



Province of the  
**EASTERN CAPE**  
COOPERATIVE GOVERNANCE  
& TRADITIONAL AFFAIRS

**OFFICE OF THE HEAD OF DEPARTMENT**

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## **SECTION 15 NOTICE**

In terms of the Promotion of Access to Information Act,  
2000 (Act 2 of 2000)

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## **TABLE OF CONTENTS**

1. INTRODUCTION	3
2. RECORDS THAT ARE AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT	3
3. HOW TO OBTAIN ACCESS TO THE RECORDS	4
4. UPDATING/PUBLICATION OF THIS NOTICE	4
5. FEES PAYABLE	4
6. DELETING PART OF THE REQUESTED RECORDS	4

## **1. INTRODUCTION**

Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000), stipulates that “the Information Officer of a public body, referred to in paragraph (a) or (b)(i) of the definition of a “public body” in Section 1, must, on a periodic basis not less frequently than once each year, submit to the Minister a description of:

- (a) the categories of records of the public body that are automatically available without a person having to request access in terms of this Act, including such categories available:
  - i. for inspection in terms of legislation other than this Act;
  - ii. for purchase or copying from the body;
  - iii. from the body free of charge; and
- (b) how to obtain access to such records.

The Department of Cooperative Governance and Traditional Affairs has updated the Section 15 Notice and is in compliance with the provision of Section 15(2) of the PAIA of 2000, which gives access to records that are automatically available.

## **2. RECORDS THAT ARE AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)**

- 2.1. All the reports that are published publicly become automatically available on the departmental website. Below is a list of documents produced by Department of Cooperative Governance and Traditional Affairs which can be downloaded from the website.

## **GENERAL**

ANNUAL PERFORMANCE PLANS

POLICIES

STRATEGIC PLANS

BUSINESS PLANS

ANNUAL REPORTS

MINISTER SPEECHES

MEC SPEECHES

NEWSLETTER

### **3. HOW TO OBTAIN ACCESS TO THE RECORDS**

Information can be accessed from Department of Cooperative Governance and Traditional Affairs website, or through the post:

Registry Office

Attention: Deputy Information Officer

Private Bag X0035

Civic Square

BHISHO

5605

Or

Through email: [informationofficer@COGTA.gov.za](mailto:informationofficer@COGTA.gov.za)

Tel: 0726700665

Documents can also be obtained from Department of Cooperative Governance and Traditional Affairs receptions in BHISHO.

- BHISHO – visitors' entrance on Tyamzashe Building, Civic Square.

#### **4. UPDATING/PUBLICATION OF THIS NOTICE**

The Department of Cooperative Governance and Traditional Affairs Section 15 Notice will be published in the Government Gazette and updated annually. The Notice will be published at least once a year, and its publication shall be at the cost of the department.

#### **5. FEES PAYABLE**

The only fee payable, if any, for access to a record included in a notice in terms of '2' above, is a prescribed fee for reproduction.

#### **6. DELETING PART OF THE REQUESTED RECORDS**

The Information Officer may delete any part of a record contemplated in subsection (1)(a) of Section 15 of the Act above, which on a request for access, may or must be refused in terms of Chapter 4. Chapter 4 deals with the "Grounds for refusal of access to records".

In terms of Section 15, subsection (5), of the Act, "Section 11 and any other provision in this Act related to that section do not apply to any category of records included in a notice in terms of subsection (2)". Section 11 deals with the "Right of access to records of public bodies".



**ACTING DEPUTY INFORMATION OFFICER  
MR V. MLOKOTHI**

**DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL  
AFFAIRS**

**DATE:** 04/12/2024

