



social development

Department:
Social Development
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



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AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

In terms of

**(Section 15 of the Promotion of Access to Information Act
2000 (Act no. 2 of 2000), as amended**

[Regulation 5A]

CATEGORY	DESCRIPTION	MODE OF ACCESSABILITY				
		Inspection	Website	Copying	Purchase	Free of Charge
PAIA Forms	PAIA Form 02: Request for Access to a record (Regulation 7)	X	X	X		X
	PAIA Form 03: Outcomes of request and fees payable (Regulation 8)	X	X	X		X
	PAIA Form 04: Internal appeal form (Regulation 9)	X	X	X		X
POPIA Forms	POPIA Form 01: Objection to the processing of personal information	X	X	X		X
	POPIA Form 02: Request for correction or deletion of personal information or destroying or deletion of records of personal information	X	X	X		X
	POPIA Form 03: application for the issue of a code of conduct	X	X	X		X
	POPIA Form 04: Application for the consent of data subject for the processing of personal information for the purpose of direct marketing	X	X	X		X

	POPIA Form 05: Complaint regarding interference with the protection of personal information/complaint regarding determination of an adjudicator	X	X	X		X
Manual	PAIA Section 14 Manual	X	X	X		
Z83	Public service employment forms	X	X	X		X
Leave Forms	Public Service Leave of Absence Forms	X	X	X		X
Strategic Management & Leadership	Departmental Strategic Plans	X	X	X		
	Annual Performance Plans	X	X	X		
	Service Delivery Improvement Plans	X	X	X		
	Quarterly & Annual Performance Reports	X	X	X		
	Approved Organisational Structure	X	X	X		
	Budget Speech	X	X	X		
	Risk Management Policy	X	X	X		
	Disaster Management Plan	X	X	X		
Human Capital Management & Capacity Development	Recruitment & Selection Policy	X	X	X		
	Job descriptions	X		X		
	Employment Equity Plan	X	X	X		
	Disciplinary & Grievance policies	X	X	X		
	Bursary Policy	X	X	X		
	Performance Management & Development System Policy	X	X	X		
	Occupational Health & Safety Policy	X	X	X		
	Information/advertisement on Learnership & Internship	X	X	X		X
Supply Chain & Finance Management	Budget Book	X				
	Expenditure Report	X		X		
	Banking Arrangement (Banking Details)	X	X	X		
	Internal Audit Policy & Guidelines	X	X	X		

	Demand & Acquisition Policy	X	X	X		
	Bid Administration Guidelines	X	X	X		
	Bid Advertisements	X	X	X		
	Bid documents	X			X	
	Logistic Management Policy	X	X	X		
	Asset Management Policy	X	X	X		
Communication	Communication Policy	X	X	X		
	Editorial & Publication Services	X	X	X		
	Branding Manuals	X	X	X		
	Media Statements	X	X	X		
Social Welfare Legislations	Prevention & Treatment for Substance Abuse Act, 2008	X	X	X		
	Children's Amendment Act, 2007	X	X	X		
	Social Security Agency Act, 2004	X	X	X		
	Social Assistance Act, 2004	X	X	X		
	Older Persons Act, 2006	X	X	X		
Community Development	Application form registration of NPOs	X	X	X		
	NPO code of good practice	X	X	X		
	NPO registration process guide	X	X	X		


 MRS. M.P. MHLONGO-KGABOESELE
 ACTING HEAD OF DEPARTMENT
 06 AUGUST 2025