

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
NOTICE 669 OF 2018

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 –

KWAZULU-NATAL DEPARTMENT OF SOCIAL DEVELOPMENT

As set out in the Schedule



TSHILILO 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**

**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@kznsocdev.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	

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

3. DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FOR PHOTOCOPYING IN TERMS OF SECTION 15(1)(A)(ii)

Category	Document Type	Availability
<ul style="list-style-type: none"> 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

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: 03334 15505 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.kzndsd.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 Pietermaritzburg Street Pietermaritzburg 3200
Finances	Estimates Statements Budgets Reports Audit records	
Operational Documents	Application for Funding Marketing and Branding Z83 Forms	

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	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	√
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	√