

VOLUNTARY DISCLOSURES AND INFORMATION AUTOMATICALLY AVAILABLE

1. In terms of section 14(1)(e) of the Promotion of Access to Information Act No. 2 of 2000 (*PAIA*), the Department has the following categories of the records that are automatically available for copying and inspection without a person having to request access in terms of PAIA:
 - (a) Acts, Bills and Regulations published by the Department;
 - (b) published policies and guidelines;
 - (c) application forms;
 - (d) contact directory;
 - (e) e-publications;
 - (f) published booklets and brochures;
 - (g) published marketing material, including departmental marketing brochures;
 - (h) published newsletters;
 - (i) published posters and pamphlets;
 - (j) published reports;
 - (k) strategic plans;
 - (l) annual performance plans;
 - (m) annual reports;
 - (n) budget speeches;
 - (o) vacancy circulars;
 - (p) collective bargaining agreements;
 - (q) Research in the Public Domain

2 Available Free of charge in terms of Section 15(1) (a) (iii):

- 2.1 The Department's website at www.dee.gov.za contains most of the information indicated in paragraph 1 above, which is directly accessible from the internet. Please refer to and use the website before submitting requests as it would be an easier way of accessing departmental records. You may also contact the Department on paia@dee.gov.za to determine if information requiring access is automatically available or if the access to information procedure should be followed to acquire access to such documents.
- 2.2 The other automatically available information that is not posted on the Department's website may be requested from the Department without submitting a request in terms of PAIA. No request form for access in terms of PAIA has to be completed for records automatically available in terms of this section. However a fee for copying may be levied, where applicable.