthumayo lwezokwelapha esifundeni sakwaZulu-Natali. Izindawo ezingathintwa ezifundeni yilezi:

- **Ugu Health District**
 P.O. Box 1527
 Port Shepstone
 4240

Ucingo:	039-682 3301
Isikhahlamezi:	039-682 4543

-
- **Umgungundlovu Health District**
Private Bag X9001
c/o EMRS P.M.Burg
3200
Ucingo: 033-394 8181
Isikhahlamezi: 033-345 1145

 - **Uthukela Health District**
P.O. Box 3833
Ladysmith
3370
Ucingo: 036-6377717
Isikhahlamezi: 036-6311689

 - **Umzinyathi Health District**
Private Bag X5562
Greytown
3250
Ucingo: 034-2123376
Isikhahlamezi: 034-2123043

 - **Amajuba Health District**
Private Bag X6653
Newcastle
2940
Ucingo: 034-3151351
Isikhahlamezi: 034-3154401

 - **Zululand Health District**
P.O. Box 1108
Ulundi
3838
Ucingo: 035-8791187
Isikhshlamezi: 035-8971899

 - **Umkhanyakude Health District**
P.O. Box 632
Hlabisa
3937
Ucingo: 035-8381200
Isikhshlamezi: 035-8381200

 - **Uthungulu Health District**
Private Bag 20005
Empangeni
3880
Ucingo: 035-7923088
Isikhahlamezi: 035-7923539

 - **Ilembe Health District**
Private Bag X10609
Stanger
4450
Ucingo: 032-5525401
Isikhahlamezi: 032-5525545

 - **Sisonke Health District**
P.O. Box 683
Ixopo
3276
Ucingo: 039-8342792
Isikhahlamezi: 039-8342674

- **eThekwini Health District**

Private Bag X01
Dalbridge
4014

Ucingo: 031-3029779
Isikhahlamezi: 031-3072779

UMnyango wezeMpilo KwaZulu-Natali unikela ngosizo olunhlobonhlobo emphakathini. Lolo sizo lukhishwa ezibhedlela zezigodi kanti lokhu kubandakanya:

- Izifo ezingamahlalakhona nezezaguga
- Ukulawulwa kwezifo ezithathelanayo
- Impilo yezemvelo
- Ukugqugquzelwa kwezempilo
- Impilo kwabakhulelwe, izingane kanye nabesifazane
- Ezempilo eziphathelene nezengqondo
- Ukudla okunonophalisa igazi (okunomsoco)
- Impilo nokuphepha ezikhungweni zokusebenza
- Ezempilo eziphathelene nomlomo (nokungaphakathi emlonyeni)
- Ukubuyiselwa kwesimo endaweni yaso

Uphiko olulwisana negciwane lesandulela-ngculaza nengculaza esifundazweni lwasungulwa yiKhabhinethi ngo-2002 lwabekwa ngaphansi koMnyango wezeMpilo KwaZulu-Natali ukuba ululawule. Loluphiko:

- luxhumanisa zonke izinhlelo zokulwa negciwane lesandulela-ngculaza nengculaza
- luxhasa izinhlangano ezingekho ngaphansi kukahulumeni nezemiphakathi esifundazweni sakwaZulu-Natali ukuvikela igciwane lesandulela-ngculaza nengculaza kanye nokunakekela labo asebehaqwe ilolubhubhane nezihlobo zabo; futhi
- lugqugquzela ukubambisana nokuxhumana kuyo yonke imikhakha ekhona.

8. Incazelo ngezinhlelo kanye nemigudu okumele ilandelwe uma umuntu efuna ukwenza iziphakamiso nokubamba iqhaza ekwakhiweni komgomo nokuphatha noma ukwenziwa kwemisebenzi

I-KwaZulu-Natal Health Act ka-2000 iyakuvumela ukuthi umuntu enze iziphakamiso zokusiza ekubambeni iqhaza ekwakhiweni komgomo nasekuqhutshweni kwemisebenzi yoMnyango kanye nokwenziwa kwemisebenzi kulokhu:

- I-Provincial Health Forum eyakhiwe ngokwesigaba 16 seKwaZulu-Natal Health Act ka-2000
- I-District Health Forums akhiwe ngokwesigaba 55 seKwaZulu-Natal Health Act ka-2000
- Amabhodi ezibhedlela akhiwe ngokwesigaba 62 seKwaZulu-Natal Health Act ka-2000

- Ibhodi yama-ambulense nosizo oluphuthumayo lwezokwelapha eyakhiwe ngokwesigaba 63 se*KwaZulu-Natal Health Act* ka-2000
- Amakomidi emitholampilo nezikhungo zezempilo emphakathini akhiwe ngokwesigaba 64 se*KwaZulu-Natal Health Act* ka-2000

9. Izisombululo

Uma uMphathi wezokuXhumana noma uSekela Mphathi wezokuXhumana ehluleka ukuthatha isinqumo ngesicelo sokuthola imininingwane ezinsukwini ezngu-30, lokho kuyothathwa njengokuthi uMphathi wezokuXhumana usenqabile leso sicelo.

Ocelayo angafaka isikhalo sangaphakathi:

- esiphikisana nokwenqatshwa kwesicelo noma isinqumo sikaMphathi wezokuXhumana noma uSekela Mphathi wezokuXhumana owenqabe isicelo sokuthola imininingwane; noma
- mayelana nemali emisiwe yesicelo, ukunwetshwa kwesikhathi sesicelo noma indlela yokuthola imininingwane (uhlobo etholakala ngalo).

Omunye umuntu angafaka isikhalo sangaphakathi esiphikisana nesinqumo sokugunyaza isicelo sokuthola imvume.

Isikhalo sangaphakathi kumele sifakwe ngefomu yakhona zingakapheli izinsuku ezi-60 ngokwesigaba 75(1)(a)(i) se-*Information Act*. [Bheka u-*Annexure B*.]

Ocelayo ofake isikhalo sangaphakathi futhi akangagculiswa umphumela angafaka isicelo enkantolo ukuze agculiseke, ngokwesigaba 78 se-*Information Act* zingakapheli izinsuku ezi-30 emva kwesinqumo sesikhalo sangaphakathi. Ocelayo angeke athathe isikhalo asiyise enkantolo engazange wafaka isikhalo sangaphakathi

10. Olunye ulwazi

Kubalulekile ukwazi ukuthi i-*Information Act* isebenza ngolwazi oluphethwe izinhlangano ezingaphansi kukahulumeni nezizimele. Lokhu kufanele kwahlukaniseke kwi-*Promotion of Administration of Justice Act, 2000 (Act No. 3 of 2000)* ethi umnyango kahulumeni kufanele unikeze izizathu ngezinqumo zawo, uma ucelwa ukwenza njalo.

ANNEXURE A**IFOMU LOKUQALA****ISICELO SOKUTHOLA IMINININGWANE YENHLANGANO
ENGAPHANSI KUKAHULUMENI**

Isigaba 18(1) somthetho ogqugquzela ukutholakala kolwazi ka 2000
(Umthetho wesi 2 ka 2000)

[Umthethonqubo 2]

UMNYANGO KUPHELA

Inkomba _____

Isicelo samukelwe u _____ (isikhundla, igama
kanye nesibongo soMphathi wezokuXhumana/Sekela Mphathi wezokuXhumana) mhla
_____ (usuku) e _____ (indawo).

Imali yesicelo (uma ikhona) R _____

Idiphozi (uma ikhona) R _____

Imali yokungena R _____

UKUSAYINA KOMPHATHI WEZO-
KUXHUMANA/SEKELA MPHATHI
WEZOKUXHUMANA

A. Imininingwane yenhlangano engaphansi kukahulumeni

UMphathi wezokuXhumana/uSekela Mphathi wezokuXhumana:

B. Imininingwane yalowo ofaka isicelo sokuthola imininingwane

- (a) Imininingwane yalowo ofaka isicelo sokuthola imininingwane kufanele ibhalwe ngezansi.
- (b) Nikeza ikheli kanye/noma nenombolo yefax yaseRiphabhlikhi lapho ulwazi kufanele luthunyelwe khona.
- (c) Isiqinisekiso sesikhundla okwenziwe ngaso isicelo, uma sikhona, kufanele sifakwe.

Amagama nesibongo: _____

Inombolo kamazisi: _____

Ikheli (ibhokisi leposi): _____

Inombolo yesikhahlamezi _____

Inombolo yocingo: _____ Ikheli le-E-Mail _____

Isikhundla okwenziwe kuso isicelo, uma isicelo senzela omunye umuntu:

C. Imininingwane yomuntu okufakwe isicelo egameni lakhe

Lesi sigaba kumele sigcwaliswe kuphela uma isicelo sifakwe esikhundleni somunye somunye umuntu

Amagama nesibongo: _____

Inombolo kamazisi: _____

D. Imininingwane yalokho okucelwayo

- (a) Nikeza imininingwane ephethele yalokho okucelwayo, kanye nenkomba uma uyazi, ukuze isicelo sakho sisheshiseke.
- (b) Uma lesikhala esingezansi singenele siza uqhubeke kwelinye iphepha bese ulinamathelisa kulefomu. **Ocelayo kufanele asayine onke amaphepha awenzile.**

1. Incazelo yalokho okucelwayo noma ingxenywe yalokho okuqondene nokucelwayo: _____

2. Inkomba, uma ikhona: _____

3. Eminye imininingwane yalokho okucelwayo: _____

E. Izimali

- (a) Isicelo sokuthola imininingwane, ngaphandle kwemininingwane ephathelene nawe, siyocubungulwa kuphela uma sekukhokhwe **imali yesicelo**.
- (b) Uyokwaziswa ngesamba okufanele usikhokhe njengemali yesicelo.
- (c) **Imali ekhokhwayo** ukuthola imininingwane incike ohlotsheni etholakala ngalo nesikhathi esidingekayo ukufuna nokulungisa imininingwane
- (d) Uma kungukuthi uvumelekile ukungakhokhi mali, siza uveze isizathu salokho.

Isizathu sokuvunyelwa ukungakhokhi mali: _____

F. Indlela yokuthola imininingwane

Uma unokukhubazeka okwenza ungakwazi ukufunda, ukubona noma ukulalela imininingwane ngendlela yokuyithola enikezwe ku-1 kuya ku-4 ngezansi, yisho ukukhubazeka kwakho bese usho ukuthi ungafisa ukuyithola iluhlobo luni imininingwane.

Ukukhubazeka: _____

Uhlobo edingeka ngalo imininingwane: _____

Bhala "X" ebhokisini elifanelekile.

QAPHELA:

- (a) Ukukhomba kwakho ukuthi ufisa ukuyithola ngayiphi indlela imininingwane kusekeleke endleleni etholakala ngayo imininingwane.
- (b) Ukuthola imininingwane ngendlela eceliwe kungenqatshwa kwesinye isikhathi. Kuleso simo uyokwaziswa uma ungayithola ngenye indlela.
- (c) Imali ekhokhwayo ukuthola imininingwane, uma ikhona, incike ekuthini iyiphi indlela imininingwane ecelwa ngayo.

1. Uma imininingwane kungebhaliwe:-

Ikhophi yemininingwane*	Ukubheka imininingwane
-------------------------	------------------------

2. Uma imininingwane inemifanekiso ebonwayo:-

Lokhu kuhlenganisa izithombe, ama-slides, okuqoshwe nge-video, izithombe ezenziwe nge-computer, ezidwetshiwe, njll.

	Ukubona imifanekiso		Ikhophi yemifanekiso*		Ukubhalwa kwalokho Okusemifanekisweni*
--	---------------------	--	-----------------------	--	---

3. Uma imininingwane kungeyalokho okuqophe amazwi, noma ulwazi okumele lususwe noma lufakwe emsindweni:-

	Ukulalela ibhande (ikhasethi)		Ukubhalelwa lokho okusebhandeni
--	-------------------------------	--	---------------------------------

4. Uma imininingwane igcinwe kwi-computer noma umshini kagesi okufundekayo kuwona:-

	Ikhophi ebhaliwe yemininingwane*		Ikhophi ebhaliwe yolwazi olutholwe emininingwaneni leyo*		Ikhophi efundekayo kwi-computer* (i-stiffy disc noma i-CD)
--	-------------------------------------	--	--	--	--

*Uma ucele ikhophi noma ukubhalelwa okusemininingwaneni (ngenhla) ngabe ufisa ukuthi ikhophi noma okubhaliwe ukuposelwe? Imali yokuposa izodingeka.	YEBO	CHA
---	------	-----

Qaphela ukuthi uma imininingwane ingatholakali ngolimi olucelile uzoyinikwa ngalolo limi etholakala ngalo.

Ungafisa ukuyithola ngaluphi ulimi imininingwane? _____

G. Isaziso sesinqumo mayelana nesicelo sokuthola imininingwane

Uyokwaziswa ngokubhalelwa uma isicelo sakho samukelekile/senqatshiwe. Uma ufisa ngenye indlela, siza uyichaze leyondlela bese unikeza imininingwane yakho ukuze isicelo sakho sisebenzeke

Ungafisa ukwaziswa kanjani ngesinqumo mayelana nesicelo sakho sokuthola imininingwane? _____

Isayinwe e: _____ mhlaka _____ inyanga _____ 20 _____

**UKUSAYINA KOCELAYO/
LOWO OKUCELWA
EGAMENI LAKHE**

ANNEXURE B**IFOMU LESIBILI****ISAZISO NGESIKHALO SANGAPHAKATHI**

(Section 75 somthetho ogqugquzela ukutholakala kolwazi ka 2000)
(Umthetho wesi 2 ka2000)

[Umthethonqubo 6]

**BHALA INOMBOLO YAKHO
YENKOMBA _____**

QAPHELA: Umuntu ofaka isikhalo sangaphakathi kungadingeka akhokhe imali yesikhalo. Uma kufanele lemali ikhokhwe, isinqumo mayelana nesikhalo sangaphakathi singalibaziseka kuze kukhokhwe lemali.

A. Imininingwane yenhlangotho engaphansi kukahulumeni

UMphathi wezokuXhumana/uSekela Mphathi wezokuXhumana:

B. Imininingwane yocelayo/omunye umuntu ofaka isikhalo sangaphakathi

- (a) Imininingwane yomuntu ofaka isikhalo sangaphakathi kumele igcwaliswe lapha ngezansi.
- (b) Ubufakazi besikhundla okufakwa ngaso isikhalo, uma sikhona, kufanele sinamatheliswe.
- (c) Uma ofaka isikhalo kungomunye umuntu, kube kungesiyena obefake isicelo sokuthola ulwazi, imininingwane yocelayo kufanele igcwaliswe ku-C ngezansi.

Amagama aphelele nesibongo: _____

Inombolo kamazisi: _____

Ikheli (nebhokisi leposi): _____

Inombolo yesikahlamezi _____

Ikheli le E-Mail _____

Isikhundla okufakwa kuso isikhalo sangaphakathi esikhundleni somunye umuntu:

C. Imininingwane yocelayo

Lesigaba masigcwaliswe KUPHELA uma omunye umuntu (kungesiyena ocelayo) efaka isikhalo sangaphakathi.

Amagama aphelele nesibongo: _____

Inombolo kamazisi: _____

D. Isinqumo esifakelwa isikhalo sangaphakathi

Faka uphawu "X" eceleni kwesinqumo esiphikiswa ilesikhalo sangaphakathi. Phawula ibhokisi okuyilona lona.

	Ukwenqatshwa kwesicelo sokuthola imininingwane.
	Isinqumo mayelana nezimali ngokwesigaba 22 somthetho.
	Isinqumo mayelana nokunwetshwa kwesikhathi okufanele kucutshungulwe ngaso isicelo ngokwesigaba 26(1) womthetho.
	Isinqumo ngokwesigaba 29(3) somthetho sokwenqatshelwa ukuthola imininingwane ngendlela ecelwe ilowo ocelayo.
	Isinqumo sokugunyaza ukuthola imininingwane.

E. Izizathu zesikhalo

Uma isikhala osinikiwe lapha singenele, siza uqhubeka kwelinye iphepha, bese ulinameka kulefomu. **Siza usayine onke amaphepha owanamekile.**

Bhala izizathu eziyisisekelo sesikhalo sangaphakathi: _____

Bhala nanoma iluphi ulwazi ocabanga ukuthi lubalulekile ekucubungulweni kwesikhalo:

F. Isaziso sesinqumo mayelana nesikhalo

Uyokwaziswa ngokubhalelwa ngesinqumo mayelana nesikhalo sakho sangaphakathi. Uma ufisa ukwaziswa lokhu ngenye indlela, siza uchaze indlela leyo bese ufaka imininingwane efanelekile ukuze isicelo sakho sisebenzeke kalula.

Bhala indlela: _____

Imininingwane yendlela: _____

Isayinwe e _____ mhlaka _____ inyanga _____ 20 _____

UKUSAYINA KOCELAYO

KUSETSHENZISWA UMNYANGO KUPHELA:**IMININGWANE ESEMTHEHWENI YESIKHALO SANGAPHAKATHI**

Isikhalo samukelwe mhlaka _____ samukelwe u _____
 _____ (bhala isikhundla, igama nesibongo
 soMphathi wezokuXhumana/uSekela Mphathi wezokuXhumana).

Ukwedluliswa kwesicelo makube neminingwane yobhekele ulwazi / isekele lobhekele

ulwazi nezizathu kanye, uma kudingekeile, iminingwane yanoma imuphi umuntu

othintekile noma ulwazi, olukhishwe obhekele ulwazi kumbe isekela

_____ (usuku) kubhekisiwe kumuntu ogunyaziwe.

ISIPHUMO SOKUDLULISA ISICELO**ISINQUMO SOBHEKELE ULWAZI / ISEKELA LOBHKELE ULWAZI****SIGCIZELELWE / SIBUKEZIWE NGESINQUMO ESISHA**

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LOBHEKELE ULWAZI SIKHISHWE NGOGUNYAZIWE: _____

ANNEXURE C

IZIMALI EZIKHOKHWA NGOKWE INFORMATION ACT, 2000

- | | | |
|----|--|---|
| 1. | Ikhophi yalomqulu | R(itholakala ngesicelo) |
| 2. | Imali yesicelo, ngaphandle uma ocelayo ecela umsebenzi wakhe | R35-00 |
| 3. | Izimali zokwakha kabusha umsebenzi: | |
| | ikhophi u-A4 (usayizi) eyenziwe ngomshini noma ingxenye | R00-60 |
| | ikhophi ekhishwa yi-computer noma umshini okufundekayo kuwo ku-A4 | R00-40 |
| | ikhophi eyenziwe kwi-stiffy disc ye-computer | R06-00 |
| | ikhophi eyenziwe nge-computer kwi-CD | R40-00 |
| | ukubhalwa kwento eyisithombe kwi-A4 noma ingxenye yakho | R22-00 |
| | ukwenziwa kwesithombe sisuka esithombeni | R60-00 |
| | ukubhalwa kwento esuselwa ebhandeni elikhulumayo noma ingxenye yalokho | R12-00 |
| | ikhophi yekhasethi | R17-00 |
| 4. | Imali yokuthola okucelwayo: | |
| | ikhophi ekwi-A4 noma ingxenye yalokho | R00-60 |
| | ikhophi ekwi-A4 noma ingxenye yalokho eyenziwe kwi-computer noma umshini okufundekayo kuwo | |
| | ikhophi ekwi-stiffy disc efundekayo kwi-computer | R05-00 |
| | ikhophi ekwi-CD efundekayo kwi-computer | R40-00 |
| | ukubhala kususelwa entweni eyisithombe, iA4 noma ingxenye yalokho | R22-00 |
| | ukubhala kususelwa entweni eyisithombe kuya kwenye eyisithombe | R60-00 |
| | ukubhala kususelwa ebhandeni elikhulumayo kwi-A4 noma ingxenye yalokho | R12-00 |
| | ikhophi yebhande ekwikhasethi | R17-00 |
| 5. | Imali yokufuna nokulungisa imininingwane eceliwe, emva kwesikhathi esikhokhelwayo | R15-00 ngehora noma i- $\frac{1}{2}$ yehora |
| 6. | Idiphozi ayifuneki kuze kube kudlula amahora angu-6 ngokwesigatshana sesi-5. | |

-
7. Ingxenywe yokuthathu yemali yokuthola imininingwane, ngokwesigatshana sesi-4, ikhokhwa ocelayo njengediphozi.
8. Izindleko zokuposa zikhokhwa ocelayo uma ikhophi yemininingwane kufanele iposelwe lowo ocelayo.
9. Imali yokuthola okucelwayo:
- | | |
|---|--------|
| ikhophi ekwi-A4 noma ingxenywe yalokho | R00-60 |
| ikhophi ekwi-A4 noma ingxenywe yalokho eyenziwe kwi-computer noma umshini okufundekayo kuwo | |
| ikhophi ekwi-stiffy disc efundekayo kwi-computer | R05-00 |
| ikhophi ekwi-CD efundekayo kwi-computer | R40-00 |
| ukubhala kususelwa entweni eyisithombe, iA4 noma ingxenywe yalokho | R22-00 |
| ukubhala kususelwa entweni eyisithombe kuya kwenye eyisithombe | R60-00 |
| ukubhala kususelwa ebhandeni elikhulumayo kwi-A4 noma ingxenywe yalokho | R12-00 |
| ikhophi yebhande ekwikhasethi | R17-00 |
10. Imali yokufuna nokulungisa imininingwane eceliwe, emva kwesikhathi esikhokhelwayo
- | | |
|--|------------------------------------|
| | R15-00 ngehora noma i-
½ yehora |
|--|------------------------------------|
11. Idiphozi ayifuneki kuze kube kudlula amahora angu-6 ngokwesigatshana sesi-5.
12. Ingxenywe yokuthathu yemali yokuthola imininingwane, ngokwesigatshana se-4, ikhokhwa ocelayo njengediphozi.
13. Izindleko zokuposa zikhokhwa ocelayo uma ikhophi yemininingwane kufanele iposelwe lowo ocelayo.
-

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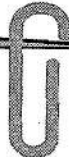
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