



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID AFRIKA

Vol. 627

28 September 2017
September

No. 41143

PART 1 OF 2

MANUALS

N.B. The Government Printing Works will not be held responsible for the quality of "Hard Copies" or "Electronic Files" submitted for publication purposes

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IMPORTANT NOTICE:

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No FUTURE QUERIES WILL BE HANDLED IN CONNECTION WITH THE ABOVE.

CONTENT • INHOUD

Gazette No Publication Date Page No

Police, Department of

Promotion of Access to Information Act (2/2000): The Manual of the South African Police Service	41143	2017-09-28	10
Bevordering van Toegang tot Inligting (2/2000): Die Handleiding van die Suid-Afrikaanse Polisie diens.....	41143	2017-09-28	66

Closing times for **ORDINARY BI-WEEKLY** **2017** **MANUALS GAZETTE**

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

- **04 May**, Thursday for the issue of Thursday **11 May 2017**
- **18 May**, Thursday for the issue of Thursday **25 May 2017**
- **01 June**, Thursday for the issue of Thursday **08 June 2017**
- **22 June**, Thursday for the issue of Thursday **29 June 2017**
- **06 July**, Thursday for the issue of Thursday **13 July 2017**
- **20 July**, Thursday for the issue of Thursday **27 July 2017**
- **02 August**, Wednesday for the issue of Thursday **10 August 2017**
- **24 August**, Thursday for the issue of Thursday **31 August 2017**
- **07 September**, Thursday for the issue of Thursday **14 September 2017**
- **20 September**, Wednesday for the issue of Thursday **28 September 2017**
- **05 October**, Thursday for the issue of Thursday **12 October 2017**
- **19 October**, Thursday for the issue of Thursday **26 October 2017**
- **02 November**, Thursday for the issue of Thursday **09 November 2017**
- **23 November**, Thursday for the issue of Thursday **30 November 2017**
- **07 December**, Thursday for the issue of Thursday **14 December 2017**
- **19 December**, Tuesday for the issue of Thursday **28 December 2017**

GOVERNMENT PRINTING WORKS - BUSINESS RULES

The **Government Printing Works (GPW)** has established rules for submitting notices in line with its electronic notice processing system, which requires the use of electronic *Adobe Forms*. Please ensure that you adhere to these guidelines when completing and submitting your notice submission.

CLOSING TIMES FOR ACCEPTANCE OF NOTICES

1. The *Government Gazette* and *Government Tender Bulletin* are weekly publications that are published on Fridays and the closing time for the acceptance of notices is strictly applied according to the scheduled time for each gazette.
2. Please refer to the Submission Notice Deadline schedule in the table below. This schedule is also published online on the Government Printing works website www.gpwonline.co.za

All re-submissions will be subject to the standard cut-off times.

All notices received after the closing time will be rejected.

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
National Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 days prior to publication
Regulation Gazette	Weekly	Friday	Friday 15h00, to be published the following Friday	Tuesday, 15h00 - 3 days prior to publication
Petrol Price Gazette	As required	First Wednesday of the month	One week before publication	3 days prior to publication
Road Carrier Permits	Weekly	Friday	Thursday 15h00, to be published the following Friday	3 days prior to publication
Unclaimed Monies (justice, labour or lawyers)	January / As required 2 per year	Any	15 January / As required	3 days prior to publication
Parliament (acts, white paper, green paper)	As required	Any		3 days prior to publication
Manuals	As required	Any	None	None
State of Budget (National Treasury)	Monthly	Any	7 days prior to publication	3 days prior to publication
Legal Gazettes A, B and C	Weekly	Friday	One week before publication	Tuesday, 15h00 - 3 days prior to publication
Tender Bulletin	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 days prior to publication
Gauteng	Weekly	Wednesday	Two weeks before publication	3 days after submission deadline
Eastern Cape	Weekly	Monday	One week before publication	3 days prior to publication
Northern Cape	Weekly	Monday	One week before publication	3 days prior to publication
North West	Weekly	Tuesday	One week before publication	3 days prior to publication
KwaZulu-Natal	Weekly	Thursday	One week before publication	3 days prior to publication
Limpopo	Weekly	Friday	One week before publication	3 days prior to publication
Mpumalanga	Weekly	Friday	One week before publication	3 days prior to publication
Gauteng Liquor License Gazette	Monthly	Wednesday before the First Friday of the month	Two weeks before publication	3 days after submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 days after submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 days after submission deadline
Mpumalanga Liquor License Gazette	2 per month	Second & Fourth Friday	One week before	3 days prior to publication

GOVERNMENT PRINTING WORKS - BUSINESS RULES**EXTRAORDINARY GAZETTES**

3. *Extraordinary Gazettes* can have only one publication date. If multiple publications of an *Extraordinary Gazette* are required, a separate Z95/Z95Prov *Adobe* Forms for each publication date must be submitted.

NOTICE SUBMISSION PROCESS

4. Download the latest *Adobe* form, for the relevant notice to be placed, from the **Government Printing Works** website www.gpwonline.co.za.
5. The *Adobe* form needs to be completed electronically using *Adobe Acrobat / Acrobat Reader*. Only electronically completed *Adobe* forms will be accepted. No printed, handwritten and/or scanned *Adobe* forms will be accepted.
6. The completed electronic *Adobe* form has to be submitted via email to submit.egazette@gpw.gov.za. The form needs to be submitted in its original electronic *Adobe* format to enable the system to extract the completed information from the form for placement in the publication.
7. Every notice submitted **must** be accompanied by an official **GPW** quotation. This must be obtained from the *eGazette* Contact Centre.
8. Each notice submission should be sent as a single email. The email **must** contain **all documentation relating to a particular notice submission**.
 - 8.1. Each of the following documents must be attached to the email as a separate attachment:
 - 8.1.1. An electronically completed *Adobe* form, specific to the type of notice that is to be placed.
 - 8.1.1.1. For *National Government Gazette* or *Provincial Gazette* notices, the notices must be accompanied by an electronic Z95 or Z95Prov *Adobe* form
 - 8.1.1.2. The notice content (body copy) **MUST** be a separate attachment.
 - 8.1.2. A copy of the official **Government Printing Works** quotation you received for your notice .
(Please see *Quotation* section below for further details)
 - 8.1.3. A valid and legible Proof of Payment / Purchase Order: **Government Printing Works** account customer must include a copy of their Purchase Order. **Non-Government Printing Works** account customer needs to submit the proof of payment for the notice
 - 8.1.4. Where separate notice content is applicable (Z95, Z95 Prov and TForm 3, it should **also** be attached as a separate attachment. (Please see the *Copy Section* below, for the specifications).
 - 8.1.5. Any additional notice information if applicable.
9. The electronic *Adobe* form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered. The information submitted on the electronic *Adobe* form will be published as-is.
10. To avoid duplicated publication of the same notice and double billing, Please submit your notice **ONLY ONCE**.
11. Notices brought to **GPW** by "walk-in" customers on electronic media can only be submitted in *Adobe* electronic form format. All "walk-in" customers with notices that are not on electronic *Adobe* forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format.
12. Should a customer submit a bulk submission of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.

GOVERNMENT PRINTING WORKS - BUSINESS RULES**QUOTATIONS**

13. Quotations are valid until the next tariff change.
 - 13.1. **Take note:** GPW's annual tariff increase takes place on **1 April** therefore any quotations issued, accepted and submitted for publication up to **31 March** will keep the old tariff. For notices to be published from 1 April, a quotation must be obtained from **GPW** with the new tariffs. Where a tariff increase is implemented during the year, **GPW** endeavours to provide customers with 30 days' notice of such changes.
14. Each quotation has a unique number.
15. Form Content notices must be emailed to the eGazette Contact Centre for a quotation.
 - 15.1. The *Adobe* form supplied is uploaded by the Contact Centre Agent and the system automatically calculates the cost of your notice based on the layout/format of the content supplied.
 - 15.2. It is critical that these *Adobe* Forms are completed correctly and adhere to the guidelines as stipulated by **GPW**.
16. **APPLICABLE ONLY TO GPW ACCOUNT HOLDERS:**
 - 16.1. **GPW** Account Customers must provide a valid **GPW** account number to obtain a quotation.
 - 16.2. Accounts for **GPW** account customers **must** be active with sufficient credit to transact with **GPW** to submit notices.
 - 16.2.1. If you are unsure about or need to resolve the status of your account, please contact the **GPW** Finance Department prior to submitting your notices. (If the account status is not resolved prior to submission of your notice, the notice will be failed during the process).
17. **APPLICABLE ONLY TO CASH CUSTOMERS:**
 - 17.1. Cash customers doing **bulk payments** must use a **single email address** in order to use the **same proof of payment** for submitting multiple notices.
18. The responsibility lies with you, the customer, to ensure that the payment made for your notice(s) to be published is sufficient to cover the cost of the notice(s).
19. Each quotation will be associated with one proof of payment / purchase order / cash receipt.
 - 19.1. This means that **the quotation number can only be used once to make a payment.**

GOVERNMENT PRINTING WORKS - BUSINESS RULES**COPY (SEPARATE NOTICE CONTENT DOCUMENT)**

20. Where the copy is part of a separate attachment document for Z95, Z95Prov and TForm03

- 20.1. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.

The content document should contain only one notice. (You may include the different translations of the same notice in the same document).

- 20.2. The notice should be set on an A4 page, with margins and fonts set as follows:

Page size = A4 Portrait with page margins: Top = 40mm, LH/RH = 16mm, Bottom = 40mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

Page size = A4 Landscape with page margins: Top = 16mm, LH/RH = 40mm, Bottom = 16mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

CANCELLATIONS

21. Cancellation of notice submissions are accepted by **GPW** according to the deadlines stated in the table above in point 2. Non-compliance to these deadlines will result in your request being failed. Please pay special attention to the different deadlines for each gazette. Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.
22. Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

AMENDMENTS TO NOTICES

23. With effect from 01 October 2015, **GPW** will not longer accept amendments to notices. The cancellation process will need to be followed according to the deadline and a new notice submitted thereafter for the next available publication date.

REJECTIONS

24. All notices not meeting the submission rules will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za). Reasons for rejections include the following:
- 24.1. Incorrectly completed forms and notices submitted in the wrong format, will be rejected.
- 24.2. Any notice submissions not on the correct *Adobe* electronic form, will be rejected.
- 24.3. Any notice submissions not accompanied by the proof of payment / purchase order will be rejected and the notice will not be processed.
- 24.4. Any submissions or re-submissions that miss the submission cut-off times will be rejected to the customer. The Notice needs to be re-submitted with a new publication date.

GOVERNMENT PRINTING WORKS - BUSINESS RULES**APPROVAL OF NOTICES**

25. Any notices other than legal notices are subject to the approval of the Government Printer, who may refuse acceptance or further publication of any notice.
26. No amendments will be accepted in respect to separate notice content that was sent with a Z95 or Z95Prov notice submissions. The copy of notice in layout format (previously known as proof-out) is only provided where requested, for Advertiser to see the notice in final Gazette layout. Should they find that the information submitted was incorrect, they should request for a notice cancellation and resubmit the corrected notice, subject to standard submission deadlines. The cancellation is also subject to the stages in the publishing process, i.e. If cancellation is received when production (printing process) has commenced, then the notice cannot be cancelled.

GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY

27. The Government Printer will assume no liability in respect of—
 - 27.1. any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;
 - 27.2. erroneous classification of a notice, or the placement of such notice in any section or under any heading other than the section or heading stipulated by the advertiser;
 - 27.3. any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.

LIABILITY OF ADVERTISER

28. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

CUSTOMER INQUIRIES

Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While **GPW** deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

GPW has a 2-working day turnaround time for processing notices received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

29. Requests for information, quotations and inquiries must be sent to the Contact Centre ONLY.
30. Requests for Quotations (RFQs) should be received by the Contact Centre at least **2 working days** before the submission deadline for that specific publication.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

PAYMENT OF COST

31. The Request for Quotation for placement of the notice should be sent to the Gazette Contact Centre as indicated above, prior to submission of notice for advertising.
32. Payment should then be made, or Purchase Order prepared based on the received quotation, prior to the submission of the notice for advertising as these documents i.e. proof of payment or Purchase order will be required as part of the notice submission, as indicated earlier.
33. Every proof of payment must have a valid **GPW** quotation number as a reference on the proof of payment document.
34. Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the Gazette Contact Centre, **Government Printing Works**, Private Bag X85, Pretoria, 0001 email: info.egazette@gpw.gov.za before publication.
35. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and future notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or electronic funds transfer into the **Government Printing Works** banking account.
36. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the **Government Printing Works**.
37. The **Government Printing Works** reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the List of Fixed Tariff Rates, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

PROOF OF PUBLICATION

38. Copies of any of the *Government Gazette* or *Provincial Gazette* can be downloaded from the **Government Printing Works** website www.gpwonline.co.za free of charge, should a proof of publication be required.
39. Printed copies may be ordered from the Publications department at the ruling price. The **Government Printing Works** will assume no liability for any failure to post or for any delay in despatching of such *Government Gazette(s)*.

GOVERNMENT PRINTING WORKS CONTACT INFORMATION

Physical Address:

Government Printing Works

149 Bosman Street

Pretoria

Postal Address:

Private Bag X85

Pretoria

0001

GPW Banking Details:

Bank: ABSA Bosman Street

Account No.: 405 7114 016

Branch Code: 632-005

For Gazette and Notice submissions: Gazette Submissions:

For queries and quotations, contact: Gazette Contact Centre:

E-mail: submit.egazette@gpw.gov.za

E-mail: info.egazette@gpw.gov.za

Tel: 012-748 6200

Contact person for subscribers: Mrs M. Toka:

E-mail: subscriptions@gpw.gov.za

Tel: 012-748-6066 / 6060 / 6058

Fax: 012-323-9574

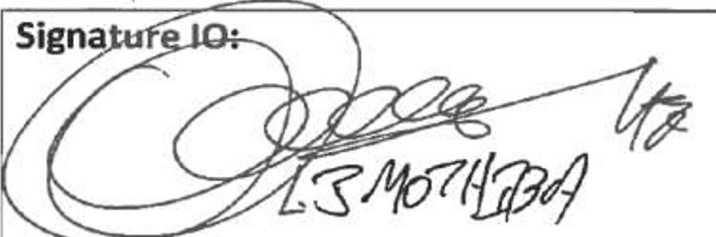
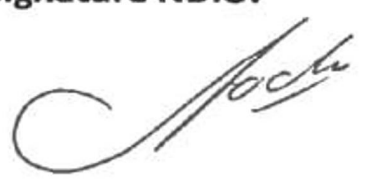
DEPARTMENT OF POLICE

MANUAL

IN ACCORDANCE WITH

**PROMOTION OF ACCESS TO INFORMATION ACT (2/2000)
THE MANUAL OF THE SOUTH AFRICAN POLICE SERVICE**

The Manual of the South African Police Service, in accordance with section 14 of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000), is updated and compiled by the National Deputy Information Officer (NDIO) and approved by the Information Officer (IO):

Signature IO:  L. S. MOTHABA	Date: 2017-09-03
Signature NDIO:  A. CROOKS COLONEL KOLONEL	Date: 2017-08-24



MANUAL
OF THE
SOUTH AFRICAN POLICE SERVICE
IN ACCORDANCE WITH
SECTION 14
OF THE
PROMOTION OF ACCESS TO
INFORMATION ACT,
2000
(ACT NO 2 OF 2000)

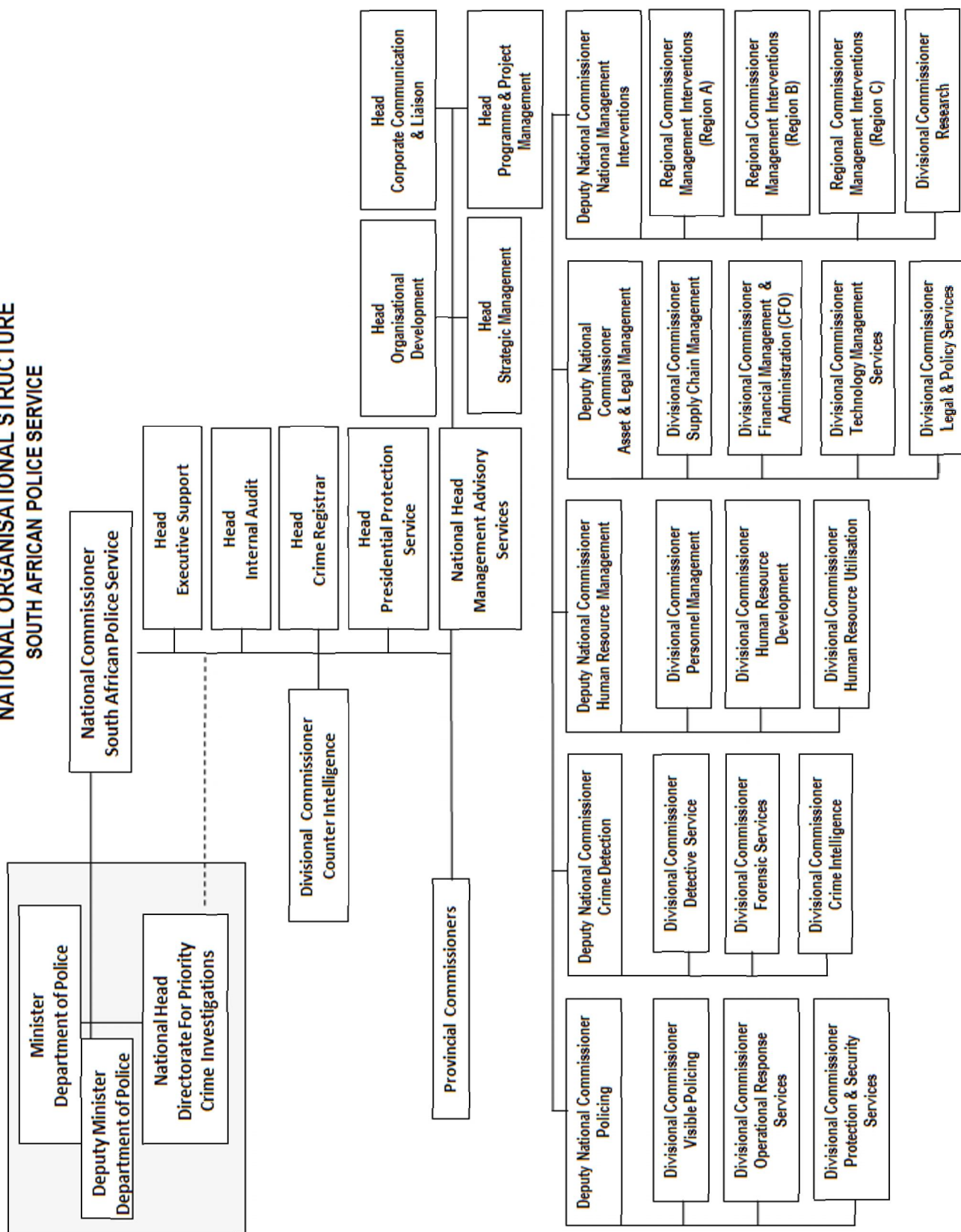
ISSUED BY THE INFORMATION OFFICER OF THE
SOUTH AFRICAN POLICE SERVICE
2017/2018

CONTENT

NO.	SUBJECT	PAGE
1.	STRUCTURE	1
2.	FUNCTIONS	2
3.	CONTACT DETAILS OF DEPUTY INFORMATION OFFICERS	5
4.	THE GUIDE ISSUED BY THE HUMAN RIGHTS COMMISSION	8
5.	REQUEST FOR ACCESS TO A RECORD HELD BY OR UNDER CONTROL OF THE SERVICE	9
6.	DESCRIPTION OF SUBJECTS AND CATEGORIES HELD ON EACH SUBJECT	19
7.	CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE	32
8.	SERVICES AVAILABLE TO THE PUBLIC	41
9.	PARTICIPATING OR INFLUENCING OF THE FORMULATION OF POLICY, EXERCISE OF POWERS OR PERFORMANCE OF DUTIES	44
10.	REMEDIES AVAILABLE IN RESPECT OF AN ACT OR FAILURE TO ACT BY THE SERVICE	46

1

NATIONAL ORGANISATIONAL STRUCTURE SOUTH AFRICAN POLICE SERVICE



2

2. FUNCTIONS

Section 205 of the Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996), provides that the functions and objects of the police service are as follows:

- “205. (1) The national police service must be structured to function in the national, provincial and, where appropriate, local spheres of government.
- (2) National legislation must establish the powers and functions of the police service and must enable the police service to discharge its responsibilities effectively, taking into account the requirements of the provinces.
- (3) The objects of the police service are to prevent, combat and investigate crime, to maintain public order, to protect and secure the inhabitants of the Republic and their property, and to uphold and enforce the law.”

2.1 NATIONAL LEVEL

- (1) **DIRECTORATE FOR PRIORITY CRIME (“HAWKS”)**
Responsible for the combating, investigation and prevention of national priority crimes such as serious organized crime, serious commercial crime and serious corruption
- (2) **EXECUTIVE SUPPORT**
Render executive and strategic support to the National Commissioner.
- (3) **INTERNAL AUDIT**
Provide an independent management oriented audit service focused on support service to all levels of management.
- (4) **CRIME REGISTRAR**
Ensure that reliable and validated crime information is available through controlled practices.
- (5) **PRESIDENTIAL PROTECTION SERVICES**
Ensure the effective protection to the presidency, former heads of states and other dignitaries in terms of relevant legislation and government policies.
- (6) **MANAGEMENT ADVISORY SERVICES**
Provide regular executive advice and support on governance related matters.
- (7) **VISIBLE POLICING**
Provide direction on the effective combating of crime through the provisioning of visible policing services.
- (8) **OPERATIONAL RESPONSE SERVICES**
Oversee Operational Response Services.
- (9) **PROTECTION AND SECURITY SERVICES**
Oversee the rendering of a protection and security service to identified individuals and/or institutions in terms of the relevant legislation and government policies.

3

(10) **DETECTIVE SERVICE**

Ensure the effective and efficient investigation of crime as set out in the South African Police Service Act, 1995 (Act No 68 of 1995).

(11) **FORENSIC SERVICES**

Oversee the application of forensic science and maintenance of criminal records in the criminal justice system.

(12) **CRIME INTELLIGENCE**

Provide direction on the effective investigations of crime on all levels of intelligence services to the Service.

(13) **PERSONNEL MANAGEMENT**

A support service related division within the Service responsible to provide a strategic personnel management function.

(14) **HUMAN RESOURCE DEVELOPMENT**

A support service related division within the Service responsible for managing the training programmes, the conducting of training research and the development and maintenance of training standards in order to optimise the training capacity. National Training Academies are the responsibility of this Division.

The national office is responsible for developing, implementing and maintaining national standards and policy relating to the above issues. Although there are training capacities at provincial levels reporting to the provincial commissioner, such components function in accordance with national policies and guidelines issued by this division.

(15) **HUMAN RESOURCE UTILISATION**

A support service related division within the Service responsible for: managing human resource performance, labour relations and compensation, human resource planning, Career Development and Employment Equity practices in the Service.

(16) **SUPPLY CHAIN MANAGEMENT**

A support function division of the Service specifically responsible for ensuring that procurement, policy and inventory management are managed in a cost-effective way and rendering of an effective and efficient logistical support and auxiliary service. This Division is responsible for national standards and policy relating to such Supply Chain Management issues.

(17) **FINANCIAL MANAGEMENT AND ADMINISTRATION**

This Division is regarded as a support function division specifically rendering a financial support function to management which includes ensuring of national standards and policy regarding financial issues and the management of Auxiliary and Security Services in the Service.

Although there are financial components on provincial and accounting station levels reporting operationally to the provincial commissioner and accounting station commander respectively, such components function in accordance with national capacity for national level support and interventions, which includes the management of the national budget and salary administration.

4

(18) TECHNOLOGY MANAGEMENT SERVICES

Optimise and manages information systems and information technology in the Service. The division develops and integrates information technology infrastructure (facilities and equipment) and manages applicable service-level agreements and relationships with stakeholders and service providers.

(19) LEGAL AND POLICY SERVICES

Management of Legal Services in the Service and renders a legal advisory service to the National Commissioner.

(20) MANAGEMENT INTERVENTIONS

Ensure a professional knowledge based management of policing towards achieving the outcomes and impact of the constitutional objectives of the SAPS.

2.2 PROVINCIAL LEVEL**(1) PROVINCIAL COMMISSIONER**

In general, the core functions of a provincial commissioner are as follows:

- (a) Exercising command and control over the Service under his or her jurisdiction in the province subjected to the power of the National Commissioner in accordance with legislation and directives.
- (b) Being responsible for rendering a professional policing service in the province with regard to —
 - preventing, combating and investigating crime;
 - maintaining public order;
 - protecting and securing the inhabitants of the Republic and their property; and
 - upholding and enforcing the law;
- (c) Liaising and coordinating with the MEC, the National Commissioner and the provincial- and divisional commissioners; and
- (d) Properly managing, controlling and using resources (human and physical) allocated to the province.

(2) STATION COMMANDER

The station commander ensures a safe and secure environment in the station area by means of efficient policing as required by regulated framework. The functions include:

- Management of a visible policing service within the station precinct;
- Management of a detective service within the station precinct;
- Management of an effective and efficient support service at the station; and
- Management of the community involvement.

DEPUTY INFORMATION OFFICERS: SOUTH AFRICAN POLICE SERVICE

THE OFFICE OF THE NATIONAL DEPUTY INFORMATION OFFICER	CONTACT PERSON	TEL NO	FAX NO	E-MAIL ADDRESS	POSTAL ADDRESS	STREET ADDRESS
NATIONAL DEPUTY INFORMATION OFFICER (NDIO)	COL A CROOKS	(012) 393 2606	(012) 393 2156	crooksa@saps.gov.za	Private Bag X94 PRETORIA, 0001	Thibault Arcade 225 Pretorius Street PRETORIA, 0001
OFFICE OF THE NATIONAL DEPUTY INFORMATION OFFICER	LT COL JH SCHOLTZ LT COL S IYER CAPT CJ BARKHUIZEN CAPT WE CAROLISEN W/O NC ZITHA AC SK SEANEGO	(012) 393 1742 (012) 393 1717 (012) 393 1464 (012) 393 1258 (012) 393 2617 (012) 393 1223 (012) 393 1725	(012) 393 2156 (012) 393 2156 (012) 393 2617 (012) 393 2617 (012) 393 2617 (012) 393 2617	ScholtzH@saps.gov.za Sarojadevi@saps.gov.za BarkhuizenC@saps.gov.za CarolisenWE@saps.gov.za ZithaNC@saps.gov.za SeanegoS@saps.gov.za	Private Bag X94 PRETORIA, 0001	Thibault Arcade 225 Pretorius Street PRETORIA, 0001
DIVISION/SECTION	CONTACT PERSON	TEL NO	FAX NO	E-MAIL ADDRESS	POSTAL ADDRESS	STREET ADDRESS
CENTRAL FIREARMS, LIQUOR AND SECOND HAND-GOODS CONTROL (FLASH)	LT COL PD MAHUMA CAPT NE SOULS	(012) 353 6328 (012) 353 6234	(012) 353 6267 (012) 353 6267	mahumap@saps.org.za SoulsN@saps.gov.za	Private Bag X811 PRETORIA, 0001	Veritas Building Volkstem Street PRETORIA, 0001
FORENSIC SERVICES	LT COL XA SAMBO	(012) 421 0222	(012) 421 0324	SamboX@saps.gov.za	Private Bag X322 PRETORIA, 0001	730 Pretorius Street Arcadia PRETORIA, 0001
CRIME INTELLIGENCE (CI)	CAPT M MAKGOBA	(012) 368 9358 079 696 8129	NONE	MakgobaMokgad@saps.gov.za	Private Bag X301 PRETORIA, 0001	PRETORIA, 0001
DETECTIVE SERVICES	COL K SMIT W/O NM HLELA	(012) 393 2669 (012) 393 2118	(012) 393 7838 (012) 320 7838	SmitK@saps.gov.za hlelam@saps.gov.za	Private Bag X302 PRETORIA, 0001	Thibault Arcade 225 Pretorius Street PRETORIA, 0001
DPCI (HAWKS)	LT COL MB MOTHOA CRC LV MASANGO	(012) 846 4546 (012) 8464296	(012) 846 4427 (012) 846 4427	Mothoammakoko@saps.gov.za Masangolerato@saps.gov.za	Private Bag X1500 SILVERTON, 0127	No 1 Cresswell Road Promat Building SILVERTON, 0127
FINANCIAL MANAGEMENT AND ADMINISTRATION	W/O N FAKO	(012) 393 4328	(012) 393 1044	fakon@saps.gov.za	Private Bag X94 PRETORIA, 0001	Thibault Arcade 225 Pretorius Street PRETORIA, 0001
HERITAGE SERVICES (MUSEUM)	ME M SWANEPOEL	(012) 301 5275	(012) 301 5264	sapsmuseum@saps.gov.za	P O Box 4866 PRETORIA, 0001	Volkstem Building C/O Volkstem- & 172 Pretorius Street PRETORIA, 0001

6

HUMAN RESOURCE DEVELOPMENT (HRD)	LT COL JC SERUMULA CAPT C VAN BACKSTROM	(012) 334 3534 (012) 334 3779	(012) 334 3714 (012) 334 3714	serumula@saps.gov.za vonbackstromcarlen@saps.gov.za	Private Bag X177 PRETORIA, 0001	Shorburg Building 429 Church Street PRETORIA, 0001
LEGAL AND POLICY SERVICES	COL P MATSHAYA	(012) 393 7045	(012) 393 7098/5	matshaya@saps.gov.za	Private Bag X94 PRETORIA, 0001	Presidia Building Pretorius Street PRETORIA, 0001
MANAGEMENT INTERVENTION	CAPT GB MATABANE SERS MW MAKITLA	(012) 393 3360 (012) 393 3112	(012) 393 3245 (012) 393 3245	makitlamatlo@saps.gov.za	Private Bag X94 PRETORIA, 0001	Opera Plaza Building 7 Pretorius Street PRETORIA, 0001
OPERATIONAL RESPONSE SERVICES (ORS)	LT COL LM KRITZINGER CPAC SM JANSE VAN RENSBURG	(012) 400 3717 (012) 400 6691	0866 440094 0866 440094	krizingerlm@saps.gov.za jansevanrensburgsusan@saps.gov.za	Private Bag X30 SUNNYSIDE, 0132	Maupa Naga Building 3 Troy Street PRETORIA, 0001
ORGANISATIONAL DEVELOPMENT (EFFICIENCY SERVICES)	LT COL R VENTER	(012) 393 5050	082 778 9214	venter@saps.gov.za	P O Box 5306 PRETORIA, 0001	Koedoe Building 236 Pretorius Street PRETORIA, 0001
PERSONNEL MANAGEMENT	CAC NP CHABANGU AC L BRONKHORST	(012) 393 4476 (012) 393 4376	(012) 393 4248 (012) 393 4248	ChabanguPatience@saps.gov.za bronkhorstlezel@saps.gov.za	Private bag x94 PRETORIA, 0001	Thibault Arcade 225 Pretorius Street PRETORIA, 0001
PROTECTION AND SECURITY SERVICES (PSS)	W/O M CHABALALA	(012) 400 6232	(012) 400 6065	chabalalam@saps.gov.za	Private Bag X784 PRETORIA, 0001	Maupa Naga Building 3 Troy Street PRETORIA, 0001
SAPS TRAINING INSTITUTION: PRETORIA	LT COL A VAN RENSBURG	(012) 353 9005	(012) 353 9011	traincolcom@saps.gov.za	P O Box 435 PRETORIA, 0117	Rebecca Street Pta West PRETORIA, 0001
STRATEGIC MANAGEMENT	LT COL KGJ MOSOMA	(012) 393 4024	N/A	mosomak@saps.gov.za	Private Bag X91 PRETORIA, 0001	Opera Plaza Building 7 Pretorius Street PRETORIA, 0001
SUPPLY CHAIN MANAGEMENT (SCM)	LT COL SM TIPANYEGA CAC A PETROS	(012) 841 7770 (012) 841 7259	086 770 5331 086 626 6262	tipanyegam@saps.gov.za petrosa@saps.gov.za	Private Bag X254 PRETORIA, 0001	117 Cresswell Ave SILVERTON, 0127
SUPPORT SERVICES: CORPORATE SERVICES	SAC IK MAIBELO	(012) 393 4269	(012) 393 3240	lhumeleng.maibelo@saps.gov.za	Private Bag X94 PRETORIA, 0001	Opera Plaza Building 7 Pretorius Street PRETORIA, 0001
TECHNOLOGY MANAGEMENT SERVICES (TMS)	CAPT T KHETHELWA	(012) 432 7367	(012) 432 8428	khethelwa@saps.gov.za khodda@saps.gov.za	Private Bag X94 PRETORIA, 0001	Tulbagh Building PRETORIA, 0001

VIDEO UNIT	ME D MOKOKA	(012) 666 1054	(012) 666 1064/58	VideoLibrary@saps.gov.za	9 Beatrix Street Centurion RASLOUW, 0109	9 Beatrix Street Centurion RASLOUW, 0157
VISIBLE POLICING (VISPOL)	CRC RLR MKHWANAZI	(012) 421 8391	(012) 421 8064	04745345@saps.gov.za	Private Bag X241 PRETORIA, 0001	Midcity Building 540 Pretorius Street PRETORIA, 0001
PROVINCIAL DEPUTY INFORMATION OFFICER	CONTACT PERSON	TEL NO	FAX NO	E-MAIL ADDRESS	POSTAL ADDRESS	STREET ADDRESS
EASTERN CAPE	CAPT NS YOLI	(040) 608 7350/9	(040) 608 7315/ 73037310/7333	EC-PROVREG@ptshengela@saps.gov.za	Private Bag X7471 KING WILLIAMSTOWN 5600	Former Griffiths Mxenge Zwelitsha Road ZWELITSHA, 6508
FREE STATE	CAPT MS MOROALO	(051) 507 6439	(051) 507 6440	fs.ph.auxiliary@saps.gov.za	Private Bag X20501 BLOEMFONTEIN 9300	126 Maitland Street BLOEMFONTEIN 9301
GAUTENG	LT COL D MOSS	(011) 274 7540	(011) 274 7538	MossD@saps.gov.za	Private Bag X57 BRAAMFONTEIN 2017	16 Empire Road Parktown JOHANNESBURG 2193
KWAZULU NATAL	COL BC KHANYILE	(031) 325 6125	(031) 325 4855	auxiliaryservices@saps.gov.za KhanyileB@saps.gov.za	P O Box 1965 DURBAN, 4000	15 Ordinance Street DURBAN, 4000
LIMPOPO	COL R G MAPHOSA	(015) 290 6109	(015) 290 6134	lim.provhead.aux@saps.gov.za	Private Bag X9428 POLOKWANE, 0700	44 Schoeman Street POLOKWANE, 0700
MPUMALANGA	LT COL MW MUSHWANAI	(013) 762 6602	086 774 1184	mp.admin@saps.gov.za	Private Bag X11299 NELSPRUIT, 1200	12 & 14 Jones Street NELSPRUIT, 1200
NORTHERN CAPE	CAPT W KRUGER	(053) 839 3785	(053) 832 2053	NC AuxServices@saps.gov.za	Private Bag X5001 KIMBERLEY, 8300	12 George Street KIMBERLEY, 8301
NORTH WEST	LT COL JD ENGELBRECHT	(018) 299 7036	(018) 299 7144	nw-regis@saps.gov.za nw.administration@saps.gov.za	Private Bag X801 POTCHEFSTROOM 2520	C/o Potgieter & Van Riebeeck Street POTCHEFSTROOM 2520
WESTERN CAPE	AC RB ROUBAIN	(021) 417 7354	(021) 417 7336	WC.ProvRecordsManagement@saps.gov.za	Private Bag X9004 CAPE TOWN, 8000	25 Alfred Street, Greenpoint CAPE TOWN, 8000

8

4. THE GUIDE ISSUED BY THE HUMAN RIGHTS COMMISSION**4.1 DESCRIPTION**

- (1) Section 10 of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000), (hereafter referred to as “the Act”) provides that the Human Rights Commission must compile a guide in each official language.
- (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) The guide is available at:
PAIA Unit
Research and Documentation Department

POSTAL ADDRESS: Private Bag X2700
HOUGHTON
2014

STREET ADDRESS: Braampark Forum 3,
33 Hoofd Street,
BRAAMFONTEIN.

Telephone number: 011 877 3600
Website: www.sahrc.org.za
E-mail address: PAIA@sahrc.org.za

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

(1) 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

In terms of section 7 of the Act, this Act does not apply to a record of the Service if —

- (a) that record is requested for the purpose of criminal or civil proceedings;
- (b) so requested after the commencement of such criminal or civil proceedings, as the case may be; and
- (c) the production of or access to that record for the purpose referred to in paragraph (a) is provided for in any other law.

Any record obtained in a manner that contravenes subsection 7(1) of the Act, is not admissible as evidence in the criminal or civil proceedings referred to in that subsection unless the exclusion of such record by the court in question would, in its opinion, be detrimental to the interests of justice.

The registration and investigation of a case is not criminal proceedings, it is “investigation”. Bail proceedings are not criminal proceedings.

Civil proceedings commences with the issue of a summons or a notice of motion in any motion proceedings, including asset forfeiture provisions as set out in Chapters 5 and 6 of the Prevention of Organised Crime Act, 1998 (Act No 121 of 1998).

10

Should a requester seek access to records after a notice of intended legal proceedings against the State has been served, the Act is applicable to such request and does not fall within the ambit of section 7 of the Act.

A registered **grievance** by an employee of the Service and **disciplinary proceedings** that commenced, are regarded as civil proceedings (ie if the grievance is registered or if the disciplinary proceedings has commenced, the Act does not apply for access to records for such proceedings – the Labour Law is applicable to grievances and the Disciplinary Regulations of the Service are applicable to disciplinary proceedings).

(3) **GROUND 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) **LABOUR UNIONS**

A labour union is entitled to have 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 when a labour union requests access to records to assist an employee in grievance or disciplinary proceedings (access is available, free of charge, in terms of the Labour Relations Act, 1995 (Act No 66 of 1995)).

(5) **ACCIDENT REPORTS (AR/OAR)**

If the Service has already forwarded the accident report to the Transport Department or other relevant department or institution (eg Metro) when the request is received, the deputy information officer will transfer the request to the relevant department or institution or inform the requester to request the report directly from the relevant department or institution.

The prior consent of the public prosecutor is not needed to grant access to the accident report contained in an open docket to a party that was involved in the accident or to his or her representative or person authorised by him or her (if documentary proof was given). The Road Accident Fund or its representative must provide a written request (eg a letter on their letter head) and all records regarding the accident are provided free of charge to the Road Accident Fund.

If the record is still in the possession or under control of the Service, the records may be obtained by the authorised person on request in writing on the prescribed request form or the SAPS 512(n) addressed to the relevant office of the Service.

The following persons are deemed to be authorised persons:

- (a) an involved party in the accident (eg driver, passenger, pedestrian, cyclist, owner of the vehicle, owner of the animal involved in the accident, etc) if he or she can prove that he or she is an involved party;
- (b) any private ambulance service, medical service provider, emergency service or towing service that provided such a service to a party involved in an accident, if such private service can provide written proof that such service was rendered; or
- (c) a person who is not an involved party or the private ambulance service, medical service provider, emergency service or towing service referred to

above, only if he or she has written permission or authority of an involved party (eg an attorney who provides the relevant power of attorney to act on behalf of the person and a copy of the client's ID).

(6) POLICE DOCKETS

OPEN 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 or on behalf of a person who is a **suspect** or the **complainant/victim** in that investigation. A request for a copy of a record contained in a police docket by a person who is a suspect or the **complainant/victim** in that investigation, will, if it is a request for access to —
- (i) a statement made by the said suspect or the **complainant/victim** himself or herself in that investigation, be granted 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 apply** to a request for access to a record contained in a police docket if the request is made -
- (i) by someone else than —
 - the suspect/complainant/victim; or
 - his or her representative; or
 - (ii) to have access to the record and the requester stated that it is not requested for the purpose of the relevant criminal or civil case that has commenced, but that it is for another purpose requested.

CLOSED DOCKETS

The Act does apply to a request for access to a record contained in a police docket if 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.

(7) A RECORD WHICH CONTAINS INFORMATION ON THE PHYSICAL OR MENTAL HEALTH, OR WELL-BEING OF AN EMPLOYEE

- (a) The Act defines a **health practitioner** as follows:
“an individual who carries on, and is registered in terms of legislation to carry on, an occupation which involves the provision of care or treatment for the physical or mental health or for the well-being of individuals”.
- (b) Any request for access to a record or report which contains information on the physical or mental health or well-being of an employee which is in the possession or under the control of the Service, must be submitted to the relevant Deputy Information Officer, who will deal with it in terms of the Act and, where applicable, in terms of section 30 of the Act.

(8) PUBLIC BODIES

- (a) In terms of the Act, a “public body” is excluded from the definition of “requester”. A public body is defined as an institution exercising a public power or performing a public function in terms of legislation. A “public body” may, therefore, be regarded to be the same as a “state

12

organ” or “government body”.

- (b) The Act does not apply when a public body requests access to records from another public body. A request for access to a record from another public body is considered as an interdepartmental request for access to a record in the possession of another organ of state, namely the Service.
 - (c) The official (*not the deputy information officer*) under whose control the record is kept and who is responsible for dealing with the matter to which the record relates, will —
 - (i) consider the request; and
 - (ii) decide whether or not a copy of the record may be provided to the public body concerned.
 - (d) If it is **decided not to provide** a copy of the record, the requesting public body will be informed of the decision. If it is **decided to provide** a copy of the record, this will be done free of charge. A public body, therefore, does not pay any request fees or access fees.
 - (e) The SAPS 512(n) Request form or Form A, as published in the Regulations to the Act, must not be completed.
 - (f) The responsible official will ascertain whether the requester is a public body. A request by a public body written on a letter head of such body may be accepted as proof that the request is made by a public body. If a public body subcontracts another person (eg, as an assessor or agent), the letter in which the subcontractor is instructed by the public body to act on behalf of that public body may be accepted as sufficient documentary proof that the request is by the public body concerned.
- (9) SECTION 102 INQUIRY IN TERMS OF THE FIREARMS CONTROL ACT, 2000 (ACT NO 60 OF 2000)
- (a) In terms of section 102 of the Firearms Control Act, 2000 (Act No 60 of 2000), the National Commissioner may declare a person unfit to possess any firearm on any ground specified in that section. To determine whether such a person is unfit to possess an arm, the Service holds an inquiry at which such a person may advance reasons why he or she should not be declared unfit.
 - (b) A section 102 inquiry qualifies as an administrative action which may materially and adversely affect the rights or legitimate expectations of the person against whom such an inquiry or investigation is held. The Service will, therefore, apply the provisions of section 3 of the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000), and not the provisions of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000). The request must, therefore, not be forwarded to the Deputy Information Officer.
 - (c) An affected party or person may request access to records or copies of certain records (eg copies of statements of other parties, etc) in the possession or under the control of the Service. Such records may contain allegations which the Service intends to hold against the affected party.

13

Access to such records or copies thereof must be provided to the affected party free of charge a reasonable time before the inquiry to enable him or her to prepare to answer to the allegations.

(10) WHERE TO SUBMIT THE REQUEST

A request must be submitted to the relevant office of the Service that is in the possession or under control of the record that access is requested to (ie a request for access to the accident report (AR/OAR) must be submitted to the relevant police station that handled the accident investigation or where the accident was reported; a request for access to the content of a docket must be submitted to the police station that handles the investigation or to whom the crime was reported; a request for a specific record in the possession of a specific division or office of the Service must be submitted to that division or office and if such division or office is unknown to the requester or where intervention is needed after a request was already submitted to a relevant police station or another office or division, such request may be submitted to the Sub Section: Access to Information or the National Deputy Information Officer for intervention or to refer the request to the relevant deputy information officer to be handled).

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 |
| (d) | 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

R35,00

(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 |
|-----|--|--------|

14

- (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
- (d) For a copy in a computer-readable form on:
 - stiffy disc R 5,00
 - compact disc R40,00
- (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 R17,00
- (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 RELEVANT 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 and police station to assist with 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 (if Form A is used, the requester must state whether the record is requested for civil/criminal proceedings that commenced or whether it is requested for another reason, if not so stated, the deputy information officer may request the requester to state such purpose) 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 of his or her intention to refuse the request. In such an event, the requester may then provide more detailed information regarding the request.

15

NOTE:

If the request is made on behalf of a personal requester, documentary proof of the capacity of the requester to make the request on behalf of another person must be attached to the form. Such documentary proof may, amongst other, be —

- (a) a general or specific power of attorney and a copy of the client's ID / passport;
- (b) a certified copy of the birth certificate of a minor and a certified copy of the identity document of the parent;
- (c) the letter of appointment as the executor of an estate issued by the Master of the High Court, together with proof of identity in the case of a request on behalf of a deceased estate;
- (d) where the request is made on behalf of a corporate body, a letter by an authorised person which authorizes the requester to make the request; or
- (e) a copy of the page(s) of an insurance contract where the client have signed and where it is stated that the insurance company may act on behalf of the client.

If the person on whose behalf the request is made, has orally authorised the requester or by means of a letter to make the request on his or her behalf, the certificate at the end of paragraph C of the SAPS 512(n) form must be completed by the person on whose behalf the request is made in the presence of a peace officer or justice of the peace who must also complete his or her part of the certificate.

The request form must be submitted to the relevant deputy information officer. If access is requested to an accident report or docket, such request must be directly submitted to the relevant deputy information officer of the relevant police station.

(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.

(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, notify the requester of the request fee payable (only where applicable) 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 and it includes the person acting on behalf of the personal requester);
- (b) requests information which is already in the public domain; or
- (c) is exempted by the Minister of Justice and Constitutional Development by proclamation in the Gazette from paying a fee.

The fee may also be paid by deposit into the bank account of the Service and the banking details are as follows:

ABSA Bank, Pretoria**Branch Code: 632005****Account Number: 4054522787****Type of account: Cheque Account**

(the reference number on the top left side of the SAPS 512(b) or SAPS 512(e) form must be used as the relevant reference number. The receipt must be submitted to the deputy information officer concerned as proof of payment.

(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 together with the said affidavit or affirmation, notify the requester 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 notify the requester within 30 days after the request has been received —

- 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;
- notifying the requester that —

- he or she may have access to the requested record but only from the date stipulated in the Notice (this date is 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.

(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.

(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) notify all involved third parties of the decision.

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 National 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.

The appellant must attach a copy of his request that he or she had submitted, proof of submitting such request, all relevant documents and must state the grounds and reasons the internal appeal is based.

The National Deputy Information Officer makes a recommendation on the appeal to the Minister and therefore such appeal must be delivered or submitted to the relevant officer. The National Deputy Information Officer will submit his or her recommendation together with the appeal and all relevant documents to the Minister for his or her decision.

Where an internal appeal relates to a third party, the requester and the third party concerned will be informed of the outcome of the appeal.

A requester or third party who is dissatisfied with the outcome of the internal appeal may within 180 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

20

Attending of court hearings
Bail
Court and Court Duties
Evidence: Giving of
Justices of the Peace and Commissioners of Oaths
Legal Aid Bureau 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

Accreditation under the Firearm Control Act, 2000 (Act no 60 of 2000)
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 licenses
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 defense 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
Private Security Industry Regulatory Authority
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
DocketsDomestic 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 Practices 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
Possession, distribution of, dealing in, transport and dumping of toxic and potentially dangerous substances
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

24

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

25

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

26

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 licenses and license 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
Inspection of and visits to firearm manufacturers, firearm dealers, gunsmiths and firearm owners
Licensing and visits: Dealers in second-hand goods
Missing persons: Tracing of

28

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

29

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

30

Netball
Parachute Jumping
Paragliding
Pool Table Tennis
Power Lifting
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

31

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

Licenses 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 AND COMPONENTS	
National Instructions (The following records are excluded: • training material; • training guidelines; • training manuals; or • records of which the disclosure may reasonably be expected to jeopardise the effectiveness of a testing, examining or auditing procedure or method used by the Service. The normal request procedure in terms of the Act is applicable when access to such records are requested.)	The records may be inspected at the relevant sub-section head on request in writing to the relevant divisional commissioner.
CORPORATE COMMUNICATION HERITAGE SERVICES	
(1) All displays at the SAPS Heritage Services (2) Archival records at the SAPS Heritage Services (excluding records contained in dockets and personal information of persons or information that may be refused on the grounds of refusal provided for in the Act)	The records may be inspected at the office of the Curator, SAPS Heritage Services on request in writing to the Curator: Heritage Services, PO Box 4866, PRETORIA, 0001.
DIVISION: FINANCIAL MANAGEMENT AND ADMINISTRATION	
ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY	
Master Copy of the Filing System	The records may be inspected at the office of the National Records Manager, Document Centre Management on request in writing to the National Records Manager, Document Centre Management: SAPS: Private Bag X 94, PRETORIA, 0001.
FINANCIAL MANAGEMENT: BUDGETS	
Estimates of National Expenditure — Department of Police	The records may be inspected at the office of the Section Head: Budgets on request in writing to Financial Management: Section Head: Budgets, Private Bag X 94, PRETORIA, 0001.

33

DIVISION: HUMAN RESOURCE UTILISATION	
EMPLOYMENT EQUITY	
National and Divisional Employment Equity Section 20 Plans and Section 21 Reports The Divisional, Provincial and Components Employment Equity Implementation Plans and Section 21 Quarterly Reports	The records may be inspected at the office of the Section Head: Employment Equity on request in writing to the relevant Divisional Commissioner: Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001.
PERFORMANCE MANAGEMENT	
(1) Performance Management Systems for the Service (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)	(1) The records may be inspected at the office of the Component Head: Performance Management on request in writing to the Divisional Commissioner: Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001.
DIVISION : OPERATIONAL RESPONSE SERVICES	
Records consisting of general correspondence (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to: Peace Keeping	The records may be inspected at the office of Operational Response Services, between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Operational Response Services, Private Bag X 30, SUNNYSIDE, 0132.
COMPONENT: ORGANIZATIONAL DEVELOPMENT	
Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act): • Job evaluation reports • Panel results	The records may be inspected at the office of the Section Head: Organizational Corporate and Design, Organizational Development on request in writing to the Head: Organizational Development, Private Bag X 94, PRETORIA, 0001.
DIVISION: HUMAN RESOURCE MANAGEMENT	
PROMOTION SERVICES AND REWARD SYSTEMS	
Records relating to Incentive and Reward Schemes (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act)	The records may be inspected at the office of the Section Head: Promotion Services and Reward Systems on request in writing to the Divisional Commissioner: Human Resource Management, Private Bag X 94, PRETORIA, 0001.
PSYCHOLOGICAL SERVICES DEVELOPMENT	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to — (1) Psychological Interventions All the different types of training offered by Psychological Services, the reason for and methods of such training and the places where it occurs (2) Trauma debriefing (3) Number of employees psychometrically evaluated for specialized units (4) Number of applicants for entry level: constables evaluated	The records may be inspected at the office of the Sub-section Head: Psychological Services Development on request in writing to the Divisional Commissioner: Human Resource Management, Private Bag X 94, PRETORIA, 0001.

34

(5) Different sports and recreation events accordingly the number of employees participating in different events including sports and recreation for disabled employees	
(6) International sporting events. Total of employees participating and results	
DIVISION: SUPPLY CHAIN MANAGEMENT	
General conditions and procedures	The records may be inspected at Supply Chain Management on request in writing to the Divisional Commissioner: Supply Chain Management, Private Bag X 254, PRETORIA, 0001.
DIVISION: VISIBLE POLICING	
FIREARMS, LIQUOR AND SECOND-HAND GOODS CONTROL	
Consideration Policy 1994	The records may be inspected at the office of the Head: Firearms, Liquor and Second-hand Goods Control on request in writing to the Head: Central Firearm Control Register, Private Bag X 811, PRETORIA, 0001.
PARTNERSHIP POLICING SECTOR POLICING	
Records relating to — (1) Partnership Policing • Police Community Projects • Policy Framework and Guidelines on Community Policing (2) Sector Policing • Pilot Projects	The records may be inspected at the office of Visible Policing on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
VISIBLE POLICING	
Records consisting of general correspondence (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to: (1) Police Emergency Services • Flying Squad or Highway Patrol • 10111 Centres	The records may be inspected at the office of Visible Policing, between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
(2) Community Services (3) Accident Combating (4) Specialised Uniform Support • Hostage Negotiation • Divers • Water Wing • Disaster Management (5) Equestrian (6) Dogs	

7.2 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
ALL DIVISIONS	
Legislation (bills, acts, regulations, proclamations and Government Notices)	Copies of legislation can be purchased at Government Printers at the cost determined by the Government Printers.
DIVISION: SUPPLY CHAIN MANAGEMENT	
PROCUREMENT AND INVENTORY MANAGEMENT	
State Tender Bulletins	Published weekly by the State Tender Board and can be purchased at the State Tender Board at the cost determined by the State Tender Board.
7.3 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii) (on payment of the fees prescribed in Part II of Annexure A of the Regulations regarding the Promotion of Access to Information, 15 February 2002)	
ALL DIVISIONS AND COMPONENTS	
(1) Policy Documents and National Instructions (The following records are excluded: • training material; • training guidelines; • training manuals; or • records of which the disclosure may reasonably be expected to jeopardise the effectiveness of a testing, examining or auditing procedure or method used by the Service. The normal request procedure in terms of the Act is applicable when access to such records is requested.)	(1) The records may be obtained on request in writing addressed to the relevant section head or the relevant divisional commissioner.
(2) Collective Agreements	(2) The records may be obtained on request in writing addressed to the Section Head: Labour Relations, Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001.
(3) ACCIDENT REPORT (NEW OR OLD REPORTS): COPY OR PHOTOCOPY <i>Note that —</i> with the term “ copy ” is meant where reproduction is done manually; a copy of a completed accident report will only be furnished to the authorised person; when a request is received in writing from the Road Accident Fund, provincial hospitals or ambulance services from provincial hospitals, they are regarded as public bodies or	(3) If the record is still in the possession or under control of the Service, the records may be obtained by the authorised person on request in writing on the prescribed request form or the SAPS 512(n) addressed to the relevant office of the Service. <i>Note that —</i> The following persons are deemed to be authorised persons: (a) an involved party in the accident (eg driver, passenger, pedestrian, cyclist, owner of the vehicle, owner of the animal involved in the accident, etc) if he or she can prove that he or she is an involved party;

36

institutions who are entitled to immediately receive a copy of an accident report free of charge.	(b) any private ambulance service, medical service provider, emergency service or towing service that provided such a service to a party involved in an accident, if such private service can provide written proof that such service was rendered; or (c) a person who is not an involved party or the private ambulance service, medical service provider, emergency service or towing service referred to above, only if he or she has written permission or authority of an involved party (eg an attorney who provides the relevant power of attorney to act on behalf of the person).
CORPORATE COMMUNICATION: HERITAGE SERVICES	
Archival records and photo's at Heritage Services (excluding records contained in dockets and personal information of persons or information that may be refused on the grounds of refusal provided for in the Act)	The records may be obtained on request in writing addressed to the Curator, SAPS Heritage Services, PO Box 4866, Pretoria, 0001.
COMPONENT : STRATEGIC MANAGEMENT	
Although the following records are available free of charge on the Web page of the Service, it may be photocopied on request: (1) Annual Report for the South African Police Service (2) Strategic Plan for the South African Police Service (3) Annual Performance Plan for the South African Police Service (4) Component Crime Registrar	The records may be obtained on request in writing addressed to the Head: Crime Registrar, Strategic Management, Private Bag X 94, Pretoria, 0001.
DIVISION: FINANCIAL MANAGEMENT AND ADMINISTRATION	
DOCUMENT CENTRE MANAGEMENT: ARCHIVES AND REGISTRY	
Master Copy of the Filing System	The records may be obtained from the office of the National Records Manager, Document Centre Management in writing addressed to the National Records Manager: Administration Services, SAPS, Private Bag X 94, PRETORIA, 0001.
FINANCIAL MANAGEMENT : BUDGETS	
Estimates of National Expenditure — Department of Police	The records may be obtained on request in writing addressed to Financial and Administration Services, Section Head: Budgets, Private Bag X 94, PRETORIA, 0001.
DIVISION: FORENSIC SERVICES	
MANAGEMENT AND ADMINISTRATIVE SUPPORT	
Only Photographs and Identikits released by the Service and published by the media	The records may be obtained from the Forensic Services on request in writing addressed to the Head: Forensic Services, SAPS Head Office, Private Bag X 322, PRETORIA, 0001.

DIVISION: HUMAN RESOURCE UTILISATION	
EMPLOYMENT EQUITY	
National and Divisional Employment Equity Section 20 Plans and Section 21 Report	The records may be obtained on request in writing addressed to the Divisional Commissioner: Human Resource Utilisation, Employment Equity at Private Bag X 94, PRETORIA, 0001.
COMPENSATION MANAGEMENT	
Human Resource Utilisation Project Centre Project Reports	Projects funded by government can be provided to public on request in writing addressed to the Divisional Commissioner: Human Resource Utilisation, Compensation Management at Private Bag X 94, PRETORIA, 0001.
PERFORMANCE MANAGEMENT	
(1) Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to — Performance management systems: • 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	(1) The records may be obtained from the office of the Component Head: Performance Management on request in writing addressed to Divisional Commissioner: Human Resource Utilisation, SAPS, Head Office, Private Bag X 94, PRETORIA, 0001.
DIVISION: OPERATIONAL RESPONSE SERVICES	
AIR WING HEADQUARTERS	
Certain records relating to — (1) Monthly successes achieved (2) Policy and minimum requirements for appointment as pilot and crew	The records may be obtained on request in writing addressed to the Section Head: Operational Response Services, Private Bag X30, SUNNYSIDE, 0132
OPERATIONAL INFORMATION MANAGEMENT CENTRE	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to certain parts of — (1) Policy on: • Crowd Management • National Intervention Unit • Borderline Police • Air Wing • Specialized Skills Development • Special Task Force	The records may be obtained on request in writing addressed to the Deputy Information Officer: Operational Response Services, Private Bag X 30, SUNNYSIDE, 0132.

38

(2) Crowd Management Incidents (3) Successes of: • Crowd Management • National Intervention Unit • Borderline Police • Air Wing • Specialized Skills Development • Special Task Force (4) Peace Keeping	
DIVISION: ORGANIZATIONAL DEVELOPMENT	
Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) : • Pre-interview questionnaire • Results of Job evaluation • Panel results	The records may be obtained from the office of the Section Head: Organizational Corporate and Design, Organizational Development on request in writing to the Head: Organizational Development, Private Bag X 94, PRETORIA, 0001.
DIVISION: HUMAN RESOURCE MANAGEMENT	
PSYCHOLOGICAL SERVICES DEVELOPMENT	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to — (1) Psychological Interventions All the different types of training offered by the section: Psychological Services, the reason and methods of for such training and the place where it occurs (2) Trauma debriefing (3) Number of employees psychometrically evaluated for specialized units (4) Number of applicants for entry level: constables evaluated (5) Different sports and recreation events accordingly the amounts of employees participating in different events including sports and recreation for disabled employees (6) International sporting events. Total of employees participating and results	The records may be obtained from the office of the Sub-section Head: Psychological Services on request in writing addressed to the Divisional Commissioner: Human Resource Management, SAPS Head Office, Private Bag X 94, PRETORIA, 0001.
RECRUITMENT AND STAFFING	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to appointment requirement of appointments of personnel on salary level 1-12 and/or salary bands A - MMS	The records may be obtained on request in writing addressed to the Section Head: Recruitment And Staffing, Private Bag X 94, PRETORIA, 0001.

SENIOR MANAGEMENT APPOINTMENTS	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to appointment requirement of appointments of personnel on salary level 13 and up and/or salary bands on SMS	The records may be obtained on request in writing addressed to the Sub-section Head: Senior Management Appointments, Private Bag X 986, PRETORIA, 0001.
DIVISION: SUPPLY CHAIN MANAGEMENT	
General conditions and procedures	The records may be obtained from Supply Chain Management on request in writing addressed to the Divisional Commissioner: Supply Chain Management, Private Bag X 254, PRETORIA, 0001.
DIVISION: VISIBLE POLICING	
PARTNERSHIP POLICING SECTOR POLICING	
Records relating to (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) - (1) Partnership Policing • Police Community Projects • Policy Framework and Guidelines on Community Policing (2) Sector Policing • Pilot Projects	The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
SOCIAL CRIME PREVENTION	
(1) Making South Africa Safe Manual (2) Environmental Design Manual (3) Communication Materials on Domestic Violence (4) Communication Materials on Victim Empowerment	The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
(5) Communication Materials on rape and Sexual offences (6) Promising Crime Prevention Practices in South Africa (7) National Rural Victims of Crime Survey (8) Guidelines: Drug and Substance Abuse	
VISIBLE POLICING	
Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to General Correspondence with regard to: (1) Police Emergency Services • Flying Squad or Highway Patrol • 10111 Centres	The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.

40

(2)	Community Services	
(3)	Accident Combating	
(4)	Specialised Uniform Support	
	• Hostage Negotiation	
	• Divers	
	• Water Wing	
	• Disaster Management	
7.4 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)		
All DIVISIONS		
(1)	A copy of a —	
	(a) suspect's own statement contained in an open docket; or	The request by the suspect / victim / complainant for a copy of his or her own statement, must be in writing and addressed to the relevant investigating officer.
	(b) victim's or complainant's own statement contained in an open docket.	<u>Take note:</u> such a copy will only be automatically available to the relevant suspect / victim / complainant or his or her representative (such representative must attach documentary proof of capacity to act on behalf of such person).
(2)	The information or topics as available on the Web site of the Service	(2) Available on the Web page of the Service at www.saps.gov.za

41

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
Bureau for Missing Persons	Contact details for the national and regional offices: 012 393 Head Office : 2001/2/5/ 7/10/12 Eastern Cape : 041 394 6978/ 6482 Free State : 051 503 2846 Gauteng : 011 670 6415/ 6416 Kwazulu Natal : 031 325 6718 Limpopo : 015 290 6000 Mpumalanga : 013 762 4391 Northern Cape : 053 839 2822 North West : 018 299 7034/ 7722/7172 Western Cape : 021 467 8236
Call centres: 1. SAPS Emergency 2. Crime Stop (Tip-off) 3. Centre for service excellence 4. Firearms	10111 08600 10111 0800 333 177 (012) 353 6111
Community Police Service Centre	Telephone number of nearest police station (see www.saps.gov.za)
Community Police Forums	Telephone number of nearest police station (see www.saps.gov.za)
SAPS Website	www.saps.gov.za

42

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; and
- (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;
 - (e) certifying copies of original documents (a free service, but the relevant person must bring the original document and the copies as the copies will not be made at the police station); and
 - (f) 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.

43**8.6 WEB SITE OF THE SERVICE**

Any person can have access to the web site of the Service at www.saps.gov.za

8.7 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.

44

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 are:

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

Postal Address: PO Box 15
CAPE TOWN
8000

Street Address: Parliament Building
Parliament Street
CAPE TOWN

Telephone Number: (021) 403 2911

Fax Numbers: (021) 403 8219

E-Mail address: info@parliament.gov.za

9.2 PORTFOLIO COMMITTEE ON POLICE

New bills from the Service are submitted to the Portfolio Committee on Police. 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 of Police to the National Assembly.

The contact details for the Portfolio Committee on Police are:

Postal Address: PO Box 15
CAPE TOWN
8000

Street Address: Parliament Towers
Parliament Street
CAPE TOWN

Telephone Number: (021) 403 2911/8257/2433
083 709 8489

E-mail address: Fbeukman@parliament.gov.za

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 and Policy Services and the contact details are as follows:

Postal Address: Private Bag X94
PRETORIA
0001

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

Telephone Number: (012) 393 1563

Fax Number: (012) 393 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.

46

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 Management Intervention - See paragraph 10.2)

10.2 NATIONAL MANAGEMENT INTERVENTION

The main functions of this division are:

- Operational Evaluations
- Organisational Evaluations
- Internal Audit
- Complaints Investigations

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

47

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 Management Intervention at national level are:

Postal Address: Private Bag X94
PRETORIA
0001
Street Address: Opera Plaza Building
Pretorius Street
PRETORIA
Telephone number: 080 033 3177
Fax number: (012) 393 3294/4280
(012) 393 5452
E-mail address: Complaintsnodalpoint@saps.gov.za

10.3 INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE (IPID)

The aim of the Independent Police Investigative Directorate (IPID) is to ensure independent oversight over the Service and the Municipal Police Services (MPS), and to conduct independent and impartial investigations of identified criminal offences allegedly committed by members of the Service and the MPS, and make appropriate recommendations.

Website: <http://www.ipid.gov.za>
Street Address: City Forum Building
114 Madiba Street
PRETORIA
Telephone number: (012) 399 0000
Fax number: (012) 326 0408
E-mail address: Complaints@ipid.gov.za

Provincial Addresses and Contact Details:

Office	Street Address	Tel Number	Fax Number	E-mail Address
KwaZulu-Natal	3RD Floor The Marine Building 22 Dorothy Street Nyembe Street (Gardiner) Street Durban	031 310 1300	031 305 8214	Complaints.KwaZuluNatal@ipid.gov.za
Gauteng	20TH Floor Marble Towers Building NO. 208-212 Jeppe Street, Johannesburg	011 220 1500	011 333 2705	Complaints.Gauteng@ipid.gov.za
Limpopo	Old Mutual Building 78 Hans van Rensburg Street Polokwane on the Ground Floor	015 283 8000	015 295 3409	Complaints.Limpopo@ipid.gov.za
Mpumalanga	Nedbank Centre, 1st Floor 48 Brown Street Nelspruit	013 754 1000	013 752 2602	Complaints.Mpumalanga@ipid.gov.za
Eastern Cape	Waverly Office Park No 3-33 Phillip Frame Road Chiselhurst East London 5200	043 707 7200	043 721 2616 043 721 2756	Complaints.EasternCape@ipid.gov.za
Free State	15 CNR Andrew & Westburger Streets Ground Floor Standard Bank Building Bloemfontein	051 406 6800	051 430 8852	Complaints.FreeState@ipid.gov.za
Northern Cape	39 George Street Kimberley	053 807 5100	053 832 5615	Complaints.NorthernCape@ipid.gov.za
North West	No.1 Station Road Molopo Shopping Centre, 1st Floor Mafikeng 2745	018 397 2500	018 381 1495	Complaints.NorthWest@ipid.gov.za
Western Cape	Fintrust Building, 1st Floor Corner Petrusa & Mazzur Street Bellville 7530	021 941 4800	021 949 3196	Complaints.WesternCape@ipid.gov.za

Satellite Offices Addresses and Contact Details:

Office	Address	Tel Number	Fax Number	E-mail Address
KwaZulu-Natal	10 Union Street Edwards Pharmacy Building 1 st Floor Room 1ICD	035 772 3022	035 772 3049	Complaints.KwaZuluNatal@ipid.gov.za
Free State	28 Louw Street Maseroy Building Bethlehem 9700	058 307 7620/21	086 6300927	Complaints.FreeState@ipid.gov.za
Eastern Cape	10th Floor PRD Building, Office number 1056B Suiderland Street Umhatha	047 501 5900	047 531 1570	Complaints.EasternCape@ipid.gov.za
Northern Cape	58 Mark Street Upington	054 338 5700	054 331 0053	Complaints.NorthernCape@ipid.gov.za
North West	165 Kloppe Street Rustenburg	014 591 8560	014 592 1349	Complaints.NorthWest@ipid.gov.za
Limpopo	2010 Centre Thohoyandou	015 962 0405	015 962 0345	Complaints.Limpopo@ipid.gov.za
Western Cape	101 York Street Ground Floor Nedbank Building George	044 873 3378	044 873 4861	Complaints.WesternCape@ipid.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 is 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.pprotect.org.za>

Postal Address: Private Bag X677
PRETORIA
0001

Street Address: 175 Lunnon Street
Hillcrest Office Park
0083

Telephone number: (012) 366 7000/7112

Fax number: (012) 362 3473
0800 11 20 40

Fax to E-mail: 086 575 3292

(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.

50

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: Forum 3
33 Hoofd Street
Braamfontein
JOHA NESBURG

Telephone number: (011) 877 3600

(3) DEPARTMENT OF WOMEN

Physical address: 36 Hamilton Street
Arcadia
PRETORIA
0001

Postal address: Private Bag X931
PRETORIA
0001

Office of the Minister:

Tel nr: (012) 359 0188

Fax: 086 765 3365

E-mail: ministry@women.gov.za

(4) 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:

Website: <http://www.crlcommission.org.za>

51

Street Address: Forum 4
Braampark Office
33 Hoofd Street
BRAAMFONTEIN
JOHANNESBURG

Postal address: Private Bag X90 000
HOUGHTON
2041

Telephone number: (011) 358 9100

E-mail: info@crlcommission.org.za
complaints@crlcommission.org.za

(5) 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: Old Women's Jail
East Wing Constitution Hill
2 Kotze Street
Braamfontein
JOHANNESBURG

Telephone number: (011) 403 7182

Fax number: (011) 403 7188

E-mail: cgeinfo@cge.org.za

(6) 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

52

- 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: 300 Middel Street
New Muckleneuk,
Pretoria

Telephone Number: (012) 426 8000

Fax Number: (012) 426 8257

E-mail: agsa2@agsa.co.za

Die Handleiding van die Suid-Afrikaanse Polisiediens, ingevolge artikel 14 van die Wet op die Bevordering van Toegang tot Inligting, 2000 (Wet No 2 van 2000), is opgedateer en saamgestel deur die Nasionale Adjunk-Inligtingsbeampte (NAIB), Colonel A Crooks en goedgekeur deur die Inligtingsbeampte (IB), Waarnemende Nasionale Kommissaris LJ Mathiba op 2017-09-03. Die Engelse weergawe is geteken.



HANDLEIDING
VAN DIE
SUID-AFRIKAANSE
POLISIEDIENS
OOREENKOMSTIG
ARTIKEL 14
VAN DIE
WET OP DIE BEVORDERING
VAN TOEGANG TOT
INLIGTING,
2000
(WET NO 2 VAN 2000)

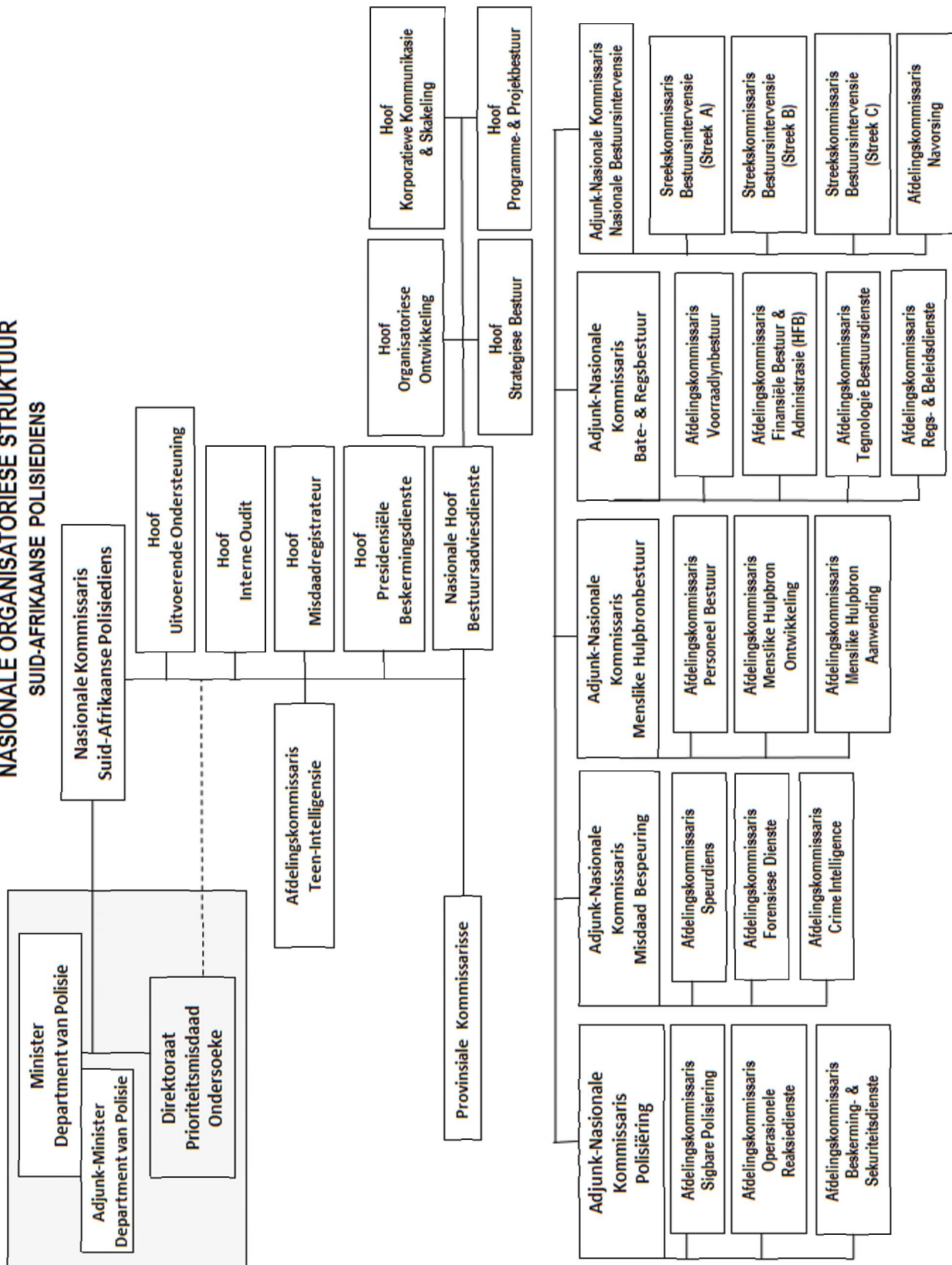
UITGEREIK DEUR DIE INLIGTINGSOFFISIER VAN DIE
SUID-AFRIKAANSE POLISIEDIENS
2017/2018

INHOUD

NO. ONDERWERP	BLADSY
1. STRUKTUUR	1
2. FUNKSIES	2
3. KONTAKBESONDERHEDE VAN ADJUNK-INLIGTINGSBEAMPTES	6
4. DIE GIDS UITGEREIK DEUR DIE MENSEREGTEKOMMISSIE	10
5. AANSOEK OM TOEGANG TOT 'N REKORD GEHOU DEUR OF ONDER BEHEER VAN DIE DIENS	11
6. BESKRYWING VAN ONDERWERPE EN KATEGORIEË GEHOU OOR ELKE ONDERWERP	22
7. KATEGORIEË VAN REKORDS WAT OUTOMATIES BESKIKBAAR IS	36
8. DIENSTE BESKIKBAAR AAN DIE PUBLIEK	46
9. DEELNEEM AAN OF UITOEFENING VAN INVLOED OP DIE FORMULERING VAN BELEID, UITOEFENING VAN BEVOEGDHEDE OF VERRIGTING VAN PLIGTE	48
10. REGSMIDDELE BESKIKBAAR TEN OPSIGTE VAN 'N HANDELING OF 'N VERSUIM OM TE HANDEL DEUR DIE DIENS	50

1

NASIONALE ORGANISATORIESE STRUKTUUR SUID-AFRIKAANSE POLISIEDIENS



3. FUNKSIES

Artikel 205 van die Grondwet van die Republiek van Suid-Afrika, 1996 (Wet No 108 van 1996) sit die funksies en doelstellings van die polisiediens as volg uiteen:

- “205. (1) Die nasionale polisiediens moet gestruktureer word om in die nasionale, die provinsiale en, waar gepas, die plaaslike regerings sferes te funksioneer.
- (2) Nasionale wetgewing moet die bevoegdhede en funksies van die polisiediens bepaal en moet die polisiediens in staat stel om sy verantwoordelikhede doeltreffend na te kom, met inagneming van die behoeftes van die provinsies.
- (3) Die doelstellings van die polisiediens is om misdaad te voorkom, te bestry en te ondersoek, die openbare orde te handhaaf, die inwoners van die Republiek en hul eiendom te beskerm en te beveilig, en die reg te handhaaf en toe te pas.”

2.1 NASIONALE VLAK

- (1) **DIREKTORAAT VIR PRIORITEITSMISDAAD (“VALKE”)**
Verantwoordelik vir die bekamping, ondersoek en voorkoming van nasionale prioriteitsmisdaad soos ernstige georganiseerde misdaad, ernstige kommersiële misdaad en ernstige korrupsie
- (2) **UITVOERENDE ONDERSTEUNING**
Verskaf uitvoerende en strategiese ondersteuning aan die Nasionale Kommissaris.
- (3) **INTERNE OUDIT**
Voorsien ‘n onafhanklike bestuur georiënteerde ouditdiens wat gefokus is op ‘n ondersteuningsdiens op alle vlakke van bestuur.
- (4) **MISDAADREGISTER**
Verseker dat betroubare en stawende kriminele inligting beskikbaar is deur gekontroleerde praktyke.
- (5) **PRESIDENSIËLE BESKERMINGSDIENSTE**
Verseker effektiewe beskerming aan die presidensie, voormalige regeringsleiers en ander hoogwaardigheidsbekleërs in gevolg van wetgewing en regeringsbeleid.
- (6) **BESTUURSADVIESDIENSTE**
Voorsien voortdurende uitvoerende advies en ondersteuning oor regeringsake.
- (7) **SIGBARE POLISIERING**
Voorsien rigting oor die effektiewe voorkoming van misdaad d.m.v. die voorsiening van sigbare polisieringsdienste.
- (8) **OPERASIONELE REAKSIEDIENSTE**
Het die toesig oor operasionele reaksiedienste

3

- (9) **BESKERMINGS- EN SEKURITEITSDIENSTE**
Het die toesig oor die voorsiening van 'n beskermings- en sekuriteits dienste aan geïdentifiseerde individue en/of instansies rakende die toepaslike wetgewing en regeringsbeleid.
- (10) **SPEURDIENS**
Verseker die effektiewe en doelgerigte ondersoek van misdaad soos uiteengesit in die Wet op die Suid Afrikaanse Polisiediens Wet 1995, (Wet 68 van 1995).
- (11) **FORENSIESE DIENSTE**
Het die toesig oor die toepassing van forensiese wetenskap en instandhouding van kriminele rekords in die kriminele regsisteem.
- (12) **MISDAADINTELLIGENSIE**
Voorsien rigting oor die effektiewe ondersoek van misdaad op alle vlakke van intelligensiedienste in die Diens.
- (13) **PERSONEELBESTUUR**
'n Ondersteuningsdiensafdeling binne die Diens wat verantwoordelik is vir die voorsiening van 'n strategiese personeelbestuursfunksie.
- (14) **MENSLIKE HULPBRONONTWIKKELING**
'n Ondersteuningsdiensafdeling binne die Diens wat verantwoordelik is vir die bestuur van opleidingsprogramme, uitvoer van opleidings navorsing en die ontwikkel en onderhoud van opleidingstandaarde om die opleidingskapasiteit te verhoog. Nasionale opleiding akademie is die verantwoordelikheid van die afdeling.
- Die nasionale kantoor is verantwoordelik vir ontwikkeling, implementering en instandhouding van nasionale standaarde en beleid wat verbandhou met bovermelde aangeleenthede. Alhoewel daar opleiding kapasiteit is op provinsiale vlakke wat aan die provinsiale kommissarisse funksioneer rapporteur funksioneer sodanige komponente in ooreenstemming met nasionale beleid en riglyne uitgereik deur hierdie afdeling.
- (15) **HULPBRONBESTUUR AANWENDING**
'n Ondersteuningsdiensafdeling binne die Diens verantwoordelik vir die bestuur van menslike hulpbron prestasie, arbeidsverhoudinge en vergoeding, hulpbronbestuurbeplanning, loopbaanontwikkeling en Gelykheidsindiensnemingspraktyke binne die Diens.
- (16) **VOORSIENINGSLYNBESTUUR**
'n Ondersteuningsfunksie afdeling van die Diens spesifiek verantwoordelik om te sorg dat aankope, beleid en inventarisbestuur op 'n koste effektiewe wyse bestuur word. Die afdeling is verantwoordelik vir nasionale standaarde en beleid wat verband hou met die sodanige voorsieningslynbestuursake.
- (17) **FINANSIËLE BESTUUR EN ADMINISTRASIE**
Hierdie afdeling word as 'n ondersteuningsfunksie afdeling geag wat spesifiek 'n finansiële ondersteuningsfunksie aan bestuur voorsien wat insluit, die versekering van nasionale standaarde en beleid

4

rakende finansiële aangeleenthede en die bestuur van Hulp en Sekuriteitsdienste in die Diens.

Alhoewel daar finansiële komponente op provinsiale en rekenpligtige stasievlakke is wat operasioneel aan die provinsiale kommissaris en aan die rekenpligtige stasiebevelvoerder onderskeidelik rapporteer, funksioneer sodanige komponente in ooreenstemming met die nasionale kapasiteit vir die nasionale vlak ondersteuning en intervensies wat die bestuur van die nasionale begroting en salaris administrasie insluit.

(18) **TEGNOLOGIESE BESTUURSDIENSTE**

Optimaliseer en bestuur inligtingstelsels en inligtingstegnologie in die Diens. Die afdeling ontwikkel en integreer inligtingstegnologie infrastrukture (fasiliteite en toerusting) en bestuur toepaslike diensvlak ooreenkomste en verhoudinge met rolspelers en diensverskaffers.

(19) **REGS- EN BELEIDSDIENSTE**

Verantwoordelik vir die bestuur van regsdienste in die Diens en verskaf regsadviesdienste aan die Nasionale Kommissaris.

(20) **BESTUURSINTERVENSIES**

Verseker 'n professionele kennisgebaseerde bestuur van polisiëring om die uitkoms en impak van die konstitusionele doelwitte van die Diens te bereik.

2.2 PROVINSIALE VLAK

(1) **PROVINSIALE KOMMISSARIS**

In breë trekke is die kernfunksies van 'n provinsiale kommissaris die volgende:

- (a) Uitoefening van bevel en beheer oor die Diens onder sy of haar jurisdiksie in die provinsie, ondergeskik aan die mag van die Nasionale Kommissaris ingevolge wetgewing en direkteie.
- (b) Om verantwoordelik te wees vir die lewering van 'n professionele polisiëringdiens in die provinsie met betrekking tot —
 - die voorkoming, bekamping en ondersoek van misdaad;
 - die handhawing van die openbare orde;
 - die beskerming en beveiliging van die inwoners van die Republiek en hulle eiendom; en
 - wetshandhawing en -toepassing;
- (c) Skakeling en koördinerende met die LUR, die Nasionale Kommissaris en die provinsiale en afdelingskommissarisse; en
- (d) Behoorlike beheer, kontrole en gebruik van hulpbronne (menslik en fisies) wat aan die provinsie toegewys is.

(2) **STASIEBEVELVOERDER**

In breë trekke is die kernfunksies van 'n stasiekommissaris die volgende:

- (a) Die ontwikkeling van gemeenskapsgebaseerde polisiëring;
- (b) Die doeltreffende voorkoming, ondersoek, bekamping en bestuur van misdaad binne die stasie se diensarea;

5

- (c) Die bestuur van alle polisiehulpbronne op stasievlak, met inbegrip van —
 - menslike hulpbronne;
 - logistiese en finansiële hulpbronne; en
 - administratiewe dienste.
- (d) Versekering van behoorlike dienslewering deur die stasiepersoneel;
- (e) Om te dien op die bestuursrade van die area om strategieë te ontwikkel vir al die bostaande;
- (f) Die bestuur van polisiëringsprioriteite en -doelwitte op stasievlak; en
- (g) Om verantwoordelik en verantwoordbaar te wees vir die implementering van die Diensleweringverbeteringsprogram.

6

ADJUNK-INLIGTINGOFFISIERS: SUID AFRIKAANSE POLISIEDIENS

KANTOOR VAN DIE NATIONALE ADJUNK INLIGTINGSOFFISIER	KONTAKPERSOON	TEL NO	FAKS NO	E-POS ADRES	POS ADRES	STRAAT ADRES
NATIONALE ADJUNK INLIGTINGSOFFISIER	KOL A CROOKS	(012) 393 2606	(012) 393 2156	crooksa@saps.gov.za	Privaatsak X94 PRETORIA, 0001	Thibault Arkade 225 Pretorius Straat PRETORIA, 0001
KANTOOR VAN DIE NATIONALE ADJUNK INLIGTINGSOFFISIER	LT KOL JH SCHOLTZ LT KOL S IYER KAPT CJ BARKHUIZEN KAPT WE CAROLISEN A/O NC ZITHA AK SK SEANEGO	(012) 393 1742 (012) 393 1717 (012) 393 1464 (012) 393 1258 (012) 393 1223 (012) 393 1725	(012) 393 2156 (012) 393 2156 (012) 393 2617 (012) 393 2617 (012) 393 2617 (012) 393 2617	ScholtzH@saps.gov.za Sarojadevil@saps.gov.za BarkhuizenC@saps.gov.za CarolisenWE@saps.gov.za ZithaNC@saps.gov.za SeanegoS@saps.gov.za	Privaatsak X94 PRETORIA, 0001	Thibault Arkade 225 Pretorius Straat PRETORIA, 0001
AFDELING/SEKSIE	KONTAKPERSOON	TEL NR	FAKS NR	E-POS ADRES	POS ADRES	STRAAT ADRES
SENTRALE VUURWAPEN, DRANK EN TWEDEHANDSE GOEDERE BEHEER (FLASH)	LT KOL PD MAHUMA KAPT NE SOULS	(012) 353 6328 (012) 353 6234	(012) 353 6267 (012) 353 6267	mahumap@saps.org.za SoulsN@saps.gov.za	Privaatsak X811 PRETORIA, 0001	Veritas Gebou Volkstem Straat PRETORIA, 0001
KRIMINELE REKORD EN FORENSIESE WETENSKAP LABORATORIUM	LT KOL XA SAMBO	(012) 421 0222	(012) 421 0324	sambo@saps.gov.za	Privaatsak X322 PRETORIA, 0001	730 Pretorius Straat Arcadia PRETORIA, 0001
MISDAAD INTELLIGENSIE (CI)	KAPT M MAKGOBA	(012) 368 9358 079 696 8129	GEEN	MakgobaMokgad@saps.gov.za	Privaatsak X301 PRETORIA, 0001	PRETORIA, 0001
SPEURDIENS	KOL K SMIT A/O NM HLELA	(012) 393 2669 (012) 393 2118	(012) 393 7838 (012) 320 7838	SmitK@saps.gov.za hlelam@saps.gov.za	Privaatsak X302 PRETORIA, 0001	Thibault Arkade 225 Pretorius Straat PRETORIA, 0001
DPCI (HAWKS)	LT KOL MB MOTHOA HRK LV MASANGO	(012) 846 4296 (012) 8464546	(012) 846 4427	MushinN@saps.gov.za	Privaatsak X1500 SILVERTON, 0127	No 1 Cresswell Weg Promat Gebou SILVERTON, 0127
FINANSIELE BESTUUR EN ADMINISTRASIEDIENSTE	A/O N FAKO	(012) 393 4328	(012) 393 1044	FakoN@saps.gov.za	Privaatsak Bag X94 PRETORIA, 0001	Thibault Arkade 225 Pretorius Straat PRETORIA, 0001

ERFENIS DIENSTE (MUSEUM)	ME M SWANEPOEL	(012) 301 5275	(012) 301 5264	sapsmuseum@saps.gov.za	Posbus 4866 PRETORIA, 0001	Volkstem Gebou H/v Volkstem- & 172 Pretorius Straat PRETORIA, 0001
MENSLIKE HULPBRON ONTWIKKELING (HRD)	LT KOL JC SERUMULA KAPT C VAN BACKSTROM	(012) 334 3534 (012) 334 3779	(012) 334 3714 (012) 334 3714	SerumulaJ@saps.gov.za vonbackstromcarien@saps.gov.za	Privaatsak X177 PRETORIA, 0001	Shorburg Gebou 429 Church Straat PRETORIA, 0001
REGS EN BELEID DIENSTE	KOL P MATSHAYA	(012) 393 7045	(012) 393 7098 (012) 393 7095	matshayap@saps.org.za	Privaatsak X94 PRETORIA, 0001	Presidia Gebou Pretorius Straat PRETORIA, 0001
AFDELING/SEKSIE	KONTAKPERSOON	TEL NR	FAKS NR	E-POS ADRES	POS ADRES	STRAAT ADRES
NASIONALE BESTUURS INTERVENSI	KAPT GB MATABANE SERS MW MAKITLA	(012) 393 3360 (012) 393 3112	(012) 393 3245	makitlammatlou@saps.gov.za	Privaatsak X94 PRETORIA, 0001	Opera Plaza Gebou 7 Pretorius Straat PRETORIA, 0001
OPERASIONELE REAKSIE DIENSTE (ORS)	LT KOL LM KRITZINGER HPAK SM JANSE VAN RENSBURG	(012) 400 3717 (012) 400 6691	0866 440094 0866 440094	kritzingerlm@saps.gov.za jansevanrensburgusan@saps.gov.za	Privaatsak X30 SUNNYSIDE, 0132	Maupa Naga Gebou 3 Troy Straat PRETORIA, 0001
ORGANISATORIESE ONTWIKKELING (EFFICIENCY SERVICES)	LT KOL R VENTER	(012) 393 5050	082 778 9214	venter@saps.gov.za	Privaatsak 5306 PRETORIA, 0001	Koedoe Gebou 236 Pretorius Straat PRETORIA, 0001
MENSLIKE HULPBRON BESTUUR (HRM)	HAK NP CHABANGU AK L BRONKHORST	(012) 393 4476 (012) 393 4376	(012) 400 6065 086 629 2960	chabangupatience@saps.gov.za BronkhorstLiesel@saps.gov.za	Privaatsak X94 PRETORIA, 0001	Thibault Arkade 225 Pretorius Straat PRETORIA, 0001
BESKERMING EN SEKURITEIT DIENSTE (PSS)	A/O M CHABALALA	(012) 400 6232	(012) 400 6332 (012) 400 6065	chabalalam@saps.gov.za	Privaatsak X784 PRETORIA, 0001	Maupa Naga Gebou 3 Troy Straat PRETORIA, 0001
SAPS OPLEIDING INSTANSIE: PRETORIA	LT KOL A VAN RENSBURG	(012) 353 9005	(012) 353 9011	traincolcom@saps.gov.za	Posbus 435 PRETORIA, 0117	Rebecca Straat Pta Wes PRETORIA, 0001

STRATEGIESE BESTUUR	LT KOL KGJ MOSOMA KAPT NJ MATLOU	(012) 393 4024 (012) 393 3173	(012) 393 3157	mosomak@saps.gov.za MatlouJoseph@saps.gov.za	Privaatsak X91 PRETORIA, 0001	Opera Plaza Gebou 7 Pretorius Straat PRETORIA, 0001
VOORRAADLYN BESTUUR (SCM)	LT KOL SM TIPANYEGA HAKA PETROS	(012) 841 7770 (012) 841 7259	086 770 5331 086 626 6262	tipanyegam@saps.gov.za petrosa@saps.gov.za	Privaatsak X254 PRETORIA, 0001	117 Cresswell Laan SILVERTON, 0127
ONDERSTEUNINGSDIENSTE: KOOPERATIEWE DIENSTE	SAK IK MAIBELO	(012) 393 4269	(012) 393 3240	Itumeleng.maibelo@saps.gov.za	Privaatsak X94 PRETORIA, 0001	Opera Plaza Gebou 7 Pretorius Straat PRETORIA, 0001
TEGNOLOGIE BESTUURSDIENSTE (TMS)	KAPT T KHETHELWA	(012) 432 7367	(012) 432 8428	khethelwat@saps.gov.za	Privaatsak X94 PRETORIA, 0001	Tulbagh Gebou PRETORIA, 0001
VIDEO EENHEID	ME D MOKOKA	(012) 666 1054	(012) 666 1064/58	VideoLibrary@saps.gov.za	9 Beatrix Straat Centurion RASLOUW, 0109	9 Beatrix Straat Centurion RASLOUW, 0157
SIGBARE POLISIERING (VISPOL)	HRK RLR MKHWANAZI	(012) 421 8391	(012) 421 8064	04745345@saps.gov.za	Privaatsak X241 PRETORIA, 0001	Midcity Gebou 540 Pretorius Straat PRETORIA 0001
PROVINSIALE ADJUNK INLIGTINGSOFFISIER	KONTAKPERSOON	TEL NR	FAKS NR	E-POS ADRES	POS ADRES	STRAAT ADRES
OOS KAAP	KAPT NS YOLI	(040) 608 7350/9	(040) 608 7315/ 7303/7310/7333	EC-PROVREG/ptshengela@saps.gov.za	Privaatsak X7471 KING WILLIAMSTOWN 5600	Former Griffiths Mxenge Zwelitsha Weg ZWELITSHA, 6508
VRYSTAAT	KAPT MS MOROALO	(051) 507 6439	(051) 507 6440	fs.ph.auxiliary@saps.gov.za	Privaatsak X20501 BLOEMFONTEIN 9300	126 Maitland Straat BLOEMFONTEIN 9301
GAUTENG	LT KOL D MOSS	(011) 274 7540	(011) 274 7538	MossD@saps.gov.za	Privaatsak X57 BRAAMFONTEIN 2017	16 Empire Weg Parktown JOHANNESBURG 2193

KWAZULU NATAL	CKL BC KHANYILE	(031) 325 6125	(031) 325 4855	auxiliaryservices@saps.gov.za KhanyileB@saps.gov.za	Posbus 1965 DURBAN, 4000	15 Ordinance Straat DURBAN, 4000
LIMPOPO	KOL R G MAPHOSA	(015) 290 6109	(015) 290 6134	lim.provhead.aux@saps.gov.za	Privaatsak X9428 POLOKWANE, 0700	44 Schoeman Straat POLOKWANE, 0700
MPUMALANGA	LT KOL MW MUSHWANAI	(013) 762 6602	086 774 1184	mp.admin@saps.gov.za	Privaatsak X11299 NELSPRUIT, 1200	12 & 14 Jones Straat NELSPRUIT, 1200
NOORD KAAP	KAPT W KRUGER	(053) 839 3785	(053) 832 2053	NC.AuxServices@saps.gov.za	Privaatsak X5001 KIMBERLEY, 8300	12 George Straat KIMBERLEY, 8301
NOORD WES	LT KOL JD ENGELBRECHT	(018) 299 7036	(018) 299 7144	nw-regis@saps.gov.za nw.administration@saps.gov.za	Privaatsak X801 POTCHEFSTROOM 2520	H/v Potgieter & Van Riebeeck Straat POTCHEFSTROOM 2520
WES KAAP	AK RB ROUBAIN	(021) 417 7354	(021) 417 7336	WC.ProvRecordsManagement@saps.gov.za	Privaatsak X9004 KAAPSTAD, 8000	25 Alfred Street, Groenpunt KAAPSTAD, 8000

10

4. DIE GIDS UITGEREIK DEUR DIE MENSEREGTEKOMMISSIE**4.1 BESKRYWING**

- (1) Artikel 10 van die Wet op die Bevordering van Toegang tot Inligting, 2000 (Wet No 2 van 2000) (hierna verwys as “die Wet”) bepaal dat die Menseregtekommissie moet in elke amptelike taal 'n gids publiseer.
- (2) Die gids moet 'n beskrywing insluit van —
 - (a) die oogmerke van die Wet;
 - (b) die pos- en straatadres, telefoon- en faksnommer en, indien beskikbaar, elektroniese posadres van —
 - (i) die inligtingsbeampte van elke openbare liggaam; en
 - (ii) elke adjunk-inligtingsbeampte van elke openbare liggaam;
 - (c) die besonderhede van elke privaatliggaam wat doenlik is;
 - (d) die wyse waarop en vorm waarin 'n versoek gerig moet word om —
 - (i) toegang tot 'n rekord van 'n openbare liggaam gerig moet word;
 - (ii) toegang tot 'n rekord van 'n privaatliggaam gerig moet word;
 - (e) die bystand beskikbaar vanaf die inligtingsbeampte van 'n openbare liggaam ingevolge hierdie Wet;
 - (f) die bystand beskikbaar van die Menseregtekommissie ingevolge hierdie Wet;
 - (g) alle regsmiddele beskikbaar betreffende 'n handeling of versuim om te handel ten opsigte van 'n reg verleen of plig opgelê by hierdie Wet, insluitende die wyse waarop —
 - (i) 'n interne appèl aangeteken moet word; en
 - (ii) 'n aansoek by 'n hof ingedien moet word teen 'n besluit van die inligtingsbeampte van 'n openbare liggaam, 'n besluit op interne appèl en 'n besluit van die hoof van 'n privaatliggaam;
 - (h) die bepalings wat onderskeidelik van 'n openbare liggaam en privaatliggaam vereis om 'n handleiding saam te stel, en hoe om toegang tot die handleiding te verkry;
 - (i) die bepalings wat vir vrywillige openbaarmaking van kategorieë rekords van onderskeidelik 'n openbare liggaam en 'n privaatliggaam voorsiening maak;
 - (j) die kennisgewings wat uitgevaardig is betreffende gelde wat betaal moet word met betrekking tot versoeke om toegang; en
 - (k) die regulasies ingevolge artikel 92 van die Wet uitgevaardig.
- (3) Die Menseregtekommissie moet, indien nodig, met tussenposes van hoogstens twee jaar die gids bywerk en publiseer.
- (4) Die gids is op beskikbaar by:
PAIA Eenheid
Navorsings en Dokumente Departement

POSADRES: Privaatsak X2700
HOUGHTON
2014

STRAAT ADRES: Braampark Forum 3,
Hoofd Straat 33,
Braamfontein.

Telefoon nommer: 011 877 3600
Webtuiste: www.sahrc.org.za
E-posadres: PAIA@sahrc.org.za

5. AANSOEK OM TOEGANG TOT 'N REKORD GEHOU DEUR OF ONDER BEHEER VAN DIE DIENS

5.1 DOEL VAN DIE WET

Die doel van die Wet is om gevolg te gee aan die grondwetlike reg op toegang tot enige inligting wat deur die Staat gehou word en enige inligting wat deur 'n ander persoon gehou word en wat vir die uitoefening of beskerming van enige regte benodig word. Die oogmerk is om 'n kultuur van deursigtigheid en verantwoordingspligtigheid in openbare en privaatliggames te koester en om 'n samelewing aktief te bevorder waarin die mense van Suid-Afrika effektiewe toegang tot inligting het om hulle in staat te stel om al hul regte meer volkome uit te oefen en te beskerm.

5.2 INLIGTING WAT VERSOEK KAN WORD

Enige bestaande opgetekende inligting kan versoek word, —

- (1) ongeag vorm of medium;
- (2) wat in die besit is van of onder die beheer is van die Diens of 'n ander openbare liggaam; en
- (3) ongeag of dit deur die Diens of daardie openbare liggaam geskep is, al dan nie.

5.3 TOEPASSING VAN DIE WET

- (1) **UITSLUITING VAN 'N BEPALING VAN ANDER WETGEWING**
Hierdie Wet is van toepassing tot die uitsluiting van 'n bepaling van ander wetgewing wat die openbaarmaking van 'n rekord verbied of beperk en wat wesenlik onbestaanbaar is met 'n bepaling van hierdie Wet.
- (2) **STRAF – OF SIVIELE VERRIGTINGE**
Ingevolge artikel 7 van die Wet, is hierdie Wet nie van toepassing nie op 'n rekord van die Diens indien -
 - (a) daardie rekord vir doeleindes van straf- of siviele verrigtinge aangevra word;
 - (b) dit aldus versoek word na die aanvang van daardie straf- of siviele verrigtinge, na gelang van die geval; en
 - (c) die voorlegging van of toegang tot daardie rekord vir die doeleinde bedoel in paragraaf (a) in enige ander reg gereël word.

'n Rekord verkry op 'n wyse wat in stryd is met subartikel 7(1) van die Wet, is nie as getuieis toelaatbaar in die straf- of siviele verrigtinge in daardie subartikel bedoel nie tensy die uitsluiting van daardie rekord deur die betrokke hof na sy mening nadelig vir die belange van geregtigheid sal wees.

Die registrasie en ondersoek van 'n saak is nie kriminele verrigtinge nie, dit is "ondersoek". Borg verrigtinge is nie kriminele verrigtinge nie.

Siviele verrigtinge neem aanvang met die uitreiking van 'n dagvaarding of 'n kennisgewing van mosie in enige mosie verrigtinge, ingesluit bate

verbeuring soos uiteengesit in die bepalings van Hoofstukke 5 en 6 van die Wet op die Voorkoming van Georganiseerde Misdaad, 1998 (Wet No 121 van 1998).

Should a requester seek access to records after a notice of intended legal proceedings against the State has been served, the Act is applicable to such request and does not fall within the ambit of section 7 of the Act.

‘n Geregistreerde grief deur ‘n werknemer van die Diens en dissiplinêre procedure wat aanvang geneem het, word as siviele verrigtinge geag (di indien die grief geregistreerd is of die diisiplinêre verrigtinge aanvang geneem het, is die Wet nie van toepassing om toegang tot rekords te verkry vir sodanige verrigtinge nie – die Arbeidswetgeing is van toepassing by griewe en die Dissiplinêre Regulasies van die Diens is van toepassing by dissiplinêre verrigtinge).

- (3) GRONDE VIR WEIERING VAN TOEGANG TOT REKORDS
Hoofstuk 4, “Gronde vir Weiering van Toegang tot Rekords”, van hierdie Wet maak voorsiening vir gronde waarop ‘n aansoek om toegang tot ‘n rekord geweier moet of kan word.
- (4) VAKBONDE
Ingevolge artikel 16 van die Wet op Arbeidsverhoudinge, 1995 (Wet No 66 van 1995) is ‘n vakbond geregtig op toegang tot sekere rekords. Die Wet is nie van toepassing nie wanneer ‘n vakbond toegang tot rekords versoek om ‘n werknemer in ‘n griewe of dissiplinêre prosedure by te staan [toegang is gratis beskikbaar ingevolge die Wet op Arbeidsverhoudinge, 1995 (Wet No 66 van 1995)].
- (5) BOTSINGSVERSLAE
Wanneer die versoek ontvang word en die botsingsverslag is reeds na die Departement van Vervoer of ander betrokke departement of instelling versend (bv Metro), sal die betrokke adjunk-inligtingsbeampte die versoek na die betrokke departement of instelling oorplaas of die versoeker ingelig dat hy of sy die botsingsverslag direk vanaf die betrokke departement of instelling kan versoek.

Die vooraf toestemming van die staatsaanklaer is nie nodig om toegang te verleen tot ‘n botsingsverslag in ‘n oop dossier aan ‘n party wat betrokke was in die botsing of sy of haar verteenwoordiger of gemagtigde (indien dokumentêre bewys voorgelê is) nie. Die Padongelukkefonds of hul verteenwoordiger moet skriftelik aansoek doen (bv ‘n brief op hul briefhoof) en alle rekords aangaande die betrokke botsing word gratis aan die Padongelukkefonds verskaf.

Indien die botsingsverslag steeds in besit of onder beheer van die Diens is, mag die Diens toegang tot die botsingsverslag aan ‘n gemagtigde persoon verleen. Die rekords kan deur die gemagtigde persoon verkry word deur skriftelik aansoek te rig op die voorgeskrewe vorm of die SAPD 512(n) vorm deur dit te rig aan die betrokke kantoor van die Diens.

13

Die volgende persone word geag gemagtigde persone te wees:

- (a) 'n betrokke party in die botsing (bv bestuurder, passasvoetganger, fietsryer, eienaar van die voertuig, eienaar van die dier wat in die botsing betrokke was, ens) indien hy of sy kan bewys dat hy of sy 'n betrokke party is;
- (b) enige private ambulansdiens, mediese diensverskaffer, nooddiens of wegsleepdiens wat 'n ambulansdiens, mediese diens, nooddiens of wegsleepdiens aan 'n party betrokke by 'n botsing gelewer het, indien sodanige private diens skriftelike bewys kan lewer dat so 'n diens gelewer is; of
- (c) 'n persoon wat nie 'n betrokke party of 'n private ambulansdiens, mediese diensverskaffer, nooddiens of wegsleepdiens waarna hierbo verwys is, is nie, slegs indien hy of sy die skriftelike toestemming of goedkeuring van 'n betrokke party het (bv 'n prokureur wat die betrokke volmagsbrief om namens die persoon op te tree en 'n afskrif van die kliënt se ID, voorsien).

(6) POLISIE DOSSIERS

OOP DOSSIERS

- (a) **Die Wet is nie van toepassing op** 'n aansoek om toegang tot 'n rekord wat in 'n polisie dossier is nie indien die aansoek deur of namens die persoon wat 'n **verdachte of die klaer/slagoffer** in daardie ondersoek is, gemaak word. 'n Aansoek vir 'n afskrif van 'n rekord, wat in 'n polisie dossier is, deur 'n persoon wat 'n **verdachte of die klaer/slagoffer** in daardie ondersoek is, sal, indien dit 'n aansoek om toegang is vir —
 - (i) 'n verklaring deur die genoemde **verdachte of die klaer/slagoffer** self gemaak in daardie ondersoek, toegestaan word, of
 - (ii) enige ander rekord in die dossier, tesame met die polisie dossier en die aanbeveling van die betrokke ondersoekbeampte (ten opsigte van die vraag of toegang toegestaan of geweier moet word) en, indien van toepassing, die redes waarom toegang geweier moet word, na die staatsaanklaer verwys word.
- (b) **Die Wet is van toepassing op** 'n aansoek om toegang tot 'n rekord wat in 'n polisie dossier is indien die aansoek gedoen is -
 - (i) deur iemand anders as –
 - die verdachte/klaer/slagoffer; of
 - sy of haar verteenwoordiger; of
 - (ii) om toegang te verkry en die versoeker verklaar dat die versoek is nie om doeleindes van die betrokke kriminele of siviele verrigtinge wat begin het nie, maar dat dit vir ander doeleindes versoek word.

GESLOTE DOSSIERS

Die Wet is van toepassing op 'n aansoek vir toegang tot 'n rekord wat in 'n polisie dossier is die aansoek gemaak is nadat die saak gefinaliseer is (insluitende enige appél of hersiening in die saak) of die dossier vir watter rede ookal gesluit is.

14

(7) 'N REKORD WAT INLIGTING OOR DIE FISIEKE OF GEESTELIKE GESONDHEID OF WELSTAND VAN 'N WERKNEMER BEVAT

- (a) Die Wet omskryf 'n **gesondheidspraktisyn** as volg:
"n individu wat 'n beroep beoefen en ingevolge wetgewing geregistreer is om dit te beoefen wat die verskaffing van sorg of behandeling vir die fisiese of geestelike gesondheid of die welsyn van individue behels".
- (b) Enige versoek om toegang tot 'n rekord of verslag wat in die besit of onder beheer van die Diens is, wat inligting oor die fisieke of geestelike gesondheid of welstand van 'n werknemer bevat, moet aan die betrokke Adjunk-inligtingsbeampte oorhandig word, wat dit ingevolge die Wet en ingevolge artikel 30 van die Wet waar van toepassing, sal hanteer.

(8) OPENBARE LIGGAME

- (a) Ingevolge die Wet is 'n openbare liggaam uitgesluit van die omskrywing van "versoeker". 'n Openbare liggaam word omskryf as 'n instelling wat 'n openbare bevoegdheid uitoefen of wat 'n openbare funksie ingevolge wetgewing uitvoer. 'n "Openbare liggaam" kan daarom geag word dieselfde as 'n "staatsorgaan" of "regeringsliggaam" te wees.
- (b) Die Wet is nie van toepassing wanneer 'n openbare liggaam toegang tot rekords versoek vanaf 'n ander openbare liggaam nie. 'n Aansoek om toegang tot 'n rekord van 'n ander openbare liggaam word as 'n interdepartementele versoek vir toegang tot 'n rekord in die besit van 'n ander staatsorgaan, naamlik die Diens, beskou.
- (c) Die beampte (*nie die Adjunk-inligtingsbeampte nie*) in wie se beheer die rekord gehou word en wat die aangeleentheid waarmee die rekord verband hou, moet hanteer, sal —
(i) die versoek oorweeg; en
(ii) besluit of 'n afskrif van die rekord aan die openbare liggaam voorsien kan word, al dan nie.
- (d) Indien daar besluit word om **nie** 'n afskrif van die rekord **te voorsien nie**, sal die openbare liggaam oor die besluit ingelig word. Indien daar besluit word om **wel** 'n afskrif van die rekord **te voorsien**, sal dit gratis gedoen word. 'n Openbare liggaam betaal dus geen versoekfooie of toegangfooie nie.
- (e) Die SAPD 512(n) Versoekvorm of Vorm A soos in die Regulasies van die Wet gepubliseer, moet nie ingevul word nie.
- (f) Die verantwoordelike beampte moet seker maak dat die versoeker 'n openbare liggaam is. 'n Versoek deur 'n openbare liggaam wat op 'n briefhoof van sodanige liggaam geskryf is, kan aanvaar word as bewys dat die versoeker 'n openbare liggaam is. Indien 'n openbare liggaam 'n ander persoon subkontraakteur (bv as 'n assessor of agent), kan die brief waarin die openbare liggaam die subkontraakteur opdrag gee om namens die openbare liggaam op te tree, geag word voldoende dokumentêre bewys te

15

wees dat die versoek deur die betrokke openbare liggaam gemaak word.

- (9) ARTIKEL 102 ONDERSOEK INGEVOLGE DIE WET OP BEHEER VAN VUURWAPENS, 2000 (WET NO 60 VAN 2000)
- (a) Ingevolge artikel 102 van die Wet op Beheer van Vuurwapens, 2000 (Wet No 60 of 2000), kan die Nasionale Kommissaris iemand op enige gronde, wat in die artikel aangedui word, onbevoeg verklaar om enige vuurwapen te besit. Om vas te stel of 'n persoon onbevoeg is om 'n vuurwapen te besit, hou die Diens 'n ondersoek waar so 'n persoon redes kan verstrek waarom hy of sy nie onbevoeg verklaar moet word nie.
- (b) 'n Artikel 102-ondersoek kwalifiseer as 'n administratiewe aksie wat die regte of wetlike verwagtinge van die persoon teen wie so 'n ondersoek gehou word, wesenlik of nadelig kan affekteer. Die Diens sal dus die bepalings van artikel 3 van die Wet op Bevordering van Administratiewe Geregtigheid, 2000 (Wet No. 3 van 2000), toepas en nie die bepalings van die Wet op die Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000), nie. Die versoek moet dus nie aan die Adjunk-inligtingsbeampte gegee word nie.
- (c) 'n Geaffekteerde party kan toegang tot rekords of afskrifte van sekere rekords (bv. afskrifte van verklarings van ander partye) in die besit of onder beheer van die Diens aanvra. Sodanige rekords kan sekere bewerings bevat wat die Diens teen die geaffekteerde party wil hou. Toegang tot sodanige rekords of afskrifte daarvan moet gratis en teen 'n redelike tyd voor die ondersoek aan die geaffekteerde party voorsien word sodat hy of sy kan voorberei om op die bewerings te antwoord.
- (10) WAAR OM DIE AANSOEK IN TE HANDIG
- 'n Aansoek moet by die betrokke kantoor van die Diens wat in besit is van of onder wie se beheer die rekord is, ingehandig/gestuur word (di 'n aansoek om toegang tot die botsingsverslag (AR/OAR) moet aan die betrokke polisiestasie wat daardie botsing ondersoek het of waar die botsing aangemeld is, voorsien word; 'n aansoek om toegang tot die inhoud van 'n dossier moet aan die betrokke polisiestasie wat die ondersoek hanteer of waar die misdryf aangemeld is, voorsien word; 'n aansoek om toegang tot 'n bepaalde rekord in die besit van of onder beheer van a bepaalde afdeling of kantoor van die Diens, moet by of aan daardie afdeling of kantoor voorsien word en indien daardie afdeling of kantoor onbekend is aan die aansoeker, of waar intervensie nodig is nadat die aansoek reeds aan 'n bepaalde polisiestasie of 'n ander kantoor of afdeling voorsien is, kan sodanige aansoek na die Sub Seksie: Toegang tot Inligting of die Nasionale Adjunk-Inligtingsoffisier vir intervensie of om die aansoek na die betrokke adjunk-inligtingsbeampte te verwys.

16

5.4 FOOIE BETAALBAAR

Die Wet op die Bevordering van Toegang tot Inligting, 2000 (Wet No 2 van 2000): Regulasies [soos in die Staatskoerant (No. 23119) van 15 Februarie 2002 (Goewermentskennisgewing No. R.187 van 15 Februarie 2002 gepubliseer], skryf die fooie voor ten einde toegang tot rekords te verkry.

(1) AUTOMATIESE BESKIKBARE REKORDS

Ooreenkomstig die voorskrifte van die genoemde Regulasies, is die fooie vir die reproduksie, soos na verwys in artikel 15(3) van die Wet (die enigste fooie betaalbaar, indien enige, vir toegang tot 'n rekord ten opsigte van "Outomaties Beskikbare Rekords" ingesluit in 'n kennisgewing) soos volg:

- | | | |
|-----|---|---------|
| (a) | Vir elke fotokopie van 'n A4-grootte bladsy of gedeelte daarvan | R 0,60 |
| (b) | Vir elke gedrukte afskrif van 'n A4-grootte bladsy of gedeelte daarvan wat op 'n rekenaar of in elektronies of masjienleesbare formaat gehou word | R 0,40 |
| (c) | Vir 'n afskrif in 'n rekenaarleesbare formaat op: | |
| | • Ferskyf | R 5,00 |
| | • Laserskyf | R 40,00 |
| (d) | Vir 'n transkripsie van visuele beelde, per A4-grootte bladsy of gedeelte daarvan | R 22,00 |
| (e) | Vir 'n afskrif van visuele beelde | R 60,00 |
| (f) | Vir 'n transkripsie van 'n oudiorekord, per A4-grootte bladsy of gedeelte daarvan | R 12,00 |
| (g) | Vir 'n afskrif van 'n oudiorekord | R 17,00 |

(2) VERSOEKGELDE

Die versoekgelde betaalbaar deur elke versoeker, behalwe 'n persoonlike versoeker, soos na verwys in artikel 22(1) van die Wet

R 35,00

(3) TOEGANGSGELDE

Die toegangsgelde betaalbaar deur 'n versoeker, tensy onder artikel 22(8) van die Wet uitgesluit, is soos volg:

- | | | |
|-----|--|---------|
| (a) | Vir elke fotokopie van 'n A4-grootte bladsy of gedeelte daarvan | R 0,60 |
| (c) | Vir elke gedrukte afskrif van 'n A4-grootte bladsy of gedeelte daarvan wat op 'n rekenaar of in elektronies of masjienleesbare formaat gehou word | R 0,40 |
| (c) | Vir 'n afskrif in 'n rekenaarleesbare formaat op: | |
| | • ferskyf | R 5,00 |
| | • laserskyf | R 40,00 |
| (d) | Vir 'n transkripsie van visuele beelde, per A4-grootte bladsy of gedeelte daarvan | R 22,00 |
| (e) | Vir 'n afskrif van visuele beelde | R 60,00 |
| (f) | Vir 'n transkripsie van 'n oudiorekord, per A4-grootte bladsy of gedeelte daarvan | R 12,00 |
| (g) | Vir 'n afskrif van 'n oudiorekord | R 17,00 |
| (h) | Om die rekord vir openbaarmaking te soek en voor te berei, vir elke uur of gedeelte van 'n uur, uitgesluit die eerste uur, redelikerwys vereis vir so 'n soektog en voorbereiding. | R 15,00 |

17

- (i) Indien —
- die soektog na 'n rekord ten opsigte waarvan 'n aansoek om toegang deur 'n versoeker, behalwe 'n persoonlike versoeker, gedoen is; en
 - die voorbereiding van die rekord vir openbaarmaking meer as ses ure sou neem, moet die inligtingsbeampte by kennisgewing van die versoeker, behalwe 'n persoonlike versoeker, vereis om een derde van die toegangsgelde wat betaalbaar sou wees indien die aansoek toegestaan word as 'n deposito te betaal.

Die werklike posgeld is betaalbaar wanneer 'n afskrif van 'n rekord aan 'n versoeker gepos moet word.

5.5 HOE OM AANSOEK TE DOEN OM TOEGANG TOT 'N REKORD IN DIE BESIT VAN OF ONDER BEHEER VAN DIE DIENS

- (1) VOORSIEN 'N VOLTOOIDE AANSOEKVORM AAN DIE BETROKKE ADJUNK-INLIGTINGSBEAMPTES
- Die Nasionale Kommissaris: Suid-Afrikaanse Polisie diens, het 'n Nasionale Adjunk-Inligtingsoffisier aangestel en 'n adjunk-inligtingsbeampte vir elke afdeling, provinsie en polisie stasie aangewys om in die administrasie van die Wet behulpsaam te wees. (Sien paragraaf 3 "KONTAKBESONDERHEDE VAN ADJUNK-INLIGTINGSBEAMPTES")

Die aansoeker moet 'n aansoekvorm voltooi (of 'n SAPD 512(n)-vorm of Vorm A (indien Vorm A gebruik word, moet die aansoeker verklaar of die versoek gerig is vir doeleindes van kriminele/siviele verrigtinge wat begin het of dit gerig is vir ander doeleindes, indien die aansoeker dit nie verklaar nie, kan die adjunk-inligtingsbeampte die aansoeker versoek om sodanige doeleindes bekend te maak) van die Regulasies tot die Wet kan vir hierdie doel gebruik word) en die adjunk-inligtingsbeampte moet die aansoeker bystaan met die aansoek om toegang om te verseker dat die aansoek aan die vereistes van die Wet voldoen.

Die adjunk-inligtingsbeampte mag nie die aansoek weier indien dit nie ten volle of korrek voltooi is nie. Die adjunk-inligtingsbeampte sal die aansoeker van sy of haar voorneme om die aansoek te weier in kennis stel. In sodanige geval kan die aansoeker meer omvattende inligting ten opsigte van die aansoek voorsien.

NEEM KENNIS:

Indien die versoek gerig word namens 'n persoonlike versoeker, moet dokumentêre bewys van die bevoegdheid van die versoeker om die versoek namens 'n ander persoon te rig, aan hierdie vorm geheg word. Sodanige dokumentêre bewys kan onder andere, wees —

- (a) 'n algemene of spesifieke volmag en 'n afskrif van die kliënt se ID / paspoort;
- (b) die geboortesertifikaat van 'n minderjarige en die identiteitsdokument van die ouer;
- (c) die aanstellingsbrief as eksekuteur van 'n boedel, van die Meester van die Hoër hof, tesame met bewys van identiteit in die geval van 'n versoek namens die afgestorwe boedel;

18

- (d) waar die versoek namens 'n regs persoon gerig word, 'n brief van 'n gemagtigde persoon wat die versoeker magtig om die versoek te rig; of
- (e) 'n afskrif van die bladsy(e) van 'n versekeringskontrak waar die kliënt geteken het en waar daar gemeld word dat die versekeringsmaatskappy namens die kliënt mag of kan optree.
- (f) Indien die persoon namens wie die versoek gerig is, die versoeker mondelings of deur middel van 'n brief gemagtig het om die versoek namens hom of haar te rig, moet die sertifikaat aan die einde van paragraaf C voltooi, word in die teenwoordigheid van 'n vredesbeampte of vrederegter wat dan ook sy of haar deel van die sertifikaat moet voltooi.

(2) OORPLASING VAN 'N AANSOEK NA 'N ANDER OPENBARE LIGGAAM

Die adjunk-inligtingsbeampte moet 'n aansoek na 'n ander openbare liggaam oorplaas indien die rekord nie in besit of onder beheer van die Diens is nie, en sodanige rekord in besit van die ander openbare liggaam is, of die onderwerp nouer verband hou met die funksies van die ander openbare liggaam. Die adjunk-inligtingsbeampte sal die versoeker van die oorplasing in kennis stel.

(3) BETALING VAN DIE VOORGESKREWE FOOIE

Die adjunk-inligtingsbeampte sal, by ontvangs van 'n aansoek om toegang wat op 'n behoorlik voltooide Aansoekvorm gedoen is, tensy die aansoek oorgeplaas is, die versoeker in kennis stel van die versoekgelde wat betaalbaar is (slegs waar van toepassing) en die plek waar die fooi betaal moet word, voordat die aansoek enigsins verder geprosesseer sal word.

'n Persoon is vrygestel om die versoekgelde te betaal indien sodanige persoon—

- (a) 'n persoonlike versoeker is ("persoonlike versoeker" is 'n versoeker wat toegang verlang tot 'n rekord wat persoonlike inligting oor homself of haarself bevat of 'n persoon wat namens die persoonlike versoeker optree);
- (b) inligting versoek wat reeds in die openbare domein is; of
- (c) is vrygestel van die betaling van 'n fooi deur die Minister van Justisie en Konstitusionele Ontwikkeling by kennisgewing in die Staatskoerant.

Die fooi kan ook in die Diens se bankrekening gedeponeer word en die bankbesonderhede is as volg:

ABSA Bank, Pretoria

Takkode: 632005

Rekeningnommer: 4054522787

Soort rekening: Tjekrekening

(Die verwysingsnommer links bo op die SAPD 512(b) of SAPD 512(e) vorm, moet as die betrokke verwysingsnommer gebruik word. Die bewys van betaling moet aan die betrokke adjunk-inligtingsbeampte voorsien word.)

(4) HANTERING VAN DIE AANSOEK

(a) BEPAAL OF DIE REKORD BESTAAN EN BESKIKBAAR IS

Die adjunk-inligtingsbeampte sal die relevante persoon (lynbestuurder) wat verantwoordelik is vir die versoekte rekord identifiseer en sal sodanige aansoek aan die relevante lynbestuurder bevorder. Die

19

lynbestuurder sal vasstel of die rekord bestaan en beskikbaar is.

Indien 'n versoekte rekord nie gevind kan word of nie bestaan nie, sal die adjunk-inligtingsbeampte in 'n beëdigde verklaring of in 'n verklaring onder bevestiging volle rekenskap gee van alle stappe wat gedoen is om die betrokke rekord op te spoor, of om te bepaal of die rekord bestaan insluitende alle mededelings aan en van elke persoon wat die soektog namens die inligtingsbeampte uitgevoer het. Die adjunk-inligtingsbeampte sal tesame met die die verklaring, die versoeker kennisgee dat die rekord nie gevind kan word of nie bestaan nie.

(b) LIG DIE VERSOEKER IN HETSY DIE AANSOEK TOEGESTAAN OF GEWEIER IS

Die adjunk-inligtingsbeampte sal die aansoeker binne 30 dae nadat die aansoek ontvang is, in kennis stel —

- dat die aansoek om toegang toegestaan is (of geweier is met die redes vir die weiering);
- van die vorm of medium waarin die toegang toegestaan is;
- van die toegangsgelde wat betaalbaar is; en
- dat hy of sy 'n interne appél kan aanteken in die geval van 'n weiering en die prosedure en tydsperiode waarbinne die appél aangeteken moet word.

(c) UITSTEL VAN 'N AANSOEK OM TOEGANG

Indien toegang tot 'n rekord toegestaan kan word, maar die aangevraagde rekord —

- sal gepubliseer word;
- word deur die reg vereis gepubliseer te word, maar moet nog gepubliseer word; of
- voorberei is vir voorlegging aan 'n wetgewer of 'n bepaalde persoon, maar moet nog voorgelê word, kan die adjunk-inligtingsbeampte toegang tot die rekord uitstel.

Indien toegang tot 'n rekord uitgestel is, sal die adjunk-inligtingsbeampte —

- vasstel op watter datum die rekord gepubliseer sal word of aan die wetgewer of bepaalde persoon voorgelê sal word;
- die versoeker in kennis te stel dat —
 - hy of sy toegang tot die aangevraagde rekord mag kry maar slegs vanaf die datum aangedui in die Kennisgewing (hierdie datum moet die datum wees waarop die rekord gepubliseer sal word of aan die wetgewer of bepaalde persoon voorgelê sal word); en
 - hy of sy kan, binne 30 dae na die Kennisgewing, verhoë aan die adjunk-inligtingsbeampte rig dat toegang tot die rekord nie uitgestel behoort te word nie.

(d) VERLENGING VAN TYDPERK

Die adjunk-inligtingsbeampte aan wie 'n versoek om toegang gerig is, kan die oorspronklike tydperk van 30 dae een keer verleng vir 'n verdere tydperk van hoogstens 30 dae, indien —

- (i) die versoek vir 'n groot aantal rekords is of die soek vereis dat deur 'n groot aantal rekords verg, en nakoming van die oorspronklike tydperk onredelik met die aktiwiteite van die

20

- Diens sou inmeng;
- (ii) die versoek 'n soek verg na rekords in, of die afhaal daarvan by, 'n kantoor van die Diens wat nie in dieselfde dorp of stad as die kantoor van die adjunk-inligtingsbeampte geleë is nie, wat nie redelikerwys binne die oorspronklike tydperk afgehandel kan word nie;
 - (iii) oorlegpleging tussen afdelings van die Diens of met 'n ander openbare liggaam nodig of wenslik is ten einde te besluit oor die versoek wat nie redelikerwys binne die oorspronklike tydperk afgehandel kan word nie;
 - (iv) meer as een van die omstandighede beoog in paragrawe (i), (ii) en (iii) ten opsigte van die versoek bestaan, wat dit redelikerwys onmoontlik maak om die oorspronklike tydperk na te kom; of
 - (v) die versoeker skriftelik tot sodanige verlenging inwillig.

Indien 'n periode verleng is, sal die adjunk-inligtingsbeampte die versoeker van daardie verlenging in kennis stel.

(e) DERDE PARTYE

Wanneer die aangevraagde versoek na 'n derde party verwys ("derde party" beteken enige ander persoon as die betrokke versoeker en 'n openbare liggaam - dit kan ook die regering van 'n vreemde staat, 'n internasionale organisasie of 'n orgaan van daardie regering of organisasie insluit met wie die rekord in verband staan), moet die adjunk-inligtingsbeampte sodanige derde party van die aansoek in kennis stel. Die derde party kan skriftelik vertoë rig dat toegang tot die rekord nie toegestaan word nie. Die adjunk-inligtingsbeampte sal —

- (i) enige vertoë ontvang vanaf 'n derde party binne 30 dae nadat sodanige derde party van die aansoek in kennis gestel is,
- (ii) in konsultasie met die betrokke lynbestuurder en die betrokke regsdienste, besluit of toegang aan die versoeker toegestaan gaan word; en
- (iii) alle betrokke derde partye van die besluit voorsien.

'n Derde party kan 'n interne appél aanteken (deur voltooiing en voorsiening van 'n Kennisgewing van Interne Appél-vorm, SAPD 512(o), of Vorm B van die Regulasies aan die adjunk-inligtingsbeampte) teen 'n besluit om toegang toe te staan en die adjunk-inligtingsbeampte sal die interne appél hanteer.

Indien 'n derde party nie 'n interne appél binne 37 dae nadat die genoemde kennisgewing ontvang is, aanteken nie, sal die adjunk-inligtingsbeampte toegang tot die rekord toestaan indien geen ander gronde vir weiering bestaan nie.

(f) INTERNE APPÉLLE

Die versoeker kan 'n interne appél aanteken (deur voltooiing en voorsiening van 'n Kennisgewing van Interne Appél-vorm, SAPD 512(o), of Vorm B van die Regulasies aan die Nasionale Adjunk-Inligtingsoffisier) teen —

- fooie betaalbaar;
- die verlenging van 'n periode;

21

- die vorm van die toegang; of
- die weiering van 'n aansoek om toegang tot 'n rekord.

Die appellant moet hierby 'n afskrif van sy of haar versoek wat hy of sy gerig het, bewys dat sodanige versoek gerig was, alle betrokke dokumente, aanheg en moet ook die gronde en redes noem waarop hy of sy staatmaak vir die interne appél.

Die Nasionale Adjunk-Inligtingsoffisier maak 'n aanbeveling aan die Minister oor die appél en daarom moet die appél by sodanige offisier ingehandig word of aan hom of haar voorsien word deur die appellant. Die Nasionale Adjunk-Inligtingsoffisier sal sy of haar aanbeveling, tesame met die appél en alle toepaslike dokumente, aan die Minister voorsien vir sy of haar besluit.

Waar 'n interne appél na 'n derde party verwys, sal die versoeker en die betrokke derde party van die uitslag van die appél in kennis gestel word.

'n Versoeker of derde party wat ontevrede is met die uitslag van 'n interne appél kan binne 180 dae aansoek by die hof doen vir 'n finale beslissing. Indien geen sodanige aansoek binne hierdie periode gedoen word nie, sal die besluit van die Minister uitgevoer word. Indien 'n aansoek by die hof gedoen is, sal die hof se beslissing afgewag word.

6. BESKRYWING VAN ONDERWERPE EN KATEGORIEË GEHOU OOR ELKE ONDERWERP**6.1 ADMINISTRASIE, ORGANISASIE EN BEHEER**

Administratiewe rade van ondersoeke
Ampstale - gebruik van
Amptelike inligting: Openbaarmaking van
Beeldbou
Beroepsgesondheid, -veiligheid en omgewingsbestuur
Borgskappe
Dissipline en moreel
Heraldiek
Jaarverslae
Komitees
Kommissies van ondersoek
Kommunikasie
Konferensies, kongresse, vergaderings en werkswinkels
Magte en bevoegdhede
Mediese rade
Metode van korrespondensievoering
Mobilisasie
Nasionale, Provinsiale, Area-, Stasie- en Eenheidsorders
Oorhandiging van bevel
Opgawes van veranderings
Organisasie en Herorganisasie
Pligte en verantwoordelikhede
Produktiwiteit
Rekenarisering
Rekordbeheer
Rompslomp
Samewerking
Skenkings ontvang met die oog op ontwikkeling
Skenking van geskenke, aandenkings of kentekens
Statistieke en opgawes
Toegang tot polisiepersonele
Toegangsbeheer en beveiliging
Vlae en vaandels
Voorstelle in belang van die Diens
Werksure

6.2 BEVOLKINGSREGISTRASIE EN -SENSUS, VERKIESINGS, IMMIGRASIE EN EMIGRASIE, PASPOORTBEHEER

Bevolkingsregistrasie en -sensus
Immigrasie, emigrasie, vreemdeling- en paspoortbeheer
Sake rakende die onderwerp in die algemeen
Verkiesings en registrasie van kiesers

6.3 BEVORDERINGS EN ERERANGE

Bevorderings
Ererange

6.4 BINNELANDSE VEILIGHEID EN INTELLIGENSIE AANGELEENTHEDE

Arbeidsonrus en stakings
Intelligensie aangeleenthede
Openbare onrus of ondermynende bedrywighede
Organisasies onder verdenking
Persone wat die Staat vyandiggesind is of onder verdenking is
Spioenasie
Teen intelligensie
Vreemde voorwerpe en verskynsels

6.5 BUITELANDSE SAKE

Ambassades en gesantskappe van die RSA in die buiteland
Buitelandse ambassades en gesantskappe in die RSA
Diplomatieke verteenwoordiging en immuniteit
Internasionale grense - RSA
Protokolaangeleenthede
Verhouding tussen die RSA en ander lande

6.6 BYEENKOMSTE EN SOSIALE VERKEER

Byeenkomste
Feesvieringe
Gelukwensings
Gewyde- en herdenkingsdienste
Kers- en Nuwejaarsgroete
Parades
Simpatiebetuigings

6.7 DIERE

Polisiediere

6.8 DRANK

Alkoholbevattende medisyne en ander preparate
Drank
Drankhandel en drankverskaffing
Dranklisensierade
Dranklisensies en lisensiehouers
Drankmisbruik en dronkenskap
Drankpersele: Beheer en kontrole

6.9 EIENDOM**(POLISIE-EIENDOM UITGESLUIT)**

Diere
Eiendom
Eiendom aan lyke gevind
Eiendom in beslaggeneem of verbeurd verklaar
Verlore en gevonde eiendom

6.10 ERKENNING VIR DIENSTE GELEWER

Beampte van die jaar: Polisiebeamptes uitgesluit
Beste arrestasie van die maand/jaar
Briewe van waardering tydens aftrede

Ereburgerskap
Fiksheidskompetisies
Gemeenskapspolisiëring toekennings
Gestremde van die jaar
Medaljes, dekorasies en eervolle vermeldings
Model van die jaar
Nasionale en provinsiale sporttoekennings
Netste Polisiestasie
Onderoffisier van die jaar
Polisiedame van die jaar
Sportman/-vrou van die jaar
Ster van die jaar
Toekennings aan Polisiëdiere
Toekennings vir uitsonderlike prestasies en dienste gelewer
Trofee, skilde en erepenninge
Waardering vir dienste gelewer deur die publiek
Waardering vir Polisiëdiens

6.11 FINANSIËLE ADMINISTRASIE

Begroting en beheer oor uitgawes
Behuising
Betaling van rekenings en eise
Beveiliging van en verantwoording vir amptelike geld
Finansiële Handleiding en Tesourie-instruksies
Finansiële jaar: Afsluiting van
Heruitbetalings
Kostestate
Ontslagte
Onverhaalbare skulde
Opskortings- (afwag-) rekening
Regskoste
Salarisinhouding
Salarisinstandhouding
Siviele eise
Skulde aan die Staat
Staande voorskot
Terugbetaling vir dienste gelewer
Toelaes
Uitbetaling van salarisse
Versekering: Staatseiendom
Vrugtelose uitgawes

6.12 GEBOUE EN TERREINE

Aanhouding van lewendehawe en boerderybedrywighede op Polisiëpersele
Aankoop en verkoop van geboue en terreine
Aanlegigiëne
Akkommodasie vir ander liggame op Polisiëpersele
Berging van privaateiendom op Polisiëpersele
Beskadiging van Polisiëgeboue
Besoedeling
Brandbestryding en -voorkoming op Polisiëpersele
Fasiliteite vir gestremdes
Geboue en terreine

Werke

6.13 GESKIEDENIS

Monumente, standbeelde, ererolle en gedenktekens
Suid-Afrikaanse Polisie diens

6.14 GEVANGENES- EN GEVANGENISAANGELEENTHEDE

Gevangenesaangeleentheid

6.15 INRIGTINGS EN INSTELLINGS: HALF-AMPTELIK

Afrikaanse kultuurvereniging vir die SAPD (Akpól)
Assuransie-polisie (Assupol)
Beeldboufonds
Bejaardesorgfonds
Gedenktekenfonds
Internasionale Polisie Assosiasie (IPA)
Kapelaansbedieningsfonds
Liefdadigheidsfonds
Nasionale Kommissaris se Sportfonds
Off-beat vakansieklub
Ontspannings- en weldadigheidsfonds
Ontwikkelingsfonds
Ontwikkelingstrust
Polisieinrigtings en -instellings: Opdragte in die algemeen
Polisieklundevereniging van Suid Afrika (Polisa)
Polisiewinkels
Sport- en ontspanningsklubs, menasies en klubs (drankvoorsiening)
Suid-Afrikaanse Assosiasie vir Gyselaaronderhandelaars
Suid-Afrikaanse Polisie diens Toastmastersklub
Suid-Afrikaanse Polisie diens Tydskrif
Suid-Afrikaanse Polisie diens Versekeringstigting
Vakansie- en ontspanningsoorde
Weduwee- en Weesfonds

6.16 INSPEKSIES, BESOEKE EN AMPTELIKE REISE

Besoeke aan Polisie-inrigtings deur ander departemente, liggame en persone
Besoeke deur lede van die Suid-Afrikaanse Polisie diens aan ander departemente en liggame
Inspeksies, besoeke en amptelike reise
Inspeksie van geboue en terreine
Inspeksie van vervoer
Ouditering
Parade- en onaangekondigde inspeksies
Rekordbeheer en administratiewe ondersoeke

6.17 KLEREDRAG, KLERASIE EN PERSOONLIKE UITRUSTING

Klerasie
Kleredrag
Persoonlike uitrusting
Uitleen en dra van uniform deur nie-lede van die Diens
Verlies en beskadiging van klerasiebesittings

6.18 LANDBOU

Bemarking
Dieresiektes en kwarantyn
In- en uitvoer van diere
In- en uitvoer van diereprodukte
In- en uitvoer van landbouprodukte (diereprodukte uitgesluit)
Landbouverslae
Ongediertes: Beheer en uitroei van
Onkruid
Peste en plaë
Vee- en vleisnywerheid
Veeveilings

**6.19 LIGGAME EN ORGANISASIES
(STAATSDEPARTEMENTE UITGESLUIT)**

Ambulansdienste
Antimisdadorganisasies
Belastingbetalersverenigings
Besighede
Boere- en landbouverenigings
Burgerlike beskermingsorganisasies
Die regulerende Owerheid vir die Private Sekuriteitsbedryf
Insleepdienste
Internasionale vereniging van voertuigdiefstalondersoekers
Jeugorganisasies
Kultuurorganisasies en -verenigings
Liefdadigheids, maatskaplike en godsdienstige organisasies
Mediese instellings en verenigings
Motorvoertuigvervaardigers
Okkulte organisasies
Opvoedkundige instellings
Organisasies ter voorkoming van natuurrampe
Organisasies wat hulp verleen aan drank- en dwelmverslaafdes
Organisasies wat hulp verleen aan hawelose persone
Padveiligheidsorganisasies
Plant en dierebeskermingsorganisasies
Politieke organisasies
Privaatspeuragentskappe
Raad vir sekuriteitsbeamptes
Sake rakende die onderwerp in die algemeen
Skietverenigings
Soek-, lewensredding- en noodhulporganisasies
Verenigings vir oudgediendes
Versekeringsmaatskappye
Werknemersorganisasies

6.20 LOTERYE, DOBBELARY, WEDDENSAPPE EN KETTINGBRIEWE

Dobbelary
Kettingbriewe
Lotery
Weddenskappe

6.21 LUGHAWE-AANGELEENTHEDE

Gebeurlikheidsbeplanning
Kapings
Lughawens
Lugruimteskending
Lugvaartsekerheid
Sekuriteitmaatreëls

6.22 MEDIESE BEHANDELING EN GESONDHEIDSORG

Beserings
Diensverskaffers
Gesondheidsorg
Immunisering
Klagtes en navrae: Mediese aangeleenthede
Mediese behandeling: Lede van die Diens
Mediese behandeling: Staatsdienswetpersoneel van die Diens
Mediese behandeling: Studente onder opleiding
Mediese fonds: Lede van die Diens
Ondersoeke om mediese geskiktheid vir spesifieke dienslewering te bepaal
Siektes

6.23 MISDAAD

Aanranding
Afgietsels
Afpersing
Bedrog
Beriggewers en spoorsnyers
Besit, verspreiding, handeldryf in en storting van toksiese en potensieel gevaarlike stowwe
Bestialiteit
Betreding, plakkery en ander oortredings van wette wat grondbesit reguleer en beheer
Bewysstukke
Bloedskande
Bomdreigemente en springstofverwante misdrywe
Brandstigting
Crimen Injuria
Deportasie en repatriasie
Diefstal
Diefstal en smokkelhandel van vee
Diefstal en smokkelhandel van volstruise
Dieremishandeling
Dobbelary
Dossiere
Foto's en planne
Grafskending
Handeldryf in, besit en vervoer van radio-aktiewe stowwe
Handeldryf in, besit en vervoer van voëls
Handeldryf in en besit van bedreigde, spesiaal beskermde en beskermde plante
Handeldryf in en besit van insekte
Handeldryf in en besit van menslike organe of weefsels
Handeldryf in en besit van reptiele

Handeldryf in en besit van verbode publikasies
Huisbraak
Insolvensie
Jag, diefstal en smokkelhandel van wild
Jeugmisdaad
Kettingbriewe
Kwaadwillige saakbeskadiging
Laster
Lykskendings
Meineed
Menseroof en ontvoering
Minagting van die hof
Misdaad
Misdade op skepe en vliegtuie buite die RSA-grense
Misdrywe teen kinders
Modus operandi van oortreders
Moord
Omkopery
Omvang van misdaad
Ondersoek en/of bekamping van misdaad
Ongemagtigde uitsendings
Onsedelike aanranding
Ontvangs en besit van gesteelde goedere
Oortreding deur smouse en straatventers
Oortreding van die Doeane en Aksynswet
Oortreding van die Drank- en Drankproduktewette
Oortreding van die Handelskeepvaartwet
Oortreding van die Handelswaremerkewet
Oortreding van die Kieswet en die Munisipale Verkiesings Wet
Oortreding van die Mineraalwet
Oortreding van die Wet op Beroepsgesondheid en Veiligheid
Oortreding van die Wet op Beslote Korporasies
Oortreding van die Wet op Binnelandse Veiligheid
Oortreding van die Wet op Burgerlike Lugvaart
Oortreding van die Wet op Deeltitels
Oortreding van die Wet op die Beheer van Aandeleblokke
Oortreding van die Wet op die Beveiliging van Inligting
Oortreding van die Wet op die Handhawing en Bevordering van Mededinging
Oortreding van die Wet op die Nasionale Argief van Suid-Afrika
Oortreding van die Wet op die Onderdrukking van Toorkuns
Oortreding van die Wet op die Regulering van Buitelandse Militêre Bystand
Oortreding van die Wet op die Verbod op Vermomming
Oortreding van die Wet op Eiendomsagente
Oortreding van die Wet op In- en Uitvoerbeheer
Oortreding van die Wet op Korrektiewe Dienste
Oortreding van die Wet op Korruptsie
Oortreding van die Wet op Landdroshowe
Oortreding van die Wet op Maatskappye
Oortreding van die Wet op Mynregte
Oortreding van die Wet op Nasionale Gedenkwaardighede
Oortreding van die Wet op Openbare Rekenmeesters en Ouditeurs

29

Oortreding van die Wet op Petroleumprodukte
 Oortreding van die Wet op Prokureurs
 Oortreding van die Wet op Prysbeheer
 Oortreding van die Wet op Seevisserij
 Oortreding van die Wet op Skadelike Praktyke
 Oortreding van die Wet op Tweedehandse Goedere
 Oortreding van die Wet op Versekering
 Oortreding van die Wet op Wapens en Ammunisie
 Oortreding van die wette op afhanklikheidsvormende stowwe en
 rehabilitasiesentrums
 Oortreding van die wette op diamante en edelmetale
 Oortreding van die wette op patente en modelle
 Oortreding van Effektebeurswette
 Oortreding van finansiële wette
 Oortreding van gesondheidswetgewing
 Oortreding van Landbou- en Landbankwette
 Oortreding van wette, regulasies en ordonnansies van plaaslike owerhede
 Oortreding van wette wat die see beskerm
 Openbare onsedelikheid
 Passasiers wat sonder geldige reiskaartjies reis
 Poging tot moord
 Prostitusie
 Regsverydeling
 Roof
 Sabotasie
 Sodomie
 Strafbare manslag
 Teregwydings, arrestasie en vervolging
 Uitkenning en uitkenningsparades
 Veelwywery
 Verberging van geboortes
 Verkeersoortredings
 Verkragting
 Vervalsing en uitgifte
 Vervoer en storting van toksiese en potensieel gevaarlike stowwe
 Vinger-, voet- en palmafdrukke
 Vliegtuigkapings
 Voordoen as polisiebeampte
 Voortvlugtende en gesoekte misdadigers
 Vredebreuk en rusverstoring
 Vuurwerkverwante misdrywe
 Weddenskappe
 Wet op die opbrengs van misdaad
 Wet op Gesinsgeweld

6.24 MYNE EN DELWERYE

Diamante en edelmetale
 Myne en delwerye

6.25 OMGEWINGSBEPLANNING EN -ONTWIKKELING

Omgewingsbeplanning en –ontwikkeling

6.26 ONGELUKKE EN RAMPE

Brande
Lugvaartongelukke en noodlandings
Mynongelukke
Natuurrampe
Ongelukke: Fabrieke, masjinerie en bouwerk
Ongelukke met gevaarlike stowwe
Padvoertuigongelukke
Sake rakende die onderwerp in die algemeen
Skipbreuke en verdrinkings
Treinongelukke

**6.27 ONTPLOFBARE STOWWE, VUURWERKE, TRAANGAS EN GEVAAR-
HOUDENDE STOWWE**

Gevaarhoudende, chemiese en biologiese stowwe
Ontplobbare stowwe
Toesig en beheer: Verbruikers
Traangas
Vuurwerke

**6.28 OPENBARE BYEENKOMSTE, TENTOONSTELLINGS EN FEESVIERINGS
(SUID-AFRIKAANSE POLISIEDIENS UITGESLUIT)**

Byeenkomste, tentoonstellings en feesvierings

6.29 OPENBARE GESONDHEID

Dokters, homeopate en tradisionele genesers
Epidemiese en aansteeklike siektes
Medisyne en gifstowwe
Openbare gesondheid
Rehabilitasie
Sielsiekes
Voeding

6.30 OPLEIDING EN OPVOEDKUNDIG

Lesings en onderrig aan ander departemente, liggame, polisiemagte en Interpol
Lesings en onderrig deur ander departemente, liggame, polisiemagte en Interpol
Opleiding
Opvoedkundig
Opvoedkundige lesings en besoeke

6.31 OUDIO-, VISUELE-, MEDIA- EN PUBLIKASIE AANGELEENTHEDE

Oudio- en/of visuele opnames
Oudio- en/of visuele uitsendings
Publikasies
Radio-amateurs
Radio-, televisie- en persaanleenthe: Media

6.32 PARLEMENTÊRE AANGELEENTHEDE

Parlementêre aangeleenthe

6.33 PASTORALE-, MAATSKAPLIKE- EN SIELKUNDIGE DIENSTE

Godsdienstige organisasies

Krisislyn
Maatskaplike werk
Pastorale sorg
Sielkundige dienste

6.34 PERSONEELAANGELEENTHEDE

Aanstellings
Aanvalle op lede van die Diens en hul eiendom
Behuising: Personeel van die Diens
Beroepsklasse
Beveiliging - Lede van die Diens en hul eiendom
Diensvoorwaardes
Gesinsaangeleenthede
Getalsterkte en postestruktuuraangeleenthede
Inlywing van die nuweling
Klagtes en griewe deur personeel van die Diens
Ontslagte en aftredes
Oortredings deur en klagtes teen
Pensioene
Personeel
Sekondering van personeel
Selfmoord: Personeel van die Diens
Sterfgevalle en begrafnisse
Verlof
Vrywillige, spesiale en bystandsdienste
Werkloosheidsversekering

6.35 PLAASLIKE OWERHEDE

Plaaslike owerhede

6.36 POLISIEDIENSTE AAN ANDER INSTANSIES EN DIE ALGEMENE PUBLIEK

Alarmstelsels
Betaling vir Polisiedienste
Buitedepartementele dienste
Hofdienste: Lede van die Diens
Inspeksie van en besoeke aan vuurwapenvervaardigers, -handelaars, wapensmedes en vuurwapeneienaars
Klagtes aan die Polisie: Misdaad uitgesluit
Konsultasie met lede van die Diens in siviele sake
Lisensiëring en besoeke: Handelaars in tweedehandse goedere
Navrae en Polisieverslae
Opsporingstelsels
Polisiebeskerming en handhawing van wet en orde
Polisievertonings
Sekerheidsevaluering en advisering
Vermiste persone: Opsporing van
Waarmerking en beëdiging van dokumente

6.37 POSAANGELEENTHEDE EN ANDER KOMMUNIKASIEKANALE

Adresse, telefoon-, faksimile- en sellulêre nommers en dienste
Elektroniese posversending
Kommunikasiesekerheid
Posgeriewe

Publieke telefone
Radiokommunikasie
Teledrukkersdiens
Televisienetwerk

6.38 REGSPLEGING

Amnestie
Borgtog
Bywoning van hofsittings
Howe en hofdienste
Landdrosdistrikte en vrederegterswyke
Lewering van getuienis
Parool
Plekke van veiligheid vir getuies
Prosesstukke
Regshulptraad en prisoniersvriend
Regspleging
Regspraktisyns
Skuldbekentenisse
Uitlatings en uitsprake deur regters en landdroste
Vonnisse
Vorige veroordelings
Vrederegters en Kommissaris van Ede
Vredesbeampes

6.39 SPORT EN ONTSPANNING

Aksiekrieket
Aspekte rakende alle sport
Atletiek: Landloop ingesluit
Basketbal
Berede sport
Biokinetika
Bofbal
Boks
Branderplankry
Fietsry
Gewigoptel
Gholf
Gimnastiek
Handbal
Hengel
Hokkie
Judo en joejitsoe
Jukskei
Karate
Kegelbal
Korfbal
Kragoptel
Krieket
Lewensredding
Liggaamsbou
Moderne vyfkamp
Muurbal

Netbal
Onderwaterduik
Padwedloop
Pluimbal
Pool
Pyl- en boogskiet
Pyltjiegooi
Rekreasiegimnastiek
Ringtennis
Rolbal
Rugby
Sagtebal
Sang
Seiljag
Skaak
Skerm
Skermweef
Skiet
Skopboks
Snoeker en biljart
Sokker
Sport- en ontspanningsfasiliteite
Sport op water
Sportspele
Staptoere
Stoei
Suid-Afrikaanse Polisie diens Dansgroep
Suid-Afrikaanse Polisie diens Toneelgroep
Swem en duik
Tafeltennis
Tennis
Toutrek
Trampolien
Valskerm spring
Vlugbal
Waterpolo
Werkende Hondesport
Ys- en rolskaats

6.40 STAATSADMINISTRASIE

Staatsadministrasie

6.41 STAATSEIENDOM: BEHALWE DUURSAME VOORRAAD

Aanvraag, aankoop en verskaffing van skryfbehoeftes, drukwerk, stempels, registers en vorms
Fotografiese materiaal
Geneeskundige en veeartsenykundige voorrade
Houers en pakmateriaal
Rantsoene
Verbruikbare voorrade (consumable stores)
Verbruiksartikels (expendable stores)
Vorrade: Beheer oor
Vorrade: Meganiese vervoer

6.42 STAATSEIENDOM: DUURSAME VOORRADE

Aankoop, huur, verskaffing en instandhouding van staatseiendom
Aankoop, verkoop, verskaffing, beskadiging en verlies van wapens, ammunisie en ontplofbare stowwe
Keurrade en beskikking oor gekeurde staatseiendom
Staatseiendom: Beheer oor
Verantwoording vir staatseiendom
Verkryging en beheer oor boeke en publikasies

**6.43 STERFGEVALLE EN BEGRAFNISSE
(SUID-AFRIKAANSE POLISIEDIENS UITGESLUIT)**

Begrafnisondernemers
Lyke en lykskouings
Selfmoord
Sterfgevalle, begrafnis en verassings

6.44 UITREIKING, GEBRUIK EN HANTERING VAN WAPENS

Gebruik en hantering van wapens
Inspeksies en versorging van
Uitreiking
Veilige bewaring van
Vervoer van

6.45 VERPLASINGS, OORPLASINGS EN VAKATURES

Oorplasings
Vakatures
Verplasings

6.46 VERVOER

Amptelike vervoer
Bestuurders, vlieëniers en bootsmanne: Polisievervoer
Botsing, beskadiging en diefstal: Polisievervoer
Gehuurde vervoer
Gesubsidieerde vervoer
Meganiese vervoer
Motorfinansieringskema vir senior amptenare
Openbare vervoer: Gebruik van deur lede van die Diens
Parkering en veilige bewaring: Polisievervoer
Privaat vervoer: Gebruik vir amptelike doeleindes
Vervoer: Beheer oor
Versorging en instandhouding: Polisievervoer
Voertuie op lening

6.47 VERVOER EN VERKEER

Lisensies en permithouers
Paaie, driwwe, brûe en uitspanplekke
Padverkeer
Seevaart
Spoorvervoer
Verkeerbeheer

6.48 VOLKSWELSYN

Kinders en jeugdiges
Maatskaplike sorg
Sosio-ekonomiese aangeleenthede
Welsynsinrigtings

**6.49 WAPENS, AMMUNISIE, KRYGSTUIG EN NAMAAKSELS
(SUID-AFRIKAANSE POLISIEDIENS UITGESLUIT)**

Akkreditering ingevolge die Wet op die Beheer van Vuurwapens, 2000 (Wet No 60 van 2000)
Aspekte rakende alle wapens, ammunisie, krygstuig en namaaksels
Beheer oor krygstuig, onderdele en namaaksels
Besit van vuurwapens, ammunisie en vuurwapenlisensies
Gevaarlike wapens
Handel in vuurwapens en ammunisie
Vuurwapenappélraad
Vuurwapens en ammunisie: Beheer oor

6.50 WERWING EN INDIENSNEMING

Herindiensneming
Indiensneming
Indiensneming - Nie-RSA-Burgers
Werwingsbeleid
Werwingsveldtogte en publisiteit

6.51 WETGEWING EN REGSAANGELEENTHEDE

Regsaangeleenthede
Wette, regulasies en ordonnansies

7. KATEGORIEË VAN REKORDS WAT OUTOMATIES BESKIKBAAR IS

BESKRYWING VAN KATEGORIEË VAN REKORDS WAT INGEVOLGE ARTIKEL 15(1) VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 OUTOMATIES BESKIKBAAR IS	WYSE WAAROP TOEGANG TOT REKORDS VERKRY KAN WORD
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7.1 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT INGEVOLGE ARTIKEL 15(1)(a)(i) OUTOMATIES VIR INSPEKSIE BESKIKBAAR IS	
ALLE AFDELINGS EN KOMPONENTE	
Nasionale Instruksies (Die volgende rekords is uitgesluit: • opleidingsmateriaal; • opleidingsriglyne; • opleidingshandleidings; of • rekords ten opsigte waarvan daar redelikerwys verwag kan word dat die openbaarmaking van die rekord die doeltreffendheid van 'n toets-, ondersoek- of ouditeringsprosedure of -metode wat deur die Diens gebruik word, in gevaar sal stel. Die normale versoek prosedure ingevolge die Wet is van toepassing wanneer toegang tot sodanige rekords versoek word.)	Die rekords by die betrokke subseksiehoof geïnspekteer word deur skriftelik by die betrokke afdelingskommissaris daarvoor aansoek te doen.
KORPORATIEWE KOMMUNIKASIE: ERFENISDIENSTE	
(1) Alle uitstallings by Erfenisdienste: SAPD (2) Argiefrekords by Erfenisdienste: SAPD (behalwe rekords wat in dossiere vervat is en persoonlike inligting van persone of inligting wat nie verstrek mag word nie, op grond van die feit dat toegang tot sekere inligting ingevolge die gronde van weiering ingevolge die Wet geweier mag word)	Die rekords kan op versoek by die kantoor van die Kurator, Erfenisdienste: SAPD, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Kurator: Erfenisdienste, Posbus 4866, PRETORIA, 0001.
AFDELING: FINANSIËLE BESTUUR EN ADMINISTRASIE	
DOKUMENT SENTRUM BESTUUR: ARGIEWE REGISTRASIE EN REKORDS	
Meesterkopie van die Lêerstelsel	Die rekords kan by die kantoor van die Nasionale Rekordsbestuurder, Dokument Sentrum Bestuur, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Nasionale Rekordsbestuurder, Administrasiedienste, SAPD, Privaatsak X 94, PRETORIA, 0001.
FINANSIËLE DIENSTE: BEGROTINGS	
Begrotings van Nasionale Uitgawes — Departement van Polisie	Die rekords kan by die kantoor van die Bestuurder: Begrotings geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Seksiehoof: Begrotings, Finansiële en Administrasiedienste, Privaatsak X 94, PRETORIA, 0001.

AFDELING: MENSLIKE HULPBRON BENUTTING	
GELYKHEIDSBESTUUR	
Diensbillikheid: Nasionale en Afdelingsvlak (Planne ingevolge artikel 20 en verslae ingevolge artikel 21)	Die rekords kan by die betrokke Afdelingskommissaris se kantoor en Bestuurders: Gelykheidsbestuur geïnspekteer word deur skriftelik daarvoor by die Afdelingskommissaris: Menslike Hulpbron Benutting: Privaatsak X 94, PRETORIA, 0001, aansoek te doen
Die Afdelings-, Provinsiale en Komponentsvlak Implementeringsplanne en Artikel 21 Kwartaalverslae	
PRESTASIEBESTUUR	
Prestasiebestuurstelsels vir die Diens (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word)	Die rekords kan by die kantoor van die Komponentshoof: Prestasiebestuur geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Menslike Hulpbron Benutting, Privaatsak X 94, PRETORIA, 0001.
AFDELING: OPERASIONELE REAKSIEDIENSTE	
Rekords bestaande uit algemene korrespondensie (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word) van: Vredeshandhawing	Die rekords kan van 07:30 tot 16:00 by die kantoor van Operasionele Reaksiedienste geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Operasionele Reaksiedienste, Privaatsak X 30, SUNNYSIDE, 0132.
AFDELING: ORGANISATORIESE ONTWIKKELING	
Posevaluering (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word): • Posevalueringsverslae • Paneelbeslissings	Die rekords kan by die kantoor van die Seksiehoof: Organisasoriese Korporatief en Ontwerp, Organisasoriese Ontwikkeling geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Die Hoof: Organisasoriese Ontwikkeling, Privaatsak X94, PRETORIA, 0001.
AFDELING: MENSLIKE HULPBRONBESTUUR	
BEVORDERINGSDIENSTE EN VERGOEDINGSSISTEME	
Rekords ten opsigte van die Aansporings- en Beloningskema (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word)	Die rekords kan by die kantoor van die Seksiehoof: Bevorderingsdienste en Vergoedingssisteme, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Menslike Hulpbronbestuur, Privaatsak X 94, PRETORIA, 0001.
SELKUNDIGE DIENSTE ONTWIKKELING	
Rekords (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word) oor — (1) Sielkundige intervensies	Die rekords kan by die kantoor van die Subseksiehoof: Sielkundige Dienste Ontwikkeling geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Menslike Hulpbronbestuur, Privaatsak X 94, PRETORIA, 0001.

Al die verskillende soorte opleiding wat Sielkundige Dienste verskaf, die redes vir opleiding van hierdie aard en die metodes wat aangewend word, sowel as die plekke waar dit plaasvind (2) Trauma-ontlonting (3) Getal werknemers wat psigometries vir aanstelling by spesialiseenhede geëvalueer is (4) Getal aansoekers wat as konstabels op toetreevlak geëvalueer is (5) Verskillende sportsoorte en ontspanningsbyeenkomste, na gelang van die getal werknemers wat aan die onderskeie items deelneem, met inbegrip van sport en ontspanning vir gestremde werknemers (6) Internasionale sportbyeenkomste: Totale getal werknemers wat deelneem en uitslae	
AFDELING: VOORSIENINGSLYNBESTUUR	
Algemene voorwaardes en prosedures	Die rekords kan by Voorsieningslynbestuur geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Voorsieningslynbestuur, Privaatsak X 254, PRETORIA, 0001.
AFDELING: SIGBARE POLISIËRING	
VUURWAPENS, DRANK EN TWEEDEHANDSE GOEDERE KONTROLE	
Beleid oor die oorweging van aansoeke om vuurwapenlisensies, 1994	Die rekords kan by die kantoor van die Hoof: Vuurwapens, Drank en Tweedehandse Goedere Kontrole, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Hoof: Sentrale Vuurwapenbeheerregister, Privaatsak X 811, PRETORIA, 0001.
VENNOOTSKAPSPOLISIËRING	
Rekords ten opsigte van — (1) Vennootskapspolisiëring • Die Polisie se Gemeenskapsprojekte • Beleidsraamwerk en riglyne vir gemeenskaps-polisiëring (2) Sektorpolisiëring • Loodsprojekte	Die rekords kan by die kantoor van die Hoof: Sigbare Polisiëring, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X 540, PRETORIA, 0001.
SIGBARE POLISIËRING	
Rekords bestaande uit algemene korrespondensie (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word) van:	Die rekords kan van 07:30 tot 16:00 by die kantoor van Sigbare Polisiëring geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X 540, PRETORIA, 0001.

Rekords bestaande uit algemene korrespondensie (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word) van: (1) Die Polisie se Nooddienste • Blitspatrolie of Hoofwegpatrolie • 1 0111-sentrums (2) Gemeenskapsdienste (3) Ongelukvoorkoming (4) Gespesialiseerde Uniform-ondersteuning • Gyselaaronderhandelaars • Duikers • Die Watervleuel • Rampbestuur (5) Berede eenheid (6) Honde-eenheid	Die rekords kan van 07:30 tot 16:00 by die kantoor van Sigbare Polisiëring geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X 540, PRETORIA, 0001.
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7.2 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT OUTOMATIES INGEVOLGE ARTIKEL 15(i)(a)(ii) *TE KOOP* BESKIKBAAR IS

ALLE AFDELINGS

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

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

AFDELING: VOORSIENINGSLYNBESTUUR

VERKRYGINGSBESTUUR

Staatstenderbulletins

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

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

ALLE AFDELINGS

- (1) Dokumente rakende beleid en Nasionale Instruksies (Die volgende rekords is uitgesluit:
- opleidingsmateriaal;
 - opleidingsriglyne;

- (1) Die rekords kan verkry word deur skriftelik aansoek te rig aan die betrokke seksiehoof of afdelingskommissaris

• opleidingshandleidings; of rekords ten opsigte waarvan daar redelikerwys verwag kan word dat die openbaarmaking van die rekord die doeltreffendheid van 'n toets-, ondersoek- of ouditeringsprosedure of -metode wat deur die Diens gebruik word, in gevaar sal stel. Die normale versoek prosedure ingevolge die Wet is van toepassing wanneer toegang tot sodanige rekords versoek word.)	
(2) Kollektiewe ooreenkomste	(2) Die rekords kan verkry word deur skriftelik aansoek te rig aan die Seksiehoof: Arbeidsverhoudinge, Menslike Hulpbronsbenutting, Privaatsak X 94, PRETORIA, 0001, gerig word.
(3) VERSLAE OOR ONGELUKKE (NUWE OF OU VERSLAE): KOPIEË OF FOTOKOPIEË <i>Let wel — met die term “afskrif” word bedoel dat die reproduksie met die hand gedoen word; ’n kopie van ’n voltooië verslag oor ’n ongeluk sal slegs aan die gemagtigde persoon verskaf word; dat wanneer ’n skriftelike versoek ontvang word van die Padongelukkefonds, provinsiale hospitale of ambulansdienste van provinsiale hospitale, hul geag word openbare liggame of instellings te wees wat geregtig is om onmiddellik gratis afskrifte van ’n botsingsverslag te kry.</i>	(3) Indien die rekord nog in besit van of onder beheer van die Diens is, die rekords kan deur die gemagtigde persoon verkry word deur skriftelik aansoek te rig op die voorgeskrewe aansoekvorm of SAPD 512(n) aan die betrokke kantoor van die polisiestasie. Let wel — Die volgende persone word geag gemagtigde persone te wees: (a) ’n betrokke party in die botsing (bv bestuurder, passasier, voetganger, fietsryer, eienaar van die voertuig, eienaar van die dier wat in die botsing betrokke was, ens) indien hy of sy kan bewys dat hy of sy ’n betrokke party is; (b) enige private ambulansdiens, mediese diensverskaffer, nooddiens of wegsleepdiens wat ’n ambulansdiens, mediese diens, nooddiens of wegsleepdiens aan ’n party betrokke by ’n botsing gelewer het, indien sodanige private diens skriftelike bewys kan lewer dat so ’n diens gelewer is; of (c) ’n persoon wat nie ’n betrokke party of ’n private ambulansdiens, mediese diensverskaffer, nooddiens of wegsleepdiens waarna hierbo verwys is, is nie, slegs indien hy of sy die skriftelike toestemming of goedkeuring van ’n betrokke party het (bv ’n prokureur wat die betrokke volmagsbrief om namens die persoon op te tree, voorsien).

41

KORPORATIEWE KOMMUNIKASIE: ERFENISDIENSTE	
Argiefrekords en fotos by Erfenisdienste (behalwe rekords wat in dossiere vervat is en persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering, waarvoor daar in die Wet voorsiening gemaak word).	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Kurator: Erfenisdienste, SAPD, Posbus 4866, Pretoria, 0001.
KOMPONENT : STRATEGIESE BESTUUR	
Alhoewel die volgende rekords gratis op die Diens se webtuiste verkrygbaar is, kan daar op versoek fotostate van sodanige rekords gemaak word:	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Hoof: Misdaad Register, Strategie, Navorsingsmonitering en Evaluasie, Privaatsak X 94, PRETORIA, 0001.
Alhoewel die volgende rekords gratis op die Diens se webtuiste verkrygbaar is, kan daar op versoek fotostate van sodanige rekords gemaak word: (1) Jaarverslag vir die Suid-Afrikaanse Polisie (2) Strategiese Plan vir die Suid-Afrikaanse Polisie (3) Jaarlikse Prestasie Plan vir die Suid-Afrikaanse Polisie (4) Komponent Misdaad Register	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Hoof: Misdaad Register, Strategie, Navorsingsmonitering en Evaluasie, Privaatsak X 94, PRETORIA, 0001.
AFDELING: FINANSIËLE BESTUUR EN ADMINISTRASIE	
DOKUMENT SENTRUM BESTUUR : ARGIEWE REGISTRASIE EN REKORDS	
Meesterkopie van die Lêerstelsel	Die rekords kan verkry word by die kantoor van die Nasionale Rekordsbestuurder, Dokument Sentrum Bestuur deur skriftelik aansoek te rig aan die Nasionale Rekordsbestuurder, Dokument Sentrum Bestuur, SAPD, Privaatsak X 94, PRETORIA, 0001.
FINANSIËLE BESTUUR: BEGROTINGS	
Begroting van Nasionale Uitgawes — Departement van Polisie	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Seksiehoof: Begrotings, Finansiële Bestuur, Privaatsak X 94, PRETORIA, 0001.
AFDELING: FORENSIESEDIENTE	
BESTUUR EN ADMINISTRATIEWE ONDERSTEUNING	
Slegs foto's en Identikits wat deur die Polisie vrygestel en deur die media gepubliseer word	Die rekords kan verkry word by Forensiesedienten deur skriftelik aansoek te rig aan die Hoof: Forensiesedienten, Hoofkantoor, SAPD, Privaatsak X 322, PRETORIA, 0001.

AFDELING: MENSLIKE HULPBRON BENUTTING	
DIENSBILLIKHEID	
Diensbillikheid: Nasionaal en Afdelings: Planne ingevolge artikel 20 en verslag ingevolge artikel 21	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Afdelingskommissaris: Menslike Hulpbron Benutting, Diensbillikheid, Privaatsak X 94, PRETORIA, 0001.
VERGOEDINGSBESTUUR	
Projeksentrum: Menslike Hulpbron Benutting Projekverslae	Inligting oor projekte wat deur die regering gefinansier word, kan deur die publiek verkry word deur skriftelik aansoek te rig aan die Afdelingskommissaris: Menslike Hulpbron Benutting, Vergoedingsbestuur, Privaatsak X 94, PRETORIA, 0001.
PRESTASIEBESTUUR	
Sekere rekords (behalwe rekords met persone se persoonlike inligting en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word) oor Prestasiebestuurstelsels: • Projekte • Die name van projekte	Die rekords kan verkry word by die kantoor van die Komponentshoof: Prestasiebestuur deur skriftelik aansoek te rig aan die Afdelingskommissaris: Menslike Hulpbron Benutting, Hoofkantoor, SAPD, Privaatsak X 94, PRETORIA
• Projekplanne • Die begrotings van projekte • Verslae oor die stand van projekte • Operasionele handleidings oor projekte en programme • Projek- en programfunksies en -aktiwiteite • Aktiwiteite van die Programbestuursraad • Geregistreerde gebruikers van projekte en programme • Die getal geregistreerde projeksentrums	
AFDELING: OPERASIONELE REAKSIEDIENSTE	
OPERASIONELE INLIGTING BESTUUR SENTRUM	
Rekords (behalwe persoonlike inligting van persone en toegang tot inligting wat ingevolge die Wet geweier kan word) ten opsigte van sekere dele van die — (1) Beleid oor: • Skarebestuur • Nasionale Intervensie-eenheid • Grenslyn	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Adjunk-inligtingsbeampte: Operasionele Reaksiedienste, Privaatsak X 30, SUNNYSIDE, 0132

43

• Lugvleuel • Gespesialiseerde Vaardigheidsontwikkeling • Spesiale Taakmag (2) Skarebestuursinsidente (3) Suksesse behaal: • Skarebestuur • Nasionale Intervensie-eenheid • Grenslyn • Lugvleuel • Gespesialiseerde Vaardigheidsontwikkeling • Spesiale Taakmag (4) Vredeshandhawing	
AFDELING: ORGANISATORIESE ONTWIKKELING	
Posevaluering (behalwe rekords met persone se persoonlike inligting en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word): • Voorafonderhoudvraelys • Resultate van die posevaluering • Die paneel se beslissing	Die rekords kan verkry word by die kantoor van die Seksiehoof: Organisasoriese Korporatief en Ontwerp, Organisasoriese Ontwikkeling deur skriftelik aansoek te rig aan die Hoof: Organisasoriese Ontwikkeling, Privaatsak X 94, PRETORIA, 0001
AFDELING: MENSLIKE HULPBRONNE BESTUUR	
SELKUNDIGE DIENSTE ONTWIKKELING	
Rekords (behalwe persoonlike inligting van persone en toegang tot inligting wat ingevolge die Wet geweier kan word), ten opsigte van — (1) Sielkundige intervensies (Al die verskillende soorte opleiding wat deur die Seksie: Sielkundige Dienste verskaf word, redes vir en die metode wat tydens sodanige opleiding aangewend word en die plekke waar opleiding van hierdie aard geskied) (2) Trauma-ontlonting (3) Getal werknemers wat psigometries vir aanstelling by spesialiseenhede geëvalueer is. (4) Getal aansoekers wat geëvalueer is vir aanstelling as konstabels op (4) Getal aansoekers wat geëvalueer is vir aanstelling as konstabels op toetretevlak. (5) Verskillende sport-en ontspanningsbyeenkomste dienooreenkomstig die getal werknemers wat aan die onderskeie items deelneem (met inbegrip van sport-ontspanningsbyeenkomste vir gestremde werknemers) (6) Internasionale sport byeenkomste : Total getal werknemers wat deelneem, sowel as uitslae.	Die rekords kan verkry word by die kantoor van die Subseksiehoof: Sielkundige Dienste deur skriftelik aansoek te rig aan die Afdelingskommissaris: Menslike Hulpbronne bestuur: Hoofkantoor, SAPD, Privaatsak X 94, PRETORIA, 0001.

WERWING EN PERSONEELVOORSIENING	
Rekords (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word) rakende aanstellingsvereistes vir personeel op salaris vlak 1-12 en/of salaris bande A - "MMS"	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Seksiehoof, Werwing en Personeelvoorsiening, Privaatsak X 94, PRETORIA, 0001.
SENIOR BESTUURSAANSTELLINGS	
Rekords (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word) rakende aanstellingsvereistes vir personeel op salaris vlak 13 en op en/of salaris bande op "SMS"	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Sub-seksiehoof, Senior Bestuur Aanstellings, Privaatsak X 986, PRETORIA, 0001.
AFDELING: VOORSIENINGSLYNBESTUUR	
Algemene voorwaardes en prosedures	Die rekords kan verkry word by Voorsieningslynbestuur deur skriftelik aansoek te rig aan die Afdelingskommissaris: Voorsieningslynbestuur, Privaatsak X 254, PRETORIA, 0001.
AFDELING: SIGBARE POLISIËRING	
VENNOOTSKAPSPOLISIËRING SEKTORPOLISIËRING	
Rekords rakende (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word) - (1) Vennootskapspolisiëring • Die Polisie se Gemeenskapsprojekte • Beleidsraamwerk en riglyne vir Gemeenskaps-polisiëring (2) Sektorpolisiëring • Loodsprojekte	Die rekords kan verkry word by die Kantoor: Sigbare Polisiëring verkrygbaar deur skriftelik aansoek te rig aan die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X 540, PRETORIA, 0001.
SOSIALE MISDAADVOORKOMING	
(1) "Maak Suid-Afrika Veilig"-handleiding (2) Handleiding oor Omgewingsontwerp (3) Kommunikasiemateriaal oor Gesinsgeweld (4) Kommunikasiemateriaal oor Slagofferbemagtiging	Die rekords kan verkry word by die Kantoor: Sigbare Polisiëring deur skriftelik aansoek te rig aan die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X 540, PRETORIA, 0001.

(5) Kommunikasiemateriaal oor verkragting en seksuele oortredings. (6) Belowende Misdaadvoorkoming (7) Nasionale landelike slagoffers van (8) Misdaad opnames Riglyne: Misbruik van dwelms	
SIGBARE POLISIËRING	
Sekere rekords (behalwe rekords met persone se persoonlike inligting en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word) rakende algemene korrespondensie oor: (1) Die Polisie se Nooddienste • Blitspatrollie of Hoofwegpatrollie • 1 0111-sentrums (2) Gemeenskapsdienste (3) Ongelukvoorkoming (4) Gespesialiseerde uniformtakke • Gyselaaronderhandelaars • Duikers • Die Watervleuel • Rampbestuur	Die rekords kan verkry word by die Kantoor: Sigbare Polisiëring deur skriftelik aansoek te rig aan die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X 540, PRETORIA, 0001.

8. DIENSTE BESIKBAAR AAN DIE PUBLIEK

Ooreenkomstig artikel 205 van die Grondwet van die republiek van Suid-Afrika, 1996 (Wet No. 108 van 1996), is die doelstellings van die polisie diens om —

- misdaad te voorkom, te bestry en te ondersoek;
- openbare orde te handhaaf;
- die inwoners van die Republiek en hul eiendom te beskerm en te beveilig; en
- die reg te handhaaf en toe te pas.

Ten einde hierdie doelstellings te bereik (wat in hulself dienste aan die publiek is), het die Diens dienste aan die publiek beskikbaar wat, onder andere, die volgende is —

8.1 BELANGRIKE KONTAKBESONDERHEDE

DIENS BESIKBAAR	KONTAKBESONDERHEDE
Buro vir Vermiste Persone	Konakbesonderhede vir die nasionale en streekkantore: Hoofkantoor : 012 393 2001/2/5/7/10/12 Oos-Kaap : 041 394 6978/6482 Vrystaat : 051 503 2846 Gauteng : 011 670 6415/6416 Kwazulu Natal : 031 325 6718 Limpopo : 015 290 6000 Mpumalanga : 013 762 4391 Noord-Kaap : 053 839 2822 Noord-Wes : 018 299 7034/ 7722/7172 Wes-Kaap : 021 467 8238
Oproepsentrums: 1. SAPD Noodgevalle 2. Stop Misdad (Wenke gee) 3. Sentrum vir voortreflike dienslewering 4. Vuurwapen	10111 08600 10111 0800 333 177 (012) 353 6111
Gemeenskapspolisiedienssentrums	Telefoonnommer van naaste polisiestatie (sien www.saps.gov.za)
Gemeenskapspolisieforums	Telefoonnommer van naaste polisiestatie (sien www.saps.gov.za)
SAPD Webtuiste	www.saps.gov.za

8.2 GEMEENSKAPSPOLISIEFORUMS EN –RADE

Ten einde sy oogmerke te bereik, skakel die Diens met die gemeenskap deur middel van gemeenskapspolisieforums en area - en provinsiale gemeenskapspolisie-rade met die doel om —

- 'n vennootskap tussen die gemeenskap en die Diens in te stel en in stand te hou;
- kommunikasie tussen die Diens en die gemeenskap te bevorder;
- samewerking tussen die Diens en die gemeenskap by die voldoening aan die behoeftes van die gemeenskap betreffende polisiëring te bevorder;
- die lewering van polisdienste aan die gemeenskap op nasionale, provinsiale, area - en plaaslike vlakke te verbeter;
- deursigtigheid in die Diens en verantwoordbaarheid van die Diens teenoor die gemeenskap te verbeter; en
- gesamentlike probleemidentifikasie en probleemoplossing deur die Diens en die gemeenskap te bevorder.

Enige persoon kan by die gemeenskapspolisieforum van sy of haar naaste polisiestasie aansluit.

8.3 SUID-AFRIKAANSE RESERWE-POLISIEDIENS

Die Wet op die Suid-Afrikaanse Polisdienste, 1995 (Wet No 68 van 1995) maak voorsiening dat die Diens enige permanente inwoner van die republiek as 'n lid van die Suid-Afrikaanse Reserve-Polisdienst (hierna verwys as “die Reserve”) kan aanstel indien sodanige persoon aan die voorgeskrewe vereistes voldoen. Om as 'n lid van die Reserve te dien is 'n vrywillige diens. Alhoewel sodanige lid nie vergoeding van die Diens mag ontvang nie, word hy of sy geag in diens van die Diens te wees terwyl hy of sy aan diens is.

8.4 POLISIESTASIE

- (1) Die lewering van basiese polisiëeringsfunksies soos die hantering van klagtes, patrollies, die administrasie van polisie-eenheid en die bewaring van bewysstukke;
- (2) die administrasie van aansoeke om vuurwapenlisensies (slegs die aanvangsadministrasie - die Sentrale Vuurwapenregister verwerk die aansoeke);
- (3) die administrasie van dagvaardings en navrae van ander eenhede of komponente
- (4) die administrasie van ongelukverslae;
- (5) die administrasie van alle funksies rakende die funksionering van 'n gemeenskapsdienssentrum (aanklagkantore);
- (6) die lewering van ondersteunende hofdienste (hofordonnansie);
- (7) bewaring van misdaadtonele; en
- (8) dienslewering met betrekking tot buite-departementele dienste wat, onder andere, die voorsiening van die volgende insluit:
 - (a) fotokopieë van verklarings;
 - (b) foto's ten opsigte van botsingstonele;
 - (c) botsingsverslae (ongelukverslae) en sketsplanne;
 - (d) kriminele rekord navrae;
 - (e) sertifisering van afskrifte van oorspronklike dokumente ('n gratis diens, maar die betrokke persoon moet die oorspronklike dokument en die afskrifte saambring aangesien die afskrifte nie by die polisie stasie gemaak sal word nie); en
 - (f) fotokopieë van nadoodse ondersoeke.

8.5 GEMEENSKAPSPOLISIËRING

'n Belangrike doelstelling van gemeenskapspolisiëring is om 'n aktiewe vennootskap tussen die Diens en die gemeenskap te vestig waardeur probleme met betrekking tot misdaad, dienslewering en polisie-gemeenskapsverhoudings gesamentlik ontleed kan word, en geskikte oplossings gevind en geïmplementeer kan word. Dit vereis dat die Diens voortdurend daarna moet streef om 'n atmosfeer te skep waarin potensieële vennote gewillig en bevoeg is om saam te werk.

8.6 WEBTUISTE VAN DIE DIENS

Enige persoon kan toegang tot die webtuiste van die Diens verkry by www.saps.gov.za

8.7 STOP MISDAAD

Die Diens, deur Stop Misdaad, betrek die gemeenskap in die aktiewe bestryding van misdaad sonder om hulle aan die gevare van die gevangeneming van kriminele of verdagtes bloot te stel. Die gemeenskap word uitgenooi om enige inligting ten opsigte van kriminele aktiwiteite anoniem te rapporteer.

Die Nasionale Buro vir Vermiste Persone is by Stop Misdaad geleë. Die Buro lewer 'n ondersteuningsdiens aan die ondersoekbeampte en die gemeenskap en dit het 'n databasis wat inligting van Vermiste Persone, Persone gevind en Ongeïdentifiseerde liggame bevat.

Die Diens betaal die SAUK om gesoekte kriminele en verdagtes asook vermiste persone op 'n gereelde basis te toon. Hierdie foto's en rekreasies van gebeure is die verantwoordelikheid van Stop Misdaad.

Kontaknommers vir Gesinsgeweld, Kinderbeskerming en Seksuele Misdrywe-eenheid is op die webtuiste van die Diens beskikbaar.

9. DEELNEEM AAN OF UITOEFENING VAN INVLOED OP DIE FORMULERING VAN BELEID, UITOEFENING VAN BEVOEGDHEDE OF VERRIGTING VAN PLIGTE**9.1 PARLEMENT**

Die Parlement is die wetgewende gesag van Suid-Afrika en het die bevoegdheid om wette vir die land ooreenkomstig die Grondwet te maak. Dit bestaan uit die Nasionale Vergadering en die Nasionale Raad van Provinsies. Parlementêre sittings is oop vir die publiek.

Die kontakbesonderhede van die Nasionale Vergadering is:

Webtuiste: <http://www.parliament.gov.za>

Posadres: Posbus 15
KAAPSTAD
8000

Straatadres: Parlementsgebou
Parlementstraat
KAAPSTAD

49

Telefoonnommers: (021) 403 2911
Faksnommers: (021) 403 8219
E-pos: infor@parliament.gov.za

9.2 PORTEFEULJE KOMITEE VIR POLISIE

Nuwe wetsontwerpe van die Diens word aan die Portefeulje Komitee vir Polisie voorgelê. Hierdie Komitee adverteer in geïdentifiseerde koerante (bv: "The Sunday Times"ens) dat enige persoon vertoë kan rig of kommentaar kan lewer met betrekking tot sodanige wetsontwerp voor die bepaalde sluitingsdatum. Die Komitee neem alle vertoë of kommentaar in ag en die finale produk van sodanige wetsontwerp word deur die Minister van Polisie aan die Nasionale Vergadering voorgestel.

Die kontakbesonderhede van die Portefeulje Komitee vir Polisie is:

Posadres: Posbus 15
KAAPSTAD
8000
Straatadres: Parlementsgebou
Parlementstraat
KAAPSTAD
Telefoonnommer: (021) 403 2911/8257/2433
083 709 8489
E-posadres: Fbeukman@parliament.gov.za

9.3 PUBLIKASIES DEUR DIE DIENS IN DIE STAATSKOERANT

Waar die Diens die verantwoordelikheid het om 'n bepaalde Wet te promulgeer, word die wetsontwerp in die Staatskoerant gepubliseer vir kommentaar deur enige persoon en sodanige kommentaar sal in ag geneem word. Hierdie Wette plaas bepaalde verantwoordelikhede op die Diens met betrekking tot die uitoefening van sy bevoegdhede of verrigting van sy pligte wat meer volledig in 'n beleidsdokument gedefinieer sal word. Daarom kan die publiek vertoë of kommentaar rig wat die uitoefening van bevoegdhede of verrigting van pligte van die Diens kan beïnvloed.

Die formulering van sodanige wetsontwerpe is die verantwoordelikheid van die Afdelingskommissaris: Regs- en Beleidsdienste is as volg:

Posadres: Privaatsak X94
PRETORIA
0001
Straatadres: Hoofkantoor
7de Vloer
Pretoriusstraat 231
PRETORIA
Telefoonnommer: (012) 393 1563
Faksnommer: (012) 393 2883

9.4 GEMEENSKAPSPOLISIEFORUMS EN -RADE

Ten einde sy oogmerke te bereik, skakel die Diens met die gemeenskap deur middel van gemeenskapspolisieforums en area - en provinsiale gemeenskapspolisierade met die doel om —

- 'n vennootskap tussen die gemeenskap en die Diens in te stel en in stand te hou;
- kommunikasie tussen die Diens en die gemeenskap te bevorder;
- samewerking tussen die Diens en die gemeenskap by die voldoening aan die behoeftes van die gemeenskap betreffende polisiëring te bevorder;
- die lewering van polisdienste aan die gemeenskap op nasionale, provinsiale, area - en plaaslike vlakke te verbeter;
- deursigtigheid in die Diens en verantwoordbaarheid van die Diens teenoor die gemeenskap te verbeter; en
- gesamentlike probleemidentifikasie en probleemoplossing deur die Diens en die gemeenskap te bevorder.

Enige persoon kan by die gemeenskapspolisieforum van sy of haar naaste polisiestasie aansluit.

9.5 SUID-AFRIKAANSE RESERWE-POLISIEDIENS

Die Wet op die Suid-Afrikaanse Polisdienste, 1995 (Wet No.68 van 1995) maak voorsiening dat die Diens enige permanente inwoner van die republiek as 'n lid van die Suid-Afrikaanse Reserwe-Polisdienste (hierna verwys as "die Reserwe") kan aanstel indien sodanige persoon aan die voorgeskrewe vereistes voldoen. Om as 'n lid van die Reserwe (reservis) te dien is 'n vrywillige diens. Alhoewel sodanige lid nie vergoeding van die Diens mag ontvang nie, word hy of sy geag in die diens van die Diens te wees wanneer hy of sy aan diens is.

Alle nasionale instruksies, regulasies of beleid, opgestel deur die Diens, word aan alle lede (wat 'n reservis aan diens insluit) vir hul kommentaar voorsien en hierdie kommentaar word in ag geneem voordat 'n finale dokument saamgestel word.

10. REGSMIDDELE BESKIKBAAR TEN OPSIGTE VAN 'N HANDELING OF 'N VERSUIM OM TE HANDEL DEUR DIE DIENS

Ten opsigte van enige handeling of versuim om te handel deur die Diens (of 'n werknemer van die Diens) wat in stryd is met 'n voorskrif van —

- enige wetgewing;
 - beleid van die Diens;
 - instruksie van die Diens; of
 - die pligte of verantwoordelikhede van 'n werknemer,
- kan die volgende persone, afdelings of instellings vir beskikbare regsmiddele gekontak word:

10.1 DIE BEVELVOERDER VAN DIE WERKNEMER

Wanneer 'n werknemer beweerde wangedrag pleeg, kan met sodanige werknemer gehandel word ooreenkomstig die bepalings van die Suid-Afrikaanse Polisdienste Dissipline Regulasies, 2005.

51

Om dissiplinêre stappe te neem of met 'n werknemer ooreenkomstig die genoemde Regulasies mee te handel, moet 'n klagte by die werknemer se direkte bevelvoerder ingedien word tensy die klagte buite die omvang van die bevelvoerder se bevoegdheid val. (Klagtes kan ook direk by Nasionale Bestuur Intervensie ingedien word - Sien paragraaf 10.2)

10.2 NASIONALE BESTUUR INTERVENSIË

Die hoof funksies van hierdie afdeling is:

- Operasionele Evaluering
- Organisasoriese Evaluering
- Interne Oudit
- Klagte Ondersoeke

Die doel van hierdie afdeling is om te verseker dat die implementering van Operasionele en Organisasoriese Polisiëringprioriteite, soos in die Strategiese Plan van die Diens uiteengesit, teenoor die vasgestelde standarde geëvalueer word om die Nasionale Kommissaris oor die stand van dienslewering in die Diens te adviseer.

Hierdie afdeling —

- is ook verantwoordelik vir die optimalisering van 'n prioriteitsondersoekdiens ten opsigte van integriteitsondersoeke binne die Diens;
- voorsien 'n ondersoekdiensbevoegdheid ten opsigte van klagtes ontvang ten opsigte van swak dienslewering deur die Diens;
- voorsien 'n onafhanklike bestuursgeoriënteerde ouditdiens aan alle vlakke van bestuur ooreenkomstig die "Wet op Openbare Finansiële Bestuur, 1999 (Wet No. 1 van 1999)" en die nasionale tesourie regulasies; en
- bestuur beleid en standarde ten opsigte van beroepsgesondheid en -veiligheid en nasionale omgewingsbestuur binne die Diens.

Die afdeling is verantwoordelik vir nasionale standarde en beleid wat verband

hou met evaluasiedienste in die Diens. Alhoewel daar evaluasiedienste komponente is op area - en provinsiale vlakke wat verslag doen aan die areakommissaris en die provinsiale kommissaris onderskeidelik, funksioneer hierdie komponente volgens nasionale beleid en riglyne wat deur hierdie afdeling uitgevaardig word. Die afdeling het 'n nasionale vermoë vir evaluasies en intervensies op nasionale vlak.

Klages met betrekking tot die hoof funksies van hierdie afdeling, kan gemaak word aan die afdeling of aan die provinsiale of area komponente van hierdie afdeling vir ondersoek en die aanbeveling of neem van toepaslike stappe.

Die kontakbesonderhede vir Nasionale Bestuur Intervensie by nasionale vlak is:

Posadres: Privaatsak X94
PRETORIA
0001

Straatadres: Opera Plaza Gebou

52

Pretoriusstraat
PRETORIA

Telefoonnommer: 0800 333177

Faksnommer: (012) 393 3294/4280
(012) 393 5452

E-posadres: complaintsnodalpoint@saps.gov.za

10.3 ONAFHANKLIKE POLISIE-ONDERSOEKDIREKTORAAT (OPOD)

Die oogmerk van die Onafhanklike Polisie Onderzoek Direktooraat (OPOD) is om 'n onafhanklike oorsig oor die Diens en die Munisipale Polisie diens (MPD) te verseker, en om onafhanklike en onpartydige ondersoeke te doen van geïdentifiseerde kriminele oortredings wat volgens bewering deur lede van die Diens en die MPD gepleeg is, om toepaslike aanbevelings te maak.

Webtuiste: <http://www.ipid.gov.za>

Straatadres: Stad Forum Gebou
114 Madiba Straat
PRETORIA

Telefoonnommer: (012) 399 0000

Faksnommer: (012) 326 0408

E-posadres: Complaints@ipid.gov.za

Provinsiale Adresse en Kontakbesonderhede:

Kantoor	Straatadres	Tel Nommer	Faksnommer	E-posadres
KwaZulu-Natal	3de Vloer Die Marine Gebou 22 Dorothystraat Nyembe Straat(Gardiner Straat) Durban	031 310 1300	031 305 8214	Complaints.KwaZuluNatal@ipid.gov.za
Gauteng	20ste Vloer Marble Torings Gebou 208-212 Jeppesstraat, Johannesburg	011 220 1500	011 333 2705	Complaints.Gauteng@ipid.gov.za
Limpopo	Ou Mutual Gebou Hans van Rensburgstraat 78 Polokwane op die grond vloer	015 283 8000	015 295 3409	Complaints.Limpopo@ipid.gov.za
Mpumalanga	Nedbanksentrum, 1ste Vloer Brownstraat 48 Nelspruit	013 754 1000	013 752 2602	Complaints.Mpumalanga@ipid.gov.za
Oos-Kaap	Waverly Kantoor Park nr 3 – 33 Phillip Frame Weg Chiselhurst Oos London 5200	043 70777200	043 7212616 043 7212756	Complaints.EasternCape@ipid.gov.za

53

Vrystaat	15 H/V Andrew & Westburgerstrate Grond Vloer Standard Bank Gebou Bloemfontein	051 406 6800	051 430 8852	Complaints.FreeState@ipid.gov.za
Noord-Kaap	39 George Straat Kimberley	053 807 5100	053 832 5615	Complaints.NorthernCape@ipid.gov.za
Noord-Wes	Stasieweg No.1 Molopo Inkoopsentrum, 1ste Vloer Mafikeng 2745	018 397 2500	018 381 1495	Complaints.NorthWest@ipid.gov.za
Wes-Kaap	Fintrust Gebou, 1ste Vloer H/Vr Petrusa & Mazzurstrate Bellville 7530	021 941 4800	021 949 3196	Complaints.WesternCape@ipid.gov.za

Satelietskantore Adresse en Kontakbesonderhede:

Kantoor	Straatadres	Tel Nommer	Faksnommer	E-posadres
KwaZulu-Natal	Unionstraat 10 Edwards Apteek Gebou 1ste Vloer Kamer 1ICD	035 772 3022	035 772 3049	Complaints.KwaZuluNatal@ipid.gov.za
Vrystaat	Louwstraat 28 Maseroy Gebou Bethlehem 9700	058 307 7620/21	086 6300927	Complaints.FreeState@ipid.gov.za
Oos Kaap	10de Vloer PRD Gebou Kantoor nr 1056B Suiderland straat Umthatha	047 501 5900	047 531 1570	Complaints.Eastern Cpe@ipid.gov.za
Noord-Kaap	Markstraat 58 Upington	054 338 5700	054 331 0053	Complaints.NorthernCape@ipid.gov.za
Noord-Wes	165 Klopper Street Rustenburg	014 591 8560	014 592 1349	Complaints.NorthWest@ipid.gov.za
Limpopo	2010 Sentraal Thohoyandou	015 962 0405	015 962 0345	Complaints.Limpopo@ipid.gov.za
Wes Kaap	York Straat 101 Grond vloer Nedbank Gebou George	044 873 3378	044 873 4861	Complaints.WesternCape@ipid.gov.za

10.4 STAATSINSTELLINGS TER ONDERSTEUNING VAN GRONDWETLIKE DEMOKRASIE

Ooreenkomstig die bepalings van artikel 181 van die Grondwet van die Republiek van Suid-Afrika, 1996 (Wet No. 108 van 1996), versterk die volgende onafhanklike staatsinstellings die grondwetlike demokrasie in die Republiek:

- Die Openbare Beskermer;
- Die Menseregtekommissie;
- Die Kommissie vir die Bevordering en Beskerming van die Regte van Kultuur-, Godsdiens- en Taalgemeenskappe;
- Die Kommissie vir Geslagsgelykheid;
- Die Ouditeur-generaal; en
- Die Verkiesingskommissie.

54

(1) OPENBARE BESKERMER

Die Openbare Beskermer is vir alle persone en gemeenskappe toeganklik. Die Openbare Beskermer het die bevoegdheid om:

- ondersoek in te stel na enige optrede in staatsake, of in die openbare administrasie in enige regeringsfeer, wat, na beweer of vermoed word, onbehoorlik is of enige onbehoorlikheid of benadeling tot gevolg het;
- oor die optrede verslag te doen; en
- gepaste regstellende stappe te doen

Die Openbare Beskermer mag nie hofbeslissings ondersoek nie.

Die kontakbesonderhede van die Openbare Beskermer is as volg:

Webtuiste: <http://www.pprotect.org.za>

Posadres: Privaatsak X677
PRETORIA
0001

Straatadres: Lunnonstraat 175
Hillcrest Kantoorpark
0083

Telefoonnommer: (012) 366 7000/7112

Faksnommer: (012) 362 3473
0800 11 20 40

Faks-e-pos: 086 575 3292

(2) SUID-AFRIKAANSE MENSEREGTEKOMMISSIE

Die Suid-Afrikaanse Menseregtekommissie het (onder andere) die bevoegdheid om:

- ondersoek in te stel na en verslag te doen oor die handhawing van menseregte; en
- stappe te neem ten einde gepaste herstel te verseker waar menseregte geskend is.

Die kontakbesonderhede van die SA Menseregtekommissie is as volg:

Webtuiste: <http://www.sahrc.org.za>

Posadres: Privaatsak X2700
HOUGHTON
2041

Straatadres: Forum 3
33 Hoofd Straat
Braamfontein
JOHANNESBURG

Telefoonnommer: (011) 877 3600

55

(3) DEPARTEMENT VAN VROUW

Straatadres: Hamiltonstraat 36
Arcadia
PRETORIA
0001

Posbus: Privaatsak X931
PRETORIA
0001

Kantoor van Minister:

Telefoonnommer: (012) 359 0188

Faksnommer: 086 765 3365

E-pos: ministry@women.gov.za

(4) KOMMISSIE VIR DIE BEVORDERING EN BESKERMING VAN DIE REGTE VAN KULTUUR-, GODSDIENS- EN TAALGEMEENSKAPPE

Die Kommissie het (onder andere) die bevoegdheid om kwessies betreffende die regte van kultuur-, godsdienst- en taalgemeenskappe te monitor, te ondersoek, na te vors, opvoeding daarvoor te voorsien, steun daarvoor te werf, daarvoor te adviseer en verslag daarvoor te doen. Die Kommissie kan enige aangeleentheid wat binne sy bevoegdhede en funksies val aan die Menseregtekommissie vir ondersoek rapporteer. Die kontakbesonderhede van die Kommissie vir die Bevordering en Beskerming van die Regte van Kultuur-, Godsdienst- en Taalgemeenskappe is as volg:

Webtuiste: <http://www.crlcommission.org.za>

Straatadres: Forum 4
Braamparkkantoor
Hoofdstraat 33
BRAAMFONTEIN
JOHANNESBURG

Posadres: Privaatsak X90 000
HOUGHTON
2041

Telefoonnommer: (011) 358 9100

E-posadres: info@crlcommission.org.za
complaints@crlcommission.org.za

56

(5) KOMMISSIE VIR GESLAGSGELYKHEID

Die Kommissie vir Geslagsgelykheid het (onder andere) die bevoegdheid om aangeleenthede betreffende geslagsgelykheid te monitor, te ondersoek, na te vors, opvoeding daaroor te voorsien, steun daarvoor te werf, daaroor te adviseer en verslag daaroor te doen.

Die kontakbesonderhede van die Kommissie vir Geslagsgelykheid is as volg:

Webtuiste: <http://www.cge.org.za>

Posadres: Posbus 32175
BRAAMFONTEIN
2017

Straatadres: Ou Vrouegevangenis
Oos Vleuel Konstitusie Heuwel
Kotzestraat No 2
Braamfontein
JOHANNESBURG

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Faksnommer: (011) 403 7188

E-pos: cgeinfo@cge.org.za

(6) OUDITEUR-GENERAAL

Die Ouditeur-Generaal ouditeer en doen verslag oor die rekenings, finansiële state en finansiële bestuur van —

- alle nasionale en provinsiale staatsdepartemente en -administrasies;
- alle munisipaliteite; en
- enige ander instelling of rekenpligtige instansie wat ingevolge nasionale of provinsiale wetgewing deur die Ouditeur-Generaal geouditeer moet word;
- enige instelling wat uit die Nasionale Inkomstefonds of 'n Provinsiale Inkomstefonds of deur 'n munisipaliteit gefinansier word; of
- enige instelling wat ingevolge enige wet gemagtig is om geld vir 'n openbare doel te ontvang.

Die kontakbesonderhede van die Ouditeur-Generaal is as volg:

Webtuiste: <http://www.agsa.co.za>

Posadres: Posbus 446
PRETORIA
0001

57

Straatadres: Middelstraat 300
New Mucleneuk
PRETORIA

Telefoonnommer: (012) 426 8000

Faksnommer: (012) 426 8257

E-pos: agsa2@agsa.co.za

Incwadi Yesevisi yamaPhoyisa aseNingizimu Afrika, ngokwemigomo yesigaba 14 soMthetho Wokugqugquzela Ukufinyelela Olwazini, 2000 (uMthetho No. 2 ka 2000), yavuselelwa futhi yahlanganiswa yi-Deputy Deputy Information Officer (NAIB), uColonel A Crooks evunywe yiSikhulu soLwazi (IB), uKhomishana kaZwelonke u-LJ Mathiba ngo-2017-09-03. Inguqulo ye-English isayinwe.



UMQULU WOPHIKO LWEZEMISEBENZI YAMAPHOYISA ASENINGIZIMU AFRIKA

**NGOKWESIGABA SE-14
SOMTHETHO WOKUKHUTHAZA
UKUTHOLAKALA KOLWAZI, WE-2000**

(UMTHETHO WE-2 WE-2000)

**UKHISHWE YISIKHULU ESISEBENZA NGEZOLWAZI OPHIKWENI
LWEZEMISEBENZI YAMAPHOYISA ASENINGIZIMU AFRIKA
2017/2018**

CONTINUES ON PAGE 130 - PART 2



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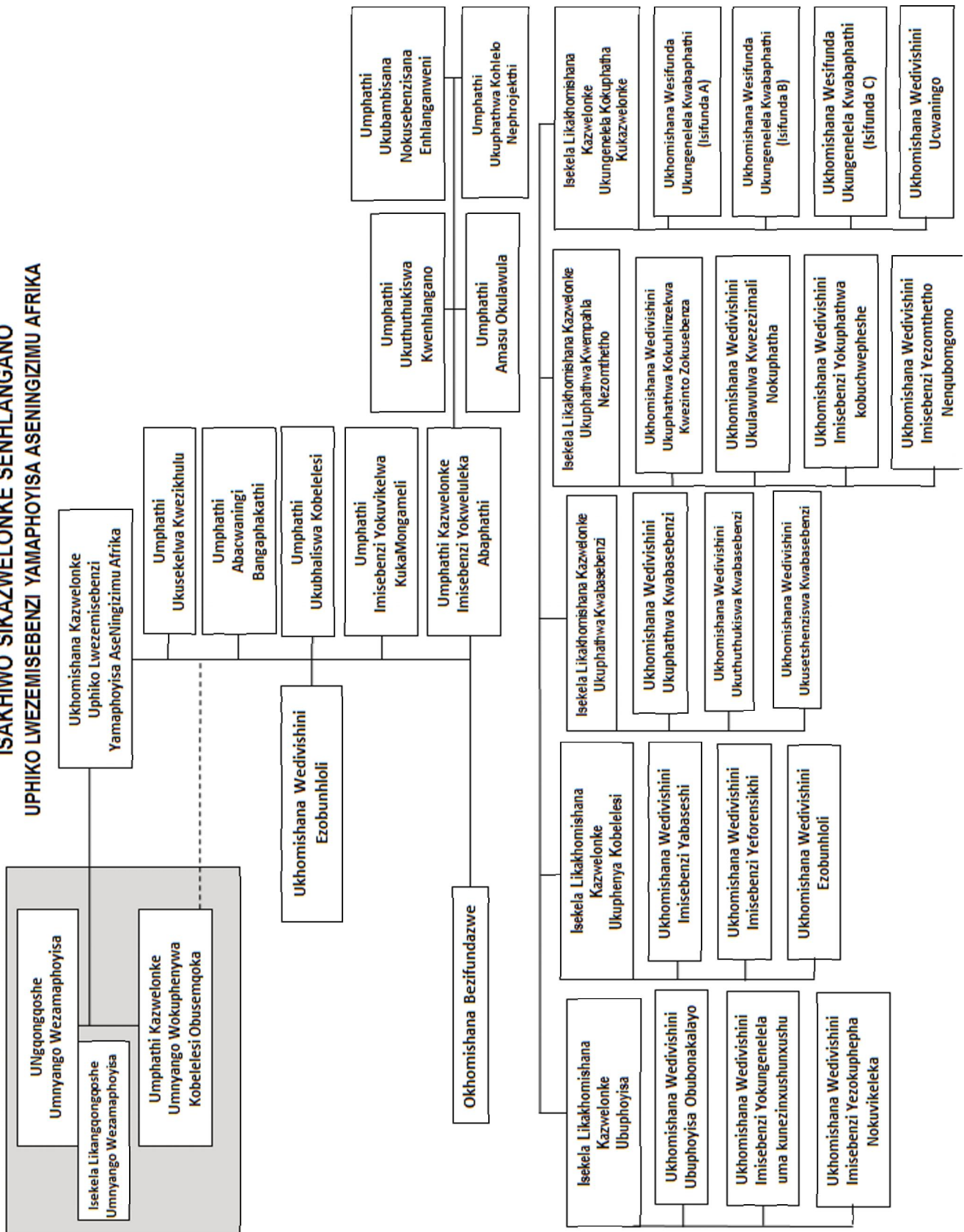


AIDS HELPLINE: 0800-0123-22 Prevention is the cure

OKUQUKETHWE

ISIHLOKO	INOMBOLO YEKHASI
1. ISAKHIWO SOMNYANGO WEZAMAPHOYISA	1
2. IMISEBENZI	2
3. IMINININGWANE YOKUXHUMANA YAMASEKELA EZIKHULU ZEMINININGWANE	5
4. UMHLAHLANDLELA OKHISHWE YIKHOMISHANA YAMALUNGELO ESINTU	8
5. ISICELO SOKWAZI UKUTHOLA ULWAZI OLULAWULWA NOMA OLUPHETHWE UPHIKO LWEZEMISEBENZI YAMAPHOYISA	10
6. UKUCHAZWA KWEZINDIKIMBA NEZIHLOBO EZINGENA NGAPHANSI KWENDIKIMBA	23
7. IZINHLOBO ZAMAREKHODI AZITHOLAKALELA NGOKWAWO	37
8. IMISEBENZI EBELWE IMIPHAKATHI	46
9. UKUBAMBA IQHAZA NOMA UKUBANAMANDLA EKWAKHIWENI KWENQUBOMGOMO, UKUSEBENZISA AMANDLA NOMA UKWENZIWA KWEMISEBENZI	49
10. IZISOMBULULO EZIKHONA UMA UPHIKO LWEZEMISEBENZI YAMAPHOYISA LUHLULEKA UKUTHATHA IZINYATHELO	51

**ISAKHIWO SIKAZWELONKE SENHLANGANO
UPHIKO LWIZEMISEBENZI YAMAPHOYISA ASENINGIZIMU AFRIKA**



2

2. IMISEBENZI

Isigaba sama-205 SoMthethosisekelo WaseNingizimu Afrika, we-1996 (UMthetho we-108 we-1996) sikhomba ukuthi imisebenzi kanye nezinjongo Zophiko Lwezemisebenzi Yamaphoyisa imi kanje:

- “205.(1) Uphiko LuKazwelonke Lwezemisebenzi Yamaphoyisa kumele luhlelwe ngendlela yokuthi lukwazi ukusebenza emazingeni Kazwelonke, nawesifundazwe, futhi uma kwenzeka, nasemazingeni ohulumeni kasemakhaya.
- (2) UMthetho Kazwelonke kumele umise amandla nemisebenzi yoPhiko Lwezemisebenzi Yamaphoyisa, futhi kumele uvumele Uphiko Lwezemisebenzi Yamaphoyisa ukuthi lwenze kahle imisebenzi yalo ngokuthi lubheke izidingo zezifundazwe.
- (3) Izinjongo Zophiko Lwezemisebenzi Yamaphoyisa ukuvimbela, ukunqanda kanye nokuphenya ubulelesi, ukugcina ukuthula ukuvikela kanye nokuphephisa abantu baseNingizimu Afrika kanye nempahla yabo, kanye nokuqinisekisa ukuthi uMthetho uyagcinwa.

2.1 IZINGA LIKAZWELONKE

- (1) **UKUQONDISWA KOKUPHENYWA KOBELELESI OBUSEMQOKA (AMA-HAWKS”)**
Abheke ukuvimba, ukuphenya nokunqanda ubelelesi obukhulu buKazwelonke obufana nobelelesi obukhulu obuhleliwe, ubelelesi obukhulu bezohwebo kanye nenkohlakalo enkulu
- (2) **UKUCWANINGWA KWANGAPHAKATHI KWAMABHUKU EZIMALI**
- libika ngokuphatha kuKhomishana Kazwelonke kanye nangokusebenza eKomidini Labacwaningi
 - ukuhlaziya ubungozi nokulawula inqubo yophiko Lwezemisebenzi Yamaphoyisa ukuze kuhlizekwe ngesiqiniseko ukusebenza kahle nangempumelelo
 - ukubuyekwezwa kokulawula kobuchwepheshe kolwazi kanye nezindlela Zophiko Lwezemisebenzi
 - ukuphenya izinsolo zenkohlakalo nokukhwabanisa okwenziwa ngamalunga Ophiko Lwezemisebenzi Yamaphoyisa
 - ukubuyekwezwa kokusetshenziswa kwempahla Yophiko Lwezemisebenzi kahle, ngempumelelo nangokonga
- (3) **EZOKUXHUMANA**
Kugondene nokuxhumana ngempumelelo kwangaphakathi nokwangaphandle
- (4) **UPHIKO LWEZOBUNHLOLI**
- Ukuhlenganiswa Kophiko Lwezobunhloli
 - Isikhungo Esihlaziya Imininingwane Yobulelesi
 - Isikhungo Sokuphathwa Kwemininingwane Yobulelesi
 - Okuvimbela Ukusebenza Kophiko Lwezobunhloli
 - Usizo Lwasemsebenzini
- (5) **UPHIKO LWEZEMISEBENZI YEZOMTHETHO**
- Uphiko Lwezemisebenzi Yokweluleka NgezoMthetho
 - Uphiko Lwezemisebenzi YezoMthetho Nenqubomgomo
 - Ukusekelwa NgokwezoMthetho: Ubuphoyisa
 - Ukusekelwa NgokwezoMthetho: Izinsizakusebenza
- (6) **UPHIKO LWEZEMISEBENZI YABASESHI**
Lubhekene nokwenziwa ngempumelelo kwemisebenzi yokuphenya ngobelelesi.

3

- (7) **ISIKHUNGO SAMAREKHODI OBULELESI KANYE NOPHIKO LWEZEMISEBENZI YESAYENSI YEFORENSIKHI**
Ukuphathwa kwamarekhodi obulelesi kanye nokuqoqa nokuhlaziya ubufakazi obuphathekayo obumayelana nokuvinjelwa kobulelesi kanye nokuphenywa kobelesi kanjalo nokusiza ekuthuthukiseni ubuchwepheshe bophiko lweSAPS.
- (8) **EZOBUNHLOLI**
- Ukuphenywa kwezikhalo
 - Ukuhlolwa kwamazinga okulethwa kwezidingo nokwenziwa komsebenzi okumayelana nokulethwa kwezidingo.
- (9) **UPHIKO LWEZEMISEBENZI YEZOKUPHEPHA NOKUVIKELEKA**
- Uphiko Lwezemisebenzi Yokuvikela ama-VIP
 - Ezokuphepha ezime ndawonye nezihambayo
 - Ezokuphepha kokungena ezweni
 - Amaphoyisa kaloliwe
 - Olawula ukuphepha kumbuso
 - Usizo lokwenziwa komsebenzi
 - Amasu okuxhumana
 - Ubuhlakani kwezamabhizinisi
- (10) **UKUPHATHWA KOKUHLINZEKWA KWEZINTO ZOKUSEBENZA**
- Ukuthengwa kwempahla, ukuhlela ezokuphatha, ukuphathwa kohla olunenani lazo zonke izinto ezikuleyo ndawo kanye nezikhali
 - Ukuphathwa kwezindawo zokusebenza kanye nemisebenzi
 - Ukuphathwa kwezimoto kanye nobuchwepheshe bomsakazo
- (11) **UPHIKO LWEZEMISEBENZI YOKUPHENDULA**
- Ukuphathwa kwesixuku
 - Uphiko lwezomoya
 - Uphiko lwezokungenelela
 - Ithimba eliyisipesheli
 - Amaphoyisa asemngceleni
 - Ukuthuthukiswa kwezokuqeqeshwa
 - Ukuthula emphakathini
- (12) **UKUPHATHWA KWABASEBENZI**
- Ukuhlinzekwa nokugcinwa kwabasebenzi
 - Uphiko lwezemisebenzi yokusiza abasebenzi
 - Ukuphela kwemisebenzi nokulawulwa kwendlela yokuziphatha
- (13) **UKUTHUTHUKISWA KWABASEBENZI**
- Ucwango lwe-ETD nokuhlelwa nokuthuthukiswa kwezifundo
 - Izindlela ze-ETD, ukuthuthukiswa kwamakhono nokuphathwa kwezinga lomsebenzi
 - Ukuhlinzekwa kokuqeqeshwa okuyisisekelo
 - Ukuhlinzeka kokuqeqeshwa kwasemsebenzini
 - Ukuhlanganiswa kokuqeqeshwa kwangaphandle kanye nokuhlinzekwa kwamakhono ajwayelekile

4

- (14) **UPHIKO LWEZEMISEBENZI YEZEZIMALI**
Imisebenzi yezezimali nokulawulwa kwesabelomali sikazwelonke.
- (15) **UPHIKO LWEZEMISEBENZI YOKUSIZA**
Ukuhlinzeka ngemisebenzi yezokuphatha nokusekela ezokuvikeleka
- (16) **UBUPHOYISA OBUBONAKALAYO**
- Ukuvinjelwa kobelesi emphakathini
 - Uphiko lwezemisebenzi ephuthumayo yamaphoyisa
 - Ubuphoyisa obubonakalayo
- (17) **IMISEBENZI YOBUCHWEPHESHE BOLWAZI**
Ibhekele ukulawulwa ngempumelele kolwazi nezindlela zokusebenza

2.2 **IZINGA LESIFUNDAZWE**

- (1) **UKHOMISHANA WESIFUNDAZWE**
Ngokujwayelekile imisebenzi esemqoka kakhomishana wesifundazwe yilena elandelayo:
- (a) Ukusebenzisa amandla kanye nokulawula imisebenzi engaphansi kweso lakhe esifundazweni ngaphansi kwamandla kaKhomishana Kazwelonke ngokulandela imithetho kanye nemigomo.
- (b) Ukuzibandakanya ekuhlinzekweni kwemisebenzi yobuphoyisa esifundazweni esezingeni eliphezulu emayelana —
- nokuvimbela, ukunqanda kanye nokuphenya ngobulelesi;
 - nokugcina ukuthula emphakathini;
 - nokuvikela nokuphephisa abahlali baseNingizimu Afrika kanye nempahla yabo; kanye
 - nokuqinisekisa ukugcinwa koMthetho.
- (c) Ukuxhumanisa nokuhlangana no-MEC, uKhomishana Kazwelonke kanjalo nokhomishana bezifundazwe kanye nabamadivishini; kanye
- (d) Nokuphatha ngendlela eyiyo, ukulawula kanye nokusebenzisa impahla (engabantu neyizinto) ebekelwe isifundazwe.
- (2) **UKHOMANDA WESITESHI**
Ngokujwayelekile, imisebenzi ebalulekile kakhomishana wesiteshi yilena elandelayo:
- (a) Ukuthuthukisa umsebenzi wamaphoyisa ogxile emphakathini;
- (b) Ukubanekhono nokusebenza ngempumelelo ukuvimba, ukuphenya, ukulwa kanye nokulawula ubulelesi ngaphakathi endaweni yokusebenza esiteshini;
- (c) Ukuphatha kwazo zonke izinsizakusebenza zamaphoyisa ezingeni leziteshi, kubandakanya —
- abasebenzi;
 - izinsizakusebenza eziyimpahla nezimali; kanye
 - nemisebenzi yokuphatha;
- (d) Ukuqinisekisa ukwenziwa kahle komsebenzi ngabasebenzi basesiteshini samaphoyisa;
- (e) Ukusebenza nesigungu sabaphathi besiyingi ngokuthuthukisa amasu akho konke lokhu okungenhla;
- (f) Ukuphatha imisebenzi ephambili kanye nezinjongo zamaphoyisa ezingeni leziteshi; kanye
- (g) Ukubhekela nokuphendula ekusebenzeni Kohlelo Lokuthuthukiswa Kokulethwa Kwezidingo.

5

IMININGWANE YOKUXHUMANA YAMASEKELA EZIKHULU ZEMININGWANE: LWEZEMISEBENZI YAMAPHOYISA ASENINGIZIMU

Isekela ilikaZwelonke lesikhulu seminingwane:	Ikheli leposi	Ikheli lomgwaqo	Inombolo yocingo	Inombolo yefeksi	Ikheli le-Emeyili	Isekela ilikaZwelonke lesikhulu seminingwane:
NATIONAL DEPUTY INFORMATION OFFICER (NDIO)	COL A CROOKS	(012) 393 2606	(012) 393 2156	crooksa@saps.gov.za	Private Bag X94 PRETORIA, 0001	Thibault Arcade 225 Pretorius Street PRETORIA, 0001
OFFICE OF THE NATIONAL DEPUTY INFORMATION OFFICER	LT COL JH SCHOLTZ LT COL S IYER CAPT CJ BARKHUIZEN CAPT WE CAROLISEN W/O NC ZITHA AC SK SEANEGO	(012) 393 1742 (012) 393 1717 (012) 393 1464 (012) 393 1258 (012) 393 1223 (012) 393 1725	(012) 393 2156 (012) 393 2156 (012) 393 2617 (012) 393 2617 (012) 393 2617 (012) 393 2617	ScholtzH@saps.gov.za Sarojadevi@saps.gov.za BarkhuizenC@saps.gov.za CarolisenWE@saps.gov.za ZithaNC@saps.gov.za SeanegoS@saps.gov.za	Private Bag X94 PRETORIA, 0001	Thibault Arcade 225 Pretorius Street PRETORIA, 0001
Isekela lesikhulu seminingwane lo:	Ikheli leposi	Ikheli lomgwaqo	Inombolo yocingo	Inombolo yefeksi	Ikheli le-Emeyili	Isekela lesikhulu seminingwane lo:
CENTRAL FIREARMS, LIQUOR AND SECOND HAND-GOODS CONTROL (FLASH)	LT COL PD MAHUMA CAPT NE SOULS	(012) 353 6328 (012) 353 6234	(012) 353 6267 (012) 353 6267	mahumap@saps.org.za SoulsN@saps.gov.za	Private Bag X811 PRETORIA, 0001	Veritas Building Volkstem Street PRETORIA, 0001
FORENSIC SERVICES	LT COL XA SAMBO	(012) 421 0222	(012) 421 0324	SamboX@saps.gov.za	Private Bag X322 PRETORIA, 0001	730 Pretorius Street Arcadia PRETORIA, 0001
CRIME INTELLIGENCE (CI)	CAPT M MAKGOBA	(012) 368 9358 079 696 8129	NONE	MakgobaMokgad@saps.gov.za	Private Bag X301 PRETORIA, 0001	PRETORIA, 0001
DETECTIVE SERVICES	COL K SMIT W/O NM HLELA	(012) 393 2669 (012) 393 2118	(012) 393 7838 (012) 320 7838	SmitK@saps.gov.za hlelam@saps.gov.za	Private Bag X302 PRETORIA, 0001	Thibault Arcade 225 Pretorius Street PRETORIA, 0001
DPCI (HAWKS)	LT COL MB MOTHOA CRC LV MASANGO	(012) 846 4546 (012) 846 4296	(012) 846 4427 (012) 846 4427	Mothoammlolo@saps.gov.za Masangolerabo@saps.gov.za	Private Bag X1500 SILVERTON, 0127	No 1 Cresswell Road Promat Building SILVERTON, 0127
FINANCIAL AND ADMINISTRATION SERVICES	W/O N FAKO	(012) 393 4328	(012) 393 1044	fakon@saps.gov.za	Private Bag X94 PRETORIA, 0001	Thibault Arcade 225 Pretorius Street PRETORIA, 0001
HERITAGE SERVICES (MUSEUM)	ME M SWANEPOEL	(012) 301 5275	(012) 301 5264	sapsmuseum@saps.gov.za	P O Box 4866 PRETORIA, 0001	Volkstem Building C/O Volkstem & 172 Pretorius Street PRETORIA, 0001

6

HUMAN RESOURCE DEVELOPMENT (HRD)	LT COL JC SERUMULA CAPT C VAN BACKSTROM	(012) 334 3534 (012) 334 3779	(012) 334 3714 (012) 334 3714	serumula@saps.gov.za vonbackstromcarier@saps.gov.za	Private Bag X177 PRETORIA, 0001	Shorburg Building 429 Church Street PRETORIA, 0001
LEGAL AND POLICY SERVICES	COL P MATSHAYA	(012) 393 7045	(012) 393 7098/5	matshaya@saps.gov.za	Private Bag X94 PRETORIA, 0001	Presidia Building Pretorius Street PRETORIA, 0001
MANAGEMENT INTERVENTION	CAPT GB MATABANE SERS MW MAKITLAI	(012) 393 3360 (012) 393 3112	(012) 393 3245 (012) 393 3245	makitlammatlou@saps.gov.za	Private Bag X94 PRETORIA, 0001	Opera Plaza Building 7 Pretorius Street PRETORIA, 0001
OPERATIONAL RESPONSE SERVICES (ORS)	LT COL LM KRITZINGER CPAC SM JANSE VAN RENSBURG	(012) 400 3717 (012) 400 6691	0866 440094 0866 440094	krizingerlm@saps.gov.za jansevanrensburgsusan@saps.gov.za	Private Bag X30 SUNNYSIDE, 0132	Maupa Naga Building 3 Troy Street PRETORIA, 0001
ORGANISATIONAL DEVELOPMENT (EFFICIENCY SERVICES)	LT COL R VENTER	(012) 393 5050	082 778 9214	venter@saps.gov.za	P O Box 5306 PRETORIA, 0001	Koedoe Building 236 Pretorius Street PRETORIA, 0001
PERSONNEL MANAGEMENT	CAC NP CHABANGU AC L BRONKHORST	(012) 393 4476 (012) 393 4376	(012) 393 4248 (012) 393 4248	Chabangu.Patience@saps.gov.za bronkhorstlezel@saps.gov.za	Private bag x94 PRETORIA, 0001	Thibault Arcade 225 Pretorius Street PRETORIA, 0001
PROTECTION AND SECURITY SERVICES (PSS)	W/O M CHABALALA	(012) 400 6232	(012) 400 6065	chabalalan@saps.gov.za	Private Bag X784 PRETORIA, 0001	Maupa Naga Building 3 Troy Street PRETORIA, 0001
SAPS TRAINING INSTITUTION: PRETORIA	LT COL A VAN RENSBURG	(012) 353 9005	(012) 353 9011	traincolcom@saps.gov.za	P O Box 435 PRETORIA, 0117	Rebecca Street Pta West PRETORIA, 0001
STRATEGIC MANAGEMENT	LT COL KGJ MOSOMA	(012) 393 4024	N/A	mosomak@saps.gov.za	Private Bag X91 PRETORIA, 0001	Opera Plaza Building 7 Pretorius Street PRETORIA, 0001
SUPPLY CHAIN MANAGEMENT (SCM)	LT COL SM TIPANYEGA CAC A PETROS	(012) 841 7770 (012) 841 7259	086 770 5331 086 626 6262	tipanyegan@saps.gov.za petrosa@saps.gov.za	Private Bag X254 PRETORIA, 0001	117 Cresswell Ave SILVERTON, 0127
SUPPORT SERVICES: CORPORATE SERVICES	SAC IK MAIBELO	(012) 393 4269	(012) 393 3240	lumelelg.maibelo@saps.gov.za	Private Bag X94 PRETORIA, 0001	Opera Plaza Building 7 Pretorius Street PRETORIA, 0001
TECHNOLOGY MANAGEMENT SERVICES (TMS)	CAPT T KHETHELWA	(012) 432 7367	(012) 432 8428	khethelwa@saps.gov.za; lhoodla@saps.gov.za	Private Bag X94 PRETORIA, 0001	Tulbagh Building PRETORIA, 0001

VIDEO UNIT	ME D MOKOKA	(012) 666 1054	(012) 666 1064/58	VideoLibrary@saps.gov.za	9 Beatrix Street Centurion RASLOUW, 0109	9 Beatrix Street Centurion RASLOUW, 0157
VISIBLE POLICING (VISPOL)	CRC RLR MKHWANAZI	(012) 421 8391	(012) 421 8064	04745345@saps.gov.za	Private Bag X241 PRETORIA, 0001	Midcity Building 540 Pretorius Street PRETORIA 0001
Isekela lesikhulu semininingwane esiFundazweni	Ikheli leposi	Ikheli lomgwaqo	Inombolo yocingo	Inombolo yefekisi	Ikheli le-Emeyili	Isekela lesikhulu semininingwane esiFundazweni
EASTERN CAPE	CAPT NS YOLI	(040) 608 7350/9	(040) 608 7315/ 7303/7310/7333	EC-PROVREG@ptshengela@saps.gov.za	Private Bag X7471 KING WILLIAMSTOWN 5600	Former Griffiths Mxenge Zwelitsha Road ZWELITSHA, 6508
FREE STATE	CAPT MS MOROALO	(051) 507 6439	(051) 507 6440	fs.ph.auxiliary@saps.gov.za	Private Bag X20501 BLOEMFONTEIN 9300	126 Maitland Street BLOEMFONTEIN 9301
GAUTENG	LT COL D MOSS	(011) 274 7540	(011) 274 7538	MossD@saps.gov.za	Private Bag X57 BRAAMFONTEIN 2017	16 Empire Road Parktown JOHANNESBURG 2193
KWAZULU NATAL	COL BC KHANYILE	(031) 325 6125	(031) 325 4855	auxiliaryservices@saps.gov.za KhanyileB@saps.gov.za	P O Box 1965 DURBAN, 4000	15 Ordinance Street DURBAN, 4000
LIMPOPO	COL R G MAPHOSA	(015) 290 6109	(015) 290 6134	lim.provhead.aux@saps.gov.za	Private Bag X9428 POLOKWANE, 0700	44 Schoeman Street POLOKWANE, 0700
MPUMALANGA	LT COL MW MUSHWANAI	(013) 762 6602	086 774 1184	mp.admin@saps.gov.za	Private Bag X11299 NELSPRUIT, 1200	12 & 14 Jones Street NELSPRUIT, 1200
NORTHERN CAPE	CAPT W KRUGER	(053) 839 3785	(053) 832 2053	NC.AuxServices@saps.gov.za	Private Bag X5001 KIMBERLEY, 8300	12 George Street KIMBERLEY, 8301
NORTH WEST	LT COL JD ENGELBRECHT	(018) 299 7036	(018) 299 7144	nw-regis@saps.gov.za nw.administration@saps.gov.za	Private Bag X801 POTCHEFSTROOM 2520	C/o Potgieter & Van Riebeeck Street POTCHEFSTROOM 2520
WESTERN CAPE	AC RB ROUBAIN	(021) 417 7354	(021) 417 7336	WC.ProvRecordsManagement@saps.gov.za	Private Bag X9004 CAPE TOWN, 8000	25 Alfred Street, Greenpoint CAPE TOWN, 8000

4. UMHLAHLANDLELA OKHISHWE YIKHOMISHANA YAMALUNGelo ESINTU

4.1 INCAZELO

- (1) Isigaba se-10 SoMthetho Wokukhuthaza Ukutholakala Kolwazi (uMthetho wesi-2 we-2000), (ebizwa ngosoMthetho lapha) yaqala ukusebenza mhla ziyi-15 Febhuwari 2002. Lesi sigaba sivumela ukuba Ikhomishana Yamalungelo Esintu, zingakapheli izinyanga eziyishumi nesishiyagalombili emva kokuba lesi sigaba sesisebenza, yenze lo mhlahlandlela wolwazi ube ngazo zonke izilimi ezisemthethweni ngendlela elula futhi efundekayo, ukwenza wonke umuntu odinga ukusebenzisa la malungelo aqukethwe kulo Mthetho akwazi ukuyisebenzisa.
- (2) Lo mhlahlandlela kumele ufake incazelo ye
 - (a) -zinjongo zoMthetho
 - (b) -kheli, nenombolo yendlu, ncingo, nefeksi, kanye nekheli le-emeyleli uma likhona kwalaba abalandelayo
 - (i) wonke umsebenzi osebenza ngezindaba zolwazi ezinhlanganweni zomphakathi
 - (ii) nawo wonke amasekela abasebenzi asebenza ngolwazi lwazo zonke izinkundla zomphakathi
 - (c) yonke le mininingwane yezinhlangano zikahulumeni kufanele kube yinto elula ukuba yenzeke;
 - (d) indlela namafomu ezicelo zo —
 - (i) kutholakala kwemilando yeminyango kahulumeni; no
 - (ii) kutholakala kwemilando yeminyango yangasese;
 - (e) usizo olutholakala kulowo osebenza ngezolwazi eminyangweni kahulumeni ngoko Mthetho;
 - (f) usizo olutholakala Kwikhomishana Yamalungelo Esintu ngokoMthetho;
 - (g) zonke izinto zokulungisa ezikhona emthethweni mayelana nezenzo noma ukuhluleka ukwenza umsebenzi mayelana namalungelo noma nomsebenzi okukhulunywe ngawo noma onqunywe yilo Mthetho, kubalwa nendlela yokufaka -
 - (i) isikhalo ngaphakathi; kanye
 - (ii) nesicelo senkantolo sokuphikisa isinqumo esenziwe yilowo osebenza ngolwazi kuhulumeni, isinqumo sokwedluliswa sangaphakathi noma isinqumo salowo ophethe umnyango ozimele;
 - (h) imithetho efuna umnyango kahulumeni kanye nomnyango ozimele ngokulandelana ukuthi uhlanganise incwadi echazayo kanye nokuthi itholakala kanjani leyo ncwadi;
 - (i) imithetho efuna ukuba kukhishwe ulwazi ngaphandle kokucela kwezinye izigaba ezithile zamarekhodi eminyango kanye nomnyango ozimele ngokulandelana;
 - (j) izaziso ezikhishwa mayelana nemali ekhokhwayo uma kufakwa izicelo; kanye
 - (k) izilawulo ezenziwe ngokwe sigaba sama-92 salo Mthetho.
- (3) Ikhomishana Yamalungelo Esintu kufanele, uma kukhona isidingo, yenza ngcono iphinde ishicilele umhlahlandlela njalo esikhathini esiyiminyaka engekho ngaphezu kweminyaka emibili.

9

- (4) Umhlahlandlela uyatholakala:
Ophikweni lwe-PAIA
Umnyango Wokucwaninga nokukhipha amaphepha

IKHELI LEPOSI:
Private Bag X2700
HOUGHTON
2014

IKHELI LOMGWAQO:
Braampark Forum 3, 33 Hoofd Street, Braamfontein.

Inombolo yocingo: 011 877 3600
Iwebhusaythi: www.sahrc.org.za
Ikheli le-lmeyli: PAIA@sahrc.org.za

10

5. ISICELO SOKWAZI UKUTHOLA ULWAZI OLULAWULWA NOMA OLUPHETHWE UPHIKO LWEZEMISEBENZI YAMAPHOYISA**5.1 INJONGO YALO MTHETHO**

Injongo yalo Mthetho ukwazi ukwenza ukuthi kutholakale amalungelo ngokoMthethosisekelo, ukuze kwazeke ukutholakala kwemibiko noma ulwazi, olungaphansi noma oluphethwe nguHulumeni noma imuphi umbiko obanjwe noma ophethwe ngomunye umuntu futhi oludingekayo ukuze kwazeke noma kuvikeleke noma imaphi amalungelo. Umgomo ukukhuthaza isiko lokubeka izinto obala kanye nokukwazi ukuzibophezela ezikhungweni zikahulumeni nalezo ezizimele ukutholakala kanye nokukhuthaza kakhulu isizwe lapho abantu baseNingizimu Afrika bekwazi ukuthola imibiko ukuze bakwazi ukuthi bavikele amalungelo abo ngokwanele.

5.2 IMINININGWANE ENGACELWA

Noma yimiphi imininingwane ekhona ebhalwe phansi ungacelwa. —

- (1) kungakhethi indlela noma ulimi;
- (2) osezandleni noma ongaphansi Kophiko Lwezemisebenzi Yamaphoyisa noma ngaphansi kwesinye isigungu somphakathi; kanye
- (3) noma ngabe yenziwa yilona Uphiko Lwezemisebenzi Yamaphoyisa noma lesi sigungu somphakathi.

5.3 UKUSETSHENZISWA KWALO MTHETHO

- (1) UKUNGAFAKWA KOKUNYE OKUHLINZEKWA KWEMINYE IMITHETHO
Lo Mthetho usebenza lapho eminye imithetho emisiwe ingafakwanga, engavimbela noma enqumela ukungakhishwa kwerekhodi futhi ingahambisani nemibandela engaphansi kwalo Mthetho.

- (2) INQUBO YOKUTHETHWA KWAMACALA ENKANTOLO NOMA NGAPHANDLE KWASENKANTOLO

INGokwesigaba sesi-7 salo Mthetho, lo Mthetho awuhambisani nokuqoshwa koMsebenzi uma —

- (a) lokho okuqoshiwe kucelwa ngenjongo yenqubo yasenkantolo noma ngaphandle kwasenkantolo;
- (b) uma kucelwa emva kokuqala kwaleyo nqubo yasenkantolo noma yangaphandle kwasenkantolo, njengoba kungenzeka; kanye
- (c) nokukhiqizwa noma ukutholakala kwalokho okuqoshiwe ngenjongo evezwe esigabeni (a) ehlinzekiwe kunoma yimuphi omunye uMthetho.

Noma yikuphi okunye okuqoshiwe okutholakele ngendlela ephikisana nesigatshana sesi-7(1) soMthetho, akwemukeleki njengobufakazi kwinqubo yasenkantolo noma yangaphandle kwasenkantolo evezwe kulesi sigaba ngaphandle uma ukukhishelwa ngaphandle kwalokho okuqoshiwe yileyo nkantolo, ngokombono wayo, kungaba nomthelela ongemuhle kwinqubo yobulungiswa.

Ukubhaliswa nokuphenywa kwecala akuyona izinyathelo zobugebengu, "uphenyo". Ukuqhutshwa kwebheyili akusona izinyathelo zobugebengu.

Izinyathelo zomphakathi ziqala ngokukhishwa kwama-summons noma isaziso sokunyuswa kunoma yiziphi izinyathelo zokunyakaza, kuhlangukise nokuhlinzekwa kwempahla njengokushiwo kwiSahluko 5 no-6 soMthetho

11

Wokuvimbela Ubugebengu Ohleliwe, 1998 (uMthetho No. 121 ka 1998).

Uma umfakisisicelo efuna ukufinyelela kumarekhodi ngemuva kokuthola isaziso sokuhlelwa kwezomthetho okuhloswe ngokumelene neHulumeni, lo Mthetho usebenza kuleso sicelo futhi awuhambi ngaphansi kwesigaba 7 soMthetho.

Isikhalo esibhalisiwe esenziwe umqashwa Wophiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika kanye **nenqubo yokuqondiswa kwezigwegwe** esiqalile, kuthathwa njengenqubo eyokwenzeka ngaphandle kwasenkantolo (okungukuthi uma isikhalo sibhalisiwe noma uma inqubo yokuqondiswa kwezigwegwe isiqalile, uMthetho awusebenzi ukuthi kutholakale amarekhodi aleyo nqubo –UMthetho Wabasebenzi obhekele izikhalo Nemithetho Yokuqondiswa

Kwezigwegwe Yophiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika, iyasebenza kwinqubo yokuqondiswa kwezigwegwe).

- (3) **IZIZATHU ZOKUNGAVUMI UKUTHI KUTHOLAKALE ULWAZI OLUGCINIWE**
Isahluko sesi-4 salo Mthetho, “Izizathu zokunqabela ukutholakala kwemilando eyenziwe”, sibeka umbandela wokuthi ngokwalo Mthetho isicelo sokuthola ulwazi olugciniwe singamukeleka noma singemukeleki.
- (4) **IZINHLANGANO ZABASEBENZI**
Inhlangano yabasebenzi inelungelo lokukwazi ukuthola olunye lolwazi olugciniwe ngokwesigaba se-16 soMthetho obhekele izindaba zabaSebenzi, we-1995 (uMthetho wama-66 we-1995). UMthetho awusebenzi uma inhlangano yabasebenzi icela ulwazi olugciniwe ukuze ikwazi ukusiza umqashwa mayelana nesikhalo noma ukuqhubeka kokuqondiswa kwezigwegwe (ukuthola lolu lwazi olugciniwe kumahhala ngokoMthetho obhekele izindaba zabaSebenzi, we-1995 (uMthetho wama-66 we-1995).
- (5) **IMIBIKO YEZINGOZI**
Uma Uphiko Lwezemisebenzi Yamaphoyisa seludlulisele umbiko wengozi emnyangweni wezokuThutha noma komunye umnyango oqondene noma isikhungo (isib. Metro) uma sitholakala isicelo, iphini elisebenza ngolwazi liyodlulisela isicelo emnyangweni noma esikhungweni esifanele. Uma lowo ofake isicelo ekhona ngokwakhe, angaziswa ukuthi angacela umbiko emnyangweni noma esikhungweni esiqondene.

Imvume yomshushisi womphakathi ayidingeki ukuze kutholakale umbiko wengozi yomgwaqo osecaleni elivuliwe ohlangothini olwalubandakanyeka engozini noma kulowo muntu ommele noma lowo muntu ogunyazwe uyena (uma linikeziwe iphepha lokuqinisekisa). Isikhwama Sezingozi Zemigwaqo noma labo abasimele kumele benze isicelo esibhaliwe (isib. incwadi ephepheli labo elibazisayo) kanye nawo wonke amarekhodi amayelana nengozi kuhlinzekwa ngesihle Esikhwameni Sezingozi Zemigwaqo.

Uma umbiko wengozi usaphethwe noma ulawulwa uPhiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika, lolu phiko lungenza ukuthi utholakalwe

12

umuntu ogunyaziwe umbiko wengozi ngaphandle kokudlulisela isicelo kumshushisi futhi akukhathalekile ukuthi umbiko usedokodweni elivuliwe yini noma elivaliwe.

Uma umbiko usaphethwe noma usalawulwa Uphiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika, amarekhodi angawathola umuntu ogunyaziwe uma ewacela ngokuthi abhale efomini lesicelo esigunyaziwe noma i-SAPS 512(n) aliqondise ehhovisi lophiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika eliqondene.

La. The following persons are deemed to be authorised persons:

La bantu abalandelayo bangathathwa njengabantu abagunyaziwe:

- (a) uhlangothi olubandakanyekayo engozini (isib. umshayeli, umgibeli, ohamba ngezinyawo, ogibele ibhayisikili, umnikazi wemoto, umnikazi wesilwane esibandakanyeke engozini, njll) uma engakwazi ukunikeza isiqiniseko sokuthi uwuhlangothi olubandakanyekayo;
- (b) noma yimuphi umsebenzi wezama-ambulensi azimele, ohlinzeka ngemisebenzi yezokwelapha, imisebenzi yezimo eziphuthumayo noma imisebenzi yokudonsa izimoto ehlinzeke ngalowo msebenzi kulolo hlangothi olubandakanyeke engozini uma lowo msebenzi ozimele ungahlinzeka ngesiqiniseko sokuthi lowo msebenzi uhlinzekiwe; noma
- (c) umuntu ongesilona uhlangothi olubandakanyekayo, noma umsebenzi wezama-ambulensi azimele, ohlinzeka ngemisebenzi yezokwelapha, imisebenzi yezimo eziphuthumayo noma imisebenzi yokudonsa izimoto evezwe ngenhla, kuphela uma enemvume noma igunya elibhalwe phansi evela ohlangothini olubandakanyekayo (isib. ummeli ohlinzeka ngamandla obummeli aqondene ukumela umuntu kanye nekhophi kamazisi wekhasimende).

(6) **AMADOKHETHI AMAPHOYISA**

- (a) **UMthetho awusebenzi** ezicelweni zokuthola amarekhodi noma imibiko ephethwe amadokhethi amaphoyisa uma isicelo senziwe noma senzewe umuntu **ongumsolwa** noma **ummangali/ohlukunyeziwe** kulolo phenyo. Isicelo sekhophi yerekhodi ekwidokhethi yamaphoyisa esifakwe umuntu ongu msolwa noma

ummangali/ohlukunyeziwe kulolo phenyo, kufanele, kube, uma kuyisicelo sokuthola —

- (i) isitatimende esenziwe nguye lowo msolwa noma **ummangali/ohlukunyeziwe** qobo lwakhe kulolo phenyo, anganikezwa noma angaphathwa ngokwe SO (G) 281 (imisebenzi yeminyango eyengeziwe); noma
- (ii) noma yiliphi elinye nje irekhodi kwidokhethi, kufanele lidluliselwe kumshushisi womphakathi kanye nalelo dokhethi lamaphoyisa nezincomo zomphenyi othintekayo (eziphathelene nokuthi kungagunyazwa noma kunqatshwe ukunikwa) futhi, uma kunesidingo sokunqaba, kunikezwe izizathu zokunqatshelwa.

- (b) **UMthetho awusebenzi** esicelweni sokuthola amarekhodi asedokhethini yamaphoyisa uma isicelo senziwa **omunye umuntu** okungesiye umsolwa noma **ummangali/ohlukunyeziwe** noma umuntu obambeke

13

lowo msolwa noma **ummangali/ohlukunyeziwe** kulolo phenyo.

AMADOKHETHI AVALIWE

UMthetho awusebenzi esicelweni sokuthola amarekhodi asedokhethini yamaphoyisa uma—

- (i) isicelo sifakwe emva kokuba icala seliphelile (kubalwa noma ngabe isikhalo ngesinqumo secala noma ukubuyekwezwa kwecala) noma uma idokhethi selivaliwe ngesizathi esithile; kanye ne
- (ii) SO(G) 281 singasebenzi kuleso sicelo.

(7) **IREKHODI ELIPHETHE IMINININGWANE EMAYELANA NESIMO SEMPILO YOMZIMBA NOMA YENGQONDO YOMQASHWA**

- (a) UMthetho umchaza kanje **uchwepheshe wezempilo**:
“umuntu owenza noma obhalisiwe ngokoMthetho wokwenza umsebenzi obandakanya ukuhlinzekwa kokunakekela noma ukwelapha abagula emzimbeni nasengqondweni noma ukuze abantu baphile kahle”
- (b) noma yisiphi isicelo sokuthola amarekhodi noma umbiko esiphethe imininingwane yokuphila ngokomzimba nangokwengqondo komqashwa eliphethwe noma elilawulwa Uphiko Lwezemisebenzi Yamaphoyisa, liyoletswa kwiphini elisebenza ngolwazi elifanele, eliyosebenza ngalo mayelana nokushiwo uMthetho, futhi uma kwenzeka kube mayelana nesigaba sama-30 soMthetho.
- (c) Uma lowo ofake isicelo **ENGESIYENA-**
 - (i) umqashwa okuqondene naye irekhodi noma umbiko ocelwayo; noma
 - (ii) ebambe isikhundla somqashwa ongumnini werekhodi noma umbiko ocelwayo (isib. lowo ofake isicelo akusiye lowo omele umqashwa ngokoMthetho noma akusiye umuntu obhale isigunyazo esigunyaza umqashwa ukuthi ambambele, njll), iphini elisebenza ngolwazi liyosebenza ngaleso sicelo njengoba kuhlinzeka uMthetho. Uma kunjalo, umqashwa okungawakhe la marekhodi noma imibiko, “ungumuntu wesithathu” (i-SAPS 512(n) kumele igcwaliswe, imali yokufaka isicelo kumele ikhokhwe, umuntu wesithathu kumele aziswe, njll.).
- (d) uma lowo ofake isicelo—
 - (i) kungumqashwa okuqondene naye irekhodi noma umbiko ocelwayo; noma
 - (ii) ebambe isikhundla somqashwa ongumnini werekhodi noma umbiko ocelwayo (isib. lowo ofake isicelo akusiye lowo omele umqashwa ngokoMthetho noma akusiye umuntu obhale isigunyazo esigunyaza umqashwa ukuthi ambambele, njll), yile nqubo elandelayo ezolandelwa:
 - (i) uma uchwepheshe wezokwelapha **ENGAZANGE AQINISEKISE NOMA ASHO** ngokuthi abhale ukuthi ukuvezwa kwamarekhodi noma kombiko kumqashwa aqondene naye angase noma angaba yingozi empilweni yakhe yokomzimba neyengqondo, iphini elisebenza ngolwazi liyo—

14

- (aa) cela loyo ofake isicelo sokuthi lo muntu okucelwe kuye amarekhodi kumele akhethe uchwepheshe wezempilo – (*Lokhu kwenzeka ngokugcwalisa ifomu i-SAPS 512(p) engxenye yalo yoku-A kanye neye-C iyosulwa bese kuhanjiswa ifomu kulowo ofake isicelo*); Kanye
 - (bb) emveni kokuba esekhethiwe uchwepheshe wezempilo ekhethwe ngumuntu oqondene namarekhodi aceliwe, liyoxhumana nalowo chwepheshe ukuthola ukuthi ngabe ukuvezwa obala kwerekhodi noma umbiko kumuntu eliqondene naye kungaba yini yingozi empilweni yakhe yokomzimba neyengqondo – (*Lokhu kwenziwa ngokugcwalisa nokuhambisa ifomu i-SAPS 512(q) lihambisane nerekhodi noma umbiko wokwelashwa kulowo chwepheshe wezempilo okhethiwe*)
- (ii) Uma uchwepheshe wezempilo **EQINISEKISILE NOMA ESHILO** ngokuthi abhale ukuthi ukuvezwa obala kwerekhodi noma umbiko kumqashwa oqondene nawo kungase kwenze ukuthi kube nengozi empilweni yakhe yokomzimba noma kweyengqondo, iphini elisebenza ngolwazi liyo—
- (aa) uma uchwepheshe wezempilo esho waqinisekisa ukuthi ukuvezwa obala kwerekhodi noma kombiko kumuntu oqondene naye angeke kwaba nengozi engako empilweni yakhe yomzimba noma yengqondo —
 - ☐ liyokwazisa lowo ofake isicelo ngokuthi libhale umbono kachwepheshe wezempilo bese lifaka ifomu i-SAPS 512(e) ukwazisa lowo ofake isicelo ukuthi yimalini okumele ayikhokhe ngaphambi kokuthi anikezwe imvume; futhi
 - ☐ uma sekutholakale ubufakazi bokuthi imali okufanele ikhokhwe isikhokhiwe, liyohlinzeka lowo ofake isicelo ngamakhophi alawo marekhodi noma umbiko;
 - (bb) uma lowo chwepheshe wezempilo ekubeke kwacaca ukuthi ukuvezwa obala kwerekhodi noma umbiko kumuntu oqondene naye kuyoletsa ubunzima obukhulu empilweni yakhe yokomzimba neyengqondo —
 - ☐ liyokwazisa lowo ofake isicelo ngokuthi libhale umbono kadokotela bese lifaka nefomu eligcwalisiwe i-SAPS 512(p) – (*kuleli fomu lowo ofake isicelo uyacelwa ukuthi akhethe umeluleki ozomeluleka noma ozohlela njengoba bekwenzeka ngaphambi, ngesikhathi noma emva kokuthi kuvezwe obala irekhodi noma umbiko ukuze kubalekelwe ukulimaza lowo muntu*)
- (iii) uma esekhethiwe umeluleki, iphini elisebenza ngolwazi liyo—
- (aa) kwazisa lowo ofake isicelo ngokuthi libhale ukuthi ikhophi yerekhodi noma umbiko liyohanjiswa kumeluleki okhethiwe

15

- emveni kokuba sekutholakale isiqiniseko sokuthi isikhokhiwe imali edingekayo;
- (bb) faka ifomu eligcwalisiwe i-SAPS 512(e) emayelana nemali enqunyiwe okumele ikhokhwe; futhi
- (cc) uma sesitholakele isiqiniseko sokuthi kukhokhiwe, kuyohanjiswa irekhodi lelo noma umbiko kulowo meluleki okhethiwe ngokugcwalisa nokuhambisa ifomu i-SAPS 512(r) kanye nekhophi yerekhodi noma umbiko- (*kwifomu i-SAPS 512(r) umeluleki okhethiwe uyocelwa ukuthi aluleke noma ahlele njengoba kade kwenzeka ngaphambi, ngesikhathi noma emva kokuvezwa obala kwerekhodi, ukunciphisa noma ukuvimba ukuthi lowo muntu oqondene nerekhodi angalimali, lowo meluleki uyokwaziswa ukuthi angaliveza obala irekhodi noma umbiko uma esebona ukuthi isikhathi sesifikile*).

(8) **IZINHLAKA ZIKAHULUMENI**

- (a) ngokoMthetho, “uhlaka lukahulumeni” alufakiwe encazelweni “yalowo ofake isicelo”. Uhlaka lukahulumeni lungachazwa njengesikhungo esisebenzisa amandla omphakathi noma esenza imisebenzi yomphakathi ngokoMthetho. Ngakho-ke “uhlaka lukahulumeni” lungaziwa “njengento kahulumeni yokwenza umsebenzi” noma “isigungu sikahulumeni”.
- (b) uMthetho awusebenzi uma uhlaka lukahulumeni lucela ukuthola amarekhodi kolunye uhlaka lukahulumeni. Isicelo sokuthola irekhodi kolunye uhlaka lukahulumeni kuthathwa njengesicelo esenzeka ngaphakathi kweminyango sokuthola amarekhodi aphethwe olunye uhlaka lukahulumeni, okungaba uPhiko Lwezemisebenzi Yamaphoyisa.
- (c) UmSebenzi (*ongesilo iphini elisebenza ngolwazi*) okubekwe ngaphansi kwakhe irekhodi futhi osebenza ukubhekana nodaba olumayelana nerekhodi, uyo-
- (i) cubungula isicelo; aphinde
- (ii) anqume ukuthi ngabe kufanele yini ukuthi ikhophi yerekhodi inikezelwe ohlakeni lukahulumeni oluyicelile.
- (d) Uma kunqunywe ukuthi **ingahlinzekwa** le khophi yerekhodi, lolo hlaka lukahulumeni kuyomele laziswe ngaleso sinqumo. Uma kunqunywe ukuthi **lunikwe**, ikhophi yerekhodi iyonikezwa ngesihle. Uhlaka lukahulumeni alukhokhi imali yesicelo noma imali yokuthola irekhodi.
- (e) Ifomu yokufaka isicelo okuyi-SAPS 512(n) noma iFomu A, njengoba kuveziwe kwinqubo yoMthetho, akumele igcwaliswe.
- (f) UmSebenzi kuyomele abe nesiqiniseko sokuthi ngabe lowo ofaka isicelo uhlaka lukahulumeni yini noma cha. Isicelo esivela ohlakeni lukahulumeni esibhalwe ephepheni elinophawu lwalolo hlaka siyokwamukeleka njengobufakazi bokuthi isicelo senziwe uhlaka lukahulumeni. Uma uhlaka lukahulumeni lwenze isivumelwano nomunye umuntu (isib. umhlaziyi noma isithunywa), incwadi akathunywa

16

ngayo lowo muntu kuyomele ibe ngubufakazi bokuthi ngempela isicelo senziwa uhlaka lukahulumeni.

(9) **ISIGABA SE-102 SOKUBUZA MAYELANA NOMTHETHO WOKULAWULWA KWEZIBHAMU (UMTHETHO WAMA-60 WE-2000)**

- (a) Ngokwesigaba se-102 Somthetho Wokulawulwa Kwezibhamu, we-2000 (uMthetho wama-60 we-2000), uKhomishana Kazwelonke anganquma ukuthi umuntu othile akekho esimeni sokuphatha isibhamu ngokwaleso sigaba. Ukuthola ukuthi lowo muntu akufanele apha the isibhamu, Uphiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika lungaba nesikhathi sokubuza lowo muntu ukuthi kungani kungafanele ukuthi kuthiwe akekho esimeni esihle ngokwempilo yakhe.
- (b) Isigaba se-102 semibuzo sithathwa njengesenzo sokuphatha esingaba nomthelela ongemuhla emalungelweni noma lokho okulindelwe ngumuntu ophenywayo noma ofakwa imibuzo. Uphiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika luyosebenzisa lokho okuhlinzekwa isigaba sesi-3 Somthetho Wokukhuthaza Ubulungiswa Bezokuphatha, We-2000 (Umthetho wesi-3 we-2000) hhayi Umthetho Wokukhuthaza Ukutholakala Kolwazi, we-2000 (uMthetho wesi-2 we-2000). Isicelo akumele neze ukuthi sihanjiswe Kwiphini Elisebenza Ngolwazi.
- (c) Uhlangothi noma umuntu othintekayo angacela ukuthola amarekhodi noma amakhophi amarekhodi athile (isib. amakhophi ezitatimende zezinye izinhlangothi, njll.) aphethwe noma alawulwa Uphiko Lwezemisebenzi Yamaphoyisa. Lawo marekhodi angaba nezinsolo Uphiko Lwezemisebenzi Yamaphoyisa olungazibhekisa ohlangothini oluthintekayo. Ukutholakala kwalawo marekhodi noma amakhophi kufanele kwenziwe kube ngokwesihle ohlangothini oluthintekayo kusesikhathi ngaphambi kokufakwa kwemibuzo ukuze lowo othintekayo akwazi ukuthi azilungiselele ukuthi akwazi ukuphendula ngalezo zinsolo abekwe zona.

5.4 **IMALI EBEKIWE EKHOKHWAYO**

Umthetho Wokukhuthaza Ukutholakala Kolwazi Noma Imibiko, We-2000 (Umthetho Wesibili (2) we-2000): Izimiselo [njengoba zishicilelwe KwiGazethi (No 23119) womhla ziyi-15 Febhruwari 2002 (Inotisi kaHulumeni No R. 187 ye-15 Februari 2002)] inganquma noma imise amanani akhokhwayo ukuze kutholakale imibiko nolwazi.

(1) **AMAREKHODI ATHOLAKALA KALULA**

- Ngokwemibandela ebekiwe ngokwezimiselo ezibekiwe, amanani akhokhwayo okuphinde kukhiqizwe, njengoba kuchazwa esigabeni se-15(3) salo Mthetho (okuyona mali ekhokhwayo, uma ikhona, ukuthola irekhodi kulawa "Amarekhodi Atholakala Kalula" afakiwe kwinothisi) abekwe kanje:
- (a) Wonke amakhophi enziwe angu A4-size ngokosayizi noma ingxenye yayo
 - (b) Wonke amakhophi aprintiwe angu A4-ngokosayizi noma ingxenye yawo ekwikhomputha noma emshinini othile kagesi efundekayo
 - (c) Ikhophi efundekayo ekwikhompyutha etholakala kwi:

17

- idiski yekhompnyutha R 5,00
 - I diski eyi-CD R40,00
 - (d) Ikhophi yesithombe noma imibiko ebhaliwe, Ngekhosi le- A 4 noma ingxenyane R22,00
 - (e) Ikhophi yezithombe ezibukwayo (ngekhasethi) R60,00
 - (f) Amarecodi athathelwe emakhasethini, abe eseyabhalwa, ngepheji i A4- noma ingxenyane R12,00
 - (g) Ikhophi yerekhodi elikwikhasethi yomsakazo R17,00
- (2) IMALI YOKUFAKA ISICELO
Inani lokufaka isicelo ekhokhwayo yiwo wonke umuntu ofaka isicelo, ngaphandle kwalowo ofake isicelo obalwe esigabeni sama-22(1) soMthetho, ama- R35,00
- (3) IMALI YOKUTHOLA IREKHODI
La manani akhokhwayo okuthola amarekhodi akhokhwa yilowo ofaka isicelo, ngaphandle uma ekhishiwe ngaphansi kwesigaba sama-22(8) soMthetho, abekwe kanje:
- (a) Wonke amakhophi enziwe angu 4-size ngokosayizi noma ingxenyane yayo R 0,60
 - (b) Wonke amakhophi aprintiwe angu A4-ngokosayizi noma ingxenyane yawo ekwikhompnyutha noma emshinini othile kagesi efundekayo R 0,40
 - (c) Ikhophi efundekayo ekwikhompnyutha etholakala kwi:
 - idiski yekhompnyutha R 5,00
 - I diski eyi-CD R 40,00
 - (d) Ikhophi yesithombe noma imibiko ebhaliwe, ngepheji Le-A4 noma ingxenyane R 22,00
 - (e) Ikhophi yezithombe ezibukwayo (ngekhasethi) R 60,00
 - (f) Amarekhodi athathelwe emakhasethini, abe eseyabhalwa, ngekhosi le-A4- noma ingxenyane R 12,00
 - (g) Ikhophi yerekhodi elikwikhasethi yomsakazo R 17,00
 - (h) Ukucinga amarekhodi okukhipha ulwazi kungama-R15,00 ngehora elilodwa noma ingxenyane yalo, kungabalwa elokuqala kuphela, elidingekayo vele ukuze kwenziwe uphenyo.
 - (i) Uma —
 - Ukucingwa kwerekhodi eliceliwe ukuze akwazi ukulithola lowo olicelile, ngaphandle komuntu ozifunela yena, sekwenziwe ; futhi
 - Ukulungiselelwa kwerekhodi ukuze likhishwe kudinga mahora angaphezu kwayisithupha, umsebenzi osebenza ngolwazi udinga ukunika lowo ocelayo, inothi ngaphandle kwaloyo ozifunela yena, bese ekhokha idiphozi eyingxenyane yesithathu yemali yokutholwa kwerekhodi ezokhokhwa uma isicelo samukelekile.

Imali yokuposa yona ikhokhwa uma ikhophi yerekhodi izoposelwa kulowo ofake isicelo.

5.5 INDLELA YOKUCELA UKUTHOLA AMAREKHODI

(1) NIKA IFOMU LESICELO ELIGCWALISIWE KWIPHINI ELISEBENZI NGEZINDABA ZOLWAZI

UKhomishana Kazwelonke: Uphiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika, useqoke iphini LiKazwelonke lomsebenzi osebenza ngezolwazi futhi wakhetha iphini lomsebenzi wezolwazi kuzo zonke izingxenye, nezifundazwe,

nezindawo kanye neziteshi zamaphoyisa ukuze bakwazi ukuthi bamsize ekuphathweni kwalo Mthetho. (Bheka isigaba sesi-3 "IMINININGWANE LAPHO KUTHOLAKALA KHONA IPHINI ELISEBENZA NGEZOLWAZI")

Ofaka isicelo kufanele agcwalise amafomu okufaka isicelo (kungaba yifomu i-SAPS 512(n) -noma ifomu A yezimiselo zoMthetho lingasetshenziselwa lezi zinjongo) futhi nephini lezolwazi kumele lise loyo ofaka isicelo, ngesicelo sakhe sokuthola irekhodi, enze isiqiniseko sokuba leso sicelo sivumelana nezidingo ezifunwa uMthetho.

Iphini lezolwazi akufanele lenqabe isicelo uma isicelo singagcwaliswanga ngokuphelele noma uma kukhona okushodayo. Iphini elisebenza ngolwazi kufanele lazise lowo ofake isicelo ngendlela yokumnika inothi yokunqaba [SAPS 512(c)] ngezizathu zakhe zokunqabela isicelo. Uma kwenzeka kanjalo, ofaka isicelo kufanele anikezele ngeminye imininigwane eyengeziwe edingekayo mayelana nesicelo sakhe.

QAPHELA:

Uma isicelo senziwela omunye umuntu, amadokhumenti ayisiqiniseko obunjalo balowo muntu ofaka isicelo owenzela omunye isicelo kumele afakwe kwifomu. Phakathi kwalawo madokhumenti ayisiqiniseko, kungaba —

- (a) Igunya elivamile lamandla ommeli kanye nekhophi kamazisi noma ipasipoti yekhasimende;
- (b) ikhophi esethifayiwe yesitifiketi sokuzalwa sengane kanye nekhophi kamazisi womzali;
- (b) Incwadi yokuqokwa njengomabi wamafa ekhishwe Yinkantolo Ephakeme, ihambisana nesiqiniseko sikamazisi esimeni lapho isicelo sifakelwa amafa omuntu oshonile;
- (d) lapho isicelo senzelwa isigungu sokusebenzisana, incwadi ebhalwe umuntu ogunyaziwe egunyaza ofaka isicelo ukuthi afake leso sicelo; noma
- (e) ikhophi yekhasi (amakhasi) esivumelwano somshuwalense lapho kwasayina khona ikhasimende futhi nalapho kusho khona ukuthi inkampani yomshuwalense ingalimela ikhasimende.

Uma umuntu owenzelwa isicelo egunyaze ngomlomo lowo ofaka isicelo noma ebhale incwadi ukumfakela isicelo, isitifiketi esisekupheleni kwesigaba C sefomu i-SAPS 512(n) kumele sigcwaliswe umuntu ofakelwa isicelo phambi kwesikhulu sokuthula noma omele ukuthula okumele naye agcwalise eyakhe ingxenye yesitifiketi.

Ifomu lesicelo kumele lihanjiswa kwisekela lesikhulu semininigwane esifanele.

19

Uma kudingeka ukuthi kutholakale umbiko wengozi noma idokhethi, isicelo salokho kumele senziwe sihanjiswa ngqo kwisekela lesikhulu seminingwane esifanele noma esiteshini samaphoyisa esiqondene.

- (2) **UKUDLULISELWA KWEZICELO KWEMINYE IMINYANGO KAHULUMENI**
Iphini elisebenza ngezindaba zolwazi kufanele lidlulise isicelo kweminye iminyango kahulumeni uma lelo rekhodi lingekho ngaphansi noma uma lingalawulwa ngumbutho, futhi lelo rekhodi lisezandleni zomunye umnyango kahulumeni, noma udaba eluqukethwe kulelo rekhodi lingaphansi kwemisebenzi eyenziwa umnyango othile. Iphini elisebenza ngezindaba zolwazi kufanele lazise lowo ofake isicelo ngokudlulisa isicelo ngokumnika amafomu amabili enye eyikhophi yokudlulisa isicelo engu [SAPS 512(1) kanye nefomu eliphathelene nezinqumo zokusebenza nezicelo okuyi fomu [SAPS 512(d)].

- (3) **UKUKHOKHWA KWEMALI ENQUNYIWE**
Iphini elisebenza ngolwazi, emva kokuthola isicelo sokuthola amarekhodi esenziwe ngokugcwalisa amafomu afanele, ngaphandle uma kuyisicelo esizodluliswa, kufanele agcwalise ifomu lokwazisa ngemali ekhokhwayo elingu fomu [SAPS 512 (b)] bese elinika lowo ocelayo. Labo abacelayo baziswa kanjalo ngezimali ezikhokhwayo uma befake isicelo,

(kuphela uma kufanele akhokhe) kanye nendawo lapho kukhokhwa khona, ngaphambi kokuba kuqhutshekwe nokusebenza isicelo.

Umuntu uxolelwa ukukhokha imali yokufaka isicela uma lowo muntu–

- (a) engumuntu ozifakela isicelo ngokwakhe ("umuntu ozoifakela isicelo ngokwakhe" umuntu ocela ukuthola irekhodi eliphethe ulwazi noma iminingwane ephathelene naye kubandakanya nomuntu ofakela omunye isicelo);
(b) ecela ulwazi oluvele selusezandleni zomphakathi ; noma
(c) exolelwe nguNgqongqoshe Wezobulungiswa Kanye Nokuthuthukiswa Komthethosisekelo ngesimemezelo esisemthethweni esishicilelwe kuMqulu kahulumeni (iGazethi) ekutheni akhokhe.

Imali ingaphinde ikhokhwe ngokuthi ifakwe kwi-akhawunti yasebange Yophiko Lwemisebenzi Yamaphoyisa AseNingizimu Afrika. Imininingwane yasebange imi kanje:

Ibhangela kwa-ABSA, ePitoli**Ikhodi Yegatsha:****632005****Inombolo Ye-Akhawunti:****4054522787****Uhlobo Lwe-Akhawunti:****Cheque Account**

(inombolo yerefarensi kumele ibe phezulu ngakwesokunxele efomini i-SAPS 512(b), noma ifomu i-SAPS 512(e) kumele lisetshenziswe njengenombolo yerefarensi eqondene. Irisidi kumele ihanjiswa kwisekela lesikhulu seminingwane esiqondene njengesiqiniseko sokukhokha.

20

(4) UKUSEBENZA NGEZICELO

(a) UKUTHOLA UKUTHI IREKHODI LIKHONA FUTHI LIYATHOLAKALA

Iphini elisebenza ngemininingwane lizothola ukuthi ubani umuntu oqondene nodaba olusesicelweni (okunguyena ophethe) futhi onengunya ekutholeni lelo rekhodi eliceliwe, bese edlulisela leso sicelo kulowo mphathi ophethe. Umphathi uzobheka-ke ukuthi lelo rekhodi likhona noma lingatholaka yini. Uma irekhodi eliceliwe lingatholakali, noma lingakaze libekhona, iphini lesikhulu semininingwane kufanele libhale isitatimemnde noma i-afidavithi (ukwenza ubufakazi) anikeze ngokugcwele zonke izinyathelo ezithathiwe ukuthola lelo rekhodi elifunwayo noma eliceliwe noma athole ukuthi lelo rekhodi likhona yini ngokhuxhumana nabo bonke abantu okukhulunywe nabo abekade besiza ekucingeni, besiza lowo oyisikhulu semininingwane. Iphini lesikhulu semininingwane kufanele bese ligcwalisa ifomu lesinqumo lesicelo sokuthola irekhodi okuyi-[SAPS 512(e)] bese elithumela kulowo ofake isicelo kanye ne-afidavithi noma isitatimende ukuze amazise ukuthi irekhodi noma ulwazi aludingayo alutholakali noma alukaze lube khona.

(b) UKWAZISA OFAKE ISICELO UKUTHI ISICELO SAKHE SAMUKELEKILE NOMA SINGQATSHIWE

Iphini lesikhulu semininingwane kufanele ligcwalise ifomu lesinqumo sokuthola irekhodi okuyifomu [SAPS 512(e)] bese elithumela kulowo ocelile, uma kuvumelana nemigomo ebekiwe eMthethweni, ngaphambi kwezinsuku ezingama-30 emva kokuba isicelo sesitholiwe sivela kulowo ofake isicelo, emazisa —

- Ukuthi isicelo sokuthola ulwazi sivunyiwe (noma singqatshiwe kanye nezizathu zokwenqaba);
- Indlela noma ulimi imininingwane noma irekhodi ezotholakala noma elizokhishwa ngalo;
- Imali ekhokhwayo ukuze kutholakale lelo rekhodi;
- Ukuthi angafakwa isikhalo ngaphakathi uma isicelo singqatshiwe, nendlela yenqubo elandelwayo kanye nesikhathi okufanele isikhalo sangaphakathi okufanele sifakwe ngaso.

Isicelo sokuthola imininingwane kufanele samukelwe, ngaphandle kwaloko singahlehliswa noma singqatshwe ngaphansi kwezizathu ezibaliwe Esahlukweni sesi-4 noma ingxenye yesibili (2) yoMthetho.

(c) UKUHLEHLISWA KWESICELO SOKUTHOLA IMINININGWANE

Uma isicelo sokuthola irekhodi sizovunywa, kodwa irekhodi eliceliwe —

- Lisazoshicilelwa;
- Kudingeka ngokoMthetho ukuba lishicilelwe kodwa futhi lingakashicilelwa; noma
- Selilungiselelwe ukufakwa noma kusiphi isishayamthetho noma kumuntu othile, kodwa libe lingakathunyelwa,

Iphini lesikhulu semininingwane lingahlehlisa ukutholakala kwalelo rekhodi.

21

Uma ukutholakala kwerekhodi kuhlehliwiwe, iphini lesikhulu seminingwane kufanele –

- Lithole ukuthi lelo rekhodi lizoshicilelwa ngaluphi usuku, noma lizothunyelwa nini kusishayamthetho noma kumuntu othile;
- Ligcwalise ifomu lesinqumo sokusebenza ngesicelo okuyifomu [SAPS 512(d)] bese elihambisa kulowo ofake isicelo emazisa ukuthi –
 - Angakwazi ukuthola lelo rekhodi alicelile ngosuku olubhaliwe esazisweni [SAPS 512(d)] (lolu suku kufanele kube usuku lelo rekhodi elizoshicilelwa ngalo noma elizothunyelwa ngalo kusishayamthetho noma kumuntu othile); kanye
 - Nasemuva kwezinsuku ezingama-30 emva kokukhiswa kwesaziso, kuvumelekile ukuthi umuntu alethe isikhalo sakhe kwiphini lesikhulu seminingwane ngokuthi ukutholakala kwerekhodi kufanele kuhlehliwiwe.

Iphini lesikhulu seminingwane kufanele lazise lowo ofake isicelo ukuthi ukutholakala kuzohlehliswa noma angeke ngokuthi agcwalise ifomu lesinqumo sokuthi isicelo sokuthola irekhodi, elingu fomu [SAPS 512(e)] bese elithumela kolowo ofake isicelo

(d) UKWANDISWA KWESIKHATHI

Iphini lesikhulu seminingwane, okufakwe kulo isicelo sokuthola irekhodi, lingandisa isikhathi esibekiwe esiyizinsuku ezingama-30 kanye, ngezinye izinsuku kodwa zingabi ngaphezu kwezingama-30 uma —

(i) isicelo kungesamarekhodi amaningi kakhulu noma kufanele acingwe kumarekhodi amaningi kakhulu futhi uma kungagcinwa isikhathi esibekiwe, kungaphazamisa neminye emisebenzi yoPhiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika;

(e) ABANTU BESITHATHU

Uma sicelo sokuthola irekhodi siphathelene nomuntu wesithathu (“umuntu wesithathu”, usho noma yimuphi umuntu ngaphandle kwalowo ofake isicelo nomnyango kahulumeni - kungabuye kube uhulumeni wezwe langaphandle, inhlango yaphesheya noma imuphi umnyango walowo hulumeni noma leyo nhlangano lelo rekhodi noma lolo lwazi olungaye) iphini lesikhulu seminingwane kufanele lazise lowo muntu wesithathu ngesicelo. Umuntu wesithathu angabhala afake isikhalo sokuthi isicelo sokuthola irekhodi noma ulwazi siqatshelwe lowo ocelayo ngokuthi abhalele Uphiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika. Iphini lesikhulu seminingwane —

- (i) lamukele leso sikhalo esitholakale kumuntu wesithathu emva kwezinsuku ezingama-30 emva kokuba esazisiwe ngesicelo esifakiwe;
- (ii) ngokuthintana nomphathi oqondene nalolo lwazi noma nalelo rekhodi kanye nomnyango wezoMthetho, banqume ukuthi kufanele

22

- nowo ocelayo anikwe; bese
- (iii) egcwalisa ifomu lesinqumo sokucela ukuthola irekhodi eliphathelene nabantu besithathu eliyifomu [SAPS 512(g)] bese elithumela kubo bonke abantu besithathu abathintekayo.

Umuntu wesithathu angafaka isikhalo ngaphakathi (ngokuthi agcwalise la mafomu ale Nothisi yokufaka isikhalo ngaphakathi i-SAPS 512(o), noma ifomu loMthetho bese ewathumela kwiphini lesikhulu seminingwane) aphikise isinqumo sokunika ulwazi bese iphini lesikhulu seminingwane lona liqondana nesikhalo sangaphakathi.

Uma umuntu wesithathu engasifaki isikhalo sakhe kuze kuphele izinsuku ezingama-37 emva kokuba esethole inothi, iphini lesikhulu seminingwane lizovuma ukunikeza irekhodi uma kungekho ezinye izizathu zokunqaba.

(f) IZIKHALO ZANGAPHAKATHI

Umuntu ofake isicelo, angafaka isikhalo sangaphakathi (ngokugcwalisa bese ethumela Kwisekela LiKazwelonke Lesikhulu Seminingwane Ifomu Eliyinothi Lokufaka Isikhalo Sangaphakathi i-SAPS 512 (o) noma ifomu B lemithetho) sokukhala —

- Ngemali ekhokhwayo;
- Ukwandiswa kwesikhathi;
- Indlela yokungena noma yokuthola ulwazi;
- Ukunqatshwa kwesicelo sokuthola irekhodi.

Ofake isikhalo kumele afake ikhophi yesicelo sakhe leso asihambisile, isiqiniseko sokuhambisa leso sicelo, onke amadokhumenti aqondene futhi kumele abeke izizathu zokwenza leso sikhalo sangaphakathi.

Isekela Lesikhulu Sikazwelonke Seminingwane sibhekana nezikhalo zangaphakathi futhi liyodlulisela isikhalo kuNgqongqoshe ukuze athathe isinqumo.

Uma isikhalo sangaphakathi simayelana nomuntu wesithathu, ofaka isicelo

kanye nohlangothi lwesithathu oluthintekayo bayokwaziswa mayelana nomphumela wesikhalo.

Ofaka isicelo noma owesithathu onganelisekile ngenxa yomphumela wesikhalo sangaphakathi esikhathini esiyizinsuku eziyi-180 angafaka izicelo enkantolo ukuze athole isinqumo esingumnqamulajuqu. Uma kungekho sicelo esinjalo esifakiwe kuleso sikhathi, kuyohlolishwa isinqumo sikaNgqongqoshe. Uma isicelo sifakwe enkantolo, kuyolindelwa umphumela wecala lasenkantolo.

6. UKUCHAZWA KWEZINDIKIMBA NEZINHLOBO EZINGENA NGAPHANSI KWENDIKIMBA

6.1 IZINGOZI NEZINHLEKELELE

Izingozi: Ifektri, imishini kanye nezokwakha
Izingozi eziphathelene nezinto eziyingozi
Izingozi zamabhanoyi kanye nokwehlikela enhlabathini okuphuthumayo
Izinto eziphathelene nale ndikimba ngokujwayelekile
Imililo
Izingozi zasezimayini
Izinhlekelele zemvelo
Izingozi ezenzeka emgaqweni
Ukugwila nokucwila kwemikhumbi noma izikebhe
Izingozi zezitimela

6.2 UKUPHATHWA, UKUHLANGANISWA KANYE NOKULAWULA

Ukwazi ukungena emangcekeni amaphoyisa
Ukuphathwa kokungena nokubheka ukuphepha
Ababhodi noma amakomidi aphephe ezophenyo
Imibiko yonyaka
Amakhomishana ophenyo
Amakomidi
Ezokuxhumana
Eziphathelene namakhompyutha
Ukuphathwa kwamarekhodi noma ulwazi
Ukusebenzisana
Ukuziphatha kahle kanye nokuzimisela
Ukuphiwa izipho, izipho eziyisikhumbuzo noma izivatho zesikhundla
Iziphiwo ezitholakala ukuze kube khona intuthuko
Imisebenzi kanye nezibopho
Amafulegi kanye namaduku okukhangisa
Ukudluliswa kwemiyalo
Umsebenzi obhekene neziphandla ezifanele abantu abantu abathile
Ukwakhiwa kwemifanekiso noma izithombe
Amakomidi noma amabhodi ezokwelapha
Izindlela zokuphatha ukubhalelana
Imiyalezo evela kuzwelonke, ezifundazweni kanye nasezindaweni.
Ezempilo zasemsebenzi, ukuphepha kanye nokongiwa nokuphathwa kwemvelo
Ukukhishwa kwemibiko yomsebenzi
Ukusetshenziswa kwezilimi ezisemthethweni
Ukuphathwa komsebenzi nokubuye uhlelwe kabusha
Amandla kanye namagunya
Iziphakamiso ezibhekela Umbutho
Ukukhiqiza ngokomsebenzi
Ibhande elibomvu
Ukubuyiswa koshintsho
Imixhaso
Izibalo eziqoqiwe zezinto ezithile kanye nokubuyiswa kwamahora okusebenza

6.3 UKUPHATHWA KOBULUNGISWA

Ukuphathwa kobulungiswa
Ukwamukelwa kwecala
Ukuxolelwa kwababoshiwe

Ukuhambela izilalelo zasenkantolo
Ibheyili
Izinkantolo nemisebenzi yazo
Ukunikezwa kobufakazi
Ubulungiswa boxolo kanye namakhomishana okufunga
Amahhovisi asiza kwezoMthetho kanye nabangani beziboshwa
Izincwadi zoMthetho
Abasebenzi boMthetho
Izifunda zezimantshi kanye nezindawo zabalungiswa boxolo
Abasebenzi boxolo
Isithembiso sokungabaleki (ipharoli)
Izindawo eziphephile ezigcina labo abangofakazi
Ukuboshwa okungaphambili
Ukuphawula namazwi akhishwa amajaji kanye nezimantshi
Izigwebo

6.4 EZOLIMO

Imibiko yezolimo
Izifo zezilwane kanye nokuvallelwa ngenxa yezifo
Ukuhweba ngokulanda noma kuthunyelwe izilwane ngaphandle kwaleli
Ukuhweba ngokulanda noma kuthunyelwe ngaphandle izimpahla zezilwane
Ukuhweba ngokulanda noma kuthunyelwe ngaphandle izimpahla zezolimo
(ngaphandle kwezimpahla zezilwane)
Amasu okudayisa
Izilokazane ezikhathazayo kanye nobhubhane
Imfuyo kanye nokuhweba ngenyama
Ukudayiswa kwemfuyo endalini yokubhida
Ukhula
Izilwane zasendle: ukuqedwa kwazo nokuziphatha

6.5 IZILWANE

Izilwane zophiko lwezemisebenzi yamaphoyisa

6.6 IZINDABA ZEZIKHUNGO ZAMABHANOYI

Izikhungo zamabhanoyi
Ukuphula imithetho yasemoyeni
Ukuphepha kohambo ngezindiza
Ukuhlelela okungase kuvele
Ukudunwa kawamabhanoyi
Izinyathelo zokuvikela

6.7 UKUHLOMA, UKUSEBENZISA, KANYE NOKUPHATHWA KWEZIKHALI

Ukuhlomela ukulwa

Ukuhlolwa kanye nokugcinwa kwazo
Ukugcinwa ngokuphephile kwazo
Ukuthuthwa kwazo
Ukusebenzisa nokuphatha kwezikhali

6.8 IZIKHALI, UKUHLOMA, AMALUNGISELELO EMPI KANYE NEZINKOHLISO

Zonke izinto eziphathelele nazo zonke izikhali, ukuhlomela impi, amalungiselelo
kanye nezinkohliso
Ukuphatha ukuhloma, nezinto zakho kanye nezinto zokukhohlisa

Izikhali eziyingozi
Ukuphathwa kwezibhamu kanye nezinto zokuhloma
Izibhamu: ibhodi lezikhalo
Ukuba nezibhamu, nezikhali zokulwa kanye nezincwadi zezibhamu
Ukuthengisa izikhali ezindala ezitolo ukuthola ezintsha kanye nezinye izikhali zempi

6.9 IZINDABA ZEMISAKAZO, OMABONAKUDE, IZINDABA KANYE NAMAPHEPHA ASHICILELWE

Ukusakazwa ngomsakazo/mona ngomabonakude
Ukuqopha ngemisakazo/noma ngomabonakude
Ukushicilela
Imisakazo yezimfundamakhwela
Umsakazo-, umabonakude-amaphephandaba: Abezindaba

6.10 ABASEMAGUNYENI KANYE NEZINHLANGANO

Imisebenzi yama-ambulensi
Izinhlango ezilwisana nobugebengu
Ezinye izinto ezithinta lezi zindaba
Izinhlango eziphathelele nalabo ababesebenza embuthweni
Amabhizinisi
Izinhlango eziphanayo, ezenhlalakahle, kanye nezamasonto
Izinhlango zokuphepha zomphakathi
Izinhlango zamasiko
Izikhungo zokufundela
Izinhlango zabasebenzi
Izinhlango zabalimi nezolimo
Izinhlango zaphesheya eziphathelele nokwebiwa kwezinto ezihambayo
Izinkampani zemishuwalense
Izikhungo nezinhlangano zezokwelapha
Abenzi bezimoto
Izinhlango zabemilingo
Izinhlango ezinikeza usizo kubantu abanenkinga yophuzo kanye nezidakamizwa
Izinhlango ezinikeza usizo kubantu abaswele amakhaya
Izinhlango ezivimbela izinhlekelele zendalo
Izinhlango ezivikela izilwane nezitshalo
Izinhlango zepolitiki
Izinhlango zabaphenyi bangasese
Izinhlango zabakhokhi ntela
Izinhlango ezibhekele ukuphepha emgaqweni
IBhodi yabasebenzi bezokuphepha
Izinhlango zokusesha, zokusindisa impilo kanye nezosizo lokuqala
Izinhlango zokudubula
Imisebenzi yokudonsa izimoto
Izinhlango zabasha

6.11 IZAKHIWO KANYE NAMAGCEKE

Ukuhlalisa eminye iminyango kahulumeni emagcekeni amaphoyisa
Amabhilidi kanye namagceke
Umonakalo ezakhiweni zamaphoyisa
Izindawo zabantu abakhubazekile ngokomzimba
Ukulwa nemilio kanye nokuvimbela imililo emagcekeni amaphoyisa
Ukufakwa kokuhlanzeka
Ukugcinwa kwemfuyo kanye nokwenza imisebenzi yezolimo emagcekeni amaphoyisa

Ukuthengwa nokudayiswa kwezakhiwo kanye namagceke amaphoyisa
Ukudungeka komoya
Ukugcinwa kwempahla yabantu emagcekeni amaphoyisa
Ezemisebenzi

6.12 UBUGEBENGU

Ukusetshenziswa budedengu kwezidakamizwa ezenza ungakwazi ukuphila ngaphandle kwazo kanye nemithetho noma izenzo zezikhungo zokuhlenga: Amacala aphaathelene nalokhu
Amacala aphaathelene nemithetho, ukulungiswa kwezimiso neziphathimandla zasekhaya
Amacala aphaathelene nokuqamba kanye nezimvume ngokoMthetho
Amacala aphaathelene nemithetho yokuhweba ngezimali namazwe angaphandle
Amacala aphaathelene nemithetho yokuvikela ulwandle
Amacala aphaathelene nemithetho ngamadayimana kanye namatshe aligugu
Ukudunwa kwamabhanoyi
Amacala aphaathelene nemithetho yezolimo kanye nebhengi lomhlaba
Amacala okushisa ngabomu
Amacala aphaathelene nezikhali kanye nokuhlasela
Ukulimaza
Ukuzama ukubulala
Amacala aphaathelene nemithetho yabameli
Ubudlova
Ukusongelwa ngamabhomu kanye namacala aphaathelene neziqhumalilo
Ukwephula kanye nokuphazamisa kokuthula
Ukugwazela
Uchungechunge lwezincwadi
Amacala aphaathelene noMthetho wokundiza
Amacala aphaathelene nemithetho yezinkampani ezivalekile
Amacala aphaathelene nemithetho yezinkampani
Ukudelela inkatolo
Ukufihlwa kokuzala
Amacala aphaathelene nemithetho yemisebenzi yokuqondiswa kwezimilo
Amacala aphaathelene nenkohlakalo
Amacala enzeka emikhunjini kanye nasezindizeni ngaphandle komngcele waseNingizimu Afrika
Ubugebengu obukhulu
Amacala aphaathelene nezingane
Ubugebengu
Unya ezilwaneni
Amacala aphaathelene nemithetho yokuthenga kanye nentela ekhokhwayo yempahla
Icala lokubulala ngokungeMthetho
Ukuhweba nokuphatha izinambuzane
Ukuhweba noma ukutholakala uphethe izitho zomzimba zabantu noma izicubu zomzimba
Ukudingiswa kanye nokubuyiselwa ezweni lakho
Ukungcoliswa kwamathuna
Amadokhethi
UMthetho wodlame kwasemakhaya
Amacala aphaathelene noMthetho walabo abadayisa ngezindlu nezitende
Imibukiso
Izinga lobugebengu
Ukuthatha imali engafanele ngokuphoqa

27

Amacala aphaathelene nemithetho yezimali
Iminyatheliso yeminwe, yezinyawo kanye nezintende
Amacala aphaathelene nemisebenzi yemililo
Ukufoja nokukhuluma amanga
Ukukhwabanisa
Ababaleki kanye nezigebengu ezifunwayo
Ukugembula
Amacala aphaathelene nemithetho nokusebenza okuyingozi
Amacala aphaathelene nemithetho yezempilo
Ukugqokeza
Ukuzingela, ukweba, nokuntshontshwa kwezilwane zasendle
Ukuhlaselela ngokungenamahloni
Ukuzibonakalisa kanye nokuhamba ukuze uzibonakalise kufakazi uma kunecala
Ukuthandana noma ukulalana nomuntu wakini
Izimpimpi kanye namatrekha
Amacala aphaathelene nezokuphepha kwangaphakathi
Ukuphenya kanye noma ukuvimbela ubugebengu
Amacala aphaathelene nemithetho yokuhweba ngokulanda impahla ngaphandle
(kwamanye amazwe) noma ukuyidayisa kwamanye amazwe isuka ngaphakathi
kwezwe
Ukushona ezimalini
Amacala aphaathelene nemithetho yemishuwalense
Amacala enziwa amajongosi namatshitshi (bengakafiki eminyakeni engu 18)
Ukuthumba
Amacala aphaathelene nemithetho yezophuzo oludakayo kanye nezinto ezenziwa
ngotshwala
Amacala aphaathelene nemithetho yezinkantolo zezimantsi
Amacala aphaathelene nemithetho yokugcina kanye nokuthuthukisa ukuqhudelana
Ukwenza umonakalo omkhulu ezakhiweni
Amacala aphaathelene nemithetho ephaathelene nezindaba zasolwandle
Amacala aphaathelene nemithetho yezindlela zokuthengisa
Amacala aphaathelene nemithetho yamalungelo okumba
Amacala aphaathelene nemithetho yezokumbiwa phansi
Indlela yokusebenza nabenzi macala
Ifenya
Ukubulala
Ukucwiywa kwezidumbu
Amacala aphaathelene nemithetho Yendlu Kazwelonke elondoloza imilando yezwe
laseNingizimu Afrika
Amacala aphaathelene nemithetho yamatshe ezikhumbuzo ziKazwelonke
Ukuvinjelwa kobulungiswa
Amacala aphaathelene nemithetho yezokuphepha nezempilo emsebenzini
Amacala enziwa abantu abadayisa emgaqweni
Abagibeli abahamba ngaphandle kwamathikithi asemthethweni noma asebenzayo
Ukufunga amanga
Amacala aphaathelene nemithetho ezinto ezenziwa ngophethiloli
Izithombe kanye namaplanini
Isithembu
Ukuzenza iphoyisa
Amacala aphaathelene nokuphathwa kwentengo
Umthetho wokumangala emacaleni obugebengu
Amacala aphaathelene nokuvinjelwa kokuzifihla
Ukuthengisa ngomzimba

Amacala aphethelene nokuvikela ulwazi
Amacala aphathelene nama-Akhawuntenti omphakathi kanye abacwaningi mabhuku
Ukungaziphathi kahle emphakathini
Ukudlwengula
Ukwamukela nokuba nezimpahla ezebiwe
Ukujeziswa, ukuboshwa nokushushiswa
Ukuntshontsha
Ukucekela phansi
Amacala aphathelene nemithetho yezimpanhla esezisebenzile
Amacala aphathelene namatayitela ahlukaniwe
Amacala aphathelene nemithetho kanye namaShare Blocks (izindawo zokuhlalisana njengama Fulethi)
Inhlamba
Ukunukubeza
Ukweba
Ukwebiwa nokushushumbisa kwezintshe
Ukwebiwa nokushushumbisa kwemfuyo
Amacala aphathelene nemithetho yokudoba izinhlanzi olwandle
Ukuhweba nokutholakala uphethe izitshalo ezisengozini, ezivikeliwe kakhulu
Ukuhweba kanye nokutholaka uphethe amabhuku/amaphepha angavumelekile
Ukuhweba nokutholakala ukuphethe, kanye futhi nokuthutha izinyoni
Ukuhweba nokutholaka uthutha izinto ezingaqhuma njengamabhomu
Ukuhweba nokutholaka uphethe izilwane ezisohlweni lwezinyoka, izibankwa nezingwenya
Amacala asemgwaqeni
Ukuthutha nokulahla izinto eziyingozi nezibulalayo
Ukungenakuhlalisana ngokungeMthetho endaweni yomunye umuntu
Ukusakaza ngokungeMthetho
Ukubheja
Amacala aphathelene nemithetho yokuvimbela ukuthakatha

6.13 UKUFA KANYE NEMINGCWABO

Ukufa, imingcwabo nokushiswa kwezidumbu
Izidumbu kanye nokuhlolwa komuntu emva kokufa
Abangcwabi
Ukuzibulala

6.14 UKUGQOKA, IZINGUBO KANYE NEZINTO ZABANTU

Izingubo
Ukugqoka
Ukulahleka nokonakala kwezimpahla zokugqoka ezithuthwayo
Ukuboleka nokugqoka kwenyufomu yophiko lwezemisebenzi yamaphoyisa abantu
abangewona amalunga ophiko lwezemisebenzi yamaphoyisa
Izimpahla zabantu

6.15 UKUTHUTHUKISWA NOKUHLELWA KWEZEMVELO

Ukuthuthukiswa nokuhlelwa kwemvelo

6.16 IZIQHUMANE, IZINTO EZIKHANGISA NGOMLILO, ISISI EZIKHALISA UNYEMBEZI KANYE NEZINTO EZIYINGOZI

Izinto eziyingozi, ezamakhemikhali kanye nezinto eziphilayo
Iziqhumane
Izinto ezikhangisa ngokuqhunyiswa zikhiphe umilo

Ukwalusa nokuphatha: Abathengi
Isisa esikhalisa unyembezi

6.17 UKUPHATHWA KWEZIMALI

Imali enqunyelwe (ama-alawensi)
Ukuhlela izimali nokuphatha ukusetshenziswa kwazo
Amacala omphakathi
Izitatimende zezindleko
Izikweledu zikaHulumeni
Ukukhululwa
Incwadi yokuchaza ngezimali kanye nemilayezo yomnyango wezimali zezwe
Unyaka wezimali: Ukulinganiswa (bhalansisa) izimali
Ukusetshenziswa kwemali okungalethi nzuzo
Ezezindlu
UmshUwalensE: izindawo zikahulumeni
Izikweledu ezingenakubuyiswa
Ukugcinwa kwamaholo
Izindleko zoMthetho
Ukukhokhwa kwama-akhawunti nezicelo zemali
Ukukhokhwa kwemiholo
Ukugcinwa ngokuphephile kanye nokugcina isibopho semali kahulumeni
Ukumiswa kwamaholo
Ukuthola imali ngaphambili
Ama-akhawunti amisiwe (angasetshenziswa)
Ukukhishwa kwemali ngokuphindiwe

6.18 IZINDABA ZANGAPHANDLE

Ukumeleka nokugonywa kochwepheshe abasebenza ukuxhumanisa izizwe
Izindawo zamanxusa nezimishini zase Ningizimu Afrika ezisemazweni angaphandle
Izindawo zamanxusa angaphandle nezimishini zawo ngaphakathi eNingizimu Afrika
Imingcele yezangaphandle eNingizimu Afrika
Izindaba eziphathelele nendlela yokuxhumana
Ubudlelwano phakathi kweNingizimu Afrika kanye namanye amazwe angaphandle

6.19 UMLANDO

Amatshe ezikhumbuzo, izithombe ezibaziwe, ukubizwa kwamagama abalulekile
kanye nezikhumbuzo
Uphiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika

6.20 EZOKUPHEPHA ZANGAPHAKATHI KANYE NEZINDABA ZOBUHLAKANI

ukuphanjaniswa kobuhlakani
Ubuhloli
Izindaba zobuhlakani
Iziteleka kanye nothuthuwa lwabasebenzi
Izinhlangothi ezingaphansi kwezinsolo
Ubudlova bomphakathi kanye nezenzo zokuphendukezela
Abantu abayizitha zikahulumeni noma abasolekayo
Izinto kanye nezenzo ezingavamile nezingajwayelekile

6.21 UKUHLOLWA, UKUVAKASHA KANYE NOHAMBO LOMSEBENZI

Ukucwaninga
Ukuhlolwa kwezakhiwo kanye namagceke
Ukuhlolwa kwezothutho

Ukuhlola, ukuvakasha kanye nohambo lomsebenzi
Ukuviva nokuhlola kungabikiwe
Ukuphathwa kwamarekhodi nokuphenywa kokuphatha
Ukuvakashela izikhungo zamaphoyisa ngeminye iminyango, nabasemagunyeni kanye nabantu nje
Ukuvakasha kwamalunga abasebenzi bamaphoyisa aseNingizimu Afrika kweminye iminyango nabasemagunyeni

6.22 IZIKHUNGO KANYE NEZINDAWO ZOKUSEBENZA: EZICISHE ZIBE ZEMTHETHWENI

Isikhwama sokusiza
Inhlango yamasiko amabhunu SAPS i-(Acpol) ngokufingqiwe
Isikhwama sokududuza
Isikhwama somfundisi wamabutho
Isikhwama sokuphana
Isikhwama sokuthuthuka
Isikhwama sokunakekela abakhubazekile
Isikhwama sokunakekela abantu (abadala)
Inhlango yamphoyisa omhlaba wonke (IPA)
Isikhwama sesikhumbuzo
Isikhwama senxusa liKazwelonke lezemidlalo
Iqembu elibhekene Namaholidi
Izikhungo nezindawo zokusebenza zamaphoyisa: imiyalezo ejwayelekile
Umshuwalense wamaphoyisa i-(Assupol) ngokufingqiwe
Inhlango yaseNingizimu ne-Afrika yezesayensi yamaphoyisa (Polsa)
Izitolo zamaphoyisa
Isikhwama sokuphumula nobumnene
Inhlango yamaphoyisa aseNingizimu Afrika yomshuwalense
Izinhlango zemidlalo kanye nokuphumula izindawo namaklabhu (adayisa utshwala)
Inhlango yamaphoyisa aseNingizimu Afrika yokuthosta
Ibhuku Lomsebenzi wamaphoyisa aseNingizimu Afrika
Izikhungo zamaholidi zamaphoyisa nezindawo zokuphumula noma ukuzithokozisa
Isikhwana sabafelokazi kanye nezintandane

6.23 IMITHETHO KANYE NEZINDABA ZOMTHETHO

Imiyalo, imithetho kanye nezimiselo
Izindaba zoMthetho

6.24 UTSHWALA

Ukuphuza ngokweqile kanye nokudakwa
Ukusebenza nokunikeza kotshwala
Utshwala
Amabhodi akhipha amalayisensi otshwala
Amalayisensi otshwala nabaphathi bamalayisensi otshwala
Amagceke otshwala: ukuphwathwa kwawo
Imithi kanye nezinye izinto ezinotshwala

6.25 AMAGUNYA ASEMAKHAYA

Abasemagunyeni emakhaya

6.26 AMALOTHO, UKUGEMBULA, UKUBHEJA KANYE NEZINCWADI EZINGAMASHENI

Uhude lwezincwadi

Ukugembula
Ilotho
Ukubheja

6.27 UKUTHOLA UKWELASHWA KANYE NEZEMPILO

Izikhalo kanye nemibuzo: ngezindaba zokwelashwa
Izifo
Ukuhlolwa ukuze kutholakale ukuthi isimo/izinga lempilo linjani maqondana nemisebenzi ethile
Ukuphathwa kwezempilo
Ukulimala
Ukugoma
Isikhwama sokwelashwa: Kwamalunga Ophiko Lwezemisebenzi Yamaphoyisa
Ukwelashwa ngemithi: Kwamalunga Ophiko Lwezemisebenzi Yamaphoyisa
Ukwelashwa ngemithi: UMthetho Wabasebenzi Bakahulumeni wabasebenzi Bophiko
Lwezemisebenzi Yamaphoyisa
Ukwelashwa ngemithi: abafundi abasaqeqeshwa
Eminye imisebenzi yezokwelapha
Abenza imisebenzi

6.28 IMIHLANGANO KANYE NEMIBUTHANO YABANTU

Imicimbi
Ukuhalaliselana
Ukududuza
Ukubingelela oKhisimuzi noNcibijane
Imihlangano
Ukuvivinywa kwamabutho
Izinkonzo zezenkolo nezezikhumbuzo

6.29 IMIGODI NOKUMBA

Amadayimana namatshe angamagugu
Imigodi (izimayini) kanye nokugubha

6.30 EZENHLALAKAHLE ZIKAZWELONKE

Izingane kanye nezingane ezigangile
Ukuphathwa kahle komphakathi
Izindaba eziphathelele nesimo somnotho womphakathi
Izikhungo zezenhlalakahle

6.31 IZINDABA ZASEPHALAMENDE

izindaba eziphathelele nephalamende

6.32 IMISEBENZI YABEFUNDISI, EZENHLALAKAHLE KANYE NEZENGQONDO

Ucingo lokusiza abasezinkingeni ezinkulu (abakhungathekile)
Ukunakekela ngabefundisi
Imisebenzi yezengqondo
Izinhlangotho zamasonto
Umsebenzi wezenhlalakahle

6.33 IZINDABA EZIPHATHELENE NABANTU

Ukuqashwa
Ukuhliselwa kwamalunga ophiko lwezemisebenzi yamaphoyisa nemizi noma

izindawo zabo
Izindaba zokufa nezemingcwabo
Ukukhononda kanye nezikhalo zabasebenzi bophiko lwezemisebenzi yamaphoyisa
Izimo zomsebenzi
Ukukhiswa nokuthatha impesheni
Ukusungulwa kanye nokubeka izindaba zezimo zomsebenzi
Izindaba zomndeni
Izindlu: zabasebenzi bophiko lwezemisebenzi yamaphoyisa
Ukwaziswa komuntu omusha emsebenzini
Ukuphumula
Izifundo zokuphepha
Amacala kanye nokukhononda ngomuntu
Izimpesheni
Abasebenzi
Ukubheka ukuphepha: amalunga ophiko lwezemisebenzi yamaphoyisa nempahla yabo
Ukusekhondwa kwabasebenzi
Ukuzibulala: kwamalunga ophiko lwezemisebenzi yamaphoyisa
Umshwalensi wokungasebenzi
Amavolontya, imisebenzi nosizo oluyisipesheli

6.34 UMSEBENZI WAMAPHOYISA, KWABASEMAGUNYENI KANYE NOMPHEKATHI WONKANA

Ama alamu
Izitifiketi kanye nokufakazela imibhalo
Izikhalo kuma Phoyisa: nagphandle kobugebengu
Ukuthintana namalunga ophiko lwezemisebenzi yamaphoyisa ngamacala aphilathelene nehlala kahle
Imisebenzi yenkantolo: amalunga ophiko lwezemisebenzi yamaphoyisa
Imibuzo kanye nemibiko yamaphoyisa
Imisebenzi yeminye iminyango eyeqile
Ukunika amalayisensi kanye nokuvakasha: abathengisa ngezinto ezindala
Abantu abalahlekile: ukuthungathwa kwabo
Ukukhokhela imisebenzi yamaphoyisa
Imikhangiso yamaphoyisa
Ukuvikela nokugcina uMthetho nokuthula ngamaphoyisa
Izinto zokuthola umlando wento

6.35 UKUBHALISWA KOMPHAKATHI KANYE NOKUBALWA KWABANTU, UKHETHO, UKUNGENA NOKUPHUMA KWABANTU KANYE NOKUPHATHA AMAPHASIPHOTHI

Izindaba eziphilathelene nalolu daba ngokujwayelekile
Ukhetho kanye nokubhaliswa kwabantu abazovota
Ukukhamba kwabantu bezwe, ukungena kwabantu abaphuma kwamanye amazwe, abantu bakwezinye izizwe nokuphathwa kwamaphasiphothi
Ukubhaliswa kwabantu kanye nokubalwa kwabo

6.36 IZINDABA ZAMAPOSI KANYE NEZINYE IZINDLELA ZOKUXHUMANA

Imisebenzi yamakheli, yocingo, ifeksi, izinombolo zamaselula
Ukuphepha kokuxhumana
Ukubhekwa kweposi ngogesi
Izindawo zokuposa
Izingcingo zomphakathi

Ukuxhumana ngomsakazo
Ukuxhumana ngomabonakude
Umsebenzi wokubhala ngomshini

6.37 IZIBOSHA KANYE NEZINDABA ZEZIBOSHA

Izindaba zezibosha

**6.38 UKUKHUSHULWA KANYE NEZIKHUNDLA
EZIHLONISHWAYO**

Izikhundla ezihlonishwayo
Ukukhushulwa esikhundleni

6.39 UKUBUTHANA KOMPHAKATHI, IMIBUKISO KANYE NEMIKHOSI

Imibuthano, imibukiso kanye nemikhosi noma imigubho

6.40 EZEMPILO ZOMPHAKATHI

Odokotela, abalapha ngamakhambi kanye nabalapha ngesintu
Izifo eziqubukile ezibulalayo nezithathelanayo
Ukupha ukudla
Abagula ngengqondo
Imithi kanye noshevu
Ezempilo zomphakathi
Ukwelashwa

6.41 IMPAHLA

Izilwane
Impahla elahlekile yabuye yatholakala
Impahla
Impahla etholakale ezidunjini
Impahla ebanjiwe noma ethulwa njengelahlwe

6.42 UKUBONGWA KOMSEBENZI OWENZIWE

Ukunconywa komsebenzi wamaphoyisa
Ukunconywa kwawo wonke umsebenzi owenziwe emiphakathini
Imiklomo yezilwane zamaphoyisa
Imiklomo ngokufinyelela empumelweni ngemisebenzi eyenziwe
Imiklomo yokuphoyisa emiphakathini
Umbophi ovelele wenyanga noma wonyaka
Umuntu okhubazekile wonyaka
Imincintiswano yokuqina
Izakhamuzi ezihlonishwayo
Izincwadi zokubonga ngesikhathi uthatha umhlalaphansi
Izindondo, imihlobiso kanye nokunconywa
Uzime wonyaka
Imiklomo yezemidlalo Kazwelonke nezifundazwe
Isiteshi samaphoyisa esihlanzeke kunazo zonke
Umsebenzi onganxuswanga wonyaka
Umsebenzi wonyaka; abasebenzi bamaphoyisa bengabalwa
Ipoyisa lesifazane lonyaka
Umdlali (owesilisa noma wesifazane) wonyaka
Izinkomishi, izihlangu kanye namamedali okuhlonishwa

6.43 UKUQASHA NOKUSEBENZA

Ukusebenza

Ukusebenza –kwabantu abangebona abaseNingizimu Afrika

Ukubuye –uqashwe/usebenze

Imigomo yokuqasha

Imikhankaso nokusakaza ukuqasha

6.44 IMIDLALO KANYE NOKUPHUMULA

Umdlalo wekhilikithi (weqakamba)

Ukudonsa

Ukunemba ngemicibisholo

Izinto eziphathelene nayo yonke imidlalo

Ukugijima: kubalwa ukugijima amabanga amade

Badminton

Basketball

Baseball

Biokinetic

Ukwakha izikhwepha zomzimba

Amabowl

Isibhakela

Ichesi

Corfball

Ikhilikithi

Amabhayisikili

Darts

Imidlalo Yokugibela amahhashi

Ukubiya

Igalofu

Ajimayo

Ibhola lesandla

Ukukhwela izintaba

IHokhi

Ukuhamba kuayisi ngezicathulo ezinamasondo nasemhlabathini (okhonkiwe)

Judo and Jo-jitsu

Jukskei

Ikaladi

Kick Boxing

Ukuphephisa izimpilo zabantu

Modern Pentathlon

Ibhola lamantomazane

Parachute Jumping

Paragliding

Pool Table Tennis

Powerlifting

Recreation Gymnastics

Ithenisi

Imijaho yezimoto

Irabhi

Scuba diving

Ukudubula

Umculo

Snooker and billiards

Softball

Ibhola lezinyawo

35

Iqembu lomdanso lamaphoyisa aseNingizimu Afrika
 Iqembu lamaphoyisa aseNingizimu Afrika yeshashalazi
 Imidlalo kanye nezindawo zokuphumula
 Imidlalo
 Imidlalo yasemanzini
 Squash
 Ukubhukuda
 Ukubhukuda nokudayva
 ithubeni
 Tenpin bowling
 Trampoline
 Tug-of-war
 Volleyball
 Imidlalo yasemazini
 Ukuqukula izinsimbi
 Umdlalo wokudlala nezinja
 Wrestling
 Ezezikebhe

6.45 UKUPHATHWA KUKAHULUMENI

Ukuphathwa kukahulumeni

6.46 IMPAHLA KAHULUMENI: UKULONDOLOZA OKUQINILE

Ukuthola nokuphatha amabhuku nemibhalo eshicileliwe
 Ukudayisa, ukuthenga, ukuqasha nokwaba nokugcina impahla kahulumeni
 Ukudayisa, ukuthenga, ukwaba, ukulimaza kanye nokulahla izikhali, izikhali
 zokuhloma neziqhumane
 Ukuzibopha empahleni kahulumeni
 Impahla kahulumeni: ukuphathwa kwayo
 Ukukhethwa kwamabhodi, nokulahlwa kwempahla engasasebenzi

6.47 IMPAHLA KAHULUMENI: NGAPHANDLE KWEZINTO EZIQINILE

Ukulondwa kwezinto ezidliwayo
 Amakhonteyina nezinto zokuphatha
 Izindawo ezelulekayo zokulondoloza
 Izindawo zokubeka imithi nezilwane
 Izinto eziyizithombe
 Izindawo zokulondoloza: ukuphathwa kwazo
 Izindawo zokulondoloza: ukuthuthwa kwemishini
 Izabelo
 Ukucela, ukunikwa nokuthenga kwezinto zokubhala, ukugaya, izitembu, amaregista
 kanye namafomu

6.48 UKUDLULISWA KANYE NEZIKHALA

Ukudluliswa
 Ukudluliswa
 Izikhala zomsebenzi

6.49 UKUFUNDA NOKUQEQESHA

Ukuvakasha kwabafundisayo ngenhloso yokufundisa
 Imfundo
 Izifundo nokufundiswa, abanye abantu beminyango ethile, noma abasemagunyeni
 noma izinhlangano zamaphoyisa kanye nenhlangano i-Interpol

Izifundo kanye nokufundisa eminye iminyango, nabasemagunyeni nezinhlangano
zamaphoyisa kanye ne-Interpol
Ukuqeqesha

6.50 IZITHUTHI

Izingozi, ukulimala nokweba: kwezithuthi zamaphoyisa
Ukuphatha nokunakekelwa: kwezithuthi zamaphoyisa
Abashayeli bezimoto, bamabhanoyi nabemikhumbi: izithuthi zamaphoyisa
Izithuthi eziqashiwe
Izithuthi zemishini
Ukuxhaswa ngemali izimoto zabasebenzi abasemazingeni aphezulu
Izithuthi zomsebenzi
Ukupaka nokubheka ukuphepha: izithuthi zamaphoyisa
Izithuthi zangasese: ukusetshenziswa kwazo ngokomsebenzi
Izithuthi zomphakathi: ukusetshenziswa kwazo amalunga ophiko lwezemisebenzi
yamaphoyisa
Izithuthi ezixhasiwe
Izithuthi: ukuphathwa kwazo
Izimoto ezibolekiwe

6.51 IZITHUTHI KANYE NEZIMOTO EMGWAQENI

Amalayisensi kanye nalabo abanamaphemithi
Ukuhamba olwandle
Ukuhamba ngesitimela
Imigwaqo, izibuko, amabhuloho kanye nezindawo zokuphumula
Izimoto emgaqweni
Ukulawulwa kwezimoto ezisemgwaqeni

37

7. IZINHLOBO ZAMAREKHODI AZITHOLAKALELA NGOKWAWO

INCAZELO YEZIGABA ZAMAREKHODI AZITHOLAKALELA NGOKWAWO NGOKWESIGABA SE-15(1) SOKUTHUTHUKISWA KOMTHETHO WOKUTHOLAKALA KOLWAZI, WE-2000	INDLELA OKUTHOLAKALA NGAYO AMAREKHODI
7.1 INCAZELO YEZIGABA ZAMAREKHODI AZITHOLAKALELA NGOKWAWO UKUZE AHLOLWE NGOKWESIGABA SE-15(1)(a)(i)	
ONKE AMADIVISHINI	
Imiyalelo Kazwelonke (La marekhodi alandelayo awafakiwe: • amaphepha okuqeqesha; • imihlahlandlela yokuqesha; • imiqulu yokuqeqesha; noma • amarekhodi okungathi uma evezwa obala kulindeleke ukuthi kuthikamezeke ukuhlolwa ngempumelelo, ukuhlaziya noma inqubo yendlela yokucwaninga esetshenziswa Uphiko Lwezemisebenzi Yamaphoyisa. Inqubo evamile yokufaka isicelo ngokwalo Mthetho iyasebenza uma kufinyelelwa kulawo marekhodi acelwayo.)	Amarekhodi angahlolwa kumphathi oqondene wesigatshana esifanele ngokuthi kubhalelwe Ukhomishana Wedivishini Oqondene.
EZOKUXHUMANA NGAPHAKATHI ENHLANGANWENI IMISEBENZI YEZAMAFA	
(1) Yonke imibukiso ophikweni lwe-SAPS Imisebenzi Yezamafa (2) Amarekhodi agciniwe ophikweni lwe-SAPS Imisebenzi Yezamafa (ngaphandle kwamarekhodi akumadokhethi kanye nasemininingwaneni yomuntu okungenzeka ingavunyelwa ngemibandela noma ngokwenqaba okuhlinzekwe kulo Mthetho)	Amarekhodi angahlolwa ehhovisi Lomphathi, SAPS Imisebenzi Yezamafa ngokufaka isicelo esibhalwe phansi esiqondisiwe Kumphathi: Imisebenzi Yezamafa, PO Box 4866, PRETORIA, 0001.
IDIVISHINI: UKULAWULWA NOKUPHATHWA KWEZEZIMALI	
UKUPHATHWA KWESIKHUNGO SAMADOKHUMENTI: UKUBHALISWA KOKUGCINIWE NAMAREKHODI	
Idokhumenti Okungenziwa Ngayo Amakhophi Yendlela Yokubeka amadokhumenti	Amarekhodi angahlolwa ehhovisi Lomphathi Wamarekhodi Kazwelonke, Ukuphathwa Kwesikhungo Samadokhumenti ngokuthi kufakwe isicelo esibhalwe phansi saqondiswa Kumphathi Wamarekhodi Kazwelonke, Ukuphathwa Kwesikhungo Samadokhumenti: SAPS: Private Bag X 94, PRETORIA, 0001.
UKUPHATHWA KWEZEZIMALI: ISABELOMALI	
Izilinganiso Zemali Esebenzile Kuzwelonke — Umnyango Wezamaphoyisa	Amarekhodi angahlolwa ehhovisi Lomphathi Wesigaba: Isabelomali ngokuthi kufakwe isicelo esibhalwe saqondiswa Ukuphathwa Kwezezimali: Umphathi Wesigaba: Isabelomali, Private Bag X 94, PRETORIA, 0001.
IDIVISHINI: UKUSETSHENZISWA KWABASEBENZI	
UKUQASHA NGOKULINGANA	
Izinhlelo Zesigaba sama-20 Sokuqasha Ngokulingana Kuzwelonke Nakwivivishini Nemibiko Yesigaba sama-21 Izinhlelo Zokusebenzisa Ukuqasha Ngokulingana Zedivishini, Zesifundazwe kanye Nezamakhomponenti kanye Nemibiko Yekota Yesigaba sama-21	Amarekhodi angahlolwa ngokuthi kufakwe isicelo esibhalwe esiqondisiwe ehhovisi Lomphathi Wesigaba: Ukuqasha Ngokulingana Kukhomishana Wedivishini oqondene: Ukuqashiswa Kwabasebenzi, Private Bag X 94, PRETORIA, 0001.

UKUPHATHWA KOKWENZIWA KOMSEBENZI	
(1) Izindlela Zophiko Lwezemisebenzi Yamaphoyisa Zokulawula Ukwenziwa Komsebenzi (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho)	(1) Amarekhodi angahlolwa ngokuthi kufakwe isicelo esibhaliwe esiqondiswe ehhovisi Lomphathi Wekhomepenti: Ukuphathwa Kokwenziwa Komsebenzi Kukhomishina Wedivishini: Ukusetshenziswa Kwabasebenzi, Private Bag X 94, PRETORIA, 0001.
IDIVISHINI: UPHIKO LWEZEMISEBENZI YOKUPHENDULA UMA KUNEZINXUSHUNXUSHU	
Amarekhodi aqukethe ukuxhumana okuvamile (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho) okumayelana: Nokugcinwa Kokuthula	Amarekhodi angahlolwa ngokuthi kufakwe isicelo esibhaliwe esiqondiswe ehhovisi Lophiko Lwezemisebenzi Yokuphendula Uma Kunezinxushunxushu Kukhomishina Wedivishini phakathi kwehora le-7:30 nehora le-16:00: Uphiko Lwezemisebenzi Yokuphendula Uma Kunezinxushunxushu, Private Bag X 30, SUNNYSIDE, 0132.
IDIVISHINI: UKUTHUTHUKISWA KOKUSEBENZA KAHLE KWENHLANGANO	
Ukuhlaziya Komsebenzi (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho): • Imibiko Yokuhlaziya Komsebenzi • Imiphumela Yesigungu	Amarekhodi angahlolwa ngokuthi kufakwe isicelo esibhaliwe esiqondiswe ehhovisi Lomphathi Wesigaba: Ukusebenzisana Nokwakheka Kwenhlango, Ukuthuthukiswa Kokusebenza Kahle Kwenhlango, Kumphathi: Ukuthuthukiswa Kwenhlango, Private Bag X 94, PRETORIA, 0001.
IDIVISHINI: UKUPHATHWA KWABASEBENZI	
IMISEBENZI YOKUKHUSHULWA EZIKHUNDLENI NEZINDLELA ZOKUKLOMELISA	
Amarekhodi Amayelana Nesibonelelo Sokukhuthaza Nezinhlelo Zokuklomelisa (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho):	Amarekhodi angahlolwa ngokuthi kufakwe isicelo esibhaliwe esiqondiswe ehhovisi Lomphathi Wesigaba: Imisebenzi Yokukhushulwa Ezikhundleni Nezindlela Zokuklomelisa Kukhomishana Wedivishini: Ukuphathwa Kwabasebenzi, Private Bag X 94, PRETORIA, 0001.
UKUTHUTHUKISWA KWEMISEBENZI YEZENGGONDO	
Amarekhodi (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho) okumayelana- (1) Nokungenelela ngokwezenqondo Zonke izinhlobo ezehlukene zokuqeqeshwa ezihlinzekwa Yimisebenzi Yezengqondo, izizathu zayo kanye nezindlela zalokho kuqeqeshwa kanye nezindawo okwenzeka kuzo (2) Ukwelulekwa kwabahlukumezekile (3) Inani labaqashwa abahlaziywe ngokwengqondo ukungena kumayunithi akhethekile (4) Inani labafake izicelo zokungena: okhonstabuli abahlaziywe (5) Imidlalo eyehlukene nemicimbi yokuzijabulisa ngokwenani labasebenzi ababambe iqhaza emicimbini eyehlukene kubandakanya nemidlalo yabasebenzi abaphila nokukhubazeka Imicimbi yezemidlalo yamazwe ngamazwe. Inani selilonke labasebenzi ababambe iqhaza kanye nemiphumela (6)	Amarekhodi angahlolwa ngokuthi kufakwe isicelo esibhaliwe esiqondiswe ehhovisi Lomphathi Wesigatshana: Ukuthuthukiswa Kwemisebenzi Yezengqondo Kukhomishana Wedivishini: Ukuphathwa Kwabasebenzi, Private Bag X 94, PRETORIA, 0001.

39

IDIVISHINI: UKUPHATHWA KOKUHLINZEKWA KWEMPAHLA YOKUSEBENZA	
Imibandela nenqubo evamile	Amarekhodi angahlolwa ngokuthi kufakwe isicelo esibhaliwe esiqondiswe ehhovisi Lokuphathwa Kokuhlinzekwa Kwempahla Yokusebenza Kukhomishana Wedivishini: Ukuphathwa Kokuhlinzekwa Kwempahla Yokusebenza, Private Bag X 254, PRETORIA, 0001.
IDIVISHINI: UBUPHOYISA OBUBONAKALAYO	
UKULAWULWA KWEZIBHAMU, UTSHWALA NEZIMPAHLA EZINGAMASEKENI	
Inqubomgomo Yokubhekelela ye-1994	Amarekhodi angahlolwa ngokuthi kufakwe isicelo esibhaliwe esiqondiswe ehhovisi ehovisi Lomphathi: Ukulawulwa Kwezibhamu, Utshwala, Nezimpahla Ezingamasekeni: Irejista Enkulu Elawula Izibhamu, Private Bag X 811, PRETORIA, 0001.
UBUPHOYISA OBUNOKUSEBENZISANA UBUPHOYISA BEZIGABA	
Amarekhodi amayelana nalokhu — (1) Ubuphoyisa obunokusebenzisana • Amaphrojekthi Obuphoyisa Bomphakathi • Uhlaka Lwenqubomgomo Nemihlahlandlela Yobuphoyisa Bomphakathi (2) Ubuphoyisa Bezigaba • Amaphrojekthi Asahlolwa	Amarekhodi angahlolwa ehovisi Lobuphoyisa Obubonakalayo ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe KuKhomishana Wedivishini: Ubuphoyisa Obubonakalayo, Private Bag X 540, PRETORIA, 0001.
UBUPHOYISA OBUBONAKALAYO	
Amarekhodi athile amayelana nokuxhumana okuvamile (kungabalwa imininingwane ngomuntu noma ulwazi olunganqatshwa ngemibandela ehlinzekwa kulo Mthetho) okumayelana: (1) Nemisebenzi Yamaphoyisa Yezimo Eziphuthumayo • Uphiko Lwasemoyeni noma ukupatrola kuthela wayeka • Izikhungo ze-10111 (2) Imisebenzi Yomphakathi (3) Ukuvimbela izingozi (4) Uphiko Olukhethekile Lokusekela • Ukubonisana Nabathumbe abantu • Abatshuzi • Uphiko Lwezamanzi	Amarekhodi angahlolwa ehovisi leDivishini: Ubuphoyisa Obubonakalayo ngokuthi kufakwe isicelo esibhalwe phansi phakathi kwehora le-7:30 nele-16:00 esiqondiswe KuKhomishana Wedivishini: Ubuphoyisa Obubonakalayo, Private Bag X 540, PRETORIA, 0001.
(5) Okuphathelene nokugitshelwa kwamahashi (6) Izinja	
7.2 INCAZELO YEZIGABA ZAMAREKHODI AZITHOLAKALELA NGOKWAWO UKUTHI ATHENGWE NGOKWESIGABA SE-15(1)(a)(ii)	
ONKE AMADIVISHINI	
UMthetho (imithethosivivinywa, imithetho, imithethonkambiso, izimemezelo kanye Nezaziso Zikahulumeni)	Amakhophi oMthetho angathengwa Kubagayi Bakahulumeni ngentengo ezonqunywa Ngabagayi Bakahulumeni.
IDIVISHINI: UKUPHATHWA KOKUHLINZEKWA KWEMPAHLA YOKUSEBENZA	
UKULAWULWA KWENZUZO	
Amabhulethini Amathenda Ombuso	Ashicilelwa isonto nesonto Yisigungu Samathenda Ombuso futhi angathengwa Esigungwini Samathenda Ombuso ngentengo eyonqunywa Yisigungu Samathenda Ombuso.

7.3 INCAZELO YEZIGABA ZAMAREKHODI AZITHOLAKALELA NGOKWAWO UKUTHI AKOPISHWE NGOKWESIGABA SE-15(1)(a)(ii) (ekukhokhweni kwezimali ezibalulwe Engxenyeni II Yesithasiselo A sale Mithethonkambiso emayelana Nokuthuthukiswa Kokutholakala Kolwazi, 15 Febhruwari 2002)	
ONKE AMADIVISHINI	
(1) Amadokhumenti Enqubomgomo Nemiyalelo Kazwelonke (La marekhodi alandelayo awafakiwe: • amaphepha okuqeqesha; • imihlahlandlela yokuqesha; • imiqulu yokuqeqesha; noma • amarekhodi okungathi uma evezwa obala kulindeleke ukuthi kuthikamezeke ukuhlolwa ngempumelelo, ukuhlaziya noma inqubo yendlela yokucwaninga esetshenziswa Uphiko Lwezemisebenzi Yamaphoyisa. Inqubo evamile yokufaka isicelo ngokwalo Mthetho iyasebenza uma kufinyelelwa kulawo marekhodi acelwayo.)	(1) Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe kumphathi wesigaba ofanele noma ukhomishina wedivishini ofanele.
(2) Izivumelwane Ezenziwa Ngokubumbana	(2) Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe kumphathi Wesigaba: Ezokuphathwa Kwabasebenzi, Ukusetshenziswa Kwabasebenzi, Private Bag X 94, PRETORIA, 0001
(3) UMBIKO WENGOZI (IMIBIKO EMISHA NOMA EMIDALA): IKHOPHI NOMA IFOTHOKHOPHI <i>Qaphela ukuthi —</i> - igama “ikhophi” lisho uma ukwenziwa kwayo kwenziwe ngezandla; - ikhophi yombiko wengozi ogcwalisiwe iyonikezwa kuphela umuntu ogunyaziwe; uma isicelo esibhalwe phansi simukelwa sivela Esikhwameni Sezingozi Zomgwaqo, izibhedlela zesifundazwe noma abemisebenzi yama-ambulensi abavela ezibhedlela zesifundazwe, abaziwa aziwa njengemikhandlu	(3) Uma irekhodi lisaphethwe noma lisalawulwa Uphiko Lwezemisebenzi Yamaphoyisa, amarekhodi angatholwa umuntu ogunyaziwe ngokuthi afake isicelo esibhalwe efomini eligunyaziwe lesicelo noma ifomu i-SAPS 512(n) eliqondiswe esiteshini samaphoyisa esifanele. <i>Qaphela ukuthi —</i> Laba bantu bathathwa njengabantu abagunyaziwe: (a) uhlangothi olubandakanyeka engozini (isib. umshayeli, umgibeli, ohamba ngezinyawo, ogibele ibhayisikili, umnikazi wemoto, umnikazi wesilwane esibandakanyeka engozini, njll.) uma engaveza ubufakazi bokuthi uwumuntu othintekayo;
yomphakathi noma izikhungo okumele zithole ngesihle ngokushesha umbiko wengozi.	(b) noma yibaphi abemisebenzi yama-ambulensi, abahlinzeka ngosizo lokwelapha, abasebenzi bezimo eziphuthumayo noma abemisebenzi yokudonswa kwezimoto abahlinzeka ngaleyo misebenzi kumuntu owaba sengozi, uma lowo mkhaka wemisebenzi ozimele ungahlinzeka ngobufakazi obubhalwe phansi bokuthi ngempela lowo msebenzi wenziwa; noma (c) umuntu ongesiyo ingxenye ebandakanyekayo noma abemisebenzi yama-ambulensi abazimele, abahlinzeka ngemisebenzi yezokwelapha, abemisebenzi yezimo eziphuthumayo noma abemisebenzi yokudonswa kwezimoto ababalulwe ngenhla, kuphela uma ebhale phansi imvume noma igunya lohlangothi oluthintekayo (isib. ummeli ohlinzeka ngamandla okumela lowo muntu).

41

IMISEBENZI YOKUPHATHWA KWENHLANGANO IMISEBENZI YAMAFU	
Amarekhodi agciniwe kanye nezithombe Okusemisebenzini Yezamafa (kungafaki amarekhodi aqukethwe kumadokhethi neminingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho)	Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe KuMphathi, Uphiko lwe-SAPS Lwemisebenzi Yezamafa, PO Box 4866, Pretoria, 0001.
AMASU, UKUQASHELWA KOCWANINGO NOKUHLAZIYA	
Yize la marekhodi alandelayo etholakala ngeishle ekhasini lewebhu yoPhiko Lwezemisebenzi Yamaphoyisa, amakhophi angenziwa uma kufakwe isicelo: (1) Umbiko Wonyaka Wophiko (2) Lwezemisebenzi YaseNingizimu Afrika (3) Uhlelo Lwamasu Ophiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika (4) Uhlelo Lonyaka Lokwenziwa Komsebenzi Ophikweni Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika (5) Ukuhlaziywa kwezibalo zobelesi ziKazwelonke (Isithasiselo embikweni wonyaka walowo nyaka oqondene)	Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe Kumphathi: Amasu, Ukuqashelwa Kocwaningo Nokuhlaziya, Private Bag X 94, Pretoria, 0001.
IDIVISHINI: UKUPHATHWA NOKULAWULWA KWEZEZIMALI	
UKULAWULWA KWESIKHUNGO SAMADOKHUMENTI: OKUBHALISIWE OKUGCINIWE NAMAREKHODI	
Idokhumenti Okungenziwa Ngayo Amakhophi Yendlela Yokubeka amadokhumenti	Amarekhodi angatholakala ehovisi Lomphathi Kazwelonke Wamarekhodi, Ukulawulwa Kwesikhungo Samadokhumenti, ngokuthi kufakwe isicelo esibhalwe phansi saqondiswa Kumphathi Kazwelonke Wamadokhumenti, Ukulawulwa Kwesikhungo Samadokhumenti: SAPS: Private Bag X 94, PRETORIA, 0001.
UKUPHATHWA KWEZEZIMALI: ISABELOMALI	
Izilinganiso Zemali Esebenzile Kuzwelonke — Umnyango Wezamaphoyisa	Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe Kumphathi Wesigaba: Imisebenzi Yesabelomali, Ezezimali Nokuphatha, Private Bag X 94, PRETORIA, 0001.
IDIVISHINI: IMISEBENZI YEFORENSIKHI	
UKUSEKELWA KOKULAWULA NOKUPHATHA	
Yizithombe nemifanekiso yezithombe kuphela okungakhululwa Uphiko Lwezemisebenzi Yamaphoyisa bese kushicilelwa abezindaba	Amarekhodi angatholakala evela Emisebenzini Yeforensikhi ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe Kumphathi: Imisebenzi Yeforensikhi, SAPS Head Office, Private Bag X 322, PRETORIA, 0001.
IDIVISHINI: UKUSETSHENZISWA KWABASEBENZI	
UKUQASHA NGOKULINGANA	
Izinhlalo ZiKazwelonke Nezedivishini Zesigaba sama-20 Zokuqasha Ngokulingana kanye Nombiko Wesigaba sama-21	Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe Kukhomishana Wedivishini: Ukuqashelwa Kwabasebenzi, Ukuqasha Ngokulingana ku-Private Bag X 94, PRETORIA, 0001.
UKULAWULWA KWEZINXEPHEZELO	
Imibiko Yamaphrojekthi, Isikhungo Sokusetshenziswa Kwabasebenzi	Amaphrojekthi axhaswe uhulumeni angahlinzekwa emphakathini ngokuthi kufakwe isicelo esibhalwe saqondiswa Kukhomishana Wedivishini: Ukuqashelwa Kwabasebenzi, Ukulawulwa Kwezinxephezelo ku-Private Bag X 94, PRETORIA, 0001.

42

UKULAWULWA KOKWENZIWA KOMSEBENZI	
Amarekhodi athile (ngaphandle kwemininingwane ngomuntu yomuntu kanye nolwazi okungenqatshwa ngenxa yezizathu zokwenqatshwa ezihlinzekwe kulo Mthetho) amayelana nalokhu okulandelayo — • Izindlela zokulawula ukwenziwa komsebenzi: • Amaphrojekthi • Amagama amaphrojekthi • Izinhlelo zamaphrojekthi • Isabelomali samaphrojekthi • Imibiko yesimo samaphrojekthi • Imiqulu yokusebenza kwamaphrojekthi nezinhlelo • Imisebenzi yezinhlelo namaphrojekthi • Imisebenzi Yesigungu Sokuphatha Izinhlelo • Abasebenzisi ababhalisiwe bephrojekthi nezinhlelo • Isamba sezikhungo zamaphrojekthi ezibhalisiwe	Amarekhodi angatholakala ehhovisi Lomphathi Wekhomponenti: Ukulawulwa Kokwenziwa Komsebenzi ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe kukhomishini wedivishini: Ukusetshenziswa Kwabasebenzi, SAPS, Head Office, Private Bag X 94, PRETORIA, 0001.
IDIVISHINI: UPHIKO LWEZEMISEBENZI YOKUPHENDULA UMA KUNEZINXUSHUNXUSHU	
ISIKHUNGO SOKULAWULWA KOLWAZI LOKUSEBENZA	
Amarekhodi (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho) okumayelana nezinye izingxenye zalokhu- (1) Inqubomgomo kulokhu: • Ukulawulwa Kwesixuku • Iyunithi Kazwelonke Yokungenelela • Amaphoyisa Asemngceleni • Uphiko Lwasemoyeni • Ukuthuthukiswa Kwamakhono Akhethekile • Uphiko Lwamabharethi (2) Izehlakalo Zokulawulwa Kwesixuku (3) Impumelelo kulokhu: • Ukulawulwa Kwesixuku • Iyunithi Kazwelonke Yokungenelela • Amaphoyisa Asemngceleni • Uphiko Lwasemoyeni • Ukuthuthukiswa Kwamakhono Akhethekile • Uphiko Lwamabharethi (4) Ukugcinwa Kokuthula	Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe Kwisekela Lesikhulu Semininingwane: Uphiko Lwezemisebenzi Yokuphendula Uma Kunezinxushunxushu, Private Bag X 30, SUNNYSIDE, 0132.
IDIVISHINI: UKUTHUTHUKISWA KWENHLANGANO	
Ukuhlaziywa Komsebenzi (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho): • Uhlu lwemibuzo yangaphambi kokuxoxisana • Imiphumela Yokuhlaziywa Komsebenzi • Imiphumela Yesigungu	Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe ihhovisi Lomphathi Wesigaba: Uubumbana Nokwakheka Kwenhlangano, Ukuthuthukiswa Kwenhlangano: Ukuthuthukiswa Kwenhlangano, Private Bag X 94, PRETORIA, 0001.

43

IDIVISHINI: UKUPHATHWA KWABASEBENZI	
UKUTHUTHUKISWA KWEMISEBENZI YEZENGQONDO	
Amarekhodi (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho) okumayelana nalokhu- (1) Nokungenelela ngokwezengqondo Zonke izinhlobo ezehlukene zokuqeqeshwa ezihlinzekwa Yimisebenzi Yezengqondo, izizathu zayo kanye nezindlela zalokho kuqeqeshwa kanye nezindawo okwenzeka kuzo (2) Ukwelulekwa kwabahlukumezekile (3) Inani labaqashwa abahlaziywe ngokwengqondo ukungena kumayunithi akhethekile (4) Inani labafake izicelo zokungena: okhonstabuli abahlaziywe (5) Imidlalo eyehlukeni nemicimbi yokuzijabulisa ngokwenani labasebenzi ababambe iqhaza emicimbini eyehlukeni kubandakanya nemidlalo yabasebenzi abaphila nokukhubazeka (6) Imicimbi yezemidlalo yamazwe ngamazwe. Inani selilonke labasebenzi ababambe iqhaza kanye nemiphumela	Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe saqondiswa ehhovisi Lomphathi Wesigatshana: Imisebenzi Yezengqondo, siqondiswe kuKhomishana Wedivishini: Ukuphathwa Kwabasebenzi, SAPS Head Office, Private Bag X 94, PRETORIA, 0001.
UKUQASHA NOKUPHATHA ABASEBENZI	
Amarekhodi (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho) okumayelana nezidingo zokuqashwa kwabasebenzi bamazinga omholo oku-1-12 kanye/noma isigaba somholo A-MMS	Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe Kumphathi Wesigaba: Ukuqasha Nokuphatha Abasebenzi, Private Bag X 94, PRETORIA, 0001.
UKUQASHWA KWABASEZIKHUNDLENI EZIPHEZULU	
Amarekhodi (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho) okumayelana nezidingo zokuqashwa kwabasebenzi bezinga lomholo le-13 futhi kuye kufinyelele kanye/noma izigaba zomholo ze-SMS:	Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe Kumphathi Wesigatshana: Ukuqashwa Kwabasezikhundleni Eziphezulu, Private Bag X 986, PRETORIA, 0001.
IDIVISHINI: UKUPHATHWA KOKUHLINZEKWA KWEMPAHLA YOKUSEBENZA	
Imibandela nenqubo evamile	Amarekhodi angatholakala ehhovisi Lokuphathwa Kokuhlinzekwa Kwempahla Yokusebenza ngokuthi kufakwe isicelo esibhaliwe esiqondiswe KuKhomishana Wedivishini: Ukuphathwa Kokuhlinzekwa Kwempahla Yokusebenza, Private Bag X 254, PRETORIA, 0001.
IDIVISHINI: UBUPHOYISA OBUBONAKALAYO	
UBUPHOYISA OBUNOKUSEBENZISANA UBUPHOYISA BEZIGABA	
Amarekhodi amayelana ((kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase	Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe KuKhomishana Wedivishini: Ubuphoysis Obubonakalayo, Private Bag X 540, PRETORIA, 0001.

kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho)- (1) Ubuphoyisa obunokusebenzisana • Amaphrojekthi Obuphoyisa Bomphakathi • Uhlaka Lwenqubomgomo Nemihlahlandlela Yobuphoyisa Bomphakathi (2) Ubuphoyisa Bezigaba • Amaphrojekthi Asavivinywa	
UKUVINJELWA KOBELELESI BASEMPHAKATHINI	
(1) Umqulu Wokwenza INingizimu Afrika Iphephe (2) Umqulu Wokwakheka Kwendawo (3) Amaphepha Okwazisa Ngodlame Lwasekhaya (4) Amaphepha okwazisa mayelana Nokunakekelwa Kwabahlukunyeziwe (5) Amaphepha okwazisa mayelana namacala okudlwengula nezocansi (6) Izindlela ezethembisayo Zokulwa Nobelesi ENingizimu Afrika	Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe KuKhomishana Wedivishini: Ubuphoyisa Obubonakalayo, Private Bag X 540, PRETORIA, 0001.
(7) Inhlolovo Kazwelonke Yabahlukunyezwe Ubelelesi Basemaphandleni (8) Amasu Okuvimbela Ubelelesi: • Thohoyandou • Kwadukuza • uMhlatuzi • Mdantsane • Motherwell • Central Karoo • KwaMashu / Ntuzuma / Inanda • Bolobedu (9) Imihlahlandlela: Ukusetshenziswa Budedengu Kwezidakamizwa	
UBUPHOYISA OBUBONAKALAYO	
Amarekhodi athile (kungabalwa imininingwane ngomuntu noma ulwazi olunganqatshwa ngemibandela ehlinzekwa kulo Mthetho) amayelana Nokuxhumana Okuvamile okumayelana: (1) Nemisebenzi Yamaphoyisa Yezimo Eziphuthumayo • Uphiko Lwasemoyeni noma ukupatrola kuthela wayeka Izikhungo ze-10111 (2) Imisebenzi Yomphakathi (3) Ukuvimbela izingozi (4) Uphiko Olukhethekile Lokusekela • Ukubonisana Nabathumbe abantu • Abatshuzi • Uphiko Lwezamanzi Ukulawulwa Kwezinhlekelele	Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe KuKhomishana Wedivishini: Ubuphoyisa Obubonakalayo, Private Bag X 540, PRETORIA, 0001.

45

7.4 INCAZELO YEZIGABA ZAMAREKHODI AZITHOLAKALELA NGOKWAWO MAHHALA NGOKWESIGABA SE-15(1)(a)(iii)	
ONKE AMADIVISHINI	
(1) <i>Ikhophi ye —</i> (a) <i>sitatimende somsolwa njengoba sikwidokhethi evuliwe; noma</i> (b) <i>sitatimende sohlukunyeziwe noma ummangali njengoba sikwidokhethi evuliwe.</i>	Isicelo somsolwa/ohlukumezekile/ummangali sekhophi yesitatimende sakhe kumele senziwe ngokuthi kubhalwe phansi kuqondiswe kumphenyi oqondene. <u>Qaphela:</u> <i>leyo khophi iyotholwa umsolwa/ohlukumezekile/ummangali noma lowo ommele (lowo ommele kumele afake ubufakazi obubhaliwe bokuthi ummele lowo muntu).</i>
(2) Ulwazi noma izihloko njengoba kutholakala kwiwebhusaythi Yophiko Lwezemisebenzi Yamaphoyisa	(2) Kuyatholakala Kwiwebhusaythi Yalolu Phiko Lwezemisebenzi Yamaphoyisa ku-www.saps.gov.za

8. IMISEBENZI EBEKELWE IMIPHAKATHI

Ngokwesigaba sama-205 Somthethosisekelo WaseNingizimu Afrika we-1996 (UMthetho we-108 we-1996), izinjongo zemisebenzi yamaphoyisa uku —

- vimbela, ukulwa kanye nokuphenya ubulelesi;
- gcina ukuthula emphakathini;
- vikela nokusebenzela bonke abahlali baseNingizimu Afrika kanye nempahla yabo; kanye noku-
- qinisekisa ukugcinwa koMthetho.

Ukuze kufezuke lezi njongo (zona ngokwazo ziyimisebenzi yomphakathi), Uphiko Lwezemisebenzi Yamaphoyisa lunezinhlelo zomsebenzi oluzithulela umphakathi, kwezinye zawo kubalwa lezi ezilandelayo —

8.1 IMINIINGWANE YOKUXHUMANA EBALULEKILE

USIZO OLUTHOLAKALAYO	IMININGWANE YOKUXHUMANA
Umnyango wabantu abalahlekile	Imininingwane yokuxhumana namahhovisi Kazwelonke nawezifunda: Head Office: 012 393 2002/5/7 012 393 2001/2/5/7/10/12 Eastern Cape: 041 394 6978/ 6482 Free State: 051 503 2847 Gauteng: 011 670 6415/ 6311 Kwazulu Natal: 031 325 6718 Limpopo: 015 290 6000 Mpumalanga: 013 762 4391 Northern Cape: 053 839 2822 North West: 018 299 7034/ 7722/7172 Western Cape: 021 467 8238
Izikhungo zezingcingo:	
1. Inombolo Ephuthumayo Yophiko Lwe-SAPS	10111
Ukunqanda Ubelelesi (Ukumpimpa)	08600 10111
2. Isikhungo Sokwenziwa Kahle Komsebenzi	0800 333 177
3. Izibhamu	012 353 6111
Isikhungo somphakathi semisebenzi yamaphoyisa	Inombolo yocingo lwesiteshi samaphoyisa esiseduze (bheka www.saps.gov.za)
Izinkundla Zamaphoyisa Omphakathi	Inombolo yocingo lwesiteshi samaphoyisa esiseduze (bheka www.saps.gov.za)
Iwebhusayithi ye-SAPS	www.saps.gov.za

47

8.2 IZIGCAWU NAMABHODI AMAPHOYISA OMPHAKATHI

Ukuze Uphiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika lukwazi ukuqhubeka lufeze njongo zalo, lusebenzisana nomphakathi ngokusebenza nezigungu zomphakathi namabhodi ezigungu ezindawo, nezifundazwe ngombono woku—

- sungula nokugcina ubudlelwano phakathi komphakathi kanye noPhiko Lwezemisebenzi Yamaphoyisa
- khuthaza ukuxhumana phakathi koPhiko Lwezemisebenzi Yamaphoyisa nomphakathi
- khuthaza ukusebenzisana phakathi koPhiko Lwezemisebenzi Yamaphoyisa nomphakathi ukuze kufezekke izidingo zomphakathi eziqondene namaphoyisa noma nokuphepha;
- enza ngcono indlela umsebenzi wamaphoyisa othulwa ngayo emphakathini kuzwelonke, ezifundazweni, eziyingini kanye nasemazingeni asemakhaya;
- enza ngcono ukubonakala oPhikweni Lwezemisebenzi Yamaphoyisa kanye nokuzibophezela kwalo emphakathini
- Nokukhuthaza ukubona izinkinga nokuzixazulula ngokuhlangana koPhiko Lwezemisebenzi Yamaphoyisa nomphakathi.

Noma yimuphi umuntu angajoyina isigungu samaphoyisa omphakathi esiteshini samaphoyisa esiseduze naye.

8.3 UPHIKO LWEZEMISEBENZI YAMAPHOYISA ANGAMARIZEVU ASENINGIZIMU AFRIKA

UMthetho wamaPhoyisa aseNingizimu Afrika we-1995 (uMthetho wama-68 we-1995) unikeza Uphiko Lwezemisebenzi Yamaphoyisa igunya lokuqoka noma imuphi umhlali ohlala ngokuphelele eNingizimu Afrika lumenze ilunga lamaPhoyisa oPhiko lwamaPhoyisa angamaRizevu aseNingizimu Afrika (azobe esebizwa ngokuthi amarizevu, uma lowo muntu othile efeza izidingo ezinqunyiwe. Ukusebenza njengelunga eliyirizevu kuwumsebenzi wokuzinikela. Uma esesemsebenzini, ngaphandle kokuthi lelo lungu aliholelwa uPhiko Lwezemisebenzi Yamaphoyisa, kodwa kufuneka libe ngumuntu oqashiwe uPhiko lwezemiSebenzi yamaPhoyisa

8.4 IZITESHI ZAMAPHOYISA

- (1) Ukwenza imisebenzi eyisisekelo njengokulalela izikhalo, ukuqapha, ukuphatha izitokisi zamaphoyisa, nokugcina izinto eziwubufakazi ziphephile;
- (2) ukuphathwa kwemisebenzi yezicelo zezimvume zezibhamu (kuphela nje, ukuphathwa kokuqala- ukubhalisa nokukhishwa kwazo, khona kwenziwa Isizinda Sokubhalisa Izibhamu);
- (3) ukuphathwa kwamasamanisi kanye nemibuzo evela kwezinye izimpiko noma izingxenyane;
- (4) ukuphathwa kwemibiko yezingozi;
- (5) ukuphathwa kwayoyonke imisebenzi ephathelene nokusebenza ezizindeni zomphakathi (amacharge office);
- (6) ukwenza imisebenzi yokuseka imisebenzi yasezinkantolo;
- (7) ukugada izindawo lapho kwenzeke khona ubulelesi;
- (8) ukuthulwa komsebenzi okuphathelene nemisebenzi ephathelene neminye iminyango engaphandle, lokhu kubala ukunikeza loku okulandelayo:
 - (a) amakhophi ezitatimende;
 - (b) izithombe eziphathelene nezindawo lapho kwenzeke khona izingozi
 - (c) imibiko yezingozi ama (OAR forms) kanye nezithombe ezidwetshiwe;
 - (d) imibuzo ngamarekhodi obulelesi;
 - (e) ukusethifaya amakhophi amadokhumenti (umsebenzi wamahhala,

- kodwa lowo muntu kumele alethe amadokhumenti angempela Kanye namakhophi ngoba amakhophi angeke enziwelwa esiteshini samaphoyisa); kanye
- (f) namakhophi emibiko yokuhlolwa kwezidumbu.

8.5 AMAPHOYISA ASEMPHAKATHINI

Injongo enkulu yamaphoyisa omphakathi ukusungula ubudlelwano obusebenzayo phakathi koPhiko Lwezemisebenzi Yamaphoyisa LwaseNingizimu Afrika nomphakathi, lapho kuzokwazeka ukuthi izinkinga eziphathelene nobulelesi, ukuthulwa komsebenzi, ubudlelwano phakathi kwamaphoyisa nomphakathi bungacutshungulwa ngokuhlangene kanye nokuhlela nokwenza izisombululo ezifanele futhi ezisebenzayo. Loku kudinga ukuthi Uphiko ILwezemisebenzi Yamaphoyisa luhlale luphokophelela ukwenza isimo lapho abantu bangase baphathisane nabo benezifiso futhi bekwazi ukubambisana noPhiko Lwezemisebenzi Yamaphoyisa.

8.6 IWEBHUSAYITHI YOPHIKO LWEZEMISEBENZI YAMAPHOYISA ASENINGIZIMU AFRIKA

Wonke umuntu angangena kwiwebhusayithi yophiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika ku-www.saps.gov.za

8.7 UKUQEDWA KOBULELESI

Uphiko Lwezemisebenzi Yamaphoyisa, ngokusebenzisa Uhlelo Lokuqedwa Kobulelesi, lusebenzisana nomphakathi kakhulu ekulweni nobulelesi ngaphandle kokuwufaka engozini yokwenza ubophe zona lezo zilelesi noma abasolwa. Umphakathi umenywa ukuthi ubike noma iluphi ulwazi onalo ngezenzo zobulelesi futhi unelungelo lokungazazisi.

Ihhovisi Eliphathelene Nabantu Abalahlekile Likazwelonke litholakala Ophikweni Lokuqedwa Kobulelesi. Leli hhovisi linika umsebenzi wokuxhasa kubasebenzi abenza uphenyo kanye nomphakathi kanti linohla nemininingwane yabantu abalahlekile, abatholakele, nemizimba engaziwa noma engakhonjiwe.

Uphiko Lwezemisebenzi Yamaphoyisa lukhokhela i-SABC ukuveza izilelesi ezifunwayo kanye nabantu abalahlekile njalo nje. Izithombe kanye nokwenza imifanekiso yezinto ezenzekile umsebenzi wophiko lokuqedwa kobelesi.

Izinombolo zokuxhumana zesigaba Sodlame Lwasemndenini, ukuvikelwa kwezingane namacala ezocansi ziyatholakala kwiwebhusayithi yophiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika.

49

9. UKUBAMBA IQHAZA NOMA UKUBANAMANDLA EKWAKHIWENI KWENQUBOMGOMO, UKUSEBENZISA AMANDLA NOMA UKWENZIWA KWEMISEBENZI

9.1 IPHALAMENDE

Iphalamende linegunya lokushaya uMthetho waseNingizimu Afrika kanti futhi linamandla okwenza imithetho yesizwe ehambisana noMthethosisekelo. LinoMbuthano Kazwelonke kanye nomKhandlu Kazwelonke weziFundazwe. Ukuhlala kwePhalamende kuvulelekile emphakathini wonke jikelele.

Imininingwane yokuxhumana yile:

Iwebhusaythi: <http://www.parliament.gov.za>

Ikheli Leposi: PO Box 15
CAPE TOWN
8000

Ikheli lomgwaqo: Parliament Building
Parliament Street
CAPE TOWN

Izinombolo Zocingo: 021 403 2911

Izinombolo Zefeksi: 021 403 8219

I-lmeyli: infor@parliament.gov.za

9.2 IKOMIDI LIKAHULUMENI ELIBHEKE UKUPHEPHA NOKUVIKELEKA

Imithethosivivinyo emisha yoPhiko Lwezemisebenzi Yamaphoyisa ifakwa eKomidini likahulumeni elibhekele ukuPhepha kanye nokuVikeleka. Leli komidi libe selimemezela emaphephandabeni aqokiwe (njengeSunday Times njll), ukuthi noma imuphi umuntu angafaka isikhalo noma abeke umbono wakhe mayelana nalowo Mthethosivivinyo ngaphambi kosuku oluthile olubekiwe lokuvala. Ikomidi libhekelela konke okushiwo nemibono okokugcina kwalowo Mthethosivivinywa kuhlangozwa uNgqongqoshe Wezamaphoyisa Emkhandlwini Kazwelonke.

Imininingwane yekomidi lesikhundla sobungqongqoshe emaphoyiseni yilena:

Ikheli Leposi: PO Box 15
CAPE TOWN
8000

Ikheli lomgwaqo: Parliament Towers
Parliament Street
CAPE TOWN

Izinombolo Zocingo: 021 403 3741/8644
083 709 8489

I-lmeyli: bmbengo@parliament.gov.za

9.3 UKUSHICILELWA KOPHIKO LWEZEMISEBENZI YAMAPHOYISA KWIGAZETHI KAHULUMENI

Uma Uphiko Lwezemisebenzi Yamaphoyisa lunesibopho sokuba lumemezele ngokusemthethweni uMthetho, UMthethosivivinyo (ongakapheli) liwushicilela kwiGazethi kahulumeni ukuze kutholakale imibono evela kunoma imuphi umuntu kanti leyo mibono ibe isibhekwa kabanzi. Le mithetho ibeka izibopho ezithile oPhikweni Lwezemisebenzi Yamaphoyisa mayelana nokusebenzisa amandla nokwenza kwawo umsebenzi kodwa abekiwe futhi achazwa ngokuphelele kwinqubomgomo.

Ngakho-ke umphakathi ungasho okuthile noma ubeke imibono engaba nomthelela ekusetshenzisweni kwamandla nokwenziwa kwemisebenzi uPhiko Lwezemisebenzi Yamaphoyisa.

Ukubhalwa kweMithethosivivinyo eyisiphakamiso kungumsebenzi kaKhomishana weDivishini: uPhiko lwezemisebenzi yezoMthetho, kanti imininingwane yokuxhumana imi kanje:

Ikheli Leposi: Private Bag X94
PRETORIA
0001

Ikheli lomgwaqo: Head Office
7TH Floor
231 Pretorius Street
PRETORIA

Izinombolo Zocingo: 012 393 1563

Izinombolo Zefeksi: 012 393 2883

9.4 IZINKUNDLA ZAMAPHOYISA OMPHAKATHI

Ukuze Uphiko Lwezemisebenzi Yamaphoyisa lufeze injongo zawo, lusebenzisana nomphakathi ngokusebenzisa izinkundla zamaphoyisa omphakathi kanye namabhodi (amakomidi) amaphoyisa omphakathi weziyingi nowezifundazwe ngomqondo woku—

- sungula nokugcina ubudlelwano phakathi komphakathi kanye noPhiko Lwezemisebenzi Yamaphoyisa
- khuthaza ukuxhumana phakathi koPhiko lwezemisebenzi yamaPhoyisa nomphakathi;
- khuthaza ukubambisana phakathi koPhiko Lwezemisebenzi Yamaphoyisa nomphakathi ukuze kufezuke izidingo zomphakathi mayelana nomsebenzi wobuphoyisa
- enza ngcono ukuthulwa komsebenzi wamaphoyisa emphakathini emazingeni Kazwelonke, ezifundazwe, eziyingi kanye nasemazingeni asemakhaya;
- enza ngcono ukubonakala/ukuvuleleka oPhikweni Lwezemisebenzi Yamaphoyisa embuthweni nokuzibophezela kophiko lwezemisebenzi yamaphoyisa emphakathini; Kanye
- Nokukhuthaza ukuthola izinkinga nokuzixazulula ngokubambisana noPhiko Lwezemisebenzi Yamaphoyisa kanye nomphakathi.

Noma yimuphi umuntu angajoyina inkundla yamaphoyisa omphakathi esiteshini samaphoyisa esiseduze naye.

9.5 AMAVOLONTIYA OPHIKO LWEZEMISEBENZI YAMAPHOYISA ASENINGIZIMU AFRIKA

UMthetho woPhiko lwezemiSebenzi yamaPhiyisa aseNingizimu Afrika we-1995 (uMthetho wama-68 we-1995) unikeza Uphiko Lwezemisebenzi Yamaphoyisa igunya lokuqoka noma yisiphi isakhamuzi esigcwele saseNingizimu Afrika ukuba sibe yilunga loPhiko Lwezemisebenzi Yamaphoyisa aseNingizimu Afrika (liyobizwa ngokuthi yirizevu) uma lowo muntu ehlangabezana nezidingo ezifunekayo. Ukusebenza njengelunga eliyirizevu kuwumsebenzi wokuzinikela. Uma esesemsebenzini, ngaphandle kokuthi lelo lungu alihoelwa uPhiko Lwezemisebenzi Yamaphoyisa, noma kufuneka liqashwe uPhiko Lwezemisebenzi Yamaphoyisa.

Yonke imiyalelo Kazwelonke, imithetho kanye nenqubomgomo, eyenziwe uPhiko Lwezemisebenzi Yamaphoyisa, inikwa wonke amalungu (kubandakanya nerizevu elisemsebenzini) ukuze bafake imibono yabo bese leyo mibono iyabhekwa ngaphambi kokukhishwa komqulu wokugcina.

10. IZISOMBULULO EZIKHONA UMA UPHIKO LWEZEMISEBENZI YAMAPHOYISA LUHLULEKA UKUTHATHA IZINYATHELO

Uma kunesenzo noma ukuhluleka ukuthatha izinyathelo koPhiko Lwezemisebenzi Yamaphoyisa (noma umqashwa) okuphikisana nokuhlinzekwa kwa—

- noma imuphi uMthetho;
- kwenqubomgomo yoPhiko Lwezemisebenzi Yamaphoyisa;
- kwemiyalo yoPhiko Lwezemisebenzi Yamaphoyisa aseNingizimu Afrika; noma
- kwemisebenzi kanye nezibopho zomqashwa,

Laba bantu abalandelayo, amadivishini noma izikhungo bangathintwa ukuze kutholakale izisombululo ezikhona:

10.1 UKHOMANDA WOMQASHWA

Uma umqashwa esolwa ukuthi wenze into yokungaziphathi kahle, lowo mqashwa kuzobhekanwa naye ngokulandela Imithetho, Ye-2005 Elawula Ukuqondiswa Kwezigwegwe ehlinzekwe Uphiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika.

Ukuze kuthathwe izinyathelo zokuqondisa izigwegwe noma zokubhekana nomsebenzi ngokwemithetho noma ngokwezinqumo, isikhalo singafakwa ngqo kuKhomanda womqashwa ngaphandle uma lolo daba lungaphezu kwamangunya noma amandla akhe uKhomanda. (Izikhalo zingaphinde ziqondiswe Enhlanganweni Kazwelonke Yabacwaningi – Bheka isigaba se-10.2)

10.2 INHLANGANO KAZWELONKE YABACWANINGI

- Imisebenzi esemqoka yalolu phiko yilena:
- Ukuhlaziya umsebenzi owenziwe
- Ukuhlaziya umsebenzi wezinhlango
- Ukubala kwangaphakathi
- Ukuphenywa kwezimangalo

52

Injongo yalolu phiko ukuqinisekisa ukuthi ukusetshenziswa kwezinhlelo zomsebenzi nezinhlangano ezenza umsebenzi wamaphoyisa, njengoba zibekiwe Ohlelweni Lwamasu oPhiko LwezemiSebenzi yamPhoyisa, zihlaziywa ngokwamazinga abekiwe ukuze

kwaziswe uKhomishana Kazwelonke ngesimo sokwenziwa komsebenzi oPhikweni Lwezemisebenzi Yamaphoyisa.

Lolu phiko —

- lubuye lubhekane nokwenza ngcono imisebenzi ebalulekile yokuphenya ephathelene nobuqotho ekuphenyeni ngaphakathi koPhiko Lwezemisebenzi Yamaphoyisa
- luhlinzeka ngamandla ekwenzeni imisebenzi yokuphenya mayelana nezikhalo ezitholakele ezimayelana nokwenziwa kabi komsebenzi wenziwa Uphiko Lwezemisebenzi Yamaphoyisa
- lunikeza ukuphatha okuzimele kwemisebenzi yokucwaninga kuwo wonke amazinga okuphatha ngokoMthetho wokuPhathwa kweziMali zikahulumeni we-1999 (UMthetho woku-1 we-1999) kanye memithetho yomnyango wezomnotho Kazwelonke; kanye noku
- phatha inqubomgomo kanye namazinga aphathelene nezempilo emsebenzini, kanye nokuphepha kanye futhi nokuphathwa kwemvelo kuzwelonke ngaphakathi oPhikweni Lwezemisebenzi Yamaphoyisa.

Lolu phiko lubheke amazinga Kazwelonke kanye nemigomo ephathelene nokuhlaziya imisebenzi oPhikweni Lwezemisebenzi Yamaphoyisa. Noma-ke zikhona izingxenye zemisebenzi yokuhlaziya emazingeni eziyingi kanye nawezifundazwe ezibika kukhomishana wesiyingi kanye nokhomishana wesifundazwe kuphela, zonke lezi zingxenye zisebenza ngokwemigomo Kazwelonke kanye neziqondiso ezikhishiwe yilolu phiko. Lolu phiko lunamandla Kazwelonke okuhlaziya kanye nokungenelela ezingeni liKazwelonke.

Izikhalo eziphathelene nemisebenzi ebalulekike yalolu phiko zingenziwa kulolu phiko noma ezingxenye zeziyingi noma zezifundazwe zalo lolu phiko ukuze kwenziwe uphenyo, bese kwenziwa izincomo noma kuthathwe izinyathelo ezifanele.

Imininingwane yokuxhumana Yenhlango Kazwelonke Yabacwaningi ezingeni liKazwelonke yilena:

Ikheli Leposi:	Private Bag X94 PRETORIA 0001
Ikheli lomgwaqo:	Opera Plaza Building Pretorius Street PRETORIA
Inombolo Yocingo:	080 033 3177
Inombolo Yefeksi:	012 393 3294/4280 012 393 5452
I-lmeyli:	Complaintsnodalpoint@saps.gov.za

53

10.3 ISIGUNGU ESIZIMELE ESIPHENYA IZENZO ZAMAPHOYISA (I-IPID)

Injongo ye-IPID ukuqinisekisa ukubheka ngokuzimele imisebenzi Yophiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika kanye Namaphoyisa kamasipala, ukwenza uphenyo oluzimele nolungachemi lwezinsolo zamacala okusolakala ukuthi enziwe ngamalungu oPhiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika nakaMasipala, kanye nokwenza izincomo ezifanele.

Iwebhusaythi: <http://www.ipid.gov.za>

Amakheli ezifundazwe neminingwane yokuxhumana:

Ihhovisi	Ikheli lomgwaqo	Inombolo Yocingo	Inombolo Yefeksi	I-Imeyli
KwaZulu-Natal	3RD Floor The Marine Building 22 Dorothy Street Nyembe Street(Gardiner Street Durban	031 310 1300	031 305 8214	Complaints.KwaZuluNatal@ipid.gov.za
Gauteng	20TH Floor Marble Towers Building NO. 208-212 Jeppe Street, Johannesburg	011 220 1500	011 333 2705	Complaints.Gauteng@ipid.gov.za
Limpopo	Old Mutual Building 78 Hans van Rensburg Street Polokwane on the Ground Floor	015 291 9800	015 295 3409	Complaints.Limpopo@ipid.gov.za
Mpumalanga	Nedbank Centre, 1st Floor 48 Brown Street Nelspruit	013 754 1000	013 752 2602	Complaints.Mpumalanga@ipid.gov.za
Eastern Cape	Waverly Office Park No. 3-33 Phillip Frame Road Chiselhurst East London 5200	043 707 7200	043 721 2626 043 721 2756	Complaints.EasternCape@ipid.gov.za
Free State	15 CNR Andrew & Westburger Streets Ground Floor Standard Bank Building Bloemfontein	051 406 6800	051 430 8852	Complaints.FreeState@ipid.gov.za
Northern Cape	39 George Street Kimberley	053 807 5100	053 832 5615	Complaints.NorthernCape@ipid.gov.za
North West	No.1 Station Road Molopo Shopping Centre, 1st Floor Mafikeng 2745	018 397 2500	018 381 1495	Complaints.NorthWest@ipid.gov.za
Western Cape	Fintrust Building, 1st Floor Corner Petrusa & Mazzur Street Bellville 7530	021 941 4800	021 949 3196	Complaints.WesternCape@ipid.gov.za

Amakheli amahhovisi asabalele neminingwane yokuxhumana:

Ihhovisi	Ikheli lomgwaqo	Inombolo Yocingo	Inombolo Yefeksi	I-Imeyli
KwaZulu-Natal	10 Union Street Edwards Pharmacy Building 1 st Floor Room 1ICD	035 772 3022	035 772 3049	Complaints.KwaZuluNatal@ipid.gov.za
Free State	28 Louw Street Maseroy Building Bethlehem 9700	058 307 7620/21	086 6300927	Complaints.FreeState@ipid.gov.za
Eastern Cape	10th Floor PRD Building, Office number 1056B Suiderland Street Umthatha	047 501 5900	047 531 1570	Complaints.EasternCape@ipid.gov.za
Northern Cape	13 Kooperasie Street Upington	054 338 5700	054 331 0053	Complaints.NorthernCape@ipid.gov.za
North West	165 Kloppe Street Rustenburg	014 591 8560	014 592 1349	Complaints.NorthWest@ipid.gov.za
Limpopo	2010 Centre Thohoyandou	015 962 0405	015 962 0345	Complaints.Limpopo@ipid.gov.za

10.4 IZIKHUNGO ZIKAHULUMENI EZISEKELA UMTHETHO SISEKELO WENTANDO YENINGI

Ngokubekiwe esigabeni se-18 SoMthethosisekelo WaseNingizimu Afrika, we-1996 (UMthetho we-108 we-1996), lezi zikhungo ezilandelayo, ezizimele zikahulumeni ziqinisa uMthethosisekelo wentando yeningi ezweni:

- Umvikeli Womphakathi;
- Ikhomishana Yamalungelo Esintu;
- Ikhomishana Yokuthuthukiswa Nokuvikelwa Kwamalungelo
- Amasiko, Inkolo Kanye Nezilimi Zemiphakathi;
- Ikhomishana Yokulingana Ngokobulili
- Umcwaningi Mabhuku-Jikelele; kanye
- Nekhomishana Yezokhetho

(1) UMWIKELI WOMPHAKATHI

Umvikeli Womphakathi utholwa yibo bonke abantu nemiphakathi eyahlukene. Umvikeli Womphakathi unamandla oku:

- phenya noma yikuphi ukuziphatha noma ukusebenza kukahulumeni noma amahhovisi athile kahulumeni, okuthiwa noma okusolwa ukuthi awasebenzi kahle noma imisebenzi yabo iyabandlulula;
- bika ngalokho kuziphatha, futhi
- athathe izinyathelo ezifanele zokulungisa lokho

Umvikeli Womphakathi akakwazi ukuphenya izinqumo zenkantolo.

Imininingwane lapho kutholakala khona Umvikeli Womphakathi yilena elandelayo:

Iwebhusaythi:

<http://www.pprotect.org.za>

55

Ikheli Leposi:	Private Bag X677 PRETORIA 0001
Ikheli Lomgwaqo:	175 Lunnon Street Hillcrest Office Park 0083
Inombolo Yocingo:	012 366 7000/7112
Inombolo yefeksi:	012 362 3473 0800 11 20 40
Ngefeksi kwi-imeyli:	086 575 3292

(2) IKHOMISHANA YASENINGIZIMU AFRIKA YAMALUNGELO ESINTU

Ikhomishana Yamalungelo Esintu Yaseningizimu Afrika (ngaphezu kwamanye enawo) inamandla oku –

- phenya nokubika ngesimo samalungelo esintu kanye; noku
- thatha izinyathelo ezifanele zokugcina ukubuyiselwa kwamalungelo esintu uma ehlukunyeziwe.

Ikhomishana Yamalungelo Esintu Yaseningizimu Afrika itholakala kule mininigwane elandelayo:

Iwebhusaythi: <http://www.sahrc.org.za>

Ikheli Leposi: Private Bag X 2700
HOUGHTON
2041

Ikheli Lomgwaqo: Entrance 1, Wilds View
Isle of Houghton
Boundary Road
Parktown
OHANNESBURG

Inombolo Yocingo: 011 484 8300

(3) UMNAYANGO WABESIFAZANE

Ikheli Lomgwaqo: 36 Hamilton Street
Arcadia
PRETORIA
0001

Ikheli Leposi: Private Bag X931
PRETORIA
0001

56

Ehhovisi likangqongqoshe:**Inombolo Yocingo:** 012 359 0188**Ifeksi:** 086 765 3365**I-lmeyli:** ministersoffice@women.gov.za**(4) IKHOMISHANA YOKUTHUTHUKISWA NOKUVIKELWA KWAMALUNGELO AMASIKO, INKOLO KANYE NEZILIMI ZEMIPHAKATHI**

Ikhomishana inamandla (ngaphandle kwamanye enawo) okuqaphela, iphenye, icwaninge, ifundise, inxenxe, iluleke, ibuye ibike ngezindaba eziphathelele namalungelo amasiko, ezenkolo nezilimu zemiphakathi eyahlukene. Ikhomishana ingabika noma yiluphi udaba olungena ngaphansi kwamandla nemisebenzi yayo Kwikhomishana Yamalungelo Esintu Yaseningizimu Afrika ukuze luphenywe. Imininingwane lapho kutholakala khona Ikhomishana Yokuthuthukiswa Nokuvikelwa Kwamalungelo, Amasiko, Inkolo Kanye Nezilimi Zemiphakathi yilena elandelayo:

Iwebhusaythi: <http://www.crlcommission.org.za>**Ikheli lomgwaqo:** Forum 4
Braakpark Office
33 Hoofd Street
BRAAMFONTEIN
JOHANNESBURG**Ikheli leposi:** Private Bag X90 000
HOUGHTON
2041**Inombolo Yocingo:** **011 484 8300**
I-lmeyli: chairperson@crlcommission.org.za
ceo@crlcommission.org.za
infor@crlcommission.org
complaints@crlcommission.org.za**(5) IKHOMISHANA YOKULINGANA NGOBULILI**

Ikhomishana Yokulingana Ngobulili inamandla (ngaphandle kwamanye enawo) okuqaphela, iphenye, icwaninge, ifundise, inxenxe, iluleke, ibuye ibike izindaba eziphathelele namalungelo okulingana ngobulili.

Imininingwane lapho Ikhomishana Yokulingana Ngobulili ingatholakala khona yilena elandelayo:

Iwebhusaythi: <http://www.cge.org.za>**Ikheli Leposi:** P O Box 32175
BRAAMFONTEIN
2017

57

Ikheli Lomgwaqo: No 2 Kotze Street
Constitution Hill
Old Women's Jail
Braamfontein
JOHANNESBURG

Inombolo Yocingo: 011 403 7182

Inombolo Yefeksi: 011 403 7188

I-Imeyli: cgeinfo@cge.org.za

(6) UMCWANINGI MABHUKU-JIKELELE

Umcwaningi Mabhuku-jikelele ucwaninga futhi abike ngama-akhawunti, izitatimende zezimali kanye nokuphathwa kwezimali —

- kwayoyonke iminyango Kazwelonke neyezifundazwe nezokuphatha;
- kanye nabo bonke omasipala;
- kwanoma isiphi isikhungo noma isakhiwo esisebenza ukubhala amabhuku esidinga ukucwaningwa Umcwaningi Mabhuku-jikelele ngokoMthetho Kazwelonke noma wezifundazwe;
- kwanoma isiphi isikhungo esixhaswa ngezimali zesiKhwama seMali yeNtela Kazwelonke noma yeziFundazwe noma evela komasipala; noma
- kwanoma isiphi isikhungo esinegunya ngokwanoma yimuphi uMthetho wokuthola izimali ukuze kufezuke izinjongo zomphakathi.

Imininingwane lapho okutholakala khona Umcwaningi Mabhuku-jikelele yilena elandelayo:

Iwebhusaythi: <http://www.agsa.co.za>

Ikheli Leposi: P O Box 446
PRETORIA
0001

Ikheli Lomgwaqo: 300 Middel Street
New Muckleneuk
PRETORIA

Inombolo Yocingo: 012 426 8000

Inombolo Yefeksi: 012 426 8257

I-imeyli: agsa@agsa.co.za

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