

## NOTICE IN TERMS OF SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO. 1 OF 2000

### **Automatically available Records and Access to such Records**

(in terms of Section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

and

[Regulation 4 of the Regulations relating to the Promotion of Access to Information, 2021]

#### **1. INTRODUCTION**

1.1 Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000), stipulates that “the Information Officer of a public body, referred to in paragraph (a) or (b)(i) of the definition of a “public body” in section 1, must make available in the prescribed manner a description of-

- (a) the categories of records of the public body that are automatically available without a person having to request access in terms of this Act, including such categories available-
  - (i) for inspection in terms of legislation other than this Act;
  - (ii) for purchase or copying from the body;
  - (iii) from the body free of charge; and
- (b) how to obtain access to such records.

1.2 The Eastern Cape Department of Social Development has updated the Section 15 Notice and is in compliance with the provision of Section 15(2) of the PAIA of 2000, which gives access to records that are automatically available.

## 2. RECORDS THAT ARE AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)

- 2.1. All the reports that are published publicly become automatically available on the Eastern Cape Department of Social Development's website. Please note that the Department's new website is currently under construction with the anticipated launch date being 1 October 2023.
- 2.2 Below is a list of documents produced by the Eastern Cape Department of Social Development, which can be downloaded from the website once it is active.
- 2.3 In the event that any of the listed documents are required before the new website is operative, please direct an email enquiry to the Head of Legal Services at [Selwyn.Collins@ecdsd.gov.za](mailto:Selwyn.Collins@ecdsd.gov.za) and the information will be sourced.

### Automatically available records and access to such records

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(A) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (SECTION 15(1)(b))
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
<ul style="list-style-type: none"> <li>• Strategic Plans and Service Delivery Improvement Plans</li> <li>• Annual Performance and Operational Plans</li> <li>• Annual Reports and Audited Financial Statements</li> <li>• Approved Organisational Structures</li> <li>• Policies and standard operating procedure manuals</li> <li>• Departmental Events Calendar</li> </ul>	<p>The records may be inspected at Eastern Cape Department of Social Development on request in writing addressed to:</p> <p>The Deputy Information Officer, Eastern Cape Department of Social Development Private Bag X0039, BHISHO,</p>

<ul style="list-style-type: none"> <li>• Departmental Circulars</li> <li>• Public Service Forms</li> <li>• Legislation applicable to Eastern Cape Department of Social Development</li> <li>• Policy and budget speeches</li> <li>• Journals and magazines</li> <li>• News letters</li> <li>• Promotional materials</li> <li>• Promotion of Access to Information Manual</li> <li>• Promotion of Access to Information Forms</li> </ul>	<p>5605</p> <p>The records are also available on the website of Eastern Cape Department of Social Development</p>
<b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
<ul style="list-style-type: none"> <li>• Tender documents</li> </ul>	<p>Tender Documents are purchased at Supply Chain Management Directorate</p>
<b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
<ul style="list-style-type: none"> <li>• Strategic Plans and Service Delivery Improvement Plans</li> <li>• Annual Performance and Operational Plans</li> <li>• Annual Reports and Audited Financial Statements</li> <li>• Approved Organisational Structures</li> <li>• Policies and standard operating procedure manuals</li> <li>• Departmental Events Calendar</li> <li>• Departmental Circulars</li> <li>• Public Service Forms</li> </ul>	<p>The records may be copied from Eastern Cape Department of Social Development on request in writing addressed to: on request in writing addressed to:</p> <p>The Deputy Information Officer, Eastern Cape Department of Social Development Private Bag X0039, BHISHO, 5605</p>

- Legislation applicable to Eastern Cape Department of Sport, Recreation, Arts and Culture
- Policy and budget speeches
- Journals and magazines
- News letters
- Promotional materials

The records are also available on the website of Eastern Cape Department of Social Development [www.ecdsd.gov.za](http://www.ecdsd.gov.za)



---

**MR. M MACHEMBA**  
**HEAD OF DEPARTMENT**  
**DEPUTY INFORMATION OFFICER**

15/08/2023

---

**DATE**