

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT  
DEPARTEMENT VAN JUSTISIE EN STAATKUNDIGE ONTWIKKELING**

No. R. 96

1 February 2008

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000**

**DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Brigitte Sylvia Mabandla, Minister for Justice and Constitutional Development, 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 –

**Department of Provincial and Local Government**

As set out in the Schedule



**BRIGITTE SYLVIA MABANDLA, MP**

**MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

**Annexure B****“FORM D”****AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**

(Section 15 of the Promotion of Access to Information Act, 2000

(Act 2 of 2000))

[Regulations 5A]

<b>DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</b>	<b>MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15(1)(b))</b>
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
<b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
Integrated Development Planning Newsletter: 2005	Available from Directorate Intergovernmental Planning: dplg
<ol style="list-style-type: none"> <li>1. LED Guidelines, March 2005 available on the website</li> <li>2. LED Framework discussion document, November 2005 (embargoed, NOT for public consumption)</li> <li>3. LED Toolkit August 2006 – yet to be printed</li> </ol>	Available from Directorate; Intergovernmental Planning: dplg
<b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
Training Board for Local Government Bodies Annual Reports	The respective reports are available for copying.
Note: Training Board was disestablished in 2000 and no longer has Annual Reports	
Discussion document: The Nature, Role and Composition of the Senate of the Republic of South Africa compared with second chambers of other states	Available for copying
Discussion document: The South African Second Tier of Government. Comparisons with international examples of regionalized systems of government	Available for copying
Province of Mpumalanga, House of Traditional Leaders	Available for copying
Discussion document: An overview of the fundamental principles of selected proportional electoral systems	Available for copying
A discussion document towards a white paper on local government	Available for copying
Green paper on local government	Available for copying
White paper on local government	Hardcopies are available for copying
A short guide to the white paper on local government	Available for copying
Intergovernmental relations	Available for copying

<p><b>Local Government series (1):</b> Local Economic Development</p> <p>Integrated Development Planning for Local Authorities: A User-Friendly Guide</p> <p>Tool Kit for Municipal Planning</p> <p>Municipal Infrastructure Programme Progress Report</p> <p>The Consolidate Municipal Infrastructure Programme hand-book</p> <p>Municipal Infrastructure Investment Framework</p> <p>Municipal Service Options: A Guideline for Local Authorities</p> <p>Guidelines for Private Sector Participation in Municipal Service Delivery</p> <p>Disaster Management Guidelines for Municipalities</p> <p>Financial Management for Local Government: A User-friendly Guide</p> <p><b>Local Government Information Series Part two / (2)</b> Building Capacity Local government for the 21<sup>st</sup> Century Demarcation Establishing New Municipalities Elections District Government Metropolitan Government Types of Municipalities Participation and Accountability Performance Management</p>	<p>Available for copying</p> <p>Hard copies are available for copying</p>
Policy Paper	Available for copying
Questions and Answers about Municipal Service Partnerships	Hard copies are available for copying
Further Research into Metropolitan Government Systems	Available for copying
Masakhane (1)	Hard copies are available for copying
Masakhane (2)	Hard copies are available for copying
Citizen's guide on Municipal Service Partnerships	Hard copies are available for copying
White Paper on Disaster Management	Hard copies are available for copying
Annual Report on the Equitable Share for	Hard copies are available for copying

Local Government for the 1999/2000 financial year	
Internal Newsletter – Departmental Activities	Available for copying
Annual Reports for the T.C.W. Title: Progress with the Implementation of the Constitution	Available for copying
Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Minorities – an integrated discussion document	Available for copying
Final Report: Second National Consultative Conference: The Commission for the Promotion and Protection of the Rights of Cultural and Linguistic Communities	Available for copying
Review of the SA Government's Grant-funded Municipal Infrastructure Programs	Available for copying
Intergovernmental Relations	Hard copies are available for copying
Municipal International Relations	Available for copying
Report on the Southern African Development Community (SADC) Local Government Conference: Towards co-operation on Local Government matters in the Southern African Development Community Region 28-30 July 1999	Available for copying
<b>Local Economic Development Manual Series (1<sup>st</sup> edition):</b> Guideline to Institutional Arrangements (1) Strategies and Instruments Transforming Localities (2) Case-study Experience in Declining & Thriving Municipalities (3) Performance Management & Measurement Techniques (4)	Available for copying
DP-DDP brochure	Available for copying
Discussion Document towards White Paper on Traditional Leaders and Institutions	Available for copying
White Paper on Traditional Leadership	Hard copies are available for copying
GR Provisional Supervision, Manual for the Application of Section 139 of the Constitution	Hard copies are available for copying
Local Government 2000 and beyond, vote and be involved	Available for copying
Integrated Development Planning (IDP). A report on study tour to South America on the Development Planning System in Bolivia and Columbia	Available for copying
Integrated Development Plans (IDP) and Land-Use Management Linkages	Available for copying
The first preliminary Municipal Service Partnerships survey in South Africa (breaking the mould)	Available for copying

<b>IDP Guide Pack:</b> Guide 0 (overview) Guide 1 (guidelines) Guide 2 (preparation) Guide 3 (methodology) Guide 4 (toolbox) Guide 5 (sectors and implementation)	Hard copies are available for copying
Regenerating Local Economics, the social plan fund, municipalities leading local economics towards regeneration	Hard copies are available for copying
Capacity Building Programmes on Municipal Service Partnerships (MSPs), <u>towards enhancement of Institutional capacity for sustainable development!</u>	Available for copying
Introduction to Performance management for Local Government in South Africa	Available for copying
Performance management, a guide for Municipalities	Hard copies are available for copying
Disaster Management <i>In South Africa</i>	Available for copying
Integrated Sustainable Rural Development Programme (SRDP)	Available for copying
Consolidated Municipal Infrastructure Investment Unit, CMIP update	Available for copying
Integrated Development Planning (IDP) Pack: IDP summary IDP-LA21 process IDP declaration Disc calendar 2003 The case of the UGU IDP Summary document on the IDP-LA21 relationship Principals of IDP and assessment of the process 2001/2002 Case studies on sustainability in local governance IDP Disc (CD)	Hard copies are available for copying
Strategic Plan	Hard copies are available for copying. Copies of the 2004-07 plan are available while stocks last, where after hard copies will be available for copying.
Property Rates Bill – Key Information Services	Hard copies are available for copying
Local Government Review 2003/04	Available for copying
Local Government Review 2003/04	Available for copying
Local Government Municipal Performance Regulations	Booklet available while stocks last
Local Government Fact Book	Hard copies are available for copying
Annual Report	Hard copies are available for copying.

	Copies of the annual Report for 2002/03 are available while stocks last, whereafter hard copies will be available for copying
<b>FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):</b>	
Training Board for Local Government Bodies Annual Reports	The reports are available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Note: Training Board was disestablished in 2000 and no longer has Annual Reports	
White paper on local government	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Case studies on led and poverty	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Linking local economic development to poverty alleviation	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
<b>Local Government Information Series Part two / (2)</b> Building Capacity Local government for the 21 <sup>st</sup> Century Demarcation Establishing New Municipalities Elections District Government Metropolitan Government Types of Municipalities Participation and Accountability Performance Management	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Questions and Answers about Municipal Service Partnerships	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Masakhane (1)	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Masakhane (2)	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Citizen's guide on Municipal Service Partnerships	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
White Paper on Disaster Management	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Annual Report on the Equitable Share for Local Government for the 1999/2000 financial year	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
<b>Intergovernmental Relations</b> Practitioner's Guide to IGR System in SA Intergovernmental Relations Framework Act: Evolution and Practice Guidelines for Managing Joint Programmes Implementation Protocols Guidelines Guidelines for the Application of Section 100 and 139 of the Constitution Guidelines for the Allocation of Additional Powers and Functions to Municipalities Guidelines for Intergovernmental Dispute Prevention and Settlement Intergovernmental Co-operation and Agreements: An Introduction	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Basic Municipal Services (a guideline for	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>

Municipalities): Targeting poor households in the provision of basic municipal services	
Municipal Community Partnerships (MCPs)	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
White Paper on Traditional Leadership	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
GR Provisional Supervision, Manual for the Application of Section 139 of the Constitution	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
IDP-DDP plan press newsletter	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Local Economic Development Fund Brochure	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Regenerating Local Economics, the social plan fund, municipalities leading local economics towards regeneration	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Performance management, a guide for Municipalities	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Integrated Development Planning (IDP) Pack: IDP summary IDP-LA21 process IDP declaration Disc calendar 2003 The case of the UGU IDP Summary document on the IDP-LA21 relationship Principals of IDP and assessment of the process 2001/2002 Case studies on sustainability in local governance IDP Disc (CD)	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Strategic Plan	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Property Rates Bill – Key Information Services	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Local Government Municipal Performance Regulations	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Dplg Research Bulletin	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Local Government Fact Book	Available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Annual Report	Reports for 1997 to 2003 area available for free on <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
Integrated Sustainable Rural Development Strategy (ISRDS)	Available on the dplg website: <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>
<b>Urban and Rural Development</b> Programmes: Guidelines for participation URP_ Implementation Framework URP_ Toolkit for Programme Managers URP_ Lesson Learnt	Available on the dplg website: <a href="http://www.dplg.gov.za">www.dplg.gov.za</a>

<p><b>Corporate Services</b> Recruitment and Selection Policy version 1 Scarce Skills Recruitment and Retention Policy Version 1 Overtime Policy Version 1 Resettlement Policy Version 1 Special Leave Policy Version 2 Performance Management and Development System Version 1 Policy on Working Hours &amp; Working Arrangements Version 1 Job Evaluation Policy Version 1 Internal Work Organization Policy Version 1 Funeral Bereavement Policy 2006 – 2011 Version 1 Training, Education and Development Policy Version 1 Employment Equity Plan 1 April 2007 - 31 March 2010 Employment Equity Policy, Effective date: 1 April 2007 Version 1 HRD Internship Programme Policy &amp; Procedure Version 1 Transport Policy 2006/2011 Travel Policy Cellular Phone Policy 2006/2011 Internal Catering &amp; Conferencing Policy 2006/2011 Record Management Policy 2006/2011 Registry Procedure Manual April 2005 Mail Procedure Manual April 2005</p>	<p>Hard copies are available for copying</p>
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