

**NOTICE IN TERMS OF SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000
(ACT NO. 2 OF 2000)**

**DESCRIPTION OF RECORDS AUTOMATICALLY AVAILABLE WITHOUT A PERSON HAVING TO
REQUEST ACCESS IN TERMS OF PAIA**

1. PURPOSE OF THIS NOTICE

In accordance with section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("PAIA"), the Eastern Cape Department of Economic Development, Environmental Affairs and Tourism ("the Department") hereby publishes a description of the categories of records that are automatically available without a person having to submit a formal request for access in terms of PAIA.

These records are made available in the interests of transparency, accountability and good governance and may be accessed subject to applicable legislation, including the Protection of Personal Information Act, 2013 (Act No. 4 of 2013), copyright, confidentiality obligations and any other legal restrictions.

2. AUTOMATICALLY AVAILABLE RECORDS

Category	Description of Records	Available on Website	Available for Inspection	Available Upon Request
Departmental Information	Departmental profile, mandate, vision, mission, organisational structure, contact details, district offices, MEC profile, Head of Department profile, public entities reporting to the Department	✓	✓	✓
News and Media	Media statements, speeches, newsletters, publications, photographs, campaigns, events and announcements	✓	✓	✓
Corporate Governance	Strategic Plans, Annual Performance Plans, Annual Reports, Annual Financial Statements, Service Delivery Improvement Plans, Operational Plans, organisational structure	✓	✓	✓
Policies, Frameworks and Guidelines	Departmental policies, frameworks, guidelines, directives, codes of conduct and standard operating procedures approved for public release		✓	✓
Legislation	Constitution, PAIA, POPIA, PFMA, Public Service Act, Labour Relations Act, Basic Conditions of Employment Act, National Environmental Management Act and specific environmental legislation administered by the Department		✓	✓
PAIA and POPIA	PAIA Manual, Information Regulator Guide, Privacy Notice, Privacy Policy, PAIA and POPIA prescribed forms, Information Officer contact details	✓	✓	✓

Category	Description of Records	Available on Website	Available for Inspection	Available Upon Request
Environmental Affairs	Environmental management guidelines, climate change publications, biodiversity information, environmental awareness material, waste management guidance, air quality guidance, environmental compliance information, public participation notices		✓	✓
Economic Development	Provincial economic development strategies, sector strategies, investment promotion information, SMME support information, research reports, programme guidelines and publications		✓	✓
Tourism	Tourism strategies, tourism development publications, tourism research reports, destination development information, tourism awareness material		✓	✓
Public Participation	Notices inviting public comment, environmental impact assessment notices, consultation notices, stakeholder engagement notices and public participation information	✓	✓	✓
Procurement and Supply Chain Management	Tender advertisements, bid awards, procurement plans, supplier information, standard bidding documents, SCM forms and procurement policies	✓	✓	✓
Employment Opportunities	Vacancy advertisements, internship programmes, learnerships, bursary opportunities, graduate recruitment programmes, e-Recruitment information	✓	✓	✓
Forms	PAIA Forms, POPIA Forms, bursary applications, internship applications, supplier registration forms and other public application forms	✓	✓	✓
Knowledge Hub	Research reports, publications, manuals, annual statistics, plans, forms, approved budgets and information documents published by the Department		✓	✓

3. ACCESS TO RECORDS

The records listed above are available:

- electronically on the Department's official website, where applicable;
- for inspection at the Department's Head Office and Regional Offices during normal office hours; or
- upon request from the Information Officer or Deputy Information Officer.

Copies of records may be provided in accordance with the prescribed fees contained in the Regulations to PAIA where applicable.

4. RECORDS AVAILABLE FREE OF CHARGE

Unless otherwise indicated, the following records are available free of charge:

- Strategic Plans;
- Annual Performance Plans;
- Annual Reports;
- Annual Financial Statements;
- Departmental publications;
- Media statements;
- Policies and guidelines published by the Department;
- PAIA Manual;
- Privacy Notice;
- Information Regulator Guide;
- PAIA and POPIA prescribed forms;
- DEDEAT Website Cookie Notice
- Vacancy advertisements;
- Tender advertisements;
- Bid awards;
- Environmental awareness publications;
- Tourism publications;
- Economic development publications; and
- Public participation notices.

5. EXCLUSIONS

Nothing contained in this Notice prevents the Department from refusing access to a record where such refusal is authorised or required in terms of PAIA, POPIA or any other applicable legislation.

Records containing confidential information, commercially sensitive information, personal information or information protected by law may only be disclosed in accordance with PAIA and other applicable legislation.

6. REPRODUCTION FEES

Where copies of records are requested, the Department may charge the prescribed reproduction fees in accordance with the Regulations issued under PAIA.

Inspection of records at the Department's offices, where applicable, is generally free of charge.

7. CONTACT DETAILS

Department Name:	Department of Economic Development, Environmental Affairs and Tourism (DEDEAT)
Physical Address:	Palm Square Office Park, Alderwood House, Bonza Bay Road, Beacon Bay, East London, 5205
Postal Address:	Private Bag X 0054, Bhisho, 5605
Telephone Number:	(043) 605-7004
Website:	www.dedea.gov.za
Information Officer	Mrs. Mickey Mama
Information Officer Email:	Mickey.Mama@dedea.gov.za
Deputy Information Officer	Miss Ronel de Bruin
Deputy Information Officer Email:	Ronel.Debruin@dedea.gov.za

8. REVIEW OF THIS NOTICE

This Notice shall be reviewed periodically to ensure that it accurately reflects the records that are automatically available to members of the public and remains compliant with the Promotion of Access to Information Act, 2000. (as amended)

Approved by:


Mickey Mama (Jun 29, 2026 13:18:07 GMT+2)

Mrs Mickey Mama

Head of Department

Eastern Cape Department of Economic Development, Environmental Affairs and Tourism

Date: 29/06/2026

DEDEAT S15 Notice - Automatically Available Records

Final Audit Report

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