

DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

NO. 832

11 SEPTEMBER 2015

ANNEXURE D

AVAILABILITY OF DEPARTMENTAL RECORD AND ACCESS TO SUCH

DESCRIPTION OF CATEGORY OF 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)(a))
RECORDS FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
For Example: Documents that cannot be released but can only be inspected from the office	The records may be accessed from the Department on request, addressed to: The Office of the Information Officer Department of Cooperative Governance and Traditional Affairs 330 Langalibalele Street (formerly Longmarket) Pietermaritzburg, 3201 Telephone: 033 395 3084 Email: Vernon.anley@kzncogta.gov.za Website: http://www.kzncogta.gov.za
RECORDS FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
(a) Tender documents as directed by SCM (b) Maps as directed by DIS	The records may be purchased from the respective Business Units. Prices are available on request.
RECORDS FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
For records that are automatically available Annexure B (Request Form A) does not need to be completed however fees may still be charged as per Annexure E	The records may be accessed from the Department on request, addressed to: The Office of the Information Officer Department of Cooperative Governance and Traditional Affairs 330 Langalibalele Street (formerly Longmarket) Pietermaritzburg, 3201 Telephone: 033 395 3084 Email: Vernon.anley@kzncogta.gov.za Website: http://www.kzncogta.gov.za

RECORDS AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
(a) the Departmental strategic plan; (b) the vision, mission and values of the Department; (c) the Legislative mandates of the Department; (d) the core, non-core and support functions of the Department; (e) updated Departmental Policies; (f) all Departmental Publications; (g) all speeches by the MEC and senior officials; (h) all Departmental Circulars; (i) the Injobo, Pivot and Contact Booklets; (j) the monthly official Fuel Tariffs as issued by National Department of Transport (k) the Departmental Research Proposals	The records may be accessed from the Departmental website: Website: http://www.kzncogta.gov.za
DESCRIPTION OF CATEGORY OF RECORDS AVAILABLE ON REQUEST IN TERMS OF SECTION 6(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
RECORDS AVAILABLE THROUGH FILLING IN A REQUESTOR FORM (ANNEXURE B)	
All documents listed under Section 11 of the Manual For Example: The Manase Report which was made available in 2013 and for which a Request Form had to be submitted.	The records may be accessed from the Department on request, addressed to: The Office of the Information Officer Department of Cooperative Governance and Traditional Affairs 330 Langalibalele Street (formerly Longmarket) Pietermaritzburg, 3201 Telephone: 033 395 3084 Email: Vernon.anley@kzncogta.gov.za Website: http://www.kzncogta.gov.za