DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 1078

06 NOVEMBER 2015

PROMOTION OF ACCESS TO INFORMATION ACT, 2000

DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, 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 CO-OPERATIVE GOVERNANCE

As set out in the Schedule

TSHILILO MICHAEL MASUTHA, MP (ADV)

MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



REPUBLIC OF SOUTH AFRICA

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)) [Regulation 5A]

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)(b))
FOR INSPECTION IN TER I	MS OF SECTION 15(1)(a)(i):
NOT APPLICABLE	
FOR PURCHASING IN TER	MS OF SECTION 15(1)(a)(ii):
NOT APPLICABLE	
FOR COPYING IN TERM S	S OF SECTION 15(1)(a)(ii):
DISCUSSION DOCUMENTS AND ALL DOCUMENTS NOT LISTED BELOW	The Chief Information Officer Department of Cooperative Governance Private Bag X804 Pretoria,0001 Fax: 012 3340603 E-mail: thinavhuyoN@cogta.gov.za
AVAILABLE FREE OF CHARGE I	N TERMS OF SECTION 15(1)(a)(iii):
FLAGSHIP PROGRAMME	www.cogta.gov.za
Business Adopt-a-Municipality	www.cogta.gov.za
Frequently asked Questions for the 2014 Flagship Projects	www.cogta.gov.za
FREE BASIC SERVICES	www.cogta.gov.za
Policies and Implementation Guidelines	www.cogta.gov.za
Electricity Basic Services Support Tariff Policy	www.cogta.gov.za
Free Basic Alternative Energy Policy	www.cogta.gov.za
National Policy for the Provision of Basic Refuse Removal Services to Indigent Household	www.cogta.gov.za
White Paper on Basic Household Sanitation	www.cogta.gov.za

GENERAL NOTICES/REGULATIONS/CIRCULARS	www.cogta.gov.za
LG Employment Regulations	www.cogta.gov.za
Circular Appointment t and Employment Conditions for	www.cogta.gov.za
Local Government Senior Managers	
Local Government Regulations for Appointment and	www.cogta.gov.za
Conditions of Employment for Senior Managers	
2010 June 18 Regulations Notice for comments	www.cogta.gov.za
Amendments of Regulations concerning the Publication of	www.cogta.gov.za
particulars of the remuneration of certain mu	
Circular 30 of 2012 Determination of upper limits of salaries,	www.cogta.gov.za
allowances and benefits for councillor	www.cogto.gov.zo
Circular on transitional Arrangements before and after the 18 May 2011 Local Government Election	www.cogta.gov.za
Councillor Remuneration Final Notice-08 December 2008	www.cogta.gov.za
Cross-boundary Municipalities Laws Repeal and Related	www.cogta.gov.za
Matters Amendment Bill,2009: Rule 241 (1)	www.cogta.gov.za
Cross Boundary Municipalities Laws Repeal and Related	www.cogta.gov.za
Matters Amendment Act, 2007	THE TOTAL STREET
Determination of upper Limits of Salaries for Councillors	www.cogta.gov.za
2014	
Formulae for Determination of number of Councillors- 15	www.cogta.gov.za
July 2009	
Government Gazette No. 31924 MDB Board members	www.cogta.gov.za
2009	
Government Gazette: National Framework for the ward	www.cogta.gov.za
funding Government Gazette National Framework for the Ward	
funding model	www.cogta.gov.za
GOVERNMENT NOTICE. Remuneration of Public Office	www.cogta.gov.za
Bearers (Municipal Councillors)	
Local Government Municipal Performance	www.cogta.gov.za
Regulations, 2006	www.cogto.gov.zo
Local Government: Municipal Performance Regulations, 2006 (draft)	www.cogta.gov.za
Local Government. Municipal Performance Regulations,	www.cogta.gov.za
2006 (published)	
Local Government: Municipal Property Rates Act (612004):	www.cogta.gov.za
Regulations on the Rate Ratio Notice 1032 of December 2012 Determination of upper	www.cogta.gov.za
limits of salaries, allowances and benefits	www.oogta.gov.za
Participation of municipal staff Ln elections 10.03.2011	www.cogta.gov.za
Payment of Gratuity to quality ex-councillors	www.cogta.gov.za
Proclamation Notice	www.cogta.gov.za
IDP 2013/14	www.cogta.gov.za
Free State	www.cogta.gov.za
Gauteng	www.cogta.gov.za
Northern Cape	www.cogta.gov.za
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LEGISLATIONS	www.cogta.gov.za
Acts	www.cogta.gov.za
Intergovernmental Relations Framework Act. 2005 (Act no 13 of 2005	www.cogta.gov.za

Council of Tradition Leaders Act, 1997	www.cogta.gov.za
Cross boundary municipalities' laws repeat and related matters amendment act. 2009	www.cogta.gov.za
Disaster Management Act, 2002	www.cogta.gov.za
Disestablishment of the Local Government Affairs Council Act, 1999	www.cogta.gov.za
General Laws Amendment Act	www.cogta.gov.za
Local Government Transition Act, 1993	www.cogta.gov.za
Local Government: Laws Amendment Act. 2002	www.cogta.gov.za
Local Government Municipal Demarcation Act. 1998	www.cogta.gov.za
Local Government: Municipal Structure Amendment Act,2000	www.cogta.gov.za
Local Government: Municipal Structure Amendment Act, 2003	www.cogta.gov.za
Local government Remuneration of Public Office Bearers Act, 2003	www.cogta.gov.za
Manuals in terms of the promotion to access to information Act,2000 (English)	www.cogta.gov.za
Manuals in terms of the promotion to access to information Act,2000 (Isizulu)	www.cogta.gov.za
Manuals in terms of the promotion to access to information Act,2000 (Setswana)	www.cogta.gov.za
Municipal Systems Amendment Act	www.cogta.gov.za
Organised Local government Act, 2007	www.cogta.gov.za
Remuneration of Town Clerks Repeal Act, 1996	www.cogta.gov.za
Repeal of Local government Laws Act, 1997	www.cogta.gov.za
South African Olympic Hosting Act, 1997	www.cogta.gov.za
The Commission for the Promotion and Protection of the Rights of Cultural, Religious Acts, 2002	www.cogta.gov.za
Transfer of staff of Municipalities Act, 1998	www.cogta.gov.za
Bills	www.cogta.gov.za
intergovernmental Relations Framework Bill	www.cogta.gov.za
36812_39 Cooperative Governance Notice 3 September 2013	www.cogta.gov.za
Cross-Boundary Bills Provincial-1	www.cogta.gov.za
LG MPR Amendment Bitt, 2013	www.cogta.gov.za
LOCAL GOVERNMENT LAWS AMENDMENT BILL	www.cogta.gov.za
Memorandum on the objects of the LG MPR Amendment Bill, 2013	www.cogta.gov.za
Municipal Systems Amendment Bill	www.cogta.gov.za
Terms of Reference for Public Hearing on Initiations schools	www.cogta.gov.za
X-Boundary Bill -12 Dec 2008	www.cogta.gov.za
Municipal Property Rates Act & Implementation tool	www.cogta.gov.za
Amendment Bill 2013	www.cogta.gov.za
Explanatory summary of LG Municipal Property Rates Amendment Bill 2013	www.cogta.gov.za
Memorandum on the objects of the LG Municipal Property rates Amendment	www.cogta.gov.za
Municipal Property rates Amendment Bill (833-2013, as introduced in Parliament)	www.cogta.gov.za
Basic 1nfomation for Ratepayers	www.cogta.gov.za

Municipal Property Rates Act basic information	www.cogta.gov.za
Circulars	www.cogta.gov.za
Circular on MPRA transitional arrangements	www.cogta.gov.za
Circular on the rating and verification of public benefit organisation	www.cogta.gov.za
Circular on the rating of state owned properties during the transitional period	www.cogta.gov.za
Notice Amending the Municipal Property rates Regulations gazetted on 27 March 2009	www.cogta.gov.za
Guidelines	www.cogta.gov.za
Guidelines on tender specifications for procurement of Private Values	www.cogta.gov.za
Guidelines on valuations for municipalities	www.cogta.gov.za
Municipal Property Rates Act general Guidelines	www.cogta.gov.za
Notices	www.cogta.gov.za
Conditions of Appointment of Members of Appeal Board 12- 02-2007	www.cogta.gov.za
Local Government Municipal Financial Management Act (56/2003) Effective date for municipalities	www.cogta.gov.za
Other guiding tools	www.cogta.gov.za
Generic Rates Policy Format	www.cogta.gov.za
Step-By-Step Guide on Valuations and Rating	www.cogta.gov.za
Administrative issues and interest rate: Gazetted on 18 October 2006	www.cogta.gov.za
Framework for Condonation of Non-Compliance with Provisions of the Act	www.cogta.gov.za
Local Government, MPRA Circular on regulations on Rate Ratio	www.cogta.gov.za
The Act	www.cogta.gov.za
A gazette on the commencement date of Local Government	www.cogta.gov.za
Draft Municipal Property rates Amendment Bill 2011	www.cogta.gov.za
Local Government Municipal Finance Management Act. 2003	www.cogta.gov.za
Municipal Property Rates Amendments Act, 2009	www.cogta.gov.za
Policy Papers	www.cogta.gov.za
Policy Process on the system of Provincial & Local Government	www.cogta.gov.za
White Paper	www.cogta.gov.za
LOCAL GOVERNMENT FRAMEWORKS	www.cogta.gov.za
Climate Change Response Toolkit	www.cogta.gov.za
A guide to integrating climate change Response	www.cogta.gov.za
A toolkit to integrating climate change response	www.cogta.gov.za
Directory of key Regional Climate Change Resource	www.cogta.gov.za
DEA-Climate change brochure 2011	www.cogta.gov.za
Adaptation to Climate Change in the City Of Cape Town	www.cogta.gov.za
Adapting South African cities and towns	www.cogta.gov.za
Climate adaptation options for Water Sectors in South Africa	www.cogta.gov.za
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Durban climate change case studies	www.cogta.gov.za
Eastern Cape Climate change response strategy	www.cogta.gov.za
Institutionalising in local government	www.cogta.gov.za
Popular guide to latest findings about climate change	www.cogta.gov.za
South Africa 2 nd National Communications under the	www.cogta.gov.za
UNFCCC	
	www.cogta.gov.za
Southern African risk and vulnerability atlas	www.cogta.gov.za
Status quo of climate change effects on Western Cape	www.cogta.gov.za
The national climate change response white paper	www.cogta.gov.za
Water Research Commission Report	www.cogta.gov.za
Western cape Climate Change Response Strategy and Action Plans	www.cogta.gov.za
Examples of Climate Change Analysis Reports	www.cogta.gov.za
Emfuleni Climate Change Integration	www.cogta.gov.za
Thulamela Local Municipality-Climate Change Integration	www.cogta.gov.za
Presentation - Climate Change £ Municipal Planning	www.cogta.gov.za
Climate Change and Municipal Presentation w.coataeov.za	www.cogta.gov.za
Climate Change Presentation	www.cogta.gov.za
Draft Public Participation Policy Framework	www.cogta.gov.za
Handbooks	www.cogta.gov.za
A handbook on Community Development Workers in South Africa	www.cogta.gov.za
Annexure A-CWP Implementation Manual	www.cogta.gov.za
Handbook for Facilitating Development and Governance response for HIV and AIDS	www.cogta.gov.za
The Dplg GTZ Ward Committee Handbook	www.cogta.gov.za
The Dplg GTZ Ward Committee Resource Book	www.cogta.gov.za
Ward Committee Workbook & Guide induction manual	www.cogta.gov.za
Ward Committee Workbook & Guide Project Management	www.cogta.gov.za
Intergovernmental Relations toolkit	www.cogta.gov.za
Allocation of Additional Powers and Functions to be Municipalities 26 April 2007	www.cogta.gov.za
Application of Sections 100. 139 of Constitution 26 April 2007	www.cogta.gov.za
IGR Toolkit Brochure 26 April 2007	www.cogta.gov.za
Implement Protocol Guidelines	www.cogta.gov.za
intergovernmental Dispute Prevention and Settlement Guidelines 26 April 2007	www.cogta.gov.za
Practitioners Guide to IGR system in SA 02 May 2007	www.cogta.gov.za
The additional allocation of powers and functions to the Municipalities	www.cogta.gov.za
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The guidelines for managing joint programmes	www.cogta.gov.za
The implementation of the Intergovernmental Relations Framework Act - report 05/06 - 06/07	www.cogta.gov.za
Working together for Development Understanding Booklet	www.cogta.gov.za

The Presidential Local Government Summit	www.cogta.gov.za
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LOCAL GOVERNMENT USEFUL TEMPLATES DOCUMENTS	www.cogta.gov.za
Civil Engineering Bursary Application Form CRL nomination torn, Municipal Systems Improvement Grant activities Municipal Systems Improvement Grant Monthly Report Provision of Sector Programme Management	www.cogta.gov.za
NATIONAL HOUSE OF TRADITIONAL	www.cogta.gov.za
LEADERS	
PUBLICATIONS DOCUMENTS	
Acts - Repeal of the BAA and Amendment of Certain Laws- 28 of 2005	www.cogta.gov.za
Complete list of Legislation on Trads updated Feb 2008	www.cogta.gov.za
IDC Background -27 July 2007	www.cogta.gov.za
KZN TRADITIONAL LEADERSHIP AND GOVERNANCE	www.cogta.gov.za
ACTS OF 2005	www.cogta.gov.za
National House of Traditional Leaders Bill, 2008	www.cogta.gov.za
National Program of Support 15 November 2007	www.cogta.gov.za
NHTL Annual Report- 2006/7	www.cogta.gov.za
NHTL NEWSCLIPPINGS	www.cogta.gov.za
NHTL Thabo Mofutsayana municipality - poster	www.cogta.gov.za
NHTL 10 year celebration booklet 25 July 2007 -	www.cogta.gov.za
Recognition of customary marriages act 120 of 1998	www.cogta.gov.za
Rules and Orders of NHTL	www.cogta.gov.za
Traditional Leadership and Governance Framework	www.cogta.gov.za
PAIA DOCUMENTS	www.cogta.gov.za
DCoG Promotion of Access to information Act	www.cogta.gov.za
DTA Promotion of Access to information Act	www.cogta.gov.za
PAIA MANUAL DCOG Tswana final 3	www.cogta.gov.za
PAIA MANUAL DCoG Xitsonga FINAL2	www.cogta.gov.za
PAIA MANUAL DCoG Zulu FINAL3	www.cogta.gov.za
PAIA MANUAL DTA Sepedi	www.cogta.gov.za
PARLIAMENTARY Q & A	www.cogta.gov.za
November 2013	www.cogta.gov.za
Appointment of construction companies P0305 NCOP	www.cogta.gov.za
Appointment of municipal managers PQ2981	www.cogta.gov.za
Assistance to municipal under administration - P0 355	www.cogta.gov.za
Criminal charges against officials- PQ105 revised	www.cogta.gov.za
Grahamstown water challenges- PQ2270	www.cogta.gov.za
Monitoring of State enterprises -PQ355	www.cogta.gov.za
Criminal charges against officials- PQ105 revised	www.cogta.gov.za
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Monitoring of State enterprises -PQ355 September 2013 Www.cogla.gov.za Questions 104, 120, 121, 123, Www.cogla.gov.za PRESENTATIONS Www.cogla.gov.za Www.cogla.gov.za Www.cogla.gov.za Www.cogla.gov.za CGGTA Stakeholders Bosberaad - June 2009 Www.cogla.gov.za COPIT Presentations - Friendship cities and local government cooperation Www.cogla.gov.za Www.cogla.gov.za Www.cogla.gov.za Www.cogla.gov.za Www.cogla.gov.za IDP Assessments February 2009 Www.cogla.gov.za Ucal Government communicators workshop July 2009 Local Government Learning Network Www.cogla.gov.za PBLICATIONS Www.cogla.gov.za Www.cogla.gov.za Www.cogla.gov.za Www.cogla.gov.za Www.cogla.gov.za PPUBLICATIONS Www.cogla.gov.za Www.cogla.gov.		T
Questions 104, 120, 121, 123,	Monitoring of State enterprises -PQ355	
### PRESENTATIONS #### Multilingualism Conference June 2008 #### COGTA Stakeholders Bosberaad - June 2009 **COGTA Stakeholders Bosberaad - June 2009 **Principal Stakeholders Bosberaad - June 2009 *	•	
Multilingualism Conference June 2008 www.cogla.gov.za CoGTA Stakeholders Bosberaad - June 2009 www.cogla.gov.za Communicators Round Table and Technical Meeting www.cogla.gov.za COPI7 Presentations - www.cogla.gov.za Friendship cities and local government cooperation www.cogla.gov.za IDP Assessments February 2009 www.cogla.gov.za Inglementation of Municipal Property Rates Act www.cogla.gov.za LC Indaba Commission Presentations www.cogla.gov.za Local Government Cearning Network www.cogla.gov.za MISA Launch - November 2011 www.cogla.gov.za Misch Launch - November 2011 www.cogla.gov.za Modal Economic Indaba October 2007 www.cogla.gov.za OFO Workshop -14 - September-2011 www.cogla.gov.za Urbanisation Forum www.cogla.gov.za Women in Local Governance - August 2013 www.cogla.gov.za PUBLICATIONS www.cogla.gov.za Best practices on Free basic Services www.cogla.gov.za Outline of the impact made through the deployment of service delivery facilitators www.cogla.gov.za Project Consolidate making a difference to ordinary www.cogla.gov.za <td>Questions 104, 120, 121, 123,</td> <td>www.cogta.gov.za</td>	Questions 104, 120, 121, 123,	www.cogta.gov.za
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LOCAL GOVERNMENT SUMMIT DOCUMENTS	www.cogta.gov.za
The Presidential Local Government Summit Programme	www.cogta.gov.za
The Presidential Local Government Summit Overview	www.cogta.gov.za
The integrated Urban Development Framework (IUDF)	www.cogta.gov.za
The Back to Basics Approach Concept Document	www.cogta.gov.za
Summit Statement of Intent	www.cogta.gov.za
The Presidential Local Government Summit Report	www.cogta.gov.za
The Presidential Local Government Summit Back to Basics Approach Document	www.cogta.gov.za
Presentations	www.cogta.gov.za
President Jacob Zuma Speech	www.cogta.gov.za
Minister Prawn Gordhan Back to Basics Presentation	www.cogta.gov.za
Presidential Local Government Summit Presentation Nestlé	www.cogta.gov.za
Presidential Local Government Summit Presentation - Sappi	www.cogta.gov.za
Presidential Local Government Summit Presentation – Sarah Baartsman District Municipality	www.cogta.gov.za