

No. R. 1185 18 December 2009

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 -

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

As set out in the Schedule

(Signed)

JEFFREY THAMSANQA RADEBE, MP

MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DESCRIPTION OF CATEGORIES OF RECORDS UTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000)	
1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<u>Court Services</u>	<ul style="list-style-type: none"> . Court Services Structure. . Application form for appointment as Commissioner of Oaths. . Requirements for application as Commissioner of Oaths. . Application form for appointment as sheriff . Application form for appointment as appraiser . General information on the Office of the Family Advocate. . Contact numbers of the Chief Family Advocate and Family Advocate sub-offices . The Hague Convention of the Civil Aspects of International Child Abduction, 1996, (Act 72 of 1996) . General information on the Equality Courts and Legislation. . Legislation on Equality Courts. . Forms used in the Equality Courts. . Other documents, booklets, brochures and pamphlets, general documents. . Equality Review Committee matters and documents. . Contact numbers for Court Services. . Interim national protocol for the management of children awaiting trial.
<u>Legislative Development</u>	<ul style="list-style-type: none"> . General information on Legislative and Constitutional Development. . The Legislative Process. . Legislation administered by the Department. . The South African Law Reform Commission (SALRC)
<u>Public Education and Communication</u>	<ul style="list-style-type: none"> . General Information on Public Education and Communication. . Calendar of events.
<u>Financial Management</u>	<ul style="list-style-type: none"> . General information on Financial Services.
<u>Legal Advisory Services</u>	<ul style="list-style-type: none"> . General information on Legal Advisory Services. . Legislation reports and work schedules.
<u>Human Resources</u>	<ul style="list-style-type: none"> . Publication on vacancies in the Public Service and the Department of Justice and Constitutional Development.
<u>Masters of the High Courts</u>	<ul style="list-style-type: none"> . Forms . Newsletters/reports . Pamphlets . Master's newsletter
<u>Information Systems Management</u>	<ul style="list-style-type: none"> . The Vanguard . Hearsay newsletter . Human Resources special report . The Headline Review . Our Voice

National Crime Prevention Strategy	
2. DESCRIPTION OF CATEGORIES OF RECORDS OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
The list of records above	The records may be obtained on request in writing and addressed to the PAIA Unit; Department of Justice; Private Bag X81; Pretoria 0001, (fax number 012 357 8004) and on payment of the amount of R20-00.
3. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
The list of records above	The records may be obtained on request in writing and addressed to the PAIA Unit; Department of Justice; Private Bag X81; Pretoria 0001, (fax number 012 357 8004) and on payment of the fee prescribed in item 2 of Part II of Annexure A of the Regulations relating to 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)	
The list of records above and where the record requested is available free of charge	The records may be obtained on request in writing addressed to the PAIA Unit; Department of Justice; Private Bag X81; Pretoria 0001. (fax number 012 357 8004).

MANNER OF ACCESS TO AUTOMATICALLY AVAILABLE RECORDS

Section 15 of the Promotion of Access to Information Act prescribes that the Department must publish in the Government Gazette the schedule (list) of records that are automatically available in the Department. Requests for these records are not by filling out the prescribed Form A that is utilized to request information. There are also no requestor fees payable for these records. The fees payable are only where copies of the record are to be made, irrespective of whether it is in hard copy format, compact disc, stiffer drive, cassette recording, etc.

In the case of such records already placed with the National Archives of South Africa, the records will be made available in compliance with laws applicable to the perusal of such records:

- The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
- The Protection of Information Act, 1982 (Act No. 84 of 1982)
- The National Archives and Records of South Africa Act, 1996 (Act No. 43 of 1996)

**DEPARTMENT OF LABOUR
DEPARTEMENT VAN ARBEID**