

No. 843

8 November 2013

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000****DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, 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 –

**LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF CO-  
OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
TRADITIONAL AFFAIRS**

As set out in the Schedule



**JEFFREY THAMSANQA RADEBE, MP**

**MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**CO-OPERATIVE GOVERNANCE,  
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS**

PAIA MANUAL SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

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))
<b>For inspection in terms of Section 15(1)(a)(i)</b>	
Section 14 manual made available in terms of the Promotion of Access to Information Act 2 of 2000	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Departmental library
<b>For purchasing in terms of Section 15(1)(a)(ii)</b>	
Photographs	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Communication Services Strategic Business Unit (SBU)
Tender Bulletins	Purchased within the Cashier Office at 20 Rabe Street, Hensa Towers, Polokwane -Department of Co-operative Governance, Human Settlements and Traditional Affairs.
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Departmental Contact Details	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a>
Policies, Acts and Regulations	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a>
Service Standards and norms	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Service Delivery Improvement and Batho Pele Programme SBU
Forms	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Information Management SBU
Financial Records: Account Statements (telephone, cell-phones)	Departmental Expenditure and Housing Finance
Departmental Structure	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Human Resource Practices and Administration Unit
Registers	Information Management Unit
Maps	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Information Management Unit
Information Brochures	Reception Communication Services SBU