



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

**SECTION 15 NOTICE**

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS**

(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))  
[Regulation 4 of PAIA Regulations, 2021]

**1. INTRODUCTION**

Section 15 of the Promotion of Access to Information Act No 2 of 2000, as amended, ("PAIA") read with Regulation 4 of PAIA Regulations, 2021 provides that –

*"(1) The information officer of a public body, referred to in paragraph (a) or (b) (i) of the definition of "public body" in section 1, must make available in the prescribed manner 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; and*

*(iii) from the body free of charge; and*

(b) how to obtain access to such records.

2) *The Department of CoGHSTA has updated the Section 15 Notice and is in compliance with the provision of Section 15(2) of the PAIA Act of 2000, which gives access to records that are automatically available in the department.*

(3) *The only fee payable (if any) for access to a record referred to in subsection (1) is a prescribed fee for reproduction.*

(4) *The information officer of a public body may delete any part of a record contemplated in subsection (1) (a) which, on a request for access, may or must be refused in terms of Chapter 4 of this Part.*

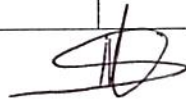
(5) Section 11 and any other provisions in this Act related to that section do not apply to any category of records included in a notice in terms of subsection (2)."

These records may be requested under the following conditions: -

- o A requester does not need to complete the "Form 2" and to pay the requested fee of R100.00.
- o Records may be available for free and/or for inspection as prescribed (the Deputy Information Officer shall provide more information regarding the requirements for inspection); and
- o where copies (in any format) are made, the prescribed fee is payable – refer to the table below.

The following are categories of records generated by the Department, which are freely and readily available without having to request access in terms of the Act:

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>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 Registry Office
<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> Departmental knowledge and Resource Centre
Tender Bulletins	Purchased within the Cashier Office at 20 Rabe Street, Hensa Towers, Polokwane-Department of Co-operative Governance, Human Settlements and Traditional Affairs.
<b>For Copying in terms of Section 15(1)(a)(ii)</b>	
Speeches	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Departmental Knowledge and Resource Centre
Departmental Circulars	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a>



	Departmental Registry Office
Newsletters	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Departmental Knowledge and Resource Centre
Strategic Plans	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Departmental Knowledge and Resource Centre
Annual Performance Plan	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Departmental Knowledge and Resource Centre
Departmental Contact Details	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Departmental Resource Centre
Policies, Acts and Regulations	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Departmental Knowledge and Resource Centre
Service Standards and norms	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Departmental Knowledge and Resource Centre
Forms	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Departmental Knowledge and Resource Centre
Departmental Structure	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Departmental Knowledge and Resource Centre
Maps	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Departmental Knowledge and Resource Centre
Gazettes	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Departmental Knowledge and Resource Centre
Information Brochures	Website: <a href="http://www.coghsta.limpopo.gov.za">www.coghsta.limpopo.gov.za</a> Departmental Knowledge Resource Centre

## 2. HOW TO OBTAIN ACCESS TO THE RECORDS

Information can be accessed from the website

## 3. UPDATING AND PUBLICATION OF THIS NOTICE

The notice will be updated where amendment occur on a regular basis. The only fees payable, if any, for printed copy of a record in this notice, is the prescribed fee for reproduction.



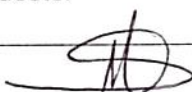
<p><b>Address:</b> Information Officer  Department of Cooperative Governance Human  Settlement and Traditional Affairs  Private Bag X9485  POLOKWANE  0700</p> <p><b>E-mail:</b> RambiyanaRT@coghsta.limpopo.gov.za</p>	

**FEES PAYABLE APPLICABLE FOR PRINTED COPIES**

1.Item	Description	Amount
1.	The "Requestor fee" payable by every requester	<b>R100.00</b>

The "access fees" referred to in section 22(6) of the Act (unless the requester is exempted under section 22(8)) are as follows:

IT EM	DESCRIPTION	AMOUNT
2.	Photocopy of A4-size page	<b>R1.50</b> per page or part thereof
3.	Printed copy of A4-size page	<b>R1.50</b> per page or part thereof
4.	For a copy in a computer-readable form on: (i) Flash drive (to be provided by requester) (ii) Compact disc If provided by requester If provided to the requester	<b>R40.00</b> <b>R40.00</b> <b>R60.00</b>
5.	Copy of visual images	Service to be outsourced. Will depend on quotation from service provider
6.	Transcription of an audio record, per A4-size	
7	Transcription of an audio record, per A4-size	<b>R24.00</b>
8.	For a copy of an audio record on: (iii) Flash drive (to be provided by requester) (iv) Compact disc If provided by requester	<b>R40.00</b> <b>R40.00</b> <b>R60.00</b>



9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation, not exceed a total cost of it.	R100.00 R300.00
10.	Deposit: If search exceeds 6 hours	One-third of amount per request, calculated in terms of items 2 to 8
11	Postage, email or any other electronic transfer	Actual expense, if any

PERSON OR PERSONS EXEMPTED FROM PAYING ACCESS FEES	
A single person whose annual income does not exceed	R14,712.00
Married persons or a person and his/her life partner whose annual income does not exceed	R27,192.00

  
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 HEAD OF DEPARTMENT

19/08/2024  
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 DATE