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No. 24464

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 ECONOMIC DEVELOPMENT AND TOURISM

WESTERN CAPE PROVINCIAL ADMINISTRATION

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1. STRUCTURE OF THE DEPARTMENT

SECTION 14(1)(a)

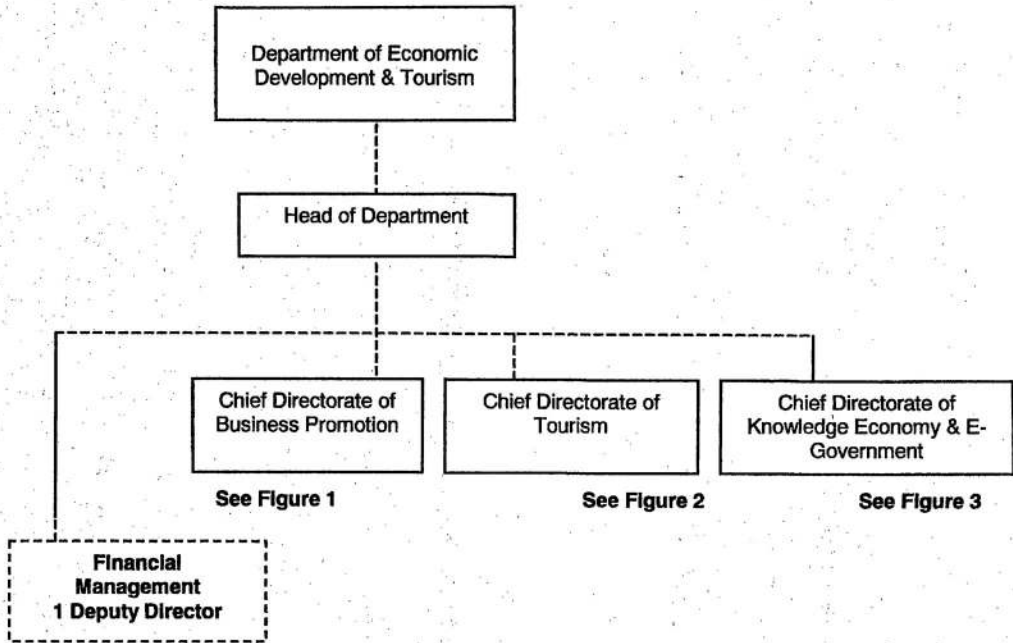


Figure 1

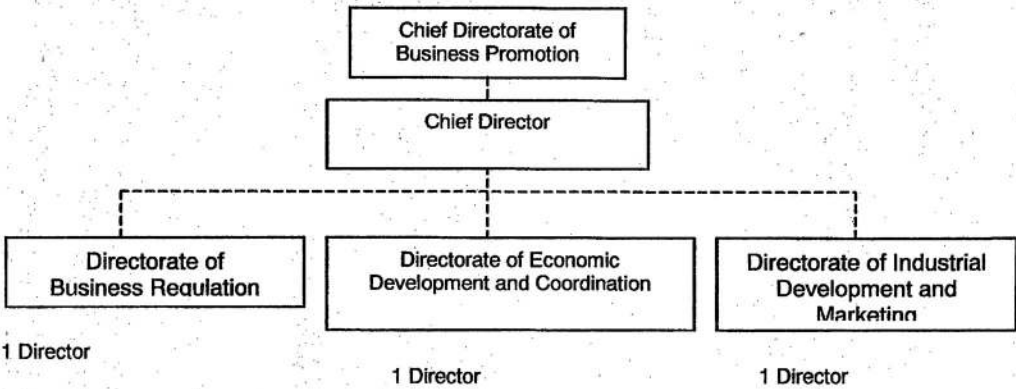


Figure 2

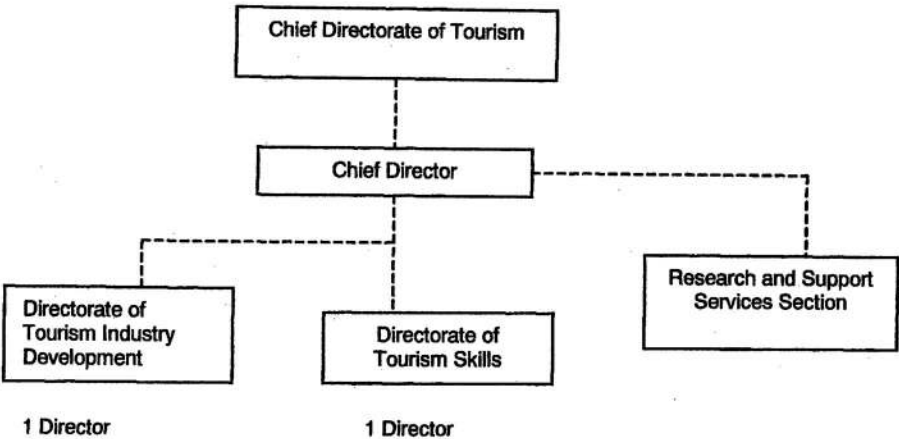
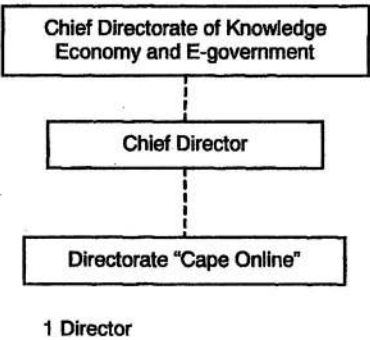


Figure 3



2. FUNCTIONS OF THE DEPARTMENT

- Promoting business development and tourism in the Western Cape
- Promoting a knowledge economy and e-government

DIRECTORATE FINANCIAL MANAGEMENT

- Ensuring effective budget management
- Managing effective departmental accounting services
- Managing a provisioning administration service

CHIEF DIRECTORATE OF BUSINESS PROMOTION

- Regulating business activities
- Developing and co-ordinating business activities
- Developing industries and marketing

DIRECTORATE OF BUSINESS REGULATION

- Promoting consumer interests
- Regulating business licensing

DIRECTORATE OF ECONOMIC DEVELOPMENT AND CO-ORDINATION

- Promoting inter-departmental synergy and economic development
- Supporting local economic development
- Facilitating the development of entrepreneurs and new businesses

DIRECTORATE OF INDUSTRIAL DEVELOPMENT AND MARKETING

- Identifying and finalising target growth groups
- Facilitating access to and marketing of national provision incentives
- Promoting an engaging and informed investor's climate

- Providing support in respect of the establishment of an export development centre
- Providing support in respect of the establishment of a manufacturing advice centre

CHIEF DIRECTORATE OF TOURISM

- Promoting tourism as an industry
- Promoting skills development in the tourism industry
- Providing research and support services

DIRECTORATE OF TOURISM INDUSTRIAL DEVELOPMENT

- Promoting a tourism development framework
- Promoting entrepreneurship with special emphasis on marginalised communities
- Providing support in respect of the promotion of tourism related investments, in co-operation with WESGRO

DIRECTORATE OF TOURISM SKILLS DEVELOPMENT

- Promoting the Provincial Tourism Skills Development Framework
- Promoting tourism skills projects
- Regulating tourism guides

CHIEF DIRECTORATE OF KNOWLEDGE ECONOMY AND E-GOVERNMENT

- Administering the Cape Online initiative
- Managing Cape Gateway
- Providing general administrative support

DIRECTORATE "CAPE ONLINE"

- Promoting government information with regard to service products
- Marketing and communicating "Cape Online" initiatives and facilitating economic development opportunities

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

Dr L.F. Platzky
9 Dorp Street/PO Box 979
CAPE TOWN
Tel.: (021) 483-3840/5799
Fax: (021) 483-3409
E-mail: Lplatzky@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
- Transport and Official Visits
- Reports, Publications, Publicity and Information
- Committees, Meetings, Forums and other Gatherings
- Business Promotion
- Tourism
- Knowledge Economy and E-Government

5.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<u>Business Promotion and Tourism</u> (a) Reports, e.g. economic reports for the Western Cape	These records are available for inspection at the Subdirectorate of Support Services, Ground Floor, 9 Dorp Street, Cape Town – 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)	

Business Promotion and Tourism

(a) Annual Reports

Copies of these records may be obtained on payment of the prescribed fee from the Subdirector of Support Services, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town.

(b) Financial Statements

(c) Budget Report

(d) Reports, e.g. economic reports for the Western Cape

Knowledge Economy and E-Government

(a) Annual Reports

Copies of these records may be obtained on payment of the prescribed fee from the Subdirector of Support Services, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town.

(b) Budget Reports

Corporate Affairs

(a) Annual reports including the report of the Auditor-General, and annual audited financial statements

Copies of these records may be obtained on payment of the prescribed fee from the Subdirector of Support Services, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town.

(b) Budget reports

(c) Collective agreements with respect to the grievance procedure, picketing and

the rules of conduct during industrial action, etc. (d) Constitutions of inter alia the Provincial Bargaining Council (e) Staff-related policies and procedures including employment equity plans, induction programs, HIV and Aids action plan and the code of conduct (f) Monthly reporting on the state of revenue and expenditure: in-year monitoring and reporting system (IMRS) (g) Medium-term Expenditure Framework Budget (MTEF) (h) Adjustments Budget and Explanatory Memorandum <u>Head of Department</u> (a) Annual Business Plan: Overview of year Projections for following year	Copies of these records may be obtained on payment of the prescribed fee from the Subdirectorate of Support Services, PO Box 979, 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)	
<u>Business Promotion and Tourism</u> (a) Brochures: Tourist Travel General Tourist Information Small Business Development (b) White Papers (c) Green Papers	Copies of these records are available free of charge from the Subdirectorate of Support Services, P.O. Box 979, Ground Floor, 9 Dorp Street, Cape Town.

<u>Knowledge Economy and E-Government</u>	Copies of these records are available free of charge from the Subdirectorate of Support Services, P.O. Box 979, Ground Floor, 9 Dorp Street, Cape Town.
(a) White Papers	
(b) Green Papers	Copies of these records are available free of charge from the Subdirectorate of Support Services, P.O. Box 979, Ground Floor, 9 Dorp Street, Cape Town.
<u>Corporate Affairs</u>	
(a) Departmental Strategic Plan	

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- Provision is made on the afore-mentioned form for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- 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)

- Rendering consumer complaints services
- Issuing liquor licences through the Liquor Board
- Presenting tourism entrepreneurship programmes to facilitate promotion of new tourism products, and enhance productivity and skills development

- Facilitating community participation in tourism through project funding and poverty relief funding
- Registering all tourism businesses to promote quality assurance
- Maintaining and sustaining a tourism help-line to deal with tourism-related matters.

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

None

**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 EKONOMIESE ONTWIKKELING EN TOERISME

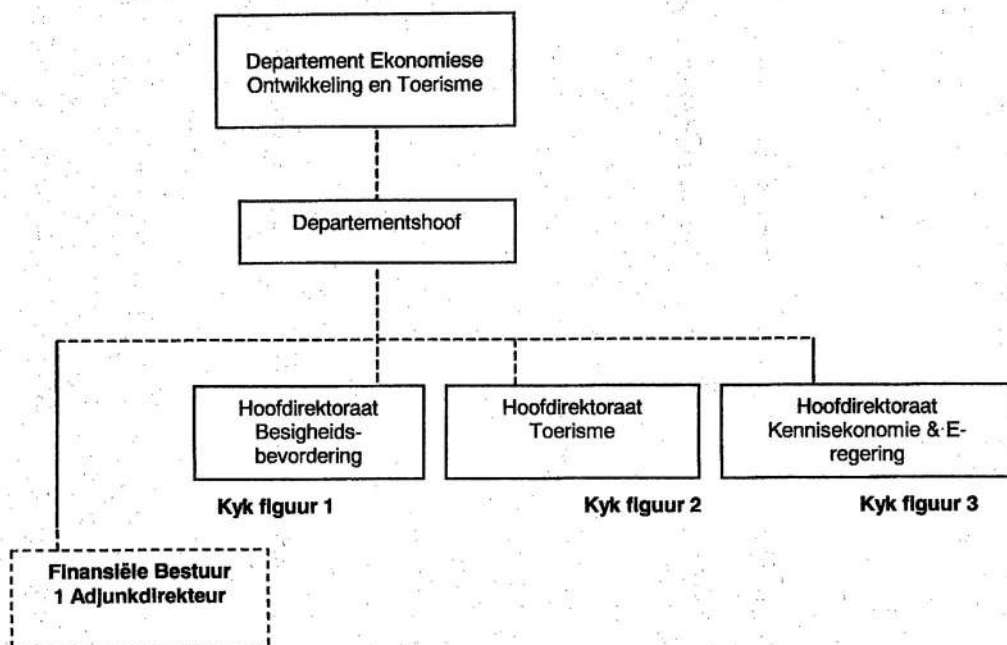
WES-KAAPSE PROVINSIALE ADMINISTRASIE

INHOUDSOPGAWE

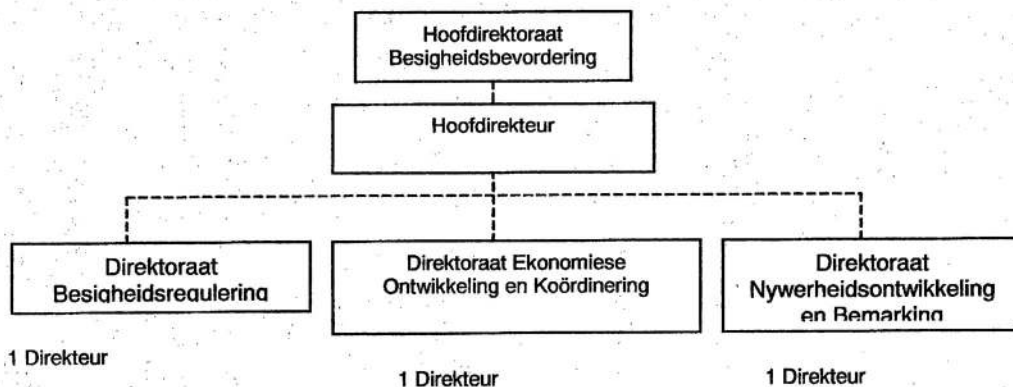
- 1. Struktuur van die Departement**
- 2. Funksies van die Departement**
- 3. Kontakbesonderhede van die adjunk-inligtingsbeampte**
- 4. Gids deur die Suid-Afrikaanse Menseregtekommissie oor die
gebruik van die Wet**
- 5. Rekords**
 - 5.1 Beskrywing van onderwerpe waaroor die Departement rekord
hou**
 - 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**

1. STRUKTUUR VAN DIE DEPARTEMENT

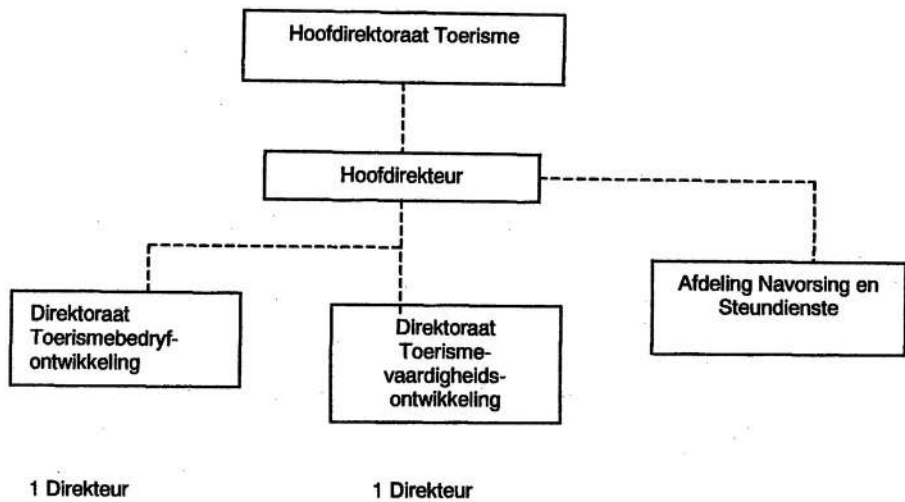
ARTIKEL 14(1)(a)



Figuur 1



Figuur 2



Figuur 3



2. FUNKSIES VAN DIE DEPARTEMENT

- Bevorder besigheidsontwikkeling en toerisme in die Wes-Kaap
- Bevorder kennisekonomie en e-regering

DIREKTORAAT FINANSIËLE BESTUUR

- Verseker doeltreffende begrotingsbestuur
- Bestuur doeltreffende departementele verrekeningedienste
- Bestuur 'n voorsieningsadministrasiediens

HOOFDIREKTORAAT BESIGHEIDSBEVORDERING

- Reguleer besigheidsaktiwiteite
- Ontwikkel en koördineer besigheidsaktiwiteite
- Ontwikkel nywerhede en bemarking

DIREKTORAAT BESIGHEIDSREGULASIE

- Bevorder verbruikersbelange
- Reguleer lisensiëring van besighede

DIREKTORAAT EKONOMIESE ONTWIKKELING EN KOÖRDINERING

- Bevorder interdepartementele sinergie en ekonomiese ontwikkeling
- Ondersteun plaaslike ekonomiese ontwikkeling
- Fasiliteer die ontwikkeling van entrepreneurs en nuwe besighede

DIREKTORAAT NYWERHEIDSONTWIKKELING EN BEMARKING

- Identifiseer en finaliseer teikengroepe vir groei
- Fasiliteer toegang tot en die bemarking van nasionale voorsieningsaansporings
- Bevorder 'n aantreklike en ingeligte beleggingsklimaat

- Verskaf ondersteuning ten opsigte van die vestiging van 'n uitvoerontwikkelingsentrum
- Verskaf ondersteuning ten opsigte van die vestiging van 'n vervaardigingsadviesentrum

HOOFDIREKTORAAT TOERISME

- Bevorder toerisme as 'n bedryf
- Bevorder die ontwikkeling van vaardighede in die toerismebedryf
- Verskaf navorsings- en steundienste

DIREKTORAAT TOERISMENYWERHEIDSONTWIKKELING

- Bevorder 'n raamwerk vir toerismeontwikkeling
- Bevorder entrepreneurskap met spesiale klem op gemarginaliseerde gemeenskappe
- Verskaf, in samewerking met WESGRO, ondersteuning ten opsigte van die bevordering van beleggings wat met toerisme verband hou

DIREKTORAAT TOERISMEVAARDIGHEIDSONTWIKKELING

- Bevorder die Provinsiale Raamwerk vir Toerismevaardigheidsontwikkeling
- Bevorder projekte vir toerismevaardighede
- Reguleer toeristegidse

HOOFDIREKTORAAT KENNISEKONOMIE EN E-REGERING

- Administreer die "Cape Online"-inisiatief
- Bestuur Cape Gateway
- Verskaf algemene administratiewe ondersteuning

DIREKTORAAT "CAPE ONLINE"

- Bevorder regeringsinligting ten opsigte van diensprodukte
- Bemerk en kommunikeer "Cape Online"-inisiatiewe en fasiliteer ekonomiese ontwikkelingsgeleenthede

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

Dr. L.F. Platzky

Dorpstraat 9/Posbus 979

KAAPSTAD

Tel.: (021) 483-3840/5799

Faks: (021) 483-3409

E-pos: Lplatzky@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
- Vervoer en Amptelike Besoeke
- Verslae, Publikasies, Publisiteit en Inligting
- Komitees, Vergaderings, Forums en ander Byeenkomste
- Besigheidsbevordering
- Toerisme
- Kennisekonomie en E-regering

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	

Besigheidsbevordering en Toerisme

- (a) Verslae, byvoorbeeld ekonomiese verslae vir die Wes-Kaap

Hierdie rekords is beskikbaar vir inspeksie by die Subdirektoraat Steundienste, Grondvlak, Dorpstraat 9, Kaapstad – tussen 08:00 en 15:45.

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

Besigheidsbevordering en Toerisme

- (a) Jaarverslae

Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Subdirektoraat Steundienste, Posbus 979, Grondvlak, Dorpstraat 9, Kaapstad.

- (b) Finansiële state

- (c) Begrotingsverslag

- (d) Verslae, byvoorbeeld ekonomiese verslae vir die Wes-Kaap

Kennisekonomie en E-regering

- (a) Jaarverslae

Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Subdirektoraat Steundienste, Posbus 979, Grondvlak, Dorpstraat 9, Kaapstad.

- (b) Begrotingsverslae

Korporatiewe Sake

- (a) Jaarverslae met inbegrip van die verslag van die Ouditeur-generaal, en geouditeerde finansiële jaarstate
- (b) Begrotingsverslae
- (c) Gesamentlike ooreenkomste ten opsigte van, onder andere, die grieweprosedure, betooglinies en die gedragsreëls tydens nywerheidsopptrede
- (d) Grondwette van onder andere die Provinsiale Bedingingsraad
- (e) Beleide en prosedures in verband met personeel, met inbegrip van onder andere diensbillikheidsplanne, oriënteringsprogramme, MIV- en Vigs-aksieplanne en die gedragskode
- (f) Maandelikse verslaglewering oor die stand van inkomste en uitgawes: injaar-moniterings- en verslagdoeningstelsel (IMRS)
- (g) Mediumtermyn-Uitgaweraamwerk-begroting (MTUR)
- (h) Aansuiweringsbegroting en Verduidelikende Memorandum

Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Subdirektoraat Steundienste, Posbus 979, Grondvlak, Dorpsstraat 9, Kaapstad.

Departementshoof

- (a) Jaarlikse sakeplan: Oorsig oor die jaar Projekties vir die volgende jaar

Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Subdirektoraat Steundienste,

	Posbus 979, Grondvlak, Dorpstraat 9, Kaapstad.
BESKRYWING VAN KATEGORIEË REKORDS WAT INGEVOLGE ARTIKEL 15(1)(a)(iii) OUTOMATIES GRATIS BESKIKBAAR IS	
<u>Besigheidsbevordering en Toerisme</u>	
(a) Brosjures: Toeriste op reis Algemene inligting vir toeriste Kleinsakeontwikkeling	Afskrifte van hierdie rekords is gratis beskikbaar by die Subdirektoraat Steundienste, Posbus 979, Grondvlak, Dorpstraat 9, Kaapstad.
(b) Witskrifte	
(c) Groenskrifte	
<u>Kennisekonomie en E-regering</u>	
(a) Witskrifte	Afskrifte van hierdie rekords is gratis beskikbaar by die Subdirektoraat Steundienste, Posbus 979, Grondvlak, Dorpstraat 9, Kaapstad.
(b) Groenskrifte	
<u>Korporatiewe Sake</u>	
(a) Strategiese Plan van Departement	Afskrifte van hierdie rekords is gratis beskikbaar by die Subdirektoraat Steundienste, Posbus 979, Grondvlak, Dorpstraat 9, Kaapstad.

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 BESKIKBAAR AAN DIE PUBLIEK
ARTIKEL 14(1)(f)

- Lewer dienste in verband met kliënteklagtes
- Reik dranklisensies deur middel van die Drankraad uit
- Bied programme vir toerisme-entrepreneurskap aan wat die bevordering van nuwe toerismeprodukte fasiliteer, en die ontwikkeling van produktiwiteit en vaardighede verbeter
- Fasiliteer gemeenskapsdeelname aan toerisme deur middel van projekbefondsing en armoedeverligtingsbefondsing
- Registreer alle toerismeondernemings om die versekering van gehalte te bevorder
- Hou 'n hulplyn vir toerisme in stand en bedryf dit om kwessies wat met toerisme verband hou, te hanteer

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

Geen

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

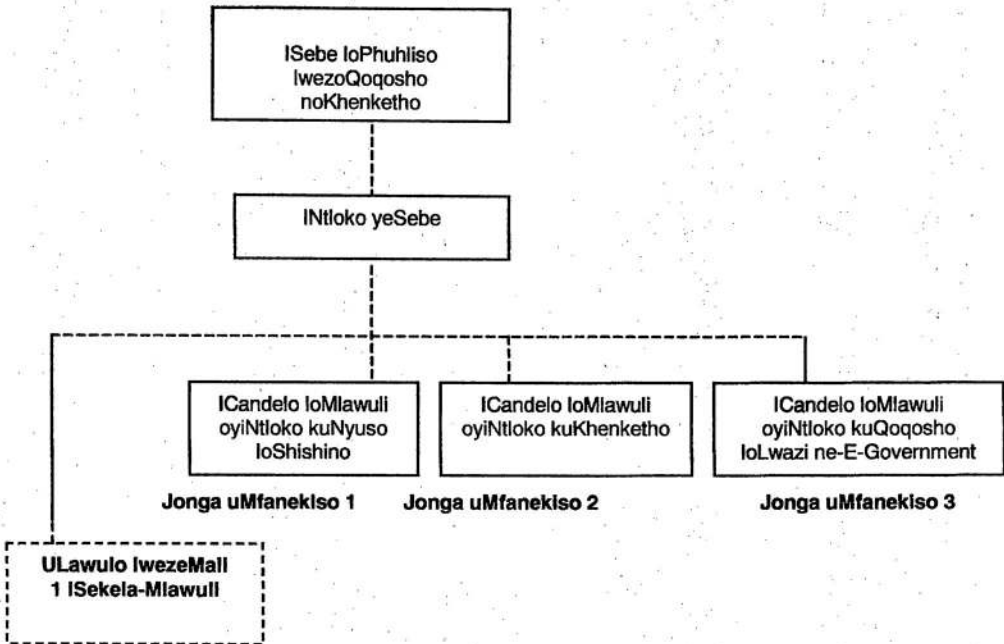
Wetgewing wat op die Departement van toepassing is, kan voorsiening maak vir 'n interne hersienings- of appèlprosedure. Indien hierdie prosedure gevolg is, of indien daar nie vir sodanige prosedure voorsiening gemaak is nie, kan 'n hof vir die toepaslike bevel genader word.

ISEBE LEMICIMBI YEZOQOQOSHO
ULAWULO LWEPHONDO LENTSHONA KOLONI
ISIQULATHO

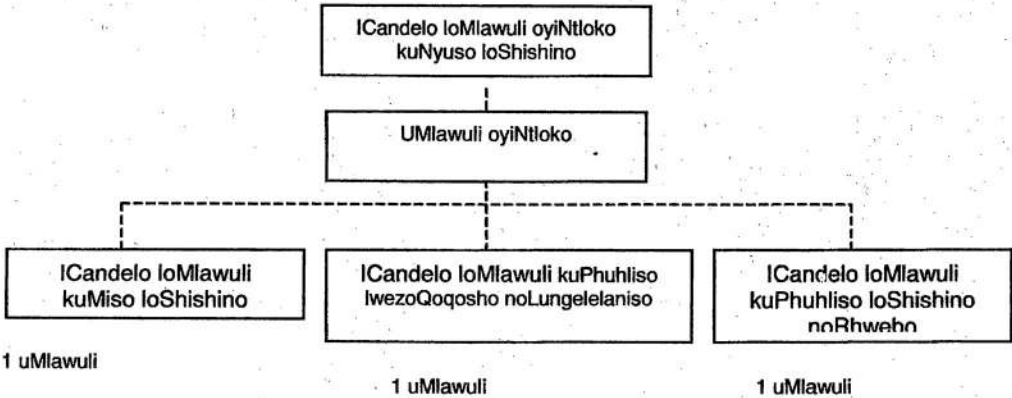
1. **ULwakhiwo lweSebe**
2. **Imisebenzi yeSebe**
3. **linkcukacha zoqhagamshelwano negosa elilisekela lolwazi**
4. **Isikhokhelo seKhomishoni yamaLungelo oLuntu eMzantsi Afrika**
5. **lingxelo**
 - 5.1 **Inkcazelo yezinto ezigcinwe liSebe**
 - 5.2 **lingxelo ezivele zifumaneka**
 - 5.3 **Indlela yokucela**
6. **linkonzo 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

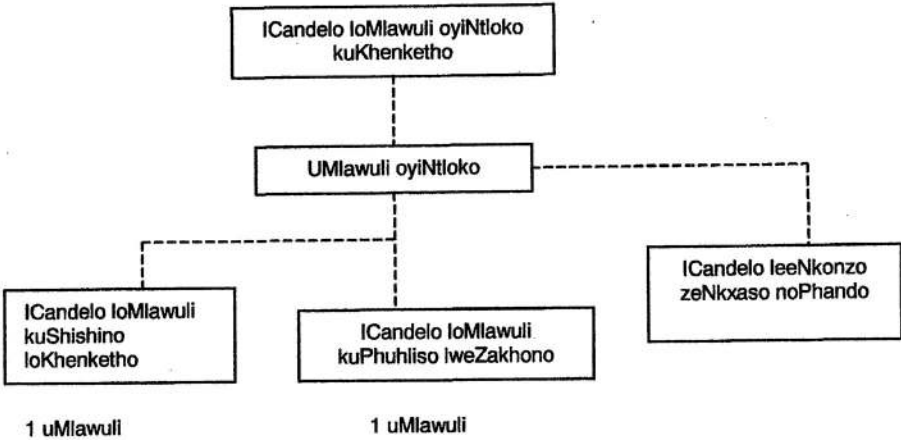
ICANDELO 14(1)(a)



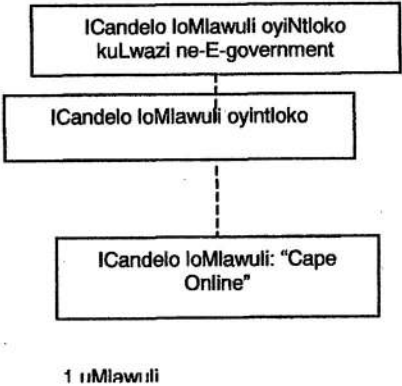
Umfanekiso 1



Umfanekiso 2



Umfanekiso 3



2. IMISEBENZI YESEBE

- Ukunyusa umgangatho wophuhliso loshishino kunye nokhenketho eNtshona Koloni
- Ukunyusa umgangatho wolwazi lwezoqoqosho nesikhundla sikarhulumente sonxibelelwano ngekhompyutha (e-government).

ICANDELO LOMLAWULI WOLAWULO LWEZEMALI

- Ukuqinisekisa ngolawulo olusebenzayo lohlahlo lwabiwo-mali
- Ulawulo olusebenzayo lwenkonzo yophicotho-zincwadi zemali kwisebe
- Ulawulo lwenkonzo yamalungiselelo olawulo jikelele.

ICANDELO LOMLAWULO OYINTLOKO KUNYUSO LOSHISHINO

- Ukumiswa kakuhle kwemisebenzi yoshishino
- Uphuhliso kunye nolungelelaniso lwemisebenzi yoshishino
- Uphuhliso loshishino kunye norhwebo.

ICANDELO LOMLAWULI KUMISO LOSHISHINO

- Ukunyusa umgangatho wezinto ezinomdla kubathengi
- Ulawulo lonikezelo lwamaphepha-mvume oshishino.

**ICANDELO LOMLAWULI KUPHUHLISO LWEZOQOQOSHO
NOLUNGELELANISO**

- Ukunyusa umgangatho wokusebenzisana namanye amasebe angaphakathi kunye nophuhliso lwezoqoqosho
- Ukuxhasa uphuhliso loqoqosho lwengingqi
- Ukwenza lula uphuhliso lwabarhwebi abasakhulayo kunye namashishini amatsha.

ICANDELO LOMLAWULI KUPHUHLISO LOSHISHINO NORHWEBO

- Ukuphawula kwakunye nokuququmbela ukukhula kwamaqela ekujoliswe kuwo
- Ukwenza lula ukufikelela kwinkqubela-phambili yamalungiselelo orhwebo lukazwelonke
- Ukunyusa umgangatho wokuthatha inxaxheba kwabatyali-zimali
- Unikezelo lwenkxaso ngokunxulumene nokumiswa kweziko lophuhliso lwezinto ezithunyelwa kwamanye amazwe
- Unikezelo lwenkxaso ngokunxulumene nokumiswa kweziko leengcebiso xa kusenziwa izinto.

ICANDELO LOMLAWULI OYINTLOKO KUKHENKETHO

- Ukunyusa umgangatho wokhenketho njengoshishino
- Ukunyusa umgangatho wophuhliso lezakhono zoshishino lokhenketho
- Ukunyusa umgangatho wophando kunye neenkonzo zenkxaso.

ICANDELO LOMLAWULI KUPHUHLISO LOSHISHINO LOKHENKETHO

- Ukunyusa umgangatho wenkqubo-sikhokhelo kuphuhliso lokhenketho
- Ukunyusa umgangatho wabarhwebi abatsha ngokugxininisa ngokukodwa kwimimandla ehlelelekileyo
- Unikezelo lwenkxaso ngokunxulumene nokunyuswa komgangatho wozaliso lwemali olunxulumene nokhenketho, ngokusebenzisana ne-WESGRO.

ICANDELO LOMLAWULI KUPHUHLISO LWEZAKHONO ZOKHENKETHO

- Ukunyusa umgangatho weNkqubo-sikhokhelo yoPhuhliso lweZakhono kwezoKhenketho kwiPhondo (Provincial Tourism Skills Development Framework)
- Ukunyusa umgangatho weprojekthi zezakhono zokhenketho
- Umiso lwezikhokhelo zokhenketho.

**ICANDELO LOMLAWULI OYINTLOKO KULWAZI
LWEZOQOQOSHO NE-E-GOVERNMENT**

- Ulawulo lwamanyathelo okuqala e-Cape Online
- Ulawulo lwe-Cape Gateway
- Unikezelo lwenkxaso kulawulo jikelele.

ICANDELO LOMLAWULI WE-“CAPE ONLINE”

- Ukunyusa umgangatho wolwazi lukarhulumente ngokunxulumene nemveliso yeenkonzo
- Ukurhweba kunye noqhagamshelwano malunga ngamanyathelo okuqala e-“Cape Online” kwakunye nokwenza lula amathuba ophuhliso lwezoqoqosho.

**3. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA ELILISEKELA
LOLWAZI**

ICANDELO 14(1)(b)

Dkt. L.F. Platzky

9 Dorp Street /PO Box 979

CAPE TOWN

Inombolo yefowuni: (021) 483-3840/5799

Inombolo yefeksi: (021) 483-3409

E-mail: Lplatzky@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 EZIGCINWE LISEBE

- UWiso-mthetho
- Ulawulo nempatho
- Ulawulo lwezemali
- Ulawulo lwezabasebenzi
- Iinkonzo zendawo yokuhlala kunye nezekhaya
- Ukufumana izinto kunye neenkonzo
- Ezothutho kunye noTyelelo oluseburhulumenteni
- Iingxelo, upapasho, ukwaziswa koluntu jikelele kunye nolwazi
- Iikomiti, iintlanganiso, iiforam kunye nezinye iintlangano
- Unyuso loShishino
- Ukhenketho
- Ulwazi lwezoQoqosho ne-E-Government.

5.2 IINGXELO EZIVELE ZIFUMANEKE

INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE PHANTSI KWECANDELO 15(1) LOMTHETHO OBIZWA NGOKUBA YI-PROMOTION OF ACCESS TO INFORMATION ACT, 2000	INDLELA YOKUFIKELELA KWEZI NGXELO
INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE EKUKOPENI NASEKUTHENGENI PHANTSI KWECANDELO 15(1)(a)(i)	
<u>UkuKhuthazwa kwaMashishini</u> <u>noKhenketho</u> (a) iingxelo, umz. iingxelo zoqoqosho lwaseNtshona Koloni	Ezi ngxelo ziyafumaneka ukuze zihlolwe kwiCandelwana leeNkonzo zeNkxaso, kwiSebe leMicimbi eManyanisiweyo, kuMgangatho oPhantsi, 9 Dorp Street, Cape Town – phakathi kwentsimbi yesibhozo (08:00) nomkhono phambi kwentsimbi yesine (15:45).
INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE EKUKOPENI NASEKUTHENGENI PHANTSI KWECANDELO 15(1)(a)(ii)	
<u>UkuKhuthazwa kwaMashishini</u> <u>noKhenketho</u> (a) iingxelo zoNyaka (b) iingxelo zeMali (c) iingxelo yoHlahlo lwabiwo-mali	likopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelwana leeNkonzo zeNkxaso, kwiSebe leMicimbi eManyanisiweyo, kuMgangatho oPhantsi, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town.

(d) lingxelo, umz. lingxelo zoqoqosho lwaseNtshona Koloni. <u>ULwazi lwezoQoqosho ne-E-Government</u> (a) liNgxelo zoNyaka (b) liNgxelo zoHlahlo lwabiwo-mali <u>IMicimbi eManyanisiweyo</u> (a) lingxelo zonyaka eziquka ingxelo yoMphicothi-zincwadi Jikelele, iingxelo zemali zonyaka eziphicothiweyo. (b) liNgxelo zoHlahlo lwabiwo-mali (c) Izivumelwano ezimiswe phantsi kolawulo lukaRhulumente ngokunxulumene noku kulandelayo: inkqubo yezikhalazo, abasebenzi abanqanda abanye bangasebenzi ngexesha loqhushululu (picketing) kunye nemithetho yendlela yokuziphatha ngexesha logwayimbo kwishishini (d) Imigaqo-siseko, oko kukuthi, ibhunga	likopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelwana leeNkonzo zeNkxaso, kwiSebe leMicimbi eManyanisiweyo, kuMgangatho oPhantsi, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town. likopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelwana leeNkonzo zeNkxaso, kwiSebe leMicimbi eManyanisiweyo, kuMgangatho oPhantsi, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town.
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lothethathethwano lephondo (e) Imigaqo-nkqubo enxulumene nabasebenzi kunye neenkqubo eziquka, izicwangciso zokulingana kwingqesho, iinkqubo zokungeniswa esikhundleni, isicwangciso senyathelo kwisifo sikaGawulayo nentsholongwane yaso (HIV/AIDS), kunye nomgaqo wokuziphatha (f) Ukugqithiswa kwengxelo yarhoqo ngenyanga kwimiba yengeniso kunye nenkcitho: ukongamelwa kwaphakathi enyakeni nenkqubo yokugqithiswa kwengxelo (IMRS) (g) Inkqubo-sikhokhelo yoHlahlo lwabiwo-mali kwiNkcitho yaPhakathi enyakeni (Medium-term Expenditure Framework Budget - MTEF) (h) Uhlengahlengiso lohlahlo lwabiwo-mali kunye neMemorandum echaza oko	likopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelwana leeNkonzo zeNkxaso, kwiSebe leMicimbi eManyanisiweyo, kuMgangatho oPhantsi, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town.
<u>Intloko yeSebe</u>	
(a) IsiCwangciso soShishino Iwarhoqo ngoNyaka: Uhlelo lonyaka Okubonakalayo kunyaka olandelayo	
INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE NGAPHANDLE KWENTLAWULO PHANTSI KWECANDELO 15(1)(a)(iii)	
<u>UkuKhuthazwa kwaMashishini noKhenketho</u>	likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelwana leeNkonzo
(a) lincwadana: Uhambo lwabakhenkethi Ulwazi Jikelele lwaBakhenkethi	

Uphuhliso lwamaShishini aSakhulayo (b) AmaPhepha eNgcaciso yoMgaqo-nkqubo (c) AmaPhepha oGayo-zimvo	zeNkxaso, kwiSebe leMicimbi eManyanisiweyo, kuMgangatho oPhantsi, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town.
<u>ULwazi lwezoQogosho ne-E-Government</u> (a) AmaPhepha eNgcaciso yoMgaqo-nkqubo (b) AmaPhepha oGayo-zimvo <u>IMicimbi eManyanisiweyo</u> (a) IsiCwangciso seQhinga loBuchule beSebe	
likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelwana leeNkonzo zeNkxaso, kwiSebe leMicimbi eManyanisiweyo, kuMgangatho oPhantsi, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town. likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelwana leeNkonzo zeNkxaso, kwiSebe leMicimbi eManyanisiweyo, kuMgangatho oPhantsi, PO Box 979, Ground Floor, 9 Dorp Street, Cape Town.	

5.3

INDLELA YOKUCELA

- Umntu owenza isicelo kufuneka asebenzise iFomu A neyenzelwe ukusetyenziswa kwimimiselo epapashwe ngokwemiqathango yomthetho oyiAccess to Information Act (Government Notice R233 of March 2001).

- Umrhumo wesicelo ngama-R35,00 kwaye ahlawulwa ngaphambi kokuba kusetyenzwe ngeziscelo.
- Kukho imimiselo eyenziweyo kule fomu ikhankanywe ngasentla ukuze lowo wenza isicelo abonise ukuba ingaba uyayifuna na ikopi yengxelo okanye ufuna ukuyijonga nje.
- 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 akakoniseliseki 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 KULUNTU JIKELELE
ICANDELO 14(1)(f)**

- linkonzo zezikhalazo zabathengi / abaxhasi
- Unikezelo lwephepha-mvume lotywala kwiBhodi yoTywala
- linkqubo zabarhwebi kwezokhenketho, ukwenza lula unyuso lomgangatho wemveliso entsha kwezokhenketho, ukwandisa ukuveliswa kwezinto ezintsha kunye nophuhliso lwezakhono zobuchule.
- Ukwenza lula ukuthatha inxaxheba koluntu jikelele kwimimandla kukhenketho ngokuxhasa ngezimali iprojekthi yendlala neyodanjiso lwendlala.
- Ubhaliso lawo onke amashishini ezokhenketho ekunyuseni umgangatho wokuqinisekisa ubulunga okanye iimpawu ezifanelekileyo.
- Ukuphatha nokugcina uqhagamshelwano lwefowuni yoncedo kukhenketho ekuqwalaseleni imiba enxulumene nezokhenketho.

**7. AMALUNGISELELO AVUMELA UKUTHATHA INXAXHEBA
KWISESEKO SEMIGAQO-NKQUBO KWAKUNYE NOKWENZIWA
KWEMISEBENZI**

ICANDELO 14(1)(g)

Akukho nto.

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

Umgaqo-nkqubo wesebe unikeza uhlelo ngokutsha 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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