

NORTHERN CAPE PROVINCIAL ADMINISTRATION



PAIA MANUAL

FOREWORD

South Africa's commitment to the right of access to information honours our constitutional obligation to give effect to the fundamental right of access to information held by the State or information held in the private domain.

This Act is a milestone development considering the legacy of secrecy we inherited from decades of illegitimate minority rule. With this Act we are turning on the light to bring to an end the secrecy and silence that characterized decades of apartheid rule and administration.

The Promotion of Access to Information Act, No 2 of 2000, provides for the constitutional right of access to information held by the state and private bodies as one of its main objectives.

This right promotes transparency, accountability and effective governance of public and private bodies.

In terms of this right, our people are able to participate fully and make informed decisions in the reshaping of our nation through information.

It further builds on our foundation to actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights.

The mandate given to our government by the people of this country was to effect changes, which will improve the quality of life for all South Africans. The Act significantly strengthens the firm foundation we are building on in our pursuit of good governance and accountability.



JUSTICE BEKEBEKE
INFORMATION OFFICER
NORTHERN CAPE PROVINCIAL ADMINISTRATION

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1. INTRODUCTION

- 1.1 The key function of the Access to Information Act of 2000 is to create a society where the people of South Africa have the means to access the right to information. This piece of legislation enables all South Africans not only to fully exercise their rights, but more importantly protect all of their rights as set out in the Constitution. The Promotion of Access to Information Act is an important instrument in consolidating the provisions within the Bill of Rights as set out in the Constitution.
- 1.2 The South African constitutional democracy rests on the pillars of freedom, equity and a respect for human dignity. This Act is a vital component within the transformation process, as it cements the foundations that have been laid within the Bill of Rights.
- 1.3 The Promotion of Access to Information Act presents the South African public with the avenue to have recourse to access information from the state and private institutions, thus promoting transparency and accountability.

2. SECTION 10 GUIDE OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT

- 2.1 The South African Human Rights Commission has published the guide as prescribed by Section 10 of the Promotion of Access to Information Act. The guide is available at the offices of the South African Human Rights Commission and the Office of the Premier.
- 2.2 The contact details for Human Rights Commission are:

Postal Address: The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag X2700
HOUGHTON
2041

Physical Address: PAIA Unit
The Research and Documentation Department
29 Princess of Wales Terrace
Parktown
JOHANNESBURG

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. CONTACT DETAILS: OFFICE OF THE PREMIER

- 3.1 In accordance with the Promotion of Access to Information Act the Director-General is the Information Officer for the Northern Cape Provincial Administration.

In addition Heads of Provincial Departments have been duly appointed as Deputy Information Officers in terms of Section 17 of the PAIA.

The contact details of the Information Officer and the Deputy Information Officers are as follows:

NAME OF THE PUBLIC BODY : Northern Cape Provincial Administration

INFORMATION OFFICER : J. Bekebeke

DESIGNATION : Director-General

POSTAL ADDRESS : Private Bag X 5016
KIMBERLEY
8300

STREET ADDRESS : Corner of Quinn and Roper Streets
Kimberley
8300

TELEPHONE NUMBER : 053 - 8382600

FACSIMILE NUMBER : 053 - 8382626

E-MAIL ADDRESS : cynthiajoseph@ncpg.gov.za

- 3.2 The following is a list of Deputy Information Officers per department:

OFFICE OF THE PREMIER

HOD	ADDRESS	PERSONAL ASSISTANT(S)	TEL. NO.	FAX. NO.	E-MAIL ADDRESS
MRS. P. N. MAFUNGO (CHIEF STATE LAW ADVISOR)	Private Bag X5016 J.W. Sauer Building Cnr. Roper & Quinn Str. Kimberley 8300	PENNY MONA	053 838 2646	053 838 2626	pmona@ncpg.gov.za

Northern Cape Provincial Administration- PAIA Manual

AGRICULTURE, LAND REFORM & RURAL DEVELOPMENT/LANDBOU, GRONDHERVORMING EN LANDELIKE ONTWIKKELING

HOD	ADDRESS	PERSONAL ASSISTANT(S)	TEL. NO.	FAX. NO.	E-MAIL ADDRESS
MR. W.V.D. MOTHIBI	Private Bag X5018 162 George Street Kimberley 8300	CYNTHIA FORTUNE BERNADETTE JULIUS	053 838 9100 053 831 4090 (L. Aff.)	053 831 3635 053 831 4090/5	cfortune@agri.ncape.gov.za a bjulius@agri.ncape.gov.za

CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS/KO-OPORATIEWE REGERING SAKE, BEGUISING EN TRADITIONELE INSAKE (H&LG)

HOD	ADDRESS	PERSONAL ASSISTANT(S)	TEL. NO.	FAX. NO.	E-MAIL ADDRESS
MS. GLADYS BOTHA	Private Bag X5005 J. S. du Plooy Building 9 Cecil Sussman Road Kimberley 8300	JULIAN PETERSON	053 830 9426/7 053 830 9444/555	053 831 8718	jpetersen@ncpg.gov.za

ECONOMIC DEVELOPMENT AND TOURISM/EKONOMIESE ONTWIKKELING EN TOERISME

HOD	ADDRESS	PERSONAL ASSISTANT(S)	TEL. NO.	FAX. NO.	E-MAIL ADDRESS
MR. KUBERIN PACKIRISAMY	Private Bag X6108 Metlife Towers 13 th Floor Market Square Kimberley 8300	MS. TANYA BOOYSEN	053 839 4002 053 839 4096	053 832 6805	tbooyesen@ncpg.gov.za

EDUCATION/ONDERWYS

HOD	ADDRESS	PERSONAL ASSISTANT(S)	TEL. NO.	FAX. NO.	E-MAIL ADDRESS
MR. G. T .PHARASI	Private Bag X5029 156 Barkly Road Homestead Kimberley 8300	EUREKA BOIKANYO	053 839 6500 053 839 6679 053 839 6690 053 839 6600/6683 053 830 1600	053 874 1785	tpharasi@ncpg.gov.za eboikanyo@ncpg.gov.za

ENVIRONMENT AND NATURE CONSERVATION/OMGEWING EN NATUUR BEWARING

HOD	ADDRESS	PERSONAL ASSISTANT(S)	TEL. NO.	FAX. NO.	E-MAIL ADDRESS
MR. D. VAN HEERDEN	Private Bag X6102 Metlife Towers T-Floor Market Square Kimberley 8300	THERESSA WESSELS	053 807 7300 053 807 7303 053 807 7306	053 807 7367	dvheerden@vodamail.co.za a twessesls@ncpg.gov.za

HEALTH/GESONDHEID

HOD	ADDRESS	PERSONAL ASSISTANT(S)	TEL. NO.	FAX. NO.	E-MAIL ADDRESS
MS. G. MATLOAPANE	Private Bag X5049 Kimberley Hospital Complex Executive Offices Du Toitspan Road Kimberley 8300	CATHY MUNRO	053 802 9111 053 830 2100 053 830 2105 053 830 0500	053 833 1925 053 833 4394	cmunro@ncpg.gov.za

ROADS & PUBLIC WORKS/PAAIE & OPENBARE WERKE

HOD	ADDRESS	PERSONAL ASSISTANT(S)	TEL. NO.	FAX. NO.	E-MAIL ADDRESS
MR. K. NOGWILI	P. O. Box 3132 Floors Building 9211 Stockrose Street Square Hill Park Kimberley 8300	NATASHA CORN	053 839 2100 053 839 2103 053 839 2105 053 839 2106 053 839 2107 053 839 2108 053 839 2109	053 839 2290 053 839 2117	knogwili@ncpg.gov.za ncorns@ncpg.gov.za

SOCIAL DEVELOPMENT/MAATSKAPLIKE ONTWIKKELING

HOD	ADDRESS	PERSONAL ASSISTANT(S)	TEL. NO.	FAX. NO.	E-MAIL ADDRESS
MS. E. BOTES	Private Bag X5042 Mimosa Complex Barkley Road Kimberley 8300	MS. M. CHAKANE	053 874 9100 053 874 4832 053 831 4041	053 871 1062	lsteenkamp@ncpg.gov.za

SPORT, ARTS AND CULTURE/SPORT, KUNS & KULTUUR

HOD	ADDRESS	PERSONAL ASSISTANT(S)	TEL. NO.	FAX. NO.	E-MAIL ADDRESS
MRS. RUTH PALM	Private Bag X5004 Abattoir Street Ashburnham Kimberley 8300	MS. AMELIA DAVIS	053 807 4700 053 807 4712	053 807 4600	adavis@ncpg.gov.za mmaye@ncpg.gov.za jtwane@ncpg.gov.za

TRANSPORT, SAFETY & LIAISON/VERVOER, VEILIGHEID & SKAKELING

HOD	ADDRESS	PERSONAL ASSISTANT(S)	TEL. NO.	FAX. NO.	E-MAIL ADDRESS
MR. L. WOLF	Private Bag X1368 Southey Chambers Southey Street Kimberley 8300	MS. TRACY MAKAPELA	053 839 1700 053 839 1701 053 839 1702 053 839 1703 053 807 7700	053 839 1773	tmakapela@ncpg.gov.za

PROVINCIAL TREASURY/PROVINSIALE TESORIE

HOD	ADDRESS	PERSONAL ASSISTANT(S)	TEL. NO.	FAX. NO.	E-MAIL ADDRESS
MR. S. E. MOKOKO	Private Bag X5054 Metlife Towers 9 TH Floor Market Square Kimberley 8300	HENRYHETTA MATTHYS	053 830 8358 053 831 4816 053 830 8297 (IT) 053 830 8375 (IT)	053 831 5836 053 831 4235	ncpthod@ncpg.gov.za

4. STRUCTURE AND FUNCTIONS OF THE NORTHERN CAPE PROVINCIAL ADMINISTRATION

The Northern Cape Provincial Administration consists of 12 Provincial Departments including the Office of the Premier viz:

1. Department of Agriculture, Land Reform & Rural Development;

2. Department of Co-operative Governance, Human Settlements & Traditional Affairs;
3. Department of Economic Development and Tourism;
4. Department of Education;
5. Department of Environment and Nature Conservation;
6. Department of Health;
7. Department of Roads and Public Works;
8. Department of Social Development;
9. Department of Sport, Arts and Culture;
10. Department of Transport, Safety and Liaison; and
11. The Provincial Treasury.

In terms of section 125 of the Constitution, 1996 the executive authority of a province is vested in the Premier of that province.

The Premier exercises the executive authority, together with the other members of the Executive Council, by —

- (a) implementing provincial legislation in the province;
- (b) implementing all national legislation within the functional areas listed in Schedule 4 or 5 except where the Constitution or an Act of Parliament provides otherwise;
- (c) administering in the province, national legislation outside the functional areas listed in Schedules 4 and 5, the administration of which has been assigned to the provincial executive in terms of an Act of Parliament;
- (d) developing and implementing provincial policy;
- (e) co-ordinating the functions of the provincial administration and its departments;
- (f) preparing and initiating provincial legislation; and
- (g) performing any other function assigned to the provincial executive in terms of the Constitution or an Act of Parliament.

- 5.1 In terms of the Access to Information Act, 2000, any person has the right amongst others to request access to information/records that are in possession of the State or Public Body. In order to gain access to a record, an individual must complete Annexure A of this manual. This form must be forwarded to the Information Officer/ Deputy Information Officer using the addresses indicated above. Upon receipt of the individual's request, the following process will follow:
- 5.1.1 The Information Officer/Deputy Information Officer will determine whether the person requesting the information is a personal requester or not, i.e. whether the information pertains only to the person requesting the information or not. If the person is a personal requester, no initial fee will be payable. If the information does not pertain only to the person requesting the information, an initial fee of R 35,00 is payable before the process continues. Thus, the request will not be processed until the initial fee has been paid.
 - 5.1.2 Once the fee has been paid, the Information Officer/Deputy Information Officer will instruct the relevant personnel to retrieve the concerned record(s).
 - 5.1.3 When the record has been retrieved, the Information Officer/Deputy Information Officer will review the document and compare the contents of the record with the grounds of refusal, as prescribed by the Act.
 - 5.1.4 Should access be granted, the requester/personal requester will be informed of the costs that are to be paid for the reproduction of the record.
 - 5.1.5 Upon payment of the relevant fees, the record/or part thereof that access has been granted to, will be reproduced and forwarded to the person that requested the information.
 - 5.1.6 In the event that access to a record is not granted, the person that requested access to the record will be informed that:-
 - 5.1.6.1 access has not been granted;
 - 5.1.6.2 reasons for the refusal to grant access to the record; and
 - 5.1.6.3 he or she may lodge an appeal against the decision to refuse access to the record.

6. REMEDIES, APPEALS, PROCEDURES AND COURT APPLICATIONS

- 6.1 Should the Information Officer/ Deputy Information officer refuse access to any record that is held by the Northern Cape Provincial Administration, the person requesting the information is entitled to appeal the decision.
- 6.2 Should access be granted to a record that involves a third party, the latter is entitled to appeal the decision.
- 6.3 The appeal will be reviewed by the relevant authority in terms of the prescripts of the Promotion of Access to Information Act, 2000.
- 6.4 Should it be found that the request was wrongfully denied, the relevant Authority will reverse the initial decision of the Information Officer and grant access to the record. The requester will then be informed of the decision and the necessary fees that are payable for the reproduction of the record or part thereof.
- 6.5 In the event that the relevant authority supports the decision of the Information Officer not to grant access to the record, the requester will be informed of that decision. The requester will also be informed of further remedies.
- 6.6 Once all internal appeal remedies, as identified by the Public Body have been exhausted, the requester has the right to approach a court of law.
- 6.7 The manner of an internal appeal, appeal fees and applications to court are prescribed by the Act.

7. CATEGORISATION AND CLASSIFICATION OF RECORDS

- 7.1 The records in the Office of the Premier are divided into correspondence records and all records other than correspondence (other records).
- 7.2 Correspondence is controlled and managed in terms of three filing systems approved for use in the office by the Provincial Archives. All correspondence regarding personnel matters is managed by the Uniform Personnel Function Filing System; all other support functions related correspondence is controlled by the Support Function Filing System. The two uniform filing systems are mandatory in all departments in the Northern Cape Provincial Administration. All correspondence regarding the line functions of the Office of the Premier is controlled by the approved Line Functions Filing System,

which is unique to the Office of the Premier and not in use in any other departments in the NCPA. Individual files opened in terms of these three systems are indicated in the attached Register of Files Opened.

- 7.3 Other records are controlled and managed in terms of the Records Control Schedule, which has not yet been approved by the Provincial Archives.

8. RECORDS THAT ARE AUTOMATICALLY AVAILABLE FOR ACCESS

- 8.1 The following records may be requested without a formal application for access to information:

NORTHERN CAPE PROVINCIAL ADMINISTRATION: OFFICE OF THE PREMIER

FORM D AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS: (Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000)) [Regulation 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> • Reports • Financial Items • Strategic and Operational Plans • Registers excluding financial ones • All policy files created in terms of the Uniform Support Functions Filing System and the Uniform Personnel Functions Filing System. • Circulars Received • Publications published by the Office • Photographs • Miscellaneous • Approved organogram of the Office of the Premier • All records published on the NCPA website • All records of proceedings of public fora. 	<p>Information relating to the above services and access can be obtained from the Department:</p> <p>Office of the Premier Private bag X 5016 Kimberley 8300</p> <p>Tel no: 053 838 2600 Fax no: 053 838 2600</p> <p>Email address: cynthiajoseph@ncpg.gov.za Website: www.ncpg.gov.za</p>
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none"> • Reports • Financial Items • Strategic and Operational Plans • Registers excluding financial ones • All policy files created in terms of the Uniform Support Functions Filing System and the Uniform Personnel Functions Filing System. • Circulars Received • Publications published by the Office • Photographs • Miscellaneous • Approved organogram of the Office of the Premier • All records published on the NCPA website • All records of proceedings of public fora. 	<p>Information relating to the above services and access can be obtained from the Department:</p> <p>Office of the Premier Private bag X 5016 Kimberley 8300</p> <p>Tel no: 053 838 2600 Fax no: 053 838 2600</p> <p>Email address: cynthiajoseph@ncpg.gov.za Website: www.ncpg.gov.za</p>

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<ul style="list-style-type: none">• Reports• Financial Items• Strategic and Operational Plans• Registers excluding financial ones• All policy files created in terms of the Uniform Support Functions Filing System and the Uniform Personnel Functions Filing System.• Circulars Received• Publications published by the Office• Photographs• Miscellaneous• Approved organogram of the Office of the Premier• All records published on the NCPA website• All records of proceedings of public fora.	<p>Information relating to the above services and access can be obtained from the Department:</p> <p>Office of the Premier Private bag X 5016 Kimberley 8300</p> <p>Tel no: 053 838 2600 Fax no: 053 838 2600</p> <p>Email address: cynthiajoseph@ncpg.gov.za Website: www.ncpg.gov.za</p>

**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF SOCIAL DEVELOPMENT**

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
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[Regulation 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> • Annual Reports • Strategic & Operational Plans • Budgets & Related Documentation • Approved Organogram • Annual Financial Statements • All other previously published records e.g. Brochures, Newsletters, Photographs, Calenders. • All records of proceedings of public finances • Departmental policies. 	The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer; Mimosa Complex, Barkly Road, Homestead, Kimberley, 8301; Private Bag X5042, Kimberley, 8300.
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
<ul style="list-style-type: none"> • Annual Reports • Strategic & Operational Plans • Budgets & Related Documentation • Approved Organogram • Annual Financial Statements • All other previously published records e.g. Brochures, Newsletters, Photographs, Calenders. • All records of proceedings of public finances • Departmental policies. 	
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none"> • Annual Reports • Strategic & Operational Plans • Budgets & Related Documentation • Approved Organogram • Annual Financial Statements • All other previously published records e.g. Brochures, Newsletters, Photographs, Calenders. • All records of proceedings of public finances • Departmental policies. 	The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer; Mimosa Complex, Barkly Road, Homestead, Kimberley, 8301; Private Bag X5042, Kimberley, 8300.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<ul style="list-style-type: none"> • Annual Reports • Strategic & Operational Plans • Budgets & Related Documentation • Approved Organogram • Annual Financial Statements • All other previously published records e.g. Brochures, Newsletters, Photographs, Calenders. • All records of proceedings of public finances • Departmental policies. 	The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer; Mimosa Complex, Barkly Road, Homestead, Kimberley, 8301; Private Bag X5042, Kimberley, 8300.

**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF TRANSPORT, SAFETY AND LIAISON
FORM D**

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))
[Regulation 5A]**

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> • Departmental Strategic Plans. • Departmental Annual Performance plan. • Service Delivery Improvement plan. • Annual reports. • Employment Equity reports. • Published research reports. • Approved organizational structures. • Departmental file plans. • Budgets. • Departmental Acts, Regulations, Policies and Procedure Manuals. • Promotion of Access to Information Manual. • Service standards. • Statement of commitment. • Departmental Events Calendar. • Copies of Speeches by the MEC. • Circulars of advertised posts and services. • Departmental forms. • Staff Contact Details Directory. • Journals and magazines. • Tender Bulletins. • News Letters. • Promotional material. • Departmental Media statements. 	<p>The records may be inspected at the Departmental on request, addressed to the Office of the Deputy Information Officer; Mr. Vuyani Mabe, Department of Transport, Safety and Liaison, PO Box 1368 Kimberley 8300 Tel. No: 053 8391789 Fax no: 086 5434197 053 8391786 E-mail address: vmabe@ncpg.gov.za www.ncpg.gov.za</p>
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
<ul style="list-style-type: none"> • Tender Bullets. 	<p>Records can be purchased at the Cashiers office, Ground Floor Southey Chambers, Southey Street, Kimberley8300 Department of Transport Safety and Liaison.</p>
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none"> • Service Delivery Improvement plan. • Annual reports. • Employment Equity reports. • Approved organizational structures. • Budgets. • Departmental Acts, Regulations, Policies and Procedures manuals. • Promotion of Access to Information manual. • Service Standards. • Statement of Commitment. • Departmental Events Calendar. • Copies of Speeches by the MEC. • Circulars of advertised posts and services. • Departmental forms. • Staff Contact Details Directory. • Journals and magazines. • Tender Bulletins. • News Letters. • Promotional material. • Departmental Media statements. 	<p>The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer Mr. Vuyani Mabe, Department of Transport Safety and Liaison, Environment and Tourism, PO Box 1368 Kimberley 8300 Tel no: 053 8391789 Fax no: 086 5434197 053 8391786 E-mail address: vmabe@ncpg.gov.za www.ncpg.gov.za</p>
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<ul style="list-style-type: none"> • News Letters • Promotional material. 	<p>The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Mr Vuyani Mabe, Department of Transport Safety and Liaison, Environment and Tourism, PO Box 1368 Kimberley 8300 Tel no: 053 8391789 Fax no: 086 5434197 053 8391786 E-mail address: vmabe@ncpg.gov.za www.ncpg.gov.za</p>

**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))
[Regulation 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<u>Economic Development, Enterprise Development, Research and Trade & Industry</u> <ul style="list-style-type: none"> • Reports, e.g. economic reports/policies for the Northern Cape 	These records are available for inspection at the Registry, 13 th Floor, Metlife Towers, c/o Knight and Stead Street, Kimberley – between 09H00 and 15H30
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
<u>Economic Development, Enterprise Development, Research and Trade & Industry</u> <ul style="list-style-type: none"> • Annual Reports • Financial Statements • Budget Report • Reports, e.g. economic reports/policies for the Northern Cape <u>Corporate Services</u> <ul style="list-style-type: none"> • Annual reports including the report of the Auditor-General, and annual audited financial statements • Budget reports • Collective agreements with respect to the grievance procedure, picketing and the rules of conduct during industrial action, etc. • Constitutions of inter alia the Provincial Bargaining Council • Staff-related policies and procedures including employment equity plans, induction programs, HIV and Aids action plan and the Code of Conduct • Monthly reporting on the state of revenue and expenditure: in-year monitoring and reporting system (IMRS) • Medium-term Expenditure Framework Budget (MTEF) • Adjustments Budget and Explanatory Memorandum <u>Head of Department</u> <ul style="list-style-type: none"> • Annual Business Plan: Overview of the year; Projections for following year 	<p>Copies of these records may be obtained on payment of the prescribed fee from the Registry, 13th Floor, Metlife Towers, c/o Knight and Stead Street, Kimberley – between 09H00 and 15H30</p> <p>Copies of these records may be obtained on payment of the prescribed fee from the Registry, 13th Floor, Metlife Towers, c/o Knight and Stead Street, Kimberley – between 09H00 and 15H30</p>
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<u>Economic Development, Enterprise Development, Research and Trade & Industry</u> <ul style="list-style-type: none"> • Annual Reports • Financial Statements • Budget Report • Reports, e.g. economic reports/policies for the Northern Cape <u>Corporate Services</u> <ul style="list-style-type: none"> • Annual reports including the report of the Auditor-General, and annual audited financial statements • Budget reports • Collective agreements with respect to the grievance procedure, picketing and the rules of conduct during industrial action, etc. • Constitutions of inter alia the Provincial Bargaining Council • Staff-related policies and procedures including employment equity plans, induction programs, HIV and Aids action plan and the Code of Conduct • Monthly reporting on the state of revenue and expenditure: in-year monitoring and reporting system (IMRS) • Medium-term Expenditure Framework Budget (MTEF) • Adjustments Budget and Explanatory Memorandum <u>Head of Department</u> <p>Annual Business Plan: Overview of the year; Projections for following year</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Registry, 13th Floor, Metlife Towers, c/o Knight and Stead Street, Kimberley – between 09H00 and 15H30</p> <p>Copies of these records may be obtained on payment of the prescribed fee from the Registry, 13th Floor, Metlife Towers, c/o Knight and Stead Street, Kimberley – between 09H00 and 15H30</p>

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<u>Economic Development, Enterprise Development, Research and Trade & Industry</u> <ul style="list-style-type: none">• Brochures: Small Business Development; Trade & Industry Development; Marketing brochures• White Papers• Green Papers <u>Corporate Services</u> <ul style="list-style-type: none">• Departmental Strategic Plan	<p>Copies of these records may be obtained on payment of the prescribed fee from the Registry, 13th Floor, Metlife Towers, c/o Knight and Stead Street, Kimberley – between 09H00 and 15H30</p> <p>Copies of these records may be obtained on payment of the prescribed fee from the Registry, 13th Floor, Metlife Towers, c/o Knight and Stead Street, Kimberley – between 09H00 and 15H30</p>

**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF AGRICULTURE, LAND REFORM & RURAL DEVELOPMENT**

**FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))
[Regulation 5A]**

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> ➤ Strategic plans ➤ Publications ➤ Bulletins ➤ Pamphlets ➤ Journals ➤ Library material ➤ Departmental File Plans ➤ MEC Budget speeches 	<p>These records are available for inspection at the Registry, or the office of the Deputy Information Officer.</p> <p>Department of Agriculture, Land Reform and Development Private Bag X5018 Kimberley 8300</p> <p>162 George Street P/Bag X5018 Kimberley 8300</p>
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
<ul style="list-style-type: none"> ➤ Personnel records of employees ➤ Bursaries files (external clients) ➤ Files of applicants for vacant positions ➤ Records of interviews for vacancies ➤ Internal policies ➤ Planning documents ➤ Plans for specific initiation in any of the functional areas of the Department ➤ Some planning documents relating to provinces or individual agricultural institutions ➤ Minutes of meetings ➤ Proceedings of workshops and seminars ➤ Documents relating to norms and standards ➤ Legislation ➤ Financial records ➤ Statements of accounts ➤ Records of income and expenditure ➤ Procurement records ➤ Research reports and records 	<p>Copies of these records may be obtained on payment of the prescribed fee from the Registry, or the office of the Deputy Information Officer.</p> <p>Department of Agriculture, Land Reform and Development Private Bag X5018 Kimberley 8300 162 George Street P/Bag X5018 Kimberley 8300</p>

FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none">• Strategic Planning Management• Integrating planning and reporting• Departmental Business Plans (EG. Strategic and Operational Plans.)• Compilation, approval and alteration of file plan• MEC'S Budget speech• Publications• Reports and returns• Annual report• Premiers opening speech	<p>These records are available for inspection at the Registry, or the office of the Deputy Information Officer.</p> <p>Department of Agriculture, Land Reform and Development Private Bag X5018 Kimberley 8300 162 George Street P/Bag X5018 Kimberley 8300</p>
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<ul style="list-style-type: none">• Strategic Planning Management• Integrating planning and reporting• Departmental Business Plans (EG. Strategic and Operational Plans.)• Compilation, approval and alteration of file plan• MEC'S Budget speech• Publications• Reports and returns• Annual report• Premiers opening speech	<p>These records are available for inspection at the Registry, or the office of the Deputy Information Officer.</p> <p>Department of Agriculture, Land Reform and Development Private Bag X5018 Kimberley 8300</p> <p>162 George Street P/Bag X5018 Kimberley 8300</p>

**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF EDUCATION**

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))
[Regulation 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> Annual and other progress reports (see records control schedule and register of files opened) Strategic and operational plans Budgets and related documentation Approved Organogram Annual financial statements of departments All other previously published records (eg. brochures, newsletters, photographs, calendars etc.) All records published on the departmental web-site List/register of closed schools List/ register of merged schools List of no- fees schools Provincial Public Ordinary School Resource Target list All records of proceedings of public forums 	<p>Information relating to the above services and access can be obtained from the Head Office and District Offices in the Province. Our contact details are as follows:</p> <p>IK NKOANE EDUCATION HOUSE 156 Barkly Road KIMBERLEY 8301</p> <p>Private Bag X5029 KIMBERLEY 8300</p> <p>Tel.: 053 839 6500 Fax: 053 839 6580/1 Web: ncdoe.ncpg.gov.za</p>
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none"> Annual and other progress reports (see records control schedule and register of files opened) Strategic and operational plans Budgets and related documentation Approved Organogram Annual financial statements of departments All other previously published records (eg. brochures, newsletters, photographs, calendars etc.) All records published on the departmental web-site List/register of closed schools List/ register of merged schools List of no- fees schools Provincial Public Ordinary School Resource Target list All records of proceedings of public forums 	<p>Information relating to the above services and access can be obtained from the Head Office and District Offices in the Province. Our contact details are as follows:</p> <p>IK NKOANE EDUCATION HOUSE 156 Barkly Road KIMBERLEY 8301</p> <p>Private Bag X5029 KIMBERLEY 8300</p> <p>Tel.: 053 839 6500 Fax: 053 839 6580/1 Web: ncdoe.ncpg.gov.za</p>

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)

- Annual and other progress reports (see records control schedule and register of files opened)
- Strategic and operational plans
- Budgets and related documentation
- Approved Organogram
- Annual financial statements of departments
- All other previously published records (eg. brochures, newsletters, photographs, calendars etc.)
- All records published on the departmental web-site
- List/register of closed schools
- List/ register of merged schools
- List of no- fees schools
- Provincial Public Ordinary School Resource Target list
- All records of proceedings of public forums

Information relating to the above services and access can be obtained from the Head Office and District Offices in the Province. Our contact details are as follows:

IK NKOANE EDUCATION HOUSE
156 Barkly Road
KIMBERLEY
8301

Private Bag X5029
KIMBERLEY
8300

Tel.: 053 839 6500
Fax: 053 839 6580/1
Web: ncdoe.ncpg.gov.za

**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF PROVINCIAL TREASURY
FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))
[Regulation 5A]**

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> • Annual Reports • Strategic plans • Budgets and related documentation • Economic analysis policy briefs • All other previously published records (eg. brochures, newsletters, photographs, calendars etc.) • All records published on the departmental web-site • Quarterly Reports • Northern Cape Municipal Finance Consolidated Report • Annual Performance Plan 	<p>Information relating to the above services and access can be obtained from department. Our contact details are as follows:</p> <p>Metlife Towers KIMBERLEY 8300</p> <p>Private bag X5054 Kimberley 8300</p> <p>Tel: 053 830 8200 Fax: 053 831 4235 Web: www.ncpt.gov.za</p>
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none"> • Annual Reports • Strategic plans • Budgets and related documentation • Economic analysis policy briefs • All other previously published records (eg. brochures, newsletters, photographs, calendars etc.) • All records published on the departmental web-site • Quarterly Reports • Northern Cape Municipal Finance Consolidated Report • Annual Performance Plan 	<p>Information relating to the above services and access can be obtained from the Department. Our contact details are as follows:</p> <p>Metlife Towers KIMBERLEY 8300</p> <p>Private bag X5054 Kimberley 8300</p> <p>Tel: 053 830 8200 Fax: 053 831 4235 Web: www.ncpt.gov.za</p>
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<ul style="list-style-type: none"> • Annual Reports • Strategic plans • Budgets and related documentation • Economic analysis policy briefs • All other previously published records (eg. brochures, newsletters, photographs, calendars etc.) • All records published on the departmental web-site • Quarterly Reports • Northern Cape Municipal Finance Consolidated Report • Annual Performance Plan 	<p>Information relating to the above services and access can be obtained from the department. Our contact details are as follows:</p> <p>Metlife Towers KIMBERLEY 8300</p> <p>Private bag X5054 Kimberley 8300</p> <p>Tel: 053 830 8200 Fax: 053 831 4235 Web: www.ncpt.gov.za</p>

**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF HEALTH**

**FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))
[Regulation 5A]**

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<p>Annual and progress reports(See Records Schedule and Register of Files Opened)</p> <p>Strategic and operational plans</p> <p>Budgets and related documentation</p> <p>All policy files created in terms of the Uniform Support Functions Filling System(prefixed by H) and the Uniform Personnel Functions Filling System(prefixed by S)</p> <p>Approved Organograms of all departments in the NCPA.</p> <p>Annual Financial Statements of departments</p> <p>All previously published records(eg.brochures,newsletters,photographs,calenders etc.)</p> <p>All records published on the NCPA web-site</p> <p>All records of proceedings of public forums.</p>	<p>Information relating to the above can be obtained from the Department. Our contact details are as follows-</p> <p>JAMES EXUM BUILDING KIMBERLEY HOSPITAL COMPLEX CORNER MEMORIAL & DU TOIT SPAN ROOADPRIVATE BAG X5016 KIMBERLEY 8301</p>
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
<p>Annual and progress reports(See Records Schedule and Register of Files Opened)</p> <p>Strategic and operational plans</p> <p>Budgets and related documentation</p> <p>All policy files created in terms of the Uniform Support Functions Filling System(prefixed by H) and the Uniform Personnel Functions Filling System(prefixed by S)</p> <p>Approved Organograms of all departments in the NCPA.</p> <p>Annual Financial Statements of departments</p> <p>All previously published records(eg.brochures,newsletters,photographs,calenders etc.)</p> <p>All records published on the NCPA web-site</p> <p>All records of proceedings of public forums.</p>	<p>Information relating to the above can be obtained from the Department. Our contact details are as follows-</p> <p>JAMES EXUM BUILDING KIMBERLEY HOSPITAL COMPLEX CORNER MEMORIAL & DU TOIT SPAN ROOADPRIVATE BAG X5016 KIMBERLEY 8301</p>
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):	
<p>Annual and progress reports(See Records Schedule and Register of Files Opened)</p> <p>Strategic and operational plans</p> <p>Budgets and related documentation</p> <p>All policy files created in terms of the Uniform Support Functions Filling System(prefixed by H) and the Uniform Personnel Functions Filling System(prefixed by S)</p>	<p>Information relating to the above can be obtained from the Department. Our contact details are as follows-</p> <p>JAMES EXUM BUILDING KIMBERLEY HOSPITAL COMPLEX CORNER MEMORIAL & DU TOIT SPAN ROOADPRIVATE BAG X5016 KIMBERLEY 8301</p>

<p>System(prefixed by S)</p> <p>Approved Organograms of all departments in the NCPA.</p> <p>Annual Financial Statements of departments</p> <p>All previously published records(eg.brochures,newsletters,photographs,calenders etc.)</p> <p>All records published on the NCPA web-site</p> <p>All records of proceedings of public forums.</p>	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<p>Annual and progress reports(See Records Schedule and Register of Files Opened)</p> <p>Strategic and operational plans</p> <p>Budgets and related documentation</p> <p>All policy files created in terms of the Uniform Support Functions Filling System(prefixed by H) and the Uniform Personnel Functions Filling System(prefixed by S)</p> <p>Approved Organograms of all departments in the NCPA.</p> <p>Annual Financial Statements of departments</p> <p>All previously published records(eg.brochures,newsletters,photographs,calenders etc.)</p> <p>All records published on the NCPA web-site</p> <p>All records of proceedings of public forums.</p>	<p>Information relating to the above can be obtained from the Department. Our contact details are as follows-</p> <p>JAMES EXUM BUILDING KIMBERLEY HOSPITAL COMPLEX CORNER MEMORIAL & DU TOIT SPAN ROOADPRIVATE BAG X5016 KIMBERLEY 8301</p>

**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF SPORT, ARTS AND CULTURE**

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))
[Regulation 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> Annual and other progress reports (see records control schedule and register of files opened) Strategic and operational plans Budgets and related documentation Approved Organogram Annual financial statements of departments All other previously published records (eg. brochures, newsletters, photographs, calendars etc.) All records published on the departmental web-site All records of proceedings of public forums 	<p>Information relating to the above services and access can be obtained from the Department. Our contact details are as follows:</p> <p>22 Abattoir Road, Ashburnham Kimberley 8301</p> <p>Private Bag X 5004 Kimberley 8300</p>
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none"> Annual and other progress reports (see records control schedule and register of files opened) Strategic and operational plans Budgets and related documentation Approved Organogram Annual financial statements of departments All other previously published records (eg. brochures, newsletters, photographs, calendars etc.) All records published on the departmental web-site All records of proceedings of public forums 	<p>Information relating to the above services and access can be obtained from the Department. Our contact details are as follows:</p> <p>22 Abattoir Road, Ashburnham Kimberley 8301</p> <p>Private Bag X 5004 Kimberley 8300</p>
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<ul style="list-style-type: none"> Annual and other progress reports (see records control schedule and register of files opened) Strategic and operational plans Budgets and related documentation Approved Organogram Annual financial statements of departments All other previously published records (eg. brochures, newsletters, photographs, calendars etc.) 	<p>Information relating to the above services and access can be obtained from the Department. Our contact details are as follows:</p> <p>22 Abattoir Road, Ashburnham Kimberley 8301</p> <p>Private Bag X 5004 Kimberley 8300</p>

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| <ul style="list-style-type: none">• All records published on the departmental web-site• All records of proceedings of public forums | |
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**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS
FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))
[Regulation 5A]**

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> Annual and other progress reports Strategic and operational plans Budgets and related documentation All policy files created in terms of the Uniform Support Functions Filing System and the Uniform Personnel Function Filing System; Annual financial statements of departments All other previously published records (eg. brochures, newsletters, photographs, calendars etc.) All records published on the departmental web-site Approved Organogram of the department. 	<p>Information relating to the above services and access can be obtained from the Department. Our contact details are as follows:</p> <p>9 Cecil Sussman Road Kimberley 8300</p> <p>Private Bag X5005 Kimberley 8300</p>
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none"> Annual and other progress reports Strategic and operational plans Budgets and related documentation All policy files created in terms of the Uniform Support Functions Filing System and the Uniform Personnel Function Filing System; Annual financial statements of departments All other previously published records (eg. brochures, newsletters, photographs, calendars etc.) All records published on the departmental web-site Approved Organogram of the department. 	<p>Information relating to the above services and access can be obtained from the Department. Our contact details are as follows:</p> <p>9 Cecil Sussman Road Kimberley 8300</p> <p>Private Bag X5005 Kimberley 8300</p>
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<ul style="list-style-type: none"> Annual and other progress reports Strategic and operational plans Budgets and related documentation All policy files created in terms of the Uniform Support Functions Filing System and the Uniform Personnel Function Filing System; Annual financial statements of departments All other previously published records (eg. brochures, newsletters, photographs, calendars etc.) All records published on the departmental web-site Approved Organogram of the department. 	<p>Information relating to the above services and access can be obtained from the Department. Our contact details are as follows:</p> <p>9 Cecil Sussman Road Kimberley 8300</p> <p>Private Bag X5005 Kimberley 8300</p>

**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF ENVIRONMENT AND NATURE CONSERVATION**

**FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))
[Regulation 5A]**

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> Annual and other progress reports (see records control schedule and register of files opened) Strategic and operational plans Budgets and related documentation Approved Organogram All policy files created in terms of the Uniform Support Functions Filing System (prefixed by H) and the Uniform Personnel Functions Filing System (prefixed by S); Annual financial statements of departments All other previously published records (eg. brochures, newsletters, photographs, calendars etc.) All records published on the Department of Environment and Nature Conservation web-site All records of proceedings of public fora 	<p>Information relating to the above services and access can be obtained from the Department. Our contact details are as follows</p> <p>Private Bag X 6102 Kimberley 8300</p> <p>Corner of Market and Steady Streets Kimberley 8300</p> <p>Tel: 053 807 7300</p>
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none"> Annual and other progress reports (see records control schedule and register of files opened) Strategic and operational plans Budgets and related documentation Approved Organogram All policy files created in terms of the Uniform Support Functions Filing System (prefixed by H) and the Uniform Personnel Functions Filing System (prefixed by S); Annual financial statements of departments All other previously published records (eg. brochures, newsletters, photographs, calendars etc.) All records published on the Department of Environment and Nature Conservation web-site All records of proceedings of public fora 	<p>Information relating to the above services and access can be obtained from the Department. Our contact details are as follows</p> <p>Private Bag X 6102 Kimberley 8300</p> <p>Corner of Market and Steady Streets Kimberley 8300</p> <p>Tel: 053 807 7300</p>
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<ul style="list-style-type: none"> Annual and other progress reports (see records control schedule and register of files opened) Strategic and operational plans 	<p>Information relating to the above services and access can be obtained from the Department. Our contact details are as follows</p> <p>Private Bag X 6102 Kimberley 8300</p>

<ul style="list-style-type: none">• Budgets and related documentation• Approved Organogram• All policy files created in terms of the Uniform Support Functions Filing System (prefixed by H) and the Uniform Personnel Functions Filing System (prefixed by S);• Annual financial statements of departments• All other previously published records (eg. brochures, newsletters, photographs, calendars etc.)• All records published on the Department of Environment and Nature Conservation web-site• All records of proceedings of public fora	<p>Corner of Market and Steady Streets Kimberley 8300</p> <p>Tel: 053 807 7300</p>
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**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF ROADS AND PUBLIC WORKS**

**FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))
[Regulation 5A]**

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> • Departmental Strategic Plans • Service Delivery Improvement Plan • Departmental Annual Performance Plan • Annual Report • Departmental Policies & Procedure Manual • Legislation • Employment Equity Reports • Approved Organizational Structure • Departmental File Plans • Promotion of Access to Information Manual • Financial delegations • Internal newsletters • Service Standards • Service delivery charter • Departmental events calendar • MEC Budget speeches • Media Releases • Newspaper Clippings • Departmental Circulars • Public Service Forms • Staff Contact Details Directory • Journals and magazines • Tender Documents • Promotional Materials 	<p>The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer, Northern Cape Department of Roads and Public Works</p> <p>PO Box 3132, Kimberley</p> <p>9-11 Stockroos Street</p> <p>Squarehill Park, Kimberley</p> <p>Tel: 053 839 2100</p> <p>Fax: 053 839 2290/1</p> <p>KNogwili@ncpg.gov.za</p> <p>BSlingers@ncpg.gov.za</p>
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
<ul style="list-style-type: none"> • Tender Documents 	<p>The records can be purchased at the Cashiers office; no: BR18 Block B and collected at Supply Chain Management.</p> <p>Northern Cape Department of Roads and Public Works</p> <p>PO Box 3132, Kimberley</p> <p>9-11 Stockroos Street</p> <p>Squarehill Park, Kimberley</p> <p>Tel: 053 839 2100</p> <p>Fax: 053 839 2290/1</p> <p>KNogwili@ncpg.gov.za</p> <p>BSlingers@ncpg.gov.za</p>
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none"> • Departmental Strategic Plans • Service Delivery Improvement Plan • Departmental Annual Performance Plan • Annual Report • Departmental Policies & Procedure Manual • Legislation • Employment Equity Reports • Approved Organizational Structure • Departmental File Plans • Promotion of Access to Information Manual • Financial delegations 	<p>The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer, Northern Cape Department of Roads and Public Works</p> <p>PO Box 3132, Kimberley</p> <p>9-11 Stockroos Street</p> <p>Squarehill Park, Kimberley</p> <p>Tel: 053 839 2100</p>

<ul style="list-style-type: none">• Internal newsletters• Service Standards• Service delivery charter• Departmental events calendar• MEC Budget speeches• Media Releases• Newspaper Clippings• Departmental Circulars• Public Service Forms• Staff Contact Details Directory• Journals and magazines• Tender Documents• Promotional Materials	<p>Fax: 053 839 2290/1</p> <p>KNogwili@ncpg.gov.za</p> <p>BSlingers@ncpg.gov.za</p>
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	

9. SERVICES THAT ARE AVAILABLE TO THE PUBLIC

The following services are available to members of the public from the following departments:

1. Department of Agriculture, Land Reform & Rural Development

- Agricultural education training sponsorships
- Farmer selection and farmer settlement
- Research, technology development and transfer
- Agricultural commodity market access facilitation
- Value adding and processing facilities
- Agricultural risk management
- Natural resource conservation and management
- Agricultural infrastructure and engineering services
- Advisory agricultural support services

2. Department of Co-operative Governance, Human Settlements & Traditional Affairs

- Rental Housing Tribunal
- Facilitation of Basic Services
- Housing Consumer Education
- Monitoring Municipal Infrastructure Development
- Municipal support
- Facilitation of Integrated Development Plans of municipalities
- Provision of housing units
- Access to information on services delivered by the department through Community Development Workers (CDW's)
- Provide Traditional institutions support services

3. Department of Economic Development and Tourism

PROGRAMME 2: INTEGRATED ECONOMIC DEVELOPMENT SERVICES

SUB – PROGRAMME: COOPERATIVE AND ENTERPRISE DEVELOPMENT

The Enterprise Development sub-programme consist of two sub units namely Enterprise Development and Cooperatives Development. The aim of the sub-programme is to create an enabling environment in which SMME's and Cooperatives can be developed and flourish through the financial and non-financial support provided.

- Ensure support and maintenance of existing SMME's for sustainable job creation.
- Develop new SMME's in order to reduce unemployment and ensure economic growth.
- Integrate and co-ordinate SMME support partnerships.
- Support local market access and linkages for SMME's.
- Develop and maintain sector based SMME database for available opportunities.

SUB-PROGRAMME: ECONOMIC EMPOWERMENT

Focus of the unit is the provision of support to HDI's to participate in the mainstream of the economy. The unit promotes and supports the participation of the HDI's through business intelligence, skills development and enterprise development.

- Develop and implement strategies, policies and initiatives related to BBBEE, SMME and empowerment support and development.
- Promote opportunities for women, youth and disabled enterprises and entrepreneurs.
- Facilitate partnerships with established business, government and sector industry leaders to reduce barriers to access.
- Promote and support women, youth and disabled organizations and individual entrepreneurs by integrating available services, support mechanisms, delivery networks, expanding market access and access to economic development and funding linkages, etc.

SUB –PROGRAMME: REGIONAL AND LOCAL ECONOMIC DEVELOPMENT

Service rendered through:

- 5 (Five) District offices and 5 (five) District Managers focused on LED support to support local and district municipalities and communities to improve their economies.
- Provincial Support Office in Kimberley.
- Economic and Statistical information on the province and each district and Provincial and District competitive and comparative position.
- Communication to all 5 district municipalities, 27 local municipalities and private business through LED newsletter, website and local, district and provincial LED Forum.

Clients can access the above- mentioned services at the following details:

Umzimkulu Building
Corner Elliot & Kelvin Streets
Kimberley

Contact details

Switchboard: 053 839 4000

Office of the HOD: 053 839 4002

Website: www.econ.ncape.gov.za

Integrated Economic Development Services: 053 8021646

PROGRAMME 4: BUSINESS REGULATION AND GOVERNANCE

The main aim of the Programme is to promote and oversee good governance of the public entities, namely the Gambling Board, Liquor Board and the Consumer Protection Authority, including the Consumer Court.

- Consumer advisory, mediation and investigations.
- Consumer education and awareness.

The following boards and agencies also provide valuable service to members of the public

- The Northern Cape Gambling Board
- The Northern Cape Liquor Board
- The Northern Cape Tourism Authority

Clients can access the above- mentioned services at the following details:

Kayalabantu Building
2 Cecil Sussman Street
Kimberley

Contact details

Switchboard: 053 839 4000

Office of the HOD: 053 839 4002

Website: www.econ.ncape.gov.za

Regulation Services and Governance : 053 839 4019

PROGRAMME 6: TOURISM

- Research, planning and quality control: create an enabling environment for the acceleration of sustainable tourism growth through research, planning and quality control.
- Tourism Business Development: transform the Northern Cape into a competitive tourist destination.
- Tourism Awareness: create a sound tourism culture to support and enable sustainable community based tourism.

Clients can access the above- mentioned services at the following details:

Kayalabantu Building
2 Cecil Sussman Street
Kimberley

Contact details

Switchboard: 053 839 4000

Office of the HOD: 053 839 4002

Website: www.econ.ncape.gov.za

Tourism : : 053 830 4898 / 053 8304810

4. Department of Education

1. ADMINISTRATION

1.1. Office of the MEC

1.2. Corporate Services

1.3. Education Management

1.4. Human Resource Management

1.5. Education Management Information System (EMIS)

2. PUBLIC ORDINARY SCHOOLS

2.1. Public Primary Schools

2.2. Public Secondary Schools

2.3. Professional Services

2.4. Human Resource Development

2.5.In-School Sport and Culture

3. INDEPENDENT SCHOOLS

3.1. Primary Phase

3.2. Secondary Phase

4. PUBLIC SPECIAL SCHOOLS

4.1.Schools

4.2. Professional Services

4.3. Human Resource Development

4.4.In-school Sport and Culture

5. FURTHER EDUCATION AND TRAINING

5.1. Public Institutions

5.2. Youth Colleges

5.3.Professional Services

5.4. Human Resource Development

5.5. In-college Sport and Culture

6. ADULT BASIC EDUCATION AND TRAINING

6.1. Public Centres

6.2. Subsidies to Private Centres

6.3.Professional Services

6.4. Human Resource Development

7. EARLY CHILDHOOD DEVELOPMENT

7.1. Grade R in Public Schools

7.2. Grade R in Community Centres

7.3. Pre-grade R

7.4. Professional Services

7.5.Human Resource Development

8. AXILIARY AND ASSOCIATED SERVICES

8.1. Payments to SETA

8.2.Conditional Grants Projects

8.3. Special Projects

8.4. External Examination

Information relating to the above services and access can be obtained from the Head Office and District Offices in the Province. Our contact details are as follows:

IK NKOANE EDUCATION HOUSE
156 Barkly Road
KIMBERLEY
8301

Private Bag X5029
KIMBERLEY
8300

Tel.: 053 839 6500
Fax: 053 839 6580/1
Web: ncdoe.ncpg.gov.za

5. Department of Health

ADMINISTRATION

1.1Office of the MEC

1.2Corporate Services

1.3Human Resources Management

1.4Human Personal Development

1.5Health Information System

2.DISTRICT HEALTH SERVICES

- 3.EMERGENCY MEDICAL SERVICES
- 4.HEALTHSCIENCE &TRAINING
- 5.HEALTH CARE SUPPORT SERVICES
- 6.HEALTH FACILITIES MANAGEMENT SERVICES
- 7.PROVINCIAL HEALTH SERVICES
- 8.REGIONAL HOSPITAL SERVICES
- 9.PSYCHIATRIC HOSPITAL SERVICES
- 10.MDR XDR MDR HOSPITAL
- 11 POLICY AND PLANNING UNIT
 - 11.1.IMPLEMENTATION OF POLICIES
 - 11.2.DISABILITY STRATEGY
 - 11.3. FORMULATION OF AGENDER STRATEGY
 - 11.4 Reconstruction and development project

6. Department of Sport, Arts and Culture

1. Provincial

- a. The Provincial Growth and Development Strategy;
- b. Provincial Spatial Development Framework.

2. Sector : Arts and Culture

Arts and Culture is used as programmes to promote social cohesion and nation building through increased interaction across race and class as follows

2.1 Arts and Culture Service

- a. Development of Artists;
- b. Increase economic opportunities within the sector;
- c. Audience Development;
- d. Cultural Infrastructure (This relates to Community Arts Centers and Libraries)
- e. Arts Product Development

2.2 Language Services

- a. language translation and editing services
- b. Implementation of the NC Use of Official Languages Act;
- c. Development of languages indigenous to the province;
- d. Preservation of languages indigenous to the province.

2.3 Museums and Heritage Resources

- a. Provision of a Provincial Museum Service;
- b. Management Oversight of the Provision of museological services by the McGREGOR Museum.
- c. Provision of a Provincial Heritage Resources service for the preservation of the heritage estate of the province;
- d. Provision of Geographic Names Change Services.

2.4 Library and Archive Services

- a. Provision of Library Services;
- b. Provision of Archive Service.

3. SPORT AND RECREATION

Sport and Recreation is used as programmes to promote social cohesion and nation building through increased interaction across race and class as follows:

- a. School Sport and Recrehab;*
- b. Club Development;*
- c. Community Sport;*
- d. Sport Facilities;*
- e. Sport Transform*

4. The following departmental services are accessible from Head Office **only:**

- a. Corporate services;*
- b. Finance services*
- c. Strategic Management*

The afore mentioned services may be accessed at our premises situated at *22 Abattoir Road; Ashburnham, or* by mail at *Private Bag X 5004 ; Kimberley; 8300*. In this regard access is through the *Office Manager : Office of the Head Department at* [*adavis@ncpg.gov.za*](mailto:adavis@ncpg.gov.za) *or at 053 807 4713.*

The following services are accessible from our District Offices at the following respective offices:

- 4.1 Sport and Recreation;
- 4.2 Arts and Culture;

4.3 Museums and Heritage Resources

4.4 Library Services;

a. Frances Baard District Office

District Manager - Mr. K. Lesetedi
klesetedi@ncpg.gov.za
053 839 5900
10 Recreation Road
Mervin Erlank Sport Precinct
Florianville
Kimberley
8301

b. Pixley ka Seme District Office

District Manager - Mr. A. Samson
asamson@ncpg.gov.za
053 632 9700
13 Schriener Street
De Aar
7000

c. Z.F Mcgawu District

District Manager - Mr. M Smith
msmith@ncpg.gov.za
054 337 9300
31 Cnr. Le Roux and Rivier Straat
Upington
8800

d. J.T Gaetsewe

District Manager - Mr. Aiseng
053 714 3100
29 Main Street
Kuruman
8474

e. Namakwa District Office

District Manager - Mr. A. Thomas
ThomasA@ncpg.gov.za
027 713 1200
Wit Straat
Nababeep
8265

10. How to gain access to these services.

- a) Visit the Website for the Northern Cape Province viz: www.northern-cape.gov.za.
- b) Send a request to the Information Officer or the Deputy Information Officer of the relevant Department;
- c) Through official invitations by post, e-mail or fax.

10. CONSULTATION, PUBLIC PARTICIPATION AND INFLUENCING POLICY-MAKING

Through the "**Cabinet meets the People**" programme, the Executive Council interacts with the public and these interactions influence the formulation of policy and the performance of their duties. Further to this, the Executive Council's decision making is *inter alia* being informed and guided by the needs of the communities expressed during the meeting sessions, placed in their order of priority.

13. AVAILABILITY OF THE MANUAL

12.1 The Manual is available from:

1. The Office of the Premier and offices of Heads of Provincial Departments.
2. The offices of the South African Human Rights Commission.
3. The website of the Northern Cape Provincial Government viz: **www.northern-cape.gov.za** .

ANNEXURE

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 number: _____	
Request received by _____ (state rank, name and surname of information officer/deputy information officer) on _____ (date) at _____ (place).	
Request fee (if any): R	
Deposit (if any): R	
Access fee: R	
SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER	

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be recorded below.*
- (b) *Furnish an address and/or fax number in the Republic to which information must be sent.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: _____

Identity number: _____

Postal address: _____

_____ Fax number: _____

Telephone number: _____ E-mail address: _____

Capacity in which request is made, when made on behalf of another person: _____

C. Particulars of person on whose behalf request is made

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

Full names and surname: _____

Identity number: _____

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

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

2. Reference number, if available: _____
3. Any further particulars of record: _____

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason therefor.

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 -

<input type="checkbox"/> copy of record*	<input type="checkbox"/> inspection of record
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2. If record consists of visual images -

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

<input type="checkbox"/> view the images	<input type="checkbox"/> copy of the images*	<input type="checkbox"/> transcription of the images*
--	--	---

3. If record consists of recorded words or information which can be reproduced in sound -

<input type="checkbox"/> listen to the soundtrack (audio cassette)	<input type="checkbox"/> 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