

4. THE GUIDE ISSUED BY THE HUMAN RIGHTS COMMISSION

4.1 DESCRIPTION

- (5) Section 10 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), (hereafter referred to as “the Act”), came into operation on 15 February 2002. This section provides that the Human Rights Commission must, within 18 months after this section came into operation, compile in each official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in the Act.
- (2) The guide must include a description of —
- (a) the objects of the Act;
 - (b) the postal and street address, phone and fax number and, if available, electronic mail address of —
 - (i) the information officer of every public body, and
 - (ii) every deputy information officer of every public body;
 - (c) such particulars of every private body as are practicable;
 - (d) manner and form of a request for —
 - (i) access to a record of a public body; and
 - (ii) access to a record of a private body;
 - (e) the assistance available from the information officer of a public body in terms of the Act;
 - (f) the assistance available from the Human Rights Commission in terms of the Act;
 - (g) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act, including the manner of lodging —
 - (i) an internal appeal; and
 - (ii) an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision of the head of a private body;
 - (h) the provisions requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
 - (i) the provisions providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
 - (j) the notices issued regarding fees to be paid in relation to requests for access; and
 - (k) the regulations made in terms of section 92 of the Act.
- (3) The Human Rights Commission must, if necessary, update and publish the guide at intervals of not more than two years.

4.2 AVAILABILITY OR ACCESS TO THE GUIDE

- (1) THE HUMAN RIGHTS COMMISSION

The Human Rights Commission must, as soon as possible after the guide has been compiled or updated —

- (a) make available a copy of the guide, in each official language —
 - (i) to the head of the national department responsible for Government communications and information services;
 - (ii) to the City Library Services, Bloemfontein;
 - (iii) to the Library of Parliament, Cape Town;
 - (iv) to the Natal Society Library, Pietermaritzburg;
 - (v) to the South African Library, Cape Town;
 - (vi) to the State Library, Pretoria;
 - (vii) to the National Film, Video and Sound Archives, Pretoria;
 - (viii) to every tertiary education institution established by or under any law; and
 - (ix) upon request, to the head of a private body;
- (b) make available a copy of the guide, in each official language —
 - (i) to the information officers of public bodies; and
 - (ii) to the Director-General: Communications;
- (c) publish the guide in each official language in the Government Gazette;
- (d) make available a copy of the guide in each official language for public inspection during office hours at the offices of the Human Rights Commission; and
- (e) make available the guide on the website, www.sahrc.org.za, of the Human Rights Commission.

(2) INFORMATION OFFICER: DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- (a) A copy of the guide in each official language will also be available at **EVERY MAGISTRATE'S OFFICE**; and
- (b) at least one copy of the guide in at least two of the official languages used for the purposes of government by the province will be available at **ALL OTHER OFFICES** of the Department of Justice and Constitutional Development.

(3) INFORMATION OFFICER: PUBLIC BODY

At **EVERY OFFICE OF A PUBLIC BODY** will be at least one copy of the guide available in at least two of the official languages used for the purposes of government by the province in which such office is located.

Note: A "public body" means —

- (a) any department of state or administration in the national or provincial sphere of government or any municipality in the local sphere of government (eg: the South African Police Service, Correctional Services etc.); or
- (b) any other functionary or institution when —
 - (i) exercising a power or performing a duty in terms of the Constitution or a provincial constitution; or

- (ii) exercising a public power or performing a public function in terms of any legislation;
(eg: Auditor-General, Public Protector etc.)

(4) DIRECTOR-GENERAL: COMMUNICATIONS

At **EVERY POST OFFICE**, there will be at least one copy of the guide in at least two of the official languages used for the purposes of government by the province in which such post office is located.

(5) THE HEAD OF AN OFFICE, REFERRED TO IN PARAGRAPHS (2), (3) AND (4) AND THE PERSON IN CHARGE OF A POST OFFICE

The head of an office, referred to in paragraphs (2), (3) and (4), where the guide must be available, and the person in charge of a post office —

- (a) must, during office hours and upon request, make available for public inspection a copy of the guide in the official languages available;
- (b) may not charge a fee for a public inspection; and
- (c) may, in respect of a copy of the guide or part thereof made available in a manner other than for public inspection during office hours, charge the prescribed fees - these fees are listed in Item 1 of Part 1 of Annexure A of the Regulations [as published in the Gazette (No. 23119) of 15 February 2002 (Government Notice No. R.187 of 15 February 2002)].

5. REQUEST FOR ACCESS TO A RECORD HELD BY OR UNDER CONTROL OF THE SERVICE

5.1 PURPOSE OF THE ACT

The purpose of the Act is to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights. The object is to foster a culture of transparency and accountability in public and private bodies and to actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights.

5.2 INFORMATION THAT MAY BE REQUESTED

Any existing recorded information may be requested, —

- (1) regardless of form or medium;
- (2) in the possession or under the control of the Service or another public body; and
- (3) whether or not it was created by the Service or that public body.

5.3 APPLICATION OF THIS ACT

(4) EXCLUSION OF A PROVISION OF OTHER LEGISLATION

This Act applies to the exclusion of any provision of other legislation that may prohibit or restrict the disclosure of a record and which is materially inconsistent with a provision of this Act.

(2) CRIMINAL - OR CIVIL PROCEEDINGS

Once the Service has opened a police docket, this Act will not apply to any request for access to a record in that docket before the case has been finalised. This will normally be the case after the accused has been tried and convicted or acquitted and any appeal in the case has been finalised. This will also be the case once summons has been issued in a civil case until the civil case and any appeal against a decision has been decided.

(3) GROUNDS FOR REFUSAL TO ACCESS OF RECORDS

Chapter 4, “Grounds for Refusal to Access of Records”, of this Act provides for limitations in terms of which a request for access to a record must or may be refused.

(4) CABINET, COURTS, PARLIAMENT AND PROVINCIAL LEGISLATURES

This Act does not apply to a record of —

- (a) the Cabinet and its committees;
- (b) the judicial functions of a court or a Special Tribunal;
- (c) a judicial officer of a court or a Special Tribunal; or
- (d) an individual member of Parliament in that capacity; or
- (e) an individual member of a provincial legislature in that capacity.

(5) EXTRA-DEPARTMENTAL SERVICES

The normal application procedure of this Act does not apply to the rendering of extra-departmental services involving the provision of copies of records. Consequently, the rendering of the following, amongst other, extra-departmental services (as listed with the payable costs in sub-paragraph 7.2 of paragraph 7, “Category of Automatically Available Records”) will still be dealt with in accordance with existing standing orders of the Service and procedures applicable to the rendering of extra-departmental services:

- (a) the provision of a photocopy or other type of copy of a statement, such as from a docket (whether requested in person or by means of a letter);
- (b) the provision of photographs of crime scenes and scenes of collisions;
- (c) the provision of a photocopy or other type of copy of an accident report or sketch plan;
- (d) the provision of copies of records, if insurance claims are involved;
- (e) the provision of copies of criminal records or records of previous convictions for public driving permits and trading licences (if it is a request for access to a record containing information about another person, the requester must obtain such person’s permission and deliver proof thereof);
- (f) the provision of copies of Police Certificates of Conduct (SAPS 365);
- (g) the provision of a copy or photocopy of a post-mortem report; and
- (h) the provision of photocopies or copies of the accident report (OAR form) or part thereof.

(6) LABOUR UNIONS

Since a labour union is entitled to access to certain records in terms of section 16 of the Labour Relations Act, 1995 (Act No. 66 of 1995), the Act does not apply to a request by a labour union for access to such records.

(7) POLICE DOCKETS

- (a) **The Act does not apply** to a request for access to a record contained in a police docket if the request is made by a person who is a **suspect** in that investigation. A request for a copy of a record contained in a police docket by a person who is a suspect in that investigation, will, if it is a request for access to —
 - (i) a statement made by the said suspect himself or herself in that investigation, be granted and be dealt with in accordance with SO (G) 281 (Extra-departmental services); or
 - (ii) any other record in the docket, be referred to the public prosecutor

together with the police docket and the recommendation of the investigating officer concerned (with regard to the question whether access should be granted or be refused) and, if applicable, the reasons why access should be refused.

- (b) **The Act does not apply** to a request for access to a record contained in a police docket if the request is made by **someone else** than the suspect in that investigation.
- (c) **The Act does apply** to a request for access to a record contained in a police docket if —
 - (i) the request is made after the case has been finalised (including any appeal or review in the case) or the docket has been closed for whatever reason; and
 - (ii) SO (G) 281 does not apply to the request.

(8) REGISTERED GRIEVANCE BY AN EMPLOYEE OF THE SERVICE

The Act does not apply to a request for access to a record if the request is made by an employee of the Service after such employee had registered a grievance and the access is required for the purposes of that grievance. Before such employee has registered a grievance, the Act will apply to any request for access to a record, even if the request is made with a view to register a grievance.

5.4 FEES PAYABLE

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000): Regulations [as published in the Gazette (No. 23119) of 15 February 2002 (Government Notice No. R.187 of 15 February 2002)], prescribe the fees payable in order to access information.

(1) AUTOMATICALLY AVAILABLE RECORDS

In accordance with the provisions of the mentioned Regulations, the fee payable for reproduction, referred to in section 15(3) of the Act (the only fee payable, if any, for access to a record with regard to “Automatically Available Records” included in a notice), is as follows:

- (a) For every photocopy of an A4-size page or part thereof R 0,60
- (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R 0,40
- (c) For a copy in a computer-readable form on:
 - stiffy disc R 5,00
 - compact disc R 40,00
- (d) For a transcription of visual images, per A4-size page or part thereof R 22,00
- (e) For a copy of visual images R 60,00
- (f) For a transcription of an audio record, per A4-size page or part thereof R 12,00

- (g) For a copy of an audio record R 17,00
- (2) REQUEST FEE**
The request fee payable by every requester, other than a personal requester referred to in section 22(1) of the Act R 35,00
- (3) ACCESS FEES**
The access fees payable by a requester, unless exempted under section 22(8) of the Act, are as follows:
- (a) For every photocopy of an A4-size page or part thereof R 0,60
- (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R 0,40
- (c) For a copy in a computer-readable form on:
- stiffy disc R 5,00
 - compact disc R 40,00
- (d) For a transcription of visual images, per A4-size page or part thereof R 22,00
- (e) For a copy of visual images R 60,00
- (f) For a transcription of an audio record, per A4-size page or part thereof R 12,00
- (g) For a copy of an audio record R 17,00
- (h) To search for the record for disclosure, R 15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search.
- (i) If —
- the search for a record of which a request for access by a requester, other than a personal requester, has been made; and
 - the preparation of the record for disclosure require more than six hours, the information officer must by notice require the requester, other than a personal requester, to pay as a deposit one third of the access fee which would be payable if the request is granted.

The actual postage is payable when a copy of a record must be posted to a requester.

5.5 MANNER OF REQUESTING ACCESS TO RECORDS

(1) PROVIDE A COMPLETED REQUEST FORM TO THE DEPUTY INFORMATION OFFICER

The National Commissioner: South African Police Service, appointed a National Deputy Information Officer and designated a deputy information officer for each division, province, area and police station to assist him in the administration of the Act. (See paragraph 3 “CONTACT DETAILS OF DEPUTY INFORMATION OFFICERS”)

The requester must complete a request form (either the SAPS 512(n)-form or Form A of the Regulations to the Act may be used for this purpose) and the deputy

information officer must assist the requester with the request for access to ensure that the request complies with the requirements of the Act.

The deputy information officer may not refuse the request if it is not fully or correctly completed. The deputy information officer will notify the requester by means of a Notice of Intended Refusal-form [SAPS 512(c)] of his or her intention to refuse the request. In such an event, the requester may then provide more detailed information regarding the request.

(2) TRANSFER OF A REQUEST TO ANOTHER PUBLIC BODY

The deputy information officer must transfer a request to another public body if the record is not in the possession or under the control of the Service and such a record is in the possession of the other public body or the record's subject matter is more closely connected with the functions of the other public body. The deputy information officer will inform the requester of the transfer by providing to him or her a duplicate original of the Transfer of Request-form [SAPS 512(l)] and the Decision on Dealing with Request-form [SAPS 512(d)].

(3) PAYMENT OF THE PRESCRIBED FEES

The deputy information officer will, upon receipt of a request for access made on a properly completed Request form, unless the request is transferred (as discussed in paragraph 5.2), complete the Notice of Fee Payable-form [SAPS 512(b)] and provide it to the requester. The requester are informed in this manner of the request fee payable and the place where the fee must be paid, before the request will be processed any further.

A person is exempt from paying the request fee if such person —

- (a) is a personal requester ("personal requester" means a requester seeking access to a record containing personal information about himself or herself);
- (b) requests information which is already in the public domain; or
- (c) is exempted by the Minister of Justice by proclamation in the Gazette from paying a fee.

(4) DEALING WITH THE REQUEST

(a) DETERMINE WHETHER THE RECORD EXISTS AND IS AVAILABLE

The deputy information officer will identify the relevant person (line manager) who is responsible for the requested record and forward such a request to the line manager concerned. The line manager will determine whether the record exists and is available.

If a requested record cannot be found or does not exist, the deputy information officer will in an affidavit or in a statement under affirmation give a full account of all steps taken to find the record in question or to determine whether the record exists including all communications with every person who conducted the search on behalf of the information officer. The deputy information officer will then complete the Decision on Request for Access to a Record-form

[SAPS 512(e)] and submit it, together with the said affidavit or affirmation, to the requester notifying him or her that the record cannot be found or does not exist.

(b) INFORM THE REQUESTER WHETHER THE REQUEST HAS BEEN GRANTED OR REFUSED

The deputy information officer will complete the Decision on Request for Access to a Record-form [SAPS 512(e)] and submit it, subject to the provisions of the Act, within 30 days after the request has been received, to the requester, notifying him or her —

- that the request for access has been granted (or refused with the reasons for the refusal);
- of the form or medium in which access will be granted;
- of the access fee which is payable; and
- that he or she may lodge an internal appeal in the event of a refusal and of the procedure and time period within which the internal appeal must be lodged.

A request for access must be granted, unless it may be deferred or may be refused on the basis of a ground of refusal mentioned in Chapter 4 of Part 2 of the Act.

(c) DEFERRAL OF A REQUEST TO ACCESS

If access to a requested record may be granted, but the requested record —

- will be published;
- is required by law to be published, but is yet to be published; or
- has been prepared for submission to any legislature or a particular person, but is yet to be submitted,

the deputy information officer may defer access to the record.

If access to a record has been deferred, the deputy information officer will —

- determine on what date the record will be published or be submitted to a legislature or a particular person;
- complete the Decision on Dealing with Request-form [SAPS 512(d)] and submit it to the requester notifying him or her that —
 - < he or she may have access to the requested record but only from the date stipulated in the Notice [SAPS 512(d)] (this date must be the date on which the record will be published or be submitted to that legislature or that particular person); and
 - < he or she may, within 30 days after the Notice, make representations to the deputy information officer that access to the record should not be deferred.

The deputy information officer will notify the requester that access will be deferred or not by completing the Decision on Request for Access to a Record-form [SAPS 512(e)] and submitting it to the requester.

(d) EXTENSION OF PERIOD

The deputy information officer to whom a request for access has been made, may extend the original period of 30 days once for a further period of not more than 30 days if —

- (i) the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of the Service;
- (ii) the request requires a search for/or collection of records at an office of the Service not situated in the same town or city in which the office of the deputy information officer dealing with the request is situated, and the request cannot reasonably be finalised within the original period;
- (iii) consultation among parts of the Service or with another public body is necessary or desirable to decide upon the request and such consultation cannot reasonably be completed within the original period;
- (iv) more than one of the circumstances contemplated in subparagraphs (i), (ii) or (iii) exist in respect of the request making compliance with the original period not reasonably possible; or
- (v) the requester consents in writing to such extension.

If a period is extended, the deputy information officer will notify the requester of that extension by completing and forwarding the Decision on Dealing with Request-form [SAPS 512(d)].

(e) THIRD PARTIES

When the requested record relates to a third party ("third party" means any person other than the requester concerned and a public body - it may also include the government of a foreign state, an international organisation or an organ of that government or organisation to whom the record relates), the deputy information officer must inform such a third party of the request. The third party may in writing submit representations that access to the record not be granted to the requester. The deputy information officer will —

- (i) consider any representations received within 30 days from a third party after such third party had been informed of the request;
- (ii) in consultation with the relevant line manager and the relevant legal services, decide whether access should be granted to the requester; and
- (iii) complete a Decision on Request for Access to a Record relating to a Third Party-form [SAPS 512(g)] and submit it to all third parties involved.

A third party may lodge an internal appeal (by completing and forwarding to the deputy information officer a Notice of Internal Appeal-form, SAPS 512(o), or Form B of the Regulations) against a decision to grant access and

the deputy information officer must deal with the internal appeal.

If a third party does not lodge an internal appeal within 37 days after having received the said notice, the deputy information officer will grant access to the record if no other ground for refusal exists.

(f) INTERNAL APPEALS

The requester may lodge an internal appeal (by completing and forwarding to the deputy information officer a Notice of Internal Appeal-form, SAPS 512(o), or Form B of the Regulations) against —

- fees payable;
- the extension of a period;
- the form of access; or
- the refusal of a request to access of a record.

Internal appeals will be forwarded by the relevant deputy information officer to the National Deputy Information Officer. The National Deputy Information Officer deals with the internal appeals and she or he will submit it to the Minister for Safety and Security for his or her decision.

The National Deputy Information Officer will forward the decision of the Minister to the relevant deputy information officer who will inform the requester (appellant) of the outcome by sending a Notice to Requester of Decision on Internal Appeal-form [SAPS 512(k)] to the requester. If the Minister decides to grant access to the record, access to such record will be granted.

Where an internal appeal related to a third party, the requester and the third party concerned will be informed of the outcome of the appeal by providing a Notice to Requester of Decision on Internal Appeal-form [SAPS 512(k)] to the requester and providing a Notice to Third Party of Decision on Internal Appeal-form [SAPS 512(j)] to the third party.

A requester or third party who is dissatisfied with the outcome of the internal appeal may within 37 days submit an application to court for a final decision.

If no such application is filed within that period, the Minister's decision will be adhered to. If an application is filed at a court, the outcome of the court case will be awaited.

6. DESCRIPTION OF SUBJECTS AND CATEGORIES HELD ON EACH SUBJECT

6.1 ACCIDENTS AND DISASTERS

Accidents: Factories, machinery and construction

Accidents involving dangerous substances

Aircraft accidents and emergency landings

Aspects concerning this subject in general

Fires

Mining accidents

Natural disasters

Road traffic accidents

Shipwrecks and drownings

Train accidents

6.2 ADMINISTRATION, ORGANIZATION AND CONTROL

Accessibility to Police premises

Admission control and safeguarding

Administrative boards of investigations

Annual reports

Commissions of investigations

Committees

Communication

Computerising

Control of records

Co-operation

Discipline and morale
Donation of gifts, souvenirs or insignia
Donations received for the purpose of development
Duties and responsibilities
Flags and banners
Handing over of command
Heraldry
Image building
Medical boards
Method of conducting correspondence
National, Provincial and Area Orders
Occupational health, safety and environment management
Official information: Release of
Official languages - use of
Organization and re-organization
Powers and authorities
Proposals in the interest of the Service
Productivity
Red tape
Returns of changes
Sponsorships
Statistics and returns Working hours

6.3 ADMINISTRATION OF JUSTICE

Administration of Justice
Admissions of guilt
Amnesty
Attending of court hearings
Bail
Court and Court Duties
Evidence: Giving of
Justices of the Peace and Commissioners of Oaths
Legal Aid Bureaux and Prisoner's Friend
Legal documents
Legal practitioners
Magisterial districts and Justice of the Peace Zones
Officers of the Peace
Parole
Places of safe custody for witnesses
Previous convictions
Remarks and utterances by Judges and Magistrates
Sentences

6.4 AGRICULTURE

Agricultural reports
Animal diseases and quarantine
Import and export of animals

Import and export of animal products
Import and export of agricultural products (excluding animal products)
Marketing
Pests and plagues
Stock and meat industry
Stock-auctions
Weed
Wild animals (beasts): Control and extermination of

6.5 ANIMALS

Animals of the Service

6.6 AIRPORT AFFAIRS

Airports
Airspace violation
Aviation safety
Contingency planning
Hijackings
Security measures

6.7 ARMING, USE AND HANDLING OF WEAPONS

Arming
Inspections and maintenance of
Safekeeping of
Transport of
Use and handling of weapons

6.8 ARMS, AMMUNITION, ARMAMENT AND COUNTERFEITS

Aspects regarding all arms, ammunition, armament and counterfeits
Control of armament, accessories and counterfeits
Dangerous weapons
Firearms and ammunition: Control of
Firearm: Appeal Board
Possession of firearms, ammunition and firearm licences
Trade in firearms and ammunition

6.9 AUDIO-, VISUAL-, MEDIA- AND PUBLICATION AFFAIRS

Audio and/or visual broadcastings
Audio and/or visual recordings
Publications
Radio amateurs
Radio-, television- and press affairs: Media

6.10 AUTHORITIES AND ORGANIZATIONS

Ambulance services
Anticrime organizations

Aspects concerning this subject in general
Association for ex-servicemen
Businesses
Charity, welfare and religious organizations
Civil defence organizations
Cultural associations
Educational institutions
Employee organizations
Farming and agricultural associations
International association of Auto Theft Investigators
Insurance companies
Medical institutions and associations
Motor vehicle manufacturers
Occultist organizations
Organizations that render assistance to alcoholics and drug addicts
Organizations that render assistance to the homeless
Organization to prevent natural disasters
Plant and animal protection organizations
Political organizations
Private detective agencies
Rate payers associations
Road safety organizations
Security Officers' Board
Search, life-saving and first-aid organizations
Shooting associations
Towing services
Youth organizations

6.11 BUILDINGS AND PREMISES

Accommodation for other authorities on police premises
Buildings and premises
Damage to police buildings
Facilities for physically disabled
Fire fighting and preventing fires on police premises
Installation hygiene
Keeping livestock and undertaking farming activities on police premises
Purchase and sale of buildings and premises
Pollution
Storage of private property on police premises
Works

6.12 CRIME

Abuse of dependence producing substances and rehabilitation centres acts: Offences
Acts, regulations and ordinances of local authorities: Offences
Acts on patents and designs: Offences
Acts on Stock Exchange: Offences

Acts that protects the sea: Offences
Acts on diamonds and precious metals: Offences
Aeroplane hijackings
Agriculture and Land Bank Acts: Offences
Arson
Arms and Ammunition Act: Offences
Assault
Attempted murder
Attorneys Act: Offences
Bestiality
Bomb threats and offences related to explosives
Breach and disturbance of the peace
Bribery
Chain letters
Civil Aviation Act: Offences
Close Corporation Act: Offences
Companies Act: Offences
Contempt of court
Concealment of births
Correctional Services Act: Offences
Corruption Act: Offences
Crimes on ships and aeroplanes outside the RSA-borders
Crimen injuria
Crimes against children
Crime
Cruelty to animals
Customs and Excise Act: Offences
Culpable homicide
Dealing in and possession of insects
Dealing in and possession of human organs or tissue
Deportation and repatriation
Desecration of graves
Dockets
Domestic Violence Act
Estate Agents Act: Offences
Exhibits
Extent of crime
Extortion
Financial Acts: Offences
Fingerprints, palm and foot prints
Firework related offences
Forgery and uttering
Fraud
Fugitives and wanted criminals
Gambling
Harmful Business Practises Act: Offences

Health legislation: Offences
Housebreaking
Hunting, theft and smuggling of game
Indecent assault
Identification and identification parades
Incest
Informers and trackers
Internal Security Act: Offences
Investigation and/or combating of crime
Import and Export Control Act: Offences
Insolvency
Insurance Act: Offences
Juvenile crime
Kidnapping
Liquor and liquor products acts: Offences
Magistrates' courts Act: Offences
Maintenance and promotion of Competition Act: Offences
Malicious damage to property
Mercantile marine Act: Offences
Merchandise Marks Act: Offences
Mining Rights Act: Offences
Minerals Act :Offences
Modus operandi of offenders
Moulds
Murder
Mutilation of corpses
National Archives of South Africa Act: Offences
National Monuments Act: Offences
Obstruction of justice
Occupational Health and Safety Act: Offences
Offences by hawkers and pedlars
Passengers travelling without valid travelling tickets
Perjury
Petroleum Products Act: Offences
Photographs and plans
Polygamy
Posing as a police official
Price Control Act: Offences
Proceeds of Crime Act
Prohibition of Disguises Act: Offences
Prostitution
Protection of Information Act: Offences
Public Accountants' and Auditors' Act: Offences
Public indecency
Rape
Receiving and possession of stolen goods

Reprimands, arrest and prosecution
Robbery
Sabotage
Second-hand Goods Act: Offences
Sectional Titles Act: Offences
Share Blocks Control Act: Offences
Slander
Sodomy
Theft
Theft and smuggling of ostriches
Theft and smuggling of stock
The Act on Sea-fishery: Offences
Trading in and possession of endangered, specially protected and protected plants
Trading in and possession of prohibited publications
Trading in, possession of and transport of birds
Trading in, possession of and transport of radio-active substances
Trading in and possession of reptiles
Traffic offences
Transport and dumping of toxic and potential dangerous substances
Trespassing and squatting
Unauthorized broadcasting
Wagers
Witchcraft suppression Act: Offences

6.13 DEATHS AND FUNERALS

Deaths, funerals and cremations
Corpses and post mortems
Funeral undertakers
Suicide

6.14 DRESS, CLOTHING AND PERSONAL EQUIPMENT

Dress
Clothing
Loss of and damage to consignments of clothing
Lending to, and wearing of uniforms by non-members of the Service
Personal equipment

6.15 ENVIRONMENTAL PLANNING AND DEVELOPMENT

Environmental planning and development

6.16 EXPLOSIVES, FIREWORKS, TEARGAS AND DANGEROUS SUBSTANCES

Dangerous, chemical and biological substances
Explosives
Fireworks
Supervision and control: Consumers
Teargas

6.17 FINANCIAL ADMINISTRATION

- Allowances
- Budgeting and control over expenditure
- Civil claims
- Cost statements
- Debts to the State
- Discharges
- Financial Manual and Treasury Instructions
- Financial year: Balancing of
- Fruitless expenditure
- Housing
- Insurance: State property
- Irrecoverable debt
- Maintenance of salaries
- Legal costs
- Payment of accounts and claims
- Payment of salaries
- Safekeeping of and responsibility for official money
- Stoppage of salaries
- Standing advance
- Suspensions (suspense) account
- Reissuing of payments

6.18 FOREIGN AFFAIRS

- Diplomatic representation and immunity
- Embassies and missions of the RSA in foreign countries
- Foreign embassies and missions in the RSA
- International borders - RSA
- Protocol affairs
- Relations between the RSA and other countries

6.19 HISTORY

- Monuments, statues, roll of honour and memorials
- South African Police Service

6.20 INTERNAL SECURITY AND INTELLIGENCE ISSUES

- Counter intelligence
- Espionage
- Intelligence issues
- Labour unrest and strikes
- Organizations under suspicion
- Public unrest or subversive activities
- Persons hostile to the State or under suspicion
- Strange objects and occurrences

6.21 INSPECTIONS, VISITS AND OFFICIAL JOURNEYS

- Auditing

Inspection of buildings and premises
Inspection of transport
Inspections, visits and official journeys
Parade and unannounced inspections
Record control and administrative investigations
Visits to police institutions by other departments, authorities and persons
Visits by members of the South African Police Service to other departments and authorities

6.22 INSTITUTIONS AND ESTABLISHMENTS: SEMI-OFFICIAL

Assistance Fund
Afrikaans Cultural Association for the SAPS (Acpol)
Comfort Fund
Chaplains' Service Fund
Charity Fund
Development Trust
Disabled Care Fund
Development Fund
Elderly Care Fund
International Police Association (IPA)
Memorial Fund
National Commissioner's Sport Fund
Off-beat Holiday Club
Police institutions and establishments: Instructions in general
Police Insurance (Assupol)
Police Science Association of Southern Africa (Polsa)
Police shops
Recreation and Benevolent Fund
South African Police Service Insurance Foundation
Sport and recreation clubs, messes and clubs (selling liquor)
South African Police Service Toastmasters Club
South African Police Service Magazine
Vacation and recreation resorts
Widows' and Orphans' Fund

6.23 LEGISLATION AND LEGAL MATTERS

Laws, regulations and ordinances
Legal matters

6.24 LIQUOR

Abuse of liquor and drunkenness
Dealing in and providing liquor
Liquor
Liquor Licensing Boards
Liquor licences and licence holders
Liquor premises: Management and control

Medicines and other preparations containing alcohol

6.25 LOCAL AUTHORITIES

Local authorities

6.26 LOTTERIES, GAMBLING, WAGERS AND CHAIN LETTERS

Chain letters

Gambling

Lottery

Wagers

6.27 MEDICAL TREATMENT AND HEALTH CARE

Complaints and enquiries: Medical issues

Diseases

Examinations to determine medical fitness for specific duties

Health care

Injuries

Immunization

Medical fund: Members of the Service

Medical treatment: Members of the Service

Medical treatment: Public Service Act Personnel of the Service

Medical treatment: Students in training

Other medical services

Service providers

6.28 MEETINGS AND SOCIAL GATHERINGS

Celebrations

Congratulations

Condolences

Christmas and New Year's greetings

Meetings

Parades

Religious and commemorative services

6.29 MINES AND DIGGINGS

Diamonds and precious metals

Mines and diggings

6.30 NATIONAL WELFARE

Children and juveniles

Social care

Socio-economic matters

Welfare institutions

6.31 PARLIAMENTARY AFFAIRS

Parliamentary affairs

6.32 PASTORAL, SOCIAL AND PSYCHOLOGICAL SERVICES

Crisis line
Pastoral care
Psychological services
Religious organizations
Social Work

6.33 PERSONNEL MATTERS

Appointments
Attacks on members of the Service and their property
Cases of death and funerals
Complaints and grievances by personnel of the Service
Conditions of service
Discharges and retirements
Establishment and post structure matters
Family matters
Housing: Personnel of the Service
Introduction of the newcomer
Leave
Occupational classes
Offences by and complaints against
Pensions
Personnel
Safeguarding - members of the Service and their property
Seconding of personnel
Suicide: Personnel of the Service
Unemployment insurance
Voluntary, special and assistance services

6.34 POLICE SERVICES TO OTHER AUTHORITIES AND THE PUBLIC IN GENERAL

Alarm systems
Certification and attestation of documents
Complaints to the Police: Excluding crime
Consultation with members of the Service in civil cases
Court duties: Members of the Service
Enquiries and Police reports
Extra-departmental services
Licencing and visits: Dealers in second-hand goods
Missing persons: Tracing of
Payment for Police services
Police displays
Police protection and maintenance of law and order
Tracking systems

6.35 POPULATION REGISTRATION AND CENSUS, ELECTIONS, IMMIGRATION AND EMIGRATION, PASSPORT CONTROL

Aspects concerning the subject in general
Elections and registration of voters
Immigration, emigration, aliens and passport control
Population registration and census

6.36 POSTAL ISSUES AND OTHER CHANNELS OF COMMUNICATION

Addresses, telephone, facsimile and cellphone numbers and services
Communication security
Electronic postal dispatch
Postal facilities
Public telephones
Radio communication
Television network
Teletype setter service

6.37 PRISONERS AND PRISON AFFAIRS

Prisoner affairs

6.38 PROMOTIONS AND HONORARY RANKS

Honorary ranks
Promotions

6.39 PUBLIC GATHERINGS, EXHIBITIONS AND FESTIVALS

Gatherings, exhibitions and festivals

6.40 PUBLIC HEALTH

Doctors, homeopaths and traditional healers
Epidemics and contagious diseases
Feeding
Mental patients
Medicines and poisons
Public health
Rehabilitation

6.41 PROPERTY

Animals
Lost and found property
Property
Property found on corpses
Property seized or declared forfeited

6.42 RECOGNITION FOR SERVICES RENDERED

Appreciation for Police Services
Appreciation for services rendered by the public
Awards to Police animals
Awards for exceptional achievements and services rendered
Community policing awards
Best arrest of the month/year
Disabled person of the year
Fitness competitions
Honorary citizenship
Letters of appreciation during retirement
Medals, decorations and commendations
Model of the year
National and provincial sporting awards
Neatest police station
Non-commissioned officer of the year
Official of the year: Police officials excluded
Policewoman of the year
Sportsman and sportswoman of the year
Trophies, shields and medals of honour

6.43 RECRUITMENT AND EMPLOYMENT

Employment
Employment - non RSA citizens
Re-employment
Recruitment policy
Recruitment campaigns and publicity

6.44 SPORT AND RECREATION

Action cricket
Angling
Archery
Aspects concerning every sport
Athletics: Including cross-country
Badminton
Basketball
Baseball
Biokinetic
Bodybuilding
Bowls
Boxing
Chess
Corfball
Cricket
Cycling
Darts
Equestrian sport

Fencing
Golf
Gymnastics
Handball
Hikes
Hockey
Ice-skating and roller-skating
Judo and Jo-jitsu
Jukskei
Karate
Kick Boxing
Life-saving
Modern Pentathlon
Netball
Parachute Jumping
Paragliding
Pool Table Tennis
Powerlifting
Recreation Gymnastics
Ring Tennis
Road races
Rugby
Scuba diving
Shooting
Singing
Snooker and billiards
Softball
Soccer
South African Police Service Dance Group
South African Police Service Theatre Group
Sport and recreation facilities
Sport games
Sport on water
Squash
Surfing
Swimming and diving
Tennis
Tenpin bowling
Trampoline
Tug-of-war
Volleyball
Water Polo
Weightlifting
Working Dog Sport
Wrestling
Yachting

6.45 STATE ADMINISTRATION

State Administration

6.46 STATE PROPERTY: DURABLE STORES

Acquisition and control over books and publications

Purchase, hire, supply and maintenance of state property

Purchase, sale, supply, damage to and loss of weapons, ammunition and explosives

Responsibility for state property

State property: Control of

Selection boards and disposal of boarded state property

6.47 STATE PROPERTY: EXCLUDING DURABLE STORES

Consumable stores

Containers and packing material

Expendable stores

Medical and veterinary stores

Photographic material

Stores: Control of

Stores: Mechanical transport

Rations

Requisition, purchase and provision of stationery, printing, stamps, registers and forms

6.48 TRANSFERS AND VACANCIES

Transfers

Transfers

Vacancies

6.49 TRAINING AND EDUCATION

Educational lectures and visits

Education

Lectures and teaching by other departments, authorities, police agencies and Interpol

Lectures and teaching to other departments, authorities, police agencies and Interpol

Training

6.50 TRANSPORT

Accident, damage and theft: Police transport

Care and maintenance: Police transport

Drivers, pilots and boat crew: Police transport

Hired transport

Mechanical transport

Motor financing scheme for senior officials

Official transport

Parking and safe keeping: Police transport

Private transport: Use for official purposes

Public transport: Use of by members of the Service

Subsidized transport
 Transport: Control of
 Vehicles on loan

6.51 TRANSPORT AND TRAFFIC

Licences and permit holders
 Sea travel
 Rail transport
 Roads, fords, bridges and rest areas
 Road traffic
 Traffic control

7. 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
DIVISION: CAREER MANAGEMENT	
EMPLOYEE ASSISTANCE PROGRAMME	
Records containing statistics	The records may be inspected at the relevant sub-section head on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001
EQUITY	
National and Divisional Employment Equity Section 20 Plans and Section 21 Report	The records may be inspected at the relevant Divisional Commissioner's office and Employment Equity Managers on request in writing to the relevant Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001

PERFORMANCE MANAGEMENT	
<p>Records relating to —</p> <p>(9) Records relating to Incentive and Reward Schemes</p>	<p>The records may be inspected at the office of the Sub-section Head: Performance Management on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001</p>
<p>(2) Performance Management Systems for the Service:</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>The records may be inspected at the office of the Sub-section Head: Performance Systems on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001</p>
<p>(3) Job Evaluation:</p> <ul style="list-style-type: none"> • Pre-interview questionnaire • Results of Job evaluation • Panel results 	<p>The records may be inspected at the office of the Sub-section Head: Compensation Management on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001</p>
PSYCHOLOGICAL SERVICES	
<p>Records relating to —</p> <p>(1) Progress and content of the Service Suicide Prevention Project</p> <ul style="list-style-type: none"> • Role players • Vision, mission and aim • Workshops and content layout • Structure • Progress regarding the suicide rate in the Service 	<p>The records may be inspected at the office of the Sub-section Head: Psychological Services on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001</p>

<p>(2) 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>(3) Trauma debriefing</p> <p>(4) Statistics</p> <p>(5) Content and progress</p> <p>(6) Crisis Line The status of the Crisis Line</p> <p>(7) Police suicides in general (per 10 000) < Per province < Per rank < Per age < Total suicide figure < Increase / decrease of suicide in the Service</p> <p>(8) Number of employees psychometrically evaluated for specialized units</p> <p>(9) Number of applicants for entry level: constables evaluated</p> <p>(10) Selection processes and procedures</p> <p>(11) Different sports and recreation events accordingly the amounts of employees participating in different events including sports and recreation for disabled employees</p> <p>(12) International sporting events. Total of employees participating and results</p>	<p>The records may be inspected at the office of the Sub-section Head: Psychological Services on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001</p>
<p>DIVISION: CRIME PREVENTION</p>	
<p>OPERATIONAL AND DEVELOPMENT SUPPORT: POLICE SAFETY</p>	
<p>(1) Statistical records regarding murders of and attacks on police officials</p>	<p>The records may be inspected at the Directorate: Police Safety, Division: Crime Prevention between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>

<p>(2) Statistical records on the Human Resource and Equity Plan of the Division: Crime Prevention</p> <p>(3) Statistical records on absenteeism management within the Division: Crime Prevention</p>	<p>The records may be inspected at Management and Development Support, Division: Crime Prevention between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>
<p>OPERATIONAL AND DEVELOPMENT SUPPORT: RESERVISTS</p>	
<p>(1) Statistical records regarding the number of Reservists</p>	<p>The records may be inspected at Management and Development Support or Section Head: Reservists Division: Crime Prevention between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>
<p>(2) Statistical records on the Human Resource and Equity Plan of the Division: Crime Prevention</p> <p>(3) Statistical records on the absenteeism management within the Division: Crime Prevention</p>	<p>The records may be inspected at Management and Development Support, Division: Crime Prevention between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>
<p>REGISTRY</p>	
<p>Mastercopy of the Filing System</p>	<p>The records may be inspected at the office of Crime Prevention: Registry between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>
<p>VISIBLE POLICING: CRIME PREVENTION UNITS</p>	
<p>Certain records relating to Crime Prevention Level 1 Training Programme</p>	<p>The records may be inspected at the office of Crime Prevention on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>
<p>VISIBLE POLICING: PARTNERSHIP POLICING SECTOR POLICING</p>	

<p>Records relating to —</p> <p>(1) Partnership Policing</p> <ul style="list-style-type: none"> C Police Community Projects C Policy Framework and Guidelines on Community Policing 	<p>The records may be inspected at the office of Crime Prevention on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>
<p>(2) Sector Policing</p> <ul style="list-style-type: none"> C Draft Policy C Pilot Projects 	<p>The records may be inspected at the office of Crime Prevention on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>
<p>VISIBLE POLICING: UNIFORM POLICING</p>	
<p>(1) Records relating to General Correspondence (excluding personal information of persons and information that may be refused on the grounds of refusal in accordance to the Act) related to:</p> <ul style="list-style-type: none"> C Police Emergency Services <ul style="list-style-type: none"> *Flying Squad or Highway Patrol *10111 Centres C Community Services C Accident Combating C Specialised Uniform Support <ul style="list-style-type: none"> *Hostage Negotiation *Divers *Water Wing *Disaster Management C Peace Keeping 	<p>The records may be inspected at the office of Crime Prevention and Operational Response Services: Registration Section between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001</p>

<p>(2) General Statistical records relating to:</p> <ul style="list-style-type: none"> C Police Emergency Services <ul style="list-style-type: none"> *Flying Squad or Highway Patrol *10111 Centres C Community Services <ul style="list-style-type: none"> *Deaths in custody or as a result of police actions *Escapes from police custody C Accident Combating <ul style="list-style-type: none"> *Road accidents C Specialised Uniform Support <ul style="list-style-type: none"> *Hostage negotiation incidents *Diving incidents 	<p>The records may be inspected on request in writing to the Divisional Commissioner: Crime Prevention Private Bag X 241, PRETORIA, 0001 and only after approval by the Head: National Crime Information Centre (CIAC)</p>
<p>Certain records relating to —</p> <p>(3) Registered Training Programmes (including curriculum content, study material, presenters guides and visual aids):</p> <ul style="list-style-type: none"> C Hostage Negotiation C Divers C Suicide Prevention C Peace Keeping C Call Centre (under development) <p>(4) Policy Documents</p> <ul style="list-style-type: none"> C Police Emergency Services C Community Services C Accident Combating C Specialised Uniform Support <p>(5) Procedure Manuals</p> <ul style="list-style-type: none"> C Police Emergency Services C Specialised Uniform Support <p>(6) Annual Report: Visible Policing</p> <p>(7) Video Material and Photographs for Training and Research Purposes</p> <ul style="list-style-type: none"> C Diving Incidents C Hostage Negotiation Incidents <p>(8) Project Plans</p>	<p>The records may be inspected on request in writing to the Divisional Commissioner: Crime Prevention Private Bag X 241, PRETORIA, 0001</p>

DIVISION: FINANCIAL AND ADMINISTRATION SERVICES

ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY

<ul style="list-style-type: none"> (1) Master Copy of the Filing System (2) Registry Procedure Manual 	<p>The records may be inspected at the office of the Sub-section Head: Archives and Registry on request in writing to the Record Manager: SAPS: Archives and Registry, Private Bag X 94, PRETORIA, 0001</p>
<p>DIVISION: LOGISTICS</p>	
<ul style="list-style-type: none"> (1) General Conditions and Procedures [ST.36] (Information notes: tenders) (2) Policy Documents 	<p>The records may be inspected at Logistics on request in writing to the Divisional Commissioner: Logistics, Private Bag X 254, PRETORIA, 0001</p>

<p>DIVISION: OPERATIONAL RESPONSE SERVICES</p>	
<p>PROVISIONING ADMINISTRATION SERVICES</p>	
<p>Certain records relating to —</p> <ul style="list-style-type: none"> (1) Submissions for the approval of logistical resources (2) Approvals for the procurement of logistical resources 	<p>The records may be inspected at the office of the Section Head: Provisioning Administration Services on request in writing to the Section Head: Provisioning Administration Services: Private Bag X 241, PRETORIA, 0001</p>
<p>DIVISION: TRAINING</p>	
<p>Certain records relating to —</p> <ul style="list-style-type: none"> (3) Quarterly returns (4) Fail and pass rate (excluding personal information of employees) (5) Numbers of employees trained (6) Training needs (7) Types of certificates issued (excluding personal certificates issued to employees) (8) Training structure (eg: National, Provincial etc.) (9) Formal qualifications (excluding personal information of employees) (10) Academic performance in the Service (excluding personal information of employees) 	<p>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 94, PRETORIA, 0001</p>

7.2 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR <i>PURCHASING</i> IN TERMS OF SECTION 15(1)(a)(ii)
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ALL DIVISIONS	
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(1) Legislation (Bills, Acts, Regulations, Proclamations and Government Notices)	Copies of legislation can be purchased at Government Printers
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<p>(2) Statements Contained in Police Dockets</p> <p><i>Note that —</i></p> <ul style="list-style-type: none">< <i>with the term “copy” is meant where reproduction is done manually;</i>< REQUEST FOR A RECORD IN A POLICE DOCKET <i>a request for a copy or photocopy of any record in the docket, will be referred to the public prosecutor (except a request by the suspect for his or her own statement - this will be dealt with by the Service);</i>< CASE HAS BEEN FINALISED <i>A request for a copy or photocopy of a record in the docket after the case has been finalised (including any appeal or review in the case) or the docket has been closed for whatever reason, will be dealt with by the Service; and</i>< COMMENCEMENT OF CIVIL PROCEEDINGS <i>The Act does not apply after the commencement of civil proceedings (i.e. after summons or other process has been issued) but before the case has been finalised - the normal discovery procedure must be followed to obtain access to the record in such a case.</i>	<p>(2) Purchasing by the authorised person can be done at the relevant office of the Service</p> <p>The fees payable are the fees as prescribed by the Regulations [as published in the Gazette (No. 23119) of 15 February 2002 (Government Notice No. R.187 of 15 February 2002)].</p>
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(3) Other records as set out below:

Note that —

- < *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 —*
 - *an involved party - driver, passenger, pedestrian, cyclist, etc. - if he or she can prove that he or she is an involved party; and*
 - *to a person who is not an involved party only if he or she has written permission or authority of an involved party;*
- < *prior approval for the provision of the said copy or photocopy must be obtained from the investigating officer and, where applicable, the relevant Director of Public Prosecutions; and*
- < *The Act does not apply after the commencement of civil proceedings (i.e. after summons or other process has been issued) but before the case has been finalised - the normal discovery procedure must be followed to obtain access to the record in such a case.*

(a) **ACCIDENT REPORT (NEW): COPY**

Copy of the new accident report (OAR-form) or part thereof

(3) Purchasing by the **authorised** person can be done at the relevant office of the Service

The fees payable are the fees as prescribed by the Regulations [as published in the Gazette (No. 23119) of 15 February 2002 (Government Notice No. R.187 of 15 February 2002)].

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| <p>(b) ACCIDENT REPORT
(NEW): PHOTOCOPY
Photocopy of the new accident report (OAR-form) or part thereof</p> <p>(c) ACCIDENT REPORT
(OLD) OR SKETCH
PLAN: COPY
Copy of the old accident report (SAP 352) or sketch plan</p> <p>(d) ACCIDENT REPORT
(OLD) OR SKETCH
PLAN: PHOTOCOPY
Photocopy of the old accident report (SAP 352) or sketch plan</p> <p>(e) PHOTOGRAPHS AND
VIDEO MATERIAL
Reproduction of photographs and video material</p> <p>(f) INSURANCE PURPOSES
Copy or photocopy of records containing information regarding witnesses and parties to collisions, theft cases, damage to property and loss of property for insurance purposes</p> | |
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<p>(g) POST MORTEM REPORT Supplying of a copy or photocopy of a post mortem report</p> <p>(h) SKETCH PLANS Copy or photocopy of a sketch plan</p>	
<p style="text-align: center;">DIVISION: DETECTIVE SERVICE</p>	
<p style="text-align: center;">MANAGEMENT AND ADMINISTRATIVE SUPPORT</p>	
<p>Photographs and identikits released by the Service and published by the media</p>	<p>These records are issued by the Criminal Record Centre</p>
<p style="text-align: center;">DIVISION: LOGISTICS</p>	
<p style="text-align: center;">PROCUREMENT AND INVENTORY MANAGEMENT</p>	
<p>State Tender Bulletins</p>	<p>Published weekly by the State Tender Board</p>

7.3 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR <i>COPYING</i> IN TERMS OF SECTION 15(1)(a)(ii)	
ALL DIVISIONS	
Policy Documents and National Instructions	The records may be obtained on request in writing addressed to the relevant sub-section head or the relevant divisional commissioner and 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
Collective Agreements	The records may be obtained on request in writing addressed to Labour Relations, Private Bag X 94, PRETORIA, 0001 and 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
DIVISION: CAREER MANAGEMENT	
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 at Private Bag X 94, PRETORIA, 0001 and 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
HUMAN RESOURCE PLANNING	
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 at Private Bag X 94, PRETORIA, 0001 and 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. Projects funded by donor money - donor will determine how information will be made available to the public

PERFORMANCE MANAGEMENT	
<p>Certain records relating to —</p> <p>(11) 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>(2) Incentive and Reward Schemes</p>	<p>The records may be obtained from the office of the Sub-section Head: Performance Management on request in writing addressed to Divisional Commissioner: Career Management, SAPS Head Office, Private Bag X 94, PRETORIA, 0001 and 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</p>
<p>(3) Job Evaluation:</p> <ul style="list-style-type: none"> • Pre-interview questionnaire • Results of Job evaluation • Panel results 	<p>The records may be obtained from the office of the Sub-section Head: Compensation Management on request in writing addressed to the Divisional Commissioner: Career Management, SAPS Head Office, Private Bag X 94, PRETORIA, 0001 and 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</p>
PSYCHOLOGICAL SERVICES	
<p>Certain records relating to —</p> <p>(1) Progress and content of the Service Suicide Prevention Project</p> <ul style="list-style-type: none"> • Role players • Vision, mission and aim • Workshops and content layout • Structure • Progress regarding the suicide rate in the Service 	<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: Career Management, SAPS Head Office, Private Bag X 94, PRETORIA, 0001 and 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</p>

<p>(2) 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>(3) Trauma debriefing</p> <p>(4) Statistics</p> <p>(5) Content and progress</p> <p>(6) Crisis Line The status of the Crisis Line</p> <p>(7) Police suicides in general (per 10 000)</p> <ul style="list-style-type: none"> • Per province • Per rank • Per age • Total suicide figure • Increase / decrease of suicide in the Service <p>(11) Number of employees psychometrically evaluated for specialized units</p> <p>(12) Number of applicants for entry level constables evaluated</p> <p>(13) Selection processes and procedures</p> <p>(14) Different sports and recreation events accordingly the amounts of employees participating in different events including sports and recreation for disabled employees</p> <p>(15) International sport 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: Career Management, SAPS Head Office, Private Bag X 94, PRETORIA, 0001 and 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</p>
<p>DIVISION: CRIME PREVENTION</p>	
<p>OPERATIONAL AND DEVELOPMENT SUPPORT: POLICE SAFETY</p>	
<p>(1) Statistical records regarding murders and attacks on police officials</p> <p>(2) Statistical records on the Human Resource and Equity Plan of the Division: Crime Prevention</p> <p>(3) Statistical records on absenteeism management within the Division: Crime Prevention</p>	<p>The records may be obtained from the office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001 and 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</p>

OPERATIONAL AND DEVELOPMENT SUPPORT: RESERVISTS	
<ul style="list-style-type: none"> (1) Statistical records regarding the number of Reservists (2) Statistical records on the Human Resource and Equity Plan of the Division: Crime Prevention (3) Statistical records on the absenteeism management within the Division: Crime Prevention 	<p>The records may be obtained from the office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001 and 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</p>
SOCIAL CRIME PREVENTION	
<ul style="list-style-type: none"> (1) Making South Africa Safe Manual (2) Environmental Design Manual (3) Communication Materials on Making South African Safe Manual and the Environmental Design Manual (4) Communication Materials on Domestic Violence (5) Communication Materials on Victim Empowerment (6) Communication Materials on rape and sexual offences (7) National Instruction 7 of 1999 on the Implementation of the Domestic Violence Act (8) Community Safety Audit in Bolobedu (9) Conference Report on Rural Safety (10) Certain records relating to Intervention Strategies for Kwa-Mashu, Ntuzuma, Inanda and Bolobedu 	<p>The records may be obtained from the office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001 and 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</p>
REGISTRY	
<p>Master Copy of the Filing System</p>	<p>The records may be obtained from the office of Crime Prevention: Registry on request in writing addressed to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001 and 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</p>

VISIBLE POLICING: CRIME PREVENTION UNITS	
Certain records relating to Crime Prevention Level 1 Training Programme	The records may be obtained from the office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001 and 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
VISIBLE POLICING: PARTNERSHIP POLICING SECTOR POLICING	
Records relating to — (1) Partnership Policing C Police Community Projects C Policy Framework and Guidelines on Community Policing (2) Sector Policing C Draft Policy C Pilot Projects	The records may be obtained from the office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001 and 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
VISIBLE POLICING: UNIFORM POLICING	
Certain records relating to — (1) Policy Documents C Police Emergency Services C Community Services C Accident Combating C Specialised Uniform Support (2) Procedure Manuals C Police Emergency Services C Specialised Uniform Support (3) Registered Training Programmes (including curriculum content, study material, presenters guides and visual aids): C Hostage Negotiation C Divers C Suicide Prevention C Peace Keeping C Call Centre (under development)	The records may be obtained from the office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001 and 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

<p>Certain records relating to —</p> <p>(4) General Correspondence with regard to:</p> <ul style="list-style-type: none"> C Police Emergency Services <ul style="list-style-type: none"> *Flying Squad or Highway Patrol *10111 Centres C Community Services C Accident Combating C Specialised Uniform Support <ul style="list-style-type: none"> *Hostage Negotiation *Divers *Water Wing *Disaster Management C Peace Keeping <p>(5) Annual Report: Visible Policing</p> <p>(6) Video Material and Photographs for Training and Research Purposes</p> <ul style="list-style-type: none"> C Diving Incidents C Hostage Negotiation Incidents <p>(7) Project Plans</p>	<p>The records may be obtained from the office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001 and 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</p>
<p>(8) General Statistical records relating to —</p> <ul style="list-style-type: none"> C Police Emergency Services <ul style="list-style-type: none"> *Flying Squad or Highway Patrol *10111 Centres C Community Services <ul style="list-style-type: none"> *Deaths in custody or as a result of police actions *Escapes from police custody C Accident Combating <ul style="list-style-type: none"> *Road accidents C Specialised Uniform Support <ul style="list-style-type: none"> *Hostage negotiation incidents *Diving incidents 	<p>The records may be obtained from the office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001, only after approval by the Head: National Crime Information Centre (CIAC), and 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</p>

DIVISION: DETECTIVE SERVICE	
MANAGEMENT AND ADMINISTRATIVE SUPPORT	
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 Divisional Commissioner: Detective Service, SAPS Head Office, Private Bag X 94, PRETORIA, 0001 and 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
DIVISION: FINANCIAL AND ADMINISTRATION SERVICES	
ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY	
(6) Master Copy of the Filing System (7) Registry Procedure Manual	The records may be obtained from the office of the Sub-section Head: Archives and Registry on request in writing addressed to the Record Manager: SAPS: Archives and Registry, Private Bag X 94, PRETORIA, 0001 and 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
DIVISION: LEGAL SERVICES	
DETECTIVE SERVICE	
Concluded Police Co-operation Agreements	The records may be obtained on request in writing addressed to the Divisional Commissioner: Legal Services: Detective Service, Private Bag X 94, PRETORIA, 0001 and 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
DIVISION: LOGISTICS	
(1) Application Forms to be Registered on the Suppliers Database (2) General Conditions and Procedures [ST.36] (Information notes regarding tenders)	The records may be obtained from Logistics on request in writing addressed to the Divisional Commissioner: Logistics, Private Bag X 254, PRETORIA, 0001 and where it have to be copied, 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

DIVISION: OPERATIONAL RESPONSE SERVICES	
AIR WING HEADQUARTERS	
<p>Certain records relating to —</p> <p>(1) Monthly statistics of hours flown and successes achieved</p> <p>(2) Policy and minimum requirements for appointment as pilot and crew</p> <p>(3) Personnel strength</p>	<p>The records may be obtained on request in writing addressed to the Section Head: Air Wing , P O Box 19063, PRETORIA-WEST, 0117 and 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</p>
INFORMATION CENTRE	
<p>Post Border Crime Statistical records</p>	<p>The records may be obtained on request in writing addressed to the Sub-section Head: Information Centre: Operational Response Service, Private Bag X 241, PRETORIA, 0001 and 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</p>
MANAGEMENT SUPPORT CENTRE	
<p>*Statistical records on Gangsters - Western Cape</p> <p>*Records relating to certain parts of the —</p> <p>(1) Policy on:</p> <ul style="list-style-type: none"> C Crowd Management C Intervention Unit C Border Police C Air Wing C Training C Special Task Force <p>(2) Crowd Management Incidents</p> <p>(3) Successes of:</p> <ul style="list-style-type: none"> C Crowd Management C Intervention Unit C Border Police C Air Wing C Training C Special Task Force <p>(4) Successes of Operation Crackdown:</p> <ul style="list-style-type: none"> C Western Cape C Kwa-Mashu C Richmond <p>(5) Personnel Equity Structure of Operational Response Services</p> <p>(6) Force levels</p>	<p>The records may be obtained on request in writing addressed to the Deputy Information Officer: Operational Response Service, Private Bag X 241, PRETORIA, 0001 and 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</p>

PERSONNEL SERVICES	
<ul style="list-style-type: none"> (11) Promotion Policy (12) Compensation Management (13) Employment Equity Plan (Section 20) (14) Sexual Harassment Policy (15) Senior Appointments Policy (16) Smoking in Workplace Policy (17) Leave Policy (18) Certain records relating to Medical Disability (19) Overtime Policy (20) Contingency Plan (21) Career Paths of Divisions (22) Human Resource Plan for Divisions (23) Section 21 Report (Equity) 	<p>The records may be obtained on request in writing addressed to the Sub-section Head: Personnel Services: Operational Response Service and Crime Prevention, Private Bag X 241, PRETORIA, 0001 and 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</p>
PROVISIONING ADMINISTRATION SERVICES	
<p>Certain records relating to —</p> <ul style="list-style-type: none"> (1) Requisitions and applications for logistical resources by accounting offices of the two (2) divisions (Operational Response and Crime Prevention) (2) Inspection reports with regard to logistical inspections at the different accounting offices and units of the two (2) divisions (Operational Response and Crime Prevention) (3) Returns and correspondence with regard to different aspects of the utilisation of logistical resources (4) Enquiries with regard to expenditure against the logistical budget 	<p>The records may be obtained on request in writing addressed to the Section Head: Provisioning Administration Services, Private Bag X 241, PRETORIA, 0001 and 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</p>
DIVISION: PERSONNEL SERVICES	
DISCIPLINE MANAGEMENT	
<p>Resolution 2 of 1999 of PSCBC (Disciplinary Code and Procedures for Public Service Personnel)</p>	<p>The records may be obtained on request in writing addressed to the Sub-section: Discipline Management , Private Bag X 94, PRETORIA, 0001 and 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</p>

MEDICAL BOARDS	
<p>(5) Statistical records regarding members treated for alcohol and drug abuse</p> <p>(6) Statistical records regarding all members that have been declared medical unfit</p> <p>(7) Statistical records regarding admitting of members in hospitals and clinics for psychiatric illnesses</p>	<p>The records may be obtained on request in writing addressed to the Sub-section: Medical Boards, Private Bag X 94, PRETORIA, 0001 and 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</p>
RECRUITMENT	
<p>Records relating to —</p> <p>(8) Posts allocations per Division or Province</p> <p>(9) Number of applications for posts on National - or Provincial level</p> <p>(10) Successful candidates who were appointed for National posts</p> <p>(11) Appointment requirements for all appointments</p> <p>(12) Number of reservist appointed</p>	<p>The records may be obtained on request in writing addressed to the Sub-section: Recruitment, Private Bag X 94, PRETORIA, 0001 and 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</p>
SERVICE TERMINATION	
<p>Statistical records of deaths in the Service (Unnatural and natural causes)</p>	<p>The records may be obtained on request in writing addressed to the Sub-section: Service Termination, Private Bag X 94, PRETORIA, 0001 and 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</p>
DIVISION: TRAINING	
<p>Records (excluding personal information or records of employees) relating to —</p> <p>(1) Quarterly Returns</p> <p>(2) Fail and Pass Rate</p> <p>(3) Numbers of Employees Trained</p> <p>(4) Training Needs</p> <p>(5) Types of Certificates Issued</p> <p>(6) Training Structure (eg: National, Provincial etc.)</p> <p>(7) Formal Qualifications</p> <p>(8) Academic Performance in the Service</p>	<p>The records may be obtained on request in writing addressed to the Divisional Commissioner: Training, Private Bag X 94, PRETORIA, 0001 and 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</p>

7.4 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
DIVISION: CAREER MANAGEMENT	
EQUITY	
Employment Equity Plan	As soon as the Employment Equity plan is approved, it will be made available on the Web page of the Service and may be downloaded free of charge
PERFORMANCE MANAGEMENT	
Code of Remuneration (CORE)	Available on the DPSA's Web site
DIVISION: DETECTIVE SERVICES	
CRIME INFORMATION ANALYSIS CENTRE	
Statistical records on Vehicle Crime	Available on the Web page of the Service and may be downloaded free of charge
DIVISION: LEGAL SERVICES	
DETECTIVE SERVICE	
Concluded Police Co-operation Agreements	Available on the Web page of the Service and may be downloaded free of charge
DIVISION: LOGISTICS	
(1) Application Forms to be Registered on the suppliers database (2) Delegation of Powers	Available on the Web page of the Service and may be downloaded free of charge
DIVISION: OPERATIONAL RESPONSE SERVICES	
AIR WING HEADQUARTERS	
(1) Historical overview of the Air Wing, primary functions and operational capabilities (2) Records relating to the highlights of successes achieved since the establishment of Air Wing (3) Contact details of all units throughout South Africa	Available on the Web page of the Service and may be downloaded free of charge

PERSONNEL SERVICES	
Application for Employment Forms (Z83)	<p>Verbal requests may be addressed to the Sub-section Head: Personnel Services: Operational Response Service and Crime Prevention at: Telephone number (012) 421 8000 or (012) 421 8175</p> <p>The forms may be obtained from the Sub-section Head: Personnel Services: Operational Response Service and Crime Prevention at Midcity Building, 2nd Floor, 540 Pretorius Street, PRETORIA, 0001</p>

8. SERVICES AVAILABLE TO THE PUBLIC

In accordance with section 205 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), the objects of the police service are to —

- prevent, combat and investigate crime;
- maintain public order;
- protect and serve the inhabitants of the Republic and their property; and
- uphold and enforce the law.

In order to achieve these objects (which in itself are services to the public), the Service have services available to the public which, amongst other, are the following —

8.1 IMPORTANT CONTACT DETAILS

SERVICE AVAILABLE	CONTACT DETAILS
Captain Crime Stop	(012) 421 8211 (o/h) (012) 421 8274 (fax)
Captain Crime Stop: E-mail Address	response@saps.org.za
Child Line	0800 05 55 55
Community Police Service Centre	Telephone number of nearest police station (see local telephone directory)
Community Police Forums	Telephone number of nearest police station (see local telephone directory)
Community Policing: The Head: Partnership Policing	(012) 421 8318/9 (o/h) (012) 421 8310 (fax)
Crime Stop	08600 10111
Crime Stopper Club: Postal Address (which is Captain Crime Stop's club for children)	The Crime Stopper Club Private Bag X302 PRETORIA 0001
Missing Children Website	za.missingkids.com
Reserve Police Service inquiries can be directed to: The Head: Operational and Development Support	(012) 421 8008 (o/h) (012) 421 8235 (fax)
SAPS Emergency Number	10111
SAPS Website	www.saps.org.za
Stop Woman Abuse Help Line	0800 150 150

8.2 COMMUNITY POLICE FORUMS AND BOARDS

In order to achieve its objects, the Service liaise with the community through community police forums and area and provincial community police boards, with a view to —

- establishing and maintaining a partnership between the community and the Service;
- promoting communication between the Service and the community;
- promoting co-operation between the Service and the community in fulfilling the needs of the community regarding policing;
- improving the rendering of police services to the community at national, provincial, area and local levels;
- improving transparency in the Service and accountability of the Service to the community; and
- promoting joint problem identification and problem-solving by the Service and the community.

Any person may join the Community Police Forum of his or her nearest police station.

8.3 SOUTH AFRICAN POLICE RESERVE SERVICE

The South African Police Service Act, 1995 (Act No.68 of 1995) provides that the Service may appoint any permanent resident in the Republic as a member of the South African Police Reserve Service (hereafter referred to as “the Reserve”) if such a person meets the prescribed requirements. To serve as a member of the Reserve is a voluntary duty. While on duty, notwithstanding the fact that such member may not be remunerated by the Service, he or she is deemed to be in the employ of the Service.

8.4 POLICE STATION

- (1) Rendering basic policing functions such as attending to complaints, patrolling, administering police cells and the safekeeping of exhibits;
- (2) administering firearm licence applications (only the initial administration - the processing and issuing is done by the Central Firearms Register);
- (3) administering summonses and enquiries from other units or components;
- (4) administering accident reports;
- (5) administering all functions in respect of the functioning of a community service centre (charge office);
- (6) rendering supportive court duties (court orderly);
- (7) safeguarding crime scenes;
- (8) service delivery with regard to extra-departmental duties which, amongst other, includes the provisioning of the following:
 - (a) photocopies of statements;
 - (b) photos concerning scenes of collisions;
 - (c) accident reports (OAR forms) and sketch plans;
 - (d) criminal record enquiries; and
 - (e) photocopies of post-mortem reports.

8.5 COMMUNITY POLICING

A major objective of community policing is to establish active partnerships between the Service and the community through which problems regarding crime, service delivery and police-community relations can jointly be analysed, and appropriate solutions designed and implemented. This requires that the Service should constantly strive to create an atmosphere in which potential partners are willing and able to cooperate.

The Service's website (www.saps.org.za) can be visited in order to have access to the subjects or projects with regard to Community Policing Actions (ie: Local Partnership Policing such as "awareness", "building trust", "visibility" and "empowering vulnerable groups", Youth Actions etc.).

8.6 CAPTAIN CRIME STOP

The aim of the Captain Crime Stop Campaign is to educate children about personal safety, including child abuse. The Campaign targets nursery school children between the ages of three and six years, and primary school children from grades one to seven. The Campaign creates an awareness among children of the share-call service number and the emergency telephone number of the Service (10111).

8.7 WEB SITE OF THE SERVICE

Any person can have access to the web site of the Service at www.saps.org.za and the following are some of the subjects to which such a person can link —

- < Frequently Asked Questions
- < Media Releases and Speeches
- < Firearms
- < Rural Safety
- < Organisational Profile
- < Domestic Violence
- < Policies and Procedures
- < Community Policing
- < Crime Prevention
- < Crime Stop
- < Crime Statistics
- < Kiddies Corner
- < Interpol Pretoria
- < Links

8.8 CRIME STOP

The Service, through Crime Stop, involves the community in the active fight against crime without subjecting them to the dangers of apprehending criminals or suspects. The community is invited to report any information on criminal activity anonymously.

The National Bureau for Missing Persons is situated at Crime Stop. The Bureau render a support service to the investigation official and the community and it has a database which contains information of Missing Persons, Found Persons and Unidentified bodies.

The Service is paying the SABC to screen wanted criminals or suspects as well as missing persons on a regular basis. These photos and recreations of events is the responsibility of Crime Stop.

Contact numbers for Family Violence, Child Protection and Sexual Offences Unit are available on the web site of the Service under the subject "Crime Stop". All telephone or fax numbers are subject to change. If the number is not available, Crime Stop may

be contacted at 08600 10111 OR 10111.

FCS = Family Violence, Child Protection and Sexual Offences Unit

CPU = Child Protection Unit

Individual = Specialised individual (Detective Service)

. These contact numbers are as follows:

CITY / TOWN	UNIT / INDIVIDUAL	TEL NUMBER (O/H)	TEL NUMBER (A/H)	FAX NUMBER
Head Office	National	(012) 339-2363/2 (012) 339-2359	082 809 2112	(012) 328-3546
Detective Academy		(012) 804-0824		(012) 804-0973
Kwa-Zulu Natal	Provincial coordinator	(031) 360-4981		(031) 332-7290
Northern Prov	Provincial coordinator	(015) 290-6373	082 451 7155	(015) 290-6981
North West	Provincial coordinator	(018) 299-7159	082 809 1697	(018) 299-7823
Eastern Cape	Provincial coordinator	(041) 394-6593		(041) 394-6619
Western Cape	Provincial coordinator	(021) 918-3373		(021) 918-3326
Acornhoek	Individual	(015) 797-0159/7		(015) 797-0158
Addo	Individual	(042) 233-0062		(042) 233-2412
Alice	Individual	(040) 653-1252		(040) 653-1218
Aliwal-North	Individual	(051) 634-1790		(051) 634-2351
Alldays	Individual	(015) 575-1128/13		(015) 575-1204
Barkly-wes	Individual	(053) 531-0625		(053) 531-0442
Beaufort-West	Individual	(0201) 5-1100		(0201) 3619
Benoni	FCS	(011) 747-0000	083 969 2369 083 251 6897	(011) 747-0104
Bloemfontein	FCS	(051) 447-0145/6 447-6838	083 255 6536 083 808 7464	(051) 430-4077
Bloemhof	Individual	(053) 433-2055		(053)
Boituso	Individual	(051) 535-2400/1/2		(051) 535-1040
Bolobedu	Individual	(015) 328-3020		(015) 328-4060
Bosbokrand	Individual	(013) 799-0221		(013) 799-0112
Brits	Individual	(012) 252-3072		(012) 252-5502
Bronville	Individual	(057) 394-2582		(057) 394-2582
Calcutta	Individual	(013) 708-6045		(013) 708-6096
Calvinia	Individual	(0273) 41-1015		(0273) 41-2765
Cape Town	CPU	(021) 592-2601/3/5	083 308 6124	(021) 592-2649
Carletonville	FCS	(018) 788-4080/1/3	083 255 6535	(018) 786-3355

Colesberg	Individual	(051) 753-0588		(051) 753-0555
Christiana	Individual	(053) 441-2798		(053) 441-2196
Conville	Individual	(044) 875-9768		(044) 875-8652
Cookhouse	Individual	(042) 247-1144		(042) 247-1313
Cradock	Individual	(048) 881-2512		(048) 881-2907
De Aar	FCS	(053) 631-0270	082 808 7481	(053) 631-4651
Delmas	Individual	(013) 665-2631		(013) 665-3782
Despatch (Uitenhage)	Individual	(041) 992-6111		(041) 992-4125
Douglas	Individual	(053) 298-1612		(053) 298-2796
Duiwelskloof	Individual	(015) 309-9555		(015) 309-9689
Durban	CPU	(031) 307-7000	083 255 6540 082 893 0963	(031) 307-7077
Dzanani	Individual			(015) 966-4029
Ellisras	Individual	(014) 763-2148		(014) 763-4198
Ermelo	Individual	(017) 819-2321/8		(017) 819-1659
Evander	Individual			
Ficksburg	Individual	(05192) 3703		(05192) 3740
Ganyesa	Individual	(0140) 331-329/30		(0140) 331-331
George	Individual	(044) 873-2116		(044) 874-6076
Germiston (East-Rand)	CPU	(011) 871-5460/65		(011) 871-5464
Gilead	Individual	(015) 505-0199		(015) 505-0199 ask for a fax line
Giyani	Individual	(015) 812-3205		(015) 812-3191
Graaff-reinet	Individual	(0491) 2-2283		(0491) 2-5719
Grahamstown	Individual	(046) 603-9111		(046) 603-9339
Gravelotte	Individual	(015) 318-4313		(015) 318-4262
Greytown	Individual	(033) 413-1202		(033) 417-1316
Groblershoop	Individual	(054) 833-0113		(054) 833-0145
Hankey	Individual	(042) 284-0222		(042) 284-0255
Humansdorp	Individual	(042) 291-0810		(042) 291-0554
Hartswater	Individual	(053) 474-0951		(053) 474-0665
Hlanganani	Individual	(015) 873-1529		(015) 873-2024
Hoedspruit	Individual	(015) 793-1390/1		(015) 793-1392
Hopetown	Individual	(053) 203-0504		(053) 203-0368
Jan Kempdorp	Individual	(053) 456-0057		(053) 456-1491
Jeffereysbaai	Individual	(042) 293-1061		(042) 293-1802
Johannesburg (Braamfontein)	FCS	(011) 403-3413	082 228 0597 082 228 0599	(011) 403-1732
Kakamas	Individual	(054) 431-0872		(054) 431-0799

Kathorus	CPU	(011) 617-3600	082 468 0567	(011) 860-1003
Keiskammahoek	Individual	(040) 658-0205		(040) 658-0006
Kent-on-sea	Individual	(046) 648-2313		(046) 648-1921
Kimberley	CPU	(053) 831-1818	082 808 6695 082 808 7418	(053) 832-2744
Kirkwood	Individual	(042) 230-0330		(042) 230-1537
Klerksdorp	CPU	(018) 464-5111	083 255 6539	(018) 464-5393
Kokstad	Individual	(039) 797-1130		(039) 797 1160
Kqbokweni	Individual	(013) 796-0542/17		(013) 796-1047
Kroonstad	Individual)	(056) 215-1807		(056) 212-2611
Krugersdorp	FCS	(011) 951-1719/30		(011) 951-1723
Kuruman	Individual	(053) 7120051X216		(053) 712-1655
Kwa Nobuhle	Individual	(041) 977-5250		(041) 977-3787
Kwamhlanga	CPU	(013) 947-2868		(013) 947-2929
Ladysmith (C)	Individual	(028) 551-1007		(028) 551-1696
Ladysmith (KZN)	CPU	(036) 638-3342	083 255 6522	(036) 638-3342
Letsitele	Individual	(015) 345-1220		(015) 345-1932
Lichtenburg	Individual	(018) 632-8036		(018) 632-8024
Louis Trichardt	CPU	(015) 519-4300	082 808 6586	(015) 519-4397
Lulekani	Individual	(015) 783-0175		(015) 783-0175
Lutzville	Individual	(027) 217-1510		(027) 217-1384
Maake	Individual	(015) 355-3114		(015) 355-3114
Mabopane	CPU	(012) 701-2947	082 809 1797	(012) 701-2609
Mafikeng/ Mmabatho	CPU	(018) 397-0000	083 626 9139	(018) 397-0303
Makopanée	Individual	(015) 483-0320		(015) 483-0321
Malamulele	Individual	(015) 851-0030		(015) 851-0158
Mankweng	Individual	(015) 267-0313		(015) 267-0797
Mara	Individual	(015) 593-0103		(015) 593-0188
Messina	Individual	(015) 534-2165		(015) 534-2177
Mhala	Individual	(013) 773-0871		(013) 773-0331
Middelburg (M)	CPU	(013) 243-5558		(013) 249-1697
Middelburg (C)	Individual	(049) 842-1050		(049) 842-1734
Mitchellsplain	CPU	(021) 376-3032/5/9	083 788 6887	(021) 376-3121
Moakeng	Individual	(056) 216-7200		(056) 214-2062
Mogwase	CPU	(014) 555-6115		(014) 555-6116
Molteno	Individual	(04572) 266		(04572) 211
Mothibistad	CPU	(053) 773-1155/1811	082 800 6820	(053) 773-1156
Naboomspruit	Individual	(014) 743-0411		(014) 743-1394

Namakgale	Individual	(015) 769-1530		(015) 769-1128
Nelspruit	CPU	(013) 759-1230	082 878 5974	(013) 759-1227
New Castle	Individual	(03431) 46269	083 255 6522	(03431) 46123
Northam	Individual	(014) 784-0113		(014) 784-0333
Nylstroom	Individual	(014) 717-3441		(014) 717-1229
Odendaalsrus	Individual	(057) 398-1792		(057) 398-2099
East-Londen	FCS	(043) 722-9718	083 255 6523	(043) 722-9846
Oudtshoorn	Individual	(044) 272-2236 X275		(044) 279-1897
Paarl	Individual	(021) 807-4088		(021) 807-4088
Paarl-East	Individual	(021) 807-4000	083 764 6842	(021) 807-4088
Patensie	Individual	(042) 283-0859		(042) 283-0976
Paterson	Individual	(042) 851-1010		(042) 851-1035
Phalaborwa	Individual	(015) 781-2125/9		(015) 781-6394
Phuthaditjhaba	CPU	(058) 713-4487/8/9		(058) 713-2778
Pietermaritzburg	FCS	(033) 845-8627	083 255 6524	(033) 342-8227
Pietersburg	CPU	(015) 290-6989	083 625 2487	(015) 290-6981
Port Alfred	Individual	(046) 624-1943		(046) 624-4219
Port Nolloth	Individual	(027) 851-8320		(027) 851-7113
Port Shepstone	CPU	(039) 688-1000	083 255 6537	(039) 688-1189
Port Elizabeth	CPU	(041) 456-4618/9/20	083 255 6541 082 808 7314	(041) 456-4622
Postmasburg	Individual	(0591) 3-0318		(0591) 76-1421
Potchefstroom	CPU	(018) 299-7911	083 255 6521	(018) 299-7316
Potgietersrus	Individual	(015) 491-2171		(015) 491-5715
Pretoria	FCS	(012) 353-5867	082 805 2369	(012) 353-5801
Pudimoe (Taung)	CPU	(053) 995-1351	083 742 6311	(053) 995-1339
Queenstown	FCS	(045) 838-1888	082 809 1669	(045) 839-5862
Richardsbay	CPU	(035) 901-5800	083 255 6324	(035) 901-5933
Ritavi	Individual	(015) 303-7805/1741		(015) 303-0272
Rustenburg	CPU	(014) 590-4313	083 626 9143	(014) 590-4314
Saselamani	Individual	(015) 853-0085		(015)
Sasolburg	Individual	(016) 976-1086/7		(016) 970-1052
Secunda	CPU	(017) 624-2000		(017) 624-2330
Sekgosese	Individual	(015) 253-4291		(015) 253-4291
Somerset-East	Individual	(042) 243-1100		(042) 243-1244
Soshanguve	CPU	(012) 799-8845		(012) 799-1388
Soweto	FCS	(011) 982-7774	083 251 6896	(011) 982-7775
Springbok	FCS	(027) 718-9100	082 808 6965	(027) 712-2801
Standerton	Individual	(017) 712-1236		(017) 712-4039

Temba (Phokeng)	CPU	(012) 717-2321	082 809 1736	(012) 717-5259
Thabazimbi	Individual	(014) 777-1569/70		(014) 777-1729
Thabong	Individual	(057) 355-1206/7 X214		(057) 396-4841
Thohoyandou	CPU	(015) 963-1357		(015) 963-8086
Thornhill	Individual	(042) 286-0745		(042) 286-0745 vra vir fakslyn
Tzaneen	CPU	(015) 306-2000	083 742 9553	(015) 306-2096
Ulundi	Individual	(035) 87-0014/15		(035) 870-0117
Umtata	FCS	(047) 505-5163	082 809 1635	(047) 505-5160
Umzimkulu	Individual			
Upington	CPU	(054) 337-3400	082 808 5939	(054) 337-3405
Vaalwater	Individual	(014) 755-3885		(014) 755-3886
Vereeniging (VaalRand)	FCS	(016) 421-2225/6	083 251 6899	(016) 421-2238
Venterstad	Individual	(051) 654-0122		(051) 654-0091
Victoria-West	Individual	(053) 621-0017		(053) 621-0782
Vredendal	Individual	(027) 201-3200		(027) 213-3127
Vryburg	CPU	(053) 928-4000	082 643 0712	(053) 928-4118
Vryheid	Individual	(0381) 981-4715		(0381) 981-4778
Warmbaths	Individual	(014) 736-9700		(014) 736-9711
Warrenton	Individual	(053) 497-4151		(053) 497-4994
Waterpoort	Individual	(015) 575-1503		(015) 575-1110
Waterval boven	Individual	(013) 257-0001		(013) 257-0672
Welkom	Individual	(057) 353-2730	082 467 6009	(057) 352-5510
Willowmore	Individual	(044) 923-1008		(044) 923-1008
Wittlesea	Individual	(0408) 2-2071		(0408) 2-2311
Wolfontein	Individual	(049) 838-0087		(049) 838-0077
Worcester	Individual	(023) 342-2496		(023) 342-3445
Zebediela	Individual	(015) 642-3117		(015) 642-3147

9. PARTICIPATING IN OR INFLUENCING OF THE FORMULATION OF POLICY, EXERCISE OF POWERS OR PERFORMANCE OF DUTIES

9.1 PARLIAMENT

Parliament is the legislative authority of South Africa and has the power to make laws for the country in accordance with the Constitution. It consists of the National Assembly and the National Council of Provinces. Parliamentary sittings are open to the public.

The contact details for the National Assembly are:

Web site: <http://www.parliament.gov.za/na/index.asp>

Postal Address: PO Box 15
CAPE TOWN
8000

Street Address: Parliament Building
Room E125 or E135
Parliament Street
CAPE TOWN

Telephone Numbers:(021) 403 2595/6 (Speaker)
(021) 403 2364/6 (Deputy Speaker)
(021) 403 3873 (Personal Assistant)

Fax Numbers: (021) 461 9462 (Speaker)
(021) 403 2371 (Deputy Speaker)

The contact details for the National Council of Provinces are:

Web site: <http://www.parliament.gov.za/ncop>

Postal Address: PO Box 15
CAPE TOWN
8000

Street Address: Parliament Building
Room S11
Parliament Street
CAPE TOWN

Telephone Numbers:(021) 403 2110-5 / 3221 (Chairperson)
(021) 403 3997 / 2130 (Permanent Deputy Chairperson)

(021) 403 3997 (Executive Secretary)

(021) 403 2127 (Secretary)

Fax Numbers: (021) 461 9460 (Chairperson)
(021) 461 7300 (Permanent Deputy Chairperson)
(021) 403 2660 (Secretary)

9.2 PORTFOLIO COMMITTEE ON SAFETY AND SECURITY

New bills from the Service are submitted to the Portfolio Committee on Safety and Security. This Committee advertises in identified newspapers (eg: The Sunday Times etc.) that any person may make representations or comments with regard to such a bill before the stipulated closing date. The Committee takes all representations or comments into consideration and the final product of such a bill is proposed by the Minister for Safety and Security to the National Assembly.

The contact details for the Portfolio Committee on Safety and Security are:

Postal Address: PO Box 15
CAPE TOWN
8000

Street Address: Parliament Towers
102-106 Plein Street
CAPE TOWN

Telephone Number: (021) 403 3717

Fax Number: (021) 462 2142

9.3 PUBLICATIONS BY THE SERVICE IN THE GOVERNMENT GAZETTE

Where the Service has the responsibility to promulgate a certain Act, the bill (draft form) is published in the Government Gazette for comments by any person and such comments are taken into consideration. These Acts place certain obligations on the Service with regard to the exercise of its powers and performance of its duties which are in more detail defined in a policy document. Therefore the public may make representations or comments which may influence the exercise of powers and performance of duties by the Service.

The drafting of such bills are the responsibility of the Divisional Commissioner: Legal Services and the contact details are as follows:

Postal Address: Private Bag X94
PRETORIA
0001

Street Address: Head Office
7TH Floor
225 Pretorius Street
PRETORIA

Telephone Number: (012) 339 1595 / 63

Fax Number: (012) 339 2883

9.4 COMMUNITY POLICE FORUMS

In order to achieve its objects, the Service liaise with the community through community police forums and area and provincial community police boards with a view to —

- establishing and maintaining a partnership between the community and the Service;
- promoting communication between the Service and the community;
- promoting co-operation between the Service and the community in fulfilling the needs of the community regarding policing;
- improving the rendering of police services to the community at national, provincial, area and local levels;
- improving transparency in the Service and accountability of the Service to the community; and
- promoting joint problem identification and problem-solving by the Service and the community.

Any person may join the Community Police Forum of his or her nearest police station.

9.5 SOUTH AFRICAN RESERVE POLICE SERVICE

The South African Police Service Act, 1995 (Act No.68 of 1995) provides that the Service may appoint any permanent resident in the Republic as a member of the South African Reserve Police Service (hereafter referred to as “the Reserve”) if such a person meets the prescribed requirements. To serve as a member of the Reserve (reservist) is a voluntary duty. While on duty, notwithstanding the fact that such member may not be remunerated by the Service, he or she is deemed to be in the employ of the Service.

All national instructions, regulations or policies, drafted by the Service, are submitted to all members (which includes a reservist on duty) for their comments and these comments are taken into consideration before a final document is compiled.

10. REMEDIES AVAILABLE IN RESPECT OF AN ACT OR FAILURE TO ACT BY THE SERVICE

In respect of any act or failure to act by the Service (or an employee) which is in contravention of a provision of —

- any legislation;
- policy of the Service;
- instruction of the Service; or
- the duties or responsibilities of an employee,

the following persons, divisions or institutions may be approached for available remedies:

10.1 THE COMMANDER OF THE EMPLOYEE

When an employee allegedly commits misconduct, such an employee may be dealt with in accordance with the provisions of the following:

- (1) the South African Police Service Discipline Regulations, 1996 [if the employee is a member appointed in terms of the South African Police Service Act, 1995 (Act No. 68 of 1995)]; or
- (2) the Disciplinary Code and Procedures, Resolution No. 2 of 1999 [if the employee is appointed in terms of the Public Service Act, 1994 (promulgated under Proclamation No. 103 of 1994)].

In order to take disciplinary steps or deal with the employee in accordance with the mentioned Regulations or Resolution, a complaint can be made to the direct commander of such an employee except where the matter falls beyond the commander's scope of authority. (Complaints may also be directed to National Evaluation Service - See paragraph 2.)

10.2 NATIONAL EVALUATION SERVICE

The main functions of this division are:

- Operational Evaluations
- Organisational Evaluations

The purpose of this division is to ensure that the implementation of the Operational and Organisational Policing Priorities, as set out in the Strategic Plan of the Service, is evaluated against set standards in order to advise the National Commissioner on the status of service delivery in the Service.

This division —

- is also responsible for the optimization of a priority investigation service in respect of the integrity investigations within the Service;
- provides an investigative service capability in respect of complaints received pertaining to poor service delivery by the Service;
- provides an independent management oriented audit service to all levels of management in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) and the national treasury regulations; and
- manages policy and standards with regard to occupational health and safety and the national environmental management within the Service.

The division is responsible for national standards and policy relating to evaluation services in the Service. Although there are evaluation services components at area and provincial levels reporting to the area commissioner and provincial commissioner respectively, these components function in accordance with national policies and guidelines issued by this division. The division has a national capacity for evaluations and interventions at national level.

Complaints regarding the main functions of this division may be made to this division or to the provincial or area components of this division for investigation and recommendation or taking of relevant steps.

The contact details for the National Evaluation Service at national level are:

Postal Address: Private Bag X94
PRETORIA
0001

Street Address: Opera Plaza Building
Pretorius Street
PRETORIA

Telephone number: (012) 3393227 (o/h)

Fax number: (012) 3393062

10.3 INDEPENDENT COMPLAINTS DIRECTORATE (ICD)

The primary role of the ICD is to ensure that complaints about offences and misconduct committed by members of the Service are investigated in an effective manner. It was established in terms of the Interim Constitution of South Africa, 1993 (Act No. 200 of 1993), and is governed by Chapter 10 of the South African Police Service Act, 1995 (Act No. 68 of 1995).

The ICD is obliged to investigate the death of persons in police custody or as a result of police action. Preliminary investigations are conducted in almost all cases. Where *prima facie* evidence of police involvement in a cover-up or in criminal conduct is detected, the matter is actively investigated to completion. Cases which do not reveal foul play on the part of the police are referred back to the Service for completion. The progress of such investigations is then monitored closely by the ICD.

Upon completion of an investigation, the ICD may make recommendations to the National Director of Public Prosecutions about the prosecution of any member of the Service who is implicated. It may also make recommendations to the Service with regard to the taking of

disciplinary measures against a member.

The ICD has the discretion to decide whether it should investigate complaints brought to it or refer them to the Service. The exception is complaints or reports of deaths in police custody or as a result of police action, which the ICD is compelled by law to investigate.

The contact details of the ICD are as follows:

Web site: <http://www.icd.gov.za>

Postal Address: Private Bag X941
PRETORIA
0001

Street Address: ICD House
388 Andries Street
PRETORIA

Telephone number: (012) 392 0400

Fax number: (012) 320 3116

E-mail: icdpta@icd.pwv.gov.za

10.4 STATE INSTITUTIONS SUPPORTING CONSTITUTIONAL DEMOCRACY

According to the provisions of section 18 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), the following independent state institutions strengthen constitutional democracy in the Republic:

- The Public Protector;
- The Human Rights Commission;
- The Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Communities;
- The Commission for Gender Equality;
- The Auditor-General; and
- The Electoral Commission

(1) PUBLIC PROTECTOR

The Public Protector are accessible to all persons and communities. The Public Protector has the power to:

- investigate any conduct in state affairs, or in the public administration in any sphere of government, that is alleged or suspected to be improper or to result in any impropriety or prejudice;
- to report on that conduct; and
- to take appropriate remedial action.

The Public Protector may not investigate court decisions.

The contact details of the Public Protector are as follows:

Web site: <http://www.polity.org.za/govt/pubprot/index.html>

Postal Address: Private Bag X677
PRETORIA
0001

Street Address: DRC Synodal Centre
9th Floor, Block D
228 Visagie Street
PRETORIA

Telephone number: (012) 322 2915/6

Fax number: (012) 322 5093

(2) **SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

The South African Human Rights Commission has (amongst other powers), also the power to —

- investigate and to report on the observance of human rights; and
- take steps to secure appropriate redress where human rights have been violated.

The contact details of the South African Human Rights Commission are as follows:

Web site: <http://www.sahrc.org.za>

Postal Address: Private Bag X2700
HOUGHTON
2041

Street Address: Entrance 1, Wilds View
Isle of Houghton
Boundary Road
Parktown
JOHANNESBURG

Telephone number: (011) 484 8300

(3) **COMMISSION FOR THE PROMOTION AND PROTECTION OF THE RIGHTS OF CULTURAL, RELIGIOUS AND LINGUISTIC COMMUNITIES**

The Commission has (amongst other powers), the power to monitor, investigate, research, educate, lobby, advise and report on issues concerning the rights of cultural, religious and linguistic communities. The Commission may report any matter which falls within its powers and functions to the South African Human Rights Commission for investigation.

The contact details of the Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Communities are as follows:

Telephone numbers: (012) 334 0891

(012) 334 0865/6

Fax number: (012) 334 0614

E-mail: johan@dso.pwv.gov.za
ando@dso.pwv.gov.za

(4) COMMISSION FOR GENDER EQUALITY

The Commission for Gender Equality has (amongst other powers), the power to monitor, investigate, research, educate, lobby, advise and report on issues concerning gender equality.

The contact details of the Commission for Gender Equality are as follows:

Web site: <http://www.cge.org.za>

Postal Address: PO Box 32175
BRAAMFONTEIN
2017

Street Address: Braamfontein Centre
10th Floor
23 Jorissen Street
Braamfontein
JOHANNESBURG

Telephone number: (011) 403 7182

Fax number: (011) 403 7188

E-mail: cgeinfo@cge.org.za

(5) AUDITOR-GENERAL

The Auditor-General audits and reports on the accounts, financial statements and financial management of —

- all national and provincial state departments and administrations;
- all municipalities; and
- any other institution or accounting entity required by national or provincial legislation to be audited by the Auditor-General;
- any institution funded from the National Revenue Fund or a Provincial Revenue Fund or by a municipality; or
- any institution that is authorised in terms of any law to receive money for a public purpose.

The contact details of the Auditor-General are as follows::

Web site: <http://www.agsa.co.za>

Postal Address: PO Box 446
PRETORIA

0001

Street Address: Office of the Auditor-General Building
271 Veale Street
New Mucleneuk
PRETORIA

Telephone Number: (012) 426 8000

Fax Number: (012) 426 8333