



# **EKURHULENI WEST TECHNICAL, VOCATIONAL, EDUCATION AND TRAINING COLLEGE (EWC)**

## **ACCESS TO INFORMATION MANUAL (PAIA MANUAL)**

This manual has been prepared in accordance with section 14 of the Promotion of Access to Information Act, Act 2 of 2000.

# EKURHULENI WEST TVET COLLEGE



TABLE OF CONTENTS	PAGE
1. LIST OF ACRONYMS AND ABBREVIATIONS	4
2. PURPOSE OF PAIA MANUAL	4
3. FUNCTIONS AND STRUCTURE OF EWC	5
4. CONTACT DETAILS OF INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS	8
4.1 INFORMATION OFFICER	8
4.2 DEPUTY INFORMATION OFFICERS	8
5. DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY EWC	9
6. GUIDE ON HOW TO USE THE PROMOTION OF ACCESS TO INFORMATION ACT	9
7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD BY EWC	11
7.1 FINANCE DIVISION	11
7.2 CORPORATE SERVICES DIVISION	12
Service Level Agreements (SLA)	14
Vehicle Registration Certificates and Licensing	14
Insurance Documentation	14
Rental Agreements	14
Term Services Contracts	14
Vehicle Tracking	14
Alarm Services and Armed Response	14
Construction Contract	14
Electrical Certificate of Compliance	14
Asset: Land and Building Barcodes	14
Building Plans	14
Title Deeds	14
7.3 ACADEMIC AFFAIRS DIVISION	15
7.4 QUALITY DIVISION	15
8. CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE WITHOUT A REQUEST IN TERMS OF THE PAIA	16
9. PROCEDURE FOR REQUESTING ACCESS TO RECORDS	17
10. WE MAY REFUSE YOU ACCESS TO PROTECT OTHERS	18
11. FEES	18
12. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC	19
13. HOW TO GAIN ACCESS TO THESE SERVICES	19
14. ARRANGEMENT TO ALLOW PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY OR THE EXERCISE OF POWER	20
15. OTHER INFORMATION AS PRESCRIBED IN TERMS OF THE PAIA	20

<b>16.</b>	<b>UPDATING OF MANUAL</b>	<b>20</b>
<b>17.</b>	<b>AVAILABILITY OF MANUAL</b>	<b>20</b>
<b>18.</b>	<b>IN WHAT FORM WE WILL GIVE YOU ACCESS</b>	<b>20</b>
<b>19.</b>	<b>PROCESSING PERSONAL INFORMATION</b>	<b>20</b>
<b>20.</b>	<b>HOW WE PROTECT PERSONAL INFORMATION</b>	<b>21</b>
	<b>ANNEXURE “A” – REQUEST FORM</b>	<b>23</b>
	<b>ANNEXURE “B” – NOTICE OF INTERNAL APPEAL</b>	<b>29</b>
	<b>ANNEXURE “C” – FEES IN RESPECT OF PUBLIC BODIES</b>	<b>34</b>

## 1. LIST OF ACRONYMS AND ABBREVIATIONS

LIST OF ACRONYMS AND ABBREVIATIONS		
1.1	<b>DIO</b>	Deputy Information Officer;
1.2	<b>IO</b>	Information Officer
1.3	<b>Minister</b>	Minister of Justice and Correctional Services
1.4	<b>PAIA</b>	Promotion of Access to Information Act No. 2 of 2000( as Amended;
1.5	<b>PFMA</b>	Public Finance Management Act No.1 of 1999 as Amended;
1.6	<b>POPIA</b>	Protection of Personal Information Act No.4 of 2013
1.7	<b>Regulator</b>	Information Regulator.
1.8	<b>EWC</b>	Ekurhuleni West Technical. Vocational education and Training College

## 2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for EWC to: -

- 2.1 check the nature of the records which may already be available at EWC, without the need to submit a formal PAIA request;
- 2.2 have an understanding of how to make a request for access to a record of the EWC;
- 2.3 access all the relevant contact details of the persons who will assist the public with the records they intend to access;
- 2.4 know all the remedies available from the EWC regarding request for access to the records, before approaching the Regulator or the Courts;
- 2.5 the description of the services available to members of the public from the EWC, and how to gain access to those services;
- 2.6 a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.7 if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know if the EWC has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 2.9 know whether the (name of the body) has appropriate security measures to ensure the

confidentiality, integrity and availability of the personal information which is to be processed.

### **3. FUNCTIONS AND STRUCTURE OF EWC<sup>1</sup>**

#### **3.1 FUNCTIONS**

Ekurhuleni West Technical, Vocational, Education and Training College (EWC) is a public institution regulated by the FET Colleges Act no 16 of 2006, as amended. It was established in terms of the Continuing Education and Training Act, 2006, Act No. 16 of 2006, declared as such by the Member of the Executive Council (MEC) for Education (Gauteng Province) in terms of a Provincial Gazette Extraordinary (dated 7 December 2001).

Ekurhuleni West TVET College is situated in the Ekurhuleni Metropolitan Municipality in Gauteng Province in South Africa. EWC operates within a broad band and diverse communities and comprises of the following six (6) campuses:

- Alberton;
- Boksburg;
- Germiston;
- Kathorus, (in Katlehong/Vosloorus/Thokoza);
- Kempton (in Kempton Park); and
- Tembisa.

The name "Ekurhuleni" originates from the following geographical and municipal areas in which the College is situated.

- The Southern Service Delivery Regions (SDR), namely: Germiston (as regional centre), Alberton, areas of Boksburg, Katlehong, Thokoza, Vosloorus and sections of Freeway Park and
- The Northern Service Delivery Region (SDR) namely: Kempton Park (as regional centre) Tembisa, Edenvale, including Bedfordview and Primrose, "Ekurhuleni"

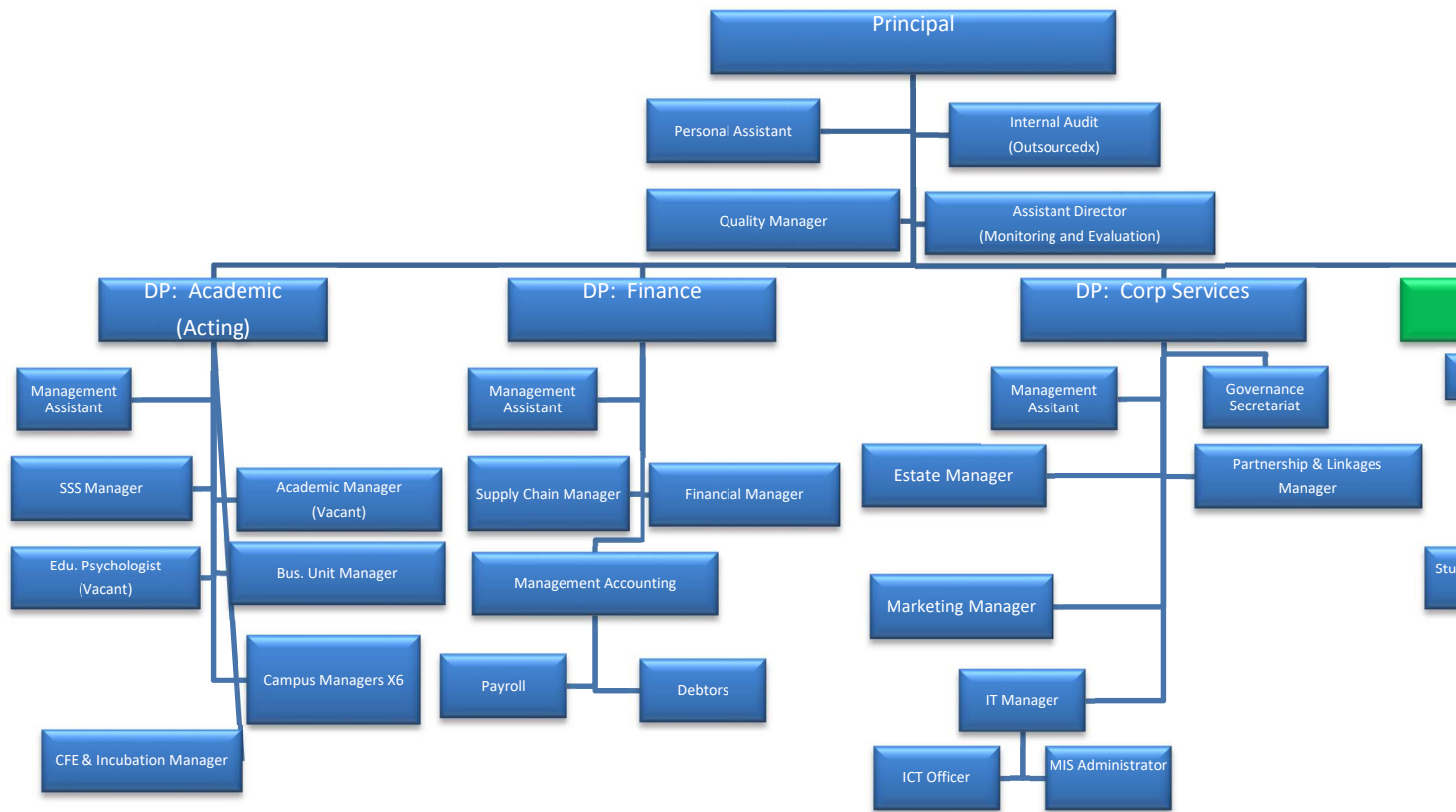
And means place of peace in Xitsonga. "Ekurhuleni" was taken from the Ekurhuleni Metropolitan Municipality and "West" from the Western Belt within the Municipal area, where all the campuses are situated.

#### **3.2 STRUCTURE**

---

<sup>1</sup> Section 14(1)(a) of the Promotion of Access to Information Act, Act 2 of 2000 ("PAIA")

The following picture depicts the structure and various departments that exist within the structure of the Ekurhuleni West College:



#### 4. CONTACT DETAILS OF INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS

##### 4.1 INFORMATION OFFICER

The Principal  
Private Bag X1030  
Germiston (1400)  
Tel no: (011) 323 1600  
Fax no: (011) 323 1601  
e-mail: [molifim@ewc.edu.za](mailto:molifim@ewc.edu.za)

##### 4.2 DEPUTY INFORMATION OFFICERS

Acting Deputy Principal  
Chief Financial Officer  
Private Bag X1030  
Germiston (1400)  
Tel no: (011) 323 1600  
Fax no: (011) 323 1601  
e-mail: [peterk@ewc.edu.za](mailto:peterk@ewc.edu.za)

Acting Deputy Principal  
Academic Affairs  
Private Bag X1030  
Germiston (1400)  
Tel no: (011) 323 1600  
Fax no: (011) 323 1601  
e-mail: [madimetsac@ewc.edu.za](mailto:madimetsac@ewc.edu.za)

Deputy Principal  
Corporate Services  
Private Bag X1030  
Germiston (1400)  
Tel no: (011) 323 1600  
Fax no: (011) 323 1601  
e-mail: [ntombizodwad@ewc.edu.za](mailto:ntombizodwad@ewc.edu.za)

Deputy Principal  
Registrar  
Private Bag X1030  
Germiston (1400)  
Tel no: (011) 323 1600  
Fax no: (011) 323 1601  
e-mail: [frankd@ewc.edu.za](mailto:frankd@ewc.edu.za)

**5. DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY EWC**

- a) internal appeal;
- b) process for complaining to the Information Regulator or any regulatory body; and/or
- c) process for approaching the Court with jurisdiction for appropriate relief.

**6. GUIDE ON HOW TO USE THE PROMOTION OF ACCESS TO INFORMATION ACT**

- 7.1. The Regulator has, in terms of section 10(1) of PAIA, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 7.2. The Guide is available in each of the official languages.
- 7.3. The aforesaid Guide contains the description of-
- 7.3.1. the objects of PAIA and POPIA;
  - 7.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
    - 7.3.2.1. the Information Officer of every public body, and
    - 7.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA<sup>1</sup> and section 56 of POPIA<sup>2</sup>;
  - 7.3.3. the manner and form of a request for-
    - 7.3.3.1. access to a record of a public body contemplated in section 11<sup>3</sup>; and
    - 7.3.3.2. access to a record of a private body contemplated in section 50<sup>4</sup>;
  - 7.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
  - 7.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
  - 7.3.6. all remedies in law available regarding an act or failure to act in respect of a right or

duty conferred or imposed by PAIA and POPIA, including the manner of lodging-

7.3.6.1. an internal appeal

7.3.6.2. a complaint to the Regulator; and

7.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;

7.3.7. the provisions of sections 14<sup>5</sup> and 51<sup>6</sup> requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;

7.3.8. the provisions of sections 15<sup>7</sup> and 52<sup>8</sup> providing for the voluntary disclosure of categories of records by a public body and private body, respectively;

7.3.9. the notices issued in terms of sections 22<sup>9</sup> and 54<sup>10</sup> regarding fees to be paid in relation to requests for access; and

7.3.10. the regulations made in terms of section 92<sup>11</sup>.

7.4. Members of the public can inspect or make copies of the Guide from the offices of the public or private bodies, including the office of the Regulator, during normal working hours. The Guide can also be obtained

7.4.1. upon request to the Information Officer;

7.4.2. from the website of the Regulator ( <https://www.justice.gov.za/inforeg/> )

---

<sup>1</sup> Section 17(1) of the PAIA

<sup>2</sup> Section 56(a) of the PAIA

<sup>3</sup> Section 11(1) of the PAIA

<sup>4</sup> Section 50(1)(a), (b),(c) of the PAIA

<sup>5</sup> Section 14(1) of the PAIA

<sup>6</sup> Section 14(1) of PAIA

<sup>7</sup> Section 51(1) of PAIA

<sup>8</sup> Section 52(1) of PAIA

<sup>9</sup> Section 22(1) of PAIA

<sup>1</sup> Section 54(1) of PAIA<sup>10</sup>

<sup>11</sup> Section 92(1)(a), (b),(c).(d)(e) of PAIA

**7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD BY EWC**

**7.1 FINANCE DIVISION**

<b>DEPARTMENT: FINANCE</b>
Accounting Records
Annual Reports
Agreements and Contracts
Balancing and Reconciliation: <ul style="list-style-type: none"> <li>▪ Cheques</li> <li>▪ Deposit Slips</li> <li>▪ Monthly Financial Reconciliations</li> <li>▪ Statements</li> <li>▪ Journals</li> <li>▪ Bank Transfers</li> </ul>
Budget: <ul style="list-style-type: none"> <li>▪ Financial Statements</li> <li>▪ System Reports</li> </ul>
Creditors: <ul style="list-style-type: none"> <li>▪ Payments to Suppliers</li> <li>▪ VAT Payments</li> <li>▪ Claim Forms</li> <li>▪ Honoraria Payments</li> </ul>
Insurance and Investments: <ul style="list-style-type: none"> <li>▪ Fund Management Statements and Reports</li> <li>▪ Balance Sheet</li> <li>▪ End-of-Year Statements,</li> <li>▪ Daily and Monthly Statements</li> <li>▪ Transfer Letters to Banks</li> </ul>
Collaboration Agreements
Procurement <ul style="list-style-type: none"> <li>▪ Quotations</li> <li>▪ Official Tender Documents</li> <li>▪ Requisitions</li> <li>▪ Orders and Payments</li> <li>▪ Tender Documents</li> <li>▪ Minutes of Meetings</li> </ul>

Risk Management – Risk Registers and Report
Assets and Invoices
Student Financial Records
<b>DEPARTMENT: INTERNAL AUDIT</b>
Manuals and Memoranda regarding Internal Control Training and Policy Interpretation
Working Papers and Reports regarding the following: <ul style="list-style-type: none"> <li>▪ Financial/compliance audit</li> <li>▪ Operational audit</li> <li>▪ Computer audit</li> <li>▪ Investigations (when applicable)</li> <li>▪ Tax advice</li> </ul>

## 7.2 CORPORATE SERVICES DIVISION

<b>DEPARTMENT: CORPORATE COMMUNICATION AND MARKETING</b>
EWC Foundation: Reports
Agendas, Minutes of Meetings
Proposals
Letters
Address Lists
Partnership Contracts
Funding Contracts
Architects' Plans
Financial Administration Documents
Marketing and Communication Plans
Archive of College e-mails
Corporate Manual of Official College Policies
Contact Lists for Mass Media
Media Releases
Contact Information for VIPs, Alumni, Donors, Higher Education Institutions, Collaboration Partners, Pensioners, Retirees, Embassies
<b>DEPARTMENT: LEGAL SERVICES</b>
Legal Agreements and Documents
Trademarks
CCMA and Court Cases
Review Proceedings: Reports

Disciplinary and Grievance Hearings: Reports, Tape Recordings
Intellectual Property Management Documents
Policies
<b>DEPARTMENT: HUMAN RESOURCES</b>
Reports regarding Appointments, Promotions, Terminations and Secondment of Employees
Updated Employee Records
Beneficiary Forms
Records of Qualifications
Health Records
Attendance Records
Performance Appraisals
Performance Management Development System (PMDS)
Quarterly Review
Bursary Application Forms
Induction Documents of New Staff Members
Attendance Register for Training
Human Resource Contract 007 for Attending Training
Staff Development Assessment Form after Training
Training Plans: <ul style="list-style-type: none"> <li>▪ Governance and Management</li> <li>▪ Support Staff</li> <li>▪ Occupational Health and Safety (OHS)</li> </ul>
Workplace Skills Plan (WSP)
<b>DEPARTMENT: INFORMATION AND COMPUTER TECHNOLOGY (ICT)</b>
Clock System: Attendance Register
Departmental Requests for Electronic Equipment
Financial Administration
Budget Application Forms
Help Desk: Requests
Asset Control of Computer Equipment, Computer Equipment Movement, Faults Reported
Network Provision and Support: Documented Planned Network Infrastructure
System Development: Programme Requests and Codes
<b>DEPARTMENT: PARTNERSHIPS &amp; LINKAGES</b>
Partnerships Proposals
Placement Request Letters
Company Database

Partnership MoUs, Service Level Agreements (SLA),
Donations Request
Skills Accord Data
Work Integrated Learning (WIL) for Lecturers
Lecturers Lecturing Programmes
Recognition of Prior Learning (RPL) Documents
Lecturers Projects
Thank You Letters to Companies
<b>DEPARTMENT: ESTATE MANAGER</b>
Service Level Agreements (SLA)
Vehicle Registration Certificates and Licensing
Insurance Documentation
Rental Agreements
Term Services Contracts
Vehicle Tracking
Alarm Services and Armed Response
Construction Contract
Electrical Certificate of Compliance
Asset: Land and Building Barcodes
Building Plans
Title Deeds
<b>EMPLOYEE RECORDS (HUMAN RESOURCE [HR])</b>
Applications for Research and Development Leave
Long Leave
Applications for Attending Courses
Manuals for In-House Training
Performance Appraisals
Attendance of Conferences
Contract Appointments and Claims
Development/Training Records
Work Allocation
Grievances and Complaints
Curricula Vitae
Employee Data
Advertisements
Appointments

### 7.3 ACADEMIC AFFAIRS DIVISION

<b>DEPARTMENTAL RECORDS</b>
Policy Manuals
Budgets
Agendas, Minutes and Correspondence
Articles
Databanks
<b>STUDENT RECORDS</b>
Special Permission/Exemptions
Mark Summaries
Correspondence
Complaints
Student Preparation, Interviews and Placement
Bursary Administration
<b>FACILITATION DOCUMENTS/TUITION MATERIAL</b>
Study Guides
Tutorials
Manuals
Submission Schedules
Prescribed and Recommended Book Lists
Examination Papers (of previous years)
Tests
Assignments
Mark Summaries
Workbooks
<b>CERTIFICATE CEREMONIES</b>
Copies of Certificates, Best Student of the Year Awards
<b>COURSE AND CURRICULUM DEVELOPMENT</b>
Prescribed Forms
Prescribed Curriculum

### 7.4 QUALITY DIVISION

<b>INSIDEEWC</b>
------------------

Quality Manual
<b>QUALITY</b>
Scope
Control of Records
Quality Strategic Objectives
Management Review Records
All relevant ISO Procedures
<b>OHS</b>
OHS Policy
OHS Scope
OHS Strategic Objectives
OHS & COVID HIRAs
All OHS Checklists
OHS Records
<b>EMS</b>
EMS policy
EMS Scope
EMS Strategic Objectives
Impacts and Aspects
<b>ISMS</b>
ISMS policy
ISMS Scope
POPIA Policy
ISMS Controls and all required ISMS Policies
ISMS Risk Assessment

**8. CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE WITHOUT A REQUEST IN TERMS OF THE PAIA**

- Accreditations;
- Application and Registration Forms;
- Contact Directory;
- Colleges Online, Invigilators Online, e-news, e-diary;
- Own Academic and Financial Records requested by Students and Former Students;
- Published Booklets;

- Published Brochures;
- Published Marketing Material, including College Marketing Brochures;
- Published Newsletters;
- Published Posters;
- Published Pamphlets;
- Published Reports (Including Annual Reports);
- College Calendar; and
- EWC Corporate Website (<http://www.ewc.edu.za>)

## 9. PROCEDURE FOR REQUESTING ACCESS TO RECORDS

### *(See Annexure “A” for Request Form)*

If a requester requests access to a record, referred to in paragraph 4 above, the requester must complete the request form (**Annexure “A”**) included in this manual. EWC have authorised and designated (Mr Frank Duarte) to deal with all matters relating to PAIA.

#### 9.1 The requester must:

9.1.1 complete the form as included in the Government Gazette (Govt. Notice R187 of 15 February 2002 Form A) See Annexure “A” included in this manual; and

9.1.2 Indicate whether the request is for a copy of the record or perusal of the record at the offices of the College. If the record is not in a written or printed form, it can be viewed after making the necessary arrangements.<sup>12</sup>

#### 9.2 A requester may request access in a particular form in which the information should be provided, provided that by providing such information in that particular form:

9.2.1 does not unreasonably interfere with the effective administration of the College;

9.2.2 will not be detrimental to the preservation of the record; or

9.2.3 will not infringe the copyright not owned by the State or the College.<sup>13</sup>

#### 9.3 The requester must indicate whether the requested record is preferred in a particular language.

#### 9.4 The requester must indicate the postal address or fax number in the Republic.

#### 9.5 If, in addition to a written reply to the request for the record, the requester wants to be informed of the decision in any other manner, e.g. telephonically, the requester must indicate it in the request.<sup>14</sup>

#### 9.6 If the requester submits the request for information on behalf of someone else, the requester must submit proof of the capacity in which the request is made.<sup>15</sup>

---

<sup>12</sup> Section 29(2) of the PAIA

<sup>13</sup> Section 29(3) of the PAIA

<sup>14</sup> Section 18(2)(e) of the PAIA

<sup>15</sup> Section 18(2)(f) of the PAIA

- 9.7 If a requester is an illiterate or a disabled person and cannot submit a written request for information, the request may be made orally.<sup>16</sup>
- 9.8 If access is given in another form as requested by the requester, the fee charged should be according to the form originally requested by the requester.<sup>17</sup>

## 10. WE MAY REFUSE YOU ACCESS TO PROTECT OTHERS

- 10.1 In terms of PAIA we are allowed to refuse you access to certain documents. These grounds for refusal are to protect –
- the privacy of another person;
  - commercial information of another company;
  - confidential information of another person;
  - the safety of individuals and property;
  - records privileged from production in legal proceedings; and
  - research information.
- 10.2 You will be notified in writing whether your request has been approved or denied within 30 calendar days after we have received a completed Request for Access Form. Should any record of the company requested by you not be found or not exist, the company will, by way of affidavit, notify you that it is not possible to give access to that particular record.

## 11. FEES

- 11.1 There are two types of fees to be paid in terms of the PAIA, namely:
- 11.1.1 the request fee; and
  - 11.1.2 the access fee.
  - 11.1.3 **(See Annexure “C” for the Prescribed Fees)**
- 11.2 A requester who seeks access to a record containing own personal information (a “personal requester”) is not required to pay the request fee.
- 11.3 Every other requester, who is not a personal requester, must pay the required fee.
- 11.4 The information officer must inform the requester (excluding the personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.<sup>18</sup>
- 11.5 If the search for and the preparation for disclosure of the record on request of a requester (other than a personal requester) require more time than normally needs for it, the information officer will

---

<sup>16</sup> Section 18(3) of the PAIA

<sup>17</sup> Section 29(4) of the PAIA

<sup>18</sup> Section 22(1) of the PAIA

inform the requester to pay, as a deposit, the prescribed portion (one third) of the access fee which will be payable if the request is granted.<sup>19</sup>

- 11.6 The request fee payable to public bodies is R35.00. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.<sup>20</sup>
- 11.7 After the information officer has made a decision on the request, the requester must be informed of such a decision in the way in which the requester requested to be informed.
- 11.8 If the request is granted, a further access fee must be paid for the search, preparation, reproduction and for any time that has been exceeded the prescribed hours to search and prepare the record for disclosure.<sup>21</sup>
- 11.9 The information officer must withhold a record until the requester has paid the applicable fees.<sup>22</sup>

## **12. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC<sup>23</sup>**

The College provides, amongst others, the following services to members of the public:

- 12.1 The college conducts projects for the communities e.g. Kathorus community received training from the Centre for Entrepreneurship on conducting sound business and starting own businesses
- 12.2 Short programs through the Business Unit managed by EWC
- 12.3 Day Care Centre
- 12.4 Hair Care Facility
- 12.5 Restaurant

## **13. HOW TO GAIN ACCESS TO THESE SERVICES<sup>24</sup>**

To gain access to these services at the College, a request must be forwarded to Mr Frank Duate on [frankd@ewc.edu.za](mailto:frankd@ewc.edu.za) (job title of the person and email), as listed above, at the following contact numbers / address:

Corner Driehoek and Sol Roads  
Private Bag X1030  
Germiston (1400)  
Tel no: 011 32 1600  
Fax no: (011) 323 1601  
e-mail: [frankd@ewc.edu.za](mailto:frankd@ewc.edu.za)

---

<sup>19</sup> Section 22(2) of the PAIA

**14. ARRANGEMENT TO ALLOW PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY OR THE EXERCISE OF POWER<sup>10</sup>**

The College Rules make no provision for participation by the general public in the formulation of the College policies or exercise of power. REMEDY AVAILABLE IF THE PROVISIONS OF THE PAIA ARE NOT COMPLIED WITH<sup>26</sup>

The College may, from time to time, refuse to furnish requested information to a requester. An appeal may be lodged with the Principal of the College (**See Annexure “B” Form B**).

**15. OTHER INFORMATION AS PRESCRIBED IN TERMS OF THE PAIA<sup>27</sup>**

There is currently no information available from the Minister in terms of section 92 of the mentioned Act.

**16. UPDATING OF MANUAL<sup>28</sup>**

This manual will be updated annually.

**17. AVAILABILITY OF MANUAL<sup>29</sup>**

- 17.1 This manual is available in English and has been submitted to places of legal deposit as defined in section 6 of the Legal Deposits Act, 1997, and to the South African Human Rights Commission. It is further available at the College (Deputy Information Officers’ Offices) and College’s website (<http://www.ewc.edu.za>)

**18. In what form we will give you access**

- 18.1 If your request for access to records of the EWC is approved, we will determine how we will provide access to you, unless you have requested access in a specific form.

**19. Processing Personal Information**

---

<sup>25</sup> Section 14(1)(g) of the PAIA

- 19.1 EWC process the personal information of student, parents, third parties and employees' active people in SA who are minor or older than 18. We process many different kinds of personal information, mainly names, numbers, address.
- 19.2 We do not plan to transfer personal information across borders out of SA, but we may do so to secure or backup the data, or for technical reasons. The nature of cloud computing means that some data may be transferred across borders. Where it is within our control, we will only transfer data to other countries who have similar privacy and data protection laws as our own.

## **20. How we protect personal information**

- 20.1 We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.
- 20.2 The services we use make use of relatively secure data transmission and storage technologies to reasonably protect your personal information from unauthorised disclosure and maintain your personal information's integrity.

## **21. Information Regulator**

All powers and responsibilities currently being performed by the Commission in terms of PAIA will be taken over by the Information Regulator once that office has been established i.e. all section 32 reports, section 14 manuals and section 51 manuals will have to be submitted to the Information Regulator.

### The Information Regulator (South Africa)

JD House, 27 Stiemens Street,  
Braamfontein,  
Johannesburg,  
2001

P.O Box 31533,  
Braamfontein,  
Johannesburg,

2017

Complaints email:  
[complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

General enquiries email:  
[infoereg@justice.gov.za](mailto:infoereg@justice.gov.za).

# ANNEXURE “A” – REQUEST FORM



## REQUEST FOR ACCESS TO A RECORD OF THE EKURHULENI WEST TVET COLLEGE

(Section 18(1) of the Promotion of Access to Information Act, Act No. 2 of 2000)  
(Regulation 6)

<b>FOR OFFICE USE ONLY</b>	
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 _____	Receipt no. _____
Deposit (if any): R _____	Receipt no. _____
Access fee: R _____	Receipt no. _____
_____ Signature: Information Officer/Deputy Information Officer	

### A. PARTICULARS OF DEPUTY INFORMATION OFFICERS

Deputy Principal
Chief Financial Officer
Private Bag X1030
Germiston (1400)
Tel no: (011) 323 1600
Fax no: (011) 323 1601

e-mail: [peterk@ewc.edu.za](mailto:peterk@ewc.edu.za)

Acting Deputy Principal

Academic Affairs

Private Bag X1030

Germiston (1400)

Tel no: (011) 323 1600

Fax no: (011) 323 1601

e-mail: [madimetsc@ewc.edu.za](mailto:madimetsc@ewc.edu.za)

Deputy Principal

Corporate Services

Private Bag X1030

Germiston (1400)

Tel no: (011) 323 1600

Fax no: (011) 323 1601

e-mail: [ntombizodwad@ewc.edu.za](mailto:ntombizodwad@ewc.edu.za)

Deputy Principal

Registrar

Private Bag X1030

Germiston (1400)

Tel no: (011) 323 1600

Fax no: (011) 323 1601

e-mail: [frankd@ewc.edu.za](mailto:frankd@ewc.edu.za)

**PLEASE NOTE:**

Requests for information in terms of the Promotion of Access to Information Act, 2000 will only be processed if the attached request form has been completed in full, signed by the relevant requester and if the applicable fees have been paid. The applicable fees indicated in **Annexure "C"**.

**B. PARTICULARS OF PERSON REQUESTING ACCESS TO A RECORD**

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

Full names and surname of requester:

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal code: \_\_\_\_\_

Fax number: (\_\_\_\_\_) \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_

Cell number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person (i.e. parent, guardian, attorney): \_\_\_\_\_

**C. PARTICULARS OF PERSON ON WHOSE BEHALF THE 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 of requester:

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal code: \_\_\_\_\_

Fax number: (\_\_\_\_\_) \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_

Cell number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**D. PARTICULARS OF RECORD**

(d) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, and/or the Department/person where it is held, to enable the record to be located.*  
(e) *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 of R35.00 has been paid.*
- (b) *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. For an indication of the fees payable, consult Annexure "C".*
- (c) *If you qualify for exemption of the payment of any fee, state the reason for exemption.*

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 below, state your disability and indicate in which form the record is required.*

Disability: \_\_\_\_\_

Alternative form in which record is required: \_\_\_\_\_

**PLEASE NOTE:**

- (a) *Compliance with your request for access in the specified form may depend 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.*

**Mark the form in which access is requested with an “X” in the appropriate box**

1. If the record is in a written or printed form:

Copy of Record  Inspection of Record

2. If record consists of visual images (this includes photographs, slides, video recordings, computer generated images, sketches, etc.) If the record is in a written or printed form:

View the Images  Copy of the Images\*  Transcription of the Images\*

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

Listen to the Soundtrack  
(Audio Cassette)  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 Disc)

<p>* If you requested a copy or transcription of a record(above), do you wish the copy or transcription to be posted to you? <b>Please note: Postage is payable</b></p>	<p>YES</p>	<p>NO</p>
<p>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.</p>		
<p>In which language would prefer the record? _____</p>		

**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 in another manner, 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



# ANNEXURE “B” – NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000) (Regulation 8)

STATE YOUR REFERENCE NUMBER:

## A. PARTICULARS OF DEPUTY INFORMATION OFFICERS

Deputy Principal  
Chief Financial Officer  
Private Bag X1030  
Germiston (1400)  
Tel no: (011) 323 1600  
Fax no: (011) 323 1601  
e-mail: [peterk@ewc.edu.za](mailto:peterk@ewc.edu.za)

Acting Deputy Principal  
Academic Affairs  
Private Bag X1030  
Germiston (1400)  
Tel no: (011) 323 1600  
Fax no: (011) 323 1601  
e-mail: [madimetsac@ewc.edu.za](mailto:madimetsac@ewc.edu.za)

Deputy Principal  
Corporate Services  
Private Bag X1030  
Germiston (1400)  
Tel no: (011) 323 1600  
Fax no: (011) 323 1601  
e-mail: [ntombizodwad@ewc.edu.za](mailto:ntombizodwad@ewc.edu.za)

Acting Deputy Principal  
Registrar  
Private Bag X1030  
Germiston (1400)  
Tel no: (011) 323 1600  
Fax no: (011) 323 1601  
e-mail: [frankd@ewc.edu.za](mailto:frankd@ewc.edu.za)



**B. PARTICULARS OF REQUESTER / THIRD PARTY WHO LODGES THE INTERNAL APPEAL**

- (a) *The particulars of the person who lodges the internal appeal must be given below.*
- (b) *Proof of the capacity in which appeal is lodged, if applicable, must be attached.*
- (c) *If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.*

Full names and surname: \_\_\_\_\_  
Identity number: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postal code: \_\_\_\_\_  
Fax number: (\_\_\_\_\_) \_\_\_\_\_  
Telephone number: (\_\_\_\_\_) \_\_\_\_\_  
Cell number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Capacity in which an internal appeal on behalf of another person is lodged: \_\_\_\_\_  
\_\_\_\_\_

**C. PARTICULARS OF REQUESTER**

*This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.*

Full names and surname: \_\_\_\_\_  
Identity number: \_\_\_\_\_

**D. THE DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED**

*Mark the decision against which the internal appeal is lodged with an "X" in the appropriate box:*

	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act

	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

**E. GROUNDS OF APPEAL**

*If the provided space is inadequate, continue on a separate folio and attach it to this form. You must sign all the additional folios.*

State the grounds on which the internal appeal is based: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

State any other information that may be relevant in considering the appeal: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**F. NOTICE OF DECISION ON APPEAL**

*You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, specify the manner and provide the necessary particulars to enable compliance with your request.*

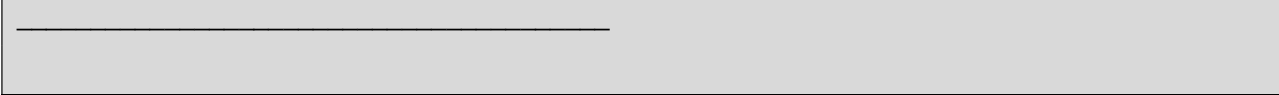
State the manner: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Particulars of manner: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
 Signature of Appellant







# ANNEXURE “C” – FEES<sup>26</sup> IN RESPECT OF PUBLIC BODIES

(Section 22 of the Promotion of Access to Information Act, 2000)

- The fee for a **copy** of the Manual on the functions of, and index of records held by the College, is R0.60 for every photocopy of an A4-size page or part thereof.  
(Regulation 5(c))

*Note: The Manual will be available at the Offices of the Deputy Information Officers and on the website of the College*

- The **request fee** payable by every requester other than a personal requester is R35.00. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.<sup>27</sup>
- If the request is granted by the information officer a further **access fee** is payable by a requester for the search, preparation and reproduction of a record as follows:<sup>28</sup>

3.1

No	DETAILS	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) stiffy 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.	

- A **deposit** is payable if, in the opinion of the information officer, the search and preparation of a record would require more than the hours prescribed for this purpose. 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.

3.3 The **actual postage** is payable when a copy of a record must be posted to a requester.

4. The **fees for reproduction** payable for access to the categories of records of the College that are automatically available without a person having to request access in terms of the Act, are as follows:

No	DETAILS	R
(a)	For every photocopy of an A4-size page or part thereof (not applicable where a lower fee is prescribed by the College)	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) stiffy disc	5.00
	(ii) compact disc	40.00
(d)	(i) For a transcription of a 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

PAIA MANUAL

Prepared in terms of section 14 of the Promotion of Access to Information Act 2 of 2000 (as amended)

DATE OF COMPILATION: 01/10/2021

DATE OF REVISION: 25/06/2025