

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 1078

23 SEPTEMBER 2016

**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 –

**KWAZULU-NATAL PROVINCIAL GOVERNMENT: DEPARTMENT OF  
CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

As set out in the Schedule



**TSHILOLO MICHAEL MASUTHA, MP  
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

## 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))
<b>RECORDS FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
<b>For Example:</b> 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: <a href="mailto:Vernon.anley@kzncogta.gov.za">Vernon.anley@kzncogta.gov.za</a> Website: <a href="http://www.kzncogta.gov.za">http://www.kzncogta.gov.za</a>
<b>RECORDS FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
(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.
<b>RECORDS FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
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: <a href="mailto:Vernon.anley@kzncogta.gov.za">Vernon.anley@kzncogta.gov.za</a> Website: <a href="http://www.kzncogta.gov.za">http://www.kzncogta.gov.za</a>

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