



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

PROMOTION OF ACCESS TO INFORMATION ACT, 2000



MANUAL ENGLISH

FIGHTING DISEASE, FIGHTING POVERTY, GIVING HOPE



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

**KWAZULU-NATAL DEPARTMENT OF
HEALTH
MANUAL IN TERMS OF THE
PROMOTION OF ACCESS TO INFORMATION
ACT, 2000
(ACT NO. 2 OF 2000)**

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1. INTRODUCTION

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), (“PAIA”), was promulgated in terms of section 32 of the Constitution of the Republic of South Africa (“the Constitution”), which provides –

- “(1) Everyone has the right of access to –*
- (a) information held by the state; and*
 - (b) any information that is held by another person and that is required for the exercise or protection of any rights.*
- (2) National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the state.”*

The object of PAIA is to promote a society in which the citizens of South Africa have access to information to enable them to effectively exercise and protect their Constitutional rights.

PAIA was passed by Parliament on 2 February 2000 in accordance with section 32 of the Constitution to give effect to the rights enshrined therein. With the exception of sections 10, 14, 16 and 51, PAIA came into effect on 9 March 2000 with the remaining sections coming into effect on 15 February 2002.

PAIA may be utilised by any person who wishes to request information from a public body or private body within the Republic. In terms of PAIA, the person making the request for information is known as the “*requestor*”.

Every public and private body is required to compile a manual in at least 3 (three) official languages of South Africa explaining how PAIA may be used to access information.

This Manual has been designed to assist requestors who wish to obtain information from the KwaZulu-Natal Department of Health, which is a public body. This Manual is available in English, isiZulu and Afrikaans.

This Manual, however, does not contain information about how to make a request to other public or private bodies. If a requestor wishes to make a request to another public (other than the KwaZulu-Natal Department of Health) or private body, the requestor should obtain a copy of the manual from the relevant public or private body.

This Manual is divided into sections to assist the requestor.

2. MANDATE AND FUNCTIONS OF THE KWAZULU-NATAL DEPARTMENT OF HEALTH

2.1. The KwaZulu-Natal Department of Health forms part of the KwaZulu-Natal Provincial Government and its mission is to develop a sustainable, co-ordinated and comprehensive health system at all levels based on the Primary Health Care approach, within the Province of KwaZulu-Natal.

The Department's vision is to achieve optimal health status for all persons in the Province of KwaZulu-Natal. The core values of the Department are:

- trust built on truth, integrity and reconciliation;
- open communication, transparency and consultation;
- commitment to performance; and
- the courage to learn, change and innovate.

2.2 To achieve the KwaZulu-Natal Department of Health's vision, mission and core values, the Department is responsible for developing and implementing national and provincial health policy, norms, frameworks and standards to achieve, within the Province's available resources, the progressive realisation of the right of access to health care services. The Department is responsible for providing accessible and comprehensive provincial public health care services. The Department is committed to transparency in the development and implementation of health policies and practices.

2.3 **Legislative Mandate of the KwaZulu-Natal Department of Health** (alphabetical order)

The legislative mandate of the KwaZulu-Natal Department of Health is contained in; inter alia, the following legislation –

Abattoir Hygiene Act, 1992 (Act No. 121 of 1992)

Adult Basic Education and Training Act, 2000 (Act No. 52 of 2000)

Air Quality Act, 2004 (Act No. 39 of 2004)

Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)

Birth and Deaths Registration Act, 1992 (Act No. 51 of 1992)

Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003)

Children's Act, 2005 (Act No. 38 of 2005)

Chiropractors, homeopaths and allied health service professions amendment Act, 1995 (Act No. 40 of 1995)

Choice on Termination of Pregnancy Act, 1996 (Act No. 92 of 1996)

Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)

Constitution of the Republic of South Africa

Council for Medical Schemes Levies Act, 2000 (Act No. 58 of 2000)

Dental Technicians Act, 1979 (Act No. 19 of 1979)

Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002)

Employment Equity Act, 1998 (Act No. 55 of 1998)

Foodstuffs, cosmetics and disinfectants Act, 1972 (Act No. 54 of 1972)

Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997)

Hazardous Substances Act, 1973 (Act No. 15 of 1973)

Health Professions Act, 1974 (Act No. 56 of 1974)

Higher Education Act, 1997 (Act No. 101 of 1997)

Human Tissue Act, 1983 (Act No. 65 of 1983)

Inquest Act, 1959 (Act No. 58 of 1959)

Intergovernmental Relations Framework Act, 2005 (Act No. 13 of 2005)

KwaZulu-Natal cemeteries and crematoria Act, 1996 (Act No. 12 of 1996)

KwaZulu-Natal Provincial Archives Act, 2000 (Act No.5 of 2000)

Labour Relations Act, 1995 (Act No. 66 of 1995)

Liquor Act, 2003 (Act No. 59 of 2003)

Medical, dental and supplementary health service professions amendment Act, 1995 (Act No. 18 of 1995)

Medical Schemes Act, 1998 (Act No. 131 of 1998)

Medicines and related substances control Act, 1965 (Act No. 101 of 1965)

Mental Health Care Act, 2002 (Act No. 17 of 2002)

National Archives of South Africa Act, 1996 (Act No. 43 of 1996)

National Building Regulations and Buildings Standards Act, 1977 (Act No. 103 of 1977)

National Health Act, 2003 (Act No. 61 of 2003)

National Health Laboratory Service Act, 2000 (Act No. 37 of 2000)

Nursing Act, 2005 (Act No. 33 of 2005)

Pharmacy Act, 1974 (Act No. 53 of 1974)

Prescription Act, 1969 (Act No. 68 of 1969)

Prevention and treatment of drug dependency Act, 1992 (Act No. 20 of 1992)

Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

Promotion of equality and prevention of unfair discrimination Act, 2000 (Act No. 4 of 2000)

Promotion of administrative justice Act, 2000 (Act No. 3 of 2000)

Protected Disclosure Act, 2000 (Act No. 26 of 2000)

Public Finance Management Act, 1999 (Act No. 1 of 1999)

Public Protector Act, 1994 (Act No. 23 of 1994)

Public Service Act (Proclamation 103 of 1994)

Road Accident fund Act, 1996 (Act No. 59 of 1996)

Skills Development Act, 1998 (Act No. 97 of 1998)

Skills Development Levies Act, 1999 (Act No. 9 of 1999)

South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)

State Information Agency Act, 2002 (Act No. 38 of 2002)

Sterilisation Act, 1998 (Act No. 44 of 1998)

Traditional Health Practitioners Act, 2007 (Act No. 22 of 2007)

Tobacco Products Control Act, 1993 (Act No. 83 of 1993)

2.4 Functions of the KwaZulu-Natal Department of Health

2.4.1 The KwaZulu-Natal Department of Health has three core functions:

- a) the district health system;
- b) emergency medical rescue services; and
- c) Institutional support services, which includes but is not limited to administration and management of district, regional tertiary and specialised hospitals.

2.4.2 The KwaZulu-Natal Department of Health falls within the portfolio of the Member of the KwaZulu-Natal Executive Council and responsible for Health i.e. the MEC for Health. The Head of Department is the accounting officer for the KwaZulu-Natal Department of Health and is responsible for the overall administration and management of the Department. The Department's main administrative offices are located in Pietermaritzburg, with additional health district offices located throughout the Province as described in section 7 of this Manual.

2.4.3 The health districts are responsible for the management and administration of the district health system.

2.4.4 The KwaZulu-Natal Department of Health also has a variety of community health services which are administered by the health districts which are listed in this section.

2.4.5 The district health system is based on the provision of comprehensive provincial health care services, including primary health care services. The first point of contact for public health care users is the clinic located in the geographical area where a public health care user lives. Depending on the public health care user's requirements, the public health care user is treated at the clinic in his or her area. If a clinic cannot assist the health care user, he or she may be referred to a community health care centre. If a community health care centre cannot assist the public health care user, he or she may be referred to a district hospital.

2.4.6 If a district hospital cannot assist the public health care user, he or she may be referred to a regional hospital for treatment. If a regional hospital cannot assist the health care user, he or she may be referred to a provincial tertiary hospital staffed by specialists and generalists. If a provincial tertiary hospital cannot assist the health care user, he or she may be referred to a central hospital which provides multi-speciality clinical services. A public health care user may also be referred to a specialised hospital, which could include a hospital specialising in chronic psychiatric, convalescent, tuberculosis, specialised spinal injury or acute infectious care.

2.4.7 Emergency medical rescue services are provided by the KwaZulu-Natal Department of Health through the KwaZulu-Natal Emergency Medical Rescue Service.

- 2.4.8 The KwaZulu-Natal Department of Health provides various community health services which are administered by the health districts and include:
- a) Chronic Diseases and Geriatrics
 - b) Communicable Disease Control
 - c) Environmental Health
 - d) Health Promotion
 - e) Maternal, Child and Women's Health
 - f) Mental Health
 - g) Nutrition
 - h) Occupational Health and Safety
 - i) Oral Health
 - j) Rehabilitation

3. ORGANISATIONAL STRUCTURE OF THE KWA-ZULU-NATAL DEPARTMENT OF HEALTH

The current organizational structure/ organogram for the Department is attached to this Manual as **Annexure A**.

4. CONTACT INFORMATION FOR THE KWAZULU-NATAL DEPARTMENT OF HEALTH INFORMATION OFFICER

- 4.1 The Information Officer for the KwaZulu-Natal Department of Health is Dr M. Gumede, who is the Acting Head of Health. Additional Deputy Information Officers (DIO's) have been appointed as per the attached schedule referred to in paragraph 4.6; 4.7 and 4.8 hereunder.
- 4.2 The Department's physical address is:
- KwaZulu-Natal Department of Health
Natalia Building
330 Langalibalele Street
Pietermaritzburg
3201***
- 4.3 The Department's postal address is:
- KwaZulu-Natal Department of Health
Private Bag X9051
Pietermaritzburg, 3200***
- 4.4 The Department's main telephone number is 033-395 2111. The Department's fax number for requestors requesting information from the Department can be sent to the General Manager: Legal Services Unit on fax number: (033) 342 5471.
- 4.5 The e-mail address for requestors requesting information from the Department is: [Steve.Mkasi @kznhealth.gov.za](mailto:Steve.Mkasi@kznhealth.gov.za)
- 4.6 The contact details for DIO's at the Provincial Hospitals of KwaZulu-Natal Department of Health is attached to this Manual as **Annexure "B1"**.

- 4.7 The contact details for DIO's at the District Offices of the KwaZulu-Natal Department of Health is attached to this Manual as **Annexure "B2"**
- 4.8 The contact details for DIO's at the Community Health Centres of the KwaZulu-Natal Department of Health is attached to this Manual as **Annexure "B3"**

5. GUIDE, IN TERMS OF SECTION 10 OF PAIA, DEVELOPED BY THE HUMAN RIGHTS COMMISSION

- 5.1 A guide on how to use PAIA has been published by the South African Human Rights Commission and is available from their website at www.sahrc.org.za
This guide provides information on, inter alia,:
- a) The provisions and purpose of PAIA;
 - b) The address and contact details of all Information Officers in the Republic of South Africa;
 - c) The procedures for requesting information;
 - d) The assistance which may be expected from Information Officers and the Human Rights Commission;
 - e) The procedures for appeal;
 - f) The nature of records that can be requested; and
 - g) The fees payable for information requested.
- 5.2 The contact details for the South African Human Rights Commission are –

***The South African Human Rights Commission
PAIA Unit
Private Bag X2700
Houghton
2041
Tel: (011) 484 8300
Facsimile: (011) 484 7149***

***KwaZulu-Natal Office:
1st Floor, 136 Victoria Embankments
Durban
Tel: 031 304 7323/4/5
Facsimile: 031 304 7323
Contact person: Mduduzi Sibisi (email: msibisi@sahrc.org.za)***

6. ACCESS TO INFORMATION OF THE KWAZULU-NATAL DEPARTMENT OF HEALTH

- 6.1 **Subjects and categories of records and information held by the Department and automatically available records –**
- 6.1.1 The subjects and categories of records held by the KwaZulu-Natal Department of Health are as follows –
- (a) financial records of the Department
 - (b) audit reports
 - (c) strategic and annual reports

- (d) procurement records
- (e) legislation applicable to the Department
- (f) agendas and minutes of meetings of Department
- (g) publications of the Department
- (h) internal policies of the Department
- (i) statutory records
- (j) health research reports
- (k) litigation records
- (l) Government Gazettes
- (m) Employment equity plans
- (n) Registry catalogue of files
- (o) Personnel records of employees of the Department

6.1.2 The following categories of records of the KwaZulu-Natal Department of Health are automatically available without the requestor having to make an application for such document in terms of PAIA –

- a) Annual reports of the Department
- b) Annual financial statements and reports of the Department
- c) Annual Performance Plan for the Department
- d) Speeches of the MEC for Health, KwaZulu-Natal
- e) Strategic Plans for the Department of Health
- f) Epidemiological profile of KwaZulu-Natal
- g) Departmental Guidelines and procedures
- h) Departmental material on health promotion and awareness
- i) Media releases of the Department
- j) Newsletters of the Department

6.1.3 Some of the automatically available documents can be freely accessed from the KwaZulu-Natal Department of Health's website at www.kznhealth.gov.za

7. PROCEDURE TO BE FOLLOWED FOR REQUEST FOR ACCESS TO A RECORD OF THE KWAZULU-NATAL DEPARTMENT OF HEALTH

7.1 If a requestor wishes to make a request for access to a record of the KwaZulu-Natal Department of Health, he or she must make a written request, with the requested fee, to the Information Officer, whose contact information is listed in section 3 of this Manual.

7.2 A requestor wishing to make a request must use **Form A**, which is included in this Manual as **Annexure C**. **Form A** can also be accessed from the Department of Health's website at www.kznhealth.gov.za or a copy may be requested from Mr W.S.Mkasi at (033) 395 2782.

7.3 The requestor must provide enough information in **Form A** to enable the Information Officer to identify the following –

- a) the records requested, a description of the record, a reference number (if any) and any further particulars on the record must be

provided by the requestor;

- b) the requestor, all contact information must be provided; and
- c) the form of access required by the requestor, that is, if the:
 - i) record is in written or printed form, whether the requestor wishes to make a copy of the record or inspect the record;
 - ii) record is a visual image, which may be photographs, slides, video recordings, computer generated images or sketches, whether the requestor wishes to view the images, copy the images or obtain a transcription of the images;
 - iii) record is recorded words or information which can be produced by sound, whether the requestor wishes to listen to the soundtrack or obtain a written or printed transcription of the soundtrack; or
 - iv) record is held on a computer or in an electronic form, whether the requestor wishes to obtain a printed copy of the record, printed copy of information derived from the record or copy in electronic readable form.

7.4 A requestor must also state the language in which he/she wishes to obtain the record. If the record is not available in the language preferred by the requestor, access may be granted in the language in which the record is available.

7.5 A requestor who is illiterate or otherwise unable to make a written request for access to a record for whatever reason, must be assisted by the Information Officer or a Deputy Information Officer to reduce the request in writing on the required form and give a copy of the written request to the requestor.

7.6 The Information Officer or a Deputy Information must assist a person who requires reasonable assistance with making a request for a record. Assistance must be provided free of charge.

7.7 After the lodging of the request by the requestor, the Information officer/ Deputy Information officer, must process the application within 30 days of date of receipt of the request.

8. RECORD CANNOT BE FOUND

If a record cannot be found, the Information Officer/ Deputy Information Officer must, by way of affidavit or affirmation, notify the requestor that it is not possible to give access to the record.

9. TRANSFER OF A REQUEST FOR ACCESS TO A RECORD

9.1 The Information Officer or a Deputy Information may transfer a request to the relevant body where the requested record:

- a) is not under the control of the KwaZulu-Natal Department of Health;

- b) is more closely connected with the functions of another public body;
or
- c) Contains commercial information in which another public body has a greater interest.

9.2 A transfer of request must be made by the Information Officer/ Deputy Information Officer within 14 days of the request being received and the Information Officer/ Deputy Information Officer must notify the requestor of the transfer of the request, the reasons for the transfer and the period within which the request must be addressed.

10. FEES PAYABLE FOR ACCESS TO RECORDS

10.1 The initial fee payable by a requestor, other than a personal requestor, for a record is as indicated in **Annexure D** to this Manual. A personal requestor is a person seeking information about him or herself, does not have to pay the initial fee. All requestors, except those who are exempted in terms of section 22(8)(a) of PAIA, must pay the required fees to obtain a record.

10.2 Where a requestor wishes to lodge an appeal against payment of the initial fee, the requestor may make an application to court against the payment of the fee.

11. DEFERRAL OF ACCESS TO A RECORD

Access may be deferred where a record is not yet available.

12. TIME FRAMES AND NOTICE TO A REQUESTOR

The Information Officer/ Deputy Information Officer must decide within 30 days whether to grant the request and then send a notice to the requestor. Where access is to be granted, the notice must state:

- a) that the access fee, if any, must be paid upon being granted access;
- b) the form in which access will be given; and
- c) that the requestor may lodge an internal appeal with the Department or an application with a court against the access fee to be paid or the form in which access is to be granted.

13. REFUSAL OF ACCESS TO A RECORD

If access is not to be granted to the record, the notice by the Information Officer or Deputy Information Officer must:

- a) give adequate reasons for the refusal;
- b) exclude, from the reasons, any reference to the content of the record; and

- c) State that the requestor may lodge an internal appeal with the Department or application with a court against the refusal of the request and advise the requestor of the procedure to lodge an internal appeal or application.

14. EXTENSION OF PERIOD TO DECIDE ON REQUEST

The Information Officer/ Deputy Information Officer may extend the period of 30 days in which to decide on the request if:

- a) the request is for a large number of records and compliance would unreasonably interfere with the activities of the KwaZulu-Natal Department of Health;
- b) the request requires a search or collection of records in an office not situated in the same town or city as the Information Officer/ Deputy Information Officer and Information Officer/ Deputy Information Officer can not reasonably be expected to complete the request within the initial 30 days;
- c) consultations among sections of the KwaZulu-Natal Department of Health or with another public body are necessary or desirable and the Information Officer can not reasonably be expected to complete the consultations within the initial 30 days; or
- d) the requestor consents in writing to the extension.

15. MANDATORY REFUSAL OF REQUEST FOR ACCESS TO RECORD

The Information Officer/ Deputy Information Officer must refuse access to a record where a request for access to information would involve disclosure of:

- a) personal information about a third party;
- b) trade secrets of a third party;
- c) financial, commercial, scientific or technical information, other than trade secrets, if the disclosure of the information is likely to cause harm to the commercial or financial interests of a third party;
- d) information which is a computer program owned by a private body;
- e) information supplied in confidence by a third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition;
- f) information which would be a breach of duty of a confidence owed to a third party;
- g) information which could reasonably be expected to endanger the life or physical safety of an individual;
- h) a record if access to the record is prohibited in terms of the Criminal Procedure Act, 1977 (Act No. 51 of 1977);

- i) information which is privileged from production in legal proceedings unless the affected person has waived the privilege, which means the affected person must consent in writing to the release of the information; or
- j) information about research being carried out or likely to be carried out by or on behalf of a third party, the disclosure of which would be likely to expose the third party, person carrying out the research or subject matter of the research to serious disadvantage.

16. DISCRETIONARY REFUSAL OF REQUEST FOR ACCESS TO RECORD

16.1 The Information Officer/ Deputy Information Officer may refuse access to a record where a request for access to information would involve disclosure of:

- a) information supplied in confidence by a third party, the disclosure of which could reasonably be expected to prejudice the supply of similar information or information from the same source and it is in the public interest that similar information or information from the same source should continue to be supplied;
- b) information, the disclosure of which would be likely to impair:
 - i) the security of a building, structure or system, which may be a computer system, means of transport or any other property; or
 - ii) methods, systems, plan or procedures for the protection of an individual in a witness protection scheme, the safety of the public or the security of property;
- c) a record containing the methods, techniques or guidelines for the prevention, detection, curtailment or investigation of a contravention or possible contravention of law or prosecution of an alleged offender;
- d) a record on the prosecution of an alleged offender where disclosure of the record could reasonably be expected to impede the prosecution or result in a miscarriage of justice;
- e) a record, the disclosure of which could reasonably be expected to:
 - i) prejudice the investigation of a contravention or possible contravention of the law;
 - ii) reveal or enable a person to identify a confidential source of information related to the enforcement or administration of the law;
 - iii) result in the intimidation or coercion of a witness or a person who may be called as a witness in criminal or other proceedings to enforce the law;
 - iv) of a contravention of the law; or
 - v) prejudice or impair the fairness of a trial or the impartiality of an adjudication;

- f) information, the disclosure of which could cause prejudice to the defence, security or international relations of the Republic of South Africa;
- g) information, the disclosure of which is likely to materially jeopardise the economic or financial interests of the Republic of South Africa or the ability of the government to manage the economy of the Republic of South Africa effectively;
- h) information, which:
 - i) contains trade secrets of the state or a public body;
 - ii) contains financial, commercial, scientific or technical information, other than trade secrets, the disclosure of which would be likely to cause harm to the commercial or financial interests of the state or a public body;
 - iii) could put a public body at a disadvantage in contractual or other relations or prejudice a public body in commercial competition;
 - iv) is a computer program, defined in the Copyright Act, 1978 (Act No. 98 of 1978), owned by the state or a public body;
- i) information about research being carried out or likely to be carried out by or on behalf of a third party, the disclosure of which would be likely to expose a public body, person carrying out the research or subject matter of the research to serious disadvantage; or
- j) information about a record of a public body which contains an opinion, advice, report or recommendation obtained or prepared or an account of a consultation, discussion, deliberation or minutes of a meeting on the formulation of a policy or taking a decision in the exercise of a power or performance of a duty conferred by law if disclosure could reasonably be expected to frustrate the deliberative process or success of the policy.

16.2 In the case of requests for medical records of patients –

(a) the Information Officer or Deputy Information Officer may, in terms of section 30 of PAIA, consult with the relevant health care practitioner regarding the granting of access to a record where he or she is of the opinion that granting access to the record may cause serious harm to a person's physical or mental health or well-being;

(b) if the health care practitioner is of the opinion that granting access to the record would be likely to cause serious harm to the person's physical or mental health or well-being, the Information Officer or Deputy Information Officer may grant access to the record only where the requestor proves that adequate provision has been made for counselling or other arrangements have been made to limit, alleviate or avoid the harm.

16.3 The Information Officer or Deputy Information Officer may refuse a request for access to a record if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the KwaZulu-Natal Department of Health.

17. DEEMED REFUSAL OF REQUEST FOR INFORMATION

17.1 If the Information Officer or a Deputy Information Officer fails to give a decision on a request for access within 30 days, the Information Officer is deemed to have refused the request.

18. INTERNAL APPEAL

18.1 A requestor may lodge an internal appeal:

- a) against –
 - i) a refusal of a request;
 - ii) a decision of the Information Officer or a Deputy Information Officer who has refused a request for access; or
 - iii) a deemed refusal of a request.
- b) with respect to the prescribed request fee;
- c) against an extension of period to deal with a request; or
- d) the form of access to a record.

18.2 A third party may also lodge an internal appeal against a decision to grant a request for access to a requestor.

18.3 An internal appeal must be lodged on the prescribed **Form B (Annexure E)** within 60 days of the date on which the Information Officer or Deputy Information Officer communicates his or her decision to the requestor.

18.4 A requestor who has lodged an internal appeal and is not satisfied with the decision of the Department may make an application for appropriate relief to a court, in terms of section 78 of PAIA, within 30 days of the decision of the internal appeal. A requestor or third party referred may only apply to a court for appropriate relief in terms of section 82 of PAIA after that requestor or third party has exhausted the internal appeal procedure against a decision of the information officer.

MEMBER OF THE EXECUTIVE COUNCIL FOR HEALTH (MEC)

KWAZULU NATAL DEPARTMENT OF HEALTH

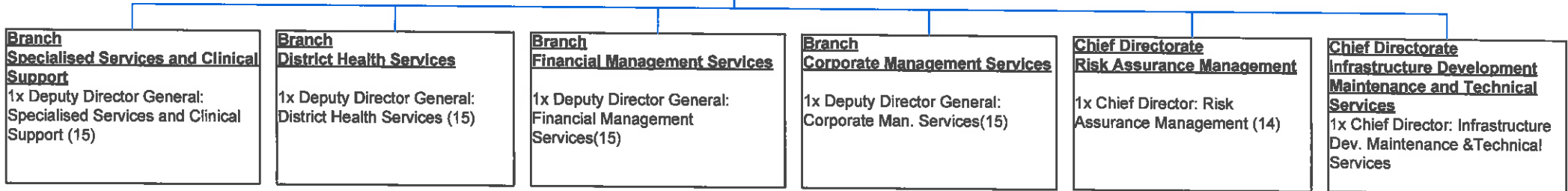
PURPOSE:
 TO ENSURE THE PROVISION OF HEALTH SERVICES IN THE KWAZULU-NATAL PROVINCE.

FUNCTIONS:

1. Ensure and account for the provision of specialised and clinical support services in the department
2. Ensure and account for delivery of integrated health services and programmes at all level of care based on the Primary Health Care Approach through the District Health System;
3. Ensure the provision of effective financial management services in the department as an Accounting Officer
4. Ensure the provision of corporate management services
5. Ensure the provision of risk management services in the Department
6. Ensure the provision of infrastructure development, maintenance & technical support services
7. Ensure the provision of technical executive support services

1x Superintendent General (Head of Dept.) (16)

Executive Support Services



Branch
Specialised Services and Clinical Support
 1x Deputy Director General: Specialised Services and Clinical Support (15)

Branch
District Health Services
 1x Deputy Director General: District Health Services (15)

Branch
Financial Management Services
 1x Deputy Director General: Financial Management Services(15)

Branch
Corporate Management Services
 1x Deputy Director General: Corporate Man. Services(15)

Chief Directorate
Risk Assurance Management
 1x Chief Director: Risk Assurance Management (14)

Chief Directorate
Infrastructure Development Maintenance and Technical Services
 1x Chief Director: Infrastructure Dev. Maintenance & Technical Services

Provincial Hospital Contact Details

Hospital	Category	No. of beds	Hospital Manager	Postal Address	Physical Address	Directions	Tel/Cell/Fax Number	E-mail
A								
<u>Addington Hospital</u>	Regional	571	Dr M Ndlangisa	P. O. Box 977 Durban 4000	16 Erskine Terrace South Beach, Durban	Follow Victoria Embankment onto Winder Street and then onto Rochester Street. Right into Gillespe and left into Rutherford Street. Right into Erskine Terrace. The hospital is on the right.	Tel: (031) 327 2000 Fax:(031) 327 2387	Mthetheleli.Ndlangisa@kznhealth.gov.za
<u>Appelsbosch hospital</u>	District	159	Dr. J. Ambayi : (Acting)	P/ Bag X215 Ozwathini 3242	Appelsbosch village	From Pietermaritzburg take R614 to Wartburg. From Wartburg go +- 14km (P63). Go right & follow for +- 23km on R614. Turn left onto D1621 & go for +- 800m. Hospital is on the left.	Tel: (032) 294 8000 Fax: (032) 294 0126	Julie.Ambayi@kznhealth.gov.za
B								
<u>Benedictine Hospital</u>	District	430	Mr KZ Dlamini (acting)	P/Bag X5007 Nongoma 3950	Main Road, Nongoma	Enter Nongoma on the P52 from the Ulundi side. Go through Nongoma Centre and keep left at the fork. The hospital is on the left +- 1km from the fork	Tel: (035) 831 7000 Fax:(035) 831 0740	khulekani.dlamini@kznhealth.gov.za

<u>Bethesda hospital</u>	District	230	Mrs CM Mkhwanazi (acting)	P/Bag X602 Umbombo 3970	Main Rd, Ubombo Town	From N2 north, turn right into Mkuze Town. Turn left at T junction onto P2 go +- 4km. Turn right onto P236 go +- 12.5km. The hospital is on the right.	Tel: (035) 595 3100 Fax: (035) 595 1973	
C								
<u>Catherine Booth hospital</u>	District	170	Mrs TR Zulu	P/ Bag X105 Amathikulu 3801	Amathikulu area	From Gingindlovu go west +- 1.7km. Turn right onto P266 and go for +- 5km to Amatikulu. Turn right onto D135 & go for +- 10km to hospital	Tel: 035 474 8407 Fax: (035) 474 7694	Tholakele.Zulu@kznhealth.gov.za
<u>Ceza Hospital</u>	District	160	Mr SP Zulu	P/Bag X200 Ceza 3866	Ceza area	Go north out of Ulundi +-17km & turn left onto P487. Follow for +- 28km to Ceza Village. The hospital is on the left.	Tel: (035) 832 5000 Fax: (035) 832 0027	zodwa.mncwango@kznhealth.gov.za
<u>Charles James hospital</u>	Specialised TB		Dr S Ntshanga (acting)	Private Bag X20050 Amanzimtoti 4125	Soupukane Rd, Off Old South Coast Main Rd	N2 south. Kingsway offramp. Turn right. Follow Kwamakhutha road west. Turn right onto Old Main Road. Left into Rd 51033, right into Soupukane Rd. Follow signs	Tel: (031) 905 4222/3	sbongile.ntshanga@kznhealth.gov.za
<u>Charles Johnson Memorial</u>	District	349	Ms MZ Khanyile	P/Bag X5503 Nquthu 3135	Lot 92, Hlubi Street, Nquthu	From Melmoth go via Babanango to Nqutu on R68 (P291). On	Tel: (034) 271 6400 Fax: (034) 271 0234	zodwa.khanyile@kznhealth.gov.za

<u>hospital</u> -						entering Nqutu Town drive until a 4 way stop. Go straight the hospital is immediately on the left		
<u>Christ the King hospital</u>	District	238	Ms L Mthembu (acting)	P/Bag X542 Ixopo 3276	Peter Hauff Drive, Ixopo	Enter Ixopo from the south on R612 (P22). Turn left onto Petr Hauff Dr (D25) before town & follow to hospital +- 700m	Tel: (039) 834 7500 Fax 086 539 2800	lindiwe.mthembu@kznhealth.gov.za
<u>Church of Scotland hospital</u>	District	347	Mrs B Dlomo	P/Bag X502 Tugela Ferry 3010	Main Road, Nqutu	From Melmoth go via Babanango to Nqutu on R68 (P291). On entering Nqutu Town drive until a 4 way stop. Go straight the hospital is immediately on the left	Tel: (033) 493 1000 Fax: (033) 493 1124	bukeliwe.dlomo@kznhealth.gov.za
<u>Clairwood hospital</u>	Specialised chronic	454	Dr NBL Gwala	P/Bag X04 Mobenil 4060	1 Higginson Highway, Mobeni	N2 South take Higginson Highway offramp. Turn east along Higginson Highway. The hospital is on the right.	Tel: (031) 451 5000 Fax: (031) 462 1993	njabulo.gwala@kznhealth.gov.za
D								
<u>Don McKenzie hospital</u> -	District	220	Mrs T Khanyile	PO Box 27 Botha's hill 3660	10 Zulu Reserve road, Botha's hill	From Hillcrest follow R103. Turn right onto P528 (Zulu Reserve Rd). Hospital is on the	Tel: (031) 777 1155 Fax: (031) 777 1717	tiny.khanyile@kznhealth.gov.za

						right past D826 on unnamed road.		
<u>Doris Goodwin hospital</u>	Specialised TB/MDR TB	46	Mr A Ndlovu	PO Box 32 Plessislaer 3216	Off Edendale Rd, Edendale	Go west on Edendale Rd. From Newport Dr, go +- 2.5km. Entrance to hospital is on the left before Hospital Rd. Turn left on road & follow to the right to hospital entrance.	Tel: (033) 327 3500 Fax: (033) 398 1050	andrew.ndlovu@kznhealth.gov.za
<u>Dundee hospital</u>	District	224	Mrs. H.S.L Khanyi	P/Bag X2011 Dundee 3000	121 Mckenzie Street, Dundee 3000	From N11 take R68 to Dundee. Follow signs to hospital until McKenzie Str. The hospital is on the left.	Tel: (034) 212 1111 Fax: (034) 212 3245	suban.khan@kznhealth.gov.za
<u>Dunstan Farrell hospital</u>	Specialised TB	180	Dr L Chiposi (acting)	P/Bag X2 Hibberdene 4240	Portion of the farm Mayo, Hibberdene	From N2 take Hibberdene offramp. Go left on P3 to Hibberdene for +- 1.8km. Turn right onto Brand Rd. Turn right onto P286. Go +- 9.5km. Turn right & follow track to hospital	Tel: (039) 699 1465 Fax: (039) 699 1477	linda.chiposi@kznhealth.gov.za
E								
<u>Edendale hospital</u>	Regional	874	Mrs ZSI Ndwandwe	P/Bag X509 Plessislaer 3216	Main Road, Edendale.	Go west on Edendale Rd. From Newport Dr, go +- 2.5km. Entrance to hospital is on the left before Hospital Rd.	Tel: (033) 395 4911 Fax:(033) 395 4060	zanele.ndwandwe@kznhealth.gov.za

<u>E.G & Usher Memorial hospital</u> -	District	205	Ms N Binase	P/Bag X506 Kokstad 4700	Corner of The Avenue & Elliot Streets, Kokstad	Enter Kokstad from the east. Follow R617 & turn left to Matatiele R56. +- 500m turn left, hospital is on the right.	Tel: (039) 797 8100 Fax: (039) 727 2564	nomawethu.binase@kznhealth.gov.za
<u>Ekombe Hospital</u>	District	210	Ms PL Ntuli (Acting)	P/Bag X203 Kranskop 3268	Ekombe area	From Kranskop take P16 to Qhudeni. Go for +-26km & cross the Tugela River at Jameson's Drift. Go for +- 26km. The hospital in on the right.	Tel: (035) 834 8000 Fax: (035) 834 8012	lindiwe.ntuli@kznhealth.gov.za
<u>Ekuhlengeni Psychiatric hospital</u> -	Specialised Psychiatric	1100	Mrs A Chinniah (acting)	PO Box 3 Umbogintwini 4120	Old South coast road, Umbogintwini	From Isipingo follow Old Main Rd south. As the road crosses a river there is an unnamed road to the right (Before D1111) follow this road to the hospital. Look out for signs	Tel: (031) 905 4775/6/7/8/9 Fax: (031) 905 3415	asotha.chinniah@kznhealth.gov.za
<u>Emmaus hospital</u>	District	156	Mrs Y Nunes	P/Bag X16 Winterton 3340	Cathedral Peak Road,Winterton.	From N3 take R74 to Bergville +- 21km. Turn left onto P212 & right onto P180. Turn right onto P10 & left onto P394. Go +- 6km. Hospital is on the right	Tel: (036) 488 1570 Fax: (036) 488 1330/ 488 1156	yvette.nunes@kznhealth.gov.za

<u>Eshowe Hospital</u>	District	460	Mr. PN Sangweni	P/Bag 504 Eshowe 3815	Kangela Str, Eshowe	Enter Eshowe at traffic light opposite Total Garage. Turn left onto Kangela Str (P50) & follow for +- 1.4km. Hospital is on the left.	Tel: (035) 473 4500 Fax: (035) 474 4914	Nhlanhla.Sangweni@kznhealth.gov.za
<u>Estcourt Hospital</u>	District	311	Mrs ED Moeketsi	P/Bag X7058 Estcourt 3310	Old Main Road, Estcourt.	From N3 north take Estcourt turnoff & go right to Estcourt. Upon entering Estcourt the hospital is on the left & right side of the road	Tel: (036) 342 7000 Fax:(036) 342 7116	dimakatso.moeketsi@kznhealth.gov.za
F								
<u>Fort Napier hospital</u>	Specialised (Psychiatric)	370	Mrs NT Nxaba	P O Box 370 Pietermaritzburg 3200	1 Devonshire Road, Napierville PMB	Enter PMB CBD from south on Commercial Rd. Left onto Loop Str. Right onto Pine Str & follow onto Edendale Rd. Go right under bridge to Devonshire Rd & follow to hospital.	Tel: (033) 260 4300 Fax:(033) 345 5730	nelisile.nxaba@kznhealth.gov.za
G								
<u>G.J. Crookes hospital</u>	District	288	Mrs. S.P.Nyawo	P/Bag X5501 Scottsburgh 4180	1 Hospital Road, Scottsburgh	From N2 south take Scottsburgh offramp. Go left & then right onto P3 (R102). Go +- 1.5km & turn left & +- 200m go right & then right and follow road to hospital.	Tel: (039) 978 7000 Fax:(039) 978 1295	sibongileprimrose.nyawo@kznhealth.gov.za

<u>Grey's Hospital</u>	Tertiary	530	Dr K Bilenge	P/Bag 9001 Pietermaritzburg 3200	Townbush Road, PMB	N3 north into Pietermaritzburg. Take Armitage Rd offramp. Go left to traffic circle and go right onto Townbush Rd. Go for +- 1.2km. Hospital is on the left.	Tel: (033) 897 3000 Fax:(033) 897 3398	ben.bilenge@kznhealth.gov.za
<u>Greytown hospital</u>	District	207	Ms KJ Mngadi	P/Bag X5562 Greytown 3250		Go to Greytown and take Bell street and ask for hospital that is next to township.	Tel: (033) 413 9400 Fax:(033) 413 2809	khanyi.mngadi@kznhealth.gov.za
H								
<u>Hillcrest hospital</u>	Specialised Chronic	162	Mrs AB Mtshali	P/Bag X1001 Hillcrest 3650	50 Hospital Road, Hillcrest	Follow M13 west. Take Hillcrest/Shongweni offramp. Turn right, follow Shongweni Rd, turn left into Hospital Rd. The hospital entrance is on the left	Tel: (031) 765 1316 Fax:(031) 765 3712	bongi.mtshali@kznhealth.gov.za
<u>Hlabisa hospital</u>	District	296	Mr SPN Mkhwanazi	P/Bag X5001 Hlabisa 3937	Main Road, Hlabisa	From N2 north turn left onto Hlabisa road. Follow road to Hlabisa. Go past second traffic circle and turn right. Hospital is at the end of the road.	Tel: (035) 838 8600 Fax:(035) 838 1117	sihle.mkhwanazi@kznhealth.gov.za
I								

<u>Inkosi Albert Luthuli Central Hospital</u> -	Central	846	Dr T.T. Khanyile	P/Bag X03 Mayville 4058	800 Bellair Road, Cato Manor, Durban.	N2 south, M7 offramp. Left into Edwin Swales Ave. Left into Bellair road. Hospital is on the left.	Tel: (031) 240 1000 Fax:(031) 240 1050	thandeka.khanyile@ialch.co.za
<u>Itshelejuba hospital</u>	District	150	Mrs TM Vilakazi (acting)	P/Bag X0047 Pongola 3170	Itshelejuba area	Follow N2 north from Pongola for +- 35km. The hospital is on the left	Tel: (034) 413 4000 Fax: (034) 413 2545	thembi.vilakazi@kznhealth.gov.za
K								
<u>King Dinuzulu hospital complex</u> -	Specialised (TB)	930	Dr. K. Naidu	P. O. Box Dormerton Dormerton 4015	75 Stanley Copley Drive, Sydenham, 4091	From the N3, take the Brickfield offramp. Turn north into Brickfield Rd. Turn left into Stanley Copley Dr. Follow to top of hill. Hospital is on the right.	Tel: (031) 242 6000 Fax:(031) 209 9586	ruben.naidu@kznhealth.gov.za
<u>King Edward VIII hospital</u>	Tertiary	799	Dr MG Mazizi	P/Bag Congella Congella 4013	Corner of Sydney and Francois Road, Congella	Follow Francois Ave east until it intersects with Sydney Road. Alternatively follow Sydney Road south until it intersects Francois Ave.	Tel: (031) 360 3015/4 Fax:(031) 206 1457	zama.msibi@kznhealth.gov.za
<u>KwaMagwaza hospital</u>	District	141	Ms DN Mhlongo (acting)	P/Bag X808 Melmoth 3835	KwaMagwaza Village	From Melmoth go south on R66. Turn right onto P227 to KwaMagwaza. Go for +- 7km. Hospital is on the left.	Tel:(035) 450 8200 Fax:(035) 450 2286	

KZN Children's hospital	Specialised	N/A	Ms N Mkhize (acting)	P/Bag X02 Point, Durban, 4069	10 Prince Street, Addington, Durban		Switchboard: 031 812 1400 Patient booking: 031 812 2012 Fax: 031 812 1599	nomusa.mkhize2@kznhealth.gov.za
L								
<u>Ladysmith hospital</u>	Regional	452	Dr RS Moeketsi	P/Bag 9928 Ladysmith 3370	Malcolm Road, Ladysmith	Enter Ladysmith from south on N11 (Murchison Str). Turn left onto Poort & follow onto Harrismith Str. Turn left into Malcolm Rd.Go +- 500m to hospital	Tel: (036) 637 2111 Fax: (036) 637 6457	rampane.moeketsi@kznhealth.gov.za
<u>Lower Umfolozi War Memorial hospital</u>	Regional	283	Mrs CNN Mkhwanazi	P/Bag X20005 Empangeni 3880	29 Union Street, Empangeni. This is Empangeni Hospital	Enter Empangeni from N2 side. Follow main road and turn right onto Turnbull & left onto Commercial & right onto Union Str. Go +- 750m. Hospital is on the right.	Tel: (035) 907 7000 Fax: 086 629 2075	nqobile.mkhwanazi@kznhealth.gov.za
M								
<u>Madadeni Hospital</u>	Regional	1107	Dr JJN Duze	P/Bag X6642 Newcastle 2940	Section 5, Madadeni		Tel: (034) 328 8000 Fax:(034) 329 1595	jabu.duze@kznhealth.gov.za
<u>Mahatma Gandhi hospital</u>	Regional	355	Dr LJ Sobekwa (acting)	P/Bag X13 Mount Edgecombe 4068	100 Phoenix Highway, Phoenix	Follow P2 north, left onto Phoenix Highway. Hospital is on the right.	Tel: (031) 502 1719 ext 2149 Fax:(031) 502 1869	

<u>Manguzi hospital</u>	District	264	Dr .A.J. Oyenmwense (acting)	P/Bag X301 Kwa-Ngwanase 3973	N2 North, Jozini turn-off, past Pongola Dam + 30km to T-junction, right + 67km	Enter Manguzi Town and follow main road to opposite Ithala shopping centre. Turn left and go straight to hospital gate.	Tel: (035) 592 0150 Fax:(035) 592 0158	manguzimedman@kznhealth.gov.za
<u>Mbongolwane hospital</u>	District	196	Mr SM Zungu (acting)	P/Bag X126 Kwapett 3820	N2 to Ulundi/Melmoth turn-off, left at Eshowe/Nkandla turn-off + 30 km to Ntumeni, left to Pett Store, turn right, +15 km to school, turn right, + 3 km	From Mandeni take P459 north. Go left onto P710 through Sundumbili. Go for +- 45km & turn left onto D1542 & follow for +- 400m to hospital.	Tel: (035) 476 6242 Fax:(035) 476 6380	sabastian.zungu@kznhealth.gov.za
<u>McCord Provincial Eye hospital</u>	District	100	Dr J Mannie(acting)	PO Box 37587 Overport 4067	28 McCord Road, Berea 4001	Travel north along Ridge Road. Turn left into McCord Road, about 2 blocks before Overport Shopping Centre	Tel: 031 268 5700	jay.mannie@kznhealth.gov.za
<u>Montebello hospital</u>	District	168	Dr BM Ntshingila (acting)	P/Bag X506 Dalton 3236	P614 Noordsberg Road, Dalton	From Pietermaritzburg take R614 to Wartburg. From Wartburg go +- 14km (P63). Go right & follow for +- 16km on R614. Turn right onto P102 & go for +- 6km. Hospital is on the right.	Tel: (033) 506 7000 Fax: (033) 506 0102	Bongani.Ntshingila@kznhealth.gov.za
<u>Mosvold Hospital</u>	District	246	Dr B Mung'omba	P/Bag X2211 Ingwavuma 3968	N2 North, Jozini turn-off, past Pongola Dam + 30km to T-junction, left + 30km	From Jozini go north on P522. Cross dam wall. Go for +- 38km. Turn left at T junction onto P443. Go +- 21km	Tel: (035) 591 0122 Fax: (035) 591 0148	bernard.mungomba@kznhealth.gov.za

						to Ingwavuma Town. The hospital is on the left upon entering town		
<u>Mseleni Hospital</u>	District	184	Mrs PS Khumalo	P.O. Sibhaya Sibhaya 3967	Mseleni village	From Mbazwana follow LSDI road north for +- 18km. Turn right onto D1885 and go straight to hospital gate +- 3.5km.	Tel: (035) 574 1004/5/6/7 Fax:(035) 574 1559	Phindile.Khumalo@kznhealth.gov.za
<u>Murchison hospital</u>	District	300	Ms M Nxumalo	P/ Bag X701 Port Shepstone 4240	N2 south to Port Shepstone THEN Mdube Bus Halt, Harding Road, Port Shepstone	Take N2 from Port Shepstone to Kokstad. +- 11km. The hospital is on the right.	Tel: (039) 687 7311 Fax:(039) 687 7497	
N								
<u>Newcastle Hospital</u>	Regional	248	Mrs TBT Sakyi	P/Bag X6653 Newcastle 2940	4 Hospital Street, Newcastle	Entering Newcastle from the south along Allen Str, turn left into Hospital Str. The hospital is on the right just past Newcastle Prison	Tel: (034) 328 0000 Fax:(034) 312 4392	thabisile.sakyi@kznhealth.gov.za
<u>Ngwelezana hospital</u>	Tertiary	550	Dr BS Madlala (acting)	P/Bag X20021 Empangeni 3880	Thanduyise Rd, Ngwelezana	On P2 south (Old Durban - Empangeni Rd) go south and turn right onto P456. Follow for +- 3.5km. Turn left onto Thanduyise Rd. Hospital is on the left +- 500m.	Tel: (035) 901 7000 Fax: (035) 794 1883	Bright.Madlala@kznhealth.gov.za

<u>Niemeyer Memorial hospital</u> -	District	52	Dr SB Nkosi	P/Bag X1004 Utrecht 2980	Kantoor Street, Utrecht	From Newcastle take N11 north & turn right on R34 to Utrecht. Turn left into Utrecht (Voor Str). Turn right into Klopper and left into Kantoor Str. Hospital is on the left.	Tel: (034) 331 3011 Fax:(034) 331 3532	nkosi.bongani@kznhealth.gov.za
<u>Nkandla Hospital</u> -	District	220	Mr N Shabane	P/Bag X102 Nkandla 3855	Nkandla Town	Enter Nkandla from the north. Go along main road & turn left before sports stadium. Follow road for +- 450m. Turn right to Hospital	Tel: (035) 833 5000 Fax:(035) 833 0054	nathi.shabane@kznhealth.gov.za
<u>Nkonjeni Hospital</u> -	District	265	Mrs TR Sibisi (acting)	P/Bag X509 Mahlabathini 3865	Nkonjeni area	Go north out of Ulundi +-3km turn left onto P244. Go +- 3km & turn right onto D1721. Go +- 2km Hospital is on the right	Tel: (035) 873 0013 Fax:(035) 873 0031	tholithemba.sibisi@kznhealth.gov.za
<u>Northdale hospital</u> -	District	385	Mrs BC Maphanga	P/Bag X9006 Pietermaritzburg 3200	1389 Chota Motala Road, Northdale, PMB	N3 north into Pietermaritzburg. Take Greytown offramp & go right onto Old Greytown Rd. Follow for +- 1.5km. Hospital is on the right.	Tel: (033) 387 9007/9009 Fax:(033) 397 9768	buhle.maphanga@kznhealth.gov.za
O								
<u>Osindisweni hospital</u> -	District	301	Mrs NP Ngcobo	P/Bag X15 Verulam, 4340	Oakford Road, Verulam	N2 north, Verulam offramp and follow M27 to Verulam. Right into	Tel: (032) 541 9200 Fax:(032) 541 0344	

						Wick Str left onto Todd and follow P98 west. Hospital is on the left before P713		
P								
<u>Port Shepstone hospital</u> -	Regional	333	Dr PB Dlamini (acting)	P/Bag X5706 Port Shepstone 4240	N2 south to Port Shepstone THEN Cnr of Connor & Bazley Street, Port Shepstone	Enter Port Shepstone through Toll Gate & turn left onto P3. Follow north for +- 2.8km. Hospital is on the left.	Tel: (039) 688 6000 Fax:(039) 682 6678	busi.dlamini@kznhealth.gov.za
<u>Prince Mshiyeni hospital</u> -	Regional	1200	Dr S Tshabalala	P/Bag X07 Mobeini 4060		On the Mangosutho Highway, on the left hand side - immediately after passing Umlazi lodge.	Tel: (031) 907 8111 Fax:(031) 907 3334/ 906 1044	Sandile.Tshabalala@kznhealth.gov.za
R								
<u>R. K. Khan hospital</u> -	Regional	543	Dr. P.S. Subban	P/Bag X004 Chatsworth 4030	R.K. Khan Circle, Westcliffe	N2 south. Take Higginson Highway offramp. Go west along Higginson Highway. Take Chatsworth Circle offramp go left and follow road. Hospital is on the left.	Tel: (031) 459 6000 Fax:(031) 401 1247	prakash.subban@kznhealth.gov.za
<u>Richmond hospital</u> -	Specialised (TB)	581	Mr NP Dladla	PO Box 133 Richmond 3780	Durban road, Richmond	Enter Richmond from Pietermaritzburg. Go along main road & turn right at Caltex Garage. Go for +- 750m.	Tel: (033) 212 2170 Fax: (033) 212 3450	petros.dladla@kznhealth.gov.za

						Hospital entrance is on the right.		
<u>Rietvlei hospital</u>	District	205	Mrs N Keswa	P/Bag X501 Stafford's Post Via Port Shepstone 4686	Rietvlei Location (Emhlangeni)		Tel: (039) 260 5000 Fax: (039) 260 0006	nonhlanhla.keswa@kznhealth.gov.za
S								
<u>St. Aidan's hospital</u>	Regional	157	Dr M Mazizi	Private Bag X01 Overport, 4067	33 Centenary Road, Durban		Tel: (031) 314 2200 Fax: (031) 309 3222	
<u>St. Andrews hospital</u>	District	223	Mrs M Vane	P/Bag X1010 Harding 4680	14 Moodie Street, Harding	Enter Harding off N2 from south. Go along Main Rd +- 1.5km turn right onto Moodie Str. The hospital is on the right.	Tel: (039) 433 1959 / 1472 Fax:(039) 433 2419	mandisa.vane@kznhealth.gov.za
<u>St. Apollinaris hospital</u>	District	155	Ms TE Khumalo (acting)	P/Bag 206 Creighton 3263	Centow Mission, Centocow	From Ixopo go west on R612 (P23) for +- 17km. Turn left onto P122 and then right onto P246. Go to Creighton and left onto P8. Go +- 7km & turn right onto P427. Hospital is on the left +- 7km.	Tel: (039) 833 8000 Fax:(039) 833 1062	promise.chiya@kznhealth.gov.za
<u>St. Francis Hospital</u>	Specialised (psychiatric)	105	Ms P Msane (acting)	P/Bag X564 Mahlabathini 3865	Near St Francis Mission	Go north out of Ulundi +-3km turn right onto P702. Go +- 5km. Hospital is on the right	Tel: (035) 873 0203/4/5 Fax:(035) 873 0380 / 0030	phumzile.msane@kznhealth.gov.za

<u>St. Margaret's hospital</u> -	Specialised (TB)	90	Dr E Mthembu	P/Bag X517, Umzimhulu, 3297	Clydesdale mission, Umzimkhulu		Tel: (039) 259 9222 Fax: (039) 259 9232	elizabeth.mthembu@kznhealth.gov.za
<u>Stanger hospital</u> -	Regional	466	Ms RT Ngcobo	P/Bag X10609 Stanger 4450	Cnr of King Sharka & Patterson Street, Stanger		Tel: (032) 437 6000 Fax:(032) 552 2767	thamela.ngcobo@kznhealth.gov.za
T								
<u>Thulasizwe Hospital</u> -	Specialised TB/MDR TB	106	Dr OE Ngam (acting)	P/ Bag 209 Ceza 3866	Go to Ulundi , from King Dinizulu Highway go +/- 20 km's north to Ceza hospital : THEN +/- 5km's north to Thulasizwe Hospital ,near Thandaziphi Store	Go north out of Ulundi +/-17km & turn left onto P487. Follow for +/- 28km to Ceza Village, go past hospital for +/- 500m & turn right onto D1724. Follow for +/- 6km to hospital	Tel: (035) 832 6000 Fax:(035) 832 0061/62	eric.ngam@kznhealth.gov.za
<u>Town Hill hospital</u> -	Specialised (psychiatric)	425	Ms ZG Mfeka	P. O. Box 400 Pietermaritzburg 3200	Hysslop Road, PMB	N3 north into Pietermaritzburg. Take Armitage Rd offramp. Go left to traffic circle and go over onto Hyslop Rd. Turn off to hospital is on the right.	Tel: (033) 341 5500 Fax:(033) 345 5720	zanele.mfeka@kznhealth.gov.za
U								
<u>Umgeni hospital</u> -	Specialised (psychiatric)	624	Miss NE Ndlovu	P/Bag X23 Howick 3290	Main Road, Howick	From N3 north turn off at Howick South. Go +/- 4km into Howick on Main Rd. Hospital is on the right.	Tel: (033) 330 6146 Fax:(033) 330 5564	mpume.ndlovu@kznhealth.gov.za
<u>Umphumulo hospital</u> -	District	141	Dr N Gumede (acting)	P/Bag X9219 Maphumulo 4470		N2 North, Stanger turn-off, continue + 45 km to	Tel: (032) 481 4100 Fax:(032) 481 4166	Nomzamo.Gumede@kznhealth.gov.za

						Maphumulu, look for hospital sign.		
<u>Umzimkhulu hospital</u>	Specialised	320	Mr R Hadebe	P/Bag x 514 Umzimkhulu 3297	Mbizweni Farm Umzimkhulu		Tel: (039) 259 0310 Fax: (039) 259 0149	Reginald.Hadebe@kznhealth.gov.za
<u>Untunjambili hospital</u>	District	150	Dr LN Phatahi	P/ Bag X216 Kranskop 3268	Along Kranskop way.	Take the tar rd out of Kranskop for about 10-12km. The hospital is near Umtunjambili School and a church.	Tel: (033) 444 1808 / 1707 Fax:(033) 444 0987 / 1170	lungile.phakathi@kznhealth.gov.za
V								
<u>Vryheid Hospital</u>	District	359	Ms NF Ngema	P/Bag X9371 Vryheid 3100	Coswald Brown Street, Vryheid	Enter Vryheid on R34 from the south. Go straight through town and turn right onto East Str, follow onto Browne Str. The hospital is on the left	Tel: (034) 982 2111 Fax:(034) 980 9757	
W								
<u>Wentworth hospital</u>	District	214	Dr. S.B. Kader	P/Bag Jacobs Jacobs 4026	Sidmouth Avenue, Wentworth	M4 south. Take Jacobs/Quality Street offramp. Turn into Quality Street and follow up the hill to Boston Road. Turn left.	Tel: (031) 460 5000 / 2000 Fax:(031) 468 9654	suriya.kader@kznhealth.gov.za

District Offices

District	Director	Secretary	Telephone	Fax	Postal Address	Physical Address	E-mail
Amajuba	Mrs AMET Tshabalala	Ms Silindo Mhlongo	(034) 328 7000 083 393 8176	(034) 315 1092	P/Bag X6661 Newcastle 2940	38 Voortrekker Street Newcastle 2940	mamosa.tshabalala@kznhealth.gov.za Silindo.Mhlongo@kznhealth.gov.za
eThekweni	Mrs Penny Dladla Msimango (Acting)	Ms Karen Moodley	(031) 2405308	(031)240 5555	P/Bag X54318 Durban 4000	Highway House 83 Jan Smuts Highway Mayville Durban	penny.msimango@kznhealth.gov.za karen.moodley@kznhealth.gov.za
llembe	Mrs K Hlophe (Acting)	Miss Thenjiwe Thwala	(032) 437 3500 083 301 7360	(032) 552 1893	P/Bag X10620 Stanger 4450	1 King Shaka Street King Shaka building 2nd and 3rd floor KwaDukuza	khanyo.hlophe@kznhealth.gov.za thenjiwe.thwala@kznhealth.gov.za
Harry Gwala (formerly Sisonke)	Mrs GLL Zuma	Mr Thando Radebe	(039) 834 8200 (ext 8281) 083 557 1083	(039) 834 1301	P/Bag X 502 Ixopo 3276	111 Ixopo Main Road Ixopo Main Mall Ixopo 3276	lindiwe.zuma@kznhealth.gov.za secretary.sisonkedistrict@kznhealth.gov.za
King Cetshwayo formerly Uthungulu)	Ms PPT Dlwati (acting)	Miss SR Thompson	(035) 787 0633	(035) 787 0644	P/Bag X20034, Empangeni, 3910	No 2 Cnr of Chrome and Lood Avenue Old Telkom Building Empangeni Rail 3910	Phakama.Dlwati@kznhealth.gov.za salome.thompson@kznhealth.gov.za
Ugu	Mrs N Mkhize	Ms Samkeliswe Ngoko	(039) 688 3000 083 709 738	(039) 682 6296	P/Bag X735 Port Shepstone 4240	41 Bissett Street, entrance on Nelson Mandela Drive Port Shepstone4240	Ntokozo.Mkhize@kznhealth.gov.za Samkelisiwe.Nqoko@kznhealth.gov.za
uMgungundlovu	Miss NM Zuma-Mkhonza	Ms Nokuthula Nzimande	(033) 897 1000		P/Bag X9124 Pietermaritzburg 3200	171 Hoosen Haffajee (former Berg) Street Pietermaritzburg	Zuma.May@kznhealth.gov.za thule.kunene@kznhealth.gov.za

District	Director	Secretary	Telephone	Fax	Postal Address	Physical Address	E-mail
Umkhanyakude	Ms MP Themba	Mrs Nokuthula Xulu	(035) 572 1327 082 220 7848	(035) 572 1364	P/Bag X026 Jozini, 3969	Jozini main street, opposite the Post Office	makhosazana.themba@kznhealth.gov.za secretary.umkhanyakudedistrictmanager@kznhealth.gov.za
Umzinyathi	Mrs GC Shabangu (acting)	Ms Charlotte van Ross	(034) 299 9100 083 407 9958	(034) 212 4800 / 3062	P/bag X2052 Dundee 3000	34 Wilson Street Dundee 3000	gugu.shabangu@kznhealth.gov.za charlotte.vanross@kznhealth.gov.za
Uthukela	Dr MT Zulu	Mrs S Mdakane	(036) 631 2202 (ext 139) 083 407 9964	(036) 631 0530	P/Bag X9958 Ladysmith 3370	32 Lyell Street Ladysmith 3370	thandeka.zulu@kznhealth.gov.za secretary.uthukela@kznhealth.gov.za
Zululand	Mr V Vilakazi (Acting)	Ms Nokuphila Mtshali	(035) 874 0600	(035) 874 0662	P/Bag X81 Ulundi3838	King Dinuzulu Highway Admin Building Ground Floor (Ministerial Suite) Ulundi	vusi.vilakazi@kznhealth.gov.za nokuphila.mtshali@kznhealth.gov.za

Community Health Centres

A Community Health Centre (CHC) is the second step in the provision of health care but can also be used for first contact care. A CHC offers similar services to a Provincial Clinic with the addition of a 24 hours maternity service, emergency care and casualty and a short stay ward. The CHC will refer a patient to a District hospital when necessary

Institution	District	Contact Person	Tel/Fax	Postal Address	Physical Address	Directions	Email Address
Bruntville	Umgungundlovu	Dr IJ Faluade	T: (033) 263 1545 F: (033) 263 1638	P/Bag X514 Mooi River 3300	Bruntville Area	From N3 north turnoff to Mooiriver. Go right & follow road for +- 700m. Turn left & go +- 1km. CHC is on the right.	faluade.idowu@kznhealth.gov.za
Cato Manor	eThekweni	Mrs GN Mkhize	T: (031) 261 4260 F: (031) 261 4746	PO Box 2443 Durban 4000	25 Kalenden Road, Mayville	Take the N3 travelling South. Take the Mayville/Sherwood off ramp and turn right at the robots into Jan Smuts road. At the next set of robots turn right into Bellair Road. The clinic is along this road. Area 4	gloria.mkhize@kznhealth.gov.za
Dannhauser	Amajuba	Dr SD Ntshalintshali	T: (034) 621 6100 F: (034) 621 9180	P/Bag X1008 Dannhauser, 3030	7 Durnacol Road, Dannhauser, 3080	7 Durnacol Road, Dannhauser, 3080	Sipho.Ntshalintshali@kznhealth.gov.za
Embo	Umgungundlovu	Mrs MS Nxumalo	T: (031) 781 1115 F: (031) 081 1118	PO Box 165 Mid-Illovo 3750	Mid-Illovo rural area		
eDumbe	Zululand	Dr TH Ndlovu	T:(034) 995 8501 F:(034) 995 8579	P/Bag X322 Paulpietersburg 3180	463 Main Rd, eDumbe Township, Vryheid	Enter Paulpietersburg from Vryheid side (R33). Go to T junction and turn right onto Piet Retief road. +- 2km turn left into eDumbe Township. The CHC is +- 100m on the left	ceo.edumbechc@kznhealth.gov.za

Institution	District	Contact Person	Tel/Fax	Postal Address	Physical Address	Directions	Email Address
East Boom Street	Umgungundlovu	Mrs DL Naidoo	T: (033) 264 4900/3200 F: (033) 342 6024	P O Box 4018 Willowton Pietermaritzburg 3200	541 Boom Street Pietermaritzburg (Corner of East and Boom streets)	N3 north into Pietermaritzburg. Take Greytown offramp & go left onto Chruch Str. Go right onto East Str. Follow until Boom Str & turn left. CHC is on both sides of the street.	lily.naidoo@kznhealth.gov.za
Gamalakhe	Ugu	Dr C Luke (acting)	T: (039) 318 1113 F: 039 318 2835	P/Bag X709 Gamalakhe 4249	Gamalakhe location	Follow R620 to Shelley Beach. Turn right on P55. Go for +- 3.5km. Turn left onto P200. Go +- 3.5km & turn right onto P482 & go +- 2.5km. Turn left at garage. Go +- 2km. Clinic is on the left	Chris.Luke@kznhealth.gov.za
Hlengisizwe	eThekwini	Dr S Bhimsan	T: (031) 774 0084 F: (031) 774 0085	PO Box 545 Hammersdale 3700	Unit 6, Str 76755, Mpumulanga Township	Follow N3 west. At Hammersdale offramp turn left (P385) and follow to before Peaceville. Turn left & follow to Shezi Main. Left into Sibisi Rd. Clinic is left off this road on un-named street	sharuna.bhimsan@kznhealth.gov.za
Imbalenhle	Umgungundlovu	Mrs XNT Mtunzi	T: (033) 398 9100 F:(033) 398 2600	P/Bag X9104 Pietermaritzburg 3200	Twala Rd, Imbali, Edendale	Go west on Edendale Rd. From Newport Dr, go +- 400m. Turn left onto Sutherland Rd & right onto FJ Sithole. Go for +- 1.4km. Turn right onto Sinkwazi Rd. CHC is on the right.	xolisiwe.mtunzi@kznhealth.gov.za
Inanda	eThekwini	Dr SCV Mncwango	T: (031) 519 0455 F: (031) 519 0460	P/Bag X04 Phoenix 4340	C135, Rd 108516, Inanda	Follow KwaMashu Highway west. Left at Rd 108576, left at second road and left again. CHC is on the right. Near SAPS	sethembiso.mncwango@kznhealth.gov.za
KwaDabeka	eThekwini	Dr J Ramdeen (acting)	T: (031) 714 3700 F: (031) 714	P.O. Box 371 Clernaville 3602	4 Khululeka (Spine) Road, KwaDabeka	M13 west to St Johns Ave offramp. Right in St Johns Ave. Left into Shepstone Road. Becomes Posselt Road. Left into Clermont Rd.	jayshree.ramdeen@kznhealth.gov.za

Institution	District	Contact Person	Tel/Fax	Postal Address	Physical Address	Directions	Email Address
			3710			Left into Zazi, Left Spinal Rd	
KwaMashu	eThekwini	Dr B Badripersad	T: (031) 504 9100 ext 9215 F:(031) 503 1815	P/Bag X013 KwaMashu 4360	G1400 Bhejane Rd, KwaMashu	From KwaMashu Highway west, left into Maladenla Rd, right into Undlondlo, left into Bhejane. CHC is on the right	Bianca.Badripersad@kznhealth.gov.za
Ndwedwe	Ilembe	Dr O Ayeni	T:(032) 532 3050 F:(032) 532 3628	P/Bag X528 Ndwedwe 4342		From Verulam take P100 Canelands road, straight up to Ndwedwe, we are near the Police station	Olasunkanmi.Ayeni@kznhealth.gov.za
Newtown A	eThekwini	Mrs ZB Khumalo	T: (031) 510 9800 F:(031) 510 1101	P \ Bag X 039 Inanda 4310	A 1345 Corner of King Bhekuzulu Road & Nhlwathi Crescent. Inanda Newtown next to Newtown 'A' Police Station	From P138 north, turn right onto Umzinyathi, left onto King Bhekuzulu and keep left. Follow to Nhlwathi Rd. The clinic is on the corner.	zandile.khumalo@kznhealth.gov.za
Nseleni	King Cetshwayo	Dr SNT Vilakazi	T: (035) 795 1124 F: (035) 795 1923	P/Bag X1031 Richards Bay 3900	645 UBhejane road, Nseleni Township	From N2 north towards Mtubatuba take Nseleni/Richards Bay turnoff. Go left towards Nseleni on P517. Go +- 3.3km. CHC is on the left as you enter Nseleni.	sibahle.vilakazi@kznhealth.gov.za
Phoenix	eThekwini	Dr N Vabaza (acting)	T: (031) 538 0800 F:(031) 500 4290	P/Bag X007 Mt.Edgecombe 4300	30-32 Brookstone Whetstone Unit 10 Phoenix	Follow P2 north, left onto Phoenix Highway and follow. Left onto Lenham Dr and left onto Whetstone and left onto Flatstone. CHC is at the end of the road	noxolo.vabaza@kznhealth.gov.za
Pholela	Harry Gwala	Dr NMT Gumede	T: (039) 832 9491 F: (039) 832	Private Bag X502, Bulwer, 3244		Take R617 (P7) to Bulwer. Cross Mkhomazi River & go +- 2.5km & turn left onto P413 & left onto P419. CHC is +- 400m on the right	nhlakanipho.gumede@kznhealth.gov.za

Institution	District	Contact Person	Tel/Fax	Postal Address	Physical Address	Directions	Email Address
			9494				
Pomeroy	Umzinyathi	Dr SLM Madela	T: 034 662 3300 F: 086 725 8571	P/Bag X529, Pomeroy, 3020	Shepstone Road, Pomeroy		Sanele.Madela@kznhealth.gov.za
St Chad's	Uthukela	Dr RE Okafor	T: (036) 637 9600	PO Box 2238 Ladysmith 3370	Corner of Helpmekaar Road and Ezakheni Road		Raymond.Okafor@kznhealth.gov.za
Sundumbili	Ilembe	Dr R Vishnupersadh	T: (032) 454 7500 F:(032) 454 7529	P/Bag X6032 Mandini 4490	A682/3 Sundumbili Township		Ravin.Vishnupersadh@kznhealth.gov.za
Tongaat	eThekwini	Dr BM Roopsingh	T: (032) 944 5054 F:(032) 945 1210 / 4058	P/Bag X06 Tongaat 4400	7 Sanele Nxumalo lane, Tongaat (off Gopalal Hurbans Road)	Follow Watson Highway into Tongaat. Right into Main. Left onto Dores. CHC is on the left	boodhi.roopsingh@kznhealth.gov.za
Turton CHC	Ugu	Dr TT Mbangeleli	T: 039 972 6000	P/Bag X07 Hibberdene 4220	Umzumbe Margistrate Court		tandile.mbangeleli@kznhealth.gov.za

ANNEXURE C

Form A
REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY
(Section 18 (1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))
[Regulation 6]

FOR DEPARTMENTAL USE	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	
Deposit (if any): R	
Access fee: R	
SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER	

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the 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:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf 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:

Identity number:

D. Particulars of 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.**

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** 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 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:

Form in which record is required:

Mark the appropriate box with an **X**.

NOTES:

- (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.

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:			
	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 compact disc)
*if you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?			YES NO
Postage is payable.			
<i>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.</i>			
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 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____

**SIGNATURE OF REQUESTER/PERSON ON
WHOSE BEHALF REQUEST IS MADE**

ANNEXURE D

FEES IN RESPECT OF PUBLIC BODIES

The fee for a copy of the manual as contemplated in regulation 5 (c) of the Regulations to the Promotion of Access to Information Act is R0,60 for every photocopy of an A4-size page or part thereof.

1. The fees for reproduction referred to in regulation 7 (1) are as follows:

	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

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

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

	R
(1) (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.	
(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.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	

4.

ANNEXURE E

Form B NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 8]

STATE YOUR
REFERENCE NUMBER:

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of requester/third party who lodges the internal appeal

(a) The particulars of the person who lodge 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:

Fax number:

Telephone 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:	
<input type="checkbox"/>	Refusal of request for access
<input type="checkbox"/>	Decision regarding fees prescribed in terms of section 22 of the Act
<input type="checkbox"/>	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 for appeal

*If the provided space is inadequate, please 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, please 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

FOR DEPARTMENTAL USE:	
OFFICIAL RECORD OF INTERNAL APPEAL:	
Appeal received on _____ (date)	_____ by _____
_____ (state rank, name and surname of information officer/deputy information officer).	
Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on (date) to the relevant authority.	
OUTCOME OF APPEAL:	
DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER CONFIRMED/NEW DECISION SUBSTITUTED	
NEW DECISION:	
DATE:	RELEVANT AUTHORITY
RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE RELEVANT AUTHORITY ON (date):	



health

Department:
Health
PROVINCE OF KWAZULU-NATAL

HEAD OFFICE

Postal Address: P/Bag x9051, Pietermaritzburg, 3200

Physical Address: Natalia Building, 330 Langalibalele Street, Pietermaritzburg, 3201

Tel: 033 395 2111(switchboard) | **Fax:** 033 342 0429 | **Web:** www.kznhealth.gov.za