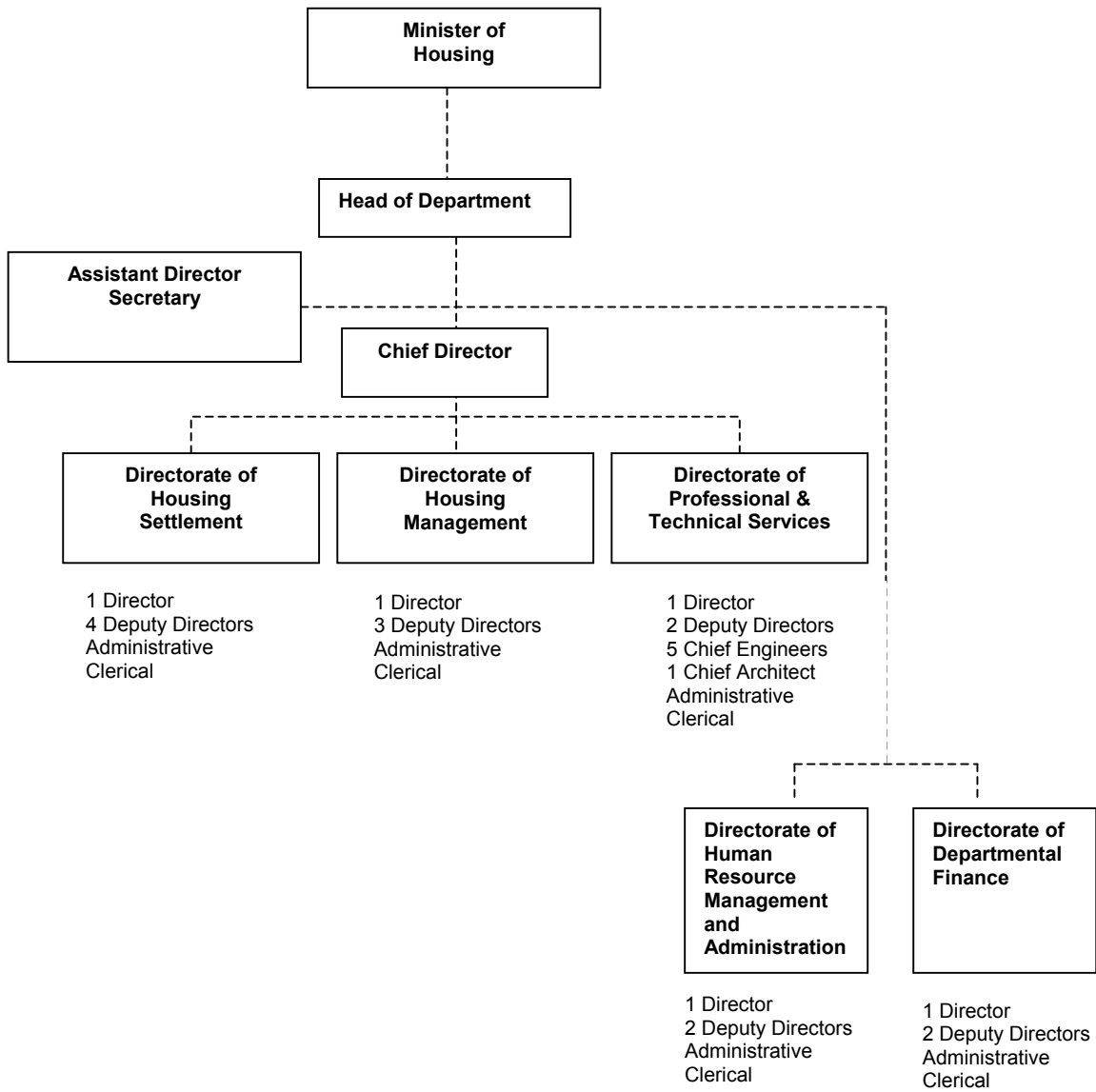


DEPARTMENT OF HOUSING
WESTERN CAPE PROVINCIAL ADMINISTRATION

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1. STRUCTURE OF THE DEPARTMENT
SECTION 14(1)(a)



2. FUNCTIONS OF THE DEPARTMENT

- Rendering professional and technical support services with respect to housing and related development aspects
- Managing housing provision in accordance with approved housing programmes
- Promoting housing settlement and issues regarding landlords/tenants

DIRECTORATE OF PROFESSIONAL AND TECHNICAL SERVICES

- Rendering an engineering and architectural support service
- Rendering a building support service
- Rendering a works inspection support service
- Rendering an administrative support service with respect to projects

DIRECTORATE OF HOUSING MANAGEMENT

- Administering the national and provincial housing programmes
- Administering and communicating the national and provincial housing policy
- Managing housing administration aspects
- Managing housing development

DIRECTORATE OF HOUSING SETTLEMENT

- Promoting orderly settlement
- Promoting housing development
- Administering Western Cape Housing Development Board assets
- Rendering a service in rural areas and on community farms
- Administering the Provincial Rental Housing Tribunal

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

Mr J.W. Africa
27 Wale Street/Private Bag X9083
CAPE TOWN
Tel.: (021) 483-4347
Fax: (021) 483-3475
E-mail: Jafrika@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

- Provincial Housing Legislation
- Departmental financial delegation
- Reports on housing matters
- Upgrading of informal settlements
- Councils
- Housing-related committees and conferences
- Publicity and marketing
- Development and related support
- Specific Western Cape Housing Development Board projects
- Tenders and contracts relating to housing
- Acquisition of goods and services
- Renting and disposal of Western Cape Housing Development Board properties
- Maintenance of Western Cape Housing Development Board properties
- Inhabitants under the Rural Areas Act, Act 9 of 1987 (House of Representatives)
- Properties and erven under the Rural Areas Act, Act 9 of 1987 (House of Representatives)
- Planning and development under the Rural Areas Act, Act 9 of 1987 (House of Representatives)
- Housing Subsidies
- Redevelopment of hostels

- Hearings of Rental Housing Tribunal
- Debtors of the Western Cape Housing Development Board

**5.2 RECORDS AUTOMATICALLY AVAILABLE
SECTION 14(1)(e)**

No formal notice has been published regarding the categories of records within the Department that are automatically available to the public without a person having to request access in terms of the procedures provided for in the Promotion of Access to Information Act. Herewith a list of such records:

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 COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
(a) Allocation of Sourcelink tenders	Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Professional and Technical Services, 27 Wale Street, Private Bag X9083, Cape Town, 8000.

- (b) Approved housing policy documents
 - (c) Provincial housing legislation
 - (d) Circular minutes on housing
 - (e) Subsidy application forms
 - (f) Lists of project applications received
 - (g) Lists of housing projects under construction
 - (h) Western Cape Housing Development Board resolutions (only to parties involved)
 - (i) Subsidy beneficiary details (only to parties involved)
-

- (j) Budget speech
-

- (k) Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999)
 - (l) Case files of the Rental Housing Tribunal (only to parties involved)
 - (m) Findings of the Rental Housing Tribunal
 - (n) Debtor accounts (only to the parties involved)
-

Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Housing Management, 27 Wale Street, Private Bag X9083, Cape Town, 8000.

Copies of these records may be obtained on payment of the prescribed fee from the Ministerial Liaison Officer, 27 Wale Street, Private Bag X9083, Cape Town, 8000.

Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Housing Settlement, 27 Wale Street, Private Bag X9083, Cape Town, 8000.

<p>(o) Annual reports of the -</p> <ul style="list-style-type: none"> - Department of Housing - Western Cape Housing Development Board - Western Cape Rental Housing Tribunal <p>(p) Strategic Plan</p> <p>(q) Budget (Gazetted)</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Departmental Finance, 27 Wale Street, Private Bag X9083, Cape Town, 8000.</p>
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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)

- Approval of housing subsidies
- Lease of Western Cape Housing Development Board properties
- Sale of Western Cape Housing Development Board properties
- Issuing of deeds of grant in terms of the Rural Areas Act
- Dealing with subdivisions in terms of the Rural Areas Act
- Township registration in terms of the Rural Areas Act and the Less Formal Township Establishment Act (Act 113 of 1991)

- Rezoning and closure of streets and public places in terms of the Rural Areas Act
- Settlement of disputes between landlords and tenants of residential properties

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

In most instances legislation prescribes the procedures for making matters known and for public participation.

- Notification in the media, such as the Provincial Gazette, provincial newspapers and local/community newspapers
- Workshops with concerned and affected groups
- Notification on the Department's website
- Manuals and guideline documents (sometimes)

**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.