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REPUBLIC OF SOUTH AFRICA
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No. 24454

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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DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

WESTERN CAPE PROVINCIAL ADMINISTRATION

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1. STRUCTURE OF THE DEPARTMENT

SECTION 14(1)(a)

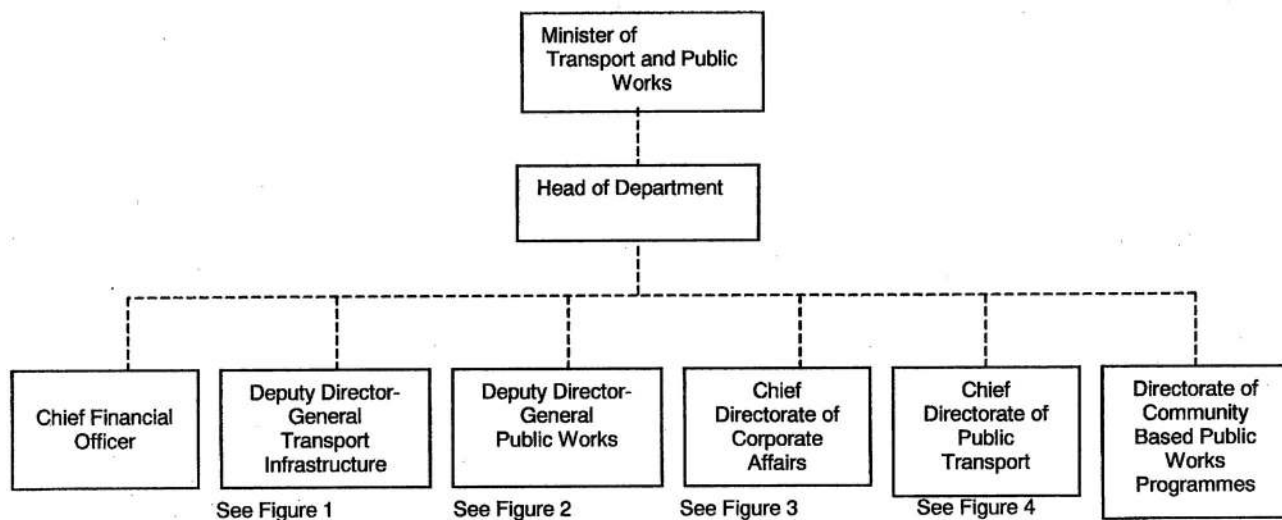


Figure 1

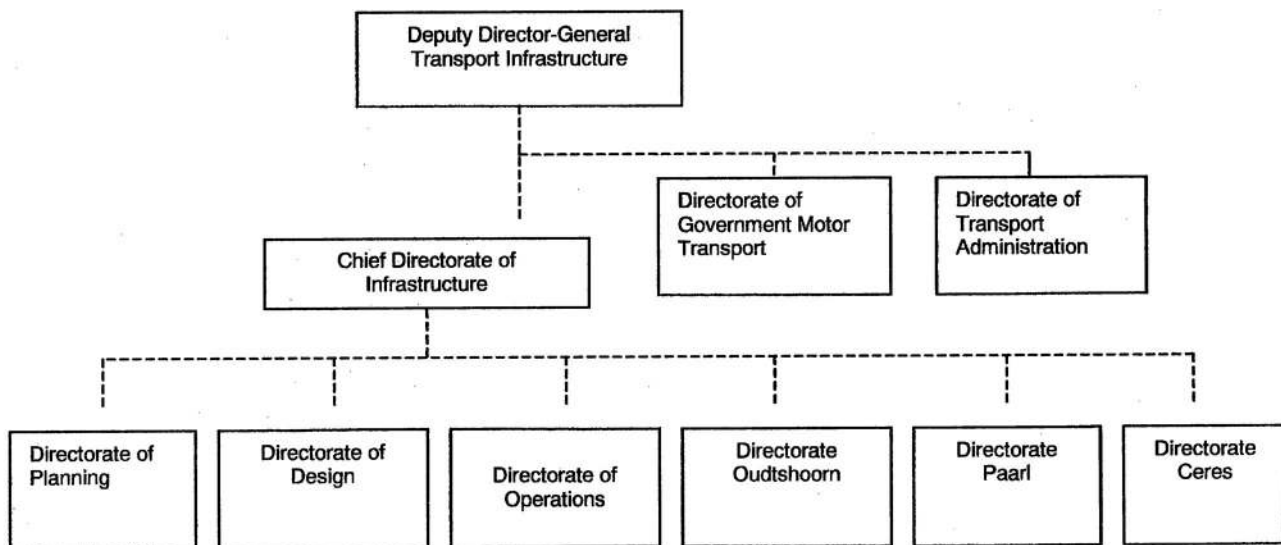


Figure 2

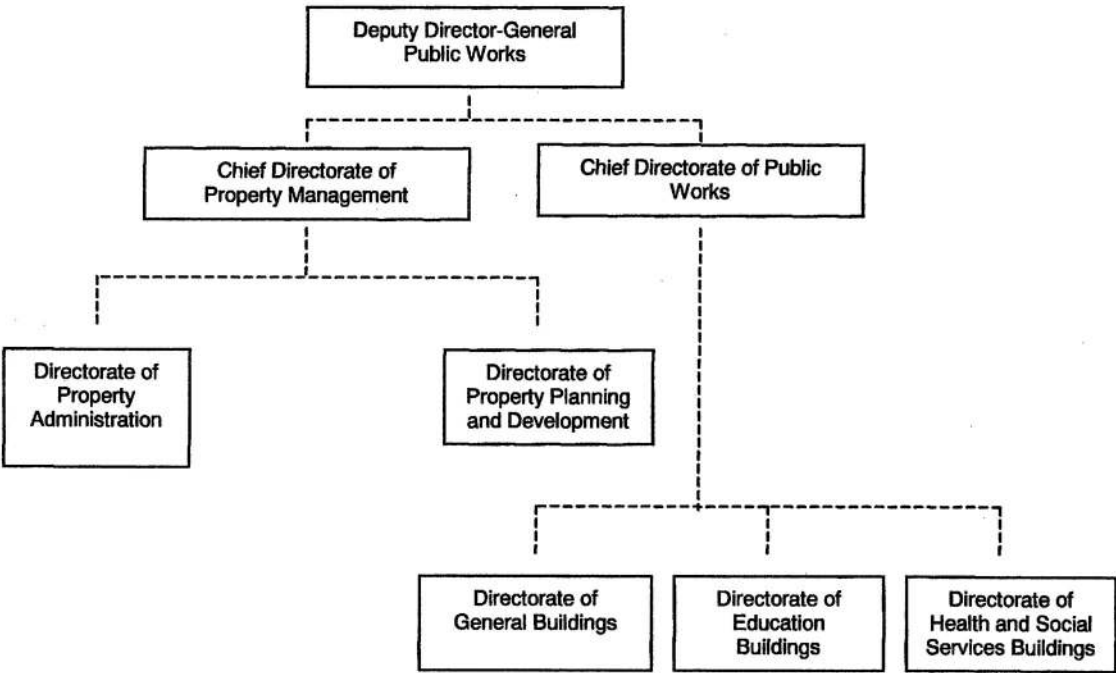


Figure 3

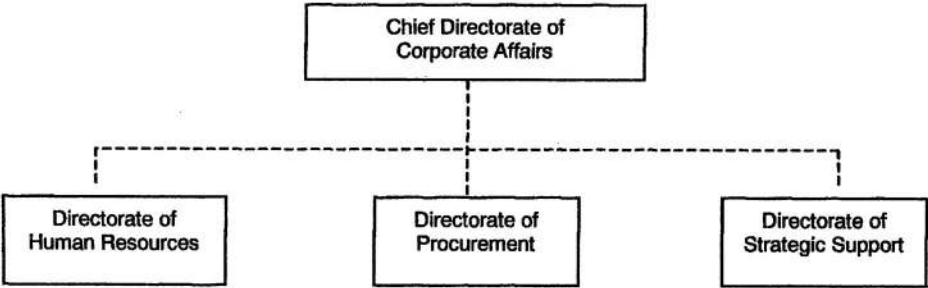
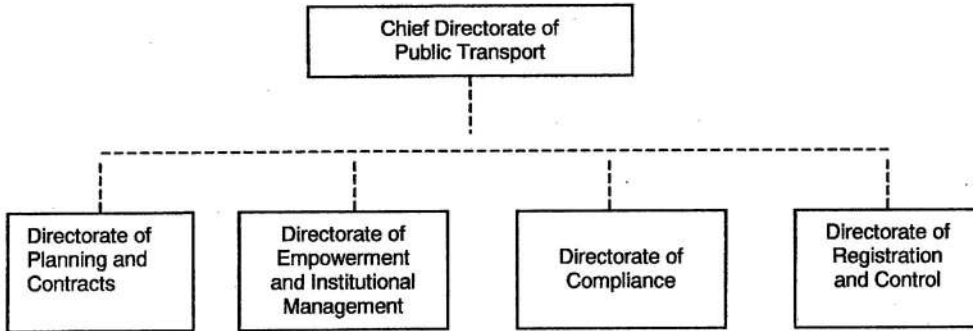


Figure 4



2. FUNCTIONS OF THE DEPARTMENT

- Providing and maintaining provincial roads
- Providing and maintaining provincial buildings
- Providing an efficient corporate service within the Department
- Empowering the previously disadvantaged
- Promoting public transport systems

INFRASTRUCTURE BRANCH

- Developing transport legislation
- Providing, maintaining and managing a provincial road network
- Empowering previously disadvantaged individuals regarding road construction and maintenance
- Improving road safety and infrastructure protection measures
- Developing financial resources in respect of licences and other activities
- Providing a motor transport service to national and provincial departments

CORPORATE AFFAIRS

- Providing an efficient and effective support service to the Minister

- Ensuring full compliance with the PFMA and other relevant financial prescripts
- Rendering a professional management and administrative support service
- Ensuring a representative staff corps
- Coordinating and integrating training programmes

PUBLIC TRANSPORT

- Transforming the minibus taxi industry
- Transforming transport contracts
- Developing statutory plans on public transport
- Providing a public transport enforcement inspectorate
- Training and uplifting transport operators

PUBLIC WORKS

- Establishing a widely communicated policy framework for the management of provincial properties
- Optimising the social, financial and environmental return on the provincial property portfolio
- Providing quality property infrastructure for the Provincial Government
- Maximising empowerment opportunities for disadvantaged contractors
- Preserving and maintaining the provincial property portfolio

COMMUNITY-BASED PUBLIC WORKS PROGRAMME

- Implementing an empowerment impact assessment for capital projects
- Initiating and establishing empowerment and poverty alleviation programmes
- Implementing departmental experiential training programmes
- Establishing an emerging contractor development programme
- Empowering previously disadvantaged communities

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

Mr D.W. Jacobs
9 Dorp Street/Private Bag X9185
CAPE TOWN
8000
Tel.: (021) 483-5098
Fax: (021) 483-5051
E-mail: djacobs@pawc.wcape.gov.za

**4. GUIDE BY THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON
HOW TO USE THE ACT
SECTION 14(1)(c)**

The guide on how to use the Promotion of Access to Information Act, 2000, will be available from the South African Human Rights Commission by no later than August 2003. Queries can be made at:

South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700
HOUGHTON
2041

Tel.: (011) 484-8300
Fax: (011) 484-1360
Website: www.sahra.org.za
E-mail: PAIA@sahra.org.za

5. RECORDS**SECTION 14(1)(d)****5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS**

- Legislation
- Organisation and Control
- Financial Administration
- Human Resource Management
- Accommodation and Domestic Services
- Procurement of Goods and Services
- Trips and Official Visits
- Reports, Publications, Publicity and Information
- Committees, Meetings, Forums and other gatherings
- Property Management
- Public Works
- Public Transport
- Transport Infrastructure

5.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION ACCESS OF TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<u>PROPERTY MANAGEMENT AND WORKS</u> <u>Property Management</u>	

(a) Information available for inspection in terms of the Western Cape Land Administration Act, 1998: - section 6 with regard to the provision of a Register of Provincial State Land; - section 6 with regard to an annual report by the Premier to the Western Cape Provincial Parliament regarding various requirements (i.e. formal offers received, description of land being disposed of, extent of the land being disposed of, purchase price payable – if any) - regulation 4 – all signed contracts	These records are available for inspection at the Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town – between 08:00 and 15:45.
<u>PUBLIC TRANSPORT</u> (a) Details of applications received for operating permits, e.g. taxi permits	These records are available for inspection at the Local Road Transportation Board, Public Transport Branch, corner of Voortrekker and Goulburn Street, Goodwood – between 08:00 and 15:45.
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	

Transport**(a) Annual reports**

Copies of these records may be obtained on payment of the prescribed fee from the Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town.

(b) Policy documents**(c) Road planning strategy****(d) Budget reports****(e) Financial statements****(f) Motivation and submissions with regard to the granting or refusal of applications (made in terms of the Road Traffic Act, 1996 (Act 93 of 1996))****(g) Financial calculations with regard to compensation payable in respect of the purchase of land expropriated for road usage****(h) Motivation and submissions for the collection of or the writing off (bad debt) of outstanding motor vehicle licence fees****(i) Motivation and submissions for the granting or the refusal of applications for the amendment to the status of motor vehicles****(j) Motivations and submissions for the opening and closure of proclaimed roads****(k) Motivation and submissions for the granting of road work**

tenders

- (l) Consideration of applications for the provision of road traffic signs and tourist information signs along proclaimed roads

- (m) In-house publication: Road Access Guidelines; guidelines to define the approach of Transport Branch in considering property access applications for road infrastructure developments

PROPERTY MANAGEMENT AND WORKS

Property Management

- (a) Information available in terms of the Western Cape Land Administration Act, 1998:
- section 3(2), with regard to the publication of notice of proposed disposals (of land and buildings)
 - section 3(4)(a), with regard to information on the full title deed description of the land (i.e. current zoning, current use, office address)
 - section 6 with regard to the provision of a Register of Provincial State Land
 - section 6 with regard to an annual report by the Premier to the Western Cape Provincial

Copies of these records may be obtained on payment of the prescribed fee from the Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town.

Parliament regarding various requirements (i.e. formal offers received, description of land being disposed of, extent of the land being disposed of, purchase price payable – if any) – regulation 4 – all signed contracts of disposal <u>Works</u> (a) Provincial budget and contents, including capital projects (b) Annual Reports (c) Budget Reports	Copies of these records may be obtained on payment of the prescribed fee from the Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town.
DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	

- The form also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc.) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- A request fee is payable should the requester for instance need copies of the requested record. In certain instances, a requester may also be requested to pay a deposit. A requester may lodge an internal appeal against the payment of these fees. The fee payable with regard to an internal appeal is R50,00. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC
SECTION 14(1)(f)

The Department renders the following services to the public:

- Managing the provincial property portfolio by renting and letting provincial property.

The service may be obtained by reacting to advertisements in the media regarding proposed renting and letting projects, or by contacting the Chief Director of Property Management, tel. (021) 483-3536, or by directing written enquiries to Private Bag X9160, Cape Town, 8000.

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

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

- Vehicle registration and personal number plates: Private Bag X9040, Cape Town, 8000, or tel. (021) 483-2081
- Heavy vehicle permits: Private Bag X9040, Cape Town, 8000, or tel. (021) 483-2432
- Taxi operator's permits: Private Bag X8, Goodwood, 7460, or tel. (021) 592-4650

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

The only way in which a person may make representations regarding the formulation of policy or anything else, is by reacting to certain proclamations and/or guidelines published in the media for comment from time to time.

**8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT
SECTION 14(1)(h)**

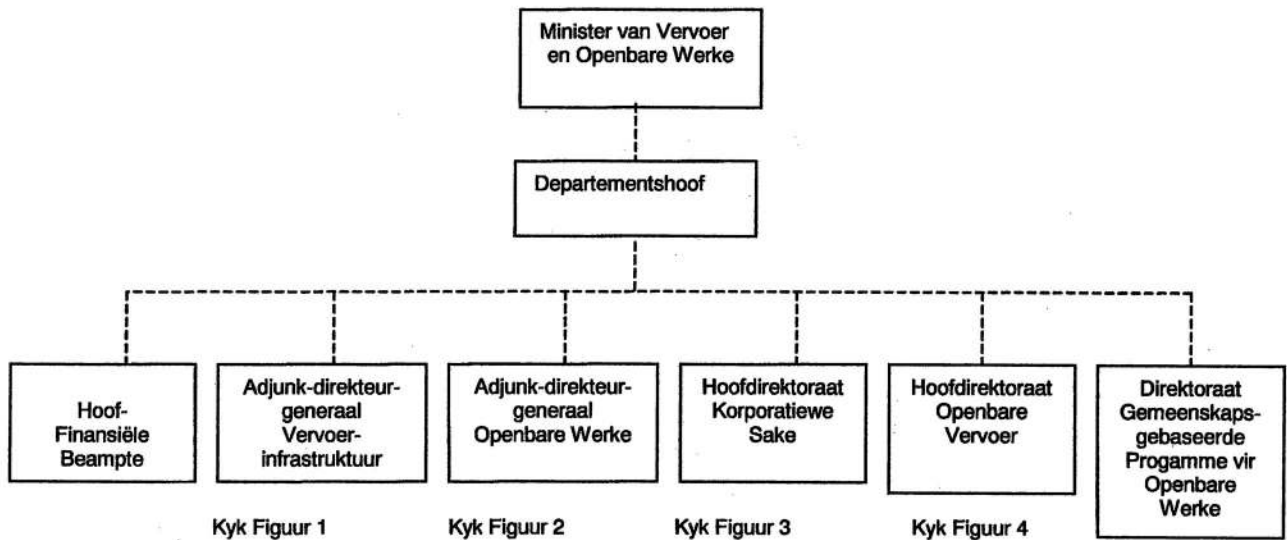
Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or should no provision be made for such procedure, a court may be approached for an appropriate order.

DEPARTEMENT VAN VERVOER EN OPENBARE WERKE

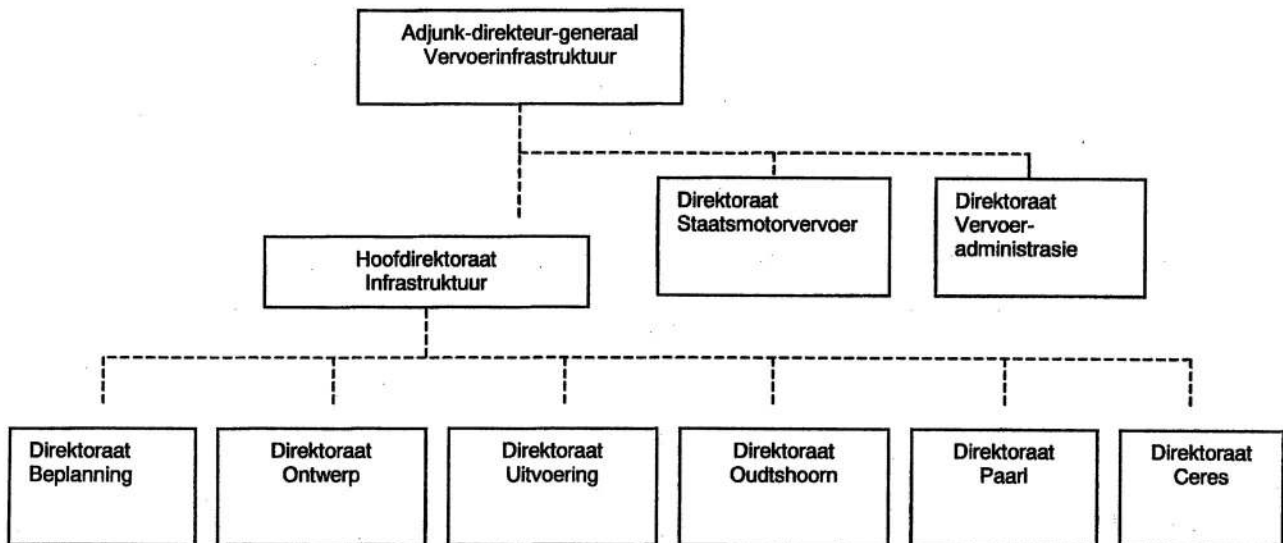
WES-KAAPSE PROVINSIALE ADMINISTRASIE

INHOUDSOPGAWE

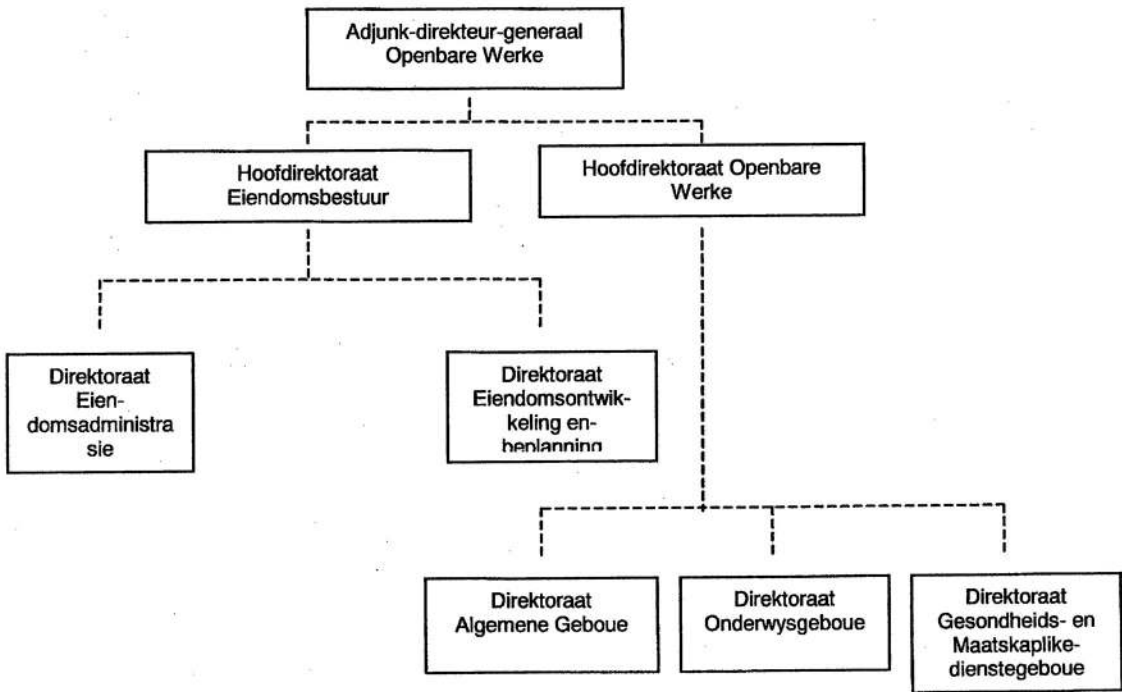
- 1. Struktuur van die Departement**
- 2. Funksies van die Departement**
- 3. Kontakbesonderhede van die adjunk-inligtingsbeampte**
- 4. Gids deur die Suid-Afrikaanse Menseregtekommissie oor die gebruik van die Wet**
- 5. Rekords**
 - 5.1 Beskrywing van onderwerpe waaroor die Departement rekord hou**
 - 5.2 Rekords wat outomaties beskikbaar is**
 - 5.3 Versoekprosedure**
- 6. Dienste beskikbaar aan die publiek**
- 7. Reëling wat betrokkenheid by die formulering van beleid en die uitvoering van funksies toelaat**
- 8. Regsmiddele beskikbaar ten opsigte van handeling of versuim om te handel**

STRUKTUUR VAN DIE DEPARTEMENT**ARTIKEL 14(1)(a)**

Figuur 1



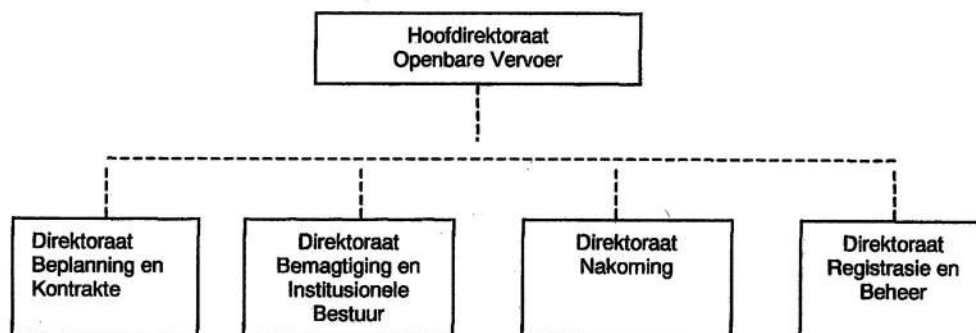
Figuur 2



Figuur 3



Figuur 4



2. FUNKSIES VAN DIE DEPARTEMENT

- Voorsien provinsiale paaie en hou dit in stand
- Voorsien provinsiale geboue en hou dit in stand
- Verskaf 'n doeltreffende korporatiewe diens binne die Departement
- Bemagtig die voorheen benadeeldes
- Bevorder openbare vervoerstelsels

TAK INFRASTRUKTUUR

- Stel vervoerwetgewing op
- Verskaf 'n provinsiale paaienetwerk, hou dit in stand en bestuur dit
- Bemagtig voorheen benadeelde individue ten opsigte van padkonstruksie en -instandhouding
- Verbeter maatreëls vir padveiligheid en die beskerming van infrastruktuur
- Ontwikkel finansiële hulpbronne ten opsigte van lisensies en ander aktiwiteite
- Voorsien 'n motorvervoerdiens aan nasionale en provinsiale departemente

KORPORATIEWE SAKE

- Verskaf 'n doeltreffende en doelmatige ondersteuningsdiens aan die Minister
- Verseker dat daar ten volle voldoen word aan die Wet op Openbare Finansiële Bestuur en ander toepaslike finansiële voorskrifte
- Lewer 'n professionele bestuurs- en administratiewe ondersteuningsdiens
- Verseker 'n verteenwoordigende personeel korps
- Koördineer en integreer opleidingsprogramme

OPENBARE VERVOER

- Hervorm die minibustaxibedryf
- Hervorm vervoerkontrakte
- Ontwikkel statutêre planne oor openbare vervoer
- Verskaf 'n wetstoepassingsinspektoraat vir openbare vervoer
- Lei en hef vervoeroperateurs op

OPENBARE WERKE

- Vestig 'n beleidsraamwerk vir die bestuur van provinsiale eiendomme wat wyd bekendgemaak word
- Optimeer die maatskaplike, finansiële en omgewingsopbrengs op die provinsiale eiendomsportefeulje
- Verskaf eiendomsinfrastruktuur van hoë gehalte aan die Provinsiale Regering
- Maksimeer bemagtigingsgeleenthede vir benadeelde kontrakteurs
- Bewaar die provinsiale eiendomsportefeulje en hou dit in stand

GEMEENSKAPSGEBASEERDE PROGRAMME VIR OPENBARE WERKE

- Implementeer 'n bemagtigingsimpakassessering vir kapitaalprojekte

- Inisieer en vestig programme vir bemagtiging en armoedeverligting
- Implementeer departementele ervaringsopleidingsprogramme
- Vestig 'n ontwikkelingsprogram vir opkomende kontrakteurs
- Bemagtig voorheen benadeelde gemeenskappe

3. KONTAKBESONDERHEDE VAN DIE ADJUNK-INLIGTINGSBEAMPTTE
ARTIKEL 14(1)(b)

Mnr. D.W. Jacobs

Dorpstraat 9/Privaat sak X9185

KAAPSTAD

8000

Tel.: (021) 483-5098

Faks: (021) 483-5051

E-pos: djacobs@pawc.wcape.gov.za

4. GIDS DEUR DIE SUID-AFRIKAANSE MENSEREGTEKOMMISSIE OOR
DIE GEBRUIK VAN DIE WET
ARTIKEL 14(1)(c)

Die gids oor die gebruik van die Wet op Bevordering van Toegang tot Inligting, 2000, sal teen nie later nie as Augustus 2003 by die Suid-Afrikaanse Menseregtekommissie beskikbaar wees. Doen navraag by:

Suid-Afrikaanse Menseregtekommissie

Eenheid vir die Wet op Bevordering van Toegang tot Inligting

Afdeling Navorsing en Dokumentasie

Posadres: Privaat sak 2700
HOUGHTON
2041

Tel.: (011) 484-8300

Faks: (011) 484-1360

Webwerf: www.sahra.org.za
E-pos: PAIA@sahra.org.za

5. REKORDS

ARTIKEL 14(1)(d)

5.1 BESKRYWING VAN ONDERWERPE WAAROP DIE DEPARTEMENT REKORDS HOU

- Wetgewing
- Organisasie en Beheer
- Finansiële Administrasie
- Menslikehulpbronbestuur
- Akkommodasie en Huishoudelike Dienste
- Verkryging van Goedere en Dienste
- Reise en Amptelike Besoeke
- Verslae, Publikasies, Publisiteit en Inligting
- Komitees, Vergaderings, Forums en ander byeenkomste
- Eiendomsbestuur
- Openbare Werke
- Openbare Vervoer
- Vervoerinfrastruktuur

5.2 REKORDS WAT OUTOMATIES BESKIKBAAR IS

BESKRYWING VAN KATEGORIEË REKORDS WAT OUTOMATIES BESKIKBAAR IS INGEVOLGE ARTIKEL 15(1) VAN DIE WET OP BEVORDERING VAN TOEGANG TOT INLIGTING, 2000	MANIER WAAROP TOEGANG TOT REKORDS VERKRY WORD
BESKRYWING VAN KATEGORIEË REKORDS WAT INGEVOLGE ARTIKEL 15(1)(a)(i) OUTOMATIES BESKIKBAAR IS VIR INSPEKSIE	

EIENDOMSBESTUUR EN**WERKE****Eiendomsbestuur**

(a) Inligting beskikbaar vir inspeksie ingevolge die Wes-Kaapse Wet op Grondadministrasie, 1998:

- artikel 6 met betrekking tot die voorsiening van 'n Register van Provinsiale Staatsgrond;
- artikel 6 met betrekking tot 'n jaarverslag deur die Premier aan die Wes-Kaapse Provinsiale Parlement ten opsigte van verskillende vereistes (d.w.s. formele aanbiedinge wat ontvang is, beskrywing van grond wat vervreem word, grootte van die grond wat vervreem word, aankoopprys betaalbaar – indien enige)
- regulasie 4 – alle getekende kontrakte

OPENBARE VERVOER

(a) Besonderhede van aansoeke ontvang vir bedryfspermitte, byvoorbeeld taxipermitte

Hierdie rekords is vir inspeksie beskikbaar by die Bestuurder:

Inligtingsdienste, Tak

Korporatiewe Sake, Privaat sak X9185, Grondvlak, Dorpstraat 9, Kaapstad – tussen 08:00 en 15:45.

Hierdie rekords is beskikbaar vir inspeksie by die Plaaslike Padvervoerraad, Tak Openbare Vervoer, h.v. Voortrekker- en Goulburnstraat, Goodwood – tussen 08:00 en 15:45.

**BESKRYWING VAN KATEGORIEË REKORDS WAT AUTOMATIES
BESKIKBAAR IS VIR KOPIËRING OF AANKOOP INGEVOLGE
ARTIKEL 15(1)(a)(ii)**

Vervoer

(a) Jaarverslae

Afskrifte van hierdie rekords
kan na betaling van die
voorgeskrewe gelde verkry
word by die Bestuurder:

Inligtingsdienste, Tak
Korporatiewe Sake, Privaat sak
X9185, Grondvlak, Dorpsstraat
9, Kaapstad.

(b) Beleidsdokumente

(c) Padbeplanningstrategie

(d) Begrotingsverslae

(e) Finansiële state

(f) Motivering en voorleggings ten
opsigte van die toestaan of
weiering van aansoeke
(gemaak ingevolge die
Padverkeerswet, 1996 (Wet 93
van 1996)

(g) Finansiële berekeninge ten
opsigte van vergoeding
betaalbaar ten opsigte van die
aankoop van grond wat vir
padgebruik onteien is

(h) Motivering en voorleggings vir
die insameling of die afskryf
(slegte skuld) van uitstaande
motorvoertuiglisensiegelde

(i) Motivering en voorleggings vir
die toestaan of die weiering van
aansoeke om die wysiging van
die status van motorvoertuie

(j) Motiverings en voorleggings vir

- die opening en sluiting van
geproklameerde paaie
- (k) Motiverings en voorleggings vir
die toestaan van
padwerktenders
- (l) Oorweging van aansoeke om
die verskaffing van
padverkeerstekens en toeriste-
inligtingstekens langs
geproklameerde paaie
- (m) Interne publikasies: Riglyne vir
Toegang tot Paaie; riglyne om
die Tak Vervoer se benadering
ten opsigte van die oorweging
van aansoeke om toegang tot
eiendom vir die ontwikkeling
van padinfrastruktuur te
omskryf

EIENDOMSBESTUUR EN WERKE

Eiendomsbestuur

- (a) Inligting beskikbaar ingevolge die
Wes-Kaapse Wet op
Grondadministrasie, 1998:
- artikel 3(2), ten opsigte van die
publikasie van kennisgewing
van voorgestelde
vervreemdings (van grond en
geboue)
 - artikel 3(4)(a), ten opsigte van
inligting oor die volledige
transportaktebeskrywing van
die grond (d.w.s. huidige

Afskrifte van hierdie rekords
kan na betaling van die
voorgeskrewe gelde verkry
word by die Bestuurder:
Inligtingsdienste, Tak
Korporatiewe Sake, Privaat sak
X9185, Grondvlak, Dorpstraat
9, Kaapstad.

sonering, huidige gebruik,
kantooradres)

- artikel 6 ten opsigte van die
verskaffing van 'n Register van
Provinsiale Staatsgrond
- artikel 6 ten opsigte van 'n
jaarverslag deur die Premier
aan die Wes-Kaapse
Provinsiale Parlement oor
verskeie vereistes (d.w.s.
formele aanbiedinge ontvang,
beskrywing van grond wat
vervreem word, omvang van
grond wat vervreem word,
aankoopprys betaalbaar –
indien enige)
- regulasie 4 – alle getekende
kontrakte vir vervreemding

Werke

- (a) Provinsiale begroting en
inhoud, met inbegrip van
kapitaalprojekte
- (b) Jaarverslae
- (c) Begrotingsverslae

Afskrifte van hierdie rekords
kan na betaling van die
voorgeskrewe gelde verkry
word by die Bestuurder:
Inligtingsdienste, Tak
Korporatiewe Sake, Privaat sak
X9185, Grondvlak, Dorpsstraat
9, Kaapstad.

BESKRYWING VAN KATEGORIEË REKORDS WAT INGEVOLGE ARTIKEL 15(1)(a)(iii) OUTOMATIES GRATIS BESKIKBAAR IS	
<u>EIENDOMSBESTUUR EN WERKE</u>	
<u>Werke</u>	
(a) Brosjures	Afskrifte van hierdie rekords is gratis beskikbaar by die Bestuurder: Inligtingsdienste, Tak Korporatiewe Dienste, Privaat sak X9185, Grondvlak, Dorpstraat 9, Kaapstad.
<u>KORPORATIEWE SAKE</u>	
(a) Jaarverslae	Afskrifte van hierdie rekords is gratis beskikbaar by die Bestuurder: Inligtingsdienste, Tak Korporatiewe Dienste, Privaat sak X9185, Grondvlak, Dorpstraat 9, Kaapstad.
(b) Begrotingsverslae	
(c) Finansiële state	
(d) Dwarsleggende beleide en voorskrifte	

5.3 VERSOEKPROSEDURE

- 'n Versoeker moet Vorm A, soos voorgeskryf in die regulasies wat ingevolge die Wet op Bevordering van Toegang tot Inligting (Regeringskennisgewing R223 van 9 Maart 2001) gepubliseer is, gebruik.
- 'n Versoekfooi ten bedrae van R35,00 is betaalbaar voordat die versoek verwerk sal word.
- Op die bogenoemde vorm word voorsiening gemaak vir die versoeker om aan te dui of hy/sy 'n afskrif van die rekord wil hê en of hy/sy bloot daarna wil kyk.

- Die vorm maak ook daarvoor voorsiening dat die versoeker kan aandui in watter taal die rekord verlang word, hoewel daar geen verpligting op die Departement rus om dit te vertaal nie.
- 'n Versoeker kan ook aandui op watter wyse (dit wil sê 'n afskrif op papier, 'n elektroniese afskrif, ensovoorts) toegang tot die rekord verleen moet word. Daar sal by hierdie versoek gehou word, tensy dit onredelik sal inmeng met die bedrywighede van die Departement of indien daar om praktiese redes nie in die spesifieke vorm of medium toegang tot die rekords verleen kan word nie.
- 'n Versoekfooi is betaalbaar indien die persoon byvoorbeeld afskrifte van die rekord verlang. In sekere gevalle mag die betrokke persoon ook versoek word om 'n deposito te betaal. Die versoeker kan 'n interne appèl indien teen die betaling van hierdie gelde. Die bedrag wat ten opsigte van 'n interne appèl betaalbaar is, beloop R50,00. Indien die versoeker 'n interne appèl wil indien, moet Vorm C (soos voorgeskryf in Regeringskennisgewing R223 van 9 Maart 2001) ingevul word.
- Ingeval al die prosedures vir 'n interne appèl gevolg is en die versoeker nog nie tevrede is met die uitkoms nie, kan 'n hof genader word vir 'n toepaslike bevel.
- Toegang tot 'n rekord sal weerhou word totdat al die toepaslike gelde betaal is.
- Inligting kan namens 'n ander persoon aangevra word, maar daar moet aangedui word in watter hoedanigheid die versoek gerig word.
- Indien die versoeker nie kan lees of skryf nie, of as gevolg van 'n gestremdheid nie die vorm kan invul nie, kan die versoek mondeling gerig word. Die inligtingsbeampte of 'n persoon aan wie die bevoegdheid gedelegeer is, moet dan die vorm namens hierdie persoon invul en vir hom/haar 'n afskrif van die voltooide vorm gee.

6. DIENSTE BESIKKBAAR AAN DIE PUBLIEK**ARTIKEL 14(1)(f)**

Die Departement lewer die volgende dienste aan die publiek:

- Bestuur die provinsiale eiendomsportefeulje deur die huur en verhuring van provinsiale eiendom.
Die diens kan bekom word deur te reageer op advertensies in die media oor beoogde huur- en verhuringsprojekte, of deur te skakel met die Hoofdirekteur: Eiendomsbestuur, by (021) 483-3536, of skriftelike navrae te rig aan Privaat sak X9160, Kaapstad, 8000.
- Algemene voertuiglisensies en spesiale permitte, soos persoonlike nommerplate, swaarvoertuigpermitte en taxi-operateurspermitte.
Voorgeskrewe aansoekvorms vir hierdie dienste kan verkry word by :
 - Motorregistrasie- en persoonlike nommerplate: Privaat sak X9040, Kaapstad, 8000, of tel. (021) 483-2081
 - Swaarvoertuigpermitte: Privaat sak X9040, Kaapstad, 8000, of tel. (021) 483-2432
 - Taxi-operateurspermitte: Privaat sak X8, Goodwood, 7460, of tel. (021) 592-4650

7. REËLING WAT BETROKKENHEID BY DIE FORMULERING VAN BELEID EN DIE UITVOERING VAN FUNKSIES TOELAAT**ARTIKEL 14(1)(g)**

Die enigste maatreël waardeur 'n persoon vertoë kan rig op formulering van beleid of enigiets anders, is deur te reageer op sekere proklamasies en/of riglyne, wat van tyd tot tyd in die media vir kommentaar gepubliseer word.

**8. REGSMIDDELE BESIKKBAAR TEN OPSIGTE VAN HANDELINGE OF
VERSUIM OM TE HANDEL
ARTIKEL 14(1)(h)**

Wetgewing wat op die Departement van toepassing is, kan voorsiening maak vir 'n interne hersienings- of appèlprosedure. Indien hierdie prosedure gevolg is, of indien daar nie vir sodanige prosedure voorsiening gemaak is nie, kan 'n hof vir die toepaslike bevel genader word.

ISEBE LEZOTHUTHO NEMISEBENZI YAKWARHULUMENTE

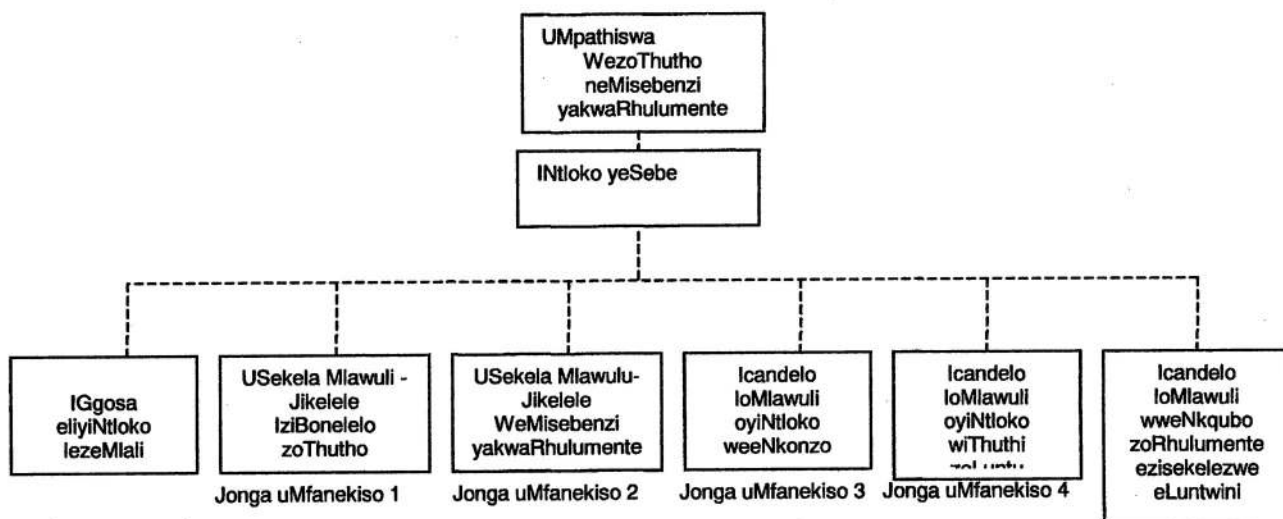
ULAWULO LWEPHONDO LENTSHONA KOLONI

ISIQULATHO

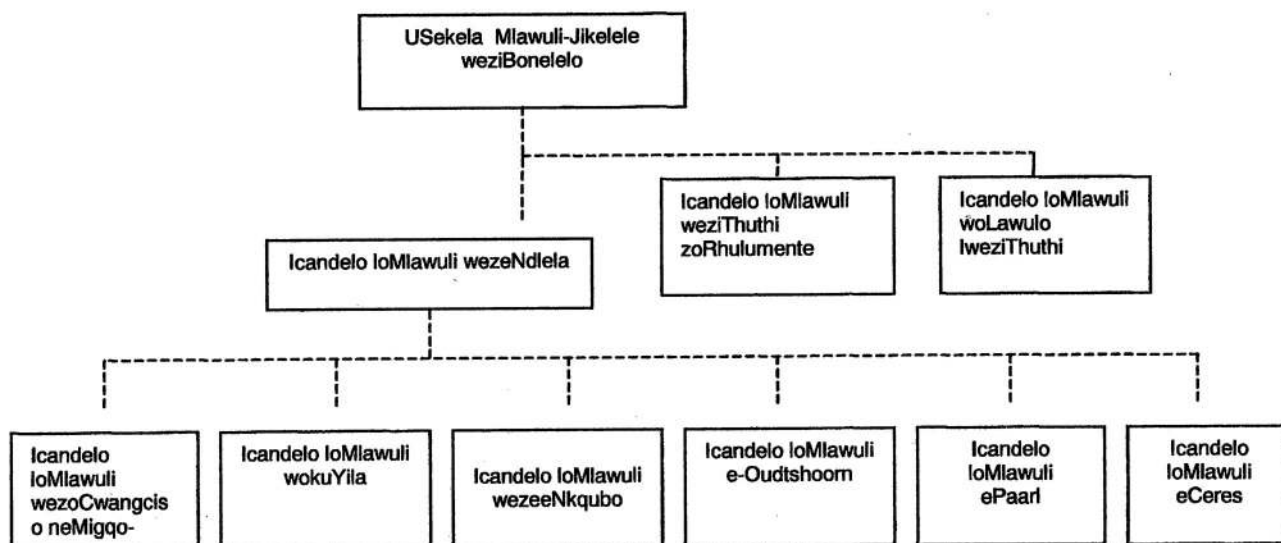
- 1. ULwakhiwo lweSebe**
- 2. Imisebenzi yeSebe**
- 3. Iinkcukacha zoqhagamshelwano negosa elilisekela lolwazi**
- 4. Isikhokhelo seKhomishoni yamaLungelo oLuntu eMzantsi Afrika**
- 5. Iingxelo**
 - 5.1 Inkcazelo yezinto ezigcinwe liSebe**
 - 5.2 Iingxelo ezivele zifumaneka**
 - 5.3 Indlela yokucela**
- 6. Iinkonzo ezifumaneka kuluntu jikelele**
- 7. Amalungiselelo avumela ukuthatha inxaxheba kwisiseko
semigaqo-nkqubo kwakunye nokwenziwa kwemisebenzi**
- 8. Izilungiso ezikhoyo ngokunxulumene nemithetho okanye
ukungaphumeleli komthetho**

1. ULWAKHIWO LWESEBE

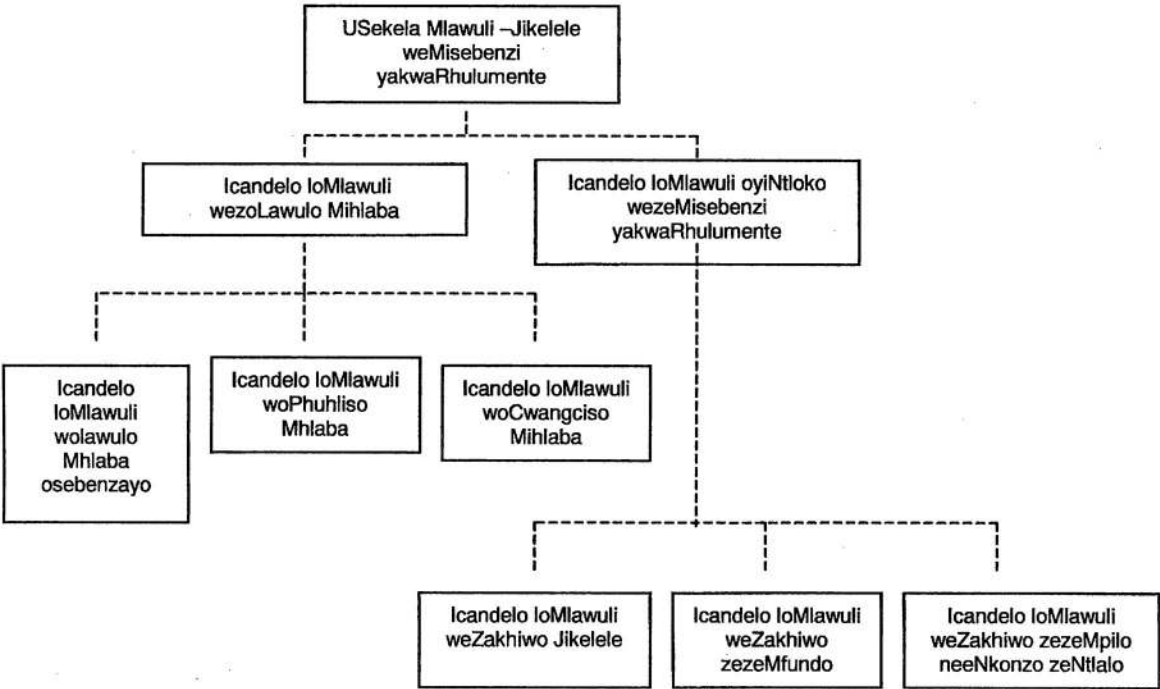
ICANDELO 14(1)(a)



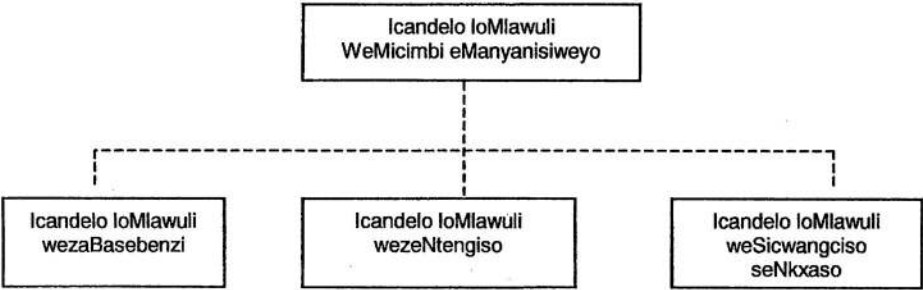
Jonga uMfanekiso 1



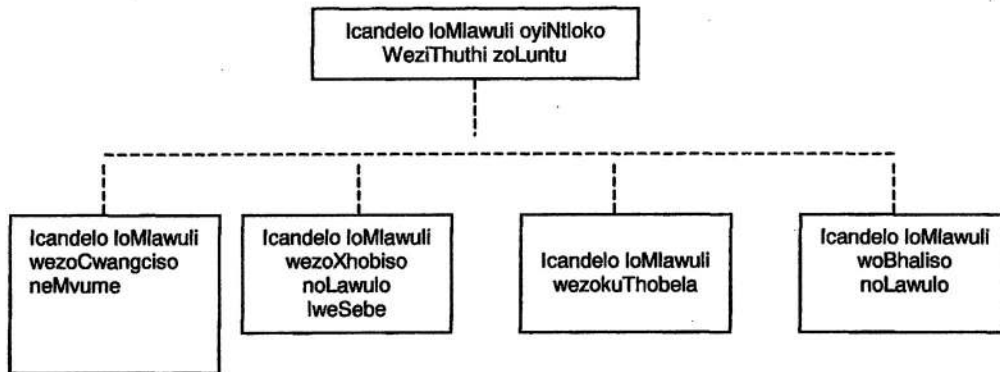
Umfanekiso 2



Umfanekiso 3



Umfanekiso 4



2. IMISEBENZI YESEBE

- Ukubonelela nokugcina iindlela zephondo zisemgangathweni
- Ukubonelela nokugcina izakhiwo zephondo zisemgangathweni
- Ukubonelela ngeenkonzelo ezimnyanisiweyo eziyimfuneko kwiSebe
- Ukuxhobisa abo babevinjwe amathuba kwixa elingaphambili
- Ukukhuthaza iinkqubo zothutho loluntu

IZIBONELELO ZESETYANA

- Ukwenziwa kowiso- mthetho lwezothutho
- Ukubonelela, nokulawula iindlela zephondo
- Ukuxhobisa nabantu ababesakuvinjwa amathuba kwixa elingaphambili ngokubhekiselele kulwakhiwo nokugcinwa kwazo
- Ukuphuculwa kokhuseleko nemimiselo yokukhuselwa kwezibonelelo
- Ukuphuhlisa izibonelelo zemali ngokumayela neelayisenisi kwaneminye imisebenzi
- Ukubonelela ngeenkonzelo zothutho kumasebe esizwe nawephondo

IMICIMBI EMANYANISIWEYO

- Ukubonelela ngeenkonzelo ezifanelekileyo nezisulungekileyo kuMphathiswa

- Ukuqinisekisa ngokuthotyelwa ngokuzeleyo kwe-PFMA neminye imiyalelo yezemali echaphazelekayo
- Ukuqhuba iinkonzo zenkxaso ezisemgangathweni ngokumayela nolawulo kwanendlela eziphethwe ngayo
- Ukuqinisekisa abasebenzi abamele amapolisa
- Iinkqubo zonxulumaniso nezoqeqesho

IZITHUTHI ZOLUNTU

- Ukuguqula iitekisi zohlobo lweminibus kwishishini lotekiso
- Ukuguqula izivumelwano zezothutho
- Ukuphuhlisa izicwangciso ezisemthethweni kwizithuthi zoluntu
- Ukwenziwa kohlolo kwezothutho zoluntu
- Ukuqeqeshwa kwabasebenzi bezothutho

IMISEBENZI YAKWARHULUMENTE

- Ukuseka isicwangciso esinabileyo sokulawula imihlaba yephondo
- Ukubeka phambili imisebenzi yezentlalo, ezemali nezendalo ngokubhekiselele kwimihlaba yephondo
- Ukuxhobisa ngezibonelelo ezisemgangathweni zomhlaba kuRhulumente wePhondo
- Ukunyusa amathuba okuxhobisa koonokotraka ababesakuvinjwa amathuba
- Ukugcina nokulondoloza imisebenzi yemihlaba yephondo

INKQUBO ZOLUNTU EZISEKELEZWE KWIMISEBENZI YORHULUMENTE

- Ukwenza uvavanyo lokuxhobisa iiprojekthi eziphambili
- Ukwenza ilinge kwanokuxhobisa kananjalo neekqubo zokudambisa intlupheko
- Ukumisela iinkqubo zokusebenza zesebe

- Ukuseka inkqubo yokuphuhlisa iikontraka ezisathukuzayo
- Ukuxhobisa uluntu olwalusakuvinjwa amathuba

**3. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA LENGCACISO
ELILISEKELA
ICANDELO 14(1)(b)**

Mr D.W. Jacobs

9 Dorp Street/Private Bag X9185

CAPE TOWN

8000

Tel.: (021) 483-5098

Fax: (021) 483-5051

E-mail: djacobs@pawc.wcape.gov.za

**4. ISIKHOKELO SENDLELA YOKUSEBENZISA UMTHETHO
ICANDELO 14(1)(c) SEKOMISHONI YAMALUNGELO OLUNTU
LOMZANTSI AFRIKA**

Isikhokelo sendlela yokusebenzisa umthetho oyiPromotion of Access to Information Act, 2000, siya kufumaneka kwiKomishoni yaMalungelo oLuntu loMzantsi Afrika ingedlulanga inyanga kaAgasti 2003. imibuzo ingabhekiswa kwi:

South African Human Rights Commission

PAIA Unit

The Research and Documentation Department

Idilesi yePosi: Private Bag 2700
Houghton
2041

Ifowuni: 011 – 484 8300

Ifaksi: 011 – 484 1360

IWebsite: www.sahra.org.za
 E-meyile: PAIA@sahra.org.za

5. IINGXELO

ICANDELO 14(1)(d)

5.1 INKCAZELO YEZINTO EYENZIWA LELI SEBE

- Uwiso-mthetho
- ISebe noLawulo
- Impatho mali
- ULawulo lwezaBasebenzi
- IiNdawo zokuhlala neeNkonzo zaseKhaya
- Intengiso yeeMpahla kunye neeNkonzo
- Uhambo kunye noTyelelo lwaseBurhulumenteni
- Iingxelo, uPapasho, uKwazisa neNgcaciso
- IiKomiti, iiNtlanganiso, iiForam nezinye iindibano
- ULawulo lwePropati
- Imisebenzi yakwaRhulumente
- IziThuthi zoLuntu
- IziBonelelo zoThutho

5.2 ZIYAFUMANEKA IINGXELO

INKCAZELO YEENDIDI ZEENGXELE ZIFUMANEKA NGOKWEMIQATHANGO YECANDELO 15(1) LOMTHETHO OYIPROMOTION ACCESS OF TO INFORMATION ACT, 2000	INDLELA YOKUFIKELELA KWIINGXOLO
INKCAZELO YEENDIDI ZENGXELO ZIFUMANEKA NGOKWEMIQATHANGO YECANDELO 15(1)(a)(i) UKUZE ZIHLOLWE	
<u>ULAWULO MIHLABA</u>	

NEMISEBENZI**ULawulo Mhlaba**

(a) Ziyafumaneka iinkcukacha ukuze zihlolwe ngokwemiqathango yomthetho oyiWestern Cape Land Administration Act, 1998:

(a) section 6 with regard to the provision of a Register of Provincial State Land;

- icandelo 6, ngokubhekiselele kwiNgxelo yoNyaka eyenziwa yiNkulumbuso kwiPalamente yePhondo leNtshona Koloni (ok.kkt. kufumaneka izinto ezimiselwe ngokusesikweni, inkcazelo yomhlaba ochithwayo, ubungakanani bexesha elo lokuchithwa komhlaba lowo ixabiso lokuthengisa– ukuba likho)
- imiqathango 4 – zonke izivumelwano ezityikityiweyo zokuqeshisa nokuqesha

IZITHUTHI ZOLUNTU

(a) Izicelo ezineenkcukacha ezithe zafunyanwa zokucela imvume yokusebenza, umz. amaphepha-mvume okutekisa

Ziyafumaneka iingxelo ukuze zihlolwe ku The Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town – between 08:00 and 15:45.

Ezi ngxelo ziyafumaneka ukuze zihlolwe kwiBhodi yeeNdlela zeziThuthi zeMmandla, kwiSetyana lezoThutho, kwikona yeVoortrekker ne Goulburn Street, Goodwood – phakathi ko 08:00 no 15:45.

INKCAZELO YEENDIDI ZENGXELO IYAFUMANEKA UKUZE IKOTSHWE OKANYE ITHENGISWE NGOKWECANDELO 15(1)(a)(ii)

EzoThutho

(a) lingxelo zoNyaka

Ziyafumaneka iingxelo ukuze zihlolwe
ku The Manager: Information
Services, Corporate Affairs Branch,
Private Bag X9185, Ground Floor,
9 Dorp Street, Cape Town.

(b) Amaxwebhu eMigaqo-nkqubo

(c) Isicwangciso sokuceba iiNdlela

(d) lingxelo zoNyaka

(e) lingxelo zemali

(f) Inkxaso neziphakamiso

ezibhekiselele ekukhutshweni
okanye ekwaliweni kwezicelo
(eyenziwe ngokwemiqathango
yomthetho oyiRoad Traffic Act,
1996 (Act 93 of 1996)

(g) Ubalo mali olubhekiselele

kwimbuyekezo ehlawulelwa
intengiso yomhlaba
othathiweyo ngenjongo
yokuwusebenzisela indlela

(h) Inkxaso iziphakamiso

nokuqokelela okanye ukucima
(ityala) lwemali esabanjwayo
yesithuthi.

(i) Inkxaso iziphakamiso

sokuvunywa okanye ukwaliwa
kwesicelo kwizilungiso
ezibhekiselele kwimo yesithuthi
eso

(j) Inkxaso neziphakamiso

zokuvulwa nokuvalwa
kweendlela eziye zichazwe

(k) Inkxaso neziphakamiso zokwenziwa kweetenda ezinxulumene nendlela (l) Ukuqwalaselwa kweziphumo zemimiselo yokuxhonywa kwemiqondiso yendlela kwanengciso elungiselelwe abakhenkethi ezindleleni ezibalulweyo. (m) Kwizicelo ezenziwa ngaphakathi: Izikhokelo zoFikelelo Ndlela; izikhokelo zokuchaza indlela ekungadityanwa ngayo neSetyana lezoThutho zokuqwalasela izicelo zokuphuhlisa izibonelelo zokwenza iindlela ezifikelelayo kumhlaba lowo.	likopi zezi ngxelo zifamaneka ngokuhlawulelwa ngemali emiselweyo ku- The Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town.
<u>ULAWULO LWEMIHLABA</u> <u>NEMISEBENZI</u> <u>ULawulo Mhlaba</u> (b) Ziyafumaneka iinkcukacha ngokwemiqathango yomthetho oyiWestern Cape Land Administration Act, 1998: – icandelo 3(2), ngokubhekiselele ekupapashweni kwesicelo kwanezindululo zochitho/ ingeshiso(mihlaba nezakhiwo) – icandelo 3(4)(a), ngokubhekiselele kwingcaciso	likophi zezi ngxelo zifumaneka ngentlawulo ngemali emiselweyo ku The Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town.

epheleleyo yetitle deed
(ok.kkt. indawo omi kuyo
umhlaba, into osetyenziswa
kuyo, idilesi ye-ofisi)

- icandelo 6 ngokubhekiselele
kwimimiselo yeRejista
yoMhlaba woRhulumente
wePhondo.
- icandelo 6 ngokubhekiselele
kwingxelo yonyaka eyenziwe
yiNkulumbuso kwiNtshona
Koloni malunga nemimiselo
eliqela (ok.kkt. kufumaneka
izinto ezimiselwe
ngokusesikweni, inkcazelo
yomhlaba ochithwayo,
ubungakanani bexesha elo
lokuchithwa komhlaba lowo
ixabiso lokuthengisa– ukuba
likho)
- imiqathango 4 – zonke
izivumelwano ezityikityiweyo
zokuqeshisa nokuqesha

Imisebenzi

- (a) Uqingqo-mali lwePhondo kunye
nobungakanani beenkqubo,
kuqukwa iiprojekthi ezinkulu,
kubandakanywa iiprojekthi
ezinkulu
- (b) lingxelo zoNyaka
- (c) lingxelo zoQingqo-mali

INKCAZELO YODIDI LWENGXELO IFUMANEKA MAHALA NGOKWECANDELO 15(1)(a)(iii)	
<u>ULAWULO LWEMIHLABA</u> <u>NEMISEBENZI</u> <u>Imisebenzi</u> (a) lincwadana	likopi zezi ngxelo zifumaneka ngentlawulo ngemali emiselweyo ku Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town.
<u>IMICIMBI EMANYANISOWEYO</u> (a) lingxelo zoNyaka (b) lingxelo zoQing-mali (c) lingxelo zemali (d) Imigaqo-nkqubo neMimiselo ethungelanayo	likophi zezi ngxelo zifumaneka ngentlawulo ngemali emiselweyo ku The Manager: Information Services, Corporate Affairs Branch, Private Bag X9185, Ground Floor, 9 Dorp Street, Cape Town.

- Le fomu ikwachazela ocelayo ukuba abonise ukuba luluphi na ulwimi afuna ingxelo le ikhutshwe ngayo, nakuba kungekho zimbophelelo kweli sebe zokuba iguqulwe.
- Ocelayo angabonisa kwakhona ukuba ufuna ibe kweyiphi na imo ingxelo leyo (ok.kkt. ibe sephepheni, ibe sekhompyutheni, njl,njl). Kuya kuqhutywa ngale ndlela ngaphandle kokuba ukwenza oku kuye kwaphazamisana neSebe eli ekuqhubeni imisebenzi yalo okanye ngezizathu ezithile akuyi kubakho mvume yokufikelela kule ngxelo iya kukhutshwa kwifomu.
- Umrhumo wesicelo kufuneka umntu ocelayo umzekelo xa efuna iikopi zengxelo ecelwayo. Kwezinye iimeko, umntu ocelayo kufuneka akhuphe idiphozithi. Lowo ucelayo angafaka isibheni sangaphakathi malunga nokuhlawula le mirhumo. Umrhumo ohlawulwa ngokuphathelele kwisibheni sangaphakathi yiR50,00. Xa ngaba umntu ocelayo efake isibheni sangaphakathi, kufuneka kuzaliswe uFomu C (ekhutshwa kwiSaziso soRhulumente esinguR233 somhla we 9 kuMatshi 2001).
- Xa kuthe inkqubo elandelwayo yokubhena yangaphakathi yarhoxiswa waza umntu ocelayo wabe akakoneliseki ziziphumo, kungadityanwa nenkundla ukuze ibe yiyo ekhupha umyalelo ofanelekileyo.
- Ukufikelela kwezi ngxelo kuya kuqhutywa de imirhumo efunekayo ibe ihlawulwe.
- Ingcaciso ingacelwa egameni lomnye umntu, kodwa eyona nto ifunelwa yona ingcaciso leyo kufuneka ixelwe.

- Ukuba umntu ocelayo akakwazi, ukufunda okanye ukubhala, okanye akakwazi ukuzalisa ifomu ngenxa yokukhubazeka, isicelo eso singenziwa nangomlomo. Igosa lengcaciso, okanye umntu ungummeli, kufuneka ibe nguye ozalisa ifomu.

6. IINKONZO EZIFUMANEKA KULNTU JIKELELE
ICANDELO 14(1)(f)

Eli Sebe lenza ezi nkonz o zilandelayo eluntwini:

- Ukusingatha imisebenzi yomhlaba wephondo ngokurentisa nangokuchitha umhlaba wephondo.
Iinkonzo ezi zingafumaneka ngokusebenzisana nokwenza izibhengezo kumajelo eendaba ngokubhekiselele kwimihlaba echithwayo neqeshisayo, okanye ngokudibana noMlawuli oyiNtloko woLawulo Mhlaba, ifowuni. (021) 483-3536, okanye ngokuthumela imibuzo kule dilesi: Private Bag X9160, Cape Town, 8000.
- Iilayisenisi zezithuthi zonke kwaneemvume ezithile, umzekelo iinombolo mbhalo ezineenkukacha zomntu ngokwakhe, amaphepha-mvume ezithuthi ezikhulu kwanamaphepha-mvume abaqhubi beeteksi. Iifomu ezikhutshwayo zokwenza isicelo sokuqhuba ezi nkonz o zifumaneka kule dilesi:
 - Private Bag X9040, Cape Town, 8000, okanye fowuni. (021) 483-2081, malunga neenombolo-mbhalo zezithuthi kwanemibhalo ebonakalisa iinkukacha zomntu.
 - Private Bag X9040, Cape Town, 8000, okanye fowuni. (021) 483-2432 Malunga namaphepha-mvume ezithuthi ezikhulu
 - Private Bag X8, Goodwood, 7460, okanye kule fowuni. (021) 592-4650, Malunga namaphepha-mvume abaqhubi ziteksi

**7. AMALUNGISELELO AVUMELA UKUTHATHA INXAXHEBA
KWISISEKO SEMIGAQO-NKQUBO KWAKUNYE NOKWENZIWA
KWEMISEBENZI
ICANDELO 14(1)(g)**

Indlela angazenza ngayo umntu iziphakamiso ngokubhekiselele ekusekeni umgaqo-nkqubo okanye nakuyiphi na enye into, ingakukusebenzisana ngokwezibhengezo ezithile ndawonye/okanye izikhokelo ezapapashwa kumajelo endaba ukuze kuhlatywe amadlala ngawo onke amaxesha.

**8. IZILUNGISO EZIKHOYO NGOKUNXULUMENE NEMITHETHO
OKANYE UKUNGAPHUMELELI KOMTHETHO
ICANDELO 14(1)(h)**

- Uwiso-mthetho olusebenzayo kwiSebe lunganikeza uhlaziyo lwangaphakathi okanye inkqubo yesibheni. Xa inokuthi le nkqubo ipheliswe, okanye kungabikho malungiselelo awenziweyo kwinkqubo enjalo, kungaqhagamshelwana nenkundla ukuze kufumanekwe umyalelo ofanelekileyo.

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