

SECTION 14 MANUAL FOR THE DEPARTMENT OF PUBLIC WORKS, AS PRESCRIBED IN THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO.2 OF 2000)

VERSION 4. 2012

LIMPOPO PROVINCE

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PARTICULARS IN TERMS OF SECTION 14

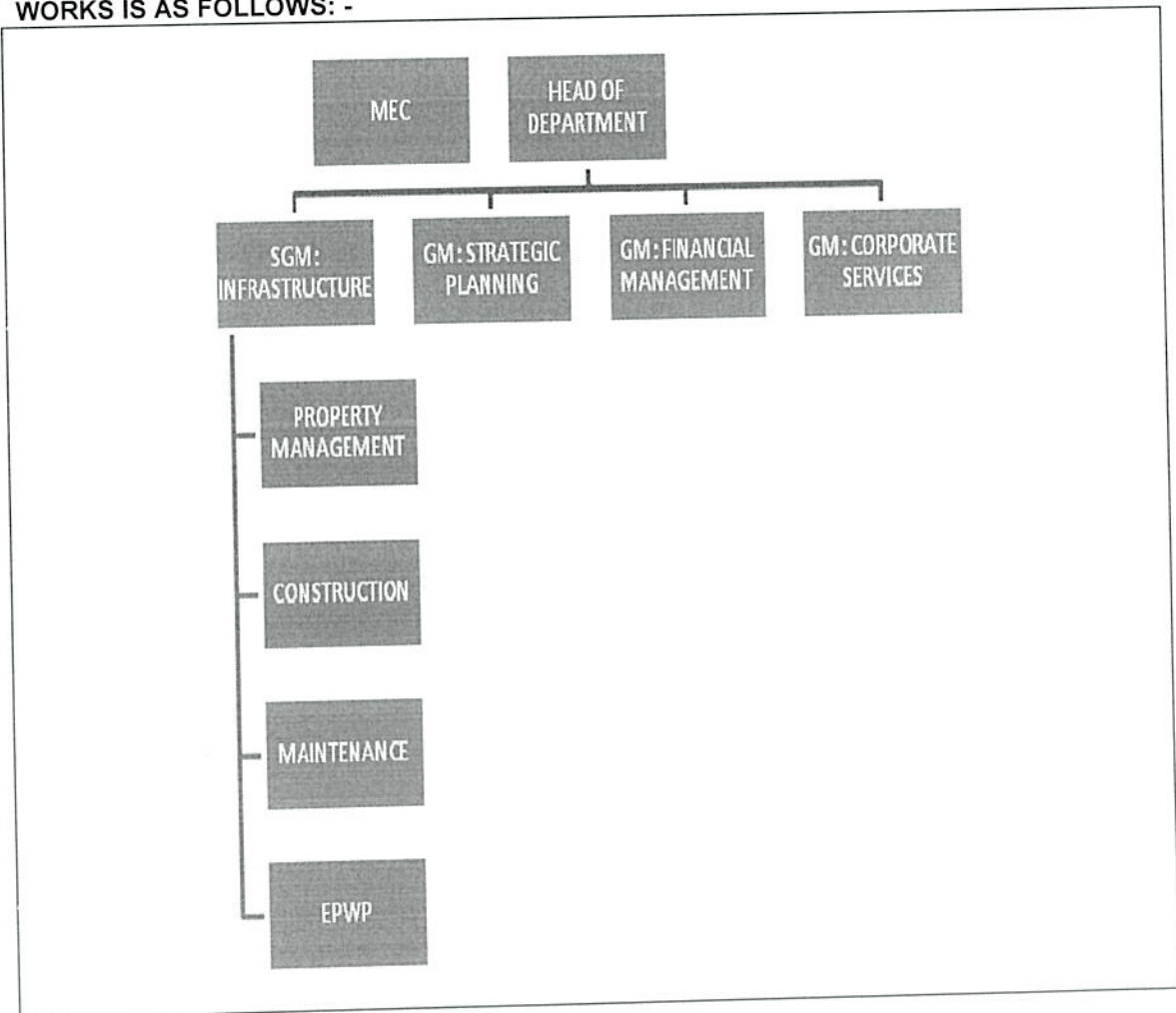
A. FUNCTIONS AND STRUCTURE OF THE DEPARTMENT OF PUBLIC WORKS

i. ROLES AND FUNCTIONS

The roles and functions of the Department of Public Works are: -

- Manage government infrastructure operations
- Provide project management services to other provincial departments
- Manage the maintenance of government buildings
- Render real estate management
- Manage the implementation of the Expanded Public Works Programme in the Province (EPWP)

ii. A SCHEMATIC DIAGRAM OF THE STRUCTURE OF THE DEPARTMENT OF PUBLIC WORKS IS AS FOLLOWS: -



iii. The structure of the Department of Public Works

The political head for the Department of Public Works is the MEC (Limpopo Province) while the administrative head (Accounting Officer) is the HOD.

The Department of Public Works consists of a Provincial Office situated in Polokwane, Works Towers and various district offices that are situated at Sekhukhune District (Lebowakgomo); Capricorn District (Polokwane); Vhembe District (Sibasa); Waterberg District (Mokopane and Modimolle) and Mopani District (Giyani).

B. CONTACT DETAILS [Section 14(1)(b)]

DEPUTY INFORMATION OFFICER	ADDRESS
Head of Department	Private Bag X9490 POLOKWANE 0700 TEL. NO.: +27 15-284 7120 FAX. NO.: +27 15-284 7039 Email: moloton@dpw.limpopo.gov.za
DEPUTY INFORMATION OFFICER	ADDRESS
Ms. Makhafola TJ	Private Bag X9490 POLOKWANE 0700 TEL.: NO.: +27 15-284 7272 FAX. : NO.: +27 15 284 7031 E-Mail: makhafolat@dpw.limpopo.gov.za
General information:	Street Address: - 43 Church Street POLOKWANE 0700 Website: http// www.dpw.limpopo.gov.za Postal Address: - Private Bag x9490 POLOKWANE 0700 Telephone: +27 15 284 7000 +27 15 284 7120 +27 15 284 7272 Fax: +27 15 284 7031 +27 15 284 7039

C. THE SECTION 10 GUIDE ON HOW TO USE THE ACT [Section 51(1)(B)]

The Section 10 guide is available from all Departmental Offices and also available from the South African Human Rights Commission. Please direct your queries to:

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

Postal address:
Private Bag 2700
Houghton
2041

Tel: +27 11 484 – 8300
Fax: +27 11 484 – 7146

Website: www.sahrc.org.za
Email: PAIA@ sahrc.org.za

D. ACCESS TO THE RECORDS HELD BY THE DEPARTMENT OF PUBLIC WORKS

i. Records that may be requested [Sections 14(1)(d)]

Description of the subjects and categories of records held by the Department of Public Works :

SUBJECT	CATEGORY	SUB-CATEGORY
Strategy and Policy Management	Monitoring and co-ordination of strategic development planning	<ul style="list-style-type: none">• Strategic policies• Development programmes• Development programme reports• Economic research reports
Transformation and transversal services	<ul style="list-style-type: none">• Monitor the implementation of transformation policies• Monitor the implementation of records management system• Administer employee assistance programme• Manage service delivery co-ordination• MEC support• Communication and information management• IT Services• Monitor	<ul style="list-style-type: none">• Reports• Agendas and minutes of interview meetings• Workshops and seminars• Speeches• IT Systems• Press releases

	performance management systems	
Provide internal auditing services	<ul style="list-style-type: none"> • Monitor the implementation of the internal controls 	Audit reports
Provide legal and labour relations services	<ul style="list-style-type: none"> • Litigations • Mediation and Conciliation 	<ul style="list-style-type: none"> • Resolutions • Agreements • Reports •
Human resource services	Policies on: - <ul style="list-style-type: none"> • Establishment of records • Recruitment • Placement • Remuneration • Promotion of personnel 	<ul style="list-style-type: none"> • Personal files • Staffs records • Annual reports
Financial administration	<ul style="list-style-type: none"> • Procurement • Salaries 	<ul style="list-style-type: none"> • Tender policies and documents • Asset register • Procurement policies • Budgets • Commitment register • Creditors records
Building, ground and accommodation	<ul style="list-style-type: none"> • Technical Services • Ground • Buildings • Properties 	<ul style="list-style-type: none"> • Engineering Services • Surveying, • Architectural Services • Land and Building acquisition • Alienation • Planning and erection • Rental and Security Services • Cleaning and landscaping

ii. THE REQUEST PROCEDURE

A requester will be given access to such records in the Department of Public Works if the requester complies with the following requirements: -

- The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is in terms of the requirements of the Act.

Nature of the request:

- A requester must use the form that has been printed in the Government Gazette [Govt. Notice R 187- 15 February 2002] (Form A).
- The requester must also indicate if a copy of the record is required or ask for permission to come in and look at the record. Alternatively if the record is not a document it can then be viewed in the requested form, where possible [s 29(2)].
- If a person asks for access in a particular form then the requester should get access in the manner that has been asked for. This is unless doing so would interfere unreasonably with the running of the department, or damage the record, or infringe a copyright not owned by the state. If for practical reasons access cannot be given in the required form

but in an alternate manner, then the fee will be calculated according to the way that the requester first asked for it [s 29(3) and (4)].

- If, in addition to a written reply to their request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated [s 18(2)(e)].
- If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [s 18(2)(f)].
- If a requester is unable to read or write, or has a disability, then they can make the request for the record to be made orally. The information officer must then fill in the form on behalf of such a requester and give them a copy [s 18(3)].

There are two types of fees required to be paid in terms of the Act, being the request fee and the access fee s22:

A requester who seeks access to a record containing own personal information, the requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee is R35. The rest of the fees are reflected under fees item below. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request, the requester must be notified of such a decision in the way in which the requester wanted to be notified in.
- If the request is granted then a further access fee must be paid for the search, preparation, and reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AUTOMATIC DISCLOSURE: (Section 15 of the Promotion of Access to Information Act, 2000, Act 2 of 2000))

[Regulations 5A]

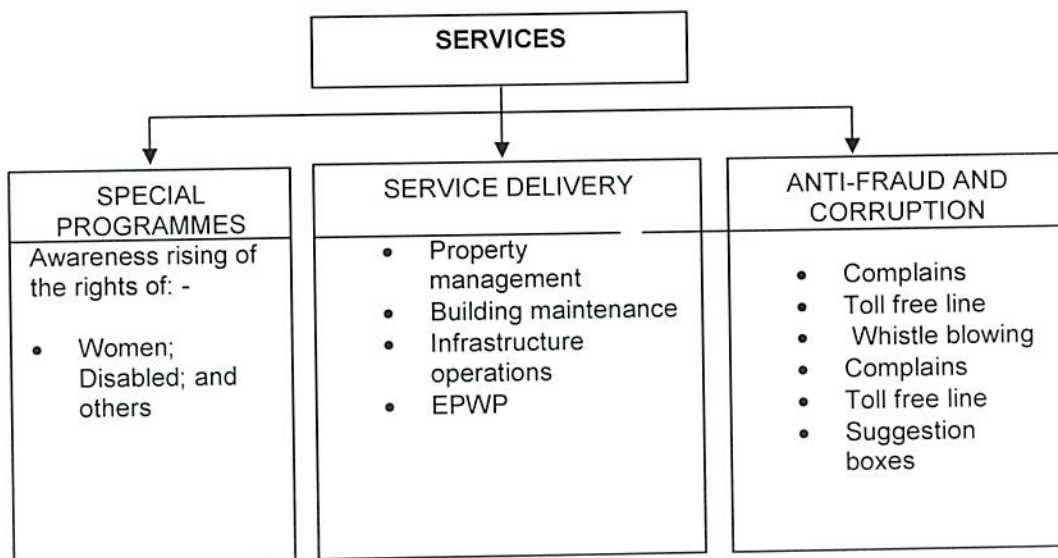
DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (SECTION 15(1)(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> ▪ Annual Reports ▪ Approved organizational structure ▪ Budgets 	<p>The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Public Works Private Bag x9490, Polokwane 0700</p>

<ul style="list-style-type: none"> ▪ Circulars of advertised posts and services ▪ Citizens' reports ▪ Copies of speeches by the MEC ▪ Departmental acts, regulations, policies and procedure manuals ▪ Departmental Annual Performance Plan ▪ Departmental File Plans ▪ Departmental forms ▪ Departmental Strategic Plans ▪ Employment Equity reports ▪ Journals and magazines ▪ News Letters ▪ Promotion of Access to Information Manual ▪ Promotional material ▪ Service Delivery Charter ▪ Service Delivery Improvement Plan ▪ Service Standards ▪ Staff contact details (directory) ▪ Statement of commitment 	<p>Tel. No. 015 284 7000 Fax: No.: 015 284 7030 e-mail address: Makhafolat@dpw.limpopo.gov.za or visit our website www.dpw.limpopo.gov.za</p>
<p>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</p>	
<p>Tender Documents</p>	<p>Records can be purchased at the Supply Chain Unit, Works Towers Building, First floor Department of Public Works 43 Church Street, Polokwane 0700</p>
<p>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):</p>	
<ul style="list-style-type: none"> ▪ Annual Reports ▪ Approved organizational structures ▪ Budgets ▪ Circulars of advertised posts and services ▪ Citizens' reports ▪ Copies of speeches by the MEC ▪ Departmental acts, regulations, policies and procedure manuals ▪ Departmental Annual Performance Plan ▪ Departmental File Plans ▪ Departmental forms ▪ Departmental Strategic Plans ▪ Employment Equity reports ▪ Journals and magazines ▪ News Letters ▪ Promotion of Access to Information Manual ▪ Promotional material ▪ Service Delivery Charter ▪ Service Delivery Improvement Plan 	<p>The records may be accessed at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Public Works Private Bag x9490, Polokwane 0700 Tel. No. 015 284 7000 Fax: No.: 015 284 7030 e-mail address: Makhafolat@dpw.limpopo.gov.za or visit our website www.dpw.limpopo.gov.za</p>

<ul style="list-style-type: none"> ▪ Service Standards ▪ Staff contact details (directory) ▪ Statement of commitment 	
FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):	
<ul style="list-style-type: none"> ▪ Circulars for advertised posts ▪ News Letters ▪ PAIA Manuals ▪ Pamphlets ▪ Promotional material 	<p>The records may be accessed on request, addressed to the: Deputy Information Officer Department of Public Works Private Bag x9490 Polokwane 0700 Tel. No. 015 284 7000 Fax: No.: 015 284 7030 e-mail address: Makhafolat@dpw.limpopo.gov.za or visit our website www.dpw.limpopo.gov.za</p>

F. SERVICES AVAILABLE AND HOW TO GAIN ACCESS [Section 14(1)(f)]

i. Nature of services



ii. HOW TO GAIN ACCESS TO THESE SERVICES

To gain access to the services at the Department of Public Works, requests must be made to the Head of the Department.

The Head of Department: Department of Public Works

Address: 43 Church Street
Polokwane

Postal address: Private Bag x9490
Polokwane
0700

Telephone: +27 15 284 7000
Fax: +27 15 284 7031
Website: www.dpw.limpopo.gov.za
E-mail: moloton@dpw.limpopo.gov.za

G. Arrangement allowing for public involvement in the formulation of policy and the exercise of power [Section 14(1)(g)]

This includes procedures for consultations with the public; provision for the making of representations (for example by the public to relevant committees) and any other means in which the public can participate or influence the formulation of policy and the exercise of power. In the Department arrangements for public involvement would include:

Workshops - the public may attend and make representations at these workshops.

Submissions and Reports - the Annual Report and Citizen's Report of the Department are available to the public for commentary.

Public participation – public participation through imbizo's, requests for inputs

Internship and learnership programmes - there is a recruitment policy in place for the recruitment of the public for such posts.

Consultants and contract researchers – Selection of consultants is as in part of the supply chain management policy.

H. The remedies available if the provisions of this Act are not complied with [Section 14(1)(h)]

Where a requester is not satisfied with any decision taken by the Information Officer/Deputy Information Officer, a requester may appeal to the Member of the Executive Council in the Department of Public Works.

I. PRESCRIBED FEES AS PRESCRIBED UNDER PART 11 OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON 15 FEBRUARY 2002.

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0, 60 for every Photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 7(1) are as follows:

DESCRIPTION	AMOUNT R
(a) For every photocopy of an A4-size page or part thereof	0.60

(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.40
(C) For a copy in a computer-readable form on –	
(i) stiffer disc	5.00
(ii) compact disc	40.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22.00
(ii) For a copy of visual images	60.00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12.00
(ii) For a copy of an audio record	17.00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35, 00.

4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

4.1

DESCRIPTION	AMOUNT R
(a) For every photocopy of an A4-size page or part thereof	0.60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.40
(c) For a copy in a computer-readable form on -	
(i) stiffer disc	5.00
(ii) compact disc	40.00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22.00
(ii) For a copy of visual images	60.00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12.00
(ii) For a copy of an audio record	17.00
(f) To search for and prepare the record for disclosure, R15, 00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	

[Empty rectangular box]

- 4.2. For purposes of section 22(2) of the Act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
- 4.3. The actual postage is payable when a copy of a record must be posted to a requester.

5. FORMS PRESCRIBED FOR ACCESS TO RECORDS

**ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY
2002**

FORM A

REQUEST FOR ACCESS TO RECORD

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 2]

REQUEST FOR ACCESS TO RECORDS	
FOR DEPARTMENTAL USE	Reference number:.....
Request received by: -	
Name:.....	
Rank:.....	
Date:.....	
Place:.....	
Request fee (if any):	R
Deposit (if any):	R
Access fee:	R
.....	
SIGNATURE: INFORMATION OFFICER/DEPUTY INFORMATION OFFICER	

A. Particulars of public body

INFORMATION OFFICER	ADDRESS
Head of Department	Private BagX9490 POLOKWANE 0700 TEL. NO.: +27 15-284 7120 FAX. NO.: +27 15-284 7039 Email: moloton@dpw.limpopo.gov.za
DEPUTY INFORMATION OFFICER	ADDRESS
Ms. Makhafola Tshidi.	Private Bag X9490 POLOKWANE 0700 TEL.: NO.: +27 15-284 7272 FAX. : NO.: +27 15 284 7031 E-Mail: makhafolat@dpw.limpopo.gov.za
General information:	Street Address: - 43 Church Street POLOKWANE 0700 Website: www.dpw.limpopo.gov.za Postal Address: - Private Bag x9490 POLOKWANE 0700 Telephone: +27 15 284 7000 +27 15 284 7120 +27 15 284 7272 Fax: +27 15 284 7031 +27 15 284 7039

B. Particulars of person requesting access to the 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.**

DESCRIPTION OF RECORDS:.....

.....

.....

REFERENCE NUMBER:.....(If available)

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 therefore.

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*
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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)
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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)
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*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.	YES	NO

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...(YEAR)

.....

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE