

**NOTICE IN TERMS OF SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION
ACT NO. 2 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.
- 2.2 Below is a list of documents produced by the Eastern Cape Department of Social Development, which can be downloaded from the website.
- 2.3 In the event that any of the listed documents are required and cannot be downloaded for any other reason, please direct an email enquiry to Selwyn.Collins@ecdsd.gov.za and the information will be sourced.

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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))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
• Strategic Plans and Service Delivery Improvement Plans • Annual Performance and Operational Plans • Annual Reports and Audited Financial Statements • Approved Organisational Structures • Policies and standard operating procedure manuals • Departmental Events Calendar • Departmental Circulars • Public Service Forms • Legislation applicable to Eastern Cape Department of Social Development • Policy and budget speeches • Journals and magazines • News letters • Promotional materials	The records may be inspected at Eastern Cape Department of Social Development on request in writing addressed to: The Deputy Information Officer, Eastern Cape Department of Social Development Private Bag X0039, BHISHO, 5605 The records are also available on the website of Eastern Cape Department of Social Development.

• Promotion of Access to Information Manual • Promotion of Access to Information Forms	
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
• Tender documents	Tender Documents are purchased at Supply Chain Management Directorate
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):	
• Strategic Plans and Service Delivery Improvement Plans • Annual Performance and Operational Plans • Annual Reports and Audited Financial Statements • Approved Organisational Structures • Policies and standard operating procedure manuals • Departmental Events Calendar • Departmental Circulars • Public Service Forms • Legislation applicable to Eastern Cape Department of Social Development; • Policy and budget speeches • Journals and magazines • Newsletters • Promotional materials	The records may be copied from Eastern Cape Department of Social Development on request in writing addressed to: The Deputy Information Officer, Eastern Cape Department of Social Development Private Bag X0039, BHISHO, 5605 The records are also available on the website of Eastern Cape Department of Social Development www.ecdsd.gov.za

3. HOW TO OBTAIN ACCESS TO RECORDS

Information may be obtained from the Eastern Cape Department of Social Development website at www.ecdsd.gov.za or by contacting:

The Information Officer

Eastern Cape Department of Social Development

Private Bag X0039

Bhisho

5605

E-mail: PAIA.Infor@ecdsd.gov.za and copy the following officials:

Mzimkhulu.Machemba@ecdsd.gov.za / Selwyn.Collins@ecdsd.gov.za /

Mncedisi.Gazi@ecdsd.gov.za

4. UPDATING AND PUBLICATION OF THIS NOTICE

The Department's Section 15 Notice will be published on the Departmental website and updated annually, or as and when required.

5. FEES PAYABLE

The only fee payable, if any, for access to a record included in this Notice shall be the prescribed fee for the reproduction of the record. Where records are made available electronically, including by e-mail or in PDF format, no reproduction fee will ordinarily be charged, subject to any applicable fee prescribed in terms of the Promotion of Access to Information Act, 2000 and its Regulations.



MR. M MACHEMBA
HEAD OF DEPARTMENT
INFORMATION OFFICER

03/08/2026

DATE