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IMPORTANT ANNOUNCEMENT

Closing times **PRIOR TO PUBLIC HOLIDAYS** for
**GOVERNMENT NOTICES, GENERAL NOTICES,
 REGULATION NOTICES AND PROCLAMATIONS** **2009**

The closing time is **15:00 sharp** on the following days:

- ▶ **6 August**, Thursday, for the issue of Friday **14 August 2009**
- ▶ **17 September**, Thursday, for the issue of Friday **25 September 2009**
- ▶ **10 December**, Thursday, for the issue of Friday **18 December 2009**
- ▶ **15 December**, Tuesday, for the issue of Thursday **24 December 2009**
- ▶ **21 December**, Monday, for the issue of Thursday **31 December 2009**
- ▶ **30 December**, Wednesday, for the issue of Friday **8 January 2010**

Late notices will be published in the subsequent issue, if under special circumstances, a late notice is accepted, a double tariff will be charged

The copy for a SEPARATE Government Gazette must be handed in not later than three calendar weeks before date of publication

BELANGRIKE AANKONDIGING

Sluitingstye **VOOR VAKANSIEDAE** vir
**GOEWERMENTS-, ALGEMENE- & REGULASIE-
 KENNISGEWINGS ASOOK PROKLAMASIES** **2009**

Die sluitingstyd is stiptelik **15:00** op die volgende dae:

- ▶ **6 Augustus**, Donderdag, vir die uitgawe van Vrydag **14 Augustus 2009**
- ▶ **17 September**, Donderdag, vir die uitgawe van Vrydag **25 September 2009**
- ▶ **10 Desember**, Donderdag, vir die uitgawe van Vrydag **18 Desember 2009**
- ▶ **15 Desember**, Dinsdag, vir die uitgawe van Donderdag **24 Desember 2009**
- ▶ **21 Desember**, Maandag, vir die uitgawe van Donderdag **31 Desember 2009**
- ▶ **30 Desember**, Woensdag, vir die uitgawe van Vrydag **8 Januarie 2010**

Laat kennisgewings sal in die daaropvolgende uitgawe geplaas word. Indien 'n laat kennisgewing wel, onder spesiale omstandighede, aanvaar word, sal 'n dubbeltarief gehef word

Wanneer 'n APARTE Staatskoerant verlang word moet die kople drie kalenderweke voor publikasie ingedien word

GOVERNMENT NOTICES
GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
DEPARTEMENT VAN JUSTISIE EN KONSTITUSIONELE ONTWIKKELING

No. R. 702

3 July 2009

PROMOTION OF ACCESS TO INFORMATION ACT, 2000

DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)

I, Jeffrey Thamsanqa Radebe, Minister for 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 –

SOUTH AFRICAN POLICE SERVICE

As set out in the Schedule



JEFFREY THAMSANQA RADEBE, MP

MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
7.1 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR <i>INSPECTION</i> IN TERMS OF SECTION 15(1)(a)(i)	
ALL DIVISIONS	
National Instructions	The records may be inspected at the relevant sub-section head on request in writing to the relevant Divisional Commissioner.
COMMUNICATION AND LIAISON SERVICES: HERITAGE SERVICES	
(1) All displays at the SAPS Heritage Services (2) Archival records at the SAPS Heritage Services (excluding records contained in dockets and personal information of persons or information that may be refused on the grounds of refusal provided for in the Act)	The records may be inspected at the office of the Curator, SAPS Heritage Services on request in writing to the Curator: Heritage Services, PO Box 4866, PRETORIA, 0001.
DIVISION: CAREER MANAGEMENT	
EMPLOYMENT EQUITY	
National and Divisional Employment Equity Section 20 Plans and Section 21 Reports The Divisional, Provincial and Components Employment Equity Implementation Plans and Section 21 Quarterly Reports	The records may be inspected at the office of the Section Head: Employment Equity on request in writing to the relevant Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001.

PERFORMANCE MANAGEMENT	
<p>(1) Performance Management Systems for the Service (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act):</p> <ul style="list-style-type: none"> • Projects • Project names • Project plans • Project budgets • Project status reports • Project and programme operating manuals • Project and programme functions and activities • Programme Management Board activities • Project and programme registered users • Number of registered project centres 	<p>(1) The records may be inspected at the office of the Component Head: Performance Management on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001.</p>
<p>(2) Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act):</p> <ul style="list-style-type: none"> • Job evaluation reports • Panel results 	<p>(2) The records may be inspected at the office of the Section Head: Job Evaluation & CORE on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001.</p>
DIVISION: FINANCIAL AND ADMINISTRATION SERVICES	
ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY	
<p>Master Copy of the Filing System</p>	<p>The records may be inspected at the office of the National Records Manager, Administration Services on request in writing to the National Records Manager, Administration Services: SAPS: Private Bag X 94, PRETORIA, 0001.</p>

FINANCIAL SERVICES: BUDGETS	
Estimates of National Expenditure - Safety and Security	The records may be inspected at the office of the Section Head: Budgets on request in writing to Financial and Administration Services: Section Head: Budgets, Private Bag X 94, PRETORIA, 0001.
DIVISION: PERSONNEL SERVICES	
PROMOTIONS AND AWARDS	
Records relating to Incentive and Reward Schemes (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)	The records may be inspected at the office of the Section Head: promotions and Awards on request in writing to the Divisional Commissioner: Personnel Services, Private Bag X 94, PRETORIA, 0001.
PSYCHOLOGICAL SERVICES	
<p>Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to —</p> <ol style="list-style-type: none"> (1) Psychological Interventions All the different types of training offered by the section: Psychological Services, the reason and methods of for such training and the place where it occurs (2) Trauma debriefing (3) Number of employees psychometrically evaluated for specialized units (4) Number of applicants for entry level: constables evaluated (5) Different sports and recreation events accordingly the number of employees participating in different events including sports and recreation for disabled employees (6) International sporting events. Total of employees participating and results 	The records may be inspected at the office of the Sub-section Head: Psychological Services on request in writing to the Divisional Commissioner: Personnel Services, Private Bag X 94, PRETORIA, 0001.

DIVISION: SUPPLY CHAIN MANAGEMENT	
General Conditions and Procedures	The records may be inspected at Supply Chain Management on request in writing to the Divisional Commissioner: Supply Chain Management, Private Bag X 254, PRETORIA, 0001.
DIVISION: TRAINING	
Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to —	The records may be inspected at the office of the Divisional Commissioner: Training on request in writing to the Divisional Commissioner: Training, Private Bag X 177 PRETORIA, 0001.
<ol style="list-style-type: none"> (1) Quarterly returns (2) Competent or not yet competent (3) Numbers of employees trained (4) Training needs (5) Types of certificates issued (6) Training structure (E.g: National, Provincial, etc.) (7) Basic Training Learning Programme (8) Academic performance in the Service (9) Internal training programmes 	
DIVISION: VISIBLE POLICING	
CENTRAL FIREARM CONTROL REGISTER	
<ol style="list-style-type: none"> (1) Consideration Policy 1994 (2) Firearm related policies 	The records may be inspected at the office of the Head: Central Firearm Control Register on request in writing to the Head: Central Firearm Control Register, Private Bag X 811, PRETORIA, 0001.
PARTNERSHIP POLICING SECTOR POLICING	
Records relating to —	The records may be inspected at the office of Visible Policing on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 241, PRETORIA, 0001.
<ol style="list-style-type: none"> (1) Partnership Policing <ul style="list-style-type: none"> • Police Community Projects • Policy Framework and Guidelines on Community Policing (2) Sector Policing <ul style="list-style-type: none"> • Pilot Projects 	

VISIBLE POLICING

Records consisting of General Correspondence (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to:

- (1) Police Emergency Services
 - Flying Squad or Highway Patrol
 - 10111 Centres
- (2) Community Services
- (3) Accident Combating
- (4) Specialised Uniform Support
 - Hostage Negotiation
 - Divers
 - Water Wing
 - Disaster Management
- (5) Peace Keeping
- (6) Equestrian
- (7) Dogs

The records may be inspected at the office of Visible Policing, between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 241, PRETORIA, 0001.

**7.2 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY
AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)****ALL DIVISIONS**

Legislation (bills, acts, regulations,
proclamations and Government
Notices)

Copies of legislation can be purchased at
Government Printers at the cost determined
by the Government Printers.

DIVISION: SUPPLY CHAIN MANAGEMENT**PROCUREMENT AND INVENTORY MANAGEMENT**

State Tender Bulletins

Published weekly by the State Tender Board
and can be purchased at the State Tender
Board at the cost determined by the State
Tender Board.

7.3 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR <i>COPYING</i> IN TERMS OF SECTION 15(1)(a)(ii) (on payment of the fees prescribed in Part II of Annexure A of the Regulations regarding the Promotion of Access to Information, 15 February 2002)	
ALL DIVISIONS	
(1) Policy Documents and National Instructions	(1) The records may be obtained on request in writing addressed to the relevant section head or the relevant divisional commissioner.
(2) Collective Agreements	(2) The records may be obtained on request in writing addressed to the Section Head: Labour Relations, Career Management, Private Bag X 94, PRETORIA, 0001.
(3) ACCIDENT REPORT (NEW OR OLD REPORTS): COPY OR PHOTOCOPY <i>Note that —</i> <ul style="list-style-type: none"> ▶ with the term “copy” is meant where reproduction is done manually; ▶ a copy or photocopy of a completed accident report will only be furnished to the authorised person; ▶ that when a request is received in writing from the Road Accident Fund, provincial hospitals or ambulance services from provincial hospitals, they are regarded as public bodies or institutions who are entitled to immediately receive a copy of an accident report free of charge. 	(3) The records may be obtained by the authorised person on request in writing on the prescribed request form or the SAPS 512(n) addressed to the relevant office of the Service. <i>Note that —</i> The following persons are deemed to be authorised persons: <ul style="list-style-type: none"> ▶ an involved party (e.g: driver, passenger, pedestrian, cyclist, owner of the vehicle, etc.) if he or she can prove that he or she is an involved party; ▶ any private ambulance service that provided an ambulance service to a party involved in an accident if such an ambulance service can proof that such service was rendered; and ▶ a person who is not an involved party or the ambulance service referred to above, only if he or she has written permission or authority of an involved party.

COMMUNICATION AND LIAISON SERVICES: HERITAGE SERVICES	
Archival records and photo's at the SAPS Heritage Services (excluding records contained in dockets and personal information of persons or information that may be refused on the grounds of refusal provided for in the Act)	The records may be obtained on request in writing addressed to the Curator, SAPS Heritage Services, PO Box 4866, Pretoria, 0001.
STRATEGIC MANAGEMENT	
Although the following records are available free of charge on the Web page of the Service, it may be photocopied on request: (1) South African Police Service Annual Report (2) Strategic Plan for the South African Police Service (3) Annual Performance Plan for the South African Police Service	The records may be obtained on request in writing addressed to the Head: Strategic Management, Private Bag X94, Pretoria, 0001.
DIVISION: CAREER MANAGEMENT	
EMPLOYMENT EQUITY	
National and Divisional Employment Equity Section 20 Plans and Section 21 Report	The records may be obtained on request in writing addressed to the Divisional Commissioner: Career Management, Employment Equity at Private Bag X 94, PRETORIA, 0001.
COMPENSATION MANAGEMENT	
Career Management Project Centre Project Reports	Projects funded by government can be provided to public on request in writing addressed to the Divisional Commissioner: Career Management, Compensation Management at Private Bag X 94, PRETORIA, 0001.

PERFORMANCE MANAGEMENT	
<p>(1) Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to — Performance management systems:</p> <ul style="list-style-type: none"> • Projects • Project names • Project plans • Project budgets • Project status reports • Project and programme operating manuals • Project and programme functions and activities • Programme Management Board activities • Project and programme registered users • Number of registered project centres 	<p>(1) The records may be obtained from the office of the Component Head: Performance Management on request in writing addressed to Divisional Commissioner: Career Management, SAPS, Head Office, Private Bag X 94, PRETORIA, 0001.</p>
<p>(2) Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) :</p> <ul style="list-style-type: none"> • Pre-interview questionnaire • Results of Job evaluation • Panel results 	<p>(2) The records may be obtained from the office of the Section Head: Job Evaluation & CORE on request in writing addressed to the Divisional Commissioner: Career Management, SAPS, Head Office, Private Bag X 94, PRETORIA, 0001.</p>
DIVISION: CRIMINAL RECORD & FORENSIC SCIENCE SERVICES	
MANAGEMENT AND ADMINISTRATIVE SUPPORT	
<p>Only Photographs and Identikits released by the Service and published by the media</p>	<p>The records may be obtained from the Criminal Record Centre and Forensic Science Laboratory on request in writing addressed to the Head: Criminal Record and Forensic Science Services, SAPS Head Office, Private Bag X 322, PRETORIA, 0001.</p>

DIVISION: FINANCIAL AND ADMINISTRATION SERVICES	
ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY	
Master Copy of the Filing System	The records may be obtained from the office of the National Records Manager, Administration Services in writing addressed to the National Records Manager: Administration Services, SAPS, Private Bag X 94, PRETORIA, 0001.
FINANCIAL SERVICES: BUDGETS	
Estimates of National Expenditure - Safety and Security	The records may be obtained on request in writing addressed to Financial and Administration Services, Section Head: Budgets, Private Bag X 94, PRETORIA, 0001.
DIVISION: LEGAL SERVICES	
(1) International Police Co-operation Agreements with other governments and International Organisations (2) Other Police co-operation Agreements	The records may be obtained on request in writing addressed to the Divisional Commissioner: Legal Services: Private Bag X 94, PRETORIA, 0001.
DIVISION: PERSONNEL SERVICES	
PSYCHOLOGICAL SERVICES	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to — (1) Psychological Interventions All the different types of training offered by the section: Psychological Services, the reason and methods of for such training and the place where it occurs (2) Trauma debriefing (3) Number of employees psychometrically evaluated for specialized units (4) Number of applicants for entry level: constables evaluated (5) Different sports and recreation events accordingly the amounts	The records may be obtained from the office of the Sub-section Head: Psychological Services on request in writing addressed to the Divisional Commissioner: Personnel Services, SAPS Head Office, Private Bag X94, PRETORIA, 0001.

<p>of employees participating in different events including sports and recreation for disabled employees</p> <p>(6) International sporting events. Total of employees participating and results</p>	
RECRUITMENT	
<p>Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to appointment requirement of appointments of personnel on salary level 8- 15 and/or salary bands A -SMS</p>	<p>The records may be obtained on request in writing addressed to the Sub-section Head: Senior Appointments, Private Bag X 986, PRETORIA, 0001.</p>
DIVISION: SUPPLY CHAIN MANAGEMENT	
<p>General Conditions and Procedures</p>	<p>The records may be obtained from Supply Chain Management on request in writing addressed to the Divisional Commissioner: Supply Chain Management, Private Bag X 254, PRETORIA, 0001.</p>
DIVISION: TRAINING	
<p>Records (excluding personal information or records of employees) relating to —</p> <ol style="list-style-type: none"> (1) Quarterly Returns (2) Competent or not yet competent (3) Numbers of Employees Trained (4) Training Needs (5) Types of Certificates Issued (6) Training Structure (E.g: National, Provincial etc.) (7) Basic Training Learning Programme (8) Academic Performance in the Service 	<p>The records may be obtained on request in writing addressed to the Divisional Commissioner: Training, Private Bag X 177, PRETORIA, 0001.</p>
DIVISION: VISIBLE POLICING	
AIR WING HEADQUARTERS	
<p>Certain records relating to —</p> <ol style="list-style-type: none"> (1) Monthly successes achieved (2) Policy and minimum requirements for appointment as pilot and crew 	<p>The records may be obtained on request in writing addressed to the Section Head: Air Wing, P O Box 19063, PRETORIA-WEST, 0117.</p>

OPERATIONAL INFORMATION MANAGEMENT CENTRE	
<p>Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to certain parts of —</p> <p>(1) Policy on:</p> <ul style="list-style-type: none"> • Crowd Management • National Intervention Unit • Borderline Police • Air Wing • Specialized Skills Development • Special Task Force <p>(2) Crowd Management Incidents</p> <p>(3) Successes of:</p> <ul style="list-style-type: none"> • Crowd Management • National Intervention Unit • Borderline Police • Air Wing • Specialized Skills Development • Special Task Force 	<p>The records may be obtained on request in writing addressed to the Deputy Information Officer: Visible Policing , Private Bag X 241, PRETORIA, 0001.</p>
PARTNERSHIP POLICING SECTOR POLICING	
<p>Records relating to —</p> <p>(1) Partnership Policing</p> <ul style="list-style-type: none"> • Police Community Projects • Policy Framework and Guidelines on Community Policing <p>(2) Sector Policing</p> <ul style="list-style-type: none"> • Pilot Projects 	<p>The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 241, PRETORIA, 0001.</p>
SOCIAL CRIME PREVENTION	
<p>(1) Making South Africa Safe Manual</p> <p>(2) Environmental Design Manual</p> <p>(3) Communication Materials on Domestic Violence</p> <p>(4) Communication Materials on Victim Empowerment</p> <p>(5) Communication Materials on rape and Sexual offences</p>	<p>The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 241, PRETORIA, 0001.</p>

<p>(6) Promising Crime Prevention Practices in South Africa</p> <p>(7) National Rural Victims of Crime Survey</p> <p>(8) Crime Prevention Strategies:</p> <ul style="list-style-type: none"> - Thohoyandou - Kwadukuza - uMhatuzi - Mdantsane - Motherwell - Central Karoo - KwaMashu/ Ntuzuma/ Inanda - Bolobedu <p>(9) Guidelines: Drug and Substance Abuse</p>	
VISIBLE POLICING	
<p>Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to General Correspondence with regard to:</p> <p>(1) Police Emergency Services</p> <ul style="list-style-type: none"> • Flying Squad or Highway Patrol • 10111 Centres <p>(2) Community Services</p> <p>(3) Accident Combating</p> <p>(4) Specialised Uniform Support</p> <ul style="list-style-type: none"> • Hostage Negotiation • Divers • Water Wing • Disaster Management <p>(5) Peace Keeping</p>	<p>The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 241, PRETORIA, 0001.</p>

7.4 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)

All Divisions

<p>(1) A copy of a suspect's own statement contained in an open docket</p>	<p>(1) The request for a copy of such statement must be in writing and addressed to the relevant investigating officer</p> <p><i>Take note: such a copy will only be automatically available to the relevant suspect or his or her representative and if a representative of a suspect requests access to such a statement on behalf of the said suspect, he or she must attach documentary proof of capacity</i></p>
<p>(2) The following topics or information regarding the following topics is available on the Web page of the Service (<i>subject to change</i>):</p> <ul style="list-style-type: none"> *SAPS Profile *SAPS Journal *News *Legislation *Documents *Careers *Crime Prevention *Children's corner *Crime Stop *Community Policing *Woman and Children *Projects *Missing Persons *Wanted Persons *Youth *Firearms *Links *Submit a Tip *Site Map *Contacts * FAQ's *Search 	<p>(2) Available on the Web page of the Service at www.saps.gov.za</p>

KATEGORIEË VAN REKORDS WAT OUTOMATIES BESKIKBAAR IS

BESKRYWING VAN KATEGORIEË VAN REKORDS WAT INGEVOLGE ARTIKEL 15(1) VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 OUTOMATIES BESKIKBAAR IS	WYSE WAAROP TOEGANG TOT REKORDS VERKRY KAN WORD
7.1 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT INGEVOLGE ARTIKEL 15(1)(a)(i) OUTOMATIES VIR INSPEKSIE BESKIKBAAR IS	
ALLE AFDELINGS	
Nasionale Instruksies	Die rekords by die betrokke subseksiehoof geïnspekteer word deur skriftelik by die betrokke afdelingskommissaris daarvoor aansoek te doen.
KOMMUNIKASIE- EN SKAKELDIENSTE: ERFENISDIENSTE	
(1) Alle uitstallings by Erfenisdienste: SAPD (2) Argiefrekords by Erfenisdienste: SAPD (behalwe rekords wat in dossiere vervat is en persoonlike inligting van persone of inligting wat nie verstrek mag word nie, op grond van die feit dat toegang tot sekere inligting ingevolge die gronde van weiering ingevolge die Wet geweier mag word)	Die rekords kan op versoek by die kantoor van die Kurator, Erfenisdienste: SAPD, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Kurator: Erfenisdienste, Posbus 4866, PRETORIA, 0001.
AFDELING: LOOPBAANBESTUUR	
GELYKHEIDSBESTUUR	
Gelykheidsbestuur: Nasionale en Afdelingsvlak (Planne ingevolge artikel 20 en verslae ingevolge artikel 21) Gelykheidsbestuur: Afdelings-, Provinsiale en Komponentvlak (Implementeringsplanne en Artikel 21 Kwartaalverslae)	Die rekords kan by die betrokke Afdelingskommissaris se kantoor en Bestuurders: Gelykheidsbestuur geïnspekteer word deur skriftelik daarvoor by die Afdelingskommissaris: Loopbaanbestuur: Privaatsak X94, PRETORIA, 0001, aansoek te doen.

PRESTASIEBESTUUR

<p>(1) Prestasiebestuurstelsels vir die Diens (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word):</p> <ul style="list-style-type: none"> • Projekte • Name van projekte • Projekplanne • Begrotings vir projekte • Verslae oor die stand van projekte • Operasionele handleidings oor projekte en programme • Funksies en aktiwiteite rakende projekte en programme • Aktiwiteite van die Programbestuursraad • Geregistreeerde gebruikers van projekte en programme • Getal geregistreeerde projeksentrums 	<p>(1) Die rekords kan by die kantoor van die Komponentshoof: Prestasiebestuur geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Loopbaanbestuur, Privaatsak X94, PRETORIA, 0001.</p>
<p>(2) Posevaluering (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word):</p> <ul style="list-style-type: none"> • Posevalueringsverslae • Paneelbeslissings 	<p>(2) Die rekords kan by die kantoor van die Seksiehoof: Posevaluering & KVV geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Loopbaanbestuur, Privaatsak X94, PRETORIA, 0001.</p>

AFDELING: FINANSIËLE EN ADMINISTRASIEDIENSTE**ADMINISTRASIEDIENSTE: ARGIEWE EN REGISTRASIE**

Meesterkopie van die Lêerstelsel

Die rekords kan by die kantoor van die Nasionale Rekordsbestuurder, Administrasiedienste, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Nasionale Rekordsbestuurder, Administrasiedienste, SAPD, Privaatsak X94, PRETORIA, 0001.

FINANSIËLE DIENSTE: BEGROTINGS

Begrotings van Nasionale Uitgawes — Veiligheid en Sekuriteit

Die rekords kan by die kantoor van die Bestuurder: Begrotings geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Seksiehoof: Begrotings, Finansiële en Administrasiedienste, Privaatsak X94, PRETORIA, 0001.

AFDELING: PERSONEELDIENSTE**BEVORDERINGS EN TOEKENNINGS**

Rekords ten opsigte van die Aansporings- en Beloningskema (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word)

Die rekords kan by die kantoor van die Seksiehoof: Bevorderings en Toekennings, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Personeeldienste, Privaatsak X94, PRETORIA, 0001.

SELKUNDIGE DIENSTE

Rekords (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word) oor —

- (1) Sielkundige intervensies
Al die verskillende soorte opleiding wat Sielkundige Dienste verskaf, die redes vir opleiding van hierdie aard en die metodes wat aangewend word, sowel as die plekke waar lede opgelei word

Die rekords kan by die kantoor van die Subseksiehoof: Sielkundige Dienste geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Personeeldienste, Privaatsak X94, PRETORIA, 0001.

<p>(2) Trauma-ontlonting</p> <p>(3) Getal werknemers wat psigometries vir aanstelling by spesialiseenhede geëvalueer is</p> <p>(4) Getal aansoekers wat as konstabels op toetreevlak geëvalueer is</p> <p>(5) Verskillende sportsoorte en ontspanningsbyeenkomste, na gelang van die getal werknemers wat aan die onderskeie items deelneem, met inbegrip van sport en ontspanning vir gestremde werknemers</p> <p>(6) Internasionale sportbyeenkomste: Totale getal werknemers wat deelneem en uitslae</p>	
AFDELING: VOORSIENINGSLYNBESTUUR	
<p>Algemene Voorwaardes en prosedures</p>	<p>Die rekords kan by Voorsieningslynbestuur geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Voorsieningslynbestuur, Privaatsak X254, PRETORIA, 0001.</p>
AFDELING: OPLEIDING	
<p>Sekere rekords (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word) ten opsigte van —</p> <p>(1) Kwartaallikse opgawes</p> <p>(2) Bevoeg of nog nie bevoeg nie</p> <p>(3) Getal werknemers wat opgelei is</p> <p>(4) Opleidingsbehoefte</p> <p>(5) Die soort sertifikate wat uitgereik is</p> <p>(6) Opleidingstruktuur (bv. nasionaal, provinsiaal, ens.)</p> <p>(7) Basiese Opleidingsleerprogram</p> <p>(8) Akademiese prestasie in die Diens</p> <p>(9) Interne opleidingsprogramme</p>	<p>Die rekords kan by die kantoor van die Afdelingskommissaris: Opleiding geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Opleiding, Privaatsak X 177, PRETORIA, 0001.</p>

AFDELING: SIGBARE POLISIËRING**SENTRALE VUURWAPENBEHEERREGISTER**

(1) Beleid oor die oorweging van aansoeke om vuurwapenlisensies, 1994	Die rekords kan by die kantoor van die Hoof: Sentrale vuurwapen-beheerregister, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Hoof: Sentrale Vuurwapenbeheerregister, Privaatsak X811, PRETORIA, 0001.
(2) Beleid oor vuurwapen verwante aangeleenthede	

**VENNOOTSKAPSPOLISIËRING
SEKTORPOLISIËRING**

<p>Rekords ten opsigte van —</p> <p>(1) Vennootskapspolisiëring</p> <ul style="list-style-type: none"> • Die Polisie se Gemeenskapsprojekte • Beleidsraamwerk en riglyne vir gemeenskaps-polisiëring <p>(2) Sektorpolisiëring</p> <ul style="list-style-type: none"> • Loodsprojekte 	Die rekords kan by die kantoor van die Hoof: Sigbare Polisiëring, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X241, PRETORIA, 0001.
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SIGBARE POLISIËRING

<p>Rekords bestaande uit algemene korrespondensie (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word) van:</p> <p>(1) Die Polisie se Nooddienste</p> <ul style="list-style-type: none"> • Blitspatrolie of Hoofwegpatrolie • 1 0111-sentrums <p>(2) Gemeenskapsdienste</p> <p>(3) Ongelukvoorkoming</p> <p>(4) Gespesialiseerde Uniform-ondersteuning</p> <ul style="list-style-type: none"> • Gyselaaronderhandelaars • Duikers • Die Watervleuel • Rampbestuur <p>(5) Vredeshandhawing</p> <p>(6) Berede eenheid</p> <p>(7) Honde-eenheid</p>	Die rekords kan van 07:30 tot 16:00 by die kantoor van Sigbare Polisiëring geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X241, PRETORIA, 0001.
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**7.2 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT OUTOMATIES
INGEVOLGE ARTIKEL 15(i)(a)(ii) TE KOOP BESKIKBAAR IS**

ALLE AFDELINGS

Wetgewing (wetsontwerpe, wette,
regulasies, proklamasies en
Goewermentskennisgewings)

Afskrifte van wetgewing is by die
Staatsdrukker verkrygbaar teen die prys wat
deur die Staatsdrukker bepaal word.

AFDELING: VOORSIENINGSLYNBESTUUR

VERKRYGING EN INVENTARISBESTUUR

Staatstenderbulletins

Word weekliks deur die Staatstenderraad
gepubliseer en is by die Staatstenderraad
verkrygbaar teen die prys wat deur die
Staatstenderraad bepaal word.

7.3 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT INGEVOLGE ARTIKEL 15(1)(a)(ii) OUTOMATIES VIR FOTOKOPIËRING BESKIKBAAR IS (teen betaling van die voorgeskrewe gelde wat in Deel II van Bylaag A van die Regulasies betreffende die Wet op die Bevordering van die Toegang tot Inligting, 15 Februarie 2002, vervat is)

ALLE AFDELINGS

(1) Dokumente rakende beleid en Nasionale Instruksies	(1) Die rekords kan verkry word deur skriftelik aansoek te rig aan die betrokke seksiehoof of afdelingskommissaris.
(2) Kollektiewe ooreenkomste	(2) Die rekords kan verkry word deur skriftelik aansoek te rig aan die Seksiehoof: Arbeidsverhoudinge, Loopbaanbestuur, Privaatsak X94, PRETORIA, 0001, gerig word.
<p>(3) VERSLAE OOR ONGELUKKE (NUWE OF OU VERSLAE): KOPIEË OF FOTOKOPIEË</p> <p><i>Let wel —</i></p> <ul style="list-style-type: none"> ▶ <i>met die term “afskrif” word bedoel dat die reproduksie met die hand gedoen word;</i> ▶ <i>’n kopie of fotokopie van ’n voltooide verslag oor ’n ongeluk sal slegs aan die gemagtigde persoon verskaf word;</i> ▶ <i>dat wanneer ’n skriftelike versoek ontvang word van die Padongelukkefonds, provinsiale hospitale of ambulansdienste van provinsiale hospitale, hul geag word openbare liggame of instellings te wees wat geregtig is om onmiddellik gratis afskrifte van ’n botsingsverslag te kry.</i> 	<p>(3) Die rekords kan deur die gemagtigde persoon verkry word deur skriftelik aansoek te rig op die voorgeskrewe aansoekvorm of SAPD 512(n) aan die betrokke kantoor van die Diens.</p> <p><i>Let wel —</i> <i>Die volgende persone word geag gemagtigde persone te wees:</i></p> <ul style="list-style-type: none"> • <i>’n betrokke party (bv: bestuurder, passasier, voetganger, fietsryer, eienaar van die voertuig, ens.) indien hy of sy kan bewys dat hy of sy ’n betrokke party is;</i> • <i>enige private ambulansdiens wat ’n ambulansdiens aan ’n party betrokke by ’n botsing gelewer het, indien die ambulansdiens kan bewys dat so ’n diens gelewer is; en</i> • <i>’n persoon wat nie ’n betrokke party is of ’n ambulansdiens waarna hierbo verwys is nie, slegs indien hy of sy die skriftelike toestemming of goedkeuring van ’n betrokke party het.</i>

KOMMUNIKASIE- EN SKAKELDIENSTE: ERFENISDIENSTE	
Argiefrekords en foto's by Erfenisdienste: Suid-Afrikaanse Polisie (behalwe rekords wat in dossiere vervat is en persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word).	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Kurator: Erfenisdienste, SAPD, Posbus 4866, Pretoria, 0001.
STRATEGIESE BESTUUR	
Alhoewel die volgende rekords gratis op die Diens se webtuiste verkrygbaar is, kan daar op versoek fotostate van sodanige rekords gemaak word: (1) Die Suid-Afrikaanse Polisie se Jaarverslag (2) Strategiese Plan vir die Suid-Afrikaanse Polisie (3) Jaarlikse Prestasie Plan vir die Suid-Afrikaanse Polisie	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Hoof: Strategiese Bestuur, Privaatsak X94, PRETORIA, 0001.
AFDELING: LOOPBAANBESTUUR	
DIENSBILLIKHEID	
Diensbillikheid: Nasionaal en Afdelings: Planne ingevolge artikel 20 en verslag ingevolge artikel 21	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Afdelingskommissaris: Loopbaanbestuur, Diensbillikheid, Privaatsak X94, PRETORIA, 0001.
VERGOEDINGSBESTUUR	
Projeksentrum: Loopbaanbestuur Projekverslae	Inligting oor projekte wat deur die regering gefinansier word, kan deur die publiek verkry word deur skriftelik aansoek te rig aan die Afdelingskommissaris: Loopbaanbestuur, Vergoedingsbestuur, Privaatsak X94, PRETORIA, 0001

PRESTASIEBESTUUR

<p>(1) Sekere rekords (behalwe rekords met persone se persoonlike inligting en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word) oor —</p> <p>Prestasiebestuurstelsels:</p> <ul style="list-style-type: none"> • Projekte • Die name van projekte • Projekplanne • Die begrotings van projekte • Verslae oor die stand van projekte • Operasionele handleidings oor projekte en programme • Projek- en programfunksies en -aktiwiteite • Aktiwiteite van die Proqrambestuursraad • Geregistreerde gebruikers van projekte en programme • Die getal geregistreerde projeksentrums 	<p>(1) Die rekords kan verkry word by die kantoor van die Komponentshoof: Prestasiebestuur deur skriftelik aansoek te rig aan die Afdelingskommissaris: Loopbaanbestuur, Hoofkantoor, SAPD, Privaatsak X94, PRETORIA.</p>
<p>(2) Posevaluering (behalwe rekords met persone se persoonlike inligting en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word):</p> <ul style="list-style-type: none"> • Voorafonderhoudvraelys • Resultate van die posevaluering • Die paneel se beslissing 	<p>(2) Die rekords kan verkry word by die kantoor van die Seksiehoof: Posevaluering & KVV deur skriftelik aansoek te rig aan die Afdelingskommissaris: Loopbaanbestuur, Hoofkantoor, SAPD, Privaatsak X94, PRETORIA, 0001.</p>

AFDELING: KRIMINELE REKORD - & FORENSIESE WETENSKAP DIENS

BESTUUR EN ADMINISTRATIEWE ONDERSTEUNING

Slegs foto's en Identikits wat deur die Polisediens vrygestel en deur die media gepubliseer word

Die rekords kan verkry word by die Kriminele Rekord Sentrum en Forensiese Wetenskap Laboratorium deur skriftelik aansoek te rig aan die Hoof: Kriminele Rekord en Forensiese Wetenskap Diens, Hoofkantoor, SAPD, Privaatsak X322, PRETORIA, 0001.

AFDELING: FINANSIËLE EN ADMINISTRASIEDIENSTE

ADMINISTRASIEDIENSTE: ARGIEWE EN REGISTRASIE

Meesterkopie van die Lêerstelsel

Die rekords kan verkry word by die kantoor van die Nasionale Rekordsbestuurder, Administrasiedienste deur skriftelik aansoek te rig aan die Nasionale Rekordsbestuurder, Administrasiedienste, SAPD, Privaatsak X94, PRETORIA, 0001.

FINANSIËLE DIENSTE: BEGROTINGS

Begroting van Nasionale Uitgawes — Veiligheid en Sekuriteit

Die rekords kan verkry word deur skriftelik aansoek te rig aan die Sektiehoof: Begrotings, Finansiële en Administrasiedienste, Privaatsak X94, PRETORIA, 0001.

AFDELING: REGSDIENSTE

- (1) Internasionale Polisie Samewerkingsooreenkomste met ander regerings en Internasionale Organisasies
- (2) Ander Polisie Samewerkingsooreenkomste

Die rekords kan verkry word deur skriftelik aansoek te rig aan die Afdelingskommissaris: Regsdienste, Privaatsak X94, PRETORIA, 0001.

AFDELING: PERSONEELDIENSTE**SELKUNDIGE DIENSTE**

Rekords (behalwe persoonlike inligting van persone en toegang tot inligting wat ingevolge die Wet geweier kan word), ten opsigte van —

- (1) Sielkundige intervensies (Al die verskillende soorte opleiding wat deur die Seksie: Sielkundige Dienste verskaf word, redes vir en die metode wat tydens sodanige opleiding aangewend word en die plekke waar opleiding van hierdie aard geskied)
- (2) Trauma-ontlonting
- (3) Getal werknemers wat psigometries vir aanstelling by spesialiseenhede geëvalueer is.
- (4) Getal aansoekers wat geëvalueer is vir aanstelling as konstabels op toetretevlak.
- (5) Verskillende sport- en ontspanningsbyeenkomste dienooreenkomstig die getal werknemers wat aan die onderskeie items deelneem (met inbegrip van sport- ontspanningsbyeenkomste vir gestremde werknemers)
- (6) Internasionale sportbyeenkomste: Totale getal werknemers wat deelneem, sowel as uitslae.

Die rekords kan verkry word by die kantoor van die Subseksiehoof: Sielkundige Dienste deur skriftelik aansoek te rig aan die Afdelingskommissaris: Personeeldienste: Hoofkantoor, SAPD, Privaatsak X94, PRETORIA, 0001.

WERWING

Rekords (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word) rakende aanstellingsvereistes vir personeel op salaris vlak 8 - 15 en/of salaris bande A - SMS

Die rekords kan verkry word deur skriftelik aansoek te rig aan die Subseksiehoof, Senior Aanstellings, Privaatsak X986, PRETORIA, 0001.

AFDELING: VOORSIENINGSLYNBESTUUR

Algemene voorwaardes en prosedures	Die rekords kan verkry word by Voorsieningslynbestuur deur skriftelik aansoek te rig aan die Afdelingskommissaris: Voorsieningslynbestuur, Privaatsak X254, PRETORIA, 0001.
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AFDELING: OPLEIDING

<p>Rekords (behalwe persoonlike inligting of rekords van werknemers ten opsigte van —</p> <ol style="list-style-type: none"> (1) Kwartaallikse opgawes (2) Bevoeg of nog nie bevoeg nie (3) Getal werknemers wat opleiding ontvang het (4) Opleidingsbehoefte (5) Soort sertifikate wat uitgereik is (6) Opleidingstruktuur (bv. nasionaal, provinsiaal, ens.) (7) Basiese Opleidingsleerprogram (8) Akademiese prestasie in die Diens. 	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Afdelingskommissaris: Opleiding, Privaatsak X 177, PRETORIA, 0001.
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AFDELING: SIGBARE POLISIËRING**HOOFKANTOOR: LUGVLEUEL**

<p>Sekere rekords ten opsigte van —</p> <ol style="list-style-type: none"> (1) Maandelikse suksesse behaal (2) Beleid en minimum vereistes vir aanstelling as loods en as bemanningslede 	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Sektiehoof: Lugvleuel, Posbus 19063, PRETORIA-WES, 0117.
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OPERASIONELE INLIGTING BESTUUR SENTRUM

<p>Rekords (behalwe persoonlike inligting van persone en toegang tot inligting wat ingevolge die Wet geweier kan word) ten opsigte van sekere dele van die —</p> <ol style="list-style-type: none"> (1) Beleid oor: <ul style="list-style-type: none"> • Skarebestuur • Nasionale Intervensie-eenheid • Grenslyn • Lugvleuel • Gespesialiseerde Vaardigheidsontwikkeling • Spesiale Taakmag (2) Skarebestuursinsidente 	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Adjunk-inligtingsbeampte: Sigbare Polisiëring, Privaatsak X241, PRETORIA, 0001.
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<p>(3) Suksesse behaal:</p> <ul style="list-style-type: none"> • Skarebestuur • Nasionale Intervensie-eenheid • Grenslyn • Lugvleuel • Gespesialiseerde Vaardigheidsontwikkeling • Spesiale Taakmag 	
<p>VENNOOTSKAPSPOLISIËRING SEKTORPOLISIËRING</p>	
<p>Rekords rakende —</p> <p>(1) Vennootskapspolisiëring</p> <ul style="list-style-type: none"> • Die Polisie se Gemeenskapsprojekte • Beleidsraamwerk en riglyne vir Gemeenskapspolisiëring <p>(2) Sektorpolisiëring</p> <ul style="list-style-type: none"> • Loodsprojekte 	<p>Die rekords kan verkry word by die Kantoor: Sigbare Polisiëring verkrygbaar deur skriftelik aansoek te rig aan die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X241, PRETORIA, 0001.</p>
<p>SOSIALE MISDAADVOORKOMING</p>	
<p>(1) "Maak Suid-Afrika Veilig"-handleiding</p> <p>(2) Handleiding oor Omgewingsontwerp</p> <p>(3) Kommunikasiemateriaal oor Gesinsgeweld</p> <p>(4) Kommunikasiemateriaal oor Slagofferbemaagtiging</p> <p>(5) Kommunikasiemateriaal oor verkragting en seksuele oortredings.</p> <p>(6) Belowende Misdaadvoorkoming Praktyke in Suid-Afrika</p> <p>(7) Nasionale landelike slagoffers van Misdaad opnames</p> <p>(8) Misdaadvoorkoming strategieë:</p> <ul style="list-style-type: none"> – Thohoyandou – Kwadukuza – uMhatuzi – Mdantsane – Motherwell – Central Karoo – KwaMashu/Ntuzuma/Inanda – Bolobedu <p>(9) Riglyne: Misbruik van dwelms</p>	<p>Die rekords kan verkry word by die Kantoor: Sigbare Polisiëring deur skriftelik aansoek te rig aan die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X241, PRETORIA, 0001.</p>

SIGBARE POLISIËRING

Sekere rekords (behalwe rekords met persone se persoonlike inligting en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word) rakende algemene korrespondensie oor:

- (1) Die Polisie se Nooddienste
 - Blitspatrollie of Hoofwegpatrollie
 - 1 0111-sentrums
- (2) Gemeenskapsdienste
- (3) Ongelukvoorkoming
- (4) Gespesialiseerdeuniformtakke
 - Gyselaaronderhandelaars
 - Duikers
 - Die Watervleuel
 - Rampbestuur
- (5) Vredeshandhawing

Die rekords kan verkry word by die Kantoor: Sigbare Polisiëring deur skriftelik aansoek te rig aan die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X241, PRETORIA, 0001.

7.4 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT OUTOMATIES GRATIS INGEVOLGE ARTIKEL 15(1)(a)(iii) BESKIKBAAR IS

ALLE AFDELINGS

<p>(1) 'n Afskrif van die verdagte se eie verklaring wat in 'n oop dossier vervat is</p>	<p>(1) Die versoek om 'n afskrif van sodanige verklaring moet skriftelik geskied en aan die betrokke ondersoekbeampte gerig word</p> <p><i>Let wel: 'n Afskrif sal slegs outomaties aan die betrokke verdagte of sy of haar verteenwoordiger beskikbaar gestel word en, indien 'n verteenwoordiger van 'n verdagte namens die betrokke verdagte toegang tot sodanige verklaring wil verkry, moet hy of sy dokumentêre bewyse voorlê van die hoedanigheid waarin daar aansoek gedoen word.</i></p>
<p>(2) Die volgende onderwerpe of inligting oor onderstaande onderwerpe is op die Diens se webtuiste beskikbaar (aan verandering onderhewig):</p> <ul style="list-style-type: none"> *SAPD-profiel *SAPS Journal *Nuus *Wetgewing *Dokumente *Loopbane *Misdaadvoorkoming *Kinderhoekie *Stop Misdaad *Gemeenskapspolisiëring *Vroue en Kinders *Projekte *Vermiste persone *Gesoekte persone *Jeug *Vuurwapens *Skakelings *Gee 'n Wenk *Kaart op die Tuisblad *Kontaknommers *Vrae wat dikwels gevra word *Soekfasiliteite 	<p>(2) Op die Diens se webtuiste by www.saps.gov.za beskikbaar.</p>

No. R. 703

3 July 2009

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

I, Jeffrey Thamsanqa Radebe, Minister for 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 –

MANUFACTURING, ENGINEERING AND RELATED SERVICES SETA

As set out in the Schedule

**JEFFREY THAMSANQA RADEBE, MP****MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**



(MANUFACTURING, ENGINEERING, AND RELATED SERVICES SETA)

1. The description of categories of records automatically available for inspection in terms of Section 15(1) (a) (1)

<ul style="list-style-type: none"> • Governance • Financial management • Grants • ETQA 	<ul style="list-style-type: none"> • Establishment certificate. • Constitution. • Governance structures and members. • Annual report. • Contact details. • Board Charter • Audited financial statements • Advertisement on Tenders • General grant information on: mandatory grants criteria, total payments made, numbers of grant application submissions • Discretionary grants: criteria, funds spent on discretionary grants, SIC codes well as, SETA transfers. • Grant unit contact details. • Information on accredited training providers and accreditation documents. • Information on assessment document, registered assessors and registered moderators. • List of institutions that Merseta ETQA Division has memorandum of understanding with.
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<ul style="list-style-type: none"> • Learning programmes • Advocacy and communication • Project and Initiatives • NSDS Achievements • Human Resources • Internal Audit 	<ul style="list-style-type: none"> • Criteria for skills programmes as well as the skills programmes registration application. • List of registered learnerships. • List of registered skill programmes. • Courseware and material to accredited training providers. • Designated trades. • Newsletters. • Brochures. • Bursary scheme and bursary application form. • Sector skills plan. • Project related information • Apprentice and Learner Statistics: Employers per region, registered contract details per Chamber, Learners by region and Learners by chamber. • Publication on vacancies of Merseta. • Fraud and corruption hotline contact number.
<p>2. Description of category of records, if automatically available for inspection</p>	
<p>(a) List of records above</p>	<p>(a) The records may be obtained on request in writing addressed to the office of the Chief Executive Officer, MERSETA, P O Box 61826, Marshalltown, 2107, fax number (011) 551 5202, email to ceo@merseta.org.za or visit our website www.merseta.org.za</p>

3. Description of category of records automatically available for copying in terms of Section (15) (1) (a) (ii)	
(a) List of records above	(a) The records may be obtained on request in writing addressed to the office of the Chief Executive Officer, MERSETA, P O Box 61826, Marshalltown, 2107, fax number (011) 551 5202, email to ceo@merseta.org.za or visit our website www.merseta.org.za and on payment of the fee prescribed in item 2 of part II of Annexure A of the regulations relating the promotion of access to information.
4. Description of category of records automatically available free of charge in terms of Section 15 (1) (a) (iii)	
(a) List of records above and where the reported free of charge	(a) The records may be obtained on request in writing addressed to the office of the Chief Executive Officer, MERSETA, P O Box 61826, Marshalltown, 2107, fax number (011) 551 5202, email ceo@merseta.org.za or visit our website www.merseta.org.za

**DEPARTMENT OF LABOUR
DEPARTEMENT VAN ARBEID**

No. R. 701

3 July 2009

**LABOUR RELATIONS ACT, 1995
CORRECTION NOTICE**

**BARGAINING COUNCIL FOR THE LAUNDRY, CLEANING AND DYEING
INDUSTRY (NATAL): EXTENSION OF AMENDMENT OF COLLECTIVE
AGREEMENT TO NON-PARTIES**

The following correction to Government Notice No. R. 624 appearing in Government Gazette No. 32282 of 5 June 2009, is hereby published for general information:

In the English notice, insert the date "15 June 2009" between the words "from" and "and" in the 7th line of the notice.

No. R. 701

3 Julie 2009

**WET OF ARBEIDSVARHOUDINGE, 1995
VERBETERINGSKENNIGGEWING**

**BEDINGINGSRAAD VIR DIE WASSERY-, DROOGSKOONMAAK- EN
KLEURNYWERHEID (NATAL): UITBREIDING VAN WYSIGING VAN
KOLLEKTIEWE OOREENKOMS NA NIE-PARTYE**

Die volgende verbetering aan Goewermentskennisgewing No. 624 wat in Staatskoerant No. 32282 van 5 Junie 2009 verskyn, word hierby vir algemene inligting gepubliseer:

In die Afrikaanse kennisgewing, voeg die datum "15 Junie 2009" tussen die woorde "van" en "en" in die 7de en 8ste reëls.