

PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000

[\[View Regulation\]](#)

[ASSENTED TO 2 FEBRUARY, 2000]
[DATE OF COMMENCEMENT: 9 MARCH, 2001]

(Unless otherwise indicated)

(English text signed by the President)

This Act has been updated to *Government Gazette* 43461 dated 22 June, 2020.

as amended by

Financial Intelligence Centre Act, [No. 38 of 2001](#)
[with effect from 3 February, 2003]

Judicial Matters Amendment Act, [No. 42 of 2001](#)
[with effect from 7 December, 2001, unless otherwise indicated]

Promotion of Access to Information Amendment Act, [No. 54 of 2002](#)

Judicial Matters Second Amendment Act, [No. 55 of 2003](#)
[with effect from 31 March, 2005, unless otherwise indicated]

Judicial Matters Amendment Act, [No. 66 of 2008](#)
[with effect from 17 February, 2009]

Judicial Matters Amendment Act, [No. 42 of 2013](#)
[with effect from 22 January, 2014, unless otherwise indicated]

Judicial Matters Amendment Act, [No. 24 of 2015](#)
[with effect from 8 January, 2016, unless otherwise indicated]

Judicial Matters Amendment Act, [No. 8 of 2017](#)
[with effect from 2 August, 2017, unless otherwise indicated]

pending amendment by

Protection of Personal Information Act, [No. 4 of 2013](#)
(provisions not yet proclaimed)

Promotion of Access to Information Amendment Act, [No. 31 of 2019](#)
(provisions not yet proclaimed)

ACT

To give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights; and to provide for matters connected therewith.

To give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights; to provide that the Information Regulator, established in terms of the Protection of Personal Information Act, 2013, must exercise certain powers and perform certain duties and functions in terms of this Act; and to provide for matters connected therewith.

(Pending amendment: Long title to be substituted by [s. 110](#) read with para. 23 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

Preamble.-RECOGNISING THAT-

- * the system of government in South Africa before 27 April 1994, amongst others, resulted in a secretive and unresponsive culture in public and private bodies which often led to an abuse of power and human rights violations;
- * [section 8](#) of [the Constitution](#) provides for the horizontal application of the rights in the Bill of Rights to juristic persons to the extent required by the nature of the rights and the nature of those juristic persons;
- * [section 32 \(1\) \(a\)](#) of [the Constitution](#) provides that everyone has the right of access to any information held by the State;
- * [section 32 \(1\) \(b\)](#) of [the Constitution](#) provides for the horizontal application of the right of access to information held by another person to everyone when that information is required for the exercise or protection of any rights;
- * and national legislation must be enacted to give effect to this right in [section 32](#) of [the Constitution](#);

AND BEARING IN MIND THAT-

- * the State must respect, protect, promote and fulfil, at least, all the rights in the Bill of Rights which is the cornerstone of democracy in South Africa;
- * the right of access to any information held by a public or private body may be limited to the extent that the limitations are reasonable and justifiable in an open and democratic society based on human dignity, equality and freedom as contemplated in [section 36](#) of [the Constitution](#);
- * reasonable legislative measures may, in terms of [section 32 \(2\)](#) of [the Constitution](#), be provided to alleviate the administrative and financial burden on the State in giving effect to its obligation to promote and fulfil the right of access to information;

AND IN ORDER TO-

- * foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information;
- * actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights,

BE IT ENACTED by the Parliament of the Republic of South Africa, as follows:-

CONTENTS OF ACT

(Pending amendment: Contents of Act to be amended by [s. 3 of Act No. 31 of 2019](#) and commences on a date determined by the President by proclamation in the *Gazette* - date not determined.)

(Date of commencement to be proclaimed)

PART 1 INTRODUCTORY PROVISIONS

[CHAPTER 1](#)

DEFINITIONS AND INTERPRETATION

- [1.](#) Definitions
- [2.](#) Interpretation of Act

CHAPTER 2 GENERAL APPLICATION PROVISIONS

- [3.](#) Act applies to record whenever it came into existence
- [4.](#) Records held by official or independent contractor of public or private body
- [5.](#) Application of other legislation prohibiting or restricting disclosure
- [6.](#) Application of other legislation providing for access
- [7.](#) Act not applying to records requested for criminal or civil proceedings after commencement of proceedings
- [8.](#) Part applicable when performing functions as public or private body

CHAPTER 3 GENERAL INTRODUCTORY PROVISIONS

- [9.](#) Objects of Act
- [10.](#) Guide on how to use Act

PART 2 ACCESS TO RECORDS OF PUBLIC BODIES

[CHAPTER 1](#)

RIGHT OF ACCESS, AND SPECIFIC APPLICATION PROVISIONS

- [11.](#) Right of access to records of public bodies
- [12.](#) Act not applying to certain public bodies or officials thereof
- [13.](#) Body determined to be part of another public body

[CHAPTER 2](#)

PUBLICATION AND AVAILABILITY OF CERTAIN RECORDS

- [14.](#) Manual on functions of, and index of records held by, public body
- [15.](#) Voluntary disclosure and automatic availability of certain records

- [16.](#) Information in telephone directory

[CHAPTER 3](#)

MANNER OF ACCESS

- [17.](#) Designation of deputy information officers, and delegation
[18.](#) Form of requests
[19.](#) Duty to assist requesters
[20.](#) Transfer of requests
[21.](#) Preservation of records until final decision on request
[22.](#) Fees
[23.](#) Records that cannot be found or do not exist
[24.](#) Deferral of access
[25.](#) Decision on request and notice thereof
[26.](#) Extension of period to deal with request
[27.](#) Deemed refusal of request
[28.](#) Severability
[29.](#) Access and forms of access
[30.](#) Access to health or other records
[31.](#) Language of access
[32.](#) Reports to Human Rights Commission
[32.](#) Reports to Information Regulator

[CHAPTER 4](#)

GROUND S FOR REFUSAL OF ACCESS TO RECORDS

- [33.](#) Interpretation
[34.](#) Mandatory protection of privacy of third party who is natural person
[35.](#) Mandatory protection of certain records of South African Revenue Service
[36.](#) Mandatory protection of commercial information of third party
[37.](#) Mandatory protection of certain confidential information, and protection of certain other confidential information, of third party
[38.](#) Mandatory protection of safety of individuals, and protection of property
[39.](#) Mandatory protection of police dockets in bail proceedings, and protection of law enforcement and legal proceedings
[40.](#) Mandatory protection of records privileged from production in legal proceedings
[41.](#) Defence, security and international relations of Republic
[42.](#) Economic interests and financial welfare of Republic and commercial activities of public bodies
[43.](#) Mandatory protection of research information of third party, and protection of research information of public body
[44.](#) Operations of public bodies
[45.](#) Manifestly frivolous or vexatious requests, or substantial and unreasonable diversion of resources
[46.](#) Mandatory disclosure in public interest

[CHAPTER 5](#)

THIRD PARTY NOTIFICATION AND INTERVENTION

- [47.](#) Notice to third parties
[48.](#) Representations and consent by third parties
[49.](#) Decision on representations for refusal and notice thereof

[PART 3](#)

ACCESS TO RECORDS OF PRIVATE BODIES

[CHAPTER 1](#)

RIGHT OF ACCESS

- [50.](#) Right of access to records of private bodies

[CHAPTER 2](#)

PUBLICATION AND AVAILABILITY OF CERTAIN RECORDS

- [51.](#) Manual
[52.](#) Voluntary disclosure and automatic availability of certain records
[52A.](#) Recording, preservation and disclosure of records on the private funding of political parties

[CHAPTER 3](#)

MANNER OF ACCESS

- [53.](#) Form of request
[54.](#) Fees
[55.](#) Records that cannot be found or do not exist
[56.](#) Decision on request and notice thereof
[57.](#) Extension of period to deal with request
[58.](#) Deemed refusal of request
[59.](#) Severability
[60.](#) Form of access
[61.](#) Access to health or other records

[CHAPTER 4](#)

GROUND S FOR REFUSAL OF ACCESS TO RECORDS

- [62.](#) Interpretation

- [63.](#) Mandatory protection of privacy of third party who is natural person
- [64.](#) Mandatory protection of commercial information of third party
- [65.](#) Mandatory protection of certain confidential information of third party
- [66.](#) Mandatory protection of safety of individuals, and protection of property
- [67.](#) Mandatory protection of records privileged from production in legal proceedings
- [68.](#) Commercial information of private body
- [69.](#) Mandatory protection of research information of third party, and protection of research information of private body
- [70.](#) Mandatory disclosure in public interest

[CHAPTER 5](#)

THIRD PARTY NOTIFICATION AND INTERVENTION

- [71.](#) Notice to third parties
- [72.](#) Representations and consent by third parties
- [73.](#) Decision on representations for refusal and notice thereof

[PART 4](#)

APPEALS AGAINST DECISIONS

[CHAPTER 1](#)

INTERNAL APPEALS AGAINST DECISIONS OF INFORMATION OFFICERS OF CERTAIN PUBLIC BODIES

- [74.](#) Right of internal appeal to relevant authority
- [75.](#) Manner of internal appeal, and appeal fees
- [76.](#) Notice to and representations by other interested parties
- [77.](#) Decision on internal appeal and notice thereof

CHAPTER 1A COMPLAINTS TO REGULATOR

77A.	Complaints
77B.	Modes of complaints to Regulator
77C.	Action on receipt of complaint
77D.	Regulator may decide to take no action on complaint
77E.	Pre-investigation proceedings of Regulator
77F.	Settlement of complaints
77G.	Investigation proceedings of Regulator
77H.	Assessment
77I.	Information Notice
77J.	Enforcement Notice
77K.	Non-compliance with Enforcement Notice

[CHAPTER 2](#)

APPLICATIONS TO COURT

- [78.](#) Applications regarding decisions of information officers or relevant authorities of public bodies or heads of private bodies
- | | |
|---------------------|---|
| 78. | Applications regarding decisions of information officers or relevant authorities of public bodies or heads of private bodies or Regulator |
|---------------------|---|
- [79.](#) Procedure
 - [80.](#) Disclosure of records to, and non-disclosure by, court
 - [81.](#) Proceedings are civil
 - [82.](#) Decision on application

[PART 5](#)

HUMAN RIGHTS COMMISSION

PART 5 INFORMATION REGULATOR

83.	Additional functions of Human Rights Commission
83.	Additional functions of Information Regulator
84.	Report to National Assembly by Human Rights Commission
84.	Report to National Assembly by Information Regulator
85.	Expenditure of Human Rights Commission in terms of Act
85.	Expenditure of Information Regulator in terms of Act

[PART 6](#)

TRANSITIONAL ARRANGEMENTS

- [86.](#) Application of other legislation providing for access
 - [87.](#) Extended periods for dealing with requests during first two years
 - [88.](#) Correction of personal information
- | | |
|---------------------|-------|
| 88. | |
|---------------------|-------|

[PART 7](#)

GENERAL PROVISIONS

89.	Liability
90.	Offences
91.	Amendment of Public Protector Act 23 of 1994
91A.	Designation and training of presiding officers
92.	Regulations
93.	Short title and commencement
Schedule	

PART 1
INTRODUCTORY PROVISIONS

CHAPTER 1
DEFINITIONS AND INTERPRETATION

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 1. Definitions.-In this Act, unless the context otherwise indicates-

1. Definitions.-In this Act, unless the context otherwise indicates-

"**access fee**" means a fee prescribed for the purposes of [section 22 \(6\)](#) or [54 \(6\)](#), as the case may be;

"**application**" means an application to a court in terms of [section 78](#);

"biometrics" means a technique of personal identification that is based on physical, physiological or behavioural characterisation including blood typing, fingerprinting, DNA analysis, retinal scanning and voice recognition;

(Pending amendment: Definition of "**biometrics**" to be inserted by s. 110 read with [para. 1 \(a\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

"**Constitution**" means [the Constitution](#) of the Republic of South Africa, 1996 ([Act No. 108 of 1996](#));

"**court**" means-

- (a) the Constitutional Court acting in terms of [section 167 \(6\) \(a\)](#) of [the Constitution](#); or
- (b)
 - (i) a High Court or another court of similar status; or
 - (ii) a Magistrate's Court for any district or for any regional division established by the Minister for the purposes of adjudicating civil disputes in terms of [section 2](#) of the Magistrates' Courts Act, 1944 ([Act No. 32 of 1944](#)), either generally or in respect of a specified class of decisions in terms of this Act, designated by the Minister by notice in the *Gazette* and presided over by a magistrate, an additional magistrate or a magistrate of a regional division established for the purposes of adjudicating civil disputes, as the case may be, designated in terms of [section 91A](#),

[[Sub-para. \(ii\)](#) substituted by [s. 6](#) of [Act No. 24 of 2015](#).]

Wording of Sections

within whose area of jurisdiction-

- (aa) the decision of the information officer or relevant authority of the public body or the head of a private body has been taken;
- (bb) the public body or private body concerned has its principal place of administration or business; or
- (cc) the requester or third party concerned is domiciled or ordinarily resident;

[Definition of "[court](#)" substituted by [s. 1](#) of [Act No. 54 of 2002](#).]

Wording of Sections

[General Note: Designation of magistrate's courts has been published under Government Notice No. R.585 in *Government Gazette* 26332 of 14 May, 2004.]

"**evaluative material**" means an evaluation or opinion prepared for the purpose of determining-

- (a) the suitability, eligibility or qualifications of the person to whom or which the evaluation or opinion relates-
 - (i) for employment or for appointment to office;
 - (ii) for promotion in employment or office or for continuance in employment or office;
 - (iii) for removal from employment or office; or
 - (iv) for the awarding of a scholarship, award, bursary, honour or similar benefit; or
- (b) whether any scholarship, award, bursary, honour or similar benefit should be continued, modified, cancelled or renewed;

"**head**" of, or in relation to, a private body means-

- (a) in the case of a natural person, that natural person or any person duly authorised by that natural person;
- (b) in the case of a partnership, any partner of the partnership or any person duly authorised by the partnership;
- (c) in the case of a juristic person-
 - (i) the chief executive officer or equivalent officer of the juristic person or any person duly authorised by that officer; or
 - (ii) the person who is acting as such or any person duly authorised by such acting person;

"head" of, or in relation to, a private body means-

- (a) in the case of a natural person, including a person referred to in [paragraph \(c\)](#) of the definition of **"political party"**, that natural person or any person duly authorised by that natural person;
- (b) in the case of a partnership, any partner of the partnership or any person duly authorised by the partnership;
- (c) in the case of a juristic person-
 - (i) the chief executive officer or equivalent officer of the juristic person or any person duly authorised by that officer; or
 - (ii) the person who is acting as such or any person duly authorised by such acting person; or
- (d) in the case of political party, the leader of the political party or any person duly authorised by that leader;

(Pending amendment: Definition of "head" to be substituted by [s. 1 \(a\)](#) of [Act No. 31 of 2019](#) and commences on a date determined by the President by proclamation in the *Gazette* - date not determined.)

(Date of commencement to be proclaimed)

"health practitioner" means an individual who carries on, and is registered in terms of legislation to carry on, an occupation which involves the provision of care or treatment for the physical or mental health or for the well-being of individuals;

"Human Rights Commission" means the South African Human Rights Commission referred to in [section 181 \(1\) \(b\)](#) of [the Constitution](#);

Human Rights Commission

(Pending amendment: Definition of **"human rights commission"** to be omitted by s. 110 read with [para. 1 \(b\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

"individual's next of kin" means-

- (a) an individual to whom the individual was married immediately before the individual's death;
 - (b) an individual with whom the individual lived as if they were married immediately before the individual's death;
 - (c) a parent, child, brother or sister of the individual; or
 - (d) if-
 - (i) there is no next of kin referred to in [paragraphs \(a\), \(b\) and \(c\)](#); or
 - (ii) the requester concerned took all reasonable steps to locate such next of kin, but was unsuccessful,
- an individual who is related to the individual in the second degree of affinity or consanguinity;

"information officer" of, or in relation to, a public body-

- (a) in the case of a national department, provincial administration or organisational component-
 - (i) mentioned in Column 1 of [Schedule 1](#) or [3](#) to the Public Service Act, 1994 ([Proclamation No. 103 of 1994](#)), means the officer who is the incumbent of the post bearing the designation mentioned in Column 2 of the said Schedule 1 or 3 opposite the name of the relevant national department, provincial administration or organisational component or the person who is acting as such; or
 - (ii) not so mentioned, means the Director-General, head, executive director or equivalent officer, respectively, of that national department, provincial administration or organisational component, respectively, or the person who is acting as such;

[[Sub-para. \(ii\)](#) substituted by [s. 21](#) of [Act No. 42 of 2001](#).]

Wording of Sections

- (b) in the case of a municipality, means the municipal manager appointed in terms of [section 82](#) of the Local

Government: Municipal Structures Act, 1998 ([Act No. 117 of 1998](#)), or the person who is acting as such; or

- (c) in the case of any other public body, means the chief executive officer, or equivalent officer, of that public body or the person who is acting as such;

"internal appeal" means an internal appeal to the relevant authority in terms of [section 74](#);

"international organisation" means an international organisation-

- (a) of states; or
(b) established by the governments of states;

"Minister" means the Cabinet member responsible for the administration of justice;

"notice" means notice in writing, and **"notify"** and **"notified"** have corresponding meanings;

"objects of this Act" means the objects of this Act referred to in [section 9](#);

"official", in relation to a public or private body, means-

- (a) any person in the employ (permanently or temporarily and full-time or part-time) of the public or private body, as the case may be, including the head of the body, in his or her capacity as such; or
(b) a member of the public or private body, in his or her capacity as such;

"person" means a natural person or a juristic person;

"personal information" means information about an identifiable individual, including, but not limited to-

- (a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the individual;
(b) information relating to the education or the medical, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
(c) any identifying number, symbol or other particular assigned to the individual;
(d) the address, fingerprints or blood type of the individual;
(e) the personal opinions, views or preferences of the individual, except where they are about another individual or about a proposal for a grant, an award or a prize to be made to another individual;
(f) correspondence sent by the individual that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
(g) the views or opinions of another individual about the individual;
(h) the views or opinions of another individual about a proposal for a grant, an award or a prize to be made to the individual, but excluding the name of the other individual where it appears with the views or opinions of the other individual; and
(i) the name of the individual where it appears with other personal information relating to the individual or where the disclosure of the name itself would reveal information about the individual,

but excludes information about an individual who has been dead for more than 20 years;

"personal information" means information relating to an identifiable natural person, including, but not limited to-

- (a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
(b) information relating to the education or the medical, financial, criminal or employment history of the person;
(c) any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assigned to the person;
(d) the biometric information of the person;
(e) the personal opinions, views or preferences of the person;
(f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
(g) the views or opinions of another individual about the person; and
(h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person,

but excludes information about an individual who has been dead for more than 20 years;

(Pending amendment: Definition of "[personal information](#)" to be substituted by s. 110 read with [para. 1 \(c\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

"personal requester" means a requester seeking access to a record containing personal information about the requester;

Personal requester

(Pending amendment: Definition of "[personal requester](#)" to be omitted by s. 110 read with [para. 1 \(d\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

"political party" means-

- (a) any entity that accepts donations principally to support or oppose any registered political party or its candidates, in an election as defined in [section 1](#) of the Electoral Act, 1998 ([Act No. 73 of 1998](#));
 - (b) any registered political party as defined in the Electoral Act, 1998; or
 - (c) a natural person who is an independent candidate;
- (Pending amendment: Definition of "political party" to be inserted by [s. 1 \(b\)](#) of [Act No. 31 of 2019](#) and commences on a date determined by the President by proclamation in the *Gazette* - date not determined.)

(Date of commencement to be proclaimed)

"prescribed" means prescribed by regulation in terms of [section 92](#);

"private body" means-

- (a) a natural person who carries or has carried on any trade, business or profession, but only in such capacity;
- (b) a partnership which carries or has carried on any trade, business or profession; or
- (c) any former or existing juristic person,

but excludes a public body;

"private body" means-

- (a) a natural person who carries or has carried on any trade, business or profession, but only in such capacity;
- (b) a partnership which carries or has carried on any trade, business or profession;
- (c) any former or existing juristic person; or
- (d) a political party,

but excludes a public body;

(Pending amendment: Definition of "private body" to be substituted by [s. 1 \(c\)](#) of [Act No. 31 of 2019](#) and commences on a date determined by the President by proclamation in the *Gazette* - date not determined.)

(Date of commencement to be proclaimed)

"public safety or environmental risk" means harm or risk to the environment or the public (including individuals in their workplace) associated with-

- (a) a product or service which is available to the public;
- (b) a substance released into the environment, including, but not limited to, the workplace;
- (c) a substance intended for human or animal consumption;
- (d) a means of public transport; or
- (e) an installation or manufacturing process or substance which is used in that installation or process;

"public body" means-

- (a) any department of state or administration in the national or provincial sphere of government or any municipality in the local sphere of government; or
- (b) any other functionary or institution when-
 - (i) exercising a power or performing a duty in terms of [the Constitution](#) or a provincial constitution; or
 - (ii) exercising a public power or performing a public function in terms of any legislation;

"record" of, or in relation to, a public or private body, means any recorded information-

- (a) regardless of form or medium;
- (b) in the possession or under the control of that public or private body, respectively; and
- (c) whether or not it was created by that public or private body, respectively;

"Information Regulator" means the Information Regulator established in terms of [section 39](#) of the Protection of Personal Information Act, 2013;

(Pending amendment: Definition of "information record" to be inserted by s. 110 read with [para. 1 \(e\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

"relevant authority", in relation to-

- (a) a public body referred to in [paragraph \(a\)](#) of the definition of "[public body](#)" in the national sphere of government, means-
 - (i) in the case of the Office of the Presidency, the person designated in writing by the President; or
 - (ii) in any other case, the Minister responsible for that public body or the person designated in writing by that Minister;
- (b) a public body referred to in [paragraph \(a\)](#) of the definition of "[public body](#)" in the provincial sphere of government, means-
 - (i) in the case of the Office of a Premier, the person designated in writing by the Premier; or
 - (ii) in any other case, the member of the Executive Council responsible for that public body or the person designated in writing by that member; or
- (c) a municipality, means-
 - (i) the mayor;
 - (ii) the speaker; or
 - (iii) any other person,
 designated in writing by the Municipal Council of that municipality;

"request for access", in relation to-

- (a) a public body, means a request for access to a record of a public body in terms of [section 11](#); or
- (b) a private body, means a request for access to a record of a private body in terms of [section 50](#);

"requester", in relation to-

- (a) a public body, means-
 - (i) any person (other than a public body contemplated in [paragraph \(a\)](#) or [\(b\) \(i\)](#) of the definition of "[public body](#)", or an official thereof) making a request for access to a record of that public body; or
 - (ii) a person acting on behalf of the person referred to in [subparagraph \(i\)](#);
- (b) a private body, means-
 - (i) any person, including, but not limited to, a public body or an official thereof, making a request for access to a record of that private body; or
 - (ii) a person acting on behalf of the person contemplated in [subparagraph \(i\)](#);

"subversive or hostile activities" means-

- (a) aggression against the Republic;
- (b) sabotage or terrorism aimed at the people of the Republic or a strategic asset of the Republic, whether inside or outside the Republic;
- (c) an activity aimed at changing the constitutional order of the Republic by the use of force or violence; or
- (d) a foreign or hostile intelligence operation;

"third party", in relation to a request for access to-

- (a) a record of a public body, means any person (including, but not limited to, the government of a foreign state, an international organisation or an organ of that government or organisation) other than-
 - (i) the requester concerned; and
 - (ii) a public body; or
- (b) a record of a private body, means any person (including, but not limited to, a public body) other than the requester,

but, for the purposes of [sections 34](#) and [63](#), the reference to "person" in [paragraphs \(a\)](#) and [\(b\)](#) must be construed as a reference to "natural person";

"**this Act**" includes any regulation made and in force in terms of [section 92](#);

"**transfer**", in relation to a record, means transfer in terms of [section 20 \(1\)](#) or [\(2\)](#), and "transferred" has a corresponding meaning;

"**working days**" means any days other than Saturdays, Sundays or public holidays, as defined in [section 1](#) of the Public Holidays Act, 1994 ([Act No. 36 of 1994](#)).

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 2. Interpretation of Act.-(1) When interpreting a provision of this Act, every court must prefer any reasonable interpretation of the provision that is consistent with the objects of this Act over any alternative interpretation that is inconsistent with

2. Interpretation of Act.-(1) When interpreting a provision of this Act, every court must prefer any reasonable interpretation of the provision that is consistent with the objects of this Act over any alternative interpretation that is inconsistent with those objects.

(2) [Section 12](#) must not be construed as excluding-

- (a) the Cabinet and its committees; or
- (b) an individual member of Parliament or of a provincial legislature,

from the operation of the definition of "[requester](#)" in relation to a private body in [section 1](#), [section 50](#) and all other provisions of this Act related thereto.

[[Sub-s. \(2\)](#) substituted by [s. 22](#) of [Act No. 42 of 2001](#).]

Wording of Sections

(3) For the purposes of this Act, the South African Revenue Service, established by [section 2](#) of the South African Revenue Service Act, 1997 ([Act No. 34 of 1997](#)), and referred to in [section 35 \(1\)](#), is a public body.

CHAPTER 2 GENERAL APPLICATION PROVISIONS

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 3. Act applies to record whenever it came into existence.-This Act applies to-

3. Act applies to record whenever it came into existence.-This Act applies to-

- (a) a record of a public body; and
- (b) a record of a private body,

regardless of when the record came into existence.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 4. Records held by official or independent contractor of public or private body.-For the purposes of this Act, but subject to [section 12](#), a record in the possession or under the control of-

4. Records held by official or independent contractor of public or private body.-For the purposes of this Act, but subject to [section 12](#), a record in the possession or under the control of-

- (a) an official of a public body or private body in his or her capacity as such; or
- (b) an independent contractor engaged by a public body or private body in the capacity as such contractor,

is regarded as being a record of that public body or private body, respectively.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 5. Application of other legislation prohibiting or restricting disclosure.-This Act applies to the exclusion of any provision of other legislation that-

5. Application of other legislation prohibiting or restricting disclosure.-This Act applies to the exclusion of any provision of other legislation that-

- (a) prohibits or restricts the disclosure of a record of a public body or private body; and
- (b) is materially inconsistent with an object, or a specific provision, of this Act.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 6. Application of other legislation providing for access.-Nothing in this Act prevents the giving of access to-

6. Application of other legislation providing for access.-Nothing in this Act prevents the giving of access to-

- (a) a record of a public body in terms of any legislation referred to in Part 1 of [the Schedule](#); or
- (b) a record of a private body in terms of any legislation referred to in Part 2 of [the Schedule](#).

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 7. Act not applying to records requested for criminal or civil proceedings after commencement of proceedings.-
(1) This Act does not apply to a record of a public body or a private body if-

7. Act not applying to records requested for criminal or civil proceedings after commencement of proceedings.-

(1) This Act does not apply to a record of a public body or a private body if-

- (a) that record is requested for the purpose of criminal or civil proceedings;
- (b) so requested after the commencement of such criminal or civil proceedings, as the case may be; and
- (c) the production of or access to that record for the purpose referred to in [paragraph \(a\)](#) is provided for in any other law.

(2) Any record obtained in a manner that contravenes [subsection \(1\)](#) is not admissible as evidence in the criminal or civil proceedings referred to in that subsection unless the exclusion of such record by the court in question would, in its opinion, be detrimental to the interests of justice.

[[S. 7](#) amended by [s. 23](#) of [Act No. 42 of 2001](#).]

[Wording of Sections](#)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 8. Part applicable when performing functions as public or private body.-(1) For the purposes of this Act, a public body referred to in [paragraph \(b\) \(ii\)](#) of the definition of "public body" in [section 1](#), or a private body-

8. Part applicable when performing functions as public or private body.-(1) For the purposes of this Act, a public body referred to in [paragraph \(b\) \(ii\)](#) of the definition of "public body" in [section 1](#), or a private body-

referred to in [paragraph \(b\) \(ii\)](#) of the definition of "public body" in [section 1](#), or a private body-

- (a) may be either a public body or a private body in relation to a record of that body; and
- (b) may in one instance be a public body and in another instance be a private body, depending on whether that record relates to the exercise of a power or performance of a function as a public body or as a private body.

(2) A request for access to a record held for the purpose or with regard to the exercise of a power or the performance of a function-

- (a) as a public body, must be made in terms of [section 11](#); or
- (b) as a private body, must be made in terms of [section 50](#).

(3) The provisions of Parts 1, 2, 4, 5, 6 and 7 apply to a request for access to a record that relates to a power or function exercised or performed as a public body.

(4) The provisions of Parts 1, 3, 4, 5, 6 and 7 apply to a request for access to a record that relates to a power or function exercised or performed as a private body.

CHAPTER 3 GENERAL INTRODUCTORY PROVISIONS

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 9. Objects of Act.-The objects of this Act are-

9. Objects of Act.-The objects of this Act are-

- (a) to give effect to the constitutional right of access to-
 - (i) any information held by the State; and
 - (ii) any information that is held by another person and that is required for the exercise or protection of any rights;

- (b) to give effect to that right-
 - (i) subject to justifiable limitations, including, but not limited to, limitations aimed at the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance; and
 - (ii) in a manner which balances that right with any other rights, including the rights in the Bill of Rights in [Chapter 2 of the Constitution](#);
- (c) to give effect to the constitutional obligations of the State of promoting a human rights culture and social justice, by including public bodies in the definition of "[requester](#)", allowing them, amongst others, to access information from private bodies upon compliance with the four requirements in this Act, including an additional obligation for certain public bodies in certain instances to act in the public interest;
- (d) to establish voluntary and mandatory mechanisms or procedures to give effect to that right in a manner which enables persons to obtain access to records of public and private bodies as swiftly, inexpensively and effortlessly as reasonably possible; and
- (e) generally, to promote transparency, accountability and effective governance of all public and private bodies by, including, but not limited to, empowering and educating everyone-
 - (i) to understand their rights in terms of this Act in order to exercise their rights in relation to public and private bodies;
 - (ii) to understand the functions and operation of public bodies; and
 - (iii) to effectively scrutinise, and participate in, decision-making by public bodies that affects their rights.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 10. Guide on how to use Act.-(1) The Human Rights Commission must, within three years after the commencement of this section, compile in each official language a guide containing such information, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in this Act.

10. Guide on how to use Act.-(1) The Human Rights Commission must, within three years after the commencement of this section, compile in each official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in this Act.

[[Sub-s. \(1\)](#) substituted by [s. 20](#) of [Act No. 55 of 2003](#).]

Wording of Sections

- (2) The guide must, without limiting the generality of [subsection \(1\)](#), include a description of-
 - (a) the objects of this Act;
 - (b) the postal and street address, phone and fax number and, if available, electronic mail address of-
 - (i) the information officer of every public body; and
 - (ii) every deputy information officer of every public body designated in terms of [section 17 \(1\)](#);

[[Sub-para. \(ii\)](#) substituted by [s. 24](#) of [Act No. 42 of 2001](#).]

Wording of Sections

- (c) such particulars of every private body as are practicable;
- (d) the manner and form of a request for-
 - (i) access to a record of a public body contemplated in [section 11](#); and
 - (ii) access to a record of a private body contemplated in [section 50](#);
- (e) the assistance available from the information officer of a public body in terms of this Act;
- (f) the assistance available from the Human Rights Commission in terms of this Act;
- (g) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act, including the manner of lodging-
 - (i) an internal appeal; and
 - (ii) an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision of the head of a private body;
- (h) the provisions of [sections 14](#) and [51](#) requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- (i) the provisions of [sections 15](#) and [52](#) providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- (j) the notices issued in terms of [sections 22](#) and [54](#) regarding fees to be paid in relation to requests for access; and
- (k) the regulations made in terms of [section 92](#).

(3) The Human Rights Commission must, if necessary, update and publish the guide at intervals of not more than two years.

- (4) The guide must be made available as prescribed.

10. Guide on how to use Act.—<JD:"Act 2 of 2000 s 10"(1) The Information Regulator must update and make available the existing guide that has been compiled by the South African Human Rights Commission containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in this Act and the Protection of Personal Information Act, 2013.

(2) The guide must, without limiting the generality of [subsection \(1\)](#), include a description of—

- (a) the objects of this Act and the Protection of Personal Information Act, 2013;
- (b) the manner and form of a request for—
 - (i) access to a record of a public body contemplated in [section 11](#); and
 - (ii) access to a record of a private body contemplated in [section 50](#);
- (c) the assistance available from the information officer of a public body in terms of this Act and the Protection of Personal Information Act, 2013;
- (d) the assistance available from the Information Regulator in terms of this Act and the Protection of Personal Information Act, 2013;
- (e) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act and the Protection of Personal Information Act, 2013, including the manner of lodging—
 - (i) an internal appeal;
 - (ii) a complaint to the Information Regulator; and
 - (iii) an application with a court against a decision by the information officer of a public body, a decision on internal appeal, a decision by the Information Regulator or a decision of the head of a private body;
- (f) the provisions of [sections 14](#) and [51](#) requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- (g) the provisions of [sections 15](#) and [52](#) providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- (h) the notices issued in terms of [sections 22](#) and [54](#) regarding fees to be paid in relation to requests for access; and
- (i) the regulations made in terms of [section 92](#).

(3) The Information Regulator must, if necessary, update and publish the guide at intervals of not more than two years.

(4) The guide must be made available as prescribed.

(Pending amendment: [S. 10](#) to be substituted by [s. 110](#) read with para. 2 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

PART 2

ACCESS TO RECORDS OF PUBLIC BODIES

CHAPTER 1

RIGHT OF ACCESS, AND SPECIFIC APPLICATION PROVISIONS

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 11. Right of access to records of public bodies.—(1) A requester must be given access to a record of a public body if—

11. Right of access to records of public bodies.—(1) A requester must be given access to a record of a public body if—

- (a) that requester complies with all the procedural requirements in this Act relating to a request for access to that record; and

(b) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

(2) A request contemplated in [subsection \(1\)](#) includes a request for access to a record containing personal information about the requester.

(2) A request contemplated in [subsection \(1\)](#) excludes a request for access to a record containing personal information about the requester.

(Pending amendment: Sub-s. (2) to be substituted by [s. 110](#) read with para. 3 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(3) A requester's right of access contemplated in [subsection \(1\)](#) is, subject to this Act, not affected by-

- (a) any reasons the requester gives for requesting access; or
- (b) the information officer's belief as to what the requester's reasons are for requesting access.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 12. Act not applying to certain public bodies or officials thereof.-This Act does not apply to a record-

12. Act not applying to certain public bodies or officials thereof.-This Act does not apply to a record-

- (a) of the Cabinet and its committees;
- (b) relating to the judicial functions of-
 - (i) a court referred to in [section 166](#) of [the Constitution](#);
 - (ii) a Special Tribunal established in terms of [section 2](#) of the Special Investigating Units and Special Tribunals Act, 1996 ([Act 74 of 1996](#)); or
 - (iii) a judicial officer of such court or Special Tribunal;
- (c) of an individual member of Parliament or of a provincial legislature in that capacity; or
- (d) relating to a decision referred to in [paragraph \(gg\)](#) of the definition of "administrative action" in [section 1](#) of the Promotion of Administrative Justice Act, 2000 ([Act No. 3 of 2000](#)), regarding the nomination, selection or appointment of a judicial officer or any other person by the Judicial Service Commission in terms of any law.
[[S. 12](#) substituted by [s. 25](#) of [Act No. 42 of 2001](#) and by [s. 21](#) of [Act No. 55 of 2003](#).]

Wording of Sections

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 13. Body determined to be part of another public body.-For the purposes of this Act, the Minister may, on his or her own accord or on the request of the relevant public body or bodies or a body referred to in paragraph (c), by notice in the Gazette-

13. Body determined to be part of another public body.-For the purposes of this Act, the Minister may, on his or her own accord or on the request of the relevant public body or bodies or a body referred to in [paragraph \(c\)](#), by notice in the *Gazette*-

- (a) determine that a public body is to be regarded as part of another public body;

[General Note: Public body determined to be part of another public body has been published under Government Notice No. R. 888 in *Government Gazette* 25100 of 20 June, 2003.]

- (b) determine that a category of public bodies is to be regarded as one public body with such information officer as the Minister designates; and
- (c) if there is doubt as to whether a body is a separate public body or forms part of a public body, determine that the body-
 - (i) is a separate public body; or

[General Note: The National Prosecuting Authority determined as a separate public body has been published under Government Notice No. R.678 in *Government Gazette* 24879 of 23 May, 2003.]

- (ii) forms part of a public body.

[[S. 13](#) amended by [s. 26](#) of [Act No. 42 of 2001](#).]

Wording of Sections

CHAPTER 2
PUBLICATION AND AVAILABILITY OF CERTAIN RECORDS

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 14. Manual on functions of, and index of records held by, public body.-(1) Within six months after the

14. Manual on functions of, and index of records held by, public body.-(1) Within six months after the commencement of this section or the coming into existence of a public body, the information officer of the public body concerned must compile in at least three official languages a manual containing-

- (a) a description of its structure and functions;
- (b) the postal and street address, phone and fax number and, if available, electronic mail address of the information officer of the body and of every deputy information officer of the body designated in terms of [section 17 \(1\)](#);

[[Para. \(b\)](#) substituted by [s. 27](#) of [Act No. 42 of 2001](#).]

Wording of Sections

- (c) a description of the guide referred to in [section 10](#), if available, and how to obtain access to it;
- (d) sufficient detail to facilitate a request for access to a record of the body, a description of the subjects on which the body holds records and the categories of records held on each subject;
- (e) the latest notice, in terms of [section 15 \(2\)](#), if any, regarding the categories of records of the body which are available without a person having to request access in terms of this Act;
- (f) a description of the services available to members of the public from the body and how to gain access to those services;
- (g) a description of any arrangement or provision for a person (other than a public body referred to in [paragraph \(a\)](#) or [\(b\) \(i\)](#) of the definition of "public body" in [section 1](#)) by consultation, making representations or otherwise, to participate in or influence-
 - (i) the formulation of policy; or
 - (ii) the exercise of powers or performance of duties,by the body;
- (h) a description of all remedies available in respect of an act or a failure to act by the body; and
- (i) such other information as may be prescribed.

(1) The information officer of a public body must in at least three official languages make available, as referred to in [subsection \(3\)](#), a manual containing-

- (a) in general
 - (i) a description of its structure and functions;
 - (ii) the postal and street address, phone and fax number and, if available, electronic mail address of the information officer of the body and of every deputy information officer of the body designated in terms of [section 17 \(1\)](#);
 - (iii) a description of all remedies available in respect of an act or a failure to act by the body; and
 - (iv) such other information as may be prescribed;
- (b) insofar as this Act is concerned-
 - (i) a description of the guide referred to in [section 10](#), if available, and how to obtain access to it;
 - (ii) sufficient detail to facilitate a request for access to a record of the body, a description of the subjects on which the body holds records and the categories of records held on each subject;
 - (iii) the latest notice, in terms of [section 15 \(2\)](#), if any, regarding the categories of records of the body which are available without a person having to request access in terms of this Act;
 - (iv) a description of the services available to members of the public from the body and how to gain access to those services; and
 - (v) a description of any arrangement or provision for a person (other than a public body referred to in [paragraph \(a\)](#) or [\(b\) \(i\)](#) of the definition of "public body" in [section 1](#)) by consultation, making representations or otherwise, to participate in or influence-
 - (aa) the formulation of policy; or
 - (bb) the exercise of powers or performance of duties,by the body;

- (c) insofar as the Protection of Personal Information Act, 2013, is concerned-
- (i) the purpose of the processing;
 - (ii) a description of the categories of data subjects and of the information or categories of information relating thereto;
 - (iii) the recipients or categories of recipients to whom the personal information may be supplied;
 - (iv) planned transborder flows of personal information; and
 - (v) a general description allowing a preliminary assessment of the suitability of the information security measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information which is to be processed. ; and

(Pending amendment: Sub-s. (1) to be substituted by s. 110 read with [para. 4 \(a\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(2) A public body must, if necessary, update and publish its manual referred to in [subsection \(1\)](#) at intervals of not more than one year.

(3) Each manual must be made available as prescribed.

(3) The manual referred to in [subsection \(1\)](#), or the updated version thereof as referred to in [subsection \(2\)](#) must be made available-

- (a) on the web site, if any, of the public body;
- (b) at the head office of the public body for public inspection during normal business hours;
- (c) to any person upon request and upon the payment of a reasonable amount; and
- (d) to the Information Regulator upon request.

(Pending amendment: Sub-s. (3) to be substituted by s. 110 read with [para. 4 \(b\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(4) (a) If the functions of two or more public bodies are closely connected, the Minister may on request or of his or her own accord determine that the two or more bodies compile one manual only.

(b) The public bodies in question must share the cost of the compilation and making available of such manual as the Minister determines.

(5) For security, administrative or financial reasons, the Minister may, on request or of his or her own accord by notice in the *Gazette*, exempt any public body or category of public bodies from any provision of this section for such period as the Minister thinks fit.

(Date of commencement of [s. 14](#): 15 February, 2002.)

[General Note: Exemptions have been published under Government Notice No. R.1094 in *Government Gazette* 23765 of 21 August, 2002, under Government Notice No. R. 340 in *Government Gazette* 25000 of 28 February, 2003, under Government Notice No. R.493 in *Government Gazette* 24697 of 11 April, 2003, under Government Notice No. R.494 in *Government Gazette* 24706 of 11 April, 2003 and under Government Notice No. R.890 in *Government Gazette* 25102 of 20 June, 2003.]

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 15. Voluntary disclosure and automatic availability of certain records.-(1) The information officer of a public body, referred to in paragraph (a) or (b) (i) of the definition of "public body" in section 1, must, on a periodic basis not less frequently

15. Voluntary disclosure and automatic availability of certain records.-(1) The information officer of a public body, referred to in [paragraph \(a\)](#) or [\(b\) \(i\)](#) of the definition of "public body" in [section 1](#), must, on a periodic basis not less frequently than once each year, submit to the Minister a description of-

(1) The information officer of a public body, referred to in paragraph (a) or (b) (i) of the definition of 'public body' in [section 1](#), must make available in the prescribed manner a description of-

(Pending amendment: Sub-s. (1) to be amended by s. 110 read with [para. 5 \(a\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

- (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; and
 - (iii) from the body free of charge; and
- (b) how to obtain access to such records.

(2) On a periodic basis not less frequently than once each year and at the cost of the relevant public body, the Minister must, by notice in the *Gazette*-

- (a) publish every description submitted in terms of [subsection \(1\)](#); or
- (b) update every description so published,

as the case may be.

(2)

(Pending amendment: Sub-s. (2) to be deleted by s. 110 read with [para. 5 \(b\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(3) The only fee payable (if any) for access to a record included in a notice in terms of [subsection \(2\)](#) is a prescribed fee for reproduction.

(3) The only fee payable (if any) for access to a record referred to in [subsection \(1\)](#) is a prescribed fee for reproduction.

(Pending amendment: Sub-s. (3) to be substituted by s. 110 read with [para. 5 \(c\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(4) The information officer of a public body may delete any part of a record contemplated in [subsection \(1\) \(a\)](#) which, on a request for access, may or must be refused in terms of Chapter 4 of this Part.

(5) [Section 11](#) and any other provisions in this Act related to that section do not apply to any category of records included in a notice in terms of [subsection \(2\)](#).

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 16. Information in telephone directory.-The Director-General of the national department responsible for government communications and information services must at that department's cost ensure the publication of the postal and street address, phone and

16. Information in telephone directory.-The Director-General of the national department responsible for government communications and information services must at that department's cost ensure the publication of the postal and street address, phone and fax number and, if available, electronic mail address of the information officer of every public body in every telephone directory issued for general use by the public as are prescribed.

(Date of commencement: 15 February, 2002.)

CHAPTER 3 MANNER OF ACCESS

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 17. Designation of deputy information officers, and delegation.-(1) For the purposes of this Act, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as depu

17. Designation of deputy information officers, and delegation.-(1) For the purposes of this Act, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

(2) The information officer of a public body has direction and control over every deputy information officer of that body.

(3) The information officer of a public body may delegate a power or duty conferred or imposed on that information officer by this Act to a deputy information officer of that public body.

(4) In deciding whether to delegate a power or duty in terms of [subsection \(3\)](#), the information officer must give due consideration to the need to render the public body as accessible as reasonably possible for requesters of its records.

(5) Any power or duty delegated in terms of [subsection \(3\)](#) must be exercised or performed subject to such conditions as the person who made the delegation considers necessary.

(6) Any delegation in terms of [subsection \(3\)](#)-

- (a) must be in writing;
- (b) does not prohibit the person who made the delegation from exercising the power concerned or performing the duty concerned himself or herself; and
- (c) may at any time be withdrawn or amended in writing by that person.

(7) Any right or privilege acquired, or any obligation or liability incurred, as a result of a decision in terms of a delegation in terms of [subsection \(3\)](#) is not affected by any subsequent withdrawal or amendment of that decision.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 18. Form of requests.-(1) A request for access must be made in the prescribed form to the information officer of the public body concerned at his or her address or fax number or electronic mail address.

18. Form of requests.-(1) A request for access must be made in the prescribed form to the information officer of the public body concerned at his or her address or fax number or electronic mail address.

(2) The form for a request of access prescribed for the purposes of [subsection \(1\)](#) must at least require the requester concerned-

- (a) to provide sufficient particulars to enable an official of the public body concerned to identify-
 - (i) the record or records requested; and
 - (ii) the requester;
- (b) to indicate which applicable form of access referred to in [section 29 \(2\)](#) is required;
- (c) to state whether the record concerned is preferred in a particular language;
- (d) to specify a postal address or fax number of the requester in the Republic;
- (e) if, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be so informed; and
- (f) if the request is made on behalf of a person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the information officer.

(3) (a) An individual who because of illiteracy or a disability is unable to make a request for access to a record of a public body in accordance with [subsection \(1\)](#), may make that request orally.

(b) The information officer of that body must reduce that oral request to writing in the prescribed form and provide a copy thereof to the requester.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 19. Duty to assist requesters.-(1) If a requester informs the information officer of-

19. Duty to assist requesters.-(1) If a requester informs the information officer of-

- (a) a public body that he or she wishes to make a request for access to a record of that public body; or
- (b) a public body (other than a public body referred to in [paragraph \(a\)](#) or [\(b\) \(i\)](#) of the definition of "public body" in [section 1](#)) that he or she wishes to make a request for access to a record of another public body,

the information officer must render such reasonable assistance, free of charge, as is necessary to enable that requester to comply with [section 18 \(1\)](#).

(2) If a requester has made a request for access that does not comply with [section 18 \(1\)](#), the information officer concerned may not refuse the request because of that non-compliance unless the information officer has-

- (a) notified that requester of an intention to refuse the request and stated in the notice-
 - (i) the reasons for the contemplated refusal; and
 - (ii) that the information officer or another official identified by the information officer would assist that requester in order to make the request in a form that would remove the grounds for refusal;
- (b) given the requester a reasonable opportunity to seek such assistance;
- (c) as far as reasonably possible, furnished the requester with any information (including information about the records, other than information on the basis of which a request for access may or must be refused in terms of any provision of Chapter 4 of this Part, held by the body which are relevant to the request) that would assist the making of the request in that form; and
- (d) given the requester a reasonable opportunity to confirm the request or alter it to comply with [section 18 \(1\)](#).

(3) When computing any period referred to in [section 25 \(1\)](#), the period commencing on the date on which notice is given in terms of [subsection \(2\)](#) and ending on the date on which the person confirms or alters the request for access concerned must be disregarded.

(4) If it is apparent on receipt of a request for access that it should have been made to another public body, the information officer of the public body concerned must-

- (a) render such assistance as is necessary to enable the person to make the request, to the information officer of the appropriate public body; or
- (b) transfer the request in accordance with [section 20](#) to the last-mentioned information officer,

whichever will result in the request being dealt with earlier.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 20. Transfer of requests.-(1) If a request for access is made to the information officer of a public body in respect of which-

20. Transfer of requests.-(1) If a request for access is made to the information officer of a public body in respect of which-

- (a) the record is not in the possession or under the control of that body but is in the possession of another public body;
- (b) the record's subject matter is more closely connected with the functions of another public body than those of the public body of the information officer to whom the request is made; or
- (c) the record contains commercial information contemplated in [section 42](#) in which any other public body has a greater commercial interest,

the information officer to whom the request is made must as soon as reasonably possible, but in any event within 14 days after the request is received-

- (i) transfer the request to the information officer of the other public body or, if there is in the case of paragraph (c) more than one other public body having a commercial interest, the other public body with the greatest commercial interest; and
- (ii) if the public body of the information officer to whom the request is made is in possession of the record and considers it helpful to do so to enable the information officer of the other public body to deal with the request, send the record or a copy of the record to that information officer.

(2) If a request for access is made to the information officer of a public body in respect of which-

- (a) the record is not in the possession or under the control of the public body of that information officer and the information officer does not know which public body has possession or control of the record;
- (b) the record's subject matter is not closely connected to the functions of the public body of that information officer and the information officer does not know whether the record is more closely connected with the functions of another public body than those of the public body of the information officer to whom the request is made; and
- (c) the record-
 - (i) was created by or for another public body; or
 - (ii) was not so created by or for any public body, but was received first by another public body,

the information officer to whom the request is made, must as soon as reasonably possible, but in any event within 14 days after the request is received, transfer the request to the information officer of the public body by or for which the record was created or which received it first, as the case may be.

(3) Subject to [subsection \(4\)](#), the information officer to whom a request for access is transferred, must give priority to that request in relation to other requests as if it were received by him or her on the date it was received by the information officer who transferred the request.

(4) If a request for access is transferred, any period referred to in section 25 (1) must be computed from the date the request is received by the information officer to whom the request is transferred.

(5) Upon the transfer of a request for access, the information officer making the transfer must immediately notify the requester of-

- (a) the transfer;
- (b) the reasons for the transfer; and
- (c) the period within which the request must be dealt with.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 21. Preservation of records until final decision on request.-If the information officer of a public body has received a request for access to a record of the body, that information officer must take the steps that are reasonably necessary to preserve th

21. Preservation of records until final decision on request.-If the information officer of a public body has received a request for access to a record of the body, that information officer must take the steps that are reasonably necessary to preserve the record, without deleting any information contained in it, until the information officer has notified the requester concerned of his or her decision in terms of [section 25](#) and-

- (a) the periods for lodging an internal appeal, an application with a court or an appeal against a decision of that

court have expired; or

- (a) the periods for lodging an internal appeal, a complaint to the Information Regulator, an application with a court or an appeal against a decision of that court have expired; or

(Pending amendment: Para. (a) to be substituted by [s. 110](#) read with para. 6 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

- (b) that internal appeal, application or appeal against a decision of that court or other legal proceedings in connection with the request has been finally determined,

- (b) that internal appeal, complaint to the Information Regulator, application or appeal against a decision of that court or other legal proceedings in connection with the request has been finally determined,

(Pending amendment: Para. (b) to be substituted by [s. 110](#) read with para. 6 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

whichever is the later.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 22. Fees.-(1) The information officer of a public body to whom a request for access is made, must by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing the request.

22. Fees.-(1) The information officer of a public body to whom a request for access is made, must by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing the request.

- (1) The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

(Pending amendment: Sub-s. (1) to be substituted by [s. 110](#) read with [para. 7 \(a\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(2) If-

- (a) the search for a record of a public body in respect of which a request for access by a requester, other than a personal requester, has been made; and
- (b) the preparation of the record for disclosure (including any arrangements contemplated in [section 29 \(2\) \(a\)](#) and [\(b\) \(i\)](#) and [\(ii\) \(aa\)](#)),

would, in the opinion of the information officer of the body, require more than the hours prescribed for this purpose for requesters, the information officer must by notice require the requester, other than a personal requester, to pay as a deposit the prescribed portion (being not more than one third) of the access fee which would be payable if the request is granted.

(2) If-

- (a) the search for a record of a public body in respect of which a request for access by a requester has been made; and
- (b) the preparation of the record for disclosure (including any arrangements contemplated in [section 29 \(2\) \(a\)](#) and [\(b\) \(i\)](#) and [\(ii\) \(aa\)](#)),

would, in the opinion of the information officer of the body, require more than the hours prescribed for this purpose for requesters, the information officer must by notice require the requester to pay as a deposit the prescribed portion (being not more than one third) of the access fee which would be payable if the request is granted.

(Pending amendment: Sub-s. (2) to be substituted by [s. 110](#) read with [para. 7 \(b\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(3) The notice referred to in [subsection \(1\)](#) or [\(2\)](#) must state-

- (a) the amount of the deposit payable in terms of [subsection \(2\)](#), if applicable;
- (b) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the tender or payment of the request fee in terms of [subsection \(1\)](#), or the tender or payment of a deposit in terms of [subsection \(2\)](#), as the case may be; and
- (c) the procedure (including the period) for lodging the internal appeal or application, as the case may be.

(3) The notice referred to in [subsection \(1\)](#) or [\(2\)](#) must state-

- (a) the amount of the deposit payable in terms of [subsection \(2\)](#), if applicable;
- (b) that the requester may lodge an internal appeal, a complaint to the Information Regulator or an application with a court, as the case may be, against the tender or payment of the request fee in terms of [subsection \(1\)](#), or the tender or payment of a deposit in terms of [subsection \(2\)](#), as the case may be; and
- (c) the procedure (including the period) for lodging the internal appeal, complaint to the Information Regulator or application, as the case may.

(Pending amendment: Sub-s. (3) to be substituted by s. 110 read with [para. 7 \(c\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(4) If a deposit has been paid in respect of a request for access which is refused, the information officer concerned must repay the deposit to the requester.

(5) The information officer of a public body must withhold a record until the requester concerned has paid the applicable fees (if any).

(6) A requester whose request for access to a record of a public body has been granted must pay an access fee for reproduction and for search and preparation contemplated in [subsection \(7\) \(a\)](#) and [\(b\)](#), respectively, for any time reasonably required in excess of the prescribed hours to search for and prepare (including making any arrangements contemplated in [section 29 \(2\) \(a\)](#) and [\(b\) \(i\)](#) and [\(ii\) \(aa\)](#)) the record for disclosure.

(7) Access fees prescribed for the purposes of [subsection \(6\)](#) must provide for a reasonable access fee for-

- (a) the cost of making a copy of a record, or of a transcription of the content of a record, as contemplated in [section 29 \(2\) \(a\)](#) and [\(b\) \(i\)](#), [\(ii\) \(bb\)](#), [\(iii\)](#) and [\(v\)](#) and, if applicable, the postal fee; and
- (b) the time reasonably required to search for the record and prepare (including making any arrangements contemplated in [section 29 \(2\) \(a\)](#) and [\(b\) \(i\)](#) and [\(ii\) \(aa\)](#)) the record for disclosure to the requester.

(8) The Minister may, by notice in the *Gazette*-

- (a) exempt any person or category of persons from paying any fee referred to in this section;
- (b) determine that any fee referred to in this section is not to exceed a certain maximum amount;
- (c) determine the manner in which any fee referred to in this section is to be calculated;
- (d) determine that any fee referred to in this section does not apply to a category of records;
- (e) exempt any person or record or category of persons or records for a stipulated period from any fee referred to in [subsection \(6\)](#); and
- (f) determine that where the cost of collecting any fee referred to in this section exceeds the amount charged, such fee does not apply.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 23. Records that cannot be found or do not exist.-(1) If-

23. Records that cannot be found or do not exist.-(1) If-

- (a) all reasonable steps have been taken to find a record requested; and
- (b) there are reasonable grounds for believing that the record-
 - (i) is in the public body's possession but cannot be found; or
 - (ii) does not exist,

the information officer of a public body must, by way of affidavit or affirmation, notify the requester that it is not possible to give access to that record.

(2) The affidavit or affirmation referred to in [subsection \(1\)](#) must give a full account of all steps taken to find the record in question or to determine whether the record exists, as the case may be, including all communications with every person who conducted the search on behalf of the information officer.

(3) For the purposes of this Act, the notice in terms of [subsection \(1\)](#) is to be regarded as a decision to refuse a request for access to the record.

(4) If, after notice is given in terms of [subsection \(1\)](#), the record in question is found, the requester concerned must be given access to the record unless access is refused on a ground for refusal contemplated in Chapter 4 of this Part.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 24. Deferral of access.-(1) If the information officer of a public body decides to grant a request for access to a record, but that record-

24. Deferral of access.-(1) If the information officer of a public body decides to grant a request for access to a record, but that record-

- (a) is to be published within 90 days after the receipt or transfer of the request or such further period as is reasonably necessary for printing and translating the record for the purpose of publishing it;
- (b) is required by law to be published but is yet to be published; or
- (c) has been prepared for submission to any legislature or a particular person but is yet to be submitted,

the information officer may defer giving access to the record for a reasonable period.

(2) If access to a record is deferred in terms of [subsection \(1\)](#), the information officer must notify the requester concerned-

- (a) that the requester may, within 30 days after that notice is given, make representations to the information officer why the record is required before such publication or submission; and
- (b) of the likely period for which access is to be deferred.

(3) If a requester makes representations in terms of [subsection \(2\) \(a\)](#), the information officer must, after due consideration of those representations, grant the request for access only if there are reasonable grounds for believing that the requester will suffer substantial prejudice if access to the record is deferred for the likely period referred to in [subsection \(2\) \(b\)](#).

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 25. Decision on request and notice thereof.-(1) Except if the provisions regarding third party notification and intervention contemplated in Chapter 5 of this Part apply, the information officer to whom the request is made or transferred, must, as soon

25. Decision on request and notice thereof.-(1) Except if the provisions regarding third party notification and intervention contemplated in Chapter 5 of this Part apply, the information officer to whom the request is made or transferred, must, as soon as reasonably possible, but in any event within 30 days, after the request is received-

- (a) decide in accordance with this Act whether to grant the request; and
- (b) notify the requester of the decision and, if the requester stated, as contemplated in [section 18 \(2\) \(e\)](#), that he or she wishes to be informed of the decision in any other manner, inform him or her in that manner if it is reasonably possible.

[Sub-s. (1) amended by [s. 28](#) of [Act No. 42 of 2001](#).]

Wording of Sections

(2) If the request for access is granted, the notice in terms of [subsection \(1\) \(b\)](#) must state-

- (a) the access fee (if any) to be paid upon access;
- (b) the form in which access will be given; and
- (c) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

- (c) that the requester may lodge an internal appeal, a complaint to the Information Regulator or an application with a court, as the case may be, against the access fee to be paid or the form of access granted, and the procedure (including the period) for lodging the internal appeal, complaint to the Information Regulator or application, as the case may be.

(Pending amendment: Para. (c) to be substituted by s. 110 read with [para. 8 \(a\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(3) If the request for access is refused, the notice in terms of [subsection \(1\) \(b\)](#) must-

- (a) state adequate reasons for the refusal, including the provisions of this Act relied upon;
- (b) exclude, from such reasons, any reference to the content of the record; and
- (c) state that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

- (c) state that the requester may lodge an internal appeal, complaint to the Information Regulator or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal, complaint to the Information Regulator or application, as the case may be.

(Pending amendment: Para. (c) to be substituted by s. 110 read with [para. 8 \(b\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 26. Extension of period to deal with request.-(1) The information officer to whom a request for access has been made or transferred, may extend the period of 30 days referred to in section 25 (1) (in this section referred to as the "original period") o

26. Extension of period to deal with request.-(1) The information officer to whom a request for access has been made or transferred, may extend the period of 30 days referred to in section 25 (1) (in this section referred to as the "original period") once for a further period of not more than 30 days, if-

- (a) the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of the public body concerned;
- (b) the request requires a search for records in, or collection thereof from, an office of the public body not situated in the same town or city as the office of the information officer that cannot reasonably be completed within the original period;
- (c) consultation among divisions of the public body or with another public body is necessary or desirable to decide upon the request that cannot reasonably be completed within the original period;
- (d) more than one of the circumstances contemplated in [paragraphs \(a\), \(b\) and \(c\)](#) exist in respect of the request making compliance with the original period not reasonably possible; or
- (e) the requester consents in writing to such extension.

(2) If a period is extended in terms of [subsection \(1\)](#), the information officer must, as soon as reasonably possible, but in any event within 30 days, after the request is received or transferred, notify the requester of that extension.

(3) The notice in terms of [subsection \(2\)](#) must state-

- (a) the period of the extension;
- (b) adequate reasons for the extension, including the provisions of this Act relied upon; and
- (c) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the extension, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

- (c) that the requester may lodge an internal appeal, complaint to the Information Regulator or an application with a court, as the case may be, against the extension, and the procedure (including the period) for lodging the internal appeal, complaint to the Information Regulator or application, as the case may be.

(Pending amendment: Para. (c) to be substituted by [s. 110](#) read with [para. 9](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 27. Deemed refusal of request.-If an information officer fails to give the decision on a request for access to the requester concerned within the period contemplated in section 25 (1), the information officer is, for the purposes of this Act, regarded a

27. Deemed refusal of request.-If an information officer fails to give the decision on a request for access to the requester concerned within the period contemplated in section 25 (1), the information officer is, for the purposes of this Act, regarded as having refused the request.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 28. Severability.-(1) If a request for access is made to a record of a public body containing information which may or must be refused in terms of any provision of Chapter 4 of this Part, every part of the record which-

28. Severability.-(1) If a request for access is made to a record of a public body containing information which may or must be refused in terms of any provision of Chapter 4 of this Part, every part of the record which-

- (a) does not contain; and
- (b) can reasonably be severed from any part that contains,

any such information must, despite any other provision of this Act, be disclosed.

(2) If a request for access to-

- (a) a part of a record is granted; and
- (b) the other part of the record is refused,

as contemplated in [subsection \(1\)](#), the provisions of [section 25 \(2\)](#) apply to [paragraph \(a\)](#) of this subsection and the provisions of [section 25 \(3\)](#) apply to [paragraph \(b\)](#) of this subsection.

[Sub-s. (2) substituted by s. 29 of [Act No. 42 of 2001](#).]

Wording of Sections

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 29. Access and forms of access.-(1) If a requester has been given notice in terms of [section 25 \(1\)](#) that his or her request for access has been granted, that requester must, subject to [subsections \(3\) and \(9\)](#) and [section 31](#)-

29. Access and forms of access.-(1) If a requester has been given notice in terms of [section 25 \(1\)](#) that his or her request for access has been granted, that requester must, subject to [subsections \(3\) and \(9\)](#) and [section 31](#)-

- (a) if an access fee is payable, upon payment of that fee; or
- (b) if no access fee is payable, immediately,

be given access in the applicable forms referred to in subsection (2) as the requester indicated in the request, and in the language contemplated in [section 31](#).

(2) The forms of access to a record in respect of which a request of access has been granted, are the following:

- (a) If the record is in written or printed form, by supplying a copy of the record or by making arrangements for the inspection of the record;
- (b) if the record is not in written or printed form-
 - (i) in the case of a record from which visual images or printed transcriptions of those images are capable of being reproduced by means of equipment which is ordinarily available to the public body concerned, by making arrangements to view those images or be supplied with copies or transcriptions of them;
 - (ii) in the case of a record in which words or information are recorded in such manner that they are capable of being reproduced in the form of sound by equipment which is ordinarily available to the public body concerned-
 - (aa) by making arrangements to hear those sounds; or
 - (bb) if the public body is capable of producing a written or printed transcription of those sounds by the use of equipment which is ordinarily available to it, by supplying such a transcription;
 - (iii) in the case of a record which is held on computer, or in electronic or machine-readable form, and from which the public body concerned is capable of producing a printed copy of-
 - (aa) the record, or a part of it; or
 - (bb) information derived from the record,by using computer equipment and expertise ordinarily available to the public body, by supplying such a copy;
 - (iv) in the case of a record available or capable of being made available in computer readable form, by supplying a copy in that form; or
 - (v) in any other case, by supplying a copy of the record.

(3) If a requester has requested access in a particular form, access must, subject to [section 28](#), be given in that form, unless to do so would-

- (a) interfere unreasonably with the effective administration of the public body concerned;
- (b) be detrimental to the preservation of the record; or
- (c) amount to an infringement of copyright not owned by the State or the public body concerned.

(4) If a requester has requested access in a particular form and for a reason referred to in [subsection \(3\)](#) access in that form is refused but access is given in another form, the fee charged may not exceed what would have been charged if that requester had been given access in the form requested.

(5) If a requester with a disability is prevented by that disability from reading, viewing or listening to the record concerned in the form in which it is held by the public body concerned, the information officer of the body must, if that requester so requests, take reasonable steps to make the record available in a form in which it is capable of being read, viewed or heard by the requester.

(6) If a record is made available in accordance with [subsection \(5\)](#), the requester may not be required to pay an access fee which is more than the fee which he or she would have been required to pay but for the disability.

(7) If a record is made available in terms of this section to a requester for inspection, viewing or hearing, the requester may make copies of or transcribe the record using the requester's equipment, unless to do so would-

- (a) interfere unreasonably with the effective administration of the public body concerned;
- (b) be detrimental to the preservation of the record; or
- (c) amount to an infringement of copyright not owned by the State or the public body concerned.

(8) If the supply to a requester of a copy of a record is required by this section, the copy must, if so requested, be supplied by posting it to him or her.

(9) If an internal appeal or an application to a court, as the case may be, is lodged against the granting of a request for access to a record, access to the record may be given only when the decision to grant the request is finally confirmed.

(9) If an internal appeal, complaint to the Information Regulator or an application to a court, as the case may be, is lodged against the granting of a request for access to a record, access to the record may be given only when the decision to grant the request is finally confirmed.

(Pending amendment: Sub-s. (9) to be substituted by [s. 110](#) read with para. 10 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 30. Access to health or other records.-(1) If the information officer who grants, in terms of section 11, a request for access to a record provided by a health practitioner in his or her capacity as such about the physical or mental health, or well-being

30. Access to health or other records.-(1) If the information officer who grants, in terms of [section 11](#), a request for access to a record provided by a health practitioner in his or her capacity as such about the physical or mental health, or well-being-

- (a) of the requester; or
- (b) if the request has been made on behalf of the person to whom the record relates, of that person,

(in this section, the requester and person referred to [paragraphs \(a\)](#) and [\(b\)](#), respectively, are referred to as the "relevant person"), is of the opinion that the disclosure of the record to the relevant person might cause serious harm to his or her physical or mental health, or well-being, the information officer may, before giving access in terms of [section 29](#), consult with a health practitioner who, subject to [subsection \(2\)](#), has been nominated by the relevant person.

(2) If the relevant person is-

- (a) under the age of 16 years, a person having parental responsibilities for the relevant person must make the nomination contemplated in [subsection \(1\)](#); or
- (b) incapable of managing his or her affairs, a person appointed by the court to manage those affairs must make that nomination.

(3) (a) If, after being given access to the record concerned, the health practitioner consulted in terms of [subsection \(1\)](#) is of the opinion that the disclosure of the record to the relevant person would be likely to cause serious harm to his or her physical or mental health, or well-being, the information officer may only give access to the record if the requester proves to the satisfaction of the information officer that adequate provision is made for such counselling or arrangements as are reasonably practicable before, during or after the disclosure of the record to limit, alleviate or avoid such harm to the relevant person.

(b) Before access to the record is so given to the requester, the person responsible for such counselling or arrangements must be given access to the record.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 31. Language of access.-A requester whose request for access to a record of a public body has been granted must, if the record-

31. Language of access.-A requester whose request for access to a record of a public body has been granted must, if the record-

- (a) exists in the language that the requester prefers, be given access in that language; or
- (b) does not exist in the language so preferred or the requester has no preference or has not indicated a preference, be given access in any language the record exists in.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 32. Reports to Human Rights Commission.-The information officer of each public body must annually submit to

32. Reports to Human Rights Commission.-The information officer of each public body must annually submit to the Human Rights Commission a report stating in relation to the public body-

32. Reports to Information Regulator.-The **information** officer of each public body must annually submit to the Information Regulator a report stating in relation to the public body-

(Pending amendment: A. 32 to be amended by [s. 110](#) read with para. 21 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

- (a) the number of requests for access received;
- (b) the number of requests for access granted in full;
- (c) the number of requests for access granted in terms of [section 46](#);
- (d) the number of requests for access refused in full and refused partially and the number of times each provision of this Act was relied on to refuse access in full or partial;
- (e) the number of cases in which the periods stipulated in section 25 (1) were extended in terms of [section 26 \(1\)](#);
- (f) the number of internal appeals lodged with the relevant authority and the number of cases in which, as a result of an internal appeal, access was given to a record;
- (g) the number of internal appeals which were lodged on the ground that a request for access was regarded as having been refused in terms of [section 27](#);
- (h) the number of applications to a court which were lodged on the ground that an internal appeal was regarded as having been dismissed in terms of [section 77 \(7\)](#); and
- (i) such other matters as may be prescribed.

[[S. 32](#) amended by [s. 30](#) of [Act No. 42 of 2001](#).]

Wording of Sections

CHAPTER 4
GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 33. Interpretation.-(1) The information officer of a public body-

33. Interpretation.-(1) The information officer of a public body-

- (a) must refuse a request for access to a record contemplated in [section 34 \(1\)](#), [35 \(1\)](#), [36 \(1\)](#), [37 \(1\) \(a\)](#), [38 \(a\)](#), [39 \(1\) \(a\)](#), [40](#) or [43 \(1\)](#); or
- (b) may refuse a request for access to a record contemplated in [section 37 \(1\) \(b\)](#), [38 \(b\)](#), [39 \(1\) \(b\)](#), [41 \(1\) \(a\)](#) or [\(b\)](#), [42 \(1\)](#) or [\(3\)](#), [43 \(2\)](#), [44 \(1\)](#) or [\(2\)](#) or [45](#),

unless the provisions of [section 46](#) apply.

(2) A provision of this Chapter in terms of which a request for access to a record must or may or may not be refused, may not be construed as-

- (a) limited in its application in any way by any other provision of this Chapter in terms of which a request for access to a record must or may or may not be refused; and
- (b) not applying to a particular record by reason that another provision of this Chapter in terms of which a request for access to a record must or may or may not be refused, also applies to that record.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 34. Mandatory protection of privacy of third party who is natural person.-(1) Subject to subsection (2), the information officer of a public body must refuse a request for access to a record of the body if its disclosure would involve the unreasonable

34. Mandatory protection of privacy of third party who is natural person.-(1) Subject to [subsection \(2\)](#), the information officer of a public body must refuse a request for access to a record of the body if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual.

(2) A record may not be refused in terms of [subsection \(1\)](#) insofar as it consists of information-

- (a) about an individual who has consented in terms of [section 48](#) or otherwise in writing to its disclosure to the requester concerned;
- (b) that was given to the public body by the individual to whom it relates and the individual was informed by or on

behalf of the public body, before it is given, that the information belongs to a class of information that would or might be made available to the public;

- (c) already publicly available;
- (d) about an individual's physical or mental health, or well-being, who is under the care of the requester and who is-
 - (i) under the age of 18 years; or
 - (ii) incapable of understanding the nature of the request,and if giving access would be in the individual's best interests;
- (e) about an individual who is deceased and the requester is-
 - (i) the individual's next of kin; or
 - (ii) making the request with the written consent of the individual's next of kin; or
- (f) about an individual who is or was an official of a public body and which relates to the position or functions of the individual, including, but not limited to-
 - (i) the fact that the individual is or was an official of that public body;
 - (ii) the title, work address, work phone number and other similar particulars of the individual;
 - (iii) the classification, salary scale, remuneration and responsibilities of the position held or services performed by the individual; and

[Sub-para. (iii) substituted by [s. 31](#) of [Act No. 42 of 2001](#).]

Wording of Sections

- (iv) the name of the individual on a record prepared by the individual in the course of employment.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 35. Mandatory protection of certain records of South African Revenue Service.-(1) Subject to subsection (2), the information officer of the South African Revenue Service, referred to in section 2 (3), must refuse a request for access to a record of tha

35. Mandatory protection of certain records of South African Revenue Service.-(1) Subject to [subsection \(2\)](#), the information officer of the South African Revenue Service, referred to in [section 2 \(3\)](#), must refuse a request for access to a record of that Service if it contains information which was obtained or is held by that Service for the purposes of enforcing legislation concerning the collection of revenue as defined in [section 1](#) of the South African Revenue Service Act, 1997 ([Act No. 34 of 1997](#)).

(2) A record may not be refused in terms of [subsection \(1\)](#) insofar as it consists of information about the requester or the person on whose behalf the request is made.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 36. Mandatory protection of commercial information of third party.-(1) Subject to subsection (2), the information officer of a public body must refuse a request for access to a record of the body if the record contains-

36. Mandatory protection of commercial information of third party.-(1) Subject to [subsection \(2\)](#), the information officer of a public body must refuse a request for access to a record of the body if the record contains-

- (a) trade secrets of a third party;
- (b) financial, commercial, scientific or technical information, other than trade secrets, of a third party, the disclosure of which would be likely to cause harm to the commercial or financial interests of that third party; or
- (c) information supplied in confidence by a third party the disclosure of which could reasonably be expected-
 - (i) to put that third party at a disadvantage in contractual or other negotiations; or
 - (ii) to prejudice that third party in commercial competition.

(2) A record may not be refused in terms of [subsection \(1\)](#) insofar as it consists of information-

- (a) already publicly available;
- (b) about a third party who has consented in terms of [section 48](#) or otherwise in writing to its disclosure to the requester concerned; or
- (c) about the results of any product or environmental testing or other investigation supplied by a third party or the result of any such testing or investigation carried out by or on behalf of a third party and its disclosure would reveal a serious public safety or environmental risk.

[[Para. \(c\)](#) substituted by [s. 32](#) of [Act No. 42 of 2001](#).]

Wording of Sections

(3) For the purposes of [subsection \(2\) \(c\)](#), the results of any product or environmental testing or other investigation do not include the results of preliminary testing or other investigation conducted for the purpose of developing methods of testing or other investigation.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 37. Mandatory protection of certain confidential information, and protection of certain other confidential information, of third party.-(1) Subject to subsection (2), the information officer of a public body-

37. Mandatory protection of certain confidential information, and protection of certain other confidential information, of third party.-(1) Subject to [subsection \(2\)](#), the information officer of a public body-

- (a) must refuse a request for access to a record of the body if the disclosure of the record would constitute an action for breach of a duty of confidence owed to a third party in terms of an agreement; or
 - (b) may refuse a request for access to a record of the body if the record consists of information that was supplied in confidence by a third party-
 - (i) the disclosure of which could reasonably be expected to prejudice the future supply of similar information, or information from the same source; and
 - (ii) if it is in the public interest that similar information, or information from the same source, should continue to be supplied.
- (2) A record may not be refused in terms of [subsection \(1\)](#) insofar as it consists of information-
- (a) already publicly available; or
 - (b) about the third party concerned that has consented in terms of [section 48](#) or otherwise in writing to its disclosure to the requester concerned.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 38. Mandatory protection of safety of individuals, and protection of property.-The information officer of a public body-

38. Mandatory protection of safety of individuals, and protection of property.-The information officer of a public body-

- (a) must refuse a request for access to a record of the body if its disclosure could reasonably be expected to endanger the life or physical safety of an individual; or
- (b) may refuse a request for access to a record of the body if its disclosure would be likely to prejudice or impair-
 - (i) the security of-
 - (aa) a building, structure or system, including, but not limited to, a computer or communication system;
 - (bb) a means of transport; or
 - (cc) any other property; or
 - (ii) methods, systems, plans or procedures for the protection of-
 - (aa) an individual in accordance with a witness protection scheme;
 - (bb) the safety of the public, or any part of the public; or
 - (cc) the security of property contemplated in [subparagraph \(i\) \(aa\)](#), [\(bb\)](#) or [\(cc\)](#).

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 39. Mandatory protection of police dockets in bail proceedings, and protection of law enforcement and legal proceedings.-(1) The information officer of a public body-

39. Mandatory protection of police dockets in bail proceedings, and protection of law enforcement and legal proceedings.-(1) The information officer of a public body-

- (a) must refuse a request for access to a record of the body if access to that record is prohibited in terms of [section 60 \(14\)](#) of the Criminal Procedure Act, 1977 ([Act No. 51 of 1977](#)); or
- (b) may refuse a request for access to a record of the body if-
 - (i) the record contains methods, techniques, procedures or guidelines for-
 - (aa) the prevention, detection, curtailment or investigation of a contravention or possible contravention of the law; or
 - (bb) the prosecution of alleged offenders,and the disclosure of those methods, techniques, procedures or guidelines could reasonably be expected to prejudice the effectiveness of those methods, techniques, procedures or guidelines or lead to the circumvention of the law or facilitate the commission of an offence;
 - (ii) the prosecution of an alleged offender is being prepared or about to commence or pending and the disclosure of the record could reasonably be expected-

- (aa) to impede that prosecution; or
- (bb) to result in a miscarriage of justice in that prosecution; or
- (iii) the disclosure of the record could reasonably be expected-
 - (aa) to prejudice the investigation of a contravention or possible contravention of the law which is about to commence or is in progress or, if it has been suspended or terminated, is likely to be resumed;
 - (bb) to reveal, or enable a person to ascertain, the identity of a confidential source of information in relation to the enforcement or administration of the law;
 - (cc) to result in the intimidation or coercion of a witness, or a person who might be or has been called as a witness, in criminal proceedings or other proceedings to enforce the law;
 - (dd) to facilitate the commission of a contravention of the law, including, but not limited to, subject to [subsection \(2\)](#), escape from lawful detention; or
 - (ee) to prejudice or impair the fairness of a trial or the impartiality of an adjudication.

(2) A record may not be refused in terms of [subsection \(1\) \(b\) \(iii\) \(dd\)](#) insofar as it consists of information about the general conditions of detention of persons in custody.

(3) (a) If a request for access to a record of a public body must or may be refused in terms of [subsection \(1\) \(a\)](#) or [\(b\)](#), or could, if it existed, be so refused, and the disclosure of the existence or non-existence of the record would be likely to cause the harm contemplated in [subsection \(1\) \(a\)](#) or [\(b\)](#), the information officer concerned may refuse to confirm or deny the existence or non-existence of the record.

(b) If the information officer so refuses to confirm or deny the existence or non-existence of the record, the notice referred to in [section 25 \(3\)](#) must-

- (i) state that fact,
- (ii) identify the provision of [subsection \(1\) \(a\)](#) or [\(b\)](#) in terms of which access would have been refused if the record had existed;
- (iii) state adequate reasons for the refusal, as required by [section 25 \(3\)](#), in so far as they can be given without causing the harm contemplated in [subsection \(1\) \(a\)](#) or [\(b\)](#); and
 [Sub-para. (iii) substituted by s. 33 of Act No. 42 of 2001.]

Wording of Sections

- (iv) state that the requester concerned may lodge an internal appeal or an application with a court, as the case may be, against the refusal as required by [section 25 \(3\)](#).

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 40. Mandatory protection of records privileged from production in legal proceedings.-The information officer of a public body must refuse a request for access to a record of the body if the record is privileged from production in legal proceedings unless

40. Mandatory protection of records privileged from production in legal proceedings.-The information officer of a public body must refuse a request for access to a record of the body if the record is privileged from production in legal proceedings unless the person entitled to the privilege has waived the privilege.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 41. Defence, security and international relations of Republic.-(1) The information officer of a public body may refuse a request for access to a record of the body if its disclosure-

41. Defence, security and international relations of Republic.-(1) The information officer of a public body may refuse a request for access to a record of the body if its disclosure-

- (a) could reasonably be expected to cause prejudice to-
 - (i) the defence of the Republic;
 - (ii) the security of the Republic; or
 - (iii) subject to [subsection \(3\)](#), the international relations of the Republic; or
- (b) would reveal information-
 - (i) supplied in confidence by or on behalf of another state or an international organisation;
 - (ii) supplied by or on behalf of the Republic to another state or an international organisation in terms of an arrangement or international agreement, contemplated in [section 231](#) of [the Constitution](#), with that state or organisation which requires the information to be held in confidence; or
 - (iii) required to be held in confidence by an international agreement or customary international law contemplated in [section 231](#) or [232](#), respectively, of [the Constitution](#).

(2) A record contemplated in [subsection \(1\)](#), without limiting the generality of that subsection, includes a record containing information-

- (a) relating to military tactics or strategy or military exercises or operations undertaken in preparation of hostilities or in connection with the detection, prevention, suppression or curtailment of subversive or hostile activities;
 - (b) relating to the quantity, characteristics, capabilities, vulnerabilities or deployment of-
 - (i) weapons or any other equipment used for the detection, prevention, suppression or curtailment of subversive or hostile activities; or
 - (ii) anything being designed, developed, produced or considered for use as weapons or such other equipment;
 - (c) relating to the characteristics, capabilities, vulnerabilities, performance, potential, deployment or functions of-
 - (i) any military force, unit or personnel; or
 - (ii) any body or person responsible for the detection, prevention, suppression or curtailment of subversive or hostile activities;
 - (d) held for the purpose of intelligence relating to-
 - (i) the defence of the Republic;
 - (ii) the detection, prevention, suppression or curtailment of subversive or hostile activities; or
 - (iii) another state or an international organisation used by or on behalf of the Republic in the process of deliberation and consultation in the conduct of international affairs;
 - (e) on methods of, and scientific or technical equipment for, collecting, assessing or handling information referred to in [paragraph \(d\)](#);
 - (f) on the identity of a confidential source and any other source of information referred to in [paragraph \(d\)](#);
 - (g) on the positions adopted or to be adopted by the Republic, another state or an international organisation for the purpose of present or future international negotiations; or
 - (h) that constitutes diplomatic correspondence exchanged with another state or an international organisation or official correspondence exchanged with diplomatic missions or consular posts of the Republic.
- (3) A record may not be refused in terms of [subsection \(1\) \(a\) \(iii\)](#) if it came into existence more than 20 years before the request.
- (4) (a) If a request for access to a record of a public body may be refused in terms of [subsection \(1\)](#), or could, if it existed, be so refused, and the disclosure of the existence or non-existence of the record would be likely to cause the harm contemplated in [subsection \(1\)](#), the information officer concerned may refuse to confirm or deny the existence or non-existence of the record.

[[Para. \(a\)](#) substituted by [s. 34](#) of [Act No. 42 of 2001](#).]

Wording of Sections

- (b) If the information officer so refuses to confirm or deny the existence or non-existence of the record, the notice referred to in [section 25 \(3\)](#) must-
- (i) state that fact;
 - (ii) identify the provision of [subsection \(1\)](#) in terms of which access would have been refused if the record had existed;
 - (iii) state adequate reasons for the refusal, as required by [section 25 \(3\)](#), in so far as they can be given without causing the harm contemplated in [subsection \(1\)](#); and
 - (iv) state that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal as required by [section 25 \(3\)](#).

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 42. Economic interests and financial welfare of Republic and commercial activities of public bodies.-(1) The information officer of a public body may refuse a request for access to a record of the body if its disclosure would be likely to materially je

42. Economic interests and financial welfare of Republic and commercial activities of public bodies.-(1) The information officer of a public body may refuse a request for access to a record of the body if its disclosure would be likely to materially jeopardise the economic interests or financial welfare of the Republic or the ability of the government to manage the economy of the Republic effectively in the best interests of the Republic.

(2) The information referred to in [subsection \(1\)](#) includes, without limiting the generality of that subsection, information about-

- (a) a contemplated change in, or maintenance of, a policy substantially affecting the currency, coinage, legal tender, exchange rates or foreign investment;
- (b) a contemplated change in or decision not to change-
 - (i) credit or interest rates;
 - (ii) customs or excise duties, taxes or any other source of revenue;
 - (iii) the regulation or supervision of financial institutions;
 - (iv) government borrowing; or

- (v) the regulation of prices of goods or services, rents or wages, salaries or other incomes; or
- (c) a contemplated-
 - (i) sale or acquisition of immovable or movable property; or
 - (ii) international trade agreement.

(3) Subject to [subsection \(5\)](#), the information officer of a public body may refuse a request for access to a record of the body if the record-

- (a) contains trade secrets of the State or a public body;
- (b) 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;
- (c) contains information, the disclosure of which could reasonably be expected-
 - (i) to put a public body at a disadvantage in contractual or other negotiations; or
 - (ii) to prejudice a public body in commercial competition; or
- (d) is a computer program, as defined in [section 1 \(1\)](#) of the Copyright Act, 1978 ([Act No. 98 of 1978](#)), owned by the State or a public body, except insofar as it is required to give access to a record to which access is granted in terms of this Act.

(4) The information referred to in [subsection \(2\) \(c\) \(i\)](#) includes, without limiting the generality of that subsection, information about an agreement, or contemplated agreement, to transfer any interest in or right to shares in the capital of a public body to any person which is not a public body referred to in [paragraph \(a\)](#) or [\(b\) \(i\)](#) of the definition of "public body" in [section 1](#).

[[Sub-s. \(4\)](#) substituted by [s. 35 \(a\)](#) of [Act No. 42 of 2001](#).]

Wording of Sections

(5) A record may not be refused in terms of [subsection \(3\)](#) insofar as it consists of information-

- (a) already publicly available;
- (b) about or owned by a public body, other than the public body to which the request is made, which has consented in writing to its disclosure to the requester concerned; or
- (c) about the results of any product or environmental testing or other investigation supplied by a public body or the results of any such testing or investigation carried out by or on behalf of a public body, and its disclosure would reveal a serious public safety or environmental risk.

[[Para. \(c\)](#) substituted by [s. 35 \(b\)](#) of [Act No. 42 of 2001](#).]

Wording of Sections

(6) For the purposes of [subsection \(5\) \(c\)](#), the results of any product or environmental testing or other investigation do not include the results of preliminary testing or other investigation conducted for the purpose of developing methods of testing or other investigation.

(7) If a request for access to a record contemplated in [subsection \(5\) \(c\)](#) is granted and the testing or other investigation was carried out by or on behalf of the public body from which the record is requested, the information officer must at the same time as access to the record is given, provide the requester with a written explanation of the methods used in conducting the testing or other investigation.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 43. Mandatory protection of research information of third party, and protection of research information of public body.-(1) The information officer of a public body must refuse a request for access to a record of the body if the record contains informa

43. Mandatory protection of research information of third party, and protection of research information of public body.-(1) The information officer of a public body must refuse a request for access to a record of the body if the record contains information about research being or to be carried out by or on behalf of a third party, the disclosure of which would be likely to expose-

- (a) the third party;
- (b) a person that is or will be carrying out the research on behalf of the third party; or
- (c) the subject matter of the research,

to serious disadvantage.

(2) The information officer of a public body may refuse a request for access to a record of the body if the record contains information about research being or to be carried out by or on behalf of a public body, the disclosure of which would be likely to expose-

- (a) the public body;
- (b) a person that is or will be carrying out the research on behalf of the public body; or
- (c) the subject matter of the research,

to serious disadvantage.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 44. Operations of public bodies.-(1) Subject to subsections (3) and (4), the information officer of a public body may refuse a request for access to a record of the body-

44. Operations of public bodies.-(1) Subject to [subsections \(3\)](#) and [\(4\)](#), the information officer of a public body may refuse a request for access to a record of the body-

- (a) if the record contains-
 - (i) an opinion, advice, report or recommendation obtained or prepared; or
 - (ii) an account of a consultation, discussion or deliberation that has occurred, including, but not limited to, minutes of a meeting,for the purpose of assisting to formulate a policy or take a decision in the exercise of a power or performance of a duty conferred or imposed by law; or
- (b) if-
 - (i) the disclosure of the record could reasonably be expected to frustrate the deliberative process in a public body or between public bodies by inhibiting the candid-
 - (aa) communication of an opinion, advice, report or recommendation; or
 - (bb) conduct of a consultation, discussion or deliberation; or
 - (ii) the disclosure of the record could, by premature disclosure of a policy or contemplated policy, reasonably be expected to frustrate the success of that policy.

(2) Subject to [subsection \(4\)](#), the information officer of a public body may refuse a request for access to a record of the body if-

- (a) the disclosure of the record could reasonably be expected to jeopardise the effectiveness of a testing, examining or auditing procedure or method used by a public body;
- (b) the record contains evaluative material, whether or not the person who supplied it is identified in the record, and the disclosure of the material would breach an express or implied promise which was-
 - (i) made to the person who supplied the material; and
 - (ii) to the effect that the material or the identity of the person who supplied it, or both, would be held in confidence; or
- (c) the record contains a preliminary, working or other draft of an official of a public body.

(3) A record may not be refused in terms of [subsection \(1\)](#) if the record came into existence more than 20 years before the request concerned.

(4) A record may not be refused in terms of [subsection \(1\)](#) or [\(2\)](#) insofar as it consists of an account or a statement of reasons required to be given in accordance with [section 5](#) of the Promotion of Administrative Justice Act, 2000 ([Act No. 3 of 2000](#)).

[Sub-s. (4) substituted by s. 36 of [Act No. 42 of 2001](#).]

Wording of Sections

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 45. Manifestly frivolous or vexatious requests, or substantial and unreasonable diversion of resources.-The information officer of a public body may refuse a request for access to a record of the body if-

45. Manifestly frivolous or vexatious requests, or substantial and unreasonable diversion of resources.-The information officer of a public body may refuse a request for access to a record of the body if-

- (a) the request is manifestly frivolous or vexatious; or
- (b) the work involved in processing the request would substantially and unreasonably divert the resources of the public body.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 46. Mandatory disclosure in public interest.-Despite any other provision of this Chapter, the information officer of a public body must grant a request for access to a record of the body contemplated in section 34 (1), 36 (1), 37 (1) (a) or (b), 38 (a)

46. Mandatory disclosure in public interest.-Despite any other provision of this Chapter, the information officer of a public body must grant a request for access to a record of the body contemplated in [section 34 \(1\)](#), [36 \(1\)](#), [37 \(1\) \(a\)](#) or [\(b\)](#), [38 \(a\)](#) or [\(b\)](#), [39 \(1\) \(a\)](#) or [\(b\)](#), [40](#), [41 \(1\) \(a\)](#) or [\(b\)](#), [42 \(1\)](#) or [\(3\)](#), [43 \(1\)](#) or [\(2\)](#), [44 \(1\)](#) or [\(2\)](#) or [45](#), if-

- (a) the disclosure of the record would reveal evidence of-
 - (i) a substantial contravention of, or failure to comply with, the law; or

- (ii) an imminent and serious public safety or environmental risk; and
- (b) the public interest in the disclosure of the record clearly outweighs the harm contemplated in the provision in question.

CHAPTER 5 THIRD PARTY NOTIFICATION AND INTERVENTION

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 47. Notice to third parties.-(1) The information officer of a public body considering a request for access to a record that might be a record contemplated in [section 34 \(1\)](#), [35 \(1\)](#), [36 \(1\)](#), [37 \(1\)](#) or [43 \(1\)](#) must take all reasonable steps to inform a th

47. Notice to third parties.-(1) The information officer of a public body considering a request for access to a record that might be a record contemplated in [section 34 \(1\)](#), [35 \(1\)](#), [36 \(1\)](#), [37 \(1\)](#) or [43 \(1\)](#) must take all reasonable steps to inform a third party to whom or which the record relates of the request.

(2) The information officer must inform a third party in terms of [subsection \(1\)](#)-

- (a) as soon as reasonably possible, but in any event, within 21 days after that request is received or transferred; and
- (b) by the fastest means reasonably possible.

(3) When informing a third party in terms of [subsection \(1\)](#), the information officer must-

- (a) state that he or she is considering a request for access to a record that might be a record contemplated in [section 34 \(1\)](#), [35 \(1\)](#), [36 \(1\)](#), [37 \(1\)](#) or [43 \(1\)](#), as the case may be, and describe the content of the record;
- (b) furnish the name of the requester;
- (c) describe the provisions of [section 34 \(1\)](#), [35 \(1\)](#), [36 \(1\)](#), [37 \(1\)](#) or [43 \(1\)](#), as the case may be;
- (d) in any case where the information officer believes that the provisions of [section 46](#) might apply, describe those provisions, specify which of the circumstances referred to in [section 46 \(a\)](#) in the opinion of the information officer might apply and state the reasons why he or she is of the opinion that [section 46](#) might apply; and
- (e) state that the third party may, within 21 days after the third party is informed-
 - (i) make written or oral representations to the information officer why the request for access should be refused; or
 - (ii) give written consent for the disclosure of the record to the requester.

(4) If a third party is not informed orally of a request for access in terms of [subsection \(1\)](#), the information officer must give a written notice stating the matters referred to in [subsection \(3\)](#) to the third party.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 48. Representations and consent by third parties.-(1) A third party that is informed in terms of [section 47 \(1\)](#) of a request for access, may, within 21 days after the third party has been informed-

48. Representations and consent by third parties.-(1) A third party that is informed in terms of [section 47 \(1\)](#) of a request for access, may, within 21 days after the third party has been informed-

- (a) make written or oral representations to the information officer concerned why the request should be refused; or
 - (b) give written consent for the disclosure of the record to the requester concerned.
- (2) A third party that obtains knowledge about a request for access other than in terms of [section 47 \(1\)](#) may-
- (a) make written or oral representations to the information officer concerned why the request should be refused; or
 - (b) give written consent for the disclosure of the record to the requester concerned.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 49. Decision on representations for refusal and notice thereof.-(1) The information officer of a public body must, as soon as reasonably possible, but in any event within 30 days after every third party is informed as required by [section 47](#)-

49. Decision on representations for refusal and notice thereof.-(1) The information officer of a public body must, as soon as reasonably possible, but in any event within 30 days after every third party is informed as required by [section 47](#)-

- (a) decide, after giving due regard to any representations made by a third party in terms of [section 48](#), whether to grant the request for access;
- (b) notify the third party so informed and a third party not informed in terms of [section 47 \(1\)](#), but that made representations in terms of [section 48](#) or is located before the decision is taken, of the decision; and
- (c) notify the requester of the decision and, if the requester stated, as contemplated in [section 18 \(2\) \(e\)](#), that he or she wishes to be informed of the decision in any other manner, inform him or her in that manner if it is

reasonably possible, and if the request is-

- (i) granted, notify the requester in accordance with [section 25 \(2\)](#); or
- (ii) refused, notify the requester in accordance with [section 25 \(3\)](#).
[Sub-s. (1) substituted by [s. 37](#) of [Act No. 42 of 2001](#).]

Wording of Sections

(2) If, after all reasonable steps have been taken as required by [section 47 \(1\)](#), a third party is not informed of the request in question and the third party did not make any representations in terms of [section 48](#), any decision whether to grant the request for access must be made with due regard to the fact that the third party did not have the opportunity to make representations in terms of [section 48](#) why the request should be refused.

(3) If the request for access is granted, the notice in terms of [subsection \(1\) \(b\)](#) must state-

- (a) adequate reasons for granting the request, including the provisions of this Act relied upon;
- (b) that the third party may lodge an internal appeal or an application, as the case may be, against the decision within 30 days after notice is given, and the procedure for lodging the internal appeal or application, as the case may be; and

(b) that the third party may lodge an internal appeal, complaint to the Information Regulator or an application, as the case may be, against the decision within 30 days after notice is given, and the procedure for lodging the internal appeal, complaint to the Information Regulator or application, as the case may be; and

(Pending amendment: Para. (b) to be substituted by s. 110 read with [para. 11 \(a\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

- (c) that the requester will be given access to the record after the expiry of the applicable period contemplated in [paragraph \(b\)](#), unless such internal appeal or application with a court is lodged within that period.

(c) that the requester will be given access to the record after the expiry of the applicable period contemplated in [paragraph \(b\)](#), unless such internal appeal, complaint to the Information Regulator or application with a court is lodged within that period.

(Pending amendment: Para. (c) to be substituted by s. 110 read with [para. 11 \(a\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(4) If the information officer of a public body decides in terms of subsection (1) to grant the request for access concerned, he or she must give the requester access to the record concerned after the expiry of 30 days after notice is given in terms of [subsection \(1\) \(b\)](#), unless an internal appeal or an application with a court, as the case may be, is lodged against the decision within that period.

(4) If the information officer of a public body decides in terms of subsection (1) to grant the request for access concerned, he or she must give the requester access to the record concerned after the expiry of 30 days after notice is given in terms of [subsection \(1\) \(b\)](#), unless an internal appeal, complaint to the Information Regulator or an application with a court, as the case may be, is lodged against the decision within that period.

(Pending amendment: Sub-s. (4) to be substituted by s. 110 read with [para. 11 \(b\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

PART 3 ACCESS TO RECORDS OF PRIVATE BODIES

CHAPTER 1 RIGHT OF ACCESS

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 50. Right of access to records of private bodies.-(1) A requester must be given access to any record of a private body if-

50. Right of access to records of private bodies.-(1) A requester must be given access to any record of a private body if-

- (a) that record is required for the exercise or protection of any rights;

- (b) that person complies with the procedural requirements in this Act relating to a request for access to that record; and
 - (c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.
- (2) In addition to the requirements referred to in [subsection \(1\)](#), when a public body, referred to in [paragraph \(a\)](#) or [\(b\) \(i\)](#) of the definition of "public body" in [section 1](#), requests access to a record of a private body for the exercise or protection of any rights, other than its rights, it must be acting in the public interest.
- (3) A request contemplated in [subsection \(1\)](#) includes a request for access to a record containing personal information about the requester or the person on whose behalf the request is made.

CHAPTER 2 PUBLICATION AND AVAILABILITY OF CERTAIN RECORDS

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 51. Manual.-(1) Within six months after the commencement of this section or the coming into existence of the private body concerned, the head of a private body must compile a manual containing-

51. Manual.-(1) Within six months after the commencement of this section or the coming into existence of the private body concerned, the head of a private body must compile a manual containing-

- (a) the postal and street address, phone and fax number and, if available, electronic mail address of the head of the body;
- (b) a description of the guide referred to in [section 10](#), if available, and how to obtain access to it;
- (c) the latest notice in terms of [section 52 \(2\)](#), if any, regarding the categories of record of the body which are available without a person having to request access in terms of this Act;
- (d) a description of the records of the body which are available in accordance with any other legislation;
- (e) sufficient detail to facilitate a request for access to a record of the body, a description of the subjects on which the body holds records and the categories of records held on each subject; and
- (f) such other information as may be prescribed.

(1) The head of a private body must make a manual available in terms of [subsection \(3\)](#) containing-

- (a) in general-
 - (i) the postal and street address, phone and fax number and, if available, electronic mail address of the head of the body; and
 - (ii) such other information as may be prescribed;
- (b) insofar as this Act is concerned-
 - (i) a description of the guide referred to in [section 10](#), if available, and how to obtain access to it;
 - (ii) the latest notice in terms of [section 52 \(2\)](#), if any, regarding the categories of record of the body which are available without a person having to request access in terms of this Act;
 - (iii) a description of the records of the body which are available in accordance with any other legislation; and
 - (iv) sufficient detail to facilitate a request for access to a record of the body, a description of the subjects on which the body holds records and the categories of records held on each subject;
- (c) insofar as the Protection of Personal Information Act, 2013, is concerned-
 - (i) the purpose of the processing;
 - (ii) a description of the categories of data subjects and of the information or categories of information relating thereto;
 - (iii) the recipients or categories of recipients to whom the personal information may be supplied;
 - (iv) planned transborder flows of personal information; and
 - (v) a general description allowing a preliminary assessment of the suitability of the information security measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information which is to be processed.

(Pending amendment: Sub-s. (1) to be substituted by s. 110 read with [para. 12 \(a\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

- (2) The head of a private body must on a regular basis update the manual referred to in [subsection \(1\)](#).
- (3) Each manual must be made available as prescribed.

(3) The manual referred to in [subsection \(1\)](#), or the updated version thereof as referred to in [subsection \(2\)](#) must be made available-

- (a) on the web site, if any, of the private body;
- (b) at the principal place of business of the private body for public inspection during normal business hours;
- (c) to any person upon request and upon the payment of a reasonable amount; and
- (d) to the Information Regulator upon request.

(Pending amendment: Sub-s. (3) to be substituted by s. 110 read with [para. 12 \(b\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(4) For security, administrative or financial reasons, the Minister may, on request or of his or her own accord, by notice in the *Gazette*, exempt any private body or category of private bodies from any provision of this section for such period as the Minister thinks fit.

(Date of commencement of [s. 51](#): 15 February, 2002.)

[General Note: Exemption has been published under Government Notice No. R.1094 in *Government Gazette* 23765 of 21 August, 2002, under Government Notice No. R. 340 in *Government Gazette* 25000 of 28 February, 2003. Exemption of private bodies except any company not being a private company, from compiling a manual contemplated for a period of two years published under Notice No. 1243 in *Government Gazette* 25410 of 29 August, 2003.]

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 52. Voluntary disclosure and automatic availability of certain records.-(1) The head of a private body may, on a voluntary and periodic basis, submit to the Minister a description of-

52. Voluntary disclosure and automatic availability of certain records.-(1) The head of a private body may, on a voluntary and periodic basis, submit to the Minister a description of-

(1) The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of-

(Pending amendment: Sub-s. (1) to be amended by s. 110 read with [para. 13 \(a\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

- (a) the categories of records of the private 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 private body; and

[[Sub-para. \(ii\)](#) substituted by [s. 38 \(a\)](#) of [Act No. 42 of 2001](#).]

Wording of Sections

(iii) from the private body free of charge; and

- (b) how to obtain access to such records.

(2) If appropriate the Minister must, on a periodic basis and by notice in the *Gazette*-

- (a) publish any description so submitted; and

- (b) update any description so published.

(2)

(Pending amendment: Sub-s. (2) to be deleted by s. 110 read with [para. 13 \(b\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(3) The only fee payable (if any) for access to a record included in a notice in terms of [subsection \(2\)](#) is a prescribed fee for reproduction.

[[Sub-s. \(3\)](#) substituted by [s. 38 \(b\)](#) of [Act No. 42 of 2001](#).]

Wording of Sections

(3) The only fee (if any) for access to a record referred to in [subsection \(1\)](#) is a prescribed fee for reproduction.

(Pending amendment: Sub-s. (3) to be substituted by s. 110 read with [para. 13 \(c\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(4) The head of a private body may delete any part of a record contemplated in [subsection \(1\) \(a\)](#) which, on a request for access, may or must be refused in terms of Chapter 4 of this Part.

(5) [Section 50](#) and any other provisions in this Act related to that section do not apply to any category of records included in a notice in terms of [subsection \(2\)](#).

52A. Recording, preservation and disclosure of records on private funding of political parties.-(1) The head of a political party must-

- (a) create and keep records of-
 - (i) any donation exceeding the prescribed threshold that has been made to that political party in any given financial year; and
 - (ii) the identity of the persons or entities who made such donations;
- (b) make the records available on a quarterly basis, as prescribed; and
- (c) keep the records for a period of at least five years after the records concerned have been created.

(2) For the purposes of this section-

- (a) **"donation"** means a donation as defined in [section 1](#);
- (b) **"financial year"** means a financial year as defined in [section 1](#); and
- (c) **"prescribed threshold"** means the prescribed threshold contemplated in section 9 (1) (a),

of the Political Party Funding Act, 2018 ([Act No. 6 of 2018](#)).

(Pending amendment: [S. 52A](#) to be inserted by [s. 2 of Act No. 31 of 2019](#) and commences on a date determined by the President by proclamation in the *Gazette* - date not determined.)

(Date of commencement to be proclaimed)

CHAPTER 3 MANNER OF ACCESS

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 53. Form of request.-(1) A request for access to a record of a private body must be made in the prescribed form to the private body concerned at its address, fax number or electronic mail address.

53. Form of request.-(1) A request for access to a record of a private body must be made in the prescribed form to the private body concerned at its address, fax number or electronic mail address.

(2) The form for a request for access prescribed for the purposes of [subsection \(1\)](#) must at least require the requester concerned-

- (a) to provide sufficient particulars to enable the head of the private body concerned to identify-
 - (i) the record or records requested; and
 - (ii) the requester;
- (b) to indicate which form of access is required;
- (c) to specify a postal address or fax number of the requester in the Republic;
- (d) to identify the right the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right;
- (e) if, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be so informed; and
- (f) if the request is made on behalf of a person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head.

54. Fees.-(1) The head of a private body to whom a request for access is made must by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing the request.

(1) The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

(Pending amendment: Sub-s. (1) to be substituted by s. 110 read with [para. 14 \(a\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(2) If-

- (a) the search for a record of a private body in respect of which a request for access by a requester, other than a personal requester, has been made; and
- (b) the preparation of the record for disclosure (including any arrangements contemplated in [section 29 \(2\) \(a\)](#) and [\(b\) \(i\)](#) and [\(ii\) \(aa\)](#)),

would, in the opinion of the head of the private body concerned, require more than the hours prescribed for this purpose for requesters, the head must by notice require the requester, other than a personal requester, to pay as a deposit the prescribed portion (being not more than one third) of the access fee which would be payable if the request is granted.

(2) If-

- (a) the search for a record of a private body in respect of which a request for access by a requester has been made; and
- (b) the preparation of the record for disclosure (including any arrangements contemplated in [section 29 \(2\) \(a\)](#) and [\(b\) \(i\)](#) and [\(ii\) \(aa\)](#)),

would, in the opinion of the head of the private body concerned, require more than the hours prescribed for this purpose for requesters, the head must by notice require the requester to pay as a deposit the prescribed portion (being not more than one third) of the access fee which would be payable if the request is granted.

(Pending amendment: Sub-s. (2) to be substituted by s. 110 read with [para. 14 \(b\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(3) The notice referred to in [subsection \(1\)](#) or [\(2\)](#) must state-

- (a) the amount of the deposit payable in terms of [subsection \(2\)](#), if applicable;
- (b) that the requester may lodge an application with a court against the tender or payment of the request fee in terms of [subsection \(1\)](#), or the tender or payment of a deposit in terms of [subsection \(2\)](#), as the case may be; and

- (b) that the requester may lodge a complaint to the Information Regulator or an application with a court against the tender or payment of the request fee in terms of [subsection \(1\)](#), or the tender or payment of a deposit in terms of [subsection \(2\)](#), as the case may be; and

(Pending amendment: Para. (b) to be substituted by s. 110 read with [para. 14 \(c\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(c) the procedure (including the period) for lodging the application.

- (c) the procedure (including the period) for lodging the complaint to the Information Regulator or the application.

(Pending amendment: Para. (c) to be substituted by s. 110 read with [para. 14 \(c\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(4) If a deposit has been paid in respect of a request for access which is refused, the head of the private body

concerned must repay the deposit to the requester.

(5) The head of a private body may withhold a record until the requester concerned has paid the applicable fees (if any).

(6) A requester whose request for access to a record of a private body has been granted must pay an access fee for reproduction and for search and preparation contemplated in [subsection \(7\) \(a\)](#) and [\(b\)](#), respectively, for any time reasonably required in excess of the prescribed hours to search for and prepare (including making any arrangements contemplated in [section 29 \(2\) \(a\)](#) and [\(b\) \(i\)](#) and [\(ii\) \(aa\)](#)) the record for disclosure.

(7) Access fees prescribed for the purposes of [subsection \(6\)](#) must provide for a reasonable access fee for-

- (a) the cost of making a copy of a record, or of a transcription of the content of a record, as contemplated in [section 29 \(2\) \(a\)](#) and [\(b\) \(i\)](#), [\(ii\) \(bb\)](#), [\(iii\)](#) and [\(v\)](#) and, if applicable, the postal fee; and
- (b) the time reasonably required to search for the record and prepare (including making any arrangements contemplated in [section 29 \(2\) \(a\)](#) and [\(b\) \(i\)](#) and [\(ii\) \(aa\)](#)) the record for disclosure to the requester.

(8) The Minister may, by notice in the *Gazette*-

- (a) exempt any person or category of persons from paying any fee referred to in this section;
- (b) determine that any fee referred to in this section is not to exceed a certain maximum amount;
- (c) determine the manner in which any fee referred to in this section is to be calculated;
- (d) determine that any fee referred to in this section does not apply to a category of records;
- (e) exempt any person or record or category of persons or records for a stipulated period from any fee referred to in [subsection \(6\)](#); and
- (f) determine that where the cost of collecting any fee referred to in this section exceeds the amount charged, such fee does not apply.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 55. Records that cannot be found or do not exist.-(1) If-

55. Records that cannot be found or do not exist.-(1) If-

- (a) all reasonable steps have been taken to find a record requested; and
- (b) there are reasonable grounds for believing that the record-
 - (i) is in the private body's possession but cannot be found; or
 - (ii) does not exist,

the head of a private body must, by way of affidavit or affirmation, notify the requester that it is not possible to give access to that record.

(2) The affidavit or affirmation referred to in [subsection \(1\)](#) must give a full account of all steps taken to find the record in question or to determine whether the record exists, as the case may be, including all communications with every person who conducted the search on behalf of the head.

(3) For the purposes of this Act, the notice in terms of [subsection \(1\)](#) is to be regarded as a decision to refuse a request for access to the record concerned.

(4) If, after notice is given in terms of [subsection \(1\)](#), the record in question is found, the requester concerned must be given access to the record unless access is refused on a ground for refusal contemplated in Chapter 4 of this Part.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 56. Decision on request and notice thereof.-(1) Except if the provisions regarding third party notification and intervention contemplated in Chapter 5 of this Part apply, the head of the private body to whom the request is made must, as soon as reasona

56. Decision on request and notice thereof.-(1) Except if the provisions regarding third party notification and intervention contemplated in Chapter 5 of this Part apply, the head of the private body to whom the request is made must, as soon as reasonably possible, but in any event within 30 days, after the request has been received or after the particulars required in terms of [section 53 \(2\)](#) have been received-

- (a) decide in accordance with this Act whether to grant the request; and
- (b) notify the requester of the decision and, if the requester stated, as contemplated in [section 53 \(2\) \(e\)](#), that he or she wishes to be informed of the decision in any other manner, inform him or her in that manner if it is reasonably possible.

[Sub-s. (1) amended by [s. 39 \(a\)](#) of [Act No. 42 of 2001](#).]

Wording of Sections

(2) If the request for access is granted, the notice in terms of [subsection \(1\) \(b\)](#) must state-

- (a) the access fee (if any) to be paid upon access;
- (b) the form in which access will be given; and

- (c) that the requester may lodge an application with a court against the access fee to be paid or the form of access granted, and the procedure, including the period allowed, for lodging the application.
[Para. (c) substituted by s. 39 (b) of Act No. 42 of 2001.]

Wording of Sections

- (c) that the requester may lodge a complaint to the Information Regulator or an application with a court against the access fee to be paid or the form of access granted, and the procedure, including the period allowed, for lodging a complaint to the Information Regulator or the application.

(Pending amendment: Para. (c) to be substituted by s. 110 read with para. 15 (a) of the Sch to Act No. 4 of 2013 and commences on a date determined by the President by proclamation in the Gazette: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

- (3) If the request for access is refused, the notice in terms of [subsection \(1\) \(b\)](#) must-
- (a) state adequate reasons for the refusal, including the provisions of this Act relied on;
 - (b) exclude, from any such reasons, any reference to the content of the record; and
 - (c) state that the requester may lodge an application with a court against the refusal of the request, and the procedure (including the period) for lodging the application.

- (c) state that the requester may lodge a complaint to the Information Regulator an application with a court against the refusal of the request, and the procedure (including the period) for lodging a complaint to the Information Regulator or the application.

(Pending amendment: Para. (c) to be substituted by s. 110 read with para. 15 (b) of the Sch to Act No. 4 of 2013 and commences on a date determined by the President by proclamation in the Gazette: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 57. Extension of period to deal with request.-(1) The head of a private body to whom a request for access has been made, may extend the period of 30 days referred to in section 56 (1) (in this section referred to as the "original period") once for a fu

57. Extension of period to deal with request.-(1) The head of a private body to whom a request for access has been made, may extend the period of 30 days referred to in section 56 (1) (in this section referred to as the "original period") once for a further period of not more than 30 days, if-

- (a) the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of the private body concerned;
- (b) the request requires a search for records in, or collection thereof from, an office of the private body not situated in the same town or city as the office of the head that cannot reasonably be completed within the original period;
- (c) consultation among divisions of the private body or with another private body is necessary or desirable to decide upon the request that cannot reasonably be completed within the original period;
- (d) more than one of the circumstances contemplated in [paragraphs \(a\), \(b\)](#) and [\(c\)](#) exist in respect of the request making compliance with the original period not reasonably possible; or
- (e) the requester consents in writing to such extension.

(2) If a period is extended in terms of [subsection \(1\)](#), the head of the private body must, as soon as reasonably possible, but in any event within 30 days, after the request is received, notify the requester of that extension, the period of the extension and the reasons for the extension.

- (3) The notice in terms of [subsection \(2\)](#) must state-

- (a) the period of the extension;
- (b) adequate reasons for the extension, including the provisions of this Act relied upon; and
- (c) that the requester may lodge an application with a court against the extension, and the procedure (including the period) for lodging the application.

- (c) that the requester may lodge a complaint to the Information Regulator or an application with a court against the extension, and the procedure (including the period) for lodging the application.

(Pending amendment: Para. (c) to be substituted by s. 110 read with para. 16 of the Sch to Act No. 4 of 2013 and commences on a date determined by the President by proclamation in the Gazette: 30 June, 2021.)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 58. Deemed refusal of request.-If the head of a private body fails to give the decision on a request for access to the requester concerned within the period contemplated in section 56 (1), the head of the private body is, for the purposes of this Act, r

58. Deemed refusal of request.-If the head of a private body fails to give the decision on a request for access to the requester concerned within the period contemplated in section 56 (1), the head of the private body is, for the purposes of this Act, regarded as having refused the request.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 59. Severability.-(1) If a request for access is made to a record of a private body containing information which may or must be refused in terms of any provision of Chapter 4 of this Part, every part of the record which-

59. Severability.-(1) If a request for access is made to a record of a private body containing information which may or must be refused in terms of any provision of Chapter 4 of this Part, every part of the record which-

- (a) does not contain; and
- (b) can reasonably be severed from any part that contains,

any such information must, despite any other provision of this Act, be disclosed.

(2) If a request for access to-

- (a) a part of a record is granted; and
- (b) the other part of the record is refused,

as contemplated in [subsection \(1\)](#), the provisions of [section 56 \(2\)](#) apply to [paragraph \(a\)](#) of this subsection and the provisions of [section 56 \(3\)](#) apply to [paragraph \(b\)](#) of this subsection.

[Sub-s. (2) substituted by [s. 40](#) of [Act No. 42 of 2001](#).]

[Wording of Sections](#)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 60. Form of access.-If access is granted to a record of a private body, the head of that body must, as soon as reasonably possible after notification in terms of section 56, but subject to section 57, give access in-

60. Form of access.-If access is granted to a record of a private body, the head of that body must, as soon as reasonably possible after notification in terms of [section 56](#), but subject to [section 57](#), give access in-

- (a) such form as the requester reasonably requires; or
- (b) if no specific form of access is required by the requester, such form as the head reasonably determines.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 61. Access to health or other records.-(1) If the head of a private body who grants, in terms of section 50, a request for access to a record provided by a health practitioner in his or her capacity as such about the physical or mental health, or well-

61. Access to health or other records.-(1) If the head of a private body who grants, in terms of [section 50](#), a request for access to a record provided by a health practitioner in his or her capacity as such about the physical or mental health, or well-being-

- (a) of the requester; or
- (b) if the request has been made on behalf of the person to whom the record relates, of that person,

(in this section, the requester and person referred to in [paragraphs \(a\)](#) and [\(b\)](#), respectively, are referred to as the "the relevant person"), is of the opinion that the disclosure of the record to the relevant person might cause serious harm to his or her physical or mental health, or well-being, the head may, before giving access in terms of [section 60](#), consult with a health practitioner who, subject to [subsection \(2\)](#), has been nominated by the relevant person.

[Sub-s. (1) substituted by [s. 41](#) of [Act No. 42 of 2001](#) (English only).]

[Wording of Sections](#)

(2) If the relevant person is-

- (a) under the age of 16 years, a person having parental responsibilities for the relevant person must make the nomination contemplated in [subsection \(1\)](#); or
- (b) incapable of managing his or her affairs, a person appointed by the court to manage those affairs must make that nomination.

(3) (a) If, after being given access to the record concerned, the health practitioner consulted in terms of [subsection \(1\)](#) is of the opinion that the disclosure of the record to the relevant person, would be likely to cause serious harm to his or her physical or mental health, or well-being, the head may only give access to the record if the requester proves to the satisfaction of the head that adequate provision is made for such counselling or arrangements as are reasonably practicable before, during or after the disclosure of the record to limit, alleviate or avoid such harm to the relevant person.

(b) Before access to the record is so given to the requester, the person responsible for such counselling or arrangements must be given access to the record.

CHAPTER 4 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 62. Interpretation.-A provision of this Chapter in terms of which a request for access to a record must or may or may not be refused, must not be construed as-

62. Interpretation.-A provision of this Chapter in terms of which a request for access to a record must or may or may not be refused, must not be construed as-

- (a) limited in its application in any way by any other provision of this Chapter in terms of which a request for access to a record must or may or may not be refused; and
- (b) not applying to a particular record by reason that another provision of this Chapter in terms of which a request for access to a record must or may or may not be refused, also applies to that record.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 63. Mandatory protection of privacy of third party who is natural person.-(1) Subject to subsection (2), the head of a private body must refuse a request for access to a record of the body if its disclosure would involve the unreasonable disclosure of

63. Mandatory protection of privacy of third party who is natural person.-(1) Subject to [subsection \(2\)](#), the head of a private body must refuse a request for access to a record of the body if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual.

(2) A record may not be refused in terms of [subsection \(1\)](#) insofar as it consists of information-

- (a) about an individual who has consented in terms of [section 72](#) or otherwise in writing to its disclosure to the requester concerned;
- (b) already publicly available;
- (c) that was given to the private body by the individual to whom it relates and the individual was informed by or on behalf of the private body, before it is given, that the information belongs to a class of information that would or might be made available to the public;
- (d) about an individual's physical or mental health, or well-being, who is under the care of the requester and who is-
 - (i) under the age of 18 years; or
 - (ii) incapable of understanding the nature of the request,and if giving access would be in the individual's best interests;
- (e) about an individual who is deceased and the requester is-
 - (i) the individual's next of kin; or
 - (ii) making the request with the written consent of the individual's next of kin; or
- (f) about an individual who is or was an official of a private body and which relates to the position or functions of the individual, including, but not limited to-
 - (i) the fact that the individual is or was an official of that private body;
 - (ii) the title, work address, work phone number and other similar particulars of the individual;
 - (iii) the classification, salary scale or remuneration and responsibilities of the position held or services performed by the individual; and
 - (iv) the name of the individual on a record prepared by the individual in the course of employment.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 64. Mandatory protection of commercial information of third party.-(1) Subject to subsection (2), the head of a private body must refuse a request for access to a record of the body if the record contains-

64. Mandatory protection of commercial information of third party.-(1) Subject to [subsection \(2\)](#), the head of a private body must refuse a request for access to a record of the body if the record contains-

- (a) trade secrets of a third party;
 - (b) financial, commercial, scientific or technical information, other than trade secrets, of a third party, the disclosure of which would be likely to cause harm to the commercial or financial interests of that third party; or
 - (c) information supplied in confidence by a third party, the disclosure of which could reasonably be expected-
 - (i) to put that third party at a disadvantage in contractual or other negotiations; or
 - (ii) to prejudice that third party in commercial competition.
- (2) A record may not be refused in terms of [subsection \(1\)](#) insofar as it consists of information about-
- (a) a third party who has consented in terms of [section 72](#) or otherwise in writing to its disclosure to the requester concerned;
 - (b) the results of any product or environmental testing or other investigation supplied by a third party or the results of any such testing or investigation carried out by or on behalf of a third party and its disclosure would reveal a serious public safety or environmental risk.

[Para. (b) substituted by s. 42 of [Act No. 42 of 2001](#).]

Wording of Sections

(3) For the purposes of [subsection \(2\) \(b\)](#), the results of any product or environmental testing or other investigation do not include the results of preliminary testing or other investigation conducted for the purpose of developing methods of testing or other investigation.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 65. Mandatory protection of certain confidential information of third party.-The head of a private body must refuse a request for access to a record of the body if its disclosure would constitute an action for breach of a duty of confidence owed to a th

65. Mandatory protection of certain confidential information of third party.-The head of a private body must refuse a request for access to a record of the body if its disclosure would constitute an action for breach of a duty of confidence owed to a third party in terms of an agreement.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 66. Mandatory protection of safety of individuals, and protection of property.-The head of a private body-

66. Mandatory protection of safety of individuals, and protection of property.-The head of a private body-

- (a) must refuse a request for access to a record of the body if its disclosure could reasonably be expected to endanger the life or physical safety of an individual; or
- (b) may refuse a request for access to a record of the body if its disclosure would be likely to prejudice or impair-
 - (i) the security of-
 - (aa) a building, structure or system, including, but not limited to, a computer or communication system;
 - (bb) a means of transport; or
 - (cc) any other property; or
 - (ii) methods, systems, plans or procedures for the protection of-
 - (aa) an individual in accordance with a witness protection scheme;
 - (bb) the safety of the public, or any part of the public; or
 - (cc) the security of property contemplated in [subparagraph \(i\) \(aa\)](#), [\(bb\)](#) or [\(cc\)](#).

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 67. Mandatory protection of records privileged from production in legal proceedings.-The head of a private body must refuse a request for access to a record of the body if the record is privileged from production in legal proceedings unless the person e

67. Mandatory protection of records privileged from production in legal proceedings.-The head of a private body must refuse a request for access to a record of the body if the record is privileged from production in legal proceedings unless the person entitled to the privilege has waived the privilege.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 68. Commercial information of private body.-(1) Subject to [subsection \(2\)](#), the head of a private body may refuse a request for access to a record of the body if the record-

68. Commercial information of private body.-(1) Subject to [subsection \(2\)](#), the head of a private body may refuse a

request for access to a record of the body if the record-

- (a) contains trade secrets of the private body;
- (b) contains financial, commercial, scientific or technical information, other than trade secrets, of the private body, the disclosure of which would be likely to cause harm to the commercial or financial interests of the body;
- (c) contains information, the disclosure of which could reasonably be expected-
 - (i) to put the private body at a disadvantage in contractual or other negotiations; or
 - (ii) to prejudice the body in commercial competition; or
- (d) is a computer program, as defined in [section 1 \(1\)](#) of the Copyright Act, 1978 ([Act No. 98 of 1978](#)), owned by the private body, except insofar as it is required to give access to a record to which access is granted in terms of this Act.

(2) A record may not be refused in terms of [subsection \(1\)](#) insofar as it consists of information about the results of any product or environmental testing or other investigation supplied by the private body or the results of any such testing or investigation carried out by or on behalf of the private body and its disclosure would reveal a serious public safety or environmental risk.

[[Sub-s. \(2\)](#) substituted by [s. 43](#) of [Act No. 42 of 2001](#).]

[Wording of Sections](#)

(3) For the purposes of [subsection \(2\)](#), the results of any product or environmental testing or other investigation do not include the results of preliminary testing or other investigation conducted for the purpose of developing methods of testing or other investigation.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 69. Mandatory protection of research information of third party, and protection of research information of private body.-(1) The head of a private body must refuse a request for access to a record of the body if the record contains information about re

69. Mandatory protection of research information of third party, and protection of research information of private body.-(1) The head of a private body must refuse a request for access to a record of the body if the record contains information about research being or to be carried out by or on behalf of a third party, the disclosure of which would be likely to expose-

- (a) the third party;
- (b) a person that is or will be carrying out the research on behalf of the third party; or
- (c) the subject matter of the research,

to serious disadvantage.

(2) The head of a private body may refuse a request for access to a record of the body if the record contains information about research being or to be carried out by or on behalf of the private body, the disclosure of which would be likely to expose-

- (a) the private body;
- (b) a person that is or will be carrying out the research on behalf of the private body; or
- (c) the subject matter of the research,

to serious disadvantage.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 70. Mandatory disclosure in public interest.-Despite any other provision of this Chapter, the head of a private body must grant a request for access to a record of the body contemplated in section 63 (1), 64 (1), 65, 66 (a) or (b), 67, 68 (1) or 69 (1)

70. Mandatory disclosure in public interest.-Despite any other provision of this Chapter, the head of a private body must grant a request for access to a record of the body contemplated in [section 63 \(1\)](#), [64 \(1\)](#), [65](#), [66 \(a\)](#) or [\(b\)](#), [67](#), [68 \(1\)](#) or [69 \(1\)](#) or [\(2\)](#) if-

- (a) the disclosure of the record would reveal evidence of-
 - (i) a substantial contravention of, or failure to comply with, the law; or
 - (ii) imminent and serious public safety or environmental risk; and
- (b) the public interest in the disclosure of the record clearly outweighs the harm contemplated in the provision in question.

CHAPTER 5 THIRD PARTY NOTIFICATION AND INTERVENTION

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The

Act/ 71. Notice to third parties.-(1) The head of a private body considering a request for access to a record that might be a record contemplated in [section 63 \(1\)](#), [64 \(1\)](#), [65](#) or [69 \(1\)](#), must take all reasonable steps to inform a third party to whom or which

71. Notice to third parties.-(1) The head of a private body considering a request for access to a record that might be a record contemplated in [section 63 \(1\)](#), [64 \(1\)](#), [65](#) or [69 \(1\)](#), must take all reasonable steps to inform a third party to whom or which the record relates of the request.

(2) The head must inform a third party in terms of [subsection \(1\)](#)-

- (a) as soon as reasonably possible, but in any event within 21 days after that request is received; and
- (b) by the fastest means reasonably possible.

(3) When informing a third party in terms of [subsection \(1\)](#), the head must-

- (a) state that he or she is considering a request for access to a record that might be a record contemplated in [section 63 \(1\)](#), [64 \(1\)](#), [65](#) or [69 \(1\)](#), as the case may be, and describe the content of the record;
- (b) furnish the name of the requester;
- (c) describe the provisions of [section 63 \(1\)](#), [64 \(1\)](#), [65](#) or [69 \(1\)](#), as the case may be;
- (d) in any case where the head believes that the provisions of [section 70](#) might apply, describe those provisions, specify which of the circumstances referred to in [section 70 \(a\)](#) in the opinion of the head might apply and state the reasons why he or she is of the opinion that [section 70](#) might apply; and
- (e) state that the third party may, within 21 days after the third party is informed-
 - (i) make written or oral representations to the head why the request for access should be refused; or
 - (ii) give written consent for the disclosure of the record to the requester.

(4) If a third party is informed orally of a request for access in terms of [subsection \(1\)](#), the head must give a written notice stating the matters referred to in [subsection \(3\)](#) to the third party.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 72. Representations and consent by third parties.-(1) A third party that is informed in terms of [section 71 \(1\)](#) of a request for access, may, within 21 days after being so informed-

72. Representations and consent by third parties.-(1) A third party that is informed in terms of [section 71 \(1\)](#) of a request for access, may, within 21 days after being so informed-

- (a) make written or oral representations to the head concerned why the request should be refused; or
 - (b) give written consent for the disclosure of the record to the requester concerned.
- (2) A third party that obtains knowledge about a request for access other than in terms of [section 71 \(1\)](#) may-
- (a) make written or oral representations to the head concerned why the request should be refused; or
 - (b) give written consent for the disclosure of the record to the requester concerned.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 73. Decision on representations for refusal and notice thereof.-(1) The head of a private body must, as soon as reasonably possible, but in any event within 30 days after every third party is informed as required by [section 71](#)-

73. Decision on representations for refusal and notice thereof.-(1) The head of a private body must, as soon as reasonably possible, but in any event within 30 days after every third party is informed as required by [section 71](#)-

- (a) decide, after giving due regard to any representations made by a third party in terms of [section 72](#), whether to grant the request for access;
- (b) notify the third party so informed and a third party not informed in terms of [section 71](#), but that made representations in terms of [section 72](#) or is located before the decision is taken, of the decision; and
- (c) notify the requester of the decision and, if the requester stated, as contemplated in [section 53 \(2\) \(e\)](#), that he or she wishes to be informed of the decision in any other manner, inform him or her in that manner if it is reasonably possible, and if the request is-
 - (i) granted, notify the requester in accordance with [section 56 \(2\)](#); or
 - (ii) refused, notify the requester in accordance with [section 56 \(3\)](#).

[Sub-s. (1) substituted by [s. 44](#) of [Act No. 42 of 2001](#).]

Wording of Sections

(2) If, after all reasonable steps have been taken as required by [section 71](#), a third party is not informed of a request, any decision whether to grant the request for access must be made with due regard to the fact that the third party did not have the opportunity to make representations in terms of [section 72](#) why the request should be refused.

(3) If the request is granted, the notice in terms of [subsection \(1\) \(b\)](#) must state-

- (a) adequate reasons for granting the request, including the provisions of this Act relied upon to justify the granting;
- (b) that the third party may lodge an application with a court against the decision of the head within 30 days after notice is given, and the procedure for lodging the application; and

- (b) that the third party may lodge a complaint to the Information Regulator or an application with a court against the decision of the head within 30 days after notice is given, and the procedure for lodging the complaint to the Information Regulator or the application; and

(Pending amendment: Para. (b) to be substituted by s. 110 read with [para. 17 \(a\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

- (c) that the requester will be given access to the record after the expiry of the applicable period contemplated in [paragraph \(b\)](#), unless an application with a court is lodged within that period.

- (c) that the requester will be given access to the record after the expiry of the applicable period contemplated in [paragraph \(b\)](#), unless a complaint to the Information Regulator or an application with a court is lodged within that period.

(Pending amendment: Para. (c) to be substituted by s. 110 read with [para. 17 \(a\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

- (4) If the head of the private body decides in terms of subsection (1) to grant the request for access concerned, he or she must give the requester access to the record concerned after the expiry of 30 days after notice is given in terms of [subsection \(1\) \(b\)](#), unless an application with a court is lodged against the decision within that period.

- (4) If the head of the private body decides in terms of subsection (1) to grant the request for access concerned, he or she must give the requester access to the record concerned after the expiry of 30 days after notice is given in terms of [subsection \(1\) \(b\)](#), unless a complaint to the Information Regulator or an application with a court is lodged against the decision within that period.

(Pending amendment: Sub-s. (4) to be substituted by s. 110 read with [para. 17 \(b\)](#) of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

PART 4 APPEALS AGAINST DECISIONS

INTERNAL APPEALS AGAINST DECISIONS OF INFORMATION OFFICERS OF CERTAIN PUBLIC BODIES

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 74. Right of internal appeal to relevant authority.-(1) A requester may lodge an internal appeal against a decision of the information officer of a public body referred to in paragraph (a) of the definition of "public body" in section 1-

74. Right of internal appeal to relevant authority.-(1) A requester may lodge an internal appeal against a decision of the information officer of a public body referred to in [paragraph \(a\)](#) of the definition of "[public body](#)" in [section 1](#)-

- (a) to refuse a request for access; or
- (b) taken in terms of [section 22](#), [26 \(1\)](#) or [29 \(3\)](#),

in relation to that requester with the relevant authority.

(2) A third party may lodge an internal appeal against a decision of the information officer of a public body referred to in [paragraph \(a\)](#) of the definition of "[public body](#)" in [section 1](#) to grant a request for access.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 75. Manner of internal appeal, and appeal fees.-(1) An internal appeal-

75. Manner of internal appeal, and appeal fees.-(1) An internal appeal-

- (a) must be lodged in the prescribed form-
 - (i) within 60 days;
 - (ii) if notice to a third party is required by [section 49 \(1\) \(b\)](#), within 30 days after notice is given to the appellant of the decision appealed against or, if notice to the appellant is not required, after the decision was taken;
- (b) must be delivered or sent to the information officer of the public body concerned at his or her address, fax number or electronic mail address;
- (c) must identify the subject of the internal appeal and state the reasons for the internal appeal and may include any other relevant information known to the appellant;
- (d) if, in addition to a written reply, the appellant wishes to be informed of the decision on the internal appeal in any other manner, must state that manner and provide the necessary particulars to be so informed;
- (e) if applicable, must be accompanied by the prescribed appeal fee referred to in [subsection \(3\)](#); and
- (f) must specify a postal address or fax number.

(2) (a) If an internal appeal is lodged after the expiry of the period referred to in [subsection \(1\) \(a\)](#), the relevant authority must, upon good cause shown, allow the late lodging of the internal appeal.

(b) If that relevant authority disallows the late lodging of the internal appeal, he or she must give notice of that decision to the person that lodged the internal appeal.

(3) (a) A requester lodging an internal appeal against the refusal of his or her request for access must pay the prescribed appeal fee (if any).

(b) If the prescribed appeal fee is payable in respect of an internal appeal, the decision on the internal appeal may be deferred until the fee is paid.

(4) As soon as reasonably possible, but in any event within 10 working days after receipt of an internal appeal in accordance with [subsection \(1\)](#), the information officer of the public body concerned must submit to the relevant authority-

- (a) the internal appeal together with his or her reasons for the decision concerned; and
- (b) if the internal appeal is against the refusal or granting of a request for access, the name, postal address, phone and fax number and electronic mail address, whichever is available, of any third party that must be notified in terms of [section 47 \(1\)](#) of the request.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 76. Notice to and representations by other interested persons.-(1) If a relevant authority is considering an internal appeal against the refusal of a request for access to a record contemplated in section 34 (1), 35 (1), 36 (1), 37 (1) or 43 (1), the a

76. Notice to and representations by other interested persons.-(1) If a relevant authority is considering an internal appeal against the refusal of a request for access to a record contemplated in [section 34 \(1\)](#), [35 \(1\)](#), [36 \(1\)](#), [37 \(1\)](#) or [43 \(1\)](#), the authority must inform the third party to whom or which the record relates of the internal appeal, unless all necessary steps to locate the third party have been unsuccessful.

(2) The relevant authority must inform a third party in terms of [subsection \(1\)](#)-

- (a) as soon as reasonably possible, but in any event within 30 days after the receipt of the internal appeal; and
- (b) by the fastest means reasonably possible.

(3) When informing a third party in terms of [subsection \(1\)](#), the relevant authority must-

- (a) state that he or she is considering an internal appeal against the refusal of a request for access to a record contemplated in [section 34 \(1\)](#), [35 \(1\)](#), [36 \(1\)](#), [37 \(1\)](#) or [43 \(1\)](#), as the case may be, and describe the content of the record and the provisions of [section 34 \(1\)](#), [35 \(1\)](#), [36 \(1\)](#), [37 \(1\)](#) or [43 \(1\)](#), as the case may be;
- (b) furnish the name of the appellant;
- (c) in any case where that authority believes that the provisions of [section 46](#) might apply, describe those provisions, specify which of the circumstances referred to in [section 46 \(a\)](#) in the opinion of the head might apply and state the reasons why he or she is of the opinion that [section 46](#) might apply; and
- (d) state that the third party may, within 21 days after the third party is informed, make written representations to that authority why the request for access should not be granted.

(4) If a third party is informed orally of an internal appeal in terms of [subsection \(1\)](#), the relevant authority must, on request, give a written notice stating the matters referred to in [subsection \(3\)](#) to the third party.

(5) A third party that is informed of an internal appeal in terms of [subsection \(1\)](#), may within 21 days after the third party has been informed, make written representations to the relevant authority why the request for access should not be granted.

(6) A third party that obtains knowledge about an internal appeal other than in terms of [subsection \(1\)](#) may-

- (a) make written or oral representations to the relevant authority why the request for access should be refused; or
- (b) give written consent for the disclosure of the record to the requester concerned.

(7) If the relevant authority is considering an internal appeal against the granting of a request for access, the authority must give notice of the internal appeal to the requester concerned.

- (8) The relevant authority must-
- (a) notify the requester concerned in terms of [subsection \(7\)](#) as soon as reasonably possible, but in any event within 30 days after the receipt of the internal appeal; and
 - (b) state in that notice that the third party may within 21 days after notice is given, make written representations to that authority why that request should be granted.
- (9) A requester to whom or which notice is given in terms of [subsection \(7\)](#) may within 21 days after that notice is given, make written representations to the relevant authority why the request for access should be granted.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 77. Decision on internal appeal and notice thereof.-(1) The decision on an internal appeal must be made with due regard to-

- 77. Decision on internal appeal and notice thereof.**-(1) The decision on an internal appeal must be made with due regard to-
- (a) the particulars stated in the internal appeal in terms of [section 75 \(1\) \(c\)](#);
 - (b) any reasons submitted by the information officer in terms of [section 75 \(4\) \(a\)](#);
 - (c) any representations made in terms of [section 76 \(5\)](#), [\(6\)](#) or [\(9\)](#); and
 - (d) if a third party cannot be located as contemplated in [section 76 \(1\)](#), the fact that the third party did not have the opportunity to make representations in terms of [section 76 \(5\)](#) why the internal appeal should be dismissed.
- (2) When deciding on the internal appeal the relevant authority may confirm the decision appealed against or substitute a new decision for it.
- (3) The relevant authority must decide on the internal appeal-
- (a) as soon as reasonably possible, but in any event within 30 days after the internal appeal is received by the information officer of the body;
 - (b) if a third party is informed in terms of [section 76 \(1\)](#), as soon as reasonably possible, but in any event within 30 days; or
 - (c) if notice is given in terms of [section 76 \(7\)](#)-
 - (i) within five working days after the requester concerned has made written representations in terms of [section 76 \(9\)](#); or
 - (ii) in any other case within 30 days after notice is so given.
- (4) The relevant authority must, immediately after the decision on an internal appeal-
- (a) give notice of the decision to-
 - (i) the appellant;
 - (ii) every third party informed as required by [section 76 \(1\)](#); and
 - (iii) the requester notified as required by [section 76 \(7\)](#); and
 - (b) if reasonably possible, inform the appellant about the decision in any other manner stated in terms of [section 75 \(1\) \(d\)](#).
- (5) The notice in terms of [subsection \(4\) \(a\)](#) must-
- (a) state adequate reasons for the decision, including the provision of this Act relied upon;
 - (b) exclude, from such reasons, any reference to the content of the record;
 - (c) state that the appellant, third party or requester, as the case may be, may lodge an application with a court against the decision on internal appeal-
 - (i) within 180 days; or
- [Sub-para. (i) substituted by [s. 27 of Act No. 42 of 2013.](#)]
- Wording of Sections**
- (ii) if notice to a third party is required by [subsection \(4\) \(a\) \(ii\)](#), within 180 days,
- [Sub-para. (ii) substituted by [s. 27 of Act No. 42 of 2013.](#)]
- Wording of Sections**
- after notice is given, and the procedure for lodging the application; and
- (d) if the relevant authority decides on internal appeal to grant a request for access and notice to a third party-
 - (i) is not required by [subsection \(4\) \(a\) \(ii\)](#), that access to the record will forthwith be given; or
 - (ii) is so required, that access to the record will be given after the expiry of the applicable period for lodging an application with a court against the decision on internal appeal referred to in paragraph (c), unless that application is lodged before the end of that applicable period.
- (6) If the relevant authority decides on internal appeal to grant a request for access and notice to a third party-

- (a) is not required by [subsection \(4\) \(a\) \(ii\)](#), the information officer of the body must forthwith give the requester concerned access to the record concerned; or
 - (b) is so required, the information officer must, after the expiry of 30 days after the notice is given to every third party concerned, give the requester access to the record concerned, unless an application with a court is lodged against the decision on internal appeal before the end of the period contemplated in subsection (5) (c) (ii) for lodging that application.
- (7) If the relevant authority fails to give notice of the decision on an internal appeal to the appellant within the period contemplated in [subsection \(3\)](#), that authority is, for the purposes of this Act, regarded as having dismissed the internal appeal.

CHAPTER 1A COMPLAINTS TO REGULATOR

(Pending amendment: Ch. 1 to be inserted by [s. 110](#) read with para. 18 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

77A. Complaints (1) A requester or third party referred to in [section 74](#) may only submit a complaint to the Information Regulator in terms of this section after that requester or third party has exhausted the internal appeal procedure against a decision of the information officer of a public body provided for in [section 74](#).

(2) A requester-

- (a) that has been unsuccessful in an internal appeal to the relevant authority of a public body;
- (b) aggrieved by a decision of the relevant authority of a public body to disallow the late lodging of an internal appeal in terms of [section 75 \(2\)](#);
- (c) aggrieved by a decision of the information officer of a public body referred to in paragraph (b) of the definition of 'public body' in [section 1](#)-
 - (i) to refuse a request for access; or
 - (ii) taken in terms of [section 22](#), [26 \(1\)](#) or [29 \(3\)](#); or
- (d) aggrieved by a decision of the head of a private body-
 - (i) to refuse a request for access; or
 - (ii) taken in terms of [section 54](#), [57 \(1\)](#) or [60](#),

may within 180 days of the decision, submit a complaint, alleging that the decision was not in compliance with this Act, to the Information Regulator in the prescribed manner and form for appropriate relief.

(3) A third party-

- (a) that has been unsuccessful in an internal appeal to the relevant authority of a public body;
- (b) aggrieved by a decision of the information officer of a public body referred to in paragraph (b) of the definition of 'public body' in [section 1](#) to grant a request for access; or
- (c) aggrieved by a decision of the head of a private body in relation to a request for access to a record of that body,

may within 180 days of the decision, submit a complaint, alleging that the decision was not in compliance with this Act, to the Information Regulator in the prescribed manner and form for appropriate relief.

(Pending amendment: [S. 77A](#) to be inserted by [s. 110](#) read with para. 18 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

77B. Modes of complaints to Regulator (1) A complaint to the Information Regulator must be made in writing.

(2) The Information Regulator must give such reasonable assistance as is necessary in the circumstances to enable a person, who wishes to make a complaint to the Information Regulator, to put the complaint in writing.

(Pending amendment: [S. 77B](#) to be inserted by [s. 110](#) read with para. 18 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

77C. Action on receipt of complaint (1) The Information Regulator, after

receipt of a complaint made in terms of [section 77A](#), must-

- (a) investigate the complaint in the prescribed manner;
- (b) refer the complaint to the Enforcement Committee established in terms of [section 50](#) of the Protection of Personal Information Act, 2013; or
- (c) decide, in accordance with [section 77D](#), to take no action on the complaint or, as the case may be, require no further action in respect of the complaint.

(2) During the investigation the Information Regulator may-

- (a) act, where appropriate, as conciliator in relation to such complaint in the prescribed manner; or
- (b) take such further action as is contemplated by this Chapter.

(3) The Information Regulator must, as soon as is reasonably practicable, after receipt of a complaint, advise the complainant and the information officer or head of a private body, as the case may be, to whom the complaint relates of the course of action that the Information Regulator proposes to adopt under subsection (1).

(Pending amendment: [S. 77C](#) to be inserted by [s. 110](#) read with para. 18 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

77D. Regulator may decide to take no action on complaint (1) The Information Regulator, after investigating a complaint received in terms of [section 77A](#), may decide to take no action or, as the case may be, require no further action in respect of the complaint if, in the Information Regulator's opinion-

- (a) the complaint has not been submitted within the period referred to in [section 77A \(2\)](#) and there are no reasonable grounds to condone the late submission;
- (b) the complaint is frivolous or vexatious or is not made in good faith; or
- (c) it appears to the Information Regulator that, having regard to all the circumstances of the case, any further action is unnecessary or inappropriate.

(2) In any case where the Information Regulator decides to take no action, or no further action, on a complaint, the Information Regulator must inform the complainant of that decision and the reasons for it.

(Pending amendment: [S. 77D](#) to be inserted by [s. 110](#) read with para. 18 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

77E. Pre-investigation proceedings of Regulator Before proceeding to investigate any matter in terms of this Chapter, the Information Regulator must, in the prescribed manner, inform

- (a) the complainant of the Information Regulator's intention to conduct the investigation; and
- (b) the information officer of the public body or the head of the private body, as the case may be, to whom the complaint relates of the-
 - (i) details of the complaint; and
 - (ii) right of the information officer or the head to submit to the Information Regulator, within a reasonable period, a written response in relation to the complaint.

(Pending amendment: [S. 77E](#) to be inserted by [s. 110](#) read with para. 18 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

77F. Settlement of complaints If it appears from a complaint, or any written response made in relation to a complaint under [section 77E \(b\) \(ii\)](#), that it may be possible to secure a settlement between the parties concerned, the Information Regulator may, without investigating the complaint or, as the case may be, investigating the complaint further, in the prescribed manner, use its best endeavours to secure such a settlement.

(Pending amendment: [S. 77F](#) to be inserted by [s. 110](#) read with para. 18 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

77G. Investigation proceedings of Regulator (1) For the purposes of the investigation of a complaint the Information Regulator has powers similar to those of the High Court in terms of [section 80](#) relating to the disclosure of records to it and non-disclosure of records by it.

(2) [Section 81](#) of the Protection of Personal Information Act, 2013, applies to the investigation of complaints in terms of this Chapter.

(Pending amendment: [S. 77G](#) to be inserted by [s. 110](#) read with para. 18 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

77H. Assessment (1) The Information Regulator, on its own initiative, or at the request by or on behalf of an information officer or head of a private body or any other person may make an assessment in the manner prescribed of whether a public or private body generally complies with the provisions of this Act insofar as its policies and implementation procedures are concerned.

(2) The Information Regulator must make the assessment if it appears to be appropriate, unless, where the assessment is made on request, the Information Regulator has not been supplied with such information as it may reasonably require in order to-

- (a) satisfy itself as to the identity of the person making the request; and
- (b) enable it to identify the private or public body concerned.

(3) The matters to which the Information Regulator may have regard in determining whether it is appropriate to make an assessment include-

- (a) the extent to which the request appears to it to raise a matter of substance;
- (b) determining that the request is not frivolous or vexatious; and
- (c) whether or not the person making the request is entitled to make an application in terms of this Act in respect of the information in question.

(4) If the Information Regulator has received a request under this section it must notify the person referred to in subsection (1)-

- (a) whether it has made an assessment as a result of the request; and
- (b) of any view formed or action taken as a result of the request.

(Pending amendment: [S. 77H](#) to be inserted by [s. 110](#) read with para. 18 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

77I. Information Notice (1) For the purposes of the investigation of a complaint the Information Regulator may serve the information officer or head of a private body with an information notice requiring said party to furnish the Information Regulator, within a specified period, in a form specified in the notice, with the information specified in the notice.

(2) An information notice in terms of sub-section (1) must be accompanied by-

- (a) reasons for the issuing of the notice; and
- (b) particulars of the right to appeal conferred by [section 78 \(4\)](#).

(3) [Section 90 \(3\)](#) to (9) of the Protection of Personal Information Act, 2013, applies to the serving of an information notice in terms of this Chapter.

(Pending amendment: [S. 77I](#) to be inserted by [s. 110](#) read with para. 18 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

77J. Enforcement Notice (1) The Information Regulator, after having considered the recommendation of the Enforcement Committee, may serve the information officer of a public body or the head of a private body with an enforcement notice-

- (a) confirming, amending or setting aside the decision which is the subject of the complaint; or
- (b) requiring the said officer or head to take such action or to refrain from taking such action as the Information Regulator has specified in the notice.

(2) A notice in terms of subsection (1) must be accompanied by-

- (a) reasons for the notice; and
- (b) particulars of the right to make an application to court conferred by Chapter 2 of this Part.

(3) Section 95 (3) to (5) of the Protection of Personal Information Act, 2013, applies, with the necessary changes, to the serving of an enforcement notice in terms of this Chapter.

(4) A copy of the notice referred to in [subsection \(1\)](#) that has been certified by the Information Regulator is, for purposes of the application referred to in [section 78](#), conclusive proof of the contents of the enforcement notice that has been served by the Regulator.

(Pending amendment: [S. 77J](#) to be inserted by [s. 110](#) read with para. 18 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

77K. Non-compliance with Enforcement Notice An information officer of a public body or head of a private body who refuses to comply with an enforcement notice referred to in [section 77J](#), is guilty of an offence and liable upon conviction to fine or to imprisonment for a period not exceeding three years or to both such a fine and such imprisonment.

(Pending amendment: [S. 77K](#) to be inserted by [s. 110](#) read with para. 18 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

CHAPTER 2 APPLICATIONS TO COURT

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 78. Applications regarding decisions of information officers or relevant authorities of public bodies or heads of private bodies.-(1) A requester or third party referred to in section 74 may only apply to a court for appropriate relief in terms of sect

78. Applications regarding decisions of information officers or relevant authorities of public bodies or heads of private bodies.-(1) A requester or third party referred to in [section 74](#) may only apply to a court for appropriate relief in terms of [section 82](#) after that requester or third party has exhausted the internal appeal procedure against a decision of the information officer of a public body provided for in [section 74](#).

(2) A requester-

- (a) that has been unsuccessful in an internal appeal to the relevant authority of a public body;
- (b) aggrieved by a decision of the relevant authority of a public body to disallow the late lodging of an internal appeal in terms of [section 75 \(2\)](#);
- (c) aggrieved by a decision of the information officer of a public body referred to in [paragraph \(b\)](#) of the definition of "public body" in [section 1](#)-
 - (i) to refuse a request for access; or
 - (ii) taken in terms of [section 22](#), [26 \(1\)](#) or [29 \(3\)](#); or
- (d) aggrieved by a decision of the head of a private body-
 - (i) to refuse a request for access; or
 - (ii) taken in terms of [section 54](#), [57 \(1\)](#) or [60](#),

may, by way of an application, within 180 days apply to a court for appropriate relief in terms of [section 82](#).

[Sub-s. (2) amended by [s. 28 \(a\)](#) of [Act No. 42 of 2013](#).]

Wording of Sections

(3) A third party-

- (a) that has been unsuccessful in an internal appeal to the relevant authority of a public body;
- (b) aggrieved by a decision of the information officer of a public body referred to in [paragraph \(b\)](#) of the definition of "public body" in [section 1](#) to grant a request for access; or
- (c) aggrieved by a decision of the head of a private body in relation to a request for access to a record of that body,

may, by way of an application, within 180 days apply to a court for appropriate relief in terms of [section 82](#).

[Sub-s. (3) amended by [s. 28 \(b\)](#) of [Act No. 42 of 2013](#).]

Wording of Sections

78. Applications regarding decisions of information officers or relevant authorities of public bodies or heads of private bodies or Regulator (1) A requester or third party may only apply to a court for appropriate relief in terms of [section 82](#) in the following circumstances:

- (a) after that requester or third party has exhausted the internal appeal procedure referred to in [section 74](#); or
 - (b) after that requester or third party has exhausted the complaints procedure referred to in [section 77A](#).
- (2) A requester-
- (a) that has been unsuccessful in an internal appeal to the relevant authority of a public body;
 - (b) aggrieved by a decision of the relevant authority of a public body to disallow the late lodging of an internal appeal in terms of [section 75 \(2\)](#);
 - (c) aggrieved by a decision of the information officer of a public body referred to in paragraph (b) of the definition of 'public body' in [section 1](#)-
 - (i) to refuse a request for access; or
 - (ii) taken in terms of [section 22](#), [26 \(1\)](#) or [29 \(3\)](#);
 - (d) aggrieved by a decision of the head of a private body-
 - (i) to refuse a request for access; or
 - (ii) taken in terms of [section 54](#), [57 \(1\)](#) or [60](#); or
 - (e) that is aggrieved by any decision of the Information Regulator,
- may, by way of an application, within 180 days apply to a court for appropriate relief in terms of [section 82](#).
- (3) A third party-
- (a) that has been unsuccessful in an internal appeal to the relevant authority of a public body;

- (b) aggrieved by a decision of the information officer of a public body referred to in paragraph (b) of the definition of 'public body' in [section 1](#) to grant a request for access;
 - (c) aggrieved by a decision of the head of a private body in relation to a request for access to a record of that body; or
 - (d) that is aggrieved by any decision of the Information Regulator,
- may, by way of an application, within 180 days apply to a court for appropriate relief in terms of [section 82](#).
- (4) An information officer or relevant authority of a public body or the head of a private body, as the case may be, aggrieved by a decision of the Information Regulator in terms of section 77E (2) (b) or (c) may, by way of an application, within 180 days apply to a court for appropriate relief in terms of [section 82](#).

(Pending amendment: [S. 78](#) to be substituted by [s. 110](#) read with para. 19 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 79. Procedure.-(1) The Rules Board for Courts of Law, established by section 2 of the Rules Board for Courts of Law Act, 1985 ([Act 107 of 1985](#)), must, before 28 February 2009, subject to the approval of the minister, make rules of procedure for-

79. Procedure.-(1) The Rules Board for Courts of Law, established by [section 2](#) of the Rules Board for Courts of Law Act, 1985 ([Act 107 of 1985](#)), must, before 28 February 2009, subject to the approval of the minister, make rules of procedure for-

- (a) a court in respect of applications in terms of [section 78](#); and
 - (b) a court to receive representations *ex parte* referred to in [section 80 \(3\) \(a\)](#).
- [Sub-s. (1) amended by [s. 23 \(a\)](#) of [Act No. 55 of 2003](#) and by [s. 27](#) of [Act No. 66 of 2008](#).]

Wording of Sections

(2) Until the rules of procedure in terms of subsection (1) (a) come into operation, an application in terms of [section 78](#) must be lodged with a High Court or another court having jurisdiction.

Wording of Sections

- (3) Any rule made in terms of [subsection \(1\)](#) must, before publication in the *Gazette*, be approved by Parliament.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 80. Disclosure of records to, and non-disclosure by, court.-(1) Despite this Act and any other law, any court hearing an application, or an appeal against a decision on that application, may examine any record of a public or private body to which this

80. Disclosure of records to, and non-disclosure by, court.-(1) Despite this Act and any other law, any court hearing an application, or an appeal against a decision on that application, may examine any record of a public or private body to which this Act applies, and no such record may be withheld from the court on any grounds.

(2) Any court contemplated in [subsection \(1\)](#) may not disclose to any person, including the parties to the proceedings concerned, other than the public or private body referred to in [subsection \(1\)](#)-

- (a) any record of a public or private body which, on a request for access, may or must be refused in terms of this Act; or
 - (b) if the information officer of a public body, or the relevant authority of that body on internal appeal, in refusing to grant access to a record in terms of [section 39 \(3\)](#) or [41 \(4\)](#), refuses to confirm or deny the existence or non-existence of the record, any information as to whether the record exists.
- (3) Any court contemplated in [subsection \(1\)](#) may-
- (a) receive representations *ex parte*;
 - (b) conduct hearings in camera; and
 - (c) prohibit the publication of such information in relation to the proceedings as the court determines, including information in relation to the parties to the proceedings and the contents of orders made by the court in the proceedings.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 81. Proceedings are civil.-(1) For the purposes of this Chapter proceedings on application in terms of section 78 are civil proceedings.

81. Proceedings are civil.-(1) For the purposes of this Chapter proceedings on application in terms of [section 78](#) are civil proceedings.

- (2) The rules of evidence applicable in civil proceedings apply to proceedings on application in terms of [section 78](#).
- (3) The burden of establishing that-
- (a) the refusal of a request for access; or
 - (b) any decision taken in terms of [section 22](#), [26 \(1\)](#), [29 \(3\)](#), [54](#), [57 \(1\)](#) or [60](#),

complies with the provisions of this Act rests on the party claiming that it so complies.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 82. Decision on application.-The court hearing an application may grant any order that is just and equitable, including orders-

82. Decision on application.-The court hearing an application may grant any order that is just and equitable, including orders-

- (a) confirming, amending or setting aside the decision which is the subject of the application concerned;
- (b) requiring from the information officer or relevant authority of a public body or the head of a private body to take such action or to refrain from taking such action as the court considers necessary within a period mentioned in the order;
- (c) granting an interdict, interim or specific relief, a declaratory order or compensation;

[Para. (c) amended by s. 29 of Act No. 42 of 2013.]

Wording of Sections

- (d) as to costs; or

[Para. (d) amended by s. 29 of Act No. 42 of 2013.]

Wording of Sections

- (e) condoning non-compliance with the 180 day period within which to bring an application, where the interests of justice so require.

[Para. (e) added by s. 29 of Act No. 42 of 2013.]

PART 5
INFORMATION REGULATOR

(Pending amendment: Part 5, heading to be substituted by [s. 110](#) read with para. 20 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 83. Additional functions of Human Rights Commission.-(1) The Human Rights Commission must-

83. Additional functions of Human Rights Commission.-(1) The Human Rights Commission must-

83. Additional functions of Information Regulator

(Pending amendment: A. 83, heading to be amended by [s. 110](#) read with para. 21 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(1) The Information Regulator must-

(Pending amendment: Sub-s. (1) to be amended by [s. 110](#) read with para. 21 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(a) compile and make available a guide on how to use this Act as contemplated in [section 10](#); and

(b) submit reports to the National Assembly as contemplated in [section 84](#).

(2) The Human Rights Commission must, to the extent that financial and other resources are available-

(2) The Information Regulator must, to the extent that financial and other resources are available-

(Pending amendment: Sub-s. (2) to be amended by [s. 110](#) read with para. 21 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(a) develop and conduct educational programmes to advance the understanding of the public, in particular of disadvantaged communities, of this Act and of how to exercise the rights contemplated in this Act;

(b) encourage public and private bodies to participate in the development and conduct of programmes referred to in [paragraph \(a\)](#) and to undertake such programmes themselves; and

(c) promote timely and effective dissemination of accurate information by public bodies about their activities.

(3) The Human Rights Commission may-

(3) The Information Regulator may-

(Pending amendment: Sub-s. (3) to be amended by [s. 110](#) read with para. 21 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(a) make recommendations for-

- (i) the development, improvement, modernisation, reform or amendment of this Act or other legislation or common law having a bearing on access to information held by public and private bodies, respectively; and
- (ii) procedures in terms of which public and private bodies make information electronically available;

(b) monitor the implementation of this Act;

(c) if reasonably possible, on request, assist any person wishing to exercise a right contemplated in this Act;

- (d) recommend to a public or private body that the body make such changes in the manner in which it administers this Act as the Commission considers advisable;
- (e) train information officers and deputy information officers of public bodies;
[Para. (e) substituted by s. 45 of Act No. 42 of 2001.]

Wording of Sections

- (f) consult with and receive reports from public and private bodies on the problems encountered in complying with this Act;
- (g) obtain advice from, consult with, or receive and consider proposals or recommendations from, any public or private body, official of such a body or member of the public in connection with the Commission's functions in terms of this Act;
- (h) for the purposes of [section 84 \(b\) \(x\)](#), request the Public Protector to submit to the Commission information with respect to-
 - (i) the number of complaints lodged with the Public Protector in respect of a right conferred or duty imposed by this Act;
 - (ii) the nature and outcome of those complaints; and
- (i) generally, inquire into any matter, including any legislation, the common law and any practice and procedure, connected with the objects of this Act.

(4) For the purpose of the annual report referred to in [section 84](#) and if so requested by the Human Rights Commission, the head of a private body may furnish to that Commission information about requests for access to records of the body.

(4) For the purpose of the annual report referred to in [section 84](#) and if so requested by the Information Regulator, the head of a private body may furnish to that Commission information about requests for access to records of the body.

(Pending amendment: Sub-s. (4) to be amended by [s. 110](#) read with para. 21 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

(5) If appropriate, and if financial and other resources are available, an official of a public body must afford the Human Rights Commission reasonable assistance for the effective performance of its functions in terms of this Act.

(5) If appropriate, and if financial and other resources are available, an official of a public body must afford the Information Regulator reasonable assistance for the effective performance of its functions in terms of this Act.

(Pending amendment: Sub-s. (5) to be amended by [s. 110](#) read with para. 21 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 84. Report to National Assembly by Human Rights Commission.-The Human Rights Commission must include in its annual report to the National Assembly referred to in section 181 (5) of the Constitution-

84. Report to National Assembly by Human Rights Commission.-The Human Rights Commission must include in its annual report to the National Assembly referred to in [section 181 \(5\)](#) of [the Constitution](#)-

84. Report to National Assembly by Information Regulator.-The Information Regulator must include in its annual report to the National Assembly referred to in [section 181 \(5\)](#) of [the Constitution](#)-

(Pending amendment: A. 84 to be amended by [s. 110](#) read with para. 21 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

- (a) any recommendation in terms of [section 83 \(3\) \(a\)](#); and
- (b) in relation to each public body, particulars of-
 - (i) the number of requests for access received;
 - (ii) the number of requests for access granted in full;
 - (iii) the number of requests for access granted in terms of [section 46](#);
 - (iv) the number of requests for access refused in full and refused partially and the number of times each

provision of this Act was relied on to refuse access in full or partially;

- (v) the number of cases in which the periods stipulated in section 25 (1) were extended in terms of [section 26 \(1\)](#);
- (vi) the number of internal appeals lodged with the relevant authority and the number of cases in which, as a result of an internal appeal, access was given to a record or a part thereof;
- (vii) the number of internal appeals which were lodged on the ground that a request for access was regarded as having been refused in terms of [section 27](#);
- (viii) the number of applications made to every court and the outcome thereof and the number of decisions of every court appealed against and the outcome thereof;
- (ix) the number of applications to every court which were lodged on the ground that an internal appeal was regarded as having been dismissed in terms of [section 77 \(7\)](#);
- (x) the number of complaints lodged with the Public Protector in respect of a right conferred or duty imposed by this Act and the nature and outcome thereof; and
- (xi) such other matters as may be prescribed.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 85. Expenditure of Human Rights Commission in terms of Act.-Any expenditure in connection with the performance of the Human Rights Commission's functions in terms of this Act must be defrayed from moneys appropriated by Parliament to that Commission for

85. Expenditure of Human Rights Commission in terms of Act.-Any expenditure in connection with the performance of the Human Rights Commission's functions in terms of this Act must be defrayed from moneys appropriated by Parliament to that Commission for that purpose.

85. Expenditure of Information Regulator in terms of Act.-Any expenditure in connection with the performance of the Information Regulator's functions in terms of this Act must be defrayed from moneys appropriated by Parliament to that Commission for that purpose.

(Pending amendment: A. 85 to be amended by [s. 110](#) read with para. 21 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

PART 6 TRANSITIONAL PROVISIONS

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 86. Application of other legislation providing for access.-(1) The Minister must, within 12 months after the commencement of section 6, introduce a Bill in Parliament proposing the amendment of-

86. Application of other legislation providing for access.-(1) The Minister must, within 12 months after the commencement of [section 6](#), introduce a Bill in Parliament proposing the amendment of-

- (a) Part 1 of [the Schedule](#) to include the provisions of legislation which provide for or promote access to a record of a public body; and
- (b) Part 2 of [the Schedule](#) to include the provisions of legislation which provide for or promote access to a record of a private body.

(2) Until the amendment of this Act contemplated in [subsection \(1\)](#) takes effect, any other legislation not referred to in [the Schedule](#) which provides for access to a record of a public body or a private body in a manner which, including, but not limited to, the payment of fees, is not materially more onerous than the manner in which access may be obtained in terms of Part 2 or 3 of this Act, respectively, access may be given in terms of that legislation.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 87. Extended periods for dealing with requests during first two years.-(1) For-

87. Extended periods for dealing with requests during first two years.-(1) For-

- (a) 12 months from the date that Part 2 takes effect in respect of a public body, the reference to-
 - (i) 30 days in section 25 (1) and any other reference to that period in other provisions of this Act;
 - (ii) 30 days in section 49 (1) and any other reference to that period in other provisions of this Act,must be construed as a reference to 90 days in respect of that public body; and
- (b) 12 months following the 12 months referred to in [paragraph \(a\)](#), the reference to-

- (i) 30 days in section 25 (1) and any other reference to that period in other provisions of this Act;
- (ii) 30 days in section 49 (1) and any other reference to that period in other provisions of this Act,
- must be construed as a reference to 60 days in respect of the public body concerned.

(2) The periods of 90 days and 60 days referred to in [subsection \(1\) \(a\)](#) and [\(b\)](#), respectively, may not be extended in terms of [section 26](#).

(3) Parliament must, after a period of 12 months, but within a period of 18 months, after the commencement of this section, review the operation of this section.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 88. Correction of personal information.-If no provision for the correction of personal information in a record of a public or private body exists, that public or private body must take reasonable steps to establish adequate and appropriate internal measures

88. Correction of personal information.-If no provision for the correction of personal information in a record of a public or private body exists, that public or private body must take reasonable steps to establish adequate and appropriate internal measures providing for such correction until legislation providing for such correction takes effect.

88.

(Pending amendment: [S. 88](#) to be repealed by [s. 110](#) read with para. 22 of the Sch to [Act No. 4 of 2013](#) and commences on a date determined by the President by proclamation in the *Gazette*: 30 June, 2021.)

(Date of commencement: 30 June, 2021)

PART 7
GENERAL PROVISIONS

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 89. Liability.-No person is criminally or civilly liable for anything done in good faith in the exercise or performance or purported exercise or performance of any power or duty in terms of this Act or the rules made under section 79.

89. Liability.-No person is criminally or civilly liable for anything done in good faith in the exercise or performance or purported exercise or performance of any power or duty in terms of this Act or the rules made under [section 79](#).

[[S. 89](#) substituted by [s. 28](#) of [Act No. 66 of 2008](#).]

Wording of Sections

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 90. Offences.-(1) A person who with intent to deny a right of access in terms of this Act-

90. Offences.-(1) A person who with intent to deny a right of access in terms of this Act-

- (a) destroys, damages or alters a record;
- (b) conceals a record; or
- (c) falsifies a record or makes a false record,

commits an offence and is liable on conviction to a fine or to imprisonment for a period not exceeding two years.

(2) An information officer who wilfully or in a grossly negligent manner fails to comply with the provisions of [section 14](#) commits an offence and is liable on conviction to a fine, or to imprisonment for a period not exceeding two years.

(3) A head of a private body who wilfully or in a grossly negligent manner fails to comply with the provisions of [section 51](#) commits an offence and is liable on conviction to a fine, or to imprisonment for a period not exceeding two years.

[[S. 90](#) substituted by [s. 24](#) of [Act No. 55 of 2003](#).]

Wording of Sections

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ 91. Amends section 6 (4) of the Public Protector Act, No. 23 of 1994, as follows:-paragraph (a) substitutes the expression "authority" with the expression "authority; and" in paragraph (c); and paragraph (b) adds paragraph (d).

91. Amends [section 6 \(4\)](#) of the Public Protector Act, [No. 23 of 1994](#), as follows:-paragraph (a) substitutes the expression "authority" with the expression "authority; and" in paragraph (c); and paragraph (b) adds paragraph (d).

91A. Designation and training of presiding officers.-(1) (a) The head of an administrative region defined in [section 1](#) of the Magistrates' Courts Act, 1944 ([Act No. 32 of 1944](#)), or the magistrate at the head of a regional division established for the purposes of adjudicating civil disputes in terms of [section 2](#) of the Magistrates' Courts Act, 1944, must designate in writing any magistrate, additional magistrate or magistrate of a regional division established for the purposes of adjudicating civil disputes, as the case may be, as a presiding officer of a Magistrate's Court designated by the Minister in terms of [section 1](#) of this Act.

[[Para. \(a\)](#) substituted by [s. 28 \(a\)](#) of [Act No. 8 of 2017](#).]

Wording of Sections

(b) A presiding officer must perform all the functions and duties and exercise the powers assigned to or conferred on him or her under this Act or any other law.

(2)

[[Sub-s. \(2\)](#) deleted by [s. 28 \(b\)](#) of [Act No. 8 of 2017](#).]

Wording of Sections

(3) The heads of administrative regions or magistrates at the head of regional divisions established for the purposes of adjudicating civil disputes must take all reasonable steps within available resources to designate at least one presiding officer for each magistrate's court within his or her area of jurisdiction which has been designated by the Minister in terms of [section 1](#).

[[Sub-s. \(3\)](#) substituted by [s. 28 \(c\)](#) of [Act No. 8 of 2017](#).]

Wording of Sections

(4)

[[Sub-s. \(4\)](#) deleted by [s. 28 \(d\)](#) of [Act No. 8 of 2017](#).]

Wording of Sections

(5) The South African Judicial Education Institute established in terms of [section 3](#) of the South African Judicial Education Institute Act, 2008 ([Act No. 14 of 2008](#)), must develop and implement training courses for presiding officers with the view to building a dedicated and experienced pool of trained and specialised presiding officers for purposes of presiding in court proceedings as contemplated in this Act.

(6)

(7)

(8) The provisions of [section 12 \(6\)](#) and [\(8\)](#) of the Magistrates' Courts Act, 1944 ([Act No. 32 of 1944](#)), are applicable with the necessary changes required by the context.

[[S. 91A](#) inserted by [s. 2](#) of [Act No. 54 of 2002](#) and substituted by [s. 7](#) of [Act No. 24 of 2015](#). [Sub-s. \(8\)](#) substituted by [s. 28 \(e\)](#) of [Act No. 8 of 2017](#).]

Wording of Sections

92. Regulations.-(1) The Minister may, by notice in the *Gazette*, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
 - (b) any matter relating to the fees contemplated in [sections 22](#) and [54](#);
 - (c) any notice required by this Act;
 - (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of [section 15](#); and
 - (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.
- (2) Any regulation in terms of [subsection \(1\)](#) must, before publication in the *Gazette*, be submitted to Parliament.
- (3) Any regulation in terms of [subsection \(1\)](#) which-
- (a) relates to fees; or
 - (b) may result in financial expenditure for the State,

must be made by the Minister acting in consultation with the Minister of Finance.

(4) Any regulation in terms of [subsection \(1\)](#) may provide that any person who contravenes a provision thereof or fails to comply therewith is guilty of an offence and on conviction liable to a fine or to imprisonment for a period not exceeding two years.

[[Sub-s. \(4\)](#) added by [s. 25](#) of [Act No. 55 of 2003](#).]

Act/ 93. Short title and commencement.-(1) This Act is the Promotion of Access to Information Act, 2000, and takes effect on a date determined by the President by proclamation in the Gazette.

93. Short title and commencement.-(1) This Act is the Promotion of Access to Information Act, 2000, and takes effect on a date determined by the President by proclamation in the *Gazette*.

(2) Different dates may be so determined in respect of-

- (a) different provisions of this Act;
- (b) different categories of public bodies, including, but not limited to, different public bodies contemplated in-
 - (i) [paragraph \(a\)](#);
 - (ii) [paragraph \(b\) \(i\)](#); and
 - (iii) [paragraph \(b\) \(ii\)](#),of the definition of "public body" in [section 1](#); and
- (c) different categories of private bodies.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ The Act/ SCHEDULE

SCHEDULE

PART 1

[Part 1 amended by [s. 79](#) of [Act No. 38 of 2001](#).]

([Section 6 \(a\)](#))

<i>Number and year of law</i>	<i>Short title</i>	<i>Section</i>
Act 107 of 1998	National Environmental Management Act, 1998	Section 31 (1)
Act 38 of 2001	Financial Intelligence Centre Act 2001	Section 36

PART 2

([Section 6 \(b\)](#))

<i>Number and year of law</i>	<i>Short title</i>	<i>Section</i>
Act 107 of 1998	National Environmental Management Act, 1998	Section 31 (2)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information

GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information

as amended by

Notice	Government Gazette	Date
R.1244	25411	22 September 2003
R.990	29278	13 October 2006
R.466	29914	1 June 2007

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Minister for Justice and Constitutional Development has, under [section 92](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), made the regulations in [the Schedule](#).

SCHEDULE

ARRANGEMENT OF REGULATIONS

[CHAPTER 1](#)

GENERAL PROVISIONS

- [1.](#) Definition
- [2.-3.](#) Availability of guide
- [3A.](#) Offences and penalties

[CHAPTER 2](#)

ACCESS TO RECORDS OF PUBLIC BODIES

- [4.-5.](#) Availability of manual: Public body
- [6.](#) Form of request
- [7.](#) Fees for records of public body
- [8.](#) Notice of internal appeal

[CHAPTER 3](#)

ACCESS TO RECORDS OF PRIVATE BODIES

- [9.](#) Availability of manual: Private body
- [9A.](#) Voluntary disclosure and automatic availability of certain records: private body
- [10.](#) Form of request
- [11.](#) Fees for records of private body

[CHAPTER 3A](#)

TABLING OF REPORT IN TERMS OF SECTION 91A (7) OF THE ACT

- [11A.](#) Tabling of report

[CHAPTER 4](#)

REPEAL AND COMMENCEMENT

- [12.](#) Repeal
- [13.](#) Commencement
- [Annexure A](#) General: Value-added tax
- [Annexure B](#) Forms
- [Form A](#) Request for access to record of public body
- [Form B](#) Notice of internal appeal
- [Form C](#) Request for access to record of private body
- [Form D](#) Automatically available records and access to such records: [Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#))) [[Regulation 5A](#)]
- [Form E](#) Automatically available records and access to such records: ([Section 52](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#))) [[Regulation 9A](#)]

CHAPTER 1 GENERAL PROVISIONS

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 1. Definition.-In these Regulations any word or expression to which a meaning has been assigned in the Act bears that meaning and, unless the context otherwise indicates-

1. Definition.-In these Regulations any word or expression to which a meaning has been assigned in the Act bears that meaning and, unless the context otherwise indicates-

"**the Act**" means the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)).

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 2. Availability of guide.-(1) The Human Rights Commission must, as soon as possible after the guide has been compiled in terms of section 10 (1) or updated in terms of section 10 (3) of the Act-

2. Availability of guide.-(1) The Human Rights Commission must, as soon as possible after the guide has been compiled in terms of [section 10 \(1\)](#) or updated in terms of [section 10 \(3\)](#) of the Act-

- (a) make available a copy of the guide, in each official language-
 - (i) to the head of the national department responsible for Government communications and information services;
 - (ii) to every place of legal deposit as defined in [section 6](#) of the Legal Deposit Act, 1997 (Act [No. 54 of 1997](#)), and every tertiary education institution established by or under any law; and
 - (iii) upon request, to the head of a private body;
- (b) make available, in each official language-

- (i) to the information officers of public bodies such number of copies of the guide as the information officer concerned has indicated in order to comply with [regulation 3 \(1\)](#) or [\(2\)](#); and
- (ii) to the Director-General: Communications such number of copies of the guide as the Director-General has indicated in order to comply with [regulation 3 \(3\)](#);
- (c) publish the guide in each official language in the *Gazette*;
- (d) make available a copy of the guide in each official language for public inspection during office hours at the offices of the Human Rights Commission; and
- (e) make available the guide on the website of the Human Rights Commission.

(2) The Human. Rights Commission may, on request, make available to the persons and the institutions referred to in [subregulation \(1\) \(a\)](#) additional copies of the guide in the official languages requested.

(3) (a) Subject to [paragraph \(b\)](#), the Human Rights Commission may not charge any fee for a copy of the guide made available in terms of [subregulation \(1\)](#) or [\(2\)](#) or for inspection of a copy of the guide in terms of [subregulation \(1\) \(d\)](#).

(b) In respect of a copy of the guide made available in a manner other than that contemplated in [paragraph \(a\)](#), the Human Rights Commission may charge the fee prescribed in Item 1 of Part I of [Annexure A](#).

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 3. (1) The information officer of the Department of Justice and Constitutional Development must, within 30 days after receipt of the copies of the guide in terms of regulation 2 (1) (b) (i), provide-

3. (1) The information officer of the Department of Justice and Constitutional Development must, within 30 days after receipt of the copies of the guide in terms of [regulation 2 \(1\) \(b\) \(i\)](#), provide-

- (a) every Magistrate's Office with at least one copy of the guide in each official language; and
- (b) all other offices of the Department of Justice and Constitutional Development with at least one copy of the guide in each of the official languages used for the purposes of government as contemplated in [section 6 \(3\)](#) of the Constitution by the province in which such office is located: Provided that a copy of the guide must be so provided in at least two of the official languages.

(2) The information officer of a public body must, within 30 days after receipt of the copies of the guide in terms of [regulation 2 \(1\) \(b\) \(i\)](#), provide every office of that public body with at least one copy of the guide in each of the official languages used for the purposes of government as contemplated in [section 6 \(3\)](#) of the Constitution by the province in which such office is located: Provided that a copy of the guide must be so provided in at least two of the official languages.

(3) The Director-General: Communications must, within 30 days after receipt of the copies of the guide in terms of [regulation 2 \(1\) \(b\) \(ii\)](#), provide every post office, as defined in [section 1](#) of the Postal Services Act, 1998 (Act [No. 124 of 1998](#)), with at least one copy of the guide in each of the official languages used for the purposes of government as contemplated in [section 6 \(3\)](#) of the Constitution by the province in which such post office is located: Provided that a copy of the guide must be so provided in at least two of the official languages.

(4) The head of an office referred to in [subregulations \(1\)](#) and [\(2\)](#) and the person in charge of a post office referred to in [subregulation \(3\)](#)-

- (a) must, during office hours and upon request, make available for public inspection a copy of the guide in the official languages available;
- (b) may not charge a fee for a public inspection referred to in [paragraph \(a\)](#); and
- (c) may, in respect of a copy of the guide or part thereof made available in a manner other than that contemplated in [paragraph \(a\)](#), charge the fee prescribed in Item 1 of Part I of [Annexure A](#).

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 3A. Offences and penalties.-(1) An information officer of a public body or a head of an office referred to in regulation 4 (1) (a) (i) (bb), who wilfully or in a grossly negligent manner-

3A. Offences and penalties.-(1) An information officer of a public body or a head of an office referred to in [regulation 4 \(1\) \(a\) \(i\) \(bb\)](#), who wilfully or in a grossly negligent manner-

- (a) fails to comply with a provision of [regulation 4 \(1\) \(a\)](#) or [5 \(a\)](#), as the case may be; or
- (b) contravenes [regulation 4 \(3\)](#) or [5 \(b\)](#), as the case may be; or
- (c) charges any fee other than the fee prescribed in terms of these regulations,

is guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding two years.

(2) A head of a private body who wilfully or in a grossly negligent manner-

- (a) fails to comply with a provision of [regulation 9 \(1\) \(a\)](#) or [\(2\) \(a\)](#); or
- (b) contravenes [regulation 9 \(2\) \(b\)](#); or
- (c) charges any fee other than the fee prescribed in terms of these regulations,

is guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding two years.
[Reg. 3A inserted by GNR.990 of 2006.]

CHAPTER 2 ACCESS TO RECORDS OF PUBLIC BODIES

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 4. Availability of manual: Public body.- (1) Immediately after the manual has been compiled in terms of section 14 (1) or updated in terms of section 14 (2) of the Act-

4. Availability of manual: Public body.- (1) Immediately after the manual has been compiled in terms of [section 14 \(1\)](#) or updated in terms of [section 14 \(2\)](#) of the Act-

- (a) the information officer of a public body must-
 - (i) make available a copy of the manual in at least the three official languages in which the manual is compiled as required by section 14 of the Act, to-
 - (aa) the Human Rights Commission; and
 - (bb) the head of office of every office of that public body;
[Sub-par. (i) amended by GNR.990 of 2006.]
 - (ii) make available the manual on the web site, if any, of the public body; and
- (b) the information officer of a public body may publish the manual in three of the official languages in the *Gazette*.
[Sub-r. (1) substituted by GNR.1244 of 2003.]

(2) The information officer of a public body, may, on request, make available to the institutions referred to in [subregulation \(1\) \(a\)](#) additional copies of the manual in the official language requested.

(3) The information officer of a public body may not charge any fee for a copy of the manual made available in terms of [subregulation \(1\)](#) or [\(2\)](#).

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 5. The Human Rights Commission and the head of an office referred to in regulation 4 (1) (a) (i) (bb)-

5. The Human Rights Commission and the head of an office referred to in [regulation 4 \(1\) \(a\) \(i\) \(bb\)](#)-

- (a) must, during office hours and upon request, make available for public inspection copies of the manual in all the official languages available;
- (b) may not charge a fee for a public inspection referred to in [paragraph \(a\)](#); and
- (c) may, in respect of a copy of the manual or part thereof made available in a manner other than that contemplated in [paragraph \(a\)](#), charge the fee prescribed in Item 1 of Part II of [Annexure A](#).
[Reg. 5 amended by GNR.990 of 2006.]

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 5A. Voluntary disclosure and automatic availability of certain records: public body.-A submission by the information officer of a public body of a description of-

5A. Voluntary disclosure and automatic availability of certain records: public body.-A submission by the information officer of a public body of a description of-

- (a) the categories of records of the body that are automatically available without a person having to request access in terms of the Act; and
- (b) how to obtain access to such records, as contemplated in [section 15](#) of the Act, must correspond substantially with [Form D](#) of [Annexure B](#).
[Reg. 5A inserted by GNR.466 of 2007.]

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 6. Form of request.-A request for access to a record as contemplated in section 18 (1) of the Act must substantially correspond with Form A of Annexure B.

6. Form of request.-A request for access to a record as contemplated in [section 18 \(1\)](#) of the Act must substantially

correspond with [Form A](#) of [Annexure B](#).

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 7. Fees for records of public body.-(1) The fees for reproduction referred to in section 15 (3) of the Act are prescribed in Item 2 of Part II of Annexure A.

7. Fees for records of public body.-(1) The fees for reproduction referred to in [section 15 \(3\)](#) of the Act are prescribed in Item 2 of Part II of [Annexure A](#).

(2) The request fee payable by every requester, other than a personal requester, referred to in [section 22 \(1\)](#) of the Act is prescribed in Item 3 of Part II of [Annexure A](#).

(3) The access fees payable by a requester referred to in [section 22 \(7\)](#), unless exempted under [section 22 \(8\)](#), of the Act are prescribed in Item 4 of Part II of [Annexure A](#).

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 8. Notice of internal appeal.-Notice of an internal appeal as contemplated in section 75 (1) of the Act must substantially correspond with Form B of Annexure B.

8. Notice of internal appeal.-Notice of an internal appeal as contemplated in [section 75 \(1\)](#) of the Act must substantially correspond with [Form B](#) of [Annexure B](#).

CHAPTER 3 ACCESS TO RECORDS OF PRIVATE BODIES

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 9. Availability of manual: Private body.--(1) Immediately after the manual has been compiled in terms of section 51 (1) or updated in terms of section 51 (2) of the Act-

9. Availability of manual: Private body.--(1) Immediately after the manual has been compiled in terms of [section 51 \(1\)](#) or updated in terms of [section 51 \(2\)](#) of the Act-

(a) the head of a private body-

(i) must make available a copy of the manual to-

(aa) the Human Rights Commission; and

(bb) the controlling body of which that private body is a member, if applicable;

(ii) must make available the manual on the web site, if any, of the private body; and

(b) the head of a private body may publish the manual in the *Gazette*.

(2) The head of a private body-

(a) must, during office hours and upon request, make available for public inspection a copy of the manual;

(b) may not charge a fee for a public inspection referred to in [paragraph \(a\)](#); and

(c) may, in respect of a copy of the manual or part thereof made available in a manner other than that contemplated in [paragraph \(a\)](#), charge the fee prescribed in Item 1 of Part III of [Annexure A](#) and the actual postage if a copy of the manual must be posted.

[R. 9 substituted by GNR.1244 of 2003.]

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 9A. Voluntary disclosure and automatic availability of certain records: private body.-A submission by the head of a private body of a description of-

9A. Voluntary disclosure and automatic availability of certain records: private body.-A submission by the head of a private body of a description of-

(a) the categories of records of the body that are automatically available without a person having to request access in terms of the Act; and

(b) how to obtain access to such records, as contemplated in [section 52](#) of the Act, must correspond substantially with [Form E](#) of [Annexure B](#).

[R. 9A inserted by GNR.466 of 2007.]

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 10. Form of request.-A request for access to a record as contemplated in section 53 (1) of the Act must substantially correspond with Form C of Annexure B.

10. Form of request.-A request for access to a record as contemplated in [section 53 \(1\)](#) of the Act must substantially correspond with [Form C](#) of [Annexure B](#).

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 11. Fees for records of private body.-(1) The fees for reproduction referred to in section 52 (3) of the Act are prescribed in Item 2 of Part III of Annexure A.

11. Fees for records of private body.-(1) The fees for reproduction referred to in [section 52 \(3\)](#) of the Act are prescribed in Item 2 of Part III of [Annexure A](#).

(2) The request fee payable by a requester, other than a personal requester, referred to in [section 54 \(1\)](#) of the Act is prescribed in Item 3 of Part III of [Annexure A](#).

(3) The access fees payable by a requester referred to in [section 54 \(7\)](#), unless exempted under [section 54 \(8\)](#), of the Act are prescribed in Item 4 of Part III of [Annexure A](#).

CHAPTER 3A
TABLING OF REPORT IN TERMS OF SECTION 91A (7) OF THE ACT
[[Chapter 3](#) inserted by GNR.990 of 2006.]

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 11A. Tabling of report.-The Minister must table a report in Parliament contemplated in section 91A (7) of the Act,-

11A. Tabling of report.-The Minister must table a report in Parliament contemplated in section 91A (7) of the Act,-

- (a) within six months after the commencement of this regulation; and
- (b) within six months after every date on which there is a substantial change in either the content or the implementation of the training courses or both.

[[Reg. 11A](#) inserted by GNR.990 of 2006.]

CHAPTER 4
REPEAL AND COMMENCEMENT

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 12. Repeal.-The regulations published under Government Notice No. R223 of 9 March 2001 are hereby repealed.

12. Repeal.-The regulations published under [Government Notice No. R223 of 9 March 2001](#) are hereby repealed.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ 13. Commencement.-These regulations come into operation on 15 February 2002.

13. Commencement.-These regulations come into operation on 15 February 2002.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ Annexure A GENERAL: VALUE-ADDED TAX

Annexure A
GENERAL: VALUE-ADDED TAX

Public and private bodies registered under the Value-Added Tax Act, 1991 (Act [No. 89 of 1991](#)), as vendors may add value-added tax to all fees prescribed in this Annexure.

**PART I
FEES IN RESPECT OF GUIDE**

1. The fee for a copy of the guide as contemplated in [regulations 2 \(3\) \(b\)](#) and [3 \(4\) \(c\)](#) is R0,60 for every photocopy of an A4-size page or part thereof.

**PART II
FEES IN RESPECT OF PUBLIC BODIES**

1. The fee for a copy of the manual as contemplated in [regulation 5 \(c\)](#) is R0,60 for every photocopy of an A4-size page or part thereof.
2. 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) stiffer 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

3. The request fee payable by every requester, other than a personal requester, referred to in [regulation 7 \(2\)](#) is R35,00.
4. 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) stiffer 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.	

**PART III
FEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in [regulation 9 \(2\) \(c\)](#) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in [regulation 11 \(1\)](#) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on-	
(i) stiffer disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(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	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in [regulation 11 \(2\)](#) is R50,00.
4. The access fees payable by a requester referred to in [regulation 11 \(3\)](#) are as follows:

R

(1) (a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c)	For a copy in a computer-readable form on-	
(i)	stiffy disc	7,50
(ii)	compact disc	70,00
(d) (i)	For a transcription of visual images, for an A4-size page or part thereof	40,00
(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	20,00
(ii)	For a copy of an audio record	30,00
(f)	To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
- (2) For purposes of [section 54 \(2\)](#) 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.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ Annexure B Form A REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

Annexure B

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:

copy of record*

inspection of record

2. If record consists of visual images-

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

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 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.

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.

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

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ Form B NOTICE OF INTERNAL APPEAL

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.

Identity number:

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

*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 any other information that may be relevant in considering the 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.

SIGNATURE OF APPELLANT

NEW DECISION:

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE
RELEVANT AUTHORITY ON (date):

Form C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

([Section 53 \(1\)](#) of the Promotion of Access to Information Act, 2000
(Act [No. 2 of 2000](#)))

[[Regulation 10](#)]

A. Particulars of private body

The Head:

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 hereunder, 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 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:

copy of record*

inspection of record

2. If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

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 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.

G. Particulars of right to be exercised or protected

*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. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. 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?

SIGNATURE OF REQUESTER/PERSON ON
WHOSE BEHALF REQUEST IS MADE

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ Form D AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

Form D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act, 2000
(Act [2 of 2000](#)))

[[Regulation 5A](#)]

[[Form D](#) inserted by GNR.466 of 2007.]

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i) :	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii) :	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii) :	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii) :	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Regulations/ GNR.187 of 15 February 2002: Regulations regarding the Promotion of Access to Information/ Form E AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

Form E

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 52](#) of the Promotion of Access to Information Act, 2000
(Act [2 of 2000](#)))

[[Regulation 9A](#)]

[[Form E](#) inserted by GNR.466 of 2007.]

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 52 (1) (a) (i) :	
FOR PURCHASING IN TERMS OF SECTION 52 (1) (a) (ii) :	

FOR COPYING IN TERMS OF SECTION 52 (1) (a) (ii) :	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 52 (1) (a) (iii) :	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Rules/ GNR.1284 of 4 October 2019: Rules for Procedure for Application to Court in terms of the Act (Government Gazette No. 42740)

**GNR.1284 of 4 October 2019: Rules for Procedure for Application to Court in terms of the Act
(Government Gazette No. 42740)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Rules Board for Courts of Law has under [section 79](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), with the approval of the Minister of Justice and Correctional Services, made the rules in the schedule.

SCHEDULE

ARRANGEMENT OF REGULATIONS

1.	Definitions
2.	Procedure in an application to court in terms of the Act
3.	Applications
4.	Ex Parte Representations
5.	Repeal of rules
6.	Short title
7.	Commencement

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Rules/ GNR.1284 of 4 October 2019: Rules for Procedure for Application to Court in terms of the Act (Government Gazette No. 42740)/ 1. Definitions.-In these rules-

1. Definitions.-In these rules-

- (a) any word or expression to which a meaning has been assigned in the Act shall bear the meaning so assigned; and
- (b) any word or expression to which a meaning has been assigned in the rules governing the procedures of the court in which an application in terms of these rules is brought, shall bear the meaning so assigned, and unless the context otherwise indicates.

"Act" means the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#));

"High Court Rules" means the Rules Regulating the Conduct of the Proceedings of the Several Provincial and Local Divisions of the High Court of South Africa;

"Magistrates' Courts Rules" means the Rules Regulating the Conduct of the Proceedings of the Magistrates' Courts of South Africa.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Rules/ GNR.1284 of 4 October 2019: Rules for Procedure for Application to Court in terms of the Act (Government Gazette No. 42740)/ 2. Procedure in an application to court in terms of the Act.-(1) The procedure prescribed in these rules must be followed in all applications contemplated in section 78 of the Act.

2. Procedure in an application to court in terms of the Act.-(1) The procedure prescribed in these rules must be followed in all applications contemplated in section 78 of the Act.

(2) Save as otherwise provided for in these rules, the rules governing the procedures in the court to which an application contemplated in section 78 of the Act is brought shall apply.

(3) An application contemplated in section 78 of the Act must be brought within 180 days from the date of the applicable event in sections 78 (2) and (3): Provided that the court may condone non-compliance with the 180 day period within which to bring such application, where the interests of justice so require.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Rules/ GNR.1284 of 4 October 2019: Rules for Procedure for Application to Court in terms of the Act (Government Gazette No. 42740)/ 3. Applications.-(1) An application contemplated in section 78 of the Act must be-

3. Applications.-(1) An application contemplated in section 78 of the Act must be-

- (a) brought in accordance with, and be governed by-
 - (i) [rule 6](#) of the High Court Rules, when brought in the High Court; or
 - (ii) rule 55 of the Magistrates' Courts Rules, when brought in a Magistrate's Court; and
- (b) served on-
 - (i) the information officer of a public body; or
 - (ii) the head of a private body, as the case may be,

and on the requester and any known third parties, where applicable.

(2) The affidavit in support of an application contemplated in section 78 must state whether the internal appeal procedure contemplated in section 74 of the Act is applicable.

(3) If the internal appeal procedure contemplated in section 74 of the Act is applicable, the affidavit must-

- (a) state whether such internal appeal procedure has been exhausted; and
- (b) provide particulars of the manner in which and date upon which the internal appeal procedure was exhausted and, if not, the reasons for failing to exhaust such procedure.

(4) Upon receipt of the application the information officer of a public body or head of a private body must provide a copy of the application, under cover of a written notice, to all other parties affected by the application who have not been cited therein.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Rules/ GNR.1284 of 4 October 2019: Rules for Procedure for Application to Court in terms of the Act (Government Gazette No. 42740)/ 4. Ex Parte Representations.-(1) Unless directed otherwise by the court ex parte representations contemplated in section 80 (3) (a) of the Act must be made under oath or affirmation of the truth thereof in writing, and where applicable, supported by do

4. Ex Parte Representations.-(1) Unless directed otherwise by the court *ex parte* representations contemplated in section 80 (3) (a) of the Act must be made under oath or affirmation of the truth thereof in writing, and where applicable, supported by documentary proof.

(2) The court receiving the representations referred to in [subrule \(1\)](#) may order that appropriate steps be taken to bring the representations to the attention of the other parties to the application.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Rules/ GNR.1284 of 4 October 2019: Rules for Procedure for Application to Court in terms of the Act (Government Gazette No. 42740)/ 5. Repeal of rules.-The Promotion of Access to Information Rules published under Government Notice No. R. 965 of 9 October 2009 are hereby repealed.

5. Repeal of rules.-The Promotion of Access to Information Rules published under [Government Notice No. R. 965 of 9 October 2009](#) are hereby repealed.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Rules/ GNR.1284 of 4 October 2019: Rules for Procedure for Application to Court in terms of the Act (Government Gazette No. 42740)/ 6. Short title.-These rules shall be called the Promotion of Access to Information Rules.

6. Short title.-These rules shall be called the Promotion of Access to Information Rules.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Rules/ GNR.1284 of 4 October 2019: Rules for Procedure for Application to Court in terms of the Act (Government Gazette No. 42740)/ 7. Commencement.-These rules come into operation on 4 November 2019.

7. Commencement.-These rules come into operation on **4 November 2019**.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.1094 of 21 August 2002: Exemption from provisions of sections 14 (5) and 51 (4) of Act

GNR.1094 of 21 August 2002: Exemption from provisions of sections 14 (5) and 51 (4) of Act

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Penuell Mpapa Maduna, Minister for Justice and Constitutional Development, hereby exempt all public bodies and private bodies under [sections 14 \(5\)](#) and [51 \(4\)](#) respectively, of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), from the submission of the manuals contemplated in [sections 14 \(1\)](#) and [51 \(1\)](#) respectively, of the said Act, for the period 15 August 2002 to 28 February 2003.

P. M. MADUNA
Minister for Justice and Constitutional Development

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.340 of 28 February 2003 Exemption from the provisions of sections 14 (1) and 51 (1) of the Act

GNR.340 of 28 February 2003 Exemption from the provisions of sections 14 (1) and 51 (1) of the Act

PROMOTION OF ACCESS TO INFORMATION ACT, 2000:

I, Penuell Mpapa Maduna, Minister for Justice and Constitutional Development, hereby exempt all public bodies and private bodies under [sections 14 \(5\)](#) and [51 \(4\)](#) respectively, of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), from the submission of the manuals contemplated in sections 14 (1) and 51 (1) respectively, of the said Act, for the period 1 March 2003 to 31 August 2003.

Penuell Mpapa Maduna
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.678 of 23 May 2003: Determination of separate public body under section 13 (c) (i) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

GNR.678 of 23 May 2003: Determination of separate public body under [section 13 \(c\) \(i\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#))

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Penuell Mpapa Maduna, Minister for Justice and Constitutional Development, acting under [section 13 \(c\) \(i\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), hereby determine that the National Prosecuting Authority established by [section 179](#) of the Constitution of the Republic of South Africa, (Act [No. 108 of 1996](#)), is, for the purpose of the first-mentioned Act, a separate public body.

P M MADUNA
Minister for Justice and Constitutional Development

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.888 of 20 June 2003: Public body determined to be part of another public body

GNR.888 of 20 June 2003: Public body determined to be part of another public body

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Penuell Mpapa Maduna, Minister for Justice and Constitutional Development, hereby determine under [section 13 \(a\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), that the Office of the Auditor-General forms part of The Auditor-General.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 865 of 31 August 2005: Exemption of certain private bodies to compile manual

GN 865 of 31 August 2005: Exemption of certain private bodies to compile manual

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Brigitte Sylvia Mabandla, Minister for Justice and Constitutional Development, under [section 51 \(4\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), hereby exempt-

- (a) all private bodies, except any company not being a private company as contemplated in [section 20](#) of the Companies Act, 1973 (Act [No. 61 of 1973](#)), from compiling the manual contemplated in section 51 (1) of the first mentioned Act for a period of four months from 1 September 2005 to 31 December 2005; and
- (b) all private bodies, except any company-
 - (i) not being a private company as contemplated in section 20 of the Companies Act, 1973; and
 - (ii) being a private company as contemplated in section 20 of the Companies Act, 1973, and which-
 - (aa) operates within any of the sectors mentioned in Column one of the Schedule to this Notice; and
 - (bb) has fifty or more employees in their employment; or
 - (cc) has a total annual turnover that is equal to or more than the applicable amount mentioned in Column 2 of the Schedule to this Notice,

from compiling the manual contemplated in section 51 (1) of first mentioned Act for a period of five years from 1 January 2006 to 31 December 2011.

(Signed)
BRIGITTE SYVIA MABANDLA
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

SCHEDULE

<i>Column 1</i>	<i>Column 2</i>
Agriculture	R 2 million
Mining and Quarrying	R 7 million
Manufacturing	R10 million
Electricity, Gas and Water	R10 million
Construction	R 5 million
Retail and Motor Trade and Repair Services	R15 million
Wholesale Trade, Commercial Agents and Allied Services	R25 million
Catering, Accommodation and other Trade	R 5 million
Transport, Storage and Communications	R10 million
Finance and Business Services	R10 million
Community, Special and Personal Services	R 5 million

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.991 of 14 October 2005: Exemptions and determinations for purposes of section 22 (8)

GNR.991 of 14 October 2005: Exemptions and determinations for purposes of [section 22 \(8\)](#)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Brigitte Sylvia Mabandla, Minister for Justice and Constitutional Development, acting under [section 22 \(8\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)) hereby-

- (a) exempt the following persons from paying the access fee contemplated in [section 22 \(6\)](#) of the Act:
 - (i) A single person whose annual income, after permissible deductions referred to in the Schedule to this notice are made, does not exceed R14 712, 00 per annum; and

- (ii) married persons or a person and his or her life partner whose annual income, after permissible deductions referred to in the Schedule to this notice are made, does not exceed R27 192, 00 per annum, and
- (b) determine that-
 - (i) where the cost of collecting any fee contemplated in section 22 of the Act, exceeds the amount charged, such fee does not apply;
 - (ii) the access fee contemplated in section 22 (6) of the Act does not apply to the personal record of a requester; and
 - (iii) the request fee contemplated in section 22 (1) of the Act and the access fee contemplated in section 22 (6) of the Act do not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 (Act [No. 99 of 1998](#)) or the regulations made under section 44 of that Act.

SCHEDULE

1. For purposes of [paragraph \(a\) \(i\)](#) and [\(ii\)](#) of the notice the following deductions are permissible:
 - (a) Employees' tax in terms of paragraph 2 of Part II of the [Fourth Schedule](#) of the Income Tax Act, 1962 (Act [No. 58 of 1962](#));
 - (b) contributions in terms of [section 5](#) of the Unemployment Insurance Contributions Act, 2002 (Act [No. 4 of 2002](#));
 - (c) compulsory contributions to a Group Insurance Fund in terms of a court order or in terms of a contract between an employer and his or her employee;
 - (d) contributions to any medical scheme registered under the provisions of the Medical Schemes Act, 1998 (Act [No. 131 of 1998](#)), and allowed to be deducted in terms of section 18 (1) (a) of the Income Tax Act, 1962 (Act [No. 58 of 1962](#));
 - (e) contributions to pension funds in terms of [section 13A](#) of the Pension Funds Act, 1956 (Act [No. 24 of 1956](#));
 - (f) rent or mortgage installments to the maximum of R12 000,00 per annum;
 - (g) maintenance paid in terms of a court order; and
 - (h) school fees, except school fees paid to a private school.

B.S. MABANDLA, MP
Minister for Justice and Constitutional Development

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 690 of 27 June 2008: Exemption from compilation, publication and making available of manual in terms of Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (Government Gazette No. 31171)

GN 690 of 27 June 2008: Exemption from compilation, publication and making available of manual in terms of Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)) (Government Gazette No. 31171)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

In terms of [section 14 \(5\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)) I, Brigitte Sylvia Mabandla, Minister for Justice and Constitutional Development, for security reasons hereby exempt the South African National Academy of Intelligence ("SANAI") for the period 20 June 2008 to 19 June 2013 from the provisions of [section 14 \(1\)](#), [\(2\)](#) and [\(3\)](#) of the said Act

(Signed)
2008-05-30
BRIGITTE SYLVIA MABANDLA, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.703 of 3 July 2009: Description submitted in terms of section 15 (1) (Government Gazette No. 32350)

GNR.703 of 3 July 2009: Description submitted in terms of [section 15 \(1\)](#) (Government Gazette No. 32350)

I, Jeffrey Thamsanqa Radebe, Minister for Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

MANUFACTURING, ENGINEERING AND RELATED SERVICES SETA

As set out in the Schedule

(Signed)

JEFFREY THAMSANQA RADEBE, MP**MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT****(Logo)**
merSETA

(MANUFACTURING, ENGINEERING, AND RELATED SERVICES SETA)

1. The description of categories of records automatically available for inspection in terms of Section 15 (1) (a) (1)	
. Governance	. Establishment certificate. . Constitution. . Governance structures and members. . Annual report. . Contact details. . Board Charter
. Financial management	. Audited financial statements . Advertisement on Tenders
. Grants	. General grant information on: mandatory grants criteria, total payments made, numbers of grant application submissions . Discretionary grants: criteria, funds spent on discretionary grants, SIC codes well as, SETA transfers. . Grant unit contact details.
. ETQA	. Information on accredited training providers and accreditation documents. . Information on assessment document, registered assessors and registered moderators. . List of institutions that Merseta ETQA Division has memorandum of understanding with.
. Learning programmes	. Criteria for skills programmes as well as the skills programmes registration application. . List of registered learnerships. . List of registered skill programmes. . Courseware and material to accredited training providers. . Designated trades.
. Advocacy and communication	. Newsletters. . Brochures.
. Project and Initiatives	. Bursary scheme and bursary application form. . Sector skills plan. . Project related information
. NSDS Achievements	. Apprentice and Learner Statistics: Employers per region, registered contract details per Chamber, Learners by region and Learners by chamber.
. Human Resources	. Publication on vacancies of Merseta.
. Internal Audit	. Fraud and corruption hotline contact number.
2. Description of category of records, if automatically available for inspection	
(a) List of records above	(a) The records may be obtained on request in writing addressed to the office of the Chief Executive Officer, MERSETA, P O Box 61826, Marshalltown, 2107, fax number (011) 551 5202, email to ceo@merseta.org.za or visit our website www.merseta.org.za
3. Description of category of records automatically available for copying in terms of Section (15) (1) (a) (ii)	

(a) List of records above	(a) The records may be obtained on request in writing addressed to the office of the Chief Executive Officer, MERSETA, P O Box 61826, Marshalltown, 2107, fax number (011) 551 5202, email to ceo@merseta.org.za or visit our website www.merseta.org.za and on payment of the fee prescribed in item 2 of part II of Annexure A of the regulations relating the promotion of access to information.
4. Description of category of records automatically available free of charge in terms of Section 15 (1) (a) (iii)	
(a) List of records above and where the reported free of charge	(a) The records may be obtained on request in writing addressed to the office of the Chief Executive Officer, MERSETA, P O Box 61826, Marshalltown, 2107, fax number (011) 551 5202, email ceo@merseta.org.za or visit our website www.merseta.org.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.325 of 23 April 2010: Description submitted in terms of section 15 (1) (Government Gazette No. 33127)

GNR.325 of 23 April 2010: Description submitted in terms of [section 15 \(1\)](#) (Government Gazette No. 33127)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the

CITY OF CAPE TOWN MUNICIPALITY

As set out in the Schedule

(Signed)

JEFFREY THAMSANQA RADEBE, MP

MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

(English Version)

Form D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS

(Section 15 of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))

[Regulation 5A]

[FORM D inserted by GNR.466 of 2007]

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i) :	
Section 14 manual made available in terms of the Promotion of Access to Information Act 2 of 2000	Website: www.capetown.gov.za/ City Libraries/ Legal Services Department
Old photographs	Communications Department
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii) :	
Health brochures	Health Resource Centre, Health Directorate
Photographs	Website: www.capetown.gov.za/ Communication Department
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (iii) :	
Agendas and minutes of Council (including agendas and minutes of all meetings of Council structures and	

those of its predecessors, excluding minutes and agendas that have been marked "confidential")	City Manager's Office: Executive Support Department/Records Management
Budget and business plans	
Capital budget	
Estimates of income and expenditure	Website: www.capetown.gov.za
Reports on budget control	Website: www.capetown.gov.za
Business plans	Website: www.capetown.gov.za All line departments
Capital budget	Website: www.capetown.gov.za
Estimates of income and expenditure	Website: www.capetown.gov.za
Reports on budget control	Website: www.capetown.gov.za
Business plans	All line departments
Business details Name, locality, address, telephone numbers, contact persons, hours of business of all Council offices and depots	Website: www.capetown.gov.za
Official details about councillors (including the mayor, the deputy mayor, the speaker and office bearers)	
Information regarding each councillor	Website: www.capetown.gov.za
Council delegations developed in terms of Section 59 of the Local Government: Municipal Systems Act, 32 of 2000	
Delegations to political office bearers, members of staff structure (Mayco, subcouncils, portfolio committees)	Website: www.capetown.gov.za
Council legislation, bylaws and policies	Website: www.capetown.gov.za/ Legal Services Department: Legal Resource Centre
Guidelines and standards	Website: www.capetown.gov.za/ Solid Waste
Western Cape guidelines for environmental management plans, 2005	Environmental Management Department
Minimum cleanliness standards	Website: www.capetown.gov.za/ Solid Waste Management Department
Minimum requirements for refuse collection vehicle access at new developments	Website: www.capetown.gov.za/ Solid Waste Management Department
Waste/recycling storage areas/rooms (multistorey buildings or cluster developments)	Website: www.capetown.gov.za/ Solid Waste Management Department
	Website: www.capetown.gov.za
Integrated development plan (IDP)	Website: www.capetown.gov.za
Financial records	
Account statements (only available to account owners on positive identification) Annual statements Arrears (only available to account owners on positive identification)	Website: www.capetown.gov.za/ Finance Directorate
Housing	
Land available for housing development	Website: www.capetown.gov.za/ Housing Directorate
Available municipal housing	Website: www.capetown.gov.za/ Housing Directorate
Land	
Details of municipal-owned land	
Records of land owned by requester on positive identification	Website: www.capetown.gov.za/ Property Management
Planning	
Business processes Policy plans Zoning schemes	Website: www.capetown.gov.za/ Planning and Building Development Management/Spatial Planning and Urban Design Department
Registers	

(where available, excluding personal information of individuals)	
Moveable assets Contractors and service providers Tenders awarded New tenders City-approved file plan	Finance Directorate website: www.capetown.gov.za/ Supply Chain Department Website: www.capetown.gov.za/ Supply Chain Department Website: www.capetown.gov.za/ Supply Chain Department Records Management Unit
Reports	
City of Cape Town's annual report Municipal entities' annual report All reports available on the website	Website: www.capetown.gov.za
Schedules:	
Refuse collection schedules	Website: www.capetown.gov.za/ Solid Waste Department
Statistics (excluding personal information of individuals, available in the format the record was created)	
Health statistics Waste minimisation statistics Waste statistics Statistics on solid waste management enforcement Other statistics	Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za
Online information on Subcouncils (Upon application to the Subcouncil manager: records relating to ratepayers' associations and community-based organisations active within the jurisdiction of the particular Subcouncil)	Website: www.capetown.gov.za/ Each Subcouncil Office
Tariffs, fees, surcharges	Website: www.capetown.gov.za/ Line Departments
Tenders	
Tender applications of requester after public opening on positive Identification	Website: www.capetown.gov.za/ Supply Chain Department
Tender adjudication decisions and minutes after tender award	Website: www.capetown.gov.za/ Supply Chain Department
M a p s (paper form/digital maps/static maps)	Website: www.capetown.gov.za/ Planning and Building Development Management/Spatial Planning and Urban Design Department/Relevant Line Departments
Staff official information as included in the exceptions to personal information provided for in terms of section 34 (f) of the Promotion of Access to Information Act 2 of 2000:	
An individual who is or was an official of the City: Title, work address, work telephone number and other relevant particulars. The classification, salary scale or remuneration and responsibilities of the position held or services performed by the individual. (NB: Salary scale or remuneration pertains to that of a post currently occupied by the individual, not specific salary or specific remuneration currently earned by an official)	Website: www.capetown.gov.za/ Strategic Human Resource Department/Personnel Department/Line Departments
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii) :	
Information brochures/publications (All publications by and on behalf of the municipality that have been made public or presented to Council and in terms of which no copyright is held by persons or bodies not connected to the City. Printed copies may not always be available)	

Access to Information brochures (Act 2 of 2000) Contact City News City' online newsletter Ombudsman's quarterly newsletter	Legal Services Department W e b s i t e : www.capetown.gov.za /Communication Department W e b s i t e : www.capetown.gov.za /Communication Department W e b s i t e : www.capetown.gov.za/ Communication Department Website: www.capetown.gov.za /Ombudsman Department
All information made available online	
Any other record available on the website	Website: www.capetown.gov.za
Online information on councillors	Website: www.capetown.gov.za
Photographs	Website: www.capetown.gov.za
Road construction	Website: www.capetown.gov.za
Transport, Roads and Storm water schedule maps - online only	Website: www.capetown.gov.za
Train time schedules - online only	Website: www.capetown.gov.za
Train timetables - online only	Website: www.capetown.gov.za
Transport, Roads and Storm water projects	Website: www.capetown.gov.za
Information on the City Political Structures	Website: www.capetown.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.408 of 21 May 2010: Description submitted in terms of section 15 (1) (Government Gazette No. 33193)

**GNR.408 of 21 May 2010: Description submitted in terms of [section 15 \(1\)](#)
(Government Gazette No. 33193)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

SOUTH AFRICAN QUALIFICATION AUTHORITY

As set out in the Schedule

(Signed)

JEFFREY THAMSANQA RADEBE, MP

MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS

Description of categories of records automatically available in terms of section 15 (1) of the Promotion of Access to Information Act, 2000	Manner of access to records
Records automatically available for inspection in terms of section 15 (1) (a) (i) : Organisational policies and guidelines Financial records	Records are available from the SAQA offices: SAQA House 1067 Arcadia Street Hatfield Helpdesk no. : 086 010 3188
Records automatically available for purchasing in terms of section 15 (1) (a) (ii) : <i>Trends in Public Higher Education in South Africa 1992 - 2001</i>	Place an order. Order form is available from SAQA offices: SAQA House 1067 Arcadia Street Hatfield Helpdesk no. : 086 010 3188

<i>Trends in Public Higher Education in South Africa 1995 - 2004</i>	and on the SAQA website http://www.saqa.org.za . CD costs R1300.00 and the book costs R3200.00.
Records automatically available for copying in terms of section 15 (1) (a) (ii) : Subject: General publications Categories: Legislation Annual reports SAQA Updates Bulletins Brochures Papers presented at workshops/conferences, etc.	Fees are charged as prescribed in the Regulations. The records are available from the SAQA offices: SAQA House 1067 Arcadia Street Hatfield Helpdesk no. : 086 010 3188
Subject: Standards Setting and Development Categories: Regulations Criteria and guidelines documents Policy documents <i>Government Gazette</i> notices Registered qualifications and unit standards Subject: Quality Assurance and Development Categories: Regulations Criteria and guidelines documents Policy documents <i>Government Gazette</i> notices Subject: National Learners' Records Database (NLRD) Categories: Names of members of the Authority NSBs, SGBs and the names of their members Accredited ETQAs and the names of their managers Accredited Education and Training providers Registered qualifications and unit standards	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.449 of 28 May 2010: Description submitted in terms of section 15 (1) (Government Gazette No. 33211)

GNR.449 of 28 May 2010: Description submitted in terms of [section 15 \(1\)](#) (Government Gazette No. 33211)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

GAUTENG PROVINCIAL GOVERNMENT, OFFICE OF THE PREMIER

As set out in the Schedule

(Signed)
JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

Form D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
[Regulation 5A]





REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Gauteng News Newsletters	Speeches of the Premier
Annual Reports	Access to Information Manual
Mid Term Reports	Website
Directory of GPG Services for Women	Registry via Information Officer
Directory of GPG Services for Children	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Gauteng News Newsletters	Directory of GPG Services for Children
Annual Reports	Speeches of the Premier
Mid Term Reports	Website
Directory of GPG Services for Women	Registry via Information Officer
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Gauteng News Newsletters	Directory of GPG Services for Children
Access to Information Manual	Speeches of the Premier
Mid Term Reports	Website
Directory of GPG Services for Women	Registry via Information Officer & Annual Reports
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
Gauteng News Newsletters	Directory of GPG Services for Children
Access to Information Manual	Speeches of the Premier
Mid Term Reports	Website
Directory of GPG Services for Women	Registry via Information Officer & Annual Reports
Annual Reports	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.450 of 28 May 2010: Description submitted in terms of section 15 (1) (Government Gazette No. 33211)

GNR.450 of 28 May 2010: Description submitted in terms of [section 15 \(1\)](#) (Government Gazette No. 33211)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

DEPARTMENT OF THE INDEPENDENCE COMPLAINTS DIRECTORATE

(Signed)
JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

Form D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
[Regulation 5A]

J753



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
DVA report	The General Manager: IMR
Annual Report	388 Andries Street
Strategic Plan	Pretoria
Promotional Material	0001
Research Reports	www.icd.gov.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
No material for purchasing	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
DVA Report	The General Manager: IMR
Annual Report	388 Andries Street
Strategic Plan	Pretoria
Promotional Material, Research Reports	0001
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
Promotional Material	

**GNR.453 of 28 May 2010: Description submitted in terms of [section 15 \(1\)](#)
(Government Gazette No. 33211)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

SOUTH AFRICAN STATE INFORMATION TECHNOLOGY AGENCY (SITA)

As set out in the Schedule

(Signed)
JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

Form D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
[Regulation 5A]



REPUBLIC OF SOUTH AFRICA

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
- SITA's EMPLOYMENT EQUITY PLAN	APPLICATION THROUGH HR DEPARTMENT
- SITA's SKILLS DEVELOPMENT PLAN	APPLICATION THROUGH HR DEPARTMENT
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
NIL	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
NIL	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
NIL	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.603 of 16 July 2010: Description submitted in terms of section 15 (1) (Government Gazette No. 33370)

GNR.603 of 16 July 2010: Description submitted in terms of [section 15 \(1\)](#) (Government Gazette No. 33370)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

LIMPOPO DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

As set out in the Schedule

(Signed)

JEFFREY THAMSANQA RADEBE, MP

MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act, 2000

([Act 2 of 2000](#)))

[Regulation 5A]



**LIMPOPO
PROVINCIAL GOVERNMENT**

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF

ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM

HEAD OFFICE

"FORM D"

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act, 2000

([Act 2 of 2000](#)))

[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
- Departmental Strategic plans. - Departmental Annual Performance plan.	

. Service Delivery Improvement plan. . Annual reports. . Employment Equity reports. . Published research reports. . Approved organizational structures. . Departmental File plans. . Budgets. . Departmental Acts, Regulations, Policies and Procedure manuals. . Citizens' report. . Promotion of Access to Information manual. . Service standards. . Statement of commitment. . Departmental Events Calendar. . Copies of Speeches by the MEC. . Circulars of advertised posts and services. . Departmental forms. . Staff Contact Details Directory. . Journals and magazines . Tender Bulletins. . News Letters. . Promotional material. . Departmental Media statements.	The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Economic Development, Environment and Tourism, P/Bag X 9484 Polokwane 0700 Tel. No. : 015 295 7203 Fax No. : 015 295 6824 E-mail address : lebethemj@ledet.gov.za or visit our website www.limpopo.gov.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
. Tender Bulletins.	Records can be purchased at the Cashier's office, Office no. G2, Ground floor - Gani House. Department of Economic Development, Environment and Tourism - 90 Bok street Polokwane.
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
. Service Delivery Improvement plan. . Annual reports. . Employment Equity reports. . Published research reports. . Approved organizational structures. . Departmental File plans. . Budgets. . Departmental Acts, Regulations, Policies and Procedure manuals . Citizens' report. . Promotion of Access to Information manual. . Service standards. . Statement of commitment. . Departmental Events Calendar. . Copies of Speeches by the MEC. . Circulars of advertised posts and services. . Departmental forms. . Staff Contact Details Directory. . Journals and magazines . Tender Bulletins. . News Letters. . Promotional material. . Departmental Media statements.	The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Economic Development, Environment and Tourism, P/Bag X 9484 Polokwane 0700 Tel. No. : 015 295 7203 Fax No. : 015 295 6824 E-mail address: lebethemj@ledet.gov.za or visit our website www.limpopo.gov.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
. Journals and magazines . News Letters. . Promotional material.	The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Economic Development, Environment and Tourism, P/Bag X 9484 Polokwane 0700 Tel. No. : 015 295 7203 Fax No. : 015 295 6824

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.1067 of 19 November 2010: Description submitted in terms of section 15 (1) (Government Gazette No. 33763)

GNR.1067 of 19 November 2010: Description submitted in terms of [section 15 \(1\)](#) (Government Gazette No. 33763)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF SAFETY, SECURITY AND LIAISON

As set out in [the Schedule](#)

(Signed)

JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

LIMPOPO PROVINCE
DEPARTMENT OF SAFETY SECURITY AND LIAISON

RECORDS AUTOMATICALLY AVAILABLE IN TERM OF [SECTION 15](#) PROMOTION OF ACCESS TO INFORMATION ACT; 2000:
DEPARTMENT OF SAFETY SECURITY AND LIAISON

(ACT [2 OF 2000](#))

SCHEDULE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 OF THE PROMOTION ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS: BY WRITING TO THESE ADDRESS: HEAD OF DEPARTMENT/ DEPARTMENT OF SAFETY; SECURITY AND LIAISON; PRIVATE BAG X9294; POLOKWANE; 0700
1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Annual Reports (b) Budget (c) Budget Speeches (d) Service Standards and Norms (e) Strategic Planning documents (f) Publication and pamphlets (g) Newsletters	Hard copies; to gain access to the report a request should be made through the office of the Head of Department.
2. DESCRIPTION OF CATEGORIES OF RECORDS OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Tender documents	Hard copies. To purchase a request must be made through Office of the Head of Department.
3. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Policies (b) Circulars of advertised posts (c) MEC's public Speeches	Hard copied. To access these records a request must be made through the Office of the Head.
4. DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Annual Reports (b) Budget (c) Budget Speeches (d) Service Standards and Norms (e) Strategic Planning documents (f) Publication and pamphlets (g) Newsletters	Hard copies. To access these records a request must be made through the Office of the Head of Department.

GNR.1117 of 3 December 2010: Description submitted in terms of [section 15 \(1\)](#) (Government Gazette No. 33813)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

As set out in the Schedule.

(Signed)

JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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 (e.g. Website) (SECTION 15 (1) (b))
For inspection in terms of Section 15 (1) (a) (i)	
Section 14 manual made available in terms of the Promotion of Access to Information Act 2 of 2000	Website: www.limdlgh.gov.za Departmental library
For purchasing in terms of Section 15 (1) (a) (ii)	
Photographs	Website: www.limdlgh.gov.za Communication Strategic Business Unit (SBU)
Tender Bulletins	Purchased within the Finance Unit at 28 Market Street, Polokwane - Department of Local Government and Housing
For Copying in terms of Section 15 (1) (a) (ii)	
Agendas and minutes of management	Website: www.limdlgh.gov.za Strategic Management Unit Corporate Records Management Unit
Speeches	Website: www.limdlgh.gov.za Communication SBU, Library
Departmental Circulars	Website: www.limdlgh.gov.za Corporate Records Management Unit
Newsletters	Website: www.limdlgh.gov.za Communication SBU, Library
Budget and Strategic Plans	Website: www.limdlgh.gov.za Finance Communication SBU Library
Annual Performance Plan	Website: www.limdlgh.gov.za Departmental Library
Departmental Contact Details	Website: www.limdlgh.gov.za
Policies, Acts and Regulations	Website: www.limdlgh.gov.za
Service Standards and norms	Website: www.limdlgh.gov.za Service Excellence SBU
Forms	Website: www.limdlgh.gov.za Corporate Records Management Unit
Financial Records: Account Statements (telephone, cell-phones)	Finance SBU
Departmental Structure	Website: www.limdlgh.gov.za Human Resource Planning Unit

Registers	Corporate Records Management Unit
Maps	Website: www.limdlgh.gov.za Corporate Records Management Unit
Information Brochures	Reception Communication SBU

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.321 of 15 April 2011: Description submitted in terms of section 15 (1) (Government Gazette No. 34198)

GNR.321 of 15 April 2011: Description submitted in terms of [section 15 \(1\)](#) (Government Gazette No. 34198)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 ([Act No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

**SERVICES SETA
(SECTOR EDUCATION & TRAINING AUTHORITY)**

As set out in the Schedule

(Signed)

**JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 ([Act No. 2 of 2000](#)))
[Regulation 5A]**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
1.1 Internal records The following are records pertaining to SERVICE SETA's own affairs- . Constitution of SERVICE SETA . Financial records . Operational records . Intellectual property . Marketing records; . Internal correspondence; . Product records; . Statutory records; . Internal policies and procedures; . Records held by officials of the public body.	On request from information officer: Charmayne Kok Services SETA PO Box 3322 Houghton 2041

1.2 Personnel records Personnel refers to any person who works for or provides services to or on behalf of SERVICE SETA and receives or is entitled to receive any remuneration and any other person who assist in carrying out or conducting any work or services of SERVICE SETA. This includes, without limitation, directors, heads of departments, managers, all permanent, temporary and part-time staff as well as contract workers. Personnel records include the following- . Any personal records provided to the public body by their personnel; . Any records a third party has provided to the public body about any of their personnel; . Conditions of employment and other personnel-related contractual and quasi-legal records; . Internal evaluation records; and . Other internal records and correspondence.	On request from information officer: Charmayne Kok Services SETA PO Box 3322 Houghton 2041
1.3 Work-related records Work-related information includes the following- . Any records a third party has provided to the public body; and . Records generated by or within the public body pertaining to work or services, including transactional records.	On request from information officer: Charmayne Kok Services SETA PO Box 3322 Houghton 2041
1.4 Other Parties Records are kept in respect of other parties, including without limitation, employers, workers, contractors, suppliers, departments, divisions and service providers. Alternatively, such other parties may possess records which can be said to belong to the public body. The following records fall under this category- . Personnel, work or service related records which are held by another party as opposed to being held by SERVICE SETA and . Records held by SERVICE SETA pertaining to other parties, including financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about their contractors/suppliers.	On request from information officer: Charmayne Kok Services SETA PO Box 3322 Houghton 2041
1.5 Other Records Further records are held including- . Information relating to SERVICE SETA's own commercial activities; and . Research information belonging to SERVICE SETA or carried out on behalf of a third party.	On request from information officer: Charmayne Kok Services SETA PO Box 3322 Houghton 2041
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
	On request from information officer: Charmayne Kok

See inspection records	Services SETA PO Box 3322 Houghton 2041
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
See inspection records	On request from information officer: Charmayne Kok Services SETA PO Box 3322 Houghton 2041
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Newsletters and industry related publications	On request from information officer: Charmayne Kok Services SETA PO Box 3322 Houghton 2041

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.322 of 15 April 2011: Description submitted in terms of section 15 (1) (Government Gazette No. 34198)

GNR.322 of 15 April 2011: Description submitted in terms of [section 15 \(1\)](#) (Government Gazette No. 34198)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 ([Act No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

MERSETA

As set out in the Schedule

(Signed)

JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT



(MANUFACTURING, ENGINEERING, AND RELATED SERVICES SETA)

1. The description of categories of records automatically available for inspection in terms of Section 15 (1) (a) (i)	
. Governance . Financial management	. Establishment certificate. . Constitution. . Governance structures and members. . Annual report. . Contact details. . Board Charter. . Audited financial statements. . Advertisement on Tenders. . General grant information on: mandatory grants criteria, total payments made, numbers of grant application submissions.

- Grants - ETQA - Learning programmes - Advocacy and communication - Project and Initiatives - NSDS Achievements - Human Resources - Internal Audit	- Discretionary grants: criteria, funds spent on discretionary grants, SIC codes well as, SETA transfers. - Grant unit contact details. - Information on accredited training providers and accreditation documents. - Information on assessment document, registered assessors and registered moderators. - List of institutions that Merseta ETQA Division has memorandum of understanding with. - Criteria for skills programmes as well as the skills programmes registration application. - List of registered learnerships. - List of registered skill programmes. - Courseware and material to accredited training providers. - Designated trades. - Newsletters. - Brochures. - Bursary scheme and bursary application form. - Sector skills plan. - Project related information. - Apprentice and Learner Statistics: Employers per region, registered contract details per Chamber, Learners by region and Learners by chamber. - Publication on vacancies of Merseta. - Fraud and corruption hotline contact number.
2. Description of category of records, if automatically available for inspection	
(a) List of records above	(a) The records may be obtained on request in writing addressed to the office of the Chief Executive Officer, MERSETA, P.O. Box 61826, Marshalltown, 2107, fax number (011) 551 5202, email to ceo@merseta.org.za or visit our website www.merseta.org.za
3. Description of category of records automatically available for copying in terms of Section (15) (1) (a) (ii)	
(a) List of records above	(a) The records may be obtained on request in writing addressed to the office of the Chief Executive Officer, MERSETA, P.O. Box 61826, Marshalltown, 2107, fax number (011) 551 5202, email to ceo@merseta.org.za or visit our website www.merseta.org.za and on payment of the fee prescribed in item 2 of part II of Annexure A of the regulations relating the promotion of access to information.
4. Description of category of records automatically available free of charge in terms of Section 15 (1) (a) (iii)	
	(a) The records may be obtained on request in writing addressed to the

(a) List of records above and where the reported free of charge	office of the Chief Executive Officer, MERSETA, P.O. Box 61826, Marshalltown, 2107, fax number (011) 551 5202, email ceo@merseta.org.za or visit our website www.merseta.org.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.324 of 15 April 2011: Description submitted in terms of section 15 (1) (Government Gazette No. 34198)

**GNR.324 of 15 April 2011: Description submitted in terms of [section 15 \(1\)](#)
(Government Gazette No. 34198)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 ([Act No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

CENTRAL UNIVERSITY OF TECHNOLOGY, FREE STATE

As set out in the Schedule

(Signed)

JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS
(Section 15 of the Promotion of Access to Information Act, 2000 ([Act 2 of 2000](#)))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
Assessment Time Table	Graduation and Assessment Section/Faculties
Invigilators Time Table	Graduation and Assessment Section/Faculties
Guidelines to Chief/Normal Invigilators	Graduation and Assessment Section
Assessment Results	Graduation and Assessment Section
Student Assessment Manual	Institutional Regulatory Code
Graduation Statistics	Graduation and Assessment Section
Statistics/Information: Post Graduates	Academic Structure and Student Enrolment Services
General Policies and Procedures regarding Assessments	Institutional Regulatory Code
General Policies and procedures regarding Admissions	Institutional Regulatory Code
General Student Rules	Institutional Regulatory Code
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	

FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Constitutions of the Faculty of Health and Environmental Sciences	Faculty Administrator
Academic Year Programme for the Faculty of Health and Environmental Sciences	Faculty Administrator
Manual of the Faculty of Health and Environmental Sciences	Faculty Administrator
Policies of the Faculty of Health and Environmental Sciences	Faculty Administrator
Bursaries (Deans Vouchers) of the Faculty of Health and Environmental Sciences	Faculty Administrator
Annual Reports of the Faculty of Health and Environmental Sciences	Faculty Administrator
Curricula of the Faculty of Health and Environmental Sciences	Faculty Administrator
HEQC and CHE: Manuals and Correspondence of the Faculty of Health and Environmental Sciences	Deans' Office
Marketing Material of the Faculty of Health and Environmental Sciences	Faculty Administrator
Annual Reports of the Faculty of Engineering, Humanities and Management Sciences	Deans' Offices
Time Table (Welkom Campus)	Campus Manager's Office
Brochures (Welkom Campus)	Campus Manager's Office
Quarterly reports to Senate (Student Assessment)	Registrar
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Instructional Programmes of the Faculty of Health and Environmental Sciences	Faculty Administrator
Course Information of the Faculty of Health and Environmental Sciences	Faculty Administrator
Tuition Fees of the Faculty of Health and Environmental Sciences	Faculty Administrator
Enrolment Requirements of the Faculty of Health and Environmental Sciences	Faculty Administrator
Study Material of the Faculty of Health and Environmental Sciences	Programme Heads
Publications	Communications and Marketing Office
Annual Reports	Communications and Marketing Office
Constitution of the SRC	CUT Calendar 2010
Code of Conduct for Students	CUT Calendar 2010
Student Charter	Student Diary 2010
Statement of Individual Rights	CUT Calendar 2010

General Administrative Rules for Students	CUT Calendar 2010
Important Information, documents, rules and regulations for students	CUT Calendar 2010
Student diary	Available to all register students
Rules of the Residences	CUT Calendar 2010 and Residence Rules and Regulations 2010 Brochure
Information on Social Work Services	CUT Website
Information on Medical Services	CUT Website
Stats-at-a-Glance (CUT Fact Book) Certain parts of the document	CUT Website
Brochures: Science Park	Internet
Research Students' Association	Faculties
Annual Research Report	Internet
Course Information for the faculties of Engineering, Humanities and Management Sciences	Student Administration Office, telephonic and website
Instructional Programmes for the faculties of Engineering, Humanities and Management Sciences	Student Administration Office, telephonic and website
Curricula for the faculties of Engineering, Humanities and Management Sciences	Directors Offices
Tuition fees	Financial department
Bursaries/loans	Bursaries/loans office
Rules of the faculties of Engineering, Humanities and Management Sciences	Deans' Office
Organisational Diagram, of the faculties of Engineering, Humanities and Management Sciences	Deans' Offices
Enrolment requirements of the faculties of Engineering, Humanities and Management Sciences	Directors Offices
Tuition Fee Brochures	On Campus
Tuition Fee Quotes	On Campus
Time Table (Welkom Campus)	Campus Manager's Office
Brochures (Welkom Campus)	Campus Manager's Office
Graduation Ceremony Programme	Graduation and Assessment Section
Year Programme For Assessments	Graduation and Assessment Section
Academic Calendar	Academic Structure and Student Enrolment Services / Intranet / Calendar
CUT Calendar	Academic Structure and Student Enrolment Services
Enrolment Manual	Academic Structure and Student Enrolment Services
Prospectus	Academic Structure and Student Enrolment Services
Admissions Policy	Academic Structure and Student Enrolment Services

GNR.904 of 4 November 2011: Description submitted in terms of [section 15 \(1\)](#) (Government Gazette No. 34720)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

MSUNDUZI MUNICIPALITY

As set out in the Schedule

(Signed)

JEFFREY THAMSAŦA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#))) (Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
1. <u>TARIFFS, FEES AND SURCHARGES ETC.</u>	Website www.msunduzi.gov.za , Msunduzi Municipality Finance Business Unit and Info Centre, PO Box 321, Pietermaritzburg, 3200
2. <u>VALUATION VOTERS ROLL</u>	Finance Business Unit, Bessie Head Library and Infocentre, Msunduzi Municipality, PO Box 321, Pietermaritzburg, 3200
3. <u>BUDGET</u> (a) Capital and operating budget (b) Estimates of income and expenditure (c) Reports of the Auditor General	Finance Business Unit, Msunduzi Municipality, PO Box 321, Pietermaritzburg, 3200
4. <u>PUBLICATIONS</u> All publications by and on behalf of the Msunduzi Municipality and which have been made public or presented to Council.	Website www.msunduzi.gov.za , Bessie Head Library and Info Centre, Msunduzi Municipality, PO Box 321, Pietermaritzburg, 3200
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
5. <u>AGENDA AND MINUTES</u> Of all Council meetings, its Committee and Sub-Committees (excluding Human Resource	

Committees) and excluding those minutes and agendas that have been marked "Confidential" or subject to items that are legally privileged in terms of Council's Rules of Order	Msunduzi Municipality Info Centre, PO Box 321, Pietermaritzburg ,3200
<u>6. COUNCIL LEGISLATION, BY-LAWS AND POLICIES</u>	Website www.msunduzi.gov.za and or Legal Services and Legislative Compliance Unit Centre, PO Box 321, Pietermaritzburg, 3200
<u>7. DECISIONS BY INDIVIDUALS</u>	
Decisions by any political office bearer, Councillor or staff member in terms of a power of duty delegated or sub-delegated	Info Centre, Msunduzi Municipality, PO Box 321, Pietermaritzburg, 3200
<u>8. BUDGET</u>	
Capital and operating budget Estimates of income and expenditure Reports of the Auditor General	Finance Business Unit and Info Centre, Msunduzi Municipality, PO Box 321, Pietermaritzburg, 3200
<u>9. INTEGRATED DEVELOPMENT PLAN (IDP)</u>	Info Centre, Msunduzi Municipality, PO Box 321, Pietermaritzburg, 3200
<u>10. FINANCIAL RECORDS</u>	Info Centre and Finance Business Unit, Msunduzi Municipality, PO Box 321, Pietermaritzburg, 3200
Annual statements	
<u>11. REGISTERS WHERE AVAILABLE</u>	Municipal Manager, Msunduzi Municipality, PO Box 321, Pietermaritzburg, 3200
Movable assets	
<u>12. HOUSING</u>	
(a) Land available, for housing development	Strategic Executive Infrastructure Development and Service Delivery and Maintenance Management, (Acting) Msunduzi Municipality, PO Box 321, Pietermaritzburg, 3200
(b) Available Municipal Housing	
<u>13. TENDERS</u>	
(a) Tenders awarded	Finance Business Unit and Info Centre, Msunduzi Municipality, PO Box 321, Pietermaritzburg, 3200
(b) Contractors and Service Providers	
<u>14. PLANNING</u>	Strategic Executive Infrastructure Development and Service Delivery and Maintenance Management, (Acting) Msunduzi Municipality, PO Box 321 Pietermaritzburg, 3200

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.25 of 20 January 2012: Description submitted in terms of section 15 (1): Mandeni Municipality (Government Gazette No. 34938)

GNR.25 of 20 January 2012: Description submitted in terms of [section 15 \(1\)](#): Mandeni Municipality (Government Gazette No. 34938)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

MANDENI MUNICIPALITY

As set out in the Schedule.

(Signed)
JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
1. Newsletter, Mayoral Reports and Publications - all publications by and on behalf of the Mandeni Municipality and which have been made public or presented to Council. 2. Tariffs, Fees and Surcharges, etc. 3. Budget (a) Capital and Operating Budget (b) Estimates of Income and Expenditure (c) Reports of the Auditor General	Website: www.mandeni.gov.za Records Section, Mandeni Municipality, 2 Kingfisher Road Mandeni 4490 Kwazulu Natal South Africa Income Section, Department of Finance, Mandeni Municipality, 2 Kingfisher Road, Mandeni and www.mandeni.gov.za Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni and www.mandeni.gov.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
(1) Agendas and Minutes of all Council meetings, its sub-committees (excluding Human Resources Committees) and excluding those minutes and agendas marked "Confidential" or subject to the items that are legally privileged in terms of Council's Rules of Order. (2) Integrated Development Plan (3) Council Legislation, By-laws and Policies (4) Decisions by individuals (5) Decisions by any political office bearer, Councillor or Staff member in terms of a power or duty delegated or sub-delegated. (6) Budget (a) Capital and operating budget (b) Estimates of income and expenditure (c) Reports by the Auditor General (7) Registers where available Movable assets (8) Tenders (a) Tenders awarded (b) Contractors and Service Providers (9) Planning (a) Town Planning Scheme (b) Building Plans	Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni. Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni www.mandeni.gov.za Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni and www.mandeni.gov.za Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni Technical Services Department, 2 Croton Place, Mandeni

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
1. <u>BUSINESS DETAILS</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all Council Offices, depots, installations, facilities and amenities. 2. <u>COUNCILLORS</u> Information regarding each Councillor's: (a) Name, office address, office telephone number; (b) Election details and political party details; (c) Position in Council, e.g. member of committee A, and if office bearer whether full or part-time; (d) Council representation on outside bodies; (e) Salary, allowances; (f) Declaration of interests in terms of the MSA	Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni
3. <u>STRUCTURES</u> (Including Council, Executive Committee, Portfolio Committees and other Committees) ➤ Composition, names of members, office bearers, seat, political membership ➤ Information regarding meetings 4. <u>DELEGATIONS TO:</u> (a) Political Office Bearers (b) Councillors (c) Members of Staff (d) Structures (Exco, Sub-Councils, Portfolio Committees and other Committees) 5. <u>PERSONAL INFORMATION OF MEMBERS OF STAFF IN TERMS OF SECTION 34 (2) (f) OF THE ACT RELATING TO:</u> (a) The fact that the individual was an official. (b) Title, work address, work telephone number and other similar particulars of the individual. 6. <u>APPLICATION FORMS FOR ANY SERVICE, LICENCE OR APPROVAL</u> 7. <u>DETAILS OF MUNICIPAL OWNED LAND</u>	Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni Records Section, Mandeni Municipality, 2 Kingfisher Road, Mandeni Human Resources Section, Corporate Services Department, Mandeni Municipality, 2 Kingfisher Road, Mandeni Reception, Mandeni Municipality, 2 Kingfisher Road, Mandeni IDP Manager, Mandeni Municipality, 2 Kingfisher Road, Mandeni

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GNR.432 of 8 June 2012: Description submitted in terms of section 15 (1): Gauteng Provincial Government: Department of Education (Government Gazette No. 35415)

GNR.432 of 8 June 2012: Description submitted in terms of [section 15 \(1\)](#): Gauteng Provincial Government: Department of Education (Government Gazette No. 35415)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the?

**GAUTENG PROVINCIAL GOVERNMENT:
DEPARTMENT OF EDUCATION**

(Signed)

JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
 (Section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
 (Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
SCHOOL CURRICULUM Assessments National Curriculum Statement Foundation Phase, Intermediate Phase and Senior Phase FET Curriculum Home Schooling Distribution and Monitoring SCHOOL INFORMATION Gauteng General Schools Exam instructions Mark Schedules Guides and District Checklists Private Schools Provincial Schools Special Schools Early Childhood Development (ECD) General Education and Training (GET) Further Education and Training (FET) Adult Education and Training (AET) centres Top Performing Schools SCHOOL CALENDARS School Terms Events diary FET calendar AET calendar LEGISLATION Acts Bills Green Papers White Papers Regulations Circulars	These records are available for inspection at: No. 111 Commissioner Street Johannesburg 2001 Tel: (011) 355-0000 Email: Paia.Education@gauteng.gov.za or gdeinfo@gauteng.gov.za Website: http://www.education.gpg.gov.za

<i>Gazettes</i> PUBLICATIONS Media Releases, Speeches, Articles Annual Reports and Strategic Plans GDE Newsletters Research reports Tender Bulletins RESEARCH Research Information Research Reports Research Request Forms FORMS Applications for Grade R Application for Statement of Results Applications for the duplicate (Matric Certificate) Application for Correction (Matric Certificate) Application for registration of private schools Termination of service Research requests forms GPG vendor application form Z83 employment application form Leave application form	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Tender documents Duplicate Certificates	Tender documents can be purchased at the Cashier's Office, 2 Floor, No. 111 Commissioner Street, Johannesburg, 2001 Tel: (011) 355-0000 Email: Paia.Education@gauteng.gov.za or gdeinfo@gauteng.gov.za Website: http://www.education.gpg.gov.za
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual reports Assessment policies Audited Financial Statements Departmental forms Departmental Strategic Plans Departmental Policies Departmental Events Calendar Employment Equity Reports List of GDE telephone numbers Promotional materials	The records may be obtained on request from: No. 111 Commissioner Street Johannesburg 2001 Tel: (011) 355-0000 Email: Paia.Education@gauteng.gov.za or gdeinfo@gauteng.gov.za Website: http://www.education.gpg.gov.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
First matric certificate copy Tender documents Policy documents Vacancy lists List of prescribed books Information on schools for learners with special educational needs	The records may be obtained from: No. 111 Commissioner Street Johannesburg 2001 Tel: (011) 355-0000 Email: Paia.Education@gauteng.gov.za or gdeinfo@gauteng.gov.za

List of Further Education and Training Colleges and	Website: http://www.education.gpg.gov.za
Contact Details	
Posters	
Pamphlets	
Assessment policies	
Departmental forms	
Strategic plan	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 141 of 1 March 2013: Description submitted in terms of section 15 (1): National Housing Finance Corporation SOC Ltd (Government Gazette No. 36183)

GN 141 of 1 March 2013: Description submitted in terms of [section 15 \(1\)](#): National Housing Finance Corporation SOC Ltd (Government Gazette No. 36183)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

NATIONAL HOUSING FINANCE CORPORATION SOC LTD

As set out in the Schedule

(Signed)

JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

J753

REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
ANNUAL REPORTS	WEBSITE
NEWSLETTERS	CALL/EMAIL TO RECEIVE OR COLLECT
BOOKLETS	CALL/EMAIL TO RECEIVE OR COLLECT
PAMPHLETS	CALL/EMAIL TO RECEIVE OR COLLECT
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
ANNUAL REPORTS	WEBSITE
NEWSLETTERS	CALL/EMAIL TO RECEIVE OR COLLECT
BOOKLETS	CALL/EMAIL TO RECEIVE OR COLLECT

PAMPHLETS	CALL/EMAIL TO RECEIVE OR COLLECT
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
ANNUAL REPORTS	WEBSITE
NEWSLETTERS	CALL/EMAIL TO RECEIVE OR COLLECT
BOOKLETS	CALL/EMAIL TO RECEIVE OR COLLECT
PAMPHLETS	CALL/EMAIL TO RECEIVE OR COLLECT

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 185 of 15 March 2013: Description submitted in terms of section 15 (1): Saldanha Bay Municipality (Government Gazette No. 36225)

GN 185 of 15 March 2013: Description submitted in terms of [section 15 \(1\)](#): Saldanha Bay Municipality (Government Gazette No. 36225)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

SALDANHA BAY MUNICIPALITY

As set out in the Schedule

(Signed)

JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT



FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)))
[Regulation 5A]

SALDANHA BAY MUNICIPALITY

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 (e.g. website) (SECTION 15 (1) (b))
	- By way of website - On request per prescribed form
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
<u>Business Details</u> The name, erf number, address, telephone numbers, contact persons, business hours etc., of all municipal offices, depots, installations, facilities and amenities.	
<u>Agendas and Minutes</u> The agendas and minutes of all meetings of Council, its structures, as well as formal personnel meetings and that of its predecessors, excluding agendas and minutes that are marked "confidential".	
<u>Councillors</u> (Including Executive Mayor, Executive Deputy Mayor, Speaker and other office bearers) Information about each and every	

Councillor:
name, address, telephone numbers,
ward, proportional, political party, voting
information
position in Council, (e.g. member of
Committee (Mention) and if
a Councillor is full-/part-time)
representation on other bodies
salaries, allowances, etc.
information of trips outside the municipal
area
declaration of interest according to item 7
of the code of conduct
attendance, leave of absence and records
of fines

Structures (Including Council, Mayoral
Committee and other committees)
composition, name of members, office-
bearers, political affiliation
time and place of meetings
functional sphere/areas

Municipal Regulations, Bylaws and Policies
all such documents

Delegations
Delegations to:
political office-bearers
council members
personnel
structures (mayoral committees,
committees, etc.)

Authorisation given to Political Office-
Bearers, Councillors and Personnel
Authority to:
enter into contracts
sign legal documents, cheques, etc.

Decisions of Individuals
Decisions made by any political office-
bearer, councillor or personnel member by
virtue of power or duty that was
delegated or sub-delegated to him/her.

Budget
All documents related to:
IDP
capital budget
operating budget
budget control
business plans

Financial Records
annual financial statements
outstanding debts (excluding personal
information)
monthly reports

Registers
Registers relating to:
assets (movable and immovable)
agreements
contractors, suppliers/service providers
tenders awarded

Tariffs, Fees, Levies, etc.
All tariffs, fees, levies, etc., approved by
council for the current financial year
All tariffs, fees, levies, etc., approved by
the council for the previous financial years

<u>Personal Information relating to Personnel</u> Personal information relating to personnel in terms of section 34 (2) (f) of the Act in respect of the fact that the person was or is an official the title, work address, work telephone number, e-mail address of an official the post level, salary scale and allowance of an official responsibilities associated with an official's post <u>Statistics</u> (Excluding personal information of individuals) statistics updated for departmental use in the format available statistics in the format prescribed by law <u>Personal Information of Personal Requester</u> Personal information requested by personal requester for access to a record which includes personal information of the personal requester, by means of positive identification. <u>Research</u> Information relating to research done by or on behalf of the municipality, on condition that such research results have been submitted to council or any of its structures and that no copyright may be held by any persons or institutions unrelated to the municipality. <u>Publication</u> All publications made by or on behalf of the municipality and that have been made public or submitted to Council or any of its structures and that no copyright may be held by any persons or institutions unrelated to the municipality. <u>Housing</u> Records relating to: information on the waiting list of housing Availability of houses and land for housing <u>Tenders</u> Tenders and developmental proposals after it has been opened in public (excluding adjudication and recommendation to the executive mayor and the council) <u>Suppliers/Service Providers</u> Information relating to suppliers/service providers of the council <u>Planning</u> zoning and structure plans individual zoning and conditions register of approved departures and special consents <u>Land</u> Only single records of owners of land <u>Organization Structure</u> Organograms personnel structure	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
<i>As above except those available free of charge indicated below</i>	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	

As applicable on sec 15 (1) (a) (i) above	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
<u>Business Details of the Council</u> The name, erf number, address, telephone numbers, contact persons, business hours etc., of all municipal offices, depots, installations, facilities and amenities. <u>Information about each and every Councillor:</u> name, address, telephone numbers, ward, proportional, political party, position in Council, (e.g. member of Committee (Mention) and if a Councillor is full-/part-time) <u>Structures of Council</u> composition, name of members, office-bearers, political affiliation time and place of meetings functional sphere/areas	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 250 of 5 April 2013: Description submitted in terms of section 15 (1): Uthungulu District Municipality (Government Gazette No. 36307)

GN 250 of 5 April 2013: Description submitted in terms of [section 15 \(1\)](#): Uthungulu District Municipality (Government Gazette No. 36307)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

UTHUNGULU DISTRICT MUNICIPALITY

As set out in the Schedule.

(Signed)

JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Integrated Development Plans Sector Plans Service Delivery Business Implementation Plans Organisational Structure Maps Annual Reports	The records may be accessed for inspection at the Office of the Information Officer as follows: Mr MH Nkosi Tel: 035 7992500 Fax: 035 7891409 Email: sceo@uthungulu.co.za

Tenders Awarded Mayor's Speeches Government Gazettes Council Policies Memoranda of Understanding Service Level Agreements Council agendas and Minutes	www.uthungulu.org.za uThungulu House Corner Barbados & Krugerrand Street CBD Richards Bay, 3901
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Bid Documents Maps	The Bid Documents can be purchased at uThungulu District Municipality Offices: uThungulu House, Corner Barbados & Krugerrand Street, CBD, Richards Bay.
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Integrated Development Plans Sector Plans Service Delivery Business Implementation Plans Organisational Structure Maps Annual Reports Mayor's Speeches Government Gazettes	Documents may be accessed for copying in terms of the approved Council rates and tariffs for the year at uThungulu Offices.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
Izindaba Ezimtoti Internal Newsletter Council agendas Council Minutes Council Policies Tourism Brochures Information Booklet on Services Vacancies Geographical Information	The records may be accessed free of charge at the uThungulu District Municipality Offices: uThungulu House, Corner Barbados & Krugerrand Street, CBD, Richards Bay.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 498 of 19 July 2013: Description submitted in terms of section 15 (1): Mossel Bay Municipality (Government Gazette No. 36666)

GN 498 of 19 July 2013: Description submitted in terms of [section 15 \(1\)](#): Mossel Bay Municipality (Government Gazette No. 36666)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

MOSSEL BAY MUNICIPALITY

As set out in the Schedule

(Signed)
JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT



REPUBLIC OF SOUTH AFRICA

FORM D
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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	

1. Business details of Council

Name, locality, address, telephone numbers, contact persons, hours of business, etc., of all council offices, depots, installations, facilities and amenities.

Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500:
admin@mosselbay.gov.za

2. Agendas and Minutes

Agendas and minutes of all meetings of Council, excluding minutes and agendas which have been marked "in-committee" (confidential).

Manager: Support Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

3. Councillors

(Including the Executive Mayor, Executive Deputy Mayor, Speaker and office bearers)

Information regarding any Councillors e.g.: name, address and telephone number, political affiliation, his/her position in Council, Committee membership, full-time or part time, his/her declaration of interest in accordance with the Code of Conduct.

Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za, www.mosselbay.gov.za

4. Structures of Council/Committees

The composition, names of members, office bearers, political membership, time and venue of meetings.

Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za, www.mosselbay.gov.za

5. Municipal Legislation, By-laws and Policies

All documents in this regard.

Legal Advisor, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za, www.mosselbay.gov.za

6. Delegations of Powers

Document as approved by Council.

Legal Advisor, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

7. Budget

Budget and Integrated Development Plan (IDP) as approved by Council.

Manager: Income, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za, www.mosselbay.gov.za

8. Tariffs, Fees and Surcharges

All tariffs, fees and surcharges approved by the Council for any financial year.

Manager: Income, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

9. Personal information of Members of Staff

Personal information of members of staff in terms of Section 34 (2) (f) relating to-

The fact that the individual is or was employed, an official title, work address, work phone number, e-mail address of an official, post level, official responsibilities or position held. Any further information must be applied for in terms of the Manual.

Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

10. Publications

All publications by and on behalf of the Municipality and which had been made public or presented to Council and in which no copyright is held by persons or bodies not connected with the Municipality.

Archive Officer, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

11. Housing

Records containing-

- * details of the housing waiting list
- * houses and land available for

Manager: Town Planning, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

housing.

12. Services Providers

Details of providers of services to the Municipality.

Manager: Income, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

13. Planning

- * zoning of individual erven/land and structure plans

Manager: Town Planning, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

14. Organisational Structure

- * organograms
- * staff structure

Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):

FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)

1. Business details of Council

Name, locality, address, telephone numbers, contact persons, hours of business, etc., of all council offices, depots, installations, facilities and amenities.

Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

2. Agendas and Minutes

Agendas and minutes of all meetings of Council, excluding minutes and agendas which have been marked "in-committee" (confidential).

Manager: Support Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

3. Councillors

(Including the Executive Mayor, Executive Deputy Mayor, Speaker and office bearers)

Information regarding any Councillors e.g.: name, address and telephone number, political affiliation, his/her position in Council, Committee membership, full-time or part time, his/her declaration of interest in accordance with the Code of Conduct.

Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za, www.mosselbay.gov.za

4. Structures of Council/Committees

The composition, names of members, office bearers, political membership, time and venue of meetings.

Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za, www.mosselbay.gov.za

5. Municipal Legislation, By-laws and Policies

All documents in this regard.

Legal Advisor, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za, www.mosselbay.gov.za

6. Delegations of Powers

Document as approved by Council.

Legal Advisor, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

7. Budget

Budget and Integrated Development Plan (IDP) as approved by Council.

Manager: Income, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za, www.mosselbay.gov.za

8. Tariffs, Fees and Surcharges

All tariffs, fees and surcharges approved by the Council for any financial year.

Manager: Income, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

9. Personal information of Members of Staff

Personal information of members of staff in terms of section 34 (2) (f) relating to- The fact that the individual is or was employed, an official title, work address, work phone number, e-mail address of an official, post level, official responsibilities or position held. Any further information must be applied for in terms of the Manual.

Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

10. Publications

All publications by and on behalf of the Municipality and which had been made public or presented to Council and in which no copyright is held by persons or

Archive Officer, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

bodies not connected with the Municipality.

11. Housing Records containing

- * details of the housing waiting list
- * houses and land available for housing.

Manager: Town Planning, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

12. Services Providers

Details of providers of services to the Municipality.

Manager: Income, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

13. Planning

- * zoning of individual erven/land and structure plans.

Manager: Town Planning, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

14. Organisational Structure

- * organograms
- * staff structure.

Director: Corporate Services, Mossel Bay Municipality, Private Bag X29, Mossel Bay, 6500: admin@mosselbay.gov.za

AVAILABLE FREE OF CHARGE IN TERMS OF [SECTION 15 \(1\) \(a\) \(ii\)](#):

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 501 of 19 July 2013: Description submitted in terms of section 15 (1): South African Social Security of South Africa (SASSA) (Government Gazette No. 36666)

**GN 501 of 19 July 2013: Description submitted in terms of [section 15 \(1\)](#): South African Social Security of South Africa (SASSA)
(Government Gazette No. 36666)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

SOUTH AFRICAN SOCIAL SECURITY OF SOUTH AFRICA (SASSA)

As set out in the Schedule

(Signed)

**JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**



**REPUBLIC OF SOUTH AFRICA
SOUTH AFRICAN SOCIAL SECURITY OF SOUTH AFRICA (SASSA)
FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
[Regulation 5A]**

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 (e.g. website) (SECTION 15 (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Vision, Mission and Values of SASSA	

SASSA Mandate and Objectives
SASSA Executive Management
You and your grants brochure
You and your SASSA payment card
Re-registration documents
Social Relief of Distress Brochure
ICROP Brochures
Registration forms for Doctors
SASSA offices, addresses and contacts
SASSA Vacancies
SASSA PAIA Manuals
Annual Reports
Statistical Reports
Tender Documents
- Invitations of Bids
- Tender Queries
- Tender Awards
Strategic Plan
Annual performance plan
Media releases
Employment Equity Reports
Framework for Strategic Planning and Reporting for SASSA
Internal Code of Ethics
Internal Audit Charter
Media statements, press releases and statements
Reports to the National Assembly
Speeches of the Minister
Correspondence received from and addressed to media
Internal and external newsletters
Performance Management Policy
Disciplinary Codes and procedures
SASSA Structure
Training and development - bursary schemes, short courses, workshops, seminars and conference
Employee Assistance Programme - Bereavement, Wellness Management and HIV/Aids Programs
Financial Procedure Manuals
Accounts Administration Policy
Asset Management Policy
Human Resource Policies
Preferential Procurement Policy
Transport Policy
ICT Policy
Records Management Policy
Annual Financial Statements
Revenue and Cash Management Policy
Payroll Policy
Accounting Policies

The records are automatically available within our internet web page (www.sassa.gov.za)

Or

The records may be inspected at the Agency on request, address to the Office of the Deputy Information Officer, SASSA House, Prodinsa Building, Cnr Steve Biko & Pretorius Street, Private Bag X55662 Arcadia, Pretoria 0083

Materiality and Significance Framework		
Debt Management and Collection Policy		
Financial Delegations		
Annual Financial Statements		
Facilities Management Policy		
Building Infrastructure Management Strategy		
Fixed Asset Strategy		
National Framework for the Management of Shared Office Accommodation		
File Plan Compilation and Alterations		
Records Retention Schedule		
Transfer of Records to Archives Repository/Offsite Storage/Other Offices		
Disposal Authorities		
Records Inspections/Records Audits		
Record Disaster Plan		
Registry Procedures		
Bulk Photocopy Procedure Manual		
Record Clean-Up Operations Guidelines		
SASSA Records Disposal Guidelines		
Procedure for Disposal of SASSA Records		
Mail Policy		
Cleaning Services Policy		
Catering Services Policy		
Kitchen Equipment Policy		
Photocopying Services Reports and Statistics		
Travel Management Policy		
General Support Services (GSS) Operational Plan		
General Support Services (GSS) Progress Reports		
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):		
None		
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)		
Vision, Mission and Values of SASSA		
SASSA Mandate and Objectives		
SASSA Executive Management		
You and your grants brochure		
You and your SASSA payment card		
Re-registration documents		
Social Relief of Distress Brochure		
ICROP Brochures		
Registration forms for Doctors		
SASSA offices address and contacts		
SASSA Vacancies		
SASSA PAIA Manuals		
Annual Reports		
Statistical Reports		
Tender Documents		

- Invitations of Bids
- Tender Queries
- Tender Awards
Strategic Plan
Annual performance plan
Framework for Strategic Planning and Reporting for SASSA
Employment Equity Reports
Internal Code of Ethics
Internal Audit Charter
Media releases
Reports to the National Assembly
Speeches of the Minister
Correspondence received from and addressed to media
Internal and external newsletters
Performance Management Policy
Disciplinary Codes and procedures
SASSA Structure
Training and development - bursary schemes, short courses, workshops, seminars and conference
Employee Assistance Programme - Bereavement, Wellness Management and HIV/Aids Programs
Financial Procedure Manuals
Accounts Administration Policy
Asset Management Policy
Human Resource Policies
Preferential Procurement Policy
Transport Policy
ICT Policy
Records Management Policy
Annual Financial Statements
Revenue and Cash Management Policy
Payroll Policy
Accounting Policies
Materiality and Significance Framework
Debt Management and Collection Policy
Financial Delegations
Annual Financial Statements
Facilities Management Policy
Building Infrastructure Management Strategy
Fixed Asset Strategy
National Framework for the Management of Shared Office Accommodation
File Plan Compilation and Alterations
Records Retention Schedule
Transfer of Records to Archives Repository/Offsite Storage/Other Offices
Disposal Authorities
Records Inspections/Records Audits

The records are automatically available within our internet web page (www.sassa.gov.za)
Or
The records may be inspected at the Agency on request, address requests to the Office of the Deputy Information Officer, SASSA House, Prodinsa Building, Cnr Steve Biko & Pretorius Street. Private Bag X55662 Arcadia. Pretoria 0083

Record Disaster Plan
Registry Procedures
Bulk Photocopy Procedure Manual
Record Clean-Up Operations Guidelines
SASSA Records Disposal Guidelines
Procedure for Disposal of SASSA Records
Mail Policy
Cleaning Services Policy
Catering Services Policy
Kitchen Equipment Policy
Photocopying Services Reports and Statistics
Travel Management Policy
General Support Services (GSS) Operational Plan
General Support Services (GSS) Progress Reports

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 694 of 20 September 2013: Description submitted in terms of section 15 (1): Overberg District Municipality (Government Gazette No. 36849)

GN 694 of 20 September 2013: Description submitted in terms of [section 15 \(1\)](#): Overberg District Municipality (Government Gazette No. 36849)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

OVERBERG DISTRICT MUNICIPALITY

As set out in the Schedule

(Signed)

JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

OVERBERG DISTRICT MUNICIPALITY



LIST OF RECORDS THAT ARE AUTOMATICALLY AVAILABLE TO THE PUBLIC AND WHERE TO OBTAIN ACCESS TO SUCH RECORDS

([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)) Regulation 5A)

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
IDP	
Annual Report	
Midyear Budget and Performance Report	
Quarterly Financial and Performance Report	
Monthly Financial Reports	

Budget	These records are available for inspection on the Website: www.odm.org.za and also at the Head Office - Overberg District Municipality, 26 Long Street, Bredasdorp on Mondays to Fridays between 08:00 and 16:00
Annual Financial Statements	
Service Delivery Budget and Implementation Plan	
Long Term Contracts	
Policies	
Bylaws	
Municipal Managers Performance Contract	
Service Delivery Agreements	
Spatial Development Framework	
Budget & IDP Process Plan	
Supply Chain Management Quarterly Report	These records are available for inspection on the Website: www.odm.org.za and also at the Supply Chain Management Office - Overberg District Municipality, Bredasdorp on Mondays to Fridays between 08:00 and 16:00
Tenders	
Tenders Awards	
Organisational Structure	These records are available for inspection at the Head Office, Overberg District Municipality, 26 Long Street, Bredasdorp on Mondays to Fridays between 08:00 and 16:00
Employment Equity Plan	
Work Place Skills Plan	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 735 of 4 October 2013: Description submitted in terms of section 15 (1): Northern Cape Province: Department of Roads and Public Works (Government Gazette No. 36884)

GN 735 of 4 October 2013: Description submitted in terms of [section 15 \(1\)](#): Northern Cape Province: Department of Roads and Public Works (Government Gazette No. 36884)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

NORTHERN CAPE PROVINCE: DEPARTMENT OF ROADS AND PUBLIC WORKS

As set out in the Schedule

(Signed)

JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT



the dr&pw

Department:
Roads and Public Works

NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000)

(Act [No. 2 of 2000](#))
[Regulation 5A]

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 \(1\) \(a\) \(b\)](#)

Departmental Strategic Plans
Departmental Annual Performance Plan
Service Delivery Improvement Plan
Employment Equity Reports

Approved Organisational structures
 Departmental file plans
 Annual Report
 Departmental policies and procedure Manuals
 Promotion of Access to Information Manual
 Service Standards
 Service Delivery Charter
 Departmental Events Calendar
 MEC Budget Speech
 Departmental Circulars
 Public Service Forms
 Staff Contact details Directory
 Journals and magazines
 Tender Documents
 News letters
 Promotional materials

The records may be inspected at the Department on request in writing addressed to the Information Officer/Deputy Information Officer, Northern Cape Department of Roads and Public Works
 PO Box 3132, Kimberley 8300
 9-11 Stokroos Street
 Squarehill Park, Kimberley
 Tel: 053 839 2100
 Fax: 053 839 2290/1
 E-mail address: KNogwili@ncpg.gov.za
 BSlingers@vodamail.co.za

FOR PURCHASING IN TERMS OF [SECTION 15 \(1\) \(a\) \(ii\)](#)

Tender Documents

The records can be purchased at the Cashiers Office, No.: BR18 Block B and collected at Supply Chain Unit
 Northern Cape Department of Roads and Public Works
 9-11 Stokroos Street
 Squarehill Park, Kimberley
 Tel: 053 839 2100
 Fax: 053 839 2290/1
 E-mail address: KNogwili@ncpg.gov.za
 BSlingers@vodamail.co.za

FOR COPYING IN TERMS OF [SECTION 15 \(1\) \(a\) \(ii\)](#)

Departmental Strategic Plans
 Departmental Annual Performance Plan
 Service Delivery Improvement Plan
 Employment Equity Reports
 Approved Organisational structures
 Departmental file plans
 Annual Report
 Departmental policies and procedure Manuals
 Promotion of Access to Information Manual
 Service Standards
 Service Delivery Charter
 Departmental Events Calendar
 MEC Budget Speech
 Departmental Circulars
 Public Service Forms
 Staff Contact details Directory
 Journals and magazines
 Tender Documents
 News letters
 Promotional materials

The records may be accessed at the Department on request in writing addressed to the Information Officer/Deputy Information Officer, Northern Cape Department of Roads and Public Works
 PO Box 3132, Kimberley 8300
 9-11 Stokroos Street
 Squarehill Park, Kimberley
 Tel: 053 839 2100
 Fax: 053 839 2290/1
 E-mail address: KNogwili@ncpg.gov.za
 BSlingers@vodamail.co.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 841 of 8 November 2013: Description submitted in terms of section 15 (1): Northern Cape Province: Department of Transport, Safety and Liaison (Government Gazette No. 36996)

GN 841 of 8 November 2013: Description submitted in terms of [section 15 \(1\)](#): Northern Cape Province: Department of Transport, Safety and Liaison (Government Gazette No. 36996)

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

NORTHERN CAPE PROVINCE: DEPARTMENT OF TRANSPORT, SAFETY AND LIAISON

As set out in the Schedule.

(Signed)

JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
. Departmental Strategic Plans. . Departmental Annual Performance plan. . Service Delivery Improvement plan. . Annual reports. . Employment Equity reports. . Published research reports. . Approved organisational structures. . Departmental file plans. . Budgets. . Departmental Acts, Regulations, Policies and Procedure Manuals. . Promotion of Access to Information Manual. . Service standards. . Statement of commitment. . Departmental Events Calendar. . Copies of Speeches by the MEC. . Circulars of advertised posts and services. . Departmental forms. . Staff Contact Details Directory. . Journals and magazines. . Tender Bulletins. . News Letters. . Promotional material. . Departmental Media statements.	The records may be inspected at the Departmental on request, addressed to the Office of the Deputy Information Officer; Mr. Vuyani Mabe, Department of Transport, Safety and Liaison, Environment and Tourism, PO Box 1368 Kimberley 8300 Tel. No.: 053 8391789 Fax No.: 086 5434197 053 8391786 E-mail address: vmabe@ncpg.gov.za www.ncpg.gov.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
. Tender Bullets.	Records can be purchased at the Cashiers office, Ground Floor Southey Chambers, Southey Street, Kimberley 8300, Department of Transport Safety and Liaison.
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
. Service Delivery Improvement plan.	

- . Annual reports.
- . Employment Equity reports.
- . Approved organisational structures.
- . Budgets.
- . Departmental Acts, Regulations, Policies and Procedures manuals.
- . Promotion of Access to Information manual.
- . Service Standards.
- . Statement of Commitment.
- . Departmental Events Calendar.
- . Copies of Speeches by the MEC.
- . Circulars of advertised posts and services.
- . Departmental forms.
- . Staff Contact Details Directory.
- . Journals and magazines.
- . Tender Bulletins.
- . News Letters.
- . Promotional material.
- . Departmental Media statements.

The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer Mr. Vuyani Mabe, Department of Transport Safety and Liaison, Environment and Tourism, PO Box 1368 Kimberley 8300

Tel No.: 053 8391789

Fax No.: 086 5434197

053 8391786

E-mail address: vmabe@ncpg.gov.za
www.ncpg.gov.za

AVAILABLE FREE OF CHARGE IN TERMS OF [SECTION 15 \(1\) \(a\) \(iii\)](#)

- . News Letters
- . Promotional material.

The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Mr Vuyani Mabe, Department of Transport Safety and Liaison, Environment and Tourism, PO Box 1368 Kimberley 8300

Tel No.: 053 8391789

Fax No.: 086 5434197

053 8391786

E-mail address: vmabe@ncpg.gov.za
www.ncpg.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 865 of 15 November 2013: Description submitted in terms of section 15 (1): Mpumalanga Provincial Government: Department of Finance (Government Gazette No. 37014)

GN 865 of 15 November 2013: Description submitted in terms of [section 15 \(1\)](#): Mpumalanga Provincial Government: Department of Finance (Government Gazette No. 37014)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

MPUMALANGA PROVINCIAL GOVERNMENT: DEPARTMENT OF FINANCE

As set out in the Schedule.

(Signed)

JEFFREY THAMSANQA RADEBE, MP

MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

	finance Department Finance MPUMALANGA PROVINCIAL GOVERNMENT		

**DESCRIPTION OF CATEGORIES OF RECORDS OF THE DEPARTMENT
AUTOMATICALLY AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS
IN TERMS OF PAIA ([Section 14 \(1\) \(e\)](#), [Section 15 \(1\) \(a\)](#) and [15 \(2\)](#))**

DESCRIPTION OF RECORD

**HOW TO/MANNER OF ACCESS TO SUCH A
RECORD ([Section 15 \(1\) \(b\)](#))**

1. FOR INSPECTION IN TERMS OF LEGISLATION OTHER THAN PAIA (Section 15 (1) (a) (i))	
Annual Reports and Audited Financial Statements	Documents can be viewed on the Departmental Website: http://finance.mpu.gov.za or by contacting the Deputy Information Officer or the Communications Unit:
	Mr L Jonas (Head of Communication)
	Tel: (013) 766 4323
	E-mail: ljonas@mpg.gov.za
2. FOR PURCHASE FROM THE DEPARTMENT (Section 15 (1) (a) (ii))	
Tender Bulletins & Documents for services	Documents can be accessed by viewing on the Departmental Website: http://finance.mpu.gov.za or by contacting the Provincial Supply Chain Management Unit
	Mr R Masambo (Head: Provincial Supply Chain Management)
	Tel: (013) 766 4230
	E-mail: rmasambo@mpg.gov.za
3. FOR COPYING FROM THE DEPARTMENT (Section 15 (1) (a) (ii))	
ALL documents falling within the section 15 category can be copied with the exception of tender documents which must always be original. Should the Department incur costs in reproducing the document and where applicable the provisions of section 15 (3) shall be applicable (that is, the prescribed fee for the reproduction of the documents shall be payable)	Documents can be accessed by viewing on the Departmental Website: http://finance.mpu.gov.za or by contacting the Deputy Information Officer or the Communications Unit:
	Mr L Jonas (Head of Communication)
	Tel: (013) 766 4323
	E-mail: ljonas@mpg.gov.za
4. RECORDS AVAILABLE FREE OF CHARGE (Section 15 (1) (a) (iii))	
- General Information about the Department which by nature is generally applicable; - Information about the Leadership of the Department; - MEC's speeches (including but not limited to budget statements and allocations); - Acts; - Budget Made Easy; - Expenditure Statements; - Strategic Plans; - Annual Performance Plans; - Annual Report; - Consolidated Financial Statements; - News and Events of the Department; - Media Releases; - Documents relating to Provincial Treasury including Practice Notes and Circulars; - Provincial Supply Chain Management (PSCM) documents including information on and PSCM Circulars; - Provincial Economic Analysis Documents including Provincial Economic Review Outlook (PERO) and Social Economic Review Outlook (SERO); Bulletins (Labour Quarterly and Inflation Monthly), Profiles and Socio Economic Review for Districts; - Municipal Finance Documents including Municipal Consolidated Statements; and - Including ALL documents falling within the section 15 category can be copied with the exception of tender documents which must always be original. Should the Department incur costs in reproducing the document and where applicable the provisions of section 15 (3) shall be applicable (that is, the prescribed fee for the	Documents can be accessed by viewing information on the Departmental Website: http://finance.mpu.gov.za or by contacting the Deputy Information Officer or the Communications Unit:
	Mr L Jonas (Head of Communication)
	Tel: (013) 766 4323
	E-mail: ljonas@mpg.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 867 of 15 November 2013: Description submitted in terms of section 15 (1): Eskom (Government Gazette No. 37014)

GN 867 of 15 November 2013: Description submitted in terms of [section 15 \(1\)](#): Eskom (Government Gazette No. 37014)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

ESKOM

As set out in the Schedule.

(Signed)

JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Sections 15](#) and [52](#) of the Promotion of Access to Information Act, 2000
(Act [2 of 2000](#)))
[Regulations 5A and 9A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION *15 (1) (a)/52 (1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION *15 (1) (b)/52 (1) (b))
FOR INSPECTION IN TERMS OF SECTION *15 (1) (a) (i)/52 (1) (a) (i):	
Eskom Holdings SOC Limited	
CoR 14.3 CoR 21.1 CoR 39 NER License Memorandum of Incorporation Shareholders Compact	On request from paia@eskom.co.za
FOR PURCHASING IN TERMS OF SECTION *15 (1) (a) (ii)/52 (1) (a) (ii):	
Electricity Publications Agricultural Publications	www.eskom.co.za
FOR COPYING IN TERMS OF SECTION *15 (1) (a) (iii)/52 (1) (a) (ii):	
Not applicable	
FREE OF CHARGE IN TERMS OF SECTION *15 (1) (a) (iii)/52 (1) (a) (iii):	
Eskom Holdings SOC Limited Integrated Reports	Hard Copies available on request
Promotion of Access to Information Act Manual	
Promotion of Access to Information Act Section 32 and 15 Annual Reports	www.eskom.co.za
Environmental Reports	
Facts & Figures	
Technical Audit Reports (M&V)	
Case Studies	

Tariffs & Charges
Customer Services Advice
Energy Advice
Brochures
Vacancies
Tenders
NERSA Documents in the Public Domain
Responses to Parliamentary Questions
Eskom Power Series
Nuclear Technology
Multi year price determination (MYPD 3)
Corporate Social Plan
New Build Programme
Ethical business conduct
Investors Information
Esteem 49 Million Campaign
Eskom Factor Report
Eskom Purchasing Policy
BBBEE certificate
Capacity Expansion Status
Transmission Development Plan
Generation Connection Assessment of the 2012 Transmission Network
Generation Medium Term Adequacy Reports 2013
Electricity Technologies
Renewable Energy
GCCA 2012 Report
Solar Water Heating Programme
EMS Policies

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 882 of 22 November 2013: Description submitted in terms of section 15 (1): Department of Public Works (Government Gazette No. 37037)

GN 882 of 22 November 2013: Description submitted in terms of [section 15 \(1\)](#): Department of Public Works (Government Gazette No. 37037)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

DEPARTMENT OF PUBLIC WORKS

As set out in the Schedule.

(Signed)
JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT





REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)))
[Regulation 5A]**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i) :	
Annual Reports	The records may be accessed at the Department on request, addressed to the Office of the Information Officer, Department of Public Works, Private Bag X65, Pretoria, 0001
Media Statements	
Speeches and messages	
Vacancies in the Department	
Tender Bulletins	Tel: 012 406 1000/2000
Charters	Email: mziwonke.dlabantu@dpw.gov.za
Newsletters	Website: www.publicworks.gov.za
WorxNews	
Approved Departmental Strategic Plans	
Promotion of Access to Information Manual	
Departmental Directory	
Departmental Forms	
Departmental Policies and Procedure Manuals	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii) :	
Tender Documents	The records can be purchased at the Bid Administration Unit, Room No. 121, First Floor Department of Public Works, 264 Madiba Street Pretoria 0001
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii) :	
Annual Reports	The records may be accessed at the Department on request, addressed to the Office of the Information Officer, Department of Public Works, Private Bag X65, Pretoria, 0001
Media Statements	
Speeches and Messages	
Vacancies in the Department	
Tender Bulletins	Tel: 012 406 1000/2000
Charters	Email: mziwonke.dlabantu@dpw.gov.za
Newsletters	Website: www.publicworks.gov.za
WorxNews	
Approved Departmental Strategic Plans	
Promotion of Access to Information Manual	
Departmental Directory	
Departmental Forms	
Departmental Policies and Procedure Manuals	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii) :	
Pamphlets	The records may be accessed at the

Newsletters	Department on request, addressed to the Office of the Information Officer, Department of Public Works, Private Bag X65, Pretoria, 0001
Circulars for advertised posts	
Promotion of Access to Information Manual	Tel: 012 406 1000/2000 Email: mziwonke.dlabantu@dpw.gov.za Website: www.publicworks.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 297 of 17 April 2014: Description submitted in terms of section 15 (1): Gauteng Department of Finance (Government Gazette No. 37553)

GN 297 of 17 April 2014: Description submitted in terms of [section 15 \(1\)](#): Gauteng Department of Finance (Government Gazette No. 37553)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

GAUTENG DEPARTMENT OF FINANCE

As set out in the Schedule

(Signed)

JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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):	
Gauteng Department of Finance	
Documents	Records may be obtained from the following website: http://www.finance.gpg.gov.za
. Strategic Plan	
. Gauteng Employment Growth & Development Strategy	Requests for inspection to be directed to:
. Circulars	
	Communications Business Unit
Annual Reports	Attention: Sithembiso Ndlovu
	Acting Director: Strategy and Media Liaison
Presentations	Tel: 011 689 6950
	Fax: 011 689 8383
	E-mail: sithembiso.ndlovu@gauteng.gov.za
Media Resources	
. Speeches	Address:
. Press Releases	
. News	Physical: 75 Fox Street, Imbumba House, Marshalltown, 2107
. Publications	
. Facts Sheets	Postal: Private Bag x112, Marshalltown, 2107
Economic Opportunities	
. Tenders	
. Access to GPG Economic Opportunities	
. Getting Paid on Time	
. GPG Vendor Pre-Qualification Form	

GDF Supplier Query and E Invoicing Procedure	
Legislation	
Careers	
Vacancies/Internships	
FOR PURCHASING OR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Publications	Records may be obtained from the following website: http://www.finance.gpg.gov.za
Strategic Plans	
	Requests for inspection to be directed to:
	Communications Business Unit
	Attention: Sithembiso Ndlovu
	Acting Director: Strategy and Media Liaison
	Tel: 011 689 6950
	Fax: 011 689 8383
	E-mail: sithembiso.ndlovu@gauteng.gov.za
	Address:
	Physical: 75 Fox Street, Imbumba House, Marshalltown, 2107
	Postal: Private Bag x112, Marshalltown, 2107
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
Gauteng Department of Finance	
	Records may be obtained from the following website: http://www.finance.gpg.gov.za
Media & Speeches	
	Requests for records free of charge may be directed to:
	Communications Business Unit
	Attention: John Sukazi
	Acting Director: Media Liaison
	Tel: 011 355 2161
	Fax: 011 355 2053
	E-mail: John.sukazi@gauteng.gov.za
	Address:
	Physical: 75 Fox Street, Imbumba House, Marshalltown, 2107
	Postal: Private Bag x112, Marshalltown, 2107
Publications	Records may be obtained from the following website: http://www.finance.gpg.gov.za
Strategic Plans	
Annual Report	Records can be obtained from the department via:
	Communications Directorate
	Attention: Sithembiso Ndlovu
	Acting Director: Strategy and Media Liaison
	Tel: 011 689 6950
	Fax: 011 689 8383
	E-mail: sithembiso.ndlovu@gauteng.gov.za
	Address:
	Physical: 75 Fox Street, Imbumba House, Marshalltown, 2107
	Postal: Private Bag x112, Marshalltown, 2107

**GN 298 of 17 April 2014: Description submitted in terms of [section 15 \(1\)](#): South African Social Security Agency (SASSA)
(Government Gazette No. 37553)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA)

As set out in the Schedule

(Signed)

JEFFREY THAMSANQA RADEBE, MP
MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT



REPUBLIC OF SOUTH AFRICA
SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA)

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)))

[Regulation 5A]

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 (e.g. website) (SECTION 15 (b))
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (i):	
Vision, Mission and Values of SASSA	The records are automatically available within our internet web page (www.sassa.gov.za) Or The records may be inspected at the Agency on request, address to the Office of the Deputy Information Officer, SASSA House, Prodinsa Building, Cnr Steve Biko & Pretorius Street. Pretoria. Private Bag X55662 Arcadia. Pretoria 0083
SASSA Mandate, Objective and Strategy	
SASSA Executive Management	
Register form for Doctors	
Invitation for medical doctor to register	
Social Relief of distress Brochure paths	
ICROP Brochure paths	
The Social and Economic Impact of South Africa System	
Reports on incentive structures on Social Assistance grants in SA	
Linking Social Grants beneficiary to poverty alleviation	
SASSA offices address and contacts	
SASSA Vacancies	
SASSA PAIA Manuals	
Annual Reports	
Statistical Reports	
Tender Documents	

- Invitations to Bids	
- Tender Queries	
- Tender Awards	
Strategic Plan	
Annual performance plan	

J753	
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 (e.g. website) (SECTION 15 (b))
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (i):	
Employment Equity Reports	The records may be inspected at the Agency on request, address to the Office of the Deputy Information Officer, SASSA House, Prodinsa Building, Cnr Steve Biko & Pretorius Street. Pretoria. Private Bag X55662 Arcadia. Pretoria 0083
Framework for Strategic Planning and Reporting for SASSA	
Internal Code of Ethics	
Internal Audit Charter	
Media, press conference, press releases and statement	
Reports to the National Assembly	
Speeches of the Minister	
Correspondence received from and addressed to media	
Internal and external newsletters	
Performance Management Policy	
Disciplinary Codes and procedures	
SASSA Structure	
Training and development - bursary schemes, short courses, workshops, seminars and conference	
Employee Assistance Programme - Bereavement, Wellness Management and HIV/Aids Programs	
Financial Procedure Manuals	
Accounts Administration Policy	
Asset Management Policy	
Human Resource Policies	
Preferential Procurement Policy	
Transport Policy	
ICT Policy	
Records Management Policy	
Annual Financial Statements	
Revenue and Cash Management Policy	
Payroll Policy	
Accounting Policies	
Materiality and Significance Framework	
Debt Management and Collection Policy	
Financial Delegations	
Annual Financial Statements	
Facilities Management Policy	
Building Infrastructure Management Strategy	
Fixed Asset Strategy	
National Framework for the Management of Shared Office Accommodation	
File Plan Compilation and Alterations	
Records Retention Schedule	

Transfer of Records to Archives Repository/Offsite Storage/Other Offices	
Disposal Authorities	
Records Inspections/Records Audits	
Record Disaster Plan	
Registry Procedures	
Bulk Photocopy Procedure Manual	
Record Clean-Up Operations Guidelines	
SASSA Records Disposal Guidelines	
Procedure for Disposal of SASSA Records???	
(Editorial Note: Wording as per original <i>Government Gazette</i> .)	
Mail Policy	
Cleaning Services Policy	
Catering Services Policy	
Kitchen Equipment Policy	
Photocopying Services Reports and Statistics	
Travel Management Policy	
General Support Services (GSS) Operational Plan	
General Support Services (GSS) Progress Reports	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (i):	
Vision, Mission and Values of SASSA	The records are automatically available within our internet web page (www.sassa.gov.za) Or The records may be inspected at the Agency on request, address to the Office of the Deputy Information Officer, SASSA House, Prodinsa Building, Cnr Steve Biko & Pretorius Street. Pretoria. Private Bag X55662 Arcadia. Pretoria 0083
SASSA Mandate, Objective and Strategy	
SASSA Executive Management	
Register form for Doctors	
Invitation for medical doctor to register	
Social Relief of distress Brochure paths	
ICROP Brochure paths	
The Social and Economic Impact of South Africa System	
Reports on incentive structures on Social Assistance grants in SA	
Linking Social Grants beneficiary to poverty alleviation	
SASSA offices address and contacts	
SASSA Vacancies	
SASSA PAIA Manuals	
Annual Reports	
Statistical Reports	
Tender Documents	
- Invitations to Bids	
- Tender Queries	
- Tender Awards	
Strategic Plan	
Annual performance plan	
Employment Equity Reports	
Framework for Strategic Planning and Reporting for SASSA	
Internal Code of Ethics	
Internal Audit Charter	
Media, press conference, press releases and statement	
Reports to the National Assembly	
Speeches of the Minister	

Correspondence received from and addressed to media	The records may be inspected at the Agency on request, address to the Office of the Deputy Information Officer, SASSA House, Prodinsa Building, Cnr Steve Biko & Pretorius Street. Pretoria. Private Bag X55662 Arcadia. Pretoria 0083
Internal and external newsletters	
Performance Management Policy	
Disciplinary Codes and procedures	
SASSA Structure	
Training and development - bursary schemes, short courses, workshops, seminars and conference	
Employee Assistance Programme - Bereavement, Wellness Management and HIV/Aids Programs	
Financial Procedure Manuals	
Accounts Administration Policy	
Asset Management Policy	
Human Resource Policies	
Preferential Procurement Policy	
Transport Policy	
ICT Policy	
Records Management Policy	
Annual Financial Statements	
Revenue and Cash Management Policy	
Payroll Policy	
Accounting Policies	
Materiality and Significance Framework	
Debt Management and Collection Policy	
Financial Delegations	
Annual Financial Statements	
Facilities Management Policy	
Building Infrastructure Management Strategy	
Fixed Asset Strategy	
National Framework for the Management of Shared Office Accommodation	
File Plan Compilation and Alterations	
Records Retention Schedule	
Transfer of Records to Archives Repository/Offsite Storage/Other Offices	
Disposal Authorities	
Records Inspections/Records Audits	
Record Disaster Plan	
Registry Procedures	
Bulk Photocopy Procedure Manual	
Record Clean-Up Operations Guidelines	
SASSA Records Disposal Guidelines	
Procedure for Disposal of SASSA Records???	
(Editorial Note: Wording as per original <i>Government Gazette</i> .)	
Mail Policy	
Cleaning Services Policy	
Catering Services Policy	
Kitchen Equipment Policy	
Photocopying Services Reports and Statistics	
Travel Management Policy	
General Support Services (GSS)	

Operational Plan	
General Support Services (GSS) Progress Reports	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (1) (iii)	
(Editorial Note: Wording as per original <i>Government Gazette</i> . It is suggested that the phrase "OF SECTION 15 (1) (1) (iii) " is intended to be "OF SECTION 15 (1) (a) (iii) ".)	
Vision, Mission and Values of SASSA	The records are automatically available within our internet web page (www.sassa.gov.za) Or The records may be inspected at the Agency on request, address to the Office of the Deputy Information Officer, SASSA House, Prodinsa Building, Cnr Steve Biko & Pretorius Street. Pretoria. Private Bag X55662 Arcadia. Pretoria 0083
SASSA Mandate, Objective and Strategy	
SASSA Executive Management	
Register form for Doctors	
Invitation for medical doctor to register	
Social Relief of distress Brochure paths	
ICROP Brochure paths	
The Social and Economic Impact of South Africa System	
Reports on incentive structures on Social Assistance grants in SA	
Linking Social Grants beneficiary to poverty alleviation	
SASSA offices address and contacts	
SASSA Vacancies	
SASSA PAIA Manuals	
Annual Reports	
Statistical Reports	
Tender Documents	
- Invitations to Bids	
- Tender Queries	
- Tender Awards	
Strategic Plan	
Annual performance plan	
Employment Equity Reports	
Framework for Strategic Planning and Reporting for SASSA	The records may be inspected at the Agency on request, address to the Office of the Deputy Information Officer, SASSA House, Prodinsa Building, Cnr Steve Biko & Pretorius Street. Pretoria. Private Bag X55662 Arcadia. Pretoria 0083
Internal Code of Ethics	
Internal Audit Charter	
Media, press conference, press releases and statement	
Reports to the National Assembly	
Speeches of the Minister	
Correspondence received from and addressed to media	
Internal and external newsletters	
Performance Management Policy	
Disciplinary Codes and procedures	
SASSA Structure	
Training and development - bursary schemes, short courses, workshops, seminars and conference	
Employee Assistance Programme - Bereavement, Wellness Management and HIV/Aids Programs	
Financial Procedure Manuals	
Accounts Administration Policy	
Asset Management Policy	
Human Resource Policies	
Preferential Procurement Policy	
Transport Policy	
ICT Policy	

Records Management Policy	
Annual Financial Statements	
Revenue and Cash Management Policy	
Payroll Policy	
Accounting Policies	
Materiality and Significance Framework	
Debt Management and Collection Policy	
Financial Delegations	
Annual Financial Statements	
Facilities Management Policy	
Building Infrastructure Management Strategy	
Fixed Asset Strategy	
National Framework for the Management of Shared Office Accommodation	
File Plan Compilation and Alterations	
Records Retention Schedule	
Transfer of Records to Archives Repository/Offsite Storage/Other Offices	
Disposal Authorities	
Records Inspections/Records Audits	
Record Disaster Plan	
Registry Procedures	
Bulk Photocopy Procedure Manual	
Record Clean-Up Operations Guidelines	
SASSA Records Disposal Guidelines	
Procedure for Disposal of SASSA Records???	
(Editorial Note: Wording as per original <i>Government Gazette</i> .)	
Mail Policy	
Cleaning Services Policy	
Catering Services Policy	
Kitchen Equipment Policy	
Photocopying Services Reports and Statistics	
Travel Management Policy	
General Support Services (GSS) Operational Plan	
General Support Services (GSS) Progress Reports	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 432 of 6 June 2014: Description submitted in terms of section 15 (1) (Government Gazette No. 37701)

GN 432 of 6 June 2014: Description submitted in terms of [section 15 \(1\)](#) (Government Gazette No. 37701)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

DRAKENSTEIN MUNICIPALITY

As set out in the Schedule

ANNEXURE D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS

([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)))

[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (b))

FOR INSPECTION IN TERMS OF [SECTION 15 \(1\) \(a\) \(i\)](#):

1. Section 14 manual is made available in terms of the Promotion of Access to Information Act No. 2 of 2000	Website: www.drakenstein.gov.za Directorate: Corporate Services Branch: Legal and Administration
2. Agendas and minutes of Council (Including agendas and minutes of all meetings of Council structures and those of its predecessors, excluding minutes and agendas that have been marked "confidential")	Website: www.drakenstein.gov.za Directorate: Corporate Services Branch: Legal and Administration
3. Business details Name, locality, address, telephone numbers, contact persons, hours of business of all Council offices and depots	Website: www.drakenstein.gov.za Help Desk: Civic Centre Paarl
4. Councillors' official contact details (including the Executive Mayor, the Deputy Executive Mayor, the Speaker and office bearers)	Website: www.drakenstein.gov.za Directorate: Corporate Services Branch: Legal and Administration
5. Structures of Council/Committees The composition, names of members, office bearers, political membership, time and venue of meetings	Directorate: Corporate Services Branch: Legal and Administration
6. Organisational structure Organisational structure of Municipality and its directorates	Website: www.drakenstein.gov.za Division: Human Resources Management
7. Council legislation, by-laws and policies	Website: www.drakenstein.gov.za Directorate: Corporate Services Branch: Legal and Administration
8. Integrated Development Plan (IDP)	Website: www.drakenstein.gov.za Office of the Municipal Manager Section: IDP
9. Financial Matters Operating Budget Capital Budget Adjustments Budget Financial Performance and Mid-Year report Quarterly Reports Monthly Statements Audited Annual Financial Statements	Website: www.drakenstein.gov.za Directorate: Financial Services
10. Schedules Refuse collection schedules	Website: www.drakenstein.gov.za Directorate: Community Services Division: Solid Waste Management
11. Tariffs, fees, surcharges	Website: www.drakenstein.gov.za Directorate: Financial Services
12. Tenders Tender Invitations Tender Awards	Website: www.drakenstein.gov.za Directorate: Financial Services Division: Supply Chain Management
13. Performance Management Service Delivery and Budget Implementation Plan (SDBIP) Annual Report Annual Performance Report	Website: www.drakenstein.gov.za Office of the Municipal Manager Section: PMS/SDBIP

Mid-year Budget and Performance Report Quarterly Performance Report	
14. Information of Members of Staff Information of members of staff in terms of section 34 (2) (f) of the Promotion of Access to Information Act, 2000	Directorate: Corporate Services Division: Human Resources Management
15. Housing Records containing details of the housing waiting list	Directorate: Community Services Branch: Human Settlements
16. Services Providers Details of providers of services to the Municipality	Directorate: Financial Services Division: Supply Chain Management
FOR PURCHASE OR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
As above	Request a copy from the Office of the Deputy Information Officer at the Head Office of Drakenstein Municipality, Berg River Boulevard, Paarl at the prescribed tariffs. Tel No: (021) 807 4600
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Information brochures Publications & newsletters (all publications by and on behalf of the municipality that have been made public or presented to Council and in which no copyright is held by persons or bodies not connected to the Municipality. Print copies may not always be available)	Website: www.drakenstein.gov.za Communication Section

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 724 of 19 September 2014: Description submitted in terms of section 15 (1): Department of Sport and Recreation, KwaZulu-Natal (Government Gazette No. 37999)

GN 724 of 19 September 2014: Description submitted in terms of [section 15 \(1\)](#): Department of Sport and Recreation, KwaZulu-Natal (Government Gazette No. 37999)

DEPARTMENT OF JUSTICE AND CORRECTIONAL SERVICES

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

DEPARTMENT OF SPORT AND RECREATION, KWAZULU-NATAL

As set out in the Schedule

(Signed)

**TSHILILO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

DEPARTMENT OF SPORT AND RECREATION, KWAZULU-NATAL

**FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)**

A. Categories of records of the KwaZulu-Natal Department of Sport and Recreation which are available without a person having to request access in terms of the Act ([section 15](#))

CATEGORIES	MANNER OF ACCESS TO RECORD
1. FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1.1 Budget Speech; 1.2 Departmental Strategic Plan; 1.3 Annual Performance Plan 1.4 Employment Equity Report;	The records may be inspected at the Office of the Deputy Information Officer as follows- Kwazulu-Natal Department of Sport and

1.5 Approved Organisational Structure;	Recreation
1.6 Anti-Fraud Anti-Corruption Strategy;	135 Pietermaritz Street
1.7 MEC's speeches;	PIETERMARITZBURG
1.8 Circulars of advertised posts; and	Telephone: +27 33 897 9400
1.9 Magazines, newspapers and newsletters.	Fax: +27 33 342 4982
	Email: sans.naidoo@kzndsr.gov.za
2. FOR PURCHASING IN TERMS OF SECTION 15 (a) (ii)	
2.1 Bid Documents	Bid documents may be purchased at the office of the Kwazulu-Natal Department of Sport and Recreation: 135 Pietermaritz Street PIETERMARITZBURG or 83/93 JAN SMUTS HIGHWAY MAYVILLE At the Supply Chain Management Directorate
3. FOR COPYING IN TERMS OF SECTION 15 (a) (ii)	
3.1 Budget Speech; 3.2 Departmental Strategic Plan; 3.3 Annual Performance Plan; 3.4 Employment Equity Report; 3.9 Approved Organisational Structure; 3.10 Anti-Fraud Anti-Corruption Strategy; 3.11 MEC's speeches; 3.13 Circulars of advertised posts; and 3.14 Magazines, newspapers and newsletters.	The records may be accessed for copying at the Office of the Deputy Information Officer as follows- Kwazulu-Natal Department of Sport and Recreation 135 Pietermaritz Street PIETERMARITZBURG Telephone: +27 33 897 9400 Fax: +27 33 342 4982 Email: sans.naidoo@kzndsr.gov.za
(Editorial Note: Numbering as per original <i>Government Gazette</i> .)	
4. FOR COPYING IN TERMS OF SECTION 15 (a) (ii)	
4.1 MEC's speeches; 4.2 Circulars of advertised posts; and 4.3 Magazines, newspapers and newsletters.	The records may be accessed for copying at the Office of the Deputy Information Officer as follows- Kwazulu-Natal Department of Sport and Recreation 135 Pietermaritz Street PIETERMARITZBURG Telephone: +27 33 897 9400 Fax: +27 33 342 4982 Email: sans.naidoo@kzndsr.gov.za

(Editorial Note: Wording in table as per original *Government Gazette*.)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 739 of 26 September 2014: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Health (Government Gazette No. 38015)

GN 739 of 26 September 2014: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Health (Government Gazette No. 38015)

DEPARTMENT OF JUSTICE AND CORRECTIONAL SERVICES

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF HEALTH

As set out in the Schedule.

(Signed)



LIMPOPO
PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF HEALTH
FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS: ([Section 15](#) of the Promotion of Access to Information Act [2 of 2000](#))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
➤ Budget ➤ Departmental Tariffs Schedule ➤ Organisational Structure ➤ Departmental Annual Report ➤ Acts Regulations & White Paper ➤ Departmental Strategic Plans ➤ Departmental Annual Performance Plan ➤ Published Research Reports ➤ Departmental Policies and Procedure Manuals ➤ Departmental File Plans ➤ Circular of advertisement of Posts ➤ Advertisement of Tenders ➤ Citizen Reports ➤ Domain Specific Standards ➤ Service Delivery Improvement Plan ➤ Departmental Events Calendar ➤ MEC's speeches ➤ Departmental contact details	The Records may be inspected at the Department on request addressed to: The Deputy Information Officer Department of Health 18 College Street, Polokwane, 0700 Private Bag x 9302, Polokwane, 0700 Tel: 015-293 6400 Fax: 015-293 6218 Email: mamaila.mohlaka@dhsd.limpopo.gov.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
➤ Tender Documents	Records can be purchased from: Supply Chain Unit (Old Building) Department of Health 18 College Street, Polokwane, 0700 Tel: 015 293 6000
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
➤ Departmental Tariffs Schedule ➤ Organisational Structure ➤ Departmental Annual Report ➤ Acts Regulations & White Paper ➤ Departmental Strategic Plans ➤ Departmental Annual Performance Plan ➤ Published Research Reports ➤ Departmental Policies and Procedure Manuals ➤ Departmental File Plans ➤ Circular of advertisement of Posts ➤ Advertisement of Tenders ➤ Citizen Reports ➤ Domain Specific Standards ➤ Service Delivery Improvement Plan ➤ Application for Employment (Z83) ➤ Departmental Events Calendar ➤ MEC's speeches ➤ Application forms	The Records may be accessed on request addressed to the office of the: The Deputy Information Officer Department of Health 18 College Street, Polokwane, 0700 Private Bag x 9302, Polokwane, 0700 Tel: 015-293 6400 Fax: 015-293 6218 Email: mamaila.mohlaka@dhsd.limpopo.gov.za Website: www.dhsd.limpopo.gov.za

➤ Departmental contact details	
FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
➤ Promotion of Access to Information Act (PAIA) Manual ➤ News Letters ➤ Posters ➤ Promotional Materials ➤ Journal and Magazines	The Records may be accessed or requested from any public office/Institution within the Department of Health in Limpopo Province OR From the office of the: The Deputy Information Officer Department of Health & Social Development 18 College Street, Polokwane, 0700 Office No. 52 Whitoc Building: Old Building Tel: 015-293 6400 Fax: 015-293 6218 Email: mamaila.mohlaka@dhsd.limpopo.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 752 of 3 October 2014: Description submitted in terms of section 15 (1): Gauteng Provincial Government: Office of the Premier (Government Gazette No. 38032)

GN 752 of 3 October 2014: Description submitted in terms of [section 15 \(1\)](#): Gauteng Provincial Government: Office of the Premier (Government Gazette No. 38032)

DEPARTMENT OF JUSTICE AND CORRECTIONAL SERVICES

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

GAUTENG PROVINCIAL GOVERNMENT: OFFICE OF THE PREMIER

As set out in the Schedule.

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)**

GAUTENG PROVINCIAL GOVERNMENT: OFFICE OF THE PREMIER

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
There are no documents available in this category because all the documents automatically available are either available for purchasing or copying or free of charge	
FOR PURCHASING OR COPYING OR FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a):	
Speeches of the Premier	Website, www.gautengonline.gov.za

State of the Province Address	Registry via the reception 30 Simmonds Street,
Journals and magazines	Marshalltown, Johannesburg, 2001, P.O. Box 61,
Gauteng News Letters	Marshalltown, 2000
Departmental Media Statements	
Annual Reports	
Mid Term Reports	
End of Term Report	
Gauteng Intergovernmental Relations Framework	
Five Year Strategic Programme	
PAIA Manual	
Litigation Management Approach Booklet	
GCRO Reviews	
Political Report By The Premier Of Gauteng	
Gauteng Provincial Government Programme of Action	
Programme of Action Report	
Anti-Corruption Strategic Framework	
Victim Empowerment Booklet	
Gauteng Rural Development Strategy	
Tenders	
Registry Procedure Manual	
Contact the GPG government	
Services Directory	
Gauteng 2055	
Gauteng Growth Management Perspective	
20 Year Review	
Planning and Development Bill	
Gauteng Spatial Development Framework	
Annual Performance Plan	
PWMSA Booklet	
Budget Booklet	
Budget Statement	
SERO 2012	
SOPA Summary	
Planning for 2014	
Gauteng Scrutiny of Subordinate Legislation	
Cabinet Bulletin	
Litigation Monitoring Database Users Accounts	
Disability policy summary	
Disability policy	
Gender Policy	
Gender Equality and Women Empowerment	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 828 of 31 October 2014: Description submitted in terms of section 15 (1): City of Matlosana Local Municipality (Government Gazette No. 38128)

GN 828 of 31 October 2014: Description submitted in terms of [section 15 \(1\)](#): City of Matlosana Local Municipality (Government Gazette No. 38128)

DEPARTMENT OF JUSTICE AND CORRECTIONAL SERVICES

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion

CITY OF MATLOSANA LOCAL MUNICIPALITY

As set out in the Schedule.

(Signed)

TSHILO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
In terms of: - Section 21A of the LG: Municipal Systems Act, act 32 of 2000 , and - Municipal Finance Management Act, 56 of 2003	- Municipality's head and satellite offices and Libraries - Municipality's official website - Local newspapers - Radio broadcasts where needed - <i>Provincial Gazette</i> in accordance with legislation
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Subjects and Records held by the City of Matlosana listed in Annexure E to the Access to Information Manual.	In writing on the prescribe Form of Request, Annexure F, to the Access to Information Manual, to the Information/Deputy Information Officer appointed by the City of Matlosana.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
AGENDAS AND MINUTES - Agendas and minutes of all meetings of Council, its structures and formal staff meetings and those of its predecessors, excluding minutes and agendas which have been marked "confidential". BUSINESS DETAILS - Name, locality, address, telephone numbers, contact persons, hours of business etc of all council offices, depots, installations, facilities and amenities. COUNCILLORS (Including Mayor, Deputy Mayor, Speaker and office bearers) Information regarding each Councillor's - Name, office address, office telephone number - Ward/proportional, political party and election details - Position in Council, e.g. member of committee A and if office bearer, whether full-time or part-time - Council representation on outside bodies - Salary, allowances - Details of trips outside municipal area	Where applicable: - Municipality's head and satellite offices and Libraries - Municipality's official website - Local newspapers - Radio broadcasts were needed - <i>Provincial Gazette</i> in accordance with legislation - In writing on the prescribe Form of Request, Annexure F, to the Access to Information Manual, to the Information/Deputy Information Officer appointed by the City of Matlosana, where needed.

STRUCTURES

(Including Council, Executive Committee, Sub-Councils, Portfolio Committees and other committees)

- Composition, names of members, office bearers, seat, political membership
- Time and venue of meetings

COUNCIL LEGISLATION, BY-LAWS AND POLICIES**DELEGATIONS TO**

- Political office bearers
- Councillors
- Members of Staff
- Structures (Exco, Sub-Councils, Portfolio Committees and other committees)

AUTHORITY GRANTED TO POLITICAL OFFICES BEARERS, COUNCILLORS AND MEMBERS OF STAFF TO

- Signed legal documents, cheques etc. (excluding contracts).

DECISIONS BY INDIVIDUALS

- Decisions by any political office bearer, Councillor or staff member in terms of a power or duty delegated or sub-delegated.

BUDGET

- Capital budget
- Estimates of income and expenditure
- Reports on budget control
- Business plans

INTEGRATED DEVELOPMENT PROGRAMME (IDP)**FINANCIAL RECORDS**

- Annual statements
- Arrears (excluding personal details)

REGISTERS WHERE AVAILABLE

- Movable assets
- Agreements
- Contractors, service providers
- Tenders awarded

TARIFFS, FEES, SURCHARGES ETC.**PERSONAL INFORMATION OF MEMBERS OF STAFF IN TERMS OF SECTION 34 (2) (f) OF THE ACT RELATING TO**

- The fact that the individual is or was an official
- Title, work address, work telephone number and other similar particulars of the individual
- The classification, salary scale or remuneration and responsibilities of the position held or services performed by the individual

STATISTICS (excluding personal details of individuals)

- Statistics kept for departmental use in the format in which it is available
- Statistics in the format as requested by legislation

PERSONAL INFORMATION OF PERSONAL REQUESTER

- Personal information requested by personal requester seeking access to a record containing personal information about the requester, on positive identification.

PUBLICATIONS

- All publications by and on behalf of the Municipality and which had been made public or presented to Council and in which no copyright is held by persons or bodies not connected with the Municipality.

HOUSING - Land available for housing development - Available municipal housing TENDERS - Tenders application of requester after public Opening - Tender Award decisions SERVICE PROVIDERS - Details of providers of services to the Municipality PLANNING - Zoning and structure plans - Policies and policy plans - Individual zonings and conditions - Register of approved departures and consent uses - Documentation relating to town planning applications - Documentation on planning files LAND - Single records only of owners of land where available - Details of municipal owned land ORGANISATIONAL STRUCTURE - Structure and Functions	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 894 of 14 November 2014: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Sport, Arts and Culture (Government Gazette No. 38188)

GN 894 of 14 November 2014: Description submitted in terms of [section 15 \(1\)](#): Limpopo Provincial Government: Department of Sport, Arts and Culture (Government Gazette No. 38188)

DEPARTMENT OF JUSTICE AND CORRECTIONAL SERVICES

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF SPORT, ARTS AND CULTURE

As set out in the Schedule.

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

FORM D **AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**

([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
- Departmental Strategic Plans - Departmental Annual Performance Plan - Service Delivery Improvement Plan - Annual Reports - Departmental reports Employment Equity Reports - Published research reports - Approved organizational structures - Departmental File plans	The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Sport, Arts and Culture Private Bag x9549 Polokwane 0700 Tel. No. 015 284 40437 Fax: No.: 0865460880 e-mail address: Nkatingij@sac.limpopo visit our website www.limpopo.gov.za

. Audited financial statements . Budgets . Internal Departmental acts, regulations, policies and procedure manuals . Citizens' report . Promotion of Access to Information Manual . Service Standards . Service Delivery Charter . Statement of commitment . Departmental Events Calendar . Acts . Copies of speeches by the MEC . Media releases . Budget speech . Circulars of advertised posts and services . Departmental forms . Staff Contact Details Directory . Journals and magazines . Tender Bulletins . News Letters . Promotional material . Departmental media statements	Hard copy Hard copy
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Tender Bulletins documents	Records can be purchased at the Revenue Section Second floor Office No. 68 Department of Sport, Arts and Culture Polokwane Hard copy
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
. Service Delivery Improvement Plan . Annual Reports . Approved organizational structures . Departmental File plans . Budgets . Departmental acts, regulations, policies and procedure manuals . Citizens' report . Promotion of Access to Information Manual . Service Standards . Service Delivery Charter . Departmental Events Calendar . Copies of speeches by the MEC . Circulars of advertised posts and services . Departmental forms . Staff Contact Details Directory . Journals and magazines . Tender Bulletins . News Letters . Promotional material . Departmental media statements . Published research reports	The records may be accessed on request addressed to the Office of the Deputy Information, Department of Sport, Arts and Culture Private Bag x9549, Polokwane 0700 Tel. No, 015 284 40 43 Fax: No.: 0865460880 e-mail address: Nkatingji@sac.limpopo.gov.za or visit our website www.limpopo.gov.za Hard copy
FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
. Journals and magazines . News Letters (Editorial Note: Wording as per original <i>Government Gazette</i>. It is suggested that the phrase "The records many be" is intended to be "The records may be".) . Public Service forms . Management plans . Departmental Bursary forms	The records many be accessed on request, addressed to the Office of the Deputy Information, Department of Sport, Arts and Culture .. Private Bag x 9549, Polokwane 0700 Tel. No. 015 284 4043

. Strategic plans . Annual reports . Departmental services standards . Departmental registration forms . Promotion of Access to Information manual	Fax: No.: 0865460880 Email address: Nkatingij@sac.limpopo.gov.za or visit our website www.limpopo.gov.za /Hard copy Hard copy
(Signed) Compiled by: Deputy Information Officer Jabu Nkatingi Approved	
(Signed) Information Officer (Acting HOD) Ms D Maraba	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 971 of 5 December 2014: Description submitted in terms of section 15 (1): Gauteng Provincial Government: Department of Social Development (Government Gazette No. 38263)

GN 971 of 5 December 2014: Description submitted in terms of [section 15 \(1\)](#): Gauteng Provincial Government: Department of Social Development (Government Gazette No. 38263)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

GAUTENG PROVINCIAL GOVERNMENT: DEPARTMENT OF SOCIAL DEVELOPMENT

As set out in the Schedule.

(Signed)
TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (ii):	

FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 104 of 20 February 2015: Description submitted in terms of section 15 (1): Department of Rural Development and Land Reform (Government Gazette No. 38478)

**GN 104 of 20 February 2015: Description submitted in terms of [section 15 \(1\)](#): Department of Rural Development and Land Reform
(Government Gazette No. 38478)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

As set out in the Schedule.

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#))) [Regulation 5A]**

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (ii)	
BRANCH: RESTITUTION (COMMISSION ON RESTITUTION OF LAND RIGHTS)	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: LAND REFORM AND ADMINISTRATION	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: SPATIAL PLANNING AND LAND USE MANAGEMENT	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT	

All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: RURAL INFRASTRUCTURE DEVELOPMENT	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: DEEDS REGISTRATION	
Public register of deeds and other records registered in the Deeds Registries	- On request to the Registrar of Deeds concerned, and upon payment of the fees prescribed in terms of the Deeds Registries Act, 1937 - Any person may also subscribe to DeedsWeb, an on-line service provided by the Deeds Registries. A prescribed fee is charged per transaction. Enquiries regarding subscription can be made at any Deeds Registry.
BRANCH: NATIONAL GEOMATICS MANAGEMENT SERVICE	
Cadastral documentation	On request from any Surveyor-General Office, and upon payment of the fees prescribed in terms of the Land Survey Act, 1997
Digital topographic data	On request at the Chief Directorate: National Geo-Spatial Information, at the Van Der Sterr Building, Rhodes Avenue, Mowbray, Cape Town and upon payment of the fees prescribed in terms of the Land Survey Act, 1997
Geodetic and National Control Survey Data	
Maps of the National Series and ancillary maps	
National Aerial Imagery and Photography	
Records of South African Spatial Data Infrastructure	
BRANCH: CORPORATE SUPPORT SERVICES	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: FINANCIAL SERVICES	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
BRANCH: RESTITUTION (COMMISSION ON RESTITUTION OF LAND RIGHTS)	
None	
BRANCH: LAND REFORM AND ADMINISTRATION	
None	
BRANCH: SPATIAL PLANNING AND LAND USE MANAGEMENT	
None	
BRANCH: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT	
None	
BRANCH: RURAL INFRASTRUCTURE DEVELOPMENT	
None	
BRANCH: DEEDS REGISTRATION	
Extracts from the public register of deeds and other records registered in the Deeds Registries	- On request to the Registrar of Deeds concerned, and upon payment of the fees prescribed in terms of the Deeds Registries Act, 1937 - Any person may also subscribe to Deeds Web, an on-line service provided by the Deeds Registries. A prescribed fee is charged per transaction. Enquiries regarding subscription can be made at any Deeds Registry.
BRANCH: NATIONAL GEOMATICS MANAGEMENT SERVICE	
Cadastral documentation/Cadastral spatial data	On request from any Surveyor-General Office and upon payment of the fees prescribed in terms of the Land Survey Act, 1997
Digital topographic data	On request at the Chief Directorate: National Geo-Spatial Information, at the Van Der Sterr Building, Rhodes Avenue, Mowbray, Cape Town and upon payment of the fees
Geodetic and National Control Survey Data	
Maps of the National Series and ancillary maps	

National Aerial Imagery and Photography	prescribed in terms of the Land Survey Act, 1997
Records of South African Spatial Data Infrastructure	
BRANCH: CORPORATE SUPPORT SERVICES	
None	
BRANCH: FINANCIAL SERVICES	
None	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
BRANCH: RESTITUTION (COMMISSION ON RESTITUTION OF LAND RIGHTS)	
All documents automatically available for inspection as indicated above	On request from the Office of the Chief Director: Land Restitution Support in the relevant province
BRANCH: LAND REFORM AND ADMINISTRATION	
All documents automatically available for inspection as indicated above	On request from the Office of the PSSC Chief Director in the relevant province
BRANCH: SPATIAL PLANNING AND LAND USE MANAGEMENT	
Spatial Development Frameworks	On request from the Chief Directorate: Spatial Planning and Information, subject to payment of the cost of reproduction
Precinct Plans	
Policy Guidelines for the Integration of Environmental Planning into Land Reform and Rural Development	
Municipal Land Use Schemes	
Spatial Information Tools/Systems	
Maps	
Media releases	
Media articles	
BRANCH: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT	
All documents automatically available for inspection as indicated above	On request from the Office of the PSSC Chief Director in the relevant province
BRANCH: RURAL INFRASTRUCTURE DEVELOPMENT	
All documents automatically available for inspection as indicated above	On request from the Office of the PSSC Chief Director in the relevant province
BRANCH: DEEDS REGISTRATION	
All documents automatically available for inspection as indicated above	On request from the relevant Deeds Registry and upon payment of the fee prescribed in terms of the Deeds Registries Act, 1937
BRANCH: NATIONAL GEOMATICS MANAGEMENT SERVICE	
Cadastral documentation	On request from any Surveyor-General Office and upon payment of the fees prescribed in terms of Land Survey Act, 1997
Digital topographic data	On request at the Chief Directorate: National Geo-Spatial Information, at the Van Der Sterr Building, Rhodes Avenue, Mowbray, Cape Town and upon payment of the fees prescribed in terms of Land Survey Act, 1997
Geodetic and National Control Survey Data	
Maps of the National Series and ancillary maps	
National Aerial Imagery and Photography	
Records of South African Spatial Data Infrastructure	
BRANCH: CORPORATE SUPPORT SERVICES	
All documents automatically available for inspection as indicated above	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: FINANCIAL SERVICES	
None	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii) :	
BRANCH: RESTITUTION (COMMISSION ON RESTITUTION OF LAND RIGHTS)	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: LAND REFORM AND ADMINISTRATION	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za

BRANCH: SPATIAL PLANNING AND LAND USE MANAGEMENT	
Informative booklet	On request from the Chief Directorate: Spatial Planning and Information and subject to availability
BRANCH: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT	
All documents on the website	On the Departments website at http://www.ruraldevelopment.gov.za
BRANCH: RURAL INFRASTRUCTURE DEVELOPMENT	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: DEEDS REGISTRATION	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za
BRANCH: NATIONAL GEOMATICS MANAGEMENT SERVICE	
Scanned images of cadastral documents such as diagrams and general plans	Available via the website with the following address: http://csg.dla.gov.za
Digital topographic data	
Digital Geodetic and National Control Survey Data	
Digital Maps of the National Series and ancillary maps	
Digital National Aerial Imagery and Photography	
Digital Records of South African Spatial Data Infrastructure	Available via the website with the following address: http://www.ngi.gov.za
BRANCH: CORPORATE SUPPORT SERVICES	
Various informative booklets, journals, pamphlets, leaflets, etc about products, services and programmes of the Department	Available from the Directorate: Communication Services, but subject to availability
BRANCH: FINANCIAL SERVICES	
All documents on the website	On the Department's website at http://www.ruraldevelopment.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 381 of 8 May 2015: Description submitted in terms of section 15 (1): Eastern Cape Provincial Government: Department of Sport, Recreation, Arts and Culture (Government Gazette No. 38757)

GN 381 of 8 May 2015: Description submitted in terms of [section 15 \(1\)](#): Eastern Cape Provincial Government: Department of Sport, Recreation, Arts and Culture (Government Gazette No. 38757)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

EASTERN CAPE PROVINCIAL GOVERNMENT: DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

As set out in the Schedule.

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

EASTERN CAPE DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

FORM "D" **AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS**

([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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):	
. Departmental Strategic Plans . Departmental Annual Performance Plans . Approved Organizational Structures . Audited financial statements . Departmental policies and procedure manuals . Promotion of Access to Information Manual . Departmental Events Calendar . Departmental Circulars . Public Service Forms . Relevant legislation . Staff Contact details Directory . Journals and magazines . News letters . Promotional materials	The records may be inspected at the Department on request in writing addressed to: The Deputy Information Officer, Eastern Cape Department of Sport, Recreation, Arts and Culture Private Bag X0020, BHISHO, 5605 Tel No: 043 - 604 4019 Fax No: 043 - 642 5309
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):	
. Departmental Strategic Plans . Departmental Annual Performance Plan . Approved Organizational Structures . Audited financial statements . Departmental policies and procedure manuals . Promotion of Access to Information Manual . Departmental Events Calendar . Departmental Circulars . Public Service Forms . Relevant legislation . Staff Contact details Directory . Journals and magazines . News letters . Promotional materials	The records may be inspected at the Department on request in writing addressed to: The Deputy Information Officer, Eastern Cape Department of Sport, Recreation, Arts and Culture Private Bag X0020, BHISHO, 5605 Tel No: 043 - 604 4019 Fax No: 043 - 642 5309

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 807 of 4 September 2015: Description submitted in terms of section 15 (1): Mpumalanga Provincial Treasury (Government Gazette No. 39172)

GN 807 of 4 September 2015: Description submitted in terms of section 15 (1): Mpumalanga Provincial Treasury (Government Gazette No. 39172)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

MPUMALANGA PROVINCIAL TREASURY

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



DESCRIPTION OF CATEGORIES OF RECORDS OF PROVINCIAL TREASURY AUTOMATICALLY AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF PAIA (Section 14 (1) (e), Section 15 (1) (a) and 15 (2))

DESCRIPTION OF CATEGORIES OF RECORDS OF PROVINCIAL TREASURY AUTOMATICALLY AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF PAIA (Section 14 (1) (e), Section 15 (1) (a) and 15 (2))	
DESCRIPTION OF RECORD	HOW TO/MANNER OF ACCESS TO SUCH A RECORD (Section 15 (1) (b))
1. FOR INSPECTION IN TERMS OF LEGISLATION OTHER THAN PAIA (Section 15 (1) (a) (i))	
Annual Reports and Audited Financial Statements;	Documents can be viewed on the Departmental Website: http://finance.mpu.gov.za or by contacting the Deputy Information Officer or the Communications Unit Mr L Jonas (Head of Communication) Tel : (013)766 4323 E-mail : lajonas@mpq.gov.za
2. FOR PURCHASE FROM THE PROVINCIAL TREASURY (Section 15 (1) (a) (ii))	
Tender Bulletins & Documents for services;	Documents can be accessed by viewing on the Departmental Website: http://finance.mpu.gov.za or by contacting the Provincial Supply Chain Management Unit: Mr R Masambo (Head: Provincial Supply Chain Management) Tel : (013) 766 4230 E-mail : rmasambo@mpg.gov.za
3. FOR COPYING FROM THE PROVINCIAL TREASURY (Section 15 (1) (a) (ii))	
ALL documents falling within the section 15 category can be copied with the exception of tender documents which must always be original. Should the Department incur costs in reproducing the document and where applicable the provisions of section 15 (3) shall be applicable (that is, the prescribed fee for the reproduction of the documents shall be payable)	Documents can be accessed by viewing on the Departmental Website: http://finance.mpu.gov.za or by contacting the Deputy Information Officer or the Communications Unit: Mr L Jonas (Head of Communication) Tel : (013)766 4323 E-mail : lajonas@mpg.gov.za
4. RECORDS AVAILABLE FREE OF CHARGE Section 15 (1) (a) (iii)	
- General Information about the Department which by nature is generally applicable; - Information about the Leadership of the Department; - MEC's speeches (including but not limited to budget statements and allocations); - Acts; - Budget Made Easy; - Expenditure Statements; - Strategic Plans; - Annual Performance Plans; - Annual Report; - Consolidated Financial Statements; - News and Events of the Department; - Media Releases; - Documents relating to Provincial Treasury including Practice Notes and Circulars; - Provincial Supply Chain Management (PSCM) documents including information on and PSCM Circulars; - Provincial Economic Analysis Documents including Provincial Economic Review Outlook (PERO) and Social Economic	Documents can be accessed by viewing information on the Departmental Website: http://finance.mpu.gov.za or by contacting the Deputy Information Officer or the Communications Unit: Mr L Jonas (Head of Communication) Tel : (013) 766 4323 E-mail : lajonas@mpg.gov.za

Review Outlook (SERO); Bulletins (Labour Quarterly and Inflation Monthly), Profiles and Socio Economic Review for Districts

- Municipal Finance Documents including Municipal Consolidated Statements; and
- **Including ALL** documents falling within the section 15 category can be copied **with the exception of tender documents** which must always be original. Should the Department incur costs in reproducing the document and where applicable the provisions of **section 15 (3)** shall be applicable (that is, the prescribed fee for the reproduction of the documents.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 811 of 4 September 2015: Description submitted in terms of section 15 (1): Gauteng Provincial Government: Department of Education (Government Gazette No. 39172)

GN 811 of 4 September 2015: Description submitted in terms of section 15 (1): Gauteng Provincial Government: Department of Education (Government Gazette No. 39172)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

GAUTENG PROVINCIAL GOVERNMENT: DEPARTMENT OF EDUCATION

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF [SECTION 15 \(1\)](#) OF THE PROMOTION OF ACCESS TO INFORMATION ACT [No. 2 OF 2000](#)

<i>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT No. 2 OF 2000</i>	
1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (A) (I)	
SCHOOL CURRICULUM Assessments Foundation Phase; Intermediate and senior Phase Home Schooling Distribution and Monitoring	These records are available for inspection at: 111 Commissioner street Johannesburg, 2001. Tel. 011 355 0000 Email: gdeinfo@gauteng.gov.za Website: www.education.gpg.gov.za
SCHOOL INFORMATION Gauteng General Schools Exam instructions Mark Schedules Guides and District checklists Private schools Special schools Provincial schools Early Childhood Development (ECD) General Education and Training (GET) Further Education and training (FET) Adult Education and Training (AET) Centres	These records are available for inspection at: 111 Commissioner street Johannesburg, 2001. Tel. 011 355 0000 Email: gdeinfo@gauteng.gov.za Website: www.education.gpg.gov.za
SCHOOL CALENDARS School Terms	These records are available for inspection at: 111 Commissioner street

Events diary FET Calendar AET Calendar	Johannesburg, 2001. Tel. 011 355 0000 Email: gdeinfo@gauteng.gov.za Website: www.education.gpg.gov.za
LEGISLATION Acts Bills Green Papers White Papers Regulations Circulars Gazettes	These records are available for inspection at: 111 Commissioner street Johannesburg, 2001. Tel. 011 355 0000 Email: gdeinfo@gauteng.gov.za Website: www.education.gpg.gov.za
PUBLICATIONS Media Releases, Speeches, Articles Annual Reports and Strategic Plans GDE Newsletter Research reports Research Request Forms	These records are available for inspection at: 111 Commissioner street Johannesburg, 2001. Tel. 011 355 0000 Email: gdeinfo@gauteng.gov.za Website: www.education.gpg.gov.za
Applications for Grade R Applications for Statement of Results Applications for the duplicate Matric Certificate Applications for registration of private schools Applications for correction of Matric Certificates Termination of service Z83/ Employment application form Leave application form	These records are available for inspection at: 111 Commissioner street Johannesburg, 2001. Tel. 011 355 0000 Email: gdeinfo@gauteng.gov.za Website: www.education.gpg.gov.za
2. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING OR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Tender documents Tender bulletins GPG vendor application form Duplicate certificates Vacancy Lists Proof of payment to suppliers List of GDE telephone numbers List of prescribed books Assessment policies Departmental forms Strategic plans	These records are available for inspection at: 111 Commissioner street Johannesburg, 2001. Tel. 011 355 0000 Email: gdeinfo@gauteng.gov.za Website: www.education.gpg.gov.za
3. DESCRIPTIONS OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Matric Certificates Tender Documents Policy documents Vacancy Lists List of prescribed books Information on schools for learners with special educational needs List of Further Education and Training Colleges and Contact Details Posters Pamphlets Departmental forms Assessment policies Strategic plans	These records are available for inspection at: 111 Commissioner street Johannesburg, 2001. Tel. 011 355 0000 Email: gdeinfo@gauteng.gov.za Website: www.education.gpg.gov.za

UPDATING/ PUBLICATION OF THIS NOTICE

The Gauteng Department of Education Section 15 Notice will be updated on an annual basis. The notice will be published in the *Government Gazette* at least once a year and its publication shall be at the cost of the Gauteng Department of Education.

FEES PAYABLE

The only fee payable (if any) for access to a record included in a notice in terms of the above, is a prescribed fee for reproduction.

DELETING PART OF THE REQUESTED RECORDS

The Information Officer may delete any part of a record contemplated in (1) (a) (Subsection (1) (a) of Section 15 of the ACT above, which on a request for access, may or must be refused in terms of Chapter 4 of this Part, In terms of Section 15, subsection (5) of the Act, "section 11 and any other provisions in this Act related to that section do not apply to any category of records included in a notice in terms of subsection (2)". Section 11 deals with the "Right of access to records of public bodies."

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 812 of 4 September 2015: Description submitted in terms of section 15 (1): KwaZulu-Natal Provincial Government: Department of Sport and Recreation (Government Gazette No. 39172)

GN 812 of 4 September 2015: Description submitted in terms of section 15 (1): KwaZulu-Natal Provincial Government: Department of Sport and Recreation (Government Gazette No. 39172)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

KWAZULU-NATAL PROVINCIAL GOVERNMENT: DEPARTMENT OF SPORT AND RECREATION

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT AND RECREATION, KWAZULU-NATAL

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))

(Regulation 5A)

A. Categories of records of the Kwazulu-Natal Department of Sport and Recreation which are available without a person having to request access in terms of the Act ([section 15](#))

CATEGORIES	MANNER OF ACCESS TO RECORD
1. FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1.1 Budget Speech; 1.2 Departmental Strategic Plan; 1.3 Annual Performance Plan 1.4 Employment Equity Report; 1.5 Approved Organisational Structure; 1.6 Anti-Fraud Anti-Corruption Strategy; 1.7 MEC's speeches; 1.8 Circulars of advertised posts; and 1.9 Magazines, newspapers and newsletters.	The records may be inspected at the Office of the Deputy Information Officer as follows - Kwazulu-Natal Department of Sport and Recreation 135 Pietermaritz street PIETERMARITZBURG Telephone: +27 33 897 9400 Fax: +27 33 342 4982 Email: sans.naidoo@kzndsr.gov.za
2. FOR PURCHASING IN TERMS OF SECTION 15 (a) (ii)	
	Bid documents may be purchased at the office of the Kwazulu-Natal Department of Sport and Recreation: 135 Pietermaritz street

2.1 Bid Documents	PIETERMARITZBURG or 83/93 JAN SMUTS HIGHWAY MAYVILLE At the Supply Chain Management Directorate.
3. FOR COPYING IN TERMS OF SECTION 15 (a) (ii)	
3.1 Budget Speech; 3.2 Departmental Strategic Plan; 3.3 Annual Performance Plan; 3.4 Employment Equity Report; 3.9 Approved Organisational Structure; 3.10 Anti-Fraud Anti-Corruption Strategy; 3.11 MEC's speeches; 3.13 Circulars of advertised posts; and 3.14 Magazines, newspapers and newsletters.	The records may be accessed for copying at the Office of the Deputy Information Officer as follows - Kwazulu-Natal Department of Sport and Recreation 135 Pietermaritz street PIETERMARITZBURG Telephone: +27 33 897 9400 Fax: +27 33 342 4982 Email: sans.naidoo@kzndsr.gov.za
4. FOR COPYING IN TERMS OF SECTION 15 (a) (ii)	
4.1 MEC's speeches; 4.2 Circulars of advertised posts; and 4.3 Magazines, newspapers and newsletters.	The records may be accessed for copying at the Office of the Deputy Information Officer as follows- Kwazulu-Natal Department of Sport and Recreation 135 Pietermaritz street PIETERMARITZBURG Telephone: +27 33 897 9400 Fax: +27 33 342 4982 Email: sans.naidoo@kzndsr.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 813 of 4 September 2015: Description submitted in terms of section 15 (1): Department of Mineral Resources (Government Gazette No. 39172)

GN 813 of 4 September 2015: Description submitted in terms of section 15 (1): Department of Mineral Resources (Government Gazette No. 39172)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF MINERAL RESOURCES

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))

(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
N/A	N/A
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
N/A	N/A
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
N/A	N/A
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
1. Annual Reports 2. Audit Reports 3. Acts, Regulations and Bills relevant to the Department 4. Policy Documents 5. Guidelines 6. Statistics in so far as it is being kept 7. Forms 8. Research in the Public Domain 9. Status of Identified Land through SAMRAD Registration 10. Applications for rights pending or finalized 11. Details or records on the existence of rights over any specified land within RSA. 12. Completed form for rights within RSA in terms of the Mineral and Petroleum Resources Development Act 28 of 2002 13. The Plan as contemplated in Regulation 2 (2) of the MPRDA. 14. Title Deed(s) or certified copy/copies in respect of land concerned. 15. Social and Labour Plan, excluding confidential commercial and financial information. 16. Proof of consultation with other Government Departments, excluding the results of consultation, which may be obtained from the relevant Department. 17. Details of holders of prospecting, mining, or other rights in terms of the Mineral and Petroleum Resources Development Act 28 of 2002 in respect of a specified land. 18. REVIEWS South Africa's Mineral Industry, 2011/2012 (General overview of the SA minerals industry) 19. INFORMATION CIRCULAR MB Bulletin (Published three times per annum) 20. STATISTICS Mineral Production and Sales - Selected Primary Minerals (Monthly and Annually by e-mail subscription) Mineral Production and Sales - Selected Processed Minerals (Monthly and Annually by e-mail subscription) Mining Labour Statistics (Quarterly and Annually by e-mail subscription) 21. BULLETINS	- These records are all available upon request at Head Office. - These records are all available upon request at Head Office and Regional Offices respectively. - These records are all available at Regional Offices where the land is situated. - These records are all available at Regional Offices where the land is situated - These records are all available at Regional Offices where the land is situated. - These records are all available at Regional Offices where the land is situated - These records are all available to interested and affected parties at Regional Offices where the land is situated. - These records are all available to interested and affected parties at Regional Offices where the land is situated. - These records are all available to interested and affected parties at Regional Offices where the land is situated. - These records are all available to interested and affected parties at Regional Offices where the land is situated. - These records are all available to interested and affected parties at Regional Offices where the land is situated - These publications are all available electronically and in Hard Copy through subscription or once off request to Head Office They are also available on the DMR website. - These publications are all available electronically and in Hard Copy through subscription or once off request to Head Office. They are also available on the DMR website - These publications are only available by email subscription AND in hardcopy on request. - These publications are all available electronically and in Hard Copy through

B1/2013	Minerals - South Africa: Statistical Tables 1991-2012	subscription or once off request to Head Office. They are also available on the DMR website.
22. REPORTS		- These publications are all available electronically and in Hard Copy through subscription or once off request to Head Office They are also available on the DMR website.
R39/2010:	Investment in South Africa's Mineral Sector. 2010	
R40/2006:	Possible Financial Sources for Small to Junior Empowerment Mining Companies	
R42/2005:	An Overview of South Africa's Primary Industrial Mineral Imports and Exports, 2005.	
R43/2003:	A Review of the Dolomite and Limestone Industry in South Africa	- These publications are all available electronically and in Hard Copy through subscription or once off request to Head Office They are also available on the DMR website
R44/2004:	The Silica Industry in the Republic of South Africa	
R45/2008:	An Overview of the South African Iron, Manganese and Steel Industry during the period 1986-2006	
R46/2005:	Bentonite, Pyrophyllite and Talc in South Africa	
R47/2005:	The Kaolin Industry in South Africa, 2005	
R48/2005:	South African Ferrous Minerals Production Trends, 1994-2003	
R49/2005:	Dolomite and Limestone in South Africa: Supply and Demand, 2005	
R50/2006:	South Africa's Mineral Production and Sales, 1985-2004	
R51/2006:	An overview of Current Platinum-group Metal Exploration Projects and New Mine Developments in South Africa, 2006	
R51/2013:	An overview of Current Platinum-group Metal Exploration Projects and New Mine Developments in South Africa, 2013	
R52/2006:	South African Ferroalloy Production Trends, 1995-2004	
R53/2006:	Review of the Dimension Stone Industry	
R54/2006:	An Analysis of the Impact of a Third Player on South Africa's Manganese Industry, 2006	
R55/2008:	An Overview of South Africa's Vanadium Industry during the period 1997 - 2006	
R56/2007:	Provision of Export Facilities for BEE's at the Richards Bay Coal Terminal	
R57/2007:	Uranium: Future Sources (South Africa)	- These publications are all available electronically and in Hard Copy through subscription or once off request to Head Office They are also available on the DMR website
R58/2008:	Overview of the Sand and Aggregate Industry in South Africa	
R59/2011:	Mining's Contribution to the National Economy, 2000-2009	
R60/2007:	The impact of Chrome-Ore Exports on the Local Ferrochrome Industry, 2007	
R61/2007:	Historical Diamond Production (South Africa)	
R62/2007:	Structure of the Salt Industry in the Republic of South Africa, 2007	
R63/2007:	Overview of the South Africa's Zircon Industry and the role of BEE	
R64/2007:	Mineral Abrasives in South Africa	

R65/2007:	Nepheline Mineral Production in South Africa	- These publications are all available electronically and in Hard Copy through subscription or once off request to Head Office. They are also available on the DMR website.
R66/2007:	Overview of Value systems of selected Ferrous Mineral Commodities, 2007	
R68/2010:	An Overview of South African Gold Exploration Projects and New Mine Developments in South Africa	
R68/2013:	An Overview of South African Gold Exploration Projects and New Mine Developments in South Africa	
R69/2008:	Overview of the South Africa's Mineral Based Fertilizer Industry	
R71/2008:	An Overview of South Africa's Titanium Mineral Concentrate Industry	
R73/2009:	An Overview of South Africa's Clay and Brick Industry	
R74/2009:	Overview of the Nickel Industry in South Africa, 1997-2006	
R75/2009:	Supply, Demand Dynamics of Base Metals versus Prices, 1997-2006	
R76/2009:	The future role of the Waterberg Coalfield in the SA Coal Industry	
R77/2009:	Growth Prospects of SA Coal exports and the effect on black economic empowerment companies	
R78/2009:	Developments in the Economic contribution of Hydrocarbons, Natural Gas and Coal	
R80/2009:	Special Clays Industry in the Republic of South Africa	
R81/2009:	Status of the Fluorspar Industry in the RSA, 2009	
R82/2009:	Gypsum in South Africa	
R83/2009:	Structure of the Andalusite Industry in South Africa	
R84/2010:	Value Chain System of the South African Heavy Minerals Industry	
R85/2009:	The Lime Industry in South Africa	
R86/2009:	Chromium Industry Developments, 1997 - 2008	
R87/2010:	The Ceramic Industry in South Africa	
R88/2010:	Overview of the Cobalt Industry in South Africa, 2000 - 2009	
R89/2010:	Refractory Clays in South Africa	
R90/2011:	South Africa's Silicon Industry Developments, 1988 - 2009	
R91/2012:	The future role of the Catalytic Converters Industry in the Downstream Value Addition to SA's Platinum Group Metals	
R92/2012:	South Africa's Ferroalloys Production Trends, 2001-2010	
R93/2012:	Structure of the Salt Industry in the Republic of South Africa	
R94/2012:	Review of the South African Sand and Aggregate Industry	
R95/2012:	Review of the Fluorspar Industry in the Republic of South Africa	
R96/2012:	Overview of the South Africa's Phosphate Fertilizer Industry	

R97/2012:	Developments in South Africa's Coal Industry. 2006 - 2010	- These publications are all available electronically and in Hard Copy through subscription or once off request to Head Office. They are also available on the DMR website
R99/2013:	Fuel Cells and the future role of SA through its Platinum Resources	
R101/2013:	Review of the Sulphur Industry in the RSA, 2012	
R102/2013:	South Africa's Manganese Industry Developments. 2004-2011	
R103/2013:	The Hydrocarbons Industry in South Africa, 2013	
R104/2013:	The South African Titanium Industry and Global Market Review	
R105/2013:	New Technological Applications in Deep-Level Gold Mining	
R106/2013:	The Importance of Fluorspar in the Developing Fluoro chemical Industry in SA	
R107/2014:	An Overview of SA Diamond Industry	
R108/2014:	SA's Iron Ore Industry Development, 2004- 2013	- These publications are all available electronically and in Hard Copy through subscription or once off request to Head Office They are also available on the DMR website
R109/2013:	The Role of Aggregate and Sand in the Construction Industry.	
23. HANDBOOKS		
H1/2013:	South African Ferroalloy Handbook. 2013	- These publications are all available electronically and in Hard Copy through subscription or once off request to Head Office They are also available on the DMR website
H2/2009:	Precious Metals Trade - General Information Handbook. 2009	
H3/2011:	South African Steel Producers Handbook	
24. DIRECTORIES		- These publications are all available electronically and in Hard Copy through subscription or once off request to Head Office They are also available on the DMR website
D1/2014:	Operating Mines and Quarries and Mineral Processing Plants in the Republic of South Africa, (2014)	
D2/2014:	Operating and Developing Coal Mines in the Republic of South Africa, (2013)	
D3/2011:	Operating Gold Mines and Recovery Plants in the RSA, (2011)	
D4/2013:	Salt Producers in the Republic of South Africa, (2011)	
D5/2012:	South African Mineral Beneficiators. (2012)	
D6/2012:	Platinum-group Metal Mines in South Africa, (2012)	
D7/2012:	South African Diamond Handbook and Operating Diamond Mines Directory, (2012)	
D8/2013:	Ferrous Mineral Commodities Produced in the Republic of South Africa, (2011)	
D9/2012:	Producers of Dimension Stone in South Africa, (2012)	
D10/2012:	Producers of Non-ferrous Metal Commodities in South Africa, (2012)	
D11/2013:	Producers of Industrial Mineral Commodities in South Africa, (2013)	
D12/2010:	Operating and Developing Black Empowerment Mining Companies in the Republic of South Africa, (2010)	

D13/2009:	African Mining - Mining Companies, Government Departments and Related Organizations, (2009)	- These publications are all available electronically and in Hard Copy through subscription or once off request to Head Office They are also available on the DMR website.
D14/2012:	Producers of Sand and Aggregate in the RSA, (2012)	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 832 of 11 September 2015: Description submitted in terms of section 15 (1): Department of Cooperative Governance and Traditional Affairs (Government Gazette No. 39201)

GN 832 of 11 September 2015: Description submitted in terms of section 15 (1): Department of Cooperative Governance and Traditional Affairs (Government Gazette No. 39201)

DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

**ANNEXURE D
AVAILABILITY OF DEPARTMENTAL RECORD AND ACCESS TO SUCH**

<i>DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</i>	<i>MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15 (1) (a))</i>
RECORDS FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
For Example: Documents that cannot be released but can only be inspected from the office	The records may be accessed from the Department on request, addressed to: The Office of the Information Officer Department of Cooperative Governance and Traditional Affairs 330 Langalibalele Street (formerly Longmarket) Pietermaritzburg, 3201 Telephone: 033 395 3084 Email: Vernon.anley@kzncogta.gov.za Website: http://www.kzncogta.gov.za
RECORDS FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
(a) Tender documents as directed by SCM (b) Maps as directed by DIS	The records may be purchased from the respective Business Units. Prices are available on request.
RECORDS FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
For records that are automatically available Annexure B (Request Form A) does not need to be completed however fees may still be charged as per Annexure E	The records may be accessed from the Department on request, addressed to: The Office of the Information Officer Department of Cooperative Governance and Traditional Affairs 330 Langalibalele Street (formerly Longmarket) Pietermaritzburg, 3201 Telephone: 033 395 3084 Email: Vernon.anley@kzncogta.gov.za Website: http://www.kzncogta.gov.za
RECORDS AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) the Departmental strategic plan; (b) the vision, mission and values of the Department; (c) the Legislative mandates of the Department; (d) the core, non-core and support functions of the Department; (e) updated Departmental Policies; (f) all Departmental Publications; (g) all speeches by the MEC and senior officials; (h) all Departmental Circulars; (i) the Injobo, Pivot and Contact Booklets; (j) the monthly official Fuel Tariffs as	The records may be accessed from the Departmental website: Website: http://www.kzncogta.gov.za

issued by National Department of Transport (k) the Departmental Research Proposals	
DESCRIPTION OF CATEGORY OF RECORDS AVAILABLE ON REQUEST IN TERMS OF SECTION 6 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15 (1) (a))
RECORDS AVAILABLE THROUGH FILLING IN A REQUESTOR FORM (ANNEXURE B) All documents listed under Section 11 of the Manual For Example: The Manase Report which was made available in 2013 and for which a Request Form had to be submitted.	
The records may be accessed from the Department on request, addressed to: The Office of the Information Officer Department of Cooperative Governance and Traditional Affairs 330 Langalibalele Street (formerly Longmarket) Pietermaritzburg, 3201 Telephone: 033 395 3084 Email: Vernon.anley@kzncogta.gov.za Website: http://www.kzncogta.gov.za	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 861 of 25 September 2015: Description submitted in terms of Section 15 (1): Gauteng Provincial Government: Department of Social Development (Government Gazette No. 39232)

GN 861 of 25 September 2015: Description submitted in terms of [Section 15 \(1\)](#): Gauteng Provincial Government: Department of Social Development (Government Gazette No. 39232)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DESCRIPTION SUBMITTED IN TERMS OF SECTION 15 (1)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

GAUTENG PROVINCIAL GOVERNMENT: DEPARTMENT OF SOCIAL DEVELOPMENT

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a) <EL>)
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i) <EL>:	

FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii) <EL>:	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii) <EL>	
· STRATEGIC DOCUMENTS:	DEPARTMENT'S INTRANET AT http:// socdev-intranet gpg.gov.za
- KEMOJA INTERGRATED STRATEGY	
- GAUTENG SOCIAL DEVELOPMENT STRATEGY	
- ANTI-POVERTY STRATEGY, GAUTENG PROVINCIAL GOVERNMENT	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii) <EL>	
· CODE OF CONDUCT FOR THE PUBLIC SERVICE	DEPARTMENT'S INTRANET AT http:// socdev-intranet gpg.gov.za
· ANNUAL REPORTS	
· NPO DOCUMENTS	
· PAIA MANUAL (IN ENGLISH,S/SOTHO, ZULU AND BRAILLE)	
· PILIR DOCUMENTS	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 864 of 25 September 2015: Description submitted in terms of Section 15 (1): Northern Cape Provincial Government: Office of the Premier (Government Gazette No. 39232)

GN 864 of 25 September 2015: Description submitted in terms of [Section 15 \(1\)](#): Northern Cape Provincial Government: Office of the Premier (Government Gazette No. 39232)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DESCRIPTION SUBMITTED IN TERMS OF SECTION 15 (1)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

NORTHERN CAPE PROVINCIAL GOVERNMENT: OFFICE OF THE PREMIER

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

NORTHERN CAPE PROVINCIAL ADMINISTRATION: OFFICE OF THE PREMIER

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))

FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
. Reports	Information relating to the above services and access can be obtained from the Department:
. Financial Items	
. Strategic and Operational Plans	
. Registers excluding financial ones	Office of the Premier
. All policy files created in terms of the Uniform Support Functions Filing System and the Uniform Personnel Functions Filing System.	Private bag X 5016
	Kimberley
	8300
. Circulars Received	Tel no: 053 838 2600
. Publications published by the Office	Fax no: 053 838 2600
. Photographs	
. Miscellaneous	Email address: cynthiajoseph@ncpg.gov.za
. Approved organogram of the Office of the Premier	Website: www.ncpg.gov.za
. All records published on the NCPA website	
. All records of proceedings of public fora.	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
. Reports	Information relating to the above services and access can be obtained from the Department:
. Financial Items	
. Strategic and Operational Plans	
. Registers excluding financial ones	Office of the Premier
. All policy files created in terms of the Uniform Support Functions Filing System and the Uniform Personnel Functions Filing System.	Private bag X 5016
	Kimberley
	8300
. Circulars Received	
. Publications published by the Office	Tel no: 053 838 2600
. Photographs	Fax no: 053 838 2600
. Miscellaneous	
. Approved organogram of the Office of the Premier	Email address: cynthiajoseph@ncpg.gov.za Website: www.ncpg.gov.za
. All records published on the NCPA website	
. All records of proceedings of public fora.	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
. Reports	Information relating to the above services and access can be obtained from the Department:
. Financial Items	
. Strategic and Operational Plans	
. Registers excluding financial ones	Office of the Premier
. All policy files created in terms of the Uniform Support Functions Filing System and the Uniform Personnel Functions Filing System.	Private bag X 5016
	Kimberley
	8300
. Circulars Received	
. Publications published by the Office	Tel no: 053 838 2600
. Photographs	Fax no: 053 838 2600
. Miscellaneous	
. Approved organogram of the Office of the Premier	Email address: cynthiajoseph@ncpg.gov.za Website: www.ncpg.gov.za
. All records published on the NCPA website	
. All records of proceedings of public fora.	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 865 of 25 September 2015: Description submitted in terms of Section 15 (1): Northern Cape Provincial Government: Department of Social Development (Government Gazette No. 39232)

GN 865 of 25 September 2015: Description submitted in terms of [Section 15 \(1\)](#): Northern Cape Provincial Government: Department of Social Development (Government Gazette No. 39232)

DESCRIPTION SUBMITTED IN TERMS OF [SECTION 15 \(1\)](#)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

NORTHERN CAPE PROVINCIAL GOVERNMENT: DEPARTMENT OF SOCIAL DEVELOPMENT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

**REPUBLIC OF SOUTH AFRICA****NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF SOCIAL DEVELOPMENT****FORM D**

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Annual Reports	The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer; Mimosa Complex, Barkly Road, Homestead, Kimberley, 8301; Private Bag X5042, Kimberley, 8300.
Strategic & Operational Plans	
Budgets & Related Documentation	
Approved Organogram	
Annual Financial Statements	
All other previously published records e.g. Brochures, Newsletters, Photographs, Calenders.	
All records of proceedings of public finances	
Departmental policies.	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Annual Reports	
Strategic & Operational Plans	
Budgets & Related Documentation	
Approved Organogram	
Annual Financial Statements	
All other previously published records e.g. Brochures, Newsletters, Photographs, Calenders.	
All records of proceedings of public finances	
Departmental policies.	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Annual Reports	The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer; Mimosa Complex, Barkly Road, Homestead,
Strategic & Operational Plans	
Budgets & Related Documentation	
Approved Organogram	
Annual Financial Statements	
All other previously published records	

e.g. Brochures, Newsletters, Photographs, Calenders.	Kimberley, 8301; Private Bag X5042, Kimberley, 8300.
. All records of proceedings of public finances	
. Departmental policies.	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
. Annual Reports	The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer; Mimosa Complex, Barkly Road, Homestead, Kimberley, 8301; Private Bag X5042, Kimberley, 8300.
. Strategic & Operational Plans	
. Budgets & Related Documentation	
. Approved Organogram	
. Annual Financial Statements	
. All other previously published records e.g. Brochures, Newsletters, Photographs, Calenders.	
. All records of proceedings of public finances	
. Departmental policies.	

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that the word "Calenders" is intended to be "Calendars".)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 866 of 25 September 2015: Description submitted in terms of Section 15 (1): Northern Cape Provincial Government: Department of Transport, Safety and Liaison (Government Gazette No. 39232)

GN 866 of 25 September 2015: Description submitted in terms of [Section 15 \(1\)](#): Northern Cape Provincial Government: Department of Transport, Safety and Liaison (Government Gazette No. 39232)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DESCRIPTION SUBMITTED IN TERMS OF SECTION 15 (1)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

NORTHERN CAPE PROVINCIAL GOVERNMENT: DEPARTMENT OF TRANSPORT, SAFETY AND LIAISON

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

NORTHERN CAPE PROVINCIAL ADMINISTRATION: DEPARTMENT OF TRANSPORT, SAFETY AND LIAISON

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))

FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i) :	
. Departmental Strategic Plans.	The records may be inspected at the Departmental on request, addressed to the Office of the Deputy Information Officer; Mr. Vuyani Mabe, Department of Transport, Safety and Liaison, PO Box 1368 Kimberley 8300
. Departmental Annual Performance plan.	
. Service Delivery Improvement plan.	
. Annual reports.	
. Employment Equity reports.	Tel. No: 053 8391789
. Published research reports.	Fax no: 086 5434197
. Approved organizational structures.	053 8391786
. Departmental file plans.	E-mail address: vmabe@ncpg.gov.za
. Budgets.	www.ncpg.gov.za
. Departmental Acts, Regulations, Policies and Procedure Manuals.	
. Promotion of Access to Information Manual.	
. Service standards.	
. Statement of commitment.	
. Departmental Events Calendar.	
. Copies of Speeches by the MEC.	
. Circulars of advertised posts and services.	
. Departmental forms.	
. Staff Contact Details Directory.	
. Journals and magazines.	
. Tender Bulletins.	
. News Letters.	
. Promotional material.	
. Departmental Media statements.	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii) :	
. Tender Bullets.	Records can be purchased at the Cashiers office, Ground Floor Southey Chambers, Southey Street, Kimberley 8300
	Department of Transport Safety and Liaison.
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
. Service Delivery Improvement plan.	The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer Mr. Vuyani Mabe, Department of Transport Safety and Liaison, Environment and Tourism, PO Box 1368 Kimberley 8300
. Annual reports.	
. Employment Equity reports.	
. Approved organizational structures.	
. Budgets.	
. Departmental Acts, Regulations, Policies and Procedures manuals.	Tel no: 053 8391789
	Fax no: 086 5434197
. Promotion of Access to Information manual.	053 8391786
	E-mail address: vmabe@ncpg.gov.za
. Service Standards.	www.ncpg.gov.za
. Statement of Commitment.	
. Departmental Events Calendar.	
. Copies of Speeches by the MEC.	
. Circulars of advertised posts and services.	
. Departmental forms.	
. Staff Contact Details Directory.	
. Journals and magazines.	
. Tender Bulletins.	
. News Letters.	
. Promotional material.	
. Departmental Media statements.	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
. News Letters	The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Mr Vuyani Mabe, Department of Transport Safety and Liaison, Environment and Tourism, PO Box 1368 Kimberley 8300
. Promotional material.	

	Tel no: 053 8391789
	Fax no: 086 5434197
	053 8391786
	E-mail address: vmabe@ncpg.gov.za
	www.ncpg.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 867 of 25 September 2015: Description submitted in terms of Section 15 (1): Northern Cape Provincial Government: Department of Education (Government Gazette No. 39232)

GN 867 of 25 September 2015: Description submitted in terms of [Section 15 \(1\)](#): Northern Cape Provincial Government: Department of Education (Government Gazette No. 39232)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DESCRIPTION SUBMITTED IN TERMS OF [SECTION 15 \(1\)](#)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

NORTHERN CAPE PROVINCIAL GOVERNMENT: DEPARTMENT OF EDUCATION

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF EDUCATION**

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i) :	
. Annual and other progress reports (see records control schedule and register of files opened)	Information relating to the above services and access can be obtained from the Head Office and District Offices in the Province. Our contact details are as follows:
. Strategic and operational plans	IK NKOANE EDUCATION HOUSE
. Budgets and related documentation	156 Barkly Road
. Approved Organogram	KIMBERLEY
. Annual financial statements of departments	8301
. All other previously published records (eg. brochures, newsletters, photographs, calendars etc.)	Private Bag X5029
. All records published on the departmental web-site	KIMBERLEY
	8300

. List/register of closed schools	
. List/register of merged schools	Tel.: 053 839 6500
. List of no- fees schools	Fax: 053 839 6580/1
. Provincial Public Ordinary School Resource Target list	Web: ncdoe.ncpg.gov.za
. All records of proceedings of public forums	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
. Annual and other progress reports (see records control schedule and register of files opened)	Information relating to the above services and access can be obtained from the Head Office and District Offices in the Province. Our contact details are as follows:
. Strategic and operational plans	
. Budgets and related documentation	IK NKOANE EDUCATION HOUSE
. Approved Organogram	156 Barkly Road
. Annual financial statements of departments	KIMBERLEY
. All other previously published records (eg. brochures, newsletters, photographs, calendars etc.)	8301
	Private Bag X5029
. All records published on the departmental web-site	KIMBERLEY
	8300
. List/register of closed schools	
. List/register of merged schools	Tel.: 053 839 6500
. List of no- fees schools	Fax: 053 839 6580/1
. Provincial Public Ordinary School Resource Target list	Web: ncdoe.ncpg.gov.za
. All records of proceedings of public forums	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
. Annual and other progress reports (see records control schedule and register of files opened)	Information relating to the above services and access can be obtained from the Head Office and District Offices in the Province. Our contact details are as follows:
. Strategic and operational plans	
. Budgets and related documentation	IK NKOANE EDUCATION HOUSE
. Approved Organogram	156 Barkly Road
. Annual financial statements of departments	KIMBERLEY
. All other previously published records (eg. brochures, newsletters, photographs, calendars etc.)	8301
	Private Bag X5029
. All records published on the departmental web-site	KIMBERLEY
	8300
. List/register of closed schools	
. List/register of merged schools	Tel.: 053 839 6500
. List of no- fees schools	Fax: 053 839 6580/1
. Provincial Public Ordinary School Resource Target list	Web: ncdoe.ncpg.gov.za
. All records of proceedings of public forums	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 868 of 25 September 2015: Description submitted in terms of Section 15 (1): Northern Cape Provincial Government: Department of Provincial Treasury (Government Gazette No. 39232)

GN 868 of 25 September 2015: Description submitted in terms of [Section 15 \(1\)](#): Northern Cape Provincial Government: Department of Provincial Treasury (Government Gazette No. 39232)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DESCRIPTION SUBMITTED IN TERMS OF [SECTION 15 \(1\)](#)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said

Act by the-

NORTHERN CAPE PROVINCIAL GOVERNMENT: DEPARTMENT OF PROVINCIAL TREASURY

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF PROVINCIAL TREASURY**

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
. Annual Reports	Information relating to the above services and access can be obtained from department. Our contact details are as follows:
. Strategic plans	
. Budgets and related documentation	
. Economic analysis policy briefs	Metlife Towers
. All other previously published records (eg. brochures, newsletters, photographs, calendars etc.)	KIMBERLEY 8300
. All records published on the departmental web-site	Private bag X5054 Kimberley
. Quarterly Reports	8300
. Northern Cape Municipal Finance Consolidated Report	Tel: 053 830 8200 Fax: 053 831 4235
. Annual Performance Plan	Web: www.ncpt.gov.za
FOR PURCHASING IN TERM OF SECTION 15 (1) (a) (ii):	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
. Annual Reports	Information relating to the above services and access can be obtained from the Department. Our contact details are as follows:
. Strategic plans	
. Budgets and related documentation	
. Economic analysis policy briefs	Metlife Towers
. All other previously published records (eg. brochures, newsletters, photographs, calendars etc.)	KIMBERLEY 8300
. All records published on the departmental web-site	Private bag X5054 Kimberley
. Quarterly Reports	8300
. Northern Cape Municipal Finance Consolidated Report	Tel: 053 830 8200 Fax: 053 831 4235
. Annual Performance Plan	Web: www.ncpt.gov.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
. Annual Reports	Information relating to the above services and access can be obtained from the department. Our contact details are as
. Strategic plans	

. Budgets and related documentation	follows:
. Economic analysis policy briefs	Metlife Towers
. All other previously published records (eg. brochures, newsletters, photographs, calendars etc.)	KIMBERLEY
	8300
. All records published on the departmental web-site	Private bag X5054
	Kimberley
. Quarterly Reports	8300
. Northern Cape Municipal Finance Consolidated Report	Tel: 053 830 8200
	Fax: 053 831 4235
. Annual Performance Plan	Web: www.ncpt.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 869 of 25 September 2015: Description submitted in terms of Section 15 (1): Northern Cape Provincial Government: Department of Economic Development and Tourism (Government Gazette No. 39232)

GN 869 of 25 September 2015: Description submitted in terms of [Section 15 \(1\)](#): Northern Cape Provincial Government: Department of Economic Development and Tourism (Government Gazette No. 39232)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DESCRIPTION SUBMITTED IN TERMS OF [SECTION 15 \(1\)](#)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

NORTHERN CAPE PROVINCIAL GOVERNMENT: DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i) :	
<u>Economic Development, Enterprise Development, Research and Trade & Industry</u>	These records are available for inspection at the Registry, 13 th Floor, Metlife Towers, c/o Knight and Stead Street, Kimberley - between 09H00 and 15H30
. Reports, e.g. economic reports/policies for the Northern Cape	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii) :	
<u>Economic Development, Enterprise</u>	Copies of these records may be obtained on

<u>Development, Research and Trade & Industry</u>	payment of the prescribed fee from the Registry, 13 th Floor, Metlife Towers, c/o Knight and Stead Street, Kimberley - between 09H00 and 15H30
. Annual Reports	
. Financial Statements	
. Budget Report	
. Reports, e.g. economic reports/policies for the Northern Cape	
<u>Corporate Servives</u> (Editorial Note: Wording as per original Government Gazette. It is suggested that the word "Servives" is intended to be "Services".)	Copies of these records may be obtained on payment of the prescribed fee from the Registry, 13th Floor, Metlife Towers, c/o Knight and Stead Street, Kimberley - between 09H00 and 15H30
. Annual reports including the report of the Auditor-General, and annual audited financial statements	
. Budget reports	
. Collective agreements with respect to the grievance procedure, picketing and the rules of conduct during industrial action, etc.	
. Constitutions of inter alia the Provincial Bargaining Council	
. Staff-related policies and procedures including employment equity plans, induction programs, HIV and Aids action plan and the Code of Conduct	
. Monthly reporting on the state of revenue and expenditure: in-year monitoring and reporting system (IMRS)	
. Medium-term Expenditure Framework Budget (MTEF)	
. Adjustments Budget and Explanatory Memorandum	
<u>Head of Department</u>	
. Annual Business Plan: Overview of the year; Projections for following year	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
<u>Economic Development, Enterprise Development, Research and Trade & Industry</u>	Copies of these records may be obtained on payment of the prescribed fee from the Registry, 13th Floor, Metlife Towers, c/o Knight and Stead Street, Kimberley - between 09H00 and 15H30
. Annual Reports	
. Financial Statements	
. Budget Report	
. Reports, e.g. economic reports/policies for the Northern Cape	
<u>Corporate Servives</u> (Editorial Note: Wording as per original Government Gazette. It is suggested that the word "Servives" is intended to be "Services".)	Copies of these records may be obtained on payment of the prescribed fee from the Registry, 13th Floor, Metlife Towers, c/o Knight and Stead Street, Kimberley - between 09H00 and 15H30
. Annual reports including the report of the Auditor-General, and annual audited financial statements	
. Budget reports	
. Collective agreements with respect to the grievance procedure, picketing and the rules of conduct during industrial action, etc.	
. Constitutions of inter alia the Provincial Bargaining Council	
. Staff-related policies and procedures including employment equity plans, induction programs, HIV and Aids action plan and the Code of Conduct	
. Monthly reporting on the state of revenue and expenditure: in-year monitoring and reporting system (IMRS)	
. Medium-term Expenditure Framework Budget (MTEF)	
. Adjustments Budget and Explanatory Memorandum	

Head of Department	
Annual Business Plan: Overview of the year; Projections for following year	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
<u>Economic Development, Enterprise Development, Research and Trade & Industry</u>	Copies of these records may be obtained on payment of the prescribed fee from the Registry, 13 th Floor, Metlife Towers, c/o Knight and Stead Street, Kimberley - between 09H00 and 15H30
. Brochures: Small Business Development; Trade & Industry Development; Marketing brochures	
. White Papers	
. Green Papers	
<u>Corporate Services</u>	Copies of these records may be obtained on payment of the prescribed fee from the Registry, 13 th Floor, Metlife Towers, c/o Knight and Stead Street, Kimberley - between 09H00 and 15H30
Departmental Strategic Plan	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 870 of 25 September 2015: Description submitted in terms of Section 15 (1): Northern Cape Provincial Government: Department of Sports, Arts and Culture (Government Gazette No. 39232)

GN 870 of 25 September 2015: Description submitted in terms of [Section 15 \(1\)](#): Northern Cape Provincial Government: Department of Sports, Arts and Culture (Government Gazette No. 39232)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DESCRIPTION SUBMITTED IN TERMS OF [SECTION 15 \(1\)](#)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

NORTHERN CAPE PROVINCIAL GOVERNMENT: DEPARTMENT OF SPORTS, ARTS AND CULTURE

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF SPORT, ARTS AND CULTURE**

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (<JL:Jump,"Act 2 of 2000 s 15(1) (a)">SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	

Annual and other progress reports (see records control schedule and register of files opened)	Information relating to the above services and access can be obtained from the Department. Our contact details are as follows:
Strategic and operational plans	22 Abattoir Road, Ashburnham
Budgets and related documentation	Kimberley
Approved Organogram	8301
Annual financial statements of departments	
All other previously published records (eg. brochures, newsletters, photographs, calendars etc.)	Private Bag X 5004
	Kimberley
	8300
All records published on the departmental web-site	
List/register of closed schools	
List/register of merged schools	
List of no- fees schools	
Provincial Public Ordinary School Resource Target list	
All records of proceedings of public forums	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual and other progress reports (see records control schedule and register of files opened)	Information relating to the above services and access can be obtained from the Department. Our contact details are as follows:
Strategic and operational plans	22 Abattoir Road, Ashburnham
Budgets and related documentation	Kimberley
Approved Organogram	8301
Annual financial statements of departments	
All other previously published records (eg. brochures, newsletters, photographs, calendars etc.)	Private Bag X 5004
	Kimberley
	8300
All records published on the departmental web-site	
List/register of closed schools	
List/register of merged schools	
List of no- fees schools	
Provincial Public Ordinary School Resource Target list	
All records of proceedings of public forums	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Annual and other progress reports (see records control schedule and register of files opened)	Information relating to the above services and access can be obtained from the Department. Our contact details are as follows:
Strategic and operational plans	22 Abattoir Road, Ashburnham
Budgets and related documentation	Kimberley
Approved Organogram	8301
Annual financial statements of departments	Private Bag X 5004
All other previously published records (eg. brochures, newsletters, photographs, calendars etc.)	Kimberley
	8300
All records published on the departmental web-site	
List/register of closed schools	
List/register of merged schools	
List of no- fees schools	
Provincial Public Ordinary School Resource Target list	
All records of proceedings of public forums	

GN 871 of 25 September 2015: Description submitted in terms of [Section 15 \(1\)](#): Northern Cape Provincial Government: Department of Co-operative Governance, Human Settlements and Traditional Affairs (Government Gazette No. 39232)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DESCRIPTION SUBMITTED IN TERMS OF [SECTION 15 \(1\)](#)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

NORTHERN CAPE PROVINCIAL GOVERNMENT: DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN
SETTLEMENTS AND TRADITIONAL AFFAIRS**

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
. Annual and other progress reports	Information relating to the above services and access can be obtained from the Department. Our contact details are as follows:
. Strategic and operational plans	
. Budgets and related documentation	
. All policy files created in terms of the Uniform Support Functions Filing System and the Uniform Personnel Function Filing System;	9 Cecil Sussman Road
	Kimberley
	8300
. Annual financial statements of departments	Private Bag X5005
. All other previously published records (eg. brochures, newsletters, photographs, calendars etc.)	Kimberley
	8300
. All records published on the departmental web-site	
. Approved Organogram of the department.	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	

FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
. Annual and other progress reports	Information relating to the above services and access can be obtained from the Department. Our contact details are as follows:
. Strategic and operational plans	
. Budgets and related documentation	
. All policy files created in terms of the Uniform Support Functions Filing System and the Uniform Personnel Function Filing System;	9 Cecil Sussman Road
	Kimberley
	8300
. Annual financial statements of departments	
. All other previously published records (eg. brochures, newsletters, photographs, calendars etc.)	Private Bag X5005
	Kimberley
. All records published on the departmental web-site	8300
. Approved Organogram of the department.	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
. Annual and other progress reports	Information relating to the above services and access can be obtained from the Department. Our contact details are as follows:
. Strategic and operational plans	
. Budgets and related documentation	
. All policy files created in terms of the Uniform Support Functions Filing System and the Uniform Personnel Function Filing System;	9 Cecil Sussman Road
	Kimberley 8300
	Private Bag X5005
. Annual financial statements of departments	Kimberley
. All other previously published records (eg. brochures, newsletters, photographs, calendars etc.)	8300
. All records published on the departmental web-site	
. Approved Organogram of the department.	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 872 of 25 September 2015: Description submitted in terms of Section 15 (1): Northern Cape Provincial Government: Department of Environment and Nature Conservation (Government Gazette No. 39232)

GN 872 of 25 September 2015: Description submitted in terms of Section 15 (1): Northern Cape Provincial Government: Department of Environment and Nature Conservation (Government Gazette No. 39232)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DESCRIPTION SUBMITTED IN TERMS OF SECTION 15 (1)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

NORTHERN CAPE PROVINCIAL GOVERNMENT: DEPARTMENT OF ENVIRONMENT AND NATURE CONSERVATION

As set out in the Schedule

(Signed)

TSHILILO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
- Annual and other progress reports (see records control schedule and register of files opened) - Strategic and operational plans - Budgets and related documentation - Approved Organogram - All policy files created in terms of the Uniform Support Functions Filing System (prefixed by H) and the Uniform Personnel Functions Filing System (prefixed by S); - Annual financial statements of departments - All other previously published records (eg. brochures, newsletters, photographs, calendars etc.) - All records published on the Department of Environment and Nature Conservation web-site - All records of proceedings of public fora	Information relating to the above services and access can be obtained from the Department. Our contact details are as follows Private Bag X 6102 Kimberley 8300 Corner of Market and Steady Streets Kimberley 8300 Tel: 053 807 7300
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
- Annual and other progress reports (see records control schedule and register of files opened) - Strategic and operational plans - Budgets and related documentation - Approved Organogram - All policy files created in terms of the Uniform Support Functions Filing System (prefixed by H) and the Uniform Personnel Functions Filing System (prefixed by S); - Annual financial statements of departments - All other previously published records (eg. brochures, newsletters, photographs, calendars etc.) - All records published on the Department of Environment and Nature Conservation web-site - All records of proceedings of public fora	Information relating to the above services and access can be obtained from the Department Our contact details are as follows Private Bag X 6102 Kimberley 8300 Corner of Market and Steady Streets Kimberley 8300 Tel: 053 807 7300
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
- Annual and other progress reports (see records control schedule and register of files opened) - Strategic and operational plans - Budgets and related documentation - Approved Organogram - All policy files created in terms of the Uniform Support Functions Filing System (prefixed by H) and the Uniform Personnel Functions Filing System (prefixed by S); - Annual financial statements of departments - All other previously published records (eg. brochures, newsletters, photographs, calendars etc.) - All records published on the Department of	Information relating to the above services and access can be obtained from the Department Our contact details are as follows Private Bag X 6102 Kimberley 8300 Corner of Market and Steady Streets Kimberley 8300 Tel: 053 807 7300

Environment and Nature Conservation web-site	
All records of proceedings of public fora	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 873 of 25 September 2015: Description submitted in terms of Section 15 (1): Northern Cape Provincial Government: Department of Agriculture, Land Reform & Rural Development (Government Gazette No. 39232)

GN 873 of 25 September 2015: Description submitted in terms of Section 15 (1): Northern Cape Provincial Government: Department of Agriculture, Land Reform & Rural Development (Government Gazette No. 39232)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DESCRIPTION SUBMITTED IN TERMS OF SECTION 15 (1)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

NORTHERN CAPE PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE, LAND REFORM & RURAL DEVELOPMENT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

**NORTHERN CAPE PROVINCIAL ADMINISTRATION:
DEPARTMENT OF AGRICULTURE, LAND REFORM & RURAL DEVELOPMENT**

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
➤ Strategic plans ➤ Publications ➤ Bulletins ➤ Pamphlets ➤ Journals ➤ Library material ➤ Departmental File Plans ➤ MEC Budget speeches	These records are available for inspection at the Registry, or the office of the Deputy Information Officer. Department of Agriculture, Land Reform and Development Private Bag X5018 Kimberley 8300 162 George Street P/Bag X5018 Kimberley 8300
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
➤ Personnel records of employees ➤ Bursaries files (external clients) ➤ Files of applicants for vacant positions	Copies of these records may be obtained on payment of the prescribed fee from the Registry, or the office of the Deputy Information Officer.

➤ Records of interviews for vacancies ➤ Internal policies ➤ Planning documents ➤ Plans for specific initiation in any of the functional areas of the Department ➤ Some planning documents relating to provinces or individual agricultural institutions ➤ Minutes of meetings ➤ Proceedings of workshops and seminars ➤ Documents relating to norms and standards ➤ Legislation ➤ Financial records ➤ Statements of accounts ➤ Records of income and expenditure ➤ Procurement records ➤ Research reports and records	Department of Agriculture, Land Reform and Development Private Bag X5018 Kimberley 8300 162 George Street P/Bag X5018 Kimberley 8300
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
. Strategic Planning Management . Integrating planning and reporting . Departmental Business Plans (EG. Strategic and Operational Plans.) . Compilation, approval and alteration of file plan . MEC'S Budget speech . Publications . Reports and returns . Annual report . Premiers opening speech	These records are available for inspection at the Registry, or the office of the Deputy Information Officer. Department of Agriculture, Land Reform and Development Private Bag X5018 Kimberley 8300 162 George Street P/Bag X5018 Kimberley 8300
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
. Strategic Planning Management . Integrating planning and reporting . Departmental Business Plans (EG. Strategic and Operational Plans.) . Compilation, approval and alteration of file plan . MEC'S Budget speech . Publications . Reports and returns . Annual report . Premiers opening speech	These records are available for inspection at the Registry, or the office of the Deputy Information Officer. Department of Agriculture, Land Reform and Development Private Bag X5018 Kimberley 8300 162 George Street P/Bag X5018 Kimberley 8300

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 874 of 25 September 2015: Description submitted in terms of Section 15 (1): Northern Cape Provincial Government: Department of Roads and Public Works (Government Gazette No. 39232)

GN 874 of 25 September 2015: Description submitted in terms of Section 15 (1): Northern Cape Provincial Government: Department of Roads and Public Works (Government Gazette No. 39232)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DESCRIPTION SUBMITTED IN TERMS OF SECTION 15 (1)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

NORTHERN CAPE PROVINCIAL GOVERNMENT: DEPARTMENT OF ROADS AND PUBLIC WORKS

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

11 11 11



REPUBLIC OF SOUTH AFRICA

NORTHERN CAPE PROVINCIAL ADMINISTRATION: DEPARTMENT OF ROADS AND PUBLIC WORKS

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

**([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
- Departmental Strategic Plans - Service Delivery Improvement Plan - Departmental Annual Performance Plan - Annual Report - Departmental Policies & Procedure Manual - Legislation - Employment Equity Reports - Approved Organizational Structure - Departmental File Plans - Promotion of Access to Information Manual - Financial delegations - Internal newsletters - Service Standards - Service delivery charter - Departmental events calendar - MEC Budget speeches - Media Releases - Newspaper Clippings - Departmental Circulars - Public Service Forms - Staff Contact Details Directory - Journals and magazines - Tender Documents - Promotional Materials	The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer, Northern Cape Department of Roads and Public Works PO Box 3132, Kimberley 9-11 Stockroos Street Squarehill Park, Kimberley Tel: 053 839 2100 Fax: 053 839 2290/1 KNogwili@ncpg.gov.za BSlingers@ncpg.gov.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Tender Documents	The records can be purchased at the Cashiers office; no: BR18 Block B and collected at Supply Chain Management. Northern Cape Department of Roads and Public Works PO Box 3132, Kimberley 9-11 Stockroos Street Squarehill Park, Kimberley Tel: 053 839 2100 Fax: 053 839 2290/1 KNogwili@ncpg.gov.za BSlingers@ncpg.gov.za
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Departmental Strategic Plans	The records may be inspected at the

. Service Delivery Improvement Plan . Departmental Annual Performance Plan . Annual Report . Departmental Policies & Procedure Manual . Legislation . Employment Equity Reports . Approved Organizational Structure . Departmental File Plans . Promotion of Access to Information Manual . Financial delegations . Internal newsletters . Service Standards . Service delivery charter . Departmental events calendar . MEC Budget speeches . Media Releases . Newspaper Clippings . Departmental Circulars . Public Service Forms . Staff Contact Details Directory . Journals and magazines . Tender Documents . Promotional Materials	Department on request in writing addressed to the Deputy Information Officer, Northern Cape Department of Roads and Public Works PO Box 3132, Kimberley 9-11 Stockroos Street Squarehill Park, Kimberley Tel: 053 839 2100 Fax: 053 839 2290/1 KNogwili@ncpg.gov.za BSlingers@ncpg.gov.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 883 of 25 September 2015: Description submitted in terms of Section 15 (1): Free State Provincial Government: Department of Police, Roads and Transport (Government Gazette No. 39232)

GN 883 of 25 September 2015: Description submitted in terms of Section 15 (1): Free State Provincial Government: Department of Police, Roads and Transport (Government Gazette No. 39232)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DESCRIPTION SUBMITTED IN TERMS OF SECTION 15 (1)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE PROVINCIAL GOVERNMENT: DEPARTMENT OF POLICE, ROADS AND TRANSPORT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

**(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Applications in terms of the Roads Ordinance, 1969 for declaration, etc. of roads	First floor Medfontein Building, St Andrews Street, BLOEMFONTEIN (Tel. 051-409 8275) and at the Office of the Roads Superintendent in the relevant municipal district
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.policeroadstransport.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Adv MP Molotsi, Rm 221 Anchor House, cor. Nelson Mandela Drive and West Burger Street, BLOEMFONTEIN - 9301, PO Box 9769, BLOEMFONTEIN - 9300 Tel: (051) 403 7442, Fax: (051) 086 207 1459, E-mail: molotsim@freetrans.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services Newsletters and publications, where available	Office visit: Human Resources, 5 th Floor Medfontein Building, St Andrews Street, BLOEMFONTEIN Available on Website (www.policeroadstransport.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 934 of 9 October 2015: Description submitted in terms of Section 15 (1) of KwaZulu-Natal Provincial Government: Department of Social Development (Government Gazette No. 39275)

GN 934 of 9 October 2015: Description submitted in terms of Section 15 (1) of KwaZulu-Natal Provincial Government: Department of Social Development (Government Gazette No. 39275)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

KWAZULU-NATAL PROVINCIAL GOVERNMENT: DEPARTMENT OF SOCIAL DEVELOPMENT

As set out in the Schedule

(Signed)

**TSHILILO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SOCIAL DEVELOPMENT, PROVINCE OF KWAZULU-NATAL

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

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

(Regulation 5A)

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF <u>SECTION 15 (1) (a)</u> OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (<u>SECTION 15 (1) (a)</u>)
CATEGORIES	MANNER OF ACCESS TO RECORD
1. FOR INSPECTION IN TERMS OF <u>SECTION 15 (1) (a) (i) and (b)</u>	
1.1 Budget Speech;	The records may be inspected at the Office of the Deputy Information Officer as follows-
1.2 Departmental Strategic Plan;	
1.3 Annual Performance Plan	
1.4 Annual Strategic Plan;	Department of Social Development, Province of KwaZulu-Natal
1.5 Service Delivery Improvement Plan;	
1.6 Citizens' Charter and Service Delivery Charter;	174 Mayors Walk Office Park 174 Mayors Walk Street
1.7 Employment Equity Report;	PIETERMARITZBURG
1.8 Approved Organisational Structure;	3201
1.9 Anti-Fraud Anti-Corruption Strategy;	
1.10 MEC's speeches,	Telephone: +27 33 341 7926
1.11 Circulars of advertised posts;	Fax: +27 86 696 6337
1.12 Register, database or list of service offices, facilities or State or public entities of the Department;	Email: jack.modupo@kznsocdev.gov.za
1.13 Social research findings, reports, reviews and papers; and	Website: www.kzndsd.gov.za
1.14 Magazines, newspapers and newsletters.	
2. FOR PURCHASING IN TERMS OF <u>SECTION 15 (1) (a) (ii) and (b)</u>	
2.1. Bid Documents	Bid documents may be purchased at the Department of Social Development, Province of KwaZulu-Natal
	208 Hossen Haffeejee Street
	PIETERMARITZBURG
	3201
	At the Supply Chain Management Directorate.
3. FOR COPYING IN TERMS OF <u>SECTION 15 (1) (a) (ii) and (b)</u>	
3.1. Budget Speech;	The records may be accessed for copying at the Office of the Deputy Information Officers as follows-
3.2. Departmental Strategic Plan;	
3.3. Annual Performance Plan	
3.4. Annual Strategic Plan;	
3.5. Service Delivery Improvement Plan,	Department of Social Development, Province of KwaZulu-Natal
3.6. Citizens' Charter and Service Delivery Charter;	
	174 Mayors Walk Office Park
3.7. Employment Equity Report;	174 Mayors Walk Street
3.8. Approved Organisational Structure;	PIETERMARITZBURG
3.9. Anti-Fraud Anti-Corruption Strategy;	3201
3.10. MEC's speeches;	
3.11. Circulars of advertised posts;	Telephone. +27 33 341 7926
3.12. Register, database or list of service offices, facilities or State or public entities of the Department;	Fax: +27 86 696 6337 Email: jack.modupo@kznsocdev.gov.za
3.13. Social research findings, reports, reviews and papers; and	Website: www.kzndsd.gov.za
3.14. Magazines, newspapers and newsletters.	

4. FREE OF CHARGE IN TERMS OF SECTION 15 (a) (iii) and (b)	
4.1. Budget Speech;	The records may be accessed for copying at the Office of the Deputy Information Officers as follows-
4.2. Departmental Strategic Plan;	
4.3. Annual Performance Plan	
4.4. Annual Strategic Plan;	Department of Social Development. Province of KwaZulu-Natal
4.5. Service Delivery Improvement Plan;	174 Mayors Walk Office Park
4.6. Citizens' Charter and Service Delivery Charter;	174 Mayors Walk Street PIETERMARITZBURG
4.7. Approved Organisational Structure;	3201
4.8. Anti-Fraud Anti-Corruption Strategy;	
4.9. MEC's speeches;	Telephone: +27 33 341 7926
4.10. Circulars of advertised posts,	Fax: +27 86 696 6337
4.11. Register, database or list of service offices, facilities or State or public entities of the Department;	Email: jack.modupo@kznsocdev.gov.za
4.12. Magazines, newspapers and newsletters.	Website: www.kzndsd.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1078 of 6 November 2015: Description submitted in terms of section 15 (1): Department of Co-operative Governance (Government Gazette No. 39379)

**GN 1078 of 6 November 2015: Description submitted in terms of section 15 (1): Department of Co-operative Governance
(Government Gazette No. 39379)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF CO-OPERATIVE GOVERNANCE

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
(Regulation 5A)**

<i>DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</i>	<i>MANNER OF ACCESS TO RECORDS (e.g website) (SECTION 15 (1) (b))</i>
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
NOT APPLICABLE	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
NOT APPLICABLE	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
	The document can be requested through:

DISCUSSION DOCUMENTS AND ALL DOCUMENTS NOT LISTED BELOW	The Chief Information Officer Department of Cooperative Governance Private Bag X804 Pretoria, 0001 Fax: 012 3340603 E-mail: thinavhuyoN@cogta.gov.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
FLAGSHIP PROGRAMME	www.cogta.gov.za
<i>Business Adopt-a-Municipality</i>	www.cogta.gov.za
Frequently asked Questions for the 2014 Flagship Projects	www.cogta.gov.za
FREE BASIC SERVICES	www.cogta.gov.za
<i>Policies and Implementation Guidelines</i>	www.cogta.gov.za
Electricity Basic Services Support Tariff Policy	www.cogta.gov.za
Free Basic Alternative Energy Policy	www.cogta.gov.za
National Policy for the Provision of Basic Refuse Removal Services to Indigent Household	www.cogta.gov.za
White Paper on Basic Household Sanitation	www.cogta.gov.za
GENERAL NOTICES/REGULATIONS/CIRCULARS	www.cogta.gov.za
<u>LG Employment Regulations</u>	www.cogta.gov.za
Circular Appointment t and Employment Conditions for Local Government Senior Managers	www.cogta.gov.za
Local Government Regulations for Appointment and Conditions of Employment for Senior Managers	www.cogta.gov.za
<i>2010 June 18 Regulations Notice for comments</i>	www.cogta.gov.za
Amendments of Regulations concerning the Publication of particulars of the remuneration of certain mu	www.cogta.gov.za
Circular 30 of 2012 Determination of upper limits of salaries, allowances and benefits for councillor	www.cogta.gov.za
Circular on transitional Arrangements before and after the 18 May 2011 Local Government Election	www.cogta.gov.za
Councillor Remuneration Final Notice-08 December 2008	www.cogta.gov.za
<i>Cross-boundary Municipalities Laws Repeal and Related Matters Amendment Bill, 2009: Rule 241 (1)</i>	www.cogta.gov.za
Cross Boundary Municipalities Laws Repeal and Related Matters Amendment Act, 2007	www.cogta.gov.za
Determination of upper Limits of Salaries for Councillors 2014	www.cogta.gov.za
Formulae for Determination of number of Councillors- 15 July 2009	www.cogta.gov.za
<i>Government Gazette No. 31924 MDB Board members 2009</i>	www.cogta.gov.za
<i>Government Gazette: National Framework for the ward funding</i>	www.cogta.gov.za
<i>Government Gazette National Framework for the Ward funding model</i>	www.cogta.gov.za
GOVERNMENT NOTICE. Remuneration of Public Office Bearers (Municipal Councillors)	www.cogta.gov.za
Local Government Municipal Performance Regulations, 2006	www.cogta.gov.za

Local Government: Municipal Performance Regulations, 2006 (draft)	www.cogta.gov.za
Local Government. Municipal Performance Regulations, 2006 (published)	www.cogta.gov.za
Local Government: Municipal Property Rates Act (612004): Regulations on the Rate Ratio	www.cogta.gov.za
Notice 1032 of December 2012 Determination of upper limits of salaries, allowances and benefits	www.cogta.gov.za
Participation of municipal staff Ln elections 10.03.2011	www.cogta.gov.za
Payment of Gratuity to quality ex-councillors	www.cogta.gov.za
Proclamation Notice	www.cogta.gov.za
IDP 2013/14	www.cogta.gov.za
Free State	www.cogta.gov.za
Gauteng	www.cogta.gov.za
Northern Cape	www.cogta.gov.za
LEGISLATIONS	www.cogta.gov.za
Acts	www.cogta.gov.za
Intergovernmental Relations Framework Act. 2005 (Act no 13 of 2005)	www.cogta.gov.za
Council of Tradition Leaders Act, 1997	www.cogta.gov.za
Cross boundary municipalities' laws repeat and related matters amendment act. 2009	www.cogta.gov.za
Disaster Management Act, 2002	www.cogta.gov.za
Disestablishment of the Local Government Affairs Council Act, 1999	www.cogta.gov.za
General Laws Amendment Act	www.cogta.gov.za
Local Government Transition Act, 1993	www.cogta.gov.za
Local Government: Laws Amendment Act. 2002	www.cogta.gov.za
Local Government Municipal Demarcation Act. 1998	www.cogta.gov.za
Local Government: Municipal Structure Amendment Act, 2000	www.cogta.gov.za
Local Government: Municipal Structure Amendment Act, 2003	www.cogta.gov.za
Local government Remuneration of Public Office Bearers Act, 2003	www.cogta.gov.za
Manuals in terms of the promotion to access to information Act, 2000 (English)	www.cogta.gov.za
Manuals in terms of the promotion to access to information Act, 2000 (Isizulu)	www.cogta.gov.za
Manuals in terms of the promotion to access to information Act, 2000 (Setswana)	www.cogta.gov.za
Municipal Systems Amendment Act	www.cogta.gov.za
Organised Local government Act, 2007	www.cogta.gov.za
Remuneration of Town Clerks Repeal Act, 1996	www.cogta.gov.za
Repeal of Local government Laws Act, 1997	www.cogta.gov.za
South African Olympic Hosting Act, 1997	www.cogta.gov.za
The Commission for the Promotion and Protection of the Rights of Cultural, Religious Acts, 2002	www.cogta.gov.za
Transfer of staff of Municipalities Act, 1998	www.cogta.gov.za
Bills	www.cogta.gov.za
intergovernmental Relations Framework Bill	www.cogta.gov.za
36812_39 Cooperative Governance Notice 3 September 2013	www.cogta.gov.za

Cross-Boundary Bills Provincial-1	www.cogta.gov.za
LG MPR Amendment Bitt, 2013	www.cogta.gov.za
LOCAL GOVERNMENT LAWS AMENDMENT BILL	www.cogta.gov.za
Memorandum on the objects of the LG MPR Amendment Bill, 2013	www.cogta.gov.za
Municipal Systems Amendment Bill	www.cogta.gov.za
Terms of Reference for Public Hearing on Initiations schools	www.cogta.gov.za
X-Boundary Bill -12 Dec 2008	www.cogta.gov.za
Municipal Property Rates Act & Implementation tool	www.cogta.gov.za
Amendment Bill 2013	www.cogta.gov.za
Explanatory summary of LG Municipal Property Rates Amendment Bill 2013	www.cogta.gov.za
Memorandum on the objects of the LG Municipal Property rates Amendment	www.cogta.gov.za
Municipal Property rates Amendment Bill (833-2013, as introduced in Parliament)	www.cogta.gov.za
Basic Information for Ratepayers	www.cogta.gov.za
Municipal Property Rates Act basic information	www.cogta.gov.za
Circulars	www.cogta.gov.za
Circular on MPRA transitional arrangements	www.cogta.gov.za
Circular on the rating and verification of public benefit organisation	www.cogta.gov.za
Circular on the rating of state owned properties during the transitional period	www.cogta.gov.za
Notice Amending the Municipal Property rates Regulations <i>gazetted</i> on 27 March 2009	www.cogta.gov.za
Guidelines	www.cogta.gov.za
Guidelines on tender specifications for procurement of Private Values	www.cogta.gov.za
Guidelines on valuations for municipalities	www.cogta.gov.za
Municipal Property Rates Act general Guidelines	www.cogta.gov.za
Notices	www.cogta.gov.za
Conditions of Appointment of Members of Appeal Board 12-02-2007	www.cogta.gov.za
Local Government Municipal Financial Management Act (56/2003) Effective date for municipalities	www.cogta.gov.za
Other guiding tools	www.cogta.gov.za
Generic Rates Policy Format	www.cogta.gov.za
Step-By-Step Guide on Valuations and Rating	www.cogta.gov.za
Administrative issues and interest rate: <i>Gazetted</i> on 18 October 2006	www.cogta.gov.za
Framework for Condonation of Non-Compliance with Provisions of the Act	www.cogta.gov.za
Local Government, MPRA Circular on regulations on Rate Ratio	www.cogta.gov.za
<i>The Act</i>	www.cogta.gov.za
A <i>gazette</i> on the commencement date of Local Government	www.cogta.gov.za
Draft Municipal Property rates Amendment Bill 2011	www.cogta.gov.za
Local Government Municipal Finance Management Act. 2003	www.cogta.gov.za
Municipal Property Rates Amendments Act, 2009	www.cogta.gov.za
Policy Papers	www.cogta.gov.za

Policy Process on the system of Provincial & Local Government	www.cogta.gov.za
White Paper	www.cogta.gov.za
LOCAL GOVERNMENT FRAMEWORKS	www.cogta.gov.za
Climate Change Response Toolkit	www.cogta.gov.za
A guide to integrating climate change Response	www.cogta.gov.za
A toolkit to integrating climate change response	www.cogta.gov.za
Directory of key Regional Climate Change Resource	www.cogta.gov.za
DEA-Climate change brochure 2011	www.cogta.gov.za
Adaptation to Climate Change in the City Of Cape Town	www.cogta.gov.za
Adapting South African cities and towns	www.cogta.gov.za
Climate adaptation options for Water Sectors in South Africa	www.cogta.gov.za
Climate Change and Water Sector in South Africa	www.cogta.gov.za
Durban climate change case studies	www.cogta.gov.za
Eastern Cape Climate change response strategy	www.cogta.gov.za
Institutionalising in local government	www.cogta.gov.za
Popular guide to latest findings about climate change	www.cogta.gov.za
South Africa 2 nd National Communications under the UNFCCC	www.cogta.gov.za
	www.cogta.gov.za
Southern African risk and vulnerability atlas	www.cogta.gov.za
Status quo of climate change effects on Western Cape	www.cogta.gov.za
The national climate change response white paper	www.cogta.gov.za
Water Research Commission Report	www.cogta.gov.za
Western cape Climate Change Response Strategy and Action Plans	www.cogta.gov.za
Examples of Climate Change Analysis Reports	www.cogta.gov.za
Emfuleni Climate Change Integration	www.cogta.gov.za
Thulamela Local Municipality-Climate Change Integration	www.cogta.gov.za
Presentation - Climate Change & Municipal Planning	www.cogta.gov.za
Climate Change and Municipal Presentation w.coataeov.za	www.cogta.gov.za
Climate Change Presentation	www.cogta.gov.za
Draft Public Participation Policy Framework	www.cogta.gov.za
Handbooks	www.cogta.gov.za
A handbook on Community Development Workers in South Africa	www.cogta.gov.za
Annexure A-CWP Implementation Manual	www.cogta.gov.za
Handbook for Facilitating Development and Governance response for HIV and AIDS	www.cogta.gov.za
The Dplg GTZ Ward Committee Handbook	www.cogta.gov.za
The Dplg GTZ Ward Committee Resource Book	www.cogta.gov.za
Ward Committee Workbook & Guide induction manual	www.cogta.gov.za
Ward Committee Workbook & Guide Project Management	www.cogta.gov.za

Intergovernmental Relations toolkit	www.cogta.gov.za
Allocation of Additional Powers and Functions to be Municipalities 26 April 2007	www.cogta.gov.za
Application of Sections 100. 139 of Constitution 26 April 2007	www.cogta.gov.za
IGR Toolkit Brochure 26 April 2007	www.cogta.gov.za
Implement Protocol Guidelines	www.cogta.gov.za
intergovernmental Dispute Prevention and Settlement Guidelines 26 April 2007	www.cogta.gov.za
Practitioners Guide to IGR system in SA 02 May 2007	www.cogta.gov.za
The additional allocation of powers and functions to the Municipalities	www.cogta.gov.za
Municipalities	www.cogta.gov.za
The guidelines for managing joint programmes	www.cogta.gov.za
The implementation of the Intergovernmental Relations Framework Act - report 05/06 - 06/07	www.cogta.gov.za
Working together for Development Understanding Booklet	www.cogta.gov.za
The Presidential Local Government Summit	www.cogta.gov.za
LOCAL GOVERNMENT SUPPORT AND CAPACITY BUILDING	www.cogta.gov.za
Individual capacity building Institutional and Environmental capacity building Programme coordination	www.cogta.gov.za
LOCAL GOVERNMENT USEFUL TEMPLATES DOCUMENTS	www.cogta.gov.za
Civil Engineering Bursary Application Form CRL nomination torn, Municipal Systems Improvement Grant activities Municipal Systems Improvement Grant Monthly Report Provision of Sector Programme Management	www.cogta.gov.za
NATIONAL HOUSE OF TRADITIONAL LEADERS PUBLICATIONS DOCUMENTS	www.cogta.gov.za
Acts - Repeal of the BAA and Amendment of Certain Laws- 28 of 2005	www.cogta.gov.za
Complete list of Legislation on Trads updated Feb 2008	www.cogta.gov.za
IDC Background -27 July 2007	www.cogta.gov.za
KZN TRADITIONAL LEADERSHIP AND GOVERNANCE	www.cogta.gov.za
ACTS OF 2005	www.cogta.gov.za
National House of Traditional Leaders Bill, 2008	www.cogta.gov.za
National Program of Support 15 November 2007	www.cogta.gov.za
NHTL <i>Annual</i> Report- 2006/7	www.cogta.gov.za
NHTL NEWSCLIPPINGS	www.cogta.gov.za
NHTL Thabo Mofutsayana municipality - poster	www.cogta.gov.za
NHTL 10 year celebration booklet 25 July 2007-	www.cogta.gov.za
Recognition of customary marriages act 120 of 1998	www.cogta.gov.za
Rules and Orders of NHTL	www.cogta.gov.za
Traditional Leadership and Governance Framework	www.cogta.gov.za

PAIA DOCUMENTS	www.cogta.gov.za
DCoG Promotion of Access to information Act	www.cogta.gov.za
DTA Promotion of Access to information Act	www.cogta.gov.za
PAIA MANUAL DCOG Tswana final 3	www.cogta.gov.za
PAIA MANUAL DCoG Xitsonga FINAL 2	www.cogta.gov.za
PAIA MANUAL DCoG Zulu FINAL 3	www.cogta.gov.za
PAIA MANUAL DTA Sepedi	www.cogta.gov.za
PARLIAMENTARY Q & A	www.cogta.gov.za
November 2013	www.cogta.gov.za
Appointment of construction companies P0305 NCOP	www.cogta.gov.za
Appointment of municipal managers PQ2981	www.cogta.gov.za
Assistance to municipal under administration - P0 355	www.cogta.gov.za
Criminal charges against officials- PQ105 revised	www.cogta.gov.za
Grahamstown water challenges- PQ2270	www.cogta.gov.za
Monitoring of State enterprises -PQ355	www.cogta.gov.za
Criminal charges against officials- PQ105 revised	www.cogta.gov.za
Grahamstown water challenges- PQ2270	www.cogta.gov.za
Monitoring of State enterprises -PQ355	www.cogta.gov.za
September 2013	www.cogta.gov.za
Questions 104, 120, 121, 123,	www.cogta.gov.za
PRESENTATIONS	www.cogta.gov.za
Multilingualism Conference June 2008	www.cogta.gov.za
CoGTA Stakeholders Bosberaad - June 2009	www.cogta.gov.za
Communicators Round Table and Technical Meeting	www.cogta.gov.za
COP17 Presentations -	www.cogta.gov.za
Friendship cities and local government cooperation	www.cogta.gov.za
IDP Assessments February 2009	www.cogta.gov.za
Implementation of Municipal Property Rates Act	www.cogta.gov.za
LG Indaba Commission Presentations	www.cogta.gov.za
Local government communicators workshop July 2009	www.cogta.gov.za
Local Government Learning Network	www.cogta.gov.za
MISA launch - November 2011	www.cogta.gov.za
Municipal Budget 2011	www.cogta.gov.za
National Youth Summit Presentations	www.cogta.gov.za
Nodal Economic Indaba October 2007	www.cogta.gov.za
OFO Workshop -14 -September-2011	www.cogta.gov.za
Urbanisation Forum	www.cogta.gov.za
Women in Local Governance - August 2013	www.cogta.gov.za
PUBLICATIONS	www.cogta.gov.za
Case Studies	www.cogta.gov.za
Best practices on Free basic Services	www.cogta.gov.za
Outline of the impact made through the deployment of service delivery facilitators	www.cogta.gov.za
Project consolidate Case Studies	www.cogta.gov.za
Project Consolidate making a difference to ordinary People's lives	www.cogta.gov.za

Project Consolidate SDFs	www.cogta.gov.za
Concept papers	www.cogta.gov.za
Local Government Leadership Academy (LOGOLA): a concept paper	www.cogta.gov.za
Local Government Leadership Academy (LOGOLA) Concept Paper Executive Summary	www.cogta.gov.za
General brochures	www.cogta.gov.za
Past General Newsletters	www.cogta.gov.za
REPORTS	www.cogta.gov.za
Annual Reports	www.cogta.gov.za
General Reports	www.cogta.gov.za
2003 Municipalities study tour report by Portfolio Committee on Provincial and Local Government	www.cogta.gov.za
Development Planning Indaba 2004 Report	www.cogta.gov.za
IDP Reports	www.cogta.gov.za
Approved Second Revised Thswane IDP (May 2008) for 2008/09 - 2010/11	www.cogta.gov.za
DR JS Moroka IDP 2009 draft approved	www.cogta.gov.za
Minutes LED NDPIF Jan 09	www.cogta.gov.za
IDP Assessment Tshwane 2009	www.cogta.gov.za
IDP Analysis Uthukela DM at C	www.cogta.gov.za
IDP 2008_Cape Winelands (May 2008)	www.cogta.gov.za
Amajuba District Municipality IDP 2008 - 9	www.cogta.gov.za
IDP Analysis Amajuba DM C	www.cogta.gov.za
Eastern Cape IDP Report 2011	www.cogta.gov.za
Engcobo IDP and budget process 2009 - 2010	www.cogta.gov.za
KZN IDP Report 2011	www.cogta.gov.za
Limpopo MEC IDP Assessment Report 2011	www.cogta.gov.za
Mpumalanga I DP Analysis report 2011	www.cogta.gov.za
Mpumalanga IDP and Budget planning process 2011	www.cogta.gov.za
National Development Planning Forum and Implementation Report-2009	www.cogta.gov.za
Nhlapo Commission Reports	www.cogta.gov.za
Amapondomise	www.cogta.gov.za
FAQs --Commission on Traditional Disputes and Claims	www.cogta.gov.za
Information Sheet--Commission Findings 29.07.2010	www.cogta.gov.za
Nhlapo Commission Advisory	www.cogta.gov.za
President' Speech - Commission Announcement - 29.07.2010	www.cogta.gov.za
Reports for Paramountcies, disputes and new kingship claims-2	www.cogta.gov.za
Paramountcies report	www.cogta.gov.za
RESEARCH	www.cogta.gov.za
IUDF	www.cogta.gov.za
IUDF Urban Safety Chapter full version - for_feedback	www.cogta.gov.za
IUDF Urban Safety Chapter version _for_feedback	www.cogta.gov.za
Integrated Urban Development Framework (IUDF) 2014 - 15	www.cogta.gov.za

IUDF-Institutional and fiscal Challenges 04.09.13	www.cogta.gov.za
IUDF-State Owned enterprises 2013.08.08	www.cogta.gov.za
IUDF Background Paper-Social Empowerment (Draft for review 1)	www.cogta.gov.za
IUDF Background Report on Special Transformation 12 July	www.cogta.gov.za
IUDF Infrastructure Paper (1 August 2013)	www.cogta.gov.za
IUDF Urban Risk Draft Appendices	www.cogta.gov.za
National Forum Human Settlement and Urban Development	www.cogta.gov.za
Rural Urban linkages and their implications for policies	www.cogta.gov.za
Turok Spatial Economy draft Final	www.cogta.gov.za
Documents	www.cogta.gov.za
Baseline Research for Youth Development GE & D	www.cogta.gov.za
Free Basic Services Study 2005	www.cogta.gov.za
Intergovernmental System	www.cogta.gov.za
Monitoring and Evaluation Study	www.cogta.gov.za
Research Bulletin, April 2003	www.cogta.gov.za
uHabs Index	www.cogta.gov.za
STRATEGIC PLAN	www.cogta.gov.za
DCOG Annual Performance Plan 2012-13	www.cogta.gov.za
DCOG Business Plan 10-11	www.cogta.gov.za
Strategic Plan 2002-2005 for Department of Local Government	www.cogta.gov.za
Strategic Plan 2003-2006 for Department of Provincial and Local Government	www.cogta.gov.za
Strategic Plan 2004-2007 for Department of Provincial and Local Government	www.cogta.gov.za
Strategic Plan 2007-2012 for the Department of Provincial and Local Government	www.cogta.gov.za
Strategic Plan 2009-14	www.cogta.gov.za
TECH PCC/TECH MINMEC	www.cogta.gov.za
Eastern Cape - SG Housing Local Government and Traditional Affairs Eastern	www.cogta.gov.za
B2 Free State 5 Year Strategic Agenda 2nd Plan	www.cogta.gov.za
B3-Gauteng Yr2 planning 16 04 07 revised	www.cogta.gov.za
B4-KZN -5 YEAR LOCAL GOVT STRATEGI AGENDA YEAR TWO	www.cogta.gov.za
B5 Limpopo - Joint MinMec PCC Presentation March	www.cogta.gov.za
B6- Mpumalanga - Five year local govt strategic plan	www.cogta.gov.za
B7-North West-Presentation Tech PCC April 07	www.cogta.gov.za
B8-Northern Cape -Key Points for Technical MINMEC	www.cogta.gov.za
B9-Western Cape - Presentation of 5 yr LGSA Tech PCC 16 April 07	www.cogta.gov.za
Elroy - SMS strategy session 4th April 2007- final	www.cogta.gov.za
High Level Assessment Of The Provincial	www.cogta.gov.za
LAURIE - Consolidated - LGSA 2nd Year Template 12 April	www.cogta.gov.za
2007 Ver 3 Final Consolidation Ver 1 for pri	www.cogta.gov.za

Local Government Municipal Property Rates Amendment	www.cogta.gov.za
Bill July 2009	www.cogta.gov.za
Tumi M&E Workshop Report Presentation 3 October 2006	www.cogta.gov.za
LOCAL GOVERNMENT SUMMIT DOCUMENTS	www.cogta.gov.za
The Presidential Local Government Summit Programme	www.cogta.gov.za
The Presidential Local Government Summit Overview	www.cogta.gov.za
The integrated Urban Development Framework (IUDF)	www.cogta.gov.za
The Back to Basics Approach Concept Document	www.cogta.gov.za
Summit Statement of Intent	www.cogta.gov.za
The Presidential Local Government Summit Report	www.cogta.gov.za
The Presidential Local Government Summit Back to Basics Approach Document	www.cogta.gov.za
Presentations	www.cogta.gov.za
President Jacob Zuma Speech	www.cogta.gov.za
Minister Prawn Gordhan Back to Basics Presentation	www.cogta.gov.za
Presidential Local Government Summit Presentation Nestle	www.cogta.gov.za
Presidential Local Government Summit Presentation - Sappi	www.cogta.gov.za
Presidential Local Government Summit Presentation - Sarah Baartman District Municipality	www.cogta.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1117 of 13 November 2015: Description submitted in terms of Section 15 (1): Limpopo Provincial Government: Department of Safety, Security and Liaison (Government Gazette No. 39411)

GN 1117 of 13 November 2015: Description submitted in terms of Section 15 (1): Limpopo Provincial Government: Department of Safety, Security and Liaison (Government Gazette No. 39411)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF SAFETY, SECURITY AND LIAISON

As set out in [the Schedule](#)

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

"FORM D"

**RECORDS AUTOMATICALLY AVAILABLE AND ACCESS TO SUCH RECORDS:
([Section 15](#) Promotion of Access to Information Act, 2000) (Act [2 of 2000](#))
(Regulation 5A)**

LIMPOPO DEPARTMENT OF SAFETY, SECURITY AND LIAISON

SCHEDULE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS

1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Annual Reports (b) Budget (c) Budget Speeches (d) Service Standards and Norms (e) Strategic Planning documents (f) Publication and pamphlets (g) Newsletters	Hard copies. To access these records visit the office.
2. DESCRIPTION OF CATEGORIES OF RECORDS OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Tender documents	Hard copies. To access these records visit the office.
3. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Policies (b) Circulars of advertised posts (c) MEC's public Speeches	Hard copies. To access these records visit the office.
4. DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Annual Reports (b) Budget (c) Budget Speeches (d) Service Standards and Norms (e) Strategic Planning documents (f) Publication and pamphlets (g) Newsletters	Hard copies. To access these records visit the office

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1118 of 13 November 2015: Description submitted in terms of Section 15 (1): Department of Defence (Government Gazette No. 39411)

GN 1118 of 13 November 2015: Description submitted in terms of Section 15 (1): Department of Defence (Government Gazette No. 39411)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF DEFENCE

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))
(Regulation 5A)**

DEPARTMENT OF DEFENCE ARCHIVES

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
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	

DOD publications:

- (i) The Defence Act, 1957 (Act [No 44 of 1957](#)) as amended.
- (ii) White Paper on Defence (1996).
- (iii) Defence Review (2014).
- (iv) Department of Defence Instructions/Policies.
- (v) Department of Defence Annual Reports.
- (vi) Department of Defence Strategic Plan.
- (vii) Department of Defence Information Bulletins,

These records and photographs may be inspected at the Department of Defence Archives.

Corporate Communications Publications:

(i) Ad Astra	1980 - 1996.
(ii) Kommando	1949 - 1970.
(iii) Militaria	1969 - 1996.
(iv) Scientia Militaria	1997 - 2000.
(v) Nongqai	1913 - 1959.
(vi) Nyala	1971 - 1994.
(vii) Paratus	1970 - 1994.
(viii) Salut	1994 - 2000.
(ix) SA Defence Force Review	1985 - 1991.
(x) SA Soldier	2001 - 2015.

Records relating to South African Defence Force and South African National Defence Force Operations

AGREE

DI/SDCI/DCIC/R/514/2/4 dated 12 October 2011

DI/SDCI/DCIC/R/514/2/7 dated April 2015

ALET/SOUTHGO-TONGA

DI/DCI/DCIC/R/514/2/7 dated 31 January 2011

ALTAR

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

ALWYN

DI/R/514/2/7 dated 16 May 2006

ASKARI

DI/R/514/2/7 dated 27 October 2005

DI/SDCI/DCIM/R/514/2/7 dated 27 June 2008

DI/SDCO/DCIC/R/514/2/7 dated January 2010

DI/SDCI/DCIC/R/514/2/7 dated January 2012

ASTRIX

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

BARGAIN

DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012

BARUTA

DI/SDCI/DCIC/R/514/2/7 dated 30 May 2014

BEERPUT

DI/R/514/2/7 dated 16 May 2006

BLOUWILDEBEEES

DI/R/202/3/7 dated 21 November 2001

BOLSON

DI/R/514/2/7 dated 16 May 2006

BOLSTER

DI/SDCI/DCIC/R/514/2/7 dated April 2015

BOMBAY

DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012

BOOTLACE

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

BORAX

DI/R/514/2/7 dated 16 May 2006

DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012

BOWLER

DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012

BRUILOF

DI/R/514/2/1/1 dated 11 October 2000

BUDGIE

DI/R/514/2/7 dated 16 May 2006;

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

DI/SDCI/DCIC/R/514/2/7 dated 23 April 2012

DI/SDCI/DCIC/R/514/2/7 dated 18 June 2012

DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012

CANNABIS

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

CARROT

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

CASTILLO

DI/R/514/2/7 dated 16 May 2006

CINEMA

DI/R/514/2/7 dated 16 May 2006

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012

COLOSSEUM

DI/DCI/DCIC/R/514/2/7 dated 31 January 2011

COLOSSUS

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

COMBAT

DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012

COTTON

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

CUCUMBER

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

CUPID

DI/R/514/2/7 dated 16 May 2006

DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012

DAISY

DI/SDCO/DCIC/R/514/2/7 dated January 2010

DINGO

DI/SDCI/DCIC/R/514/2/7 dated 23 April 2012

DISA/KASALA

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

DOEMPA

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

DOLFYN

DI/R/514/2/7 dated 16 May 2006

DRAMA

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

DUIKER

DI/R/202/3/7 dated 21 November 2001

ENDURE

DI/SDCO/DCIC/R/514/2/7 dated January 2010

EXCITE

DI/R/514/2/7 dated 16 May 2006

DI/SDCO/DCIC/R/514/2/7 dated January 2010

FIREWOOD

DI/DCI/DCIM/R/202/3/7 dated 18 February 2008

DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012

FISANT

DI/DCI/DCIC/R/514/2/7 dated 31 January 2011

FLAMINGO

DI/R/514/2/7 dated 27 October 2005

FLEMISH

DI/DCI/DCIC/R/514/2/7 dated 31 January 2011

FOCUS

DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012

DI/SDCI/DCIC/R/514/2/7 dated 13 May 2013

GLAZIER

DI/SDCI/DCIC/R/514/2/7 dated April 2015

GOMMA

DI/R/514/2/7 dated 16 May 2006

HANDSAK

DI/R/514/2/7 dated 16 May 2006

HILTI

DI/SDCO/DCIC/R/514/2/7 dated January 2010

HOENDER

DI/DCI/DCIC/R/514/2/7 dated 31 January 2011

HURRICANE

DI/SDCI/DCIO/R/202/3/7 dated 28 July 2008

JAVELIN

DI/R/514/2/7 dated 16 May 2006

JERRY

DI/R/514/2/7 dated 16 May 2006

JULIET

DI/SDCI/DCIC/R/514/2/4 dated 31 January 2011

KAKEBEEN

DI/R/514/2/7 dated 16 May 2006

KANEEL

DI/R/514/2/7 dated 16 May 2006

KATZEN

DI/SDCI/DCIC/R/514/2/4 dated 12
October 2011

KONTAK

DI/DCI/DCIC/R/514/2/7 dated 31 January
2011

KROPDUIF

DI/R/514/2/7 dated 16 May 2006

LARK

DI/DCI/DCIC/R/514/2/7 dated 31 January
2011

DI/SDCI/DCIC/R/514/2/4 dated 26
September 2011

LILAC

DI/R/514/2/7 dated 16 May 2006

DI/SDCI/DCIC/R/514/2/7 dated 31
January 2012

LINGER

DI/SDCO/DCIC/R/514/2/7 dated January
2010

MAGNETO

DI/R/514/2/7 dated 16 May 2006

MAGNETO (EGRET II)

DI/SDCI/DCIC/R/514/2/4 dated 26
September 2011

MAKRO

DI/R/514/2/7 dated 16 May 2006

MARKOTTER

DI/SDCI/DCIC/R/514/2/4 dated 26
September 2011

MEEBOS

DI/R/514/2/7 dated 16 May 2006

MERLYN

DI/R/514/2/7 dated 25 August 2003

DI/SDCO/DCIC/R/514/2/7 dated January
2010

DI/SDCI/DCIC/R/514/2/7 dated 15 August
2012

MILA - PIKI

DI/SDCI/DCIC/R/514/2/4 dated 26
September 2011

MODULAR

DI/SDCO/DCIC/R/514/2/7 dated January
2010

MOTIVE

DI/SDCO/DCIC/R/514/2/7 dated January
2010

NIGEL

DI/SDCI/DCIC/R/514/2/7 dated 31
January 2012

OORTREK

DI/R/514/2/7 dated 16 May 2006

OPEET

DI/R/514/2/7 dated 16 May 2006

OPSAAL

DI/R/514/2/7 dated 16 May 2006

OTTER

DI/R/202/3/7 dated 21 November 2001

OUTLINE

DI/DCI/DCIC/R/514/2/7 dated 31 January
2011

PACT

DI/SDCO/DCIC/R/514/2/7 dated January
2010

PAROOL

DI/SDCI/DCIC/R/514/2/4 dated 26
September 2011

DI/SDCI/DCIC/R/514/2/7 dated 15 August
2012

PEBBLE

DI/SDCI/DCIC/R/514/2/7 dated April 2015

PRONE

DI/SDCO/DCIC/R/514/2/7 dated January 2010

PROTEA

DI/SDCO/DCIC/R/514/2/7 dated January 2010

DI/DCI/DCIC/R/514/2/7 dated 31 January 2011

REINDEER

DI/R/202/3/7 dated 11 March 2002;

DI/SDCO/DCIC/R/514/2/7 dated January 2010

REKSTOK

DI/SDCI/DCIM/R/514/2/7 dated 28 July 2008

DI/SDCO/DCIC/R/514/2/7 dated January 2010

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012

RIEMPIES

DI/R/514/2/7 dated 16 May 2006

RUGGRAAT

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012

SAFRAAN

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

SAVANNAH

DI/SDCI/DCIM/R/514/2/7 dated 27 June 2008

DI/SDCI/DCIC/514/2/7 dated 03 June 2011

DI/SDCI/DCIC/R/514/2/7 dated 03 October 2011

SCAPULA

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

SCEPTIC

DI/SDCI/DCIM/R/514/2/7 dated 27 June 2008

DI/SDCO/DCIC/R/514/2/7 dated January 2010

DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012

DI/SDCI/DCIC/R/514/2/7 dated 23 April 2012

SCLERA

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

SECUNDUS

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

SEDUKU

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

SEILJAG

DI/R/514/2/7 dated 16 May 2006

DI/DCI/DCIC/R/514/2/7 dated 31 January 2011

DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012

SEVTA

DI/R/514/2/7 dated 27 October 2005

SHOVEL DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012 SHUTTER DI/SDCI/DCIC/R/514/2/7 dated 10 Apr! 2013 SNOEK DI/R/514/2/7 dated 16 May 2006 SPEEDO DI/R/514/2/7 dated 16 May 2006 STOMATI DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011 SUPER DI/R/514/2/7 dated 07 November 2005 SWIVEL DI/R/202/3/7 dated 21 November 2001 TOMBSTONE DI/SDCI/DCIC/R/514/2/7 dated 23 April 2012 DI/SDCI/DCIC/R/514/2/7 dated 18 June 2012 TRAMPOLIEN DEF INT/C/202/3 dated 05 May 1999 VIRIATO DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011 VLAKVARK DI/R/514/2/7 dated 16 May 2006 WALLPAPER DI/R/514/2/7 dated 16 May 2006 WENDY DI/R/514/2/7 dated 16 May 2006 YAHOO DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011 DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012 ZAIRE DI/SDCI/DCIC/R/514/2/7 dated April 2015 ZAIRE-GALLERY DI/SDCI/DCIC/R/514/2/7 dated April 2015 ZAIRE-GALLERY-IVORY DI/SDCI/DCIC/R/514/2/7 dated April 2015 ZAIRE-PUTHON DI/SDCI/DCIC/R/514/2/7 dated April 2015 ZAIRE-TADPOLE DI/SDCI/DCIC/R/514/2/7 dated April 2015 ZEPELIN DI/R/514/2/7 dated 16 May 2006 <u>Records in the Department of Defence Archives relating to Operations created up to and including 31 Dec 1969.</u> Korean War 1950 - 1953 1st World War 1914 - 1915 2nd World War 1939 - 1945 Establishment of the Union Defence Force 1912 Correspondence classified Restricted created up to and including 31 Dec 1975 held in the DOD Archives.	

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
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	

Not Applicable.	

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
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
<u>DOD publications:</u> (i) The Defence Act, 1957 (Act No 44 of 1957) as amended. (ii) White Paper on Defence (1996). (iii) Defence Review (2014). (iv) Department of Defence Instructions/Policies. (v) Department of Defence Annual Reports. (vi) Department of Defence Strategic Ran. (vii) Department of Defence Information Bulletins. <u>Corporate Communications Publications:</u> (i) Ad Astra 1980 - 1996. (ii) Kommando 1949 - 1970. (iii) Militaria 1969 - 1996. (iv) Scienlia Militaria 1997 - 2000. (v) Nongqai 1913 - 1959. (vi) Nyala 1971 - 1994. (vii) Paratus 1970 - 1994. (viii) Salut 1994 - 2000. (ix) SA Defence Force Review 1985 - 1991. (x) SA Soldier 2001 - 2015. <u>Records relating to South African Defence Force and South African National Defence Force Operations</u> AGREE DI/SDCI/DCIC/R/514/2/4 dated 12 October 2011 DI/SDCI/DCIC/R/514/2/7 dated April 2015 ALET/SOUTHGO-TONGA DI/DCI/DCIC/R/514/2/7 dated 31 January 2011 ALTAR DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011 ALWYN DI/R/514/2/7 dated 16 May 2006 ASKARI DI/R/514/2/7 dated 27 October 2005 DI/SDCI/DCIM/R/514/2/7 dated 27 June 2008 DI/SDCO/DCIC/R/514/2/7 dated January 2010 DI/SDCI/DCIC/R/514/2/7 dated January 2012 ASTRIX DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011	All records that can be copied or reproduced will be in accordance with cost implications as stipulated in paragraph 11.j of this manual. In order to preserve fragile paper based documents, researchers may use a digital camera or handheld scanner to reproduce the documents. There is no cost to the researcher. (The Department of Defence Archives staff will indicate which documents are considered as fragile). Digital copies of the photographs in the Department of Defence Archives collection are available to researchers at R 500 per image.

BARGAIN

DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012

BARUTA

DI/SDCI/DCIC/R/514/2/7 dated 30 May 2014

BEERPUT

DI/R/514/2/7 dated 16 May 2006

BLOUWILDEBEEES

DI/R/202/3/7 dated 21 November 2001

BOLSON

DI/R/514/2/7 dated 16 May 2006

BOLSTER

DI/SDCI/DCIC/R/514/2/7 dated April 2015

BOMBAY

DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012

BOOTLACE

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

BORAX

DI/R/514/2/7 dated 16 May 2006

DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012

BOWLER

DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012

BRUILOF

DI/R/514/2/1/1 dated 11 October 2000

BUDGIE

DI/R/514/2/7 dated 16 May 2006

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

DI/SDCI/DCIC/R/514/2/7 dated 23 April 2012

DI/SDCI/DCIC/R/514/2/7 dated 18 June 2012

DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012

CANNABIS

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

CARROT

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

CASTILLO

DI/R/514/2/7 dated 16 May 2006

DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012

CINEMA

DI/R/514/2/7 dated 16 May 2006

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

COLOSSEUM

DI/DCI/DCIC/R/514/2/7 dated 31 January 2011

COLOSSUS

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

COMBAT

DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012

COTTON

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

CUCUMBER

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

CUPID

DI/R/514/2/7 dated 16 May 2006
DI/SDCI/DCIC/R/514/2/7 dated 15
August 2012

DAISY

DI/SDCO/DCIC/R/514/2/7 dated January
2010

DINGO

DI/SDCI/DCIC/R/514/2/7 dated 23 April
2012

DISAIKASALA

DI/SDCI/DCIC/R/514/2/4 dated 26
September 2011

DOEMPA

DI/SDCI/DCIC/R/514/2/4 dated 26
September 2011

DOLFYN

DI/R/514/2/7 dated 16 May 2006

DRAMA

DI/SDCI/DCIC/R/514/2/4 dated 26
September 2011

DUIKER

DI/R/202/3/7 dated 21 November 2001

ENDURE

DI/SDCO/DCIC/R/514/2/7 dated January
2010

EXCITE

DI/R/514/2/7 dated 16 May 2006
DI/SDCO/DCIC/R/514/2/7 dated January
2010

FIREWOOD

DI/DCI/DCIM/R/202/3/7 dated 18
February 2008
DI/SDCI/DCIC/R/514/2/7 dated 31
January 2012

FISANT

DI/DCI/DCIC/R/514/2/7 dated 31 January
2011

FLAMINGO

DI/R/514/2/7 dated 27 October 2005

FLEMISH

DI/DCI/DCIC/R/514/2/7 dated 31 January
2011

FOCUS

DI/SDCI/DCIC/R/514/2/7 dated 31
January 2012
DI/SDCI/DCIC/R/514/2/7 dated 13 May
2013

GLAZIER

DI/SDCI/DCIC/R/514/2/7 dated April 2015

GOMMA

DI/R/514/2/7 dated 16 May 2006

HANDSAK

DI/R/514/2/7 dated 16 May 2006

HILTI

DI/SDCO/DCIC/R/514/2/7 dated January
2010

HOENDER

DI/DCI/DCIC/R/514/2/7 dated 31 January
2011

HURRICANE

DI/SDCI/DCIO/R/202/3/7 dated 28 July
2008

JAVELIN

DI/R/514/2/7 dated 16 May 2006

JERRY

DI/R/514/2/7 dated 16 May 2006

JULIET

DI/SDCI/DCIC/R/514/2/4 dated 31 January 2011

KAKEBEEN

DI/R/514/2/7 dated 16 May 2006

KANEEL

DI/R/514/2/7 dated 16 May 2006

KATZEN

DI/SDCI/DCIC/R/514/2/4 dated 12 October 2011

KONTAK

DI/DCI/DCIC/R/514/2/7 dated 31 January 2011

KROPDUIF

DI/R/514/2/7 dated 16 May 2006

LARK

DI/DCI/DCIC/R/514/2/7 dated 31 January 2011

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

LILAC

DI/R/514/2/7 dated 16 May 2006

DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012

LINGER

DI/SDCO/DCIC/R/514/2/7 dated January 2010

MAGNETO

DI/R/514/2/7 dated 16 May 2006

MAGNETO (EGRET II)

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

MAKRO

DI/R/514/2/7 dated 16 May 2006

MARKOTTER

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

MEEBOS

DI/R/514/2/7 dated 16 May 2006

MERLYN

DI/R/514/2/7 dated 25 August 2003

DI/SDCO/DCIC/R/514/2/7 dated January 2010

DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012

MILA - PIKI

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

MODULAR

DI/SDCO/DCIC/R/514/2/7 dated January 2010

MOTIVE

DI/SDCO/DCIC/R/514/2/7 dated January 2010

NIGEL

DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012

OORTREK

DI/R/514/2/7 dated 16 May 2006

OPEET

DI/R/514/2/7 dated 16 May 2006

OPSAAL

DI/R/514/2/7 dated 16 May 2006

OTTER

DI/R/202/3/7 dated 21 November 2001

OUTLINE

DI/DCI/DCIC/R/514/2/7 dated 31 January 2011

PACT

DI/SDCO/DCIC/R/514/2/7 dated January 2010

PAROOL

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012

PEBBLE

DI/SDCI/DCIC/R/514/2/7 dated April 2015

PRONE

DI/SDCO/DCIC/R/514/2/7 dated January 2010

PROTEA

DI/SDCO/DCIC/R/514/2/7 dated January 2010

DI/DCI/DCIC/R/514/2/7 dated 31 January 2011

REINDEER

DI/R/202/3/7 dated 11 March 2002

DI/SDCO/DCIC/R/514/2/7 dated January 2010

REKSTOK

DI/SDCI/DCIM/R/514/2/7 dated 28 July 2008

DI/SDCO/DCIC/R/514/2/7 dated January 2010

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012

RIEMPIES

DI/R/514/2/7 dated 16 May 2006

RUGGRAAT

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012

SAFRAAN

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

SAVANNAH

DI/SDCI/DCIM/R/514/2/7 dated 27 June 2008

DI/SDCI/DCIC/514/2/7 dated 03 June 2011

DI/SDCI/DCIC/R/514/2/7 dated 03 October 2011

SCAPULA

DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011

SCEPTIC

DI/SDCI/DCIM/R/514/2/7 dated 27 June 2008

DI/SDCO/DCIC/R/514/2/7 dated January 2010

DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012

DI/SDCI/DCIC/R/514/2/7 dated 23 April 2012

SCLERA

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

SECUNDUS

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

SEDUKU

DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011

SEILJAG

DI/R/514/2/7 dated 16 May 2006
DI/DCI/DCIC/R/514/2/7 dated 31 January 2011
DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012
SEVTA
DI/R/514/2/7 dated 27 October 2005
SHOVEL
DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012
SHUTTER
DI/SDCI/DCIC/R/514/2/7 dated 10 April 2013
SNOEK
DI/R/514/2/7 dated 16 May 2006
SPEEDO
DI/R/514/2/7 dated 16 May 2006
STOMATI
DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011
SUPER
DI/R/514/2/7 dated 07 November 2005
SWIVEL
DI/R/202/3/7 dated 21 November 2001
TOMBSTONE
DI/SDCI/DCIC/R/514/2/7 dated 23 April 2012
DI/SDCI/DCIC/R/514/2/7 dated 18 June 2012
TRAMPOLIEN
DEF INT/C/202/3 dated 05 May 1999
VIRIATO
DI/SOCI/DCIC/R/514/2/4 dated 26 September 2011
VLAKVARK
DI/R/514/2/7 dated 16 May 2006
WALLPAPER
DI/R/514/2/7 dated 16 May 2006
WENDY
DI/R/514/2/7 dated 16 May 2006
YAHOO
DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011
DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012
ZAIRE
DI/SDCI/DCIC/R/514/2/7 dated April 2015
ZAIRE-GALLERY
DI/SDCI/DCIC/R/514/2/7 dated April 2015
ZAIRE-GALLERY-IVORY
DI/SDCI/DCIC/R/514/2/7 dated April 2015
ZAIRE-PUTHON
DI/SDCI/DCIC/R/514/2/7 dated April 2015
ZAIRE-TADPOLE
DI/SDCI/DCIC/R/514/2/7 dated April 2015
ZEPELIN
DI/R/514/2/7 dated 16 May 2006
Records in the Department of Defence Archives relating to Operations created up to and including 31 Dec 1969.
Korean War 1950-1953
1st World War 1914-1915
2nd World War 1939-1945
Establishment of the Union Defence Force 1912
Correspondence classified Restricted created up to and including 31 Dec 1975

held in the DOD Archives.

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
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
DOD publications: (i) The Defence Act, 1957 (Act No 44 of 1957) as amended. (ii) White Paper on Defence (1996). (iii) Defence Review (2014). (iv) Department of Defence Annual Reports. (v) Department of Defence Strategic Plan. (vi) Department of Defence Information Bulletins. Corporate Communications Publications: SA Solder 2001-2015.	The publications can be accessed and downloaded from the Department of Defence's official website. www.dod.mil.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 608 of 4 December 2015: Description submitted in terms of section 15 (1): Gauteng Province: Department of Agriculture and Rural Development (Government Gazette No. 39475)

GN 608 of 4 December 2015: Description submitted in terms of section 15 (1): Gauteng Province: Department of Agriculture and Rural Development (Government Gazette No. 39475)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

GAUTENG PROVINCE: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
1.1 Reports that are no longer available for distribution. That is, where GDARD has run out of such reports and only an office copy is remaining and the	Information available in terms of this section can be accessed in the following manner: (a) Requesters of information can go to GDARD Head Office (1 st Floor) at 11 Diagonal Street, Johannesburg, Newtown, where Ms. Matsietsi Sibondana or Ms Puleng Madalane may

requester of information cannot download it from the GDARD website: www.gdard.gpg.gov.za	be of assistance. (b) Contact the PAIA Administrative Officers: Telephone number: 011 240 3354 Email: matsietsi.sibondana@gauteng.gov.za or puleng.madalane@gauteng.gov.za PO Box 8769 Johannesburg 2000
1.2 Presentations/speeches made by GDARD senior managers and political principals at public forums	
1.3 Information about GDARD (Vision & Mission, Functions, Structure, Key Performance Areas and related information)	
1.4 Departmental Annual Reports	
1.5 Departmental Service Delivery Charter and Standards	
1.6 Citizens Report	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
2. None	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
1.1 Reports that are no longer available for distribution. That is, where GDARD has run out of such reports and only an office copy is remaining and the requester of information cannot download it from the GDARD website: www.gdard.gpg.gov.za	Information available in terms of this section can be accessed in the following manner: (a) Requesters of information can go to GDARD Head Office (1 st Floor) at 11 Diagonal Street, Johannesburg, Newtown, where Ms. Matsietsi Sibondana or Ms Puleng Madalane may be of assistance. (b) Contact the PAIA Administrative Officers: Telephone number: 011 240 3354 Email: matsietsi.sibondana@gauteng.gov.za or puleng.madalane@gauteng.gov.za PO Box 8769 Johannesburg 2000
1.2 Presentations/speeches made by GDARD senior managers and political principals at public forums	
1.3 Information about GDARD (Vision & Mission, Functions, Structure, Key Performance Areas and related information)	
1.4 Departmental Annual Reports	
1.5 Departmental Service Delivery Charter and Standards	
1.6 Citizens Report	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
1.1 Reports that are no longer available for distribution. That is, where GDARD has run out of such reports and only an office copy is remaining and the requester of information cannot download it from the GDARD website: www.gdard.gpg.gov.za	Information available in terms of this section can be accessed in the following manner: (a) Through post addressed to: PAIA Administrative Officer Attn: Ms. Puleng Madalane/Ms Matsietsi Sibodana PO Box 8769, Johannesburg, 2000 (b) Through email: puleng.madalane@gauteng.gov.za or Matsietsi.Sibondana@gauteng.gov.za (c) Documents can also be obtained from 1st Floor, 11 Diagonal Street, Johannesburg, Newtown. (d) Information such as official contact details of officials or offices of political principals can also be obtained telephonically: (011) 240 3354/3358 or email as above
1.2 Presentations/speeches made by GDARD senior managers and political principals at public forums	
1.3 Information about GDARD (Vision & Mission, Functions, Structure, Key Performance Areas and related information)	
1.4 Departmental Annual Reports	
1.5 Departmental Service Delivery Charter and Standards	
1.6 Citizens Report	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1222 of 11 December 2015: Exemption of Certain Private Bodies from Compiling Manual (Government Gazette No. 39504)

**GN 1222 of 11 December 2015: Exemption of Certain Private Bodies from Compiling Manual
(Government Gazette No. 39504)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby, under [section 51 \(4\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), exempt all private bodies, except any company which-

- (a) is not a private company as defined in [section 1](#) of the Companies Act, 2008 (Act [No. 71 of 2008](#)); and
- (b) is a private company as defined in [section 1](#) of the Companies Act, 2008 (Act [No. 71 of 2008](#)) which operates within any of the sectors mentioned in column one of the schedule to this Notice and-
 - (i) has 50 or more employees in their employment; or
 - (ii) has a total annual turnover that is equal to or more than the applicable amount mentioned in column two of the schedule to this Notice,

from compiling the manual contemplated in section 51 (1) of the first mentioned Act for a period of five years from 1 January 2016 to 31 December 2020.

(Signed)

TM MASUTHA, MP (ADV)

MINISTER OF JUSTICE AND CORRECTIONAL SERVICES

SCHEDULE

<u>Column one</u>	<u>Column two</u>
Agriculture	R 6,00 million
Mining and Quarrying	R 22,50 million
Manufacturing	R 30,00 million
Electricity, Gas and Water	R 30,00 million
Construction	R 15,00 million
Retail and Motor Trade and Repair Services	R 45,00 million
Wholesale Trade, Commercial Agents and Allied Services	R 75,00 million
Catering, Accommodation and other Trade	R 15,00 million
Transport, Storage and Communications	R 30,00 million
Finance and Business Services	R 30,00 million
Community, Special and Personal Services	R 15,00 million

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1223 of 11 December 2015: Description submitted in terms of section 15 (1) (Government Gazette No. 39504)

**GN 1223 of 11 December 2015: Description submitted in terms of [section 15 \(1\)](#)
(Government Gazette No. 39504)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF SPORT AND RECREATION

As set out in [the Schedule](#)

(Signed)

TSHILILO MICHAEL MASUTHA, MP

MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

A. RECORDS THAT ARE AUTOMATICALLY AVAILABLE FROM SRSA IN TERMS OF SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

SCHEDULE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1.1 Reports that are no longer available for distribution. That is, where SRSA has run out of such reports and only an office copy is remaining and the requester of information cannot download it from the SRSA website, www.srsa.gov.za	Information available in terms of this section can be accessed in the following manner- (a) Requesters of information can go to SRSA Resource Centre (Mezzanine Floor) at Regent Place Building, 66 Queen Street, (off Madiba Street) in Pretoria, where Ms Tersia Grobler may be of assistance. <i>*It should be noted that reports originating from provincial departments responsible for sport and recreation are available from respective departments and not SRSA.</i>
1.2 Presentations/speeches made by SRSA senior managers and political principals at public forums	-
1.3 Information about SRSA (Vision & Mission; Functions; Structure; Key Performance Areas and related information)	-
1.4 Public Service Legislation (Sports and Recreation Act; Sport and Recreation Amendment Bill; National Sport & Recreation Plan; White Paper on Sport and Recreation; and other legislation that SRSA may have drafted or is managing).	-
1.5 SRSA contact details	-
1.6 SRSA Organogram	-
1.7 Vacancies within SRSA	-
2. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
None	
3. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
3.1 Reports that are no longer available for distribution. That is, where SRSA has run out of such reports and only an office copy is remaining and the requester of information cannot download it from the SRSA website, www.srsa.gov.za	Information available in terms of this section can be accessed in the following manner: (a) Requesters of information can go to SRSA Resource Centre (Mezzanine Floor) at Regent Place Building, 66 Queen Street, (off Madiba Street) in Pretoria, where Ms Tersia Grobler may be of assistance. <i>*It should be noted that reports originating from provincial departments responsible for sport and recreation are available from respective departments and not SRSA.</i>
3.2 Presentations/speeches made by SRSA senior managers and political principals at public forums	-
3.3 Information about SRSA (Vision & Mission; Functions; Structure; Key Performance Areas and related information)	-
3.4 Public Service Legislation (Sports and Recreation Act; Sport and Recreation	

Amendment Bill; White Paper on Sport and Recreation; and other legislation that the SRSA may have drafted or is managing).	-
3.5 SRSA contact details	-
3.6 SRSA Organogram	-
3.7 Vacancies within SRSA	-
4. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
4.1 All SRSA publications that have been published (hard copies and soft copies) and all the other records on SRSA's Internet site. These include the Annual Performance Plan; Strategic Plan; Annual Report; programme brochures, and so forth.	Information available in terms of this section can be accessed in the following manner:
	(a) Information can be downloaded from SRSA's website: www.srsa.gov.za
	(b) Through the post, from: The Information Resource Centre, Attention: Ms Tersia Grobler Private Bag X896, PRETORIA, 0001
	(c) Through e-mail tersia@srsa.gov.za Telephone: (012) 304-5016, or Fax: (012) 323-7872
	(d) Documents can also be obtained from the Information Resource Centre (Mezzanine Floor) at Regent Place Building, 66 Queen Street, (off Madiba Street) in Pretoria.
	(e) Information such as official contact details of officials or offices of political principals can also be obtained telephonically.
	<i>*It should be noted that reports originating from provincial departments responsible for sport and recreation are available from respective departments and not the SRSA.</i>
4.2 Presentations/speeches made by SRSA senior managers and political principals at public forums	Telephone or e-mail as above
4.3 Information about SRSA [Vision & Mission; Functions; Structure; Key Performance Areas and related information)	-
4.4 Public Service Legislation [Sports and Recreation Act; Sport and Recreation Amendment Bill; White Paper on Sport and Recreation; and other legislation that SRSA may have drafted or is managing].	-
4.5 SRSA contact details	-
4.6 SRSA Organogram	-
4.7 Vacancies within SRSA	-

MANUAL FOR SPORT AND RECREATION SOUTH AFRICA (SRSA) in terms of [Section 14](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#))

The Manual is available on SRSA's website, www.srsa.gov.za; SRSA Offices; and can also be requested from Tersia as in item 4 above.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1224 of 11 December 2015: Description submitted in terms of Section 15 (1) (Government Gazette No. 39504)

GN 1224 of 11 December 2015: Description submitted in terms of [Section 15 \(1\)](#) (Government Gazette No. 39504)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion

DEPARTMENT OF TRADITIONAL AFFAIRS

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Legislative Development	Legislation administered by the Department
Communication	Calendar Events
Financial Management	General Information on Financial Services
Legal Advisory Services	Legislation reports and ork Schedules
Human Resources	Publications on vacancies in the Department of Traditional Affairs
Information System Management	Human Resources special reports
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not Applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Discussion Documents	The Records may be obtained on request in writing and addressed to the Office of the Director-General Department of Traditional Affairs Private Bag X804, Pretoria, 0001 Fax: (012) 336 5962
White Paper on Traditional Leadership	
NTAB 2011 version 3 of 26 June 2011	
Traditional Affairs Bill 2013 available in Xhosa, Setswana Zulu and Afrikaans	
DTA Annual Performance Plans	
DTA Strategic Plans	
DTA Service Charter	
NHTL Annual Report	
CTLDC Annual Report	
NHTL Leadership Booklet	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
Legislations and Policies	www.dta.gov.za
Bills	www.dta.gov.za
Traditional Affairs Bill Xhosa	www.dta.gov.za
Traditional Affairs Bill Setswana	www.dta.gov.za
Traditional Affairs Bill 2013	www.dta.gov.za

Traditional Affairs Bill Afrikaans	www.dta.gov.za
Traditional Affairs Bill Zulu	www.dta.gov.za
NTAB 2011 Version 3 of 26 June 2011	www.dta.gov.za
White Paper	www.dta.gov.za
Acts	www.dta.gov.za
Notices	www.dta.gov.za
PUBLICATIONS (CATEGORIES)	www.dta.gov.za
	www.dta.gov.za
ANNUAL PERFORMANCE PLAN	www.dta.gov.za
Performance Plan 2011/12 Cover	www.dta.gov.za
Performance Plan 2011/12	www.dta.gov.za
DTA Annual Performance Plan (High Res)	www.dta.gov.za
	www.dta.gov.za
NEWSLETTER/MAGAZINES	www.dta.gov.za
Budget Highlights 2011	www.dta.gov.za
Budget 2011: People's Guide	www.dta.gov.za
	www.dta.gov.za
PARLIAMENTARY UPDATES	www.dta.gov.za
Parliamentary Questions 209	www.dta.gov.za
Parliamentary Questions 1736	www.dta.gov.za
Parliamentary Questions 1735	www.dta.gov.za
Parliamentary Questions 1595	www.dta.gov.za
Parliamentary Questions 1594	www.dta.gov.za
Parliamentary Questions 1547	www.dta.gov.za
Parliamentary Questions 1485	www.dta.gov.za
Management and Handling of PQs and Cab Memo	www.dta.gov.za
	www.dta.gov.za
ANNUAL REPORTS	www.dta.gov.za
COGTA Annual reports 2013	www.dta.gov.za
	www.dta.gov.za
STRATEGIC PLANS	www.dta.gov.za
Strategic Plan 2011-2012	www.dta.gov.za
DTA Strategic Planning (High Res)	www.dta.gov.za
	www.dta.gov.za
PUBLICATIONS (DOCUMENTS)	www.dta.gov.za
DTA Service Charter	www.dta.gov.za
Provincial Structure	www.dta.gov.za

(Editorial Note: Wording as per *Government Gazette*.)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 432 of 15 April 2016: Description submitted in terms of section 15 (1): City of Johannesburg Metropolitan Municipality (Government Gazette No. 39922)

GN 432 of 15 April 2016: Description submitted in terms of [section 15 \(1\)](#): City of Johannesburg Metropolitan Municipality (Government Gazette No. 39922)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)

MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



a world class African city

"FORM D"

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

(Section 15 of the Promotion of Access to Information Act, 2000)

(Act 2 of 2000)

(Regulation 5A)

DESCRIPTION OF CATEGORY OF RECORDS UTOMATICALLY	MANNER OF ACCESS TO RECORDS (e.g. website)
AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	(Section 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1. Application for township establishment, and	
2. Application for rezoning or consent use, in terms of the Town Planning and Townships Ordinance, 1986	
3. Tariffs and rates as determined by the City of Johannesburg in terms of section 10G of the Local Government Transitional Act, 1993 and the Local Authorities Rating Ordinance, 1977	
4. By-laws that are adopted by the City of Johannesburg in terms of the Municipal Systems Act, 2000.	
5. Valuation roll in terms of the Local Authorities Rating Ordinance, 1977	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
1. Council Agendas and Minutes	Available for copying
2. Rezoning and consent use applications	Available for copying
3. Valuation Certificates	To be printed
4. Valuation Rolls	To be printed
5. Building Plans	Available for copying / owner's consent required - ID Document and Rates Account required
6. Site Plans	Account required
7. Geographic Information [other than general public information]	Available for copying
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
1. Integrated Development Plans [IDP]	Available from the City's Website
2. Spatial Development Framework	Available from the City's Website
3. City's Budget	Available from the City's Website
4. Growth and Development Strategy (GDS)	Available from the City's Website
5. Service Charter	Available from the City's Website
6. Annual Reports	Available from the City's Website
7. Service Delivery Agreements (SDAs)	Available from the City's Website
8. Service Delivery & Implementation Budget Strategies (SDBIP)	Available from the City's Website
9. Human Development Strategy	Available from the City's Website
10. Councillor contact Information	Available from the City's Website
11. City management contact Information	Available from the City's Website
12. Departmental structures and Information	Available from the City's Website
13. Regional Structures and Information	Available from the City's Website
14. City By-laws	Available from the City's Website
15. City Policies	Available from the City's Website
16. Traffic fines	Available from the City's Website
17. City tariffs	Available from the City's Website
18. Valuations	Available from the City's Website
19. Electronic Accounts	Available from the City's Website
20. Electronic Map System / Geo-Information System (GIS)	Available from the City's Website
21. Building Plans Progress	Available from the City's Website
22. Public notices	Available from the City's Website

23. Press releases	Available from the City's Website
24. State of the City Address	Available from the City's Website
25. Tenders and Quotations	Available from the City's Website
26. Rates and Taxes	Available from the City's Website
27. Application Processes	Available from the City's Website
28. Vacancies	Available from the City's Website
29. Council Information	Available from the City's Website
30. Council Committee	Available from the City's Website
31. Council Code of Conduct	Available from the City's Website
32. Register of Council Declaration of Interests	Available from the City's Website
33. Council Year Planner	Available from the City's Website
34. Student Council	Available from the City's Website
35. Clinics	Available from the City's Website
36. Libraries	Available from the City's Website
37. Recreation Centres	Available from the City's Website
38. Swimming Pools	Available from the City's Website
39. Customer Service Centres and Pay points	Available from the City's Website
40. Conference Facilities and Halls	Available from the City's Website
41. City Departments	Available from the City's Website
42. Municipal Entities (MEs)	Available from the City's Website
43. City Structure	Available from the City's Website
44. Application Forms (Pensioners on property rates, tender application forms, etc...)	Available from the City's Website

The City of Johannesburg is constantly reviewing information that can be made available and improving its own internal access to information.

Please always ask if a record can be made available before making a formal request under the Act.

1. INFORMATION OFFICERS

The City Manager is in terms of [Section 1](#) of the Act the information officer of the City of Johannesburg.

The contact details of the information officer and deputy information officer(s) designated in terms of [Section 17](#) of the Act are as follows:

Information Officer:

Mr. Trevor Fowler

City Manager

City of Johannesburg

P O Box 1049

Johannesburg

2000

Tel No: 011 407-7300

Facsimile No: 011 403-1012

Deputy Information Officer:

Ms. Thembisa Zwane

City of Johannesburg

P O Box 1049

Johannesburg

2000

Tel No: 011 407-6930

Facsimile No: 086 450 7676

E-mail: accesstoinfo@joburg.org.za Web Site: www.joburg.org.za

**GN 433 of 15 April 2016: Description submitted in terms of [section 15 \(1\)](#): North West Provincial Government: Office of the Premier
(Government Gazette No. 39922)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

NORTH WEST PROVINCIAL GOVERNMENT: OFFICE OF THE PREMIER

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF [SECTION 15 \(1\)](#) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT [NO. 2 OF 2000](#))

1. FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)
. Annual Report . Annual Performance Plan . Five Year Strategic Plan . Quarterly Reports . Approved Organizational Structure . Departmental Policies and Legislation . Budget Speech . News letters . Departmental Media Statements . State of the Province Address . Circular for advertisement of vacant posts . Circular for advertisement of tenders . Brochures . Promotion of Access to Information Manual . Public Service Application forms (z83) . Staff contact details
2. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF 15 (1) (A) (ii)
(a) The list of records may be obtained on request in writing addressed to the Deputy Information Officer, State Law Advisory Services, Third Floor, West Wing, Ga-Rona Building, University Drive ,Mmabatho 2745;(Fax No. 018 388 3052) and on payment of the amount of R20-00
3. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)
(a) The records may be obtained as in 2 above on payment of a fee prescribed in item 2 of Part II of Annexure A of the regulations relating to PAIA.
4. DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (111)
(a) The records may be obtained as in 2 above.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 435 of 15 April 2016: Description submitted in terms of [section 15 \(1\)](#): Department of Environmental Affairs (Government Gazette No. 39922)

**GN 435 of 15 April 2016: Description submitted in terms of [section 15 \(1\)](#): Department of Environmental Affairs
(Government Gazette No. 39922)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

As set out in [the Schedule](#)

(Signed)

TSHILO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

SCHEDULE
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
(Regulation 5A)

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000, AND OF THE MANNER OF ACCESS	
AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i) OR COPYING IN TERMS OF SECTION 15 (1) (a) (ii) The official to be contacted and the contact number is listed below next to the relevant records	
1. Authorisations/permits and licenses- 1.1 Environmental Authorisations issued in terms of the Environmental Impact Assessment Regulations; 1.2 Permits issued in terms of the Biodiversity Act; and 1.3 Licenses issued in terms of the Waste Act; 1.4 General Permits for Boat Based Whale Watching and White Shark Cage Diving 1.5 Atmospheric Emission Licenses issued in terms of the National Environmental Management: Air Quality Act <i>(the release of the abovementioned documents, together with all relevant supporting documentation, will be subject to compliance with section 15 (4) of PAIA, wherein certain portions may be redacted, and where relevant, will be released in the same form as they were published during public participation process)</i>	PAIA Administrator. Tel. no: 012 399 9336 Email address: psabeka@environment.gov.za

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii) AT www.environment.gov.za
1. The Departmental Calendar of Events
2. Policy and legislation
3. Departmental Annual Reports
4. News Releases
5. International obligations and agreements
6. Background information on the Department's Environmental Programmes
7. Natural Resource Management (NRM):-
7.1 NRM Annual Audited KPI report
7.2 Maps of NRM priority areas
7.3 Research reports and publications for NRM
8. Maps and Graphics on the DEA Website
9. Geographic Information Systems data sets generated by the Department on:-
9.1 Protected areas
9.2 Conservation areas
9.3 Renewable energy spatial data
10. Marine Protected Areas:-
10.1 Maps and coordinates
10.2 Activities allowed in each area
10.3 Conditions for scuba diving in such areas
10.4 Conditions for the use of jetskis in such areas
10.5 Dive ban regulations for the protection of abalone in certain areas

11. Coastal management:-
11.1 A Summary Guide to South Africa's Integrated Coastal Management Act
11.2 A User friendly Guide to the Integrated Coastal Management Act of South Africa
11.3 General published reasons and decision sheets for allocation of permits for boat based whale watching and white shark cage diving
11.4 National and Local Oil Spill Contingency Plans
11.5 Pollution Status Reports
11.6 Policy on Dispersant Use
11.7 Technical reports on marine pollution
12. National Environmental Compliance and Enforcement Report, 2007-2008 and 2008-2009
13. Stepping up Enforcement against Environmental Crime (Brochure)
14. Holders of Bioprospecting Permits
15. Bioprospecting notifications
16. National Biodiversity Framework
17. National Protected Areas Expansion Strategy
18. Guideline regarding the Determination of Bioregions and the Preparation of and Publication of Bioregional Plans
19. Norms and Standards for Biodiversity Management Plans for Species
20. Annual Professional Hunting Statistics
21. Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) Annual Report
22. Integrated Environmental Management Information Series
23. Integrated Environmental Management: Guideline Series
24. List of waste management activities requiring licensing
25. Database of licensed waste management activities in South Africa
26. Waste Information Today (Newsletter)
27. National Environment Management: Waste Act (59/2008: National Waste Management Strategy. GN 35306,4 May 2012
28. National Environment Management Waste Act (59/2008): National Policy on Thermal Treatment of General and Hazardous Waste. GN 32439, 24 July 2011.
29. National Policy for the provision of basic refuse removal services to indigent households. GN 34385, 22 June 2011.
30. Environment Conservation Act (73/1989): Plastic carrier Bags and plastic Flat Bags Regulations. GN 24839, 9 May 2003.
31. National Environment Management: Waste Act (59/2008): List of waste management activities that have, or are likely to have a detrimental effect on the environment. GN 37083 29 November 2013.
32. National Environmental Management: Waste Act (59/2008): National Domestic Waste Collection Standards. GN 33935, 21 January 2011.
33. National Environment Management: Waste Act (59/2008): National norms and standards for disposal of waste for landfill disposal. GN 36784, 23 August 2013.
34. National Environment Management: Waste Act (59/2008): National norm and standards for the assessment of waste for landfill disposal. GN 36784, 23 August 2013.
35. National Environment Management: Waste Act (59/2008): National Standards extraction, flaring and recovery of landfill gas. GN 37086, 29 November 2013.
36. National Environment Management: Waste Act (59/2008): National Standards for the scrapping or recovery of motor vehicles. GN 37087, 29 November 2013.
37. National Environment Management: Waste Act (59/2008): National norms and standards for the storage of waste. GN 37088, 29 November 2013.
38. National Environment Management Waste Act (59/2008): Approval of an integrated Industry Waste Tyre Management Plan of the Recycling Economic Development Initiative of South Africa. GN 35927, 30 November 2012.
39. Municipal Waste Sector Plan. GN 35206, 30 May 2012.
40. National Climate Change Response White Paper
41. National Environmental Management Air Quality Act (39/2004): Amendment to the 2007 National Framework for Air Quality Management in the Republic of South Africa
42. List of publications: Chemicals and Waste Management
43. Regulations regarding fees for the provision of Aviation Meteorological Services
44. Supply Chain Policy
45. Bid Adjudication Committee Policy

NOTES:

Certain sub categories may not be accessible in their entirety on grounds stated in Chapter Four of PAIA.

The Department shall delete any part of a record listed above which must be refused in terms of Chapter 4 of PAIA as per [section 15 \(4\)](#) of PAIA.

In instances where any of the contact people listed above cannot be reached, the requester may contact our call-center at: - 086 111 2468

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 460 of 22 April 2016: Description submitted in terms of section 15 (1): South African Human Rights Commission (Government Gazette No. 39943)

GN 460 of 22 April 2016: Description submitted in terms of section 15 (1): South African Human Rights Commission (Government Gazette No. 39943)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 460 of 22 April 2016: Description submitted in terms of section 15 (1): South African Human Rights Commission (Government Gazette No. 39943)/ FORM D AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS: (Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000)) (Regulation 5A)

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
1. POLICIES OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION 2. STRATEGIC AND OPERATIONAL PLANS 3. PROCEDURES AND FRAMEWORKS 4. REGISTERS, RECORDS CONTROL SCHEDULE, FILE PLAN 5. SUPPLY CHAIN AND PROCUREMENT MANAGEMENT: - PROCUREMENT PLANS - REPORTS AND RETURNS	THE RECORDS LISTED ARE AVAILABLE FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION:

- FINANCIAL STATEMENTS - BUDGETS 6. RISK MANAGEMENT POLICY 7. HUMAN RESOURCES POLICY 8. MARKETING AND BRANDING 9. GUIDE IN TERMS OF SECTION 10 OF PAIA <i>(Release subject to compliance with section 15 (4) of PAIA)</i>	ssidu@sahrc.org.za & rmambani@sahrc.org.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
ONLY REPRODUCTION FEES ARE APPLICABLE	ssidu@sahrc.org.za & rmambani@sahrc.org.za
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
1. MANUALS OF PUBLIC BODIES SUBMITTED TO THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION IN COMPLIANCE WITH PAIA 2. SOUTH AFRICAN HUMAN RIGHTS COMMISSION COMPLAINTS HANDLING PROCEDURES	COPIES CAN BE OBTAINED FROM THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION: ssidu@sahrc.org.za & rmambani@sahrc.org.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
1. PUBLICATIONS OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION 2. ANNUAL REPORTS 3. EVENT BASED REPORTS 4. MEDIA STATEMENTS AND PRESS RELEASES 5. PRESENTATIONS AND SPEECHES 6. VACANCIES 7. PAIA REQUEST FORMS AND COMPLAINT FORMS 8. SUBMISSIONS ON LEGISLATION MADE BY THE COMMISSION 9. PAMPHLETS AND POSTERS	SAHRC WEBSITE: www.sahrc.org.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 740 of 24 June 2016: Description submitted in terms of section 15 (1): Western Cape Provincial Department of Agriculture (Government Gazette No. 40088)

**GN 740 of 24 June 2016: Description submitted in terms of [section 15 \(1\)](#): Western Cape Provincial Department of Agriculture
(Government Gazette No. 40088)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

WESTERN CAPE PROVINCIAL DEPARTMENT OF AGRICULTURE

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

WESTERN CAPE PROVINCIAL GOVERNMENT:

LIST OF RECORDS THAT ARE AUTOMATICALLY AVAILABLE TO THE PUBLIC AND WHERE TO OBTAIN ACCESS TO SUCH RECORDS

([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)) Regulation 5

DEPARTMENT OF AGRICULTURE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT,	MANNER OF ACCESS TO RECORDS

2000	
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Annual Reports	Copies of these records may be obtained on payment of the prescribed fee from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg.
(b) Strategic Plan	
(c) Quarterly Performance Reports	
(d) Service Standards	
(e) Citizen's report	
(f) MEC Speeches	
(g) Financial Statements	
(h) Budget Reports and Speeches	
(i) Manual and Directives	
(j) Management Meetings	
DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Brochures on agriculture-related subjects	Copies of these records are available free of change from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg
(b) Publications, Pamphlets, Newsletters, posters	
(b) All information on the website	The following information is available on the website (www.elsenburg.com):
	- About the Department
	- Events
	- Media
	- Radio Elsenburg
	- Events Calendar
	- Services
	- Research Development
	- Agricultural Development Centres
	- Information Sheets
- Elsenburg College	

Description submitted in terms of [section 15 \(1\)](#): Western Cape Provincial Department of Community Safety (Government Gazette No. 40088)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

WESTERN CAPE PROVINCIAL DEPARTMENT OF COMMUNITY SAFETY

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

DEPARTMENT OF COMMUNITY SAFETY

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Annual Report	Hard copies of these records are available free of charge from the Department of Community Safety, PO Box 5346, 4 th Floor, Open Plan, 35 Wale Street, Cape Town. Electronic copies of these records are available on the Department of Community Safety's website: www.westerncape.gov.za/dept/community-safety
(b) Strategic Plan	Same as above

(c) Annual Performance Plan	Same as above
(d) Policing Needs and Priorities (PNPs)	Same as above

**Description submitted in terms of [section 15 \(1\)](#): Western Cape Provincial Department of Cultural Affairs and Sport
(Government Gazette No. 40088)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

WESTERN CAPE PROVINCIAL DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) "Step-by-Step to project execution" document of the Museum Service	Copies of these records may be obtained on payment of the prescribed fee from the Head of the Department, Protea Assurance Building, Greenmarket Square, Cape Town
(b) Two-monthly In-house magazine "the Cape Librarian"	
(c) Annual report of the Western Cape Library Service	
(d) Facilities Plan of the Chief Directorate: Sport	
(f) "Major Events Strategy" of the Chief Directorate: Sport	
(g) HIV and AIDS Strategy of the Department	

**Description submitted in terms of [section 15 \(1\)](#): Western Cape Provincial Department of Economic and Tourism
(Government Gazette No. 40088)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

WESTERN CAPE PROVINCIAL DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
<u>Economic Enablement, Economic Sector Support, Business Regulation and Governance, Economic Planning, Tourism, Arts and Entertainment, Skills Development</u>	These records are available for inspection at the Sub-Directorate: Strategic and Operational Support 11 th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:45
(a) Reports, e.g. economic reports for the Western Cape	
(Editorial Note: Numbering as per original <i>Government Gazette</i> .)	
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
Economic Enablement, Economic Sector	

<u>Support. Business Regulation and Governance, Economic Planning, Tourism, Arts end Entertainment, Skills Development</u>	
(a) Annual Reports	
(b) Financial Statements	
(c) Budget Report	Copies of these records may be obtained on payment of the prescribed fee from the Sub-Directorate: Strategic and
(d) Reports, e.g. economic reports for the Western Gape	
<u>Corporate Affairs</u>	
(a) Annual reports including the report of the Auditor-General, and annual audited financial statements	
(b) Budget reports	Operational Support, 11 th Floor, Waldorf Building, St George's Mall, Cape Town - between 06:00 and 15:45
(c) Collective agreements with respect to the grievance procedure, picketing and the rules of conduct during industrial action, etc.	
(d) Constitutions of inter alia the Provincial Bargaining Council	
(e) Staff-related policies and procedures including employment equity plans. induction programs, HIV and Aids action plan and the code of conduct	
(f) Monthly reporting on the state of revenue and expenditure: in-year monitoring and reporting system (IMRS)	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Finance, 9 th Floor, Waldorf Building, St George's Mail, Cape Town - between 08:00 and 15:45
(g) Medium-term Expenditure Framework Budget (MTEF)	
(h) Adjustments Budget and Explanatory Memorandum	
<u>Head of Department</u>	
(a) Annual Performance Plan:	
Overview of year	
Projections for following year	
	Copies of these records may be obtained on payment of the prescribed fee from the Sub-Directorate: Strategic and Operational Support, 11 th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:45
(Editorial Note: Numbering as per original <i>Government Gazette</i> .)	
DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
<u>Integrated Economie Development Services. Trade and Sector Development. Business Regulation and Governance, Economic Planning, Tourism, Commercial Arts and Entertainment</u>	
(a) Brochures:	Copies of these records are available free of charge from the Sub-Directorate-Strategic Co-ordination, 11 th Floor, Waldorf Building, St George's Mall, Cape Town - between 03:00 and 15:45
Small Business Development Tourism	
(b) White Papers	
(c) Green Papers	
<u>Economic Planning</u>	Copies of these records are available free of charge from the Sub-Directorate: Strategic Co-ordination, 11 th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:45
(a) Departmental Strategic Plan	
(b) Annual Performance Plan:	
Overview of year	
Projections for following year	

Description submitted in terms of [section 15 \(1\)](#): Western Cape Provincial Department of Education (Government Gazette No. 40088)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

WESTERN CAPE PROVINCIAL DEPARTMENT OF EDUCATION

As set out in the Schedule

(Signed)

TSHILO MICHAEL MASUTHA, MP (ADV)

MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

WESTERN CAPE DEPARTMENT OF EDUCATION

Description of categories of records automatically available in terms of section 15 (1) (a) (i) of the Promotion of Access to Information Act, 2000	Manner of access to recorded
(a) LOGIS annual statements and reports	These records are available for inspection at the Directorate: Supply Chain Management, Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45
(b) Tender documents and quotations	
(c) SourceLink documents - advertisements	
(d) Tender documents	These records are available for inspection at the Directorate: Knowledge and information Management (General Registry), Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45
(e) Tender Bulletins	
(f) Remittance register	
(g) Files (excluding confidential and personal information)	
(h) WCED circulars and minutes	
(i) Employment equity plan	These records are available for inspection at the Directorate: Strategic People Management. Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45
(j) Training records	
(k) Financial records of expenditure	These records are available for inspection at the Directorate: Management Accounting, Grand Central Towers, Lower Parliament Street, Cape Town - between 08:00 and 15:45
Description of categories of records automatically available for copying or purchasing in terms of section 15 (1) (a) (ii)	Manner of Access to Records
(a) Inspection reports (could be requested by institution that has been inspected)	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Financial Accounting, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(b) Schedules of amounts that have been deducted from an individual's salaries and paid over to outside organisations (Only the personal and organisations concerned may request it.)	
(c)	
(d)	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament street, Private Bag X9114, Cape Town
(i) Curriculum Policy Statements	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Institution Management and Governance Planning (including Safe Schools Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(j) Information on bearding and transport bursaries	
(k) Manuals on school matters	
(l) Workplace skills plan	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Strategic People Management, Grand Central Towers. Lower Parliament Street, Private Bag X9114, Cape Town
(m) Equity plan	
(n) Course material	
(o) Annual reports (WCED)	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(p) Child abuse policy and protocol	
(q) Summary of child abuse	
(r) Policy documents (WCED)	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Policy Co-ordination, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(s)	
(t) Vacancy lists	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Recruitment and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(u) Establishments/Organograms of WCED educational institutions and offices	

(v) Edumedia catalogue	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Edumedia, 3 Station Road, Mowbray, 7700
(w) Edulis catalogues	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate Institutional Resources Support (including Library service), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(x) Educational video material	Copies of these records may be obtained on payment of the prescribed fee, from the Directorate: Curriculum GET (including eLearning). Grand Central Towers. Lower Parliament Street. Private Bag X9114, Cape Town
(y) Home schooling information	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Institution Management and Governance Planning (including Safe Schools), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(z) Assessment policy	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Assessment Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(aa) Curriculum: Policy	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorates: Curriculum GET & Curriculum FET (including eLearning), Grand Central Towers, Lower Parliament Street Private Bag X9114, Cape Town
(bb) List of prescribed books	
(cc) Strategic plan	
(dd) Annual Performance Plan	
(ee) Departmental forms	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
Description of category of records automatically available free of charge in terms of section 15 (1) (a) (iii)	
(a) Particulars of auditors of schools	Copies of these records are available free of charge from the Directorate: IMGP, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(b) Statistics with regard to the number of schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)	
(c) Examination results (first publication only)	
(d) Senior Certificate: Full-time candidates (original copy only)	Copies of these records are available free of charge from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X114, Cape Town
(e) Examination directives	
(f) Disposal certificate (VA27 and 28) of used, obsolete, redundant and unserviceable items	Copies of these records are available free of charge from the Directorate: Supply Chain Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(g) Comparative schedule of tenders received.	
(h) Tenders: Learner Transport Schemes	
(i) Approved suppliers' list of learner support material (institutional resource support)	Copies of these records are available free of charge from the Directorate: Institutional Resource Support, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(j) Provisioning recording certificates (VA 12) of offices, schools, clinics, centres and Head Office	
(k) Proof of payment to suppliers	
(l) Registration documents as supplier of learner support material	
(m) List of WCED telephone numbers	
(n) Expenses of learner support material	
(o) Reports of losses with regard to burglaries, fires and vandalism at institutions	
(p) Payment data on municipal services provided to schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)	Copies of these records are available free of charge from the Directorate: Management Accounting, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town

(q) Information on schools for learners with special educational needs	Copies of these records are available free of charge from the Directorate: Specialised Education, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(r) Specialised learner and educator support (including school clinics): contact numbers	
(s) Gender equity pamphlets	Copies of these records are available free of charge from the Directorate: Strategic People Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(t) Gender equity posters	
(u) Diversity posters	
(v) Anti-Violence posters	
(w) Human resource development newsletter	
(x) Employment equity advocacy material	
(y) Manual: Maintenance of buildings and sites	Copies of these records are available free of charge from the Directorate: Infrastructure Planning and Development, Grand Central Towers, Lower Parliament Street. Private Bag X9114, Cape Town
(z) Scheduled maintenance	
(aa) Capital works	
(bb) Appointment of employees (educators and public servants) (excluding confidential and personal information)	Copies of these records are available free of charge from the Directorate: Recruitment and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(cc) Retirement of employees	Copies of these records are available free of charge from the Directorate: Service Benefits, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(dd) Conditions of service and benefits of employees	
(ee) Resolutions of bargaining councils	
(ff) Information about leave (Only the persons and organisations that have an interest may request it)	
(gg) Promotion requirements	
(hh) Resolutions of bargaining councils	Copies of these records are available free of charge from the Directorate: Employee Relations, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(ii) Promotion requirements	Copies of these records are available free of charge from the Directorate: Recruitment and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(jj) Senior Certificate requirements	Copies of these records are available free of charge from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(kk) General Education and Training certificate information	
(ll) Adult Education and Training policy and procedures (AET)	Copies of these records are available free of charge from the Directorate: IMGP, Grand central Towers, Lower Parliament Street, Private Bag X9114, Cape Town National of Higher Education
(Editorial Note: Numbering and Wording as per original <i>Government Gazette</i> .)	

**Description submitted in terms of [section 15 \(1\)](#): Western Cape Provincial Department of Environmental Affairs and Development Planning
(Government Gazette No. 40088)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

WESTERN CAPE PROVINCIAL DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF PAIA	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii) of PAIA	

· Annual Performance Plan	Copies of these records may be obtained on payment of the prescribed fee from 1 Dorp Street, Utilitas Building, Cape Town, 8001
· Departmental Strategic Plan	
· Annual Reports	
· Environmental and Planning Legislation and Policies (national and provincial)	
· Provincial Spatial Development Framework	

**Description submitted in terms of [section 15 \(1\)](#): Western Cape Provincial Department of Health
(Government Gazette No. 40088)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

WESTERN CAPE PROVINCIAL DEPARTMENT OF HEALTH

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

DEPARTMENT OF HEALTH

DESCRIPTION OF CATEGORIES OF RECORDS AUTO-MATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)	MANNER OF ACCESS TO RECORDS
(Editorial Note: Wording as per original <i>Government Gazette</i> . It is suggested that the phrase "description of categories of records auto-matically available" is intended to be "description of categories of records automatically available".)	
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Medical records for purposes of on-going medical care (referral). (Medical record: this term is used interchangeable with "clinical record" and refers to any document or record in any form whatsoever, which accumulates in the course of patient care, but excludes documents compiled in response to litigation or pending litigation.)	Copies of medical records may be obtained via the Deputy Information Officer and may incur a prescribed reproduction fee.
This excludes medical records of psychiatric patients (available in terms of section 30 of the Promotion of Access to Information Act).	
(b) Medical records and administrative documents will be made automatically available to patients, their legal guardians, or an appointed legal representative, only after producing proof of written permission signed by the patient. No information will be given to any other third party	Copies of departmental policy documents, guidelines and protocols may be obtained on payment of the prescribed fee at the nearest appropriate health facility or institution via request from the Office of the Superintendent-General of Health. (See contact details of deputy information officer) Website: http://intrawp.pgwc.gov.za/health/
(c) All health-related publications including booklets, pamphlets and brochures made available to and by the provincial Health Department expressly for free public distribution.	

**Description submitted in terms of [section 15 \(1\)](#): Western Cape Provincial Department of Human Settlements
(Government Gazette No. 40088)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

WESTERN CAPE PROVINCIAL DEPARTMENT OF HUMAN SETTLEMENTS

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

DEPARTMENT OF HUMAN SETTLEMENTS

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
(Editorial Note: Wording as per original <i>Government Gazette</i> . It is suggested that the phrase "description of categories of records automatically available" is intended to be "description of categories of records automatically available".)	
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Allocation of "Tradeworld" Tenders	Copies of these records may be obtained on payment of the prescribed fee from the Record Manager, 27 Wale Street, Private Bag X9083, Cape Town
(b) Approved housing policy documents	
(c) Provincial Housing legislation	
(d) Circular minutes on housing	
(e) Subsidy application forms	
(f) Lists of project applications received	
(g) Lists of housing projects under construction	
(h) Western Cape Housing Development Board resolutions (only to parties involved)	
(i) Subsidy beneficiary details (only parties involved)	
(j) Budget speech	
(k) Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999)	
(l) Case files of the housing tribunal (content only to parties involved)	
(m) Findings of Rental Housing Tribunal	
(n) Rental Housing Tribunal hearing recordings (content only to the parties involved)	
(o) Debtor accounts (content only to the parties involved)	
(p) Annual reports of the Department of Human Settlements	
(q) Annual reports of the Western Cape Rental Housing Tribunal	
(r) Strategic Plan	
(s) Budget (<i>Gazetted</i>)	
(t) Provincial policy documents Western Cape Rental Housing Strategy	

Description submitted in terms of [section 15 \(1\)](#): Western Cape Provincial Department of Local Government (*Government Gazette* No. 40088)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

WESTERN CAPE PROVINCIAL DEPARTMENT OF LOCAL GOVERNMENT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

DEPARTMENT OF LOCAL GOVERNMENT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Allocation of "Tradeworld" Tenders	Copies of these records may be obtained on payment of the prescribed fee from the Record Manager, Waldorf building, th floor, Private Bag X9076, Cape Town (Editorial Note: Wording as per original <i>Government Gazette</i> .)
(b) Provincial policy documents	
(c) Budget (<i>Gazetted</i>)	
(d) Strategic Plan	
(e) Annual reports of the Department Local Government	
(f) Provincial Disaster Management Framework	
(g) Provincial Disaster Management Strategic Plan	
(h) Provincial Disaster Risk and Vulnerability Assessment	
(i) Risk and development annual review (RADAR)	

**Description submitted in terms of [section 15 \(1\)](#): Western Cape Provincial Department of the Premier
(Government Gazette No. 40088)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

WESTERN CAPE PROVINCIAL DEPARTMENT OF THE PREMIER

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

DEPARTMENT OF THE PREMIER

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Register in terms of section 7 (1) of the Executive Members' of Ethics Act 1998 (see section 7 (5))	These records are available for inspection at the Office of the Director-General, 15 Wale Street, Cape Town - between 08:00 and 15:45
(b) International agreements	
(c) Annual Report	
(d) Annual Performance Plan	
(e) 5 Year Strategic Plan	These records are available for inspection at the Office of the Chief-Director, Organisational Development, 9 th Floor, Golden Acre Building, Cape Town - between 08:00 and 15:45
(f) The training prospectus	
(g) Organisational Structure	
(h) Service delivery implementation plan	
(i) Job descriptions	

**Description submitted in terms of [section 15 \(1\)](#): Western Cape Provincial Department of Social Development
(Government Gazette No. 40088)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

WESTERN CAPE PROVINCIAL DEPARTMENT OF SOCIAL DEVELOPMENT

As set out in the Schedule

DEPARTMENT OF SOCIAL DEVELOPMENT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
DESCRIPTIONS OF CATEGORIES	MANNER OF ACCESS
Directorate: Operational Management and Support	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Business Planning and policy alignment, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000.
. None	
Directorate: Business Planning and policy Alignment	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Business Planning and policy alignment, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000. It is also available on the Internet at http://www.capegateway.gov.za
. Five year strategic plan of the Department	
. Annual Performance Plan	
. Annual Report	
. Approved policy documents	
. Generic norms and standards for social welfare services	
Directorate: Research, Population and Knowledge Management	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Research, Population and Knowledge Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
. Social research reports	
. Population and demographic reports	
Directorate: Children & Families	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Children & Families, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
. Legislative service standards	
Directorate: Special Programmes	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Special Programmes, 14 Queen Victoria Street Private Bag X9112, Cape Town, 8000
. Legislative and programme specific service standards (substance abuse; older persons and disabilities)	
Directorate; Social Crime Prevention	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Social Crime Prevention, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
. Legislative and Programme specific service standards	
Directorate: ECD and Partial Care	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Social Crime Prevention, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
. Legislative and Programme specific service standards	
Directorate: Facility Management and Quality Monitoring	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Facility Management and Quality Monitoring, Private Bag X 1, Old Paarl Road, Kraaifontein, 7570
None	
Directorate: Community Development	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Community Development, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
. None	
Directorate: Partnership Development	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Partnership Development, 14 Queen Victoria Street, Private Bag X9112, Cape Town. 8000
. None	
Directorate: Finance	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Finance, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
. Annual budget: MTEF	
. Adjustment estimates	
. Revenue and expenditure reports	
. Financial statements	
. Financial delegations document	
Directorate: Supply Chain Management	
. Standard Bidding Documents including General Conditions of Contract	
. Advertised and Awarded Bids/Tender	

Documents/Files	Copies of these records may be obtained free on written request from the Directorate: Supply Chain Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
. Copy of Departmental Contracts	
. Copy of Departmental Service Level Agreements	
. Supply Chain Management Booklet for Suppliers/Vendors	
. Supply Chain Management Brochure for Suppliers/Vendors	
Chief Directorate: Service Delivery Management and Coordination	Copies of these records may be obtained on payment of the prescribed fee from the Chief Directorate: Service Delivery Management and Coordination, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
. None	

**Description submitted in terms of [section 15 \(1\)](#): Western Cape Provincial Treasury
(Government Gazette No. 40088)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

WESTERN CAPE PROVINCIAL TREASURY

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

PROVINCIAL TREASURY

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Provincial Budget (Main and Adjusted Estimates)	Copies of these records may be obtained from the Department, 3 rd Floor, Legislature Building, Cape Town or viewed on the Department's web page on payment of the prescribed fee
(b) Explanatory memorandum to the Provincial Budget (Main and Adjusted Estimates)	
(c) Western Cape Medium Term Budget Policy Statement (WC MTBPS)	
(d) Provincial Economic Review and Outlook (PERO)	
(e) Municipal Economic Review and Outlook (MERO)	
(f) Reports per Department resulting from the Public Finance Management Act, 1999 (Act 1 of 1999) and the Division of Revenue Act	
(g) Treasury circulars and other relevant policy documents	
(h) Supply Chain Management Delegation	
(i) Financial Delegation	
(j) Tender documents (advertised tenders)	

**Description submitted in terms of [section 15 \(1\)](#): Western Cape Provincial Department of Transport and Public Works
(Government Gazette No. 40088)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

WESTERN CAPE PROVINCIAL DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

As set out in the Schedule

(Signed)

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (Act No. 2 of 2000)	
FOR INSPECTION IN TERMS OF LEGISLATION OTHER THAN THIS ACT: CHAPTER 2 SECTION 15 (1) (a) (i) of Act No. 2 of 2000	MANNER OF ACCESS TO THE RECORDS
ALL BRANCHES	
Annual Performance Plan	
Departmental Strategic Plan	
Annual Reports	
Quarterly Performance Reports	
Citizens Report	
BRANCH: STRATEGY PLANNING AND CO-ORDINATION	
POLICY AND STRATEGY INTEGRATION	
Provincial Public Transport Institutional Framework	
Provincial Land Transport Framework	
Transversal Co-Ordination Framework	
EPWP	
Departmental Contractor Development Policy	
Provincial EPWP Policy	
Knowledge Management Strategy	
STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT	
Departmental Skills Development Strategy	
Security Policy	
Access Control Policy	
Performance Monitoring and Evaluation Framework	
Masakhi'Sizwe Bursary Programme	
BRANCH: FINANCE	
FINANCIAL MANAGEMENT	
None	
SUPPLY CHAIN MANAGEMENT	
None	
BRANCH: TRANSPORT MANAGEMENT	
ROAD NETWORK MANAGEMENT	
Road Network Information System(RNIS)	RNIS website: rnis.pgwc.gov.za
Traffic counts and accident reports	
Provincial Road Traffic Year Report	RNIS website: rnis.pgwc.gov.za
TRANSPORT OPERATIONS	
Public Transport Safety Implementation Programme	
Public Transport Operations Grant	
TRANSPORT REGULATION	

Abnormal Load Applications System	
Safely Home Programme	
Conflict Management Action Plan	
TRAFFIC MANAGEMENT	
Public Transport Safety Implementation Programme	
Road Safety Strategy	
BRANCH PROVINCIAL PUBLIC WORKS	
GENERAL INFRASTRUCTURE	
Tenders awarded	
Jobs stats	
Scheduled governmental projects	
Modernisation Policy	
Modernisation Furniture Policy	
Property Efficiency Strategy	
IMMOVABLE ASSET MANAGEMENT	
Western Cape Land Administration Act (Act 6 of 1998)	Hardcopy available at Head office
	9 Dorp Street,
	Cape Town, 8001
	4 th Floor
Provincial Maintenance Strategy	
Acquisitions and Lease-in Strategy	
GIAMA Implementation Strategy	
Disposal Strategy for Property Assets	
EDUCATION INFRASTRUCTURE	
None	
HEALTH INFRASTRUCTURE	
None	
PROVINCIAL PPP	
Better Living ModelExemplar Project (Editorial Note: Wording as per original <i>Government Gazette</i> . It is suggested that the phrase "ModelExmplar Project" is intended to be "Model Exemplar Project".)	
FOR PURCHASING PURPOSES OR COPYING FROM THE BODY: CHAPTER 2 SECTION 15 (1) (a) (ii) of Act No. 2 of 2000	MANNER OF ACCESS TO THE RECORDS

ALL BRANCHES	
Annual Performance Plan	
Departmental Strategic Plan	
Annual Report	
Quarterly Performance Reports	
Citizens Report	
BRANCH: STRATEGY PLANNING AND CO-ORDINATION	
POLICY AND STRATEGY INTEGRATION	
Provincial Public Transport Institutional Framework	
Provincial Land Transport Framework	
Transversal Co-Ordination Framework	
EPWP	
Departmental Contractor Development Policy	
Provincial EPWP Policy	
Knowledge Management Strategy	
STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT	
Departmental Skills Development Strategy	
Security Policy	
Access Control Policy	
Performance Monitoring and Evaluation Framework	
BRANCH: FINANCE	
FINANCIAL MANAGEMENT	
None	
SUPPLY CHAIN MANAGEMENT	
None	
BRANCH TRANSPORT MANAGEMENT	
ROAD NETWORK MANAGEMENT	
Road Network Information System (RNIS) Traffic counts and accident reports	RNIS website: rnis.pgwc.gov.za
Provincial Traffic Year Report	RNIS website: rnis.pgwc.gov.za
TRANSPORT OPERATIONS	
Public Transport Safety Implementation Programme	
Public Transport Operations Grant	
TRANSPORT REGULATION	
Abnormal Load Applications System	
Safely Home Programme	
Conflict Management Action Plan	
TRAFFIC MANAGEMENT	
Public Transport Safety Implementation Programme	
Road Safety Strategy	

BRANCH PROVINCIAL PUBLIC WORKS	
GENERAL INFRASTRUCTURE	
Tenders awarded	
Job stats	
Scheduled Governmental projects	
Modernisation Policy	
Modernisation Furniture Policy	
Property Efficiency Strategy	
IMMOVABLE ASSET MANAGEMENT	
Western Cape Land Administration Act (Act 6 of 1998)	Hardcopy available at Head office
	9 Dorp Street
	Cape Town, 8001
	4 th Floor
Provincial Maintenance Strategy	
Acquisitions and Lease-in Strategy	
GIAMA Implementation Strategy (Editorial Note: Wording as per original <i>Government Gazette</i> . It is suggested that the word "Stategy" is intended to be "Strategy".)	
Disposal Strategy for Property Assets	
EDUCATION INFRASTRUCTURE	
None	
HEALTH INFRASTRUCTURE	
None	
PROVINCIAL PPP	
Better Living ModelExemplar Project (Editorial Note: Wording as per original <i>Government Gazette</i> . It is suggested that the phrase "ModelExmplar Project" is intended to be "Model Exemplar Project".)	

FROM THE BODY FREE OF CHARGE: CHAPTER 2SECTION 15 (1) (a) (iii) of Act 2 of 2000	MANNER OF ACCESS TO THE RECORDS
ALL BRANCHES	
Information on the following subjects is available without formal request on the department's website and brochures:	
Brochures	
Annual report	
Strategic Plan	
General information	
Commercial issues	
Operations	
Services rendered	
Environment	
Education	
Community Work	

Investor Relations	
Media relations	
Press releases	
Publications	
Site maps	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 835 of 15 July 2016: Description submitted in terms of section 15 (1): Gauteng Department of Sport, Arts, Culture & Recreation (Government Gazette No. 40140)

**GN 835 of 15 July 2016: Description submitted in terms of section 15 (1): Gauteng Department of Sport, Arts, Culture & Recreation
(Government Gazette No. 40140)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS: (Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))
(Regulation 5A)**

<i>Description of category of records automatically available in terms of section 15 (1) (a) of the promotion of access to information act, 2000</i>	<i>Manner of access to records (e.g. Website) (section 15 (1) (b))</i>
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Strategic Documents: Annual Reports, Annual Performance	Website: www.sacr.gpg.gov.za
Plans, Legislation, Operational Plans, Procedures and	Office: 35 Rissik Street, Surrey House, Johannesburg 2000
Frameworks, Citizens Report, Minutes and policies (both	
internal and operational policies)	
Service Delivery Charter and Standards	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
None	None
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Strategic Documents: Annual Reports, Annual Performance	Website: www.sacr.gpg.gov.za
Plan, Legislation, Operational Plans, Procedures and	Office: 35 Rissik Street, Surrey House, Johannesburg 2000
Frameworks, Citizens Report, Minutes and policies (both	
internal and operational policies), Service Delivery Charter and	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
Strategic Documents: Annual Reports, Annual Performance	Website: www.sacr.gpg.gov.za
Plan, Legislation, Operational Plans, Procedures and	Office: 35 Rissik Street, Surrey House, Johannesburg 2000
Frameworks, Citizens Reports, minutes and policies (both	

internal and operational policies), Marketing Material, Media statements, PAIA Request forms	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 853 of 22 July 2016: Description submitted in terms of section 15 (1): KwaZulu-Natal Provincial Government: Department of Transport (Government Gazette No. 40154)

GN 853 of 22 July 2016: Description submitted in terms of [section 15 \(1\)](#): KwaZulu-Natal Provincial Government: Department of Transport (Government Gazette No. 40154)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

KWAZULU-NATAL PROVINCIAL GOVERNMENT: DEPARTMENT OF TRANSPORT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA
OFFICE OF THE PREMIER, KWAZULU-NATAL

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
CATEGORIES	MANNER OF ACCESS TO RECORD
1. FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1.1 Budget Speech;	The records may be inspected at the
1.2 Departmental Strategic Plan;	Resource Centre as follows-
1.3 Provincial Growth and Development Strategy;	KZN Department of Transport
1.4 Annual Performance Plan	172 Burger Street
1.5 Annual Strategic Plan;	PIETERMARITZBURG
1.6 Service Delivery Improvement Plan;	3201
	Telephone: +27 33 355 8694
1.7 Employment Equity Report;	Fax: +27 33 355 8632
1.8 Approved Organisational Structure;	Email:
	Michelle.Dally@kzntransport.gov.za
1.9 Circulars of advertised posts; and	
1.10 Magazines, newspapers and newsletters.	
1.11 Magazines, newspapers and newsletters.	
1.12 Tender-Bids	The records maybe inspected at the
	Department of Transport

1.12.1 List of Bidders	172 Burger Street
1.12.2 Publication Awards	PIETERMARITZBURG
1.12.3 Available Tenders	3201
1.12.4 Closed Tenders	At the Supply Chain Management
	Directorate- B-Block Acquisition
	Section
	Telephone: +27 33 355 8891
	Fax: +27 33 355 8091
	Email:
	Anusha.chetty@kzntransport.gov.za
2. FOR PURCHASING IN TERMS OF <u>SECTION 15 (a) (ii)</u>	
2.1 Bid Documents	Bid documents may be purchased at
	the Department of Transport
	172 Burger Street
	PIETERMARITZBURG
	3201
	At the Supply Chain Management
	Directorate- B-Block Acquisition
	Section
	Telephone: +27 33 355 8891
	Fax: +27 33 355 8091
	Email:
	Anusha.chetty@kzntransport.gov.za
3. FOR COPYING IN TERMS OF <u>SECTION 15 (a) (ii)</u>	
3.1 Budget Speech;	The records may be inspected at the
3.2 Departmental Strategic Plan;	Resource Centre as follows -
3.3 Provincial Growth and Development Strategy;	KZN Department of Transport
3.4 Annual Performance Plan;	172 Burger Street
3.5 Service Delivery Improvement Plan;	PIETERMARITZBURG
	3201
3.6 Employment Equity Report;	Telephone: +27 33 355 8694
3.9 Approved Organisational Structure;	Fax: +27 33 355 8632
	Email:
3.13 Circulars of advertised posts; and	Michelle.Dally@kzntransport.gov.za
3.14 Magazines, newspapers and newsletters.	
4. FOR COPYING IN TERMS OF <u>SECTION 15 (a) (ii)</u>	
4.1 Speeches by MEC and HOD	The records may be inspected at the
4.2 Circulars of advertised posts; and	Resource Centre as follows-
4.3 Magazines, newspapers and newsletters.	KZN Department of Transport
	172 Burger Street
4.4 Choice Numbers	PIETERMARITZBURG
4.5 Drivers Licence	3201
4.6 In-service Training	Telephone: +27 33 355 8694
4.7 Learners Licences	Fax: +27 33 355 8632
4.8 Motor Vehicle Licensing	Email:
4.9 Vacancies	Michellie.Dally@kzntransport.gov.za
4.10 Vukuzakhe programme	
4.11 Zibambele Programme	
4.12 Research reports	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 500 of 19 August 2016: The Presidency (Government Gazette No. 40216)

**GN 500 of 19 August 2016: The Presidency
(Government Gazette No. 40216)**

DEPARTMENT OF THE PRESIDENCY



**THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA**

SECTION 15 NOTICE

In terms of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#))

TABLE OF CONTENTS

1.	INTRODUCTION
2.	RECORDS THAT AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT
3.	HOW TO OBTAIN ACCESS TO THE RECORDS
4.	UPDATING/PUBLICATION OF THIS NOTICE
5.	FEES PAYABLE
6.	DELETING PART OF THE REQUESTED RECORDS

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 500 of 19 August 2016: The Presidency (Government Gazette No. 40216)/
1. INTRODUCTION

1. INTRODUCTION

[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, on a periodic basis **not less frequently than once each year**, submit to the Minister 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.

The Presidency 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.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 500 of 19 August 2016: The Presidency (Government Gazette No. 40216)/
2. RECORDS THAT ARE AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 OF THE PAIA OF 2000

2. RECORDS THAT ARE AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 OF THE PAIA OF 2000

- 2.1 All the reports that are published publicly become automatically available on The Presidency website (www.thepresidency.gov.za). Below is a list of documents produced by The Presidency which can be downloaded from the website:

GENERAL

ANNUAL PERFORMANCE PLANS

- . Annual Performance Plan 2015/16
- . Annual Performance Plan 2014/15
- . Annual Performance Plan 2013/14

ANNUAL REPORTS

- . Annual Report 2014/15
- . Annual Report 2013/14
- . Annual Report 2012/13
- . Annual Report 2011/12
- . Annual Report 2010/11
- . Annual Report 2009/10

- . Annual Report 2006/07
- . Annual Report 2005/06
- . Annual Report 2004/05
- . Annual Report 2003/04
- . Annual Report 2002/03
- . Annual Report 2007/08
- . Annual Report 2008/09

STRATEGIC PLANS

- . Strategic Plan 2015 - 2020
- . Strategic Plan 2012/13 - 2014/15
- . Strategic Plan 2011/12 - 2013/14
- . Strategic Plan 2010/11 - 2012/13
- . Strategic Plan 2008/09 - 2010/11
- . Strategic Plan 2007/08 - 2009/10

REVIEWS

- . Towards a Fifteen Year Review - Synthesis Report
- . Towards a Ten Year Review - 2003 (PDF)
- . Background Thematic Reports
- . Towards a Fifteen Year Review -Tabloid Summary
- . Fifteen Year Review Synthesis Report
- . Towards a Fifteen Year Review
- . Towards a Twenty-Year Review

YOUTH PUBLICATIONS

- . National Youth Policy
- . National Youth Development Agency Act
- . African Youth Charter

AFRICAN PEER REVIEW MECHANISM (APRM)

- . Second Report on the Implementation of South Africa's APRM Programme of Action.

COMMISSIONS

- . Donen Report
- . Ginwala Enquiry
- . Khampepe Commission of Inquiry into the Mandate and Location of the Directorate of Special Operations (The DSO) Independent Commission for the Remuneration of Public Office-Bearers Annual Review
- . Annual Review: Salaries and allowances of Public Office-Bearers
- . Marikana Commission of Inquiry.

REGULATORY IMPACT ASSESSMENT (RIA)

- . RIA Template
- . RIA Analytical Areas
- . RIA Framework
- . RIA Guideline - February 2012.

JOINT INITIATIVE ON PRIORITY SKILLSACQUISITION (JIPSA) AND ACCELERATED AND SHARED GROWTH INITIATIVE FOR SOUTH AFRICA (ASGISA)

- . JIPSA Annual Report - 2008
- . JIPSA Annual Report for 2007 - Background and highlights
- . JIPSA Report on Activities in 2007
- . Final JIPSA Report
- . ASGISA Annual Report - 2006 | 2007 | 2008
- . Reflections on ASGISA in its First Year
- . Frequently asked questions about JIPSA

- . Accelerated and Shared Growth Initiative - South Africa (ASGISA),

Policy publications and documents

- . National spatial development perspective, 2006
- . Progress report - implementation of the framework for South Africa's response to the economic crisis
- . A Nation in the Making - A discussion document on macro-social trends in South Africa
- . Medium Term Strategic Framework - A Framework to Guide Government's Programme in the Electoral Mandate Period
- . Justice, Crime Prevention and Security (JCPS) - Impact of Crime on Small Business in South Africa
- . International Relations, Peace and Security (IRPS) - Reports and reviews
- . The Youth Budget Review
- . A Discussion Document on the Responsiveness of National Expenditure to the needs of Youth
- . The State of Youth Development in 2006: Mid-Term Review Discussion Document, 2006
- . Social Cohesion and Social Justice in South Africa
- . Planning for the South African National Income Dynamics
- . Study (NIDS): lessons from the international experience
- . Press statement on the initiation of a National Income Dynamics Study
- . Overcoming the legacy of Discrimination in South Africa
- . Higher Education in a Developing Society - from Dialogue to Action
- . Millenium Development Goals
- . Mid-Term Country Report - South Africa
- . Brief Synopsis-Clarifying the Second Economy Concept, 2006
- . A Nation in the Making - A discussion document on macro-social trends in South Africa
- . The United Nations World Water Development Report 2
- . General presentation GWM&E Presidency, 2007
- . The Role of Premiers' Offices in Government-wide Monitoring and Evaluation: A good practice guide
- . Government-Wide Monitoring and Impact Evaluation for Policy Makers: Farm Inn 19-23 June 2006
- . Minutes/Report of the Government-Wide Monitoring and Evaluation Learning Network Event: 29-30 November 2007
- . Green Paper: National Strategic Planning and Medium Term Strategic Framework (2009-2014)
- . Economic Sector: Towards an Anti-Poverty Strategy for South Africa - A Discussion Document, 2008
- . **Gender, Disability, Children and Youth Policy Documents**
- . Development Indicators, 2009
- . Towards an Anti-Poverty Strategy for South Africa - A Discussion Document, 2008
- . Development Indicators, 2008
- . Evaluation of Results-Based Management at United Nations Development Programme (UNDP), 2007
- . MTR Development Indicators Mid-Term Review, 2007
- . South Africa Microdata Scoping Study, 2007
- . The Millennium Development Goals Report, 2006
- . Challenges Facing Higher Education in South Africa-Final draft, 2005
- . Handbook on Monitoring and Evaluating for Results - United Nations Development Programme (UNDP), 2002.

NATIONAL ORDERS BOOKLETS

SPEECHES

- . President Jacob Zuma - 2009, 2010, 2011, 2012, 2013, 2014
- . Deputy President Cyril Ramaphosa - 2014
- . Minister Jeff Radebe - 2014, 2015
- . Minister Susan Shabangu - 2014
- . Deputy Minister Buti Manamela - 2014
- . DG Dr Cassius Reginald Lubisi - 2011, 2012, 2013, 2014.

PRESS STATEMENTS

- . President Jacob Zuma - 2009, 2010, 2011, 2012, 2013, 2014
- . Deputy President Cyril Ramaphosa - 2014
- . Minister Jeff Radebe - 2014, 2015
- . Minister Susan Shabangu - 2014
- . Deputy Minister Buti Manamela - 2014
- . DG Dr Cassius Reginald Lubisi - 2011, 2012, 2013, 2014.

NATIONAL SYMBOLS

- . National Coat of Arms
- . National Flag
- . National Anthem
- . National Bird
- . National Fish
- . National Flower
- . National Animal
- . Brochures, leaflets.

PRIVATE OFFICE OF THE PRESIDENT

- . President's monthly public engagement programme

OFFICE OF THE DEPUTY PRESIDENT

- . Deputy President's monthly public engagement programme

CORPORATE MANAGEMENT

- . Lists of recipients of National Orders

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 500 of 19 August 2016: The Presidency (Government Gazette No. 40216)/ 3. HOW TO OBTAIN ACCESS TO THE RECORDS

3. HOW TO OBTAIN ACCESS TO THE RECORDS

Information can be accessed from The Presidency's website: www.thepresidency.gov.za or through the post:

Directorate: Corporate Information Management

Registry Office

Attention: Deputy Information Officer

Private Bag X1000

PRETORIA

0001

Or

Through email: informationofficer@presidency.gov.za; Telephone: 012 300 5359, Fax: 086 683 5359.

Documents can also be obtained from The Presidency's receptions in Pretoria and Cape Town respectively.

- . Pretoria - visitors' entrance on Government Avenue, Union Buildings, Pretoria.
- . Cape Town - Tuynhuys entrance, Parliament, Cape Town.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 500 of 19 August 2016: The Presidency (Government Gazette No. 40216)/ 4. UPDATING/PUBLICATION OF THIS NOTICE

4. UPDATING/PUBLICATION OF THIS NOTICE

The Presidency's section 15 Notice will be published in the *Government Gazette* and updated annually. The Notice will be published at least once a year and its publication shall be at the cost of The Presidency.

5. FEES PAYABLE

The only fee payable, if any, for access to a record included in a notice in terms of '2' above, is a prescribed fee for reproduction.

6. DELETING PART OF THE REQUESTED RECORDS

The Information Officer may delete any part of a record contemplated in subsection (1) (a) of section 15 of the Act above, which on a request for access, may or must be refused in terms of Chapter 4. Chapter 4 deals with the "Grounds for refusal of access to records".

In terms of section 15, subsection (5), of the Act, "Section 11 and any other provision in this Act related to that section do not apply to any category of records included in a notice in terms of subsection (2)". Section 11 deals with the "Right of access to records of public bodies".

Approved

(Signed)

MS LAKELA KAUNDA
DEPUTY INFORMATION OFFICER
DATE: 21 JULY 2015

GN 945 of 26 August 2016: Description submitted in terms of [section 15 \(1\)](#): Limpopo Provincial Treasury (Government Gazette No. 40229)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

LIMPOPO PROVINCIAL TREASURY

As set out in the Schedule

(Signed)

TSHILILO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))
(Regulation 5A)

ENGLISH

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i) :	

. Organisational Structure	The Head of Department is the Information Officer in terms of the Act.
. Departmental contact numbers	
. Application Forms for employment and services	Mr. C.G. Pratt
. Departmental Policies	Head of Department
. Acts and Regulations governing the department's mandate	Tel: 015-298 7000
. Procedure /Process Manuals	E-mail: io@treasury.limpopo.gov.za
. Citizen's report.	Ms. N. Ramuntshi
. Service standards.	Deputy Information Officer
. Service delivery charter.	Tel: 015-298 7000
. Strategic plan.	E-mail: dio@treasury.limpopo.gov.za
. Newsletters.	Fax Number: (015)-295 7010
. Batho-Pele principle pamphlets	www.limpopo.gov.za
. Annual report	
. Budget speech	
. Citizen guide	
. Budget statements	
. Budget and expenditure review	
. Adjustments estimate of payment and receipts	
. Departmental Events Calendar	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
None	None
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
. Organisational Structure	The Head of Department is the Information Officer in terms of the Act.
. Departmental contact numbers	
. Application Forms for employment and services	Mr. C.G. Pratt
. Departmental Policies	Head of Department
. Acts and Regulations governing the department's mandate	Tel: 015-298 7000
. Procedure /Process Manuals	E-mail: io@treasury.limpopo.gov.za
. Citizen's report.	Ms. N. Ramuntshi
. Service standards.	Deputy Information Officer
. Service delivery charter.	Tel: 015-298 7000
. Strategic plan.	E-mail: dio@treasury.limpopo.gov.za
. Newsletters.	
. Batho-Pele principle pamphlets	Fax Number: (015)-295 7010
. Annual report	www.limpopo.gov.za
. Budget speech	
. Citizen guide	
. Budget statements	
. Budget and expenditure review	
. Adjustments estimate of payment and receipts	
. Departmental Events Calendar	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
. Organisational Structure	The Head of Department is the Information Officer in terms of the Act.
. Departmental contact numbers	
. Application Forms for employment and services	Mr. C.G. Pratt
. Departmental Policies	Head of Department
. Acts and Regulations governing the department's mandate	Tel: 015-298 7000
. Procedure /Process Manuals	E-mail: io@treasury.limpopo.gov.za
. Citizen's report.	Ms. N. Ramuntshi

. Service standards.	Deputy Information Officer
. Service delivery charter.	Tel: 015-298 7000
. Strategic plan.	E-mail: dio@treasury.limpopo.gov.za
. Newsletters.	
. Batho-Pele principle pamphlets	Fax Number: (015)-295 7010
. Annual report	www.limpopo.gov.za
. Budget speech	
. Citizen guide	
. Budget statements	
. Budget and expenditure review	
. Adjustments estimate of payment and receipts	
. Departmental Events Calendar	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1030 of 16 September 2016: Manual in terms of sections 14 (1) and 51 of the Act (Government Gazette No. 40279)

**GN 1030 of 16 September 2016: Manual in terms of sections 14 (1) and 51 of the Act
(Government Gazette No. 40279)**

SUGAR INDUSTRY ADMINISTRATION BOARD

TABLE OF CONTENTS

- [1.](#) Description of structure and functions in terms of section 14 (1) (a) of the act
- [2.](#) Information required in terms of section 14 (1) (b) and 51 (1) (a) of the act
- [3.](#) Information required in terms of section 14 (1) (c) and 51 (1) (b) of the act
- [4.](#) Records kept under section 51 (1) (d) of the act
- [5.](#) Subjects and categories of records and request procedure in terms of section 14 (1) (d) and 51 (1) (e) of the act
- [6.](#) Services available to the public in terms of (section 14 (1) (f))
- [7.](#) Remedies available in respect of an act or failure to act by the sugar industry administration board (section 14 (1) (h))
- [8.](#) Availability of the manual in terms of section 14 (3) and 51 (3)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1030 of 16 September 2016: Manual in terms of sections 14 (1) and 51 of the Act (Government Gazette No. 40279)/ 1. DESCRIPTION OF STRUCTURE AND FUNCTIONS IN TERMS OF SECTION 14 (1) (a) OF THE ACT

1. DESCRIPTION OF STRUCTURE AND FUNCTIONS IN TERMS OF SECTION 14 (1) (a) OF THE ACT

1.1 The Structure of the Board

- 1.1.1 The Sugar Industry Administration Board ("the Board") is established in terms of the Sugar Industry Agreement, 2000 ("the Agreement") and consists of-
 - (i) One person appointed by the South African Sugar Associaton ("SASA");
 - (ii) Two persons appointed by the South African Sugar Millers Association ("the Millers Association");
 - (iii) Two persons appointed by the South African Cane Growers Association ("the Growers Association").
- 1.1.2 The member appointed by SASA will be the chairperson of the Board.

1.2 The Functions of the Sugar Industry Administration Board

- 1.2.1 The Board shall-
 - (i) Exercise the powers and perform the duties conferred upon or imposed on it in terms of the Agreement;
 - (ii) Conduct the enquiries, investigations, inspections and surveys which it considers to be appropriate for the better performance of its function in terms of the Agreement.
 - (iii) Be entitle to refer, of its own volition, any matter within its jurisdiction to the Appeals Tribunal for a directive or decision, in which case it will be bound by any such directive or decision.
- 1.2.2 The Board may-
 - (i) Appoint committees from among its members and delegate to any committee any of its

functions;

- (ii) Appoint any person it considers fit to advise it in any matter within its jurisdiction and renumerate the person concerned; and
- (iii) Generally do anything incidental to the proper performance of its functions in terms of the Agreement.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1030 of 16 September 2016: Manual in terms of sections 14 (1) and 51 of the Act (Government Gazette No. 40279)/ 2. INFORMATION REQUIRED IN TERMS OF SECTION 14 (1) (b) AND 51 (1) (a) OF THE ACT

2. INFORMATION REQUIRED IN TERMS OF SECTION 14 (1) (b) AND 51 (1) (a) OF THE ACT

Head of Body

MukeshKalidas Trikam

Chairperson

Sugary Industry Administration Board

PHYSICAL ADDRESS : Kwa-Shukela
170 Flanders Drive
Mount Edgecombe
POSTAL ADDRESS : South African Sugar Association
P. O. Box 700
Mount Edgecombe
4300
TELEPHONE : + 27 (31) 508 7007
+ 27 (86) 686 1172
WEBSITE : <http://www.sasa.org.za>
E-MAIL ADDRESS : trix.trikam@sassa.org.za

Information Officer:

Hlengiwe Bele

Secretary to the Sugar Industry Administration Board

PHYSICAL ADDRESS : Kwa-Shukela
170 Flanders Drive
Mount Edgecombe
POSTAL ADDRESS : P.O. Box 700
Mount Edgecombe
Kwa-Zulu Natal
4300
TELEPHONE : + 27 (31) 508 7128
TELEFAX : + 27 (31) 508 7192
EMAIL ADDRESS : secretary.siab@sasa.org.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1030 of 16 September 2016: Manual in terms of sections 14 (1) and 51 of the Act (Government Gazette No. 40279)/ 3. INFORMATION REQUIRED IN TERMS OF SECTION 14 (1) (c) AND 51 (1) (b) OF THE ACT

3. INFORMATION REQUIRED IN TERMS OF SECTION 14 (1) (c) AND 51 (1) (b) OF THE ACT

In terms of section 10 of the Act, the Human Rights Commission is required to compile a guide to assist persons who wish to exercise any rights under the Act. This guide is available from the Human Rights Commission which may be contacted at:

PHYSICAL ADDRESS : Forum 3, Braampark Office Park,
33 Hoofd Street
Braamfontein
POSTAL ADDRESS : Private Bag 2700
Houghton
2041
TELEPHONE : 011 877 3600
TELEFAX : 011 403 0668

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1030 of 16 September 2016: Manual in terms of sections 14 (1) and 51 of the Act (Government Gazette No. 40279)/ 4. RECORDS KEPT UNDER SECTION 51 (1) (d) OF THE ACT

4. RECORDS KEPT UNDER SECTION 51 (1) (d) OF THE ACT

The Board keeps records in accordance with the following legislation as amended, all of which are available subject to such legislation as amended and the Act:

Sugar Industry Agreement, 2000

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1030 of 16 September 2016: Manual in terms of sections 14 (1) and 51 of the Act (Government Gazette No. 40279)/ 5. SUBJECTS AND CATEGORIES OF RECORDS AND REQUEST PROCEDURE IN TERMS OF SECTION 14 (1) (d) AND 51 (1) (e) OF THE ACT

5. SUBJECTS AND CATEGORIES OF RECORDS AND REQUEST PROCEDURE IN TERMS OF SECTION 14 (1) (d) AND 51 (1) (e) OF THE ACT

5.1 Subjects and Categories of Records held by the Board

- 5.1.1 List of current members of the Board;
- 5.1.2 Opinions from professional advisors;
- 5.1.3 Information of Growers which the Board retains in terms of the Agreement
- 5.1.4 Minutes of Meetings of the Board
- 5.1.5 All applications and representations made to the Boards for decisions;
- 5.1.6 Copies of Decisions, Order, Rulings, Awards and Determinations of the Board;
- 5.1.7 Recordings of hearings before the Board;
- 5.1.8 Correspondences with the Board;
- 5.1.9 Area under Cane Survey;
- 5.1.10 Rules of procedure in relation to-
 - 5.1.10.1 Disputes between a Mill Group Board and a grower or miller or between a grower and miller;
 - 5.1.10.2 Appeals against a decision of a Mill Group Board;
 - 5.1.10.3 Appeals against a decision of a Local Pest, Disease and Variety Control Committee; and
 - 5.1.10.4 Rulings required which relate to recoverable value amendments.

5.2 Request Procedure, fees, decisions to grant or refuse access and notice to the requester in terms of the Act

- 5.2.1 All requests must be made in terms of and in compliance with the requirements of section 18, 22, 33, 53, 54 and 56 of the Act.
- 5.2.2 Any requests shall be determined by the considerations in the Protection of Personal Information Act, 2013.
- 5.2.3 The request for information process is as follows:
 - 5.2.3.1 It must be made to the Information Officer (where the request is made in terms of section 18 of the Act) or to the Head of the Body (where the request is made in terms of section 53 of the Act) using the aforementioned contact details.
 - 5.2.3.2 It must be completed on the prescribed form in terms of the Act and the Regulations.
 - 5.2.3.3 Sufficient detail must be provided on the request form to enable the Information Officer or the Head of the Body to identify the record requested and the requester.
 - 5.2.3.4 Identify the form of access required.
 - 5.2.3.5 Specify a postal address or fax number of the requester in the Republic of South Africa.
 - 5.2.3.6 State whether the record requested in terms of section 18 concerned is preferred in a particular language.
 - 5.2.3.7 If, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, state that manner and provide the necessary particulars.
 - 5.2.3.8 Where a request is made on behalf of a third party, the requester must provide proof of authority to represent such third party to the satisfaction of the Information Officer or Head of the Body.
 - 5.2.3.9 If the request is made in terms of section 53 of the Act, the requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 5.2.4 A person who because of illiteracy or a disability is unable to make a request for access to a record of a public body in terms of section 18 (1) of the Act, may make that request orally. The Board's Information Officer must reduce the oral request to writing in the prescribed form and provide a copy thereof to the requester.

- 5.2.5 The Information Officer or Head of the Body shall notify the requester to pay the prescribed fee (if any) before further processing the request.
- 5.2.6 The Information Officer or Head of the Body, as the case may be, will then make a decision whether to grant the request or not and shall notify the requester in the required form.
- 5.2.7 If the search for a request for a record made in terms of section 18 or section 53 of the Act by a requester, other than a personal requester (that is someone who wants access to a record containing personal information about the requester), and the preparation for the disclosure of the record would, in the opinion of the Information Officer or the Head of the Body, exceed the prescribed hours to prepare the record for disclosure, the Information Officer or the Head of the Body must, by notice, request the requester to pay the prescribed deposit being one third of the access fee which would be payable if the request is granted.
- 5.2.8 If the requester pays a deposit, in respect of a request for access and the access is refused, then the Information Officer or Head of the Body must repay the deposit to the requester.
- 5.2.9 The Information Officer or the Head of the Body shall withhold a record requested either in terms of section 53 of the Act until the requester has paid the applicable fees, if any.
- 5.2.10 If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- 5.2.11 This Manual is prepared both in terms of section 14 of the Act and in terms of section 51 of the Act, as the Board may in one instance be a public body and in another instance be a private body, depending on whether the record in question relates to the exercise of a power or performance of a function as a public body or as a private body. Where the Board is a public body, the request for access to a record held by the Board must be made in terms of and in compliance with section 11 of the Act. Where the request for access to a record is in circumstances where the Board is a private body, such request must be made in terms of and in compliance with the requirements of section 50 of the Act.
- 5.2.12 Any request for access to a record of the Board may be refused in terms if any ground for refusal contemplated in chapter 4 of the Act.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1030 of 16 September 2016: Manual in terms of sections 14 (1) and 51 of the Act (Government Gazette No. 40279)/ 6. SERVICES AVAILABLE TO THE PUBLIC IN TERMS OF (Section 14 (1) (f))

6. SERVICES AVAILABLE TO THE PUBLIC IN TERMS OF (Section 14 (1) (f))

- 6.1 The services available to members of the public from the Board are set out in paragraph 1.2.1 of this Manual.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1030 of 16 September 2016: Manual in terms of sections 14 (1) and 51 of the Act (Government Gazette No. 40279)/ 7. REMEDIES AVAILABLE IN RESPECT OF AN ACT OR FAILURE TO ACT BY THE SUGAR INDUSTRY ADMINISTRATION BOARD (Section 14 (1) (h))

7. REMEDIES AVAILABLE IN RESPECT OF AN ACT OR FAILURE TO ACT BY THE SUGAR INDUSTRY ADMINISTRATION BOARD (Section 14 (1) (h))

- 7.1 In terms of the Agreement a party to a dispute decided by the Board shall have the right to appeal to the Appeals Tribunal's against a decision, order, ruling or determination made by the Board. Unless otherwise stipulated by the Agreement, the person shall, with twenty-one (21) days of the date of the Boards decision, order, ruling or determination, lodge with the Board a written notice of appeal, failing which the right to appeal shall lapse and the decision, order, ruling or determination of the Board shall be final and binding.
- 7.2 The Board does not have internal appeal procedures in respect of any alleged failure on the part of the Board, its Information Officer or the Head of the Board, as the case may be, to comply with the provisions of the Promotion of Access to Information Act. In such circumstances the requester shall be required to have recourse to any court of competent jurisdiction. This would apply to any situation in which the requester wishes to appeal or review a decision made by the Information Officer or the Head of the Board, as the case may be.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1030 of 16 September 2016: Manual in terms of sections 14 (1) and 51 of the Act (Government Gazette No. 40279)/ 8. AVAILABILITY OF THE MANUAL IN TERMS OF SECTION 14 (3) AND 51 (3)

8. AVAILABILITY OF THE MANUAL IN TERMS OF SECTION 14 (3) AND 51 (3)

- 8.1 This Manual shall be available for inspection free of charge at the address of the Board (see paragraph 2 above).
- 8.2 A copy of the Manual is also available from the Human Rights Commission (see contact details in 3 above).
- 8.3 The Manual will be published in the *Government Gazette* and on the website of the South African Sugar Association.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1078 of 23 September 2016: Description submitted in terms of section 15 (1): KwaZulu-Natal Provincial Government: Department of Co-operative Governance and Traditional Affairs (Government

GN 1078 of 23 September 2016: Description submitted in terms of section 15 (1): KwaZulu-Natal Provincial Government: Department of Co-operative Governance and Traditional Affairs (Government Gazette No. 40293)

DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

KWAZULU-NATAL PROVINCIAL GOVERNMENT: DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

As set out in the Schedule

(Signed)

TSHILILO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

**ANNEXURE D
AVAILABILITY OF DEPARTMENTAL RECORD AND ACCESS TO SUCH**

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 (e.g. website) (SECTION 15 (1) (a))
RECORDS FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
For Example: Documents that cannot be released but can only be inspected from the office	The records may be accessed from the Department on request, addressed to: The Office of the Information Officer Department of Cooperative Governance and Traditional Affairs 330 Langalibalele Street (formerly Longmarket) Pietermaritzburg, 3201 Telephone: 033 395 3084 Email: Vernon.anley@kzncogta.gov.za Website: http://www.kzncogta.gov.za
RECORDS FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
(a) Tender documents as directed by SCM (b) Maps as directed by DIS	The records may be purchased from the respective Business Units. Prices are available on request.
RECORDS FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
For records that are automatically available Annexure B (Request Form A) does not need to be completed however fees may still be charged as per Annexure E	The records may be accessed from the Department on request, addressed to: The Office of the Information Officer Department of Cooperative Governance and Traditional Affairs 330 Langalibalele Street (formerly Longmarket) Pietermaritzburg, 3201 Telephone: 033 395 3084 Email: Vernon.anley@kzncogta.gov.za Website: http://www.kzncogta.gov.za
RECORDS AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) the Departmental strategic plan; (b) the vision, mission and values of the Department; (c) the Legislative mandates of the Department; (d) the core, non-core and support functions of the Department; (e) updated Departmental Policies; (f) all Departmental Publications; (g) all speeches by the MEC and senior officials; (h) all Departmental Circulars; (i) the Injobo, Pivot and Contact Booklets; (j) the monthly official Fuel Tariffs as issued by National Department of	The records may be accessed from the Departmental website: Website: www.kzncogta.gov.za (Editorial Note: Wording as per original <i>Government Gazette</i> . It is suggested that the phrase "Website: www.kzncogta.gov.za " is intended to be "Website: http://www.kzncogta.gov.za ".)

Transport (k) the Departmental Research Proposals	
DESCRIPTION OF CATEGORY OF RECORDS AVAILABLE ON REQUEST IN TERMS OF SECTION 6 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15 (1) (a))
RECORDS AVAILABLE THROUGH FILLING IN A REQUESTOR FORM (ANNEXURE B)	
All documents listed under Section 11 of the Manual For Example: The Manase Report which was made available in 2013 and for which a Request Form had to be submitted.	The records may be accessed from the Department on request, addressed to: The Office of the Information Officer Department of Cooperative Governance and Traditional Affairs 330 Langalibalele Street (formerly Longmarket) Pietermaritzburg, 3201 Telephone: 033 395 3084 Email: Vernon.anley@kzncogta.gov.za Website: http://www.kzncogta.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1079 of 23 September 2016: Description submitted in terms of section 15 (1): Mpumalanga Provincial Government: Department of Health (Government Gazette No. 40293)

GN 1079 of 23 September 2016: Description submitted in terms of section 15 (1): Mpumalanga Provincial Government: Department of Health (Government Gazette No. 40293)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

MPUMALANGA PROVINCIAL GOVERNMENT: DEPARTMENT OF HEALTH

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

DESCRIPTION OF CATEGORIES 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 IN TERMS OF SECTION 15 (1) (b)
FOR INSPECTION IN TERM OF SECTION 15 (1) (a) (i)	
. Departmental policies, legislations and regulations . Annual reports . Annual Performance Plans . Employment Equity Plans . Employment Equity Reports . Human Resources Management Plan . Court decisions . Arbitration awards . Departmental forms . MEC Speech and Budget vote . Newsletters, Posters and Publication . Health pamphlets . Customer satisfaction reports . Statistics regarding grievances lodged . Bargaining Chambers Resolutions . Media enquiries and responses . Health Guidelines . Standard operating procedures . List of Non-Governmental Organization working with the	These documents can be inspected after arrangement has been made with the Deputy Information Officer and or by visiting the Mpumalanga Department website www.mpuhealth.gov.za Dr. S Mohangi Acting Head of Department Tel: (013) 766 3429/3031 Email: SaveraM@mpuhealth.gov.za Mr. JM Khalishwayo Deputy Information Officer Tel: (013) 766 3351 Email: JamesK@mpuhealth.gov.za

Department	
FOR PURCHASING IN TERM OF SECTION 15 (1) (a) (ii)	
Duplicate qualification certificates	By requesting these through the Principal of School/college of Nursing and on payment of fees prescribed by the school Dr. S Mohangi Acting Head of Department Tel: (013) 766 3429/3031 Email: SaveraM@mpuhealth.gov.za Mr. JM Khalishwayo Deputy Information Officer Tel: (013) 766 3351 Email: JamesK@mpuhealth.gov.za
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
- Student academic records or results - Departmental policies, legislations and regulations - Annual reports - Annual Performance Plans - Employment Equity Plans - Departmental forms - MEC Speech and Budget vote - Newsletters, Posters and Publications - Health pamphlets - Bargaining Chambers Resolutions - Media enquiries and responses - Health Guidelines - Standard operating procedures	For academic records the relevant school or college principal must be contacted The records may be obtained on request in writing to the Deputy Information Officer and on payment of fees prescribed alternatively they may be downloaded by visiting the website. Dr. S Mohangi Acting Head of Department Tel: (013) 766 3429/3031 Email: SaveraM@mpuhealth.gov.za Mr. JM Khalishwayo Deputy Information Officer Tel: (013) 766 3351 Email: JamesK@mpuhealth.gov.za
AVAILABLE FREE OF CHARGE IN TERM OF SECTION 15 (1) (a) (iii)	
College brochures	By visiting the schools of Nursing and or the Department. Dr. S Mohangi Acting Head of Department Tel: (013) 766 3429/3031 Email: SaveraM@mpuhealth.gov.za Mr. JM Khalishwayo Deputy Information Officer Tel: (013) 766 3351 Email: JamesK@mpuhealth.gov.za (Editorial Note: Wording as per original <i>Government Gazette</i>.)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1080 of 23 September 2016: Description submitted in terms of section 15 (1): Eastern Cape Provincial Government: Office of the Premier (Government Gazette No. 40293)

GN 1080 of 23 September 2016: Description submitted in terms of section 15 (1): Eastern Cape Provincial Government: Office of the Premier (Government Gazette No. 40293)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

EASTERN CAPE PROVINCIAL GOVERNMENT: OFFICE OF THE PREMIER

As set out in the Schedule.



OFFICE OF THE PREMIER

FORM "D"
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS

([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#))

(Regulation 5A)

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):	
Departmental Strategic Plans Departmental Annual Performance Plan Employment Equity Reports Approved Organizational Structures Departmental file plans Audited financial statements Departmental policies and procedure manuals Promotion of Access to Information Manual Service Standards Service Delivery Charter Departmental Events Calendar Premiers State of the Province Speech Departmental Circulars Public Service Forms Staff Contact details Directory Journals and magazines News letters Promotional materials	The records may be inspected at the Department on request in writing addressed to the Information Officer, Eastern Cape Office of the Premier Private Bag X0047, BHISHO, 5605 Tel No: 040 - 609 6382 Fax No: 040 - 639 1419
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Tender documents	Tender Documents are purchased at Supply Chain Management
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Departmental Strategic Plans Departmental Annual Performance Plan Employment Equity Reports Approved Organizational Structures Departmental file plans Audited financial statements Departmental policies and procedure manuals Promotion of Access to Information Manual Service Standards Service Delivery Charter Departmental Events Calendar Premiers State of the Province Speech Departmental Circulars Public Service Forms Staff Contact details Directory Journals and magazines News letters Promotional materials	The records may be inspected at the Department on request in writing addressed to the Information Officer, Eastern Cape Office of the Premier Private Bag X0047, BHISHO, 5605 Tel No: 040 - 609 6382 Fax No: 040 - 639 1419

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1186 of 30 September 2016: Description submitted in terms of Section 15 (1): Limpopo Provincial Government: Department of Education (Government Gazette No. 40312)

GN 1186 of 30 September 2016: Description submitted in terms of Section 15 (1): Limpopo Provincial Government: Department of Education (Government Gazette No. 40312)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF EDUCATION

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

FORM D

**AUTOMATICALLY AVAILABLE RECORDS INTERMS OF [SECTION 15](#) PROMOTION OF ACCESS TO INFORMATION ACT (PAIA)
(Act [2 OF 2000](#))**

[Regulations 5A]

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
	LOCATION
Approved organizational structure Departmental file plans Policies and Procedure Manuals Employment Equity Reports Citizen's reports Statement of Public Service Commitment Service Delivery Improvement Plan Service Standards Acts, Regulations and White Papers Budget Speech Audited financial statements Copies of speeches by MEC Public Service Forms (Z83, Bursary forms) Journals and magazines Departmental Strategic Plans Departmental Annual Performance Plan Annual Reports	The records may be inspected at the Department on request in writing addressed to Limpopo Department of Education Deputy Information Officer 113 Biccard & 24 Excelsior Street Private Bag x 9489, POLOKWANE 0700 Tel (015) 290 7702 Fax. 086 218 0560
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
	LOCATION
Approved organizational structure Departmental file plans Policies and Procedure Manuals Employment Equity Reports Citizen's reports Statement of Public Service Commitment Service Delivery Improvement Plan Service Standards Acts, Regulations and White Papers Budget Speech	The records may be inspected at the Department on request in writing addressed to Limpopo Department of Education Deputy Information Officer

Audited financial statements Copies of speeches by MEC Public Service Forms (Z83, Bursary forms) Journals and magazines Departmental Strategic Plans Departmental Annual Performance Plan Annual Reports	113 Biccard & 24 Excelsior Street Private Bag x 9489, POLOKWANE 0700 Tel (015) 290 7702 Fax 086 218 0560
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
	LOCATION
ABET level 4 certificate Combined ABET level 4 certificate Grade 12 certificate Combined Grade 12 certificate Diploma certificate Statement of results Old examination papers Tender Documents	Records may be accessed on request in writing addressed to Exam Unit: Help Desk D08 Department of Education 113 Biccard & 24 Excelsior Street Private Bag x 9489, POLOKWANE 0700 Records may be accessed on request in writing addressed to Supply Chain Management: Cashier's Office No D04 Department of Education 113 Biccard & 24 Excelsior Street Private Bag x 9489, POLOKWANE 0700
DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
	LOCATION
Approved organizational structure Departmental file plans Policies and Procedure Manuals Employment Equity Reports Citizen's reports Statement of Public Service Commitment Service Delivery Improvement Plan Service Standards Acts, Regulations and White Papers Budget Speech Audited financial statements Copies of speeches by MEC Public Service Forms (Z83, Bursary forms) Journals and magazines Departmental Strategic Plans Departmental Annual Performance Plan Annual Reports	The records may be inspected at the Department on request in writing addressed to Limpopo Department of Education Deputy Information Officer 113 Biccard & 24 Excelsior Street Private Bag x 9489, POLOKWANE 0700 Tel (015) 290 7702 Fax 086 218 0560

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 705 of 28 October 2016: Description in terms of section 15 (1): KwaZulu-Natal Provincial Government: Department of Arts and Recreation (Government Gazette No. 40375)

GN 705 of 28 October 2016: Description in terms of [section 15 \(1\)](#): KwaZulu-Natal Provincial Government: Department of Arts and Recreation (Government Gazette No. 40375)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

KWAZULU-NATAL PROVINCIAL GOVERNMENT: DEPARTMENT OF ARTS AND RECREATION

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
. Strategic Plan and Annual Performance Plans	Available on www.kzndac.gov.za
. Service Commitment Charter (SCC)	The documents may be inspected at the office of the Deputy Information Officer on this address:
. Service Delivery Improvement Plan (SDIP)	
. Public Service Application Forms	
. Annual Reports	222 Jabu Ndlovu Street
. GIS mapping	Heritage House
. Mid term reviews	Pietermaritzburg
. Legislation	3201
. Policies	Tel: 033 2643410
. Financial Delegations	Fax: 0867605465
. Circulars	E-mail: ngcobon@kzndac.gov.za
. KZN Librarian newsletters	gwalal@kzndac.gov.za
. Internal Newsletters	Free access via any of the regional offices of the Department.
. Speeches	
. Media Releases	Free access via any of the Archives Repositories.
. Newspaper Clippings	
. Brochures	
. Archavalia	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
. Bid Documents (This relates to the non-refundable bid documents fees charged by the department when calling for tenders)	The Bid documents can be purchased at the Supply Chain Office at:-
	222 Jabu Ndlovu Street
	Heritage House
	Pietermaritzburg
	3201
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
. Strategic Plan and Annual Performance Plans	The records may be accessed for copying at:
. Service Commitment Charter (SCC)	(a) any of the Departments Regional Offices; or
. Service Delivery Improvement Plan (SDIP)	
. Public Service Application Forms	(b) the office of the Deputy Information Officer situated at:
. Annual Reports	
. GIS mapping	222 Jabu Ndlovu Street
. Mid-term reviews	Heritage House
. Legislation	Pietermaritzburg
. Policies	3201
. Financial Delegations	
. Circulars	
. KZN Librarian newsletters	
. Internal Newsletters	
. Speeches	
. Media Releases	

. Newspaper Clippings	
. Brochures	
. Archavalia	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
. Newspaper Clippings	The records may be accessed for copying at:
. Brochures	(c) any of the Departments Regional Offices; or
. Archavalia	
. KZN Librarian newsletters	(d) the office of the Deputy Information Officer situated at:-
	222 Jabu Ndlovu Street
	Heritage House
	Pietermaritzburg
	3201

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 51 of 27 January 2017: Description in terms of section 15 (1): Department of the National School of Government (Government Gazette No. 40577)

GN 51 of 27 January 2017: Description in terms of [section 15 \(1\)](#): Department of the National School of Government (Government Gazette No. 40577)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

DEPARTMENT OF THE NATIONAL SCHOOL OF GOVERNMENT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS: ([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#))) (Regulation 5A)

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 (e.g. website) (section 15 (1) (b))
1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
. General Information on the Department	The records may be inspected at the Department on request addressed to the Deputy Information Officer, National School of Government, Private Bag X 759, Pretoria 0001; Tel. No. (012) 441 6003; email address: bernadetta.tabane@thensq.gov.za or
. Calendar of events	
. Contact numbers	
. Strategic plans	
. Annual reports	
. Annual Performance Plans	
. Legislation	
. Training Calendars	
. Training programmes offered including	

e-learning programmes	visit our website: www.thensg.gov.za
• Price list	
• Terms and Conditions	
• Course Directory	
• Promotion of Access to Information Act Manual	
2. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
(a) The list of records above.	The records may be obtained on request in writing and addressed to the Deputy Information Officer: National School of Government; Private Bag X759; Pretoria, 0001; email address: bernadetta.tabane@thensg.gov.za ; Tel No: (012) 441 6003 and on payment of the amount of R 20.00.
3. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) The list of records above.	The records may be obtained on request in writing and addressed to the Deputy Information Officer: National School of Government; Private Bag X759; Pretoria, 0001; email address: bernadetta.tabane@thensg.gov.za ; Tel No: (012) 441 6003; and on payment of the fee prescribed in Item 2 of Part II of Annexure A of the Regulations relating to the Promotion of Access to Information.
4. DESCRIPTION OF CATEGORY OF RECORDS AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) The list of records above and where the record requested is available free of charge.	The records may be obtained on request in writing addressed to the Deputy Information Officer, National School of Government, Private Bag X 759; Pretoria 0001; email address: bernadetta.tabane@thensg.gov.za ; Tel No: (012) 441 6003.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 52 of 27 January 2017: Description in terms of section 15 (1): Eastern Cape Provincial Government: Cooperative Governance and Traditional Affairs (Government Gazette No. 40577)

GN 52 of 27 January 2017: Description in terms of [section 15 \(1\)](#): Eastern Cape Provincial Government: Cooperative Governance and Traditional Affairs (Government Gazette No. 40577)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

EASTERN CAPE PROVINCIAL GOVERNMENT: COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



FORM "D"

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#))
(Regulation 5A)

DESCRIPTION OF CATEGORY OR RECORD 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)	
• Job description of various post categories • Departmental Plans • Human Resource Plan • Operational Plan • Annual Performance Plan • Strategic Plan • All Departmental Policies and procedure manuals • Promotion of Access to Information Manual • Service Standards • Service Delivery Charter • Departmental Events Calendar • Departmental Circulars • Public Service Forms • Staff Contact details Directory • Journals and magazines • Tender documents • Newsletters • Promotional materials	The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer Department of Cooperative Governance and Traditional Affairs Private Bag X0035, BHISHO, 5605 Tel No: 040-609 5656 Fax No: 040-639 2135
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
• Departmental Strategic Plans • Departmental Annual Performance Plan • Employment Equity Reports • Approved Organisational Structures • Departmental file plans • Audited financial statements • Departmental policies and procedure manuals • Promotion of Access to Information Manual • Service Standards • Service Delivery Charter • Departmental Events Calendar • Departmental Circulars • Public Service forms • Staff Contact details Directory • Journals and magazines • Tender documents • Newsletters • Promotional materials	The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer Department of Cooperative Governance and Traditional Affairs Private Bag X0035, BHISHO, 5605 Tel No: 040-609 5656 Fax No: 040-639 2135

**GN 53 of 27 January 2017: Description submitted in terms of section 15 (1): Department of Telecommunications and Postal Services
(Government Gazette No. 40577)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF TELECOMMUNICATIONS AND POSTAL SERVICES

As set out in the Schedule

(Signed)

**TSHILILO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 53 of 27 January 2017: Description submitted in terms of section 15 (1): Department of Telecommunications and Postal Services (Government Gazette No. 40577)/ FORM D VOLUNTARY DISCLOSURE AND AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS (Revised 2016/17 Section 15 of PAIA) (Regulations 5A)

**FORM D
VOLUNTARY DISCLOSURE AND AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS (Revised
2016/17 Section 15 of PAIA)
(Regulations 5A)**

DESCRIPTION OF RECORDS IN TERMS OF 15 (1) (a) THE ACT	MANNER OF ACCESS TO RECORDS(electronic e.g. website)	CONTACT PERSON
FOR INSPECTION IN TERMS OF SECTION15 (1) (a) (i):		
Not applicable for now		
FOR PURCHASING IN TERMS OF SECTION15 (1) (a) (ii):		
Not applicable for now		
FOR COPYING IN TERMS OF SECTION15 (1) (a) (ii):		
STRATEGIC PLANS		
YEAR		
2015-2020	Available for free on www.dtps.gov.za	Download
2015-2019	Available for free on www.dtps.gov.za	Download
2013-2018	Available for free on www.dtps.gov.za	Download
2012-2017	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
2011-2014	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
2010-2013	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
2005-2008	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
2006-2009	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005

2007-2010	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
2008-2011	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
2009-2012	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
ANNUAL PERFORMANCE PLAN		
YEAR		
2016-2017	Available for free on www.dtps.gov.za	Download
2014-2016	Available for free on www.dtps.gov.za	Download
2013-2014	Available for free on www.dtps.gov.za	Download
2012-2013	Available for free on www.dtps.gov.za	Download
BUSINESS PLANS		
YEAR		
2013-2014	Available for free on www.dtps.gov.za	Download
2012-2013	Available for free on www.dtps.gov.za	Download
2011-2012	Available for free on www.dtps.gov.za	Download
2010-2011	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
2008-2011	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
2009-2010	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
2007-2008	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
2006-2007	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
ANNUAL REPORTS		
YEAR		
2014-2015	Available for free on www.dtps.gov.za	Download
2013-2014	Available for free on www.dtps.gov.za	Download
2012-2013	Available for free on www.dtps.gov.za	Download
2011-2012	Available for free on www.dtps.gov.za	Download
2010-2011	Available for free on www.dtps.gov.za	Download

2009-2010	Available for free on www.dtps.gov.za	Download
2008-2009	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
2007-2008	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
2006-2007	Available in the departmental knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
2004-2005	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
2001-2002	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel:012-427 7005
2000-2001	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
2003-2004	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
1996-1997	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
OTHER REPORTS		
DOC financial model report	Available for free on www.dtps.gov.za	Download
Progress final PCC report	Available for free on www.dtps.gov.za	Download
Digital dividend final report	Available for free on www.dtps.gov.za	Download
Public hearings report	Available for free on www.dtps.gov.za	Download
Request for information: ICT SMMes	Available for free on www.dtps.gov.za	Download
NATIONAL POLICIES		
Spectrum policy directions <i>Gazette</i> of 2011-12-14	Available for free on www.dtps.gov.za	Download
SA Broadband policy <i>Gazette</i> 33377 of 2010-07-13	Available for free on www.dtps.gov.za	Download
Proposed amendment of broadcasting digital migration policy	Available for free on www.dtps.gov.za	Download
ICT Policy Review	Available for free on www.dtps.gov.za	Download
TOR for the ICT sector Charter Council	Available for free on www.dtps.gov.za	Download
Proclamation <i>Gazette</i> of 2014-05-19	Available for free on www.dtps.gov.za	Download
BUDGET VOTE SPEECH		
YEAR 2009-2015	Available for free on www.dtps.gov.za	Download

MINISTER & DEPUTY MINISTER SPEECHES		
YEAR 2014	Available for free on www.dtps.gov.za	Download
TENDERS		
New tenders	Available for free on www.dtps.gov.za	Download
Bidders	Available for free on www.dtps.gov.za	Download
Closed tenders	Available for free on www.dtps.gov.za	Download
Awarded tenders	Available for free on www.dtps.gov.za	Download
E-NDABA NEWSLETTER		
Year-End Issue 2013	Available In the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
First Quarter 2013; Nr.1	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
Fourth Quarter 2012; Nr.2	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
Fourth Quarter 2012	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy information Officer Tel:012-427 7005
June 2008	Available in the departmental knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
April-May 2008	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
March 2008	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
January-February 2008	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
October 2007	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
September 2007	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
July 2007	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
June 2007	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005

September 2006	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
August 2006	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy information Officer Tel: 012 427 7005
Information Society Month	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005
Spotlight on Children in Broadcasting	Available in the departmental Knowledge Centre	Ms TG Manzini Deputy Information Officer Tel: 012-427 7005

OTHER RECORDS AVAILABLE IN THE KNOWLEDGE CENTRE AVAILABLE FOR COPYING
TITLE
ICT Research Bulletin
South African Institution of Traditional Leadership
Broadcasting Digital Migration Policy 2008
DoC Profile
Report on the Fifth Presidential international Council on Information Society and Development (PIAC on ISAD) 2-4 September 2005
6 th Annual Meeting: Presidential International Advisory Council on Information Society and Development-2 nd -3 rd September 2006
Trends and Developments in the ICT Industry
Go DIGITAL South Africa Roadmap
ITU News: Asia Gateway to Opportunity - Special Edition November 2000
A Green Paper for Public Discussion
Information Society and Development Intergovernmental Relations Forum, (ISAD IGRF) Consolidated Report
Towards an Inclusive Information Society in South Africa
Effective e-Government
Building a Digital Life for all South Africans
Media Landscape 2012
National e-Skills Plan of Action-October 2010
Information Security Awareness Handbook from IT Chief Directorate
Budget Vote- 31 May 2011
2009 Budget Vote Speech
Electronic Communications & Transactions Act
Directory of Public Community Access Points and Services in SA
International Peer Benchmarking Study on South Africa's ICT Sector
Electronic Communications Act
DoC Employee Wellness & Health Programme
Mereka e-Skills Institute
ICT Research Bulletin
Sustaining community Radio in the ERA of convergence
World summit on the information society (WSIS) documents
Broadcasting Act 4 of 1999

GN 89 of 3 February 2017: KwaZulu-Natal Provincial Government: Department of Community Safety and Liaison (Government Gazette No. 40593)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

KWAZULU-NATAL PROVINCIAL GOVERNMENT: DEPARTMENT OF COMMUNITY SAFETY AND LIAISON

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

DEPARTMENT OF COMMUNITY SAFETY AND LIAISON AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:		FORM D
(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000)) (Regulation 5A)		
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	
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):		
1. DEPARTMENTAL STRATEGIC PLANS	The records on the website of the department, http://www.kzncomsafety.gov.za/ are available for viewing or downloading without a person having to make such a request in terms of the said Act.	
2. DEPARTMENTAL ANNUAL PERFORMANCE PLAN		
3. ANNUAL REPORTS		
4. EMPLOYMENT EQUITY REPORTS		
5. PUBLISHED RESEARCH REPORTS		
6. APPROVED ORGANIZATIONAL STRUCTURES		
7. BUDGETS		
8. DEPARTMENTAL POLICIES AND PROCEDURE MANUALS		
9. PROMOTION OF ACCESS TO INFORMATION MANUAL		
10. SERVICE CHARTERS		
11. STATEMENT OF COMMITMENT		
12. DEPARTMENTAL EVENTS CALENDAR		
13. COPIES OF SPEECHES BY THE MEC		
14. CIRCULARS OF ADVERTISED POSTS AND SERVICES		
15. DEPARTMENTAL FORMS		
16. STAFF CONTACT DETAILS DIRECTORY		
17. JOURNALS AND MAGAZINES		
18. PROMOTIONAL MATERIAL		
19. DEPARTMENTAL MEDIA STATEMENTS		
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):		
1. TENDER DOCUMENTS	Records can be purchased at Financial & Accounting Services Office, No. 4 Ground Floor, Department of Community Safety & Liaison, Head Office, 179 Jabu Ndlovu Street, Pietermaritzburg, 3200	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):		
1. DEPARTMENTAL STRATEGIC PLANS.		
2. DEPARTMENTAL ANNUAL PERFORMANCE PLAN.		
3. ANNUAL REPORTS.		

4. EMPLOYMENT EQUITY REPORTS.	The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Community Safety & Liaison, Head Office, 179 Jabu Ndlovu Street, Pietermaritzburg, 3201; Private Bag X 9143, Pietermaritzburg, 3200
5. PUBLISHED RESEARCH REPORTS.	
6. APPROVED ORGANIZATIONAL STRUCTURES.	
7. BUDGETS.	
8. DEPARTMENTAL POLICIES AND PROCEDURE MANUALS.	
9. PROMOTION OF ACCESS TO INFORMATION MANUAL.	
10. SERVICE CHARTERS.	
11. STATEMENT OF COMMITMENT.	
12. DEPARTMENTAL EVENTS CALENDAR.	
13. COPIES OF SPEECHES BY THE MEC.	
14. CIRCULARS OF ADVERTISED POSTS AND SERVICES.	
15. DEPARTMENTAL FORMS.	
16. STAFF CONTACT DETAILS DIRECTORY.	
17. JOURNALS AND MAGAZINES	
18. PROMOTIONAL MATERIAL.	
19. DEPARTMENTAL MEDIA STATEMENTS.	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
1. STAFF CONTACT DETAILS DIRECTORY.	The records may be requested from the Department, addressed to the Office of the Deputy Information Officer, Department of Community Safety & Liaison, Head Office, 179 Jabu Ndlovu Street, Pietermaritzburg, 3201; Private Bag X 9143, Pietermaritzburg, 3200
2. JOURNALS AND MAGAZINES	
3. PROMOTIONAL MATERIAL.	
4. DEPARTMENTAL MEDIA STATEMENTS.	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 291 of 13 April 2017: Description submitted in terms of section 15 (1): Gauteng Provincial Government: Department of Economic Development (Government Gazette No. 40785)

GN 291 of 13 April 2017: Description submitted in terms of section 15 (1): Gauteng Provincial Government: Department of Economic Development (Government Gazette No. 40785)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

GAUTENG PROVINCIAL GOVERNMENT: DEPARTMENT OF ECONOMIC DEVELOPMENT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

J753



FORM D AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS: (Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000)) (Regulation 5A)	
DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT,	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15 (1) (b))

2000	
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Strategic Documents: Annual Reports, APP, Frameworks, Budget, Legislation, Operational Plans, Procedures and Frameworks, Reports, Registers, minutes and policies (both internal and operational policies)	Website: www.ecodev.gpg.gov.za
	Office: 56 Ellof Str. Umnotho House, Johannesburg, 2001
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
None	None
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Strategic Documents: Annual Reports, APP, Frameworks, Budget, Legislation, Operational Plans, Procedures and Frameworks, Reports, Registers, minutes and policies (both internal and operational policies)	Website: www.ecodev.gpg.gov.za
	Office: 56 Ellof Str. Umnotho House, Johannesburg, 2001
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
Strategic Documents: Annual Reports, APP, Frameworks, Budget, Legislation, Operational Plans, Procedures and Frameworks, Reports, Registers, minutes and policies (both internal and operational policies), Marketing material, media statements	Website: www.ecodev.gpg.gov.za
	Office: 56 Ellof Str. Umnotho House, Johannesburg, 2001

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 354 of 13 April 2017: Description submitted in terms of section 15 (1): uMhlathuze Municipality (Government Gazette No. 40785)

GN 354 of 13 April 2017: Description submitted in terms of section 15 (1): uMhlathuze Municipality (Government Gazette No. 40785)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

uMHLATHUZE MUNICIPALITY

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

CITY OF uMHLATHUZE

NOTICE IS GIVEN THAT THE MANUAL ON FUNCTIONS AND RECORDS HELD BY THE CITY OF UMHLATHUZE IN COMPLIANCE TERMS OF THE ACCESS TO INFORMATION ACT [NO. 2 OF 2000](#) HAS BEEN UPDATED AND TERMED THE EIGHTH EDITION. THIS MANUAL REFLECTS THAT THE FOLLOWING RECORDS ARE AUTOMATICALLY AVAILABLE WITHOUT HAVING TO REQUEST ACCESS IN TERMS OF THE AFOREMENTIONED ACT.

[SECTION 15 \(2\)](#) NOTICE OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT [NO. 2 OF 2000](#)): VOLUNTARY DISCLOSURE AND AUTOMATMATIC AVAILABILITY OF RECORDS

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that the word "automatmatic is intended to be "automatic".)

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 (e.g. website) (SECTION 15 (1) (b))

FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
NA	NA
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Maps (Tourism)	Information counters at Municipality
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Fixed property owned by the applicant	Available from Department:
	Corporate Services/City Development
Any by-law framed by Council (hard copy)	Available from Department:
	Corporate Services
Any tariff charged by Council (hard copy)	Available from Department:
	Financial Services
Any town planning scheme or development plan administered by Council	Available from Department:
	City Development
How to obtain access to any service rendered by the Council	Available from the uMhlathuze Municipality
Geographic Information System	Available from Department:
	Infrastructure and Technical Services
Service register (alphanumeric data)	Available from Department:
	Infrastructure and Technical Services
Infrastructure themes	Available from Department:
	Infrastructure and Technical Services
Orthophotos	Available from Department:
	Infrastructure and Technical Services
Digital terrain modules (DTM's)	Available from Department:
	Infrastructure and Technical Services
Minutes of open Council and Executive Committee	Available from Department:
	Corporate Services
Technical Library:	Available from Department:
Reference books	Infrastructure and Technical Services
Reports	
Plan filing (civic information)	Available from Department:
Paper based	Infrastructure and Technical Services
Microfilm	
Cadastral maps (paper based/electronic)	Available from Department:
	Infrastructure and Technical Services
Surveyor general plans (paper based/electronic)	Available from Department:
	Infrastructure and Technical Services
Framework plans (paper based/electronic)	Available from Department:
	Infrastructure and Technical Services
Scheme maps (paper based/electronic)	Available from Department:
	Infrastructure and Technical Services
Lease area plans (paper based/electronic)	Available from Department:
	City Development
Budget including adjustment budget (paper based/electronic)	Available from Department:
	Financial Services
Orders & remittances (paper based)	Available from Department:
	Financial Services
Investment register (manual)	Available from Department:
	Financial Services
Loan register (manual)	Available from Department:
	Financial Services

Asset register (electronic manual)	Available from Department:
	Financial Services
Financial statements (electronic manual)	Available from Department:
	Financial Services
Debtors history (electronic)	Available from Department:
	Financial Services
Strategic environmental assessment	Available from Department:
	City Development
Building plans	Available from Department:
	City Development
Records relating to the adoption, replacement or amendment of a scheme as contained in the Planning and Development Act 2008 (Act 6 of 2008)	Available from Department:
	City Development
Records relating to a proposal to subdivide or consolidate land	Available from Department:
	City Development
Records relating to a proposal to develop land as contained in the Planning and Development Act 2008 (Act 6 of 2008)	Available from Department:
	City Development
Records relating to a proposal to divide or cancel a layout plan	Available from Department:
	City Development
Records relating to a proposal to alter, suspend or delete a restriction relating to land	Available from Department:
	City Development
Records relating to a proposal to permanently close a municipal road or public place	Available from Department:
	City Development
Records relating to enforcement as contained in the Planning and Development Act 2008 (Act 6 of 2008)	Available from Department:
	City Development
Records relating to appeals as contained in the Planning and Development Act 2008 (Act 6 of 2008)	Available from Department:
	City Development
Records relating to provincial planning and development norms and standards	Available from Department:
	City Development
Records relating to delegations as contained in the Planning and Development Act 2008 (Act 6 of 2008)	Available from Department:
	City Development
Records of amendments to land use schemes.	Available from Department:
	City Development
Agency agreements contemplated in section 157 (1)	Available from Department:
	City Development
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
Budget	Available on website www.umhlathuze.gov.za
Budget related policies	Available on website www.umhlathuze.gov.za
Performance agreements	Available on website www.umhlathuze.gov.za
Service delivery agreements	Available on website www.umhlathuze.gov.za
Long term borrowing contracts	Available on website www.umhlathuze.gov.za
Contracts/information/public partnership agreements as prescribed in section 75 of the Municipal Financial Management Act	Available on website www.umhlathuze.gov.za
Bylaws	Available on website www.umhlathuze.gov.za

Councillor details	Available on website www.umhlathuze.gov.za	
Demographics	Available on website www.umhlathuze.gov.za	
Direction maps	Available on website www.umhlathuze.gov.za	
Geographic Information System	Available on website www.umhlathuze.gov.za	
Manual on Promotion of Access to Information Act	Available on website www.umhlathuze.gov.za and at Municipal offices.	
Newsletters/Annual report	Available on website www.umhlathuze.gov.za	
Policies/Statutory reporting	Available on website www.umhlathuze.gov.za	
Tariff of charges	Available on website www.umhlathuze.gov.za	
Tenders/public notices	Available on website www.umhlathuze.gov.za	
Tourism Information	Available on website www.umhlathuze.gov.za	
Requests for information can be made in writing, per fax or electronically as follows:		
Postal Address:	The Information Officer	Telephone Number: 035-907 5000
	City of uMhlathuze	Fax Number: 035-907 5444/5/6/7
	Private Bag X1004	eMail address: reg@umhlathuze.gov.za
	RICHARDS BAY	
	3900	
Municipal Office		
Private Bag X1004		
RICHARDS BAY		DR NJ SIBEKO
3900		MUNICIPAL MANAGER
MN05/2017		

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 391 of 28 April 2017: Description submitted in terms of section 15 (1): South African Police Services (Government Gazette No. 40815)

**GN 391 of 28 April 2017: Description submitted in terms of section 15 (1): South African Police Services
(Government Gazette No. 40815)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

SOUTH AFRICAN POLICE SERVICES

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS

7.1 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)

ALL DIVISIONS AND COMPONENTS		
National Instructions		The records may be inspected at the relevant sub-section head on request in writing to the relevant divisional commissioner.
(The following records are excluded-		
. training material;		
. training guidelines;		
. training manuals; or		
. records of which the disclosure may reasonably be expected to jeopardise the effectiveness of a testing, examining or auditing procedure or method used by the Service.		
The normal request procedure in terms of the Act is applicable when access to such records are requested.)		
CORPORATE COMMUNICATION HERITAGE SERVICES		
(1) All displays at the SAPS Heritage Services	The records may be inspected at the office of the Curator, SAPS Heritage Services on request in writing to the Curator: Heritage Services, PO Box 4866, PRETORIA, 0001.	
(2) Archival records at the SAPS Heritage Services (excluding records contained in dockets and personal information of persons or information that may be refused on the grounds of refusal provided for in the Act)		
DIVISION: FINANCIAL MANAGEMENT AND ADMINISTRATION		
ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY		
Master Copy of the Filing System	The records may be inspected at the office of the National Records Manager, Document Centre Management on request in writing to the National Records Manager, Document Centre Management: SAPS: Private Bag X 94, PRETORIA, 0001.	
FINANCIAL MANAGEMENT: BUDGETS		
Estimates of National Expenditure-	The records may be inspected at the office of the Section Head: Budgets on request in writing to Financial Management: Section Head: Budgets, Private Bag X 94, PRETORIA, 0001.	
Department of Police		
DIVISION: HUMAN RESOURCE UTILISATION		
EMPLOYMENT EQUITY		
National and Divisional Employment Equity Section 20 Plans and Section 21 Reports	The records may be inspected at the office of the Section Head: Employment Equity on request in writing to the relevant Divisional Commissioner: Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001.	
The Divisional, Provincial and Components Employment Equity Implementation Plans and Section 21 Quarterly Reports		
PERFORMANCE MANAGEMENT		
(1) Performance Management Systems for the Service (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)	(1) The records may be inspected at the office of the Component Head: Performance Management on request in writing to the Divisional Commissioner: Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001	
DIVISION: OPERATIONAL RESPONSE SERVICES		
Records consisting of general correspondence (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to: Peace Keeping	The records may be inspected at the office of Operational Response Services, between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Operational Response Services, Private Bag X 30, SUNNYSIDE, 0132.	
COMPONENT: ORGANISATIONAL DEVELOPMENT		
Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)-	The records may be inspected at the office of the Section Head: Organizational Corporate and Design, Organisational Development on request in writing to the Head: Organizational Development, Private Bag X 94, PRETORIA, 0001	
. Job evaluation reports		
. Panel results		
DIVISION: HUMAN RESOURCE MANAGEMENT		
PROMOTION SERVICES AND REWARD SYSTEMS		

Records relating to Incentive and Reward Schemes (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)	The records may be inspected at the office of the Section Head: Promotion Services and Reward Systems on request in writing to the Divisional Commissioner: Human Resource Management, Private Bag X 94, PRETORIA, 0001.
PSYCHOLOGICAL SERVICES DEVELOPMENT	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to-	The records may be inspected at the office of the Sub-section Head: Psychological Services Development on request in writing to the Divisional Commissioner: Human Resource Management, Private Bag X 94, PRETORIA, 0001.
(1) Psychological Interventions All the different types of training offered by Psychological Services, the reason for and methods of such training and the places where it occurs	
(2) Trauma debriefing	
(3) Number of employees psychometrically evaluated for specialized units	
(4) Number of applicants for entry level: constables evaluated	
(5) Different sports and recreation events accordingly the number of employees participating in different events including sports and recreation for disabled employees	
(6) International sporting events. Total of employees participating and results	
DIVISION: SUPPLY CHAIN MANAGEMENT	
General conditions and procedures	The records may be inspected at Supply Chain Management on request in writing to the Divisional Commissioner: Supply Chain Management, Private Bag X 254, PRETORIA, 0001.
DIVISION: VISIBLE POLICING	
FIREARMS, LIQUOR AND SECOND-HAND GOODS CONTROL	
Consideration Policy 1994	The records may be inspected at the office of the Head: Firearms, Liquor and Second-hand Goods Control on request in writing to the Head: Central Firearm Control Register, Private Bag X 811, PRETORIA, 0001.
PARTNERSHIP POLICING SECTOR POLICING	
Records relating to-	The records may be inspected at the office of Visible Policing on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
(1) Partnership Policing-	
. Police Community Projects	
. Policy Framework and Guidelines on Community Policing	
(2) Sector Policing	
. Pilot Projects	
VISIBLE POLICING	
Records consisting of general correspondence (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to-	The records may be inspected at the office of Visible Policing, between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
(1) Police Emergency Services-	
. Flying Squad or Highway Patrol	
. 10111 Centres	
(2) Community Services	
(3) Accident Combating	
(4) Specialised Uniform Support-	
. Hostage Negotiation	
. Divers	
. Water Wing	
. Disaster Management	
(5) Equestrian	
(6) Dogs	
7.2 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR <i>PURCHASING</i> IN TERMS OF SECTION 15 (1) (a) (ii)	

ALL DIVISIONS	
Legislation (bills, acts, regulations, proclamations and Government Notices)	Copies of legislation can be purchased at Government Printers at the cost determined by the Government Printers.
DIVISION: SUPPLY CHAIN MANAGEMENT	
PROCUREMENT AND INVENTORY MANAGEMENT	
State Tender Bulletins	Published weekly by the State Tender Board and can be purchased at the State Tender Board at the cost determined by the State Tender Board.
7.3 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii) (on payment of the fees prescribed in Part II of Annexure A of the Regulations regarding the Promotion of Access to Information, 15 February 2002)	
ALL DIVISIONS AND COMPONENTS	
(1) Policy Documents and National Instructions	(1) The records may be obtained on request in writing addressed to the relevant section head or the relevant divisional commissioner.
(The following records are excluded-	
. training material;	
. training guidelines;	
. training manuals; or	
. of which the disclosure may reasonably be expected to jeopardise the effectiveness of a testing, examining or auditing procedure or method used by the Service.	
The normal request procedure in terms of the Act is applicable when access to such records is requested.)	
(2) Collective Agreements	(2) The records may be obtained on request in writing addressed to the Section Head: Labour Relations, Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001.
(3) ACCIDENT REPORT (NEW OR OLD REPORTS): COPY OR PHOTOCOPY	(3) If the record is still in the possession or under control of the Service, the records may be obtained by the authorised person on request in writing on the prescribed request form or the SAPS 512 (n) addressed to the relevant office of the Service.
Note that-	
with the term " copy " is meant where reproduction is done manually; a copy of a completed accident report will only be furnished to the authorised person;	
when a request is received in writing from the Road Accident Fund, provincial hospitals or ambulance services from provincial hospitals, they are regarded as public bodies or institutions who are entitled to immediately receive a copy of an accident report free of charge.	Note that-
	The following persons are deemed to be authorised persons-
	(a) an involved party in the accident (eg driver, passenger, pedestrian, cyclist, owner of the vehicle, owner of the animal involved in the accident, etc.) if he or she can prove that he or she is an involved party;
	(b) any private ambulance service, medical service provider, emergency service or towing service that provided such a service to a party involved in an accident, if such private service can provide written proof that such service was rendered; or
	(c) a person who is not an involved party or the private ambulance service, medical service provider, emergency service or towing service referred to above, only if he or she has written permission or authority of an involved party (e.g. an attorney who provides the relevant power of attorney to act on behalf of the person).
CORPORATE COMMUNICATION: HERITAGE SERVICES	

Archival records and photo's at Heritage Services (excluding records contained in dockets and personal information of persons or information that may be refused on the grounds of refusal provided for in the Act)	The records may be obtained on request in writing addressed to the Curator, SAPS Heritage Services, PO Box 4866, Pretoria, 0001.
COMPONENT: STRATEGIC MANAGEMENT	
Although the following records are available free of charge on the Web page of the Service, it may be photocopied on request-	The records may be obtained on request in writing addressed to the Head: Crime Registrar, Strategic Management, Private Bag X 94, Pretoria, 0001.
(1) Annual Report for the South African Police Service	
(2) Strategic Plan for the South African Police Service	
(3) Annual Performance Plan for the South African Police Service	
(4) Component Crime Registrar	
DIVISION: FINANCIAL MANAGEMENT AND ADMINISTRATION	
DOCUMENT CENTRE MANAGEMENT: ARCHIVES AND REGISTRY	
Master Copy of the Filing System	The records may be obtained from the office of the National Records Manager, Document Centre Management in writing addressed to the National Records Manager; Administration Services, SAPS, Private Bag X 94, PRETORIA, 0001.
FINANCIAL MANAGEMENT: BUDGETS	
Estimates of National Expenditure- Department of Police	The records may be obtained on request in writing addressed to Financial and Administration Services, Section Head: Budgets, Private Bag X 94, PRETORIA, 0001.
DIVISION: FORENSIC SERVICES	
MANAGEMENT AND ADMINISTRATIVE SUPPORT	
Only Photographs and Identikits released by the Service and published by the media	The records may be obtained from the Forensic Services on request in writing addressed to the Head: Forensic Services, SAPS Head Office, Private Bag X 322, PRETORIA, 0001.
DIVISION: HUMAN RESOURCE UTILISATION	
EMPLOYMENT EQUITY	
National and Divisional Employment Equity Section 20 Plans and Section 21 Report	The records may be obtained on request in writing addressed to the Divisional Commissioner: Human Resource Utilisation, Employment Equity at Private Bag X 94, PRETORIA, 0001.
COMPENSATION MANAGEMENT	
Human Resource Utilisation Project Centre Project Reports	Projects funded by government can be provided to public on request in writing addressed to the Divisional Commissioner. Human Resource Utilisation, Compensation Management at Private Bag X 94, PRETORIA, 0001.
PERFORMANCE MANAGEMENT	
(1) Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to-	(1) The records may be obtained from the office of the Component Head: Performance Management on request in writing addressed to Divisional Commissioner: Human Resource Utilisation, SAPS, Head Office, Private Bag X 94, PRETORIA, 0001.
Performance management systems-	
. Projects	
. Project names	
. Project plans	
. Project budgets	
. Project status reports	
. Project and programme operating manuals	
. Project and programme functions and activities	
. Programme Management Board activities	
. Project and programme registered users	

Number of registered project centres	
DIVISION: OPERATIONAL RESPONSE SERVICES	
AIR WING HEADQUARTERS	
Certain records relating to-	The records may be obtained on request in writing addressed to the Section Head: Operational Response Services, Private Bag X30, SUNNYSIDE, 0132
(1) Monthly successes achieved	
(2) Policy and minimum requirements for appointment as pilot and crew	
OPERATIONAL INFORMATION MANAGEMENT CENTRE	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to certain parts of-	The records may be obtained on request in writing addressed to the Deputy Information Officer-
(1) Policy on-	
Crowd Management	Operational Response Services, Private Bag X 30, SUNNYSIDE, 0132.
National Intervention Unit	
Borderline Police	
Air Wing	
Specialized Skills Development	
Special Task Force	
(2) Crowd Management Incidents	
(3) Successes of-	
Crowd Management	
National Intervention Unit	
Borderline Police	
Air Wing	
Specialized Skills Development	
Special Task Force	
(4) Peace Keeping	
DIVISION: ORGANIZATIONAL DEVELOPMENT	
Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)-	The records may be obtained from the office of the Section Head: Organizational Corporate and Design, Organizational Development on request in writing to the Head: Organizational Development, Private Bag X 94, PRETORIA, 0001
Pre-interview questionnaire	
Results of Job evaluation	
Panel results	
DIVISION: HUMAN RESOURCE MANAGEMENT	
PSYCHOLOGICAL SERVICES DEVELOPMENT	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to-	The records may be obtained from the office of the Sub-section Head: Psychological Services on request in writing addressed to the Divisional Commissioner: Human Resource Management, SAPS Head Office, Private Bag X 94, PRETORIA, 0001.
(1) Psychological Interventions All the different types of training offered by the section: Psychological Services, the reason and methods of for such training and the place where it occurs	
(2) Trauma debriefing	
(3) Number of employees psychometrically evaluated for specialized units	
(4) Number of applicants for entry level: constables evaluated	
(5) Different sports and recreation events accordingly the amounts of employees participating in different events including sports and recreation for disabled employees	
(6) International sporting events. Total of employees participating and results	
RECRUITMENT AND STAFFING	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to appointment requirement of appointments of personnel on salary level 1-12 and/or salary bands A - MMS	The records may be obtained on request in writing addressed to the Section Head: Recruitment and Staffing, Private Bag X 94, PRETORIA, 0001.

SENIOR MANAGEMENT APPOINTMENTS	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to appointment requirement of appointments of personnel on salary level 13 and up and/or salary bands on SMS	The records may be obtained on request in writing addressed to the Sub-section Head: Senior Management Appointments, Private Bag X 986, PRETORIA, 0001.
DIVISION: SUPPLY CHAIN MANAGEMENT	
General conditions and procedures	The records may be obtained from Supply Chain Management on request in writing addressed to the Divisional Commissioner: Supply Chain Management, Private Bag X 254, PRETORIA, 0001
DIVISION: VISIBLE POLICING	
PARTNERSHIP POLICING	
SECTOR POLICING	
Records relating to (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)-	The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
(1) Partnership Policing	
. Police Community Projects	
. Policy Framework and Guidelines on Community Policing	
(2) Sector Policing	
. Pilot Projects	
SOCIAL CRIME PREVENTION	
(1) Making South Africa Safe Manual	The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
(2) Environmental Design Manual	
(3) Communication Materials on Domestic Violence	
(4) Communication Materials on Victim Empowerment	
(5) Communication Materials on rape and Sexual offences	
(6) Promising Crime Prevention Practices in South Africa	
(7) National Rural Victims of Crime Survey	
(8) Guidelines: Drug and Substance Abuse	
VISIBLE POLICING	
Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to General Correspondence with regard to-	The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001
(1) Police Emergency Services-	
. Flying Squad or Highway Patrol	
. 10111 Centres	
(2) Community Services	
(3) Accident Combating	
(4) Specialised Uniform Support-	
. Hostage Negotiation	
. Divers	
. Water Wing	
. Disaster Management	
7.4 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
All DIVISIONS	
(1) A copy of a-	The request by the suspect / victim / complainant for a copy of his or her own statement, must be in writing and addressed to the relevant investigating officer.
(a) suspect's own statement contained in an open docket; or	
(b) victim's or complainant's own	<u>Take note: such a copy will only be automatically available to the relevant suspect / victim / complainant or his</u>

<i>statement contained in an open docket.</i>	or her representative (such representative must attach documentary proof of capacity to act on behalf of such person).
(2) The information or topics as available on the Web site of the Service	(2) Available on the Web page of the Service at www.saps.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 353 of 19 May 2017: Description submitted in terms of section 15 (1): Department of Higher Education and Training (Government Gazette No. 40847)

GN 353 of 19 May 2017: Description submitted in terms of [section 15 \(1\)](#): Department of Higher Education and Training (Government Gazette No. 40847)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
(Regulation 5A)

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1. Departmental Strategic Plans	These records are available for inspection at the Department on request or addressed to the Office of the Deputy Information Officer, Department of Higher Education and Training, Private Bag x 174, Pretoria, 0001
2. Departmental Annual Reports	
3. Departmental Annual Performance Plans	
4. Tenders / Bid Documents	
5. List of Public Higher Education Institutions	
6. List of Public Technical and Vocational Education and Training (TVET) Colleges	Or visit our website on www.dhet.gov.za
7. List of Public Community Education and Training Colleges	
8. Legislation administered by the Department	
9. Vacancies	
10. Promotion of Access to Information manual	
11. Register of Private Higher Education Institutions	
12. Register of Private TVET Colleges	
13. Scarce skills list	
14. Budget Speeches	
15. Departmental Media Statements and Speeches	
16. Departmental Publications	
17. Policy documents	
18. Forms	

FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
1. Departmental Strategic Plans	These records are available for copying at the Department on request or addressed to the Office of the Deputy Information Officer, Department of Higher Education and Training, Private Bag x 174, Pretoria, 0001
2. Departmental Annual Reports	
3. Departmental annual Performance Plans	
4. Tenders / Bid Documents	
5. List of Public Higher Education Institutions	
6. List of Public Technical and Vocational Education and Training (TVET) Colleges	Or visit our website on www.dhet.gov.za
7. List of Public Community Education and Training Colleges	
8. Legislation administered by the Department	
9. Vacancies	
10. Promotion of Access to Information manual	
11. Register of Private Higher Education Institutions	
12. Register of Private TVET Colleges	
13. Scarce skills list	
14. Budget Speeches	
15. Departmental Media Statements and Speeches	
16. Departmental Publications	
17. Policy documents	
18. Forms	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
1. Departmental Strategic Plans	These records are available free of charge at the Department on request or addressed to the Office of the Deputy Information Officer, Department of Higher Education and Training, Private Bag 174, Pretoria, 0001
2. Departmental Annual Reports	
3. Departmental Annual Performance Plans	
4. Tenders / Bid Documents	
5. List of Public Higher Education Institutions	Or visit our website on www.dhet.gov.za
6. List of Public Technical and Vocational Education and Training (TVET) Colleges	
7. List of Public Community Education and Training Colleges	
8. Legislation administered by the Department	
9. Vacancies	
10. Promotion of Access to Information manual	
11. Register of Private Higher Education Institutions	
12. Register of Private TVET Colleges	
13. Scarce skills list	
14. Budget Speeches	
15. Departmental Media Statements and Speeches	
16. Departmental Publications	
17. Policy documents	
18. Forms	

**GN 482 of 2 June 2017: Description submitted in terms of [section 15 \(1\)](#): Member of the Executive Council Health, Kwazulu-Natal
(Government Gazette No. 40883)**

DEPARTMENT OF HEALTH

I, Tshililo Michael Masutha, Minister of Justice and Constitutional Development, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

MEMBER OF THE EXECUTIVE COUNCIL HEALTH, KWAZULU-NATAL

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

<i>Record</i>	<i>Owner/Originator</i>	<i>Manner of Access</i>
1. KZN Health Budge Speech	Office of the MEC	Available on DoH internet site: http://www.kznhealth.gov.za/speeches/2016/Budget_Vote_Speech_2016.pdf
2. Departmental Strategic Plan	Strategic Planning (Jack Govender)	Available on DoH internet site: http://www.kznhealth.gov.za/Strategic-Plan-2015-2019.pdf
3. Annual Performance e-Plan	Strategic Planning (Jack Govender)	Available on DoH internet site http://www.kznhealth.gov.za/app.htm
4. Service Delivery Improvement Plan		Available on DoH internet site: http://www.kznhealth.gov.za/Service_delivery_improvement_plan-2017-18-19.pdf
5. Employment Equity Report	HRMS	Not on internet
6. Approved Organizational Structure	HRMS	Not on internet
7. MEC's Speeches	Office of the MEC	Available on DoH internet site: http://www.kznhealth.gov.za/speech1.htm
8. Circulars of advertised posts	Various HR offices throughout the Department	Available on DoH internet site: http://www.kznhealth.gov.za/vacirs.htm
9. Magazines, newspapers and newsletters	Corporate Communication	Ezempilo Health Matters: http://www.kznhealth.gov.za/ezempilo.htm Health Chat: http://www.kznhealth.gov.za/Corporate-Communications.htm
10. Information about health facilities		District offices: http://www.kznhealth.gov.za/districtoffices.htm Hospitals: http://www.kznhealth.gov.za/hospitals.htm CHCs: http://www.kznhealth.gov.za/chc.htm
11. Bid documents	SCM	http://www.kznhealth.gov.za/tender_documents.htm
12. Media invites and statements	Office of the MEC / Corporate Communication	http://www.kznhealth.gov.za/mediarelease-2017.htm
13. Information, Education and Communication Material	Corporate communication	http://www.kznhealth.gov.za/publicity.htm
14. Annual reports	Strategic Planning (Jack Govender)	http://www.kznhealth.gov.za/reports.htm

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

COUNCIL FOR MEDICAL SCHEMES

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
1. Medical Schemes mergers - Exposition Documents	Records may be viewed/accessed by visiting Council for
2. Medical Schemes Liquidations & Distribution Accounts	Medical Schemes Offices - Knowledge Centre
	Telephone: 012 431 0500
	Telephone: 012 431 0530
	http://www.medicalschemes.com
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
1. Medical Schemes Rules	Records may be viewed/accessed by visiting Council for
2. Medical Schemes Annual Financial Statements	Medical Schemes Offices - Knowledge Centre
3. Medical Schemes Annual Statutory Returns	Telephone: 012 431 0530
	http://www.medicalschemes.com
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
1. Medical Schemes Rules	Records may be accessed by visiting Council for Medical
2. Medical Schemes Annual Financial Statements	Schemes Offices
3. Medical Schemes Annual Statutory Returns	Tel: 012 431 0530
4. Research Reports and findings	http://www.medicalschemes.com
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
1. List of Accredited Broker/Administrators, Managed Care Org	Records may be accessed by visiting Council for Medical
2. List of Registered Medical Schemes	Schemes Offices, alternatively by our website
3. Council for Medical Schemes Annual Report	http://www.medicalschemes.com

4. Medical Schemes Act, and all amendments	Tel: 012 4310 0530
	Fax: 012 431 0630



[SECTION 15](#) OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT [NO. 2 OF 2000](#)): VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF RECORDS.

COUNCIL FOR MEDICAL SCHEMES

1. Postal Address:

Council for Medical Schemes
Private Bag X34
Hatfield
0028
Physical Address
Block A, Eco Glades 2 Office Park
420 Witch-Hazel Street
Centurion, 0157

2. Telephone: 012 431 0500
: 012 431 0530

Share call: 086 112 3267

Website address: www.medicalschemes.com

E-mail address: information@medicalschemes.com
support@medicalschemes.com

3. Working Hours: 08H00 - 16H30 (Monday - Friday)

4. Information Officer: Dr. S. Kabane (Acting Registrar/CEO)

5. Deputy Information Officer: Mr. Samson Thosago - s.thosago@medicalschemes.com

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 486 of 30 June 2017: Description submitted in terms of section 15 (1): Swellendam Municipality (Government Gazette No. 40945)

GN 486 of 30 June 2017: Description submitted in terms of [section 15 \(1\)](#): Swellendam Municipality (Government Gazette No. 40945)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

SWELLENDAM MUNICIPALITY

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i) :	
1. <u>Business details</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all council offices, depots, installations, facilities and amenities.	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
2. <u>Agendas and minutes</u> Agendas and minutes of all meetings of council, its structures and formal staff meetings and those of its predecessors, excluding minutes and agendas which have been marked "confidential/in-committee"	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
3. <u>Councillors</u> (Including the executive mayor, executive deputy mayor, speaker and office bearers) Information regarding each councillor's- - name, address, telephone numbers - ward/proportional, political party and election details - position in council, e.g. committee membership, whether full-time or part-time - representation on outside bodies - salary, allowances, etc. - details of trips outside municipal area - declaration of interests in accordance with item 7 of the Code of Conduct - attendance registers, absence records and fines imposed	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
4. <u>Structures</u> (Including council, executive committee, ward committees and other committees) - composition, names of members, office bearers, political membership - date, time and venue of meetings - functional areas	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
5. <u>Municipal legislation, by-laws and policies</u> All documents in this regard	Director: Corporate Service Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za WEB: www.swellenmun.co.za
6. <u>Delegations</u> Delegations to- - political office bearers - councillors - members of staff - structures (executive committee, committees, etc.) Authority granted to- - conclude contracts - sign legal documents, cheques, etc. Decisions by any political officer bearer, councilor or staff member in terms of a power or duty delegated or sub-delegated.	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
7. <u>Budget</u> Budget, Service Delivery and Budget, Implementation Plan (SDBIP), Annual Report and Integrated Development Plan (IDP) as approved by Council	Director: Financial Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
8. <u>Financial records</u> - annual financial statements - quarterly statements - monthly statements - arrears (excluding personal details)	Director: Financial Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za WEB: www.swellenmun.co.za

9. <u>Registers</u> Registers regarding- - assets (movable or immovable) - agreements - contractors, service providers - tenders awarded	Manager: Supply Chain Management Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za WEB: www.swellenmun.co.za
10. <u>Tariffs, fees, surcharges, etc.</u> All tariffs, fees, surcharges, etc. approved by the council for the current or any previous financial year	Director: Financial Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za WEB: www.swellenmun.co.za
11. <u>Personal information of members of staff</u> Personal information of members of staff in terms of section 34 (2) (f) of the Act relating to- - the fact that the individual is or was an official - title, work address, work phone number, e-mail address of an official - post level, salary scale and allowances of an official - responsibilities of position held	Manager Human Resources Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
12. <u>Statistics</u> (Excluding personal details of individuals) - statistics kept for departmental use in the format in which it is available - statistics in the format as required by legislation	Director: Financial Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za WEB: www.swellenmun.co.za
13. <u>Personal information of personal requester</u> Personal information requested by personal requester seeking access to a records containing personal information about the requester, on positive identification	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
14. <u>Research</u> Information regarding research by or on behalf of the municipality, on condition that such research results have been presented to Council or any of its structures and no copyright is held by persons or bodies not connected with the municipality	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za WEB: www.swellenmun.co.za
15. <u>Publications</u> All publications by and on behalf of the municipality and which had been made public or presented to Council and in which no copyright is held by persons or bodies not connected with the municipality	Director: Corporate Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
16. <u>Housing</u> Records containing- - Housing waiting list (not personal information) - Houses and land available for housing	Director Community Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
17. <u>Tenders</u> Tenders and proposal calls after public opening (excluding evaluations and recommendations to the municipal manager)	Manager Supply Services Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
18. <u>Service providers</u> Details of providers of services to the municipality	Manager: Supply Chain Management Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
19. <u>Planning</u> - zoning and structure plans - individual zonings and conditions - register of approved departures and consent uses	Manager: Municipal Planning and Building Control Swellendam Municipality PO Box 20, Swellendam 6740
20. <u>Land</u> Single records only of owners of land	Manager: Municipal Planning and Building Control Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za

21. <u>Organizational structure</u>	Manager: Human Resources Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
As applicable on section 15 (1) (a) (i) above	Request a copy from- The Deputy Information Officer Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
1. <u>Business details</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all council offices, depots, installations, facilities and amenities	Request a copy from- The Deputy Information Officer Swellendam Municipality PO Box 20, Swellendam 6740 info@swellenmun.co.za
2. <u>Councillors</u> (Including the executive mayor, executive deputy mayor, speaker and office bearers) Information regarding each councillor's- - name, address, telephone numbers - ward/proportional, political party and election details - position in council, e.g. committee membership, whether full-time or part-time - representation on outside bodies - salary, allowances, etc. - details of trips outside municipal area - declaration of interests in accordance with item 7 of the Code of Conduct - attendance registers, absence records and fines imposed	
3. <u>Structures</u> (Including council, executive committee, ward committees and other committees) - composition, names of members office bearers, political membership - date, time and venue of meetings - functional areas (Editorial Note: Wording as per original <i>Government Gazette</i> .)	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 535 of 21 July 2017: Description submitted in terms of section 15 (1): Public Service Commission (Government Gazette No. 40996)

GN 535 of 21 July 2017: Description submitted in terms of section 15 (1): Public Service Commission (Government Gazette No. 40996)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

PUBLIC SERVICE COMMISSION

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORMD

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
2016: - Consolidated Report on Service Delivery Inspections Conducted in the Department of Correctional Services - Fact Sheet on Grievance Resolution for the 2015/16 Financial Year - Assessment of the Management of Service Terminations and Pension Pay-Outs in the Public Service - Building a Capable, Career-Oriented and Professional Public Service to Underpin a Capable and Developmental State in South Africa - Consolidated Report: Service delivery inspections conducted at selected schools availability of Learning and Teaching Support Material - Assessment on the Effectiveness and Efficiency of the Office of the State Attorney - Assessment on the Effectiveness and Efficiency of the Office of the Chief State Law Adviser - Factsheet on Irregular Appointments in the Public Service (Editorial Note: Wording as per original <i>Government Gazette</i>. It is suggested that the word "Factsheet" is intended to be "Fact sheet".) - Assessment of the Handling of Disciplinary Cases in the Public Service - PSC Annual Report 2015/2016 2015: - Consolidated Health and District Report - Consolidated Report on Public Hearings on Compliance with Government's 30 Day Payment Period to Service Providers - Report on the Roundtable Discussion on the Improper Management of the Performance Management and Development System which leads to Grievances in the Public Service - PSC Annual Report 2014/2015. 2014: - Citizens Talk II: A Summary Report on a Citizen Satisfaction Survey - Report on the Roundtable	All PSC reports that are published and tabled in Parliament and the Provincial Legislatures become automatically available on the PSC website (www.psc.gov.za).

Discussions on the State of Human Resource, Grievance and Discipline Management in the Public Service

- . Report on the Assessment of the Effectiveness of the Batho Pele Policy in Public Service Delivery
- . Report of the Roundtable Discussion on the Implementation of PILIR in the Public Service
- . Fact Sheet on the financial disclosure framework for the 2011/2012 financial year

2013:

- . Fact Sheet on Finalised Cases of Financial Misconduct for the 2011/2012 Financial Year
- . A Comparative Study between South Africa and Selected Countries on the Management of Conflicts of Interest Through Financial Disclosures
- . PSC Annual Report 2012/2013

2012:

- . Report on the Evaluation of Grievances to Identify Good Practices
- . Report on Financial Misconduct for the 2009/2010 Financial Year
- . Assessment of the Human Resource Development Practices in the Public Service
- . Report on the Implementation of the Performance Management and Development System for Senior Managers in the Western Cape Province
- . Strategic Plan of the PSC for 2012/2013 - 2016/17
- . PSC Annual Performance Plan for 2012/2013
- . Citizens Talk: A Citizen Satisfaction Survey Report
- . Consolidated Monitoring and Evaluation Report on the Offices of the Premier Evaluation Cycle 2010/2011
- . Report on the Evaluation of the Role of Agencification in Public Service Delivery
- . An Assessment of the State of Professional Ethics in the North West Provincial Government
- . Measuring the Effectiveness of the National Anti-Corruption Hotline: Third Biennial Report

2011:

- . Evaluation of the Impact of the Policy and Procedures on Incapacity Leave and Ill-Health Retirement (PILR) on Sick Leave Trends in the Public Service
- . Consolidated Report on Inspections of Primary Health Care Delivery Sites: Department of Health
- . PSC Annual Report 2010/2011
- . National Anti-Corruption Forum:

Report on the Implementation of Resolutions made by Parliament and its Committees on Corruption

- Report on Management of Precautionary Suspension in the Public Service
- The Assessment of Recruitment and Selection Practices in respect of Section 57 Managers and Municipal Managers
- A Meta-Evaluation of a Review of Land Redistribution for Agricultural Development (LRAD) Project Performance (2001-2006)
- The Trend Analysis on Complaints Lodged with the PSC: 2005/2006 - 2009/2010 Financial Years
- Profiling and Analysis of the most Common Manifestations of Corruption and its related Risks in the Public Service
- Seventh Consolidated Public Service Monitoring and Evaluation Report Evaluation: Cycle 2009/2010
- Medium Term Strategic Plan

2010:

- State of the Public Service Report 2010
- Evaluation of the Impact of the Policy and Procedures on Incapacity Leave and Ill-Health Retirement (PILR) on Sick Leave Trends in the Public Service
- Consolidated Public Service Monitoring Evaluation Report on the Department of Housing (Human Settlements) Evaluation Cycle 2009/2010
- Consolidated Report on Inspections of Primary Health Care Delivery Sites: Department of Health
- Overview of the Implementation of the Financial Disclosure Framework: Financial Year 2008/2009
- PSC Annual Report 2009/2010
- Consolidated Public Service Monitoring Evaluation Report for the North West Province 2009/2010 Evaluation Cycle
- An Assessment of the State of Professional Ethics in the Western Cape Provincial Government
- Key Drivers of Citizen Satisfaction with Public Service Delivery: Pilot Report 2009/2010
- Report on the Assessment of the Effectiveness of Thusong Service Centres in Integrated Service Delivery
- Report on the Implementation of the Performance Management and Development System for Senior Managers in the Limpopo Province
- Template for Developing Guidelines on Public Participation

2009:

- . National Anti-Corruption Forum: Report on the Implementation of Resolutions made by Parliament and its Committees on Corruption
- . Report on the Effectiveness of Public Service Leadership in the Promotion of Intergovernmental Relations
- . Assessment of the State of Human Resource Management in the Public Service
- . Fact Sheet: Grievance Resolution for the 2008/2009 Financial Year
- . An Evaluation of Integration and Coordination in the Integrated Sustainable Rural Development Programme
- . Report on the Assessment of the Public Sector Education and Training Authority's Contribution Towards the Development of Skills and Career Progression Prospects in the Public Service
- . Consolidated Report on Inspections of Service Delivery Sites: South African Police Service
- . Evaluation of Supply Chain Management Practices Within the R200 000 Threshold
- . Medium Term Strategic Plan 2009/2010 - 2011/2012
- . An Assessment of the Impact of the Work of the PSC on Public Policy and Practice in South Africa
- . Report on the Assessment of the Quality of Support provided by the Department of Health to Emergency Medical Service Practitioners
- . Overview of the Implementation of the Financial Disclosure Framework: Financial Year 2007/2008
- . A Meta-Evaluation of the Mid-Term Review of the Expanded Public Works Programme
- . Report on the Evaluation of the Implementation of the *Batho Pele* Principle of Courtesy
- . Report on Financial Misconduct for the 2007/2008 Financial Year
- . An Assessment of the State of Professional Ethics in the Limpopo Provincial Government
- . Report on the Evaluation of the Implementation of the *Batho Pele* Principle of Information
- . State of the Public Service Report 2009

2008:

- . Measuring of the Effectiveness of the National Anti-Corruption Hotline: Second Biennial Report
- . Management of Job Applicants with a Criminal Record in the Public Service
- . Report on the Evaluation of Service Delivery at the Department of Home Affairs: Visa Applications and

Port Control

- . Report on the Analysis of Performance Agreements as an Effective Performance Management Tool
- . Report on the Assessment of Public Participation Practices in the Public Service
- . Report on the Implementation of the Performance Management and Development System for Senior Managers in the Northern Cape
- . Report on Grievance Trends in the Public Service for the periods 1 April 2006 to 31 March 2007 and 1 April 2007 to 31 March 2008
- . Founding Document on Organisational Performance Assessment in the Public Service
- . Fact Sheet: Monitoring Compliance with the Requirements of the Financial Disclosure Framework for the 2007/2008 Financial Year
- . Consolidated Report on Inspections of Service Delivery Sites: Departments of Education
- . Audit of Selection Processes
- . PSC Annual Report 2007/2008
- . A Report on Strategic Issues Emanating from the Evaluation of Heads of Department
- . The Turnover Rate of Heads of Department and its Implications for the Public Service
- . Monitoring Fact Sheet on Complaints Lodged with the PSC during the 2007/2008 Financial Year
- . Evaluation of the Consistency of Sanctions Imposed for Misconduct in the Public Service
- . Fifth Consolidated Public Service Monitoring and Evaluation System Report - Research Cycle 2007/2008
- . Report on the Evaluation of the National School Nutrition Programme
- . Assessment on Disability Equity in the Public Service
- . Citizen Satisfaction Survey: Provincial Agricultural Services
- . Guidelines for the Evaluation of Heads of Department
- . State of the Public Service Report 2008
- . Report on the Management of Gifts in the Public Service
- . Report on the Implementation of the Performance Management System for Senior Managers in the North West Province
- . The Payment of Performance incentives to Heads of Department without Annual Performance Evaluations Conducted
- . Report on the Evaluation of the Training Needs of Senior Managers

in the Public Service

- . Report on the Implementation of the *Batho Pele* Principle of Openness and Transparency in the Public Service
- . Basic Concepts in Monitoring and Evaluation
- . National Anti-Corruption Forum Annual Report 2006/2007
- . Medium Term Strategic Plan 2008/2009 -2010/2011
- . Forging a Formidable Legacy to Anchor our Democracy: The Public Service Commission 1199
- . Overview on Financial Misconduct for the 2006/2007 Financial Year

2007:

- . Conceptual Framework for Meta-Evaluation
- . Toolkit for the Management of Poor Performance in the Public Service
- . Fourth Consolidated Public Service Monitoring and Evaluation Report - Research Cycle 2006/2007
- . Protocol for Summoning of Witnesses
- . An Assessment of Professional Ethics in the KwaZulu-Natal Provincial Administration
- . Oversight Report on the Verification of Qualifications in the Public Service
- . Report on the Indebtedness of Public Servants
- . Report on the Implementation of Fraud Prevention Plans in the Public Sector
- . Report on the Evaluation of Government's Poverty Reduction Programme
- . Report on the Audit on Vacancy Rates in National and Provincial Departments
- . Report on the Proceedings of the International Human Resource Management Conference
- . Report on the Evaluation of the *Batho Pele* Principle of Value for Money in the Public Service
- . Report on the Evaluation of the Implementation of the *Batho Pele* Principle of Consultation
- . Trend Analysis of Complaints Lodged with the PSC during the 2006/2007 Financial Year
- . Report on Grievance Trends in the Public Service
- . Implementation of the Promotion of Access to Information Act, (Act [2 of 2000](#)) in the Public Service
- . Citizen Satisfaction Survey 2006/2007: Department of Home Affairs, Department of, Trade and Industry, Transport Services by Provincial Departments
- . Protocol on Announced and Unannounced Visits

- . Consolidated Report on Inspections of Public Service Delivery Sites
- . Report on the Management of Poor Performance in the Public Service
- . Report on the Investigation into the Management of Public Servants in Terms of Prevailing Provisions who are elected as Municipal Councillors in the Limpopo and Western Cape Provinces
- . National Anti-Corruption Forum Annual Report 2005/2006
- . State of the Public Service Report 2007
- . Report on the Audit of Reporting Requirements and Departmental Monitoring and Evaluating Systems within National and Provincial Government
- . Report on Senior Management Compliance with Performance Agreements in the Eastern Cape Provincial Administration
- . Report on the Management of Conflicts of Interest through Financial Disclosures
- . An Assessment of Professional Ethics in the Free State Third Consolidated Public Service Monitoring and Evaluation Report
- . Report on an Audit of Government's Poverty Reduction Programmes and Projects
- . Report on Financial Misconduct for the 2005/2006 Financial Year
- . Measuring the Effectiveness of the National Anti-Corruption Hotline
- . Guide on Performance Management for Social Development Departments
- . PSC Annual Report 2006/2007
- . Content Report on First Biennial Labour Relations conference for the Public Service
- . Report on Role Clarification and Relationships at the Executive Interface
- . Report on the Audit into the Granting of Performance Rewards in the Departments of Education at both the National and Provincial Levels
- . Content Report on First Biennial Labour Relations Conference for the Public Service

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that the word "Biennial" is intended to be "Biennial".)

2006:

- . Trend Analysis on Complaints Lodged with the PSC during 2004/2005 and 2005/2006 Financial Years
- . Compliance with the Promotion of Administrative Justice Act, 2000 (Act [No. 3 of 2000](#))

- . National Anti-Corruption Hotline Toolkit
- . Gender Mainstreaming Initiatives in the Public Service
- . Citizen Satisfaction Survey: Economic and Infrastructure Services Sector
- . Overview of Financial Misconduct for the 2004/2005 Financial Years
- . Report on a Guideline on School District Management
- . A Guideline on School District Management
- . Report on Managing Conflicts of Interest in the Public Service
- . Report on the Evaluation of the Policy Framework on Managing HIV and AIDS in the Public service
- . State of the Public Service Report 2006
- . Consolidated Report on the KwaZulu-Natal and Free State Procurement and Distribution of Learner and Teacher Support Material
- . An Audit of Affirmative Action in the Public Service
- . The Verification of Qualifications of Middle Managers on Levels 11 and 12 in the Public Service
- . Report on Measuring the Efficacy of the Code of Conduct for Public Servants
- . Guide on Performance Management for Social Development Departments
- . Guideline on the Management of Suspensions
- . PSC Annual Report 2005/2006

2005:

- . The Evaluation of Service Standards in the Public Service
- . Citizens' Forums: Case Studies from the Eastern Cape and Mpumalanga
- . The Review of Sector Policing and the SAPS' Role in Community Crime Prevention Initiatives
- . Citizen Satisfaction Survey: Overview Report of the Criminal Justice Sector
- . Assessing the Role of Labour Relations Officers in the Public Service
- . The Evaluation of Heads of Department for the 2001/2002 Financial Year
- . Report on the Management of State Housing
- . State of the Public Service Report 2005
- . Guidelines: Verification of Qualifications in the Public Service
- . Report on Financial Misconduct 2002/2003 and 2003/2004 Financial Years

- . PSC Annual Report 2004/2005

2004:

- . Report on the State of Performance Management Systems in the South African Public Service
- . Procedure for Conducting Public Administration Investigations
- . Implementing Financial Disclosure Requirements - A Comparative Desk Study on Best Practices concerning the Implementation of Financial Disclosure Frameworks
- . Report on the Management of the Subsidized Motor Transport Scheme
- . Investigation into the Re-Employment of Persons due to III-Health
- . Remunerative Work Outside the Public Service
- . The Abilities of Departments to deal with Devolved Authority regarding Remuneration and Conditions of Service
- . State of the Public Service Report 2004
- . PSC Annual Report 2003/2004

2003:

- . Audit of Anti-Corruption Capabilities of Departments
- . Report on Establishment of a Whistle blowing Infrastructure for the Public Service
- . Investigation into the Management of Discipline in the Public Service
- . The Causes and Effects of Mobility amongst Senior Management Service and Professional Staff in the Public Service
- . The Dispute Resolution Mechanisms in the Public Service
- . Best Practices on Risk Management Frameworks for the Public Service
- . PSC Annual Report 2002/2003
- . A Toolkit on Recruitment and Selection
- . Report on the Evaluation of the National Housing Subsidy Scheme
- . Report on the Evaluation of the Service Delivery Innovation of the Creation of Agencies at the Department of Transport
- . Report on the Evaluation of the Department of Transport and its Agencies
- . Report on Financial Misconduct
- . Report on the Evaluation of Land Administration in the Eastern Cape
- . Citizen Satisfaction Survey: Overview Report 2001/2002

2002:

- . The Review of Departments' Annual Reports as an Accountability Mechanism

- . Monitoring and Evaluation System Pilot Study in the Northern Cape
- . Monitoring and Evaluation of the Provincial Multi-purpose Community Centres: MPCCs
- . State of the Public Service Report 2002
- . Framework for the Evaluation of Heads of Department
- . Explanatory Manual on the Code of Conduct
- . Effective Management of National Hotlines
- . Integrated Risk Management
- . Report on Black Listing
- . Evaluation of Fleet Management in the Eastern Cape
- . Report on the Management of Senior Managers' Performance Agreement
- . Report on Disability Equity in the South African Public Service
- . Report on the Sick Leave Trends in the Public Service
- . PSC Annual Report
- . Guidelines on the Management of Suspensions
- . Survey on the Handling of Appeals
- . Report on Risk Management: A Provincial Perspective
- . Report on the Effective Management of Hotlines

2001:

- . Guidelines to Follow when Considering the Merits of an Appeal Case of Misconduct
- . Ethics Survey - 2001: Ethics in Practice
- . PSC Annual Report 2001/2002
- . State of the Public Service Report 2001
- . Verification of Qualifications of Senior Managers in the Public Service
- . Report on the Management of Suspensions
- . A Review of South Africa's National Anti-Corruption Agencies

2000:

- . PSC Annual Report
- . Evaluation of the Department of Home Affairs
- . Case Study on the South African Post Office: Improving Customer Service
- . Dismissals as a Result of Misconduct
- . Evaluation of Department's Annual Reports as an Accountability Mechanism
- . Policy on Annual Reporting
- . Career Management in the Public Service

- Management of Probationary Appointments within the Public Service Departments at National Level - The State of Representativeness in the Public Service - Home Affairs <i>Batho Pele</i> and Management Audit Investigations - Investigation into Land Administration, Geographic Information System Fleet Management in the Eastern Cape - Survey of Compliance with <i>Batho Pele</i> Policy - Half Yearly Report to Parliament - PSC Annual Report 2000/2001 1999: - Evaluation of the Department of Home Affairs - Report on the Management of Leave in the Public Service - Report on the Management of Remunerated Overtime in the Public Service - Evaluation of Annual Reports as an Accountability Mechanism - Report on the Investigation into Dismissals as a Result of Misconduct - PSC Annual Report 1998/1999 2.2 Information about the PSC: - Vision and Mission - Functions - Structure - Mandate - Key Performance Areas - Contact details - Legislation - Guidelines and Rules - Forms - Press releases - Speeches - Document pertaining to Access to Information (i.e Manual and Section 15 Notice) - Vacancies - Conferences hosted (Editorial Note: Numbering as per original <i>Government Gazette</i>.)	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
2013: Fact Sheet on Finalised Cases of Financial Misconduct for the 2011/2012 Financial Year	All PSC reports that are published and tabled in Parliament and the Provincial

. A Comparative Study between South Africa and Selected Countries on the Management of Conflicts of Interest Through Financial Disclosures . PSC Annual Report 2012/2013. 2012: . Report on the Evaluation of Grievances to Identify Good Practices . Report on Financial Misconduct for the 2009/2010 Financial Year . Assessment of the Human Resource Development Practices in the Public Service . Report on the Implementation of the Performance Management and Development System for Senior Managers in the Western Cape Province . Strategic Plan of the PSC for 2012/2013 - 2016/17 . PSC Annual Performance Plan for 2012/2013 . Citizens Talk: A Citizen Satisfaction Survey Report . Consolidated Monitoring and Evaluation Report on the Offices of the Premier: Evaluation Cycle 2010/2011 . Report on the Evaluation of the Role of Agencification in Public Service Delivery . An Assessment of the State of Professional Ethics in the North West Provincial Government . Measuring the Effectiveness of the National Anti- Corruption Hotline; Third Biennial Report 2011: . Evaluation of the Impact of the Policy and Procedures on Incapacity Leave and Ill-Health Retirement (PILR) on Sick Leave Trends in the Public Service . Consolidated Report on Inspections of Primary Health Care Delivery Sites: Department of Health . PSC Annual Report 2010/2011 . National Anti-Corruption Forum: Report on the Implementation of Resolutions made by Parliament and its Committees on Corruption . Report on Management of Precautionary Suspension in the Public Service . The Assessment of Recruitment and Selection Practices in respect of Section 57 Managers and Municipal Managers . A Meta-Evaluation of a Review of Land Redistribution for Agricultural Development (LRAD) Project Performance (2001- 2006) . The Trend Analysis on Complaints Lodged with the PSC: 2005/2006 - 2009/2010 Financial Years	Legislatures become automatically available on the PSC website (www.psc.gov.za).

- Profiling and Analysis of the most Common Manifestations of Corruption and its related Risks in the Public Service
- Seventh Consolidated Public Service Monitoring and Evaluation Report Evaluation: Cycle 2009/2010
- Medium Term Strategic Plan.

2010:

- State of the Public Service Report 2010
- Evaluation of the Impact of the Policy and Procedures on Incapacity Leave and Ill-Health Retirement (PILR) on Sick Leave Trends in the Public Service
- Consolidated Public Service Monitoring Evaluation Report on the Department of Housing (Human Settlements) Evaluation Cycle 2009/2010
- Consolidated Report on Inspections of Primary Health Care Delivery Sites: Department of Health
- Overview of the Implementation of the Financial Disclosure Framework: Financial Year 2008/2009
- PSC Annual Report 2009/2010
- Consolidated Public Service Monitoring Evaluation Report for the North West Province 2009/2010 Evaluation Cycle
- An Assessment of the State of Professional Ethics in the Western Cape Provincial Government
- Key Drivers of Citizen Satisfaction with Public Service Delivery: Pilot Report 2009/2010
- Report on the Assessment of the Effectiveness of Thusong Service Centres in Integrated Service Delivery
- Report on the Implementation of the Performance Management and Development System for Senior Managers in the Limpopo Province
- Template for Developing Guidelines on Public Participation.

2009:

- National Anti-Corruption Forum: Report on the Implementation of Resolutions made by Parliament and its Committees on Corruption
- Report on the Effectiveness of Public Service Leadership in the Promotion of Intergovernmental Relations
- Assessment of the State of Human Resource Management in the Public Service
- Fact Sheet: Grievance Resolution for the 2008/2009 Financial Year
- An Evaluation of Integration and Coordination in the Integrated Sustainable Rural Development Programme

- . Report on the Assessment of the Public Sector Education and Training Authority's Contribution Towards the Development of Skills and Career Progression Prospects in the Public Service
- . Consolidated Report on Inspections of Service Delivery Sites: South African Police Service
- . Evaluation of Supply Chain Management Practices Within the R200 000 Threshold
- . Medium Term Strategic Plan 2009/2010 - 2011/2012
- . An Assessment of the Impact of the Work of the PSC on Public Policy and Practice in South Africa
- . Report on the Assessment of the Quality of Support provided by the Department of Health to Emergency Medical Service Practitioners
- . Overview of the Implementation of the Financial Disclosure Framework: Financial Year 2007/2008
- . A Meta-Evaluation of the Mid-Term Review of the Expanded Public Works Programme
- . Report on the Evaluation of the Implementation of the *Batho Pele* Principle of Courtesy
- . Report on Financial Misconduct for the 2007/2008 Financial Year
- . An Assessment of the State of Professional Ethics in the Limpopo Provincial Government
- . Report on the Evaluation of the Implementation of the *Batho Pele* Principle of Information
- . State of the Public Service Report 2009

2008:

- . Measuring of the Effectiveness of the National Anti-Corruption Hotline: Second Biennial Report
- . Management of Job Applicants with a Criminal Record in the Public Service
- . Report on the Evaluation of Service Delivery at the Department of Home Affairs: Visa Applications and Port Control
- . Report on the Analysis of Performance Agreements as an Effective Performance Management Tool
- . Report on the Assessment of Public Participation Practices in the Public Service
- . Report on the Implementation of the Performance Management and Development System for Senior Managers in the Northern Cape
- . Report on Grievance Trends in the Public Service for the periods 1 April 2006 to 31 March 2007 and 1 April 2007 to 31 March 2008
- . Founding Document on

Organisational Performance
Assessment in the Public Service

- . Fact Sheet: Monitoring Compliance with the Requirements of the Financial Disclosure Framework for the 2007/2008 Financial Year
- . Consolidated Report on Inspections of Service Delivery Sites: Departments of Education
- . Audit of Selection Processes
- . PSC Annual Report 2007/2008
- . A Report on Strategic Issues Emanating from the Evaluation of Heads of Department
- . The Turnover Rate of Heads of Department and its Implications for the Public Service
- . Monitoring Fact Sheet on Complaints Lodged with the PSC during the 2007/2008 Financial Year
- . Evaluation of the Consistency of Sanctions Imposed for Misconduct in the Public Service
- . Fifth Consolidated Public Service Monitoring and Evaluation System Report - Research Cycle 2007/2008
- . Report on the Evaluation of the National School Nutrition Programme
- . Assessment on Disability Equity in the Public Service
- . Citizen Satisfaction Survey: Provincial Agricultural Services
- . Guidelines for the Evaluation of Heads of Department
- . State of the Public Service Report 2008
- . Report on the Management of Gifts in the Public Service
- . Report on the Implementation of the Performance Management System for Senior Managers in the North West Province
- . The Payment of Performance Incentives to Heads of Department without Annual Performance Evaluations Conducted
- . Report on the Evaluation of the Training Needs of Senior Managers in the Public Service
- . Report on the Implementation of the *Batho Pete* Principle of Openness and Transparency in the Public Service
- . Basic Concepts in Monitoring and Evaluation
- . National Anti-Corruption Forum Annual Report 2006/2007
- . Medium Term Strategic Plan 2008/2009 -2010/2011
- . Forging a Formidable Legacy to Anchor our Democracy: The Public Service Commission 1199
- . Overview on Financial Misconduct for the 2006/2007 Financial Year

2007:

- . Conceptual Framework for Meta-Evaluation
- . Toolkit for the Management of Poor Performance in the Public Service
- . Fourth Consolidated Public Service Monitoring and Evaluation Report - Research Cycle 2006/2007
- . Protocol for Summoning of Witnesses
- . An Assessment of Professional Ethics in the KwaZulu-Natal Provincial Administration
- . Oversight Report on the Verification of Qualifications in the Public Service
- . Report on the Indebtedness of Public Servants
- . Report on the Implementation of Fraud Prevention Plans in the Public Sector
- . Report on the Evaluation of Government's Poverty Reduction Programme
- . Report on the Audit on Vacancy Rates in National and Provincial Departments
- . Report on the Proceedings of the International Human Resource Management Conference
- . Report on the Evaluation of the *Batho Pele* Principle of Value for Money in the Public Service
- . Report on the Evaluation of the Implementation of the *Batho Pele* Principle of Consultation
- . Trend Analysis of Complaints Lodged with the PSC during the 2006/2007 Financial Year
- . Report on Grievance Trends in the Public Service
- . Implementation of the Promotion of Access to Information Act, (Act [2 of 2000](#)) in the Public Service
- . Citizen Satisfaction Survey 2006/2007: Department of Home Affairs, Department of Trade and Industry, Transport Services by Provincial Departments
- . Protocol on Announced and Unannounced Visits
- . Consolidated Report on Inspections of Public Service Delivery Sites
- . Report on the Management of Poor Performance in the Public Service
- . Report on the Investigation into the Management of Public Servants in Terms of Prevailing Provisions who are elected as Municipal Councillors in the Limpopo and Western Cape Provinces
- . National Anti-Corruption Forum Annual Report 2005/2006
- . State of the Public Service Report 2007
- . Report on the Audit of Reporting

Requirements and Departmental Monitoring and Evaluating Systems within National and Provincial Government

- . Report on Senior Management Compliance with Performance Agreements in the Eastern Cape Provincial Administration
- . Report on the Management of Conflicts of Interest through Financial Disclosures
- . An Assessment of Professional Ethics in the Free State Third Consolidated Public Service Monitoring and Evaluation Report
- . Report on an Audit of Government's Poverty Reduction Programmes and Projects
- . Report on Financial Misconduct for the 2005/2006 Financial Year
- . Measuring the Effectiveness of the National Anti-Corruption Hotline
- . Guide on Performance Management for Social Development Departments
- . PSC Annual Report 2006/2007
- . Content Report on First Biennial Labour Relations conference for the Public Service
- . Report on Role Clarification and Relationships at the Executive Interface
- . Report on the Audit into the Granting of Performance Rewards in the Departments of Education at both the National and Provincial Levels
- . Content Report on First Biennial Labour Relations Conference for the Public Service

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that the word "Biennial" is intended to be "Biennial".)

2006:

- . Trend Analysis on Complaints Lodged with the PSC during 2004/2005 and 2005/2006 Financial Years
- . Compliance with the Promotion of Administrative Justice Act, 2000 (Act [No. 3 of 2000](#))
- . National Anti-Corruption Hotline Toolkit
- . Gender Mainstreaming Initiatives in the Public Service
- . Citizen Satisfaction Survey: Economic and Infrastructure Services Sector
- . Overview of Financial Misconduct for the 2004/2005 Financial Years
- . Report on a Guideline on School District Management
- . A Guideline on School District Management
- . Report on Managing Conflicts of Interest in the Public Service
- . Report on the Evaluation of the

Policy Framework on Managing HIV and AIDS in the Public service

- . State of the Public Service Report 2006
- . Consolidated Report on the KwaZulu-Natal and Free State Procurement and Distribution of Learner and Teacher Support Material
- . An Audit of Affirmative Action in the Public Service
- . The Verification of Qualifications of Middle Managers on Levels 11 and 12 in the Public Service
- . Report on Measuring the Efficacy of the Code of Conduct for Public Servants
- . Guide on Performance Management for Social Development Departments
- . Guideline on the Management of Suspensions
- . PSC Annual Report 2005/2006

2005:

- . The Evaluation of Service Standards in the Public Service
- . Citizens' Forums: Case Studies from the Eastern Cape and Mpumalanga
- . The Review of Sector Policing and the SAPS' Role in Community Crime Prevention Initiatives
- . Citizen Satisfaction Survey: Overview Report of the Criminal Justice Sector
- . Assessing the Role of Labour Relations Officers in the Public Service
- . The Evaluation of Heads of Department for the 2001/2002 Financial Year
- . Report on the Management of State Housing
- . State of the Public Service Report 2005
- . Guidelines: Verification of Qualifications in the Public Service
- . Report on Financial Misconduct 2002/2003 and 2003/2004 Financial Years
- . PSC Annual Report 2004/2005

2004:

- . Report on the State of Performance Management Systems in the South African Public Service
- . Procedure for Conducting Public Administration Investigations
- . Implementing Financial Disclosure Requirements - A Comparative Desk Study on Best Practices concerning the Implementation of Financial Disclosure Frameworks
- . Report on the Management of the Subsidized Motor Transport Scheme
- . Investigation into the Re-

Employment of Persons due to Ill-Health

- . Remunerative Work Outside the Public Service
- . The Abilities of Departments to deal with Devolved Authority regarding Remuneration and Conditions of Service
- . State of the Public Service Report 2004
- . PSC Annual Report 2003/2004

2003:

- . Audit of Anti-Corruption Capabilities of Departments
- . Report on Establishment of a Whistle blowing Infrastructure for the Public Service
- . Investigation into the Management of Discipline in the Public Service
- . The Causes and Effects of Mobility amongst Senior Management Service and Professional Staff in the Public Service
- . The Dispute Resolution Mechanisms in the Public Service
- . Best Practices on Risk Management Frameworks for the Public Service
- . PSC Annual Report 2002/2003
- . A Toolkit on Recruitment and Selection
- . Report on the Evaluation of the National Housing Subsidy Scheme
- . Report on the Evaluation of the Service Delivery Innovation of the Creation of Agencies at the Department of Transport
- . Report on the Evaluation of the Department of Transport and its Agencies
- . Report on Financial Misconduct
- . Report on the Evaluation of Land Administration in the Eastern Cape
- . Citizen Satisfaction Survey: Overview Report 2001/2002

2002:

- . The Review of Departments' Annual Reports as an Accountability Mechanism
- . Monitoring and Evaluation System Pilot Study in the Northern Cape
- . Monitoring and Evaluation of the Provincial Multi-Purpose Community Centres: MPCCs
- . State of the Public Service Report 2002
- . Framework for the Evaluation of Heads of Department
- . Explanatory Manual on the Code of Conduct
- . Effective Management of National Hotlines
- . Integrated Risk Management
- . Report on Black Listing

- . Evaluation of Fleet Management in the Eastern Cape
- . Report on the Management of Senior Managers' Performance Agreement
- . Report on Disability Equity in the South African Public Service
- . Report on the Sick Leave Trends in the Public Service
- . PSC Annual Report
- . Guidelines on the Management of Suspensions
- . Survey on the Handling of Appeals
- . Report on Risk Management: A Provincial Perspective
- . Report on the Effective Management of Hotlines

2001:

- . Guidelines to Follow when Considering the Merits of an Appeal Case of Misconduct
- . Ethics Survey - 2001: Ethics in Practice
- . PSC Annual Report 2001/2002
- . State of the Public Service Report 2001
- . Verification of Qualifications of Senior Managers in the Public Service
- . Report on the Management of Suspensions
- . A Review of South Africa's National Anti-Corruption Agencies

2000:

- . PSC Annual Report
- . Evaluation of the Department of Home Affairs
- . Case Study on the South African Post Office: Improving Customer Service
- . Dismissals as a Result of Misconduct
- . Evaluation of Department's Annual Reports as an Accountability Mechanism
- . Policy on Annual Reporting
- . Career Management in the Public Service
- . Management of Probationary Appointments within the Public Service Departments at National Level
- . The State of Representativeness in the Public Service
- . Home Affairs *Batho Pele* and Management Audit Investigations
- . Investigation into Land Administration, Geographic Information System Fleet Management in the Eastern Cape
- . Survey of Compliance with *Batho Pele* Policy
- . Half Yearly Report to Parliament

· PSC Annual Report 2000/2001	
1999: · Evaluation of the Department of Home Affairs · Report on the Management of Leave in the Public Service · Report on the Management of Remunerated Overtime in the Public Service · Evaluation of Annual Reports as an Accountability Mechanism · Report on the Investigation into Dismissals as a Result of Misconduct · PSC Annual Report 1998/1999	
2.3 Information about the PSC: · Vision and Mission · Functions · Structure · Mandate · Key Performance Areas · Contact details · Legislation · Guidelines and Rules · Forms · Press releases · Speeches · Document pertaining to Access to Information (i.e Manual and Section 15 Notice) · Vacancies · Conferences hosted. (Editorial Note: Numbering as per original <i>Government Gazette</i>.)	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 536 of 21 July 2017: Description submitted in terms of section 15 (1): Theewaterskloof Municipality (Government Gazette No. 40996)

GN 536 of 21 July 2017: Description submitted in terms of section 15 (1): Theewaterskloof Municipality (Government Gazette No. 40996)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

THEEWATERSKLOOF MUNICIPALITY

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))
(Regulation 5A)

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)	
1. <u>Business details</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all council offices, depots, facilities, amenities.	Manager; Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
2. <u>Councillors</u> (Including the Executive Mayor, Executive Deputy Mayor, Speaker and Office Bearers) Information regarding each Councillor's- . Name, address, telephone numbers . Ward/Proportional, political party . Position in Council e.g. Committee Membership, whether full-time or part-time . Representation on outside bodies	Manager: Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
3. <u>Agendas en Minutes</u> Agendas and Minutes of all meetings of Council, its structures and those of its predecessors, excluding Agendas and Minutes which have been marked "Confidential / In-Committee".	Manager: Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
4. <u>Structures</u> (Including Council, Executive Committee, Ward Committees and other Committees) Composition, names of members, office bearers, political membership. . Date, time and venue of meetings. . Functional areas.	Manager: Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
5. <u>Delectations</u> Delegations to- . Political Office Bearers . Councillors . Members of Staff . Structures (Executive Mayoral Committee, Committees, etc.) Authority granted to- . Conclude contracts . Sign legal documents, etc. Decisions by any Political Office Bearer, Councillor or Staff Member in terms of a power or duty delegated or sub-delegated.	Acting Director: Corporate Services Mrs Zanne Nel-Gagiano Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
6. <u>Municipal legislation. Bylaws and Policies</u> All documents in this regard.	Manager: Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
7. <u>Budget</u>	Manager: Budget Ms Jacky Smith

Budget, Service Delivery Budget Implementation Plan (SDBIP), Annual Report and Integrated Development Plan (IDP) as approved by Council.	Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za Manager: IDP Ms Thobeka Twani Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
8. <u>Tariffs, fees, surcharges, etc</u> All tariffs, fees, surcharges, etc. approved by the Council for the current or any previous financial year.	Manager: Budget Ms Jacky Smith Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
9. <u>Financial records</u> - Annual Financial Statements - Quarterly Financial Statements - Monthly Financial Statements	Manager: Budget Ms Jacky Smith Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
10. <u>Land</u> Single records only of owners of land - only erf numbers; names of owners - no other information e.g. addresses; telephone numbers; etc.	Manager: Income Mrs Janine van Niekerk Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
11. <u>Planning</u> - Spatial Development Framework - Zoning Schemes - Structure Plan	Manager: Town Planning & Building Control Mr Johann Pienaar Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
12. <u>Statistics</u> (Excluding personal details of individuals) - Statistics kept for departmental use in the format in which it is available - Statistics in the format as required by legislation	Manager: Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
13. <u>Publications</u> All publications by and on behalf of the Municipality and which had been made public or presented to Council and in which no copyright is held by persons or bodies not connected with the Municipality.	Manager: Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
14. <u>Records</u> - Records Management Policy - Registry Procedure Manual	Manager: Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
15. <u>Promotion of Access to Information Act, 2000 (PAIA)</u> - Section 14 Manual - Section 32 Report - Information Brochure (English and Afrikaans)	Manager: Corporate Services Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
	Request a copy from -

As above except those available free of charge in terms of Section 15 (1) (a) (iii).	The Deputy Information Officer Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
As applicable on Section 15 (1) (a) (i) above.	Request a copy from - The Deputy Information Officer Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028-2143300 twkmun@twk.org.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
1. <u>Business details</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all council offices, depots, facilities, amenities.	Request a copy from - The Deputy Information Officer Mrs Marelize Faul Theewaterskloof Municipality 6 Plein Street, Caledon, 7230 Tel nr: 028--2143300 twkmun@twk.org.za
2. <u>Councillors</u> (Including the Executive Mayor, Executive Deputy Mayor, Speaker and Office Bearers) Information regarding each Councillor's- - Name, address, telephone numbers - Ward/Proportional, political party - Position in Council e.g. Committee Membership, whether full-time or part-time - Representation on outside bodies	
3. <u>Structures</u> (Including Council, Executive Committee, Ward Committees and other Committees) - Composition, names of members, office bearers, political membership. - Date, time and venue of meetings. - Functional areas.	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 537 of 21 July 2017: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 40996)

GN 537 of 21 July 2017: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 40996)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

WESTERN CAPE PROVINCIAL GOVERNMENT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

1. DEPARTMENT OF AGRICULTURE

DESCRIPTION OF CATEGORIES OF	

RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Annual Reports (b) 5 Year Strategic Plans (c) Organisational Structure (d) Citizen's Report (e) Service Delivery Charter	These records are for inspection from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg It is also available on the Departmental Website: www.elsenburg.com
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Annual Reports (b) 5 Year Strategic Plans (c) Organisational Structure (d) Citizen's Report (e) Service Delivery Charter	Copies of these records are available for purchasing and copying, after payment of the prescribed fees at the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg It is also available on the Departmental Website: www.elsenburg.com
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Brochures on agriculture-related subjects (b) Publications, Pamphlets, Newsletters, posters (c) All information on the website	Copies of these records are available free of charge from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg The following information is available for download on the website free of charge: (www.elsenburg.com): - About the Department - Events - Media - Radio Elsenburg - Events Calendar - Services - Research Development - Agricultural Development Centres - Information Sheets - Elsenburg College

2. DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) "Step-by-Step to project execution" document of the Museum Service (b) Two-monthly in-house magazine "the Cape Librarian" (c) Annual report of the Western Cape Library Service (d) Facilities Plan of the Chief Directorate: Sport (f) "Major Events Strategy" of the Chief Directorate: Sport (Editorial Note: Numbering as per original <i>Government Gazette</i> .) (g) HIV and AIDS Strategy of the Department (h) Strategic Plan (i) Service Delivery Improvement Plan (j) Annual Performance Plans (k) Annual Reports (l) Annual Reports to Citizens (m) Service Charters (n) Western Cape Department of Cultural Affairs and Sport Budget Speech (o) Department of Cultural Affairs and Sport: Organogram (p) Reach Your Full Potential With DCAS	These records referred are available for inspection at the Department of Cultural Affairs and Sport, Protea Assurance Building, Greenmarket Square, Cape Town.
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	

(a) "Step-by-Step to project execution" document of the Museum Service (b) Two-monthly in-house magazine "the Cape Librarian" (c) Annual report of the Western Cape Library Service (d) Facilities Plan of the Chief Directorate: Sport (f) "Major Events Strategy" of the Chief Directorate: Sport (Editorial Note: Numbering as per original <i>Government Gazette</i>.) (g) HIV and AIDS Strategy of the Department (h) Strategic Plan (i) Service Delivery Improvement Plan (j) Annual Performance Plans (k) Annual Reports (l) Annual Reports to Citizens (m) Service Charters (n) Western Cape Department of Cultural Affairs and Sport Budget Speech (o) Department of Cultural Affairs and Sport: Organogram (p) Reach Your Full Potential With DCAS	Records referred to in are available for copying and purchasing, after payment of the prescribed fee at the Department of Cultural Affairs and Sport, Protea Assurance Building, Greenmarket Square, Cape Town.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Two-monthly in-house magazine "the Cape Librarian" (b) Service Delivery Improvement Plan (c) Annual Performance Plans (d) Annual Reports (e) Annual Reports to Citizens (f) Service Charters (g) Strategic Plan (h) Western Cape Department of Cultural Affairs and Sport Budget Speech (i) Department of Cultural Affairs and Sport: Organogram (j) Reach Your Full Potential With DCAS	These are available for download from the WCG portal at https://www.westerncape.gov.za/dept/cas , free of charge

3. DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
Authorisations / permits and licenses and decisions- (a) Environmental Authorisations issued in terms of the Environmental Impact Assessment Regulations (b) Licenses issued in terms of the NEM: Waste Act (c) Atmospheric Emission Licenses issued in terms of the NEM: Air Quality Act (d) Environmental Authorisations issued in terms of section 24G of NEMA; (e) Decisions in terms of section 43 NEMA; (f) Decisions in terms of section 54 of Western Cape Land Use Planning Act, 2014 (Act No. 3 of 2014); (g) Directives issued in terms of section 28 of NEMA (h) Compliance Notices issued in terms of section 31L of NEMA	Records referred to in (a) to (f) are available for inspection at the Head of Department, 1 Dorp Street, Cape Town - between 08:00 and 15:00 Note: (i) <i>The release of the abovementioned documents, together with all relevant supporting documentation, will be subject to compliance with section 15 (4) of PAIA, wherein certain portions may be redacted, and where relevant, will be released in the same form as they were published during public participation process.</i> (ii) <i>Certain sub categories may not be accessible in their entirety on grounds stated in Chapter 4 of PAIA</i> <i>The Department shall delete any part of a record listed which must be refused in terms of Chapter 4 of PAIA as per section 15 (4) of PAIA</i> (Editorial Note: Wording as per original <i>Government Gazette</i>.)
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	

Authorisations / permits and licenses and decisions- (a) Environmental Authorisations issued in terms of the Environmental Impact Assessment Regulations (b) Licenses issued in terms of the NEM: Waste Act (c) Atmospheric Emission Licenses issued in terms of the NEM: Air Quality Act (d) Environmental Authorisations issued in terms of section 24G of NEMA (e) Decisions in terms of section 43 NEMA (f) Decisions in terms of section 54 of Western Cape Land Use Planning Act, 2014 (Act No. 3 of 2014) (g) Directives issued in terms of section 28 of NEMA (h) Compliance Notices issued in terms of section 31L of NEMA	Records referred to in (a) to (f) are available for inspection at the Head of Department, 1 Dorp Street, Cape Town - between 08:00 and 15:00 Note: (i) <i>The release of the abovementioned documents, together with all relevant supporting documentation, will be subject to compliance with section 15 (4) of PAIA, wherein certain portions may be redacted, and where relevant, will be released in the same form as they were published during public participation process.</i> (ii) <i>Certain sub categories may not be accessible in their entirety on grounds stated in Chapter 4 of PAIA</i> <i>The Department shall delete any part of a record listed which must be refused in terms of Chapter 4 of PAIA as per section 15 (4) of PAIA</i> (Editorial Note: Wording as per original Government Gazette.)
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) The Departmental Calendar of Events (b) Policy and legislation (c) Departmental Annual Performance Reports (d) Departmental Annual Performance Plans (e) Departmental Strategic Plans (f) News Releases (g) Circulars and Guidelines	Documents that are available for download from the WCG portal at http://www.westerncape.gov.za/eadp, free of charge

4. DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
<u>Economic Enablement, Economic Sector Support, Business Regulation, Economic Planning, Tourism, Arts and Entertainment, Skills Development</u> (a) Reports, e.g. economic reports for the Western Cape	The Quarterly QEB is available for inspection at the Sub-Directorate: Research and Development on the 11th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:45
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
<u>Economic Enablement, Economic Sector Support, Business Regulation, Economic Planning, Tourism, Arts and Entertainment, Skills Development</u> (a) Financial Statements (b) Budget Report <u>Administration</u> (a) Report of the Auditor-General, and annual audited financial statements (b) Monthly reporting on the state of revenue and expenditure: in-year monitoring and reporting system (IMRS) (c) Medium-term Expenditure Framework Budget (MTEF) (d) Adjustments Budget and Explanatory Memorandum	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Finance, 9th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:45
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
<u>Economic Enablement Trade and Sector Development, Business Regulation, Tourism, Commercial Arts and Entertainment</u> (a) Brochures- Small Business Development Tourism Skills Development	Copies of these records are available free of charge and can be requested via the Sub-Directorate: Strategic and Operational Support 12th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:45

Strategic and Operational Support (a) Departmental Strategic Plan (b) Annual Performance Plan (c) Annual Report (d) Quarterly performance Reports	Copies of these records are available free of charge from the Sub-Directorate: Strategic and Operational Support, 12 th Floor, Waldorf Building, St George's Mall, Cape Town -between 08:00 and 15:45
Economic Enablement, Economic Sector Support, Business Regulation, Economic Planning, Tourism, Arts and Entertainment, Skills Development (a) Reports, e.g. economic reports for the Western Cape	The Quarterly QEB is available for free of charge (when available) at the Sub-Directorate: Research and Development on the 11 th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:45

5. DEPARTMENT OF LOCAL GOVERNMENT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Western Cape Provincial Legislation (b) Budget (c) Departmental Strategic Plan (d) Annual Performance Plan* (e) Citizens Report*	These records are available for inspection at the Office of the Head of Department, Waldorf Building, 80 St Georges Mall, 8 th Floor, Cape Town - between 08:00 and 15:00
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Annual reports of the Department Local Government* (b) Provincial Disaster Management Framework (c) Provincial Disaster Management Strategic Plan (d) Provincial Disaster Risk and Vulnerability Assessment (e) Risk and development annual review (RADAR) (f) Guidelines to draft a Disaster Management Chapter in a municipal Integrated Development Plan (g) Western Cape Government Provincial Gazettes	These records are available after obtaining the payment of the prescribed fee from the Record Manager, Waldorf building, 7th floor
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Annual Performance Plan (b) Citizens Report (c) Annual reports of the Department Local Government	These records are available for download from the WCG portal at https://www.westerncape.gov.za/dept/local-government free of charge

6. DEPARTMENT OF COMMUNITY SAFETY

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Annual Report (b) Strategic Plan (c) Annual Performance Plan (d) Policing Needs and Priorities (PNPs) (e) Organisational structure (f) Service Delivery Improvement Plan (g) Quarterly Performance Report	These records are available for inspection from the Department of Community Safety, PO Box 5346, 4 th Floor, Open Plan, 35 Wale Street, Cape Town.
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Annual Report (b) Strategic Plan (c) Annual Performance Plan (d) Policing Needs and Priorities (PNPs) (e) Organisational structure (f) Service Delivery Improvement Plan (g) Quarterly Performance Report	These records are available for copying and purchasing, after payment of the prescribed fee, from the Department of Community Safety, PO Box 5346, 4 th Floor, Open Plan, 35 Wale Street, Cape Town.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	

(a) Annual Report (b) Strategic Plan (c) Annual Performance Plan (d) Policing Needs and Priorities (PNPs) (e) Organisational structure (f) Service Delivery Improvement Plan (SDIP) (g) Quarterly Performance Report	Electronic copies of these records are available for download on the Department of Community Safety's website free of charge: www.westerncape.gov.za/dept/community-safety

7. DEPARTMENT OF HUMAN SETTLEMENTS

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Allocation of Tenders (b) Approved housing policy documents (c) Provincial Housing legislation (d) Circular minutes on housing (e) Subsidy application forms (f) Lists of project applications received (g) Lists of housing projects under construction (h) Western Cape Housing Development Board resolutions (only to parties involved) (i) Subsidy beneficiary details (only parties involved) (j) Budget speech (k) Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999) (l) Case files of the housing tribunal (content only to parties involved) (m) Findings of Rental Housing Tribunal (n) Rental Housing Tribunal hearing recordings (content only to the parties involved) (o) Debtor accounts (content only to the parties involved) (p) Annual reports of the Department of Human Settlements (q) Annual reports of the Western Cape Rental Housing Tribunal (r) Strategic Plan (s) Budget (<i>Gazetted</i>) (t) Provincial policy documents (u) Western Cape Rental Housing Strategy	Records referred to in (a) to (t) are available for inspection at the Office of the Records Manager, 27 Wale Street, Cape Town - between 08:00 and 15:45.
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Allocation of Tenders (b) Approved housing policy documents (c) Provincial Housing legislation (d) Circular minutes on housing (e) Subsidy application forms (f) Lists of project applications received (g) Lists of housing projects under construction (h) Western Cape Housing Development Board resolutions (only to parties involved) (i) Subsidy beneficiary details (only parties involved) (j) Budget speech (k) Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999) (l) Case files of the housing tribunal (content only to parties involved) (m) Findings of Rental Housing Tribunal (n) Rental Housing Tribunal hearing recordings (content only to the parties involved)	Records referred to in (a) to (t) are available for copying and purchasing, after payment of the prescribed fee, at the Office of the Records Manager, 27 Wale Street, Cape Town - between 08:00 and 15:45

involved)	
(o) Debtor accounts (content only to the parties involved)	
(p) Annual reports of the Department of Human Settlements	
(q) Annual reports of the Western Cape Rental Housing Tribunal	
(r) Strategic Plan	
(s) Budget (<i>Gazetted</i>)	
(t) Provincial policy documents	
(u) Western Cape Rental Housing Strategy	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Subsidy application forms Budget speech Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999) Annual reports of the Department of Human Settlements Annual reports of the Western Cape Rental Housing Tribunal Provincial policy documents ategic Plan (Editorial Note: Wording as per original <i>Government Gazette</i> . It is suggested that the word "ategic" is intended to be "strategic".) (m) *Strategic Plan (n) Provincial policy documents	Documents that are available for download from the WCG portal at https://www.westerncape.gov.za/dept/human-settlements , free of charge

8. DEPARTMENT OF THE PREMIER

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

MANNER OF ACCESS TO RECORDS

FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)

(a) Register in terms of regulation 7 (1) of the Executive Ethics Code (published in terms of Proclamation 41 of July 2000 of Ethics Act 1998 (see regulation 7 (5))	Records referred to in (a) to (f) are available for inspection at the Office of the Director-General, 15 Wale Street, Cape Town - between 08:00 and 15:45
(b) International cooperation agreements*	
(c) Annual Reports	
(d) Annual Performance Plans	
(e) 5 Year Strategic Plans	
(f) The training prospectus	Records referred to in (f) to (i) are available for inspection at the Office of the Chief-Director, Organisational Development, 9 th Floor, Golden Acre Building, Cape Town - between 08:00 and 15:45
(g) Organisational Structure	
(h) Service delivery implementation plan	
(i) Job descriptions	

FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)

(a) Register in terms of regulation 7 (1) of the Executive Ethics Code (published in terms of Proclamation 41 of July 2000 of Ethics Act 1998 (see regulation 7 (5))	Records referred to in (a) to (f) are available for copying and purchasing at the Office of the Director-General, 15 Wale Street, Cape Town - between 08:00 and 15:45
(b) International cooperation agreements*	
(c) Annual Reports	
(d) Annual Performance Plans	
(e) 5 Year Strategic Plans	
(f) The training prospectus	Records referred to in (f) to (i) are available for copying and purchasing at the Office of the Chief-Director, Organisational Development, 9 th Floor, Golden Acre Building, Cape Town - between 08:00 and 15:45
(g) Organisational Structure	
(h) Service delivery implementation plan	
(i) Job descriptions	

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)

(a) Western Cape Government Provincial <i>Gazettes</i>	The records listed in (a) are free of charge when downloaded from: https://www.westerncape.gov.za/general-publication/provincial-gazettes-2016
(b) Service delivery implementation plan	The records listed in (b) to (e) are free of charge when downloaded from: https://www.westerncape.gov.za/dept/department-premier/documents
(c) International cooperation agreements Annual Reports	
(d) Annual Performance Plans	
(e) 5 Year Strategic Plans	

9. DEPARTMENT OF SOCIAL DEVELOPMENT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000		MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)		
(a) Directorate: Business Planning and policy Alignment-		
- Five year strategic plan of the Department - Annual Performance Plan - Annual Report* - Approved policy documents - Generic norms and standards for social welfare services		Copies of the records listed under (a) may be inspected from the Directorate: Business Planning and policy alignment, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(b) Directorate: Research, Population and Knowledge Management-		
- Social research reports - Population and demographic reports		Copies of the records listed under (b) may be inspected from the Directorate: Research, Population and Knowledge Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(c) Directorate: Children & Families		
Legislative service standards		Copies of the records listed under (c) may be inspected from the Directorate: Children & Families, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(d) Directorate: Special Programmes		
Legislative and programme specific service standards (substance abuse; older persons and disabilities)		Copies of the records listed under (d) may be inspected from the Directorate: Special Programmes, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(e) Directorate: Social Crime Prevention		
Legislative and Programme specific service standards		Copies of the records listed under (e) and (f) may be inspected from the Directorate: Social Crime Prevention, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(f) Directorate: ECD and Partial Care		
Legislative and Programme specific service standards		
(g) Directorate: Finance		
- Annual budget: MTEF - Adjustment estimates - Revenue and expenditure reports - Financial statements - Financial delegations document		Copies of the records listed under (g) may be inspected from the Directorate: Finance, 14 Queen Victoria Street
(h) Directorate: Supply Chain Management		
- Standard Bidding Documents including General Conditions of Contract - Advertised and Awarded Bids/Tender Documents/Files - Copy of Departmental Contracts - Copy of Departmental Service Level Agreements - Supply Chain Management Booklet for Suppliers/Vendors - Supply Chain Management Brochure for Suppliers/Vendors		Copies of the records listed under (h) may be inspected from the Directorate: Supply Chain Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)		
(a) Directorate: Business Planning and policy Alignment-		
- Five year strategic plan of the Department - Annual Performance Plan - Annual Report* - Approved policy documents - Generic norms and standards for social welfare services		Copies of the records listed under (a) may be inspected from the Directorate: Business Planning and policy alignment, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(b) Directorate: Research, Population and Knowledge Management		
- Social research reports - Population and demographic reports		Copies of the records listed under (b) may be inspected from the Directorate: Research, Population and Knowledge Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(c) Directorate: Children & Families		
Legislative service standards		Copies of the records listed under (c) may be inspected from the Directorate: Children & Families, 14 Queen Victoria Street, Private

Bag X9112, Cape Town, 8000	
(d) Directorate: Special Programmes	Copies of the records listed under (d) may be inspected from the Directorate: Special Programmes, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
Legislative and programme specific service standards (substance abuse; older persons and disabilities)	
(e) Directorate: Social Crime Prevention	Copies of the records listed under (e) and (f) may be inspected from the Directorate: Social Crime Prevention, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
Legislative and Programme specific service standards	
(f) Directorate: ECD and Partial Care	
Legislative and Programme specific service standards	
(g) Directorate: Finance	Copies of the records listed under (g) may be inspected from the Directorate: Finance, 14 Queen Victoria Street Private Bag X9112, Cape Town, 8000
- Annual budget: MTEF - Adjustment estimates - Revenue and expenditure reports - Financial statements - Financial delegations document	
(h) Directorate: Supply Chain Management	Copies of the records listed under (h) may be inspected from the Directorate: Supply Chain Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
- Standard Bidding Documents including General Conditions of Contract - Advertised and Awarded Bids/Tender Documents/Files - Copy of Departmental Contracts - Copy of Departmental Service Level Agreements - Supply Chain Management Booklet for Suppliers/Vendors - Supply Chain Management Brochure for Suppliers/Vendors	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
- Five year strategic plan of the Department - Annual Performance Plan - Annual Report - Approved policy documents	These records are available free of charge when downloaded from the Internet at: http://www.westerncape.gov.za/dept/social-development/documents
Generic norms and standards for social welfare services	

10. DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	
FOR INSPECTION IN TERMS OF LEGISLATION OTHER THAN THIS ACT: CHAPTER 2 SECTION 15 (1) (a) (i) OF ACT NO. 2 OF 2000	MANNER OF ACCESS TO RECORDS
(a) ALL BRANCHES Annual Performance Plan Departmental Strategic Plan Annual Reports Quarterly Performance Reports Citizens Report	The records listed in (a), (e) and are available for inspection at 9 Dorp Street, Cape Town, Communication Section 8th Floor (Editorial Note: Wording as per original <i>Government Gazette</i> .)
(b) BRANCH: STRATEGY PLANNING AND COORDINATION POLICY AND STRATEGY INTEGRATION Provincial Public Transport Institutional Framework Provincial Land Transport Framework Transversal Co-ordination Framework	The records listed in (b), (d), (h), (i), (j), (k), (l), (m) and (n) is available for inspection from the Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town
(c) EPWP Departmental Contractor Development Policy Provincial EPWP Policy	
(d) STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT Departmental Skills Development Strategy Security Policy Access Control Policy Performance Monitoring and Evaluation Framework	

Masakh'iSizwe Bursary Programme Knowledge Management Strategy (e) BRANCH: FINANCE FINANCIAL MANAGEMENT Public Service Act and Regulations/Public Finance Management Act (PFMA) (f) SUPPLY CHAIN MANAGEMENT None (g) ROAD NETWORK MANAGEMENT Road Network Information System(RNIS) Traffic counts and accident reports Provincial Road Traffic Year Report (h) BRANCH: TRANSPORT MANAGEMENT TRANSPORT OPERATIONS (i) TRANSPORT REGULATION Abnormal Load Applications System Safely Home Programme Conflict Management Action Plan (j) TRAFFIC MANAGEMENT Public Transport Safety Implementation Programme Road Safety Strategy (k) BRANCH PROVINCIAL PUBLIC WORKS GENERAL INFRASTRUCTURE Name of the awarded tenderer Jobs stats Scheduled governmental projects Modernisation Policy Modernisation Furniture Policy Property Efficiency Strategy (l) IMMOVABLE ASSET MANAGEMENT Western Cape Land Administration Act (Act 6 of 1998) Provincial Maintenance Strategy Acquisitions and Lease-in Strategy GIAMA Implementation Strategy Disposal Strategy for Property Assets (m) EDUCATION INFRASTRUCTURE None (n) PROVINCIAL PPP Better Living Model Exemplar Project	The records listed in (g) is available for inspection on the following website: rnis.pgwc.gov.za Still in draft Confidential info in this doc Information available for inspection at the Walk in Centre at 9 Dorp Street Cape Town
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) ALL BRANCHES Annual Performance Plan Departmental Strategic Plan Annual Report Quarterly Performance Reports Citizens Report (b) POLICY AND STRATEGY INTEGRATION Provincial Public Transport Institutional Framework Provincial Land Transport Framework Transversal Co-ordination Framework (c) EPWP Departmental Contractor Development Policy Provincial E PWP Policy (d) STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT Departmental Skills Development Strategy Security Policy Access Control Policy Performance Monitoring and Evaluation Framework Knowledge Management Strategy	The records listed in (a), (e) and are available for copying and purchase at 9 Dorp Street, Cape Town, Communication Section 8th Floor (Editorial Note: Wording as per original <i>Government Gazette</i>.) The records listed in (b), (d), (h), (i), (j), (k), (l), (m) and (n) is available for copying and purchase from the Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town

(e) BRANCH: FINANCE FINANCIAL MANAGEMENT Public Service Act and Regulations/PFMA (f) SUPPLY CHAIN MANAGEMENT None (g) BRANCH TRANSPORT MANAGEMENT ROAD NETWORK MANAGEMENT None (h) TRANSPORT OPERATIONS None (i) TRANSPORT REGULATION Abnormal Load Applications System Safely Home Programme Conflict Management Action Plan (j) TRAFFIC MANAGEMENT Public Transport Safety Implementation Programme Road Safety Strategy (k) BRANCH PROVINCIAL PUBLIC WORKS GENERAL INFRASTRUCTURE Name of the awarded tenderer Job stats Scheduled governmental projects Modernisation Policy Modernisation Furniture Policy Property Efficiency Strategy (l) IMMOVABLE ASSET MANAGEMENT Western Cape Land Administration Act (Act 6 of 1998) Provincial Maintenance Strategy Acquisitions and Lease-in Strategy GIAMA Implementation Strategy Disposal Strategy for Property Assets (m) HEALTH INFRASTRUCTURE None (n) PROVINCIAL PPP Better Living Model Exemplar Project	WWW.westerncape.gov.za CSD.gov.za (go to links) Tenders awarded are available for inspection at the Walk in Centre at 9 Dorp Street Cape Town
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Information on the following subjects is available without formal request on the department's website and brochures- Brochures Annual report Strategic Plan General information Commercial issues Operations Services rendered Environment Education Community Work Investor Relations Media relations Press releases Publications Site maps	These records are free of charge when downloaded from the Department's website: www.westerncape.gov.za or the Communication Section: 9 Dorp Street, Cape Town, 8th floor
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Provincial Budget (Main and Adjusted Estimates) (b) Explanatory memorandum to the Provincial Budget (Main and Adjusted Estimates) (c) Western Cape Medium Term Budget Policy Statement (WC MTBPS) (d) Provincial Economic Review and Outlook	Records referred to in (a) to (n) may be inspected at the Department located on the third floor of the Legislature Building, Cape Town or viewed on the Department's web page upon payment of the prescribed fee - between 07:30 and 16:00.

(PERO) (e) Municipal Economic Review and Outlook (MERO) (f) Reports per Department resulting from the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999) and the Division of Revenue Act (DORA) (g) Treasury circulars and other relevant policy documents (h) Supply Chain Management Delegation (i) Financial Delegation (j) Tender documents (advertised tenders) (k) Service Charter (l) Strategic Plans (m) Annual Performance Plans (n) Annual Reports	
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Provincial Budget (Main and Adjusted Estimates) (b) Explanatory memorandum to the Provincial Budget (Main and Adjusted Estimates) (c) Western Cape Medium Term Budget Policy Statement (WC MTBPS) (d) Provincial Economic Review and Outlook (PERO) (e) Municipal Economic Review and Outlook (MERO) (f) Reports per Department resulting from the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999) and the Division of Revenue Act (DORA) (g) Treasury circulars and other relevant policy documents (h) Supply Chain Management Delegation (i) Financial Delegation (j) Tender documents (advertised tenders) (k) Service Charter (l) Strategic Plans (m) Annual Performance Plans (n) Annual Reports	Records referred to in (a) to (n) are available for copying and purchasing from the Department located on the third floor of the Legislature Building, Cape Town or viewed on the Department's web page upon payment of the prescribed fee - between 07:30 and 16:00.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Provincial Budget (Main and Adjusted Estimates) (b) Explanatory memorandum to the Provincial Budget (Main and Adjusted Estimates) (c) Western Cape Medium Term Budget Policy Statement (WC MTBPS) (d) Provincial Economic Review and Outlook (PERO) (e) Municipal Economic Review and Outlook (MERO) (f) Reports per Department resulting from the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999) and the Division of Revenue Act (DORA) (g) Treasury circulars and other relevant policy documents (h) Supply Chain Management Delegation (i) Financial Delegation (j) Tender documents (advertised tenders) (k) Service Charter (l) Strategic Plans (m) Annual Performance Plans (n) Annual Reports	Records are available for download, free of charge from the WCG portal at: www.westerncape.gov.za
(Editorial Note: Numbering as per original <i>Government Gazette</i> .)	

12. WESTERN CAPE EDUCATION DEPARTMENT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE	

IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) LOGIS annual statements and reports (b) Tender documents and quotations (c) Source Link documents - advertisements (d) Tender documents (e) Tender Bulletins (f) Remittance register (g) Files (excluding confidential and personal information) (h) WCED circulars and minutes (i) Employment equity plan (j) Training records (k) Financial records of expenditure	These records are available for inspection at the Directorate: Knowledge and Information Management (General Registry), Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45 These records are available for Inspection at the Directorate: Knowledge and Information Management (General Registry), Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45 These records are available for inspection at the Directorate: Strategic People Management, Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45 These records are available for inspection at the Directorate: Management Accounting, Grand Central Towers, Lower Parliament Street, Cape Town - between 08:00 and 15:45
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Inspection reports (could be requested by institution that has been inspected) (b) Schedules of amounts that have been deducted from an individual's salaries and paid over to outside organisations (Only the personal and organisations concerned may request it.) (c) Curriculum Policy Statements (d) Manuals on school matters (e) Information on boarding and transport bursaries (f) Workplace skills plan (g) Equity plan (h) Course material (i) Annual reports (WCED) (j) Child abuse policy and protocol (k) Summary of child abuse (l) Policy documents (WCED) (m) Vacancy lists (n) Establishments/Organograms of WCED educational institutions and offices (o) Edumedia catalogue	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Financial Accounting, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Curriculum GET and FET, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Institution Management and Governance Planning (including Safe Schools), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Strategic People Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Cape Teaching and Leadership Institute, (CTLI) Private Bag X14, Kuilsriver 7580 Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Policy Co-ordination, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Recruitment and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communications, Edumedia, 3 Station Road, Mowbray Copies of these records may be obtained,

(p) Edulis catalogues	on payment of the prescribed fee, from the Directorate Institutional Resources Support (including Library Service), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(q) Educational video material	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Curriculum GET (including eLearning), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(r) Home schooling information	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Institution Management and Governance Planning (including Safe Schools), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(s) Assessment policy	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Assessment Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(t) Curriculum: Policy	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorates: Curriculum GET & Curriculum FET (including eLearning), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(u) List of prescribed books	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(v) Strategic plan	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(w) Annual Performance Plan	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(x) Departmental forms	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Particulars of auditors of schools	Copies of these records are available free of charge from the Directorate: IMGP, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(b) Statistics with regard to the number of schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)	
(c) Examination results (first publication only)	Copies of these records are available free of charge from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(d) Senior Certificate: Full-time candidates (original copy only)	
(e) Examination directives	Copies of these records are available free of charge from the Directorate: Supply Chain Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(f) Disposal certificate (VA27 and 28) of used, obsolete, redundant and unserviceable items	
(g) Comparative schedule of tenders received	Copies of these records are available free of charge from the Directorate: Institutional Resource Support, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(h) Tenders: Learner Transport Schemes	
(i) Approved suppliers' list of learner support material (institutional resource support)	Copies of these records are available free of charge from the Directorate: Specialised Education, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(j) Provisioning recording certificates (VA12) of offices, schools, centres and Head Office	
(k) Proof of payment to suppliers	Copies of these records are available free of charge from the Directorate: Management Accounting, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(l) Registration documents as supplier of learner support material	
(m) Expenses of learner support material	Copies of these records are available free of charge from the Directorate: Specialised Education, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(n) List of WCED telephone numbers	
(o) Reports of losses with regard to burglaries, fires and vandalism at institutions	Copies of these records are available free of charge from the Directorate: Specialised Education, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(p) Payment data on municipal services provided to schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)	
(q) Information on schools for learners with special educational needs	Copies of these records are available free of charge from the Directorate: Specialised Education, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(r) Specialised learner and educator support (including school clinics):	

contact numbers	Town
(s) Gender equity pamphlets	Copies of these records are available free of charge from the Directorate: Strategic People Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(t) Gender equity posters	
(u) Diversity posters	
(v) Anti-violence posters	Copies of these records are available free of charge from the Directorate: Infrastructure Planning and Development, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(w) Human resource development newsletter	
(x) Employment equity advocacy material	
(y) Manual: Maintenance of buildings and sites	Copies of these records are available free of charge from the Directorate: Recruitment and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(z) Scheduled maintenance	
(aa) Capital works	
(bb) Appointment of employees (educators and public servants)(excluding confidential and personal information)	Copies of these records are available free of charge from the Directorate: Service Benefits, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(cc) Retirement of employees	
(dd) Conditions of service and benefits of employees	
(ee) Resolutions of bargaining councils	Copies of these records are available free of charge from the Directorate: Employee Relations, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(ff)Information about leave (Only the persons and organisations that have an interest may request it)	
(gg) Promotion requirements	
(hh) Resolutions of bargaining councils	Copies of these records are available free of charge from the Directorate: Recruitment and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(ii) Promotion requirements	
(jj) Senior Certificate requirements	
(kk) General Education & Training certificate information	Copies of these records are available free of charge from the Department of Higher Education and Training, Sanlam Building, Golden Acre
(ll) Adult Education and Training policy and procedures (AET)	

13. WESTERN CAPE DEPARTMENT OF HEALTH

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Medical records for purposes of on-going medical care. (Medical record: this term is used interchangeable with "clinical record" and refers to any document or record in any form whatsoever, which accumulates in the course of patient care, but excludes documents compiled in response to litigation or pending litigation.) This excludes medical records of psychiatric patients (available in terms of section 30 of the Promotion of Access to Information Act). (b) Medical records will be made automatically available to patients, their legal guardians, or an appointed legal representative only after producing proof of written permission signed by the patient. No information will be given to any other third party.	These records may be inspected at the Deputy Information Officer for the Western Cape Department of Health 4 Dorp Street / Private Bag 2060 CAPE TOWN
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Medical records for purposes of on-going medical care. (Medical record: this term is used interchangeable with	

"clinical record" and refers to any document or record in any form whatsoever, which accumulates in the course of patient care, but excludes documents compiled in response to litigation or pending litigation.) This excludes medical records of psychiatric patients (available in terms of section 30 of the Promotion of Access to Information Act). (b) Medical records will be made automatically available to patients, their legal guardians, or an appointed legal representative only after producing proof of written permission signed by the patient. No information will be given to any other third party.	These records is available for copying and purchasing, after payment of the prescribed fee, at the Deputy Information Officer for the Western Cape Department of Health 4 Dorp Street / Private Bag 2060 CAPE TOWN
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
All health-related publications including plans, reports, booklets, pamphlets and brochures made available to and by the provincial Health Department expressly for free public distribution	These records are available for download from the WCG portal at: www.westerncape.gov.za/dept/health or on request to the Deputy Information Officer

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 551 of 28 July 2017: Description submitted in terms of Section 15 (1): Gauteng Provincial Government: Department of Community Safety (Government Gazette No. 41009)

GN 551 of 28 July 2017: Description submitted in terms of Section 15 (1): Gauteng Provincial Government: Department of Community Safety (Government Gazette No. 41009)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

GAUTENG PROVINCIAL GOVERNMENT: DEPARTMENT OF COMMUNITY SAFETY

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Annual Reports Mid Term Reports Annual Financial Statements MEC's budget speech Educational Material Departmental Publications Crime Prevention related Information	Website, Registry via Information Officer

Monitoring and Evaluation Reports Progress Reports on Complaints Quarterly Expenditure Reports Policies regarding Internal Practices Departmental Strategies	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Not applicable	

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Annual Reports Mid Term Reports Annual Financial Statements MEC's budget speech Educational Material Departmental Publications Crime Prevention related Information Monitoring and Evaluation Reports Progress Reports on Complaints Quarterly Expenditure Reports Policies regarding Internal Practices Departmental Strategies	Website; Registry via Information Officer

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 562 of 4 August 2017: Description submitted in terms of section 15 (1): KwaZulu-Natal Provincial Government: Department of Agriculture and Rural Development (Government Gazette No. 41024)

GN 562 of 4 August 2017: Description submitted in terms of [section 15 \(1\)](#): KwaZulu-Natal Provincial Government: Department of Agriculture and Rural Development (Government Gazette No. 41024)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

KWAZULU-NATAL PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

Annexure "C"



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))

(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
The list of records are detailed in section 3 of the PAIA Manual.	The records may be inspected on request in writing addressed to the Information Officer and or the Deputy Information Officers, Department of Agriculture and Rural Development, Private Bag X 9059, PIETERMARITZBURG, 3200, (fax number 033 355 9293) and on payment of the amount as per Appendix I of the PAIA Manual.
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
The list of records are detailed in section 3 of the PAIA Manual.	The records may be inspected on request in writing addressed to the Information Officer and or Deputy Information Officers, Department of Agriculture and Rural Development, Private Bag X 9059, PIETERMARITZBURG, 3200, (fax number 033 355 9293) and on payment of the amount as per Appendix I of the PAIA Manual.
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
(a) Delegations (b) Records relating to administrative decisions reached by the Department.	The records may be inspected on request in writing addressed to the Information Officer and or Deputy Information Officers, Department of Agriculture and Rural Development, Private Bag X 9059, PIETERMARITZBURG, 3200, (fax number 033 355 9293) and on payment of the amount as per Appendix I of the PAIA Manual.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
The list of records are detailed in section 3 of the PAIA Manual, amongst others but not limited to: - Strategic Plan and Annual Performance Plans. - Departmental Mission, Vision and Strategic Objectives. - Values of the Department. - Legislative Mandate of the Department. - Service Commitment Charter (SCC). - Service Delivery Improvement Plan (SDIP). - Quarterly Expenditure Reports. - Policies regarding Internal Practices. - Budget Vote of the MEC and other Speeches. - Departmental Publications. - Annual Reports - GIS mapping. - Mid term reviews. - Legislation. - Delegations - Circulars. - KZN Librarian newsletters. - Internal Newsletters. - Media Releases (Umveto, daily media monitoring). - Brochures (Ulwandle)	The records may be inspected on request in writing addressed to the Information Officer and or Deputy Information Officers, Department of Agriculture and Rural Development, Private Bag X 9059, PIETERMARITZBURG, 3200, (fax number 033 355 9293) and on payment of the amount as per Appendix I of the PAIA Manual.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 563 of 4 August 2017: Description submitted in terms of section 15 (1): Eastern Cape Provincial Government: Department of Human Settlements (Government Gazette No. 41024)

GN 563 of 4 August 2017: Description submitted in terms of [section 15 \(1\)](#): Eastern Cape Provincial Government: Department of Human Settlements (Government Gazette No. 41024)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

EASTERN CAPE PROVINCIAL GOVERNMENT: DEPARTMENT OF HUMAN SETTLEMENTS

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)



Province of the
EASTERN CAPE
HUMAN SETTLEMENTS

OFFICE OF THE HEAD OF DEPARTMENT

Steve Tshwete House • 31-33 Philip Frame Road • Waverly Park • Chislehurst • East London • Eastern Cape • RSA
Office No: 043 711 9625 • Fax No: 086 775 5051 • Email: FezileM@ecdhs.gov.za

SECTION 15 NOTICE

DEPARTMENT OF HUMAN SETTLEMENTS

FORM "D"

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)) (Regulation 5A))

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) :	
Departmental Strategic Plans	The records may be inspected at the Department on request in writing addressed to the
Departmental Annual Performance Plan	
Employment Equity Reports	
Approved Organizational Structures	
Departmental File plans	Deputy Information Officer,
Audited financial statements	Department of Human Settlements
Departmental policies and procedure manuals	Private Bag X13008,
Promotion of Access to Information Manual	East London,
Service Standards	Eastern Cape
Service Delivery Charter	5202
Departmental Events Calendar	
MEC Policy Speech	Tel No: 043 711 9625/9631
Departmental Circulars	Fax No: 086 775 5051
Public Service Forms	
Staff Contact details Directory	
Journals and magazines	
Tender Documents	
News letters	
Promotional materials	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii) :	
Tender documents	Tender Documents are purchased at Supply Chain Management
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii) :	

Departmental Strategic Plans	The records may be inspected at the Department on request in writing addressed to the
Departmental Annual Performance Plan	
Employment Equity Reports	
Approved Organizational Structures	
Departmental File plans	Deputy Information Officer,
Audited financial statements	Department of Human Settlements
Departmental policies and procedure manuals	Private Bag X13008,
Promotion of Access to Information Manual	East London,
Service Standards	Eastern Cape
Service Delivery Charter	5202
Departmental Events Calendar	
MEC Policy Speech	Tel No: 043 711 9625/9631
Departmental Circulars	Fax No: 086 775 5051
Public Service Forms	
Staff Contact details Directory	
Journals and magazines	
Tender Documents	
News letters	
Promotional materials	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Promotion of Access to Information Manual	The records may be inspected at the Department on request in writing addressed to the
Service Delivery Charter	
Departmental Events Calendar	
MEC Policy Speech	
Public Service Forms	Deputy Information Officer,
Staff Contact details Directory	Department of Human Settlements
Journals and magazines	Private Bag X13008,
News letters	East London,
Promotional materials	Eastern Cape
	5202
	Tel No: 043 711 9625/9631
	Fax No: 086 775 5051

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 597 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Public Works and Infrastructure (Government Gazette No. 41047)

GN 597 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Public Works and Infrastructure (Government Gazette No. 41047)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE PROVINCIAL GOVERNMENT: DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
[Regulation 5A]**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports	Available on Website (www.fspg.fs.gov.za) *Copies available on request from DIO
Budget speech of the MEC	
Annual Performance Plan	
Press releases	
Policies	
Budgets	
Strategic plans	
*Copies to be provided against payment of R0.60 per page	
Deputy Information Officer: Adv K Moletse, Rm 219B OR Tambo House, cor. St Andrews and Markgraaff Streets, BLOEMFONTEIN - 9301, PO Box 690, BLOEMFONTEIN - 9300 Tel: (051) 492 3813, Fax: (051) 086 643 7779, E-mail: mosalat@fsworks.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit - Human Resources, First Floor OR Tambo House, BLOEMFONTEIN
Newsletters and publications, where available	Available on Website (www.fspg.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 598 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Human Settlements (Government Gazette No. 41047)

**GN 598 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government:
Department of Human Settlements
(Government Gazette No. 41047)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE PROVINCIAL GOVERNMENT: DEPARTMENT OF HUMAN SETTLEMENTS

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000))
[Regulation 5A]**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO
Strategic Plan	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO
Business Plan	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO
Budget Vote of the MEC	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page	
Deputy Information Officer: Adv TP Tsuaeli, Rm 832 OR Tambo House, cor. St Andrews and Markgraaff Streets, BLOEMFONTEIN - 9301, PO Box 211, BLOEMFONTEIN - 9300 Tel: (051) 403 3816, Fax: (051) 403 3699, E-mail: tshepot@fshs.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit (Corporate Services, 9 th Floor OR Tambo House) and www.freestateonline.fs.gov.za
Newsletters and publications, where available	Office visit (Communication Directorate, 10 th Floor OR Tambo House)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 599 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Provincial Treasury (Government Gazette No. 41047)

**GN 599 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government:
Department of Provincial Treasury
(Government Gazette No. 41047)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE PROVINCIAL GOVERNMENT: DEPARTMENT OF PROVINCIAL TREASURY

As set out in the Schedule

(Signed)

**TSHILILO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
[Regulation 5A]**

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 (e.g. website)(SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports	Available on Website (www.dot.fs.gov.za) *Copies available on request from DIO
Budget speech of the MEC	
Annual Performance Plan	
Press releases	
Policies	
Budgets	
Strategic plans	
*Copies to be provided against payment of R0.60 per page	
Deputy Information Officer: Mr S Mhlambi, Rm 408 Fidel Castro Bldg, Mirriam Makeba Street, BLOEMFONTEIN - 9301, Private Bag X20537, BLOEMFONTEIN - 9300 Tel: (051) 405 5031, Fax: (051) 405 4462, E-mail: smhlambi@treasury.fs.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit: Human Resources - 4 th Floor, Fidel Castro Building
Newsletters and publications, where available	Available on Website (www.dot.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 600 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Police, Roads and Transport (Government Gazette No. 41047)

GN 600 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Police, Roads and Transport (Government Gazette No. 41047)

DEPARTMENT OF JUSTICE AND CORRECTIONAL SERVICES

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE PROVINCIAL GOVERNMENT: DEPARTMENT OF POLICE, ROADS AND TRANSPORT

As set out in the Schedule.

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA	
FORM D	
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:	
(Section 15 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000)) [Regulation 5A]	
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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Applications in terms of the Roads Ordinance, 1969 for declaration, etc. of roads	First floor Medfontein Building, St Andrews Street, BLOEMFONTEIN (Tel. 051-409 8275) and at the Office of the Roads Superintendent in the relevant municipal district
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.policeroadstransport.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page	
Deputy Information Officer: Mr NN Selai, Rm 201 Medfontein Building, St Andrews Street, BLOEMFONTEIN - 9301, PO Box 9769, BLOEMFONTEIN - 9300 Tel: (051) 409 8481, Fax: 086 759 9291, E-mail: SelaiN@freetrans.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit: Human Resources, 5 th Floor Medfontein Building, St Andrews Street, BLOEMFONTEIN
Newsletters and publications, where available	Available on Website (www.policeroadstransport.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 601 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Sport, Arts, Culture and Recreation (Government Gazette No. 41047)

GN 601 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Sport, Arts, Culture and Recreation (Government Gazette No. 41047)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE PROVINCIAL GOVERNMENT: DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
[Regulation 5A]**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Documents for public comment in terms of applications for permits submitted to the Provincial Heritage Resources Authority (PHRA)	Business Partners Building, cor. Henry and East Burger Streets, BLOEMFONTEIN
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Reports or Archives records kept by the Provincial Archives Services subject to rules of Archives and classification of documents	Provincial Archives
Books subject to library rules	From relevant library
Annual Report	*Copies available on request from DIO
Annual Performance Plan	
Budget vote of the MEC	
Speeches delivered by the MEC	
Press releases	
Policies	
Budgets	
Strategic plans	
*Copies to be provided against payment of R0.60 per page	
Deputy Information Officer: Mr LG Lengau, Ground Floor, Business Partners Bldg, cor. Henry and East Burger Streets, BLOEMFONTEIN - 9301, Private Bag X20606, BLOEMFONTEIN - 9300 Tel: (051) 410 4730, Fax: 086 663 7305, E-mail: leratol@sacr.fs.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit - Human Resources, 2 nd floor Warden Building, Henry Street, BLOEMFONTEIN
Newsletters and publications, where available	Office visit - 2 nd floor Business Partners Building, cor. Henry and East Burger Streets, BLOEMFONTEIN

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 602 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Health (Government Gazette No. 41047)

**GN 602 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government:
Department of Health
(Government Gazette No. 41047)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE PROVINCIAL GOVERNMENT: DEPARTMENT OF HEALTH

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

(Section 15 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
. Departmental policies, legislations and regulations	The records may be inspected after an arrangement has been made with the Deputy Information Officer and/or were available by visiting www.fshealth.gov.za .
. Annual reports	
. Strategic Plans (Annual performance Plans)	
. Employment Equity plans	
. Employment Equity Reports	
. Human Resources Management Plan	
. Court decisions	
. Arbitration awards	
. Department's Contact numbers	
. Departmental or Government Forms	
. MEC Speeches and Budget vote	
. Newsletters, posters and Publications	
. Health Pamphlets	
. Customer satisfaction statistics and reports	
. Statistics regarding grievance lodged	
. Bargaining Chamber Resolutions	
. Media enquiries and responses	
. Health Guidelines	
. Standard operating procedures	
. List of non-Governmental Organizations working with the Department.	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
. Duplicate qualification certificates	By requesting those through the Principals of Schools of Nursing and College of Emergency Care and on payment of fees prescribed by the colleges
. Free State College of emergency Care standard operating procedures	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
. Student own academic records or results	. For academic records the relevant school or college principal must be contacted.
. Departmental policies and regulations	
. Annual reports	. The records may be obtained on request in writing to the Deputy Information Officer and on payment of the fees prescribed/alternatively they may be downloaded by visiting www.fshealth.gov.za where applicable.
. Strategic Plans (Annual performance Plan)	
. Employment Equity plans	
. Department's Contact numbers	
. Departmental Forms	. *Copies available on request from DIO
. MEC Speeches	
. Newsletters, posters and Publications	
. Health Pamphlets	
. Bargaining Chamber Resolutions	
. Media enquiries and responses	
. Health Guidelines	
. Standard operating procedures	

. Budgets	
*Copies to be provided against payment of R0.60 per page	
Deputy Information Officer: Mr MJ Finger, Bophelo House, cor. Harvey Road and Charlotte Maxeke Street, BLOEMFONTEIN, 9301, PO Box 227, BLOEMFONTEIN, 9300 Tel: (051) 408 1483, Fax: (051) 408 1761, E-mail: fingerMJ1@fshealth.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
. Colleges brochures	. By visiting the Schools of Nursing and College of Emergency or the Department and requesting them at reception and available on website (www.fshealth.gov.za)
. Colleges prospectus	
. Contact numbers	
. MEC Speeches	
. Newsletters, posters and Publications	
. Health Pamphlets and posters	. Office visit: Human Resources, 2 nd Floor A-West Bophelo House, cor. Harvey Road and Charlotte Maxeke Street, BLOEMFONTEIN
. Application forms for employment and services	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 603 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Agriculture and Rural Development (Government Gazette No. 41047)

GN 603 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Agriculture and Rural Development (Government Gazette No. 41047)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports	
Budget speech of the MEC	

Annual Performance Plan	Available on Website (www.ard.fs.gov.za) *Copies available on request from DIO
Press releases	
Policies	
Budgets	
Strategic plans	
*Copies to be provided against payment of R0.60 per page	
Deputy Information Officer: Mr RK Sehong, Room 214 College Building, Glen Agricultural College, GLEN - 9360, Private Bag X01, GLEN - 9360 Tel: (051) 861 8355/58, Fax: (051) 861 8581, E-mail: thabiki@fs.agric.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit - Human Resources, Main Building Agricultural College, GLEN
Newsletters, e.g. Agriflyer and publications, where available	Available on Website (www.ard.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 604 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Economic, Small Business Development, Tourism and Environmental Affairs (Government Gazette No. 41047)

GN 604 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Economic, Small Business Development, Tourism and Environmental Affairs (Government Gazette No. 41047)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE PROVINCIAL GOVERNMENT: DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Applications in terms of environmental legislation, where applicable	2 nd Floor Fountain Towers Building, Markgraaff Street, BLOEMFONTEIN
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports	
Budget speech of the MEC	

Annual Performance Plan	Available on Website (www.edtea.fs.gov.za) *Copies available on request from DIO
Press releases	
Policies	
Budgets	
Strategic plans	
*Copies to be provided against payment of R0.60 per page	
Deputy Information Officer: Ms. Connie Sefo, Rm 230 Bojanala Bldg, Markgraaff Street, BLOEMFONTEIN - 9301, Private Bag X20801, BLOEMFONTEIN - 9300 Tel: (051) 400 9402/4725, Fax: (051) 400 9432, E-mail: sefoc@detea.fs.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit - Human Resources, Ground Floor Agricultural Building, Zastron Street, BLOEMFONTEIN
Newsletters and publications, where available	Available on Website (www.edtea.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 605 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Social Development (Government Gazette No. 41047)

GN 605 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Social Development (Government Gazette No. 41047)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE PROVINCIAL GOVERNMENT: DEPARTMENT OF SOCIAL DEVELOPMENT

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
[Regulation 5A]**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports	Available on Website
Budget speech of the MEC	
Annual Performance Plan	

Press releases	(www.socdev.fs.gov.za) *Copies available on request from DIO
Policies	
Budgets	
Strategic plans	
*Copies to be provided against payment of R0.60 per page	
Deputy Information Officer: Adv KD Tsotetsi, Standard Bank Building, 4th Floor, Office No. 4 West Burger Street, BLOEMFONTEIN - 9301, Private Bag X20616, BLOEMFONTEIN - 9300 Tel: (051) 400 0326/7, Fax: 086 541 8423, E-mail: Daniel.Tsotetsi@fssocdev.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit: Human Resources, Fourth Floor Old Mutual Building, BLOEMFONTEIN
Newsletters and publications, where available, e.g. Building a Caring Society Together: Did You Know, You and Your Grants Together : Administered by SASSA, Service Delivery Charter, Bana Pele - Children First	Available on Website (www.socdev.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 606 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Office of the Premier (Government Gazette No. 41047)

GN 606 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Office of the Premier (Government Gazette No. 41047)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE PROVINCIAL GOVERNMENT: OFFICE OF THE PREMIER

As set out in the Schedule

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Provincial Gazette	Copies available at Room 346, OR Tambo House, <u>Tel.</u> (051) 405 5217/4237
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports	
Government News	
State of Province Address	

Budget Speech of Premier	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO
Annual Performance Plan	
Press releases	
Policies	
Budgets	
Strategic plans	
Free State Growth and Development Strategy (FSGDS)	
Quarterly Legal Review	
Legal Corner	
Acts and regulations	
*Copies to be provided against payment of R0.60 per page	
Deputy Information Officer: Adv A Swanepoel, Rm 633 OR Tambo House, cor. St Andrews and Markgraaff Streets, BLOEMFONTEIN, 9301, PO Box 517, BLOEMFONTEIN, 9300 Tel: (051) 405 5489, Fax: (051) 405 4916, E-mail: amelia.swanepoel@fspremier.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit (Human Resource Advice, Co-ordination and Management, Ground Floor, OR Tambo House) and www.freestateonline.fs.gov.za
Newsletters and publications, where available	Office visit (Media Strategy and Liaison, 2 nd Floor, OR Tambo House)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 607 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Education (Government Gazette No. 41047

GN 607 of 18 August 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Education (Government Gazette No. 41047

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE PROVINCIAL GOVERNMENT: DEPARTMENT OF EDUCATION

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	

FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports	Available on Website (www.education.fs.gov.za) *Copies available on request from DIO
Budget speech of the MEC	
Annual Performance Plan	
Press releases	
Policies	
Budgets	
Strategic plans	
*Copies to be provided against payment of R0.60 per page	
Deputy Information Officer: Adv PS Chakela, Rm 1509 Fidel Castro Bldg, Miriam Makeba Street, BLOEMFONTEIN - 9301, Private Bag X20565, BLOEMFONTEIN - 9300 Tel: (051) 404 8455/6, Fax: (051) 404 8510, E-mail: P.Chakela@fseducation.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit: Human Resources, Fourth floor Katileho Building, BLOEMFONTEIN
Newsletters and publications, where available	Available on Website (www.education.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 621 of 25 August 2017: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Agriculture and Rural Development (Government Gazette No. 41064)

GN 621 of 25 August 2017: Description submitted in terms of [section 15 \(1\)](#): Limpopo Provincial Government: Department of Agriculture and Rural Development (Government Gazette No. 41064)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), [the](#) descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act [by the-](#)

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

As set out in [the Schedule](#)

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



"FORM D"
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act, 2000)

(Act [2 of 2000](#))

(Regulations 5A)

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 <u>SECTION 15 (1) (a) (i):</u>	
Departmental Strategic Plans	The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer, Limpopo Department of Agriculture and Rural Development
Departmental Annual Performance Plan	
Service Delivery Improvement Plan	
Employment Equity Reports	Private Bag X 9487, POLOKWANE 0700
Approved Organizational structures	Tel. No (015) 294 3547
Departmental file plans	Fax No (015) 294 4504
Audited financial statements	E-Mail address:
Departmental policies and procedure Manuals	Khosamd@agric.limpopo.gov.za or visit our website www.lida.gov.za
Citizens 's report	
Promotion of Access to Information Manual	
Service Standards	
Service Delivery Charter	
Statement of commitment	
Departmental Events Calendar	
MEC Budget Speech	
Departmental Circulars	
Public Service Forms	
Staff Contact details Directory	
Journals and magazines	
Tender Documents	
News letters	
Promotional materials	
Engineering reports	
Mapping of Agricultural commodity Production in Limpopo	
Disease control protocols	
Departmental tariffs schedules	
Production Guidelines for Selected Crops for Limpopo Province	
HR & Employment Equity Plans	
Circulars of advertised posts	
Public Service Application forms (Z83)	
Quarterly reports	
HRS Annual report	
Departmental HRM Policies and Procedure Manual Departmental tariffs schedules	
Batho-Pele principles	
FOR PURCHASING IN TERMS OF <u>SECTION 15 (1) (a) (ii):</u>	
Tender Documents	Tender Documents can be purchased at the Cashier's office First Floor Agrivillage No 1 and collected at Supply Chain Unit, Temo Towers Building 5 th floor Office No 26 Department of Agriculture and Rural Development POLOKWANE 0700
FOR COPYING IN TERMS OF <u>SECTION 15 (1) (a) (ii):</u>	
Departmental Strategic Plans	The records may be accessed on request from the Deputy Information Officer, Limpopo Department of Agriculture Private Bag X 9487, POLOKWANE 0700 Tel. No. (015) 294 3306 Fax No (015) 294 4504 E-Mail address: MashambaM@agric.limpopo.gov.za or visit our website www.lida.gov.za
Departmental Annual Performance Plan	
Service Delivery Improvement Plan	
Employment Equity Reports	
Approved Organizational structures	
Departmental file plans	
Audited financial statements	
Departmental policies and procedure Manuals	
Citizens 's report	
Promotion of Access to Information Manual	
Service Standards	
Service Delivery Charter	
Statement of commitment	
Departmental Events Calendar	
MEC Budget Speech	
Departmental Circulars	
Public Service Forms	

Staff Contact details Directory	
Journals and magazines	
Tender Documents	
News letters	
Promotional materials	
Engineering planning reports	
Mapping of Agricultural commodity Production in Limpopo	
Disease control protocols	
Departmental tariffs schedules	
Batho-Pele principles	

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that the word "News letters" is intended to be "Newsletters".)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 622 of 25 August 2017: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Social Development (Government Gazette No. 41064)

GN 622 of 25 August 2017: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Social Development (Government Gazette No. 41064)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF SOCIAL DEVELOPMENT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



**DEPARTMENT OF
SOCIAL DEVELOPMENT**

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act [2 of 2000](#))
(Regulations 5A)**

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
➤ Budget	The Records may be inspected at the Department on request addressed to:
➤ Organizational Structure	
➤ Departmental Annual Report	The Deputy Information Officer
➤ Acts Regulations & White Paper	Department of Social Development
➤ Departmental Strategic Plans	21 Biccard Street, Olympic Towers, Polokwane, 0700
➤ Departmental Annual Performance Plan	Private Bag x 9710, Polokwane, 0700
➤ Published Research Reports	Tel: 015-230 4350
➤ Departmental Policies and Procedure	Fax: 015-291 2182/2335 & 086 536 6943

Manuals	Email: Malamulep@dsd.limpopo.gov.za
➤ Departmental File Plans	
➤ Circular of advertisement of Posts	
➤ Advertisement of Tenders	
➤ Citizen Reports	
➤ Domain Specific Standards	
➤ Service Delivery Improvement Plan	
➤ Departmental Events Calendar	
➤ MEC's speeches	
➤ Departmental contact details	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
➤ Tender Documents	Records can be purchased from:
	Supply Chain Unit
	Department of Social Development
	21 Biccard Street, Olympic Towers, Polokwane, 0700
	Tel: 015-230 4300
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
➤ Organizational Structure	The Records may be accessed on request addressed to the office of the:
➤ Departmental Annual Report	
➤ Acts Regulations & White Paper	The Deputy Information Officer
➤ Departmental Strategic Plans	Department of Social Development
➤ Departmental Annual Performance Plan	21 Biccard Street, Olympic Towers, Polokwane, 0700
➤ Published Research Reports	Private Bag x 9710, Polokwane, 0700
➤ Departmental Policies and Procedure Manuals	Tel: 015-230 4350
	Fax: 015-291 2182/2335 & 086 536 6943
➤ Departmental File Plans	Email: Malamulep@dsd.limpopo.gov.za
➤ Circular of advertisement of Posts	
➤ Advertisement of Tenders	
➤ Citizen Reports	
➤ Domain Specific Standards	
➤ Service Delivery Improvement Plan	
➤ Application for Employment (Z83)	
➤ Departmental Events Calendar	
➤ MEC's speeches	
➤ Application forms	
➤ Departmental contact details	
FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
➤ Promotion of Access to Information Act (PAIA) Manual	The Records may be accessed or requested from any public office/Institution within the
➤ News Letters	Department of Social Development in Limpopo Province
➤ Posters	
➤ Promotional Materials	OR
➤ Journal and Magazines	From the office of the:
	The Deputy Information Officer
	Department of Social Development
	21 Biccard Street, Olympic Towers, Polokwane, 0700
	Office No. 033
	Ground Floor
	Tel: 015-230 4350
	Fax: 015-291 2182/2335 & 086 536 6943
Email: Malamulep@dsd.limpopo.gov.za	

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that the word "News-letters" is intended to be "Newsletters".)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 623 of 25 August 2017: Description submitted in terms of section 15 (1): Department of International Relations and Cooperation (Government Gazette No. 41064)

Cooperation
(Government Gazette No. 41064)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Department of International Relations and Cooperation (DIRCO):	Website
Home Page	Home Page
	www.dirco.gov.za
. Current events/Monthly programme of events/What's new	Website
	About the Department
About the Department	www.dirco.gov.za
. Minister/Deputy Ministers/Director-General profiles and speeches	
. Vision, Mission, Strategic priorities and Values	
. Strategic plans/Annual reports/Annual Performance Plans/Budget Votes	
. African Renaissance and International Cooperation Fund (ARF) Strategic Plans	
. Technical Indicator Descriptions for the Annual Performance Plans	
. Technical Indicator Descriptions for the Strategic Plans	
. Contact information/After hours-helpline	
Diplomatic Immunities & Privileges (DIAP):	
. Diplomatic Accreditation and Vehicle Application forms	
. Customs Clearance Certificate for Duty Free Import	
. Diplomatic Property Audit Form	
. Locally Recruited Personnel Personal Details Form	
. Signature Audit	
. Policy on Management of Diplomatic Immunities Privileges	
. DIAP Service Delivery Charter	
. Temporary Residence Visa Circular Note	
. Diplomatic Vehicles Audit Form	
. Mission Contact Detail Audit	
Promotion of Access to Information	
. Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)	

Section 14: Manual on the Promotion of Access to Information Act No 2 of 2000	
Imanuali Ngokuqhutshekelwa phambili Komthetho wokufinyeleleka kolwazi Wesi-2 wonyaka we-2000	
Bukanatataiso Ya ntshetsopele Ya molao wa ho fihlella Ditsebiso No 2 wa 2000	
Section 15: Automatic available records and access to such records	
News and events	Website
Media statements and Speeches/ Events calendar/ Parliament questions and replies	News and events www.dirco.gov.za
Foreign relations	Website
Bilateral relations	Foreign relations
SA-EU strategic partnership	www.dirco.gov.za
Multilateral relations	
Diplomatic representation	
SA representation abroad/Foreign representation in SA	
Websites of South African Missions	Website
	Websites of SA Missions
	www.dirco.gov.za
Consular information	Website
What are consular services and Contact details	Consular information
Travelling abroad/Deaths abroad/Arrested abroad	www.dirco.gov.za
Consular Notarial Services (Legislation of Official (Public) documents)	
End User Certificates	
Service Delivery Charter	
SA representation abroad/Foreign representation in SA	
South African Missions: Commissioner of Oaths	
State Protocol	
General Protocol information-	Website
Circular Note Verbales	State Protocol
Service Delivery Charter	www.dirco.gov.za
Fact sheet and advice for travelers	
Executive Database	
Diplomatic representation	
Practical guide and procedures for the binding of agreements	
Practical guide and procedures for the conclusion of agreements	
Instructions regarding the flying of the South African flag	
Office of the Chief State Law Advisor	Website
International agreements	Foreign Relations
	www.dirco.gov.za
	South African Treaty Section
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
No records	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Procurement	Website
National Treasury Central Supplier Database registration	Home www.dirco.gov.za or
Supplier Leaflet	Collection at
Treasury Central Supplier Database for Government	Supply Chain Management
Database registration form	OR Tambo Building, 460
Awarded bids	Soutpansberg Road, Rietondale,
Received bid proposals	Pretoria, 0084
Terms of Reference (advertised tenders)	
Office of the Chief State Law Advisor	Website
International agreements	Foreign Relations
	www.dirco.gov.za
	South African Treaty Section
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	

Publications	
. Annual reports/Strategic plans/Annual Performance Plans (APP)	Website www.dirco.gov.za
. African Renaissance Fund/African Renaissance Fund (ARF) Strategic plan	or
. Ubuntu magazine	Collection at Main Library/Public Diplomacy
. Measures and guidelines for the enhanced coordination of South Africa's International engagement	OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria, 0084
. Career brochures/It's your voice - Ubuntu Diploma/South Africa's diplomatic milestone	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 624 of 25 August 2017: Description submitted in terms of Section 15 (1): Eastern Cape Provincial Government: Department of Provincial Treasury (Government Gazette No. 41064)

GN 624 of 25 August 2017: Description submitted in terms of Section 15 (1): Eastern Cape Provincial Government: Department of Provincial Treasury (Government Gazette No. 41064)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

EASTERN CAPE PROVINCIAL GOVERNMENT: DEPARTMENT OF PROVINCIAL TREASURY

As set out in the Schedule.

(Signed)

TSHILOLO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



EASTERN CAPE PROVINCIAL TREASURY

FORM "D"
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS

([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
. Annual Performance Plans and Operational Plans	The records may be inspected from the Provincial Treasury on request in writing addressed to: The Deputy Information Officer, Eastern Cape Provincial Treasury Private Bag X0029, Bhisho, 5605 Tel: 040-1010 161
. Strategic plans and Service Delivery Improvement Plans	
. Annual reports and Combined Financial Statements	
. All legislation applicable to Provincial Treasury	
. Provincial Treasury Circulars	
. Municipality Finance Consolidated Statements	
. Transversal Supply Chain Management Circulars and Instruction Notes	
. Resolutions/Regulations	
. Provincial Budget Information	

- Approved Organogram - Policy and Procedure documents Publications - Policy and Budget speeches Tender Bulletin - Events Calendars - Promotional materials - News letters	Fax: 040-1010 731
FOR PURCHASING IN TERM OF SECTION 15 (1) (a) (ii)	
Tender document	Tender documents are purchased at Supply Chain Management (Internal and Transversal)
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
- Annual Performance Plans and Operational Plans - Strategic plans and Service Delivery Improvement Plans - Annual reports and Combined Financial Statements - All legislation applicable to Provincial Treasury - Provincial Treasury Circulars - Municipal Finance Consolidated Statements - Transversal Supply Chain Management Circulars and Instruction Notes - Resolutions/Regulations - Provincial Budget Information - Approved Organogram - Policy and Procedure documents Publications - Policy and Budget speeches - Promotion of Access to Information Manual - Promotional materials - News letters	The records may be inspected from the Provincial Treasury on request in writing addressed to: The Deputy Information Officer, Eastern Cape Provincial Treasury Private Bag X0029, Bhisho, 5605 Tel: 040-1010 161 Fax: 040-1010 731

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that the word "News Letters" is intended to be "Newsletters".)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 649 of 1 September 2017: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Co-operative Governance, Human Settlements and Traditional Affairs (Government Gazette No. 41082)

GN 649 of 1 September 2017: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Co-operative Governance, Human Settlements and Traditional Affairs (Government Gazette No. 41082)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



LIMPOPO
PROVINCIAL GOVERNMENT

PAIA MANUAL SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

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 (e.g. Website) (SECTION 15 (1) (b))
For inspection in terms of Section 15 (1) (a) (i)	
Section 14 manual made available in terms of the Promotion of Access to Information Act 2 of 2000	Website: www.coghsta.limpopo.gov.za
	Departmental library
For purchasing in terms of Section 15 (1) (a) (ii)	
Photographs	Website: www.coghsta.limpopo.gov.za
	Communication Service Directorate
Tender Bulletins	Purchased within the Cashier Office at 20 Rabe Street, Hensa Towers, Polokwane - Department of Co-operative Governance, Human Settlements and Traditional Affairs.
For copying in terms of Section 15 (1) (a) (ii)	
Speeches	Website: www.coghsta.limpopo.gov.za
	Communication Services Directorate, Departmental Library
Departmental Circulars	Website: www.coghsta.limpopo.gov.za
	Information Management Directorate
Newsletters	Website: www.coghsta.limpopo.gov.za
	Communication Services Directorate, Departmental Library
Budget and Strategic Plans	Website: www.coghsta.limpopo.gov.za
	Budget Services Directorate
	Communication Services Directorate
	Departmental Library
Annual Performance Plan	Website: www.coghsta.limpopo.gov.za
	Departmental Library
Departmental Contact Details	Website: www.coghsta.limpopo.gov.za
Policies, Acts and Regulations	Website: www.coghsta.limpopo.gov.za
Service Standards and norms	Website: www.coghsta.limpopo.gov.za
	Service Delivery Improvement and Batho Pele Programme Directorate
Forms	Website: www.coghsta.limpopo.gov.za
	Information Management Directorate
Financial Records:	Departmental Expenditure and Housing
Account Statements (telephone, cellphones)	Finance Directorate
Departmental Structure	Website: www.coghsta.limpopo.gov.za
	Human Resource Practices and Administration Directorate
Registers	Information Management Directorate
Maps	Website: www.coghsta.limpopo.gov.za
	Information Management Directorate
Information Brochures	Reception
	Communication Services Directorate

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

MPUMALANGA PROVINCIAL GOVERNMENT: DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



MPUMALANGA PROVINCIAL DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

"FORM D"

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

(Section 15 of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)))

(Regulation 5A)

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 RECORD (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
. Strategic Plan . Annual Performance Plans . Annual Reports . Tenders . Posts and Departmental Services . Departmental Acts, Regulations and Policies . Departmental Contact Details . Employment Equity Reports . Freight Databank . Pamphlets . Newsletters . Promotion of Access to Information Act - (PAIA manual) . Service Delivery Improvement Plan . Policy and Budget Speeches	The records listed are available from the following address: PHYSICAL ADDRESS: The Information Officer Department of Public Works, Roads and Transport Building No. 7 Riverside Government Complex Government Boulevard MBOMBELA 1200 POSTAL ADDRESS: Department of Public Works, Roads and Transport Private Bag x 11310 NBOMBELA, 1200 Tel. No.: +27 13 766 8231 Fax: No.: +27 13 766 8453 Website Address: http://dpwrt.mpg.gov.za Email Address: Communicationdpwrt@mpg.gov.za
. Bids Awarded	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
	Records can be purchased from: PHYSICAL ADDRESS: Mpumalanga Provincial Supply Chain Management No. 7 Government Boulevard, Building No. 9 Riverside Park Extension 2 MBOMBELA, 1200

Bids Documents

POSTAL ADDRESS:

Department of Public Works, Roads and Transport
Private Bag x 11310
MBOMBELA, 1200
Tel No.: +27 13 766 8231
Fax No.: +27 13 766 8453
Website Address: <http://dpwrt.mpg.gov.za>
Email Address:
Communicationdpwrt@mpg.gov.za
Tel No.: 013-766 4572
Fax No.: 013-766 4604
Website: <http://finance.mpu.gov.za>

EHLANZENI DISTRICT OFFICES**MBOMBELA**

Riverside Government Complex
Building No. 9, Government Boulevard,
Mbombela, 1200
Telephone Number: 013-766 6339/ 8258
Fax Number: 013-766 8455

MALELANE

24 Air Street
Malelane
Telephone Number: 013-790 0719/ 0723
Fax Number: 013-790 0514

GERT SIBANDE DISTRICT OFFICES**PIET RETIEF**

No. 11 Mearsorch Street,
Piet Retief Office
Telephone Number: 017-826 1671
Fax Number: 017-826 0577

EVANDER

10 Cornell Road (previously occupied by
Evander Home Affairs Offices),
Evander, 2280
Telephone Number: 017-632 1607/ 1540/
1549
Fax Number: 017-632 1395

ELUKWATINI

Elukwatini Sub Regional Offices
Office numbers A49 and A50 (opposite
Elukwatini Community Hall) Stand number
12 Extension A,
Elukwatini, 1190
Telephone Number: 017-883 1396/7

NKANGALA DISTRICT OFFICES**KWAMHLANGA**

KwaMhlanga Government Complex
Department of Finance, Building No. 12,
Computer Centre
Telephone Number: 013-766 4872/73/74/75
Fax Number: 013-947 2250

MIDDELBURG

Department of Public Works, Roads and Transport, Cnr. Lilian Ngoyi and Dr Beyers Naudé Streets, Old TPA Building,
Upper ground floor,
Office Numbers, A20, 21 and 25
Telephone Number: 013-282 8776/ 9151
Fax Number: 013-282 8776

SIYABUSWA

Old Parliament Building, Building No. 1, Job

	Skhosana Street, Siyabuswa, 0472 Telephone Number: 072 215 6839/ 013 766 7961/62 <u>BOHLABELA DISTRICT OFFICE</u> BUSHBUCKRIDGE Bushbuckridge Advice Centre Department of Finance, Protea Building (Old Telkom Building) Telephone Number: 013-799 2125 Fax Number: 013-799 0535
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (iii)	
. The list of records above.	The records may be obtained on request in writing and on payment of a fee prescribed in Annexure C of the PAIA Manual addressed to: PHYSICAL ADDRESS: The Information Officer Department of Public Works, Roads and Transport Building No. 7 Riverside Government Complex Government Boulevard MBOMBELA 1200 POSTAL ADDRESS: Department of Public Works, Roads and Transport Private Bag x11310 MBOMBELA, 1200 Tel No.: +27 13 766 8231 Fax No.: +27 13 766 8453 Website Address: http://dpwrt.mpg.gov.za Email Address: Communicationpwrt@mpg.gov.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
. The list of records above.	The records may be obtained on request in writing addressed to: PHYSICAL ADDRESS: The Information Officer Department of Public Works, Roads and Transport Building No. 7 Riverside Government Complex Government Boulevard MBOMBELA 1200 POSTAL ADDRESS: Department of Public Works, Roads and Transport Private Bag x11310 MBOMBELA 1200 Tel No.: +27 13 766 8231 Fax No.: +27 13 766 8453 Website Address: http://dpwrt.mpg.gov.za Email Address: Communicationdpwrt@mpg.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 696 of 8 September 2017: Description submitted in terms of section 15 (1): Department of Planning, Monitoring and Evaluation (Government Gazette No. 41100)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION (DPME)

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
 (Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Strategic Plans	Website & DPME
• DPME Capacity Development Strategy	
• DPME Knowledge Management Strategy	
• DPME Research Strategy	
• DPME Strategic Plans 2011-2012; 2012-2013; 2015-2020	
• Service Delivery Plan 2012-2015	
Annual Reports	
• Annual Performance Plans: 2012-13; 2013-14; 2014-15; 2015-16	Website & DPME
National Planning Commission (NPC)	NPC Website & DPME
• Speeches by Minister Jeff Radebe	
• National Development Plan 2030 - Our future: make it work	
• Executive Summary NDP 2030	
• Diagnostic overview: Human conditions	
• Diagnostic overview: Institutions and governance	
• Diagnostic overview: Nation building	
• National Planning Commission discussion document: 2015 The role and effectiveness of planning and implications for the institutionalization of planning	
• NDP 2030 - Popular version including Translations	
• Revised Green Paper: National Planning Commission	
• Update on National Planning Commission	
• Social Compact Report 2015	
Medium Term Strategic Framework: 2014-2019	Website & DPME
• MTSF 2014-2019 - Summary	
• Outcome 1 Education MTSF Chapter	
• Outcome 2 Health MTSF Chapter	

. Outcome 3 Safety MTSF Chapter	
. Outcome 4 Economy MTSF Chapter	
. Outcome 5 Skills MTSF Chapter	
. Outcome 6 Infrastructure MTSF Chapter	
. Outcome 7 Rural Development MTSF Chapter	
. Outcome 8 Human Settlements MTSF Chapter	
. Outcome 9 Local Government MTSF Chapter	
. Outcome 10 Environment MTSF Chapter	
. Outcome 11 International MTSF Chapter	
. Outcome 12 Public Service MTSF Chapter	
. Outcome 12 Public Service MTSF Chapter	
. Outcome 13 Social Protection MTSF Chapter	
. Outcome 14 Nation Building MTSF Chapter	
Policy Positions and Legislation	Website & DPME
. Constitution	
. Improving Government Performance: Our Approach	
. National Youth Development Agency Act	
. Promotion of Access to Information Act No. 2 of 2000 (PAIA)	
Policy Frameworks	Website & DPME
. A framework for Strengthening Citizen-Government Partnerships for	
(Editorial Note: Wording as per original <i>Government Gazette</i> .)	
. Monitoring Frontline Service Delivery	
. African Youth Charter	
. Development Indicators 2007; 2009; 2010; 2011; 2012; 2014	
. Development Indicators 2012 Erratum	
. Discussion document on Performance Monitoring and Evaluation - Principles and Approach	
. Evaluation Competency Framework for Government	
. FSDM Process Map	
. FSDM Operational Framework (2015-2016)	
. Indicator 82 Budget Transparency	
. Management Performance Assessment Tool; (MPAT) User Guide	
. MPAT indicator framework	
. MPAT Standards for 2013-14; 2014-15	
. National Evaluation Policy Framework	
. National Evaluation Plans 2012-13; 2013-14; 2014-15; 2015-16; 2016-17; 2017-18 to 2019-20	
. Policy Framework on the Government-Wide Monitoring and Evaluation System	
. Provincial Evaluation Plans 2013/14 - 2015/16	
. Standards for Evaluation in Government	
Reports	Website & DPME
. Annual report on the National Evaluation System 2013-14	
. Annual report on Evaluations Compressed - 2013-14	
. List of evaluations in the National Evaluation Plans - 2012-13; 2013-14; 2014-15	
. Frontline Service Delivery Monitoring (FSDM) Program: Findings for the period April 2012 to December 2012	
. FSDM Annual findings report 2013/14: findings for monitoring conducted April 2013	

· FSDM program progress summary reports: 2011-12; 2012-13	
· Management Performance Assessments for the 2012/13 financial year	
· Mid-Term review of government priorities 2012	
· MPAT report: 2011-12; 2012-13; 2013-14; 2014-15	
· MPAT National Department's score cards	
· MPAT Moderator reports	
· MPAT Statistical analysis	
· MPAT Level 4 departments	
· MPAT National departmental synopsis	
· Open day Operation Phakisa introduction posters 2014	
· Panel of Professional Service Providers as at April 2015	
· Provincial quarterly performance reports	
· Presidential Hotline frequently asked questions	
· Reports on Mexico study tour: August 2011	
· Report on Asia study tour compressed: 2012	
· Report launch and Stakeholder Discussion on Platinum and Passes: the impact of mining investments on education outcomes	
· Regional approaches to food and water security in the face of climate challenges - Workshop held at DBSA, Midrand South Africa 23/24 May 2011	
· Report on the assessment of government evaluation: diagnostic review of Early Childhood Development	
· Report of the 1st International Knowledge Sharing Workshop	
· Report of the 2nd International Knowledge Sharing Workshop	
· Report of the 3rd International Knowledge Sharing Workshop	
· Report of the 4th International Knowledge Sharing Workshop	
· Sanitation report	
· State of SA's infrastructure report: 2012	
· Status of evaluations as at January 2015	
· State of Management practices in the Public Service: Results of Strengthening citizen-based monitoring symposium report	
· The Nuts and Bolts of M&E	
· Twenty Year Review South Africa: 1994-2014	
· Quarterly reports of non-financial (performance) information for the provincial departments of health, social development and agriculture.	
· Operation Phakisa progress reports: - marine protection services and governance - marine transport and manufacturing - marine transport dashboard - Ideal clinic South Africa	
· Operation Phakisa offshore oil and gas exploration - unlocking the economic potential of SA's Ocenas: Final Lab Report	
· Operation Phakisa: ICT in Education	
· Evaluation reports in the evaluation repository	
Publications	Website & DPME
· Celebrating 4 years of the Presidential Hotline Report and impact the Presidential Hotline on the lives of citizens (Video)	

• Citizen Based Monitoring publications 2013-14; 2014-15; 2015-16 • Developing a National Evaluation System in South Africa	
• Establishing a National M&E System in South Africa	
• Evaluation updates	
• Evaluator competencies: the South African Government experience Framework for Managing Program Performance Information	
• Frontline Service Delivery Monitoring updates	
• Government Performance Information: Provincial in-Year	
• Publication 2014-15; 2016/16	
Policy Framework for GWME system	
• Presidential Hotline updates	
• Policy Brief: Strengthening the impact of the Grade R Program	
• The role of the Offices of the Premier in GWME: good practice guide	
• Presidential Hotline Booklet: Putting people first: "Four years of the Presidential Hotline" 2009 - 2013	
Case Studies	Website & DPME
• Consolidated Presidential Hotline case studies	
• ECD Evidence-Based Policy Making Case Study	
• FSD good practice: Public Private Partnership (PPP) between the Gauteng Department of Education and Rand Water Foundation	
• Improvisation and proactive insights in the quest for excellence in service delivery: the case of Ladybrand Magistrate Court	
• Improvements through sustainability: how to avoid regression	
• Improvements project at the Diloppe Clinic	
• MPAT Case Studies 2011; 2012 & 2013	
• Optimizing stakeholder involvement in service delivery - the case of Upington Home Affairs	
• Presidential Frontline Service Delivery: Complaints and complements management system of Mamelodi Regional Hospital in Gauteng Province	
• Provincial implementation of FSDM program in the Free State Province	
• Unlocking service delivery through leadership and empowerment: the case of Bachana Mokwena Primary School	
• The case of SASSA Gauteng Program	
• The impact of the Presidential Hotline: A story of success	
Manuals	Website & DPME
• Management Performance Assessment Tool - User's Guide	
• PAIA Manuals: Afrikaans; English; Ndebele; Pedi; Swati; Sotho; Tshwana; Tsonga; Venda; Xhosa; and Zulu	
• PAIA Form A: Request for Access to a Record - 2015	
• PAIA Form B: Notice of Internal Appeal - 2015	
• PAIA Form D: List of Automatically Available Records - 2015	
• Self-assessment module of the management performance assessment tool (MPAT)	
Templates	Website & DPME
• Delivery Agreement templates	
• Log Frame template for use in plans, programs and projects	

• Frontline Service Delivery Monitoring questionnaire	
• Frontline Service Delivery Monitoring visit itinerary template	
• Frontline Service Delivery Monitoring visit analysis template	
• Frontline Service Delivery Monitoring final scores consolidated template	
• Frontline Service Delivery Monitoring improvements monitoring template	
• Frontline Service Delivery Monitoring improvements case study template	
• Frontline Service Delivery Monitoring monthly scores aggregation template	
• Frontline Service Delivery Monitoring monthly reporting template	
• Frontline Service Delivery Monitoring quarterly reporting template	
• Self-assessment module of the Management Performance Tool	
• Template for Project Plan using example of the Implementation Evaluation of Nutrition (2012/13)	
Guidelines	Website & DPME
• Communication of evaluation results	
• Content focus of Offices of the Premier in M&E	
• Concept for national evaluation plan	
• Guideline to outcome approach	
• Guideline to outcomes coordination - 2014	
• Guideline for planning of new implementation programs	
• Guideline for inception phase of evaluations	
• Guideline for peer reviews	
• Guideline on design evaluation	
• Frontline Service Delivery Monitoring (FSDM) visit guidelines	
• Functions of an M&E component in national government departments	
• FSDM questionnaire guideline	
• FSDM improvements monitoring guideline	
• FSDM scores consolidation guideline: 2015-16	
• FSDM guideline on joint annual planning for 2015/16	
• FSDM sector fact sheets for 2017-2018	
• Generic functions of monitoring and evaluation components in the Offices of the Premier	
• Generic roles and organizational design considerations for M&E components in provincial government departments Terms of reference for National M&E Forums	
• Guideline on the diagnostic development	
• Guideline on implementation evaluation	
• Guideline on impact evaluation	
• Guideline on evaluation synthesis	
• Guideline on economic evaluation	
• Guideline on the process for implementing Management	
Performance Assessment Tool (MPAT) in national departments	
• Guideline on the recruitment and selection processes in DPME	
• Guideline for Internal Audit Activity - MPAT	
• How to develop a Provincial Evaluation Plan	

How to develop a management response to an evaluation report	
How to develop an improvement plan to address evaluation recommendations	
Improving the operation of M&E in Offices of the Premier	
Job evaluation guideline	
Management Performance Assessment Tool (MPAT)	
Implementation Guide	
MTEF guideline	
Municipality Assessment Tool Guideline 2012	
Monitoring and Evaluation of Accredited Course Offerings in South Africa: 2015	
Processing for affecting refinements to outcome Delivery Agreements	
Process for implementing Management Performance Assessment Tool (MPAT) in national departments	
Practice note on the operation of DPME Data Forums	
PM&E System Assessment Tool	
Steps in Commissioning an Evaluation by DPME	
- Terms of reference for Implementation Forums - Terms of reference for the Provincial M&E Forums	
Terms of reference for evaluation projects	
Terms of references for evaluation steering committees	
The role of Offices of the Premier in GWME: a good practice guide	
Departmental evaluation plan: 2016/17 - 2019/20	
Toolkit for addressing evaluation standard in the management performance assessment tool	
Guideline on quality assessment of evaluations	
How to develop actionable recommendations	
MPAT 2016 standards	
Frontline Service Delivery Monitoring (FSDM) Operational Guidelines (2017 - 2018)	
How to develop measurable standards and use them for delivering quality frontline services	
Tools	Website & DPME
Planning, Monitoring and Evaluation System Assessment Tool	
Management performance assessment tools (2012 - 2016)	
FSDM assessment tool: 2017 - 2018	
Financial Management	Website & DPME
Advertised tenders	
General information on Financial Services	
Human Resources	Website & DPME
Publication on vacancies in the Public Service and the Department of Planning, Monitoring and Evaluation	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
The list of records above are not for sale	The records may be obtained on request in writing and addressed to Mr. S. Ntakumba; Deputy Information Officer; Department of Planning, Monitoring and Evaluation;

	Private Bag X944; Pretoria; 0001; Tel: (012) 312-0202; email: stanley@dpme.gov.za
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
The list of records above	The records may be obtained on request in writing and addressed to Mr. S. Ntakumba; Deputy Information Officer; Department of Planning, Monitoring and Evaluation; Private Bag X944; Pretoria; 0001; Tel: (012) 312-0202; email: stanley@dpme.gov.za and on payment of the fees prescribed in item 2 of Part II of Annexure A of the Regulations relating to the Promotion of Access to Information
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
The list of records above and where the record requested is available free of charge	The records may be obtained on request in writing and addressed to Mr. S. Ntakumba; Deputy Information Officer; Department of Planning, Monitoring and Evaluation; Private Bag X944; Pretoria; 0001; Tel: (012) 312-0202; email: stanley@dpme.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 697 of 8 September 2017: Description submitted in terms of section 15 (1): Department of Justice and Constitutional Development (Government Gazette No. 41100)

**GN 697 of 8 September 2017: Description submitted in terms of section 15 (1): Department of Justice and Constitutional Development
(Government Gazette No. 41100)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

**FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**

([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))

[Regulation 5A]

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF [SECTION 15 \(1\)](#) OF THE

PROMOTION ACCESS TO INFORMATION ACT, 2000 (ACT [NO. 2 OF 2000](#))

(Editorial Note: Wording as per original *Government Gazette*.)

1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
Court Services	Branch: Court Services Structure
	. Application form for appointment as Commissioner of Oaths
	. Requirements for application as Commissioner of Oaths
	. Application form for appointment as sheriff
	. Application form for appointment as appraiser
	. General information on the Office of the Family Advocate
	. General information regarding the implementation of the Hague Convention on the on the Civil Aspects of International Child Abduction
	(Editorial Note: Wording as per original <i>Government Gazette</i> .)
	. Contact numbers of the Chief Family Advocate and Family Advocate sub-offices
	. The Children's Act 38 of 2005
	. Department of Justice's Regulations to the Children's Act
	. Mediation in Certain Divorce Matters Act 24 of 1987
	. Various forms prescribed by applicable legislation
	. General information on the Equality Courts and Legislation.
	. Legislation on Equality Courts
	. Forms used in the Equality Courts
	. Other documents, booklets, brochures and pamphlets, general documents
	. Equality Review Committee matters and documents.
	. Contact numbers for Court Services
	. A practical guide - court and case flow Management for Regional and District Criminal Courts
	. List of Small Claims Courts established and contact details
	. The Older Persons Act
	. Legislation on Maintenance
	. Booklets, Brochures and Pamphlets on domestic violence
	. Booklets, Brochures and Pamphlets on Older Persons Act
	Branch: Constitutional Development Structure
	. The Constitution of South Africa Booklet
	. General Information on Equality Courts
	. Legislation on Equality Courts
	. Forms used in the Equality Courts
	. Booklets, brochures and pamphlets on PAJA, PAIA and PEPUDA
	. Decisions of the Equality Review Committee meetings
	. Documents listing Ratification of Human Rights Treaties signed by Cabinet and Parliament
	. Briefs on progress of interactions with internal bodies such as UN, the Hague Convention, the International Institutes for Unification of Private Law
	. Country Reports on International Human Rights Instruments
	. General information on the development of the National Action Plan Against Racism, Xenophobia and Related Intolerances
	. Policy on working with No-government Organisations
	. Approved plans for Cabinet's Outcome 14
	. Reports on Special Projects under the Foundation for Human Rights, including General information and contact details
	. Policy Document on Sexual Harassment, LGBTI, HIV and AIDS, and Trafficking in Persons
	Directorate: Regional Court Efficiency
	. Contact numbers for Lower courts and court managers
	. Contact numbers for Regional Court President's
	. List of Regional Courts - Criminal
	. List of Regional Courts - Civil
	. A practical guide - court and case flow management for Regional and District Courts

	. Pro form forms for Regional Civil courts . List of court sites where AVR is deployed . List of courts where backlog courts are established . Various forms prescribed by applicable legislation
<u>Legislative Development</u>	. General information on Legislative Development . The Legislative Process . Legislation administered by the Department . Contact numbers
<u>Public Education and Communication</u>	. General information on Public Education and Communication. . Calendar of events . Contact numbers
<u>Financial Management</u>	. General information on Financial Services . Contact numbers.
<u>Legal Advisory Services</u>	. General information on Legal Advisory Services
<u>Human Resources</u>	. Publication on vacancies in the Public Service and the Department of Justice and Constitutional Development
	. HR Policies
	- Employment Equity Policy
	- Employee Relations Policy
	- Performance Management Policy
	- People with Disability Policy
	- Overtime Policy
	- Job Evaluation Policy
	- HIV and AIDS Policy
	- Sports and Recreation Policy
	- Recruitment and Selection Policy and Procedure Manual
	- Acting Appointment Policy
	- Dress Code
	- Determination on Service Terminations
	- Employee Health and Wellness Policy
	- Sexual Harassment Policy
	- Leave
	- Code of Conduct
	- Study Assistance Policy
	- Resettlement Policy
<u>Masters of the High Courts</u>	. Forms (Deceased Estate, Liquidation, Trusts, Curators and Guardians Fund forms) . Newsletters/reports . Pamphlets . Master's newsletter . ICMS - Web Portal
<u>International Legal Relations</u>	. International conventions administered by the Department . Country reports on international human rights instruments for which the Department is the Central Authority
2. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) The list of records above	(a) The records may be obtained on request in writing addressed to the Deputy information Officer, Department of Justice & Constitutional Development; Private Bax X81; Pretoria; 0001, fax number: 012 315 4837; e-mail: paia@justice.gov.za and on payment of the amount of R20-00.
3. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
	(a) The records may be obtained on request in writing

(a) The list of records above	addressed to the Deputy Information Officer, Departmental of Justice & Constitutional Development; Private Bag X81; Pretoria; 0001, fax number 012 315 4837; e-mail: paia@justice.gov.za and on payment of the fee prescribed in item 2 of Part II of Annexure A of the regulations relating to the Promotion of Access to Information.
4. DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) The list of records above and where the record requested is available free of charge	(a) The records may be obtained on request in writing addressed to the Deputy Information Officer, Department of Justice & Constitutional Development; Private Bag X81; Pretoria; 0001, fax number 012 - 315 4837; e-mail: paia@justice.gov.za .

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 716 of 15 September 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Co-operative Governance and Traditional Affairs (Government Gazette No. 41114)

GN 716 of 15 September 2017: Description submitted in terms of section 15 (1): Free State Provincial Government: Department of Co-operative Governance and Traditional Affairs (Government Gazette No. 41114)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE PROVINCIAL GOVERNMENT: DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

As set out in the Schedule

(Signed)
TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports	Available on Website (www.cogta.fs.gov.za) *Copies available on request from DIO
Budget speech of the MEC	
Annual Performance Plan	
Press releases	
Policies	
Budgets	

Strategic plans	
*Copies to be provided against payment of R0.60 per page	
Deputy Information Officer: Adv ME Mantso, Rm 406 LT Trust Bldg, Elizabeth Street, BLOEMFONTEIN, 9301, PO Box 211, BLOEMFONTEIN, 9300 Tel: (051) 407 6839, Fax: (051) 407 6740, E-mail: mojalefam@fscogta.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit: Human Resources, 9 th Floor, OR Tambo House) and www.freestateonline.fs.gov.za
Newsletters and publications, where available	Available on Website (www.cogta.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 755 of 29 September 2017: Description submitted in terms of section 15 (1): Department of Correctional Services (Government Gazette No. 41141)

GN 755 of 29 September 2017: Description submitted in terms of section 15 (1): Department of Correctional Services (Government Gazette No. 41141)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF CORRECTINAL SERVICES

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, [No. 2 of 2000](#))
[Regulation 5A]

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
ABOUT THE DEPARTMENT	
- Vision, Mission, Strategic objectives, Values, Roles	
- Political Leaders	
- Senior Management in the Department	
- Centres of Excellence	
- Statistical Information	
- Programmes	
- History overview	
- Museum information	
- Holiday accommodation	
- Vacancies	
PUBLICATIONS	
	Records listed are available at departmental offices and or on the DCS

- Strategic plans	website homepage: (www.dcs.gov.za)
- Annual reports	
- Annual performance plans	
- Technical Indicator Descriptions	
- White paper on Corrections	
- White paper on Remand Detention Management in South Africa	
- Service Delivery Charter	
- Maximum incarceration periods of remand detainees	
- Gazettes	
- Circulars	
- Legislations and Acts	
- Human Resource Policies	
- Supply Chain Policies	
- Remand Detention Policies	
- Strategic Management Policies	
- Incarceration and Corrections Policies	
- Community Corrections Policies	
NEWS	
- Media Releases	
- Speeches	
- Articles	
- Video recordings	
- Audio recordings	
- Event calendar	
- Event based reports	
FORMS	
- Job application from Z83	
- Bursary application	
- Internship/learnership application	
- Tenders - general conditions and procedures	
- Supplier registration forms	
SERVICES	
- Correction Supervision and Parole Boards	
- Correctional Programmes	
- Social Work Services	
- Psychological Services	
- Community Corrections	
. Halfway Houses	
- Formal Education	
- Health Services	
- Research	
. Application forms	
. Approved research reports	
. Research Agenda	
- Complaints/Victims of Crime	
. Victim Notification	
. Information on Complainant	
. Involvement in Parole Boards	

· Directives on Complainant Involvement in Parole Boards	
· Minimum Standards for Victims	
· Service Charter on Minimum Standards for Victims	
- Sport, Recreation, Arts and Culture	
- Social Re-integration	
VISITING OFFENDERS	
- Offender visitation information	
- Correctional Centre information	
- Correctional Centre map	
- Visiting hours	
PAIA	
- Section 32 reports	
- Section 14 manuals	
- Section 15 records (Ford D)	
- Form A - Access to information	
- Form B - Internal appeal	
- Section 10 guide on PAIA	
CONTACT US	
- Contact information	
- Anti-corruption hotline	
- Address list	
FOR PURCHASE IN TERMS OF SECTION 15 (1) (a) (ii)	
Only reproduction costs are applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
See records for Inspection in terms of Section 15 (1) (a) (i) on the DCS website homepage: www.dcs.gov.za	Visit the departmental offices
*Copies to be provided against payment of R0.60 per page	
Deputy Information Officer: KJ Katenga, W F Nkomo Street, Pretoria 0001, Private Bag X 136, Pretoria, 0001 Tel: (012) 307 2407, Fax: (012) 323 8270, E-mail: Joseph.Katenga@dcs.gov.za PAIA Coordinator: M Lee, W F Nkomo Street, Pretoria, 0001, Private Bag X 136, Pretoria, 0001 Tel: (012) 305 8234, Fax: (012) 326 1564, E-mail: Monique.Lee@dcs.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
- SA Corrections Today	Visit the departmental offices
- Corrections@Work	
- Team Manguang	
- Budget Vote Speech	
- NCEA Newsletter	
- Let's Communicate internal notices	
- Parole public pamphlet	
- Application forms for employment and services	
- PAIA requests Form A and B	
- Strategic plans	
- Annual reports	
- Annual performance plans	

**GN 756 of 29 September 2017: Description submitted in terms of section 15 (1): North West Provincial Department of Social Development
(Government Gazette No. 41141)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

NORTH WEST PROVINCIAL DEPARTMENT OF SOCIAL DEVELOPMENT

As set out in [the Schedule](#)

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
1. Strategic Leadership and Performance Management- - Departmental Strategic Plans - Annual Performance Plans - Service Delivery Improvement Plans - Quarterly Reports - Annual Reports - Approved Organisational Structure - Public Service Commission Report - Auditor General's Report - Budget Speech	These records are available for inspection at the Office of the Deputy Information Officer as follows: Department of Social Development Information, Records and Knowledge Management Unit Provident House Building University Drive Mmabatho Documents can also be accessed from www.nwpg.gov.za/dsdwcdp Tel: 018 388 2427 Fax: 018 384 5967 Email: gmmila@nwpg.gov.za Records are available for inspection between 08h00 and 16h00
2. Human Capital Management - Human Capital Management Policies - Departmental Human Resource Plans - Job grading and evaluation reports - Job descriptions - Staff establishment - Employment equity Plan - Organisational Development Programmes reports - Labour Relations reports - Employee Health and Wellness policies - Bursary policy - Database of bursary holders - Performance Management and Development System Policy - Occupational Health and Safety Policy - Forms (employment and leave of	

- absence) - Information on learnership and internship programmes	
3. Communications - Communication Policies - Editorial & publication services - Branding Manuals - Media Statements	
4. Financial Management - Budget Book - Expenditure Reports - Banking arrangement (Account details) - Internet audit policies and guidelines - Risk management Policy - Demand and acquisition Policy - Tender administration Guidelines - Tender documents - Logistic management Policy - Asset management policy - Litigation matters - Appeals Reports - Legal opinions and interpretations/Advisory Services - Service Level Agreements - Contracts and Memoranda of Understanding	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Tender documents	These records are available for inspection at the Office of the Deputy Information Officer as follows: Department of Social Development Information, Records and Knowledge Management Unit Provident House Building University Drive Mmabatho Documents can also be accessed from www.nwpg.gov.za/dsdwcdp Tel: 018 388 2427 Fax: 018 384 5967 Email: gmmila@nwpg.gov.za Records are available for inspection between 08h00 and 16h00
FOR COPYING TERMS OF SECTION 15 (1) (a) (ii)	
1. Strategic Leadership and Performance Management - Departmental Strategic Plans - Annual Performance Plans - Service Delivery Improvement Plans - Quarterly Reports - Annual Reports - Approved Organisational Structure - Public Service Commission Report - Auditor General's Report - Budget Speech	These records are available for inspection at the Office of the Deputy Information Officer as follows: Department of Social Development Information, Records and Knowledge Management Unit Provident House Building University Drive Mmabatho Documents can also be accessed from www.nwpg.gov.za/dsdwcdp Tel: 018 388 2427 Fax: 018 384 5967 Email: gmmila@nwpg.gov.za Records are available for inspection between 08h00 and 16h00
2. Human Capital Management - Human Capital Management Policies - Departmental Human Resource Plans - Job grading and evaluation reports - Job descriptions - Staff establishment - Employment equity Plan - Organisational Development Programmes reports	

. Labour Relations reports . Employee Health and Wellness policies and reports . Bursary policy . Database of bursary holders . Performance Management and Development System Policy . Occupational Health and Safety Policy . Forms (employment and leave of absence) . Information on learnership and internship programmes	
3. Communications . Communication Policies . Editorial & publication services . Branding Manuals . Media Statements	
4. Financial Management . Budget Book . Expenditure Reports . Banking arrangement (Account details) . Internal audit policies and guidelines . Risk management Policy . Demand and acquisition Policy . Tender administration Guidelines . Tender documents . Logistic management Policy . Asset management policy	
5. Legal Services . Litigation matters . Appeals Reports . Legal opinions and interpretations/Advisory Services . Service Level Agreements . Contracts and Memoranda of Understanding	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
3. Strategic Leadership and Performance Management . Departmental Strategic Plans . Annual Performance Plans . Service Delivery Improvement Plans . Quaterly Reports . Annual Reports . Approved Organisational Structure . Public Service Commission Report . Auditor General's Report . Budget Speech	These records are available for inspection at the Office of the Deputy Information Officer as follows: Department of Social Development Information, Records and Knowledge Management Unit Provident House Building University Drive Mmabatho Documents can also be accessed from www.nwpg.gov.za/dsdwcdp Tel: 018 388 2427 Fax: 018 384 5967 Email: gmmila@nwpg.gov.za Records are available for inspection between 08h00 and 16h00
4. Human Capital Management . Human Capital Management Policies . Departmental Human Resoure Plans . Job grading and evaluation reports . Job descriptions . Staff establishment . Employment equity Plan . Organisational Development Programmes reports . Labour Relations reports . Employee Health and Wellness policies and reports . Bursary policy . Database of bursary holders	

. Performance Management and Development System Policy . Occupational Health and Safety Policy . Forms (employment and leave of absence) . Information on learnership and internship programmes	
3. Communications . Communication Policies . Editorial & publication services . Branding Manuals . Media Statements	
4. Financial Management . Budget Book . Expenditure Reports . Banking arrangement (Account details) . Internal audit policies and guidelines . Risk management Policy . Demand and acquisition Policy . Logistic management Policy . Asset management policy	
5. Legal Services . Litigation matters . Appeals Reports . Service Level Agreements . Contracts and Memoranda of Understanding	
(Editorial Note: Numbering as per original <i>Government Gazette</i> .)	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 789 of 6 October 2017: Description submitted in terms of section 15 (1): Department of Tourism (Government Gazette No. 41164)

**GN 789 of 6 October 2017: Description submitted in terms of section 15 (1): Department of Tourism
(Government Gazette No. 41164)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF TOURISM

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
(a) All information on the website	From the website of the Department.
The following information is available on the website (www.tourism.gov.za):	
- About the Department;	
- Media-	
. Media Alerts;	
. Media Statements;	
. Speeches; and	
. Media Invites.	
- Events Calendar;	
- Functions (Services);	
- Reports;	
. Quarterly Performance Reports;	
. Budget Reports etc.	
- Provincial Consumer Affairs Contact Details;	
- National Tourism Sector Strategy (NTSS);	
- FAQs;	
- PAIA;	
- Department of Tourism Medium Term Strategic Plan;	
- National Heritage and Cultural Tourism Strategy;	
- Domestic Tourism Growth Strategy;	
- National Rural Tourism Strategy;	
- National Tourism Service Excellence;	
- Tourism Act, 2014;	
- Tourism Incentive Programme;	
- Knowledge Portal;	
- Service Standards;	
- Financial Statements;	
- Manuals and Directives;	
- Tourism Guidelines:	
. Grading support,	
. Market access; and	
. Service Charter.	
- Policy and Knowledge Services;	
- SDIP for NDT;	
- General News;	
- Departmental Policy with quarterly updates;	
- Brochures;	
. Tourism BBBEE Code.	
. BEE related documents.	
- Publications;	
. Annual Report;	
. Strategic Plan;	
. Annual Performance Plan;	
. Careers;	
. Tenders.	
- Newsletters;	

	Bojanala Stakeholder Magazine;	
	Quarterly Policy Watch.	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):		
(a) The list of records above.	The records may be obtained on request in writing and on payment of a prescribed amount, addressed to:	
	The Information Officer	
	The Department of Tourism	
	Private Bag X 424	
	PRETORIA	
	0001	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)		
(a) The list of records above.	The records may be obtained on request in writing on payment of a fee prescribed in item 2 of Part II of Annexure A of the regulations relating to the Promotion of Access to Information Act, addressed to:	
	The Information Officer	
	The Department of Tourism	
	Private Bag X 424	
	PRETORIA	
	0001	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)		
(a) The list of records above.	The records may be obtained on request in writing addressed to:	
	The Information Officer	
	The Department of Tourism	
	Private Bag X 424	
	PRETORIA	
	0001	
(Editorial Note: Numbering as per original <i>Government Gazette</i> .)		

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 790 of 6 October 2017: Description submitted in terms of section 15 (1): Mpumalanga Provincial Government: Department of Co-operative Governance and Traditional Affairs (Government Gazette No. 41164)

GN 790 of 6 October 2017: Description submitted in terms of section 15 (1): Mpumalanga Provincial Government: Department of Co-operative Governance and Traditional Affairs (Government Gazette No. 41164)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

MPUMALANGA PROVINCIAL GOVERNMENT: DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

MPUMALANGA PROVINCIAL

DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

"FORM D"

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000)

(Act [No. 2 of 2000](#))

[Regulation 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF PAIA	MANNER OF ACCESS TO RECORDS (SECTION 5 (1) (b) OF PAIA)
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i) OF PAIA	
Strategic Plans;	The records may be inspected at the Department on request in writing addressed to: The Head Department/Information officer Mpumalanga Provincial Government Department of Co-operative Governance and Traditional Affairs Private Bag x 11304 MBOMBELA 1200
Annual Performance Plan;	
Annual Performance Report;	
Service Charter and Service Standards;	
Integrated Development Plan (IDP);	
Local Government Turnaround Strategy;	
Integrated Municipal Support Plan (IMSP);	
Notices published in the <i>Provincial Gazettes</i> ;	
Government Forms;	
Tender Adverts;	
Media Statements;	
Speeches;	
Legislation administered by the Department;	
Departmental Policies (selected);	
Section 47 Municipal Reports;	
Internal newsletters;	
"Know your Traditional Leaders" booklet	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii) OF PAIA	
Strategic Plans;	The records may be purchased from the Department: The Head Department/Information officer Mpumalanga Provincial Government Department of Co-operative Governance and Traditional Affairs Private Bag x 11304 MBOMBELA 1200
Annual Performance Plan;	
Annual Performance Report;	
Service Charter and Service Standards;	
Integrated Development Plan (IDP);	
Local Government Turnaround Strategy;	
Integrated Municipal Support Plan (IMSP);	
Notices published in the <i>Provincial Gazettes</i> ;	
Government Forms;	
Tender Adverts;	
Medial Statements;	
Speeches;	
Legislation administered by the Department;	
Department Policies (selected);	
Section 47 Municipal Reports;	
Internal newsletters;	
"Know your Traditional Leaders" booklet	
FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii) OF PAIA	
Internal newsletters;	The records may be freely obtainable from the Department on request from: The Head Department/Information officer, Mpumalanga Provincial Government Department of Co-operative Governance and Traditional Affairs Private Bag x 11304 MBOMBELA 1200
Government forms;	
"Know your Traditional Leader's booklet	

GN 814 of 13 October 2017: Description submitted in terms of [section 15 \(1\)](#): KwaZulu-Natal Provincial Government: Department of Transport (Government Gazette No. 41178)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

KWAZULU-NATAL PROVINCIAL GOVERNMENT: DEPARTMENT OF TRANSPORT

As set out in the Schedule

(Signed)

TSHILILO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

OFFICE OF THE PREMIER, KWAZULU-NATAL

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (a))
CATEGORIES	MANNER OF ACCESS TO RECORD
1. FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1.1 Budget Speech;	The records may be inspected at the Office of the Deputy Information Officer as follows- KZN Department of Transport 172 Burger Street PIETERMARITZBURG 3201 Telephone: +27 33 355 8694 Fax: +27 33 355 8632 Email: Michelle.Dally@kzntransport.gov.za The records maybe inspected at the Department of Transport 172 Burger Street PIETERMARITZBURG 3201 At the Supply Chain Management Directorate- B-Block Acquisition Section Telephone; +27 33 355 8891 Fax: +27 33 355 8091 Email: Anusha.chetty@kzntransport.gov.za
1.2 Departmental Strategic Plan;	
1.3 Provincial Growth and Development Strategy;	
1.4 Annual Performance Plan	
1.5 Annual Strategic Plan;	
1.6 Service Delivery Improvement Plan;	
1.7 Employment Equity Report;	
1.8 Approved Organisational Structure;	
1.9 Circulars of advertised posts; and	
1.10 Magazines, newspapers and newsletters.	
1.11 Magazines, newspapers and newsletters.	
1.12 Tender-Bids;	
1.12.1 List of Bidders	
1.12.2 Publication Awards	
1.12.3 Available Tenders	
1.12.4 Closed Tenders	
2. FOR PURCHASING IN TERMS OF SECTION 15 (a) (ii)	
	Bid documents may be purchased at the Department of Transport

2.1 Bid Documents	172 Burger Street PIETERMARITZBURG 3201 At the Supply Chain Management Directorate- B-Block Acquisition Section Telephone: +27 33 355 8891 Fax: +27 33 355 8091 Email: Anusha.chetty@kzntransport.gov.za
3. FOR COPYING IN TERMS OF SECTION 15 (a) (ii)	
3.1 Budget Speech;	The records may be inspected at the Resource Centre as follows- KZN Department of Transport 172 Burger Street PIETERMARITZBURG 3201 Telephone: +27 33 355 8694 Fax: +27 33 355 8632 Email: Michelle.Dally@kzntransport.gov.za
3.2 Departmental Strategic Plan;	
3.3 Provincial Growth and Development Strategy;	
3.4 Annual Performance Plan;	
3.5 Service Delivery Improvement Plan;	
3.6 Employment Equity Report;	
3.9 Approved Organisational Structure;	
3.13 Circulars of advertised posts; and	
3.14 Magazines, newspapers and newsletters.	
(Editorial Note: Numbering as per original <i>Government Gazette</i> .)	
4. FOR COPYING IN TERMS OF SECTION 15 (a) (ii)	
4.1 Speeches by MEC and HOD	The records may be inspected at the Resource Centre as follows- KZN Department of Transport 172 Burger Street PIETERMARITZBURG 3201 Telephone: +27 33 355 8694 Fax: +27 33 355 8632 Email: Michelle.Dally@kzntransport.gov.za
4.2 Circulars of advertised posts; and	
4.3 Magazines, newspapers and newsletters;	
4.4 Choice Numbers	
4.5 Drivers Licence	
4.6 In-service Training	
4.7 Learners Licences	
4.8 Motor Vehicle Licensing	
4.9 Vacancies	
4.10 Vukuzakhe programme	
4.11 Zibambele Programme	
4.12 Research reports	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 815 of 13 October 2017: Description submitted in terms of section 15 (1): Department of Transport (Government Gazette No. 41178)

**GN 815 of 13 October 2017: Description submitted in terms of section 15 (1): Department of Transport
(Government Gazette No. 41178)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF TRANSPORT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS
([Section 15](#) of the Promotion of access to Information Act, 2000 (Act [2 of 2000](#)))
(Regulation 5A)**

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 (e.g website) (SECTION 15 (1) (B))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	

FOR PURCHASING IN TERMS OF SECTION 15 (1) (A) (ii):	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
<u>Public Transport</u> - Monthly, Quarterly and Annual Programme Evaluation reports - Public Transport Network Grant (PTNG) Framework and Allocations - General Division of Revenue Act (DoRA) compliance reports <u>Maritime:</u> - Establishment of a Maritime freight Logistics data base: (tender was advertised in 2012) - Diplomatic Conference in October 2012 <u>Rail</u> - Railway Safety Regulator Permit Fees annually Gazette for comments - Draft Railway Safety Regulations gazetted for public comments - Annual Report, Strategic Plans, Annual Performance Plans available from rail entities reporting to the Department <u>Civil Aviation</u> - Airport Slot Coordination Regulation, 2012, issued under the Civil Aviation Act, 2009 (Act No. 13 of 2009) - The White Paper on National Transport Policy 1996 - The White Paper on National Transport Policy on Airports and Airspace Management, 1998 - Published Annual Reports of the Regulating Committee, Air Services Licencing Council, International Air Services Council and South African Search and Rescue - Published Annual Reports of the Airport Company South Africa SOC Limited, Air Traffic Navigation Services SOC Ltd and South African Civil Aviation Authority - Approved Strategic plans and Annual Performance plans of the Branch Civil Aviation - Approved Strategic plan and Corporate plans and Annual Performance Plans of the Airports Company South Africa SOC Limited, Air Traffic Navigation Services SOC Ltd and South African Aviation Authority	TO BE COLLECTED AT DEPARTMENT OF TRANSPORT (CORNER STRUBEN & BOSMAN STREET)

- . Released Aviation Accident and Incident Reports
- . Application forms and requirements for both Foreign Operators Permits and Air Services Licenses
- . Lists of both Air Services Licenses and Foreign Operators Permit Holders (names only)
- . Permission to levy airport charges
- . Permission to levy air traffic services charges
- . Ratified aviation related Conventions and Protocols

Integrated Transport Planning

Macro Sector Planning

- . Position paper - Proposal for the Multi-Modal Transport Planning and Co-ordination Act.

Regional integration

- . Study on the Status of Regional Transport Infrastructure in South Africa (Tender No.: DOT/40/2012/ITP)
- . Study on the Harmonization of Road Transport Standards in the SADC Region. (Tender N.: DOT/41/2012/ITP)
- . Maseru Decongestion Strategy (Tender No.:35/2012/ITP)
- . Development of Regional Corridor Development Strategy (Tender No.: DOT/30/2013/ITP)

Freight Logistics

- . Provincial freight logistics databanks 2007
- . King Sabata Dalindyebo Municipality's Integrated Rural Transport Plan 2013
- . National Freight Lht Logistics Strategy 2005

DoT Information Center

The DoT Information Center is situated at entrance of Forum Building and has the following documents freely available:

Information Centre/Library

- . Dot Annual Reports
- . Dot Strategic Plan
- . Dot White Paper
- . Acts
- . Moving South Africa
- . Rural Development Strategy
- . Public Transport Strategy
- . Road Infrastructure framework Strategy
- . National Travel Survey
- . Organogram me/ Structure

(Editorial Note: Wording as per original *Government Gazette*.)

- . Dot Careers Booklet
- . Registration of Dangerous Good National Freight Logistic Strategy
- . Revised regional indicative Strategy Development Plan 2012/2020 SADC authority
- . South African Development Community (SADC)
- . South African Customs Union (SACU)
- . SACU - MOU (Memorandum of Understanding)
- . RT57 Procurement of Government and Subsidized Vehicles
- . RT46 Administration of Fuel, Maintenance, and Accident repairs transit solution

Aviation

. Draft White Paper on National Civil Aviation Policy . Draft National Airports Development Plan	
<i>Maritime</i>	
. Draft Maritime Multilateral Strategy Document . White Paper on Ports . Draft Maritime Policy . Multilateral Strategy Document SA Maritime	
<i>Rail</i>	
. Green Paper on National Rail Policy	
<i>Supply Chain Management</i>	
. Dot Advertised Tenders . Dot Database Forms . DOT/RTMC Driver's license . Conversion of Drivers from foreign to South African . International Drivers Permit for South African Driver's License . Confirmation Letter of South African Driver's License Abroad	
GOVERNMENT GAZETTE NUMBER 28446 DATED 7 APRIL 2006	
<i>HR Documents</i>	
. Z83 forms . Circular	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 816 of 13 October 2017: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Office of the Premier (Government Gazette No. 41178)

GN 816 of 13 October 2017: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Office of the Premier (Government Gazette No. 41178)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO PROVINCIAL GOVERNMENT: OFFICE OF THE PREMIER

As set out in [the Schedule](#)

(Signed)

**TSHILILO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

ACCESS TO RECORDS HELD BY OFFICE OF THE PREMIER

SECTION 15 (1) (a)

Automatic Disclosures

SCHEDULE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF THE PROMOTION OF	MANNER OF ACCESS TO RECORDS

ACCESS TO INFORMATION ACT 2 2000	
1. FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1.1. Departmental Strategic, Annual Performance & Operational Plans 1.2. Departmental HRM, ICT, Financial, Records, Telecommunication, Risk Management Policies 1.3. Service Delivery Improvement Plans 1.4. Quarterly reports 1.5. Annual Reports 1.6. HR & Employment Equity Plans 1.7. Departmental File Plans 1.8. Citizens' Reports 1.9. Promotion of Access to Information Pamphlets & Brochures 1.10. Premier's Budget Speeches 1.11. Service Delivery Standards 1.12. Circulars of advertised posts 1.13. Public Service Application Forms (Z83) 1.14. Library material (Legal & Communication Services) 1.15. State of the Province Address 1.16. Labour Relations Agreements 1.17. Supplier Registration Form 1.18. Limpopo Development Plans	The records may be inspected at the Office of the Deputy Information Officer as follows: Office of the Premier 40 Hans Van Rensburg Street (Mowaneng Building) Office No. 22 POLOKWANE, 0699 Tel. No. 015 287 6312 Fax. No. 015 291 4046 Email address: paia@premier.limpopo.gov.za
2. FOR PURCHASING IN TERMS OF SECTION 15 (a) (ii)	
2.1. Bid Documents	The Bid Documents can be purchased at Office of the Premier: 40 Hans van Rensburg Street) Revenue & Budget Sub-Division, Office No. 10 - Ground Floor (Bodenstein Building)
3. FOR COPYING IN TERMS OF SECTION 15 (a) (ii)	
3.1. Departmental Strategic, Annual Performance & Operational Plans 3.2. Departmental HRM, ICT, Financial, Records, Telecommunication, Risk Management Policies 3.3. Service Delivery Improvement Plans 3.4. Quarterly reports 3.5. Annual Reports 3.6. HR & Employment Equity Plans 3.7. Departmental File Plans 3.8. Citizens' Reports 3.9. Promotion of Access to Information Pamphlets 3.10. Premier's Budget Speeches 3.11. Service Delivery Standards 3.12. Circulars of advertised posts 3.13. Public Service Application Forms (Z83) 3.14. Library material (Legal & Communication Services) 3.15. State of the Province Address 3.16. Labour Relations Agreements 3.17. Supplier Registration Form 3.18. Limpopo Development Plans	The records may be accessed for copying at the Office of the Deputy Information Officer as follows: Office of the Premier 40 Hans Van Rensburg Street (Mowaneng Building) Office No. 22 (Ground Floor) POLOKWANE, 0699 Tel. No. 015 287 6312 Fax. No. 015 291 4046 Email address: paia@premier.limpopo.gov.za
4. FREE OF CHARGE IN TERMS OF SECTION 15 (a) (iii)	
4.1. State of the Province Address 4.2. Public Service Application for Employment Forms (Z83) 4.3. Promotion of Access to Information Pamphlets & Brochures 4.4. Knowledge Management Brochures	The records may be accessed free of charge at the Office of the Deputy Information Officer as follows: Office of the Premier 40 Hans Van Rensburg Street (Mowaneng Building) Office No. 22 (Ground Floor) POLOKWANE, 0699 Tel. No. 015 287 6312 Fax. No. 015 291 4046 Email address:

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 821 of 20 October 2017: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Economic Development, Environment and Tourism (Government Gazette No. 41186

GN 821 of 20 October 2017: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Economic Development, Environment and Tourism (Government Gazette No. 41186

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DESCRIPTION SUBMITTED IN TERMS OF SECTION 15 (1)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

As set out in the Schedule

(Signed)

**TSHILILO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 821 of 20 October 2017: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Economic Development, Environment and Tourism (Government Gazette No. 41186/ "FORM D" AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

**"FORM D"
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**

([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (b))
AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i) OR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
- Environmental authorisations issued in terms of the Environmental Impact Assessment Regulations. - Permits issued in terms of the Biodiversity Act. - Licences issued in terms of the Waste Act. - Atmospheric Emission licenses issued in terms of the National Environmental Management Air Quality Act. - Municipal Integrated waste management plans. - Waste disposal site records. - Environmental Management Programme reports for mining and	The records may be inspected/copied at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Economic Development, Environment and Tourism, P/Bag X 9484

prospecting. . The number of CITES permit applications received and CITES permits issued in terms of the Convention on International Trade in Endangered wild fauna and flora Species. (CITES). . The number of Biodiversity permit applications for non-CIES species received and the number of Biodiversity permits issued. . Records for protected areas, proclamation of protected areas and game control in protected areas. NB. Certain sub-categories of records may not be accessible in their entirety on grounds stated in Chapter 4 of PAIA. The Department shall delete any part of a Record listed above which must be refused in terms of section 15 (4) of Chapter 4 of PAIA.	Polokwane 0700 Tel. No. : 015 293 8592 Fax No. : 086 218 3054 E-mail address: Ramadishamf@ledet.gov.za or paia@ledet.gov.za or visit our website www.limpopo.gov.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Tender documents.	Records can be purchased at the Cashier's office, 90 Bok Street, Office No. G2, Ground floor (Gani House) - Polokwane. Department of Economic Development, Environment and Tourism.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii): . Departmental Strategic plans. . Departmental Annual Performance plan. . Service Delivery Improvement plan. . Annual reports. . Employment Equity reports. . Published research reports. . Approved organizational structures. . Departmental File plans. . Budgets. . Departmental Acts, Regulations, Policies and Procedure manuals. . Citizens' report. . Promotion of Access to Information manual. . Service standards. . Statement of commitment. . Departmental Events Calendar. . Copies of Speeches by the MEC. . Circulars of advertised posts and services. . Departmental forms. . Staff Contact Details Directory. . Journals and magazines . News Letters. . Promotional material. . Departmental Media statements. . Applicable Biodiversity fee structure for permits, registers, microchips and services. . Service delivery charter. . Batho-pele principles pamphlets. . Tourist sites and African Ivory Route camps. (Editorial Note: Wording as per original <i>Government Gazette</i>. It is suggested that the word "News Letters" is intended to be "Newsletters".)	

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF HEALTH

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act [2 of 2000](#))
[Regulations 5A]

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 (e.g. website) SECTION 15 (1) (b)
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
➤ Budget	The Records may be inspected at the Department on request addressed to:
➤ Departmental Tariffs Schedule	
➤ Organisational Structure	The Deputy Information Officer
➤ Departmental Annual Report	Department of Health
➤ Acts Regulations & White Paper	18 College Street, Polokwane, 0700
➤ Departmental Strategic Plans	Private Bag X 9302, Polokwane, 0700
➤ Departmental Annual Performance Plan	Tel: 015-293 6400
➤ Published Research Reports	Fax: 015-293 6218
➤ Departmental Policies and Procedure Manuals	Email: mamaila.mohlaka@dhsd.limpopo.gov.za
➤ Departmental File Plans	
➤ Circular of advertisement of Posts	
➤ Advertisement of Tenders	
➤ Citizen Reports	
➤ Domain Specific Standards	
➤ Service Delivery Improvement Plan	
➤ Departmental Events Calendar	
➤ MEC's speeches	
➤ Departmental contact details	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
➤ Tender Documents	Records can be purchased from:
	Supply Chain Unit (Old Building)
	Department of Health
	18 College Street, Polokwane, 0700
	Tel: 015-293 6000
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
➤ Departmental Tariffs Schedule	
➤ Organisational Structure	
➤ Departmental Annual Report	
➤ Acts Regulations & White Paper	

➤ Departmental Strategic Plans	The Records may be accessed on request addressed to the office of the: The Deputy Information Officer Department of Health 18 College Street, Polokwane, 0700 Private Bag X 9302, Polokwane, 0700 Tel: 015-293 6400 Fax: 015 293 6218 Email: mamaila.mohlaka@dhsd.limpopo.gov.za ; Glory.gomba@dhsd.limpopo.gov.za Ernest.Rachoene@dhsd.limpopo.gov.za Website: www.dhsd.limpopo.gov.za
➤ Departmental Annual Performance Plan	
➤ Published Research Reports	
➤ Departmental Policies and Procedure Manuals	
➤ Departmental File Plans	
➤ Circular of advertisement of Posts	
➤ Advertisement of Tenders	
➤ Citizen Reports	
➤ Domain Specific Standards	
➤ Service Delivery Improvement Plan	
➤ Application for Employment (Z83)	
➤ Departmental Events Calendar	
➤ MEC's speeches	
➤ Inspection tools	
➤ Application forms	
➤ Departmental contact details	
FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
➤ Promotion of Access to Information Act (PAIA) Manual	The Records may be accessed or requested from any public office/Institution within the Department of Health in Limpopo Province OR From the office of the: The Deputy Information Officer Department of Health 18 College Street, Polokwane, 0700 Office No. 52 Whitoc Building: Old Building Tel: 015-293 6400 Fax: 015 293 6217/8 Email: mamaila.mohlaka@dhsd.limpopo.gov.za Glory.gomba@dhsd.limpopo.gov.za ; Ernest.Rachoene@dhsd.limpopo.gov.za
➤ News Letters (Editorial Note: Wording as per original <i>Government Gazette</i> . It is suggested that the word "News letters" is intended to be "Newsletters".)	
➤ Posters	
➤ Promotional Materials	
➤ Journal and Magazines	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 893 of 17 November 2017: Description submitted in terms of Section 15 (1): Department of Basic Education (Government Gazette No. 41256)

GN 893 of 17 November 2017: Description submitted in terms of Section 15 (1): Department of Basic Education (Government Gazette No. 41256)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF BASIC EDUCATION

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
(a) Reports	On request from leukes.c@dbe.gov.za
(b) Forms	
(c) Booklets	
(d) Marketing material	
(e) Posters	
(f) Pamphlets	
(g) Leaflets	
(h) News articles	
(i) Speeches	
(j) Media releases	
(k) Information on the DBE's programmes	
(l) Examination papers	
(m) National Curriculum Statements and other curriculum-related material	
(n) Any other literature intended for public viewing which may be published	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	www.education.gov.za
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
As under the heading "FOR INSPECTION."	www.education.gov.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
As under the heading "FOR INSPECTION." Also-	
Promotion of Access to Information Act Manual Promotion of Access to Information Act section 32 and section 18 Annual Reports	Hard copies available on request www.education.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 894 of 17 November 2017: Description submitted in terms of section 15 (1): Department of Human Settlements (Government Gazette No. 41256)

GN 894 of 17 November 2017: Description submitted in terms of section 15 (1): Department of Human Settlements (Government Gazette No. 41256)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF HUMAN SETTLEMENTS

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000)
(Regulation 5A))**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
N/A	N/A
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
N/A	N/A
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
ALL documents falling within the section 15 category can be copied with the exception of certain documents such as tender documents which must always be original. Should the Department incur costs in reproducing the document and where applicable, the provisions of section 15 (3) shall be applicable (that is, the prescribed fee for the reproduction of the documents shall be payable).	Photocopy and collect at NDHS offices. (NB: Only records which are photocopiable can be copied).
Training Manuals for counselors (DHS and SALGA).	Copying.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Annual Performance Plans.	Available at DHS Offices on the website.
Botshabelo accord.	Available on DHS Website.
Budget (Estimates of National Expenditure for Human Settlements).	Available at DHS offices.
BNG Human Settlements Sector Journal.	Available on DHS Website and at offices.
Community Residential Programme (CRU).	Available on DHS Website.
Conditional Grants and Funds Management (allocations, transfers and devolutions, monitoring and analysis, specific losses).	Available at DHS offices.
Data acquisition and Management (Informal Settlement, Delivery figures, Rectification, Delivery per project and Blocked projects).	Available at DHS offices.
Department of Human Settlements Annual Reports.	Available on DHS Website.
Department of Human Settlements Legislation (Bills/Acts/Draft white paper on human settlements/Regulations & International Commitments).	Available on DHS Website.
Departmental publications; Brochures; Newsletters; Magazines and Posters.	Available on DHS Website and at Offices.
DHS Media Monitoring (News Clippings/copies of media adverts/ Copies of the television series BNG aired on SABC 2).	Available on DHS Website.
Economic opportunities created by Department of Human Settlements (in 11 official languages).	Available on DHS offices.
Environmental Implementation Plan: Department of Human Settlements: 2015 - 2020.	Available at DHS offices.
Equity Matters (Financial Institutions).	Available at DHS offices.
Establishment matters (Macro Structure).	Available on DHS Website.
Evaluation of the impact of the Rural Housing Programme.	Available at DHS Offices.
Evaluating the performance of Social and Rental Housing Programmes.	Available at DHS offices.
Events and Publicity Programmes (includes speeches of the Minister and the Deputy Minister and photographs).	Available on DHS Website.
Finance Linked Individual Subsidy Programme (FLISP Policy).	Available at DHS offices and on Website.

Financial Irregularities.	Available at DHS offices and on Website.
Financial Assistance (Donations and Sponsorship).	Available at DHS offices and on Website.
Financial Audits.	Available on DHS Website and at Offices
Financial Statements.	Available on DHS Website and at Offices.
Framework for Women and Youth (Policy Framework).	Available at DHS offices and on Website.
Guide to owning a Government Subsidized House.	Available at DHS offices.
Habitat III consultation workshop documents.	Available on DHS Website.
Housing Consumer Education.	Available on DHS Website.
Human Settlements Medium Term Strategic Framework (MTSF 2014-2019)	Available on DHS Website.
Measuring success in Human Settlements development: an impact evaluation study of the upgrading of informal settlements programme in selected projects in South Africa.	Available at DHS offices.
Monitoring, Evaluation and Impact Assessment 2013/14 to 2018/19.	Available on the DHS Website.
Monitoring, Evaluation and Impact Assessment (MEIA) Policy and Implementation Framework for the Human Settlement Sector.	Available on DHS Website.
National Housing Code 2009.	Available on DHS Website.
Outcome 8.	Available on DHS Website.
PAIA Documents.	Available at DHS offices and on Website.
Parliament Approved Replies.	Available on DHS Website.
Press Releases.	Available on DHS Website.
Profiles of Executive Authority.	Available on DHS Website.
Reports on Human Settlements Environmental Scanning & Analysis (Economics trends analysis and Markets).	Available on DHS Website.
Seminars, conferences and summits (includes campaigns & workshops).	Available on Website.
Social Contracts.	Available on DHS Website.
Strategic Plans.	Available at DHS offices and on Website.
The Comprehensive Plan for the creation of Sustainable Human Settlements of 2004.	Available at DHS offices and on Website.
Upgrading of Informal Settlements.	Available at DHS offices.
Youth Accord.	Available on DHS Website.
Towards policy foundation for the Human Settlements Legislation.	Available on DHS Website.
The office of Disclosure quarterly and Annual Reports (2015 & 2016) on the performance of financial institutions.	Available at DHS offices and on Website
Tender information.	Available on DHS Website.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 905 of 24 November 2017: Description submitted in terms of section 15 (1): Department of Agriculture, Forestry and Fisheries (Government Gazette No. 41270)

**GN 905 of 24 November 2017: Description submitted in terms of section 15 (1): Department of Agriculture, Forestry and Fisheries
(Government Gazette No. 41270)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

FORM D

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS

(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1. All DAFF Acts	Website of DAFF at www.daff.gov.za
Agriculture	
2. Plant Breeders Rights Act, 1976	
Inspection of the Register of the Plant Breeders' Rights	Free of charge at the Office of the Registrar of the Plant Breeders Rights Act at telephone number (012) 319-6096 or e-mail ElnaDB@daff.aov.za . Address: Harvest House 255, 30 Hamilton Street
3. Plant Improvement Act, 1976	
Inspection of a document submitted to the Registrar in terms of the Plant Improvement Act, 1976	Access can be obtained upon payment of the prescribed fee, through enquiry to the Registrar of the Plant Improvement Act, 1976 at JoanS@daff.gov.za or tel. nr (012) 319-6034
Application for a copy of a document submitted to the registrar in terms of the Plant Improvement Act, 1976	Access can be obtained upon payment of the prescribed fee, through enquiry to the Registrar of the Plant Improvement Act, 1976, at JoanS@daff.gov.za or tel. nr. (012) 319-6034
4. Animal Improvement Act, 1998 (Act No. 52 of 1998)	
Registration of semen collectors, inseminators, embryo collectors, embryo transferors import agents, reproduction centres, donor animals, animal breeders' societies and registering authorities which have been registered and approved as such. Fees for this service are annually gazetted	Can be obtained through written or telephonic request to the Director Animal Production at e-mail JoelM@daff.gov.za or tel. nr. (012) 319-7597
List of all breeds registered in terms of the above mentioned Act, at payment of the prescribed fee	Can be obtained through written or telephonic request to the Director Animal Production at e-mail JoelM@daff.gov.za or tel. nr. (012) 319-7597
5. Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997)	
- Permit application forms - Executive Council minutes - Permit registers - Standard operating procedure with regard to regulation 4 of the GMO Act - Standard Operating Procedures with regard to regulation 2920 of the GMO Act - Policy on GMO consignment in transit - Policy on extension of permits - List of GMO events currently approved in South Africa	Can be obtained through the departmental website www.daff.gov.za/Branches/Agricultural Production-Health and Food Safety/Genetic Resources/Biosafety or through enquiry to the Registrar of the GMO Act (012) 319-6382

Laboratories registered in terms of the GMO Act for issuance of the GMO status certificates	
6. Agricultural Pests Act, 1983 (Act No. 36 of 1983)	
Issuing of import permits for plants, plant products and other regulated articles in terms of the Agricultural Pests Act	Information can be accessed by clients/importers via the email PlantHealthPermits@daff.aov.za : Tel (012) 319-6102/6130/6396/6207 or Fax: (012) 319 6370.
	Fees are applicable
7. Animal Diseases Act, 1984 (Act No. 35 of 1984) and Meat Safety Act (Act No. 40 of 2000)	
Issuing of Veterinary Imports Permits in terms of the above mentioned two Acts)	Information can be assessed by clients/importers via the email: VetPermits@daff.aov.za : Tel (012) 319 7514/7476/7461/7633/7503/7632/7406/7500 or Fax: (012) 329 8292
	Fees are applicable
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Report on Commercial Timber Resources and Primary Roundwood Processing in South Africa	Resource Centre Forestry, Hamilton Street 110, Room 414
Plant Breeders Rights Act, 1976	Can be obtained by other countries' PBR
Plant Breeders' Rights Distinctness, Uniformity and Stability (DUS) reports	Authorities from the Office of the Registrar upon payment of the prescribed fee, through enquiry to the Registrar: PBR Act.
	Contact number (012) 319 6096 or e-mail at ElnaDB@daff.aov.za
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Information on Info Parks and Publications of DAFF which are respectively free of charge and those that can be bought but are available from the Agricultural Resources Centre: Directorate: Knowledge and Information Management tel. nr. (012) 319-7141/7085 Sheila Flockton or on the DAFF website www.daff.gov.za	
Plant Breeders' Rights Act. 1976	
A copy of particulars in the register of a document submitted to the Registrar in connection with an application for the grant of a plant breeder's right (PBR)	Can be obtained through written or telephonic request or e-mail correspondence from the Office of the Registrar of the PBR Act. Contact number (012) 319-6906 or e-mail at ElnaDB@daff.aov.za . Hard copy obtainable upon payment of prescribed fees
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Annual report of DAFF	DAFF website
Policy for managing locust outbreaks	DAFF website or by request to IkalafengK@daff.gov.za (012) 309 5722/23
Policy for managing Red Billed Quelea outbreaks	E-mail to the Director of Climate Change and Disaster Management IkalafengK@daff.gov.za or tel nr. (012) 309 5722/23
The following data pertaining to the potential, state of use of natural agricultural resources-	Can be accessed by clients from the AGIS website at http://www.agis.agric.za
(a) Grazing capacity 1993	
(b) Land capability 2002	
(c) Gully erosion 2011	
(d) Field crop boundaries 2015	
Status of applications lodged in terms of Subdivision of Agricultural Land Act (Act 70 of 1970) (SALA)	Can be accessed by clients via the helpdesk: e-mail ThokoB@daff.gov.za ;
Application Forms and Application Types:	
1. LA 7/700 (Subdivision)	

2. LA 7/101 (Undivided shares)	(012) 319-7634
3. AGR 01/004 (Long Terms Lease, Servitude, Sectional Title, Habitation and Share Block Scheme)	Fax 012 329-5938 or via the website at http://www.agis.agric.za/agriland
4. LEB 7/105 (Establish or enlarge area of jurisdiction)	
Conservation of Agricultural Resources Act No. 43 (Act 43 of 1983) (CARA)	Can be accessed on the Departmental website at:
1. CARA Control Measures	http://www.daff.gov.za/daffweb3/Branches/Forestry-Natural-Resources-Management/LUSM/Documents
2. Application to burn veld and graze burnt veld	
3. Application to cultivate virgin soil	
Plant Breeders' Right Act. 1976	
- Plant Variety Journals which include:	PVJs can be obtained from the DAFF website
· List of approved and rejected PBR's	www.daff.gov.za/BranCHES/APHFS/GeneticResources/PlantBreedersRights
· List of transfers of PBR's	
· List of denominations, including alterations thereof	
· List of surrenders of PBR's	
· List of withdrawals PBR's	
· List of applicants and agents	
- Variety description in terms of a variety examined, including coloured illustrations thereof	Can be obtained through written or telephonic request or e-mail correspondence from the Office of the Registrar of the PBR Act. Contact number (012) 319-6906 or e-mail at ElnaDB@daff.gov.za . Hard copy obtainable upon payment of prescribed fees
Forestry	
From the body free of charge-	Most of these documents are available on the Departmental Website:
· State of the Forests (SOF)	www.daff.gov.za Hard copies are obtainable from the National Office: Forestry and Natural Resources Management Branch to the National Forestry Office at e-mail: LihleM(@daff.gov.za
· Forest Sector Broad Based Black Economic Empowerment Charter	
· White paper on Sustainable Forest Development in SA	
· Policy regarding access to State Forests	
· Compliance and Enforcement Policy	
· The Participatory Forestry Management Policy and Strategy, 2004	
· Policy on the formation of Umbrella Fire Protection Associates	
· Policy on exemptions from the duty to prepare and maintain firebreaks in terms of section 14 of the National Veld and Forest Fire Act	
· Policy Principles and Guidelines for Control of Development Affecting Natural Resources	
· Woodland Strategy Framework, June 2005	
· Urban Greening Strategy, 2005	
· List of Principle Criteria, Indicators & Standards	

(guidelines for Sustainable Forest Management)	
User guide to the Forest Sector Board-Based Black Economic Empowerment Charter	
List of protected trees species under the National Forests Act, 1998 (Act No. 84 of 1998)	
List of particular trees and particular groups of trees "Champion Trees" under section 12 (1) and (B) of the National Forests Act, 1998 (Act No. 84 of 1998)	
Genesis Report Part I The contribution, costs and development opportunities of the Forests, Timbers, Pulp and Paper Industries	Forestry books and journals are also accessible from the Departmental Library Resource Centre. There is limited access to certain material archived in the electronic resource centre linked to the website: http://www.daff.gov.za/daffweb3/Resource-Centre
Genesis Report Part II South African Forestry Industry Market Analysis 2005	
Fire Protection Association Annual Report 2009/2010	
Forestry Indaba Report 2009 (Proceedings)	
The revised veldfire risk classification (veldfire risk assessment map) of South Africa, 2010	
Key Issues Paper on Forest Enterprise Development (FED), January 2005	
A Strategy Framework to support Forest Enterprise Development (FED) in South Africa, August 2005	
South African Forestry Industry Market Analysis, 2005	
Report on the Assessment of the Gauteng Firewood Market and the Origin of Protected Tree Firewood Products sold, 2007	
Eastern Cape Forest Sector Profile	
Forestry Books and Journals	
Forestry and Fire awareness materials	
Forestry maps	
Key Issues on Forestry Enterprise Development (FED) January, 2005	
Historical review of the Forestry Development in South Africa	
Study of supply and demand of Industrial Roundwood in South Africa	
Study and supply of softwood sawlog and sawn timber in South Africa	
Logging reference 1, 2, 3	
Charcoal production, forestry and sub-sector studies	
Forest Mushroom Sector Analysis	
National, Forest Sector Research and Development Strategy	

Green Heritage (Trees Forests and Woodlands of South Africa)	
Integrated National Forest Protection Strategy	
Fisheries Management	
- Chief Directorate: Aquaculture & Economic Development: - Marine permit application forms and requirements - Aquaculture guidelines - Chief Directorate: Monitoring, Control & surveillance: - Standard Operating Procedures for Honorary Marine Conservation Inspectors - Chief Directorate: Marine Resource Management: - Records of Decision (Fishing Rights Allocation Processes) - Summaries or General Published Reasons (GPR) - Registers - Permit Application forms and requirements - Permit conditions - Summaries of TAC and TAE per sector - Transfer of Fishing Right application forms and requirements - Performance review sector policies - Score sheets - Sector specific policy - General policy on Allocation and Management of Fishing Right fees - Chief Directorate: Fisheries Research & Development: - Scientific Working Group documents and reports that do not relate to the current year's TAC/TAE recommendation - Published scientific papers and reports - Other: - Strategic Plans - Recreational fishing brochure - State of South Africa's Marine Resources - Annual Report MLRF - Financial statements - Human resource data - MLRA and Regulations - A guide to the small scale fisheries sector (4 coastal languages) - List of recognised small scale fishers in South Africa - Government Gazette in respect of fees (e.g.: permit, levy and licences) - Government Gazette in	For records of Fisheries Management ZugeraG@daff.gov.za tel. nr. (021) 402-3443 or fax 086 572 9161 can be contacted to gain access to these services. In certain instances these documents are available free of charge on the Departmental website.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 906 of 24 November 2017: Description submitted in terms of section 15 (1): Department in Presidency (Government Gazette No. 41270)

GN 906 of 24 November 2017: Description submitted in terms of section 15 (1): Department in Presidency (Government Gazette No. 41270)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT IN PRESIDENCY

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))
(Regulation 5A)

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 e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not Applicable	Not Applicable
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not Applicable	Not Applicable
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Not Applicable	Not Applicable
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
ANNUAL PERFORMANCE PLANS	Information can be accessed from
. Annual Performance Plan 2017/18	The Presidency's website:
. Annual Performance Plan 2016/17	www.thepresidency.gov.za or
. Annual Performance Plan 2015/16	through the post:
. Annual Performance Plan 2014/15	Directorate: Auxiliary Services
. Annual Performance Plan 2013/14	Registry Office
. Annual Performance Plan 2012/13	Attention: Deputy Information Officer
	Private Bag X1000
	PRETORIA 0001
ANNUAL REPORTS	Or
. Annual Report 2016/17	Through email:
. Annual Report 2015/16	informationofficert@presidency.gov.za :
. Annual Report 2014/15	Telephone: 012 300 5376, Fax: 086 687 2230.
. Annual Report 2013/14	Documents can also be obtained

Annual Report 2012/13	from The Presidency's receptions in Pretoria and Cape Town respectively.
Annual Report 2011/12	
Annual Report 2010/11	Pretoria - visitors' entrance on Government Avenue, Union Buildings, Pretoria.
Annual Report 2009/10	
Annual Report 2008/09	Cape Town - Tuynhuys entrance, Parliament, Cape Town.
STRATEGIC PLANS	
Strategic Plan 2015 - 2020	
Strategic Plan 2012/13 - 2014/15	
Strategic Plan 2011/12 - 2013/14	
AFRICAN PEER REVIEW MECHANISM (APRM)	
Second Report on the Implementation of South Africa's APRM Programme of Action.	
COMMISSIONS	
Donen Report	
Ginwala Enquiry	
Khampepe Commission of Inquiry into the Mandate and Location of the Directorate of Special Operations (The DSO)	
Independent Commission for the Remuneration of Public Office-Bearers Annual Review	
Annual Review: Salaries and allowances of Public Office-Bearers	
Report of the Marikana Commission of Inquiry.	
Nkandla Security Upgrade Report - August 2014	
JOINT INITIATIVE ON PRIORITY SKILLS ACQUISITION (JIPSA) AND ACCELERATED AND SHARED GROWTH INITIATIVE FOR SOUTH AFRICA (ASGISA)	
JIPSA Annual Report - 2008	
JIPSA Annual Report for 2007 - Background and highlights	
JIPSA Report on Activities in 2007	
Final JIPSA Report	
ASGISA Annual Report - 2006 2007 2008	
Reflections on ASGISA in its First Year	
Frequently asked questions about JIPSA	
Accelerated and Shared Growth Initiative - South Africa (ASGISA)	
POLICY PUBLICATIONS AND DOCUMENTS	
National spatial development perspective, 2006	
Progress report - implementation of the framework for South Africa's response to the economic crisis	
Nation in the Making - A discussion document on macro-social trends in South Africa	
Social Cohesion and Social Justice in South Africa	
Mid-Term Country Report - South Africa	
Brief Synopsis-Clarifying the Second Economy Concept, 2006	
A Nation in the Making - A discussion document on macro-social trends in South Africa	

• The United Nations World Water Development Report 2	
• Economic Sector Towards an Anti-Poverty Strategy for South Africa - A Discussion Document, 2008	
• Towards an Anti-Poverty Strategy for South Africa - A Discussion Document, 2008	
• Presidential Handbook	
• State, Official and Provincial Official Funeral Policy	
• Statement on PRASA investigation	
NATIONAL ORDERS BOOKLETS	
• Presentation of National Orders - 08 December 2017	
• Presentation of National Orders - 08 December 2016	
• Presentation of National Orders - 08 December 2015	
• Presentation of National Orders - 27 April 2014	
• Presentation of National Orders - 27 April 2013	
• Presentation of National Orders - 27 April 2012	
• Presentation of National Orders - 27 April 2010	
• Presentation of National Orders - 27 March 2009	
• Presentation of National Orders - 28 October 2008	
• Presentation of National Orders - 24 April 2007	
• Presentation of National Orders - 20 April 2006	
• Presentation of National Orders - 26 April 2005	
• Presentation of National Orders - 16 June 2004	
• Presentation of National Orders - 02 December 2003	
• Presentation of National Orders - 10 December 2002	
SPEECHES	
• President Jacob Zuma - 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017	
• Deputy President Cyril Ramaphosa - 2014, 2015, 2016, 2017	
• DG Dr Cassius Lubisi - 2011, 2012, 2013, 2014, 2015, 2016, 2017	
PRESS STATEMENTS	
• President Jacob Zuma - 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017	
• Deputy President Cyril Ramaphosa - 2014, 2015, 2016, 2017	
• DG Dr Cassius Lubisi - 2011, 2012, 2013, 2014, 2015, 2016, 2017	
• COO Ms Lakela Kaunda - 2015	
CABINET STATEMENTS	
• Cabinet Statements 2017	
• Cabinet Statements 2016	
NATIONAL SYMBOLS	
• National Coat of Arms	
• National Flag	
• National Anthem	

. National Bird	
. National Fish	
. National Flower	
. National Animal	
. National Tree	
PRIVATE OFFICE OF THE PRESIDENT	
. President's monthly public engagement programme	
OFFICE OF THE DEPUTY PRESIDENT	
. Deputy President's monthly public engagement programme	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 907 of 24 November 2017: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Transport (Government Gazette No. 41270)

GN 907 of 24 November 2017: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Transport (Government Gazette No. 41270)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF TRANSPORT

As set out in [the Schedule](#)

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

DEPARTMENT OF TRANSPORT

ACCESS TO RECORDS HELD BY THE DEPARTMENT OF TRANSPORT - SECTION 15 (1)

Automatic Disclosures-Section 15 (1)

SCHEDULE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
1. FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
. Departmental Strategic Plans	The records may be inspected at the Department on request addressed to the Office or the Deputy Information Officer.
. Departmental Annual Performance Plans	
. Service Delivery Improvement Plans	
. Annual Reports	Department of Transport,
. Budgets	Private Bag x9491, Polokwane 0700
. Budget Speeches	Tel. No. 015 295 1000
. Speeches by MEC	Fax. No. 015 294 8000
. Employment Equity Reports	
. Approved Organizational Structure	
. Departmental File Plans	
. Departmental Acts Regulations, Policies and Procedure Manuals	
. Citizens Report	
. Promotion of Access to Information Manual	
. Service Standards and Norms	
. Service Delivery Charter	

- Statement of commitment - Departmental Events Calender - Circulars Tor Advertised posts and services - Staff Contact details Directory - Tender Buletins - Newsletters - Departmental Media Statements - Promotional Material - Publications and magazines - Traffic Stations Infrastructure Plans	e-mail address: ramaijaneo@dot.limpopo.gov.za
2. FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Tender document (Specification)	Records can be purchased at the Supply Chain Unit. 3rd floor Office No. 05, Department of Transport
3. FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
- Departmental Strategic Plans - Departmental Annual Performance Plans - Service Delivery Improvement Plans - Annual Reports - Budgets - Budget Speeches - Speeches by MEC - Employment Equity Reports - Approved Organizational Structure - Departmental File Plans - Departmental Acts, Regulations, policies and Procedure Manuals - Citizens Report - Promotion of Access to Information Manual - Service Standards and Norms - Service Delivery Charter - Statement of commitment - Department Events Calender - Circulars Tor Advertised posts and services - Staff Contact details Directory - Tender Buletins - Newsletters - Departmental Media Statements - Promotional Material - Publications and magazines - Traffic Station Infrastructure Plans	The records may be inspected at the Department on request addressed to the Office of the Deputy Information Officer. Department of Transport, Private Bag x9491, Polokwane 0700 Tel. No. 015 295 1000 Fax. No. 015 294 8000 email address: ramaijaneo@dot.limpopo.gov.za
(Editorial Note: Wording as per original <i>Government Gazette</i> . It is suggested that the words "commitment, buletins, trafic and calender" is intended to be "commitment, bulletins, traffic and calendar".)	
4. FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
- Annual Reports - Budgets - Budget Speeches - Road Infrastructure Plans - Service Standards and Norms - Publications and magazines - Newsletters - Departmental Strategic Plans	The records may be inspected at the Department on request addressed to the Office of the Deputy Information Officer. Department of Transport, Private Bag x9490, Polokwane 0700 Tel. No. 015 295 1000 Fax. No. 015 294 8000 e-mail address:

· Promotional Material	ramaijaneo@dot.limpopo.gov.za
· Journals and magazines	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 928 of 1 December 2017: Description in terms of section 15 (1): Department of Small Business Development (Government Gazette No. 41287)

GN 928 of 1 December 2017: Description in terms of section 15 (1): Department of Small Business Development (Government Gazette No. 41287)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



SECTION 15 REPORT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF RECORDS

PROMOTION OF ACCESS TO INFORMATION ACT (NO. 2 OF 2000)

JUNE 2017

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Corporatives Act (No. 14 of 2005)	Obtained from Department of Small Business Development
Cooperatives Amendment Act (No. 06 of 2013)	Tel: 0861 843 384
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Publications and information is available on the DSBD website or by request free of charge.	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Records available for inspection in terms of Section 15 (1) (a) (i), as specified above, is available according to the criteria specified	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
<u>Information available by request or some information can be obtained from the DSBD website</u>	
Information relating to the following:	
· Overview of DSBD	
· SMME development	

. Events	The information specified is available on the DSBD website: www.dsbd.gov.za or by request.
. Contact Details	
. DSBD Values	
. About DSBD	
. Service Offered by DSBD	
. Media Releases	
. Speeches	
. Operating Hours	
. Co-operatives	
. Administration	
. Acts and Regulations	
. Mandate, Vision and Mission	
. DSBD Programmes	
. Leadership	
. Downloads	
. Publications	Soft and hard copies of Publications can be obtained from Marketing unit.
. Careers	
. Strategic Objectives	
	Postal Address Private Bag X84 Pretoria 0001 Street Address 77 Meintjies Street Sunnyside Pretoria 0002
List of publication available	
. Service delivery improvement plan 2015 to 2018	
. Annual report 2015/16 vote 31 DSBD	
. Local Economic Development Forums	
. Draft Regulations Cooperatives 2015	
. Integrated strategy on the development and promotion of cooperatives	
. Co-operatives catalogue	
. Red tape reduction booklet shared economic infrastructure facility guidelines	
. Youth enterprise development strategy	
. Youth support programme	
. Co-operative Incentive Scheme (CIS)	
. Co-operatives Act 2006	
. Co-operatives Amendment Act, 2013 (Act No. 06 of 2013)	
. Co-operatives handbook	
. Guidelines to Co-Ops Act	
. Co-operatives information leaflet	
. Guide to the Co-Operatives Act 2005	
. CIS Guidelines	
. CIS Application Form	
. CIS Checklist	
. The Natioanl Informal Business Upliftment Strategy (NIBUS)	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 929 of 1 December 2017: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Public Works, Roads and Infrastructure (Government Gazette No. 41287)

GN 929 of 1 December 2017: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Public Works, Roads and Infrastructure (Government Gazette No. 41287)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

AUTOMATIC DISCLOSURE: ([SECTION 15](#) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000, ACT [2 OF 2000](#))

(REGULATIONS 5A)

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):	
. Annual Reports	The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Public Works, Roads and Infrastructure Private Bag x9490, Polokwane 0700 Tel. No. 015 284 7000 Fax: No.: 015 284 7030 e-mail address: Makhafolat@dpw.limpopo.gov.za or visit our website www.dpw.limpopo.gov.za
. Approved organizational structure	
. Budgets	
. Circulars of advertised posts and services	
. Citizens' reports	
. Copies of speeches by the MEC	
. Departmental acts, regulations, policies and procedure manuals	
. Departmental Annual Performance Plan	
. Departmental File Plans	
. Departmental forms	
. Departmental Strategic Plans	
. Employment Equity reports	
. Journals and magazines	
. News Letters	
. Promotion of Access to Information Manual	
. Promotional material	
. Service Delivery Charter	
. Service Delivery Improvement Plan	
. Service Standards	
. Staff contact details (directory)	
. Statement of commitment	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Tender Documents	Records can be purchased at the Supply Chain Unit, Works Towers Building, First floor Department of Public Works, Roads and Infrastructure 43 Church Street, Polokwane 0700
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
. Annual Reports	
. Approved organizational structures	
. Budgets	
. Circulars of advertised posts and services	
. Citizens' reports	
. Copies of speeches by the MEC	

Departmental acts, regulations, policies and procedure manuals	The records may be accessed at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Public Works Roads and Infrastructure Private Bag x9490, Polokwane 0700 Tel. No. 015 284 7000 Fax: No.: 015 284 7030 e-mail address: Makhafolat@dpw.limpopo.gov.za or visit our website www.dpw.limpopo.gov.za
Departmental Annual Performance Plan	
Departmental File Plans	
Departmental forms	
Departmental Strategic Plans	
Employment Equity reports	
Journals and magazines	
News Letters	
Promotion of Access to Information Manual	
Promotional material	
Service Delivery Charter	
Service Delivery Improvement Plan	
Service Standards	
Staff contact details (directory)	
Statement of commitment	
FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
Circulars for advertised posts	The records may be accessed on request, addressed to the: Deputy Information Officer Department of Public Works Roads and Infrastructure Private Bag x9490 Polokwane 0700 Tel. No. 015 284 7000 Fax: No.: 015 284 7030 e-mail address: Makhafolat@dpw.limpopo.gov.za or visit our website www.dpw.limpopo.gov.za
News Letters	
PAIA Manuals	
Pamphlets	
Promotional material	
(Editorial Note: Wording as per original <i>Government Gazette</i> . It is suggested that word "News Letters" is intended to be "Newsletters".)	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 954 of 15 December 2017: Description submitted in terms of section 15 (1): Office of the Premier, KwaZulu-Natal (Government Gazette No. 41321)

GN 954 of 15 December 2017: Description submitted in terms of section 15 (1): Office of the Premier, KwaZulu-Natal (Government Gazette No. 41321)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

OFFICE OF THE PREMIER, KWAZULU-NATAL

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA
OFFICE OF THE PREMIER, KWAZULU-NATAL

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
CATEGORIES	MANNER OF ACCESS TO RECORD
1. FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1.1 State of the Province Address; 1.2 Budget Speech; 1.3 Departmental Strategic Plan; 1.4 Provincial Growth and Development Strategy; 1.5 Annual Performance Plan 1.6 Annual Strategic Plan; 1.7 Service Delivery Improvement Plan; 1.8 Citizens' Charter; 1.9 Employment Equity Report; 1.10 Approved Organisational Structure; 1.11 Anti-Fraud Anti-Corruption Strategy; 1.12 Provincial Training Academy Courses; 1.13 Premier's speeches; 1.14 Circulars of advertised posts; and 1.15 Magazines, newspapers and newsletters. 1.16 Magazines, newspapers and newsletters.	The records may be inspected at the Office of the Deputy Information Officer as follows- Office of the Premier 300 Langalibalele Street (Moses Mabhida Building) PIETERMARITZBURG 3201 Telephone: +27 33 341 3382/+27 33 341 3388 or (033) 341 3382/88 Fax: +27 33 394 4153 Email: tashini.naidoo@kznpremier.gov.za or mark.serfontein@kznpremier.gov.za
2. FOR PURCHASING IN TERMS OF SECTION 15 (a) (ii)	
2.1 Bid Documents	Bid documents may be purchased at the Office of the Premier: 300 Langalibalele Street (Moses Mabhida Building) PIETERMARITZBURG 3201 At the Supply Chain Management Directorate.
3. FOR COPYING IN TERMS OF SECTION 15 (a) (ii)	
3.1 State of the Province Address; 3.2 Budget Speech; 3.3 Departmental Strategic Plan; 3.4 Provincial Growth and Development Strategy; 3.5 Annual Performance Plan; 3.6 Service Delivery Improvement Plan; 3.7 Citizens' Charter; 3.8 Employment Equity Report; 3.9 Approved Organisational Structure; 3.10 Anti-Corruption Strategy; 3.11 Provincial Training Academy Courses; 3.12 Premier's speeches; 3.13 Circulars of advertised posts; and 3.14 Magazines, newspapers and newsletters.	The records may be accessed for copying at the Office of the Deputy Information Officers as follows- Office of the Premier 300 Langalibalele Street (Moses Mabhida Building) PIETERMARITZBURG 3201 Telephone: +27 33 341 3382/+27 33 341 3388 or (033) 341 3382/88 Fax: +27 33 394 4153 Email: tashini.naidoo@kznpremier.gov.za or mark.serfontein@kznpremier.gov.za
4. FOR COPYING IN TERMS OF SECTION 15 (a) (ii)	
4.1 State of the Province Address, 4.2 Citizens' Charter, 4.3 Provincial Training Academy Courses; 4.4 Premier's speeches; 4.5 Circulars of advertised posts; and 4.6 Magazines, newspapers and	The records may be accessed for copying at the Office of the Deputy Information Officers as follows- Office of the Premier 300 Langalibalele Street (Moses Mabhida Building) PIETERMARITZBURG 3201 Telephone: +27 33 341 3382/+27 33 341 3388 or (033) 341 3382/88

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 24 of 26 January 2018: Description submitted in terms of section 15 (1): East London IDZ (Government Gazette No. 41399)**GN 24 of 26 January 2018: Description submitted in terms of section 15 (1): East London IDZ (Government Gazette No. 41399)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

EAST LONDON IDZ

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

Form D**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**

([Section 15](#) of the Promotion of Access to Information Act, 2000
(Act [2 of 2000](#)))

(Regulation 5A)

[Form D added by GNR.466 of 1 June 2007.]

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 RECORD (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
1.1 Marketing Brochures of the ELIDZ	Information may be accessed by visiting the ELIDZ head office situated at: Lower Chester Road, Sunnyside, East London, Eastern Cape, South Africa WEB: http://www.elidz.co.za
1.2 The Special Economic Zones Act & Regulations	
1.3 Current ELIDZ Tender Information;	
1.4 Information relating to potential partnerships with investors	
1.5 Corporate Social Investment Projects and how to get involved	
1.6 ELIDZ Annual Review	
1.7 General Information	
1.8 Operators Permit	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
2. Tender Documents	Upon request at the reception of the ELIDZ situated at: Lower Chester Road, Sunnyside, East London, Eastern Cape, South Africa
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
1.1 Marketing Brochures of the ELIDZ	Information may be accessed by visiting the ELIDZ head office situated at: Lower Chester Road, Sunnyside, East London, Eastern Cape, South Africa
1.2 ELIDZ Annual Review	
1.3 General Information	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (ii):	
1.1 Marketing Brochures of the ELIDZ	Information may be accessed by visiting the ELIDZ website- WEB: http://www.elidz.co.za
1.2 Current ELIDZ Tender Information	
1.3 Information relating to potential partnerships with investors	

1.4 Corporate Social Investment Projects and how to get involved	
1.5 ELIDZ Annual Review	
1.6 General Information	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 103 of 9 March 2018: Description submitted in terms of section 15 (1): Department of Trade and Industry (Government Gazette No. 41488)

GN 103 of 9 March 2018: Description submitted in terms of section 15 (1): Department of Trade and Industry (Government Gazette No. 41488)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF TRADE AND INDUSTRY

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

SECTION 15 REPORT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF RECORDS

Promotion of Access to Information Act
(Act [No. 2 of 2000](#))

June 2017

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Liquor registration records (register & certificates) (Liquor Act, 59 of 2003 : Section 23)	Obtain from National Liquor Authority Tel: 0861 843 384
Inspection or verification reports provided to the person inspected) (Non-Proliferation of Weapons of Mass Destruction Act, 87 of 1993 : Section 14)	Obtain from Council for Non-Proliferation of Weapons of Mass Destruction Tel: +27 (12) 394 3030
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Information on the dti website as well as the dti publications are available free of charge. Records available for inspection in terms of Section 15 (1) (a) (i), as specified above, is available according to the fees as specified by the responsible organisations.	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Records available for inspection in terms of Section 15 (1) (a) (i), as specified above, is available according to the criteria as set by the responsible organisations.	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
<u>Information on the dti website</u> Information relating to: - Economic Empowerment (B-BBEE, Co-Operatives Development, Women Economic Empowerment) - Industrial Development	Information on the dti website can be obtained at http://www.thedti.gov.za

- Trade, Exports and Investment - Financial Assistance (Incentives) - Legislation and Business regulation the dti Agencies - Overview of the dti (Leadership, Organogram) - Speeches and Media Statements - Research and Trade Statistics - Electronic copies of Publications	
<u>Publications</u>	Publications can be obtained from: Mr David Domingo Tel: (012) 394 3117 Fax: (012) 394 4117
- Annual Performance Plan - Black Industrialist Policy - Black Industrialist Scheme - Black Industrialist Z-fold brochure - Doing business with Japan - Doing business with Germany - Doing business with Australia - Doing business with Belguim - Doing business with Ghana - Doing business with DRC - Facts and Figures - GEPP brochure - Green Economy the dti Incentive Guide - Incentives Monitoring report - Incentives Success - IPAP - Lotteries brochure - Gambling brochure - National Liquor Authority compliance brochure - Drink responsibly plastic cards - Binge drinking brochure - Oceans Economy - One Stop Shop brochure - One Stop Shop book - Skills for the Economy - Technology Commercialisation Guide - Textile and clothing brochures x 3	Postal Address Private Bag X84 Pretoria 0001 Street Address 77 Meintjies Street Sunnyside Pretoria 0002 Soft copy versions of publications are also available on the dti's website (http://www.thedti.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 189 of 20 April 2018: Description submitted in terms of section 15 (1): Swartland Municipality (Government Gazette No. 41581)

GN 189 of 20 April 2018: Description submitted in terms of section 15 (1): Swartland Municipality (Government Gazette No. 41581)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

SWARTLAND MUNICIPALITY

As set out in [the Schedule](#)

(Signed)
TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

FROM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))

(Regulation 5A)

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that the word "From D" is intended to be "Form D".)

<i>DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</i>		<i>MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15 (1) (a))</i>
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):		
1. <u>Business details</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all council offices, facilities and amenities	Director: Corporate Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za	
2. <u>Councillors</u> (Including the executive mayor, executive deputy mayor, speaker and office bearers) Information regarding each councillor's- - name, address, telephone numbers - ward/proportional, political party and election details - position in council, e.g. committee membership, whether full-time or part-time - representation on outside bodies	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za	
3. <u>Agendas and minutes</u> Agendas and minutes of all meetings of council, its structures and formal staff meetings and those of its predecessors, excluding minutes and agendas which have been marked "confidential/in-committee"	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za	
4. <u>Structures</u> (Including council, executive committee, ward committees and other committees) - composition, names of members, office bearers, political membership - date, time and venue of meetings - functional areas	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za	
5. <u>Delegations</u> Delegations to- - political office bearers - councillors - members of staff - structures (executive mayoral committee, committees, etc.) Authority granted to- - conclude contracts - sign legal documents, etc. Decisions by any political office bearer, councillor or staff member in terms of a power or duty delegated or sub-delegated	Director: Corporate Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za	
6. <u>Municipal legislation, by-laws and policies</u> All documents in this regard	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za	
7. <u>Budget</u> Budget Service Delivery and Budget Implementation Plan (SDBIP), Annual Report and Integrated Development Plan (IDP) as approved by Council	Director: Financial Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za On website at www.swartland.org.za	
8. <u>Financial records</u> - annual financial statements - quarterly statements - monthly statements - arrears (excluding personal details)	Director: Financial Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za On website at www.swartland.org.za	
9. <u>Tariffs, fees, surcharges. etc.</u>	Director: Financial Services Swartland Municipality	

All tariffs, fees, surcharges, etc. approved by the council for the current or any previous financial year	Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za On website at www.swartland.org.za
10. <u>Registers</u> Registers regarding - assets (movable or immovable) - agreements - contractors, service providers - tenders awarded	Manager: Supply Chain Management Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
11. <u>Statistics</u> (Excluding personal details of individuals) - statistics kept for departmental use in the format in which it is available - statistics in the format as required by legislation	Manager Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
12. <u>Research/Publications</u> Information regarding research by or on behalf of the municipality, on condition that such research results have been represented to council or any of its structures and no copyright is held by persons or bodies not connected with the municipality	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
13. <u>Planning</u> - Spatial Development Framework - individual zonings and conditions - register of approved departures and consent uses	Sr Manager: Building Environment Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
14. <u>Land</u> single records only of owners of land (only erf numbers)	Clerk: Property Rates Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
15. <u>Organisational structure</u> - organogram - staff structure	Snr Manager: Human Resources Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za On website at www.swartland.org.za
FOR PURCHASING (COPYING) IN TERMS OF SECTION 15 (1) (a) (ii):	
As applicable on section 15 (1) (a) (i) above	Request a copy from- The Deputy Information Officer, Ms Nicolette Brand Swartland Municipality Private Bag X52, Malmesbury, 7299 Tel No: 022-487 9400 swartlandmun@swartland.org.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
1. <u>Business details</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all council offices, depots, installations, facilities and amenities	Request a copy from- The Deputy Information Officer, Ms Nicolette Brand Swartland Municipality Private Bag X52, Malmesbury, 7299 Tel No: 022-487 9400 swartlandmun@swartland.org.za
2. <u>Councillors</u> (Including the executive mayor, executive deputy mayor, speaker and office bearers) Information regarding each councillor's- - name, address, telephone numbers - ward/proportional, political party and election details - position in council, e.g. committee membership, whether full-time or part-time - representation on outside bodies	
3. <u>Structures</u> (Including council, executive committee, ward committees and other committees) - composition, names of members, office bearers, political membership - time and venue of meetings - functional areas	

4. <u>Budget</u> Budget, Service Delivery and Budget Implementation Plan (SDBIP), Annual Report and Integrated Development Plan (IDP) as approved by Council	On website at www.swartland.org.za
5. <u>Tariffs, fees, surcharges, etc.</u> All tariffs, fees, surcharges, etc. approved by the council for the current or any previous financial year	On website at www.swartland.org.za
6. <u>Financial records</u> - annual financial statements - quarterly statements - monthly statements	On website at www.swartland.org.za
6. <u>By-laws and Financial policies</u> All documents in this regards	On website at www.swartland.org.za

(Editorial Note: Numbering as per original *Government Gazette*.)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 296 of 1 June 2018: Description submitted in terms of section 15 (1): Department of Sport and Recreation (Government Gazette No. 41667)

GN 296 of 1 June 2018: Description submitted in terms of section 15 (1): Department of Sport and Recreation (Government Gazette No. 41667)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of [section 15 \(1\)](#) of the said Act by the-

DEPARTMENT OF SPORT AND RECREATION

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

A. RECORDS THAT ARE AUTOMATICALLY AVAILABLE FROM SRSA IN TERMS OF [SECTION 15](#) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

SCHEDULE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1.1 Reports that are no longer available for distribution. That is, where SRSA has run out of such reports and only an office copy is remaining and the requester of information cannot download it from the SRSA website, www.srsa.gov.za	Information available in terms of this section can be accessed in the following manner- (a) Requesters of information can go to SRSA Resource Centre (Mezzanine Floor) at Regent Place Building, 66 Queen Street, (off Madiba Street) in Pretoria, where Ms Tersia Grobler may be of assistance. <i>*It should be noted that reports originating from provincial departments responsible for sport and recreation are available from respective departments and not SRSA.</i>
1.2 Presentations/speeches made by SRSA senior managers and political principals at public forums	-
1.3 Information about SRSA (Vision & Mission; Functions; Structure; Key Performance Areas and related information)	-

1.4	Public Service Legislation (Sports and Recreation Act; Sport and Recreation Amendment Bill; National Sport & Recreation Plan; White Paper on Sport and Recreation; and other legislation that SRSA may have drafted or is managing).	-
1.5	SRSA contact details	-
1.6	SRSA Organogram	-
1.7	Vacancies within SRSA	-
2. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)		
None		
3. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)		
3.1	Reports that are no longer available for distribution. That is, where SRSA has run out of such reports and only an office copy is remaining and the requester of information cannot download it from the SRSA website, www.srsa.gov.za	Information available in terms of this section can be accessed in the following manner- (a) Requesters of information can go to SRSA Resource Centre (Mezzanine Floor) at Regent Place Building, 66 Queen Street, (off Madiba Street) in Pretoria, where Ms Tersia Grobler may be of assistance. <i>*It should be noted that reports originating from provincial departments responsible for sport and recreation are available from respective departments and not SRSA.</i>
3.2	Presentations/speeches made by SRSA senior managers and political principals at public forums	-
3.3	Information about SRSA (Vision & Mission; Functions; Structure; Key Performance Areas and related information)	-
3.4	Public Service Legislation (Sports and Recreation Act; Sport and Recreation Amendment Bill; White Paper on Sport and Recreation; and other legislation that the SRSA may have drafted or is managing).	-
3.5	SRSA contact details	-
3.6	SRSA Organogram	-
3.7	Vacancies within SRSA	-
4. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)		
4.1	All SRSA publications that have been published (hard copies and soft copies) and all the other records on SRSA's internet site. These include the Annual Performance Plan; Strategic Plan; Annual Report; programme brochures, and so forth.	Information available in terms of this section can be accessed in the following manner- (a) Information can be downloaded from SRSA's website: www.srsa.gov.za (b) Through the post, from- The Information Resource Centre, Attention: Ms Tersia Grobler Private Bag X896, PRETORIA, 0001 (c) Through e-mail tersia@srsa.gov.za Telephone: (012) 304-5016, or Fax: (012) 323-7872 (d) Documents can also be obtained from the Information Resource Centre (Mezzanine Floor) at Regent Place Building, 66 Queen Street, (off Madiba Street) in Pretoria. (e) Information such as official contact details of officials or offices of political principals can also be obtained telephonically.

		<i>*It should be noted that reports originating from provincial departments responsible for sport and recreation are available from respective departments and not the SRSA.</i>
4.2	Presentations/speeches made by SRSA senior managers and political principals at public forums	Telephone or e-mail as above
4.3	Information about SRSA (Vision & Mission; Functions; Structure; Key Performance Areas and related information)	-
4.4	Public Service Legislation (Sports and Recreation Act; Sport and Recreation Amendment Bill; White Paper on Sport and Recreation; and other legislation that SRSA may have drafted or is managing).	-
4.5	SRSA contact details	-
4.6	SRSA Organogram	-
4.7	Vacancies within SRSA	-

MANUAL FOR SPORT AND RECREATION SOUTH AFRICA (SRSA) in terms of [Section 14](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#))

The Manual is available on SRSA's website, www.srsa.gov.za; SRSA Offices; and can also be requested from Tersia as in item 4 above.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 370 of 6 July 2018: Description submitted in terms of section 15 (1): Council for Medical Schemes (Government Gazette No. 41754)

GN 370 of 6 July 2018: Description submitted in terms of section 15 (1): Council for Medical Schemes (Government Gazette No. 41754)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

COUNCIL FOR MEDICAL SCHEMES

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 370 of 6 July 2018: Description submitted in terms of section 15 (1): Council for Medical Schemes (Government Gazette No. 41754)/ FORM D AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS: (Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000)) (Regulation 5A)

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
(Regulation 5A)

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION

THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
1. Medical Schemes mergers - Exposition Documents 2. Medical Schemes Liquidations & Distribution Accounts	Records may be viewed/accessed by visiting Council for Medical Schemes Offices - Knowledge Centre Telephone: 012 431 0500 Telephone: 012 431 0530 http://www.medicalschemes.com
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
1. Medical Schemes Rules 2. Medical Schemes Annual Financial Statements 3. Medical Schemes Annual Statutory Returns	Records may be viewed/accessed by visiting Council for Medical Schemes Offices - Knowledge Centre Telephone: 012 431 0530 http://www.medicalschemes.com
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
1. Medical Schemes Rules 2. Medical Schemes Annual Financial Statements 3. Medical Schemes Annual Statutory Returns 4. Research Reports and findings	Records may be obtained by visiting Council for Medical Schemes Offices Tel: 012 431 0530 http://www.medicalschemes.com
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
1. List of Accredited Broker/Administrators, Managed Care Org 2. List of Registered Medical Schemes 3. Council for Medical Schemes Annual Report 4. Medical Schemes Act, and all amendments 5. Circulars, Judgments & Appeals, manuals, CMS News	Records may be obtained by visiting Council for Medical Schemes Offices, alternatively from our website http://www.medicalschemes.com Tel: 012 4310 0530 Fax: 012 431 0630

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 371 of 6 July 2018: Description submitted in terms of section 15 (1): South African Police Service (Government Gazette No. 41754)

**GN 371 of 6 July 2018: Description submitted in terms of section 15 (1): South African Police Service
(Government Gazette No. 41754)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

SOUTH AFRICAN POLICE SERVICE

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
7.1 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
ALL DIVISIONS AND COMPONENTS	
National Instructions	

(The following records are excluded: . training material; . training guidelines; . training manuals; or . records of which the disclosure may reasonably be expected to jeopardise the effectiveness of a testing, examining or auditing procedure or method used by the Service. The normal request procedure in terms of the Act is applicable when access to such records are requested.)	The records may be inspected at the relevant sub-section head on request in writing to the relevant divisional commissioner.
COMPONENT: CORPORATE COMMUNICATION HERITAGE SERVICES	
(1) All displays at the SAPS Heritage Services (2) Archival records at the SAPS Heritage Services (excluding records contained in dockets and personal information of persons or information that may be refused on the grounds of refusal provided for in the Act)	The records may be inspected at the office of the Curator, SAPS Heritage Services on request in writing to the Curator: Heritage Services, PO Box 4866, PRETORIA, 0001.
ALL DIVISIONS AND COMPONENTS	
Master Copy of the Filing System	The records may be inspected at the relevant division.
FINANCIAL MANAGEMENT: BUDGETS	
Estimates of National Expenditure - Department of Police	The records may be inspected at the office of the Section Head: Budgets on request in writing to Financial Management: Section Head: Budgets, Private Bag X 94, PRETORIA, 0001.
DIVISION: HUMAN RESOURCE UTILISATION	
EMPLOYMENT EQUITY	
National and Divisional Employment Equity Section 20 Plans and Section 21 Reports The Divisional, Provincial and Components Employment Equity Implementation Plans and Section 21 Quarterly Reports	The records may be inspected at the office of the Section Head: Employment Equity on request in writing to the relevant Divisional Commissioner: Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001.
PERFORMANCE MANAGEMENT	
(1) Performance Management Systems for the Service (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)	(1) The records may be inspected at the office of the Component Head: Performance Management on request in writing to the Divisional Commissioner: Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001.
DIVISION: OPERATIONAL RESPONSE SERVICES	
Records consisting of general correspondence (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to: Peace Keeping	The records may be inspected at the office of Operational Response Services, between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Operational Response Services, Private Bag X 30, SUNNYSIDE, 0132.
DEPUTY NATIONAL COMMISSIONER: MANAGEMENT ADVISORY SERVICES (Editorial Note: Wording as per original <i>Government Gazette</i>. It is suggested that the word "Commissioner" is intended to be "Commissioner".)	
Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)- . Job evaluation reports . Panel results	The records may be inspected at the office of the Section Head: Organizational Corporate and Design, Management Advisory Services on request in writing to the Head: Management Advisory Services, Private Bag X 94, PRETORIA, 0001.
DIVISION: PERSONNEL MANAGEMENT	
PROMOTION SERVICES AND REWARD SYSTEMS	
Records relating to Incentive and Reward Schemes (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)	The records may be inspected at the office of the Section Head: Promotion Services and Reward Systems on request in writing to the Divisional Commissioner: Personnel Management, Private Bag X 94, PRETORIA, 0001.
DIVISION: SUPPLY CHAIN MANAGEMENT	

General conditions and procedures	The records may be inspected at Supply Chain Management on request in writing to the Divisional Commissioner: Supply Chain Management, Private Bag X 254, PRETORIA, 0001.
DIVISION: VISIBLE POLICING	
FIREARMS, LIQUOR AND SECOND-HAND GOODS CONTROL	
Consideration Policy 1994	The records may be inspected at the office of the Head: Firearms, Liquor and Second-hand Goods Control on request in writing to the Head: Central Firearm Control Register, Private Bag X 811, PRETORIA, 0001.
PARTNERSHIP POLICING SECTOR POLICING	
Records relating to- (1) Partnership Policing- - Police Community Projects - Policy Framework and Guidelines on Community Policing (2) Sector Policing - Pilot Projects	The records may be inspected at the office of Visible Policing on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
FLYING SQUAD	
Records consisting of general correspondence (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to: (1) Police Emergency Services - Flying Squad or Highway Patrol 10111 Centres (2) Community Services (3) Accident Combating (4) Specialised Uniform Support - Hostage Negotiation - Divers - Water Wing - Disaster Management (5) Equestrian (6) Dogs	The records may be inspected at the office of Visible Policing, between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
7.2 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
ALL DIVISIONS	
Legislation (bills, acts, regulations, proclamations and Government Notices)	Copies of legislation can be purchased at Government Printers at the cost determined by the Government Printers.
DIVISION: SUPPLY CHAIN MANAGEMENT	
PROCUREMENT AND INVENTORY MANAGEMENT	
State Tender Bulletins	Published weekly by the State Tender Board and can be purchased at the State Tender Board at the cost determined by the State Tender Board.
7.3 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii) (on payment of the fees prescribed in Part II of Annexure A of the Regulations regarding the Promotion of Access to Information, 15 February 2002)	
ALL DIVISIONS AND COMPONENTS	
(1) Policy Documents and National Instructions (The following records are excluded- - training material; - training guidelines; - training manuals; or - records of which the disclosure may reasonably be expected to jeopardise the effectiveness of a testing, examining or auditing procedure or method used by the Service. The normal request procedure in	(1) The records may be obtained on request in writing addressed to the relevant section head or the relevant divisional commissioner.

	terms of the Act is applicable when access to such records is requested.)
(2) Collective Agreements	(2) The records may be obtained on request in writing addressed to the Section Head: Labour Relations, Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001.
(3) ACCIDENT REPORT (NEW OR OLD REPORTS): COPY OR PHOTOCOPY <i>Note that-</i> with the term "copy" is meant where reproduction is done manually; a copy of a completed accident report will only be furnished to the authorised person; when a request is received in writing from the Road Accident Fund, provincial hospitals or ambulance services from provincial hospitals, they are regarded as public bodies or institutions who are entitled to immediately receive a copy of an accident report free of charge.	(3) If the record is still in the possession or under control of the Service, the records may be obtained by the authorised person on request in writing on the prescribed request form or the SAPS 512(n) addressed to the relevant office of the Service. <i>Note that-</i> The following persons are deemed to be authorised persons: (a) an involved party in the accident (eg driver, passenger, pedestrian, cyclist, owner of the vehicle, owner of the animal involved in the accident, etc.) if he or she can prove that he or she is an involved party; (b) any private ambulance service, medical service provider, emergency service or towing service that provided such a service to a party involved in an accident, if such private service can provide written proof that such service was rendered; or (c) a person who is not an involved party or the private ambulance service, medical service provider, emergency service or towing service referred to above, only if he or she has written permission or authority of an involved party (eg an attorney who provides the relevant power of attorney to act on behalf of the person).
CORPORATE COMMUNICATION: HERITAGE SERVICES	
Archival records and photo's at Heritage Services (excluding records contained in dockets and personal information of persons or information that may be refused on the grounds of refusal provided for in the Act)	The records may be obtained on request in writing addressed to the Curator, SAPS Heritage Services, PO Box 4866, PRETORIA, 0001.
	The records may be obtained from the relevant division.
FINANCIAL MANAGEMENT: BUDGETS	
Estimates of National Expenditure - Department of Police	The records may be obtained on request in writing addressed to Financial Management and Administration, Section Head: Budgets, Private Bag X 94, PRETORIA, 0001.
DIVISION: FORENSIC SERVICES	
Only Photographs and Identikits released by the Service and published by the media	The records may be obtained from the Forensic Services on request in writing addressed to the Head: Forensic Services, SAPS Head Office, Private Bag X 322, PRETORIA, 0001.
DIVISION: HUMAN RESOURCE UTILISATION	
EMPLOYMENT EQUITY	
National and Divisional Employment Equity Section 20 Plans and Section 21 Report	The records may be obtained on request in writing addressed to the Divisional Commissioner: Human Resource Utilisation, Employment Equity at Private Bag X 94, PRETORIA, 0001.
COMPENSATION MANAGEMENT	
Human Resource Utilisation Project Centre Project Reports	Projects funded by government can be provided to public on request in writing addressed to the Divisional Commissioner: Human Resource Utilisation, Compensation Management at Private Bag X 94, PRETORIA, 0001.

PERFORMANCE MANAGEMENT	
(1) Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to- Performance management systems- . Projects . Project names . Project plans . Project budgets . Project status reports . Project and programme operating manuals . Project and programme functions and activities . Programme Management Board activities . Project and programme registered users . Number of registered project centres	(1) The records may be obtained from the office of the Component Head: Performance Management on request in writing addressed to Divisional Commissioner: Human Resource Utilisation, SAPS, Head Office, Private Bag X 94, PRETORIA, 0001.
DIVISION: OPERATIONAL RESPONSE SERVICES	
SECTION HEAD: AIR WING	
Certain records relating to- (1) Monthly successes achieved (2) Policy and minimum requirements for appointment as pilot and crew	The records may be obtained on request in writing addressed to the Section Head: Air Wing Response Services, Private Bag X30, SUNNYSIDE, 0132.
OPERATIONAL INFORMATION MANAGEMENT CENTRE	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to certain parts of- (1) Policy on- . Crowd Management . National Intervention Unit . Borderline Police . Air Wing . Specialized Skills Development . Special Task Force (2) Crowd Management Incidents (3) Successes of- . Crowd Management . National Intervention Unit . Borderline Police . Air Wing . Specialized Skills Development . Special Task Force (4) Peace Keeping	The records may be obtained on request in writing addressed to the Deputy Information Officer: Operational Response Services, Private Bag X 30, SUNNYSIDE, 0132.
RECRUITMENT AND STAFFING	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to appointment requirement of appointments of personnel on salary level 1-12 and/or salary bands A - MMS	The records may be obtained on request in writing addressed to the Section Head: Recruitment and Staffing, Private Bag X 94, PRETORIA, 0001.
SENIOR MANAGEMENT APPOINTMENTS	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to appointment requirement of appointments of personnel on salary level 13 and up and/or salary bands on SMS	The records may be obtained on request in writing addressed to the Sub-section Head: Senior Management Appointments, Private Bag X 986, PRETORIA, 0001.
DIVISION: SUPPLY CHAIN MANAGEMENT	
General conditions and procedures	The records may be obtained from Supply Chain Management on request in writing addressed to the Divisional Commissioner: Supply Chain Management, Private Bag X

	254, PRETORIA, 0001.
COMPONENT: STRATEGIC MANAGEMENT	
Although the following records are available free of charge on the Web page of the Service, it may be photocopied on request: (1) Annual Report for the South African Police Service (2) Strategic Plan for the South African Police Service Annual Performance Plan for the South African Police Service	The records may be obtained on request in writing addressed to the Head: Strategic Management, Private Bag X 94, PRETORIA, 0001.
DIVISION: FINANCIAL MANAGEMENT AND ADMINISTRATION	
DOCUMENT CENTRE MANAGEMENT - ARCHIVES AND REGISTRY	
Master Copy of the Filing System	The records may be obtained from the relevant division.
COMPONENT: STRATEGIC MANAGEMENT	
Although the following records are available free of charge on the Web page of the Service, it may be photocopied on request: (1) Annual Report for the South African Police Service (2) Strategic Plan for the South African Police Service Annual Performance Plan for the South African Police Service	The records may be obtained on request in writing addressed to the Head: Strategic Management, Private Bag X 94, PRETORIA, 0001.
COMPONENT: ORGANIZATIONAL DEVELOPMENT	
Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act): . Pre-interview questionnaire . Results of Job evaluation . Panel results	The records may be obtained from the office of the Section Head: Organizational Corporate and Design, Organizational Development on request in writing to the Head: Organizational Development, Private Bag X 94, PRETORIA, 0001.
DIVISION: VISIBLE POLICING	
PARTNERSHIP POLICING SECTOR POLICING	
Records relating to (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)- (1) Partnership Policing . Policy Community Projects . Policy Framework and Guidelines on Community Policing (2) Sector Policing . Pilot Projects	The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
SOCIAL CRIME PREVENTION	
(1) Making South Africa Safe Manual (2) Environmental Design Manual (3) Communication Materials on Domestic Violence (4) Communication Materials on Victim Empowerment (5) Communication Materials on rape and Sexual offences (6) Promising Crime Prevention Practices in South Africa (7) National Rural Victims of Crime Survey (8) Guidelines: Drug and Substance Abuse	The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
VISIBLE POLICING	
Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to General Correspondence with regard to: (1) Police Emergency Services . Flying Squad or Highway Patrol . 10111 Centres	The records may be obtained from the office of Visible Policing on request in writing

(2) Community Services (3) Accident Combating (4) Specialised Uniform Support - Hostage Negotiation - Divers - Water Wing - Disaster Management	addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
7.4 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
ALL DIVISIONS	
(1) A copy of a- (a) suspect's own statement contained in an open docket; or (b) victim's or complainant's own statement contained in an open docket.	The request by the suspect / victim / complainant for a copy of his or her own statement, must be in writing and addressed to the relevant investigating officer. <i>Take note: such a copy will only be automatically available to the relevant suspect / victim / complainant or his or her representative (such representative must attach documentary proof of capacity to act on behalf of such person).</i>
(2) The information or topics as available on the Web site of the Service	(2) Available on the Web page of the Service at www.saps.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 400 of 20 July 2018: Description submitted in terms of section 15 (1): KwaZulu-Natal Department of Transport (Government Gazette No. 41781)

GN 400 of 20 July 2018: Description submitted in terms of section 15 (1): KwaZulu-Natal Department of Transport (Government Gazette No. 41781)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

KWAZULU-NATAL DEPARTMENT OF TRANSPORT

As set out in [the Schedule](#)

(Signed)

TSHILIO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

OFFICE OF THE PREMIER, KWAZULU-NATAL

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 400 of 20 July 2018: Description submitted in terms of section 15 (1): KwaZulu-Natal Department of Transport (Government Gazette No. 41781)/ FORM D AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS: (Section 15 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000)) (Regulation 5A)

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
CATEGORIES		MANNER OF ACCESS TO RECORD
1. FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)		
1.1 Budget Speech; 1.2 Departmental Strategic Plan; 1.3 Provincial Growth and Development Strategy; 1.4 Annual Performance Plan 1.5 Annual Strategic Plan; 1.6 Service Delivery Improvement Plan; 1.7 Employment Equity Report; 1.8 Approved Organisational Structure; 1.9 Circulars of advertised posts; and 1.10 Magazines, newspapers and newsletters. 1.11 Magazines, newspapers and newsletters. 1.12 Tender-Bids		The records may be inspected at the Resource Centre as follows- KZN Department of Transport 172 Burger Street PIETERMARITZBURG 3201 Telephone: +27 33 355 8694 Fax: +27 33 355 8632 Email: Michelle.Dally@kzntransport.gov.za
1.12.1 List of Bidders 1.12.2 Publication Awards 1.12.3 Available Tenders 1.12.4 Closed Tenders		The records may be inspected at the Department of Transport 172 Burger Street PIETERMARITZBURG 3201 At the Supply Chain Management Directorate- B-Block Acquisition Section Telephone; +27 33 355 8891 Fax: +27 33 355 8091 Email: Anusha.chetty@kzntransport.gov.za
2. FOR PURCHASING IN TERMS OF SECTION 15 (a) (ii)		
2.1 Bid Documents		Bid documents may be purchased at the Department of Transport 172 Burger Street PIETERMARITZBURG 3201 At the Supply Chain Management Directorate- B-Block Acquisition Section Telephone: +27 33 355 8891 Fax: +27 33 355 8091 Email: Anusha.chetty@kzntransport.gov.za
3. FOR COPYING IN TERMS OF SECTION 15 (a) (ii)		
3.1 Budget Speech; 3.2 Departmental Strategic Plan; 3.3 Provincial Growth and Development Strategy; 3.4 Annual Performance Plan; 3.5 Service Delivery Improvement Plan; 3.6 Employment Equity Report; 3.9 Approved Organisational Structure; 3.13 Circulars of advertised posts; and 3.14 Magazines, newspapers and newsletters. (Editorial Note: Numbering as per original <i>Government Gazette</i>.)		The records may be inspected at the Resource Centre as follows- KZN Department of Transport 172 Burger Street PIETERMARITZBURG 3201 Telephone: +27 33 355 8694 Fax: +27 33 355 8632 Email: Michelle.Dally@kzntransport.gov.za
4. FOR COPYING IN TERMS OF SECTION 15 (a) (ii)		
4.1 Speeches by MEC and HOD 4.2 Circulars of advertised posts; and 4.3 Magazines, newspapers and newsletters; 4.4 Choice Numbers 4.5 Drivers Licence 4.6 In-service Training 4.7 Learners Licences		The records may be inspected at the Resource Centre as follows- KZN Department of Transport 172 Burger Street PIETERMARITZBURG 3201 Telephone: +27 33 355 8694

- 4.8 Motor Vehicle Licensing
- 4.9 Vacancies
- 4.10 Vukuzakhe programme
- 4.11 Zibambele Programme
- 4.12 Research reports

Fax: +27 33 355 8632
Email:
Michelle.Dally@kzntransport.gov.za

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that all references to "section 15 (a) (ii)" are intended to be "section 15 (1) (a) (ii)".)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 412 of 27 July 2018: Description submitted in terms of section 15 (1): Department of Agriculture and Rural Development (Government Gazette No. 41796)

**GN 412 of 27 July 2018: Description submitted in terms of section 15 (1): Department of Agriculture and Rural Development
(Government Gazette No. 41796)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

As set out in the Schedule

(Signed)
TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

Annexure "C"



REPUBLIC OF SOUTH AFRICA

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 412 of 27 July 2018: Description submitted in terms of section 15 (1): Department of Agriculture and Rural Development (Government Gazette No. 41796)/ FORM D AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS: (Section 15 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000)) (Regulation 5A)

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
The list of records are detailed in Section 3 of the PAIA Manual.	The records may be inspected on request in writing addressed to the Information Officer and or the Deputy Information Officers, Department of Agriculture and Rural Development, Private Bag X 9059, PIETERMARITZBURG, 3200, (fax number 033 355 9293) and on payment of the amount as per Appendix I of the PAIA Manual.
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	

The list of records are detailed in Section 3 of the PAIA Manual.	The records may be inspected on request in writing addressed to the Information Officer and or Deputy Information Officers, Department of Agriculture and Rural Development, Private Bag X 9059, PIETERMARITZBURG, 3200, (fax number 033 355 9293) and on payment of the amount as per Appendix I of the PAIA Manual.
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
(a) Delegations	The records may be inspected on request in writing addressed to the Information Officer and or Deputy Information Officers, Department of Agriculture and Rural Development, Private Bag X 9059, PIETERMARITZBURG, 3200, (fax number 033 355 9293) and on payment of the amount as per Appendix I of the PAIA Manual.
(b) Records relating to administrative decisions reached by the Department.	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
The list of records are detailed in Section 3 of the PAIA Manual, amongst others but not limited to: - Strategic Plan and Annual Performance Plans. - Departmental Mission, Vision and Strategic Objectives. - Values of the Department. - Legislative Mandate of the Department. - Service Commitment Charter (SCC). - Service Delivery Improvement Plan (SDIP). - Quarterly Expenditure Reports. - Policies regarding Internal Practices. - Budget Vote of the MEC and other Speeches. - Departmental Publications. - Annual Reports. - GIS mapping. - Mid term reviews. - Legislation. - Delegations. - Circulars. - KZN Librarian newsletters. - Internal Newsletters. - Media Releases (Umvelo, daily media monitoring). - Brochures (Ulwandle)	The records may be inspected on request in writing addressed to the Information Officer and or Deputy Information Officers, Department of Agriculture and Rural Development, Private Bag X 9059, PIETERMARITZBURG, 3200, (fax number 033 355 9293) and on payment of the amount as per Appendix I of the PAIA Manual.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 413 of 27 July 2018: Description submitted in terms of section 15 (1): Limpopo Department of Co-operative Governance, Human Settlements and Traditional Affairs (Government Gazette No. 41796)

GN 413 of 27 July 2018: Description submitted in terms of section 15 (1): Limpopo Department of Co-operative Governance, Human Settlements and Traditional Affairs (Government Gazette No. 41796)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



PAIA MANUAL [SECTION 15](#) OF THE PROMOTION OF ACCESS TO INFORMATION ACT [2 OF 2000](#)

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 (e.g. Website) (SECTION 15 (1) (b))
For inspection in terms of Section 15 (1) (a) (i)	
Section 14 manual made available in terms of the Promotion of Access to Information Act 2 of 2000	Website: www.coghsta.limpopo.gov.za Departmental library
For purchasing in terms of Section 15 (1) (a) (ii)	
Photographs	Website: www.coghsta.limpopo.gov.za Communication Services Directorate
Tender Bulletins	Purchased within the Cashier Office at 20 Rabe Street, Hensa Towers, Polokwane - Department of Co-operative Governance, Human Settlements and Traditional Affairs.
For copying in terms of Section 15 (1) (a) (ii)	
Speeches	Website: www.coghsta.limpopo.gov.za Communication Services Directorate, Departmental Library
Departmental Circulars	Website: www.coghsta.limpopo.gov.za Information Management Directorate
Newsletters	Website: www.coghsta.limpopo.gov.za Communication Services Directorate, Departmental Library
Budget and Strategic Plans	Website: www.coghsta.limpopo.gov.za Budget Services Directorate Communication Services Directorate Departmental Library
Annual Performance Plan	Website: www.coghsta.limpopo.gov.za Departmental Library
Departmental Contact Details	Website: www.coghsta.limpopo.gov.za
Policies, Acts and Regulations	Website: www.coghsta.limpopo.gov.za
Service Standards and norms	Website: www.coghsta.limpopo.gov.za Service Delivery Improvement and Batho Pele Programme Directorate
Forms	Website: www.coghsta.limpopo.gov.za Information Management Directorate
Financial Records Account Statements (telephone, cellphones)	Departmental Expenditure and Housing Finance Directorate
Departmental Structure	Website: www.coghsta.limpopo.gov.za Human Resource Practices and Administration Directorate
Registers	Information Management Directorate
Maps	Website: www.coghsta.limpopo.gov.za Information Management Directorate
Information Brochures	Reception Communication Services Directorate

**GN 414 of 27 July 2018: Description submitted in terms of section 15 (1): Department of International Relations and Cooperation
(Government Gazette No. 41796)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 414 of 27 July 2018: Description submitted in terms of section 15 (1): Department of International Relations and Cooperation (Government Gazette No. 41796)/ FORM D AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS: (Section 15 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000)) (Regulation 5A)

**FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Department of International Relations and Cooperation (DIRCO): <u>Home Page</u> - Current events/Monthly programme of events/What's new <u>About the Department</u> - Minister/Deputy Ministers/Director-General profiles and speeches - Vision, Mission, Strategic priorities and Values - Strategic plans/Annual reports/Annual Performance Plans/Budget Votes - African Renaissance and International Cooperation Fund (ARF) Strategic Plans and annual performance plans - Technical Indicator Descriptions for the Annual Performance Plans - Technical Indicator Descriptions for the Strategic Plans - Contact information- Who's who in the Department/After hours-helpline - Section 14 Manual <u>Diplomatic Immunities & Privileges (DIAP):</u> - Diplomatic Accreditation and Vehicle Application forms - Customs Clearance Certificate for Duty Free Import - Diplomatic Property Audit Form	<u>Website</u> <u>Home Page</u> www.dirco.gov.za <u>Website</u> <u>About the Department</u> www.dirco.gov.za

- Locally Recruited Personnel Personal Details Form - Signature Audit - Policy on the Management of Diplomatic Immunities and Privileges - DIAP Service Delivery Charter - Temporary Residence Visa Circular Note - Diplomatic Vehicles Audit Form - Mission Contact Detail Audit - Mission Vehicle application form	
Promotion of Access to Information	
- Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) Section 14: Manual on the Promotion of Access to Information Act No. 2 of 2000 - Imanuali Ngokuqhutshekelwa phambili Komthetho wokufinyeleleka kolwazi Wesi-2 wonyaka we-2000 - Bukanatataiso Ya ntshetsopele Ya molao wa ho fihlella Ditsebiso No. 2 wa 2000 - Section 15: Automatic available records and access to such records	
News and events	Website
Media statements and Speeches/ Events calendar/ Parliament questions and replies	News and events www.dirco.gov.za
Foreign relations	Website
- Bilateral relations - SA-EU strategic partnership - Multilateral relations - Diplomatic representation - SA representation abroad/Foreign representation in SA	Foreign relations www.dirco.gov.za
Websites of South African Missions	Website
	Websites of SA Missions www.dirco.gov.za
Consular information	Website
- What are consular services and Contact details - Travelling abroad/Deaths abroad/Arrested abroad - Consular Notarial Services (Legislation of Official (Public) documents) - End User Certificates - Service Delivery Charter - SA representation abroad/Foreign representation in SA - South African Missions: Commissioner of Oaths	Consular information www.dirco.gov.za
State Protocol	Website
- General Protocol information- - Circular Note Verbales - Service Delivery Charter - Fact sheet and advice for travelers - Executive Database - Instructions regarding the flying of the South African flag - Diplomatic representation - South African Representation Abroad - Foreign relations in SA	State Protocol www.dirco.gov.za
Employment Information	Website
- Employment Opportunities - Z.83 Form	Employment Information www.dirco.gov.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
No records	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Procurement	Website
- National Treasury Central Supplier Database registration - Supplier Leaflet - Treasury Central Supplier Database for Government - Database Registration form	Home www.dirco.gov.za_or Collection at Supply Chain Management OR Tambo Building, 460 Soutpansberg Road, Rietondale,

- Awarded bids
 - Received bid proposals
 - Terms of Reference (advertised tenders)
 - **Office of the Chief State Law Advisor**
 - International law and treaties
- Pretoria, 0084
- Website**
Foreign Relations
www.dirco.gov.za
 International law and treaties

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)

Publications

- Annual reports/Strategic plans/Annual Performance Plans (APP)
- African Renaissance Fund/African Renaissance Fund (ARF) Strategic plan
- Ubuntu magazine/It's your voice - Ubuntu Diplomat
- Measures and guidelines for the enhanced coordination of South Africa's International engagement

Website

www.dirco.gov.za

or

Collection at

Main Library/Public Diplomacy

OR Tambo Building, 460
 Soutpansberg Road, Rietondale,
 Pretoria, 0084

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 459 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Sport, Arts, Culture and Recreation (Government Gazette No. 41839)

GN 459 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Sport, Arts, Culture and Recreation (Government Gazette No. 41839)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Documents for public comment in terms of applications for permits submitted to the Provincial Heritage Resources Authority (PHRA)	Business Partners Building, cor. Henry and East Burger Streets, BLOEMFONTEIN
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Reports or Archives records kept by the Provincial Archives Services subject to rules of Archives and classification of documents	Provincial Archives

Books subject to library rules Annual Report Annual Performance Plan Budget vote of the MEC Speeches delivered by the MEC Press releases Policies Budgets Strategic plans	From relevant library *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Mr LG Lengau, Ground Floor, Business Partners Bldg, cor. Henry and East Burger Streets, BLOEMFONTEIN - 9301, Private Bag X20606, BLOEMFONTEIN - 9300 Tel: (051) 410 4730, Fax: 086 663 7305, E-mail: leratol@sacr.fs.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services Newsletters and publications, where available	Office visit - Human Resources, 2 nd floor Warden Building, Henry Street, BLOEMFONTEIN Office visit - 2 nd floor Business Partners Building, cor. Henry and East Burger Streets, BLOEMFONTEIN

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 460 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Public Works and Infrastructure (Government Gazette No. 41839)

**GN 460 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Public Works and Infrastructure
(Government Gazette No. 41839)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	

FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.fspg.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Adv K Moletse, Rm 206 OR Tambo House, cor. St Andrews and Markgraaff Streets, BLOEMFONTEIN - 9301, PO Box 690, BLOEMFONTEIN - 9300 Tel: (051) 492 3813, Fax: (051) 086 643 7779, E-mail: moletsek@fsworks.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services Newsletters and publications, where available	Office visit - Human Resources, First Floor OR Tambo House, BLOEMFONTEIN Available on Website (www.fspg.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 461 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Social Development (Government Gazette No. 41839)

**GN 461 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Social Development
(Government Gazette No. 41839)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF SOCIAL DEVELOPMENT

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan	Available on Website

Press releases Policies Budgets Strategic plans	(www.socdev.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Adv KD Tsotetsi, Standard Bank Building, 4th Floor, Office No. 3 West Burger Street, BLOEMFONTEIN - 9301, Private Bag X20616, BLOEMFONTEIN - 9300 Tel: (051) 400 0326/7, Cell: 083 274 1206, E-mail: Daniel.Tsotetsi@fssocdev.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services Newsletters and publications, where available, e.g. Building a Caring Society Together: Did You Know, You and Your Grants Together : Administered by SASSA, Service Delivery Charter, Bana Pele - Children First	Office visit: Human Resources, Ground Floor, Standard Building, BLOEMFONTEIN Available on Website (www.socdev.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 462 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Provincial Treasury (Government Gazette No. 41839)

GN 462 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Provincial Treasury (Government Gazette No. 41839)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF PROVINCIAL TREASURY

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website)(SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports	
Budget speech of the MEC	

Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.dot.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Mr S Mhlambi, Rm 408 Fidel Castro Bldg, Mirriam Makeba Street, BLOEMFONTEIN - 9301, Private Bag X20537, BLOEMFONTEIN - 9300 Tel: (051) 405 5031, Fax: (051) 405 4462, E-mail: smhlambi@treasury.fs.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services Newsletters and publications, where available	Office visit: Human Resources - 4 th Floor, Fidel Castro Building Available on Website (www.dot.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 463 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Education (Government Gazette No. 41839)

GN 463 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Education (Government Gazette No. 41839)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF EDUCATION

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.education.fs.gov.za) *Copies available on request from DIO

*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Adv PS Chakela / Adv BC Ngwenya, Rm 1509 Fidel Castro Bldg, Miriam Makeba Street, BLOEMFONTEIN - 9301, Private Bag X20565, BLOEMFONTEIN - 9300 Tel: (051) 404 8456, Fax: (051) 404 8510, E-mail: P.Chakela@fseducation.gov.za / CB.Ngwenya@fseducation.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit: Human Resources, Fourth floor Katleho Building, BLOEMFONTEIN
Newsletters and publications, where available	Available on Website (www.education.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 464 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Agriculture and Rural Development (Government Gazette No. 41839)

GN 464 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Agriculture and Rural Development (Government Gazette No. 41839)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.ard.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Mr T Mosuoane, College Building, Glen Agricultural College, GLEN - 9360, Private Bag X01, GLEN - 9360	

Tel: (051) 861 8413, Fax: (051) 861 8581, E-mail: mosuoane@fs.agric.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services Newsletters, e.g. Agriflyer and publications, where available	Office visit - Human Resources, Main Building Agricultural College, GLEN Available on Website (www.ard.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 465 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Human Settlements (Government Gazette No. 41839)

**GN 465 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Human Settlements
(Government Gazette No. 41839)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF HUMAN SETTLEMENTS

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO
Strategic Plan	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO
Business Plan	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO
Budget Vote of the MEC	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Adv TP Tsuaeli, Room 902 OR Tambo House, cor. St Andrews and Markgraaff Streets, BLOEMFONTEIN - 9301, PO Box 211, BLOEMFONTEIN - 9300 Tel: (051) 403 3655, Fax: (051) 403 3699, E-mail: tshepot@fshs.gov.za	

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit (Corporate Services, 9 th Floor OR Tambo House) and www.freestateonline.fs.gov.za
Newsletters and publications, where available	Office visit (Communication Directorate, 10 th Floor OR Tambo House)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 466 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Provincial Government: Office of the Premier (Government Gazette No. 41839)

GN 466 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Provincial Government: Office of the Premier (Government Gazette No. 41839)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE PROVINCIAL GOVERNMENT: OFFICE OF THE PREMIER

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
<i>Provincial Gazette</i>	Copies available at Room 341, OR Tambo House, <u>Tel.</u> (051) 405 5217/4237
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Government News State of Province Address Budget Speech of Premier Annual Performance Plan Press releases Policies Budgets Strategic plans Free State Growth and Development Strategy (FSGDS) Quarterly Legal Review Legal Corner	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO

Acts and regulations	
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Adv A Swanepoel, Rm 633 OR Tambo House, cor. St Andrews and Markgraaff Streets, BLOEMFONTEIN, 9301, PO Box 517, BLOEMFONTEIN, 9300 Tel: (051) 405 5489, Fax: (051) 405 4916, E-mail: amelia.swanepoel@fspremier.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit (Human Resource Advice, Co-ordination and Management, Ground Floor, OR Tambo House) and www.freestateonline.fs.gov.za
Newsletters and publications, where available	Office visit (Media Strategy and Liaison, 2 nd Floor, OR Tambo House)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 467 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Health (Government Gazette No. 41839)

GN 467 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Health (Government Gazette No. 41839)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF HEALTH

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
- Departmental policies, legislations and regulations - Annual reports - Strategic Plans (Annual performance Plans) - Employment Equity plans - Employment Equity Reports - Human Resources Management Plan - Court decisions - Arbitration awards - Department's Contact numbers - Departmental or Government Forms	The records may be inspected after an arrangement has been made with the Deputy Information Officer and / or were available by visiting www.fshealth.gov.za .

- MEC Speeches and Budget vote - Newsletters, posters and Publications - Health Pamphlets - Customer satisfaction statistics and reports - Statistics regarding grievance lodged - Bargaining Chamber Resolutions - Media enquiries and responses - Health Guidelines - Standard operating procedures - List of non-Governmental Organizations working with the Department.	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
- Duplicate qualification certificates - Free State College of emergency Care standard operating procedures	By requesting those through the Principals of Schools of Nursing and College of Emergency Care and on payment of fees prescribed by the colleges
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
- Student own academic records or results - Departmental policies and regulations - Annual reports - Strategic Plans (Annual performance Plan) - Employment Equity plans - Department's Contact numbers - Departmental Forms - MEC Speeches - Newsletters, posters and Publications - Health Pamphlets - Bargaining Chamber Resolutions - Media enquiries and responses - Health Guidelines - Standard operating procedures - Budgets	- For academic records the relevant school or college principal must be contacted. - The records may be obtained on request in writing to the Deputy Information Officer and on payment of the fees prescribed/alternatively they may be downloaded by visiting www.fshealth.gov.za where applicable. *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page unless exception is granted Deputy Information Officer: Mr MJ Finger, Bophelo House, cor. Harvey Road and Charlotte Maxeke Street, BLOEMFONTEIN, 9301, PO Box 227, BLOEMFONTEIN, 9300 Tel: (051) 408 1483, Fax: (051) 408 1761, E-mail: FingerMJ1@fshealth.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
- Colleges brochures - Colleges prospectus - Contact numbers - MEC Speeches - Newsletters, posters and Publications - Health Pamphlets and posters - Application forms for employment and services	- By visiting the Schools of Nursing and College of Emergency or the Department and requesting them at reception and available on website (www.fshealth.gov.za) - Office visit: Human Resources, 2nd Floor A-West Bophelo House, cor. Harvey Road and Charlotte Maxeke Street, BLOEMFONTEIN

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 468 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Co-operative Governance and Traditional Affairs (Government Gazette No. 41839)

GN 468 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Co-operative Governance and Traditional Affairs (Government Gazette No. 41839)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.coqta.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Adv ME Mantso, Rm 406 LT Trust Bldg, Elizabeth Street, BLOEMFONTEIN, 9301, PO Box 211, BLOEMFONTEIN, 9300 Tel: (051) 407 6839, Fax: (086) 568 1613, E-mail: mojalefam@fscoqta.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services Newsletters and publications, where available	Office visit: Human Resources, 9 th Floor, OR Tambo House) and www.freestateonline.fs.gov.za Available on Website (www.coqta.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 469 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Police, Roads and Transport (Government Gazette No. 41839)

GN 469 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Police, Roads and Transport (Government Gazette No. 41839)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF POLICE, ROADS AND TRANSPORT

As set out in the Schedule.

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)



REPUBLIC OF SOUTH AFRICA
FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO
SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act
2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Applications in terms of the Roads Ordinance, 1969 for declaration, etc. of roads	First floor Medfontein Building, St Andrews Street, BLOEMFONTEIN (Tel. 051-409 8275) and at the Office of the Roads Superintendent in the relevant municipal district
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.policeroadstransport.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Mr NN Selai, Rm 201 Medfontein Building, St Andrews Street, BLOEMFONTEIN - 9301, PO Box 9769, BLOEMFONTEIN - 9300 Tel: (051) 409 8481, Fax: 086 759 9291, E-mail: SelaiN@freetrans.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit: Human Resources, 5 th Floor Medfontein Building, St Andrews Street, BLOEMFONTEIN
Newsletters and publications, where available	Available on Website (www.policeroadstransport.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 470 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Economic and Small Business Development, Tourism and Environmental Affairs (Government Gazette No. 41839)

GN 470 of 17 August 2018: Description submitted in terms of section 15 (1): Free State Department of Economic and Small Business Development, Tourism and Environmental Affairs (Government Gazette No. 41839)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said

Act by the-

FREE STATE DEPARTMENT OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Applications in terms of environmental legislation, where applicable	4 th Floor 113 St Andrews Bldg, Bloemfontein, 9301
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.detea.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Mr Mohau, Rakaki, Rm 408, 113 St Andrews Bldg, BLOEMFONTEIN - 9301 Tel: (051) 400 4712, Fax: (051) 400 9432, E-mail: rakakim@destea.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit - Human Resources, Ground Floor Agricultural Building, Zastron Street, BLOEMFONTEIN
Newsletters and publications, where available	Available on Website (www.detea.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 471 of 17 August 2018: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 41839)

GN 471 of 17 August 2018: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 41839)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

WESTERN CAPE PROVINCIAL GOVERNMENT

As set out in the Schedule

(Signed)

TSHILO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

1. DEPARTMENT OF AGRICULTURE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Annual Reports (b) 5 Year Strategic Plans (c) Organisational Structure (d) Citizen's Report (e) Service Delivery Charter (f) Annual Performance Plan (g) Budget: Estimates and Revenue and Expenditure for the Department for 2018	These records are for inspection from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg It is also available on the Departmental Website: www.elsenburg.com (f) to (g). Available from Provincial Treasury as contained in the Budget: Estimates of Provincial Revenue & Expenditure - 15 Wale Street, Cape Town
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Annual Reports (b) 5 Year Strategic Plans (c) Organisational Structure (d) Citizen's Report (e) Service Delivery Charter	Copies of these records are available for purchasing and copying, after payment of the prescribed fees at the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg It is also available on the Departmental Website: www.elsenburg.com
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Brochures on agriculture-related subjects (b) Publications, Pamphlets, Newsletters, posters (c) All information on the website	Copies of these records are available free of charge from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg The following information is available for download on the website free of charge: (www.elsenburg.com): - About the Department - Events - Media - Radio Elsenburg - Events Calendar - Services - Research Development - Agricultural Development Centres - Information Sheets - Elsenburg College

2. DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) "Step-by-Step to project execution" document of the Museum Service (b) Two-monthly in-house magazine "the Cape Librarian" (c) Annual report of the Western Cape Library Service (d) Event Strategy of the Province (e) HIV and AIDS Strategy of the Department (f) Strategic Plan (g) Service Delivery Improvement Plan (h) Annual Performance Plans (i) Annual Reports	These records referred are available for inspection at the Department of Cultural Affairs and Sport, Protea Assurance Building, Greenmarket Square, Cape Town.

(j) Annual Reports to Citizens (k) Service Charters (l) Western Cape Department of Cultural Affairs and Sport Budget Speech (m) Department of Cultural Affairs and Sport: Organogram	
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) "Step-by-Step to project execution" document of the Museum Service (b) Two-monthly in-house magazine "the Cape Librarian" (c) Annual report of the Western Cape Library Service (d) Events Strategy for the Province (e) HIV and AIDS Strategy of the Department (f) Strategic Plan (g) Service Delivery Improvement Plan (h) Annual Performance Plans (i) Annual Reports (j) Annual Reports to Citizens (k) Service Charters (l) Western Cape Department of Cultural Affairs and Sport Budget Speech (m) Department of Cultural Affairs and Sport: Organogram	Records referred to (a) to (m) in are available for copying and purchasing, after payment of the prescribed fee at the Department of Cultural Affairs and Sport, Protea Assurance Building, Greenmarket Square, Cape Town.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Two-monthly in-house magazine "the Cape Librarian" (b) Service Delivery Improvement Plan (c) Annual Performance Plans (d) Annual Reports (e) Annual Reports to Citizens (f) Service Charters (g) Strategic Plan (h) Western Cape Department of Cultural Affairs and Sport Budget Speech (i) Department of Cultural Affairs and Sport: Organogram (j) Reach Your Full Potential With DCAS	These are available for download from the WCG portal at https://www.westerncape.gov.za/dept/cas , free of charge

3. DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
Authorisations / permits and licenses and decisions- (a) Environmental Authorisations issued in terms of the Environmental Impact Assessment Regulations (b) Licenses issued in terms of the NEM: Waste Act (c) Atmospheric Emission Licenses issued in terms of the NEM: Air Quality Act (d) Environmental Authorisations issued in terms of section 24G of NEMA (e) Decisions in terms of section 43 NEMA (f) Decisions in terms of section 54 of Western Cape Land Use Planning Act, 2014 (Act No. 3 of 2014) (g) Directives issued in terms of section 28 of NEMA (h) Compliance Notices issued in terms of section 31L of NEMA	Records referred to in (a) to (f) are available for inspection at the Head of Department, 1 Dorp Street, Cape Town - between 08:00 and 15:00 Note: (i) <i>The release of the abovementioned documents, together with all relevant supporting documentation, will be subject to compliance with section 15 (4) of PAIA, wherein certain portions may be redacted, and where relevant, will be released in the same form as they were published during public participation process.</i> (ii) <i>Certain sub categories may not be accessible in their entirety on grounds stated in Chapter 4 of PAIA</i> <i>The Department shall delete any part of a record listed which must be refused in terms of Chapter 4 of PAIA as per section 15 (4) of PAIA</i>
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	

Authorisations / permits and licenses and decisions- (a) Environmental Authorisations issued in terms of the Environmental Impact Assessment Regulations (b) Licenses issued in terms of the NEM: Waste Act (c) Atmospheric Emission Licenses issued in terms of the NEM: Air Quality Act (d) Environmental Authorisations issued in terms of section 24G of NEMA (e) Decisions in terms of section 43 NEMA (f) Decisions in terms of section 54 of Western Cape Land Use Planning Act, 2014 (Act No. 3 of 2014) (g) Directives issued in terms of section 28 of NEMA (h) Compliance Notices issued in terms of section 31L of NEMA	Records referred to in (a) to (f) are available for inspection at the Head of Department, 1 Dorp Street, Cape Town - between 08:00 and 15:00 Note: (i) <i>The release of the abovementioned documents, together with all relevant supporting documentation, will be subject to compliance with section 15 (4) of PAIA, wherein certain portions may be redacted, and where relevant, will be released in the same form as they were published during public participation process.</i> (ii) <i>Certain sub categories may not be accessible in their entirety on grounds stated in Chapter 4 of PAIA</i> <i>The Department shall delete any part of a record listed which must be refused in terms of Chapter 4 of PAIA as per section 15 (4) of PAIA</i> (Editorial Note: Wording as per original Government Gazette.)
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) The Departmental Calendar of Events (b) Policy and legislation (c) Departmental Annual Performance Reports (d) Departmental Annual Performance Plans (e) Departmental Strategic Plans (f) News Releases (g) Circulars and Guidelines	Documents that are available for download from the WCG portal at http://www.westerncape.gov.za/eadp, free of charge

4. DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
<u>Economic Enablement, Economic Sector Support, Business Regulation, Economic Planning, Tourism, Arts and Entertainment, Skills Development</u> (a) Annual reports (b) Financial Statements (c) Budget Reports	The Quarterly QEB is available for inspection at the Sub-Directorate: Research and Development on the 11th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:45
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
<u>Economic Enablement, Economic Sector Support, Business Regulation, Economic Planning, Tourism, Arts and Entertainment, Skills Development</u> (a) Annual Reports (b) Financial Statements (c) Budget Report <u>Administration</u> (a) Report of the Auditor-General, and annual audited financial statements (b) Monthly reporting on the state of revenue and expenditure: in-year monitoring and reporting system (IMRS) (c) Medium-term Expenditure Framework Budget (MTEF) (d) Adjustments Budget and Explanatory Memorandum	Copies of these records may be obtained on payment of the prescribed fee from the Directorate: Finance, 9th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:45
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
<u>Economic Enablement Trade and Sector Development, Business Regulation, Tourism, Commercial Arts and Entertainment</u>	Copies of these records are available free of charge and can be requested via the

(a) Brochures- Small Business Development Tourism Skills Development <u>Strategic and Operational Support</u> (a) Departmental Strategic Plan (b) Annual Performance Plan (c) Annual Report (d) Quarterly performance Reports	Sub-Directorate: Strategic and Operational Support 12 th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:45 Copies of these records are available free of charge from the Sub-Directorate: Strategic and Operational Support, 12 th Floor, Waldorf Building, St George's Mall, Cape Town -between 08:00 and 15:45
Economic Enablement, Economic Sector Support, Business Regulation, Economic Planning, Tourism, Arts and Entertainment, Skills Development (a) Reports, e.g. economic reports for the Western Cape	The Quarterly QEB is available for free of charge (when available) at the Sub-Directorate: Research and Development on the 11 th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:45

5. DEPARTMENT OF LOCAL GOVERNMENT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Western Cape Provincial Legislation (b) Budget (c) Departmental Strategic Plan (d) Annual Performance Plan (e) Citizens Report	These records are available for inspection at the Office of the Head of Department, Waldorf Building, 80 St Georges Mall, 8 th Floor, Cape Town - between 08:00 and 15:00
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Annual reports of the Department Local Government (b) Provincial Disaster Management Framework (c) Provincial Disaster Management Strategic Plan (d) Provincial Disaster Risk and Vulnerability Assessment (e) Risk and development annual review (RADAR) (f) Guidelines to draft a Disaster Management Chapter in a municipal Integrated Development Plan (g) Western Cape Government Provincial Gazettes	These records are available after obtaining the payment of the prescribed fee from the Record Manager, Waldorf building, 7 th floor
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Annual Performance Plan (b) Citizens Report (c) Annual reports of the Department Local Government	These records are available for download from the WCG portal at https://www.westerncape.gov.za/dept/local-government free of charge

6. DEPARTMENT OF COMMUNITY SAFETY

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Annual Report (b) Strategic Plan (c) Annual Performance Plan (d) Policing Needs and Priorities (PNPs) (e) Organisational structure (f) Service Delivery Improvement Plan (g) Quarterly Performance Report (h) Western Cape Community Safety Act, 3 of 2013	These records are available for inspection from the Department of Community Safety, PO Box 5346, 4 th Floor, Open Plan, 35 Wale Street, Cape Town.
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Annual Report (b) Strategic Plan	

(c) Annual Performance Plan (d) Policing Needs and Priorities (PNPs) (e) Organisational structure (f) Service Delivery Improvement Plan (g) Quarterly Performance Report (h) Western Cape Community Safety Act, 2013 (Act 3 of 2013)	These records are available for copying and purchasing, after payment of the prescribed fee, from the Department of Community Safety, PO Box 5346, 4th Floor, Open Plan, 35 Wale Street, Cape Town.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Annual Report (b) Strategic Plan (c) Annual Performance Plan (d) Policing Needs and Priorities (PNPs) (e) Organisational structure (f) Service Delivery Improvement Plan (SDIP) (g) Western Cape Community Safety Act, 2013 (Act 3 of 2013) (h) Quarterly Performance Report	(a) - (h) Electronic copies of these records are available for download on the Department of Community Safety's website free of charge: www.westerncape.gov.za/dept/community-safety (h) Electronic copies of these records are available on the Department of Premier's website: www.westerncape.gov.za/dept/departement-premier

7. DEPARTMENT OF HUMAN SETTLEMENTS

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Allocation of Tenders (b) Approved housing policy documents (c) Provincial Housing legislation (d) Circular minutes on housing (e) Subsidy application forms (f) Lists of project applications received (g) Lists of housing projects under construction (h) Western Cape Housing Development Board resolutions (only to parties involved) (i) Subsidy beneficiary details (only parties involved) (j) Budget speech (k) Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999) (l) Case files of the housing tribunal (content only to parties involved) (m) Findings of Rental Housing Tribunal (n) Rental Housing Tribunal hearing recordings (content only to the parties involved) (o) Debtor accounts (content only to the parties involved) (p) Annual reports of the Department of Human Settlements (q) Annual reports of the Western Cape Rental Housing Tribunal (r) Strategic Plan (s) Budget (<i>Gazetted</i>) (t) Provincial policy documents (u) Western Cape Rental Housing Strategy	Records referred to in (a) to (t) are available for inspection at the Office of the Records Manager, 27 Wale Street, Cape Town - between 08:00 and 15:45.
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Allocation of Tenders (b) Approved housing policy documents (c) Provincial Housing legislation (d) Circular minutes on housing (e) Subsidy application forms (f) Lists of project applications received (g) Lists of housing projects under construction (h) Western Cape Housing Development Board resolutions (only to parties	

involved) (i) Subsidy beneficiary details (only parties involved) (j) Budget speech (k) Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999) (l) Case files of the housing tribunal (content only to parties involved) (m) Findings of Rental Housing Tribunal (n) Rental Housing Tribunal hearing recordings (content only to the parties involved) (o) Debtor accounts (content only to the parties involved) (p) Annual reports of the Department of Human Settlements (q) Annual reports of the Western Cape Rental Housing Tribunal (r) Strategic Plan (s) Budget (<i>Gazetted</i>) (t) Provincial policy documents (u) Western Cape Rental Housing Strategy	Records referred to in (a) to (t) are available for copying and purchasing, after payment of the prescribed fee, at the Office of the Records Manager, 27 Wale Street, Cape Town - between 08:00 and 15:45
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Subsidy application forms Budget speech Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999) Annual reports of the Department of Human Settlements Annual reports of the Western Cape Rental Housing Tribunal Provincial policy documents ategic Plan (Editorial Note: Wording as per original <i>Government Gazette</i> . It is suggested that the word "ategic" is intended to be "strategic".) (m) Strategic Plan (n) Provincial policy documents	Documents that are available for download from the WCG portal at https://www.westerncape.gov.za/dept/human-settlements , free of charge

8. DEPARTMENT OF THE PREMIER

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

MANNER OF ACCESS TO RECORDS

FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)

(a) Register in terms of regulation 7 (1) of the Executive Ethics Code (published in terms of Proclamation 41 of July 2000 of Ethics Act 1998 (see regulation 7 (5))	Records referred to in (a) to (f) are available for inspection at the Office of the Director-General, 15 Wale Street, Cape Town - between 08:00 and 15:45
(b) International cooperation agreements	
(c) Annual Reports	
(d) Annual Performance Plans	
(e) 5 Year Strategic Plans	
(f) The training prospectus	Records referred to in (f) to (i) are available for inspection at the Office of the Chief-Director, Organisational Development, 9 th Floor, Golden Acre Building, Cape Town - between 08:00 and 15:45
(g) Organisational Structure	
(h) Service delivery implementation plan	
(i) Job descriptions	

FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)

(a) Register in terms of regulation 7 (1) of the Executive Ethics Code (published in terms of Proclamation 41 of July 2000 of Ethics Act 1998 (see regulation 7 (5))	Records referred to in (a) to (f) are available for copying and purchasing at the Office of the Director-General, 15 Wale Street, Cape Town - between 08:00 and 15:45
(b) International cooperation agreements*	
(c) Annual Reports	
(d) Annual Performance Plans	
(e) 5 Year Strategic Plans	
(f) The training prospectus	Records referred to in (f) to (i) are available

(g) Organisational Structure (h) Service delivery implementation plan (i) Job descriptions	for copying and purchasing at the Office of the Chief-Director, Organisational Development, 9th Floor, Golden Acre Building, Cape Town - between 08:00 and 15:45

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)

(a) Western Cape Government <i>Provincial Gazettes</i> (b) Service delivery implementation plan (c) International cooperation agreements Annual Reports (d) Annual Performance Plans (e) 5 Year Strategic Plans	The records listed in (a) are free of charge when downloaded from: https://www.westerncape.gov.za/general-publication/provincial-gazettes-2016 The records listed in (b) to (e) are free of charge when downloaded from: https://www.westerncape.gov.za/dept/departement-premier/documents

9. DEPARTMENT OF SOCIAL DEVELOPMENT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000		MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)		
(a) Directorate: Business Planning and policy Alignment- • Five year strategic plan of the Department • Annual Performance Plan • Annual Report • Approved policy documents • Generic norms and standards for social welfare services		Copies of the records listed under (a) may be inspected from the Directorate: Business Planning and policy alignment, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(b) Directorate: Research, Population and Knowledge Management- • Social research reports • Population and demographic reports		Copies of the records listed under (b) may be inspected from the Directorate: Research, Population and Knowledge Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(c) Directorate: Children & Families • Legislative service standards		Copies of the records listed under (c) may be inspected from the Directorate: Children & Families, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(d) Directorate: Special Programmes • Legislative and programme specific service standards (substance abuse; older persons and disabilities)		Copies of the records listed under (d) may be inspected from the Directorate: Special Programmes, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(e) Directorate: Social Crime Prevention • Legislative and Programme specific service standards		Copies of the records listed under (e) and (f) may be inspected from the Directorate: Social Crime Prevention, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(f) Directorate: ECD and Partial Care • Legislative and Programme specific service standards		Copies of the records listed under (g) may be inspected from the Directorate: Finance, 14 Queen Victoria Street
(g) Directorate: Finance • Annual budget: MTEF • Adjustment estimates • Revenue and expenditure reports • Financial statements • Financial delegations document		
(h) Directorate: Supply Chain Management • Standard Bidding Documents including General Conditions of Contract • Advertised and Awarded Bids/Tender Documents/Files • Copy of Departmental Contracts • Copy of Departmental Service Level Agreements • Supply Chain Management Booklet for Suppliers/Vendors • Supply Chain Management Brochure for Suppliers/Vendors		Copies of the records listed under (h) may be inspected from the Directorate: Supply Chain Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)		
(a) Directorate: Business Planning and policy Alignment-		

- Five year strategic plan of the Department - Annual Performance Plan - Annual Report* - Approved policy documents - Generic norms and standards for social welfare services	Copies of the records listed under (a) may be inspected from the Directorate: Business Planning and policy alignment, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(b) Directorate: Research, Population and Knowledge Management - Social research reports - Population and demographic reports	Copies of the records listed under (b) may be inspected from the Directorate: Research, Population and Knowledge Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(c) Directorate: Children & Families Legislative service standards	Copies of the records listed under (c) may be inspected from the Directorate: Children & Families, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(d) Directorate: Special Programmes Legislative and programme specific service standards (substance abuse; older persons and disabilities)	Copies of the records listed under (d) may be inspected from the Directorate: Special Programmes, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(e) Directorate: Social Crime Prevention Legislative and Programme specific service standards	Copies of the records listed under (e) and (f) may be inspected from the Directorate: Social Crime Prevention, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(f) Directorate: ECD and Partial Care Legislative and Programme specific service standards	
(g) Directorate: Finance - Annual budget: MTEF - Adjustment estimates - Revenue and expenditure reports - Financial statements - Financial delegations document	Copies of the records listed under (g) may be inspected from the Directorate: Finance, 14 Queen Victoria Street Private Bag X9112, Cape Town, 8000
(h) Directorate: Supply Chain Management - Standard Bidding Documents including General Conditions of Contract - Advertised and Awarded Bids/Tender Documents/Files - Copy of Departmental Contracts - Copy of Departmental Service Level Agreements - Supply Chain Management Booklet for Suppliers/Vendors - Supply Chain Management Brochure for Suppliers/Vendors	Copies of the records listed under (h) may be inspected from the Directorate: Supply Chain Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
- Five year strategic plan of the Department - Annual Performance Plan - Annual Report - Approved policy documents - Generic norms and standards for social welfare services	These records are available free of charge when downloaded from the Internet at: http://www.westerncape.gov.za/dept/social-development/documents

10. DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	
FOR INSPECTION IN TERMS OF LEGISLATION OTHER THAN THIS ACT: CHAPTER 2 SECTION 15 (1) (a) (i) OF ACT NO. 2 OF 2000	MANNER OF ACCESS TO RECORDS
(a) ALL BRANCHES - Annual Performance Plan - Departmental Strategic Plan - Annual Reports - Quarterly Performance Reports - Citizens Report	The records listed in (a), (e) and are available for inspection at 9 Dorp Street, Cape Town, Communication Section 8 th Floor (Editorial Note: Wording as per original <i>Government Gazette</i> .)
(b) BRANCH: STRATEGY PLANNING AND COORDINATION POLICY AND STRATEGY INTEGRATION Provincial Public Transport Institutional Framework	

Provincial Land Transport Framework Transversal Co-ordination Framework (c) EPWP Departmental Contractor Development Policy Provincial EPWP Policy (d) STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT Departmental Skills Development Strategy Security Policy Access Control Policy Performance Monitoring and Evaluation Framework Masakh'iSizwe Bursary Programme Knowledge Management Strategy (e) BRANCH: FINANCE FINANCIAL MANAGEMENT Public Service Act and Regulations/Public Finance Management Act (PFMA) (f) SUPPLY CHAIN MANAGEMENT None (g) ROAD NETWORK MANAGEMENT Road Network Information System(RNIS) Traffic counts and accident reports Provincial Road Traffic Year Report (h) BRANCH: TRANSPORT MANAGEMENT TRANSPORT OPERATIONS None (i) TRANSPORT REGULATION Abnormal Load Applications System Safely Home Programme Conflict Management Action Plan (j) TRAFFIC MANAGEMENT Public Transport Safety Implementation Programme Road Safety Strategy (k) BRANCH PROVINCIAL PUBLIC WORKS GENERAL INFRASTRUCTURE Name of the awarded tenderer Jobs stats Scheduled governmental projects Modernisation Policy Modernisation Furniture Policy Property Efficiency Strategy (l) IMMOVABLE ASSET MANAGEMENT Western Cape Land Administration Act, 1998 (Act 6 of 1998) Provincial Maintenance Strategy Acquisitions and Lease-in Strategy GIAMA Implementation Strategy Disposal Strategy for Property Assets (m) EDUCATION INFRASTRUCTURE None (n) PROVINCIAL PPP Better Living Model Exemplar Project	The records listed in (b), (d), (h), (i), (j), (k), (l), (m) and (n) is available for inspection from the Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town The records listed in (g) is available for inspection on the following website: rnis.pgwc.gov.za Information available for inspection at the Walk in Centre at 9 Dorp Street Cape Town
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) ALL BRANCHES Annual Performance Plan Departmental Strategic Plan Annual Report Quarterly Performance Reports Citizens Report (b) POLICY AND STRATEGY INTEGRATION Provincial Public Transport Institutional Framework Provincial Land Transport Framework	The records listed in (a), (e) and are available for copying and purchase at 9 Dorp Street, Cape Town, Communication Section 8th Floor (Editorial Note: Wording as per original <i>Government Gazette</i>.)

Transversal Co-ordination Framework (c) EPWP Departmental Contractor Development Policy Provincial E PWP Policy (d) STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT Departmental Skills Development Strategy Security Policy Access Control Policy Performance Monitoring and Evaluation Framework Knowledge Management Strategy (e) BRANCH: FINANCE FINANCIAL MANAGEMENT Public Service Act and Regulations/PFMA (f) SUPPLY CHAIN MANAGEMENT None (g) BRANCH TRANSPORT MANAGEMENT ROAD NETWORK MANAGEMENT None (h) TRANSPORT OPERATIONS None (i) TRANSPORT REGULATION Abnormal Load Applications System Safely Home Programme Conflict Management Action Plan (j) TRAFFIC MANAGEMENT Public Transport Safety Implementation Programme Road Safety Strategy (k) BRANCH PROVINCIAL PUBLIC WORKS GENERAL INFRASTRUCTURE Name of the awarded tenderer Job stats Scheduled governmental projects Modernisation Policy Modernisation Furniture Policy Property Efficiency Strategy (l) IMMOVABLE ASSET MANAGEMENT Western Cape Land Administration Act (Act 6 of 1998) Provincial Maintenance Strategy Acquisitions and Lease-in Strategy GIAMA Implementation Strategy Disposal Strategy for Property Assets (m) HEALTH INFRASTRUCTURE None (n) PROVINCIAL PPP Better Living Model Exemplar Project	The records listed in (b), (d), (h), (i), (j), (k), (l), (m) and (n) is available for copying and purchase from the Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town WWW.westerncape.gov.za CSD.gov.za (go to links) Tenders awarded are available for inspection at the Walk in Centre at 9 Dorp Street Cape Town
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Information on the following subjects is available without formal request on the department's website and brochures- (a) Brochures (b) Annual report (c) Strategic Plan (d) General information (e) Commercial issues (f) Operations (g) Services rendered (h) Environment (i) Education (j) Community Work (k) Investor Relations (l) Media relations (m) Press releases (n) Publications	These records are free of charge when downloaded from the Department's website: www.westerncape.gov.za or the Communication Section: 9 Dorp Street, Cape Town, 8th floor

11. PROVINCIAL TREASURY

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Provincial Budget (Main and Adjusted Estimates) (b) Explanatory memorandum to the Provincial Budget (Main and Adjusted Estimates) (c) Western Cape Medium Term Budget Policy Statement (WC MTBPS) (d) Provincial Economic Review and Outlook (PERO) (e) Municipal Economic Review and Outlook (MERO) (f) Reports per Department resulting from the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999) and the Division of Revenue Act (DORA) (g) Treasury circulars and other relevant policy documents (h) Supply Chain Management Delegation (i) Financial Delegation (j) Tender documents (advertised tenders) (k) Service Charter (l) Strategic Plans (m) Annual Performance Plans (n) Annual Reports	Records referred to in (a) to (n) may be inspected at the Department located on the third floor of the Legislature Building, Cape Town between 07:30 and 16:00.
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Provincial Budget (Main and Adjusted Estimates) (b) Explanatory memorandum to the Provincial Budget (Main and Adjusted Estimates) (c) Western Cape Medium Term Budget Policy Statement (WC MTBPS) (d) Provincial Economic Review and Outlook (PERO) (e) Municipal Economic Review and Outlook (MERO) (f) Reports per Department resulting from the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999) and the Division of Revenue Act (DORA) (g) Treasury circulars and other relevant policy documents (h) Supply Chain Management Delegation (i) Financial Delegation (j) Tender documents (advertised tenders) (k) Service Charter (l) Strategic Plans (m) Annual Performance Plans (n) Annual Reports	Records referred to in (a) to (n) are available for copying and purchasing from the Department located on the third floor of the Legislature Building, Cape Town upon payment of the prescribed fee - between 07:30 and 16:00.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Provincial Budget (Main and Adjusted Estimates) (b) Explanatory memorandum to the Provincial Budget (Main and Adjusted Estimates) (c) Western Cape Medium Term Budget Policy Statement (WC MTBPS) (d) Provincial Economic Review and Outlook (PERO) (e) Municipal Economic Review and Outlook (MERO) (f) Reports per Department resulting from the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999) and the	Records are available for download, free of charge from the WCG portal at: www.westerncape.gov.za

Division of Revenue Act (DORA) (g) Treasury circulars and other relevant policy documents (h) Supply Chain Management Delegation (i) Financial Delegation (j) Tender documents (advertised tenders) (k) Service Charter (l) Strategic Plans (m) Annual Performance Plans (n) Annual Reports	

12. WESTERN CAPE EDUCATION DEPARTMENT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) LOGIS annual statements and reports (b) Tender documents and quotations (c) Source Link documents - advertisements (d) Tender documents (e) Tender Bulletins (f) Remittance register (g) Files (excluding confidential and personal information) (h) WCED circulars and minutes (i) Employment equity plan (j) Training records (k) Financial records of expenditure	These records are available for inspection at the Directorate: Supply Chain Management, Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45 These records are available for inspection at the Directorate: Knowledge and Information Management (General Registry), Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45 These records are available for inspection at the Directorate: Strategic People Management, Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45 These records are available for inspection at the Directorate: Management Accounting, Grand Central Towers, Lower Parliament Street, Cape Town - between 08:00 and 15:45
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Inspection reports (could be requested by institution that has been inspected) (b) Schedules of amounts that have been deducted from an individual's salaries and paid over to outside organisations (Only the personal and organisations concerned may request it.) (c) Curriculum Policy Statements (d) Manuals on school matters (e) Information on boarding and transport bursaries (f) Workplace skills plan (g) Equity plan (h) Course material (i) Annual reports (WCED) (j) Child abuse policy and protocol (k) Summary of child abuse	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Financial Accounting, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Curriculum GET and FET, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Institution Management and Governance Planning (including Safe Schools), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Strategic People Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Cape Teaching and Leadership Institute, (CTLI) Private Bag X14, Kuilsriver 7580 Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town

(l) Policy documents (WCED)	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Policy Co-ordination, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(m) Vacancy lists	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Recruitment and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(n) Establishments/Organograms of WCED educational institutions and offices	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communications, Edumedia, 3 Station Road, Mowbray
(o) Edumedia catalogue	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate Institutional Resources Support (including Library Service), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(p) Edulis catalogues	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Curriculum GET (including eLearning), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(q) Educational video material	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Institution Management and Governance Planning (including Safe Schools), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(r) Home schooling information	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Assessment Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(s) Assessment policy	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorates: Curriculum GET & Curriculum FET (including eLearning), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(t) Curriculum: Policy	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(u) List of prescribed books	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(v) Strategic plan	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(w) Annual Performance Plan	
(x) Departmental forms	
(y) Confirmation of Results (Statement)	
(z) Combine different Results (1 st Issue)	
(aa) Lost (Senior/Junior) Certificate	
(bb) Teachers' Transcript - Statement of Results (PTC / LPTC / DE III / HDE IV/PTD/BILINGUAL/PS / JP/ SP / SEC / PRE-PRIM	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Particulars of auditors of schools	Copies of these records are available free of charge from the Directorate: IMGP, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(b) Statistics with regard to the number of schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)	Copies of these records are available free of charge from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(c) Examination results (first publication only)	
(d) Senior Certificate: Full-time candidates (original copy only)	
(e) Examination directives	
(f) Disposal certificate (VA27 and 28) of used, obsolete, redundant and unserviceable items	
(g) Comparative schedule of tenders received	
(h) Tenders: Learner Transport Schemes	Copies of these records are available free of charge from the Directorate: Supply Chain Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(i) Registration documents as supplier of learner support material	
(j) Expenses of learner support material	

(k) List of WCED telephone numbers	
(l) Approved suppliers' list of learner support material (institutional resource support)	
(m) Provision recording certificate (VA 12) of offices, schools, centres and Head Office	Copies of these records are available free of charge from the Directorate: Institutional Resource Support, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(n) Proof of payment to suppliers	
(o) Reports of losses with regard to burglaries, fires and vandalism at institutions	
(p) Payment data on municipal services provided to schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)	Copies of these records are available free of charge from the Directorate: Management Accounting, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(q) Information on schools for learners with special educational needs	Copies of these records are available free of charge from the Directorate: Specialised Education, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(r) Specialised learner and educator support (including school clinics): contact numbers	
(s) Gender equity pamphlets	
(t) Gender equity posters	
(u) Diversity posters	Copies of these records are available free of charge from the Directorate: Strategic People Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(v) Anti-violence posters	
(w) Human resource development newsletter	
(x) Employment equity advocacy material	
(aa) Manual: Maintenance of buildings and sites	Copies of these records are available free of charge from the Directorate: Recruitment and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(bb) Scheduled maintenance	
(cc) Capital works	Copies of these records are available free of charge from the Directorate: Service Benefits, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(dd) Appointment of employees (educators and public servants) (excluding confidential and personal information)	Copies of these records are available free of charge from the Directorate: Service Benefits, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(ee) Retirement of employees	
(ff) Conditions of service and benefits of employees	
(gg) Information about leave (Only the persons and organisations that have an interest may request it)	
(hh) Resolutions of bargaining councils	Copies of these records are available free of charge from the Directorate: Employee Relations, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(ii) Promotion requirements	Copies of these records are available free of charge from the Directorate: Recruitment and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(jj) Senior Certificate requirements	Copies of these records are available free of charge from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(kk) General Education & Training certificate information	
(ll) Adult Education and Training policy and procedures (AET)	Copies of these records are available free of charge from the Department of Higher Education and Training, Sanlam Building, Golden Acre

13. WESTERN CAPE DEPARTMENT OF HEALTH

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Medical records for purposes of on-going medical care. (Medical record: this term is used interchangeable with	

"clinical record" and refers to any document or record in any form whatsoever, which accumulates in the course of patient care, but excludes documents compiled in response to litigation or pending litigation.) This excludes medical records of psychiatric patients (available in terms of section 30 of the Promotion of Access to Information Act). (b) Medical records will be made automatically available to patients, their legal guardians, or an appointed legal representative only after producing proof of written permission signed by the patient. No information will be given to any other third party.	These records may be inspected at the Deputy Information Officer for the Western Cape Department of Health 4 Dorp Street / Private Bag 2060 CAPE TOWN
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(c) Medical records for purposes of on-going medical care. (Medical record: this term is used interchangeable with "clinical record" and refers to any document or record in any form whatsoever, which accumulates in the course of patient care, but excludes documents compiled in response to litigation or pending litigation.) This excludes medical records of psychiatric patients (available in terms of section 30 of the Promotion of Access to Information Act). (d) Medical records will be made automatically available to patients, their legal guardians, or an appointed legal representative only after producing proof of written permission signed by the patient. No information will be given to any other third party.	These records is available for copying and purchasing, after payment of the prescribed fee, at the Deputy Information Officer for the Western Cape Department of Health 4 Dorp Street / Private Bag 2060 CAPE TOWN
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
All health-related publications including plans, reports, booklets, pamphlets and brochures made available to and by the provincial Health Department expressly for free public distribution.	These records are available for download from the WCG portal at www.westerncape.gov.za/dept/health or on request to the Deputy Information Officer

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 472 of 17 August 2018: Description submitted in terms of section 15 (1): Eastern Cape Department of Human Settlements (Government Gazette No. 41839)

GN 472 of 17 August 2018: Description submitted in terms of section 15 (1): Eastern Cape Department of Human Settlements (Government Gazette No. 41839)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

EASTERN CAPE DEPARTMENT OF HUMAN SETTLEMENTS

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



OFFICE OF THE HEAD OF DEPARTMENT

Steve Tshwete House • 31-33 Phillip Frame Road • Waverly Park • Chiselmhurst • East London • Eastern Cape • RSA
Office No: 043 711 9625 • Fax No: 086 775 5051 • Email: FezileM@ecdhs.gov.za

SECTION 15 NOTICE

FORM "D"

**(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000)
(Regulation 5A))**

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):	
Departmental Strategic Plans Departmental Annual Performance Plan Employment Equity Reports Approved Organizational Structures Departmental File plans Audited financial statements Departmental policies and procedure manuals Promotion of Access to Information Manual Service Standards Service Delivery Charter Departmental Events Calendar MEC Policy Speech Departmental Circulars Public Service Forms Staff Contact details Directory Journals and magazines Tender Documents News letters Promotional materials	The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer, Department of Human Settlements Private Bag X13008, East London, Eastern Cape 5202 Tel No: 043 711 9625/9631 Fax No: 086 775 5051
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Tender documents	Tender Documents are purchased at Supply Chain Management
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Departmental Strategic Plans Departmental Annual Performance Plan Employment Equity Reports Approved Organizational Structures Departmental File plans Audited financial statements Departmental policies and procedure manuals Promotion of Access to Information Manual Service Standards Service Delivery Charter Departmental Events Calendar MEC Policy Speech Departmental Circulars Public Service Forms Staff Contact details Directory Journals and magazines Tender Documents News letters Promotional materials	The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer, Department of Human Settlements Private Bag X13008, East London, Eastern Cape 5202 Tel No: 043 711 9625/9631 Fax No: 086 775 5051
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Promotion of Access to Information Manual Service Delivery Charter Departmental Events Calendar MEC Policy Speech Public Service Forms Staff Contact details Directory Journals and magazines News letters Promotional materials	The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer, Department of Human Settlements Private Bag X13008, East London, Eastern Cape 5202

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that the word "News letters" is intended to be "Newsletters".)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 473 of 17 August 2018: Description submitted in terms of section 15 (1): Limpopo Department of Agriculture and Rural Development (Government Gazette No. 41839)

**GN 473 of 17 August 2018: Description submitted in terms of section 15 (1): Limpopo Department of Agriculture and Rural Development
(Government Gazette No. 41839)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT**

"FORM D"

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act, 2000)

(Act [2 of 2000](#))

(Regulations 5A)

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):	
Departmental Strategic Plans Departmental Annual Performance Plan Service Delivery Improvement Plan Employment Equity Reports Approved Organizational structures Departmental file plans Audited financial statements Departmental policies and procedure Manuals Citizens 's report Promotion of Access to Information Manual Service Standards Service Delivery Charter Statement of commitment Departmental Events Calendar MEC Budget Speech Departmental Circulars Public Service Forms Staff Contact details Directory Journals and magazines	The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer, Limpopo Department of Agriculture and Rural Development Private Bag X 9487, POLOKWANE 0700 Tel. No (015) 294 3547 Fax No (015) 294 4504 E-Mail address: Khosamd@agric.limpopo.gov.za or visit our website www.lda.gov.za

Tender Documents News letters Promotional materials Engineering reports Mapping of Agricultural commodity Production in Limpopo Disease control protocols Departmental tariffs schedules Production Guidelines for Selected Crops for Limpopo Province HR & Employment Equity Plans Circulars of advertised posts Public Service Application forms (Z83) Quarterly reports HRS Annual report Departmental HRM Policies and Procedure Manual Departmental tariffs schedules	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Tender Documents	Tender Documents can be purchased at the Cashier's office First Floor Agrivillage No. 1 and collected at Supply Chain Unit, Temo Towers Building 5 th floor Office No. 26 Department of Agriculture and Rural Development POLOKWANE 0700
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Departmental Strategic Plans Departmental Annual Performance Plan Service Delivery Improvement Plan Employment Equity Reports Approved Organizational structures Departmental file plans Audited financial statements Departmental policies and procedure Manuals Citizens 's report Promotion of Access to Information Manual Service Standards Service Delivery Charter Statement of commitment Departmental Events Calendar MEC Budget Speech Departmental Circulars Public Service Forms Staff Contact details Directory Journals and magazines Tender DocumentsPu News letters Promotional materials Engineering planning reports Mapping of Agricultural commodity Production in Limpopo Disease control protocols Departmental tariffs schedules	The records may be accessed on request from the Deputy Information Officer, Limpopo Department of Agriculture Private Bag X 9487, POLOKWANE 0700 Tel. No. (015) 294 3306 Fax No. (015) 294 4504 E-Mail address: MashambaM@agric.limpopo.gov.za or visit our website www.lida.gov.za

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that the word "News letters" is intended to be "Newsletters".)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 495 of 24 August 2018: Description submitted in terms of section 15 (1): Department of Public Service and Administration (Government Gazette No. 41854)

GN 495 of 24 August 2018: Description submitted in terms of section 15 (1): Department of Public Service and Administration (Government Gazette No. 41854)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

As set out in the Schedule

(Signed)

TSHILILO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

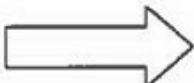
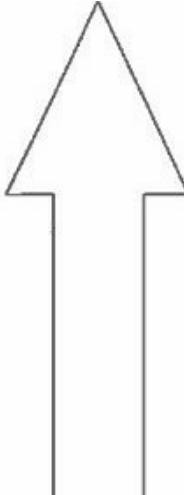


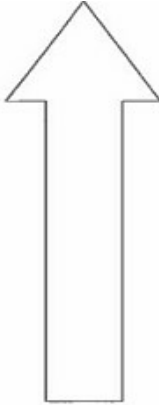
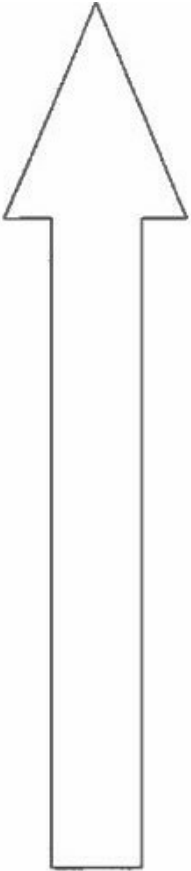
REPUBLIC OF SOUTH AFRICA

FORM D**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**

([Section 15](#) of the Promotion of Access to Information Act, 2000
(Act [2 of 2000](#)))

(Regulations 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
All the records indicated under the free of charge column hereunder (section 15 (1) (a) (iii) is available for inspection on the web sites. 	http://www.dpsa.gov.za/documents.php and DPSA to Government Communications web page: http://dpsa.gov.za/accc.asp (Programmes > Circulars and related)
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
NOT APPLICABLE	NOT APPLICABLE
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
All the records indicated under the free of charge column hereunder (section 15 (1) (a) (iii) is available for copying on the web sites. 	http://www.dpsa.gov.za/documents.php and DPSA to Government Communications web page: http://dpsa.gov.za/accc.asp (Programmes > Circulars and related)
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Acts, policies and regulations - Public Service Act of 1994 - Public Service Regulations, 2016 - Promotion of Access to Information Act 2000 - National Minimum Information Requirements - Oversight Report - Public Administration Management Act 2014 - Draft public administration management regulations - Manual on Promotion of Access to Information Act - Promotion of Administrative Justice Act, 2000 Performance plans African Peer Review Mechanism Annual report 2009 - 2013 editions Technical indicator descriptions	http://www.dpsa.gov.za/documents.php 

Strategic plan 2010 - 2015 editions Budget vote 2011-2012 Reports Publications and guides Service Delivery Review Ntriso - Working together Vacancy Circular Contact Directory	
Forms (Employment & Leave of Absence) Published marketing material, including departmental marketing brochures Published newsletters & Speeches by Minister Published posters & pamphlets Annual performance plans Budget speeches CORE - Code of Remuneration (Information relating to CORE's) Human Resources circulars & related documents Guide on Hourly Fee Rates for Consultants (2004 --2014) Machinery of Government Manual for Learning Sessions & Networks	DPSA to Government Communications web page: http://dpsa.gov.za/accc.asp (Programmes > Circulars and related) 
Toolkit to Audit Accrued Leave Prior to 1 July 2001 Best Practice Model for keeping and managing paper-based employee records Service Delivery Review - A learning journal for public service managers Anti-Corruption Initiatives Reports (Policies, strategies & publications) e-Government Conditions of Service Documents Public Service Corporate Governance of ICT (PSICTM) Employee Health & Wellness (Policy & Guide) Employment practice documents (Circulars) General Public Service Sector Bargaining Council(Resolutions 1999 - 2014) Human Resource Development Documents (Policy & Guides) Human Resource Planning (Policies) Integrity and Ethics Management Documents International Cooperation Programme Job evaluation related documents (Policy & Guide) Monitoring and evaluation Negotiations & Labour Relations Related Documents (Policy framework & Guides) National Marco Organisation of the State (NMOS) Programme Public Service Co-ordinating Bargaining Council resolutions (Resolution 1998 - 2015) Remuneration policy documents Service Delivery and Organisational Transformation (SDOT) Senior Management Service	

**GN 553 of 14 September 2018: Description submitted in terms of section 15 (1): Limpopo Provincial Treasury
(Government Gazette No. 41903)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO PROVINCIAL TREASURY

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 553 of 14 September 2018: Description submitted in terms of section 15 (1): Limpopo Provincial Treasury (Government Gazette No. 41903)/ **FORM D AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS: (Section 15 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000)) (Regulation 5A)**

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

ENGLISH

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
- Organisational Structure - Departmental contact numbers - Application Forms for employment and services - Departmental Policies - Acts and Regulations governing the department's mandate - Procedure /Process Manuals - Citizen's report - Service standards - Service delivery charter - Strategic plan - Newsletters - Batho-Pele principle pamphlets - Annual report - Budget speech - Citizen guide - Budget statements - Budget and expenditure review	The Head of Department is the Information Officer in terms of the Act. Mr. C.G. Pratt Head of Department Tel: 015-298 7000 E-mail: io@treasury.limpopo.gov.za Ms. N. Ramuntshi Deputy Information Officer Tel: 015-298 7000 E-mail: dio@treasury.limpopo.gov.za Fax Number: (015)-295 7010 www.limpopo.gov.za

- Adjustments estimate of payment and receipts - Departmental Events Calendar	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
None	None
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
- Organisational Structure - Departmental contact numbers - Application Forms for employment and services - Departmental Policies - Acts and Regulations governing the department's mandate - Procedure /Process Manuals - Citizen's report - Service standards - Service delivery charter - Strategic plan - Newsletters - Batho-Pele principle pamphlets - Annual report - Budget speech - Citizen guide - Budget statements - Budget and expenditure review - Adjustments estimate of payment and receipts - Departmental Events Calendar	The Head of Department is the Information Officer in terms of the Act. Mr. C.G. Pratt Head of Department Tel: 015-298 7000 E-mail: io@treasury.limpopo.gov.za Ms. N. Ramuntshi Deputy Information Officer Tel: 015-298 7000 E-mail: dio@treasury.limpopo.gov.za Fax Number: (015)-295 7010 www.limpopo.gov.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
- Organisational Structure - Departmental contact numbers - Application Forms for employment and services - Departmental Policies - Acts and Regulations governing the department's mandate - Procedure /Process Manuals - Citizen's report - Service standards - Service delivery charter - Strategic plan - Newsletters - Batho-Pele principle pamphlets - Annual report - Budget speech - Citizen guide - Budget statements - Budget and expenditure review - Adjustments estimate of payment and receipts - Departmental Events Calendar	The Head of Department is the Information Officer in terms of the Act. Mr. C.G. Pratt Head of Department Tel: 015-298 7000 E-mail: io@treasury.limpopo.gov.za Ms. N. Ramuntshi Deputy Information Officer Tel: 015-298 7000 E-mail: dio@treasury.limpopo.gov.za Fax Number: (015)-295 7010 www.limpopo.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 668 of 2 November 2018: Description submitted in terms of section 15 (1): Limpopo Department of Social Development (Government Gazette No. 42010)

GN 668 of 2 November 2018: Description submitted in terms of section 15 (1): Limpopo Department of Social Development

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO DEPARTMENT OF SOCIAL DEVELOPMENT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



DEPARTMENT OF SOCIAL DEVELOPMENT

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act [2 of 2000](#))
(Regulations 5A)

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
➤ Departmental Strategic Plan ➤ Departmental Annual Performance Plan ➤ Service Delivery Improvement Plan ➤ Approved Organizational Structure ➤ Departmental Annual Reports ➤ Departmental File Plans ➤ Audited Financial Statements ➤ Departmental Policies and Procedure Manuals ➤ Citizen's Reports ➤ Promotion of Access to Information Manuals ➤ Service Standards ➤ Departmental Events Calendar ➤ MEC Speeches ➤ Departmental contact details ➤ Public Service Forms ➤ Departmental Circulars ➤ Journals, magazines and news letters ➤ Circulars of advertised of Posts ➤ Tender Documents ➤ Journals, magazines and news letters ➤ Circulars of advertised of Posts ➤ Tender Documents	The Records may be inspected at the Department on request addressed to: The Deputy Information Officer Department of Social Development 21 Biccard Street, Olympic Towers, Polokwane, 0700 Private Bag x 9710, Polokwane, 0700 Tel: 015-230 4350 Fax: 015-291 2182/2335 & 086 536 6943 Email: Malamulep@dsd.limpopo.gov.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
➤ Tender Documents	Records can be purchased from: Supply Chain Unit, Ground Floor, Office 057 Department of Social Development 21 Biccard Street, Olympic Towers, Polokwane, 0700 Tel: 015-230 4300
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
➤ Approved Organizational Structure	The Records may be accessed on request

➤ Departmental Annual Report ➤ Departmental Annual Performance Plan ➤ Departmental Strategic Plans ➤ Published Research Reports ➤ Departmental Policies and Procedure Manuals ➤ Departmental File Plans ➤ Promotion of Access to Information Manual ➤ Circular of advertised of Posts ➤ Departmental Circulars ➤ Advertisement of Tenders ➤ Citizen's Reports ➤ Service Standards ➤ Service Delivery Improvement Plan ➤ Public Service Forms ➤ Departmental Events Calendar ➤ MEC's Speeches ➤ Application forms ➤ Departmental contact details ➤ Journals, magazines and news letters	addressed to the office of the: The Deputy Information Officer Department of Social Development 21 Biccard Street, Olympic Towers, Polokwane, 0700 Private Bag x 9710, Polokwane, 0700 Tel: 015-230 4350 Fax: 015-291 2182/2335 & 086 536 6943 Email: Malamulep@dsd.limpopo.gov.za
FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
➤ Promotion of Access to Information Act (PAIA) Manual ➤ Posters ➤ Promotional Materials ➤ Journals, Magazines and News Letters	The Records may be accessed or requested from the office of the: The Deputy Information Officer Department of Social Development 21 Biccard Street, Olympic Towers, Polokwane, 0700 Office No. 033 Ground Floor Tel: 015-230 4350 Fax: 015-291 2182/2335 & 086 536 6943 Email: Malamulep@dsd.limpopo.gov.za

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that the word "News-letters" is intended to be "Newsletters".)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 669 of 2 November 2018: Description submitted in terms of section 15 (1): KwaZulu-Natal Department of Social Development (Government Gazette No. 42010)

GN 669 of 2 November 2018: Description submitted in terms of section 15 (1): KwaZulu-Natal Department of Social Development (Government Gazette No. 42010)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

KWAZULU-NATAL DEPARTMENT OF SOCIAL DEVELOPMENT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES





REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SOCIAL DEVELOPMENT, PROVINCE OF KWAZULU-NATAL

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF [SECTION 15 \(1\)](#) OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT [2 OF 2000](#)) - KWAZULU-NATAL DEPARTMENT OF SOCIAL DEVELOPMENT

ARRANGEMENT OF REGULATIONS

- [1.](#) description of Category of Records Automatically Available for Inspection In Terms of Section 15 (1) (a) (i)
- [2.](#) Description of Category Of Records Automatically Available For Purchasing In Terms Of Section 15 (1) (A) (II)
- [3.](#) Description of Category of Records Automatically Available for Photocopying in Terms of Section 15 (1) (a) (ii)
- [4.](#) Description of Category of Records Automatically Available Free of Charge In Terms of Section 15 (1) (a) (ii)
- [5.](#) Categories of Records Not Automatically Available (these records must be formally requested by lodging a request form on page 18 of the manual)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 669 of 2 November 2018: Description submitted in terms of section 15 (1): KwaZulu-Natal Department of Social Development (Government Gazette No. 42010)/ 1. DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (A) (I)

1. DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (A) (I)

Category	Document Type	Availability
Operational policies, Plans Procedures, Frameworks	Strategic plan, Annual Performance Plan, Operational Plans, procedures Manual, Operational Framework and Guidelines internal Policies and Risk Management, Fraud Prevention Plan,	www.kzndsd.gov.za ntuthuko.hlabisa@kznsoedev.gov.za Tel: (033) 348-5505 205 Pietermaritzburg Street Pietermaritzburg 3200
Registers	Internal Directories File Plan Records Control Schedule	
Reports/ Minutes Decisions	Conferences Research & Findings Public Hearing Plenary reports Quarterly Performance Report; Annual Performance reports Monitoring & Evaluation Statistics, Surveys	
Database of service centres	List of all services offices, state facilities and service partners of the department	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 669 of 2 November 2018: Description submitted in terms of section 15 (1): KwaZulu-Natal Department of Social Development (Government Gazette No. 42010)/ 2. DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15 (1) (A) (II)

2. DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15 (1) (A) (II)

Category	Document Type	Availability
Audio-Visual Recording	Slides Photographs Films Videos	www.kzndsd.gov.za ntuthuko.hlabisa@kznsocdev.gov.za Tel: (033) 348-5505 205 Pietermaritz Street Pietermaritzburg 3200

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 669 of 2 November 2018: Description submitted in terms of section 15 (1): KwaZulu-Natal Department of Social Development (Government Gazette No. 42010)/ 3. DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FOR PHOTOCOPYING IN TERMS OF SECTION 15 (1) (A) (II)

3. DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FOR PHOTOCOPYING IN TERMS OF SECTION 15 (1) (A) (II)

Category	Document Type	Availability
- The list of records above (description 1) - The list of records below (description 4)		www.kzndsd.gov.za ntuthuko.hlabisa@kznsocdev.gov.za Tel: (033) 348-5505 205 Pietermaritz Street Pietermaritzburg 3200

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 669 of 2 November 2018: Description submitted in terms of section 15 (1): KwaZulu-Natal Department of Social Development (Government Gazette No. 42010)/ 4. DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (A) (II)

4. DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (A) (II)

Category	Document	Availability
Strategic Documents Plans	Legislation, Service Charters, Strategic Plan, Annual Performance Plan	www.kzndsd.gov.za ntuthuko.hlabisa@kznsocdev.gov.za Tel: (033) 341-5505 205 Pietermaritz Street Pietermaritzburg 3200
Promotion of Access to Information Manuals	Public Bodies	
Publicity, Marketing Material Publications	Publications, Booklets Books, periodicals. Journals Reports, Newsletters, Bulletins, Magazines, Pamphlets	www.kzndsd.gov.za ntuthuko.hlabisa@kznsocdev.gov.za Tel: (033) 348-5505 205 Pietermaritz Street Pietermaritzburg 3200

Media	Press releases Radio & TV Interviews, Statements, Participation details Official Speeches and Messages Gifts and Awards	www.kzndsa.gov.za ntuthuko.hlabisa@kznsocdev.gov.za Tel: (033) 348-5505 205 Pietermaritz Street Pietermaritzburg 3200
Events Functions Seminars, Conferences	Presentations Discussions documents	
Supply Chain Matters	Tenders documents Call for Quotations or Tenders and\ or Leases	www.kzndsd.gov.za ntuthuko.hlabisa@kznsocdev.gov.za Tel: (033) 348-5505 205 Pietermaritz Street Pietermaritzburg 3200
Finances	Estimates Statements Budgets Reports Audit records	
	Application for Funding	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 669 of 2 November 2018: Description submitted in terms of section 15 (1): KwaZulu-Natal Department of Social Development (Government Gazette No. 42010)/ 5. CATEGORIES OF RECORDS NOT AUTOMATICALLY AVAILABLE (These records must be formally requested by lodging a request form on page 18 of the manual)

5. CATEGORIES OF RECORDS NOT AUTOMATICALLY AVAILABLE (These records must be formally requested by lodging a request form on page 18 of the manual)

CATEGORY OF RECORD (Editorial Note: Wording as per original <i>Government Gazette</i> .)	ON REQUEST ONLY
Executing Authority's services assessment report	?
Executing Authority's internal communiques	?
Executive Management internal communication	?
Executive Management minutes of meetings	
Security related information	
Records held by Legal Services of the Department	7
Research conducted by service providers for the organization or programs subject to contractual exemption on disclosure	?
Confidential client information and third party information	?
Privileged information: held in the course of closed hearings, attorney client information, national security based information, third party information.	?
Specific Human Resource Personal information, including files relating to discipline, medical information etc.	?
Asset disclosures and asset protection procedures	?
Service Level Agreements	?
Documentation on awarded tenders	?
Agendas and Minutes of all internal Meetings and correspondence including executive committee (EXCO) and TOP Management committee (TOPMANCO)	?
Agendas and Minutes of all Meetings held with external parties and correspondence	?
Draft report, policies and discussions documents	?
Minutes and proceedings of interviews held by human resources for recruitment purpose	?
Minutes and proceeding of interviews held by human resources when person exits the Department	?

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 719 of 23 November 2018: Description in terms of section 15 (1): Department of Small Business Development (Government Gazette No. 42053)

GN 719 of 23 November 2018: Description in terms of section 15 (1): Department of Small Business Development (Government Gazette No. 42053)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

As set out in the Schedule

(Signed)

TSHILILO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



SECTION 15 REPORT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF RECORDS

**PROMOTION OF ACCESS TO INFORMATION ACT (NO. 2 OF 2000)
JUNE 2018**

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Cooperatives Act (No. 14 of 2005) Cooperatives Amendment Act (No. 06 of 2013)	Obtained from Department of Small Business Development Tel: 0861 843 384

FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Publications and information is available on the DSBD website or by request free of charge.	

FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Records available for inspection in terms of Section 15 (1) (a) (i), as specified above, is available according to the criteria specified	

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
<u>Information available by request or some information can be obtained from the DSBD website</u> Information relating to the following: . Overview of DSBD . SMME development . Events . Contact Details . DSBD Values . About DSBD . Service Offered by DSBD . Media Releases . Speeches . Operating Hours . Co-operatives . Administration . Acts and Regulations . Mandate, Vision and Mission . DSBD Programmes . Leadership . Downloads . Publications . Careers . Strategic Objectives <u>List of publication available</u> . Service delivery improvement plan 2015	The information specified is available on the DSBD website: www.dsbd.gov.za or by request.

to 2018	Soft and hard copies of Publications can be obtained from Marketing unit.
- Annual report 2015/16 vote 31 DSBD - Strategic Plan 2015 to 2019 - Strategic Plan Revised 2015 to 2019 2017/18 Monthly Financial Report 2017/18 Quarterly Performance Reports 2016/17 Annual Report - PAIA Manual 2018/19 Technical Indicator Description - Annual Performance Plan 2018-2019 - Local Economic Development Forums - Draft Regulations Cooperatives 2015 - Integrated strategy on the development and promotion of cooperatives - Co-operatives catalogue - Red tap reduction booklet - Shared economic infrastructure facility guidelines - Youth enterprise development strategy - Youth support programme - Co-operative Incentive Scheme (CIS) - Co-operatives Act 2006 - Co-operatives Amendment Act, 2013 (Act No. 06 of 2013) - Co-operatives handbook - Guidelines to Co-Ops Act - Co-operatives information leaflet - Launch of SEDA-FRENCH Technology Lab - Guide to the Co-Operatives Act 2005 - Local Economic Development Forums - CIS Guidelines - CIS Application Form - CIS Checklist - Request for Expressions of Interest for Consulting Services - The National Informal Business Upliftment Strategy (NIBUS)	Postal Address Private Bag X84 Pretoria 0001 Street Address 77 Meintjies Street Sunnyside Pretoria 0002

Recommendation/s Approved	YES		NO		

Name:	Edith Vries
Designation:	Director-General
Date:	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 720 of 23 November 2018: Description submitted in terms of section 15 (1): National Regulator for Compulsory Specifications (Government Gazette No. 42053)

GN 720 of 23 November 2018: Description submitted in terms of section 15 (1): National Regulator for Compulsory Specifications (Government Gazette No. 42053)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

NATIONAL REGULATOR FOR COMPULSORY SPECIFICATIONS

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that the word "Compulsary" is intended to be "Compulsory".)

As set out in the Schedule

(Signed)

TSHILO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 720 of 23 November 2018: Description submitted in terms of section 15 (1): National Regulator for Compulsory Specifications (Government Gazette No. 42053)/ FORM D AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS: (Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000)) (Regulation 5A)

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 ([Act 2 of 2000](#)))
(Regulation 5A)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 720 of 23 November 2018: Description submitted in terms of section 15 (1): National Regulator for Compulsory Specifications (Government Gazette No. 42053)/ NATIONAL REGULATOR FOR COMPULSORY SPECIFICATIONS

NATIONAL REGULATOR FOR COMPULSORY SPECIFICATIONS

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000)	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
1. NRCS Strategic Plans 2. NRCS Annual Reports 3. Tender/Bid Documents 4. Legislation Administered by the NRCS 5. Vacancies 6. Media Statements 7. Policy documents 8. VC's (Compulsory Specifications) 9. PAIA Manual 10. Speeches and presentations 11. Records of regulated commodities and products	The records are available for inspection at NRCS Head Office on request or addressed to the office of the Chief Information Officer at; National Regulator for Compulsory Specifications, Private Bag X25, Brooklyn, Pretoria 0075 Also Available online on: http://www.nrscs.org.za
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
1. NRCS Strategic Plans 2. NCRS Annual Reports 3. Tender/Bid Documents 4. Legislation Administered by the NRCS 5. Vacancies 6. Media Statements 7. Policy documents 8. VC's (Compulsory Specifications) 9. PAIA Manual 10. Speeches and presentations 11. Records of regulated commodities and products	The records are available for copying at NRCS Head Office on request or addressed to the office of the Chief Information Officer at; National Regulator for Compulsory Specifications, Private Bag X25, Brooklyn, Pretoria 0075 Also Available online on: http://www.nrscs.org.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
1. NRCS Strategic Plans	

2. NRCS Annual Reports 3. Tender/Bid Documents 4. Legislation Administered by the NRCS 5. Vacancies 6. Media Statements 7. Policy documents 8. VC's (Compulsory Specifications) 9. PAIA Manual 10. Speeches and presentations 11. Records of regulated commodities and products	These records are available free of charge at NRCS Head Office on request or addressed to the office of the Chief Information Officer at; National Regulator for Compulsory Specifications, Private Bag X25, Brooklyn, Pretoria 0075 Also Available online on: http://www.nrscs.org.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 732 of 30 November 2018: Description submitted in terms of section 15 (1): Department of Human Settlements (Government Gazette No. 42068)

GN 732 of 30 November 2018: Description submitted in terms of section 15 (1): Department of Human Settlements (Government Gazette No. 42068)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF HUMAN SETTLEMENTS

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)) (Regulation 5A))

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
N/A	N/A
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
N/A	N/A
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
ALL documents falling within the section 15 category can be copied with the exception of certain documents such as tender documents which must always be original. Should the Department incur costs in reproducing the document and where applicable, the provisions of	N/A

section 15 (3) shall be applicable (that is, the prescribed fee for the reproduction of the documents shall be payable).	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
<u>LEGISLATION</u> - Department of Human Settlements Legislation [Bills/Acts] - Draft white paper on human settlements - Regulations & International Commitments	Available on DHS Website.
<u>STRATEGIC POLICIES</u> - National Housing Code 2009 - Towards policy foundation for the Human Settlements Legislation - Upgrading of Informal Settlements - Monitoring, Evaluation and Impact Assessment Policy 2013/14-2018/19: Policy Implementation Framework for the Human Settlements Sector - Rapid Appraisal of Outcome 8: Delivery Agreements: Sustainable Human Settlements and Improved Quality of Household Life, Output 1: Accelerated delivery of Housing Opportunities - Framework for Women and Youth (Policy Framework) 2014-2019 Medium Term Strategic Framework	Available on DHS Website.
<u>PLANS</u> - National Department of Human Settlements - Strategic Plan (2015-2019) - Environment Implementation plan: DHS 2015-2020 - Annual Performance Plans - The Comprehensive Plan for the creation of Sustainable Human Settlements of 2004	Available on DHS Website.
<u>REPORTS</u> - Department of Human Settlements Annual Reports - Reports on Human Settlements Environmental Scanning - The Office of Disclosure Annual Report 2016 (the performance of financial institutions) - Quarterly Report on the performance of financial institutions & Analysis (Economic trends analysis and Markets)	Available on DHS Website.
<u>MONITORING & EVALUATION</u> - Data acquisition and management (informal settlement, delivery figures, rectification, delivery per project, and blocked: 194/95 up to 2018/19) - Evaluation of the impact of the Rural Housing Programme - Evaluating the performance of Social and Rental Housing Programmes - Measuring success in Human Settlements development: an impact evaluation study of the upgrading of informal settlements programme in selected projects in South Africa - Community Residential Unit Programme (CRUP)	Available on DHS Offices.
<u>FINANCES</u> - Financial Irregularities - Audits, Statements and, Budget (Estimates of National Expenditure for Human Settlements) - Tender Information	Available at DHS offices and on Website.
<u>PARLIAMENTARY QUESTIONS</u> Replies to Parliamentary Questions	Available on DHS Website.
<u>COMMUNICATION SERVICES</u>	

- Profiles of Executive Authorities - Events, campaigns, launches and publicity programmes (includes speeches of the Minister, Deputy Minister and photographs) - Seminars, conferences and summits (includes campaigns & workshops) - Press Releases - Available Departmental Publications - Brochures - Newsletters - Magazines and Posters	Available on DHS Website.
PAIA RECORDS - PAIA Manuals (in all 11 official languages) - Section 32 Reports - PAIA Access Forms - Section 15 List - Establishment matters (Macro Structure)	Available at DHS offices and on Website.
	Available of DHS Website.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 733 of 30 November 2018: Description submitted in terms of section 15 (1): Department of Tourism (Government Gazette No. 42068)

GN 733 of 30 November 2018: Description submitted in terms of section 15 (1): Department of Tourism (Government Gazette No. 42068)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF TOURISM

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
(a) All information on the website The following information is available on the website (www.tourism.gov.za): - About the Department; - Government Links	From the website of the Department.

- Tourism Links;
- Environment Links;
- Tourism Authority Links;
- Media
 - . Media Alerts;
 - . Media Statements;
 - . Speeches; and
 - . Media Invites.
- Events Calendar;
- Functions (Services);
- Reports;
 - . Tourism Quarterly Statistics Reports;
 - . Tourist Arrivals to South Africa Monthly Reports;
 - . Quarterly Performance Reports;
 - . Budget Reports etc.
- Provincial Consumer Affairs Contact Details;
- National Tourism Sector Strategy (NTSS);
- FAQs;
- PAIA;
- Department of Tourism Medium Term Strategic Plan;
- National Heritage and Cultural Tourism Strategy;
- Domestic Tourism Growth Strategy;
- National Rural Tourism Strategy;
- National Tourism Service Excellence;
- Tourism Act, 2014;
- Tourism Incentive Programme;
- Tourism Transformation Fund;
- Green Tourism Incentive;
- Tourism Incentive Programme;
- Knowledge Portal;
- Tourism B-BBEE Portal;
- Service Standards;
- Financial Statements;
- Manuals and Directives;
- Tourism Guidelines:
 - . Grading support,
 - . Market access; and
 - . Service Charter.
- Policy and Knowledge Services;
- SDIP for NDT;
- General News;
- Departmental Policy with quarterly updates;
- Brochures;
 - . Tourism BBBEE Code.
 - . BEE related documents.
- Publications
 - . Annual Report;
 - . Strategic Plan;
 - . Annual Performance Plan;
 - . Careers;
 - . Tenders.
- Newsletters;
 - . Bojanala Stakeholder Magazine;

Quarterly Policy Watch.	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
(a) The list of records above.	The records may be obtained on request in writing and on payment of a prescribed amount, addressed to: The Information Officer The Department of Tourism Private Bag X 424 PRETORIA 0001
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) The list of records above.	The records may be obtained on request in writing on payment of a fee prescribed in item 2 of Part II of Annexure A of the regulations relating to the Promotion of Access to Information Act, addressed to: The Information Officer The Department of Tourism Private Bag X 424 PRETORIA 0001
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) The list of records above.	The records may be obtained on request in writing addressed to: The Information Officer The Department of Tourism Private Bag X 424 PRETORIA 0001
(Editorial Note: Numbering as per original <i>Government Gazette</i> .)	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 736 of 30 November 2018: Description submitted in terms of section 15 (1): Submission in terms of section 15 of PAIA (Government Gazette No. 42068)

**GN 736 of 30 November 2018: Description submitted in terms of section 15 (1): Submission in terms of section 15 of PAIA
(Government Gazette No. 42068)**

DEPARTMENT OF NON-GOVERNMENTAL ORGANIZATION



REPUBLIC OF SOUTH AFRICA

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	

Annual Reports, Media Statements, Newsletters, Approved Strategic Plans, Annual Performance Plans	These records are available for inspection on request via: Post: Mzi Dayimani, 187 Rivonia Road, Morningside, Sandton email: dayimanim@nefcorp.co.za Website: www.nefcorp.co.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Annual Reports, Media Statements Newsletters, Approved Strategic Plans, Annual Performance Plans	Copies of these records may be obtained on payment of the prescribed fee. These records may be accessed at NEF via post, email and the NEF website.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
Application Forms, PAIA Manual, NEF Brochures, Annual Financial Statements, and Tender documents	Copies of these records are available free of charge, they may be accessed at NEF on request via post, email and the NEF website

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 761 of 30 November 2018: Description submitted in terms of section 15 (1): Road Accident Fund (RAF) (Government Gazette No. 42068)

GN 761 of 30 November 2018: Description submitted in terms of section 15 (1): Road Accident Fund (RAF) (Government Gazette No. 42068)

DEPARTMENT OF TRANSPORT

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
P PAIA Manual; P PAIA Forms; P The information uploaded to the Road Accident Fund (RAF) Website; P Job Adverts; P Information Booklets; P Pamphlets; P Brochures; P Posters; P Newsletters; P Other Marketing information relating to the services of the RAF; P Blank Claim Forms; P Statutory records: Legislation and Regulations; P Media releases statements; P Media Alerts; P Strategic plans; P Annual performance plans;	All records are available on RAF website: www.raf.co.za or RAF offices-Centurion Contact person: Boipelo Mthopi (Deputy Information Officer) Telephone number 012 621 1853 Email: PAIAunit@raf.co.za

P Statutory quarterly report;	
P FSB return;	
P Annual reports(Finance: Reporting);	
P Board notices in respect-of the adjustment of the cap;	
P Tenders/Quotations;	
P Vendor Forms;	
P Code of Ethics;	
P RAF Customer Service Charter.	
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
None	
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
See records for inspection in terms of Section 15 (1) (a) (i)	All records are available on RAF website: www.raf.co.za or RAF offices-Centurion Contact person: Boipelo Mothopi (Deputy Information Officer) Telephone number: 012 621 1853 Email: PAIAunit@raf.co.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
See records for inspection in terms of Section 15 (1) (a) (i)	All records are available on RAF website: www.raf.co.za or RAF offices-Centurion Contact person: Boipelo Mothopi (Deputy Information Officer) Telephone number: 012 621 1853 Email: PAIAunit@raf.co.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 773 of 7 December 2018: Description submitted in terms of section 15 (1): Department of Agriculture, Forestry and Fisheries (Government Gazette No. 42092)

GN 773 of 7 December 2018: Description submitted in terms of section 15 (1): Department of Agriculture, Forestry and Fisheries (Government Gazette No. 42092)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

FORM D

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS

([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1. All DAFF Acts	Website of DAFF at www.daff.gov.za

Agriculture 2. Plant Breeders Rights Act, 1976 Inspection of the Register of the Plant Breeders' Rights	Free of charge at the Office of the Registrar of the Plant Breeders Rights Act at telephone number (012) 319-6096 or e-mail ElnaDB@daff.gov.za. Address: Harvest House 255, 30 Hamilton Street
3. Plant Improvement Act, 1976 Inspection of a document submitted to the Registrar in terms of the Plant Improvement Act, 1976	Access can be obtained upon payment of the prescribed fee, through enquiry to the Registrar of the Plant Improvement Act, 1976 at JoanS@daff.gov.za or tel. nr (012) 319-6034
4. Animal Improvement Act, 1998 (Act No. 52 of 1998) - Registration of semen collectors, inseminators, embryo collectors, embryo transferors import agents, reproduction centres, donor animals animal breeders' societies and registering authorities which have been registered and approved as such. Fees for this service are annually <i>gazetted</i> - List of all breeds registered in terms of the above mentioned Act, at payment of the prescribed fee (Editorial Note: Wording as per original <i>Government Gazette</i>. It is suggested that the phrase "(Act No. 52 of 1998)" is intended to be "(Act No. 62 of 1998)".)	Can be obtained through written or telephonic request to the Director Animal Production at e-mail JoelM@daff.gov.za or tel. nr. (012) 319-7597 Can be obtained through written or telephonic request to the Director Animal Production at e-mail JoelM@daff.gov.za or tel. nr. (012) 319-7597
5. Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997) - Permit application forms - Executive Council minutes - Permit list - Standard operating procedure with regard to regulation 4 of the GMO act - Standard Operating Procedures with regard to regulation 2920 of the GMO Act - Policy on GMO consignment in transit - Policy on extension of permits - List of GMO events currently approved in South Africa - Laboratories registered in terms of the GMO Act for Issuance of the GMO status certificates	Can be obtained through the departmental website www.daff.gov.za/Branches/Agricultural-Production-Health and Food Safety/Genetic Resources/Biosafety or through enquiry to the Registrar of the GMO Act (012) 319-6382
6. Agricultural Pests Act, 1983 (Act No. 36 of 1983) Issuing of import permits for plants, plant products and other regulated articles in terms of the Agricultural Pests Act	Information can be accessed by clients/importers via the email PlantHealthPermits@daff.gov.za: Tel (012) 319-6102/6130/6396/6207 or Fax: (012) 319 6370. Fees are applicable
7. Animal Diseases Act, 1984 (Act No. 35 of 1984 (and Meat Safety Act (Act No. 40 of 2000))	Information can be assessed by clients/importers via the email:

Issuing of Veterinary Imports Permits in terms of the above mentioned two Acts)	VelPermits@daff.gov.za : Tel (012) 319 7514/7/7461/7633/7503/7632/740677500/7510 or Fax: (012)3298292 Fees are applicable
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Report on Commercial Timber Resources and Primary Roundwood Processing in South Africa	Resource Centre Forestry, Hamilton Street 110, Room 414
Plant Breeders' Rights Act, 1976	Can be obtained by other countries' PBR Authorities from the Office of the Registrar upon payment of (he prescribed fee, through enquiry to the Registrar. PBR Act. Contact number (012) 319 6096 or e-mail at ElnaDB@daff.gov.za Can be obtained by variety registration authorities of other countries from the Office of the Registrar through enquiry to the Registrar of Plant Improvement. Contact number (012)3196034 or email at JoanS@daff.gov.za
Plant Breeders' Rights Distinctness, Uniformity and Stability (DUS) reports	
Plant Improvement Act, 1976	
Reports for distinctness, uniformity and stability(DUS)	Can be obtained by variety registration authorities of other countries from the Office of the Registrar through enquiry to the Registrar of Plant Improvement. Contact number (012)3196034 or email at JoanS@daff.gov.za
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Information on Info Packs and Publications of DAFF which are respectively free of charge and those that can be bought but are available from the Agricultural Resources Centre: Directorate: Knowledge and Information Management tel. nr. (012) 319-7141/7065 Sheila Flockton or on the DAFF website www.daff.gov.za	
Plant Breeders' Rights Act. 1976	Can be obtained through written or telephonic request or e-mail correspondence from the Office of the Registrar of the PBR Act Contact number (012) 319-6906 or e-mail at ElnaDB@daff.gov.za . Hard copy obtainable upon payment of prescribed fees
A copy of particulars in the register of a document submitted to the Registrar in connection with an application for the grant of a plant breeder's right (PBR)	
Plant Improvement Act, 1976	Access can be obtained upon payment of the prescribed fee, through enquiry to the Registrar of the Plant Improvement Act, 1976, at JoanS@daff.gov.za or tel. nr. (012) 319-6034
Application for a copy of a document submitted to the registrar in terms of the Plant improvement Act, 1976	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii) Annual report of DAFF Policy for managing locust outbreaks Policy for managing Red Billed Quelea out-breaks The following data pertaining to the potential, state of use of natural agricultural resources: (a) Grazing capacity 2018 (b) Land capability 2016 (c) Gully erosion 2011 (d) Field crop boundaries 2017 Status of applications lodged in terms of Subdivision of Agricultural Land Act (Act 70 of 1970) [SALA] Application Forms and Application Types- 1. LA 7/700 (Subdivision) 2. LA 7/101 (Undivided shares) 3. AGR 01/004 (Long Terms Lease, Servitude, Sectional Title, Habitation and Share Block Scheme)	DAFF website DAFF website or by request to lkalafengK@daff.gov.za (012) 309 5722/23 E-mail to the Director of Climate Change and Disaster Management lkalafengK@daff.gov.za or tel nr. (012) 309 5722/23 Can be accessed by completing a data request form from: E-mail AnnelizaC@daff.gov.za or PaulA@daff.gov.ita . Can be accessed by clients via the helpdesk: e-mail ThokoB@daff.gov.za ; (012) 319-7634 Fax 012 329-5938 or via the website at http://www.agis.agric.za/agriland

4. LEB 7/105 (Establish or enlarge area of jurisdiction) Conservation of Agricultural Resources Act No. 43 (Act 43 of 1983) [CARA] - CARA Control Measures - Application to burn veld and graze burnt veld - Application to cultivate virgin soil	Can be accessed on the Departmental website at http://www.daff.gov.za/daffweb3/Branches/Forestry-Natural-Resources-Management/LUSM/Documents	
Plant Breeders' Rights Act, 1976 - Plant Variety Journals which include: - List of approved and rejected PBR's - List of transfers of PBR's - List of denominations, including alterations thereof - List of surrenders of PBR's - List of withdrawals PBR's - List of applicants and agents Variety description in terms of a variety examined, including coloured illustrations thereof Plant Improvement Act 1976 Varietal lists for seed crops, fruit crops and potato	PVJs can be obtained from the DAFF website www.daff.gov.za/Branches/APHFS/GeneticResources/Plant Breeders' Rights Can be obtained through written or telephonic request or e-mail correspondence from the Office of the Registrar of the PBR Act Contact number (012) 319-6906 or e-mail at ElinaDB@daff.gov.za. Hard copy obtainable upon payment of prescribed fees Varietal lists can be obtained from the DAFF website: http://www.daff.gov.za/daffweb3/Branches/Agricultural-Production-Health-Food-Safety/Plant-Production/Varietal-Lists	
Forestry From the body free of charge- - State of the Forests (SOF) - Forest Sector Broad Based Black Economic Empowerment Charter - White paper on Sustainable Forest Development in SA - Policy regarding access to State Forests - Compliance and Enforcement Policy - The Participatory Forestry Management Policy and Strategy, 2004 - Policy on the formation of Umbrella Fire Protection Associates - Policy on exemptions from the duty to prepare and maintain firebreaks in terms of section 14 of the National Veld and Forest Fire Act - Policy Principles and Guidelines for Control of Development Affecting Natural Resources - Woodland Strategy Framework, June 2005 - Urban Greening Strategy, 2005 - List of Principle Criteria, Indicators & Standards (guidelines for Sustainable Forest Management)	Most of these documents are available on the Departmental Website: www.daff.gov.za Hard copies are obtainable from the National Office: Forestry and Natural Resources Management Branch to the National Forestry Office at e-mail: LihleM@daff.gov.za Forestry books and journals are also accessible from the Departmental Library Resource Centre. There is limited access to certain material archived in the electronic resource centre linked to the website: http://www.daff.gov.za/daffweb3/Resources	

- . User guide to the Forest Sector Board-Based Black Economic Empowerment Charter
- . List of protected trees species under the National Forests Act, 1998 (Act [No. 84 of 1998](#))
- . List of particular trees and particular groups of trees "Champion Trees" under [section 12\(1\)](#) and (B) of the National Forests Act, 1998 (Act [No. 84 of 1998](#))
- . Genesis Report Part I The contribution, costs and development opportunities of the Forests Timbers Pulp and Paper Industries
- . Genesis Report Part II South African Forestry Industry Market Analysis 2005
- . Fire Protection Association Annual Report 2009/2010
- . Forestry Indaba Report 2009 (Proceedings)
- . The revised veldfire risk classification (veldfire risk assessment map) of South Africa, 2010
- . Key Issues Paper on Forest Enterprise Development (FED), January 2005
- . A Strategy Framework to support Forest Enterprise Development (FED) in South Africa, August 2005
- . South African Forestry Industry Market Analysis, 2005
- . Report on the Assessment of the Gauteng Firewood Market and the Origin of Protected Tree Firewood Products sold, 2007
- . Eastern Cape Forest Sector Profile
- . Forestry Books and Journals
- . Forestry and Fire awareness materials
- . Forestry maps
- . Key Issues on Forestry Enterprise Development (FED) January, 2005
- . Historical review of the Forestry Development in South Africa
- . Study of supply and demand of Industrial Roundwood in South Africa
- . Study and supply of softwood sawlog and sawn timber in South Africa
- . Logging reference 1, 2, 3
- . Charcoal production, forestry and subsector studies
- . Forest Mushroom Sector Analysis
- . National, Forest Sector Research and Development Strategy
- . Green Heritage (Trees Forests and Woodlands of South Africa

· Integrated National Forest Protection Strategy · Agroforestry strategy framework for South Africa March 2017 · A guideline for rural communities to be successful in the forest sector: running a charcoal business · A guideline for rural communities to be successful in the forest sector running a beekeeping business · A guideline for rural communities to be successful In the forest sector: running a planning, managing people and your business · A guideline for rural communities to be successful in the forest sector: running a tree growing business · A guideline for rural communities to be successful in the forest sector: running a sawmill business · The determination of forestry transport requirements In relation to transport development plans at National, Provincial and Municipal Area 2012 · National Forest Sector Research and Development Strategy 2012	
Fisheries Management	
· Chief Directorate: Aquaculture & Economic Development: - Marine permit application forms and requirements - Aquaculture guidelines · Chief Directorate: Monitoring, Control & surveillance: - Standard Operating Procedures for Honorary Marine Conservation Inspectors · Chief Directorate: Marine Resource Management: - Records of Decision (Fishing Rights Allocation Processes) - Summaries or General Published Reasons (GPR) - Registers - Permit Application forms and requirements - Permit conditions - Summaries of TAC and TAE per sector - Transfer of Fishing Right application forms and requirements - Performance review sector policies - Score sheets - Sector specific policy - General policy on Allocation and Management of Fishing Right fees · Chief Directorate: Fisheries Research & Development:	For records of Fisheries Management ZugeraG@daff.gov.za. Share- call tel. 0860003474;0214023256/3436/363 or fax (021) 4023362 can be contacted to gain access to these services. In certain instances these documents are available free of charge on the Departmental website.

- Scientific Working Group documents and reports that do not relate to the current year's TAC/TAE recommendation - Published scientific papers and reports . Other. - Strategic Plans - Recreational fishing brochure - State of South Africa's Marine Resources - Annual Report MLRF - Financial statements - Human resource data - MLRA and Regulations - A guide to the small scale fisheries sector (4 coastal languages) - List of recognised small scale fishers in South Africa - <i>Government Gazette</i> in respect of fees (e.g.: permit, levy and licences) - <i>Government Gazette</i> in respect of Grant of Right fees	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 774 of 7 December 2018: Description submitted in terms of section 15 (1): Department of Basic Education (Government Gazette No. 42092)

GN 774 of 7 December 2018: Description submitted in terms of section 15 (1): Department of Basic Education (Government Gazette No. 42092)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF BASIC EDUCATION

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 774 of 7 December 2018: Description submitted in terms of section 15 (1): Department of Basic Education (Government Gazette No. 42092)/ FORM D AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS: (Section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)) (Regulation 5A)

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 774 of 7 December 2018: Description submitted in terms of section 15 (1): Department of Basic Education (Government Gazette No. 42092)/ NATIONAL REGULATOR FOR COMPULSORY SPECIFICATIONS

NATIONAL REGULATOR FOR COMPULSORY SPECIFICATIONS

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
(a) Reports (b) Forms (c) Booklets (d) Marketing material (e) Posters (f) Pamphlets (g) Leaflets (h) News articles (i) Speeches (j) Media releases (k) Information on the DBE's programmes (l) Examination papers (m) National Curriculum Statements and other curriculum-related material (n) Any other literature intended for public viewing which may be published	On request from leukes.c@dbe.gov.za or mokonyane.i@dbe.gov.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	www.education.gov.za
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
As under the heading " FOR INSPECTION. "	www.education.gov.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Also under the heading " FOR INSPECTION. " Also- Promotion of Access to Information Act Manual Promotion of Access to Information Act section 32 and section 18 Annual Reports	Hard copies available on request www.education.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 775 of 7 December 2018: Description submitted in terms of section 15 (1): Department of Higher Education and Training (Government Gazette No. 42092)

**GN 775 of 7 December 2018: Description submitted in terms of section 15 (1): Department of Higher Education and Training
(Government Gazette No. 42092)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))
(Regulation 5A)

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1. Departmental Strategic Plans 2. Departmental Annual Reports 3. Departmental Annual Performance Plans 4. Tenders / Bid Documents 5. List of Public Higher Education Institutions 6. List of Public Technical and Vocational Education and Training (TVET) Colleges 7. List of Public Community Education and Training Colleges 8. Legislation administered by the Department 9. Vacancies 10. Promotion of Access to Information manual 11. Register of Private Higher Education Institutions 12. Register of Private TVET Colleges 13. Scarce skills list 14. Budget Speeches 15. Departmental Media Statements and Speeches 16. Departmental Publications 17. Policy documents 18. Forms 19. Parliamentary Questions and Replies	These records are available for inspection at the Department on request or addressed to the Office of the Deputy Information Officer, Department of Higher Education and Training, Private Bag x 174, Pretoria, 0001 Or visit our website on www.dhet.gov.za
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
1. Departmental Strategic Plans 2. Departmental Annual Reports 3. Departmental Annual Performance Plans 4. Tenders / Bid Documents 5. List of Public Higher Education Institutions 6. List of Public Technical and Vocational Education and Training (TVET) Colleges 7. List of Public Community Education and Training Colleges 8. Legislation administered by the Department 9. Vacancies 10. Promotion of Access to Information manual 11. Register of Private Higher Education Institutions 12. Register of Private TVET Colleges 13. Scarce skills list 14. Budget Speeches 15. Departmental Media Statements and Speeches 16. Departmental Publications 17. Policy documents 18. Forms 19. Parliamentary Questions and Replies	These records are available for copying at the Department on request or addressed to the Office of the Deputy Information Officer, Department of Higher Education and Training, Private Bag x 174, Pretoria, 0001 Or visit our website on www.dhet.gov.za

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
1. Departmental Strategic Plans 2. Departmental Annual Reports 3. Departmental Annual Performance Plans 4. Tenders / Bid Documents 5. List of Public Higher Education Institutions 6. List of Public Technical and Vocational Education and Training (TVET) Colleges 7. List of Public Community Education and Training Colleges 8. Legislation administered by the Department 9. Vacancies 10. Promotion of Access to Information manual 11. Register of Private Higher Education Institutions 12. Register of Private TVET Colleges 13. Scarce skills list 14. Budget Speeches 15. Departmental Media Statements and Speeches 16. Departmental Publications 17. Policy documents 18. Forms 19. Parliamentary Questions and Replies	These records are available free of charge at the Department on request or addressed to the Office of the Deputy Information Officer, Department of Higher Education and Training, Private Bag x 174, Pretoria, 0001 Or visit our website on www.dhet.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 47 of 1 February 2019: Description submitted in terms of section 15 (1): Limpopo Department of Transport (Government Gazette No. 42203)

GN 47 of 1 February 2019: Description submitted in terms of section 15 (1): Limpopo Department of Transport (Government Gazette No. 42203)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO DEPARTMENT OF TRANSPORT

As set out in [the Schedule](#)

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

DEPARTMENT OF TRANSPORT

LIMPOPO

ACCESS TO RECORDS HELD BY THE DEPARTMENT OF TRANSPORT - SECTION 15 (1)

Automatic Disclosures-Section 15 (1)

SCHEDULE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
1. FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
• Departmental Strategic Plans • Departmental Annual Performance Plans • Service Delivery Improvement Plans • Annual Reports	The records may be inspected at the Department on request addressed to the Office of the Deputy Information Officer. Department of Transport,

• Budgets • Budget Speeches • Speeches by MEC • Employment Equity Reports • Approved Organizational Structure • Departmental File Plans • Departmental Acts, Regulations, Policies and Procedure Manuals • Citizens Report • Promotion of Access to Information Manual • Service Standards and Norms • Service Delivery Charter • Statement of commitment • Departmental Events Calender (Editorial Note: Wording as per original <i>Government Gazette</i>. It is suggested that the word "calender" is intended to be "calendar".) • Circulars for Advertised posts and services • Staff Contact details Directory • Tender Buletins • Newsletters • Departmental Media Statements • Promotional Material • Publications and magazines • Traffic Stations Infrastructure Plans	Private Bag x9491, Polokwane 0700 Tel. No. 015 295 1000 Fax. No. 015 294 8000 e-mail address: ramaijane@dot.limpopo.gov.za
2. FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Tender document (Specification)	Records can be purchased at the Supply Chain Unit, 3rd floor Office No. 05, Department of Transport
3. FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
• Departmental Strategic Plans • Departmental Annual Performance Plans • Service Delivery Improvement Plans • Annual Reports • Budgets • Budget Speeches • Speeches by MEC • Employment Equity Reports • Approved Organizational Structure • Departmental File Plans • Departmental Acts, Regulations, policies and Procedure Manuals • Citizens Report • Promotion of Access to Information Manual • Service Standards and Norms • Service Delivery Charter • Statement of commitment • Department Events Calender • Circulars for Advertised posts and services • Staff Contact details Directory • Tender Buletins • Newsletters • Departmental Media Statements • Promotional Material • Publications and magazines • Trafic Station Infrastructure Plans	The records may be inspected at the Department on request addressed to the Office of the Deputy Information Officer, Department of Transport, Private Bag x9491, Polokwane 0700 Tel. No. 015 295 1000 Fax. No. 015 294 8000 email address: ramaijane@dot.limpopo.gov.za
(Editorial Note: Wording as per original <i>Government Gazette</i> . It is suggested that	

the words "commitment, bulletins, traffic and calendar" is intended to be "commitment, bulletins, traffic and calendar".)	
4. FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
- Annual Reports - Budgets - Budget Speeches - Road Infrastructure Plans - Service Standards and Norms - Publications and magazines - Newsletters - Departmental Strategic Plans - Promotional Material - Journals and magazines	The records may be inspected at the Department on request addressed to the Office of the Deputy Information Officer. Department of Transport, Private Bag x9490, Polokwane 0700 Tel. No. 015 295 1000 Fax. No. 015 294 8000 e-mail address: ramaijane@dot.limpopo.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 48 of 1 February 2019: Description submitted in terms of section 15 (1): Dube Tradeport (Government Gazette No. 42203)

GN 48 of 1 February 2019: Description submitted in terms of section 15 (1): Dube Tradeport (Government Gazette No. 42203)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DUBE TRADEPORT CORPORATION

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 200 (Act [No. 2 of 2000](#))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Annual Reports Media Statements Newsletters Approved Strategic Plans Annual Performance Plans Employment Equity Plan Employment Equity Report	These records are available for inspection at Dube TradePort on request via the following means: Post Deputy Information Officer, Dube TradePort, PO Box 2017 Durban, 4000 Tel: 032 814 0000 Email: Tanya.Wingfield@dubetradeport.co.za Website: www.dubetradeport.co.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	

Tender Documents	The records can be purchased from the Supply Chain Management Division
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Media Statements Newsletters Approve Strategic Plans Annual Performance Plans Employment Equity Report	Copies of these records may be obtained on payment of the prescribed fee: These records may be accessed at Dube TradePort on Request via the following means: Post Deputy Information Officer, Dube TradePort PO Box 2017 Durban, 4000 Tel: 032 814 0000 Email: Tanya.Wingfield@dubetradeport.co.za Website: www.dubetradeport.co.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Database Application Forms PAIA Manual Brochures Annual Financial Statements	Copies of these records are available free of charge. They may be accessed at Dube TradePort on Request via the following means: Post Deputy Information Officer, Dube TradePort, PO Box 2017 Durban 4000 Tel: 032 814 0000 Email: Tanya.Wingfield@dubetradeport.co.za Website: www.dubetradeport.co.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 88 of 22 February 2019: Description submitted in terms of section 15 (1): Limpopo Department of Public Works, Roads and Infrastructure (Government Gazette No. 42240)

GN 88 of 22 February 2019: Description submitted in terms of section 15 (1): Limpopo Department of Public Works, Roads and Infrastructure (Government Gazette No. 42240)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

As set out in the Schedule

(Signed)
TSHILILO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

AUTOMATIC DISCLOSURE: ([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
(REGULATIONS 5A)

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):	
- Annual Reports - Approved organizational structure - Budgets - Circulars of advertised posts and services - Citizens' reports - Copies of speeches by the MEC - Departmental acts, regulations, policies and procedure manuals - Departmental Annual Performance Plan - Departmental File Plans - Departmental forms - Departmental Strategic Plans - Employment Equity reports - Journals and magazines - News Letters - Promotion of Access to Information Manual - Promotional material - Service Delivery Charter - Service Delivery Improvement Plan - Service Standards - Staff contact details (directory) - Statement of commitment	The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Public Works, Roads and Infrastructure Private Bag x9490, Polokwane 0700 Tel. No. 015 284 7000 Fax: No.: 015 284 7030 e-mail address: Makhafolet@dpw.limpopo.gov.za or visit our website www.dpw.limpopo.gov.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (iii):	
Tender Documents	Records can be purchased at the Supply Chain Unit, Works Towers Building, First floor Department of Public Works, Roads and Infrastructure 43 Church Street, Polokwane 0700
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (iii):	
- Annual Reports - Approved organizational structures - Budgets - Circulars of advertised posts and services - Citizens' reports - Copies of speeches by the MEC - Departmental acts, regulations, policies and procedure manuals - Departmental Annual Performance Plan - Departmental File Plans - Departmental forms - Departmental Strategic Plans - Employment Equity reports - Journals and magazines - News Letters - Promotion of Access to Information Manual - Promotional material - Service Delivery Charter - Service Delivery Improvement Plan - Service Standards - Staff contact details (directory) - Statement of commitment	The records may be accessed at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Public Works Roads and Infrastructure Private Bag x9490, Polokwane 0700 Tel. No. 015 284 7000 Fax: No.: 015 284 7030 e-mail address: Masheler@dpw.limpopo.gov.za or visit our website www.dpw.limpopo.gov.za
FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
- Circulars for advertised posts - News Letters - PAIA Manuals - Pamphlets - Promotional material	The records may be accessed on request, addressed to the: Deputy Information Officer Department of Public Works Roads and Infrastructure Private Bag x9490

Polokwane
0700
Tel. No. 015 284 7000
Fax: No.: 015 284 7030
e-mail address:
Mashelert@dpw.limpopo.gov.za or visit our
website www.dpw.limpopo.gov.za

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that word "News Letters" is intended to be "Newsletters".)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 144 of 22 March 2019: Description submitted in terms of section 15 (1): Mpumalanga Provincial Government: Department of Co-operative Governance and Traditional Affairs (Government Gazette No. 42323)

GN 144 of 22 March 2019: Description submitted in terms of section 15 (1): Mpumalanga Provincial Government: Department of Co-operative Governance and Traditional Affairs (Government Gazette No. 42323)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

MPUMALANGA PROVINCIAL GOVERNMENT: DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

As set out in the Schedule

(Signed)

**TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

MPUMALANGA PROVINCIAL

DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

"FORM D"

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
[Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#))**

[Regulation 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF PAIA	MANNER OF ACCESS TO RECORDS (SECTION 5 (1) (b) OF PAIA)
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i) OF PAIA	
Department Information Manual; Strategic Plans; Annual Performance Plan; Annual Performance Report; Detailed Implementation Plans; Service Charter and Service Standards; Integrated Development Plan (IDP); Local Government Turnaround Strategy; Integrated Municipal Support Plan (IMSP); Draft Mpumalanga Spatial Development Framework; Notices published in the <i>Provincial Gazettes</i> ; Tender Adverts; Tender appointments; Media Statements;	The records may be inspected at the Department on request in writing addressed to: The Head Department/Information officer Mpumalanga Provincial Government Department of Co-operative Governance and Traditional Affairs Private Bag x 11304 MBOMBELA 1200

Speeches; Legislation administered by the Department; Departmental Policies (selected); Section 47 Municipal Reports; Internal newsletters; and "Know your Traditional Leaders" booklet.	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii) OF PAIA	
Strategic Plans; Annual Performance Plans; Annual Performance Report; Detailed Implementation Plans; Service Charter and Service Standards; Integrated Development Plan (IDP); Local Government Turnaround Strategy; Integrated Municipal Support Plan (IMSP); Draft Mpumalanga Spatial Development Framework; Notices published in the <i>Provincial Gazettes</i> ; Tender Adverts; Tender appointments; Medial Statements; Speeches; Legislation administered by the Department; Departmental Policies (selected); and Section 47 Municipal Reports.	The records may be purchased from the Department: The Head Department/Information Officer Mpumalanga Provincial Government Department of Co-operative Governance and Traditional Affairs Private Bag x 11304 MBOMBELA 1200
FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii) OF PAIA	
Departmental Information Manual; Internal newsletters; Government forms; and "Know your Traditional Leaders" booklet.	The records may be freely obtainable from the Department on request from: The Head Department/Information Officer, Mpumalanga Provincial Government Department of Co-operative Governance and Traditional Affairs Private Bag x 11304 MBOMBELA 1200

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 241 of 26 April 2019: Description submitted in terms of section 15 (1): uMhlathuze Municipality (Government Gazette No. 42417)

GN 241 of 26 April 2019: Description submitted in terms of section 15 (1): uMhlathuze Municipality (Government Gazette No. 42417)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

uMHLATHUZE MUNICIPALITY

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

CITY OF uMHLATHUZE

NOTICE IS GIVEN THAT THE MANUAL ON FUNCTIONS AND RECORDS HELD BY THE CITY OF UMHLATHUZE IN COMPLIANCE TERMS OF THE ACCESS TO INFORMATION ACT [NO. 2 OF 2000](#) HAS BEEN UPDATED AND TERMED THE TENTH EDITION. THIS MANUAL REFLECTS THAT THE FOLLOWING RECORDS ARE AUTOMATICALLY AVAILABLE WITHOUT HAVING TO REQUEST ACCESS IN TERMS OF THE AFOREMENTIONED ACT.

**SECTION 15 (2) NOTICE OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000):
VOLUNTARY DISCLOSURE AND AUTOMATMATIC AVAILABILITY OF RECORDS**

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that the word "Automatmatic" is intended to be "Automatic".)

<i>DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</i>	<i>MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15 (1) (b))</i>
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
NA	NA
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Maps (Tourism)	Information counters at Municipality
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Fixed property owned by the applicant	Available from Department: Corporate Services/City Development
Any by-law framed by Council (hard copy)	Available from Department: Corporate Services
Any tariff charged by Council (hard copy)	Available from Department: Financial Services
Any town planning scheme or development plan administered by Council	Available from Department: City Development
How to obtain access to any service rendered by the Council	Available from the uMhlathuze Municipality
Geographic Information System	Available from Department: Infrastructure Services
Service register (alphanumeric data)	Available from Department: Infrastructure Services
Infrastructure themes	Available from Department: Infrastructure Services
Orthophotos	Available from Department: Infrastructure Services
Digital terrain modules (DTM's)	Available from Department: Infrastructure Services
Minutes of open Council and Executive Committee and Enterprise Risk Management Committee	Available from Department: Corporate Services
Technical Library: Reference books Reports	Available from Department: Infrastructure Services
Plan filing (civic information) Paper based Microfilm	Available from Department: Infrastructure Services
Cadastral maps (paper based/electronic)	Available from Department: Infrastructure Services
Surveyor general plans (paper based/electronic)	Available from Department: Infrastructure Services
Framework plans (paper based/electronic)	Available from Department: Infrastructure Services
Scheme maps (paper based/electronic)	Available from Department: Infrastructure Services
Lease area plans (paper based/electronic)	Available from Department: City Development
Budget including adjustment budget (paper based/electronic)	Available from Department: Financial Services
Orders & remittances (paper based)	Available from Department: Financial Services
Investment register (manual)	Available from Department: Financial Services
Loan register (manual)	Available from Department: Financial Services
Risk Register	Available from Office of the Municipal Manager
Various policies of Council	Available from Department Corporate Services

Asset register (electronic manual)	Available from Department: Financial Services
Financial statements (electronic manual)	Available from Department: Financial Services
Debtors history (electronic)	Available from Department: Financial Services
Strategic environmental assessment	Available from Department: City Development
Building plans	Available from Department: City Development
Records relating to the adoption, replacement or amendment of a scheme as contained in the Planning and Development Act 2008 (Act 6 of 2008)	Available from Department: City Development
Records relating to a proposal to subdivide or consolidate land	Available from Department: City Development
Records relating to a proposal to develop land as contained in the Planning and Development Act 2008 (Act 6 of 2008)	Available from Department: City Development
Records relating to a proposal to divide or cancel a layout plan	Available from Department: City Development
Records relating to a proposal to alter, suspend or delete a restriction relating to land	Available from Department: City Development
Records relating to a proposal to permanently close a municipal road or public place	Available from Department: City Development
Records relating to enforcement as contained in the Planning and Development Act 2008 (Act 6 of 2008)	Available from Department: City Development
Records relating to appeals as contained in the Planning and Development Act 2008 (Act 6 of 2008)	Available from Department: City Development
Records relating to provincial planning and development norms and standards	Available from Department: City Development
Records relating to delegations as contained in the Planning and Development Act 2008 (Act 6 of 2008)	Available from Department: City Development
Records of amendments to land use schemes.	Available from Department: City Development
Agency agreements contemplated in section 157 (1)	Available from Department: City Development
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
Budget	Available on website www.umhlathuze.gov.za
Budget related policies	Available on website www.umhlathuze.gov.za
Performance agreements	Available on website www.umhlathuze.gov.za
Service delivery agreements	Available on website www.umhlathuze.gov.za
Long term borrowing contracts	Available on website www.umhlathuze.gov.za
Integrated Development Plan	Available on website www.umhlathuze.gov.za
Contracts/information/public partnership agreements as prescribed in section 75 of the Municipal Financial Management Act	Available on website www.umhlathuze.gov.za
Bylaws	Available on website www.umhlathuze.gov.za
Councillor details	Available on website www.umhlathuze.gov.za
Demographics	Available on website www.umhlathuze.gov.za
Direction maps	Available on website www.umhlathuze.gov.za
Geographic Information System	Available on website www.umhlathuze.gov.za

Manual on Promotion of Access to Information Act	Available on website www.umhlathuze.gov.za and at Municipal offices.
Newsletters/Annual report	Available on website www.umhlathuze.gov.za
Policies/Statutory reporting	Available on website www.umhlathuze.gov.za
Tariff of charges	Available on website www.umhlathuze.gov.za
Tenders/public notices	Available on website www.umhlathuze.gov.za
Tourism Information	Available on website www.umhlathuze.gov.za
Requests for information can be made in writing, per fax or electronically as follows:	
Postal Address: The Information Officer Telephone Number: 035-907 5000 City of uMhlathuze Fax Number: 035-907 5444/5/6/7 Private Bay X1004 eMail address: reg@umhlathuze.gov.za RICHARDS BAY 3900 Municipal Office Private Bag X1004 RICHARDS BAY 3900 MN17/2019	
DR NJ SIBEKO <u>MUNICIPAL MANAGER</u>	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 242 of 26 April 2019: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Education (Government Gazette No. 42417)

GN 242 of 26 April 2019: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Department of Education (Government Gazette No. 42417)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF EDUCATION

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



FORM D

AUTOMATICALLY AVAILABLE RECORDS INTERMS OF [SECTION 15](#) PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) (ACT [2 OF 2000](#)) (Regulations 5A)

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	

	LOCATION
Approved organizational structure Departmental file plans Policies and Procedure Manuals Employment Equity Reports Citizen's reports Statement of Public Service Commitment Service Delivery Improvement Plan Service Standards Acts, Regulations and White Papers Budget Speech Audited financial statements Copies of speeches by MEC Public Service Forms (Z83, Bursary forms) Journals and magazines Departmental Strategic Plans Departmental Annual Performance Plan Annual Reports	The records may be inspected at the Department on request in writing addressed to Limpopo Department of Education Deputy Information Officer 113 Biccard & 24 Excelsior Street Private Bag x 9489, POLOKWANE 0700 Tel (015) 290 7702 Fax. 086 218 0560
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
	LOCATION
Approved organizational structure Departmental file plans Policies and Procedure Manuals Employment Equity Reports Citizen's reports Statement of Public Service Commitment Service Delivery Improvement Plan Service Standards Acts, Regulations and White Papers Budget Speech Audited financial statements Copies of speeches by MEC Public Service Forms (Z83, Bursary forms) Journals and magazines Departmental Strategic Plans Departmental Annual Performance Plan Annual Reports	The records may be inspected at the Department on request in writing addressed to Limpopo Department of Education Deputy Information Officer 113 Biccard & 24 Excelsior Street Private Bag x 9489, POLOKWANE 0700 Tel (015) 290 7702 Fax 086 218 0560
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
	LOCATION
ABET level 4 certificate Combined ABET level 4 certificate Grade 12 certificate Combined Grade 12 certificate Diploma certificate Statement of results Old examination papers Tender Documents	Records may be accessed on request in writing addressed to Exam Unit: Help Desk: B50 Department of Education 113 Biccard & 24 Excelsior Street Private Bag x 9489, POLOKWANE 0700 Tel: 015 290 7803 Records may be accessed on request in writing addressed to Supply Chain Management: Cashier's Office No. D04 Department of Education 113 Biccard & 24 Excelsior Street Private Bag x 9489, POLOKWANE 0700
DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
	LOCATION
Approved organizational structure Departmental file plans Policies and Procedure Manuals Employment Equity Reports	The records may be inspected at the Department on request in writing addressed to Limpopo Department of Education

Citizen's reports	Deputy Information Officer
Statement of Public Service Commitment	113 Biccard & 24 Excelsior Street
Service Delivery Improvement Plan	Private Bag x 9489, POLOKWANE
Service Standards	0700
Acts, Regulations and White Papers	Tel (015) 290 7702
Budget Speech	Fax 086 218 0560
Audited financial statements	
Copies of speeches by MEC	
Public Service Forms (Z83, Bursary forms)	
Journals and magazines	
Departmental Strategic Plans	
Departmental Annual Performance Plan	
Annual Reports	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 269 of 17 May 2019: Description submitted in terms of section 15 (1): KwaZulu-Natal Department of Transport (Government Gazette No. 42464)

GN 269 of 17 May 2019: Description submitted in terms of section 15 (1): KwaZulu-Natal Department of Transport (Government Gazette No. 42464)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

KWAZULU-NATAL DEPARTMENT OF TRANSPORT

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

OFFICE OF THE PREMIER, KWAZULU-NATAL

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
CATEGORIES	MANNER OF ACCESS TO RECORD
1. FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1.1 Budget Speech; 1.2 Departmental Strategic Plan; 1.3 Provincial Growth and Development Strategy; 1.4 Annual Performance Plan 1.5 Annual Strategic Plan; 1.6 Service Delivery Improvement Plan; 1.7 Employment Equity Report; 1.8 Approved Organisational Structure;	The records may be inspected at the Resource Centre as follows- KZN Department of Transport 172 Burger Street PIETERMARITZBURG 3201 Telephone: +27 33 355 8694 Fax: +27 33 355 8632 Email: Michelle.Dally@kzntransport.gov.za

1.9 Circulars of advertised posts; and 1.10 Magazines, newspapers and newsletters. 1.11 Magazines, newspapers and newsletters. 1.12 Tender-Bids 1.12.1 List of Bidders 1.12.2 Publication Awards 1.12.3 Available Tenders 1.12.4 Closed Tenders	The records may be inspected at the Department of Transport 172 Burger Street PIETERMARITZBURG 3201 At the Supply Chain Management Directorate- B-Block Acquisition Section Telephone; +27 33 355 8891 Fax: +27 33 355 8091 Email: Anusha.chetty@kzntransport.gov.za
2. FOR PURCHASING IN TERMS OF SECTION 15 (a) (ii)	
2.1 Bid Documents	Bid documents may be purchased at the Department of Transport 172 Burger Street PIETERMARITZBURG 3201 At the Supply Chain Management Directorate- B-Block Acquisition Section Telephone: +27 33 355 8891 Fax: +27 33 355 8091 Email: Anusha.chetty@kzntransport.gov.za
3. FOR COPYING IN TERMS OF SECTION 15 (a) (ii)	
3.1 Budget Speech; 3.2 Departmental Strategic Plan; 3.3 Provincial Growth and Development Strategy; 3.4 Annual Performance Plan; 3.5 Service Delivery Improvement Plan; 3.6 Employment Equity Report; 3.9 Approved Organisational Structure; 3.13 Circulars of advertised posts; and 3.14 Magazines, newspapers and newsletters.	The records may be inspected at the Resource Centre as follows- KZN Department of Transport 172 Burger Street PIETERMARITZBURG 3201 Telephone: +27 33 355 8694 Fax: +27 33 355 8632 Email: Michelle.Dally@kzntransport.gov.za
(Editorial Note: Numbering as per original <i>Government Gazette</i> .)	
4. FOR COPYING IN TERMS OF SECTION 15 (a) (ii)	
4.1 Speeches by MEC and HOD 4.2 Circulars of advertised posts; and 4.3 Magazines, newspapers and newsletters; 4.4 Choice Numbers 4.5 Drivers Licence 4.6 In-service Training 4.7 Learners Licences 4.8 Motor Vehicle Licensing 4.9 Vacancies 4.10 Vukuzakhe programme 4.11 Zibambele Programme 4.12 Research reports	The records may be inspected at the Resource Centre as follows- KZN Department of Transport 172 Burger Street PIETERMARITZBURG 3201 Telephone: +27 33 355 8694 Fax: +27 33 355 8632 Email: Michelle.Dally@kzntransport.gov.za

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that all references to "section 15 (a) (ii)" are intended to be "section 15 (1) (a) (ii)".)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 270 of 17 May 2019: Description submitted in terms of section 15 (1): Department of Co-operative Governance (Government Gazette No. 42464)

GN 270 of 17 May 2019: Description submitted in terms of section 15 (1): Department of Co-operative Governance (Government Gazette No. 42464)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF CO-OPERATIVE GOVERNANCE

As set out in the Schedule

(Signed)

TSHILOLO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))
(Regulation 5A)

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 (e.g website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
NOT APPLICABLE	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
NOT APPLICABLE	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
DISCUSSION DOCUMENTS AND ALL DOCUMENTS NOT LISTED BELOW	The document can be requested through: The Chief Information Officer Department of Cooperative Governance Private Bag X804 Pretoria, 0001 Fax: 012 3340603 E-mail: thinavhuyoN@cogta.gov.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
ACTS	
Disaster Management Act, 67 of 2002	www.cogta.gov.za
General Laws Amendment Act, 55 of 2008	www.cogta.gov.za
Local Government Laws Amendment Act, 51 of 2002	www.cogta.gov.za
Local Government Transition Act, 209 of 1993	www.cogta.gov.za
Local Government: Municipal Property Rates Act, 6 of 2004	www.cogta.gov.za
Local Government: Municipal Property Rates Act Amendment Act, 10 of 2009	www.cogta.gov.za
Local Government: Municipal Property Rates Act Amendment Act, 29 of 2014	www.cogta.gov.za
Municipal Demarcation Act, 27 of 1998	www.cogta.gov.za
Municipal Structure Amendment Act, 33 of 2000	www.cogta.gov.za
Municipal Systems Act, 32 of 2000	www.cogta.gov.za
Municipal Systems Amendment Act, 44 of 2003	www.cogta.gov.za
Municipal Systems Amendment Act, 7 of 2011	www.cogta.gov.za
National House of Traditional Leaders Act	www.cogta.gov.za
Remuneration of Public Office Bearers Act	www.cogta.gov.za

Repeal of Local Government Laws Act, No. 42 of 1997	www.cogta.gov.za
The South African Olympic Housing Act, No. 36 of 1997	www.cogta.gov.za
Traditional Leadership and Governance Framework Act 2003 Act, 41 of 2003	www.cogta.gov.za
Transfer of Staff to Municipalities Act, 17 of 1998	www.cogta.gov.za
ANNUAL REPORTS	
COGTA	
COGTA Annual Report: 2017-2018	www.cogta.gov.za
COGTA Annual Report: 2016-2017	www.cogta.gov.za
COGTA Annual Report: 2015-2016	www.cogta.gov.za
COGTA Annual Report: 2014-2015	www.cogta.gov.za
COGTA Annual Report: 2013-2014	www.cogta.gov.za
COGTA Annual Report: 2011-2012	www.cogta.gov.za
COGTA Annual Report: 2010-2011	www.cogta.gov.za
DTA	
Traditional Affairs Annual Report: 2017-18	www.cogta.gov.za
Traditional Affairs Annual Report: 2016-17	www.cogta.gov.za
Traditional Affairs Annual Report: 2015-16	www.cogta.gov.za
Traditional Affairs Annual Report: 2014-15	www.cogta.gov.za
NDMC	
NDMC Annual Report: 2014-2015	www.cogta.gov.za
NDMC Annual Report: 2013-2014	www.cogta.gov.za
NDMC Annual Report: 2012-2013	www.cogta.gov.za
NDMC Annual Report: 2009-2010	www.cogta.gov.za
BILLS	
Customary Initiation Bill, B7-2018	www.cogta.gov.za
Municipal Structures Amendment Bill: 2016 Gazette 40017	www.cogta.gov.za
Intergovernmental Relations Framework Bill, B3-2005	www.cogta.gov.za
Boundary Bill	www.cogta.gov.za
Cross Boundary Bill: Provincial	www.cogta.gov.za
Department of Cooperative Governance Notice	www.cogta.gov.za
Final Municipal Systems Amendment Bill, B22-2010	www.cogta.gov.za
Intergovernmental Relations Framework Bill, B3B-2005	www.cogta.gov.za
Local Government: Municipal Property Rates Amendment Bill	www.cogta.gov.za
Local Laws Amendment Bill	www.cogta.gov.za
Traditional and Khoi-San Leadership Bill, B2-2015	www.cogta.gov.za
MANUALS	www.cogta.gov.za
Electing Councillors: A guide to Municipal Elections	www.cogta.gov.za
MEDIUM TERM STRATEGIC FRAMEWORKS	www.cogta.gov.za
Medium-Term Strategic Framework (MTSF) 2014 - 2019	www.cogta.gov.za
POLICIES	www.cogta.gov.za
Official Language Policy: Department of Cooperative Governance, 2016	www.cogta.gov.za
Department of Tradition Affairs: Draft Policy on the Customary Practice on Initiation in South Africa - Invitation for comments, 2015	www.cogta.gov.za

Policy Process on the system of Provincial and Local Government	www.cogta.gov.za
The White Paper on Municipal Service Partnerships	www.cogta.gov.za
Local Government Anti-Corruption Strategy, 2015	www.cogta.gov.za
STRATEGIC PLANS/APPS	
Department of Cooperative Governance Strategic Plan: 2015 - 2019	www.cogta.gov.za
Department of Cooperative Governance Annual Performance Plan: 2011-2019	www.cogta.gov.za
Department of Cooperative Governance Annual Performance Plan: 2017-2018	www.cogta.gov.za
Department of Cooperative Governance Annual Performance Plan: 2016-2017	www.cogta.gov.za
COGTA Annual Performance Plan: 2016/17	www.cogta.gov.za
Department of Traditional Affairs Strategic Plan, 2015-2020	www.cogta.gov.za
Department of Traditional Affairs Strategic Plan, 2016-2017	www.cogta.gov.za
Department of Traditional Affairs Annual Performance Plan, 2018-2019	www.cogta.gov.za
Department of Traditional Affairs Annual Performance Plan, 2017-2018	www.cogta.gov.za
Department of Traditional Affairs Strategic Plan, 2016-2017	www.cogta.gov.za
WHITE PAPERS	
The White Paper on Traditional Leadership and Governance, 2003	www.cogta.gov.za
The White Paper on Local Government, 1998	www.cogta.gov.za
CASE STUDIES	
Back to Basics (B2B) Case Studies	www.cogta.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ Proc 22 of 17 May 2019: Description submitted in terms of section 15 (1) (Government Gazette No. 42464)

Proc 22 of 17 May 2019: Description submitted in terms of section 15 (1) (Government Gazette No. 42464)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	

Annual Reports, APP, Quarterly Reports, PAIA Manual in 3 languages, Departmental Policies and Legislation, Budget Speech, Newsletters, Department media statements, Circular for advertisement of tenders, Brochures, Public Service Application Forms [z83], Staff contact details and Service Delivery Charter	Website: www.feed.gov.za Office: Garona Building, 2nd Floor, Mmabatho, 2735
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Finance Promotional Material, SCM Portal	Website: www.feed.gov.za Office: Garona Building, 2nd Floor, Mmabatho, 2735
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Annual Reports, APP, Quarterly Reports, PAIA Manual in	Website: www.feed.gov.za
3 languages, Departmental Policies and Legislation, Budget	Office: Garona Building, 2nd Floor, Mmabatho, 2735
Speech, Newsletters, Departmental media statements,	
Circular for adverment of tenders, Public Service	
Application Forms	
(Editorial Note: Wording as per original <i>Government Gazette</i> . It is suggested that the word "adverment is intended to be "advertisement".)	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
Annual Reports, APP, Quarterly Reports, PAIA Manual in	
3 languages, Departmental Policies and Legislation,	
Budget Speech, Newsletters, Departmental media	
statements, Circular for advertisement of tenders,	
Brochures, Public Service Application Forms [z83], Staff contact details and Service Delivery Charter.	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 291 of 31 May 2019: Description submitted in terms of section 15 (1): Swartland Municipality (Government Gazette No. 42496)

**GN 291 of 31 May 2019: Description submitted in terms of section 15 (1): Swartland Municipality
(Government Gazette No. 42496)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

SWARTLAND MUNICIPALITY

As set out in the Schedule

(Signed)

**TSHILILO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

**FROM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**

**(Section 15 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000))
(Regulation 5A)**

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that the word "From D" is intended to be "Form D".)

<i>DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</i>		<i>MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15 (1) (a))</i>
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):		
1. <u>Business details</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all council offices, facilities and amenities	Director: Corporate Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za	
2. <u>Councillors</u> (Including the executive mayor, executive deputy mayor, speaker and office bearers) Information regarding each councillor's- - name, address, telephone numbers - ward/proportional, political party and election details - position in council, e.g. committee membership, whether full-time or part-time - representation on outside bodies	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za	
3. <u>Agendas and minutes</u> Agendas and minutes of all meetings of council, its structures and formal staff meetings and those of its predecessors, excluding minutes and agendas which have been marked "confidential/in-committee"	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za	
4. <u>Structures</u> (Including council, executive committee, ward committees and other committees) - composition, names of members, office bearers, political membership - date, time and venue of meetings - functional areas	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za	
5. <u>Delegations</u> Delegations to- - political office bearers - councillors - members of staff - structures (executive mayoral committee, committees, etc.) Authority granted to- - conclude contracts - sign legal documents, etc. Decisions by any political office bearer, councillor or staff member in terms of a power or duty delegated or sub-delegated	Director: Corporate Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za	
6. <u>Municipal legislation, by-laws and policies</u> All documents in this regard	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za	
7. <u>Budget</u> Budget Service Delivery and Budget Implementation Plan (SDBIP), Annual Report and Integrated Development Plan (IDP) as approved by Council	Director: Financial Services Snr Manager: Strategic Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za On website at www.swartland.org.za	
8. <u>Financial records</u> - annual financial statements - quarterly statements - monthly statements - arrears (excluding personal details)	Director: Financial Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za On website at www.swartland.org.za	
	Director: Financial Services	

9. <u>Tariffs, fees, surcharges. etc.</u> All tariffs, fees, surcharges, etc. approved by the council for the current or any previous financial year	Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za On website at www.swartland.org.za
10. <u>Registers</u> Registers regarding - assets (movable or immovable) - agreements - contractors, service providers - tenders awarded	Manager: Supply Chain Management Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
11. <u>Statistics</u> (Excluding personal details of individuals) - statistics kept for departmental use in the format in which it is available - statistics in the format as required by legislation	Manager Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
12. <u>Research/Publications</u> Information regarding research by or on behalf of the municipality, on condition that such research results have been represented to council or any of its structures and no copyright is held by persons or bodies not connected with the municipality	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
13. <u>Planning</u> - Spatial Development Framework - individual zonings and conditions - register of approved departures and consent uses	Sr Manager: Building Environment Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
14. <u>Land</u> single records only of owners of land (only erf numbers)	Clerk: Property Rates Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
15. <u>Organisational structure</u> - organogram - staff structure	Snr Manager: Human Resources Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za On website at www.swartland.org.za
FOR PURCHASING (COPYING) IN TERMS OF SECTION 15 (1) (a) (ii):	
As applicable on section 15 (1) (a) (i) above	Request a copy from- The Deputy Information Officer, Ms Nicolette Brand Swartland Municipality Private Bag X52, Malmesbury, 7299 Tel No: 022-487 9400 swartlandmun@swartland.org.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
1. <u>Business details</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all council offices, depots, installations, facilities and amenities	Request a copy from- The Deputy Information Officer, Ms Nicolette Brand Swartland Municipality Private Bag X52, Malmesbury, 7299 Tel No: 022-487 9400 swartlandmun@swartland.org.za
2. <u>Councillors</u> (Including the executive mayor, executive deputy mayor, speaker and office bearers) Information regarding each councillor's- - name, address, telephone numbers - ward/proportional, political party and election details - position in council, e.g. committee membership, whether full-time or part-time - representation on outside bodies	
3. <u>Structures</u> (Including council, executive committee, ward committees and other committees) - composition, names of members, office bearers, political membership - time and venue of meetings	

functional areas	
4. <u>Budget</u> Budget, Service Delivery and Budget Implementation Plan (SDBIP), Annual Report and Integrated Development Plan (IDP) as approved by Council	On website at www.swartland.org.za
5. <u>Tariffs, fees, surcharges, etc.</u> All tariffs, fees, surcharges, etc. approved by the council for the current or any previous financial year	On website at www.swartland.org.za
6. <u>Financial records</u> - annual financial statements - quarterly statements - monthly statements	On website at www.swartland.org.za
6. <u>By-laws and Financial policies</u> All documents in this regards	On website at www.swartland.org.za
(Editorial Note: Numbering as per original <i>Government Gazette</i> .)	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 386 of 19 July 2019: Description submitted in terms of section 15 (1): Council for Medical Schemes (Government Gazette No. 42584)

GN 386 of 19 July 2019: Description submitted in terms of section 15 (1): Council for Medical Schemes (Government Gazette No. 42584)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

COUNCIL FOR MEDICAL SCHEMES

As set out in the Schedule

(Signed)

MR RONALD, MP (ADV)

MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 386 of 19 July 2019: Description submitted in terms of section 15 (1): Council for Medical Schemes (Government Gazette No. 42584)/ FORM D AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS: (Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000)) (Regulation 5A)

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
	Records may be viewed/accessed by

1. Medical Schemes mergers - Exposition Documents	visiting Council for Medical Schemes Offices - Knowledge Centre
2. Medical Schemes Liquidations & Distribution Accounts	Telephone: 012 431 0500 Telephone: 012 431 0530 http://www.medicalschemes.com
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
1. Medical Schemes Rules	Records may be viewed/accessed by visiting Council for Medical Schemes Offices - Knowledge Centre Telephone: 012 431 0530 http://www.medicalschemes.com
2. Medical Schemes Annual Financial Statements	
3. Medical Schemes Annual Statutory Returns	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
1. Medical Schemes Rules	Records may be obtained by visiting Council for Medical Schemes Offices Tel: 012 431 0530 http://www.medicalschemes.com
2. Medical Schemes Annual Financial Statements	
3. Medical Schemes Annual Statutory Returns	
4. Research Reports and findings	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
1. List of Accredited Broker/Administrators, Managed Care Org	Records may be obtained by visiting Council for Medical Schemes Offices, alternatively from our website http://www.medicalschemes.com Tel: 012 4310 0530 Fax: 012 431 0630
2. List of Registered Medical Schemes	
3. Council for Medical Schemes Annual Report	
4. Medical Schemes Act, and all amendments	
5. Circulars, Judgments & Appeals, manuals, CMS News	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 387 of 19 July 2019: Description submitted in terms of section 15 (1): South African Police Service (Government Gazette No. 42584)

GN 387 of 19 July 2019: Description submitted in terms of section 15 (1): South African Police Service (Government Gazette No. 42584)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

SOUTH AFRICAN POLICE SERVICE

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP

MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
7.1 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
ALL DIVISIONS AND COMPONENTS	
National Instructions (The following records are excluded: - training material; - training guidelines; - training manuals; or - records of which the disclosure may	The records may be inspected at the relevant sub-section head on request in

reasonably be expected to jeopardise the effectiveness of a testing, examining or auditing procedure or method used by the Service. The normal request procedure in terms of the Act is applicable when access to such records are requested.)	writing to the relevant divisional commissioner.
COMPONENT: CORPORATE COMMUNICATION HERITAGE SERVICES	
(1) All displays at the SAPS Heritage Services (2) Archival records at the SAPS Heritage Services (excluding records contained in dockets and personal information of persons or information that may be refused on the grounds of refusal provided for in the Act)	The records may be inspected at the office of the Curator, SAPS Heritage Services on request in writing to the Curator: Heritage Services, PO Box 4866, PRETORIA, 0001.
ALL DIVISIONS AND COMPONENTS	
Master Copy of the Filing System	The records may be inspected at the relevant division.
FINANCIAL MANAGEMENT AND ADMINISTRATION: BUDGETS	
Estimates of National Expenditure - Department of Police	The records may be inspected at the office of the Section Head: Budgets on request in writing to Financial Management and Administration: Section Head: Budgets, Private Bag X 94, PRETORIA, 0001.
DIVISION: HUMAN RESOURCE UTILISATION	
EMPLOYMENT EQUITY	
National and Divisional Employment Equity Section 20 Plans and Section 21 Reports The Divisional, Provincial and Components Employment Equity Implementation Plans and Section 21 Quarterly Reports	The records may be inspected at the office of the Section Head: Employment Equity on request in writing to the relevant Divisional Commissioner: Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001.
PERFORMANCE MANAGEMENT	
(1) Performance Management Systems for the Service (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)	(1) The records may be inspected at the office of the Component Head: Performance Management on request in writing to the Divisional Commissioner: Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001.
DIVISION: OPERATIONAL RESPONSE SERVICES	
Records consisting of general correspondence (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to: Peace Keeping	The records may be inspected at the office of Operational Response Services, between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Operational Response Services, Private Bag X 30, SUNNYSIDE, 0132.
DEPUTY NATIONAL COMMISSIONER: MANAGEMENT ADVISORY SERVICES (Editorial Note: Wording as per original <i>Government Gazette</i> . It is suggested that the word "Commissioner" is intended to be "Commissioner".)	
Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)- . Job evaluation reports . Panel results	The records may be inspected at the office of the Section Head: Organizational Corporate and Design, Management Advisory Services on request in writing to the Head: Management Advisory Services, Private Bag X 94, PRETORIA, 0001.
DIVISION: PERSONNEL MANAGEMENT	
PROMOTION SERVICES AND REWARD SYSTEMS	
Records relating to Incentive and Reward Schemes (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)	The records may be inspected at the office of the Section Head: Promotion Services and Reward Systems on request in writing to the Divisional Commissioner: Personnel Management, Private Bag X 94, PRETORIA, 0001.
DIVISION: SUPPLY CHAIN MANAGEMENT	
General conditions and procedures	The records may be inspected at Supply Chain Management on request in writing to the Divisional Commissioner: Supply Chain Management, Private Bag X 254, PRETORIA, 0001.

DIVISION: VISIBLE POLICING	
FIREARMS, LIQUOR AND SECOND-HAND GOODS CONTROL	
Consideration Policy 1994 Firearms Control Act, 2000 (Act No. 60 of 2000) Firearms Control Regulation 2004	The records may be inspected at the office of the Head: Firearms, Liquor and Second-hand Goods Control on request in writing to the Head: Central Firearm Control Register, Private Bag X 811, PRETORIA, 0001.
PARTNERSHIP POLICING SECTOR POLICING	
Records relating to- (1) Partnership Policing- - Police Community Projects - Policy Framework and Guidelines on Community Policing (2) Sector Policing - Pilot Projects	The records may be inspected at the office of Visible Policing on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
FLYING SQUAD	
Records consisting of general correspondence (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to: (1) Police Emergency Services - Flying Squad or Highway Patrol 10111 Centres (2) Community Services (3) Accident Combating (4) Specialised Uniform Support - Hostage Negotiation - Divers - Water Wing - Disaster Management (5) Equestrian (6) Dogs	The records may be inspected at the office of Visible Policing, between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
7.2 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
ALL DIVISIONS	
Legislation (bills, acts, regulations, proclamations and Government Notices)	Copies of legislation can be purchased at Government Printers at the cost determined by the Government Printers.
DIVISION: SUPPLY CHAIN MANAGEMENT	
PROCUREMENT AND INVENTORY MANAGEMENT	
State Tender Bulletins	Published weekly by the State Tender Board and can be purchased at the State Tender Board at the cost determined by the State Tender Board.
7.3 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii) (on payment of the fees prescribed in Part II of Annexure A of the Regulations regarding the Promotion of Access to Information, 15 February 2002)	
ALL DIVISIONS AND COMPONENTS	
(1) Policy Documents and National Instructions (The following records are excluded- - training material; - training guidelines; - training manuals; or - records of which the disclosure may reasonably be expected to jeopardise the effectiveness of a testing, examining or auditing procedure or method used by the Service. The normal request procedure in terms of the Act is applicable when access to such records is requested.)	(1) The records may be obtained on request in writing addressed to the relevant section head or the relevant divisional commissioner.
(2) Collective Agreements	(2) The records may be obtained on request in writing addressed to the Section Head: Labour Relations, Human Resource Utilisation, Private

	Bag X 94, PRETORIA, 0001.
(3) ACCIDENT REPORT (NEW OR OLD REPORTS): COPY OR PHOTOCOPY <i>Note that-</i> with the term "copy" is meant where reproduction is done manually; a copy of a completed accident report will only be furnished to the authorised person; when a request is received in writing from the Road Accident Fund, provincial hospitals or ambulance services from provincial hospitals, they are regarded as public bodies or institutions who are entitled to immediately receive a copy of an accident report free of charge.	(3) If the record is still in the possession or under control of the Service, the records may be obtained by the authorised person on request in writing on the prescribed request form or the SAPS 512(n) addressed to the relevant office of the Service. <i>Note that-</i> The following persons are deemed to be authorised persons: (a) an involved party in the accident (eg driver, passenger, pedestrian, cyclist, owner of the vehicle, owner of the animal involved in the accident, etc.) if he or she can prove that he or she is an involved party; (b) any private ambulance service, medical service provider, emergency service or towing service that provided such a service to a party involved in an accident, if such private service can provide written proof that such service was rendered; or (c) a person who is not an involved party or the private ambulance service, medical service provider, emergency service or towing service referred to above, only if he or she has written permission or authority of an involved party (eg an attorney who provides the relevant power of attorney to act on behalf of the person).
CORPORATE COMMUNICATION: HERITAGE SERVICES	
Archival records and photo's at Heritage Services (excluding records contained in dockets and personal information of persons or information that may be refused on the grounds of refusal provided for in the Act)	The records may be obtained on request in writing addressed to the Curator, SAPS Heritage Services, PO Box 4866, PRETORIA, 0001.
	The records may be obtained from the relevant division.
FINANCIAL MANAGEMENT AND ADMINISTRATION: BUDGETS	
Estimates of National Expenditure - Department of Police	The records may be obtained on request in writing addressed to Financial Management and Administration, Section Head: Budgets, Private Bag X 94, PRETORIA, 0001.
DIVISION: FORENSIC SERVICES	
Only Photographs and Identikits released by the Service and published by the media	The records may be obtained from the Forensic Services on request in writing addressed to the Head: Forensic Services, SAPS Head Office, Private Bag X 322, PRETORIA, 0001.
DIVISION: HUMAN RESOURCE UTILISATION	
EMPLOYMENT EQUITY	
National and Divisional Employment Equity Section 20 Plans and Section 21 Report	The records may be obtained on request in writing addressed to the Divisional Commissioner: Human Resource Utilisation, Employment Equity at Private Bag X 94, PRETORIA, 0001.
COMPENSATION MANAGEMENT	
Human Resource Utilisation Project Centre Project Reports	Projects funded by government can be provided to public on request in writing addressed to the Divisional Commissioner: Human Resource Utilisation, Compensation Management at Private Bag X 94, PRETORIA, 0001.
PERFORMANCE MANAGEMENT	
(1) Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in	

the Act) relating to- Performance management systems- . Projects . Project names . Project plans . Project budgets . Project status reports . Project and programme operating manuals . Project and programme functions and activities . Programme Management Board activities . Project and programme registered users . Number of registered project centres	(1) The records may be obtained from the office of the Component Head: Performance Management on request in writing addressed to Divisional Commissioner: Human Resource Utilisation, SAPS, Head Office, Private Bag X 94, PRETORIA, 0001.
DIVISION: OPERATIONAL RESPONSE SERVICES	
SECTION HEAD: AIR WING	
Certain records relating to- (1) Monthly successes achieved (2) Policy and minimum requirements for appointment as pilot and crew	The records may be obtained on request in writing addressed to the Section Head: Air Wing Response Services, Private Bag X30, SUNNYSIDE, 0132.
OPERATIONAL INFORMATION MANAGEMENT CENTRE	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to certain parts of- (1) Policy on- . Crowd Management . National Intervention Unit . Borderline Police . Air Wing . Specialized Skills Development . Special Task Force (2) Crowd Management Incidents (3) Successes of- . Crowd Management . National Intervention Unit . Borderline Police . Air Wing . Specialized Skills Development . Special Task Force (4) Peace Keeping	The records may be obtained on request in writing addressed to the Deputy Information Officer: Operational Response Services, Private Bag X 30, SUNNYSIDE, 0132.
DIVISION: PERSONNEL MANAGEMENT	
RECRUITMENT AND STAFFING	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to appointment requirement of appointments of personnel on salary level 1-12 and/or salary bands A - MMS	The records may be obtained on request in writing addressed to the Section Head: Recruitment and Staffing, Private Bag X 94, PRETORIA, 0001.
SENIOR MANAGEMENT APPOINTMENTS	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to appointment requirement of appointments of personnel on salary level 13 and up and/or salary bands on SMS	The records may be obtained on request in writing addressed to the Sub-section Head: Senior Management Appointments, Private Bag X 986, PRETORIA, 0001.
DIVISION: SUPPLY CHAIN MANAGEMENT	
General conditions and procedures	The records may be obtained from Supply Chain Management on request in writing addressed to the Divisional Commissioner: Supply Chain Management, Private Bag X 254, PRETORIA, 0001.
COMPONENT: STRATEGIC MANAGEMENT	
Although the following records are available free of charge on the Web page of the	

Service, it may be photocopied on request:		The records may be obtained on request in writing addressed to the Head: Strategic Management, Private Bag X 94, PRETORIA, 0001.		
(1)	Annual Report for the South African Police Service			
(2)	Strategic Plan for the South African Police Service			
Annual Performance Plan for the South African Police Service				
DIVISION: FINANCIAL MANAGEMENT AND ADMINISTRATION				
DOCUMENT CENTRE MANAGEMENT: ARCHIVES AND REGISTRY				
Master Copy of the Filing System		The records may be obtained from the relevant division.		
COMPONENT: ORGANISATIONAL DEVELOPMENT				
Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act): - Pre-interview questionnaire - Results of Job evaluation		The records may be obtained from the office of the Section Head: Organizational Development on request in writing to Head: Organization Development, Private Bag X 94, PRETORIA, 001		
DIVISION: VISIBLE POLICING				
PARTNERSHIP POLICING				
SECTOR POLICING				
Records relating to (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)- - Partnership Policing - Policy Community Projects - Policy Framework and Guidelines on Community Policing - Sector Policing - Pilot Projects		The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.		
SOCIAL CRIME PREVENTION				
- Making South Africa Safe Manual - Environmental Design Manual - Communication Materials on Domestic Violence - Communication Materials on Victim Empowerment - Communication Materials on rape and Sexual offences - Promising Crime Prevention Practices in South Africa - National Rural Victims of Crime Survey - Guidelines: Drug and Substance Abuse			The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.	
VISIBLE POLICING				
Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to General Correspondence with regard to: - Police Emergency Services - Flying Squad or Highway Patrol 10111 Centres - Community Services - Accident Combating - Specialised Uniform Support - Hostage Negotiation - Divers - Water Wing - Disaster Management		The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.		
7.4 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)				
ALL DIVISIONS				
				The request by the suspect / victim / complainant for a copy of his or her own

(1) A copy of a- (a) suspect's own statement contained in an open docket; or (b) victim's or complainant's own statement contained in an open docket.	statement, must be in writing and addressed to the relevant investigating officer. <i>Take note: such a copy will only be automatically available to the relevant suspect / victim / complainant or his or her representative (such representative must attach documentary proof of capacity to act on behalf of such person).</i>
(2) The information or topics as available on the Web site of the Service	(2) Available on the Web page of the Service at www.saps.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 388 of 19 July 2019: Description submitted in terms of section 15 (1): Department of International Relations and Cooperation (Government Gazette No. 42584)

GN 388 of 19 July 2019: Description submitted in terms of section 15 (1): Department of International Relations and Cooperation (Government Gazette No. 42584)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

As set out in the Schedule

(Signed)

MR R LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 388 of 19 July 2019: Description submitted in terms of section 15 (1): Department of International Relations and Cooperation (Government Gazette No. 42584)/ FORM D AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS: (Section 15 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000)) (Regulation 5A)

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Department of International Relations and Cooperation (DIRCO): <u>Home Page</u> - Current events/Monthly programme of events/What's new <u>About the Department</u> - Minister/Deputy Ministers/Director-General profiles and speeches - Vision, Mission, Strategic priorities and Values - Strategic plans/Annual reports/Annual Performance Plans/Budget Votes - African Renaissance and International Cooperation Fund (ARF) Strategic Plans and annual performance plans	<u>Website</u> <u>Home Page</u> www.dirco.gov.za <u>Website</u> <u>About the Department</u> www.dirco.gov.za

- . Technical Indicator Descriptors for the Annual Performance Plans
- . Technical Indicator Descriptors for the Strategic Plans
- . Contact information- Who's who in the Department/After hours-helpline
- . Section 14 Manual

Diplomatic Immunities & Privileges (DIAP):

- . Diplomatic Accreditation and Vehicle Application forms
- . Customs Clearance Certificate for Duty Free Import
- . Diplomatic Property Audit Form
- . Locally Recruited Personnel Personal Details Form
- . Signature Audit
- . Policy on the Management of Diplomatic Immunities and Privileges
- . DIAP Service Delivery Charter
- . Temporary Residence Visa Circular Note
- . Diplomatic Vehicles Audit Form
- . Mission Contact Detail Audit

Promotion of Access to Information

- . Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#))
- . [Section 14](#): Manual on the Promotion of Access to Information Act [No. 2 of 2000](#)
- . Imanuali Ngokuqhutshekiselwa phambili Komthetho wokufinyeleleka kolwazi Wesi-2 wonyaka we-2000
- . Bukanatataiso Ya ntshetsopele Ya molao wa ho fihlella Ditsebiso No. 2 wa 2000
- . Section 15: Automatic available records and access to such records

(Editorial Note: Wording as per original *Government Gazette*.)

News and events

- . Media statements and Speeches/ Events calendar/ Parliament questions and replies

Foreign relations

- . Bilateral relations
 - . SA-EU strategic partnership
- . Multilateral relations
- . Diplomatic representation
 - . SA representation abroad/Foreign representation in SA

Websites of South African Missions

Consular information

- . What are consular services and Contact details
- . Travelling abroad/Deaths abroad/Arrested abroad
- . Consular Notarial Services (Legislation of Official (Public) documents)
- . End User Certificates
- . Service Delivery Charter
- . SA representation abroad/Foreign representation in SA
- . South African Missions: Commissioner of Oaths

State Protocol

- . General Protocol information-
 - . Circular Note Verbales
 - . Service Delivery Charter
 - . Fact sheet and advice for travelers
 - . Executive Database
 - . Instructions regarding the flying of the South African flag
- . Diplomatic representation
 - . South African Representation Abroad
 - . Foreign Representation in SA

Website

News and events

www.dirco.gov.za

Website

Foreign relations

www.dirco.gov.za

Website

Websites of SA Missions

www.dirco.gov.za

Website

Consular information

www.dirco.gov.za

Website

State Protocol

www.dirco.gov.za

FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):

FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)

<u>Procurement</u>	<u>Website</u>
- National Treasury Central Supplier Database Registration - Supplier Leaflet - Treasury Central Supplier Database for Government - Database Registration form - Awarded bids - Received bid proposals - Terms of Reference (advertised tenders)	<u>Home</u> www.dirco.gov.za or <u>Collection at</u> <u>Supply Chain Management</u> OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria, 0084
<u>Office of the Chief State Law Advisor</u>	<u>Website</u>
International law and treaties	<u>Foreign Relations</u> www.dirco.gov.za International law and treaties

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)

<u>Publications</u>	<u>Website</u>
- Annual reports/Strategic plans/Annual Performance Plans (APP) - African Renaissance Fund/African Renaissance Fund (ARF) Strategic plan - Ubuntu magazine/It's your voice - Ubuntu Diplomat - Measures and guidelines for the enhanced coordination of South Africa's International engagement	<u>Home</u> www.dirco.gov.za or <u>Collection at</u> <u>Main Library/Public Diplomacy</u> OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria, 0084
<u>Publications</u>	<u>Website</u>
- Employment Opportunities - Z.83 Form	<u>Employment Information</u> www.dirco.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 478 of 13 September 2019: Description in terms of section 15 (1): Department of Small Business Development (Government Gazette No. 42697)

GN 478 of 13 September 2019: Description in terms of section 15 (1): Department of Small Business Development (Government Gazette No. 42697)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



small business
development
Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

SECTION 15 REPORT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF RECORDS

PROMOTION OF ACCESS TO INFORMATION ACT (NO. 2 OF 2000)
JUNE 2019

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 (e.g. website) (SECTION 15 (1) (b))

FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Cooperatives Act (No. 14 of 2005)	Obtained from Department of Small Business Development
Cooperatives Amendment Act (No. 06 of 2013)	Tel: 0861 843 384
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Publications and information is available on the DSBD website or by request free of charge.	
Records available for inspection in terms of Section 15 (1) (a) (i), as specified above, is available according to the fees specified on DSBD PAIA manual that is found	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
Records available for inspection in terms of Section 15 (1) (a) (i), as specified above, is available according to the criteria specified	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
<u>Information available on the DSBD website</u> . Informal Traders Support . SMME development . Cooperatives Development . Financial Assistance (Incentives) . Legislation and Business Regulation . DSBD Agencies . Overview of DSBD (Leadership, Organogram) . Speeches and Media Statements . Research and Trade Statistics . Electronic copies of Publications <u>Publications</u> . SMME development . Events . Contact Details . DSBD Values . About DSBD . Service offered by DSBD . Media Releases . Speeches . Operating Hours . Co-operatives . Administration . Acts and Regulations . Mandate, Vision and Mission . DSBD Programmes . Leadership . Downloads . Publications . Careers . Strategic Objectives List of publication available . Strategic Plan 2015 to 2019 . Strategic Plan 2015 - 2019 - Part 1 . Strategic Plan 2015 - 2019 - Part 2 . Service delivery improvement plan 2015	The information specified is available on the DSBD website: www.dsbd.gov.za or by request. The information specified is available on the DSBD website: www.dsbd.gov.za or by request. Publications can be obtained from:

to 2018	
. Annual Performance Plan 2017/2018	
. Annual Performance Plan 2018-2019	
. DSBD 2018/2019 Revised Procurement Plan	
. Annual report 2015/2016 vote 31	
. DSBD 2016/17 Annual Report No. 31 Part 2	
. DSBD 2017/18 Annual Report - final	
. 2017/18 Quarterly Performance Reports	
. DSBD Quarter 1 2018/19 Performance Report	
. Annual Review of Small Business and Cooperatives South Africa 2016	Mr Clement Moaga
. 2017/18 Monthly Financial Report	Tel: +2712 394 5648
. PAIA 2 of 2000 Section 14 Manual (isiZulu, English, Venda, Xitsonga, Setswana)	Email: cmoaga@dsbd.gov.za
. DSBD Whistle Blowing Policy	
. National Small Business Act No. 102 of 1996 as Amended in 2003 and 2004	Postal Address
. 2018/19 Technical Indicator Description	Private Bag X84
. Local Economic Development Forums	Pretoria
. Draft Regulations Cooperatives 2015	0001
. Integrated strategy on the development and promotion of cooperatives	Street Address
. Co-operatives catalogue	77 Meintjies Street
. Red tape reduction booklet	Sunnyside
. Shared economic infrastructure facility guidelines	Pretoria
. Youth enterprise development strategy	002
. Youth support programme	
. Co-operative Incentive Scheme (CIS)	
. Co-operatives Act 2006	
. Co-operative Amendment Act, 2013 (Act No. 06 of 2013)	
. Co-operatives handbook	
. Guidelines to Co-Ops Act	
. Co-operatives information leaflet	
. Launch of SEDA-FRENCH Technology Lab	
. Guide to the Co-Operatives Act 2005	
. Local Economic Development Forums	
. CIS Guidelines, Checklist and Application Form	
. Request for Expressions of Interest for Consulting Services	
. The National Informal Business Upliftment Strategy (NIBUS)	

Mr Clement Moaga
Tel: +2712 394 5648
Email: cmoaga@dsbd.gov.za

Postal Address
Private Bag X84
Pretoria
0001
Street Address
77 Meintjies Street
Sunnyside
Pretoria
002

Soft copy versions of publications are also available on the DSBD website (<http://www.dsbd.gov.za>)

Name:	Mr. Lindokuhle Mkhumane
Designation:	Director-General
Date:	2019/./..

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO DEPARTMENT OF SOCIAL DEVELOPMENT

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP

MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



**DEPARTMENT OF
SOCIAL DEVELOPMENT**

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act [2 of 2000](#))
(Regulations 5A)**

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
➤ Budget ➤ Organizational Structure ➤ Departmental Annual Report ➤ Acts Regulations & White Paper ➤ Departmental Strategic Plans ➤ Departmental Annual Performance Plan ➤ Published Research Reports ➤ Departmental Policies and Procedure Manuals ➤ Departmental File Plans ➤ Circular of advertisement of Posts ➤ Advertisement of Tenders ➤ Citizen Reports ➤ Domain Specific Standards ➤ Service Delivery Improvement Plan ➤ Departmental Events Calendar ➤ MEC's speeches ➤ Departmental contact details	The Records may be inspected at the Department on request addressed to: The Deputy Information Officer Department of Social Development 21 Biccard Street, Olympic Towers, Polokwane, 0700 Private Bag x 9710, Polokwane, 0700 Tel: 015-230 4350 Fax: 015-291 2182/2335 & 086 536 6943 Email: Malamulep@dsd.limpopo.gov.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
➤ Tender Documents	Records can be purchased from: Budget and Revenue Unit Department of Social Development Office No. 157 Ground Floor 21 Biccard Street, Olympic Toweres, Polokwaner, 0700 Tel: 015-230 4300
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
➤ Organizational Structure ➤ Departmental Annual Report ➤ Acts Regulations & White Paper	The Records may be accessed on request addressed to the office of the: The Deputy Information Officer

➤ Departmental Strategic Plans ➤ Departmental Annual Performance Plan ➤ Published Research Reports ➤ Departmental Policies and Procedure Manuals ➤ Departmental File Plans ➤ Circular of advertisement of Posts ➤ Advertisement of Tenders ➤ Citizen Reports ➤ Domain Specific Standards ➤ Service Delivery Improvement Plan ➤ Application for Employment (Z83) ➤ Departmental Events Calendar ➤ MEC's speeches ➤ Application forms ➤ Departmental contact details	Department of Social Development 21 Biccard Street, Olympic Towers, Polokwane, 0700 Private Bag x 9710, Polokwane, 0700 Tel: 015-230 4350 Fax: 015-291 2182/2335 & 086 536 6943 Email: Malamulep@dsd.limpopo.gov.za
FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
➤ Promotion of Access to Information Act (PAIA) Manual ➤ News Letters ➤ Posters ➤ Promotional Materials ➤ Journal and Magazines	The Records may be accessed or requested from any public office/Institution within the Department of Social Development in Limpopo Province OR From the office of the: The Deputy Information Officer Department of Social Development 21 Biccard Street, Olympic Towers, Polokwane, 0700 Office No. 033 Ground Floor Tel: 015-230 4350 Fax: 015-291 2182/2335 & 086 536 6943 Email: Malamulep@dsd.limpopo.gov.za

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that the word "News-letters" is intended to be "Newsletters".)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 480 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Provincial Government: Office of the Premier (Government Gazette No. 42697)

GN 480 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Provincial Government: Office of the Premier (Government Gazette No. 42697)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE PROVINCIAL GOVERNMENT: OFFICE OF THE PREMIER

As set out in the Schedule

**MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Provincial Gazette	Copies available at Room 346, OR Tambo House, <u>Tel.</u> (051) 405 5217/4237
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Government News State of Province Address Budget Speech of Premier Annual Performance Plan Press releases Policies Budgets Strategic plans Free State Growth and Development Strategy (FSGDS) Quarterly Legal Review Legal Corner Acts and regulations	*Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Adv A Swanepoel, Rm 633 OR Tambo House, cor. St Andrews and Markgraaff Streets, BLOEMFONTEIN, 9301, PO Box 517, BLOEMFONTEIN, 9300 <u>Tel:</u> (051) 405 5489, <u>Fax:</u> (051) 405 4916, <u>E-mail:</u> amelia.swanepoel@fspremier.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit (Human Resource Advice, Co-ordination and Management, Ground Floor, OR Tambo House) and www.freestateonline.fs.gov.za
Newsletters and publications, where available	Office visit (Media Strategy and Liaison, 2 nd Floor, OR Tambo House)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 481 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Provincial Treasury (Government Gazette No. 42697)

GN 481 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Provincial Treasury (Government Gazette No. 42697)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF PROVINCIAL TREASURY

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES





REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website)(SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.dot.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Mr S Mhlambi, Rm 408 Fidel Castro Bldg, Mirriam Makeba Street, BLOEMFONTEIN - 9301, Private Bag X20537, BLOEMFONTEIN - 9300 Tel: (051) 405 5031, Fax: (051) 405 4462, E-mail: smhlambi@treasury.fs.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services Newsletters and publications, where available	Office visit: Human Resources - 4 th Floor, Fidel Castro Building Available on Website (www.dot.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 482 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Public Works and Infrastructure (Government Gazette No. 42697)

GN 482 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Public Works and Infrastructure (Government Gazette No. 42697)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.fspg.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Adv K Moletse, Rm 219B OR Tambo House, cor. St Andrews and Markgraaff Streets, BLOEMFONTEIN - 9301, PO Box 690, BLOEMFONTEIN - 9300 Tel: (051) 492 3813, Fax: (051) 086 643 7779, E-mail: mosalat@fsworks.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services Newsletters and publications, where available	Office visit - Human Resources, First Floor OR Tambo House, BLOEMFONTEIN Available on Website (www.fspg.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 483 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Sport, Arts, Culture and Recreation (Government Gazette No. 42697)

**GN 483 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Sport, Arts, Culture and Recreation
(Government Gazette No. 42697)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Documents for public comment in terms of applications for permits submitted to the Provincial Heritage Resources Authority (PHRA)	Business Partners Building, cor. Henry and East Burger Streets, BLOEMFONTEIN
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Reports or Archives records kept by the Provincial Archives Services subject to rules of Archives and classification of documents Books subject to library rules Annual Report Annual Performance Plan Budget vote of the MEC Speeches delivered by the MEC Press releases Policies Budgets Strategic plans	Provincial Archives From relevant library *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Mr LG Lengau, Ground Floor, Business Partners Bldg, cor. Henry and East Burger Streets, BLOEMFONTEIN - 9301, Private Bag X20606, BLOEMFONTEIN - 9300 Tel: (051) 410 4730, Fax: 086 663 7305, E-mail: leratol@sacr.fs.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit - Human Resources, 2 nd floor Warden Building, Henry Street, BLOEMFONTEIN
Newsletters and publications, where available	Office visit - 2 nd floor Business Partners Building, cor. Henry and East Burger Streets, BLOEMFONTEIN

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 484 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Social Development (Government Gazette No. 42697)

GN 484 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Social Development (Government Gazette No. 42697)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF SOCIAL DEVELOPMENT

As set out in the Schedule

(Signed)
MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.socdev.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Adv KD Tsotetsi, Standard Bank Building, 4th Floor, Office No. 3 West Burger Street, BLOEMFONTEIN - 9301, Private Bag X20616, BLOEMFONTEIN - 9300 Tel: (051) 400 0326/7, Fax: 066 487 6155, E-mail: Daniel.Tsotetsi@fssocdev.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services Newsletters and publications, where available, e.g. Building a Caring Society Together: Did You Know, You and Your Grants Together : Administered by SASSA, Service Delivery Charter, Bana Pele - Children First	Office visit: Human Resources, BLOEMFONTEIN Available on Website (www.socdev.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 485 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Police, Roads and Transport (Government Gazette No. 42697)

**GN 485 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Police, Roads and Transport
(Government Gazette No. 42697)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF POLICE, ROADS AND TRANSPORT

As set out in the Schedule.

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

**FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH
RECORDS:**

**([Section 15](#) of the Promotion of Access to Information Act
2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Applications in terms of the Roads Ordinance, 1969 for declaration, etc. of roads	First floor Medfontein Building, St Andrews Street, BLOEMFONTEIN (Tel. 051-409 8275) and at the Office of the Roads Superintendent in the relevant municipal district
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.policeroadstransport.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Mr MA Monyane, Rm 112 Perm Building, Charlotte Maxeke Street, BLOEMFONTEIN - 9301, PO Box 9769, BLOEMFONTEIN - 9300 Tel: (051) 409 8842, Fax: 086 207 1459, E-mai: MonyaneM@freetrans.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit: Human Resources, 5 th Floor Medfontein Building, St Andrews Street, BLOEMFONTEIN
Newsletters and publications, where available	Available on Website (www.policeroadstransport.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 486 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Human Settlements (Government Gazette No. 42697)

**GN 486 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Human Settlements
(Government Gazette No. 42697)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF HUMAN SETTLEMENTS

As set out in the Schedule

(Signed)

**MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS

(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))

(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO
Strategic Plan	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO
Business Plan	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO
Budget Vote of the MEC	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Mr T Motaung, Room 902 OR Tambo House, cor. St Andrews and Markgraaff Streets, BLOEMFONTEIN - 9301, PO Box 211, BLOEMFONTEIN - 9300 Tel: (051) 403 3655. Fax: (051) 403 3699. E-mail: taunyana@fshs.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit (Corporate Services, 9th Floor OR Tambo House) and www.freestateonline.fs.gov.za
Newsletters and publications, where available	Office visit (Communication Directorate, 10th Floor OR Tambo House)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 489 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Economic and Small Business Development, Tourism and Environmental Affairs (Government Gazette No. 42697)

GN 489 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Economic and Small Business Development, Tourism and Environmental Affairs (Government Gazette No. 42697)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Applications in terms of environmental legislation, where applicable	4 th Floor 113 St Andrews Bldg, Bloemfontein, 9301
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.edtea.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Mr Mohau Rakaki, Rm 408, 113 St Andrews Bldg, BLOEMFONTEIN - 9301 Tel: (051) 400 4712, E-mail: rakakim@destea.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit - Human Resources, 113 St. Andrews Street 6 th Floor, BLOEMFONTEIN, 9301
Newsletters and publications, where available	Available on Website (www.edtea.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 491 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Agriculture and Rural Development (Government Gazette No. 42697)

GN 491 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Agriculture and Rural Development (Government Gazette No. 42697)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES





REPUBLIC OF SOUTH AFRICA

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.ard.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Mr T Mosuoane, College Building, Glen Agricultural College, GLEN - 9360, Private Bag X01, GLEN - 9360 Tel: (051) 861 8413, Fax: (051) 861 8581, E-mail: mosuoane@fs.agric.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services Newsletters, e.g. Agriflyer and publications, where available	Office visit - Human Resources, Main Building Agricultural College, GLEN Available on Website (www.ard.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 1217 of 19 September 2019: Designation of courts (Government Gazette No. 42717)

**GN 1217 of 19 September 2019: Designation of courts
(Government Gazette No. 42717)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Ozzy Lamola, Minister of Justice and Correctional Services, under paragraph (b) (ii) of the definition of "court" in [section 1](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), hereby-

(a) designate-

- (i) all magistrates' courts established in terms of [section 2 \(1\) \(f\) \(ii\)](#) of the Magistrates' Courts Act, 1944 (Act [No. 32 of 1944](#)), which have been appointed-
 - (aa) in terms of section 2 (1) (h) of the Magistrates' Courts Act, 1944, as a place for the holding of a court for such district; and
 - (bb) in terms of section 2 (1) (k) of the Magistrates' Courts Act, 1944, as a place for holding a detached court; and
- (ii) all courts for regional divisions established in terms of section 2 (1) (g) (ii) of the Magistrates' Courts Act, 1944, which have been appointed in terms of section 2 (1) (iA) of the Magistrates' Courts Act, 1944, as a place for the holding of a court for the adjudication of civil disputes,

within whose area of jurisdiction the decision of the information officer or relevant authority of the public body or the head of a private body has been taken; the public body or private body concerned has its principal place of

administration or business; or the requester or third party concerned is domiciled or ordinarily resident;

(b) withdraw Government Notice No. 585 of 2004; and

(c) determine 1 October 2019 as the date on which this Notice shall come into operation.

Given under my hand at on this the day of
Two Thousand and Nineteen.

(Signed)

RONALD OZZY LAMOLA
MINISTER OF JUSTICE AND CORRECTIONAL SERVICES

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 486 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Human Settlements (Government Gazette No. 42697)

GN 486 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Human Settlements
(Government Gazette No. 42697)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF HUMAN SETTLEMENTS

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS

([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))

(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO
Strategic Plan	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO
Business Plan	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO

Budget Vote of the MEC	Available on Website (www.freestateonline.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Mr T Motaung, Room 902 OR Tambo House, cor. St Andrews and Markgraaff Streets, BLOEMFONTEIN - 9301, PO Box 211, BLOEMFONTEIN - 9300 Tel: (051) 403 3655. Fax: (051) 403 3699. E-mail: taunyana@fshs.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit (Corporate Services, 9th Floor OR Tambo House) and www.freestateonline.fs.gov.za
Newsletters and publications, where available	Office visit (Communication Directorate, 10th Floor OR Tambo House)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 487 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Health (Government Gazette No. 42697)

GN 487 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Health (Government Gazette No. 42697)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF HEALTH

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
- Departmental policies, legislations and regulations - Annual reports - Strategic Plans (Annual performance Plans) - Employment Equity plans - Employment Equity Reports - Human Resources Management Plan - Court decisions - Arbitration awards - Department's Contact numbers - Departmental or Government Forms - MEC Speeches and Budget vote	The records may be inspected after an arrangement has been made with the Deputy Information Officer and / or were available by visiting www.fshealth.gov.za .

- Newsletters, posters and Publications - Health Pamphlets - Customer satisfaction statistics and reports - Statistics regarding grievance lodged - Bargaining Chamber Resolutions - Media enquiries and responses - Health Guidelines - Standard operating procedures - List of non-Governmental Organizations working with the Department.	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
- Duplicate qualification certificates - Free State College of emergency Care standard operating procedures	By requesting those through the Principals of Schools of Nursing and College of Emergency Care and on payment of fees prescribed by the colleges
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
- Student own academic records or results - Departmental policies and regulations - Annual reports - Strategic Plans (Annual performance Plan) - Employment Equity plans - Department's Contact numbers - Departmental Forms - MEC Speeches - Newsletters, posters and Publications - Health Pamphlets - Bargaining Chamber Resolutions - Media enquiries and responses - Health Guidelines - Standard operating procedures - Budgets	- For academic records the relevant school or college principal must be contacted - The records may be obtained on request in writing to the Deputy Information Officer and on payment of the fees prescribed/alternatively they may be downloaded by visiting www.fshealth.gov.za where applicable. *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page unless exception is granted Deputy Information Officer: Mr MJ Finger, Bophelo House, cor. Harvey Road and Charlotte Maxeke Street, BLOEMFONTEIN, 9301, PO Box 227, BLOEMFONTEIN, 9300 Tel: (051) 408 1483, Fax: (051) 408 1761, E-mail: FingerMJ1@fshealth.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
- Colleges brochures - Colleges prospectus - Contact numbers - MEC Speeches - Newsletters, posters and Publications - Health Pamphlets and posters - Application forms for employment and services	- By visiting the Schools of Nursing and College of Emergency or the Department and requesting them at reception and available on website (www.fshealth.gov.za) - Office visit: Human Resources, 2nd Floor A-West Bophelo House, cor. Harvey Road and Charlotte Maxeke Street, BLOEMFONTEIN

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 488 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Education (Government Gazette No. 42697)

GN 488 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Education (Government Gazette No. 42697)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF EDUCATION

As set out in the Schedule

(Signed)
MR RONALD LAMOLA, MP



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
 (Section 15 of the Promotion of Access to Information Act 2000 (Act No. 2 of 2000))
 (Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.education.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Adv PS Chakela / Adv BC Ngwenya, Rm 1509 Fidel Castro Bldg, Miriam Makeba Street, BLOEMFONTEIN - 9301, Private Bag X20565, BLOEMFONTEIN - 9300 Tel: (051) 404 8456, Fax: (051) 404 8510, E-mail: P.Chakela@fseducation.gov.za / CB.Ngwenya@fseducation.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit: Human Resources, Fourth floor Katlheho Building, BLOEMFONTEIN
Newsletters and publications, where available	Available on Website (www.education.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 491 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Agriculture and Rural Development (Government Gazette No. 42697)

GN 491 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Agriculture and Rural Development (Government Gazette No. 42697)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP

MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES





REPUBLIC OF SOUTH AFRICA

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.ard.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Mr T Mosuoane, College Building, Glen Agricultural College, GLEN - 9360, Private Bag X01, GLEN - 9360 Tel: (051) 861 8413, Fax: (051) 861 8581, E-mail: mosuoane@fs.agric.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services Newsletters, e.g. Agriflyer and publications, where available	Office visit - Human Resources, Main Building Agricultural College, GLEN Available on Website (www.ard.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 490 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Co-operative Governance and Traditional Affairs (Government Gazette No. 42697)

GN 490 of 13 September 2019: Description submitted in terms of section 15 (1): Free State Department of Co-operative Governance and Traditional Affairs (Government Gazette No. 42697)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

FREE STATE DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

As set out in the Schedule

(Signed)
MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES





REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

(**Section 15** of the Promotion of Access to Information Act 2000 (Act **No. 2 of 2000**))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Not applicable	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Not applicable	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Reports Budget speech of the MEC Annual Performance Plan Press releases Policies Budgets Strategic plans	Available on Website (www.cogta.fs.gov.za) *Copies available on request from DIO
*Copies to be provided against payment of R0.60 per page Deputy Information Officer: Adv ME Mantso, Rm 406 LT Trust Bldg, Elizabeth Street, BLOEMFONTEIN, 9301, PO Box 211, BLOEMFONTEIN, 9300 Tel: (051) 407 6839, Fax: (086) 568 1613, E-mail: mojalefam@fscogta.gov.za	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Application forms for employment and services	Office visit: Human Resources, 9 th Floor, OR Tambo House) and www.freestateonline.fs.gov.za
Newsletters and publications, where available	Available on Website (www.cogta.fs.gov.za)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 511 of 27 September 2019: Description submitted in terms of section 15 (1): Senqu Municipality (Government Gazette No. 42725)

**GN 511 of 27 September 2019: Description submitted in terms of section 15 (1): Senqu Municipality
(Government Gazette No. 42725)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

SENQU MUNICIPALITY

As set out in the Schedule

(Signed)
MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Integrated Development Plan	Website
Municipal Budget	Website
Municipal Byelaws	Website
Municipal Finance Policies	Website
Legislation applicable to Municipalities	Website
Workplace Skills Plan	Website
Employment Equity Returns to the Department of Labour	Website
Annual Training Plan	Website
Personnel records available to the employee whose file it is	Website
Records of the disciplinary hearings and related matters are available to the employee concerned	Website
Code of conduct for employees and Councillors	Website
Municipal Valuation Roll	Website
Spatial Development Framework	Website
Minutes of Council Meetings	Website
Delegation Framework	Website
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Municipal newsletters and Flyers	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 512 of 27 September 2019: Description submitted in terms of section 15 (1): Limpopo Department of Economic Development, Environment and Tourism (Government Gazette No. 42725)

GN 512 of 27 September 2019: Description submitted in terms of section 15 (1): Limpopo Department of Economic Development, Environment and Tourism (Government Gazette No. 42725)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

As set out in the Schedule

(Signed)

MR RONAL LAMOLA, MP
MINISTER OF JUSTICE AND CORRECTIONAL SERVICES



LIMPOPO



"FORM D"

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (b))
AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i) OR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
- Environmental authorisations issued in terms of the Environmental Impact Assessment Regulations. - Permits issued in terms of the Biodiversity Act. - Licences issued in terms of the Waste Act. - Atmospheric Emission licenses issued in terms of the National Environmental Management Air Quality Act. - Municipal Integrated waste management plans. - Waste disposal site records. - Environmental Management Programme reports for mining and prospecting. - The number of CITES permit applications received and CITES permits issued in terms of the Convention on International Trade in Endangered wild fauna and flora Species. (CITES). - The number of Biodiversity permit applications for non-CIES species received and the number of Biodiversity permits issued. - Records for protected areas, proclamation of protected areas and game control in protected areas. NB. Certain sub-categories of records may not be accessible in their entirety on grounds stated in Chapter 4 of PAIA. The Department shall delete any part of a Record listed above which must be refused in terms of section 15 (4) of Chapter 4 of PAIA.	The records may be inspected/copied at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Economic Development, Environment and Tourism, P/Bag X 9484 Polokwane 0700 Tel. No. : 015 293 8592 Fax No. : 086 218 3054 E-mail address: Ramadishamf@ledet.gov.za or paia@ledet.gov.za or visit our website www.limpopo.gov.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Tender documents.	Records can be purchased at the Cashier's office, 90 Bok Street, Office No. G2, Ground floor (Gani House) - Polokwane. Department of Economic Development, Environment and Tourism.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii): - Departmental Strategic plans. - Departmental Annual Performance plan. - Service Delivery Improvement plan. - Annual reports. - Employment Equity reports. - Published research reports. - Approved organizational structures. - Departmental File plans. - Budgets. - Departmental Acts, Regulations, Policies and Procedure manuals.	

- . Citizens' report.
- . Promotion of Access to Information manual.
- . Service standards.
- . Statement of commitment.
- . Departmental Events Calendar.
- . Copies of Speeches by the MEC.
- . Circulars of advertised posts and services.
- . Departmental forms.
- . Staff Contact Details Directory.
- . Journals and magazines
- . News Letters.
- . Promotional material.
- . Departmental Media statements.
- . Applicable Biodiversity fee structure for permits, registers, microchips and services.
- . Service delivery charter.
- . Batho-pele principles pamphlets.
- . Tourist sites and African Ivory Route camps.

The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Economic Development, Environment and Tourism, P/Bag X 9484 Polokwane 0700
Tel. No. : 015 293 8592
Fax No. : 086 218 3054
E-mail address: Ramadishamf@ledet.gov.za
or visit our website www.limpopo.gov.za

(Editorial Note: Wording as per original *Government Gazette*. It is suggested that the word "News Letters" is intended to be "Newsletters".)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 513 of 27 September 2019: Description submitted in terms of section 15 (1): Limpopo Department of Co-operative Governance, Human Settlements and Traditional Affairs (Government Gazette No. 42725)

GN 513 of 27 September 2019: Description submitted in terms of section 15 (1): Limpopo Department of Co-operative Governance, Human Settlements and Traditional Affairs (Government Gazette No. 42725)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



PAIA MANUAL [SECTION 15](#) OF THE PROMOTION OF ACCESS TO INFORMATION ACT [2 OF 2000](#)

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 (e.g. Website) (SECTION 15 (1) (b))
For inspection in terms of Section 15 (1) (a) (i)	
Section 14 manual made available in terms of the Promotion of Access to Information Act 2 of 2000	Website: www.coghsta.limpopo.gov.za Departmental library
For purchasing in terms of Section 15 (1) (a) (ii)	
Photographs	Website: www.coghsta.limpopo.gov.za Communication Services Directorate

Tender Bulletins	Purchased within the Cashier Office at 20 Rabe Street, Hensa Towers, Polokwane - Department of Co-operative Governance, Human Settlements and Traditional Affairs.
For copying in terms of Section 15 (1) (a) (ii)	
Speeches	Website: www.coghsta.limpopo.gov.za Communication Services Directorate, Departmental Library
Departmental Circulars	Website: www.coghsta.limpopo.gov.za Information Management Directorate
Newsletters	Website: www.coghsta.limpopo.gov.za Communication Services Directorate, Departmental Library
Budget and Strategic Plans	Website: www.coghsta.limpopo.gov.za Budget Services Directorate Communication Services Directorate Departmental Library
Annual Performance Plan	Website: www.coghsta.limpopo.gov.za Departmental Library
Departmental Contact Details	Website: www.coghsta.limpopo.gov.za
Policies, Acts and Regulations	Website: www.coghsta.limpopo.gov.za
Service Standards and norms	Website: www.coghsta.limpopo.gov.za Service Delivery Improvement and Batho Pele Programme Directorate
Forms	Website: www.coghsta.limpopo.gov.za Information Management Directorate
Financial Records Account Statements (telephone, cellphones)	Departmental Expenditure and Housing Finance Directorate
Departmental Structure	Website: www.coghsta.limpopo.gov.za Human Resource Practices and Administration Directorate
Registers	Information Management Directorate
Maps	Website: www.coghsta.limpopo.gov.za Information Management Directorate
Information Brochures	Reception Communication Services Directorate

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 581 of 25 October 2019: Description submitted in terms of section 15 (1): KwaZulu-Natal Department of Agriculture and Rural Development (Government Gazette No. 42795)

GN 581 of 25 October 2019: Description submitted in terms of section 15 (1): KwaZulu-Natal Department of Agriculture and Rural Development (Government Gazette No. 42795)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

KWAZULU-NATAL DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

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

(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
The list of records are detailed in Section 3 of the PAIA Manual.	The records may be inspected on request in writing addressed to the Information Officer and or the Deputy Information Officers, Department of Agriculture and Rural Development, Private Bag X 9059, PIETERMARITZBURG, 3200, (fax number 033 355 9293) and on payment of the amount as per Appendix I of the PAIA Manual.
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
The list of records are detailed in Section 3 of the PAIA Manual.	The records may be inspected on request in writing addressed to the Information Officer and or Deputy Information Officers, Department of Agriculture and Rural Development, Private Bag X 9059, PIETERMARITZBURG, 3200, (fax number 033 355 9293) and on payment of the amount as per Appendix 1 of the PAIA Manual.
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Delegations (b) Records relating to administrative decisions reached by the Department.	Then may be inspected on request in writing addressed to the Information Officer and or Deputy Information Officers, Department of Agriculture and Rural Development, Private Bag X 9059, PIETERMARITZBURG, 3200, (fax number 033 355 9293) and on payment of the amount as per Appendix 1 of the PAIA Manual.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
The list of records are detailed in Section 3 of the PAIA Manual, amongst others but not limited to- - Strategic Plan and Annual Performance Plans. - Departmental Mission, Vision and Strategic Objectives. - Values of the Department - Legislative Mandate of the Department, - Service Commitment Charter (SCC). - Service Delivery Improvement Plan (SDIP). - Quarterly Expenditure Reports. - Policies regarding Internal Practices. - Budget Vote of the MEC and other Speeches. - Departmental Publications. - Annual Reports - G1S mapping. - Mid term reviews. - Legislation. - Delegations. - Circulars. - KZN librarian newsletters. - Internal Newsletters. - Media Releases (Umvelo, daily media monitoring). - Brochures (Ulwandie)	The records may be inspected on request in writing addressed to the Information Officer and or Deputy Information Officers, Department of Agriculture and Rural Development, Private Bag X 9059, PIETERMARITZBURG, 3200, (fax number 033 355 9293) and on payment of the amount as per Appendix 1 of the PAIA Manual.

GN 623 of 29 November 2019: Description submitted in terms of section 15 (1): Department of Sport and Recreation (Government Gazette No. 42861)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Mamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF SPORT AND RECREATION

As set out in [the Schedule](#)

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



sport & recreation
Department:
Sport and Recreation South Africa
REPUBLIC OF SOUTH AFRICA

Private Bag X296, PRETORIA, 0001. Regent Place, 66 Queen Street, PRETORIA, Tel. (012) 304-5600

SECTION 15 NOTICE IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT [NO. 2 OF 2000](#)) FOR SPORT AND RECREATION SOUTH AFRICA (SRSA)

APPROVED BY:

(Signed)

ACTING DIRECTOR-GENERAL
SPORT & RECREATION SA

DATE: 11/9/2019

A. RECORDS THAT ARE AUTOMATICALLY AVAILABLE FROM 3R8A IN TERMS OF SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

SCHEDULE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1.1 Reports that are no longer available for distribution. That is, where SRSA has run out of such reports and only an office copy is remaining and the requester of information cannot download it from the SRSA website, www.srsa.gov.za	<i>Information available in terms of this section can be accessed in the following manner;</i> (a) Requesters of information can go to SRSA Resource Centre (Mezzanine Floor) at Regent Place Building, 66 Queen Street, (off Madiba Street) in Pretoria, where Ms Tersia Grobler may be of assistance. <i>*It should be noted that reports originating from provincial departments responsible for sport and recreation are available from respective departments and not SRSA.</i>
1.2 Presentations/speeches made by SRSA senior managers and political principals at public forums	-
1.3 Information about SRSA (Vision & Mission; Functions; Structure; Key Performance Areas and related information)	-
1.4 Public Service Legislation (Sports and Recreation Act;	

Sport and Recreation Amendment Bill; National Sport & Recreation Plan; White Paper on Sport and Recreation; and other legislation that SRSA may have drafted or is managing).	-
1.5 SRSA contact details	-
1.6 SRSA Organogram	-
1.7 Vacancies within SRSA	-
2. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
None	
3. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR OPYING IN TERMS OF SECTION 13 (1) (a) (ii)	
3.1 Reports that are no longer available for distribution. That is, where SRSA has run out of such reports and only an office copy is remaining and the requester of information cannot download it from the SRSA website, www.srsa.gov.za .	<i>Information available in terms of this section can be accessed In the following manner:</i> (a) Requesters of information can go to SRSA Resource Centre (Mezzanine Floor) at Regent Place Building, 66 Queen Street, (off Madiba Street) in Pretoria, where Ms Tersia Grobler may be of assistance. <i>*It should be noted that reports originating from provincial departments responsible for sport and recreation are available from respective departments and not SRSA.</i>
3.2 Presentations/speeches made by SRSA senior managers and political principals at public forums	-
3.3 Information about SRSA (Vision & Mission; Functions; Structure; Key Performance Areas and related information)	-
3.4 Public Service Legislation (Sports and Recreation Act; Sport and Recreation Amendment Bill; White Paper on Sport and Recreation; and other legislation that the SRSA may have drafted or is managing).	-
3.5 SRSA contact details	-
3.6 SRSA Organogram	-
3.7 Vacancies within SRSA	-
4. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
4.1 All SRSA publications that have been published (hard copies and soft copies) and all the other records on SRSA's internet site. These include the Annual Performance Plan; Strategic Plan; Annual Report; programme brochures, and so forth.	<i>Information available in terms of this section can be accessed in the following manner:</i> (a) Information can be downloaded from SRSA's website: www.srsa.gov.za (b) Through the post, from: The Information Resource Centre, Attention: Ms Tersia Grobler Private Bag X896, PRETORIA, 0001 (c) Through e-mail tersia@srsa.gov.za Telephone: (012) 304-5016, or Fax: (012) 323-7872 (d) Documents can also be obtained from the Information Resource Centre (Mezzanine Floor) at Regent Place Building, 66 Queen Street, (off Madiba Street) in Pretoria.

	(e) Information such as official contact details of officials or offices of political principals can also be obtained telephonically. <i>*It should be noted that reports originating from provincial departments responsible for sport and recreation are available from respective departments and not the SRSA.</i>
4.2 Presentations/speeches made by SRSA senior managers and political principals at public forums	Telephone or e-mail as above
4.3 Information about SRSA (Vision & Mission; Functions; Structure; Key Performance Areas and related Information)	-
4.4 Public Service Legislation (Sports and Recreation Act; Sport and Recreation Amendment Bill; White Paper on Sport and Recreation; and other legislation that SRSA may have drafted or is managing).	-
4.5 SRSA contact details	-
4.6 SRSA Organogram	-
4.7 Vacancies within SRSA	-

MANUAL FOR SPORT AND RECREATION SOUTH AFRICA (SRSA) in terms of [Section 14](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#))

The Manual is available on SRSA's website, www.srsa.gov.za: SRSA Offices; and can also be requested from Tersia as in item 4 above.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 624 of 29 November 2019: Description submitted in terms of section 15 (1): Limpopo Department of Agriculture and Rural Development (Government Gazette No. 42861)

**GN 624 of 29 November 2019: Description submitted in terms of section 15 (1): Limpopo Department of Agriculture and Rural Development
(Government Gazette No. 42861)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

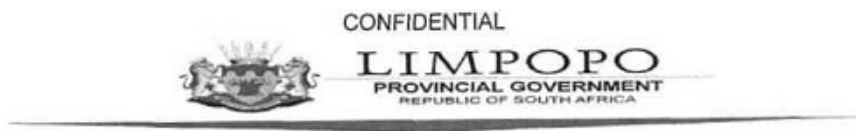
I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

As set out in the Schedule

(Signed)

**MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

**"FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, 2000
(Act [2 of 2000](#)))**

(Regulations 5A)

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):	
Departmental Strategic Plans Departmental Annual Performance Plan Service Delivery Improvement Plan Employment Equity Reports Approved Organizational structures Departmental file plans Audited financial statements Departmental policies and procedure Manuals Citizens's report Promotion of Access to Information Manual Service Standards Service Delivery Charter Statement of commitment Departmental Events Calendar MEC Budget Speech Departmental Circulars Public Service Forms Staff Contact Details Directory Journals and magazines Tender Documents News letters Promotional materials Engineering reports Mapping of Agricultural Commodity Production in Limpopo Disease control protocols Departmental tariffs schedules Production Guidelines for Selected Crops for Limpopo Province HR & Employment Equity Plans Circulars of advertised posts Public Service Application forms (Z83) Quarterly reports HRS Annual report Departmental HRM Policies and Procedure Manual Departmental tariffs schedules Batho-Pele principles	The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer, Limpopo Department of Agriculture and Rural Development Private Bag X 9487, POLOKWANE 0700 Tel. No (015) 294 3306 Fax No (015) 294 4504 E-Mail address: MashambaM@agric.limpopo.gov.za or visit our website www.Ida.gov.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
Tender Documents	Tender Documents can be purchased at the Cashier's office First Floor Agrivillage No 1 and collected at Supply Chain Unit, Temo Towers Building 5th floor Office no 26 Department of Agriculture and Rural Development POLOKWANE 0700
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Departmental Strategic Plans	The records may be accessed on request from the Deputy Information Officer,

Departmental Annual Performance Plan	
Service Delivery Improvement Plan	Limpopo Department of Agriculture
Employment Equity Reports	Private Bag X 9487, POLOKWANE 0700
Approved Organizational structures	Tel. No (015) 294 3306
Departmental file plans	Fax No (015) 294 4504
Audited financial statements	E - Mail address:
Departmental policies and procedure Manuals	MashambaM@agric.limpopo.gov.za or visit our website www.Ida.gov.za
Citizens 's report	
Promotion of Access to Information Manual	
Service Standards	
Service Delivery Charter	
Statement of commitment	
Departmental Events Calendar	
MEC Budget Speech	
Departmental Circulars	
Public Service Forms	
Staff Contact Details Directory	
Journals and magazines	
Tender Documents	
News letters	
Promotional materials	
Engineering planning reports	
Mapping of Agricultural Commodity Production in Limpopo	
Disease control protocols	
Departmental tariffs schedules	
Batho-Pele principles	
Public Service Application forms (Z83)	
Pensions forms	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 625 of 29 November 2019: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Office of the Premier (Government Gazette No. 42861)

GN 625 of 29 November 2019: Description submitted in terms of section 15 (1): Limpopo Provincial Government: Office of the Premier (Government Gazette No. 42861)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

LIMPOPO PROVINCIAL GOVERNMENT: OFFICE OF THE PREMIER

As set out in [the Schedule](#)

(Signed)
MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**OFFICE OF
THE PREMIER**

**ACCESS TO RECORDS HELD BY OFFICE OF THE PREMIER
SECTION 15 (1) (a)**

AUTOMATIC DISCLOSURE

SCHEDULE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 2000	MANNER OF ACCESS TO RECORDS
1. FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1.1. Departmental Strategic, Annual Performance & Operational Plans 1.2. Departmental HRM, ICT, Financial, Records, Telecommunication, Risk Management Policies 1.3. Service Delivery Improvement Plans 1.4. Quarterly reports 1.5. Annual Reports 1.6. HR & Employment Equity Plans 1.7. Departmental File Plans 1.8. Citizens' Reports 1.9. Promotion of Access to Information Pamphlets & Brochures 1.10. Premier's Budget Speeches 1.11. Service Delivery Standards 1.12. Circulars of advertised posts 1.13. Public Service Application Forms (Z83) 1.14. Library material (Legal & Communication Services) 1.15. State of the Province Address 1.16. Labour Relations Agreements 1.17. Supplier Registration Form 1.18. Limpopo Development Plans 1.19. Limpopo Spatial Development Framework 1.20. Limpopo Integrated Infrastructure Master Plan. 1.21. Organisational Structure	The records may be inspected at the Office of the Deputy Information Officer as follows: Office of the Premier 40 Hans Van Rensburg Street (Mowaneng Building) Office No. 22 POLOKWANE, 0699 Tel. No. 015 287 6312 Fax. No. 015 291 4046 Email address: <i>paia@premier.limpopo.gov.za</i>
2. FOR PURCHASING IN TERMS OF SECTION 15 (a) (ii)	
2.1. Bid Documents	The Bid Documents can be purchased at Office of the Premier: 40 Hans van Rensburg Street) Revenue & Budget Sub-Division, Office No. 10 - Ground Floor (Bodenstein Building)
3. FOR COPYING IN TERMS OF SECTION 15 (a) (ii)	
3.1. Departmental Strategic, Annual Performance & Operational Plans 3.2. Departmental HRM, ICT, Financial, Records, Telecommunication, Risk Management Policies 3.3. Service Delivery Improvement Plans 3.4. Quarterly reports 3.5. Annual Reports 3.6. HR & Employment Equity Plans 3.7. Departmental File Plans 3.8. Citizens' Reports 3.9. Promotion of Access to Information Pamphlets 3.10. Premier's Budget Speeches 3.11. Service Delivery Standards 3.12. Circulars of advertised posts 3.13. Public Service Application Forms (Z83) 3.14. Library material (Legal & Communication Services)	The records may be accessed for copying at the Office of the Deputy Information Officer as follows: Office of the Premier 40 Hans Van Rensburg Street (Mowaneng Building) Office No. 22 (Ground Floor) POLOKWANE, 0699 Tel. No. 015 287 6312 Fax. No. 015 291 4046 Email address: <i>paia@premier.limpopo.gov.za</i>

3.15 State of the Province Address	
3.16 Labour Relations Agreements	
3.17 Supplier Registration Form	
3.18 Limpopo Development Plans	
4. FREE OF CHARGE IN TERMS OF SECTION 15 (a) (iii)	
4.1. State of the Province Address	The records may be accessed free of charge at the Office of the Deputy Information Officer as follows: Office of the Premier 40 Hans Van Rensburg Street (Mowaneng Building) Office No. 22 (Ground Floor) POLOKWANE, 0699 Tel. No. 015 287 6312 Fax. No. 015 2914046 Email address: <i>paia@premier.limpopo.gov.za</i>
4.2. Public Service Application for Employment Forms (Z83)	
4.3. Promotion of Access to Information Pamphlets & Brochures	
4.4. Knowledge Management Brochures	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 637 of 6 December 2019: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 42887)

GN 637 of 6 December 2019: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 42887)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

WESTERN CAPE PROVINCIAL GOVERNMENT

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

ARRANGEMENT OF REGULATIONS

- [1.](#) DEPARTMENT OF AGRICULTURE
- [2.](#) DEPARTMENT OF CULTURAL AFFAIRS AND SPORT
- [3.](#) DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
- [4.](#) DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM
- [5.](#) DEPARTMENT OF LOCAL GOVERNMENT
- [6.](#) DEPARTMENT OF COMMUNITY SAFETY
- [7.](#) DEPARTMENT OF HUMAN SETTLEMENTS
- [8.](#) DEPARTMENT OF THE PREMIER
- [9.](#) DEPARTMENT OF SOCIAL DEVELOPMENT
- [10.](#) DEPARTMENT OF TRANSPORT AND PUBLIC WORKS
- [11.](#) PROVINCIAL TREASURY
- [12.](#) WESTERN CAPE EDUCATION DEPARTMENT
- [13.](#) WESTERN CAPE DEPARTMENT OF HEALTH

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 637 of 6 December 2019: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 42887)/ 1. DEPARTMENT OF AGRICULTURE

1. DEPARTMENT OF AGRICULTURE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Annual Reports	

(b) 5 Year Strategic Plans (c) Organisational Structure (d) Citizen's Report (e) Service Delivery Charter (f) Annual Performance Plan (g) Budget: Estimates and Revenue and Expenditure for the Department for 2018/2019	These records are for inspection from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg It is also available on the Departmental Website: www.elsenburg.com (f) to (g). Available from Provincial Treasury as contained in the Budget: Estimates of Provincial Revenue & Expenditure - 15 Wale Street, Cape Town
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Annual Reports (b) 5 Year Strategic Plans (c) Organisational Structure (d) Citizen's Report (e) Service Delivery Charter	Copies of these records are available for purchasing and copying, after payment of the prescribed fees at the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg It is also available on the Departmental Website: www.elsenburg.com
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Brochures on agriculture-related subjects (b) Publications, Pamphlets, Newsletters, posters (c) All information on the website	Copies of these records are available free of charge from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg The following information is available for download on the website free of charge: (www.elsenburg.com): - About the Department - Events - Media - Radio Elsenburg - Events Calendar - Services - Research Development - Agricultural Development Centres - Information Sheets - Elsenburg College

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 637 of 6 December 2019: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 42887)/ 2. DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

2. DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) "Step-by-Step to project execution" document of the Museum Service (b) Two-monthly in-house magazine "the Cape Librarian" (c) Annual report of the Western Cape Library Service (d) Event Strategy of the Province (e) HIV and AIDS Strategy of the Department (f) Strategic Plan (g) Service Delivery Improvement Plan (h) Annual Performance Plans (i) Annual Reports (j) Annual Reports to Citizens (k) Service Charters (l) Western Cape Department of Cultural Affairs and Sport Budget Speech (m) Department of Cultural Affairs and Sport: Organogram	These records referred are available for inspection at the Department of Cultural Affairs and Sport, Protea Assurance Building, Greenmarket Square, Cape Town.

(n) Norms and Standards for Western Cape Public Libraries	
(o) Contact list for Western Cape Public Libraries	
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(b) Two-monthly in-house magazine "the Cape Librarian" (c) Annual report of the Western Cape Library Service (d) Events Strategy for the Province (e) HIV and AIDS Strategy of the Department (f) Strategic Plan (g) Service Delivery Improvement Plan (h) Annual Performance Plans (i) Annual Reports (g) Annual Reports to Citizens (k) Service Charters (l) Western Cape Department of Cultural Affairs and Sport Budget Speech (m) Department of Cultural Affairs and Sport: Organogram (n) Norms and Standards for Western Cape Public Libraries (o) Contact list for Western Cape Public Libraries	Records referred to (a) to (m) in are available for copying and purchasing, after payment of the prescribed fee at the Department of Cultural Affairs and Sport, Protea Assurance Building, Greenmarket Square, Cape Town.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Two-monthly in-house magazine "the Cape Librarian" (b) Service Delivery Improvement Plan (c) Annual Performance Plans (d) Annual Reports (e) Annual Reports to Citizens (f) Service Charters (g) Strategic Plan (h) Western Cape Department of Cultural Affairs and Sport Budget Speech (i) Department of Cultural Affairs and Sport: Organogram	These are available for download from the WCG portal at https://www.westerncape.gov.za/dept/cas , free of charge

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 637 of 6 December 2019: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 42887)/ 3. DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

3. DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
Authorisations/permits and licenses and decisions:- (a) Environmental Authorisations issued in terms of the Environmental Impact Assessment Regulations; (b) Licenses issued in terms of the NEM: Waste Act; (c) Atmospheric Emission Licenses issued in terms of the NEM: Air Quality Act (d) Environmental Authorisations issued in terms of section 24G of NEMA (e) Decisions in terms of section 43 NEMA (f) Decisions in terms of section 54 of Western Cape Land Use Planning Act, 2014 (Act No. 3 of 2014)	Records referred to in (a) to (f) are available for inspection at the Head of Department, 1 Dorp Street, Cape Town - between 08:00 and 15:00 Note: (i) <i>The release of the abovementioned documents, together with all relevant supporting documentation, will be subject to compliance with section 15 (4) of PAIA, wherein certain portions may be redacted, and where relevant, will be released in the same form as</i>

(g) Directives issued in terms of section 28 of NEMA	they were published during public participation process.
(h) Compliance Notices issued in terms of section 31L of NEMA	(ii) Certain sub categories may not be accessible in their entirety on grounds stated in Chapter 4 of PAIA (iii) The Department shall delete any part of a record listed which must be refused in terms of Chapter 4 of PAIA as per section 15 (4) of PAIA
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
Authorisations/permits and licenses and decisions:- (a) Environmental Authorisations issued in terms of the Environmental Impact Assessment Regulations; (b) Licenses issued in terms of the NEM: Waste Act; (c) Atmospheric Emission Licenses issued in terms of the NEM: Air Quality Act (d) Environmental Authorisations issued in terms of section 24G of NEMA (e) Decisions in terms of section 43 NEMA (f) Decisions in terms of section 54 of Western Cape Land Use Planning Act, 2014 (Act No. 3 of 2014) (g) Directives issued in terms of section 28 of NEMA (h) Compliance Notices issued in terms of section 31L of NEMA	Records referred to in (a) to (f) are available for copying and purchase at the Head of Department, 1 Dorp Street, Cape Town - between 08:00 and 15:00 Note: (i) The release of the abovementioned documents, together with all relevant supporting documentation, will be subject to compliance with section 15 (4) of PAIA, wherein certain portions may be redacted, and where relevant, will be released in the same form as they were published during public participation process. (ii) Certain sub categories may not be accessible in their entirety on grounds stated in Chapter 4 of PAIA (iii) The Department shall delete any part of a record listed which must be refused in terms of Chapter 4 of PAIA as per section 15 (4) of PAIA
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) The Departmental Calendar of Events (b) Policy and legislation (c) Departmental Annual Performance Reports (d) Departmental Annual Performance Plans (e) Departmental Strategic Plans (f) News Releases (g) Circulars and Guidelines	Documents that are available for download from the WCG portal at http://www.westerncape.gov.za/eadp. free of charge

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 637 of 6 December 2019: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 42887)/ 4. DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

4. DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
<u>Economic Enablement. Economic Sector Support, Business Regulation and Governance. Economic Planning, Tourism, Arts and Entertainment. Skills Development</u> (a) Annual Reports (b) Financial Statements (c) Budget Report <u>Integrated Economic Development Services, Trade and Sector Development. Business Regulation and Governance, Economic Planning, Tourism, Commercial Arts and Entertainment</u> (a) Brochures: Small Business Development Head of Department (a) Annual Performance Plan: Overview of year Projections for following year	These records are available for inspection at the Sub-Directorate: Strategic and Operational Support 11th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:45 These records are available for inspection at the Sub-Directorate: Strategic and Operational Support, 11th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:45 These records are available for inspection at

(b) Annual Reports (c) Annual Performance Plans (d) 5 Year Strategic Plans (e) Service delivery implementation plan Chief Directorate Finance Finances Input: (a) Annual reports including the report of the Auditor-General, and annual audited financial statements (b) Western Cape Budget Speech (c) Medium Term Budget Policy Statement (d) Overview of Provincial Revenue and Expenditure (e) Western Cape Adjusted Estimates of Provincial Expenditure (f) Western Cape Adjustments Appropriation Bill (g) Western Cape Appropriation Bill (h) Western Cape Budget: Estimates of Provincial Revenue and Expenditure (i) Central Supplier Database (j) Advertised and Awarded Bids (k) Bid Proposal Recieved (l) Bids Advertised and Awarded (m) How to Tender: General Information (n) Anti-corruption awareness	the Sub-Directorate: Strategic and Operational Support, 11th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:45 These Financial documents are available for inspection at the Chief Directorate: Finance, 9th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:00pm. It is also available on the western cape government website at https://www.westerncape.gov.za/
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
<u>Economic Enablement, Economic Sector Support, Business Regulation and Governance, Economic Planning, Tourism, Arts and Entertainment, Skills Development</u> (a) Annual Reports (b) Financial Statements (c) Budget Report <u>Integrated Economic Development Services, Trade and Sector Development, Business Regulation and Governance, Economic Planning, Tourism, Commercial Arts and Entertainment</u> (a) Brochures: Small Business Development Head of Department (a) Annual Performance Plan: Overview of year Projections for following year (b) Annual Reports (c) Annual Performance Plans (d) 5 Year Strategic Plans (e) Service delivery implementation plan Chief Directorate Finance Finances Input: (a) Annual reports including the report of the Auditor-General, and annual audited financial statements (b) Western Cape Budget Speech (c) Medium Term Budget Policy Statement (d) Overview of Provincial Revenue and Expenditure (e) Western Cape Adjusted Estimates of Provincial Expenditure (f) Western Cape Adjustments Appropriation Bill (g) Western Cape Appropriation Bill (h) Western Cape Budget: Estimates of Provincial Revenue and Expenditure (i) Central Supplier Database (j) Advertised and Awarded Bids (k) Bid Proposal Received (l) Bids Advertised and Awarded (m) How to Tender: General Information (n) Anti-corruption awareness	These records are available for copying and purchase at the Sub-Directorate: Strategic and Operational Support 11th Floor, Waldorf Building, St George's all, Cape Town - between 08:00 and 15:45 These records are available for copying and purchase at the Sub-Directorate: Strategic and Operational Support, 11th Floor, Waldorf Building, St George's These records are available for copying and purchase at the Sub-Directorate: Strategic and Operational Support, 11th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:45 These Financial documents are available for copying and purchase at the Chief Directorate: Finance, 9th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:00pm. It is also available on the western cape government website at https://www.westerncape.gov.za/
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	

Head of Department (a) Annual Reports (b) Annual Performance Plans (c) 5 Year Strategic Plans Chief Directorate Finance Finances Input: (a) Annual reports including the report of the Auditor-General, and annual audited financial statements (b) Western Cape Budget Speech (c) Medium Term Budget Policy Statement (d) (Overview of Provincial Revenue and Expenditure (e) Western Cape Adjusted Estimates of Provincial Expenditure (f) Western Cape Adjustments Appropriation Bill (g) Western Cape Appropriation Bill (h) Western Cape Budget: Estimates of Provincial Revenue and Expenditure (i) Central Supplier Database (j) Advertised and Awarded Bids (k) Bid Proposal Received (l) Bids Advertised and Awarded (m) How to Tender: General Information (n) Anti-corruption awareness	These records are available free of charge at the Sub-Directorate: Strategic and Operational Support, 11th Floor, Waldorf Building, St George's Mall, Cape Town - between 08:00 and 15:45 These Financial documents are available for downloading on the western cape government website at https://www.westerncape.gov.za/ free of charge

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 637 of 6 December 2019: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 42887)/ 5. DEPARTMENT OF LOCAL GOVERNMENT

5. DEPARTMENT OF LOCAL GOVERNMENT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Western Cape Provincial Legislation (b) Budget (c) Departmental Strategic Plan (d) Annual Performance Plan (e) Citizens Report	These records are available for inspection at the Office of the Head of Department, Waldorf Building, 80 St Georges Mall, 8th Floor, Cape Town -between 08:00 and 15:00
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Annual reports of the Department Local Government (b) Provincial Disaster Management Framework (c) Provincial Disaster Management Strategic Plan (d) Provincial Disaster Risk and Vulnerability Assessment (e) Risk and development annual review (RADAR) (f) Guidelines to draft a Disaster Management Chapter in a municipal Integrated Development Plan (g) Western Cape Government Provincial Gazettes	These records are available after obtaining the payment of the prescribed fee from the Record Manager, Waldorf building, 7th floor, Private Bag X9076, Cape Town -between 08:00 and 15:00
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Annual Performance Plan (b) Citizens Report (c) Annual reports of the Department Local Government (d) Western Cape Government <i>Provincial Gazettes</i>	These records are available for download from the WCG portal at https://www.westerncape.gov.za/dept/local-government free of charge These records are available free of charge when downloaded from the website: https://www.westerncape.gov.za/generalpublication/provincialgazettes-2017

6. DEPARTMENT OF COMMUNITY SAFETY

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Annual Report (b) Strategic Plan (c) Annual Performance Plan (d) Policing Needs and Priorities (PNPs) (e) Organisational structure (f) Service Delivery Improvement Plan (g) Quarterly Performance Report (h) Western Cape Community Safety Act, 3 of 2013	These records are available for inspection from the Department of Community Safety, PO Box 5346, 4th Floor, Open Plan, 35 Wale Street, Cape Town.
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Annual Report (b) Strategic Plan (c) Annual Performance Plan (d) Policing Needs and Priorities (PNPs) (e) Organisational structure (f) Service Delivery Improvement Plan (g) Quarterly Performance Report (h) Western Cape Community Safety Act, 2013 (Act 3 of 2013)	These records are available for copying and purchasing, after payment of the prescribed fee, from the Department of Community Safety, PO Box 5346, 4th Floor, Open Plan, 35 Wale Street, Cape Town.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Annual Report (b) Strategic Plan (c) Annual Performance Plan (d) Policing Needs and Priorities (PNPs) (e) Organisational structure (f) Service Delivery Improvement Plan (SDIP) (g) Western Cape Community Safety Act, 2013 (Act 3 of 2013) (h) Quarterly Performance Report	(a) - (h) Electronic copies of these records are available for download on the Department of Community Safety's website free of charge: www.westerncape.gov.za/dept/communitysafety (h) Electronic copies of these records are available on the Western Cape Government website: https://www.westerncape.gov.za/general-publication/quarterly-performancereporting-qpr

7. DEPARTMENT OF HUMAN SETTLEMENTS

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Allocation of Tenders (b) Approved housing policy documents (c) Provincial Housing legislation (d) Circular minutes on housing (e) Subsidy application forms (f) Lists of project applications received (g) Lists of housing projects under construction (h) Western Cape Housing Development Board resolutions (only to parties involved) (i) Subsidy beneficiary details (only parties involved)	Records referred to in (a) to (u) are available for inspection at the Office of the Records Manager, 27 Wale Street, Cape Town - between 08:00 and 15:45.

(j) Budget speech (k) Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999) (l) Case files of the housing tribunal (content only to parties involved) (m) Findings of Rental Housing Tribunal (n) Rental Housing Tribunal hearing recordings (content only to the parties involved) (o) Debtor accounts (content only to the parties involved) (p) Annual reports of the Department of Human Settlements (q) Annual reports of the Western Cape Rental Housing Tribunal (r) Strategic Plan (s) Budget (Gazetted) (t) Provincial policy documents (u) Western Cape Rental Housing Strategy	
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Allocation of Tenders (b) Approved housing policy documents (c) Provincial Housing legislation (d) Circular minutes on housing (e) Subsidy application forms (f) Lists of project applications received (g) Lists of housing projects under construction (h) Western Cape Housing Development Board resolutions (only to parties involved) (i) Subsidy beneficiary details (only parties involved) (j) Budget speech (k) Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999) (l) Case files of the housing tribunal (content only to parties involved) (m) Findings of Rental Housing Tribunal (n) Rental Housing Tribunal hearing recordings (content only to the parties involved) (o) Debtor accounts (content only to the parties involved) (p) Annual reports of the Department of Human Settlements (q) Annual reports of the Western Cape Rental Housing Tribunal (r) Strategic Plan (s) Budget (Gazetted) (t) Provincial policy documents (u) Western Cape Rental Housing Strategy	Records referred to in (a) to (u) are available for copying and purchasing, after payment of the prescribed fee, at the Office of the Records Manager, 27 Wale Street, Cape Town - between 08:00 and 15:45
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Subsidy application forms (b) Budget speech (c) Regulations published in terms of the Rental Housing Act, 1999 (Act 50 of 1999) (d) Annual reports of the Department of Human Settlements (e) Annual reports of the Western Cape Rental Housing Tribunal (f) Strategic Plan (g) Provincial policy documents	Documents that are available for download from the WCG portal at https://www.westerncape.gov.za/dept/human-settlements , free of charge

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 637 of 6 December 2019: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 42887)/ 8. DEPARTMENT OF THE PREMIER

8. DEPARTMENT OF THE PREMIER

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF	MANNER OF ACCESS TO RECORDS

ACCESS TO INFORMATION ACT, 2000	
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Register in terms of regulation 7 (1) of the Executive Ethics Code (published in terms of Proclamation 41 of July 2000 of Ethics Act 1998 (see regulation 7 (5)) (b) International cooperation agreements (c) Annual Reports (d) Annual Performance Plans (e) 5 Year Strategic Plans (f) The training prospectus (g) Organisational Structure (h) Service delivery implementation plan (i) Job descriptions	Records referred to in (a) to (e) are available for inspection at the Office of the Director-General, 15 Wale Street, Cape Town - between 08:00 and 15:00 Records referred to in (f) to (i) are available for inspection at the Office of the Chief-Director, Organisational Development, 9th Floor, Golden Acre Building, Cape Town - between 08:00 and 15:00
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Register in terms of regulation 7 (1) of the Executive Ethics Code (published in terms of Proclamation 41 of July 2000 of Ethics Act 1998 (see regulation 7 (5)) (b) International cooperation agreements (c) Annual Reports (d) Annual Performance Plans (e) 5 Year Strategic Plans (f) The training prospectus (g) Organisational Structure (h) Service delivery implementation plan (i) Job descriptions	Records referred to in (a) to (e) are available for copying and purchasing at the Office of the Director-General, 15 Wale Street, Cape Town - between 08:00 and 15:00 Records referred to in (f) to (i) are available for copying and purchasing at the Office of the Chief-Director, Organisational Development, 9th Floor, Golden Acre Building, Cape Town - between 08:00 and 15:00
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Western Cape Government Provincial Gazettes (b) Service delivery implementation plan (c) International cooperation agreements (d) Annual Reports (e) Annual Performance Plans (f) 5 Year Strategic Plans (g) Organisational Structure	The records listed in (a) are free of charge when downloaded from: https://www.westerncape.gov.za/general-publication/provincial-gazettes-2016 The records listed in (b) to (g) are free of charge when downloaded from: https://www.westerncape.gov.za/dept/department-premier/documents

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 637 of 6 December 2019: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 42887)/ 9. DEPARTMENT OF SOCIAL DEVELOPMENT

9. DEPARTMENT OF SOCIAL DEVELOPMENT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(A) Directorate: Business Planning and Policy Alignment	Copies of the records listed under (A) may be inspected at the Directorate: Business Planning and policy alignment, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000 Copies of the records listed under (B) may be inspected at the Directorate: Research, Population and Knowledge Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000 Copies of the records listed under (C) may be inspected at the Directorate: Children & Families, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000 Copies of the records listed under (D) may be inspected at the Directorate: Special Programmes, 14 Queen Victoria Street,
(a) Five-year strategic plan of the Department (b) Annual Performance Plan (c) Annual Report (d) Approved policy documents (e) Generic norms and standards for social welfare services	
(B) Directorate: Research, Population and Knowledge Management	
(a) Social research reports (b) Population and demographic reports	
(C) Directorate: Children & Families	
(a) Legislative service standards	
(D) Directorate: Special Programmes	Copies of the records listed under (D) may be inspected at the Directorate: Special Programmes, 14 Queen Victoria Street,
(a) Legislative and programme specific service standards (substance abuse; older persons	

and disabilities) (E) Directorate: Social Crime Prevention (a) Legislative and Programme specific service standards (f) Directorate: ECD and Partial Care (a) Legislative and Programme specific service standards (G) Directorate: Facility Management and Quality Monitoring	Private Bag X9112, Cape Town, 8000 Copies of the records listed under (E) and (f) may be inspected at the Directorate: Social Crime Prevention, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(a) Legislative and Programme specific service standards (H) Directorate: Finance (a) Annual budget: MTEF (b) Adjustment estimates (c) Revenue and expenditure reports (d) Financial statements (e) Financial delegations document (I) Directorate: Supply Chain Management (a) Standard Bidding Documents including General Conditions of Contract (b) Advertised and Awarded Bids/Tender Documents/Files (c) Copy of Departmental Contracts (d) Copy of Departmental Service Level Agreements (e) Supply Chain Management Booklet for Suppliers/Vendors (f) Supply Chain Management Brochure for Supplier/Vendors	Copies of records listed under (G) may be inspected at the Directorate: Facility Management and Quality Monitoring, Private Bag X 1, Old Paarl Road, Kraaifontein, 7570 Copies of the records listed under (H) may be inspected at the Directorate: Finance, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000 Copies of the records listed under (I) may be inspected at the Directorate: Supply Chain Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(A) Directorate: Business Planning and policy Alignment (a) Five-year strategic plan of the Department (b) Annual Performance Plan (c) Annual Report (d) Approved policy documents (e) Generic norms and standards for social welfare services (B) Directorate: Research, Population and Knowledge Management (a) Social research reports (b) Population and demographic reports (C) Directorate: Children & Families (a) Legislative service standards (D) Directorate: Special Programmes (a) Legislative and programme specific service standards (substance abuse; older persons and disabilities) (E) Directorate: Social Crime Prevention (a) Legislative and Programme specific service standards (f) Directorate: ECD and Partial Care (a) Legislative and Programme specific service standards (G) Directorate: Facility Management and Quality Monitoring	Copies of the records listed under (A) is available for copying and purchase at the Directorate: Business Planning and policy alignment, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000 Copies of the records listed under (B) are available for copying and purchase at the Directorate: Research, Population and Knowledge Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000 Copies of the records listed under (C) are available for copying and purchase at the Directorate: Children & Families, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000 Copies of the records listed under (D) are available for copying and purchase at the Directorate: Special Programmes, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000 Copies of the records listed under (E) and (f) are available for copying and purchase at the Directorate: Social Crime Prevention, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000
(a) Legislative and Programme specific service standards (H) Directorate: Finance (a) Annual budget: MTEF (b) Adjustment estimates (c) Revenue and expenditure reports	Copies of records listed under (G) is available for copying and purchase at the Directorate: Facility Management and Quality Monitoring, Private Bag X 1, Old Paarl Road, Kraaifontein, 7570 Copies of the records listed under (H) is available for copying and purchase at the Directorate: Finance, 14 Queen Victoria

(d) Financial statements	Street Private Bag X9112, Cape Town, 8000
(e) Financial delegations document	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Five-year strategic plan of the Department	These records [(a) to (e)] are available free of charge when downloaded from the Internet at: http://www.westerncape.gov.za/dept/social-development/documents
(b) Annual Performance Plan	
(c) Annual Report	These records [(f) to (k)] are available free of charge on written request from the Directorate: Supply Chain Management, 14 Queen Victoria Street, Private Bag X9112, Cape Town, 8000 the
(d) Approved policy documents	
(e) Generic norms and standards for social welfare services	
(f) Standard Bidding Documents including General Conditions of Contract	
(g) Advertised and Awarded Bids/Tender Documents/Files	
(h) Copy of Departmental Contracts	
(i) Copy of Departmental Service Level Agreements	
(j) Supply Chain Management Booklet for Suppliers/Vendors	
(k) Supply Chain Management Brochure for Supplier/Vendors	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 637 of 6 December 2019: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 42887)/ 10. DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

10. DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	
FOR INSPECTION IN TERMS OF LEGISLATION OTHER THAN THIS ACT: CHAPTER 2 <u>SECTION 15 (1) (a) (i)</u> of Act <u>No. 2 of 2000</u>	MANNER OF ACCESS TO RECORDS
1. ALL BRANCHES Annual Performance Plan Departmental Strategic Plan Annual Reports Quarterly Performance Reports Citizens Report 2. BRANCH: STRATEGY PLANNING AND CO-ORDINATION (a) Policy and Strategy Integration Provincial Public Transport Institutional Framework Provincial Land Transport Framework Transversal Co-Ordination Framework (b) EPWP Departmental Contractor Development Policy Provincial EPWP Policy (c) Strategic Management and Operational Support Departmental Skills Development Strategy Security Policy Access Control Policy Performance Monitoring and Evaluation Framework Masakh'iSizwe Bursary Programme Knowledge Management Strategy 3. BRANCH: FINANCE (a) Financial Management Public Service Act and Regulations/Public Finance Management Act (PFMA) (b) Supply Chain Management None 4. BRANCH: TRANSPORT MANAGEMENT (a) Road Network Management None	The records listed under 1 and 3 (a) are available for inspection at the Communication Section, 8th Floor, 9 Dorp Street, Cape Town These records listed under 2 (a), (b) and (c) are available for inspection at the Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town

(b) Transport Operations Public Transport Safety Implementation Programme Public Transport Operations Grant (c) Transport Regulation Abnormal Load Applications System Safely Home Programme Conflict Management Action Plan (d) Traffic Management Public Transport Safety Implementation Programme Road Safety Strategy 5. <u>BRANCH PROVINCIAL PUBLIC WORKS</u> (a) General Infrastructure Tenders awarded Jobs stats Scheduled governmental projects Modernisation Policy Modernisation Furniture Policy Property Efficiency Strategy (b) Immovable Asset Management Western Cape Land Administration Act, 1998 (Act 6 of 1998) Provincial Maintenance Strategy Acquisitions and Lease-in Strategy GIAMA Implementation Strategy Disposal Strategy for Property Assets (c) Education Infrastructure None (d) Provincial PPP Better Living Model Exemplar Project	The records listed under 4 (b), (c) and (d) is available for inspection at the Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town This record is available for inspection at the Walk-in-centre, 9 Dorp Street, Cape Town The remainder of the records under 5 (a) are available for inspection at the Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town This record is available at Head office 4th Floor, 9 Dorp Street, Cape Town The remainder of the records under 5 (b) and 5(d) are available for inspection at the Director: Knowledge Management, 1st Floor, 9 Dorp Street, Cape Town
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
1. <u>ALL BRANCHES</u> Annual Performance Plan Departmental Strategic Plan Annual Reports Quarterly Performance Reports Citizens Report 2. <u>BRANCH: STRATEGY PLANNING AND CO-ORDINATION</u> (a) Policy and Strategy Integration Provincial Public Transport Institutional Framework Provincial Land Transport Framework Transversal Co-Ordination Framework (b) EPWP Departmental Contractor Development Policy Provincial EPWP Policy (c) Strategic Management and Operational Support Departmental Skills Development Strategy Security Policy Access Control Policy Performance Monitoring and Evaluation Framework Knowledge Management Strategy 3. <u>BRANCH: FINANCE</u> (a) Financial Management Public Service Act and Regulations/Public Finance Management Act (PFMA) (b) Supply Chain Management None 4. <u>BRANCH: TRANSPORT MANAGEMENT</u> (a) Road Network Management None (b) Transport Operations Public Transport Safety Implementation Programme Public Transport Operations Grant	The records listed under 1 and 3 (a) are available for copying and purchase at the Communication Section, 8th Floor, 9 Dorp Street, Cape Town The records listed under 2 (a), (b) and (c) are available for copying and purchase at the Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town The records listed under 4 (b), (c) and (d) is available for inspection at the Director:

(c) Transport Regulation Abnormal Load Applications System Safely Home Programme Conflict Management Action Plan (d) Traffic Management Public Transport Safety Implementation Programme Road Safety Strategy 5. BRANCH PROVINCIAL PUBLIC WORKS (a) General Infrastructure Tenders awarded Jobs stats Scheduled governmental projects Modernisation Policy Modernisation Furniture Policy Property Efficiency Strategy (b) Immovable Asset Management Western Cape Land Administration Act, 1998 (Act 6 of 1998) Provincial Maintenance Strategy Acquisitions and Lease-in Strategy GIAMA Implementation Strategy Disposal Strategy for Property Assets (c) Education Infrastructure None (d) Provincial PPP Better Living Model Exemplar Project	Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town This record is available for inspection at the Walk-in-centre, 9 Dorp Street, Cape Town The remainder of the records under 5 (a) are available for inspection at the Director: Knowledge Management: 1st Floor, 9 Dorp Street, Cape Town This record is available at Head office 4th Floor, 9 Dorp Street, Cape Town The remainder of the records under 5 (b) and 5 (d) are available for inspection at the Director: Knowledge Management, 1st Floor, 9 Dorp Street, Cape Town
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
Information on the following subjects is available without formal request on the department's website and brochures: Brochures Annual report Strategic Plan General information Commercial issues Operations Services rendered Environment Education Community Work Investor Relations Media relations Press releases Publications Site maps	These records are free of charge when downloaded from the Department's website: www.westerncape.gov.za Or at the Communication Section: 8th Floor, 9 Dorp Street, Cape Town.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 637 of 6 December 2019: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 42887)/ 11. PROVINCIAL TREASURY

11. PROVINCIAL TREASURY

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Provincial Budget (Main and Adjusted Estimates) (b) Explanatory memorandum to the Provincial Budget (Main and Adjusted Estimates) (c) Western Cape Medium Term Budget Policy Statement (WC MTBPS) (d) Provincial Economic Review and Outlook (PERO) (e) Municipal Economic Review and Outlook (MERO)	Records referred to in (a) to (n) may be inspected at the Department located on the third floor of the Legislature Building, Cape Town between 07:30 and 16:00.

(f) Reports per Department resulting from the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999) and the Division of Revenue Act (DORA) (g) Treasury circulars and other relevant policy documents (h) Supply Chain Management Delegation (i) Financial Delegation (j) Tender documents (advertised tenders) (k) Service Charter (l) Strategic Plans (m) Annual Performance Plans (n) Annual Reports	
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Provincial Budget (Main and Adjusted Estimates) (b) Explanatory memorandum to the Provincial Budget (Main and Adjusted Estimates) (c) Western Cape Medium Term Budget Policy Statement (WC MTBPS) (d) Provincial Economic Review and Outlook (PERO) (e) Municipal Economic Review and Outlook (MERO) (f) Reports per Department resulting from the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999) and the Division of Revenue Act (DORA) (g) Treasury circulars and other relevant policy documents (h) Supply Chain Management Delegation (i) Financial Delegation (j) Tender documents (advertised tenders) (k) Service Charter (l) Strategic Plans (m) Annual Performance Plans (n) Annual Reports	Records referred to in (a) to (n) are available for copying and purchasing from the Department located on the third floor of the Legislature Building, Cape Town upon payment of the prescribed fee - between 07:30 and 16:00.
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Provincial Budget (Main and Adjusted Estimates) (b) Explanatory memorandum to the Provincial Budget (Main and Adjusted Estimates) (c) Western Cape Medium Term Budget Policy Statement (WC MTBPS) (d) Provincial Economic Review and Outlook (PERO) (e) Municipal Economic Review and Outlook (MERO) (f) Reports per Department resulting from the Public Finance Management Act (PFMA), 1999 (Act 1 of 1999) and the Division of Revenue Act (DORA) (g) Treasury circulars and other relevant policy documents (h) Supply Chain Management Delegation (i) Financial Delegation (j) Tender documents (advertised tenders) (k) Service Charter (l) Strategic Plans (m) Annual Performance Plans (n) Annual Reports	These records are available for download, free of charge from the WCG portal at: www.westerncape.gov.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 637 of 6 December 2019: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 42887)/ 12. WESTERN CAPE EDUCATION DEPARTMENT

12. WESTERN CAPE EDUCATION DEPARTMENT

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF	MANNER OF ACCESS TO RECORDS

ACCESS TO INFORMATION ACT, 2000	
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) LOGIS annual statements and reports (b) Tender documents and quotations (c) SourceLink documents - advertisements (d) Tender documents (e) Tender Bulletins (f) Remittance register (g) Files (excluding confidential and personal information) (h) WCED circulars and minutes (i) Employment equity plan (j) Training records (k) Financial records of expenditure	These records are available for inspection at the Directorate: Supply Chain Management, Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45 These records are available for inspection at the Directorate: Knowledge and Information Management (General Registry), Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45 These records are available for inspection at the Directorate: Strategic People Management, Grand Central Towers, Lower Parliament Street, Cape Town between 08:00 and 15:45 These records are available for inspection at the Directorate: Management Accounting, Grand Central Towers, Lower Parliament Street, Cape Town - between 08:00 and 15:45
FOR COPYING OR PURCHASING N TERMS OF SECTION 15 (1) (a) (ii)	
(a) Inspection reports (could be requested by institution that has been inspected) (b) Schedules of amounts that have been deducted from an individual's salaries and paid over to outside organisations (Only the personal and organisations concerned may request it.) (c) Curriculum Policy Statements (d) Manuals on school matters (e) Information on boarding and transport bursaries (f) Workplace skills plan (g) Equity plan (h) Course material (i) Annual reports (WCED) (j) Child abuse policy and protocol (k) Summary of child abuse (l) Policy documents (WCED) (m) Vacancy lists (n) Establishments/Organograms of WCED educational institutions and offices (o) Edumedia catalogue (p) Edulis catalogues	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Financial Accounting, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Curriculum GET and FET, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Institution Management and Governance Planning (including Safe Schools), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Strategic People Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Cape Teaching and Leadership Institute, (CTLI) Private Bag X14, Kuilsriver 7580 Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Policy Co-ordination, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Recruitment and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communications, Edumedia, 3 Station Road, Mowbray Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate Institutional Resources Support (including Library Service), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town

(q) Educational video material	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Curriculum GET (including eLearning), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(r) Home schooling information	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Institution Management and Governance Planning (including Safe Schools), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(s) Assessment policy	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Assessment Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(t) Curriculum: Policy	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorates: Curriculum GET & Curriculum FET (including eLearning), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(u) List of prescribed books	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(v) Strategic plan	
(w) Annual Performance Plan	
(x) Departmental forms	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) Particulars of auditors of schools	Copies of these records are available free of charge from the Directorate: IMGP, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(b) Statistics with regard to the number of schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)	
(c) Examination results (first publication only)	Copies of these records are available free of charge from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(d) Senior Certificate: Full-time candidates (original copy only)	
(e) Examination directives	
(f) Disposal certificate (VA27 and 28) of used, obsolete, redundant and unserviceable items	
(g) Comparative schedule of tenders received.	
(h) Tenders: Learner Transport Schemes	
(i) Approved suppliers' list of learner support material (institutional resource support)	Copies of these records are available free of charge from the Directorate: Supply Chain Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(j) Provisioning recording certificates (VA12) of offices, schools, centres and Head Office	
(k) Proof of payment to suppliers	
(l) Registration documents as supplier of learner support material	
(m) Expenses of learner support material	Copies of these records are available free of charge from the Directorate: Institutional Resource Support, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(n) List of WCED telephone numbers	
(o) Reports of losses with regard to burglaries, fires and vandalism at institutions	
(p) Payment data on municipal services provided to schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)	Copies of these records are available free of charge from the Directorate: Management Accounting, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(q) Information on schools for learners with special educational needs	Copies of these records are available free of charge from the Directorate: Specialised Education, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(r) Specialised learner and educator support (including school clinics): contact numbers	
(s) Gender equity pamphlets	
(t) Gender equity posters	
(u) Diversity posters	Copies of these records are available free of charge from the Directorate: Strategic People Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(v) Anti-violence posters	
(w) Human resource development newsletter	
(x) Employment equity advocacy material	
(y) Manual: Maintenance of buildings and sites	Copies of these records are available free of charge from the Directorate: Infrastructure Planning and Development, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(z) Scheduled maintenance	
(aa) Capital works	
(bb) Appointment of employees (educators and	Copies of these records are available free of charge from the Directorate: Recruitment

public servants) (excluding confidential and personal information)	and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(cc) Retirement of employees	Copies of these records are available free of charge from the Directorate: Service Benefits,
(dd) Conditions of service and benefits of employees	
(ee) Resolutions of bargaining councils	
(ff) Information about leave (Only the persons and organisations that have an interest may request it)	Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(gg) Promotion requirements	
	Copies of these records are available free of charge from the Directorate: Employee Relations, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(hh) Resolutions of bargaining councils	
	Copies of these records are available free of charge from the Directorate: Recruitment and Selection, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(ii) Promotion requirements	
(jj) Senior Certificate requirements	Copies of these records are available free of charge from the Directorate: Examinations Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town
(kk) General Education & Training certificate information	
(ll) Adult Education and Training policy and procedures (AET)	Copies of these records are available free of charge from the Department of Higher Education and Training, Sanlam Building, Golden Acre, Cape Town
(mm) List of WCED schools for purpose of finding placement.	This information is obtainable by accessing the Find-A-School Webpage at
(nn) List of schools listed by subject offerings.	https://wcedemis.westerncape.gov.za/wced/finda_school.html
(oo) Mailing list for all educational institutions registered with the WCED	
(pp) Information on the progress of an application to any public schools registered with the WCED	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 637 of 6 December 2019: Description submitted in terms of section 15 (1): Western Cape Provincial Government (Government Gazette No. 42887)/ 13. WESTERN CAPE DEPARTMENT OF HEALTH

13. WESTERN CAPE DEPARTMENT OF HEALTH

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
(a) Medical records for purposes of on-going medical care. (Medical record: this term is used interchangeable with "clinical record" and refers to any document or record in any form whatsoever, which accumulates in the course of patient care, but excludes documents compiled in response to litigation or pending litigation.) This excludes medical records of psychiatric patients (available in terms of section 30 of the Promotion of Access to Information Act). (b) Medical records will be made automatically available to patients, their legal guardians, or an appointed legal representative only after producing proof of written permission signed by the patient. No information will be given to any other third party.	These records may be inspected at the Deputy Information Officer for the Western Cape Department of Health 4 Dorp Street/Private Bag 2060 Cape Town
FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Medical records for purposes of on-going medical care. (Medical record: this term is used interchangeable with "clinical record" and refers to any document or record in any form whatsoever, which accumulates in the course of patient care, but excludes documents compiled in response to litigation or pending	These records are available for copying and purchasing, after payment of the prescribed fee, at the Deputy Information Officer for the Western Cape Department of Health 4 Dorp Street/Private Bag 2060 Cape Town

litigation.) This excludes medical records of psychiatric patients (available in terms of section 30 of the Promotion of Access to Information Act). (b) Medical records will be made automatically available to patients, their legal guardians, or an appointed legal representative only after producing proof of written permission signed by the patient. No information will be given to any other third party.	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
All health-related publications including plans, reports, booklets, pamphlets and brochures made available to and by the provincial Health Department expressly for free public distribution	These records are available for download from the WCG portal at www.westerncape.gov.za/dept/health or on request to the Deputy Information Officer

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 26 of 31 January 2020: Description submitted in terms of section 15 (1): Department of Agriculture, Forestry and Fisheries (Government Gazette No. 42980)

**GN 26 of 31 January 2020: Description submitted in terms of section 15 (1): Department of Agriculture, Forestry and Fisheries
(Government Gazette No. 42980)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP

MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

FORM D

**DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS
([Section 15](#) of the Promotion of Access to Information Act, 2000 (Act [2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
1. All DAFF Acts Organisational Structure of DAFF Agriculture	Website of DAFF at www.daff.gov.za Website of DAFF at www.daff.gov.za
2. Plant Breeders' Rights Act, 1976 · Inspection of the Register of the Plant Breeders' Rights Plant Breeders' Rights Distinctness, Uniformity and Stability (DUS) reports	Free of charge at the Office of the Registrar of the Plant Breeders Rights Act at telephone number (012) 319-6096 or e-mail ElnaDB@daff.gov.za . Address: Harvest House 255, 30 Hamilton Street Can be obtained by other countries' PBR Authorities from the Office of the Registrar through enquiry to the Registrar: PBR Act. Contact number (012) 319 6096 or e-mail at ElnaDB@daff.gov.za
3. Plant Improvement Act, 1976	

Inspection of a document submitted to the Registrar in terms of the Plant Improvement Act, 1976	Access can be obtained upon payment of the prescribed fee, through enquiry to the Registrar of the Plant Improvement Act, 1976 at JoanS@daff.gov.za or tel. nr (012) 319-6034
4. Animal Improvement Act, 1998 (Act No. 52 of 1998) - Registration of semen collectors, in-seminators, embryo collectors, embryo transferors import agents, reproduction centres, donor animals, animal breeders' societies and registering authorities which have been registered and approved as such. Fees for this service are annually <i>gazetted</i> - List of all breeds registered in terms of the above mentioned Act, at payment of the prescribed fee	Can be obtained through written or telephonic request to the Director: Animal Production at e-mail JoelM@daff.gov.za or tel. nr. (012) 319-7597 Can be obtained through written or telephonic request to the Director: Animal Production at e-mail JoelM@daff.gov.za or tel. nr. (012) 319-7597
5. Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997) - Permit application forms - Executive Council minutes - Permit registers - Standard operating procedure with regard to regulation 4 of the GMO Act - Standard Operating Procedures with regard to regulation 2 (2) of the GMO Act - Policy on GMO consignment in transit - Guideline for submission of time extension requests for current permits issued under the GMO Act - List of GMO events currently approved in South Africa - Laboratories registered in terms of the GMO Act for issuance of the GMO status certificates	Can be obtained through the departmental website www.daff.gov.za/Branches/Agricultural Production-Health and Food Safety/Genetic Resources/Biosafety or through enquiry to the Registrar of the GMO Act (012) 319-6382
6. Agricultural Pests Act, 1983 (Act No. 36 of 1983) Issuing of import permits for plants, plant products and other regulated articles in terms of the Agricultural Pests Act	Information can be accessed by clients/importers via the email Plant HealthPermits@daff.gov.za; Tel (012) 319-6102/6130/6396/6207 or Fax: (012) 319 6370. Fees are applicable
7. Animal Diseases Act, 1984 (Act No. 35 of 1984) and Meat Safety Act (Act No. 40 of 2000) Issuing of Veterinary Imports Permits in terms of the above mentioned two Acts)	Information can be assessed by clients/importers via the email: VetPermits@daff.gov.za; Tel (012) 319 7476/7461/7633/7503/7632/7406/7500 or Fax: (012) 329 8292 Fees are applicable
8. Directorate: Marketing - Integrated marketing strategy for agriculture, forestry and fisheries - Annual Report of the	The information is accessible on the DAFF website: www.daff.gov.za.

Steering Committee on revitalization of fresh produce markets (Project rebirth). - Public notices for preferential market access in terms of WTO, EPA and AGOA Trade Agreements. - Application forms for preferential market permits. - Fresh Produce Market Monitor. - Commodity Value Chain Analysis Reports	Electronic copies also available bemail: PA.dm@daff.gov.za
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
Annual Report on Commercial Timber Re-sources and Primary Roundwood Processing in South Africa	Resource Centre Forestry, Hamilton Street 110, Room 414
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
Information on Info Parks and Publications of DAFF which are respectively free of charge and those that can be bought but are available from the Agricultural Resources Centre: Directorate: Knowledge and Information Management tel. nr. (012) 319-7141 Nina van der Merwe or on the DAFF website www.daff.gov.za	
Plant Breeders' Rights Act. 1976 A copy of particulars in the register of a document submitted to the Registrar in connection with an application for the grant of a plant breeders right (PBR)	Can be obtained through written or telephonic request or e-mail correspondence from the Office of the Registrar of the PBR Act. Contact number (012) 319-6906 or e-mail at ElnaDB@daff.gov.za. Hard copy obtainable upon payment of prescribed fees
Plant Breeders' Rights Act. 1976 - Plant Variety Journals which include- - List of approved and rejected PBR's - List of transfers of PBR's - List of denominations, including alterations thereof - List of surrenders of PBR's - List of withdrawals PBR's - List of applicants and agents - Variety description in terms of a variety examined, including coloured illustrations thereof	PVJs can be obtained from the DAFF website www.daff.gov.za/BRANCHES/APHFS/Genetic Re-sources/Plant Breeders' Rights Can be obtained through written or telephonic request or e-mail correspondence from the Office of the Registrar of the PBR Act. Contact number (012) 319-6906 or e-mail at ElnaDB@daff.gov.za.
Plant Improvement Act, 1976 - Varietal lists for seed crops, fruit crops and potato - Application for a copy of a document submitted to the registrar in terms of the Plant Improvement Act, 1976 - DUS test reports in to the Plant Improvement Act	Varietal lists can be obtained from the DAFF website www.daff.gov.za/daffweb3/Branches/Agricultural-Production-Health and Food -Safety/Plant - Production/Variety Listing or from the Registrar of Plant Improvement at JoanS@daff.gov.za or tel. no. (012) 319-6034. Access can be obtained upon payment of the prescribed fee, through enquiry to the Registrar of the Plant Improvement Act, 1976, at JoanS@daff.gov.za or tel. nr. (012) 319-6034 Free of charge. Requests to be submitted to Registrar of the Plant Improvement Act, 1976, at JoanS@daff.gov.za or tel. nr. (012) 319-6034
Forestry	Most of these documents are available on the Departmental Website: www.daff.gov.za

From the body free of charge-	Hard copies are obtainable from the National Office: Forestry and Natural Resources Management Branch to the National Forestry Office at e-mail:LihleM@daff.gov.za
- State of the Forests (SOF) - Forest Sector Broad Based Black Economic Empowerment Charter - White paper on Sustainable Forest Development in SA - Policy regarding access to State Forests - Compliance and Enforcement Policy - The Participatory Forestry Management Policy and Strategy, 2004 - Policy on the formation of Umbrella Fire Protection Associates - Policy on exemptions from the duty to prepare and maintain firebreaks in terms of section 14 of the National Veld and Forest Fire Act - Policy Principles and Guidelines for Control of Development Affecting Natural Resources - Woodland Strategy Framework, June 2005 - Urban Greening Strategy, 2005 - List of Principle Criteria, Indicators & Standards (guidelines for Sustainable Forest Management) - User guide to the Forest Sector Board-Based Black Economic Empowerment Charter - List of protected trees species under the National Forests Act, 1998 (Act No. 84 of 1998) - List of particular trees and particular groups of trees "Champion Trees" under section 12 (1) and (B) of the National Forests Act, 1998 (Act No. 84 of 1998) - Genesis Report Part I The contribution, costs and development opportunities of the Forests, Timbers, Pulp and Paper Industries - Genesis Report Part II South African Forestry Industry Market Analysis 2005 - Fire Protection Association Annual Re-port 2009/2010 - Forestry Indaba Report 2009 (Proceedings) - The revised veldfire risk classification (veldfire risk assessment map) of South Africa, 2010 - Key Issues Paper on Forest Enterprise Development (FED), January 2005 - A Strategy Framework to support Forest Enterprise Development (FED) in South Africa, August 2005	Forestry books and journals are also accessible from the Departmental Library Resource Centre. There is limited access to certain material archived in the electronic resource centre linked to the website: http://www.daff.gov.za/daffweb3/Resource-Centre

. South African Forestry Industry Market Analysis, 2005 . Report on the Assessment of the Gauteng Firewood Market and the Origin of Protected Tree Firewood Products sold, 2007 . Eastern Cape Forest Sector Profile . Forestry Books and Journals . Forestry and Fire awareness materials . Forestry maps . Key Issues on Forestry Enterprise Development (FED) January, 2005 . Historical review of the Forestry Development in South Africa . Study of supply and demand of Industrial Roundwood in South Africa . Study and supply of softwood sawlog and sawn timber in South Africa . Logging reference 1,2,3 . Charcoal production, forestry and sub-sector studies . Forest Mushroom Sector Analysis . National, Forest Sector Research and Development Strategy . Green Heritage (Trees Forests and Woodlands of South Africa . Integrated National Forest Protection Strategy . Agroforestry strategy framework for South Africa March 2017 . A guideline for rural communities to be successful in the forest sector: running a charcoal business . A guideline for rural communities to be successful in the forest sector: running a beekeeping business . A guideline for rural communities to be successful in the forest sector: running a planning, managing people and your business . A guideline for rural communities to be successful in the forest sector: running a tree growing business . A guideline for rural communities to be successful in the forest sector: running a sawmill business . The determination of forestry transport requirements in relation to transport development plans at National, Provincial and Municipal Area 2012 . National Forest Sector Research and Development Strategy 2012	
Fisheries Management	

· Chief Directorate: Aquaculture & Economic Development: - Marine Aquaculture Bill - Phase 1 and 2 Socio-Economic Impact Analysis on Marine Aquaculture Bill - Marine permit application forms and requirements - Aquaculture guidelines · Chief Directorate: Monitoring, Control & surveillance: Standard Operating Procedures for Honorary Marine Conservation Inspectors · Chief Directorate: Marine Resources Management: MLRA and Regulations - General Published Reasons on the Decision for the allocation of fishing rights (Fishing Rights Allocation Processes) - Regulation 5 (3) Reports - Registers on rights and/or exemptions granted - Permit Application forms and requirements - Permit conditions - Summaries of TAC and TAE per sector - Transfer of Fishing Right application forms and requirements - Performance reviews of fisheries sectors - Score sheets - Sector specific fishery policies - General Policy on the Allocation and Management of Commercial Fishing Rights - Policy for the Transfer of Commercial Fishing Rights - Policy for the Small-Scale Fisheries Sector in South Africa - A guide to the small scale fisheries sector (4 coastal languages) - List of recognised small scale fishers in South Africa - Phase 1 and 2 Socio-Economic Impact Analysis on the Policy for the Small-Scale Fisheries Sector in South Africa - Phase 1 Socio-Economic Impact Analysis on the General Policy for the Allocation of Fishing Rights · Chief Directorate: Fisheries Research & Development: - Scientific Working Group	For records of Fisheries Management ZugeraG@daff.gov.za tel. nr. (021) 402-3443 or fax 086 572 9161 can be contacted to gain access to these services. In certain instances these documents are available free of charge on the Departmental website.

documents and reports that do not relate to the current year's TAC/TAE recommendation	
- Published scientific papers and reports - State of South Africa's Marine Re-sources - Policy for the Establishment and Management of New Fisheries in South Africa	
· Chief Directorate: Financial Management (MLRF) - Financial Statements - <i>Government Gazette</i> in respect of Application and Grant of Right fees - <i>Government Gazette</i> in respect of fees (e.g.: permit, levy and licences) - Policy on Handling of Confiscated Abalone · Chief Directorate: Fisheries Operations Support - Strategic Plans - Annual Report MLRF - Human resource data - Recreational fishing brochure	

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 27 of 31 January 2020: Description submitted in terms of section 15 (1): Department of Tourism (Government Gazette No. 42980)

GN 27 of 31 January 2020: Description submitted in terms of section 15 (1): Department of Tourism (Government Gazette No. 42980)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF TOURISM

As set out in [the Schedule](#)

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [no. 2 of 2000](#)))

[Regulation 5A]

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
(a) All information on the website The following information is available on the website (www.tourism.gov.za): - About the Department; - Government Links; - Tourism Links; - Environment Links; - Tourism Authority Links; - Media: . Media Alerts; . Media Statements; . Speeches; . Media Invites; and . Media Contracts. - Events Calendar; - Functions (Services); - Reports: . Tourism Quarterly Statistics Reports; . Tourist Arrivals to South Africa Monthly Reports; . Quarterly Performance Reports; . Budget Reports etc. - Provincial Consumer Affairs Contact Details; - National Tourism Sector Strategy (NTSS); - FAQs; - PAIA; - Department of Tourism Medium Term Strategic Plan; - National Heritage and Cultural Tourism Strategy; - Domestic Tourism Growth Strategy; - National Rural Tourism Strategy; - National Tourism Service Excellence; - Tourism Act, 2014; - Tourism Incentive Programme; - Tourism Transformation Fund; - Green Tourism Incentive; - Knowledge Portal; - Service Standards; - Manuals and Directives; - Tourism Guidelines: . Grading support; . Market access; and . Service Charter. - Policy and Knowledge Services; - SDIP for NDT; - General News; - Departmental Policy with quarterly updates; - Brochures: . Tourism BBBEE Code; . BEE related documents. - Publications . Annual Report; . Strategic Plan; . Annual Performance Plan; . Careers; . Tenders: . Central Supplier Link; . Bidding Guidelines. - Newsletters; . Bojanala Stakeholder Magazine;	From the website of the Department.

. Quarterly Policy Watch. - Parliamentary Matters: . Committees; . Questions; . Presentations to Committees	
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) The list of records above.	The records may be obtained on request in writing and on payment of a prescribed amount, addressed to: The Information Officer The Department of Tourism Private Bag X 424 PRETORIA 0001
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) The list of records above.	The records may be obtained on request in writing on payment of a fee prescribed in item 2 of Part II of Annexure A of the regulations relating to the Promotion of Access to Information Act, addressed to: The Information Officer The Department of Tourism Private Bag X 424 PRETORIA 0001
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
(a) The list of records above.	The records may be obtained on request in writing addressed to: The Information Officer The Department of Tourism Private Bag X 424 PRETORIA 0001

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 61 of 14 February 2020: Description submitted in terms of section 15 (1): Department of Correctional Services (Government Gazette No. 43015)

GN 61 of 14 February 2020: Description submitted in terms of section 15 (1): Department of Correctional Services (Government Gazette No. 43015)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF CORRECTIONAL SERVICES

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



correctional services
Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act, [No. 2 of 2000](#))
(Regulation 5A)

Financial year 2018/19

DESCRIPTION OF CATEGORIES OF

RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) (a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000	MANNER OF ACCESS TO RECORDS (e.g. website) SECTION 15 (1) (a)
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
ABOUT THE DEPARTMENT - Vision, Mission, Strategic objectives, Values, Roles - Political Leaders - Senior Management in the Department - Centres of Excellence - Service Delivery Model - Statistical Information - Programmes - History overview - Museum information - Holiday accommodation - Vacancies PUBLICATIONS - Strategic plans - Annual reports - Annual performance plans - Technical Indicator Descriptions - White paper on Corrections - White paper on Remand Detention Management in South Africa - Service Delivery Charter - Service Delivery Model - Maximum incarceration periods of remand detainees - Gazettes - Circulars - Legislations and Acts - Human Resource Policies - Supply Chain Policies - Remand Detention Policies - Strategic Management Policies - Incarceration and Corrections Policies - Community Corrections Policies - Records Management Framework - Catalogue on Production Workshops - Policy Procedure Framework-Principles, Procedures and Guidelines for the Development and Review of Policies NEWS - Media Releases - Speeches - Articles - Video recordings - Audio recordings - Event calendar - Event based reports FORMS - Job application from Z83 - Bursary application - Internship/learnership application - Tenders - general conditions and procedures	Records listed are available at Departmental offices and or on the DCS website homepage: www.dcs.gov.za

- Supplier registration forms

SERVICES

- Correction Supervision and Parole Boards
- NCCS
- Correctional Programmes
- Social Work Services
- Psychological Services
- Community Corrections
- Halfway Houses
- Formal Education
- Development Programmes
- Health Services
- Research
- Application forms
- Approved research reports
- Research Agenda
- Complaints/Victims of Crime
- Victim Notification
- Information on Complainant
- Involvement in Parole Boards
- Directives on Complainant Involvement in Parole Boards
- Minimum Standards for Victims
- Service Charter on Minimum Standards for Victims
- Sport, Recreation, Arts and Culture
- Social Re-integration
- Judicial Inspectorate
- Production Workshops and Agriculture

VISITING OFFENDERS

- Offender visitation information
- Correctional Centre information
- Correctional Centre map
- Visiting hours

PAIA

- Section 32 reports
- Section 14 manuals
- Section 15 records (Form D)
- Form A - Access to information
- Form B - Internal appeal
- Section 10 guide on PAIA

CONTACT US

- Contact information
- Anti-corruption hotline
- Address list

FOR PURCHASE IN TERMS OF SECTION 15 (1) (a) (ii)

Only reproduction costs are applicable

FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)

See records for Inspection in terms of Section 15 (1) (a) (i) on the DCS website homepage: www.dcs.gov.za

Visit the departmental offices or website at www.dcs.gov.za

*Copies to be provided against payment of R.60 per page

Deputy Information Officer: KJ Katenga, W F Nkomo Street, Pretoria 0001, Private Bag X 136, Pretoria, 0001
Tel: (012) 307 2407, Fax: (012) 323 8270, E-mail: Joseph.Katenga@dcs.gov.za

PAIA Section: R Khoza, W F Nkomo Street, Pretoria, 0001, Private Bag X 136, Pretoria, 0001
Tel: (012) 307 2342, Fax: (012) 326 1564, E-mail: Robyn.Khoza@dcs.gov.za

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)

- SA Corrections Today - Corrections@Work - Team Manguang - Budget Vote Speech - NCEA Newsletter - Parole public pamphlet - Application forms for employment and services - PAIA requests Form A and B - Strategic plans - Annual reports - Annual performance plans	Visit the departmental offices

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 98 of 21 February 2020: Description submitted in terms of section 15 (1): Department of Human Settlements (Government Gazette No. 43035)

GN 98 of 21 February 2020: Description submitted in terms of section 15 (1): Department of Human Settlements (Government Gazette No. 43035)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF HUMAN SETTLEMENTS

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
N/A	N/A
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
N/A	N/A
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
ALL documents falling within the section 15 category can be copied with the exception of certain documents such as tender documents which must	

always be original. Should the Department incur costs in reproducing the document and where applicable, the provisions of section 15 (3) shall be applicable (that is, the prescribed fee for the reproduction of the documents shall be payable).	N/A
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
LEGISLATION - Department of Human Settlements [Legislation/Bills/Acts/Regulations & International Commitments] 2014-2019 Medium Term Strategic Framework - The Home Loan and Mortgage Disclosure Act 2000 (Act No. 63 of 2000) - The Home Loan and Mortgage Disclosure Act 2000 (Act No. 63 of 2000) Regulations Notice 842 of 2007 - The Home Loan and Mortgage Disclosure Act 2000 (Act No. 63 of 2000) Amendment Bill, 2016: Notice 247 of 2017 - Rental Housing Amendment Act: 2014 STRATEGIC POLICIES - National Housing Code 2009 - Towards policy foundation for the Human Settlements Legislation (White Paper) - Finance Linked Individual Subsidy Programme (FLISP Policy) - Upgrading of Informal Settlements - Monitoring, Evaluation and Impact Assessment Policy 2013/14-2018/19: Policy Implementation Framework for the Human Settlements Sector - Rapid Appraisal of Outcome 8: Delivery Agreements: Sustainable Human Settlements and Improved Quality of Household Life, Output 1: Accelerated delivery of Housing Opportunities - Framework for Women and Youth (Policy Framework) PLANS - Revised Strategic Plan (2015-2020) - Environmental implementation plan: DHS 2015-2020 - Annual Performance Plans - The Comprehensive Plan for the creation of Sustainable Human Settlements of 2004 - Approved Municipal Urban Settlements Development Grant plans (part of the Built Environment Performance Plans (BEPPs)) - Neighbourhood Planning and Design Guideline (The Red Book)	Available on DHS Website. Available on DHS Website.
REPORTS - Department of Human Settlements Annual Reports - Reports on Human Settlements Environmental Scanning & Analysis (Economic trends analysis and Markets) - The Office of Disclosure Annual Report 2016_(the performance of financial institutions) - Quarterly Report on the performance of financial institutions - A Baseline Assessment for future impact evaluating of informal settlements targeted for upgrading - Design and Implementation Evaluation of the Integrated Residential Development Programme - Impact and Implementation Evaluation of the Social Housing Programme	Available on DHS Website.
MONITORING & EVALUATION Data acquisition and management (informal settlement, delivery figures, rectification, delivery per project, and	

CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
7.1 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
ALL DIVISIONS AND COMPONENTS	
National Instructions (The following records are excluded: . training material; . training guidelines; . training manuals; or . records of which the disclosure may reasonably be expected to jeopardise the effectiveness of a testing, examining or auditing procedure or method used by the Service. The normal request procedure in terms of the Act is applicable when access to such records are requested.)	
COMPONENT: CORPORATE COMMUNICATION HERITAGE SERVICES	
(1) All displays at the SAPS Heritage Services (2) Archival records at the SAPS Heritage Services (excluding records contained in dockets and personal information of persons or information that may be refused on the grounds of refusal provided for in the Act)	The records may be inspected at the office of the Curator, SAPS Heritage Services on request in writing to the Curator: Heritage Services, PO Box 4866, PRETORIA, 0001
DIVISION: FINANCIAL MANAGEMENT AND ADMINISTRATION	
DOCUMENT CENTRE MANAGEMENT: ARCHIVES AND REGISTRY	
Master Copy of the Filing System	The records may be inspected at the Division: Financial Management and Administration on request in writing to the Section Head: Section Head: Document Centre Management: Archives and Registry, Private Bag X 94, PRETORIA, 0001.
DIVISION: FINANCIAL MANAGEMENT AND ADMINISTRATION	
BUDGETS	
Estimates of National Expenditure - Department of Police	The records may be inspected at the office of the Section Head: Budgets on request in writing to Financial Management and Administration: Section Head: Budgets, Private Bag X 94, PRETORIA, 0001
DIVISION: HUMAN RESOURCE UTILISATION	
EMPLOYMENT EQUITY	
National and Divisional Employment Equity section 20 Plans and section 21 Reports The Divisional, Provincial and Components Employment Equity Implementation Plans and section 21 Quarterly Reports	The records may be inspected at the office of the Section Head: Employment Equity on request in writing to the relevant Divisional Commissioner: Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001
PERFORMANCE MANAGEMENT	
(1) Performance Management Systems for the Service (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)	(1) The records may be inspected at the office of the Component Head: Performance Management on request in writing to the Divisional Commissioner: Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001
DIVISION: OPERATIONAL RESPONSE SERVICES	
Records consisting of general correspondence (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to: Peace Keeping	The records may be inspected at the office of Operational Response Services, between 07:30 to 16:00 on request in writing to the Divisional Commissioner: Operational Response Services, Private Bag X 30, SUNNYSIDE, 0132.
DEPUTY NATIONAL COMMISIONER: MANAGEMENT ADVISORY SERVICES	

Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act):	The records may be inspected at the office of the Section Head: Organizational Corporate and Design, Management Advisory Services on request in writing to the Head: Management Advisory Services, Private Bag X 94, PRETORIA, 0001.
- Job evaluation reports - Panel results	
DIVISION: PERSONNEL MANAGEMENT PROMOTION SERVICES AND REWARD SYSTEMS	
Records relating to and Reward Schemes (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)	The records may be inspected at the office of the Section Head: Promotion Services and Reward Systems on request in writing to the Divisional Commissioner: Personnel Management, Private Bag X 94, PRETORIA, 0001.
DIVISION: SUPPLY CHAIN MANAGEMENT	
General conditions and procedures	The records may be inspected at Supply Chain Management on request in writing to the Divisional Commissioner: Supply Chain Management, Private Bag X 254, PRETORIA, 0001.
DIVISION: VISIBLE POLICING FIREARMS, LIQUOR AND SECOND-HAND GOODS CONTROL	
Consideration Policy, 1994	The records may be inspected at the office of the Head: Firearms, Liquor and Second-hand Goods Control on request in writing to the Head: Central Firearm Control Register, Private Bag X 811, PRETORIA, 0001.
PARTNERSHIP POLICING SECTOR POLICING	
Records relating to-	
(1) Partnership Policing	
- Police Community Projects - Policy Framework and Guidelines on Community Policing	The records may be inspected at the office of Visible Policing on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
(2) Sector Policing	
Pilot Projects	
FLYING SQUAD	
Records consisting of general correspondence (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to:	
(1) Police Emergency Services	
- Flying Squad or Highway Patrol 10111 Centres	The records may be inspected at the office of Visible Policing, between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
(2) Community Services	
(3) Accident Combating	
(4) Specialised Uniform Support	
- Hostage Negotiation - Divers - Water Wing - Disaster Management	
(5) Equestrian	
(6) Dogs	
7.2 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii) ALL DIVISIONS	
Legislation (bills, acts, regulations, proclamations and Government Notices)	Copies of legislation can be purchased at Government Printers at the cost determined by the Government Printers
DIVISION: SUPPLY CHAIN MANAGEMENT PROCUREMENT AND INVENTORY MANAGEMENT	
State Tender Bulletins	Published weekly by the State Tender Board and can be purchased at the State Tender Board at the cost determined by the State Tender Board.
7.3 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii) (on payment of the fees prescribed in Part II of Annexure A of the Regulations regarding the Promotion of Access to Information, 15 February 2002)	

ALL DIVISIONS AND COMPONENTS

(1) Policy Documents and National Instructions

(The following records are excluded:

- . training material;
- . training guidelines;
- . training manuals; or
- . records of which the disclosure may reasonably be expected to jeopardise the effectiveness of a testing, examining or auditing procedure or method used by the Service.

The normal request procedure in terms of the Act is applicable when access to such records is requested.)

(1) The records may be obtained on request in writing addressed to the relevant section head or the relevant divisional commissioner.

(2) Collective Agreements

(2) The records may be obtained on request in writing addressed to the Section Head: Labour Relations, Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001.

(3) If the record is still in the possession or under control of the Service, the records may be obtained by the **authorised** person on request in writing on the prescribed request form or the SAPS 512 (n) addressed to the relevant office of the Service.

Note that-

The following persons are deemed to be authorised persons:

(3) **ACCIDENT REPORT (NEW OR OLD REPORTS): COPY OR PHOTOCOPY**

Note that - with the term "**copy**" is meant where reproduction is done manually;

a copy of a completed **accident report** will only be furnished to the authorised person;

when a request is received in writing from the Road Accident Fund, provincial hospitals or ambulance services from provincial hospitals, they are regarded as public bodies or institutions who are entitled to immediately receive a copy of an accident report free of charge.

(a) an involved party in the accident (eg driver, passenger, pedestrian, cyclist, owner of the vehicle, owner of the animal involved in the accident, etc) if he or she can prove that he or she is an involved party;

(b) any private ambulance service, medical service provider, emergency service or towing service that provided such a service to a party involved in an accident, if such private service can provide written proof that such service was rendered; or

(c) a person who is not an involved party or the private ambulance service, medical service provider, emergency service or towing service referred to above, only if he or she has written permission or authority of an involved party (eg an attorney who provides the relevant power of attorney to act on behalf of the person).

CORPORATE COMMUNICATION: HERITAGE SERVICES

Archival records and photo's at Heritage Services (excluding records contained in dockets and personal information of persons or information that may be refused on the grounds of refusal provided for in the Act)

The records may be obtained on request in writing addressed to the Curator, SAPS Heritage Services, PO Box 4866, Pretoria, 0001

DIVISION: FINANCIAL MANAGEMENT AND ADMINISTRATION BUDGETS

Estimates of National Expenditure - Department of Police

The records may be obtained on request in writing addressed to Financial Management and Administration, Section Head: Budgets, Private Bag X 94, PRETORIA, 0001.

DIVISION: FORENSIC SERVICES

Only photographs and Identikits released by the Service and published by the media

The records may be obtained from the Forensic Services on request in writing addressed to the Head: Forensic Services, SAPS Head Office, Private Bag X 322, PRETORIA, 0001.

DIVISION: HUMAN RESOURCE UTILISATION EMPLOYMENT EQUITY

National and Divisional Employment Equity section 20 Plans and section 21 Report

The records may be obtained on request in writing addressed to the Divisional Commissioner: Human Resource Utilisation, Employment Equity at Private Bag X 94, PRETORIA, 0001.

COMPENSATION MANAGEMENT

Human Resource Utilisation Project Centre Project Reports

Projects funded by government can be provided to public on request in writing addressed to the Divisional Commissioner: Human Resource Utilisation, Compensation Management at Private Bag X 94, PRETORIA, 0001.

PERFORMANCE MANAGEMENT

(1) Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to - Performance Management Systems:

- . Projects
- . Project names
- . Project plans
- . Project budgets
- . Project status reports
- . Project and programme operating manuals
- . Project and programme functions and activities
- . Programme Management Board activities
- . Project and programme registered users
- . Number of registered project centers

(1) The records may be obtained from the office of the Component Head: Performance Management on request in writing addressed to Divisional Commissioner: Human Resource Utilisation, SAPS, Head Office, Private Bag X 94, PRETORIA, 0001.

DIVISION: OPERATIONAL RESPONSE SERVICES

SECTION HEAD: AIR WING

Certain records relating to-

- (1) Monthly successes achieved
- (2) Policy and minimum requirements for appointment as pilot and crew

The records may be obtained on request in writing addressed to the Section Head: Air Wing Response Services, Private Bag X30, SUNNYSIDE, 0132

OPERATIONAL INFORMATION MANAGEMENT CENTRE

Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to certain parts of-

The records may be obtained on request in writing addressed to the Deputy Information Officer: Operational Response Services, Private Bag X 30, SUNNYSIDE, 0132.

- (1) Policy on:
- . Crowd Management
 - . National Intervention Unit
 - . Borderline Police
 - . Air Wing
 - . Specialized Skills Development
 - . Special Task Force
- (2) Crowd Management Incidents
- (3) Successes of:
- . Crowd Management
 - . National Intervention Unit
 - . Borderline Police
 - . Air Wing
 - . Specialized Skills Development
 - . Special Task Force
- (4) Peace Keeping

DIVISION: PERSONNEL MANAGEMENT

RECRUITMENT AND STAFFING

Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to appointment requirement of appointments of personnel on salary level 1-12 and/or salary bands A-MMS

The records may be obtained on request in writing addressed to the Section Head: Recruitment And Staffing, Private Bag X 94, PRETORIA, 0001.

SENIOR MANAGEMENT APPOINTMENTS

Records (excluding personal information of

persons and information that may be refused on the grounds of refusal provided for in the Act) relating to appointment requirement of appointments of personnel on salary level 13 and up and/or salary bands on SMS	The records may be obtained on request in writing addressed to the Sub-section Head: Senior Management Appointments, Private Bag X 986, PRETORIA, 0001.

DIVISION: SUPPLY CHAIN MANAGEMENT

General conditions and procedures	The records may be obtained from Supply Chain Management on request in writing addressed to the Divisional Commissioner: Supply Chain Management, Private Bag X 254, PRETORIA, 0001.

COMPONENT: STRATEGIC MANAGEMENT

Although the following records are available free of charge on the Web page of the Service, it may be photocopied on request:

(1) Annual Report for the South African Police Service	The records may be obtained on request in writing addressed to the Head: Strategic Management, Private Bag X 94, Pretoria, 0001.
(2) Strategic Plan for the South African Police Service	
Annual Performance Plan for the South African Police Service	

DIVISION: FINANCIAL MANAGEMENT AND ADMINISTRATION

DOCUMENT CENTRE MANAGEMENT: ARCHIVES AND REGISTRY

Master Copy of the Filing System	The records may be inspected at the Division: Financial Management and Administration on request in writing to the Section Head: Section Head: Document Centre Management: Archives and Registry, Private Bag X 94, PRETORIA, 0001.

COMPONENT: ORGANIZATIONAL DEVELOPMENT

Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act):	The records may be obtained from the office of the Section Head: Organizational Corporate and Design, Organizational Development on request in writing to the Head: Organizational Development, Private Bag X 94, PRETORIA, 0001.
. Pre-interview questionnaire	
. Results of Job evaluation	
. Panel Results	

DIVISION: VISIBLE POLICING

PARTNERSHIP POLICING

SECTOR POLICING

Records relating to (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)-	The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
(1) Partnership Policing	
. Police Community Projects	
. Policy Framework and Guidelines on Community Policing	
(2) Sector Policing	
. Pilot Projects	

SOCIAL CRIME PREVENTION

(1) Making South Africa Safe Manual	The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
(2) Environmental Design Manual	
(3) Communication Materials on Domestic Violence	
(4) Communication Materials on Victim Empowerment	
(5) Communication Materials on rape and Sexual offences	
(6) Promising Crime Prevention Practices in South Africa	
(7) National Rural Victims of Crime Survey	
(8) Guidelines: Drug and Substance Abuse	

VISIBLE POLICING

Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to General Correspondence with regard to:

(1) Police Emergency Services	The records may be obtained from the
. Flying Squad or Highway Patrol	

- . 10111 Centres
- (2) Community Services
- (3) Accident Combating
- (4) Specialised Uniform Support
 - . Hostage Negotiation
 - . Divers
 - . Water Wing
 - . Disaster Management

office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.

**7.4 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE
FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)**

All DIVISIONS

(1) A copy of a- (a) suspect's own statement contained in an open docket; or (b) victim's or complainant's own statement contained in an open docket. (2) The information or topics as available on the Web site of the Service	The request by the suspect/victim/complainant for a copy of his or her own statement, must be in writing and addressed to the relevant investigating officer. <u>Take note:</u> such a copy will only be automatically available to the relevant suspect/victim/complainant or his or her representative (such representative must attach documentary proof of capacity to act on behalf of such person). (2) Available on the Web page of the Service at www.saps.gov.za

(Editorial Note: Wording as per original *Government Gazette*.)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 594 of 23 October 2020: Description submitted in terms of section 15 (1): Department of Human Settlements (Government Gazette No. 43834)

GN 594 of 23 October 2020: Description submitted in terms of section 15 (1): Department of Human Settlements (Government Gazette No. 43834)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF HUMAN SETTLEMENTS

As set out in the Schedule

(Signed)
MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)) (Regulation 5A))

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
N/A	N/A
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
N/A	N/A

FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)	
ALL documents falling within the section 15 category can be copied with the exception of certain documents such as tender documents which must always be original. Should the Department incur costs in reproducing the document and where applicable, the provisions of section 15 (3) shall be applicable (that is, the prescribed fee for the reproduction of the documents shall be payable).	N/A
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
<u>LEGISLATION</u> - Department of Human Settlements Legislation: <u>Acts: (List not exhaustive)</u> - Training manual for Municipal officials on Rental Housing Amended Act - SLA: Municipal officials training on Amended Rental Housing Act - Housing Act - Social Housing Act - Rental Housing Act - Housing Consumers Protection Measures Amendment Act - Sectional Titles Schemes Management Act - Community Scheme Ombud Service Act - Home Loan and Mortgage Disclosure Act - Prevention of illegal eviction from and Unlawful occupation of Land Act - Bills: - Community Scheme Ombud Service Bill - Draft Bill for Public Comment - Housing White Paper - Housing Amendment Bill - Housing Consumers Protection Measures Amendment Bill - PIE Amendment Act - Rental Housing Bill - Sectional Titles Schemes Management Bill - Social Housing Bill - Regulations: - Compliance Manual 2010 - CSOS Regulations: Levies and Fees - CSOS Sectional Titles Schemes Management Regulations - HDA Priority Development Areas PHSHDA as (<i>Gazette</i> and Maps) - HLAMDA Regulations (as Gazetted) - Regulations on Community Schemes Ombud Services - International Commitments: - Habitat III Thematic Meeting on Informal Settlements - Istanbul Declaration on Cities and other Human Settlements 1996 - Johannesburg Declaration on Sustainable Development 2002 - Millennium Declaration 2000 - Millennium Goals and Targets - Vancouver Declaration on Human Settlements 1976	Available on DHS Website.
<u>STRATEGIC POLICIES</u> - National Housing Code-2009 - Towards policy foundation for the Human Settlements Legislation (White Paper) - Finance Linked Individual Subsidy	

- Programme (FLISP Policy). - Upgrading of Informal Settlements - Monitoring, Evaluation and Impact Assessment Policy 2013/14-2018/19: Policy Implementation Framework for the Human Settlements Sector - Rapid Appraisal of Outcome 8: Delivery Agreements: Sustainable Human Settlements and Improved Quality of Household Life, Output 1: Accelerated delivery of Housing Opportunities - Framework for Women and Youth (Policy Framework) - Introduction to HS management	Available on DHS Website.
<u>PLANS</u> - Revised Strategic Plan (2015-2020) - Environmental implementation plan: DHS 2015-2020 - Annual Performance Plans - The Comprehensive Plan for the creation of Sustainable Human Settlements of 2004 - Neighborhood Planning and Design Guideline (The Red Book)	Available on DHS Website and at DHS Offices.
<u>REPORTS</u> - Department of Human Settlements Annual Reports and Medium-Term Strategic Framework - Reports on Human Settlements Environmental Scanning & Analysis (Economic trends analysis and Markets). - The Office Of Disclosure Annual Report 2016 (the performance of financial institutions) - Quarterly Report on the performance of financial institutions - A Baseline Assessment for future impact evaluation of informal settlements targeted for upgrading - Design and Implementation Evaluation of the Integrated Residential Development Programme - Impact and Implementation Evaluation of the Social Housing Programme	Available on DHS Website and at DHS Office.
<u>MONITORING & EVALUATION</u> - Evaluation of the impact of the Rural Housing Programme (Website) - Evaluating the performance of Social and Rental Housing programme (Website) - Measuring success in Human Settlements development: an impact evaluation study of the upgrading of informal settlements programme in selected projects in South Africa	Available at DHS Offices.
<u>FINANCES</u> - Budget (Estimates of National Expenditure for Human Settlements) - Financial audits - Financial Irregularities and, - Financial Statements	Available at DHS offices and on Website.
<u>PARLIAMENTARY QUESTIONS</u> Parliament Approved Replies	Available on DHS Website
<u>COMMUNICATION SERVICES</u> - Press Releases - Profiles of Executive Authorities - Events, campaigns, launches and publicity programmes (includes speeches of the Minister, Deputy Minister and photographs) - Economic opportunities created by the department of Human Settlements (in 3 official languages) - Seminars, conferences and summits (includes campaigns & workshops)	

- Available Departmental Publications, Brochures, Newsletters, Magazines and Posters - Social contract for the development of sustainable human settlements - BNG Human Settlements Sector Journals - Leading Change (Delivering the New Urban Agenda through Urban and Territorial Planning) - Human Settlements Programmes and subsidies (in 11 official languages) - Human Settlements 20 year book - DHS Media Monitoring (Television series breaking new ground (BNG), which aired on SABC 2.) - Draft White paper on human settlements - Guide to owning a Government Subsidised House. - Project Process Guide for Human Settlements Programmes 2017 - Booklet-Office of Disclosure Complaints Handling procedure manual (8 languages: English; Afrikaans; isiZulu; Sepedi; Setswana; isiXhosa; Xitsonga and Tshivenda). - Your Home your asset - Do not sell your home for short term benefits - What is Title deed - How to enter the property market - Ensuring quality of houses (Saved on J-Drive) - Maintain, Caring and Greening your home	Available on DHS Website and Office
PAIA RECORDS - PAIA Manuals (in all 11 official languages) - Section 32 Reports - PAIA Access Forms - Section 15 List	Available at DHS offices and on Website.
Establishment matters (Macro Structure)	Available on DHS Website.

(Editorial Note: Wording as per original *Government Gazette*.)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 595 of 23 October 2020: Description submitted in terms of section 15 (1): Council for Medical Schemes (Government Gazette No. 43834)

GN 595 of 23 October 2020: Description submitted in terms of section 15 (1): Council for Medical Schemes (Government Gazette No. 43834)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

COUNCIL FOR MEDICAL SCHEMES

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (b))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
1. Medical Schemes mergers - Exposition Documents	Records may be viewed/accessed by visiting Council for Medical Schemes Offices - Knowledge Centre
2. Medical Schemes Liquidations & Distribution Accounts	Telephone: 012 431 0500 Telephone: 012 431 0530 http://www.medicalschemes.com
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
1. Medical Schemes Rules	Records may be viewed/accessed by visiting Council for Medical Schemes Offices - Knowledge Centre
2. Medical Schemes Annual Financial Statements	Telephone: 012 431 0530
3. Medical Schemes Annual Statutory Returns	http://www.medicalschemes.com
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
1. Medical Schemes Rules	
2. Medical Schemes Annual Financial Statements	Records may be obtained by visiting Council for Medical Schemes Offices
3. Medical Schemes Annual Statutory Returns	Tel: 012 431 0530
4. Research Reports and findings	http://www.medicalschemes.com
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
1. List of Accredited Broker/Administrators, Managed Care Org	Records may be obtained by visiting Council for Medical Schemes Offices, alternatively from our website
2. List of Registered Medical Schemes	http://www.medicalschemes.com
3. Council for Medical Schemes Annual Report	Tel: 012 4310 0530
4. Medical schemes Act, and all amendments	Fax: 012 431 0630
5. Circulars, Judgments & Appeals, manuals, CMS News	

(Editorial Note: Wording as per original *Government Gazette*.)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 596 of 23 October 2020: Description submitted in terms of section 15 (1): Road Accident Fund \ (Government Gazette No. 43834)

GN 596 of 23 October 2020: Description submitted in terms of section 15 (1): Road Accident Fund \ (Government Gazette No. 43834)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

ROAD ACCIDENT FUND

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



**REPUBLIC OF SOUTH AFRICA
ROAD ACCIDENT FUND (RAF)**

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

(**Section 15** of the Promotion of Access to Information Act 2000 (Act **No. 2 of 2000**)) (Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))

FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):

? PAIA Manual; ? PAIA Forms; ? The information uploaded to the Road Accident Fund (RAF) Website; ? Job Adverts; ? Information Booklets; ? Pamphlets; ? Brochures; ? Posters; ? Newsletters; ? Other Marketing information relating to the services of the RAF; ? Blank Claim Forms; ? Statutory records: Legislation and Regulations; ? Media releases/statements; ? Media Alerts; ? Strategic plans; ? Annual performance plans; ? Statutory quarterly report; ? FSB return; ? Annual reports(Finance: Reporting); ? Board notices in respect of the adjustment of the cap; ? Tenders/Quotations; ? Vendor Forms; ? Code of Ethics; ? RAF Customer Service Charter.	All records are available on RAF website: www.raf.co.za or RAF offices-Centurion Contact person: Boipelo Mothopi (Deputy Information Officer) Telephone number: 012 621 1853 Email: PAIAunit@raf.co.za

FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):

None

FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)

See records for inspection in terms of section 15 (1) (a) (i)	All records are available on RAF website: www.raf.co.za or RAF offices-Centurion Contact person: Boipelo Mothopi (Deputy Information Officer) Telephone number: 012 621 1853 Email: PAIAunit@raf.co.za

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)

See records for inspection in terms of section 15 (1) (a) (i)	All records are available on RAF website: www.raf.co.za or RAF offices-Centurion Contact person: Boipelo Mothopi (Deputy Information Officer) Telephone number: 012 621 1853 Email: PAIAunit@raf.co.za

(Editorial Note: Wording as per original *Government Gazette*.)

**GN 597 of 23 October 2020: Description submitted in terms of section 15 (1): Department of Small Business Development
(Government Gazette No. 43834)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



SECTION 15 REPORT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF RECORDS

PROMOTION OF ACCESS TO INFORMATION ACT (NO. 2 OF 2000)

June 2020

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 (e.g. website) (SECTION 15 (1) (b))

FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):

Cooperatives Act (No. 14 of 2005)
Cooperatives Amendment Act (No. 06 of 2013)

Obtained from the Department of Small Business Development
Tel: 0861 843 384

FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):

Publications and Information is available on the DSBD website or by request free of charge

Records available for inspection in terms of section 15 (1) (a) (i), as specified above, is available according to the fees specified on DSBD PAIA manual that is found

FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):

Records available for inspection in terms of section 15 (1) (a) (i), as specified above, is available according to the criteria specified

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):

The information available on the DSBD website

- . COVID-19 Relief Benefits
- . Informal Traders Support
- . SMME Development
- . Cooperatives Development
- . Financial Assistance (Incentives)
- . Legislation and Business regulation
- . DSBD Agencies
- . Overview of DSBD (Leadership, Organogram)
- . Speeches and Media Statements
- . Research and Trade Statistics
- . Electronic copies of Publications

The Information specified is available on the DSBD website: www.dsbd.gov.za or by request.

The Information specified is available on the DSBD website: www.dsbd.gov.za or by request.

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 (e.g. website) (SECTION 15 (1) (b))
. SMME development . Contact Details . DSBD Values . About DSBD . Service Offered by DSBD . Media Releases . Speeches . Operating Hours . Co-operatives . Administration . Acts and Regulations . Mandate, Vision and Mission . DSBD Programmes . Leadership . Downloads . Publications . Careers . Strategic Objectives List of publication available: . Strategic Plan 2015 to 2019 . Strategic Plan 2015 - 2019 - Part 1 . Strategic Plan 2015 - 2019 - Part 2 . Strategic Plan 2020 - 2025 . Service delivery improvement plan 2015 to 2018 . Annual Performance Plan 2017/2018 . Annual Performance Plan 2018/2019 . Annual Performance Plan 2019/2020 . Annual Performance Plan 2020/21 . DSBD 2018/2019 Revised Procurement Plan . Annual report 2015/16 vote 31 . DSBD 2016/17 Annual Report No. 31	Publications can be obtained from the DSBD website or by sending a request to: Email: info@dsbd.gov.za Postal Address Private Bag X84 Pretoria 0001 Street Address

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 (e.g. website) (SECTION 15 (1) (b))
. DSBD 2016/17 Annual Report No. 31 Part 2 . DSBD 2017/18 Annual Report - final . 2017/18 Quarterly Performance Reports . DSBD Quarter 1 2018/19 Performance Report . Annual Review of Small Business and Cooperatives South Africa 2016 . 2017/18 Monthly Financial Report . PAIA 2 of 2000 section 14 Manual (isiZulu, English, Venda, Xitsonga, Setswana) . DSBD Whistle Blowing Policy . National Small Business Act No. 102 of 1996 as Amended in 2003 and 2004 . 2018/19 Technical Indicator Description . Local Economic Development Forums . Draft Regulations Cooperatives 2015 . Integrated strategy on the development and promotion of cooperatives . Co-operatives catalogue . Red tape reduction booklet . Youth enterprise development strategy . Youth support programme . Co-operatives Act 2006 . Co-operatives Amendment Act, 2013 (Act No. 06 of 2013) . Co-operatives handbook . Guidelines to Co-Ops Act . Co-operatives information leaflet . Launch of SEDA-FRENCH Technology Lab	77 Meintjies Street Sunnyside Pretoria 0002 Soft copy versions of publications are also available on the DSBD website (http://www.dsbd.gov.za)

- Guide to the Co-Operatives Act 2005
- Local Economic Development Forums

**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 (e.g. website)
(SECTION 15 (1) (b))**

- Request for Expressions of Interest for Consulting Services
- The National Informal Business Upliftment Strategy (NIBUS)

(Editorial Note: Wording as per original *Government Gazette*.)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 598 of 23 October 2020: Description submitted in terms of section 15 (1): Department of International Relations and Cooperation (Government Gazette No. 43834)

**GN 598 of 23 October 2020: Description submitted in terms of section 15 (1): Department of International Relations and Cooperation
(Government Gazette No. 43834)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

As set out in the Schedule

(Signed)

**MR R LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA

FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)**

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 (e.g. website) (SECTION 15 (1) (a))

FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):

**Department of International Relations and
Cooperation (DIRCO):**

Home Page

- Current events/Monthly programme of events/What's new

About the Department

- Minister/Deputy Ministers/Director-General profiles and speeches
- Vision, Mission, Strategic priorities and Values
- Strategic plans/Annual reports/Annual Performance Plans/Budget Votes
- African Renaissance and International Cooperation Fund (ARF) Strategic Plans and annual performance plans
- Technical Indicator Descriptions for the Annual Performance Plans

- Technical Indicator Descriptions for the Strategic Plans
- Contact information/Afterhours-helpline

Diplomatic Immunities & Privileges (DIAP):

- Diplomatic Accreditation and Vehicle Application forms
- Customs Clearance Certificate for Duty Free Import
- Diplomatic Property Audit Form
- Locally Recruited Personnel Personal Details Form
- Signature Audit
- Policy on Management of Diplomatic Immunities Privileges
- DIAP Service Delivery Charter
- Temporary Residence Visa Circular Note
- Diplomatic Vehicles Audit Form
- Mission Contact Detail Audit

Website

Home Page

www.dirco.gov.za

Website

About the Department

www.dirco.gov.za

Promotion of Access to Information

- Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
- Section 14: Manual on the Promotion of Access to Information Act No. 2 of 2000
- Imanuali Ngokuqhutshekelwa phambili Komthetho wokufinyeleleka kolwazi Wesi-2 wonyaka we-2000
- Bukanatataiso Ya ntshetsopele Ya molao wa ho fihlella Ditsebisano No. 2 wa 2000
- Section 15: Automatic available records and access to such records

News and events

- Media statements and Speeches/Events calendar/Parliament questions and replies

Website

News and events

www.dirco.gov.za

Foreign relations

- Bilateral relations
 - SA-EU strategic partnership
- Multilateral relations
- Diplomatic representation
 - SA representation abroad/Foreign representation in SA

Website

Foreign relations

www.dirco.gov.za

Websites of South African Missions

Website

Websites of SA Missions

www.dirco.gov.za

Consular information

- What are consular services and Contact details
- Travelling abroad/Deaths abroad/Arrested abroad
- Consular Notarial Services (Legislation of Official (Public) documents)
- End User Certificates
- Service Delivery Charter
- SA representation abroad/Foreign representation in SA
- South African Missions: Commissioner of Oaths

Website

Consular information

www.dirco.gov.za

State Protocol

- General Protocol information:
 - Circular Note Verbales
 - Service Delivery Charter
 - Fact sheet and advice for travelers
 - Executive Database
 - Instructions regarding the flying of the South African flag
 - Visa Requirements for South African Diplomatic and Official Passport holders
- Diplomatic representation
 - South African Representative Abroad
 - Foreign Representative in SA

Website

State Protocol

www.dirco.gov.za

FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):

No records

FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii)

Procurement

- . National Treasury Central Supplier Database registration **Website**
Home Page
- . Supplier Leaflet **Links**
- . Treasury Central Supplier Database for Government **www.dirco.gov.za**
or
- . Database Registration form **Collection at Supply Chain Management**
- . Awarded Bids
- . Received Bid Proposals
- . Terms of Reference (advertised tenders) OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria, 0084

Foreign relations

- . International Law and Treaties **Website**
- . Treaty section **Foreign Relations**
- . Forms **www.dirco.gov.za**
- . The constitution and international law

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)

Publications

- . Annual reports/Strategic plans/Annual Performance Plans (APP) **Website**
- . African Renaissance Fund/African Renaissance Fund (ARF) Strategic plan **Home Page**
www.dirco.gov.za
- . Ubuntu magazine or
- . Measures and guidelines for the enhanced coordination of South Africa's International engagement **Collection at Public Diplomacy/Main Library**
- . Career brochures/It's your voice - Ubuntu Diplomat/South Africa's diplomatic milestone OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria, 0084

(Editorial Note: Wording as per original *Government Gazette*.)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 599 of 23 October 2020: Description submitted in terms of section 15 (1): uMhlathuze Municipality (Government Gazette No. 43834)

GN 599 of 23 October 2020: Description submitted in terms of section 15 (1): uMhlathuze Municipality (Government Gazette No. 43834)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

uMHLATHUZE MUNICIPALITY

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



CITY OF uMHLATHUZE

NOTICE IS GIVEN THAT THE MANUAL ON FUNCTIONS AND RECORDS HELD BY THE CITY OF UMHLATHUZE IN COMPLIANCE TERMS OF THE ACCESS TO INFORMATION ACT [NO. 2 OF 2000](#) HAS BEEN UPDATED AND TERMED THE ELEVENTH EDITION. THIS MANUAL REFLECTS THAT THE FOLLOWING RECORDS ARE AUTOMATICALLY AVAILABLE WITHOUT HAVING TO REQUEST ACCESS IN TERMS OF THE AFOREMENTIONED ACT.

[SECTION 15 \(2\)](#) NOTICE OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT [NO. 2 OF 2000](#)): VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF 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 (e.g. website) (SECTION 15 (1) (b))

FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):

NA

NA

FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):

Maps (Tourism)

Information counters at Municipality

FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):

Fixed property owned by the applicant	Available from Department: Corporate Services/City Development
Any by-law framed by Council (hard copy)	Available from Department: Corporate Services
Any tariff charged by Council (hard copy)	Available from Department: Financial Services
Any town planning scheme or development plan administered by Council	Available from Department: City Development
How to obtain access to any service rendered by the Council	Available from the uMhlathuze Municipality
Geographic Information System	Available from Department: Infrastructure Services
Service register (alphanumeric data)	Available from Department: Infrastructure Services
Infrastructure themes	Available from Department: Infrastructure Services
Orthophotos	Available from Department: Infrastructure Services
Digital terrain modules (DTM's)	Available from Department: Infrastructure Services
Minutes of open Council and Executive Committee and Enterprise Risk Management Committee	Available from Department: Corporate Services
Technical Library:	
Reference books	Available from Department: Infrastructure Services
Reports	
Plan filing (civic information)	
Paper based	Available from Department: Infrastructure Services
Microfilm	
Cadastral maps (paper based/electronic)	Available from Department: Infrastructure Services
Surveyor general plans (paper based/electronic)	Available from Department: Infrastructure Services
Framework plans (paper based/electronic)	Available from Department: Infrastructure Services
Scheme maps (paper based/electronic)	Available from Department: Infrastructure Services
Lease area plans (paper based/electronic)	Available from Department: City Development
Budget including adjustment budget (paper based/electronic)	Available from Department: Financial Services
Orders & remittances (paper based)	Available from Department: Financial Services
Investment register (manual)	Available from Department: Financial Services
Loan register (manual)	Available from Department: Financial Services
Risk Register	Available from Office of the Municipal Manager
Various policies of Council	Available from Department Corporate Services
Asset register (electronic manual)	Available from Department: Financial Services
Financial statements (electronic manual)	Available from Department: Financial Services

Debtors history (electronic)	Available from Department: Financial Services
Strategic environmental assessment	Available from Department: City Development
Building plans	Available from Department: City Development
Records relating to the adoption, replacement or amendment of a scheme as contained in the Planning and Development Act 2008 (Act 6 of 2008)	Available from Department: City Development
Records relating to a proposal to subdivide or consolidate land	Available from Department: City Development
Records relating to a proposal to develop land as contained in the Planning and Development Act 2008 (Act 6 of 2008)	Available from Department: City Development
Records relating to a proposal to divide or cancel a layout plan	Available from Department: City Development
Records relating to a proposal to alter, suspend or delete a restriction relating to land	Available from Department: City Development
Records relating to a proposal to permanently close a municipal road or public place	Available from Department: City Development
Records relating to enforcement as contained in the Planning and Development Act 2008 (Act 6 of 2008)	Available from Department: City Development
Records relating to appeals as contained in the Planning and Development Act 2008 (Act 6 of 2008)	Available from Department: City Development
Records relating to provincial planning and development norms and standards	Available from Department: City Development
Records relating to delegations as contained in the Planning and Development Act 2008 (Act 6 of 2008)	Available from Department: City Development
Records of amendments to land use schemes.	Available from Department: City Development
Agency agreements contemplated in section 157 (1)	Available from Department: City Development
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
Budget	Available on website www.umhlathuze.gov.za
Budget related policies	Available on website www.umhlathuze.gov.za
Performance agreements	Available on website www.umhlathuze.gov.za
Service delivery agreements	Available on website www.umhlathuze.gov.za
Long term borrowing contracts	Available on website www.umhlathuze.gov.za
Integrated Development Plan	Available on website www.umhlathuze.gov.za
Contracts/information/public partnership agreements as prescribed in section 75 of the Municipal Financial Management Act	Available on website www.umhlathuze.gov.za
Bylaws	Available on website www.umhlathuze.gov.za
Councillor details	Available on website www.umhlathuze.gov.za
Demographics	Available on website www.umhlathuze.gov.za
Direction maps	Available on website www.umhlathuze.gov.za
Geographic Information System	Available on website www.umhlathuze.gov.za
Manual on Promotion of Access to information Act	Available on website www.umhlathuze.gov.za and at Municipal offices.
Newsletters/Annual report	Available on website www.umhlathuze.gov.za
	Available on website

Policies/Statutory reporting	www.umhlathuze.gov.za
Tariff of charges	Available on website www.umhlathuze.gov.za
Tenders/public notices	Available on website www.umhlathuze.gov.za
Tourism Information	Available on website www.umhlathuze.gov.za

Requests for information can be made in writing, per fax or electronically as follows:

	The Information Officer	Telephone Number: 035-907 5000
	City of uMhlathuze	Fax Number: 035-907 5444/5/6/7
Postal Address:	Private Bay X1004	eMail address: reg@umhlathuze.gov.za
	RICHARDS BAY	
	3900	

Municipal Office	
Private Bag X1004	N. MTHETHWA
RICHARDS BAY	<u>ACTING MUNICIPAL MANAGER/INFORMATION OFFICER</u>
3900	
MN.... /2020	

(Editorial Note: Wording as per original *Government Gazette*.)

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Notices/ GN 600 of 23 October 2020: Description submitted in terms of section 15 (1): Swartland Municipality (Government Gazette No. 43834)

**GN 600 of 23 October 2020: Description submitted in terms of section 15 (1): Swartland Municipality
(Government Gazette No. 43834)**

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under [section 15 \(2\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), the descriptions submitted to me in terms of section 15 (1) of the said Act by the-

SWARTLAND MUNICIPALITY

As set out in the Schedule

(Signed)

MR RONALD LAMOLA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



FORM D
AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
([Section 15](#) of the Promotion of Access to Information Act 2000 (Act [No. 2 of 2000](#)))
(Regulation 5A)

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 (e.g. website) (SECTION 15 (1) (a))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
1. <u>Business details</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all council offices, facilities and amenities	Director: Corporate Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
2. <u>Councillors</u> (Including the executive mayor, executive deputy mayor, speaker and office bearers) Information regarding each councillor's-	Manager: Secretariat and Records

- name, address, telephone numbers - ward/proportional, political party and election details - position in council, e.g. committee membership, whether full-time or part-time - representation on outside bodies	Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
3. <u>Agendas and minutes</u> Agendas and minutes of all meetings of council, its structures and formal staff meetings and those of its predecessors, excluding minutes and agendas which have been marked "confidential/in-committee"	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
4. <u>Structures</u> (Including council, executive committee, ward committees and other committees) - composition, names of members, office bearers, political membership - date, time and venue of meetings - functional areas	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
5. <u>Delegations</u> Delegations to- - political office bearers - councillors - members of staff - structures (executive mayoral committee, committees, etc.) Authority granted to- - conclude contracts - sign legal documents, etc. Decisions by any political office bearer, councillor or staff member in terms of a power or duty delegated or sub-delegated	Director: Corporate Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
6. <u>Municipal legislation, by-laws and policies</u> All documents in this regard	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
7. <u>Budget</u> Budget, Service Delivery and Budget Implementation Plan (SDBIP), Annual Report and Integrated Development Plan (IDP) as approved by Council	Director: Financial Services Snr Manager: Strategic Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za On website at www.swartland.org.za
8. <u>Financial records</u> - annual financial statements - quarterly statements - monthly statements - arrears (excluding personal details)	Director: Financial Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za On website at www.swartland.org.za
9. <u>Tariffs, fees, surcharges, etc.</u> All tariffs, fees, surcharges, etc. approved by the council for the current or any previous financial year	Director: Financial Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za On website at www.swartland.org.za
10. <u>Registers</u> Registers regarding- - assets (movable or immovable) - agreements - contractors, service providers - tenders awarded	Manager: Supply Chain Management Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
11. <u>Statistics</u> (Excluding personal details of individuals) - statistics kept for departmental use in the format in which it is available - statistics in the format as required by legislation	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za

12. <u>Research/Publications</u> Information regarding research by or on behalf of the municipality, on condition that such research results have been presented to council or any of its structures and no copyright is held by persons or bodies not connected with the municipality	Manager: Secretariat and Records Services Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
13. <u>Planning</u> · Spatial Development Framework · individual zonings and conditions · register of approved departures and consent uses	Snr Manager: Building Environment Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
14. <u>Land</u> · single records only of owners of land (only erf numbers)	Clerk: Property Rates Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za
15. <u>Organisational structure</u> · organogram · staff structure	Snr Manager: Human Resources Swartland Municipality Private Bag X52, Malmesbury, 7299 swartlandmun@swartland.org.za On website at www.swartland.org.za
FOR PURCHASING (COPYING) IN TERMS OF SECTION 15 (1) (a) (ii):	
As applicable on section 15 (1) (a) (i) above	Request a copy from- The Deputy Information Officer, Ms Nicolette Brand Swartland Municipality Private Bag X52, Malmesbury, 7299 Tel No: 022-487 9400 swartlandmun@swartland.org.za
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii):	
1. <u>Business details</u> Name, locality, address, telephone numbers, contact persons, hours of business, etc. of all council offices, depots, installations, facilities and amenities	Request a copy from- The Deputy Information Officer, Ms Nicolette Brand Swartland Municipality Private Bag X52, Malmesbury, 7299 Tel No: 022-487 9400 swartlandmun@swartland.org.za
2. <u>Councillors</u> (Including the executive mayor, executive deputy mayor, speaker and office bearers) Information regarding each councillor's- · name, address, telephone numbers · ward/proportional, political party and election details · position in council, e.g. committee membership, whether full-time or part-time · representation on outside bodies	
3. <u>Structures</u> (Including council, executive committee, ward committees and other committees) · composition, names of members, office bearers, political membership · time and venue of meetings · functional areas	
4. <u>Budget</u> Budget, Service Delivery and Budget Implementation Plan (SDBIP), Annual Report and Integrated Development Plan (IDP) as approved by Council	On website at www.swartland.org.za
5. <u>Tariffs, fees, surcharges, etc.</u> All tariffs, fees, surcharges, etc. approved by the council for the current or any previous financial year	On website at www.swartland.org.za
6. <u>Financial records</u> · annual financial statements · quarterly statements · monthly statements	On website at www.swartland.org.za
6. <u>By-laws and Financial policies</u> All documents in this regard	On website at www.swartland.org.za

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Repealed Rules and Regulations/ Regulations/ GNR.223 of 9 March 2001: Regulations relating to the Promotion of Access to Information

GNR.223 of 9 March 2001: Regulations relating to the Promotion of Access to Information

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Minister for Justice and Constitutional Development has, under [section 92](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), made the regulations in the Schedule.

SCHEDULE

ARRANGEMENT OF REGULATIONS

- [1.](#) Definition
- [2.](#) Form of request
- [3.](#) Fees for records of public body
- [4.](#) Form of request
- [5.](#) Fees for records of private body
- [6.](#) Notice of internal appeal
- [7.](#) Appeal fees
- [8.](#) Value-added tax
- [9.](#) Commencement

ANNEXURE

- [Form A](#) Request for access to record of public body
[Form B](#) Request for access to record of private body
[Form C](#) Notice of internal appeal

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Repealed Rules and Regulations/ Regulations/ GNR.223 of 9 March 2001: Regulations relating to the Promotion of Access to Information/ 1. Definition.-In these Regulations any word or expression to which a meaning has been assigned in the Act shall bear that meaning and, unless the context otherwise indicates-

1. Definition.-In these Regulations any word or expression to which a meaning has been assigned in the Act shall bear that meaning and, unless the context otherwise indicates-

"**the Act**" means Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)).

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Repealed Rules and Regulations/ Regulations/ GNR.223 of 9 March 2001: Regulations relating to the Promotion of Access to Information/ 2. Form of request.-A request for access to a record, as contemplated in section 18 (1) of the Act, must be made in the form of Form A of the Annexure.

2. Form of request.-A request for access to a record, as contemplated in section 18 (1) of the Act, must be made in the form of [Form A](#) of the Annexure.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Repealed Rules and Regulations/ Regulations/ GNR.223 of 9 March 2001: Regulations relating to the Promotion of Access to Information/ 3. Fees for records of public body.-(1) The fee for reproduction, referred to in section 15 (3) of the Act, is as follows:

3. Fees for records of public body.-(1) The fee for reproduction, referred to in section 15 (3) of the Act, is 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 section 22 (1) of the Act, is R35,00.

(3) The access fees payable by a requester referred to in section 22 (7) of the Act, unless exempted under section 22 (8) of the Act, 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
(f)	To search for the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search.	

(4) The actual postal fee is payable when a copy of a record must be posted to a requester.

(5) 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.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Repealed Rules and Regulations/ Regulations/ GNR.223 of 9 March 2001: Regulations relating to the Promotion of Access to Information/ 4. Form of request.-A request for access to a record, as contemplated in section 53 (1) of the Act, must be made in the form of Form B of the Annexure.

4. Form of request.-A request for access to a record, as contemplated in section 53 (1) of the Act, must be made in the form of [Form B](#) of the Annexure.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Repealed Rules and Regulations/ Regulations/ GNR.223 of 9 March 2001: Regulations relating to the Promotion of Access to Information/ 5. Fees for records of private body.-(1) The fee for reproduction referred to in section 52(3) of the Act, is as follows:

5. Fees for records of private body.-(1) The fee for reproduction referred to in section 52(3) of the Act, is as follows:

		R
(a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c)	For a copy in a computer-readable form on-	
	(i) stiffy disc	7,50
	(ii) compact disc	70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(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	20,00
	(ii) For a copy of an audio record	30,00

(2) The request fee payable by a requester, other than a personal requester, referred to in section 54 (1) of the Act is R50,00.

(3) The access fees payable by a requester referred to in section 54 (7) of the Act, unless exempted under section 54 (8) of the Act, are as follows:

R

(a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c)	For a copy in a computer-readable form on-	
	(i) stiffy disc	7,50
	(ii) compact disc	70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(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	20,00
	(ii) For a copy of an audio record	30,00
(f)	To search for the record for disclosure, R30,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search.	

(4) The actual postal fee is payable when a copy of a record must be posted to a requester.

(5) For purposes of section 54 (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.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Repealed Rules and Regulations/ Regulations/ GNR.223 of 9 March 2001: Regulations relating to the Promotion of Access to Information/ 6. Notice of internal appeal.-Notice of an internal appeal, as contemplated in section 75 (1) of the Act, must be lodged in the form of For C of the Annexure.

6. Notice of internal appeal.-Notice of an internal appeal, as contemplated in section 75 (1) of the Act, must be lodged in the form of For C of the Annexure.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Repealed Rules and Regulations/ Regulations/ GNR.223 of 9 March 2001: Regulations relating to the Promotion of Access to Information/ 7. Appeal fees.-The appeal fee payable in respect of the lodging of an internal appeal by a requester against the refusal of his or her request for access, as contemplated in section 75 (3) (a) of the Act, is R50,00.

7. Appeal fees.-The appeal fee payable in respect of the lodging of an internal appeal by a requester against the refusal of his or her request for access, as contemplated in section 75 (3) (a) of the Act, is R50,00.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Repealed Rules and Regulations/ Regulations/ GNR.223 of 9 March 2001: Regulations relating to the Promotion of Access to Information/ 8. Value-added tax.-Public and private bodies registered under the Value-Added Tax Act, 1991 (Act No. 89 of 1991), as vendors may add value added tax to all fees prescribed in terms of these regulations.

8. Value-added tax.-Public and private bodies registered under the Value-Added Tax Act, 1991 (Act [No. 89 of 1991](#)), as vendors may add value added tax to all fees prescribed in terms of these regulations.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Repealed Rules and Regulations/ Regulations/ GNR.223 of 9 March 2001: Regulations relating to the Promotion of Access to Information/ 9. Commencement.-These regulations shall come into operation on 9 March 2001.

9. Commencement.-These regulations shall come into operation on 9 March 2001.

ANNEXURE

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Repealed Rules and Regulations/ Regulations/ GNR.223 of 9 March 2001: Regulations relating to the Promotion of Access to Information/ Form A Request for access to record of public body

Form A
Request for access to record of public body

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 2]

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 recorded below.*
- (b) *Furnish an address and/or fax number in the Republic to which information must be sent.*
- (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)	<i>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.</i>
(b)	<i>You will be notified of the amount required to be paid as the request fee.</i>
(c)	<i>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.</i>
(d)	<i>If you qualify for exemption of the payment of any fee, please state the reason therefore.</i>

Reason for exemption from payment of fees:

F. Form of access to record

<i>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 hereunder, state your disability and indicate in which form the record is required.</i>					
Disability:			Form in which record is required:		
<i>Mark the appropriate box with an "X".</i>					
NOTES:					
(a) <i>Your indication as to the required form of access depends on the form in which the record is available.</i>					
(b) <i>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.</i>					
(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i>					
1. If the record is in written or printed form-					
☐	copy of record*	☐	inspection of record		
2. If record consists of images-					
(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)					
☐	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 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? A postal fee is payable.				YES	NO
<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

<i>You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.</i>

How would you prefer to be informed of the decision regarding your request for access to the
record?

SIGNATURE OF REQUESTER/PERSON ON
WHOSE BEHALF REQUEST IS MADE

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Repealed Rules and Regulations/ Regulations/ GNR.223 of 9 March 2001: Regulations relating to the Promotion of Access to Information/ Form B Request for access to record of private body

Form B

Request for access to record of private body

FORM B

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

([Section 53 \(1\)](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)))

[[Regulation 4](#)]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to record

(a)	<i>The particulars of the person who requests access to the record must be recorded below.</i>
(b)	<i>Furnish an address and/of fax number in the Republic to which information must be sent.</i>
(c)	<i>Proof of the capacity in which the request is made, if applicable, must be attached.</i>

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

<i>This section must be completed only if a request for information is made on behalf of another person.</i>

Full names and surname:

Identity number:

D. Particulars of record

(a)	<i>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.</i>
(b)	<i>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.</i>

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

(a)	<i>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.</i>
(b)	<i>You will be notified of the amount required to be paid as the request fee.</i>
(c)	<i>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.</i>
(d)	<i>If you qualify for exemption of the payment of any fee, please state the reason therefore.</i>

Reason for exemption from payment of fees:

F. Form of access to record

<i>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 hereunder, state your disability and indicate in which form the record is required.</i>					
Disability:			Form in which record is required:		
<i>Mark the appropriate box with an "X".</i> NOTES: (a) <i>Your indication as to the required form of access depends on the form in which the record is available.</i> (b) <i>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.</i> (c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i>					
1. If the record is in written or printed form-					
☐	copy of record*	☐	inspection of record		
2. If record consists of images- (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)					
☐	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 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
A postal fee is payable.					

G. Particulars of right to be exercised or protected

<i>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.</i>
1. Indicate which right is to be exercised or protected:

H. Notice of decision regarding request for access

<i>You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and</i>

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

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Rules and Regulations/ Repealed Rules and Regulations/ Regulations/ GNR.223 of 9 March 2001: Regulations relating to the Promotion of Access to Information/ Form C Notice of internal appeal

Form C
Notice of internal appeal

FORM C
NOTICE OF INTERNAL APPEAL

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

[Regulation 6]

STATE YOUR REFERENCE
NUMBER:

NOTE: A person who lodges an internal appeal may have to pay an appeal fee. If an appeal fee is payable, the decision of the internal appeal may be deferred until the fee is paid.

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 is lodging the internal appeal, must be completed 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 stated 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) is lodging 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

GN 938 of 27 June 2003: Designation of Magistrates' Courts under the definition of "court" in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Minister of Home Affairs has, in terms of [section 31 \(1\) \(b\)](#) of the Films and Publications Act, [No. 65 of 1996](#) as amended made the regulations in the Schedule.

SCHEDULE

I, Penuell Mpapa Maduna, Minister for Justice and Constitutional Development; hereby under paragraph (b) (ii) of the definition of "court" in [section 1](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), designate all magistrates' courts established for any district or regional division or places appointed within any district or regional division as places for the holding of a court in terms of [section 2](#) of the Magistrates' Courts Act, 1944 (Act [No. 32 of 1944](#)), as a court to hear both applications or applications and appeals, either generally or in respect of a specified class of decisions in terms of the Promotion of Access to Information Act, 2000, within whose area of jurisdiction-

- (a) the decision of the information officer or relevant authority of the public body or the head of a private body has been taken;
- (b) the public body or private body concerned has its principal place of administration or business; or
- (c) the requester or third party concerned is domiciled or ordinarily resident.

(Signed)

P. M. MADUNA

Minister for Justice and Constitutional Development

Repealed by GN 1217 published in *Government Gazette* 42717 of 19 September 2019

GN 585 of 14 May 2004: Withdrawal of [Government Notice No. 938 of 27 June 2003](#) as published in *Government Gazette* No. 25142 dated 27 June 2003, and the Designation of Magistrates' Courts under the definition of "court" in the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#))

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Penuell Mpapa Maduna, Minister for Justice and Constitutional Development-

- (a) hereby withdraw [Government Notice No. 938 of 27 June 2003](#) as published in *Government Gazette* No. 25142 dated 27 June 2003; and
- (b) hereby under paragraph (b) (ii) of the definition of "court" in [section 1](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), designate all Magistrates' Courts established for any district or regional division or places appointed within any district or regional division as places for the holding of a court in terms of [section 2](#) of the Magistrates' Courts Act, 1944 (Act [No. 32 of 1944](#)), as courts to hear any application in terms of the Promotion of Access to Information Act, 2000, within whose area of jurisdiction-
 - (i) the decision of the information officer or relevant authority of the public body or the head of a private body has been taken;
 - (ii) the public body or private body concerned has its principal place of administration or business; or
 - (iii) the requester or third party concerned is domiciled or ordinarily resident.

(signed)

P. M. MADUNA

Minister for Justice and Constitutional Development

Repealed by GNR.1284 published in *Government Gazette* 42740 of 4 October 2019.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Rules Board for Courts of Law has under [section 79](#) of the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#)), made the rules in the schedule.

SCHEDULE

1. Definitions.-In these rules-

- (a) any word or expression to which a meaning has been assigned in the Act shall bear the meaning so assigned; and
- (b) any word or expression to which a meaning has been assigned in the rules governing the procedures of the court in which an application in terms of these rules is brought, shall bear the meaning so assigned, and unless the context otherwise indicates-

"Act" means the Promotion of Access to Information Act, 2000 (Act [No. 2 of 2000](#));

"clerk of the court" means a clerk and assistant clerk of the court appointed under [section 13](#) of the Magistrates' Courts Act, 1944 (Act [No. 32 of 1944](#));

"decision" means a decision in respect of which an application in terms of [section 78](#) of the Act is brought;

"deliver" means serve copies on all parties and file the original with the registrar or clerk of the court as the case might be; and

"registrar" means a registrar and assistant registrar appointed under [section 34](#) of the Supreme Court Act, 1959 (Act No. 59 of 1959) or a registrar appointed under any law not yet repealed by a competent authority and in force, immediately before the commencement of the Constitution of the Republic of South Africa, 1996, in any area which forms part of the national territory.

2. Procedure in an application to court in terms of the Act.-(1) The procedure prescribed in these rules must be followed in all applications contemplated in [section 78](#) of the Act.

(2) Unless as otherwise provided for in these rules, the rules governing the procedures in the court to which an application in terms of these rules is brought shall apply with appropriate changes, unless otherwise directed by the court.

3. Applications.-(1) An application contemplated in [section 78](#) of the Act must be brought on notice of motion that must correspond substantially in accordance with the form set out in the Annexure to these rules, addressed to the information officer or the head of a private body, as the case may be.

(2) The notice of motion must-

- (a) set out an address within eight kilometres of the court to which the application is brought, where the applicant will accept notice and service of all process;
- (b) call upon the respondent-
 - (i) to give notice, within 15 days after receipt of the application, of his or her intention to oppose the application, which notice shall also contain an address within eight kilometres of the court to which the application is brought where notice and service of documents will be accepted; and
 - (ii) to file any answering affidavit within 15 days after service of the notice of intention to oppose the application; and
- (c) inform the respondent that-
 - (i) if no notice to oppose the application is delivered in terms of [subrule \(2\) \(b\) \(i\)](#); or
 - (ii) if notice of intention to oppose has been delivered but no answering affidavit is delivered in terms of [subrule \(2\) \(b\) \(ii\)](#), the matter will be placed on the roll for hearing without further notice.

(3) The notice of motion referred to in sub-rule (1) must be supported by an affidavit and be accompanied by true copies of all documents upon which the applicant intends to rely.

(4) The affidavit referred to in [subrule \(3\)](#) must-

- (a) set out the facts and circumstances upon which the application is based;
- (b) state whether the internal appeal procedure contemplated in [section 74](#) of the Act has been exhausted and if so, provide particulars of the manner in which and date upon which the internal appeal procedure was exhausted and if not, the reasons for failing to exhaust such procedure; and
- (c) explain the relevance of each document upon which the applicant intends to rely.

(5) The information officer or head of a private body, as the case may be, must-

- (a) immediately after receipt of the application, notify, in writing, all other persons affected, of the application and attach a copy of the application to such notice; and
- (b) within 15 days after receipt of the application-
 - (i) file with the clerk of the court or the registrar, as the case may be, two true copies of the request and the notification sent to the requester in terms of [section 25 \(1\) \(b\)](#) of the Act;
 - (ii) notify the applicant in writing that the requirements of [subparagraph \(i\)](#) have been complied with; and

(iii) serve on the applicant a true copy of the reasons, if they have not yet been provided.

(6) The applicant may, if the information officer or head of a private body as the case may be, fails to comply with the provisions of [subrule \(4\)](#), request the clerk of the court or the registrar as the case may be, in writing, to place the application before the court for an order in terms of [section 82 \(b\)](#) of the Act.

4. Representations.-(1) Representations contemplated in [section 80 \(3\) \(a\)](#) of the Act must be-

- (a) made under oath in writing, and supported by documentary proof, where applicable; and
- (b) filed with the clerk of the court or the registrar as the case may be, at least five days before the date of the hearing of the application.

(2) The court receiving the representations referred to in [subrule \(1\)](#) shall take the steps that it may deem appropriate to bring the representations to the attention of the parties to the application.

5. Court fees.-Any application in terms of these rules shall be subject to the payment of the court fees applicable in the court in which the application is brought, unless waived by the court at its discretion on such grounds as it deems appropriate.

6. Short title.-These rules may be called the Promotion of Access to Information Rules.

7. Commencement.-These rules come into operation on **16 November 2009**.

**ANNEXURE TO THE PROMOTION OF ACCESS TO INFORMATION RULES
PROMOTION OF ACCESS TO INFORMATION RULES
NOTICE OF MOTION**

IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT [No. 2 OF 2000](#)
IN THE COURT
HELD AT
CASE NO.

In the matter between:

Applicant (Full name)

and

Respondent (Full name)

TAKE NOTICE THAT

(the applicant)

intends to apply for the following order:

and that the accompanying affidavit of and
the documents referred to in [rule 3 \(3\) \(a\)](#) will be used in support thereof.

TAKE NOTICE further that the applicant has appointed

(provide an address within eight kilometres of the court at which the applicant will accept notice and service of all process in these proceedings).

Notice:

- (i) Notice of intention to oppose this application must be given within 15 days after receipt hereof and must contain an address within eight kilometres of the court to which the application is brought, where notice and service of documents will be accepted.
- (ii) Answering affidavits, if any, must be filed within 15 days after service of the notice of intention to oppose the application.
- (iii) In default of your complying with [rule 3 \(5\)](#) of the Promotion of Access to Information Rules, the applicant may request the clerk of the court or the registrar as the case may be, to place the application before the Court for an order in terms of [section 82 \(b\)](#) of the Act.
- (iv) In default of your delivering a notice of intention to oppose, the matter will without further notice, be placed on the roll for hearing after the expiry of the period mentioned in [paragraph \(i\)](#) above, on a date fixed by the clerk of the court or the registrar as the case may be.

SIGNED at this day of

Applicant/Applicant's legal representative

Address

Respondent:

To: (1) (Address)

(2) The Clerk of the Court or the Registrar of abovementioned court

**PROMOTION OF ACCESS TO INFORMATION ACT,
NO. 2 OF 2000**

(Prior to amendment by Act No. 8 of 2017)

Section 91A (1) (a)

(a) The head of an administrative region defined in section 1 of the Magistrates' Courts Act, 1944 (Act No. 32 of 1944), or the magistrate at the head of a regional division established for the purposes of adjudicating civil disputes in terms of section 2 of the Magistrates' Courts Act, 1944, must, subject to subsection (2), designate in writing any magistrate, additional magistrate or magistrate of a regional division established for the purposes of adjudicating civil disputes, as the case may be, as a presiding officer of a Magistrate's Court designated by the Minister in terms of section 1 of this Act.

Section 91A (2)

(2) Only a magistrate, additional magistrate or magistrate of a regional division established for the purposes of adjudicating civil disputes, who has completed a training course-

- (a) before the commencement of this section; or
- (b) referred to in subsection (5),

and whose name has been included on the list contemplated in subsection (4) (a), may be designated in terms of subsection (1).

Section 91A (3)

(3) The heads of administrative regions or magistrates at the head of regional divisions established for the purposes of adjudicating civil disputes, must-

- (a) take all reasonable steps within available resources, to designate at least one presiding officer for each magistrate's court within his or her area of jurisdiction which has been designated by the Minister in terms of section 1; and
- (b) without delay, inform the Magistrates Commission of any magistrate, additional magistrate or magistrate of a regional division established for the purposes of adjudicating civil disputes, who has completed a training course referred to in subsection (5) or who has been designated in terms of subsection (1).

Section 91A (4)

(4) The Magistrates Commission must compile and keep a list of every magistrate, additional magistrate or magistrate of a regional division established for the purposes of adjudicating civil disputes, who has-

- (a) completed a training course referred to in subsection (5); or
- (b) been designated as a presiding officer of a magistrate's court as contemplated in subsection (1).

Section 91A (8)

(8) The provisions of section 12 (6), (7) and (8) of the Magistrates' Courts Act, 1944 (Act No. 32 of 1944), are applicable with the necessary changes required by the context.

(Prior to amendment by [Act No. 24 of 2015](#))

[Section 1](#), definition-"[court](#)" paragraph (b) (ii)

- (ii) a Magistrate's Court, either generally or in respect of a specified class of decisions in terms of this Act, designated by the Minister by notice in the *Gazette* and presided over by a magistrate or an additional magistrate designated in terms of [section 91A](#),

[Section 91A](#)

91A. Designation and training of presiding officers.-(1) (a) The head of an administrative region defined in [section 1](#) of the Magistrates' Courts Act, 1944 ([Act No. 32 of 1944](#)), must, subject to [subsection \(2\)](#), designate in writing any magistrate or additional magistrate as a presiding officer of a Magistrate's Court designated by the Minister in terms of [section 1](#) of this Act.

(b) A presiding officer must perform the functions and duties and exercise the powers assigned to or conferred on him or her under this Act or any other law.

(2) Only a magistrate or additional magistrate who has completed a training course-

- (a) before the date of commencement of this section; or
- (b) as contemplated in [subsection \(5\)](#),

and whose name has been included on the list contemplated in subsection (4) (a), may be designated in terms of [subsection \(1\)](#).

(3) The heads of administrative regions must-

- (a) take all reasonable steps within available resources to designate at least one presiding officer for each magistrate's court within his or her area of jurisdiction which has been designated by the Minister in terms of [section 1](#); and
- (b) without delay, inform the Director-General: Justice and Constitutional Development of any magistrate or additional magistrate who has completed a training course as contemplated in [subsections \(5\)](#) and [\(6\)](#) or who has been designated in terms of [subsection \(1\)](#).

(4) The Director-General: Justice and Constitutional Development must compile and keep a list of every magistrate or additional magistrate who has-

- (a) completed a training course as contemplated in [subsections \(5\)](#) and [\(6\)](#); or
- (b) been designated as a presiding officer of a magistrate's court contemplated in [subsection \(1\)](#).

(5) The Chief Justice must, in consultation with the Judicial Service Commission and the Magistrates Commission, develop the content of training courses with the view to building a dedicated and experienced pool of trained and specialised presiding officers for purposes of presiding in court proceedings as contemplated in this Act.

(6) The Chief Justice must, in consultation with the Judicial Service Commission, the Magistrates Commission and the Minister, implement the training courses referred to in [subsection \(5\)](#).

(7) The Minister must table a report in Parliament, as prescribed, relating to the content and implementation of the training courses referred to in [subsections \(5\)](#) and [\(6\)](#).

(Prior to amendment by [Act No. 42 of 2013](#))

Section 77 (5) (c) (i)

- (i) within 60 days; or

Section 77 (5) (c) (ii)

(ii) if notice to a third party is required by [subsection \(4\) \(a\) \(ii\)](#), within 30 days,

National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 42 of 2013)/ Section 78 (2), words following paragraph (d)

[Section 78 \(2\)](#), words following [paragraph \(d\)](#)

may, by way of an application, within 30 days apply to a court for appropriate relief in terms of [section 82](#).

National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 42 of 2013)/ Section 78 (3), words following paragraph (c)

[Section 78 \(3\)](#), words following [paragraph \(c\)](#)

may, by way of an application, within 30 days apply to a court for appropriate relief in terms of [section 82](#).

National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 42 of 2013)/ Section 82 (c)

[Section 82 \(c\)](#)

(c) granting an interdict, interim or specific relief, a declaratory order or compensation; or

National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 42 of 2013)/ Section 82 (d)

[Section 82 \(d\)](#)

(d) as to costs.

National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 66 of 2008)

(Prior to amendment by [Act No. 66 of 2008](#))

[Section 79 \(1\)](#), the words preceding paragraph (a)

(1) The Rules Board for Courts of Law, established by [section 2](#) of the Rules Board for Courts of Law Act, 1985 ([Act 107 of 1985](#)), must within four years after the commencement of this section, make rules of procedure for-

National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 66 of 2008)/ Section 89

[Section 89](#)

89. Liability.-No person is criminally or civilly liable for anything done in good faith in the exercise or performance or purported exercise or performance of any power or duty in terms of this Act.

National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 55 of 2003)

(Prior to amendment by [Act No. 55 of 2003](#))

[Section 10 \(1\)](#)

(1) The Human Rights Commission must, within 18 months after the commencement of this section, compile in each official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in this Act.

National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 55 of 2003)/ Section 12

Section 12

12. Act not applying to certain public bodies or official thereof.-This Act does not apply to a record-

- (a) of the Cabinet and its committees;
- (b) relating to the judicial functions of-
 - (i) a court referred to in section 166 of the Constitution;
 - (ii) a Special Tribunal established in terms of [section 2](#) of the Special Investigating Units and Special Tribunals Act, 1996 ([Act No. 74 of 1996](#)); or
 - (iii) a judicial officer of such court or Special Tribunal; or
- (c) of an individual member of Parliament or of a provincial legislature in that capacity.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 55 of 2003)/ Section 79 (1), the words preceding paragraph (a)

Section 79 (1), the words preceding paragraph (a)

(1) The Rules Board for Courts of Law, established by [section 2](#) of the Rules Board for Courts of Law Act, 1985 ([Act No. 107 of 1985](#)), must within 12 months after the commencement of this section, make and implement rules of procedure for-

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 55 of 2003)/ Section 79 (2)

Section 79 (2)

(2) Before the implementation of the rules of procedure in terms of subsection (1) (a), an application in terms of [section 78](#) may only be lodged with a High Court or another court of similar status.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 55 of 2003)/ Section 90

Section 90

90. Offences.-A person who with intent to deny a right of access in terms of this Act-

- (a) destroys, damages or alters a record;
- (b) conceals a record; or
- (c) falsifies a record or makes a false record,

commits an offence and is liable on conviction to a fine or to imprisonment for a period not exceeding two years.

National Legislation/ Principal Acts and Regulations/ P/ Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 54 of 2002)

(Prior to amendment by [Act No. 54 of 2002](#))

Section 1, definition-"court"

"court" means-

- (a) the Constitutional Court acting in terms of section 167 (6) (a) of the Constitution; or
 - (b)
 - (i) a High Court or another court of similar status; or
 - (ii) a Magistrate's Court, either generally or in respect of a specified class of decisions in terms of this Act, designated by the Minister, by notice in the *Gazette*, and presided over by a magistrate designated in writing by the Minister, after consultation with the Magistrates Commission,
- within whose area of jurisdiction-
- (aa) the decision of the information officer or relevant authority of a public body or the head of a private body has been taken;
 - (bb) the public body or private body concerned has its principal place of administration or business; or

- (cc) the requester or third party concerned is domiciled or ordinarily resident;

National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 42 of 2001)

(Prior to amendment by [Act No. 42 of 2001](#))

Index, Chapter 2, Part 1, Item 7

7. Act not applying to records required for criminal or civil proceedings after commencement of proceedings

National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 42 of 2001)/ Section 1, definition-"information officer", paragraph (a), subparagraph (ii)

[Section 1](#), definition-"[information officer](#)", [paragraph \(a\)](#), [subparagraph \(ii\)](#)

- (ii) not so mentioned, means the Director-General, head, executive director or equivalent officer, respectively, of that national department, provincial administration or organisational component, respectively;

National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 42 of 2001)/ Section 2 (2)

[Section 2 \(2\)](#)

- (2) [Section 12](#) must not be construed as excluding-

- (a) the Cabinet and its committees; or
- (b) an individual member of Parliament or of a provincial legislature,

from the operation of the definition of "[requester](#)" in relation to a private body in [section 1](#), [section 49](#) and all other provisions of this Act related thereto.

National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 42 of 2001)/ Section 7, heading

[Section 7](#), heading

- 7. Act not applying to records required for criminal or civil proceedings after commencement of proceedings.**

National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 42 of 2001)/ Section 10 (2) (b) (ii)

[Section 10 \(2\) \(b\) \(ii\)](#)

- (ii) every deputy information officer of every public body appointed in terms of [section 17 \(1\)](#);

National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/ Wording of Sections/ (Prior to amendment by Act No. 42 of 2001)/ Section 12

[Section 12](#)

- 12. Act not applying to certain public bodies or officials thereof.**-This Act does not apply to a record of-

- (a) the Cabinet and its committees;
- (b) the judicial functions of-
 - (i) a court referred to in section 166 of the Constitution;
 - (ii) a Special Tribunal established in terms of [section 2](#) of the Special Investigating Units and Special Tribunals Act, 1996 ([Act No. 74 of 1996](#)); or
 - (iii) a judicial officer of such court or Special Tribunal; or
- (c) an individual member of Parliament or of a provincial legislature in that capacity.

Section 13, the words preceding paragraph (a)

13. Body determined to be part of another public body.—For the purpose of this Act, the Minister may, on his or her own accord or on the request of the relevant public body or bodies or a body referred to in [paragraph \(c\)](#), in the prescribed manner and by notice in the *Gazette*—

Section 14 (1) (b)

- (b) the postal and street address, phone and fax number and, if available, electronic mail address of the information officer of the body and of every deputy information officer of the body appointed in terms of [section 17 \(1\)](#);

Section 25 (1), the words preceding paragraph (a)

25. Decision on request and notice thereof.—(1) The information officer to whom a request for access is made or transferred, must, subject to [section 26](#) and Chapter 5 of this Part, as soon as reasonably possible, but in any event within 30 days, after the request is received—

Section 28 (2)

(2) If a request for access to—

- (a) a part of a record is granted; and
- (b) the other part of the record is refused,

as contemplated in [subsection \(1\)](#), the provisions of [section 25 \(2\)](#), apply to [paragraph \(a\)](#) of this section and the provisions of [section 25 \(3\)](#) to [paragraph \(b\)](#) of this section.

Section 34 (2) (f) (iii)

- (iii) the classification, salary scale or remuneration and responsibilities of the position held or services performed by the individual; and

Section 36 (2) (c)

- (c) about the results of any product or environmental testing or other investigation supplied by, carried out by or on behalf of a third party and its disclosure would reveal a serious public safety or environmental risk.

Section 39 (3) (b) (iii)

- (iii) state adequate reasons for the refusal, as required by [section 25 \(3\)](#), in so far as they can be given without

causing the harm contemplated in any provision of [subsection \(1\) \(a\)](#) or [\(b\)](#); and

**National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/
Wording of Sections/ (Prior to amendment by Act No. 42 of 2001)/ Section 41 (4) (a)**

[Section 41 \(4\) \(a\)](#)

(4) (a) If a request for access to a record of a public body may be refused in terms of [subsection \(1\)](#), or could, if it existed, be so refused, and the disclosure of the existence or non-existence of the record would be likely to cause the harm contemplated in any provision of [subsection \(1\)](#), the information officer concerned may refuse to confirm or deny the existence or non-existence of the record.

**National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/
Wording of Sections/ (Prior to amendment by Act No. 42 of 2001)/ Section 42 (4)**

[Section 42 \(4\)](#)

(4) The information referred to in [subsection \(2\) \(c\) \(i\)](#) includes, without limiting the generality of that subsection, information about an agreement, or contemplated agreement, to transfer any interest in or right to shares in the capital of a public body to any person which is not a public body referred to in [paragraph \(a\)](#) or [\(b\) \(i\)](#) of the definition of "public body".

**National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/
Wording of Sections/ (Prior to amendment by Act No. 42 of 2001)/ Section 42 (5) (c)**

[Section 42 \(5\) \(c\)](#)

- (c) about the results of any product or environmental testing or other investigation supplied by, carried out by or on behalf of a public body, and its disclosure would reveal a serious public safety or environmental risk.

**National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/
Wording of Sections/ (Prior to amendment by Act No. 42 of 2001)/ Section 44 (4)**

[Section 44 \(4\)](#)

(4) A record may not be refused in terms of [subsection \(1\)](#) or [\(2\)](#) insofar as it consists of an account of, or a statement of reasons required to be given in accordance with [section 5](#) of the Promotion of Administrative Justice Act, 2000.

**National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/
Wording of Sections/ (Prior to amendment by Act No. 42 of 2001)/ Section 49 (1)**

Section 49 (1)

(1) The information office of a public body must, as soon as reasonably possible, but in any event within 30 days after every third party is informed as required by [section 47](#)-

- (a) decide, after giving due regard to any representations made by a third party in terms of [section 48](#), whether to grant the request for access; and
- (b) notify the third party so informed and a third party not informed in terms of [section 47 \(1\)](#), but that made representations in terms of [section 48](#) or is located before the decision is taken, of the decision.

**National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/
Wording of Sections/ (Prior to amendment by Act No. 42 of 2001)/ Section 52 (1) (a) (ii)**

[Section 52 \(1\) \(a\) \(ii\)](#)

- (ii) for purchase or copying from the private body;

**National Legislation/ Principal Acts and Regulations/ P / Promotion of Access to Information Act, No. 2 of 2000/
Wording of Sections/ (Prior to amendment by Act No. 42 of 2001)/ Section 52 (3)**

[Section 52 \(3\)](#)

(3) The only fee payable (if any) for access to a record described in a list so published is a prescribed fee for reproduction.

Section 56 (1), the words preceding [paragraph \(a\)](#)

56. Decision on request and notice thereof.-(1) Subject to Chapter 5 of this Part, the head of the private body to whom the request is made must, as soon as reasonably possible, but in any event within 30 days, after the request has been received or after the particulars required in terms of [section 53 \(2\)](#) have been received-

[Section 56 \(2\) \(c\)](#)

- (c) that the requester may lodge an application with a court against the access fee to be paid or the form of access granted, and the procedure for lodging the application.

[Section 59 \(2\)](#)

(2) If a request for access to-

- (a) a part of a record is granted; and
- (b) the other part of the record is refused,

as contemplated in [subsection \(1\)](#), the provisions of [section 56 \(2\)](#) apply to [paragraph \(a\)](#) of this section and the provisions of [section 56 \(3\)](#) to [paragraph \(b\)](#) of this section.

[Section 61 \(1\)](#)

(1) If the head of a private body who grants, in terms of [section 50](#), a request for access to a record provided by a health practitioner in his or her capacity as such about the physical or mental health, or well-being-

- (a) of the requester; or
- (b) if the request has been made on behalf of the person to whom the record relates, of that person,

(in this section, the requester and person referred to [paragraphs \(a\)](#) and [\(b\)](#), respectively, are referred to as the "relevant person"), is of the opinion that the disclosure of the record to the relevant person might cause serious harm to his or her physical or mental health, or well-being, the information officer may, before giving access in terms of [section 60](#), consult with a health practitioner who, subject to [subsection \(2\)](#), has been nominated by the relevant person.

[Section 64 \(2\) \(b\)](#)

- (b) the results of any product or environmental testing or other investigation supplied by, carried out by or on behalf of a third party and its disclosure would reveal a serious public safety or environmental risk.

[Section 68 \(2\)](#)

(2) A record may not be refused in terms of [subsection \(1\)](#) insofar as it consists of information about the results of any product or environmental testing or other investigation supplied by, carried out by or on behalf of the private body and its disclosure would reveal a serious public safety or environmental risk.

Section 73 (1)

(1) The head of a private body must, as soon as reasonably possible, but in any event within 30 days after every third party is informed as required by [section 71](#)-

- (a) decide, after giving due regard to any representations made by a third party in terms of [section 72](#), whether to grant the request for access; and
- (b) notify the third party so informed and a third party not informed in terms of [section 71](#), but that made representations in terms of [section 72](#) or is located before the decision is taken, of the decision.

Section 83 (3) (e)

- (e) train information officers of public bodies;