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M A N U A L

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**

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IKHOLEJI YASEKAPA

INcwadi esisiKhokelo

NgokwemiQathango yeCandelo le-14 lawo

UMTHETHO NGOKUXHASWA KOKUFUMANEKA KOLWAZI NGEMICIMBI UMTHETHO WESI-2 WONYAKA WAMA-2000

1. INTSHAYELELO

UMthetho ngokuXhaswa kokuFumaneka koLwazi ngemiCimbi, onguMthetho wesi-2 woNyaka wama-2000, uqale ukusebenza ngomhla we-9 kuMatshi 2001. Injongo yalo mthetho kukukhuthaza isiko lokuba imicimbi ibe nokwaziwa ekuhlени nokuthi abathwele uxanduva baziphendulele, baphathe ngendlela efanelekileyo, ngokuthi liphunyeleliswe ilungelo lomntu ngamnye ngokoMthetho siSeko lokuba nako ukuzifumana iinkcukacha zemimicimbi azazi.

Ukuxhasa le njongo uMqathango we-14 walo Mthetho uthi iimbumba zasekuhlени kufuneka zibhale incwadi esisikhokelo sokucebisa abantu neembumba zase-mthethweni ngendlela yokuzuzwa ulwazi ngemicimbi yayo kuloo mbumba yasekuhlени.

IKholeji yaseKapa yimbumba yasekuhlени eseMpuma-Koloni eshishina ngokuba liziko lokufundisa elineengqokelela-zakhiwo zokufundisela kuzo ezilithoba kwakunye nezakhiwo zokuhlala abefundi ezithathu. Iiziko lokuFundisa nokuLuleka okuQhubelayo. Iinkqubo zalo zokufundisa zihambisana noBume boMgaqo-zifundo zeLizwe ngokomgangatho wesi-2, nowesi-3, nowesi-4.

Iinkcukacha ezifunekayo ukuze umnkqonkqozi abe nokuzuzwa ulwazi negmicimbi yale Kholeji yaseKapa, okanye abuzise ngeenkukacha ezilondolozwe yiyo, zalathwe ngezantsi apha.

2. INGCACISO-MAGAMA

Kwesi sikhokelo la mazwi angezantsi athetha oko kucacisiweyo:

"uMthetho"	uthetha uMthetho ngokuXhaswa kokuFumaneka koLwazi ngemiCimbi, onguMthetho wesi-2 woNyaka wama-2000, kwakunye ke nemimiselo ebhengeziweyo ngokwalo Mthetho
"iGosa loKwazisa"	lithetha iGosa eliyiNtloko lokuPhumelelisa imiCimbi yeKholeji yaseKapa okanye olingana nalo
"amaSekela eGosa loKwazisa"	athetha amaGosa okuPhatha ukuKhonza ngeYona Ndlela eKholeji yaseKapa

- "isikhokelo" sithetha le ncwadi-sikhokelo, kunye nazo zonke izihlomelo zayo ezifanelekileyo, eFumaneka kwiKholeji yaseKapa
- "umnkqonkqozeli-siqu" uthetha umntu ofuna ukuzuzwa ulwazi ngeenkukacha ezibhekisele kuye siqu
- "i-SAHRC" ithetha iKhomishini yamaLungelo oLuntu yoMzantsi-Afrika
- "ongomnye" uthetha omnye umntu ingenguye umnkqonkqozi ofuna ulwazi

3. IDILESI

- Eyeziposi: PO Box 1054, Cape Town, 8000
- Eyendawo: Raapenberg Road, CS Holdings Building, 2nd Floor, Pinelands
- Iwebhusayiti: cct.za.com

4. ABANTU BOKUOHAGAMSHELANA NABO:

IGosa loKwazisa:

- Idilesi yeposi: PO Box 1054, Cape Town, 8000
- Idilesi yendawo: Raapenberg Road, CS Holdings Building, 2nd Floor, Pinelands
- Inombolo yefoni: 021 687 9150
- Inombolo yefakisi: 021 687 9152

ISekela leGosa loKwazisa: Izakhiwo zokufundisa zasesiXekweni eKapa

- Idilesi yeposi: PO Box 726, Cape Town, 8000
- Idilesi yendawo: Comer Longmarket & Buitenkant Street, Cape Town
- Inombolo yefoni: 021 462 2053
- Inombolo yefakisi: 021 461 1608

ISekela leGosa loKwazisa: Izakhiwo zokufundisa zaseGardens

- Idilesi yeposi: PO Box 726, Cape Town, 8000
- Idilesi yendawo: Breda Street, Gardens
- Inombolo yefoni: 021 464 3853
- Inombolo yefakisi: 021 464 3857

ISekela leGosa loKwazisa: Izakhiwo zokufundisa zasePinelands

Idilesi yeposi: Private Bag X6, Howard Place, 7450
Idilesi yendawo: Jan Smuts Drive, Pinelands
Inombolo yefoni: 021 531 2105
Inombolo yefakisi: 021 531 0361

ISekela leGosa loKwazisa: Izakhiwo zokufundisa zaseGugulethu

Idilesi yeposi: Private Bag X1, Durrheim, 7750
Idilesi yendawo: Corner NY 1 and NY 4, Gugulethu
Inombolo yefoni: 021 683 3166
Inombolo yefakisi: 021 633 4539

ISekela leGosa loKwazisa: Izakhiwo zokufundisa zaseSalt River

Idilesi yeposi: PO Box 726, Cape Town, 8000
Idilesi yendawo: Kent Street, Salt River
Inombolo yefoni: 021 448 1071
Inombolo yefakisi: 021 441 1104

ISekela leGosa loKwazisa: Izakhiwo zokufundisa zaseThornton

Idilesi yeposi: Private Bag X6, Howard Place, 7450
Idilesi yendawo: Cedar Road, Thornton
Inombolo yefoni: 021 531 2105
Inombolo yefakisi: 021 531 3359

ISekela leGosa loKwazisa: Izakhiwo zokufundisa zaseWynberg

Idilesi yeposi: Private Bag, Athlone, 7760
Idilesi yendawo: Broad Road, Wynberg
Inombolo yefoni: 021 797 5540
Inombolo yefakisi: 021 797 6682

ISekela leGosa loKwazisa: Izakhiwo zokufundisa zaseCrawford

Idilesi yeposi: Private Bag, Athlone, 7760
Idilesi yendawo: Kromboom Road, Crawford
Inombolo yefoni: 021 696 5133
Inombolo yefakisi: 021 696 5136

ISekela leGosa loKwazisa: Izakhiwo zokufundisa zaseAthlone

Idilesi yeposi: Private Bag, Athlone, 7760
Idilesi yendawo: Corner Protea and Eland Street, Athlone
Inombolo yefoni: 021 637 9183
Inombolo yefakisi: 021 638 3255

5. ISIKHOKELO NGOKWECANDELO LE-10

Ngokwecandelo le-10 lalo Mthetho kufuneka iKhomishini yamaLungelo oLuntu yoMzantsi-Afrika (i-SAHRC) ibhale isikhokelo esiqulethe iinkcukacha ezinokufunwa ngumntu ofuna ukusebenzisa amalungelo akhe ngakwalo Mthetho. Iinkcukacha malunga nokuqhagamshelana neKhomishini yamaLungelo oLuntu le zizo ezi:

IQela eliyi-PAIA
ISEBE lokuPhanda nelamaXwebhu
Private Bag 2700
HOUGHTON
2041

Ifoni: 011 484 8300

Ifakisi: 011 484 0582

Iwebhusayiti: www.sahrc.org.za

I-imeyili: PAIA@sahrc.org.za

6. IINKCUKACHA EZILONDOLOZWE YIKHOLEJI YASEKAPA NGOKOMTHETHO

IKholeji yaseKapa ilondoloza iinkcukacha ngokwale mithetho ilandelayo:

UMthetho ngeRhafu ngeNgeniso, uMthetho wama-58 woNyaka we-1962
UMthetho ngeInshurensi yokuNgabi naMsebenzi, owe-4 wowama-2002
UMthetho ngemiQathango esisiSeko seNgqesho, owama-75 wowe-1997
UMthetho ngokuQesha ngobuLungisa, uMthetho wama-55 wowe-1998
UMthetho ngokuVelisa ubuChule, uMthetho we-9 woNyaka we-1999
UMthetho ngeMpilo noKhuseleko eMsebenzini, owama-85 wowe-1993
UMthetho ngabaQeqeshi ngeNgqesho, uMthetho wama-76 wowe-1998

Phawula ukuthi kusenokubakho nokunye okungadweliswanga ngentla apha.

7. IMICIMBI NEENDIDI ZEENKUKACHA EZILONDOLOZWA YIKHOLEJI YASEKAPA

	IMICIMBI	IINDIDI ZEENKUKACHA
1.	Emalunga nabantu	Ekukho kuyo: Iimvumelwano ngengqesho, Iinkukacha ngokunconywa / ngokohlwaywa, Iincukacha ngobuhle bomsebenzi, Iincukacha ngomqeshwa siqu (curricula vitae), Inkqubo yokuqesha ngobulungisa nengxelo ngako, Izindwe-sicelo (ezemboleko, ezekhefu, njl.), Inkqubo yokuelisa ubuchule, njl.
2.	Emalunga nenkqubo	Ekukho kuyo: Izalathisi-nombolo zeefoni zekholeji, Iincukacha ngabefundi, Iinkqubo zeenkampani, Amacebo ngentengiso, Iimvumelwano kunye nabefundi nâbo kuthengwa kubo, Iincukacha ngamacebo okuqesha, Iipolisi zeinshurensi, njl.
3.	Eyonxibelelwano	Imbalelwano yabasekholejini nembalelwano nabanye.
4.		

8. OKUQHUTYWAYO OKUNOKUXHANYULWA NGABANTU

Zonke izinto eziqhutywa kwiKoleji yaseKapa (ukufundisa, ukuphanda nokunika indawo yokuhlala) zinokuxhanyulwa kuphela ngabahlohi bayo nabefundi ababhalisiweyo kuyo.

9. AMALUNGELO ABANTU OKUBA NEGALELO EKUGQIBENI NGENKQUBO NOKUBA NAMAGUNYA

Zonke izigqibo ngenkqubo nelungelo lokuba negunya zizinto zasekhaya zeKholeji yaseKapa, yaye akukho ndlela yakuba uluntu lube nenxaxheba kwezi zigqibo nala magunya.

10. INDLELA YOKUZUZA ULWAZI NGEENCUKACHA EZILONDOLOZWA YIKHOLEJI YASEKAPA

10.1 Umntu ocela kwiKholeji yaseKapa ukwaziswa ngeenkukacha ezithile kufuneka enze oku kulandelayo:

- a) Kufuneka asebenzise uludwe olufanelekileyo lokucela (Uludwe A lemiMiselo ebhengezwe kwiGazethi kaRhulumente R187 yomhla we-15 kuFebruwari 2002). Olu ludwe lunokufunyanwa kwiofisi yeGosa loKwazisa okanye kwiofisi zamaSekela eGosa loKwazisa, okanye zingafunyanwa kwiwebhusayithi ye-SAHRC ethi www.sahrc.org.za.
- b) Kufuneka isicelo sakhe asenze kwiGosa loKwazisa okanye komnye wamaSekela eGosa loKwazisa.
- c) Kufuneka asicacise isicelo sakhe ngokwaneleyo ukuze zibe nokuqondakala ezo nkukacha azifunayo aqondakale nalowo unqonkqozayo.

- d) Kufuneka acacise indlela azifuna ngayo iinkcukacha (oko kukuthi zibhaliwe, okanye zizezombane zekhompuyutha, okanye zinqakulelwe itheyiphurekoda, njl.).
- e) Ukuba umnkqonkqozi ucelela omnye kufuneka abonakalise ubungqina belungelo analo lokwenza eso sicelo.
- f) Ukuba umnkqonkqozi akakwazi ukubhala, okanye usisilima, isicelo sakhe angasenza ngokuthetha neGosa loKwazisa okanye nomnye wamaSekela eGosa loKwazisa.
- g) Kufuneka ahlawule imali yesicelo ezii-R35.00 yakufunwa liGosa loKwazisa okanye lelo Sekela leGosa loKwazisa abhekise isicelo sakhe kulo. Kambe ozicelela iinkcukacha zakhe siqu akanyanzelekanga ukuhlawula lo mrhumo ukhankanyiweyo. Umnkqonkqozi ongaziceleli iinkcukacha zakhe siqu unokubhenela kwabeKholeji yaseKapa xa kufanelekile, okanye angenza isicelo kwinkundla sokuba angahlawuli le mali ifunwayo.
- h) Kufuneka alinde isigqibo seGosa loKwazisa leKoleji yaseKapa okanye selo Sekela leGosa loKwazisa aqhagamshelane nalo, sigqibo eso esiya kumvumela okanye singamvumeli ukuzuza ezo nkcukacha azifunayo. Esi sigqibo kuya kufikelelwa kuso ngokwemiqathango yoMthetho.
- i) Ukuba isicelo sivunyiwe kufuneka ahlawule imali emiselweyo yokufuna iinkcukacha ezo nokwenza impinda yazo. Uluhlu lwemali emiselweyo lunokufunyanwa kwiofisi yeGosa loKwazisa okanye kwiofisi zamaSekela eGosa loKwazisa okanye zinokufunyanwa kwiwebhusayiti ye-SAHRC ethi www.sahrc.org.za.
- 10.2 **Phambi kokwenza oku kuchazwe ngentla apha umntu ofuna iinkcukacha ukhuthazwa ukuqala atyelele iwebhusayithi yeKholeji yaseKapa ekusenokuthi mhlawumbi azifumane apho ezo nkcukacha afuna ulwazi ngazo.**

11. INKOUBO MALUNGA NEZICELO

Xa afikelwa sisicelo oliGosa loKwazisa okanye lowo uliSekela lakhe uya kwenjenje:

11.1 Xa iinkcukacha ezifunwayo:

- a) zingalondolozwanga yiKholeji yaseKapa,
- b) zinxulumene ngakumbi nomsebenzi wenye imbumba esekuhleni,
- c) ziziinkcukacha ezinexabiso kwezokurhweba elichukumisa enye imbumba esekuhleni kunokuba zichukumisa iKholeji yaseKapa,

uya kusigqithisa isicelo eso kungekapheli iintsuku ezili-14 esigqithisela kwigosa lokwazisa laloo mbumba siyifaneleyo, aze amazise umnkqonkqozi ngokugqithiswa kwesicelo sakhe, nezizathu sokuba sigqithiswe, kwakunye nalo ithuba lokuba isicelo eso sifanelwe kukuphendulwa ngalo.

11.2 Ukuba iinkcukacha ekubuziswe ngazo azifunyanwa okanye zingekho, uya kwazisa umnkqonkqozi ngengxelo efungelweyo.

- 11.3 Ukuba iinkcukacha ekubuziswe ngazo azikafumaneki ngokwecandelo lama-24(1) loMthetho uya kusixhoma isicelo eso.
- 11.4 Kwithuba leentsuku ezingamashumi amathathu (30) emva kokufikelwa sisicelo uya kuthumela umnkqonkqozi isaziso esimcacisela ngokuthi uyavunyelwa ukuzinikwa ezo nkcukacha okanye akavunyelwa, kusini na. Ukuba uyavunyelwa uya kuthumela umnkqonkqozi isaziso esalatha:
- a) imali engumrhumo amelwe kukuyihlawula ngokuvunyelwa ukuzifumana iinkcukacha abuzisa ngazo,
 - b) indlela aya kuzinikwa ngayo iinkcukacha ezo,
 - c) okokuba umkqonkqozi unelungelo lokubhenela kwiKholeji yaseKapa ngelithi ucela ukuxolelwa angayihlawuli loo mali okanye ukuthi iinkcukacha makazinikwe ngenye indlela.
- 11.5 Ukuba akuvunywa ukuba iinkcukacha ezifunwayo zikhutshwe uya kuthumela umnkqonkqozi isaziso:
- a) esalatha izizathu zokungavumi,
 - b) esithe cwaka ekuchazeni izizathu ngako oko kuqulethwe ziinkcukacha ezo zifunwayo,
 - c) esithi umkqonkqozi unelungelo lokubhenela kwiKholeji yaseKapa okanye kwinkundla ngelithi masikhatywe isigqibo sokuba angazinikwa ezo nkcukacha, acaciselwe nendlela anokubhenela ngayo kwiKholeji yaseKapa okanye kwinkundla ukuthi iinkcukacha makazinikwe.
- 11.6 Unokongeza kwithuba leentsuku ezingama-30 zokugqiba ngazo malunga nokuba ziya kukukhutshwa okanye zingakhutsha iinkcukaca ekukho isicelo ngazo, kusini na:
- a) ukuba iisicelo eso sifuna iinkcukacha ezininzi, nto leyo eya kwenza ukuba umsebenzi weKholeji yaseKapa ukhutyekiswe ngokungafanelekanga,
 - b) ukuba isicelo sesokuba kufunwe okanye kuqokelelwe iinkcukacha kwiofisi ekwesinye isixeko okanye ekwenye idolophu kunaleyo likuyo iGosa loKwazisa okanye iSandla leGosa loKwazisa ekuclwe kulo,
 - c) ukuba kunyanzelekile okanye kubonakala ngathi kuyafuneka ukuba kudliwane iindlebe namanye amasebe okanye ezinye iimbumba ezisekahleni, ze ke udliwano-ndlebe olo lungabi nakugqitywa ngokufanelekileyo kwithuba leentsuku ezingama-30,
 - d) ukuba umkqonkqozi uyavuma ngokubhaliweyo esithi ithuba linokongezwa.
- 11.7 Uya kwenza izigqibo malunga nokukhutshwa okanye ukungakutshwa kweenkcukacha ekhokhelwa nguMthetho, wona owalatha iindidi zeenkukacha ekunyanzelekile ukuba zikhutshwe, nezinokukhutshwa ngokubona, nezingenakukhutshwa tu.

12. UKUHLAZIYWA KWALE NCWADI-SIKHOKELO

Xa kufunekayo nangaphambi kokuba kudlule unyaka kufuneka iKholeji yaseKapa iyihlaziye iyipapashe kwakhona le ncwadi-sikhokelo, ize ihlale isenjenjalo.

DIE KAAPSTAD KOLLEGE

Handleiding

Met betrekking tot Seksie 14

WET TER BEVORDERING VAN TOEGANG TOT INLIGTING WET NO 2 VAN 2000

1. INLEIDING

Die Wet ter Bevordering van Toegang tot Inligting Wet 2 van 2000 het op 9 Maart 2001 van krag geword en beoog om 'n kultuur van deursigtigheid, toerekenbaarheid en goeie regering te bevorder, deur 'n persoon se konstitusionele reg van toegang tot inligting gestand te doen.

Ter ondersteuning van hierdie doelwit vereis Seksie 14 van die Wet dat publieke liggame 'n handleiding sal saamstel wat eendersyds private of andersyds wetspersone sal help om inligting van sodanige publieke liggaam te bekom.

Die Kaapstad Kollege is 'n publieke liggaam wat sake bedryf as 'n opvoedkundige inrigting wat nege kampusse en drie koshuise in die Wes-Kaap het. Dit is 'n Verdere Opvoeding en Opleiding Inrigting waarvan die programme inpas by die Nasionale Kirrikulum Raamwerk op vlakke 2, 3 en 4.

Die vereiste besonderhede vir 'n aansoeker om inligting te bekom of aansoek te doen om inligting te bekom, wat die Kaapstad Kollege besit, word hieronder saamgevat:

2. DEFINISIES

Die volgende woorde sal die volgende betekenisse dra in hierdie handleiding:

- | | |
|---------------------------------|---|
| "die Wet" | sal beteken die Wet ter Bevordering van Toegang tot Inligting Wet 2 van 2000, insluitende alle Regulasies wat met betrekking tot die Wet gepubliseer is |
| "die Inligtingsbeampte" | sal beteken die Hoof Uitvoerende Beampte of sy/haar eweknie van die Kaapstad Kollege |
| "die Adjunk Inligtingsbeamptes" | sal beteken die Diensvoortreflikheidsbestuurders van die Kaapstad Kollege |
| "die/hierdie handleiding" | sal beteken hierdie handleiding met alle toepaslike bylaes verkrygbaar van die Kaapstad Kollege |

- "persoonlike aansoeker" sal beteken 'n aansoeker wat toegang verlang tot 'n dokument bevattende persoonlike inligting aangaande die aansoeker
- "SAMRK" sal beteken die Suid-Afrikaanse Menseregte Kommissie
- "derde party" sal beteken enige persoon anders dan die aansoeker om inligting

3. ADRESSE

- Posadres: Posbus 1054, Kaapstad, 8000
- Fisiese adres: Raapenbergstraat, CS Holdings Gebou, Eerste Verdieping, Pinelands
- Webtuiste: cct.za.com

4. KONTAKPERSONE:

Inligtingsbeampte:

- Posadres: Posbus 1054, Kaapstad, 8000
- Fisiese adres: Raapenbergstraat, CS Holdings Gebou, Eerste Verdieping, Pinelands
- Telefoonnommer: 021 687 9150
- Faksnommer: 021 687 9152

Adjunk Inligtingsbeampte: Stadskampus

- Posadres: Posbus 726, Kaapstad, 8000
- Fisiese adres: H/v Langmark & Buitenkantstraat, Kaapstad
- Telefoonnommer: 021 462 2053
- Faksnommer: 021 461 1608

Adjunk Inligtingsbeampte: Tuine Kampus

- Posadres: Posbus 726, Kaapstad, 8000
- Fisiese adres: Bredastraat, Tuine
- Telefoonnommer: 021 464 3853
- Faksnommer: 021 464 3857

Adjunk Inligtingsbeampte: Pinelands Kampus

Posadres: Privaatsak X6, Howard Place, 7450
Fisiese adres: Jan Smutslaan, Pinelands
Telefoonnommer: 021 531 2105
Faksnommer: 021 531 0361

Adjunk Inligtingsbeampte: Guguletu Kampus

Posadres: Privaatsak X1, Durrheim, 7750
Fisiese adres: H/v NY 1 en NY 4, Guguletu
Telefoonnommer: 021 683 3166
Faksnommer: 021 633 4539

Adjunk Inligtingsbeampte: Soutrivier Kampus

Posadres: Posbus 726, Kaapstad, 8000
Fisiese adres: Kentstraat, Soutrivier
Telefoonnommer: 021 448 1071
Faksnommer: 021 441 1104

Adjunk Inligtingsbeampte: Thornton Kampus

Posadres: Privaatsak X6, Howard Place, 7450
Fisiese adres: Cedarstraat, Thornton
Telefoonnommer: 021 531 2105
Faksnommer: 021 531 3359

Adjunk Inligtingsbeampte: Wynberg Kampus

Posadres: Privaatsak, Athlone, 7760
Fisiese adres: Broadstraat, Wynberg
Telefoonnommer: 021 797 5540
Faksnommer: 021 797 6682

Adjunk Inligtingsbeampte: Crawford Kampus

Posadres: Privaatsak, Athlone, 7760
Fisiese adres: Kromboomweg, Crawford
Telefoonnommer: 021 696 5133
Faksnommer: 021 696 5136

Adjunk Inligtingsbeampte: Athlone Kampus

Posadres: Privaatsak, Athlone, 7760
Fisiese adres: H/v Protea en Elandstraat, Athlone
Telefoonnommer: 021 637 9183
Faksnommer: 021 638 3255

5. SEKSIE 10 GIDS

Ingevolge Seksie 10 van die Wet, moet die SAMRK 'n gids saamstel wat inligting bevat wat mag benodig word deur 'n persoon wat 'n reg wil uitoefen ingevolge die Wet. Die kontak-besonderhede van die SAMRK is as volg:

PAIA Eenheid
Die Navorsings- en Dokumentasie Departement
Privaatsak 2700
HOUGHTON
2041

Telefoonnommer: 011 484 8300
Faksnommer: 011 484 0582
Webtuiste: www.sahrc.org.za
Epos: PAIA@sahrc.org.za

6. DOKUMENTE WAAROM DIE KAAPSTAD KOLLEGE KRAGTENS WETGEWING BESKIK

Die Kaapstad Kollege beskik oor inligting in ooreenstemming met die volgende wetgewing:

- Inkomstebelastingwet, Wet No. 58 van 1962
- Werkloosheidsversekeringswet, Wet No. 4 van 2002
- Basiese Diensvoorwaardeswet, Wet No. 75 van 1997
- Gelyke Indiensnemingswet, Wet No 55 van 1998
- Vaardigheidsontwikkelingswet, Wet No. 9 van 1999
- Beroepsgesondheid- en Veiligheidswet, Wet No. 85 van 1993
- Werkverskaffingswet vir Opvoeders, Wet No. 76 van 1998

Let asb daarop dat bogenoemde nie noodwendig 'n volledige lys is nie.

7. ONDERWERPE EN KATEGORIEË VAN INLIGTING WAAROR DIE KAAPSTAD KOLLEGE BESKIK

	ONDERWERP	KATEGORIEË
1.	Menslike Hulpbronne	Sluit in: Dienskontrakte, Dissiplinêre/Prestasie verslae, Werknemers se besonderhede (curricula vitae), Gelyke Indiensnemingsplan en Rapport, Aansoekvorms (lenings, verlof ens.), Vaardigheidsontwikkelingsplan, ens.
2.	Operasionele Inligting	Sluit in: Interne telefoonlyste, Studente Inligting, Maatskappybeleid, Bemerkingsmateriaal, Kontrakte met Studente en Voorsieners, Opleidingsmateriaal Inligting, Versekeringspolis, ens.
3.	Kommunikasie	Interne en eksterne korrespondensie
4.		

8. DIENSTE BESKIKBAAR VIR LEDE VAN DIE PUBLIEK

Alle dienste (opleiding, navorsing en verblyf) wat deur die Kaapstad Kollege aangebied word, is alleenlik vir personeel en studente en leerders wat by hulle geregistreer is, toeganklik.

9. REËLING WAT VOORSIENING MAAK VIR PUBLIEKE BETROKKENHEID IN DIE FORMULERING VAN BELEID EN DIE UITOEFENING VAN MAG

Die formulering van alle beleidsake en besluite met betrekking tot die uitoefening van mag, is sake wat intern oorweeg word deur die Kaapstad Kollege en daar is geen reëling wat voorsiening maak vir publieke betrokkenheid in sodanige beleidsake of besluite nie.

10. TOEGANG TOT 'N DOKUMENT WAAROR DIE KAAPSTAD KOLLEGE BESKIK

10.1 'n Persoon wat inligting van die Kaapstad Kollege aanvra, moet:

- a) Die voorgeskrewe vorm gebruik om sodanige aanvraag te doen. (Vorm A van die Regulasies soos vervat in die Staatskoerant R187 van 15 Februarie 2002). Die vorm is beskikbaar by die kantore van die Inligtings- of Adjunk Inligtingsbeamptes of kan verkry word by die SAMRK se webtuiste, nl. www.sahrc.org.za.
- b) Die versoek rig aan die Inligtingsbeampte of aan een van die Adjunk Inligtingsbeamptes.
- c) Genoegsame inligting verstrek aangaande die versoek om identifikasie van die dokument en van die aansoeker moontlik te maak.

- d) Die vorm van toegang benodig, aandui (bv. geskrewe, elektronies, kassetopname ens.).
 - e) As die aansoek namens iemand anders gedoen word, bewys van kapasiteit waarbinne die aansoek gedoen word, aandui en indien.
 - f) As die aansoeker ongeletterd is of 'n gebrek het, mag hy/sy die aansoek vir die dokument mondelings by die Inligtingsbeampte of een van die Adjunk Inligtingsbeamptes doen.
 - g) Die voorgeskrewe aansoekgelde van R35.00 betaal soos deur die betrokke Inligtingsbeampte of Adjunk Inligtingsbeampte versoek. Let asseblief daarop dat dit nie van 'n persoonlike aansoeker verwag word om die genoemde gelde te betaal nie. Enige aansoeker wat nie 'n persoonlike aansoeker is nie, mag intern appel aanteken waar toepaslik, of 'n aansoek by die hof aanhangig maak teen die inbetaling van die aansoekgelde.
 - h) Die besluit van die Inligtingsbeampte of toepaslike Adjunk Inligtingsbeampte van die Kaapstad Kollege afwag om te hoor of toegang tot die inligting toegestaan sal word, al dan nie. So 'n besluit sal geneem word in ooreenstemming met die bepalinge van die Wet.
 - i) Sou toegang tot die inligting toegestaan word, die voorgeskrewe toegangs- en dupliseringsgelde betaal. Die skedule vir gelde betaalbaar is by die kantore van die Inligtings- of Adjunk Inligtingsbeamptes beskikbaar of kan verkry word op die SAMRK se webtuiste, nl. www.sahrc.org.za.
- 10.2 **Voordat die stappe hierbo aangedui, gevolg word, word 'n persoon wat inligting benodig, aangemoedig om eers die Kaapstad Kollege se webtuiste, wat die verlangde inligting mag bevat, te besoek.**

11. DIE HANTERING VAN AANSOEKE

By ontvangs van 'n aansoek sal die Inligtings- of toepaslike Adjunk Inligtingsbeampte:

11.1 Indien die aangevraagde *dokument*:

- a) nie onder die beheer van die Kaapstad Kollege is nie,
- b) meer verband hou met die funksie van 'n ander publieke liggaam,
- c) kommersiële inligting bevat waarby 'n ander publieke liggaam meer belang het,

die aansoek binne 14 dae na ontvangs verwys na die Inligtingsbeampte van die betrokke publieke liggaam, en die *aansoeker* in kennis stel van die verwysing, die rede daarvoor en die tydperk waarbinne die aansoek afgehandel moet word.

- 11.2 Indien die aangevraagde *dokument* nie opgespoor word nie of nie bestaan nie, die *aansoeker* dienooreenkomstig verwittig by wyse van 'n beëdigde verklaring.
- 11.3 Die aansoek vertraag indien die *dokument* nog nie beskikbaar is in terme van seksie 24(1) van die Wet nie.
- 11.4 Binne 30 (dertig) dae vandat die aansoek ontvang is, 'n kennisgewing stuur aan die *aansoeker*, om aan te dui of toegang toegestaan is, al dan nie. Indien toegang toegestaan is, 'n kennisgewing stuur aan die *aansoeker* om aan te dui:
- a) die toegangsgelde betaalbaar by goedkeuring van toegang,
 - b) die vorm waarin toegang sal toegestaan word; en
 - c) dat die *aansoeker* intern appel mag aanteken teen die toegangsgelde betaalbaar of die vorm waarin toegang toegestaan word.
- 11.5 Indien toegang geweier word, 'n kennisgewing aan die *aansoeker* stuur om aan te dui:
- a) redes vir weiering,
 - b) by die redes enige verwysing na die inhoud van die *dokument* uitsluit,
 - c) dat die *aansoeker* intern appel mag aanteken by die Kaapstad Kollege of 'n hofaansoek doen t.o.v. die weiering van die aansoek en die prosedure om intern appel aan te teken of 'n aansoek in te dien.
- 11.6 Die tydperk van 30 dae waarbinne die besluit oor die aansoek geneem moet word, verleng indien:
- a) die aansoek vir 'n groot aantal dokumente is en instemming 'n onredelike belemmering van die werksaamhede van die Kaapstad Kollege sal veroorsaak,
 - b) die aansoek 'n soektog of byeenbring van dokumente verg in 'n kantoor wat nie in dieselfde dorp of stad geleë is as waar die Inligtings- of toepaslike Adjunk Inligtingsbeampte is nie,
 - c) samesprekings met ander departemente of publieke liggame nodig of wenslik is, en die samesprekings nie redelikerwys binne die 30 dae voltooi kan word nie,
 - d) die aansoeker skriftelik tot die verlenging toestem.
- 11.7 Besluite neem aangaande goedkeuring van die aansoek, met verwysing na die Wet wat kategorieë van inligting beskryf wat moet, mag en nie mag bekend gemaak word nie.

12. OPDATERING VAN HIERDIE HANDLEIDING

Die Kaapstad Kollege moet, indien nodig, hierdie handleiding opdateer en publiseer met tussenposes van nie langer as 'n jaar nie.

THE COLLEGE OF CAPE TOWN

Manual

In terms of Section 14

PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000

1. INTRODUCTION

The Promotion of Access to Information Act 2 of 2000 came into force on the 9th of March 2001 and seeks to promote a culture of transparency, accountability and good governance, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective, Section 14 of the Act requires public bodies to compile a manual which will assist either private or juristic persons in obtaining information from such public body.

The College of Cape Town is a public body carrying on business as an educational institution, which has nine campuses and three residences in the Western Cape. It is a Further Education and Training Institution whose programmes fit in with the National Curriculum Framework on levels 2, 3 and 4.

The details required in order for a requester of information to obtain or apply for information which the College of Cape Town holds, is contained hereunder:

2. DEFINITIONS

The following words will bear the following meaning in this manual:

- | | |
|-----------------------------------|---|
| "the Act" | will mean the Promotion of Access to Information Act 2 of 2000, including all Regulations published in terms of the Act |
| "the Information Officer" | will mean the Chief Executive Officer or equivalent of the College of Cape Town |
| "the Deputy Information Officers" | will mean the Service Excellence Managers of the College of Cape Town |
| "the/this manual" | will mean this manual with all relevant annexures available from the College of Cape Town |

"personal requester" will mean a requester seeking access to a record containing personal information about the requester

"SAHRC" will mean the South African Human Rights Commission

"third party" will mean any person other than the requester of information

3. ADDRESSES

Postal: PO Box 1054, Cape Town, 8000

Physical: Raapenberg Road, CS Holdings Bldg, 2nd Floor,
Pinelands

Website: cct.za.com

4. CONTACT PERSONS:

Information Officer:

Postal Address: PO Box 1054, Cape Town, 8000

Physical Address: Raapenberg Road, CS Holdings Bldg, 2nd Floor,
Pinelands

Telephone Number: 021 687 9150

Fax Number: 021 687 9152

Deputy Information Officer: City Campus

Postal Address: PO Box 726, Cape Town, 8000

Physical Address: Cnr Longmarket & Buitenkant Street, Cape Town

Telephone Number: 021 462 2053

Fax Number: 021 461 1608

Deputy Information Officer: Gardens Campus

Postal Address: PO Box 726, Cape Town, 8000

Physical Address: Breda Street, Gardens

Telephone Number: 021 464 3853

Fax Number: 021 464 3857

Deputy Information Officer: Pineland Campus

Postal Address: Private Bag X6, Howard Place, 7450
Physical Address: Jan Smuts Drive, Pinelands
Telephone Number: 021 531 2105
Fax Number: 021 531 0361

Deputy Information Officer: Guguletu Campus

Postal Address: Private Bag X1, Durrheim, 7750
Physical Address: Cnr NY 1 and NY 4, Guguletu
Telephone Number: 021 683 3166
Fax Number: 021 633 4539

Deputy Information Officer: Salt River Campus

Postal Address: PO Box 726, Cape Town, 8000
Physical Address: Kent Street, Salt River
Telephone Number: 021 448 1071
Fax Number: 021 441 1104

Deputy Information Officer: Thornton Campus

Postal Address: Private Bag X6, Howard Place, 7450
Physical Address: Cedar Road, Thornton
Telephone Number: 021 531 2105
Fax Number: 021 531 3359

Deputy Information Officer: Wynberg Campus

Postal Address: Private Bag, Athlone, 7760
Physical Address: Broad Road, Wynberg
Telephone Number: 021 797 5540
Fax Number: 021 797 6682

Deputy Information Officer: Crawford Campus

Postal Address: Private Bag, Athlone, 7760
Physical Address: Kromboom Road, Crawford
Telephone Number: 021 696 5133
Fax Number: 021 696 5136

Deputy Information Officer: Athlone Campus

Postal Address: Private Bag, Athlone, 7760
Physical Address: Cnr Protea and Eland Street, Athlone
Telephone Number: 021 637 9183
Fax Number: 021 638 3255

5. SECTION 10 GUIDE

In terms of Section 10 of the Act, the SAHRC must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The contact details for the SAHRC are as follows:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Telephone: (011) 484 8300

Fax: (011) 484 0582

Website: www.sahrc.org.za

Email: PAIA@sahrc.org.za

6. RECORDS HELD BY THE COLLEGE OF CAPE TOWN IN ACCORDANCE WITH LEGISLATION

The College of Cape Town keeps information in accordance with the following legislation:

- Income Tax Act, Act No. 58 of 1962
- Unemployment Insurance Act, Act No. 4 of 2002
- Basic Conditions of Employment Act, Act No. 75 of 1997
- Employment Equity Act, Act No 55 of 1998
- Skills Development Act, Act No. 9 of 1999
- Occupational Health and Safety Act, Act No. 85 of 1993
- Employment Educators Act, Act No. 76 of 1998

Please note that the above may not be an exhaustive list.

7. SUBJECTS AND CATEGORIES OF INFORMATION HELD BY THE COLLEGE OF CAPE TOWN

	SUBJECT	CATEGORIES
1.	Human Resources	Includes: Employment Contracts, Disciplinary / Performance records, Employee Personal Details (curricula vitae) Employment Equity Plan and Report, Application forms (loans, leave etc.), Skills Development Plan, etc.
2.	Operational Information	Includes: Internal phone lists, Student Information, Company Policies, Marketing Material, Contracts with Students and Suppliers, Training Material Information, Insurance Policies, etc.
3.	Communications	Internal and external correspondence

8. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC

All services (education, research and accommodation) offered by the College of Cape Town, is only available to staff and to students and learners registered with them.

9. ARRANGEMENT ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER

The formulation of all policies and decisions with regard to exercise of power, are matters for internal consideration at the College of Cape Town and there is no arrangement allowing for public involvement in such policies or decisions.

10. ACCESSING A RECORD HELD BY THE COLLEGE OF CAPE TOWN

10.1 A person requesting information from the College of Cape Town must:

- a) Use the prescribed form (Form A of the Regulations as contained In Government Gazette R187 of 15 February 2002) to make such request. The form can be obtained from the offices of the Information or Deputy Information Officers or can be accessed on the SAHRC website, being www.sahrc.org.za.
- b) Make the request to the Information Officer or to one of the Deputy Information Officers.
- c) Provide sufficient detail on the request to enable identification of the record and the requester.
- d) Indicate the form of access required (i.e. written, electronic, tape recording etc.).

- e) If a request is made on behalf of another person, indicate and submit proof of the capacity in which the request is being made.
 - f) If the requester is illiterate or has a disability, he/she can make the request for the record orally to the Information Officer or to one of the Deputy Information Officers.
 - g) Pay the prescribed request fee of R35.00 when required by the Information Officer or Deputy Information Officer in question. Please note that a personal requester is not required to pay the aforesaid fee. Any requester who is not a personal requester, may lodge an internal appeal where appropriate, or an application to the court against the tender of payment of the request fee.
 - h) Await the decision from the Information Officer or relevant Deputy Information Officer of the College of Cape Town as to whether or not access to the information will be granted. Such decision will be made in accordance with the provisions of the Act.
 - i) Should access to the information be granted, pay the prescribed access and reproduction fees. The fee schedule can be obtained from the offices of the Information or Deputy Information Officers or can be accessed on the SAHRC website, being www.sahrc.org.za.
- 10.2 **Before following the procedures outlined above, a person requiring information is encouraged to first visit the College of Cape Town's website which may contain the information being sought.**

11. DEALING WITH REQUESTS

On receipt of a request, the Information or relevant Deputy Information Officer will:

11.1 In the event that the *record* requested:

- a) is not under the control of the College of Cape Town,
- b) is more closely connected with the functions of another public body,
- c) contains commercial information in which another public body has a greater interest,

transfer the request within 14 days of it having been received to the information officer of the public body concerned, and notify the *requester* of the transfer, the reason therefore and the period within which the request must be addressed.

- 11.2 If the *record* requested cannot be found or does not exist, notify the *requester* thereof by way of affidavit.
- 11.3 Defer the request if the *record* is not yet available in terms of section 24(1) of the Act.

11.4 Within 30 (thirty) days of having received a request, send a notice to the *requester*, indicating whether or not access has been granted. If access is granted, send a notice to the *requester* indicating:

- a) the access fee to be paid upon access being granted,
- b) the form in which access will be given; and,
- c) that the *requester* may lodge an internal appeal against the access fee to be paid or the form in which access is to be granted.

11.5 If access is denied, send a notice to the *requester* indicating:

- a) reasons for the refusal,
- b) exclude from the reasons, any reference to the content of the *record*,
- c) that the *requester* may lodge an internal appeal with the College of Cape Town or application with a court against the refusal of the request and the procedure.

11.6 Extend the period of 30 days in which to make the decision on the request if:

- a) the request is for a large number of records and compliance would unreasonably interfere with the activities of the College of Cape Town,
- b) the request requires a search or collection of *records* in an office not situated in the same town or city as the Information or relevant Deputy Information Officer,
- c) consultations with other departments or public bodies are necessary or desirable, and the consultations cannot reasonably complete the consultations within the 30 days,
- d) the requestor consents in writing to the extension.

11.7 Make decisions on whether to grant the request, by reference to The Act which outlines categories of information that must, may and may not be disclosed.

12. UPDATE OF THIS MANUAL

The College of Cape Town must, if necessary, update and publish this manual at intervals of not more than a year.
