

DEPARTMENT OF PROVINCIAL ADMINISTRATION

WESTERN CAPE PROVINCIAL ADMINISTRATION

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1. STRUCTURE OF THE DEPARTMENT

SECTION 14(1)(a)

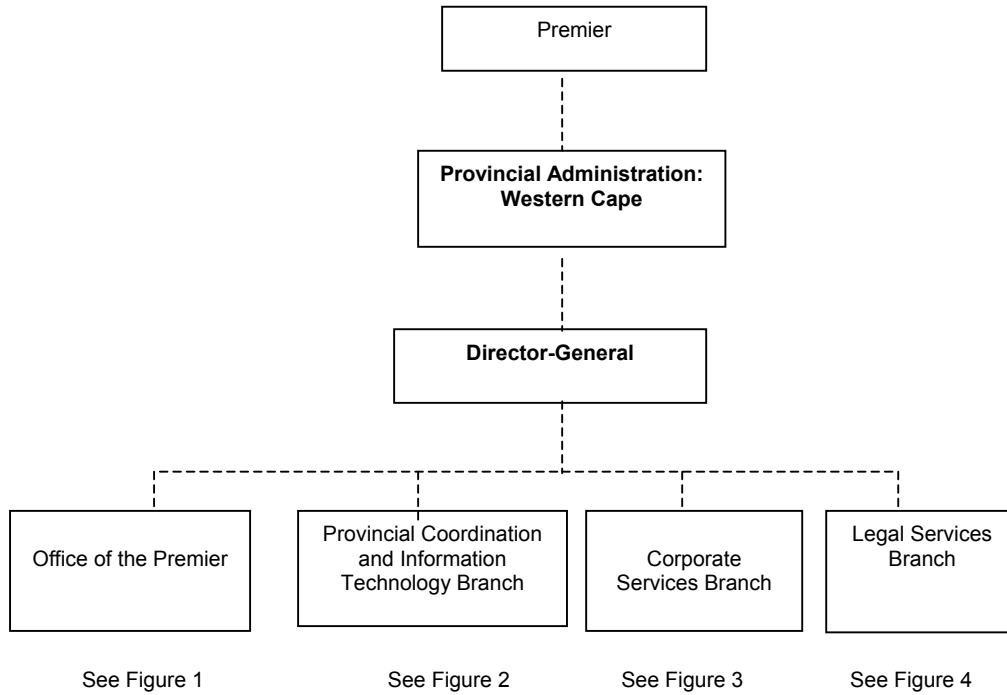


Figure 1

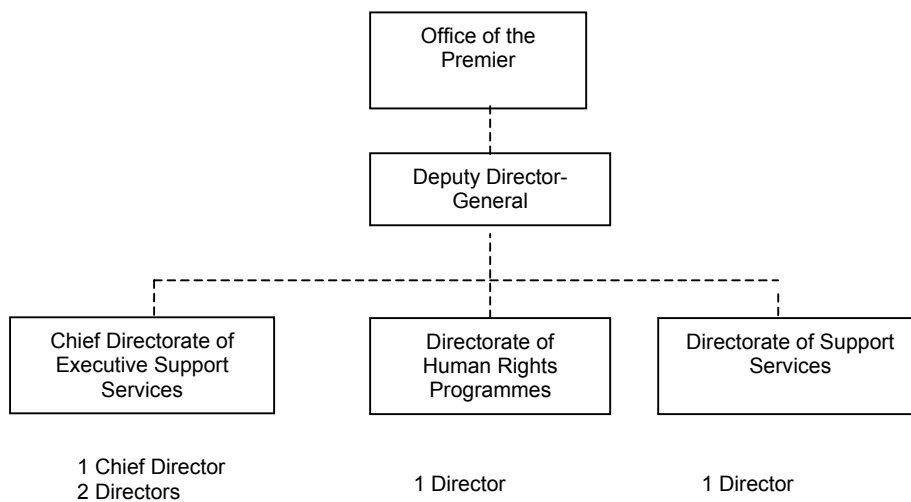


Figure 2

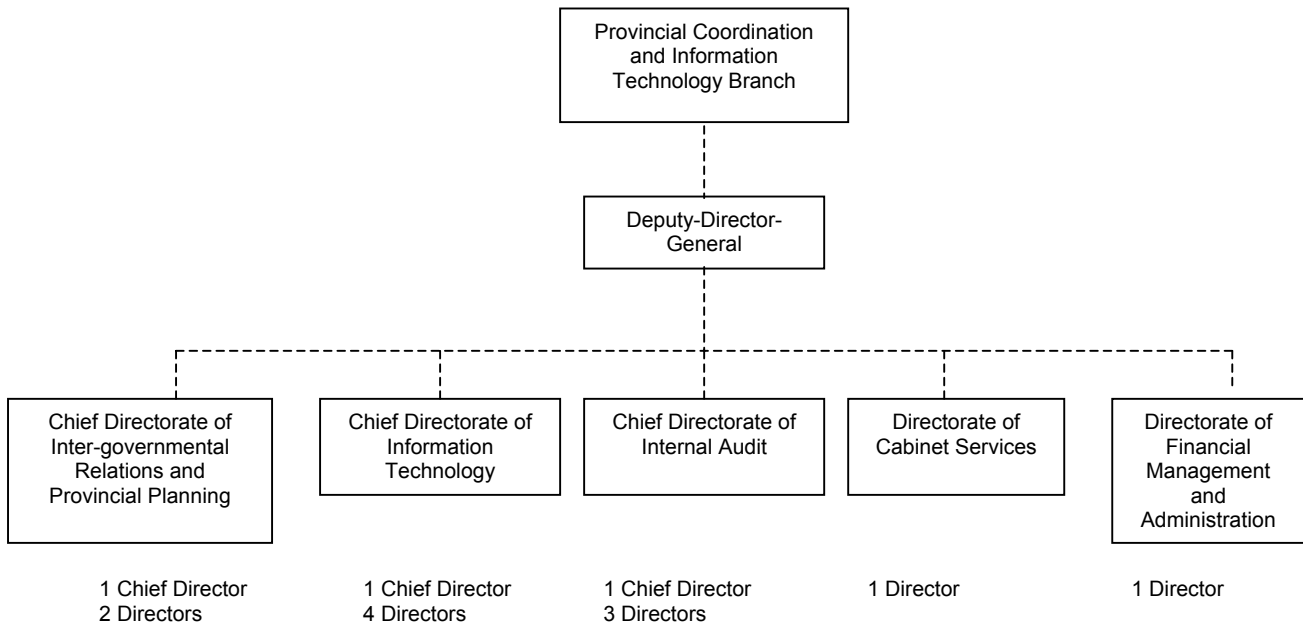


Figure 3

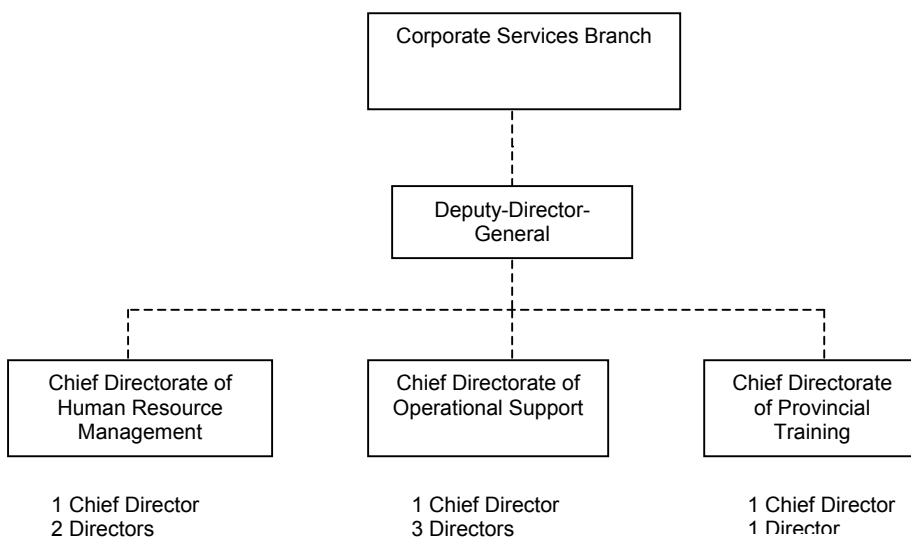
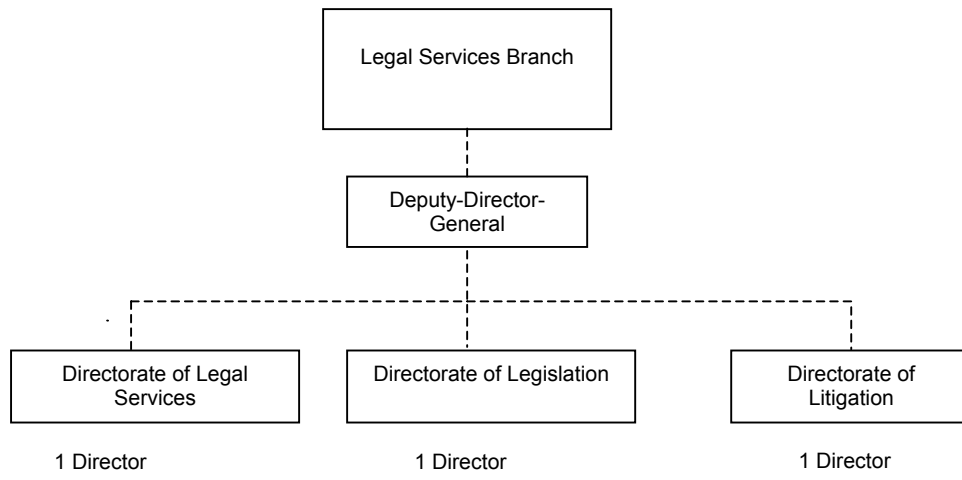


Figure 4



2. FUNCTIONS OF THE DEPARTMENT

- Rendering a support service to the Premier
- Rendering professional support services and coordinating specific provincial matters
- Rendering corporate services to the Western Cape Provincial Administration
- Rendering legal services to the Western Cape Provincial Administration

OFFICE OF THE PREMIER

- Providing executive support to the Premier
- Giving strategic direction to human rights issues
- Providing administrative support to the Premier and the Cabinet

CHIEF DIRECTORATE OF EXECUTIVE SUPPORT

- Monitoring strategic governmental priorities and policy
- Handling public liaison

DIRECTORATE OF HUMAN RIGHTS PROGRAMMES

- Doing research and developing policy regarding human rights programmes
- Evaluating human rights programmes of the public sector in the Western Cape
- Liaising and giving advice regarding human rights programmes
- Launching human rights programmes

PROVINCIAL COORDINATION AND INFORMATION TECHNOLOGY BRANCH

- Handling matters concerning inter-governmental relations and managing the provincial planning process
- Rendering a cost-effective and reliable information technology service
- Undertaking internal audit investigations
- Rendering secretarial services to the Provincial Cabinet

CHIEF DIRECTORATE OF INTER-GOVERNMENTAL RELATIONS AND PROVINCIAL PLANNING

- Promoting inter-governmental relations
- Facilitating strategic planning processes
- Rendering an administrative support service

CHIEF DIRECTORATE OF INFORMATION TECHNOLOGY

- Ensuring that an effective IT infrastructure is established and maintained in the Province
- Developing IT capacity in all departments
- Managing and controlling information technology and applying it in provincial departments

CHIEF DIRECTORATE OF INTERNAL AUDIT

- Performing IT-orientated audits
- Performing internal audits based on risk analysis
- Investigating and combating irregularities by means of forensic auditing

CORPORATE SERVICES BRANCH

- Rendering a human resources management service
- Rendering an operational support service

- Promoting optimal development of human resources within the Western Cape Provincial Administration

CHIEF DIRECTORATE OF HUMAN RESOURCE MANAGEMENT

- Rendering a transversal and strategic corporate personnel management service
- Rendering a transversal and strategic labour relations service

CHIEF DIRECTORATE OF OPERATIONAL SUPPORT

- Rendering an organisational development service
- Rendering a communication service
- Rendering general support services such as security services and the publication of the Provincial Gazette

CHIEF DIRECTORATE OF PROVINCIAL TRAINING

- Promoting human resource development activities at strategic level
- Promoting the development and presentation of training programmes

LEGAL SERVICES BRANCH

- Rendering legal advisory services
- Formulating and editing legislation
- Rendering a service regarding litigation matters

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

Dr. G.A. Lawrence
7 Wale Street /P.O. Box 659
CAPE TOWN
Tel.: (021) 483-4707/6036

Fax: (021) 483-3300

E-mail: glawrence@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**

- Policy
- Routine enquiries
- Legislation
 - National

- Provincial
- Delegations and Powers
- Office Procedures and Directives
- Strategic Planning
- Finances
- Budget
- Travels
- Supplies
- Procurement and Maintenance
- Personnel Matters
- Payments
- Access Control
- Telecommunication Services
- Support Services
- Accommodation
- Transport
- Record Control
- Donations
- Visits
- Reports
- Publications
- Returns
- Circulars
- Forums
- Special Task Teams
- Commissions
- Departments
- Organisational Structures

5.2 RECORDS AUTOMATICALLY AVAILABLE

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) Register in terms of section 7(1) of the Executive Members ' of Ethics Act 1998 (see section 7(5))	This record is available for inspection at the Office of the Director-General, 7 Wale Street, Cape Town - between 08:00 and 15:45.
DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
(a) Corporate Information Brochure: The Province of the Western Cape at a glance	Copies of this record are available free of charge at the Directorate of Communication Services, P.O. Box 659, 4 Dorp Street, Cape Town.

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)

Only a few services are directly available to the public, such as the distribution of the Provincial Gazette.

7. ARRANGEMENT ALLOWING PUBLIC 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.

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 no provision be made for such procedure, a court may be approached for an appropriate order.