

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
DEPARTEMENT VAN JUSTISIE EN STAATKUNDIGE ONTWIKKELING**

No. 103

20 February 2015

PROMOTION OF ACCESS TO INFORMATION ACT, 2000

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 –

DEPARTMENT OF HUMAN SETTLEMENTS

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):	
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)	
<p>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.</p> <p>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).</p>	<p>Photocopy and collect at NDHS offices. (NB: Only records which can be copied).</p>

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
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))
Annual Reports.	Available at DHS offices/Website.
Annual Reports: On lending patterns on home loans.	Available at DHS offices.
Antifraud and corruption policy framework.	Available at DHS offices.
Bills.	Available on DHS Website.
Booklet-Office of Disclosure Complaints/Handling procedure manual on various languages (8 languages: English; Afrikaans; Zulu; Sepedi; Tswana; Xhosa; Tsonga and Venda.	Available at DHS offices/Website.
Departmental publications (Brochures, Newsletters, magazines and Posters)	Available on DHS Website
Building sustainable human settlements-implementation, systems and policy	Available at DHS offices/Website.
Bursary Application Form	Available during Exhibitions, DHS offices and website
Codes of practice	Available at DHS Offices
Community Residential Programme (CRU)	Available at DHS Website
Determination of conditions of service	Available at DHS Offices
Department of Human Settlements Acts	Available on DHS Website
Economic opportunities created by Department of Human Settlements (in 11 official languages)	Available on DHS Website
Economic Trends analysis/Markets	Available on DHS Website
Evaluating the performance of social and Rental Housing programmes	Available at DHS offices/Website.
Evaluation of the impact of the rural housing programme	Available at DHS offices/Website.
Events, campaigns, launches and publicity programmes (includes speeches and photographs)	Available on DHS Website

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
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))
Framework for women and youth (Policy Framework)	Available at DHS offices/Website.
Guide to owning a government subsidized House (English)	Available at DHS Offices
Guidelines for feasibility study report for community project	Available during training sessions
Guidelines for mainstreaming in human settlements	Available at DHS offices/Website.
Home ownership handbook :Title deeds	Available at DHS Offices
Housing Consumer education Manual	Available at DHS Offices
Housing process guide	Available at DHS offices/Website.
Human Settlements contact book	Available at DHS Website
Human Settlements programmes and subsidies (11 official languages)	Available at DHS Website
Information Security Awareness handbook	Copying
Integrated sustainable human settlements	Available during training sessions
Local Economic Development	Available during training sessions
Macro Structure	Available at DHS Offices
Making the most of Home ownership	Available at DHS Offices
Measuring success in Human Settlements development : an impact evaluation study of the upgrading of informal settlements programme in selected projects South Africa	Available at DHS offices/Website
Monitoring, Evaluation and Impact Assessment (MEIA) Policy and implementation Framework for the Human Settlement sector.	Available at DHS offices/Website
National Housing Code 2009	Available at DHS offices/Website
Organisational performance planning and Monitoring (Strategic and Operational Plans, monitoring, reviews)	Available at DHS offices/Website
PAIA Reports	Available at DHS offices/Website
People's Housing process policy	Available at DHS Website
Policies	Available at DHS offices/Website
Regulations	Available at DHS offices/Website
Rural Subsidy Housing Programme	Available at DHS offices/Website
Sector Interventions and Assistance (Incremental, Rural, Social and Rental Interventions)	Available at DHS offices
Social rental Housing CD and booklet	Available at DHS offices/Website
Strategic and departmental Performance plans	Available at DHS offices/Website
Sustainable community housing workbook	Available at DHS offices/Website
Sustainable community housing	Available during training sessions
Sustainable construction	Available during training sessions
Training manuals for counselors (DHS and SALGA)	Copying
User Friendly booklet on frequently asked (FAQs).	Available at DHS offices
Upgrading of informal settlements	Available on DHS Website
White Papers	Available at DHS offices/Website