



## **AVAILABLE RECORDS WITHIN THE DEPARTMENT OF CULTURAL AFFAIRS AND SPORT WITHOUT HAVING TO GO THROUGH THE PAIA REQUEST PROCESS**

In terms of section 15(1)(a)(i) and section 15(1)(a)(ii) of the Promotion of Access to Information Act, 2000 (PAIA), the following records are available for inspection and copying respectively.

The following documents that are marked with an asterisk are free of charge in terms of section 15(1)(a)(iii) and is readily available for download from the WCG portal at <https://www.westerncape.gov.za/dept/cas>. The other documents are available on request.

<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) (a)</b>	<b>MANNER OF ACCESS TO RECORDS SECTION 15(1) (b)</b>
<b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
(a) "Step-by-Step to project execution" document of the Museum Service (b) Two-monthly in-house magazine "the Cape Librarian" * (c) Annual review of the Western Cape Library Service (d) Event Strategy of the Province (e) HIV and AIDS Strategy of the Department (f) Strategic Plan* (g) Service Delivery Improvement Plan* (h) Annual Performance Plans*	Records referred to in (a) to (m) are available for inspection at the Department of Cultural Affairs and Sport, Protea Assurance Building, Greenmarket Square, Cape Town.

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| <ul style="list-style-type: none"><li>(i) Annual Reports*</li><li>(j) Annual Reports to Citizens*</li><li>(k) Service Charters*</li><li>(l) Western Cape Department of Cultural Affairs and Sport Budget Speech</li><li>(m) Department of Cultural Affairs and Sport: Organogram</li><li>(n) Norms and Standards for Western Cape Public Libraries</li><li>(o) Contact list for Western Cape Public Libraries</li></ul> |  |
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