

Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Regulation Gazette

No. 9272

Regulasiekoerant

Vol. 538

Pretoria, 23 April 2010

No. 33127

IMPORTANT NOTICE

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IMPORTANT ANNOUNCEMENT

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

2010

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

- ▶ **22 April**, Thursday, for the issue of Friday **30 April 2010**
- ▶ **10 June**, Thursday, for the issue of Friday **18 June 2010**
- ▶ **5 August**, Thursday, for the issue of Friday **13 August 2010**
- ▶ **16 September**, Thursday, for the issue of Thursday **23 September 2010**
- ▶ **23 September**, Thursday, for the issue of Friday **1 October 2010**
- ▶ **9 December**, Thursday, for the issue of Friday **17 December 2010**
- ▶ **15 December**, Wednesday, for the issue of Friday **24 December 2010**
- ▶ **21 December**, Tuesday, for the issue of Friday **31 December 2010**
- ▶ **30 December**, Thursday, for the issue of Friday **7 January 2011**

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

2010

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

- ▶ **22 April**, Donderdag, vir die uitgawe van Vrydag **30 April 2010**
- ▶ **10 Junie**, Donderdag, vir die uitgawe van Vrydag **18 Junie 2010**
- ▶ **5 Augustus**, Donderdag, vir die uitgawe van Vrydag **13 Augustus 2010**
- ▶ **16 September**, Donderdag, vir die uitgawe van Donderdag **23 September 2010**
- ▶ **23 September**, Donderdag, vir die uitgawe van Vrydag **1 Oktober 2010**
- ▶ **9 Desember**, Donderdag, vir die uitgawe van Vrydag **17 Desember 2010**
- ▶ **15 Desember**, Woensdag, vir die uitgawe van Vrydag **24 Desember 2010**
- ▶ **21 Desember**, Dinsdag, vir die uitgawe van Vrydag **31 Desember 2010**
- ▶ **30 Desember**, Donderdag, vir die uitgawe van Vrydag **7 Januarie 2011**

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 kopie drie kalenderweke voor publikasie ingedien word

PROCLAMATION*by the**President of the Republic of South Africa*

No. 17, 2010

**TRANSFER OF ADMINISTRATION, POWERS AND FUNCTIONS
ENTRUSTED BY LEGISLATION IN TERMS OF SECTION 97 OF THE
CONSTITUTION**

In terms of section 97 of the Constitution of the Republic of South Africa, 1996, I hereby transfer the administration, powers and functions entrusted to the Minister of Human Settlements by the legislation mentioned in column 1 of the Schedule, including all amendments thereto, whether or not any of the legislation or amendments are in force, to the Minister of Rural Development and Land Reform to the extent indicated in column 1 of the Schedule with effect from the date of publication of this Proclamation in the *Government Gazette*.

Given under my Hand and the Seal of the Republic of South Africa atPretoria.... (place) this31st..... day ofMarch..... (month),
Two Thousand and Ten.



PRESIDENT
By Order of the President-in-Cabinet

MINISTER OF THE CABINET



SCHEDULE

LEGISLATION	EXTENT OF TRANSFER
Prevention of Illegal Eviction From And Unlawful Occupation of Land Act, 1998 (Act No. 19 of 1998)	All the provisions

PROKLAMASIE*van die**President van die Republiek van Suid-Afrika*

No. 17, 2010

**OORDRAG INGEVOLGE ARTIKEL 97 VAN DIE GRONDWET VAN
ADMINISTRASIE, BEVOEGHEDEN EN WERKSAAMHEDEN DEUR
WETGEWING OPGEDRA**

Ingevolge artikel 97 van die Grondwet van die Republiek van Suid Afrika, 1996, dra ek hierby die administrasie, bevoegdhede en werksaamhede wat aan die Minister van Menslike Nedersettings opgedra is deur die wetgewing genoem in kolom 1 van die Bylae, wat alle wysigings daaraan insluit, of die wetgewing of wysiging in werking is al dan nie, oor aan die Minister van Landelike Ontwikkeling en Grondhervoming tot die mate aangedui in kolom 1 van die Skedule met effek vanaf die datum van publikasie van hierdie Proklamasie in die Staatskoerant.

Gegee onder my Hand en die Seël van die Republiek van Suid Afrika te
...Pretoria... (plek) op hede die ...31ste... dag vanMaart..... (maand),
Tweeuisend en Tien.

**PRESIDENT**

Op las van die President-in-Kabinet


MINISTER VAN DIE KABINET

BYLAE

WETGEWING	MATE VAN OORPLASING
Wet op die Voorkoming van Onwettige Uitsetting en Onregmatige Besetting van Grond, 1998 (Wet No.19 van 1998)	Alle bepalings

GOVERNMENT NOTICES GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF HEALTH DEPARTEMENT VAN GESONDHEID

No. R. 322

23 April 2010

HEALTH PROFESSIONS ACT, 1974 (Act No. 56 of 1974)

REGULATIONS RELATING TO NAMES THAT MAY NOT BE USED IN RELATION TO THE PROFESSION OF EMERGENCY CARE

The Minister of Health intends, under section 61(1)(d) read with section 40 (c) of the Health Professions Act, 1974 (Act No. 56 of 1974), and after consultation with the Health Professions Council of South Africa, to make the regulations in the schedule.

Interested persons are invited to submit any substantiated written comments or representations on the proposed regulations to the Director-General: Health, Private Bag X828, Pretoria, 0001 (for the attention of the Director: Human Resource Stakeholder Relations and Management), within three months from date of publication of this Notice.

SCHEDULE

Definitions

1. In this schedule, “**the Act**” means the Health Professions Act, 1974 (Act No. 56 of 1974) and any expression or word to which a meaning has been assigned in the Act shall have that meaning, unless the context otherwise indicates.

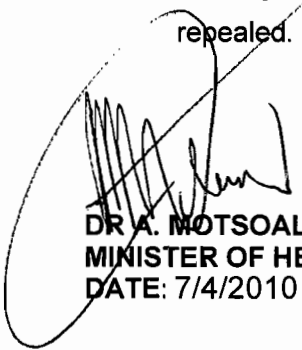
Names that may not be used

2. No person, who is not registered in terms of the Act as—
 - (a) Basic Life Support Provider;
 - (b) Intermediate Life Support Provider; or
 - (c) Advanced Life Support Provider in any of the following categories of advanced life support—
 - i. Paramedic;
 - ii. Emergency Care Technician; and
 - iii. Emergency Care Practitioner,

may use that particular appellation or title or any derivatives thereof.

Repeal

3. The regulations published as Government Notice No. 26897 of 22 October 2004 are hereby repealed.



DR A. MOTSOLEDI, MP
MINISTER OF HEALTH
DATE: 7/4/2010

No. R. 323

23 April 2010

HEALTH PROFESSIONS ACT, 1974 (Act No. 56 of 1974)**RECONSTITUTION OF A PROFESSIONAL BOARD**

Under the powers vested in me by section 15(2) of the Health Professions Act, 1974 (Act No. 56 of 1974) and on the recommendations of the Health Professions Council of South Africa, I, **Dr A. Motsoaledi**, Minister of Health, hereby reconstitute the Professional Board for Dietetics established under section 15(1) of the Act, to establish a new professional board to be known as the Professional Board for Dietetics and Nutrition with effect from date of publication of this Notice.

Any reference in any prior legislation, regulations, rules, notices or policies to the Professional Board for Dietetics shall be deemed to be a reference to the reconstituted Professional Board (**Professional Board for Dietetics and Nutrition**)



DR A. MOTSOALEDI, MP

MINISTER OF HEALTH

DATE: 7/4/2010

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
DEPARTEMENT VAN JUSTISIE EN STAATKUNDIGE ONTWIKKELING**

No. R. 324

23 April 2010

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 –

SOUTH AFRICAN POLICE SERVICES

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
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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	
(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)	(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.
(2) Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act): <ul style="list-style-type: none"> • Job evaluation reports • Panel results 	(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.
DIVISION: FINANCIAL AND ADMINISTRATION SERVICES	
ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY	
Master Copy of the Filing System	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.
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 SERVICES AND REWARDS SYSTEMS	
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 Services and Rewards Systems on request in writing to the Divisional Commissioner: Personnel Services, Private Bag X 94, PRETORIA, 0001.

PSYCHOLOGICAL SERVICES DEVELOPMENT

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 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 Development 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 —

- (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 (Eg National, Provincial, etc)
- (7) Basic Training Learning Programme
- (8) Academic performance in the Service
- (9) Internal training programmes

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.

DIVISION: VISIBLE POLICING	
FIREARMS, LIQUOR AND SECOND-HAND GOODS CONTROL	
(1) Consideration Policy 1994	The records may be inspected at the office of the Head: Firearms, Liquor and Second-hand Goods Control on request in writing to the Head: Central Firearm Control Register, Private Bag X 811, PRETORIA, 0001.
PARTNERSHIP POLICING SECTOR POLICING	
<p>Records relating to —</p> (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 	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.
VISIBLE POLICING	
<p>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:</p> (1) Police Emergency Services <ul style="list-style-type: none"> • Flying Squad or Highway Patrol • 10111 Centres (2) Community Services (3) Accident Combating (4) Specialised Uniform Support <ul style="list-style-type: none"> • 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 COPYING 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.
<p>(3) ACCIDENT REPORT (NEW OR OLD REPORTS): COPY OR PHOTOCOPY</p> <p><i>Note that —</i></p> <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. 	<p>(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.</p> <p><i>Note that —</i> The following persons are deemed to be authorised persons:</p> <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 docket 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
LABORATORY**

MANAGEMENT AND ADMINISTRATIVE SUPPORT

Only Photographs and Identikits released by the Service and published by the media

The records may be obtained from the Criminal Record Centre on request in writing addressed to the Head: Criminal Record Centre, SAPS Head Office, Private Bag X 322, PRETORIA, 0001.

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 DEVELOPMENT	
<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> <p>(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</p> <p>(2) Trauma debriefing</p> <p>(3) Number of employees psychometrically evaluated for specialized units</p> <p>(4) Number of applicants for entry level: constables evaluated</p> <p>(5) Different sports and recreation events accordingly the amounts 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>	<p>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>
RECRUITMENT AND SELECTION	
<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> <ol style="list-style-type: none"> (1) Policy on: <ul style="list-style-type: none"> • Crowd Management • National Intervention Unit • Borderline Police • Air Wing • Specialized Skills Development • Special Task Force (2) Crowd Management Incidents (3) Successes of: <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>(9) Promising Crime Prevention Practices in South Africa</p> <p>(10) National Rural Victims of Crime Survey</p> <p>(11) Crime Prevention Strategies:</p> <ul style="list-style-type: none"> • Thohoyandou • Kwadukuza • uMhatuzi • Mdantsane • Motherwell • Central Karoo • KwaMashu/ Ntuzuma/ Inanda • Bolobedu <p>(12) Guidelines: Drug and Substance Abuse</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>

VISIBLE POLICING

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:

- (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

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.

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 *Feedback 	<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	
(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)	(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.
(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): <ul style="list-style-type: none"> • Posevalueringsverslae • Paneelbeslissings 	(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.
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	
BEVORDERINGSDIENSTE EN VERGOEDINGSSISTEME	
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: Bevorderingsdienste en Vergoedingssisteme, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Personeeldienste, Privaatsak X94, PRETORIA, 0001.

SIELKUNDIGE DIENSTE ONTWIKKELING

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
- (2) Trauma-ontlonting
- (3) Getal werknemers wat psigometries vir aanstelling by spesialiseenhede geëvalueer is
- (4) Getal aansoekers wat as konstabels op toetreevlak geëvalueer is
- (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
- (6) Internasionale sportbyeenkomste: Totale getal werknemers wat deelneem en uitslae

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

AFDELING: VOORSIENINGSLYNBESTUUR

Algemene Voorwaardes en prosedures

Die rekords kan by Voorsieningslynbestuur geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Voorsieningslynbestuur, Privaatsak X254, PRETORIA, 0001.

AFDELING: OPLEIDING

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 —

- (1) Kwartaallikse opgawes
- (2) Bevoeg of nog nie bevoeg nie
- (3) Getal werknemers wat opgelei is
- (4) Opleidingsbehoefte
- (5) Die soort sertifikate wat uitgereik is
- (6) Opleidingstruktuur (bv. nasionaal, provinsiaal, ens.)
- (7) Basiese Opleidingsleerprogram
- (8) Akademiese prestasie in die Diens
- (9) Interne opleidingsprogramme

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.

AFDELING: SIGBARE POLISIËRING**VUURWAPENS, DRANK EN TWEEDEHANDSE GOEDERE KONTROLE**

- (1) Beleid oor die oorweging van aansoeke om vuurwapenlisensies, 1994

Die rekords kan by die kantoor van die Hoof: Vuurwapens, Drank en Tweedehandse Goedere Kontrole, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Hoof: Sentrale Vuurwapenbeheerregister, Privaatsak X811, PRETORIA, 0001.

**VENNOOTSKAPSPOLISIËRING
SEKTORPOLISIËRING**

Rekords ten opsigte van —

- (1) Vennootskapspolisiëring
 - Die Polisie se Gemeenskapsprojekte
 - Beleidsraamwerk en riglyne vir gemeenskapspolisiëring
- (2) Sektorpolisiëring
 - 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.

SIGBARE POLISIËRING

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:

- (1) Die Polisie se Nooddienste
 - Blitspatrolie of Hoofwegpatrolie
 - 1 0111-sentrums
- (2) Gemeenskapsdienste
- (3) Ongelukvoorkoming
- (4) Gespesialiseerde Uniform-ondersteuning
 - Gyselaaronderhandelaars
 - Duikers
 - Die Watervleuel
 - Rampbestuur
- (5) Vredeshandhawing
- (6) Berede eenheid
- (7) Honde-eenheid

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.

**7.2 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT OUTOMATIES
INGEVOLGE ARTIKEL 15(i)(a)(ii) TE KOOP BESIKBAAR 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 diens (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 diens se Jaarverslag (2) Strategiese Plan vir die Suid-Afrikaanse Polisie diens (3) Jaarlikse Prestasie Plan vir die Suid-Afrikaanse Polisie diens	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 Programbestuursraad • Geregistreeerde gebruikers van projekte en programme • Die getal geregistreeerde 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: PERSONEELDIENSTE**SELKUNDIGE DIENSTE ONTWIKKELING**

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 toetreevlak.
- (5) Verskillende sport- en ontspanningsbyeenkomste dienooreenkomstig die getal werknemers wat aan die onderskeie items deelneem (met inbegrip van sport- on 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 EN KEURING

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: KRIMINELE REKORD & FORENSIESE WETENSKAP LABORATORIUM	
BESTUUR EN ADMINISTRATIEWE ONDERSTEUNING	
Slegs foto's en Identikits wat deur die Polisie diens vrygestel en deur die media gepubliseer word	Die rekords kan verkry word by die Kriminele Rekord Sentrum deur skriftelik aansoek te rig aan die Hoof: Kriminele Rekord Sentrum, 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: 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.

AFDELING: OPLEIDING

Rekords (behalwe persoonlike inligting of rekords van werknemers ten opsigte van —

- (1) Kwartaallikse opgawes
- (2) Bevoeg of nog nie bevoeg nie
- (3) Getal werknemers wat opleiding ontvang het
- (4) Opleidingsbehoefes
- (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.

AFDELING: SIGBARE POLISIËRING**HOOFKANTOOR: LUGVLEUEL**

Sekere rekords ten opsigte van —

- (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 Seksiehoof: Lugvleuel, Posbus 19063, PRETORIA-WES, 0117.

OPERASIONELE INLIGTING BESTUUR SENTRUM

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

- (1) Beleid oor:
 - 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-inligtingsbeampste: Sigbare Polisiëring, Privaatsak X241, PRETORIA, 0001.

<p>(3) Suksesse behaal:</p> <ul style="list-style-type: none"> • Skarebestuur • Nasionale Intervensie-eenheid • Grenslyn • Lugvleuel • Gespesialiseerde Vaardigheidsontwikkeling • Spesiale Taakmag 	
VENNOOTSKAPSPOLISIËRING SEKTORPOLISIËRING	
<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>
SOSIALE MISDAADVOORKOMING	
<p>(1) “Maak Suid-Afrika Veilig”-handleiding</p> <p>(2) Handleiding oor Omgewingsontwerp</p> <p>(3) Kommunikasie materiaal oor Gesinsgeweld</p> <p>(4) Kommunikasie materiaal oor Slagofferbemaatgelying</p> <p>(5) Kommunikasie materiaal 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
 - Blitspatrolie of Hoofwegpatrolie
 - 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 AUTOMATIES 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 *Misdadvoorkoming *Kinderhoekie *Stop Misdad *Gemeenskapspolisiëring *Vroue en Kinders *Projekte *Vermiste persone *Gesoeke persone *Jeug *Vuurwapens *Skakelings *Gee 'n Wenk *Kaart op die Tuisblad *Kontaknommers *Vrae wat dikwels gevra word *Soekfasiliteite *Terugvoer 	<p>(2) Op die Diens se webtuiste by www.saps.gov.za beskikbaar.</p>

No. R. 325

23 April 2010

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**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 –

CITY OF CAPE TOWN MUNICIPALITY

As set out in the Schedule

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

(English Version)

Form D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS

(Section 15 of the Promotion of Access to Information Act, 2000
(Act 2 of 2000))

[Regulation 5A]

[Form D inserted by GNR.466 of 2007] .

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))
FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i):	
Section 14 manual made available in terms of the Promotion of Access to Information Act 2 of 2000 Old photographs	Website: www.capetown.gov.za/ City Libraries/ Legal Services Department Communications Department
FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii):	
Health brochures Photographs	Health Resource Centre, Health Directorate Website: www.capetown.gov.za/ Communication Department
FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	

<p>Agendas and minutes of Council</p> <p>(including agendas and minutes of all meetings of Council structures and those of its predecessors, excluding minutes and agendas that have been marked "confidential")</p> <p>Budget and business plans</p> <p>Capital budget Estimates of income and expenditure Reports on budget control Business plans</p>	<p>City Manager's Office: Executive Support Department/Records Management</p> <p>Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za All line departments</p>
<p>Capital budget Estimates of income and expenditure Reports on budget control Business plans</p>	<p>Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za All line departments</p>
<p>Business details</p> <p>Name, locality, address, telephone numbers, contact persons, hours of business of all Council offices and depots</p>	<p>Website: www.capetown.gov.za</p>
<p>Official details about councillors (including the mayor, the deputy mayor, the speaker and office bearers)</p> <p>Information regarding each councillor</p>	<p>Website: www.capetown.gov.za</p>
<p>Council delegations developed in terms of Section 59 of the Local Government: Municipal Systems Act, 32 of 2000</p> <p>Delegations to political office bearers, members of staff structure (Mayco, subcouncils, portfolio committees)</p>	<p>Website: www.capetown.gov.za</p>
<p>Council legislation, bylaws and policies</p>	<p>Website: www.capetown.gov.za/ Legal Services Department: Legal Resource Centre</p>

Guidelines and standards	Website: www.capetown.gov.za/ Solid Waste
Western Cape guidelines for environmental management plans, 2005 Minimum cleanliness standards Minimum requirements for refuse collection vehicle access at new developments Waste/recycling storage areas/rooms (multistorey buildings or cluster developments)	Environmental Management Department Website: www.capetown.gov.za/ Solid Waste Management Department Website: www.capetown.gov.za/ Solid Waste Management Department Website: www.capetown.gov.za/ Solid Waste Management Department Website: www.capetown.gov.za
Integrated development plan (IDP)	Website: www.capetown.gov.za
Financial records Account statements (only available to account owners on positive identification) Annual statements Arrears (only available to account owners on positive identification)	Website: www.capetown.gov.za/ Finance Directorate
Housing Land available for housing development Available municipal housing	Website: www.capetown.gov.za/ Housing Directorate Website: www.capetown.gov.za/ Housing Directorate
Land Details of municipal-owned land Records of land owned by requester on positive identification	Website: www.capetown.gov.za/ Property Management Department
Planning Business processes Policy plans Zoning schemes	Website: www.capetown.gov.za/ Planning and Building Development Management/Spatial Planning and Urban Design Department

<p>Registers (where available, excluding personal information of individuals)</p> <p>Moveable assets Contractors and service providers Tenders awarded New tenders City-approved file plan</p>	<p>Finance Directorate Website: www.capetown.gov.za/ Supply Chain Department Website: www.capetown.gov.za/ Supply Chain Department Website: www.capetown.gov.za/ Supply Chain Department Records Management Unit</p>
<p>Reports</p> <p>City of Cape Town's annual report Municipal entities' annual report All reports available on the website</p>	<p>Website: www.capetown.gov.za</p>
<p>Schedules:</p> <p>Refuse collection schedules</p>	<p>Website: www.capetown.gov.za/ Solid Waste Department</p>
<p>Statistics (excluding personal information of individuals, available in the format the record was created)</p> <p>Health statistics Waste minimisation statistics Waste statistics Statistics on solid waste management enforcement Other statistics</p>	<p>Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za Website: www.capetown.gov.za</p>
<p>Online information on Subcouncils (Upon application to the Subcouncil manager: records relating to ratepayers' associations and community-based organisations active within the jurisdiction of the particular Subcouncil)</p>	<p>Website: www.capetown.gov.za /Each Subcouncil Office</p>
<p>Tariffs, fees, surcharges</p>	<p>Website: www.capetown.gov.za/ Line Departments</p>

<p>Tenders</p> <p>Tender applications of requester after public opening on positive identification Tender adjudication decisions and minutes after tender award</p>	<p>Website: www.capetown.gov.za/ Supply Chain Department</p> <p>Website: www.capetown.gov.za/ Supply Chain Department</p>
<p>Maps (paper form/digital maps/static maps)</p>	<p>Website: www.capetown.gov.za/ Planning and Building Development Management/Spatial Planning and Urban Design Department/Relevant Line Departments</p>
<p>Staff official information as included in the exceptions to personal information provided for in terms of section 34 (f) of the Promotion of Access to Information Act 2 of 2000:</p> <p>An individual who is or was an official of the City: Title, work address, work telephone number and other relevant particulars. The classification, salary scale or remuneration and responsibilities of the position held or services performed by the individual. (NB: Salary scale or remuneration pertains to that of a post currently occupied by the individual, not specific salary or specific remuneration currently earned by an official)</p>	<p>Website: www.capetown.gov.za/ Strategic Human Resource Department/Personnel Department/Line Departments</p>
<p>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (ii):</p>	
<p>Information brochures/publications (All publications by and on behalf of the municipality that have been made public or presented to Council and in terms of which no copyright is held by persons or bodies not connected to the City. Printed copies may not always be available)</p> <p>Access to Information brochures (Act 2 of 2000) Contact City News City' online newsletter Ombudsman's quarterly newsletter</p>	<p>Legal Services Department Website: www.capetown.gov.za/ Communication Department Website: www.capetown.gov.za/ Communication Department Website: www.capetown.gov.za/ Communication Department Website: www.capetown.gov.za/ Ombudsman Department</p>
<p>All information made available online</p> <p>Any other record available on the website Online information on councilors Photographs Road construction Transport, Roads and Storm water schedule maps – online only Train time schedules – online only Train timetables – online only Transport, Roads and Storm water projects</p>	<p>Website: www.capetown.gov.za/ Website: www.capetown.gov.za/ Website: www.capetown.gov.za/ Website: www.capetown.gov.za/ Website: www.capetown.gov.za/</p> <p>Website: www.capetown.gov.za/ Website: www.capetown.gov.za/</p>

Information on the City Political Structures	Website: www.capetown.gov.za Website: www.capetown.gov.za
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(Afrikaans Version)

Vorm D

AUTOMATIES BESKIKBARE REKORDS EN TOEGANG DAARTOE

(Artikel 15 van die Wet op Bevordering van Toegang tot Inligting, 2000
(Wet 2 van 2000))

[Regulasie 5A]

[Vorm D ingevoeg kragtens GNR. 466 van 2007]

BESKRYWING VAN KATEGORIE REKORDS AUTOMATIES BESKIKBAAR INGEVOLGE ARTIKEL 15 (1) (a) VAN DIE WET OP BEVORDERING VAN TOEGANG TOT INLIGTING, 2000	WYSE VAN TOEGANG TOT REKORDS (bv webwerf) (ARTIKEL 15 (1) (b))
VIR INSPEKSIE INGEVOLGE ARTIKEL 15 (1) (a) (i)	
Artikel 14-handleiding beskikbaar gestel ingevolge die Wet op Bevordering van Toegang tot Inligting, Wet 2 van 2000 Ou foto's	Webwerf: www.capetown.gov.za/ City Libraries/ Legal Services Department Kommunikasiedepartement
VIR AANKOPE INGEVOLGE ARTIKEL 15 (1) (a) (i)	
Gesondheidsbrosjures Foto's	Gesondheidshulpbronsentrum, direktoraat gesondheid Webwerf: www.capetown.gov.za/ Kommunikasiedepartement
VIR KOPIËRING INGEVOLGE ARTIKEL 15 (1) (a) (i)	

<p>Agendas en notules van die Raad (insluitend agendas en notules van vergaderings van Raadstrukture en dié van sy voorgangers, en uitgesluit notules en agendas "vertroulik" gemerk)</p> <p>Begroting en sakeplanne</p> <p>Kapitaalbegroting Raming van inkomste en uitgawes Verslae oor begrotingsbeheer Sakeplanne</p>	<p>Stadsbestuurder se kantoor: departement uitvoerende steun/rekordbestuur</p> <p>Webwerf: www.capetown.gov.za Webwerf: www.capetown.gov.za Webwerf: www.capetown.gov.za Alle lyndepartemente</p>
<p>Kapitaalbegroting Raming van inkomste en uitgawes Verslae oor begrotingsbeheer Sakeplanne</p>	<p>Webwerf: www.capetown.gov.za Webwerf: www.capetown.gov.za Webwerf: www.capetown.gov.za Alle lyndepartemente</p>
<p>Sakebesonderhede</p> <p>Naam, ligging, adres, telefoonnommers, kontakpersone, en sake-ure van alle Raadskantore en -depots</p>	<p>Webwerf: www.capetown.gov.za</p>
<p>Amptelike besonderhede van raadsiede: (insluitend die burgemeester, die onderburgemeester, die speaker en ampsdraers)</p> <p>Inligting oor elke raadslid</p>	<p>Webwerf: www.capetown.gov.za</p>
<p>Raadsdelegasies opgestel ingevolge artikel 59 van die Plaaslike Regering: Wet op Munisipale Stelsels, no 32 van 2000</p> <p>Delegasies aan politieke ampsdraers, lede van personeelstruktuur (burgemeesterskomitee, subrade, portefeuljekomitees)</p>	<p>Webwerf: www.capetown.gov.za</p>
<p>Raadswetgewing, verordeninge en beleide</p>	<p>Webwerf: www.capetown.gov.za/ Legal Services Department: Legal Resource Centre</p>

Riglyne en standaarde	Webwerf: www.capetown.gov.za/ Solid Waste
Wes-Kaapse riglyne vir omgewingsbestuursplanne, 2005 Minimum skoonheidstandaarde Minimum vereistes vir vullisverwyderingsvoertuig-toegang by nuwe ontwikkelings Kamers/stoorplekke vir afval/herwinning (veelverdiepinggeboue of trosontwikkelings)	Departement omgewingsbestuur Webwerf: www.capetown.gov.za/ Solid Waste Management Department Webwerf: www.capetown.gov.za/ Solid Waste Management Department Webwerf: www.capetown.gov.za/ Solid Waste Management Department Webwerf: www.capetown.gov.za
Geïntegreerde ontwikkelingsplan (GOP)	Webwerf: www.capetown.gov.za
Finansiële rekords Rekeningstate (slegs beskikbaar aan rekeninghouers by positiewe identifikasie) Jaarlikse state Agterstallige rekeninge (slegs beskikbaar aan rekeninghouers by positiewe identifikasie)	Webwerf: www.capetown.gov.za/ Finance Directorate
Behuising Grond beskikbaar vir behuisingsontwikkeling Beskikbare munisipale behuising	Webwerf: www.capetown.gov.za/ Housing Directorate Webwerf: www.capetown.gov.za/ Housing Directorate
Grond Besonderhede van grond in munisipale besit Rekords van grond wat deur aanvrager besit word, by positiewe identifikasie	Webwerf: www.capetown.gov.za/ Property Management Department
Beplanning Sakeprosesse Beleidsplanne Soneringskemas	Webwerf: www.capetown.gov.za/ Planning and Building Development Management/Spatial Planning and Urban Design Department

<p>Registers (waar beskikbaar, persoonlike inligting van individue uitgesluit)</p> <p>Roerende bates Kontrakteurs en diensverskaffers Tenders toegeken Nuwe tenders Lêerplan deur Stad goedgekeur</p>	<p>Direktoraat finansies Webwerf: www.capetown.gov.za/ Supply Chain Department Webwerf: www.capetown.gov.za/ Supply Chain Department Webwerf: www.capetown.gov.za/ Supply Chain Department Eenheid vir rekordbestuur</p>
<p>Verslae</p> <p>Jaarverslag van die Stad Kaapstad Jaarverslag van die munisipale entiteite Alle verslae op die webwerf beskikbaar</p>	<p>Webwerf: www.capetown.gov.za</p>
<p>Skedules</p> <p>Vullisverwyderingskedules</p>	<p>Webwerf: www.capetown.gov.za/ Solid Waste Department</p>
<p>Statistiek (met die uitsondering van individue se persoonlike inligting, beskikbaar in die formaat waarin die rekord geskep is):</p> <p>Gesondheidstatistiek Afvalverminderingstatistiek Afvalstatistiek Statistiek oor vasteafval-toepassing Ander statistiek</p>	<p>Webwerf: www.capetown.gov.za Webwerf: www.capetown.gov.za Webwerf: www.capetown.gov.za Webwerf: www.capetown.gov.za Webwerf: www.capetown.gov.za</p>
<p>Aanlyn-inligting oor subrade (By aansoek beskikbaar by die subraadsbestuurder – rekords oor belastingbetalersverenigings en gemeenskapsgebaseerde organisasies wat in die spesifieke subraad werk)</p>	<p>Webwerf: www.capetown.gov.za /Each subcouncil Office</p>
<p>Tariewe, gelde, bybelastings</p>	<p>Webwerf: www.capetown.gov.za/ Line Departments</p>

<p>Tenders</p> <p>Tenderaansoeke van aanvrer na oopmaak in die openbaar, by positiewe identifikasie Tenderbeoordelingsbesuite en notule na tendertoekenning</p>	<p>Webwerf: www.capetown.gov.za/ Supply Chain Department</p> <p>Webwerf: www.capetown.gov.za/ Supply Chain Department</p>
<p>Kaarte (papierformaat/digitale kaarte/statiese kaarte)</p>	<p>Webwerf: www.capetown.gov.za/ /Planning and Building Development Management/Spatial Planning and Urban Design Department/Relevant Line Departments</p>
<p>Amptelike personeelinligting soos vervat in die uitsonderings tot persoonlike inligting waarvoor in artikel 34 (f) van die Wet op Bevordering van Toegang tot Inligting, Wet 2 van 2000, voorsiening gemaak is:</p> <p>'n Individu wat 'n Stadsamptenaar is of was: Titel, werkadres, werktelefoonnommer en ander relevante besonderhede. Die klassifikasie, salarisskaal of vergoeding en verantwoordelikhede van die posisie wat beklee word of dienste wat deur die individu verrig word (LW: Salarisskaal of vergoeding hou verband met 'n pos wat tans deur die individu beklee word, nie die spesifieke salaris of spesifieke vergoeding wat tans deur 'n amptenaar verdien word nie)</p>	<p>Webwerf: www.capetown.gov.za/ Strategic Human Resource Department/Personnel Department/Line Departments</p>
<p>GRATIS BESKIKBAAR INGEVOLGE <u>ARTIKEL 15 (1) (a) (i)</u></p>	
<p>Inligtingsbrosjures/publikasies (Alle publikasies deur en namens die munisipaliteit wat openbaar gemaak of aan die Raad voorgelê is, sonder kopiereg deur persone of liggame wat nie aan die Stad verbind is nie. Gedrukte kopieë is nie noodwendig altyd beskikbaar nie)</p> <p>Brosjures oor toegang tot inligting (Wet 2 van 2000) Contact City News Stad se aanlyn-nuusbrief Ombudsman se kwartaallike nuusbrief</p>	<p>Regsdienstedepartement Webwerf: www.capetown.gov.za/ /Communication Department Webwerf: www.capetown.gov.za/ /Communication Department Webwerf: www.capetown.gov.za/ /Communication Department Webwerf: www.capetown.gov.za/ /Ombudsman Department</p>
<p>Nog elektroniese inligting</p> <p>Enige ander Raadsrekords op die webwerf beskikbaar Elektroniese inligting oor raadslede Foto's Padkonstruksie Vervoer, paaie en stormwater – skedulekaarte – net elektronies Treintydskedules – slegs elektronies Treintydrooster – slegs elektronies Projekte van vervoer, paaie en stormwater Inligting oor die Stad se politieke strukture</p>	<p>Webwerf: www.capetown.gov.za Webwerf: www.capetown.gov.za Webwerf: www.capetown.gov.za Webwerf: www.capetown.gov.za Webwerf: www.capetown.gov.za</p> <p>Webwerf: www.capetown.gov.za Webwerf: www.capetown.gov.za Webwerf: www.capetown.gov.za</p>

	Webwerf: www.capetown.gov.za
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(Xhosa Version)

IFomu-D

IINKCUKACHA EZIFUMANEKA NGAPHANDLE KWENKXAMLEKO NENDLELA YOKUFUMANEKA KWAZO:

(ICandelo-15 loMthetho ongokuKhuthazwa kokuFumaneka koLwazi onguNomb.2 wango-2000
(UMthetho-2 wango-2000))

[UMgaqo-5A]

[Ifomu-D ingeniswe yi-GNR.466 yango-2007.]

INKCAZELO YOLUHLU LWEENKCUKACHA EZITHI ZIFUMANEKE NGAPHANDLE KWENKXAMLEKO, NGOKUNGQINELANA <u>NECANDELO-15</u> LOMTHETHO ONGOKUKHUTHAZWA KOKUFUMANEKA KOLWAZI WANGO-2000	INDLELA YOKUFUMANEKA KWEENKCUKACHA (umzekelo, kwiwebhusayithi) <u>(ICANDELO-15 (1) (b))</u>
UKUBA ZIPHONONONGWE <u>NGOKWECANDELO-15 (1) (a) (i):</u>	
INcwadana yezikhokelo yeCandelo-14 yaye yenziwa ukuba ifumaneka ngokoMthetho ongokuKhuthazwa kokuFumaneka koLwazi onguNomb.2 wango-2000 Iifoto ezindala	Iwebhusayithi: www.capetown.gov.za/ City Libraries/ Legal Services Department ISebe lezoNxibelelwano
UKUBA ZITHENGWE <u>NGOKWECANDELO-15 (1) (a) (ii):</u>	
Iincwadana ezingezeMpilo Iifoto	IZiko loBonelelo ngezeMpilo, ICandelo loLawulo lezeMpilo Iwebhusayithi: www.capetown.gov.za/ ISebe loNxibelelwano
UKUBA ZIFOTOKOTSHWE <u>NGOKWECANDELO-15 (1) (a) (ii):</u>	

<p>Ti-ajenda neMizuzu yeBhunga</p> <p>(Kuquka ii-ajenda nemizuzu yazo zonke lintlanganiso zezakheko zeBhunga kunye nezo zezakheko zangaphambili, ngaphandle kwemizuzu nee-ajenda ezithe zaphawulwa ukuba "zezasekhusini").</p> <p>IBhajethi neZicwangciso zoShishino</p> <p>IBhajethi engeeMali ezinkulu Uqikelelo lweNgeniso neNkcitho Iingxelo ezingolawulo lwebhajethi Izicwangciso ezingezoshishino</p>	<p>I-Ofisi yoMphathi wesiXeko: ISebe leNkxaso yeSigqeba/AboLawulo lweeNkcukacha</p> <p>Iwebhusayithi: www.capetown.gov.za Iwebhusayithi: www.capetown.gov.za Iwebhusayithi: www.capetown.gov.za Onke amaCandelo amaSebe</p>
<p>IBhajethi engeeMali ezinkulu Uqikelelo lweNgeniso neNkcitho Iingxelo ezingolawulo lwebhajethi Izicwangciso ezingezoshishino</p>	<p>Iwebhusayithi: www.capetown.gov.za Iwebhusayithi: www.capetown.gov.za Iwebhusayithi: www.capetown.gov.za Onke amacandelo amaSebe</p>
<p>Iinkcukacha zendlela yokusebenza</p> <p>Igama, indawo, idilesi, iinombolo zomnxeba, abantu emakuqhagamshelwane nabo, amaxesha okusebenza kwazo zonke ii-ofisi zebhunga needepho</p>	<p>Iwebhusayithi: www.capetown.gov.za</p>
<p>Iinkcukacha ezisesikweni zooCeba: (Kuquka uSodolophu, uSekela Sodolophu, uSomlomo nabo basebenza e-ofisini/kwisigqeba solawulo)</p> <p>Ingcaciso ephathelene negama loCeba ngamnye</p>	<p>Iwebhusayithi: www.capetown.gov.za</p>
<p>Izigunyaziso zeBhunga ziqulunqwe ngokwecandelo-59 loMthetho wobuRhulumente beNgingqi ongolawulo lweeNkqubo zikaMasipala onguNomb.32 wango-2000</p> <p>Izigunyaziso kwabo basisigqeba kumbutho wezopolitiko, iSakheko samalungu angabasebenzi (iKomiti yeSigqeba sikaSodolophu/i-Mayco, amabhungana, iikomiti zemcimbi yamasebe)</p>	<p>Iwebhusayithi: www.capetown.gov.za</p>
<p>UMthetho weBhunga, iMithetho kaMasipala neMigaqo-nkqubo</p>	<p>Iwebhusayithi: www.capetown.gov.za/ Legal Services Department: Legal Resource Centre</p>

Izikhokelo zeMigaqo efanelekileyo:	Iwebhusayithi: www.capetown.gov.za/ Solid Waste
<p>Izikhokelo zaseNtshona Kapa ezingezicwangciso zolawulo lokusingqongileyo zango-2005</p> <p>Imilinganiselo yemigaqo efanelekileyo engococeko</p> <p>Iimfuno ezithile ezingokuqokelelwa kwenkunkuma – ukungena kwezithuthi kwimimandla emitsha yezophuhliso</p> <p>Inkunkuma/izitora zokwenza okutsha ngenkunkuma/amagumbi (izakhiwo ezinemigangatho emininzi okanye uphuhliso lweeklasta)</p>	<p>ISebe loLawulo</p> <p>Iwebhusayithi: www.capetown.gov.za/ Solid Waste Management Department</p> <p>Iwebhusayithi: www.capetown.gov.za/ Solid Waste Management Department</p> <p>Iwebhusayithi: www.capetown.gov.za/ Solid Waste Management Department</p> <p>Iwebhusayithi: www.capetown.gov.za</p>
ISicwangciso soPhuhliso ngokuHlangeneyo (IDP)	Iwebhusayithi: www.capetown.gov.za
<p>Iinkcukacha ezingezimali:</p> <p>Iingxelo ezingee-akhawunti (Zifumaneka kuphela kubanini bazo, ngokuthi bagqithise ubungqina obufanelekileyo)</p> <p>Iingxelo zonyaka</p> <p>Ii-akhawunti ezingamatyala (Zifumaneka kubanini bazo ngokuthi bagqithise ubungqina obufanelekileyo)</p>	Iwebhusayithi: www.capetown.gov.za/ Finance Directorate
<p>EzeZindlu:</p> <p>Umhlaba ufumaneka ukuba kuphuhlise/kwakhiwe izindlu</p> <p>Izindlu zikamasipala ezifumanekayo</p>	<p>Iwebhusayithi: www.capetown.gov.za/ Housing Directorate</p> <p>Iwebhusayithi: www.capetown.gov.za/ Housing Directorate</p>
<p>UMhlaba:</p> <p>Iinkcukacha zomhlaba olawulwa nguMasipala</p> <p>Iinkcukacha zomhlaba olawulwa ngumcell waloo mhlaba; zifumaneka ngokuthi ugqithise ubungqina obufanelekileyo</p>	Iwebhusayithi: www.capetown.gov.za/ Property Management Department
<p>UCwangciso</p> <p>Iinkqubo ezingezoShishino</p> <p>Izicwangciso zoMgaqo-nkqubo</p> <p>Iinkqubo ezingezocando lomhlaba</p>	Iwebhusayithi: www.capetown.gov.za/ Planning and Building Development Management/Spatial Planning and Urban Design Department

<p>IiRejista (apho zifumaneka khona, ngaphandle kwengcaciso eyeyaloo mntu/eyeyabucala):</p> <p>Iimpahla/li-asethi eziphathekayo Oonokotraka nabaBoneleli ngeNkonzo Iithenda ezinikezelweyo Iithenda ezintsha ISicwangciso soMqulu wesiXeko ophunyeziweyo</p>	<p>ICandelo loLawulo lweziMali</p> <p>Iwebhusayithi: www.capetown.gov.za/ Supply Chain Department</p> <p>Iwebhusayithi: www.capetown.gov.za/ Supply Chain Department</p> <p>Iwebhusayithi: www.capetown.gov.za/ Supply Chain Department</p> <p>Records Management Unit</p>
<p>Iingxelo</p> <p>INGxelo yoNyaka yesiXeko saseKapa INGxelo yoNyaka engamaQumrhu azimeleyo kaMasipala Zonke iingxelo ziyafumaneka kwiwebhusayithi</p>	<p>Iwebhusayithi: www.capetown.gov.za</p>
<p>Uludwe lweenkqubo/Iishedyuli:</p> <p>Iishedyuli ezingokuQokelelwa kweNkunkuma</p>	<p>Iwebhusayithi: www.capetown.gov.za/ Solid Waste Department</p>
<p>Amanani-nkcazo (ngaphandle kwengcaciso eyeyaloo mntu/eyeyabucala, afumaneka ngokwendlela irekhodi elo elathi layilwa ngayo):</p> <p>Amanani-nkcazo angezeMpilo Amanani-nkcazo angokuCuthwa kweNkunkuma? Amanani-nkcazo angeNkunkuma? UNyanzeliso lamanani-nkcazo kuLawulo lweNkunkuma Amanye amanani-nkcazo</p>	<p>Iwebhusayithi: www.capetown.gov.za</p> <p>Iwebhusayithi: www.capetown.gov.za</p> <p>Iwebhusayithi: www.capetown.gov.za</p> <p>Iwebhusayithi: www.capetown.gov.za</p> <p>Iwebhusayithi: www.capetown.gov.za</p>
<p>Ingcaciso efumanekayo engamaBhungana (“Apho uye uqale wenze Isicelo kumanejala webhungana ngokuphathelelene neenkukacha/iirekhodi eziphathelelene kwimibutho yabarhafi nemibutho yoluntu ethi ifumaneke kulawulo lwebhungana elo)</p>	<p>Iwebhusayithi: www.capetown.gov.za /Each subcouncil Office</p>
<p>Amaxabiso/iirhafu, imirhumo, iintlawulo ezongezelelweyo</p>	<p>Iwebhusayithi: www.capetown.gov.za/ Line Departments</p>

<p>Iithenda:</p> <p>Izicelo zethenda zomceli emva kokuba ziye zabhengezwa kuluntu, ziyafumaneka ngokuthi ungenise ubungqina obufanelekileyo Izigqibo zeKomiti yolawulo lwethenda nemizuzu yasemva kokuba kunikezelwe ithenda</p>	<p>Iwebhusayithi: www.capetown.gov.za/ Supply Chain Department</p> <p>Iwebhusayithi: www.capetown.gov.za/ Supply Chain Department</p>
<p>Iimephu eziluhlobo lwephepha, imephu ezifotwe emoyeni/ezamanani neemephu ezingenakutshintshwa</p>	<p>Iwebhusayithi: www.capetown.gov.za/ Planning and Building Development Management/Spatial Planning and Urban Design Department/Relevant Line Departments</p>
<p>Ingcaciso esesikweni emalunga namagosa/abasebenzi njengoko kuqukiwe ukuba ingcaciso yabucala yaloomntu ayiqukwanga, ngokungqinelana necandelo-34 (f) loMthetho ongeNkuthazo yokuFumaneka koLwazi onguNomb.2 wango-2000:</p> <p>Eyona nto iphambili yeyokuba umntu lowo uligosa/ungumsebenzi okanye wayeligosa kwisiXeko: Itaytile, idilesi yasemsebenzini, inombolo yomnxeba yasemsebenzini nezinye iinkcukacha ezilolo hlobo zomntu lowo ziyafumaneka. Uhlelo/inqanaba, ubungakanani bomvuzo kunye noxanduva kwisikhundla eso okanye inkonzo enikezelwa nguloo mntu - konke oku kuyafumaneka. (Qaphela ukuba: Umvuzo ujolise kwisikhundla eso umntu lowo akuso, hayi kumvuzo lowo ekungokunje umntu lowo awamkelayo)</p>	<p>Iwebhusayithi: www.capetown.gov.za/ Strategic Human Resource Department/Personnel Department/Line Departments</p>
<p>KUYAFUMANEKA NGAPHANDLE KWENTLAWULO NGOKWECANDELO-15 (1) (a) (iii):</p>	
<p>Iincwadana ezingolwazi/amaxwebhu apapashiweyo (onke mamaxwebhu apapashiweyo egameni likamasipala athe avumeleka ukuba afunyanwe luluntu okanye athe agqithiswa wiBhunga apho kungekho namye okanye iqumrhu elinelungelo lokubhala ngokutsha kwikopi leyo ngaphandle kokuba lowo unemvume/wayamene nesiXeko. Iikopi ezishicilelweyo/eziprintiweyo zisenokungafumaneki ngamanye amaxesha):</p> <p>UkuFumaneka kweencwadana ezingoLwazi (UMthetho ongunomb.2 wango-2000) Qhagamshelana nala maphepha-ndaba: City News City Online News Letter Ombudsman's Quarterly Newsletter</p>	<p>ISebe leeNkonzo zoMthetho Iwebhusayithi: www.capetown.gov.za/ Communication Department Iwebhusayithi: www.capetown.gov.za/ Communication Department Iwebhusayithi: www.capetown.gov.za/ Communication Department Iwebhusayithi: www.capetown.gov.za/ Ombudsman Department</p>

Lonke ulwazi lilungiselelwe ukuba lifumaneka	
Nayiphina inkcukacha engenye iyafumaneka kwiwebhusayithi: Ingcaciso emalunga nooCeba Iifoto Ulwakhiwo lweNdlela Iimephu ezingeeShedyuli ezingeZothutho, iiNdlela neZitshi - ziyafumaneka kwikhompyutha kuphela Iishedyuli zamaxesha kaloliwe - ziyafumaneka kwikhompyutha kuphela Uluhlu lwamaxesha kaloliwe - ayafumaneka kwikhompyutha kuphela IiProjekthi ezingeZothutho, iiNdlela neZitshi - ziyafumaneka Ingcaciso emalunga neZakheko zoPolitiko zesiXeko - iyafumaneka	Iwebhusayithi: www.capetown.gov.za Iwebhusayithi: www.capetown.gov.za Iwebhusayithi: www.capetown.gov.za Iwebhusayithi: www.capetown.gov.za Iwebhusayithi: www.capetown.gov.za Iwebhusayithi: www.capetown.gov.za Iwebhusayithi: www.capetown.gov.za Iwebhusayithi: www.capetown.gov.za Iwebhusayithi: www.capetown.gov.za

**DEPARTMENT OF LABOUR
DEPARTEMENT VAN ARBEID**

No. R. 320

23 April 2010

**LABOUR RELATIONS ACT, 1995: BARGAINING COUNCIL FOR THE
HAIRDRESSING TRADE; CAPE PENINSULA: RENEWAL OF MAIN COLLECTIVE
AGREEMENT**

I, MEMBATHISI MPHUMZI SHEPHERD MDLADLANA, Minister of Labour, hereby, in terms of section 32(6)(a)(ii) of the Labour Relations Act, 1995, declare the provisions of Government Notices Nos. R1532 of December 2002; R939 and R940 of August 2004; R915 and R916 of September 2006; R1175 and R1176 of 14 December 2007 and R419 of April 2009, to be effective from the date of publication of this notice and for the period ending 31 December 2011.

"MMS MDLADLANA"

MINISTER OF LABOUR

No. R. 320

23 April 2010

**WET OP ARBEIDSVERHOUDINGE, 1995
BEDINGINGSRAAD VIR DIE HAARKAPPERSBEDRYF, KAAPSE SKIEREILAND:
HERNUWING VAN HOOF KOLLEKTIEWE OOREENKOMS**

Ek MEMBATHISI MPHUMZI SHEPHERD MDLADLANA, Minister van Arbeid: verklaar hierby, kragtens artikel 32(6) (a)(ii) van die Wet op Arbeidsverhoudinge, 1995, dat die bepalings van Goewermentskennisgewings Nos R1532 van 13 Desember 2002, R939 en R940 van 13 Augustus 2004; R915 en R916 van 15 September 2006; R1175 en R1176 van Desember 2007 en R17 April 2009, met 'n verdure tydperk wat op 31 Desember 2011.

"MMS MDLADLANA"

MINISTER VAN ARBEID

No. R. 321

23 April 2010

LABOUR RELATIONS ACT, 1995**BARGAINING COUNCIL FOR THE HAIRDRESSING TRADE, CAPE
PENINSULA: EXTENSION TO NON-PARTIES OF MAIN COLLECTIVE
AMENDING AGREEMENT**

I, MEMBATHISI MPHUMZI SHEPHERD MDLADLANA, Minister of Labour, hereby in terms of section 32(2) of the Labour Relations Act, 1995, declare that the collective agreement which appears in the Schedule hereto, which was concluded in the Bargaining Council for the Hairdressing Trade, Cape Peninsula and is binding in terms of section 31 of the Labour Relations Act, 1995, on the parties which concluded the agreement, shall be binding on the other employers and employees in that Industry with effect from03 May 2010..... for the period ending 31 December 2011.

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MMS MDLADLANA
MINISTER OF LABOUR

No. R. 321

23 April 2010

WET OP ARBEIDSVERHOUDINGE, 1995**BEDINGINGSRAAD VAN DIE HAARKAPPERSBEDRYF, KAAPSE
SKIEREIL: UITBREIDING NA NIE-PARTYE VAN HOOF KOLLEKTIEWE
WYSIGINGSOOREENKOMS**

Ek, MEMBATHISI MPHUMZI SHEPHERD MDLADLANA, Minister van Arbeid, verklaar hierby, kragtens artikel 32(2) van die Wet op Arbeidsverhoudinge, 1995, dat die kollektiewe ooreenkoms wat in die Engelse Bylae hiervan verskyn en wat in die Bedingingsraad van die Haarkappersbedryf, Kaapse Skiereil aangegaan is en kragtens artikel 31 van die Wet op Arbeidsverhoudinge, 1995, bindend is op die partye wat die ooreenkoms aangegaan het, bindend is vir die ander werkgewers en werknemers in daardie Nywerheid, met ingang van..... 03 Mei 2010..... , en vir die tydperk wat op 31 Desember 2011 eindig.

” MMS MDLADLANA ”
MINISTER VAN ARBEID

SCHEDULE**BARGAINING COUNCIL FOR THE HAIRDRESSING TRADE CAPE PENINSULA****COLLECTIVE AGREEMENT**

in accordance with the provisions of the Labour Relations Act, 1995, made and entered into by and between the

EMPLOYERS' ORGANISATION FOR HAIRDRESSING, COSMETOLOGY AND BEAUTY

(hereinafter referred to as the "employers" or the "employers' organisation"), of the one part, and the

UNITED ASSOCIATION OF SOUTH AFRICA PERSONAL CARE SECTOR

(hereinafter referred to as the "employees" or the "trade union"), of the other part, being the parties to the Bargaining Council for the Hairdressing Trade, Cape Peninsula, to amend the Agreement published under Government Notice No. R1532 of 13 December 2002; R 939 and R 940 of 13 August 2004; R 915 and R 916 of 15 September 2006; R1175 and R 1176 of 14 December 2007 and R 419 of 17 April 2009.

1. SCOPE OF APPLICATION

1.1 The terms of this agreement shall be observed in the Hairdressing Trade –

1.1.1 by all employers who are members of the employers' organisation and by all employees who are members of the trade union;

1.1.2 in the Magisterial Districts of the Cape, Wynberg, Simon's Town, Goodwood and Bellville, those portions of the Magisterial Districts of Malmesbury and Stellenbosch which, prior to the publication of Government Notices 171 of 8 February 1957 and 283 of 2 March 1962, respectively, fell within the Magisterial District of Bellville, that portion of the Magisterial District of Kuilsriver which, prior to the publication of Government Notice 661 of 19 April 1974, fell within the Magisterial District of Stellenbosch but which, prior to 2 March 1962, fell within the Magisterial District of Bellville and that portion of the Magisterial District of Somerset West which prior to 9 March 1973 (Government Notice 173 of 9 February 1973), fell within the Magisterial District of Wynberg.

1.2 Notwithstanding the provisions of subclause (1), the terms of this agreement shall –

1.2.1 apply only to employees for whom wages are specified in this agreement and to the employers of such employees;

1.2.2 apply to learners only in so far as they are not inconsistent with the provisions of the Skills Development Act, 1998 or any contract entered into or any condition fixed there under.

2. PERIOD OF OPERATION

This agreement shall come into operation –

- (a) in respect of the parties on 1 January 2010
- (b) in respect of non-parties, on such a date as determined by the Minister.

The agreement shall remain in force until 31 December 2011

3 EXCEPTIONS

The provisions of this Agreement do not apply to non-parties in respect of clauses 1.1.1; 2.1(a); 14 (4)(a); 29; 30; 31(1); 35; 36; 37(2); 37(3) and 38.

4. CLAUSE 4: WAGES

4.1 Substitute the following for subclause 4.1

Subject to the provisions of subclause 4.2, every employer must pay each employee a wage that is not less than the minimum wage specified for that employee's relevant job category and experience.

WAGE SCHEDULE		
	JOB CATEGORY	RAND PER MONTH
1.1	Hairdresser Qualified Experienced	4376
1.2	Hairdresser Qualified First Year	3078
1.3	Hairdresser Non-Qualified	2723
2.	Operator	2983
3.	Cleaner	2150
4.1.	Receptionist Experienced	3474

4.2	Receptionist First Year		2645
5.1	Learner employed prior to 1 January 2010		1825
5.2	Learners Entering Employment after 1 January 2010		
	Learners Who Have Completed College Full Time	New Learners Attending College Part Time	
5.2.1	Starting Salary	Starting Salary	1808
5.2.2	After 3 months	After Level 2 Passed	1952
5.2.3	After further 3 months	After Level 3 Passed	2109
5.2.4	After further 3 months	After Level 4 Passed	2278

5. **CLAUSE 11: PUBLIC HOLIDAYS**

5.1 Substitute the following for subclause 11.5

An employer must pay an employee or, by agreement, grant time off in lieu of hours worked on a public holiday or Easter Saturday. Time off in lieu of hours worked must be granted within 60 (sixty) calendar days, failing which such time off must be compensated by monetary payment.

6. **CLAUSE 13: ANNUAL LEAVE**

6.1 Add the following subclause 13.2(c)

At least 2 weeks leave must be taken consecutively with the balance to be taken by agreement between the employer and the employee not later than six months after the end of the annual leave cycle or will be forfeited, subject to clause 13.5.

7. **CLAUSE 15: MATERNITY LEAVE**

7.1 Substitute the following for subclause 15.5

An employee must notify the employer in writing that she is pregnant at least three months before the anticipated date of confinement and must specify when the employee intends to-

- (a) commence maternity leave; and
- (b) return to work after maternity leave.

8. CLAUSE 25: COUNCIL LEVIES

8.1 Substitute the following for subclause 25.1

For the purpose of meeting the expenses of the Council every employer must deduct per month R45.00 from the wages of each employee and add to the total amount so deducted a like amount.

8.2 Add the following subclause 25.4

Every hairdresser who works independently from their own, rented or subleased premises and has no employees must pay a basic salon charge of R65.00 per month. The basic salon charge must be paid to the Council before the seventh day of the next month in respect of which payment is due.

9. CLAUSE 35: SICK BENEFIT FUND

9.1 Substitute the following for subclause 35.4(c)

Every working employer who is a member of the Fund must pay R440.00 per month to receive benefits.

9.2 Substitute the following for subclause 35.4(d)

A child dependant under the age of 18 years must pay R70.00 per month and a spouse, life partner and adult dependants must pay R130.00 per month. No employer contribution is payable in respect of dependants.

9.3 Substitute the following for the Sick Benefit Fund Contribution Schedule

SICK BENEFIT FUND CONTRIBUTION SCHEDULE		
Job Category	Employee Contribution Rand per month	Employer Contribution Rand per month
Qualified Hairdresser	220.00	220.00
Non-Qualified Hairdresser, Operator and Experienced Receptionist	165.00	165.00
Cleaner, First Year Receptionist and Learner	130.00	130.00

8.4 Substitute the following for subclause 35.6

Sick Benefit Fund Benefits

- (a) Upon acceptance to the Fund by the Management Board, members are entitled to receive the following benefits-
- (i) Hospital and Nursing Home Fees: A maximum of R350.00 per day is paid at medical aid rates. Covers all in-hospital expenses including, attention by a medical practitioner, including the cost of x-ray examinations, operations, injections, specialists' investigations, anaesthetic fees, physiotherapy and/or human diathermy treatment, maxillofacial and oral surgical treatment. A medical practitioner must approve all treatment.

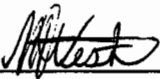
- (ii) Theatre Fees: 80% of medical aid rates per claim.
- (iii) Medicines: 100% per claim subject to a maximum benefit of R750.00 per year. Includes supplies on authority of a prescription signed by a general practitioner or specialists for medicines, drugs, ointments, bandages and lotions.
- (iv) Self- Medication: R40.00 per prescription (excluding VAT), for all treatments except for vaginal treatments where the limit is R45.00 (excluding VAT) per prescription. The facility provides for self- medication of a specified range of ailments, with the professional guidance of a pharmacist. Only one ailment may be treated at a time and no ongoing treatment is allowed. The maximum medical aid price (mmap) and standard scheme exclusions apply to all self-medication prescriptions. Self- medication claims do not attract any levy. Medicines are supplied on request for a specific ailment and the facility may not be used for household stocks of the member.
- (v) Spectacles: R650.00 including one pair of lenses, one pair of frames and examination fees of an optometrist paid at medical aid rates, every two years, subject to a 12 month waiting period.
- (vi) Dentistry: 100% of medical aid rates per claim subject to a maximum benefit of R1500.00 per year for all types of dentistry.
- (vii) General Practitioners, specialists, physiotherapy, psychology, radiology, pathology and homeopathy: R6000.00 per annum paid at medical aid rates, subject to Fund's annual maximum overall benefit limit.
- (b) The maximum overall benefit limit for a principal member of the Fund is R12000.00 per annum from 1 January to 31 December.
- (c) The maximum overall benefit limit for a principal member of the Fund is increased by an amount of R6000.00 for each dependant, subject to no

individual member being entitled to benefits in excess of R12000.00 per annum from 1 January to 31 December.


- (d) In cases of accidents, the Fund will only pay benefits not due for compensation under the Compensation for Occupational Injuries and Diseases Act, 1993, or Multilateral Motor Vehicle Accident Fund Act, 1989.
- (e) A member of the Fund, who received the total amounts of benefits, is not entitled to receive any further benefits whatsoever from the Fund until 1 January of the following year.
- (f) A member must produce a certificate from a medical practitioner when claiming benefits.

SIGNED AT CAPE TOWN FOR AND BEHALF OF THE PARTIES


THIS 15TH DAY OF DECEMBER 2009.



MERLE VESTER
Chairperson of the Council



ADIEL ADAMS
Vice-Chairperson of the Council



NIZAR DAVIDS
Secretary of the Council
