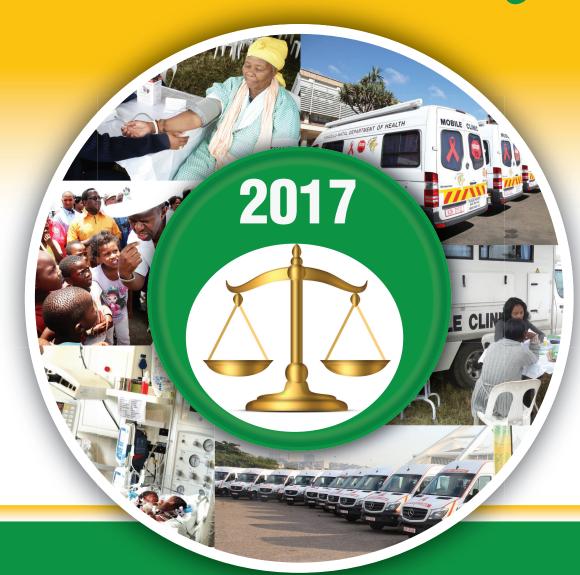


PROMOTION OF ACCESS TO INFORMATION ACT, 2000



MANUAL ENGLISH



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 develope 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
 - 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
 - a) 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**
- 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"*.

- 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

- 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
- (I) 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
 - i) 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 in 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 requester or third party referred may only apply to a court for appropriate relief in terms of section 82 of PAIA after that requester or third party has exhausted the internal appeal procedure against a decision of the information officer.



MEMBER OF THE EXECUTIVE COUNCIL FOR HEALTH (MEC)

Annexure A

KWAZULU NATAL DEPARTMENT OF HEALTH

PURPOSE:

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

FUNCTIONS:

- Ensure and account for the provision of specialised and clinical support services in the department
- 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;
- 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
- 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 inpat ient beds	CEO	Postal Address	Physical Address	Tel/Cell/Fax Number	E-mail			
					A					
Addington Hospital	Regional		Ndlangisa		16 Erskine Terrace South Beach, Durban	Tel: (031) 327 2002 Fax:(031) 327 2453 Please use alternate numbers: 063-673-7190 / 072-546-2377 / 072-546- 4276	Mthetheleli.Ndlangisa@kznhealth.gov.za			
Appelsbos ch Hospital	District	I	Gwele	Ozwathini	From PMB, take Greytown road and then take Wartburg rd. Go past Wartburg, do not turn at Dalton, carry on until you reach the sugar mill, then turn right and pass Fawnleas, Glenside, Montebello and Appelsbosch Supermarket (on left). Then look for sign for Appelsbosch hospital	Tel: (032) 294 0479 / 0022 / 0220 / 0234 / 0403/ 0112 Cell: 066 484 4353 Fax: (032) 294 0126 Alt. no. 082 926 7634	thando.gwele@kznhealth.gov.za			
	В									
Benedictin e Hospital	District		Mchunu (acting)	P/Bag X5007 Nongoma 3950	Main Road, Nongoma	Tel: (035) 831 7000 Fax:(035) 831 0740				

Bethesda Hospital	District	200	Dr TC Ngwenya (acting)	X602	N2 North to Mkuze, left at T-junction, 3 km to Ubombo, turn right and go 18 km	Tel:(035) 595 3100 Fax: (035) 595 1973	Thulani.Ngwenya@kznhealth.gov.za
Catherine Booth Hospital	District	126	Mrs BR Msomi	P/ Bag X105 Amathikul u 3801	N2 North from Gingindlovu to Amatikulu Sugar Mill, turn right and travel 12 km along gravel road through sugar cane and banana fields until you reach the hospital. The route is well sign-posted.		Babhekile.Msomi@kznhealth.gov.za
<u>Ceza</u> <u>Hospital</u>	District	120		P/Bag X200 Ceza 3866	Go to Ulundi , from King Dinizulu Highway go about 20 km's North to Ceza hospital.	Tel: (035) 832 5000	
Charles Johnson Memorial Hospital	District	349	Dr T Khumalo (acting)	P/Bag X5503 Nquthu 3135	Lot 92, Hlubi Street,Nquthu	Tel: (034) 271 6400 Fax: (034) 271 0234	
Christ the King Hospital	District	187	Mrs SW Maseko	P/Bag X542 Ixopo 3276	Peter Hauff Drive, Ixopo	Tel: (039) 834 7500 Fax 086 539 2800	Siphiwe.Maseko@kznhealth.gov.za
Church of Scotland Hospital	District	347	Mrs N Ndlovu (acting)	P/Bag X502 Tugela Ferry 3010	On the Greytown road go through Greytown and look for a board saying Tugela Ferry. Turn left at that board and go on until you reach Tugela Ferry town. On the left and right you will see shops. Look for board on your right saying hospital.	Tel: 0879451061 Fax: (033) 493 1124	nwabisa.ndlovu@kznhealth.gov.za

	Specialised Chronic		Gwala	P/Bag X04 Mobenil 4060	1 Higginson Highway, Mobeni	Tel: (031) 451 5000 Fax: (031) 462 1993	njabulo.gwala@kznhealth.gov.za
	•		•	•	D	•	
Dr Pixley Ka Isaka Seme Memorial Hospital			Dr J Mthethwa		310 Bhejane Street KwaMashu 4360	Tel: 031 540 1400 / 031 530 1440	Jimmy.Mthethwa@kznhealth.gov.za
	Specialised TB/MDR TB	50	Ndlovu	PO Box 32 Plessislae r 3216	Edendale road, next to Edendale hospital	Tel: (033) 327 3500 Fax: (033) 398 1050	mpume.ndlovu@kznhealth.gov.za
<u>Dundee</u> <u>hospital</u>	District		Vilakazi	P/Bag X2011 Dundee 3000	121 Mckenzie Street, Dundee 3000		Teresa.Mkhize@kznhealth.gov.za Theodorah.Vilakazi2@kznhealth.gov.za
					E		
E.G & Usher Memorial hospital	District		Ngobese		Corner of The Avenue & Elliot Streets, Kokstad	Tel: (039) 797 8100 Fax: (039) 727 2564	Jabulani.Ngobese@kznhealth.gov.za
Ekombe Hospital	District			Kranskop 3268	From Melmoth proceed to Nkandla, before your reach Nkandla watch and take the turn off to Eqhudeni and Vuleka. From there drive about 30 km until you take the turn off to Eqhudeni, then you'll drive 5 km to Ekombe Hospital.		Bonginkosi.Zungu@kznhealth.gov.za
	Specialised Psychiatric		Zondo		Old South coast road, Umbogintwini	Tel: (031) 905 4775/6/7/8/9 082 759 5199 (in the event	Mzwandile.Zondo@kznhealth.gov.za

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Emmaus Hospital	District	156	Mrs MAN Mzizi		Cathedral Peak Road,Winterton.	Tel: (036) 488 1570 Fax: (036) 488 1330/ 488 1156	Ndileka.Mzizi@kznhealth.gov.za
Eshowe Hospital	District	400	Ngcobo	Eshowe 3815	From N2 North take the Dokoweni off-ramp. Follow signs to Eshowe (30 km). Take the second entrance to Eshowe, Kangela St. Hospital is 1,8 km from this entrance on the left hand side	Tel: (035) 473 4500 Fax: (035) 474 4914	richard.ngcobo@kznhealth.gov.za
Estcourt Hospital	District	286	Mr MP Bekenya	P/Bag X7058 Estcourt 3310	Old Main Road, Estcourt.	Tel: (036) 342 7000 Fax:(036) 342 7116	Mabatho.Kekana@kznhealth.gov.za estcourt.ce osecretary@kznhealth.gov.za
	•	•	•	•	F	•	
Fort Napier Hospital	Specialised (Psychiatric)		Ms N Mokwena		1 Devonshire Road, Napierville PMB	Tel: (033) 260 4300 Fax:(033) 345 5730	nokwazi.mokwena@kznhealth.gov.za
					G		
General Justice Gizenga Mpanza Regional Hospital (formerly Stanger Hospital)	Regional	545	Mrs EM Shabane(acting)	P/Bag X10609 Stanger 4450	Cnr of King Sharka & Patterson Street, Stanger	Tel: (032) 437 6000 Fax:(032) 552 2767	Makhosazana.Shabane@kznhealth.gov.za

G.J. Crookes Hospital	District	360	Mrs MS Khathi	P/Bag X5501 Scottsbur gh 4180	Hospital Road, Scottburgh	Tel: (039) 978 7000 Fax:(039) 978 1295	Sebenzile.Khathi@kznhealth.gov.za
<u>Greys</u> <u>Hospital</u>	Tertiary	510	Dr NMT Gumede (acting)	P/Bag 9001 Pietermari tzburg 3200	Townbush Road, PMB	Tel: (033) 897 3000	nhlakanipho.gumede@kznhealth.gov.za
Greytown Hospital	District		Ms PP Zungu	X5562	Bell Street extension, Enhlalakahle Location, Greytown 3250	Tel: (033) 413 9400 Fax:(033) 413 2809	Phumzile.Zungu@kznhealth.gov.za
					Н		
Harry Gwala Regional Hospital (f ormerly Edendale)	Regional	897	Mrs NT Nxaba	P/Bag X509 Plessislae r 3216	Main Road, Edendale.	Tel: (033) 395 4911 Fax:(033) 395 4060	nelisile.nxaba@kznhealth.gov.za
Hillcrest Hospital -	Specialised (Chronic)	167	Mrs MM Mkhize	P/Bag X1001 Hillcrest 3650	50 Hospital Road, Hillcrest	Tel: (031) 761 5880 Fax:(031) 765 3712	mvuselelo.mkhize@kznhealth.gov.za
Hlabisa Hospital	Specialised	265	Mr S Mkhwana zi		60 Saunders Street Hlabisa 3937	Tel: (035) 838 8600 Fax:(035) 838 1117	sihle.mkhwanazi@kznhealth.gov.za
					I		
Inkosi Albert Luthuli Central	Central		Dr L Mtshali		800 Bellair Road, Cato Manor, Durban.	Tel: (031) 240 1000 Fax:(031) 240 1050	linda.mtshali@ialch.co.za

Hospital							
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Itshelejuba Hospital	District	154	Vilakazi	X0047	N2 North, about 30 km past Pongola and +- 70km from Piet Ritief	Tel: (034) 413 4000 Fax: (034) 413 2545	thembi.vilakazi@kznhelth.gov.za
					K		
	Specialised (TB)	671	Dlamini (acting)	Dormerto	Corner of Dr R D Naidoo drive and Viola Road Sydenham Durban	Tel: (031) 242 6000 Fax:(031) 209 9586	ruben.naidu@kznhealth.gov.za Zanele.Dlamini2 @kznhealth.gov.za
KwaMagw aza Hospital	District Level 1	147	Mbokazi		KwaMagwaza Road, Melmoth	Tel:(035) 450 8200 Fax:(035) 450 2050	mbokazii@yahoo.com
KZN Children's Hospital	Specialised	N/A	Zandile Khumalo		10 Prince Street, Addington, Durban	Switchboard: 031 812 1400 Patient booking: 031 812 2012 Fax: 031 812 1599	zandile.khumalo3@kznhealth.gov.za
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Ladysmith Hospital	Regional	458	Pule (acting)	P/Bag 9928 Ladysmith 3370	Malcolm Road, Ladysmith	Tel: (036) 637 2111 Fax: (036) 637 6457	
					M		
Madadeni Hospital	Regional	732	H.S.L Khanyi	P/Bag X6642 Newcastle 2940	Section 6, Madadeni	Tel: (034) 328 8000 Fax:(034)328 8271	Happy.Khanyi@kznhealth.gov.za
Mahatma Gandhi Hospital	Regional	380	Maphumu lo	P/Bag X13 Mount Edgecom be 4068	100 Phoenix Highway, Phoenix	Tel: (031) 502 1719 ext 2149 Fax:(031) 502 1869	Siboniso.maphumulo@kznhealth.gov.za

Hospital		255	Vumase		N2 North, Jozini turn-off, past Pongola Dam + 30km to T-junction, right + 67km	Tel: (035) 592 0150 Fax:(035) 592 0158	sipho.vumase@kznhealth.gov.za
Mbongolw ane Hospital	District		Mchunu (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		Philangenkosi.mchunu@kznhealth.gov.za
McCord Provincial Eye Hospital	Specialised	77	Naidoo (acting)		28 McCord Road, Berea 4001	Tel: 031 268 5700	Sambosiven.naidoo@kznhealth.gov.za
Montebello Hospital	District	111	Mzobe	P/Bag X506 Dalton 3236	P614 Noordsberg Road, Dalton	Tel: (033) 506 0026 / 0099 Fax: (033) 506 0102	
Mosvold Hospital	District		Mung'om ba		N2 North, Jozini turn-off, past Pongola Dam + 30km to T-junction, left + 30km	Tel: (035) 591 0122 Fax: (035) 591 0148	bernard.mungomba@kznhealth.gov.za
Mseleni Hospital	District	-	Sibisi	P.O. Sibhaya Sibhaya 3967	N2 North, Jozini turn-off, turn right to Ubombo before Dam, + 20 km to T- junction, left + 20 km to 2nd T-junction, left + 5 km to sign	Tel: (035) 574 1004/5/6/7 Fax:(035) 574 1559	Tholithemba.Sibisi@kznhealth.gov.za

Murchison Hospital	District	300		X701 Port	N2 south to Port Shepstone THEN Mdube Bus Halt, Harding Road, Port Shepstone	Tel: to 039 687 7313/4/5/6 Fax:(039) 687 7497	
					N		
Newcastle Hospital	Regional	262		P/Bag X6653 Newcastle 2940	4 Hospital Street, Newcastle	Tel: (034) 328 0000 Fax:(034) 312 4392	@ Newcastle.CEOSecretary@kznhealth.gov.za
Ngweleza na Hospital	Tertiary	516	Dr BS Madlala	P/Bag X20021 Empange ni 3880	Left at 1st robot into Ngwelezana road on Entering Empangeni, look for signboard on left and turn into Thanduyise road and continue for 500m.	Tel: (035) 901 7000	ceosecretary.ngwelezana@kznhealth.gov.za
Niemeyer Memorial Hospital	District	33	Dr SB Nkosi	P/Bag X1004 Utrecht 2980	Kantoor Street, Utrecht	Tel: (034) 331 3011 Fax:(034) 331 4498	nkosi.bongani@kznhealth.gov.za
Nkandla Hospital	District	212	Mr NM Mthembu		N2 north to Gingindlovu/Eshowe turn- off, past Eshowe and Melmoth to Babanango turn-off, turn left to Nkandla village.	Fax:(035) 833 0054	nhlanhla.mthebu@kznhealth.gov.za
Nkonjeni Hospital	District	207	Mrs MT Zulu		Go to Ulundi , from King Dinizulu Highway go +\- 5 km's north to Nkonjeni hospital : Near Vumabakushoyo LP. School and Lutheran Church	Tel: (035) 873 0013 Fax:(035) 873 0031	Thembekile.Zulu@kznhealth.gov.za

Northdale Hospital -	District	431	Ms N Xulu	P/Bag X9006 Pietermari tzburg 3200	1389 Chota Motala Road, Northdale, PMB	Tel: (033) 387 9000 / 033 387 9042 Fax:(033) 397 9768	Nobukhosi.Xulu@kznhealth.gov.za					
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Osindiswe ni Hospital -	District	240		P/Bag X15 Verulam, 4340	Oakford Road, Verulam	Tel: (032) 541 9200 Fax:(032) 541 0344	nathi.shabane@kznhealth.gov.za					
					P							
Port Shepstone Hospital	Regional		Mr Z Mbethe	P/Bag X5706 Port Shepston e 4240	N2 south to Port Shepstone THEN Cnr of Connor & Bazley Street, Port Shepstone	Tel: (039) 688 6000 Fax:(039) 682 6678	zakanzima.mbethe@kznhealth.gov.za					
Prince Mshiyeni Hospital	Regional	1 075		P/Bag X07 Mobeni 4060	On the Mangosutho Highway, Before Umlazi Lodge.	Tel: (031) 907 8111 Fax:(031) 907 3334/ 906 1044	gabrielle.khawula@kznhealth.gov.za					
					Q							
Queen Nandi Ho spital	Regional		Mrs CNN Mkhwana zi	X20005	29 Union Street, Empangeni. This is Empangeni Hospital	Tel: (035) 907 7000 Fax: 035 772 1361	nqobile.mkhwanazi@kznhealth.gov.za					
		1	I	1	R		,					
R. K. Khan Hospital -	Regional		Dr B Bilenge (acting)		R.K. Khan Circle, Westcliffe	Tel: (031) 459 6000 Fax:(031) 401 1247	ben.bilenge@kznhealth.gov.za					

Richmond Hospital - Rietvlei	Specialised (TB) District			133 Richmond 3780	Durban road, Richmond Rietvlei Location	Tel: (033) 212 2170 Fax: (033) 212 3450 Tel: (039) 260 5000	bulelani.gebashe@kznhealth.gov.za Busisiwe.Mkhize@kznhealth.gov.za
<u>Hospital</u>			Dabata	X501 Stafford's Post Via Port Shepston e 4686	(Emhlangeni)	Fax: (039) 260 0006	
			•	•	S	•	
St. Aidan's Hospital	Regional	143	Mr B Shezi (acting)		33 Centenary Road, Durban	Tel: (031) 329 1417	brian.shezi2@kznhealth.gov.za
St. Andrews Hospital	District	210	Mrs MM Vane	P/Bag X1010 Harding 4680	14 Moodie Street, Harding	Tel: (039) 433 1959 / 1472 Fax:(039) 433 2419	mandisa.vane@kznhealth.gov.za
St. Apollinaris Hospital	District	146	Mr TS Zuma (acting)	P/Bag 506 Ixopo 3276	Centow Mission, Centocow	Tel: (039) 833 9002	
St. Francis Hospital	Specialised (psychiatric)	79	Mrs MT Zulu	X564 Mahlabat	Go to Ulundi , from King Dinizulu Highway go +\- 7 km's north east to St. Francis hospital :Near St Francis Mission	Tel: (035) 873 0203/4/5 Fax:(035) 873 0380 / 0030	Thembekile.Zulu@kznhealth.gov.za
St Mary's Hospital	District	200	Mrs P Mgobozi	Private Bag X16, Ashwood, KwaZulu- Natal, 3605	1 Hospital Rd, Mariannhill, Pinetown, 3601	Tel: (031) 717 1000 Fax: (031) 700 3375	Phe.Mgobozi@kznhealth.gov.za

Siloah Lutheran Mission				Private Bag X9392 Vryheid	Dlomodlomo road, Vryheid	Fax: (034) 907 5095	
					Т		
Thulasizw e Hospital -	Specialised (TB/MDR TB)		Dr OE Ngam (acting)	209 Čeza 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 lindaLinda.Sobekwa@kznhealth.gov.zaLinda.Sobekwa@kznhealth.gov.za		eric.ngam@kznhealth.gov.za
Town Hill Hospital -	Specialised (psychiatric)	280	Mr NR Hadebe	P. O. Box 400 Pietermari tzburg 3200	Hysslop Road, PMB	Tel: (033) 341 5500 Fax:(033) 345 5720	Reginald.Hadebe@kznhealth.gov.za
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Umgeni Hospital -	Specialised (psychiatric)	411	Mr J Situma (acting)	P/Bag X23 Howick 3290	Main Road, Howick	Tel: (033) 330 6146 Fax:(033) 330 5564	mpume.ndlovu@kznhealth.gov.za mark.green@kznhealth.gov.za
Umphumul o Hospital -	District	141	Dr MJ Zulu	Maphumu	N2 North, Stanger turn-off, continue + 45 km to Maphumulu, look for hospital sign.	Tel: (032) 481 4100 Fax:(032) 481 4159	mandla.zulu@kznhealth.gov.za
Umzimkhu lu Hospital -	Specialised	320	Mr ML Mbewu (acting)	P/Bag x 514 Umzimkh ulu 3297	Mbizweni Farm Umzimkhulu	Tel: (039) 259 0310 Fax: (039 259 0149	Khaya.Mbewu@kznhealth.gov.za
Untunjamb ili Hospital -	District	130	Mrs N Mbelu	X216 Kranskop	Along Kranskop way. From N2 take R74 off-ramp, go through Stanger on R74 pass Mapumulo, after	Tel: (033) 444 1808 / 1707	nontobeko.ndadane@kznhealth.gov.za

					23km see Kranskop sign, turn right. Pass through small Kranskop town after 10km sign Untunjambili Hospital. Turn right after 2km see hospital on your right.		
					V	•	
Victoria Mxenge Hospital (f ormerly King Edward VIII Hospital)	Regional / Tertiary	697		P/Bag Congella Congella 4013	Corner of Sydney and Francois Road, Congella	Tel: (031) 360 3111 Fax:(031) 206 1457	zama.msibi@kznhealth.gov.za
Vryheid Hospital	District	338	Nkonyane	P/Bag X9371 Vryheid 3100	Coswald Brown Street, Vryheid	Tel: (034) 982 2111/2/3 Fax:(034) 980 9757	Sibongile.Nkonyane@kznhealth.gov.za
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Wentworth Hospital	District	230		P/Bag Jacobs Jacobs 4026	1 Boston Road, Jacobs 4026	Tel: (031) 460 5000 Fax:(031) 468 9654	tiny.khanyile@kznhealth.gov.za

Annexure B2

District Offices

District	Director	Secretary	Telephon e	Fax	Physical Address	Postal Address	E-mail
Amajuba	Dr AMET Tshabalal a		(034) 328 7000 083 393 8176	(034) 315 1092	50 Harding Street Newcastle 2940	P/Bag X6661 Newcastle 2940	mamosa.tshabalala@kznhealth.gov.za Amaju ba.Secretary@kznhealth.gov.za
eThekwini (South)	Mrs TB Sakyi	Miss Londiwe Sikhonde	(031) 273 5692		Highway House 83 Jan Smuts Highway Mayville Durban	P/Bag X54318 Durban 4000	Thabisile.Sakyi@kznhealth.gov.za Londiwe.S ikhonde@kznhealth.gov.za
eThekwini (North West)	Mrs N Shandu	Miss Zama Ngwenya	(031) 273 5692		Highway House 83 Jan Smuts Highway Mayville Durban	P/Bag X54318 Durban 4000	zamantimande.ngwenya@kznhealth.gov.za
Ilembe	Ms TE Maphalala	Mrs Melanie Venter	(032) 437 3500 076 790 3939	(032) 552 1893	1 King Shaka Street King Shaka building 2nd and 3rd	P/Bag X10620 Stanger 4450	melanie.venter@kznhealth.gov.za

District	Director	Secretary	Telephon e	Fax	Physical Address	Postal Address	E-mail
					floor KwaDukuza		
Harry Gwala (formerly Sisonke)	Mrs BA Mkhize	Ms Thabile Sithole	(039) 834 8280	(039) 834 1301	111 Ixopo Main Road Ixopo Main Mall Ixopo 3276	P/Bag X 502 Ixopo 3276	busisiwe.mkhize@kznhealth.gov.za secretary .sisonkedistrict@kznhealth.gov.za
King Cetshwayo (formerl y Uthungulu)	Ms PPT DIwati (acting)	Miss SR Thompson	(035) 787 6319 066 407 3192	(035) 787 0644	No 2 Cnr of Chrome and Lood Avenue Old Telkom Building Empangeni Rail 3910	P/Bag X20034, Empangeni, 3910	salome.thompson@kznhealth.gov.za
Ugu	Mrs L Dlamini	Mr Surajbally Rishan	(039) 688 3000 083 286 6706	(039) 682 6296	41 Bissett Street, entrance on Nelson Mandela Drive Port Shepstone4240	P/Bag X735 Port Shepstone 4240	linda.dlamini@kznhealth.gov.za Rishan.Suraj bally@kznhealth.gov.za

District	Director	Secretary	Telephon e	Fax	Physical Address	Postal Address	E-mail
uMgungundlovu	Dr MT Zulu (acting)	Ms Nokuthula Nzimande	(033) 897 1000		171 Hoosen Haffajee (former Berg) Street Pietermaritzbur g	P/Bag X9124 Pietermaritzbur g 3200	thandeka.zulu@kznhealth.gov.za thule.kunen e@kznhealth.gov.za
Umkhanyakude	Mr BP Fakude (acting)	Ms Nontobeko Mabuyakhul u	(035) 572 1390/68 082 471 9258	(035) 572 1364	Jozini main street, opposite the Post Office	P/Bag X026 Jozini, 3969	bhekisisa.fakude@kznhealth.gov.za secretar y.umkhanyakudedistrictmanager@kznhealth. gov.za
Umzinyathi	Ms JY Dube	Ms Charlotte van Ross	(034) 299 9100 083 500 9780	(034) 212 4800 / 3062	34 Wilson Street Dundee 3000	P/bag X2052 Dundee 3000	charlotte.vanross@kznhealth.gov.za
Uthukela	Ms N Ndhlovu	Ms S Mdakane	(036) 631 2202 083 407 9964	(036) 631 0530	32 Lyell Street Ladysmith 3370	P/Bag X9958 Ladysmith 3370	nomalanga.ndhlovu@kznhealth.gov.za secret ary.uthukela@kznhealth.gov.za

District	Director	Secretary	Telephon e	Fax	Physical Address	Postal Address	E-mail
Zululand	Mr V Vilakazi	Ms Sizakele Mshololo	(035) 874 0600 067 426 6420 (temporal)	(035) 874 0662	King Dinuzulu Highway Admin Building Ground Floor (Ministerial Suite) Ulundi	P/Bag X81 Ulundi3838	vusi.vilakazi@kznhealth.gov.za Sizakele.Msh ololo@kznhealth.gov.za

Community Health Centres

Institution	District	Contact Person	Tel/Fax	Postal Address	Physical Address	Email Address
Bruntville	Umgungu ndlovu	Dr IJ Faluade	T: (033) 263 1545 F: (033) 263 1638	P/Bag X514 Mooi River 3300	Bruntville Main Rd Mooi River	faluade.idowu@kznhealth.gov.za
Cato Manor	eThekwini	Mrs M Mkhize	T: (031) 261 4260 F: (031) 261 4746	PO Box 2443 Durban 4000	25 Kalenden Road, Mayville	maureen.mkhize@kznhealth.gov.za
Dannhauser	Amajuba	Dr FP Mtshali	T: (034) 621 6100 F: (034) 621 91820	P/Bag X1008 Dannhauser, 3030	7 Durnacol Road, Dannhauser, 3080	
eDumbe	Zululand	Dr TH Ndlovu	T:(034) 995 8501	P/Bag X322 Paulpietersburg 3180	Stand No.463 Main street Paulpietersburg 3180	ceo.edumbechc@kznhealth.gov.za

Institution	District	Contact Person	Tel/Fax	Postal Address	Physical Address	Email Address
			F:(034) 995 8579			
East Boom Street	Umgungu ndlovu	Dr S Chetty	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)	sheldon.chetty@kznhealth.gov.za
Gamalakhe	Ugu	Dr PF Shongwe	T: (039) 318 1113 / 2354 F: 039 318 2835	P/Bag X709 Gamalakhe 4249	Across TB Molefe Sports Stadium, Off Ray Nkonyeni Rd. corner Michael Ntsimbi & Rev Sithole streets	Shongwe.Phiwayinkosi@kznhealth.gov.za
Hlengisizwe	eThekwini	Dr N Mdluli	T: (031) 774 0084 F: (031) 774 0085	PO Box 545 Hammersdale 3700	Sibisi Road, Mpumalanga Hammarsdale, next to Nkomose store at 6 section	nomzamo.gumede@kznhealth.gov.za
Imbalenhle	Umgungu ndlovu	Mrs XNT Mtunzi	T: (033) 327 2111 F:(033) 398 2600	P/Bag X9104 Pietermaritzburg 3200	Twala Road, unit 3 (Just before Edendale hospital)	xolisiwe.mtunzi@kznhealth.gov.za

Institution	District	Contact Person	Tel/Fax	Postal Address	Physical Address	Email Address
Inanda	eThekwini	Dr NP Mgobhozi	T: (031) 519 0455 F: (031) 519 0460	P/Bag X04 Phoenix 4340	C135 Inanda Newtonship	nosipho.mgobozi@kznhealth.gov.za
KwaDabeka	eThekwini	Mr MA Ndlovu	T: (031 714 3700 F: (031) 714 3710	P.O. Box 371 Clernaville 3602	4 Khululeka (Spine) Road, KwaDabeka	Mduduzi.ndlovu@kznhealth.gov.za
KwaMashu	eThekwini	Mrs JN Mdima-	T: (031) 504 9100 ext 9013 F:(031) 503 1815	P/Bag X013 KwaMashu 4360	P 67 Mkhiwane Road, KwaMashu 4360	nozipho.mdima@kznhealth.gov.za
Mfundo Arnold Lushaba (For merly Turton CHC)	Ugu	Dr ZM Bikitsha	039 972 6000	P/Bag X07 Hibberdene 4220	Umzumbe Magistrate Court	Zanele.Bikitsha@kznhealth.gov.za

Institution	District	Contact Person	Tel/Fax	Postal Address	Physical Address	Email Address
Ndwedwe	Ilembe	Dr O Ayeni	T:(032) 532 3048 F:(032) 532 3628	P/Bag X528 Ndwedwe 4342	From Verulam take P100 Canelands road, straight up to Ndwdwe, 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	zandile.khumalo@kznhealth.gov.za
Nseleni	King Cetshway o	Dr SNT Vilakazi	T: (035) 795 1124 F: (035) 795 1923	P/Bag X1031 Richards Bay 3900	645 UBhejane road, Nseleni Township	sibahle.vilakazi@kznhealth.gov.za
Othobothini	Umkhanya kude	Mrs DS Mkhwanazi	T: 035 572 9002 F: 035 572 9082	P/Bag X12, Jozini 3969	Jozini main road across the bridge, D850 road next to Msiyane High School	othobothinichc.ceo@gmail.com
Phoenix	eThekwini	Dr B Badripersa d	T: (031) 538 0800 F:(031) 500 4290	P/Bag X007 Mt.Edgecombe 4300	30-32 Brookstone Whetstone Unit 10 Phoenix	Bianca.badripersad @kznhealth.gov.za

Institution	District	Contact Person	Tel/Fax	Postal Address	Physical Address	Email Address
Pholela	Harry Gwala	Dr L Buthelezi	T: (039) 832 9491 F: (039) 832 9494	Private Bag X502, Bulwer, 3244	Take R617 to Boston / Bulwer, after Boston proceed, pass (ignore) right Impendle turnoff, proceed about 16km, cross Umkomazi river, proceed 2 kms - Road D1213 Hlanganani District (Pholela Clinic) left turn. CHC is about 2km after left-turning.	Londa.buthelezi @kznhealth.gov.za
Pomeroy	Umzinyath	Dr BR Ndaba	T: 034 662 3300 F: 086 725 8571	P/Bag X529, Pomeroy, 3020	Shepstone Road, Pomeroy	ronald.ndaba@kznhealth.gov.za
St Chad's	Uthukela	Dr SE Mnguni	T: (036) 637 9600	P/Bag X9950 Ladysmith 3370	Corner of Helpmekaar Road and Ezakheni Road	gugu.mabaso2@kznhealth.gov.za
St Margaret's	Harry Gwala	Dr PB Sosibo	T: (039) 259 9222	P/Bag X517 Umzimkulu 3297	Clydesdale Mission, Umzimkhulu	Ravin.Vishnupersadh@kznhealth.gov.za
Sundumbili	llembe	Dr R Vishnupers adh	T: (032) 454 0066 F:(032) 454 7529	P/Bag X6032 Mandini 4490	A 682/3 Sundumbili Township, Mandeni	Ravin.Vishnupersadh@kznhealth.gov.za

Institution	District	Contact Person	Tel/Fax	Postal Address	Physical Address	Email Address
Tongaat	eThekwini	Dr S Bhimsan	T: (032) 944 5054	P/Bag X06 Tongaat 4400	7 Sanele Nxumalo lane, Tongaat (off Gopalal Hurbans Road)	sharuna.bhimsan@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	
F	eference number:
Request received by	
(state rank, name and surname of informa (date) at	, ,
Request fee (if any): R	
Deposit (if any): R	
Access fee: R	
	SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER
B. Particulars of person requesting access to (a) The particulars of the person who requests acc (b) The address and/or fax number in the Republ be given. (c) Proof of the capacity in which the request is m	ress to the record must be given below. ic to which the information is to be sent, must
Full names and surname:	
Identity number:	
Postal address:	
F	ax number:
Telephone number:	-mail address:
Capacity in which request is made, when made on	
C. Particulars of person on whose behalf requ	est is made

This section must be completed ONLY if a request for information is made on behalf of another

Full names and surname:

person.

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:	
form in which the record is available (b) Access in the form requested is case you will be informed if access	nay be refused in certain circumstances. In such a will be granted in another form.
(c) The fee payable for access to form in which access is requested.	he record, if any, will be determined partly by the
1. If the record is in written or printed for	orm:
copy of record*	inspection of record
2. If record consists of visual images—	
(this includes photographs, slides, sketches, etc.):	video recordings, computer-generated images,
view the images copy of the	images* transcription of the images*

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

sour	nd:							
	listen to the soundtra cassette)		transcription of soundtrack* (written or printed document)					
4. If	record is held on co	mputer or in	an ele	ctronic or n	nachi	ne-readable for	rm:	
			copy of ation derived from ord*			copy in computer readable form* (stiffy or compact disc)		
copy	ou requested a copy or transcription to be age is payable.			record (abov	re), d	o you wish the	YES	NO
langu	that if the record is no uage in which the reco	rd is available		nguage you p	refer,	access may be g	granted	in the
In wi	nich language would ye	ou prefer the i	record?					
G. N	otice of decision reg	arding reque	est for a	access				
infor	will be notified in writii med in another mann nable compliance with	er, please spe						
How	would you prefer to I d?	oe informed c	of the d	ecision regar	ding	your request for	access	to the
Signe	ed at		this _	day o	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 there	eof 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 part of an hour, excluding the first hour, reasonably required for such sea 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.

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	Α.	Particu	ılars	of p	oublic	bod:
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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:					
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 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

State the manner:

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.

Particulars of manner:								
Signed at		_this	da	ay of		20		
	TURE OI	OF APPELLANT						
FOR DEPARTMENTA	USE:							
Appeal received on		RECORD (by		
			(state	rank,	name	and	surname	of
information officer/dep	outy information	on officer).	`					
Appeal accompanied decision and, where a relates, submitted by authority.	pplicable, the	particulars	of any th	ird party	to whoi	m or w	hich the red	cord
OUTCOME OF APPEA	L:							
DECISION OF INFORM DECISION SUBSTITUT		R/DEPUTY I	INFORMA [*]	TION OF	FICER CO	ONFIRM	IED/NEW	
NEW DECISION:								
DATE:							AUTHORI	ΤY
RECEIVED BY THE II THE RELEVANT AUTI			/DEPUTY	INFOR	MATION	OFFI	CER FROM	



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