



**CATEGORIES OF RECORDS OF THE DEPARTMENT OF THE PREMIER WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS**

The following records are available for inspection in terms of section 15(1)(a)(i) and copying in terms of section 15(1)(a)(ii).

Documents that are available for download from the WCG portal at https://www.westerncape.gov.za free of charge in terms of section 15(1)(a)(iii) are marked with an asterisk.

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| **Description of categories of records automatically available in terms of section 15(1)(a)** | **Manner of access to records section 15(1)(b)** |
| (a) Register in terms of regulation 7(1) of the Executive Ethics Code (published in terms of Proclamation 41 of July 2000 of Ethics Act 1998 (see regulation 7(5))  (b) Annual Reports\*  (c) Annual Performance Plans\*  (d) Provincial Strategic Plans\*  (e) The training prospectus\*  (f) Organisational Structure  (g) Service delivery implementation plan  (h) Job descriptions | The public part of the register referred to in (a) is available through the Secretary of Cabinet. The public part of the records may be viewed in the Office of the Director-General, 1st Floor, 15 Wale Street, Cape Town between 08h00 and 15h00, Monday to Friday.  Records referred to in (b) to (d) are available for inspection at the Office of the Director-General, 15 Wale Street, Cape Town between 08h00 and 15h00 Monday to Friday or obtainable on the Department’s website: <https://www.westerncape.gov.za/dept/department-premier>  Record (e) is available for inspection at the Provincial Training Institute, Kromme Rhee, Stellenbosch between 08h00 and 15h00, Monday to Friday or on the website: <https://mygov.westerncape.gov.za/files/atoms/files/PTI_Prospectus_April%202022.pdf>  Records referred to in (f) to (h) are available for inspection at the Office of the Chief-Director, Organisational Development, 9th Floor, Golden Acre Building, Cape Town - between 08:00 and 15:00, Monday to Friday |
| (i) Western Cape Government Provincial Gazettes\* | The Western Cape Provincial Government Gazettes may be accessed on the Western Cape Government website: <https://www.westerncape.gov.za/general-publication/provincial-gazettes-2023> |