

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 52

27 JANUARY 2017

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 –

**EASTERN CAPE PROVINCIAL GOVERNMENT: COOPERATIVE
GOVERNANCE AND TRADITIONAL AFFAIRS**

As set out in the Schedule



TSHILOLO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



Province of the
EASTERN CAPE
LOCAL GOVERNMENT
& TRADITIONAL AFFAIRS

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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 OR RECORD AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (SECTION 15(1)(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<ul style="list-style-type: none"> • Job description of various post categories • Departmental Plans <ul style="list-style-type: none"> ○ Human Resource Plan ○ Operational Plan ○ Annual Performance Plan ○ Strategic Plan • All Departmental Policies and procedure manuals • Promotion of Access to Information Manual • Service Standards • Service Delivery Charter • Departmental Events Calendar • Departmental Circulars • Public Service Forms 	<p>The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer</p> <p>Department of Cooperative Governance and Traditional Affairs</p> <p>Private Bag X0035, BHISHO, 5605</p> <p>Tel No: 040-609 5656</p> <p>Fax No: 040- 639 2135</p>



Itimvo eLigagambliyo!

<ul style="list-style-type: none"> • Staff Contact details Directory • Journals and magazines • Tender documents • Newsletters • Promotional materials 	
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none"> • Departmental Strategic Plans • Departmental Annual Performance Plan • Employment Equity Reports • Approved Organisational Structures • Departmental file plans • Audited financial statements • Departmental policies and procedure manuals • Promotion of Access to Information Manual • Service Standards • Service Delivery Charter • Departmental Events Calendar • Departmental Circulars • Public Service forms • Staff Contact details Directory • Journals and magazines • Tender documents • Newsletters • Promotional materials 	<p>The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer</p> <p>Department of Cooperative Governance and Traditional Affairs</p> <p>Private Bag X0035, BHISHO, 5605</p> <p>Tel No: 040-609 5656</p> <p>Fax No: 040- 639 2135</p>