

No. 186

15 March 2013

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000****DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Jeffrey Thamsanqa Radebe, Minister of 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 COOPERATIVE GOVERNANCE AND TRADITIONAL  
AFFAIRS**

As set out in the Schedule

**JEFFREY THAMSANQA RADEBE, MP****MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

**FORM D****AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS****(Section 15 of the Promotion of Access to Information Act, Act 2 of 2000)****[Regulation 5A]**

DESCRIPTION OF CATEGORY RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15(1)(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
FOR PURCHASING IN TERMS OF SECTION 15 (1)(a)(ii):	
The records as listed below	The records may be obtained on request in writing from the Information Officer as described in paragraph 8. Copy charges may be payable
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):	
Province of Mpumalanga, House of Traditional Leaders	The records may be obtained on request in writing from the Information Officer as described in paragraph 8. Copy charges may be payable
Discussion document towards White Paper on Traditional Leaders and Institutions	
White Paper on Traditional Leadership	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):	
White Paper on Traditional Leadership	<a href="http://www.dta.gov.za">www.dta.gov.za</a>
National House of Traditional Leaders (NHTL) • National House of Traditional Leaders Annual Report 2006/07 National House of Traditional Leaders (NHTL) Annual Report 2007/08	<a href="http://www.dta.gov.za">www.dta.gov.za</a>

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<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
The records as listed below	The records may be obtained on request in writing from the Information Officer as described in paragraph 8. Copy charges may be payable
<b>FOR PURCHASING IN TERMS OF SECTION 15 (1)(a)(ii):</b>	
The records as listed below	The records may be obtained on request in writing from the Information Officer as described in paragraph 8. Copy charges may be payable
<b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
The records as listed below	The records may be obtained on request in writing from the Information Officer as described in paragraph 8. Copy charges may be payable
<b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):</b>	
Revised National Capacity Building Framework draft 4, 2012-2016	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Section 54A and 56 Managers Skills Audit, 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
<b>General Notices/Regulations/Circulars</b>	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Municipal Property Rates Act basic information, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Basic Information for Ratepayers, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Regulations concerning financial reporting by municipalities, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Amendment of Regulations concerning the publication of particulars of the remuneration of certain municipal officials, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Regulations concerning the publication of particulars of the remuneration of certain municipal officials, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>

Regulations regarding the calling of tenders, 2007	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Local Government Municipal Performance Regulations, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Remuneration of Public Office Bearers Act (20/1998), 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Cross-boundary Municipalities Laws Repeal and Related Matters Amendment Act (2007), 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Local Government Performance Regulations (2006), 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Councillor Remuneration Final Notice, 8 December 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Formulae for determination of number of councillors, 15 July 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Participation of municipal staff in elections, 10 March 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Circular on Transitional arrangement before and after the 18 May 2011 Local Government election	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Regulations on Municipal Staff – LG Elections 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Payment of Gratuity to qualifying ex-councillors, 2012	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
<b>Reports</b>	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Development Planning Indaba 2004 Report, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
2003 Municipalities Study Tour Report by Portfolio Committee on Provincial and Local Government, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
IDP Reports, 2008 – 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Annual Reports, 1997– 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
<b>Local Government Frameworks</b>	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Local Economic Development Guidelines, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
A Guideline Document on Provincial Local Intergovernmental Relations, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Local Government Anti-corruption Strategy, 2006	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Local Government Gender Policy Framework, 2007, 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Municipal Systems Improvement Grant Framework, 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Draft Youth Development Framework for Local Government, 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Framework for Integrated LG Response to HIV and AIDS, 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
IDP Format Guide, 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
IDP Analysis Framework 2008, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Local Economic Development KPA 3 analysis, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Community-based Workbook and Guide Planning Programme, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Communication Facilitation Workbook and Guide and Dealing with Conflict, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Core Municipal Processes Workbook and Guide and Service Delivery, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Gender, Equity Workbook and Guide and Diversity, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Meeting Procedures and Guide and Reporting, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
National Framework and Ward Funding Model, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Public Participation Workbook and Guide in Local Governance, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Industry Guide – Infrastructure Service Delivery Level and unit cost, 2012	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Revised National Capacity Building Framework, 2012-2016	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
<b>Programme Information</b>	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Business Adopt-a-Municipality: FAQ's for the 2014 Flagship	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>

Projects, 2011	
Clean Cities and Towns Programme: Strategy Framework, 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Clean Cities and Towns Programme: Operations, 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Operation Clean Audit: Booklet, 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Guideline for Establishment of Municipal Public Accounts Committees, 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Outcome 9: Technical Implementation Forum (28 June 2010) Delivery Agreement, 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
<b>LG Turnaround Strategies</b>	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Cabinet LG TAS Final (9 November 2009), 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Implementation of MTAS, 22 June 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
LG TAS Booklet, 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
MinMEC Media Briefing, 4 March 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Municipal Guidelines, 2010	
Phase 3 Guidelines Final, 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
State of LG Overview Report (16 November 2009), 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
<b>Strategic Plans</b>	
COGTA Strategic Plans, 2004-2014	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
COGTA Business Plan, 2010-2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
<b>Legislation</b>	
Municipal Property Rates Act and Implementing Tool	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Step-by –Step Guide on Valuation and Rating, 2007	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Generic Rates Policy Format, 2007	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
General Guidelines, 2007	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Guidelines on Valuations for Municipalities, 2007	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Municipal Property Rates Amendment Act, 2009	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Draft Municipal Property Rates Amendment Bill, 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
<b>General Brochures</b>	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
HIV and AIDS Brochure, 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Youth Brochure, 2008	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
HIV and AIDS Local Government Network, 2010	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>
Annexure B – CWP-Communities at Work Publication, 2011	<a href="http://www.cogta.gov.za">www.cogta.gov.za</a>