



**REPUBLIC OF SOUTH AFRICA**

**DEPARTMENT OF PUBLIC SERVICE AND  
ADMINISTRATION**

**SECTION 15 NOTICE**

**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 4 of PAIA Regulations, 2021]**

## 1. INTRODUCTION

Section 15 of the Promotion of Access to Information Act No 2 of 2000, as amended, (“PAIA”) 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) . . . . .*

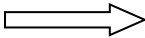
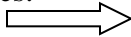

*(3) The only fee payable (if any) for access to a record referred to in subsection (1) is a prescribed fee for reproduction.*

*(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 records may be requested under the following conditions: -

- a requester does not need to complete the “**Form 2**” and to pay the requested fee of **R100.00**.
- records may be available for free and/or for inspection as prescribed (the Deputy Information Officer shall provide more information regarding the requirements for inspection); and
- where copies (in any format) are made, the prescribed fee is payable – refer to the table below.

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))
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
All the records indicated under the free of charge column hereunder (section 15(1)(a)(iii) is available for inspection on the web sites. 	<a href="https://www.dpsa.gov.za/resource_centre/">https://www.dpsa.gov.za/resource_centre/</a>
<b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
<b>NOT APPLICABLE</b>	<b>NOT APPLICABLE</b>
<b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
All the records indicated under the free of charge column hereunder (section 15(1)(a)(iii) is available for copying on the web sites. 	<a href="https://www.dpsa.gov.za/resource_centre/">https://www.dpsa.gov.za/resource_centre/</a>
<b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</b>	
<p>Guide for members of the executive 2022</p> <p>Appointment of temporary employees in the public service - Sec 198B of LRA</p> <ul style="list-style-type: none"> <li>• Public Service Act, 1994 (Proclamation 103 of 1994)</li> <li>• Public Administration Management Act, No 11 of 2014</li> <li>• Public Service Regulations, 2016</li> <li>• Public Administration Management Regulations</li> <li>• Forms (Employment &amp; Leave of Absence)</li> <li>• Contact directory</li> <li>• Published marketing material including departmental marketing brochures</li> <li>• Published newsletter and speeches by Minister</li> <li>• Published posters and pamphlets</li> <li>• Budget speeches</li> </ul>	<p><a href="https://www.dpsa.gov.za/">https://www.dpsa.gov.za/</a> and <a href="https://www.dpsa.gov.za/resource_centre/">https://www.dpsa.gov.za/resource_centre/</a></p> 

<ul style="list-style-type: none"> <li>• Vacancy circulars</li> <li>• Annual reports</li> <li>• Discussion papers</li> <li>• White papers</li> <li>• Green papers</li> </ul>	
<ul style="list-style-type: none"> <li>• COVID-19 All circulars from 16 March 2020 to 18 April 2022</li> <li>• Public Service Co-ordinating Bargaining Council 1998 – 2021 PSCBC Resolutions</li> <li>• General Public Service Sector Bargaining Council 2000 – 2021 GPSSBC Resolutions</li> <li>• Programme 1: Administration International Co-operation Programme</li> <li>• Programme 2: Human Resources Management and Development Diversity Management Employee Health and Wellness Employment Practice Human Resource Development Strategy Human resource planning</li> <li>• Programme 3: Negotiations, Labour Relations and Remuneration Management Conditions of Service Consultants: Hourly Fee Rates Delegations Job Evaluation National Macro Organisation State Negotiations and Labour Relations Organisational Design and Macro Organising Productivity Measurement Public Administration Ethics, Integrity and Disciplinary Technical Assistance Unit Remuneration Policy Senior Management Service</li> <li>• Programme 4: e-Government Services and Information Management e-Government Knowledge Management PS Corporate Governance of ICT</li> <li>• Programme 5: Government Services Access and Improvement Operations management Service Access Organisational Transformation Service Delivery Improvement, Citizen Relations and People Participation</li> </ul>	<p><a href="https://www.dpsa.gov.za/resource_centre/">https://www.dpsa.gov.za/resource_centre/</a></p>

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## 2. HOW TO OBTAIN ACCESS TO THE RECORDS

Information can be accessed from the DPSA website

## 3. UPDATING AND PUBLICATION OF THIS NOTICE

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

The only fees payable, if any, for a printed copy of a record described in this notice, is the prescribed fee for reproduction.

<p>The records listed above may also be obtained by forwarding a written request by post or email to:-</p> <p><b>Address:</b> Information Officer  Department of Public Service and Administration  Private Bag X916  Pretoria  0001</p> <p><b>E-mail:</b> <a href="mailto:PAIA@dpsa.gov.za">PAIA@dpsa.gov.za</a></p>	<p>Fees listed in the table below shall be payable</p>
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### FEES PAYABLE APPLICABLE FOR PRINTED COPIES

Item	Description	Amount
1.	The “ <b>request fee</b> ” payable by every requester	<b>R100.00</b>

The “**access fees**” referred to in section 22(6) of the Act (unless the requester is exempted under section 22(8)) are as follows:-

Item	Description	Amount
2.	Photocopy of A4-size page	<b>R1.50</b> per page or part thereof
3.	Printed copy of A4-size page	<b>R1.50</b> per page or part thereof

4.	For a copy in a computer-readable form on: (i) Flash drive (to be provided by requester) (ii) Compact disc • If provided by requester • If provided to the requester	<b>R40.00</b> <b>R40.00</b> <b>R60.00</b>
5.	For a transcription of visual images per 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, per A4-size	<b>R24.00</b>
8.	For a copy of an audio record on: (iii) Flash drive (to be provided by requester) (iv) Compact disc • If provided by requester • If provided to the requester	<b>R40.00</b> <b>R40.00</b> <b>R60.00</b>
9.	To search for and prepare the record for 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	<b>R100.00</b> <b>R300.00</b>
10	Deposit: If search exceeds 6 hours	One-third of amount per request, calculated in terms of items 2 to 8
11.	Postage, email or any other electronic transfer	Actual expense, if any

<b>PERSON OR PERSONS EXEMPTED FROM PAYING ACCESS FEES</b>	
A single person whose annual income does not exceed	<b>R14,712.00</b>
Married persons or a person and his/her life partner whose annual income does not exceed	<b>R27,192.00</b>