



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SOCIAL DEVELOPMENT

SECTION 15 NOTICE

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS

**(Section 15 of the Promotion of Access to Information
Act no. 2 of 2000)**

[Regulations 4 of PAIA, 2021]

1. INTRODUCTION

Section 15 of the Promotion of Access to Information Act No. 2 of 2000, as amended, read with Regulation 4 of PAIA Regulations, 2021 provides that-

“(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 –

(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) ...

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

(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)”.

These automatically available records may be requested under the following conditions:

- a requestor does not need to complete the “Form 2” or to pay the non-refundable request fee of R100.
- records may be available for free and/or for inspection as prescribed in the Act.

- Where copies (in any format) are made, the prescribed fee is payable as prescribed on the Annexure A-attached.

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):	
<ul style="list-style-type: none"> ➤ Organizational Structure ➤ Departmental Annual/Quarterly Report ➤ Audited Financial Statements ➤ Departmental Strategic Plans ➤ Departmental Annual Performance Plan ➤ Departmental Policies and Procedure Manuals ➤ Departmental Approved File Plans ➤ Departmental Circulars ➤ Advertisement of Tenders ➤ Citizen Reports ➤ Domain Specific Standards ➤ Service Delivery Improvement Plan ➤ Departmental Events Calendar ➤ MEC's Budget speech ➤ Service Delivery Charter ➤ Service Standards ➤ Employment Equity Reports ➤ Departmental contact details ➤ Departmental Tariffs Schedules 	<p>The Records may be inspected at the Department on request addressed to:</p> <p>The Deputy Information Officer Department of Social Development 21 Biccard Street, Olympic Towers, Polokwane, 0700 Private Bag x 9710, Polokwane, 0700 Tel: 015-230 4407 Fax: 015-291 2182/2335 Email: Malamulep@dsd.limpopo.gov.za</p>
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
<ul style="list-style-type: none"> ➤ Tender Documents 	Records can be purchased from:

	<p>Budget and Revenue Unit Department of Social Development Office No. 157 Ground Floor 21 Biccard Street, Olympic Towers, Polokwane, 0700 Tel: 015-230 4300</p>
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):	
<ul style="list-style-type: none"> ➤ Organizational Structure ➤ Departmental Annual & Quarterly Report ➤ Audited Financial Statements ➤ Departmental Strategic Plans ➤ Departmental Annual Performance Plan ➤ Departmental Policies and Procedure Manuals ➤ Departmental Approved File Plans ➤ Departmental Circulars ➤ Advertisement of Tenders ➤ Citizen Reports ➤ Domain Specific Standards ➤ Service Delivery Improvement Plan ➤ Application for Employment (Z83) ➤ Departmental Events Calendar ➤ MEC's Budget Speech ➤ Service Delivery Charter ➤ Service Standards ➤ Employment Equity Reports ➤ Public Service Forms ➤ Departmental contact details ➤ Departmental Tariffs Schedules 	<p>The Records may be accessed on request 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 4407 Fax: 015-291 2182/2335 Email: Malamulep@dsd.limpopo.gov.za</p>
FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):	
<ul style="list-style-type: none"> ➤ Promotion of Access to Information Act (PAIA) Manual 	<p>The Records may be accessed or requested from any public office/Institution within the</p>

<ul style="list-style-type: none"> ➤ News Letters ➤ Posters ➤ Promotional Materials ➤ Journal and Magazines 	<p>Department of Social Development in Limpopo Province</p> <p>OR</p> <p>From the office of the:</p> <p>The Deputy Information Officer</p> <p>Department of Social Development</p> <p>21 Biccard Street, Olympic Towers, Polokwane, 0700</p> <p>Office No. 033</p> <p>Ground Floor</p> <p>Tel: 015-230 4407</p> <p>Fax: 015-291 2182/2335</p> <p>Email: Malamulep@dsd.limpopo.gov.za</p>
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FEES PAYABLE APPLICABLE FOR PRINTED COPIES

Item	Description	Amount
1.	The request fees payable by every requester (doesn't apply to automatically available record)	R100 (non-refundable)
2.	Photocopier of A4-size page	R1.50 per page or part thereof
3.	Printed copy of A4-size page	R1.50 per page or part thereof
4.	For a copy of in a computer – readable form on: <ul style="list-style-type: none"> (i) Flash drive (to be provided by the requester) (ii) Compact disk <ul style="list-style-type: none"> • If provided by the requester • If provided to the requester 	R40.00 R40.00 R 60.00
5.	For a transcription of a visual images per A4 A4-size page	Service to be outsourced. Will depend on quotation from service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, A4-size page	R 24.00
8.	Copy of audio recording on: <ul style="list-style-type: none"> (i) Flash drive (to be provided by the requester) (ii) Compact disc <ul style="list-style-type: none"> • If provided by the requester • If to be provided to the requester 	R40.00 R40.00 R60.00
9.	To search for and prepare the record for	R100.00

	disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R300.00
1 0	Deposit: if search exceeds 6 hours	One third of amount per request calculated in terms of item 2 to 8.
1 1	Postage, e-mail or any other electronic transfer	Actual expense, if any.

PERSONS OR PEOPLE EXEMPTED FROM PAYING ACCESS FEES:

- A single person whose annual income does not exceed R14, 712.00.
- Married persons or a person and his/her life partner whose annual income does not exceed R27, 192.00.

2. UPDATING AND PUBLICATION OF THIS NOTICE

The notice will be updated where amendment occur on a regular basis.