

4. 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”), came into operation on 15 February 2002. This section provides that the Human Rights Commission must, within 18 months after this section came into operation, compile in each official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in the Act.

- (2) The guide must include a description of —
 - (a) the objects of the Act;
 - (b) the postal and street address, phone and fax number and, if available, electronic mail address of —
 - (i) the information officer of every public body, and
 - (ii) every deputy information officer of every public body;
 - (c) such particulars of every private body as are practicable;
 - (d) manner and form of a request for —
 - (i) access to a record of a public body; and
 - (ii) access to a record of a private body;
 - (e) the assistance available from the information officer of a public body in terms of the Act;
 - (f) the assistance available from the Human Rights Commission in terms of the Act;
 - (g) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act, including the manner of lodging —
 - (i) an internal appeal; and
 - (ii) an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision of the head of a private body;
 - (h) the provisions requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
 - (i) the provisions providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
 - (j) the notices issued regarding fees to be paid in relation to requests for access; and
 - (k) the regulations made in terms of section 92 of the Act.

- (3) The Human Rights Commission must, if necessary, update and publish the guide at intervals of not more than two years.

4.2 AVAILABILITY OR ACCESS TO THE GUIDE

- (1) THE HUMAN RIGHTS COMMISSION

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

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

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

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

(3) INFORMATION OFFICER: PUBLIC BODY

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

Note: A "public body" means —

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

terms of any legislation;
(eg: Auditor-General, Public Protector etc.)

- (4) DIRECTOR-GENERAL: COMMUNICATIONS
At **EVERY POST OFFICE**, there will be at least one copy of the guide in at least two of the official languages used for the purposes of government by the province in which such post office is located.
- (5) THE HEAD OF AN OFFICE, REFERRED TO IN PARAGRAPHS (2), (3) AND (4) AND THE PERSON IN CHARGE OF A POST OFFICE
The head of an office, referred to in paragraphs (2), (3) and (4), where the guide must be available, and the person in charge of a post office —
- (a) must, during office hours and upon request, make available for public inspection a copy of the guide in the official languages available;
 - (b) may not charge a fee for a public inspection; and
 - (c) may, in respect of a copy of the guide or part thereof made available in a manner other than for public inspection during office hours, charge the prescribed fees - these fees are listed in Item 1 of Part 1 of Annexure A of the Regulations [as published in the Gazette (No. 23119) of 15 February 2002 (Government Notice No. R.187 of 15 February 2002)].

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

5.1 PURPOSE OF THE ACT

The purpose of the Act is to give effect to the constitutional right of access to any information held by the State and any information that is held by another person

and that is required for the exercise or protection of any rights. The object is to foster a culture of transparency and accountability in public and private bodies and to actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights.

5.2 INFORMATION THAT MAY BE REQUESTED

Any existing recorded information may be requested, —

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

5.3 APPLICATION OF THIS ACT

(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) GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

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

(3) 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).

If a labour union requests access to a record and such a record is not requested for the purpose of assisting an employee during disciplinary proceedings against such an employee or to assist an employee that has registered a grievance, the request will be submitted to the appropriate functionary at either national or provincial level who is responsible for labour relations in that province or at national level. Such a functionary will indicate whether the record relates to a matter in respect of which consultation or negotiations are taking place with the labour union. If the functionary certifies that this is the case, the copy of the record will be provided to the union free of charge in terms of section 16 of the Labour Relations Act. If the functionary certifies that this is not the case, the request will be dealt with in terms of the Act.

(4) CRIMINAL - OR CIVIL PROCEEDINGS (WHICH INCLUDES DISCIPLINARY AND GRIEVANCE PROCEEDINGS)

- (a) The Act does not apply (as provided for in section 7 of the Act) to

a record of the Service if —

- (i) that record is **requested for the purpose of criminal or civil proceedings;**
 - (ii) **so requested after the commencement** of such criminal or civil proceedings, as the case may be; **and**
 - (iii) the production of or access to that record for the purpose referred to in paragraph (i) **is provided for in any other law.**
- (b) Any record obtained in a manner that **contravenes** paragraph (a) **is not admissible as evidence in that criminal or civil proceedings** unless the exclusion of such record by the court in question would, in its opinion, be detrimental to the interests of justice.
- (c) Criminal proceedings commence when the case is registered on the CAS system or in the Crime Register of the Service. Civil proceedings commence after summons or other process has been issued, including after a notice of the intended institution of legal proceedings against the Service [in terms of section 3(1) of the Institution of Legal Proceedings against Certain Organs of State Act, 2002 (Act No. 40 of 2002)] has been received. The normal discovery procedure must be followed, or if applicable, a *subpoena duces tecum*, to obtain access to the record in such a civil case. It must be noted, however, that before a summons or other process has been issued or a notice in terms of the aforementioned Act has been received, the Act will apply to any request for access to a record, even if the request is made with a view to institute civil proceedings.

(5) OPEN DOCKETS

Take note that the manner of access to the accident report is excluded from the manner of access to records contained in open dockets as discussed in this paragraph. Access to the accident report is dealt with separately in paragraph (7).

(a) REQUEST BY SUSPECT (OR HIS OR HER REPRESENTATIVE) FOR COPY OR PHOTOCOPY OF HIS OR HER OWN STATEMENT CONTAINED IN THE OPEN DOCKET

The Act does not apply. The request will be granted and access be given free of charge (as other legislation already provides for

such access).

(b) REQUEST BY SUSPECT (OR HIS OR HER REPRESENTATIVE) FOR COPY OR PHOTOCOPY OF ANY OTHER RECORD CONTAINED IN THE OPEN DOCKET

The provisions of the Act do not apply as criminal or civil proceedings have already commenced. The request must be in writing (a letter) and must set out the full particulars of the request. The request will be referred to the public prosecutor together with the police docket and the recommendation of the investigating officer concerned. The requester will be informed of the referral to the prosecutor and of the outcome (if the prosecutor gives permission that access may be granted, the copies will be provided to the suspect free of charge).

(c) REQUEST BY ANY OTHER PERSON (NOT THE SUSPECT OR HIS OR HER REPRESENTATIVE) FOR A COPY OR PHOTOCOPY OF ANY RECORD CONTAINED IN THE OPEN DOCKET

The relevant deputy information officer will deal with the request and will ensure that the requester completes a request form and that the request fee is paid where applicable (e.g: if the requester is not a victim or a witness in that case). The request will be referred to the public prosecutor together with the police docket and the recommendation of the investigating officer concerned. The requester will be informed of the referral to the prosecutor and of the outcome. If the prosecutor gives permission to such access, access may be granted after the payment of the relevant reproduction fees.

(6) CLOSED DOCKETS

(a) REQUEST BY ANY PERSON FOR A COPY OR PHOTOCOPY OF ANY RECORD CONTAINED IN A CLOSED DOCKET

The relevant deputy information officer will deal with the request in accordance with the provisions of the Act (i.e: ensure that the request form is completed, refer it to the commander of the investigating officer concerned for his or her decision as line manager, ensure the request fee is paid if applicable, inform relevant third parties of the request, etc.).

(7) ACCIDENT REPORTS

If the Service has already forwarded the accident report to the Transport Department or other relevant department or institution (e.g: Metro) when the request is received, the deputy information officer will transfer the request to the relevant department or institution. Where the requester is present in person, he or she may be informed that he or she may 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 (e.g: a letter) and all records regarding the accident are provided free of charge to the Road Accident Fund.

If the OAR is still in possession or under control of the Service, the following procedure will be applicable —

(a) REQUEST FOR ACCESS TO THE ACCIDENT REPORT BY A PARTY INVOLVED IN THE ACCIDENT

The relevant deputy information officer or employee who deals with accident report requests will deal with the request. The requester must complete the request form and a peace officer (eg: police official) or justice of the peace (eg: magistrate) must certify this form in the applicable part. The requester does not pay a request fee, but before access is granted, the prescribed reproduction fee is payable for each page that must be photocopied.

(b) REQUEST FOR ACCESS TO THE ACCIDENT REPORT BY A PERSON AUTHORISED BY THE INVOLVED PARTY IN THE ACCIDENT (eg: lawyer, insurance company, etc.)

The deputy information officer or employee who deals with accident reports will deal with the request. The requester must complete the request form and attach proof of capacity (eg: power of attorney) and if such proof of capacity is attached, a peace officer or justice of the peace need not certify the request form. If no proof of capacity is attached, the request form must be certified by a peace officer or justice of the peace in the applicable column. The requester does not pay a request fee, but before access is granted, the prescribed reproduction fee is payable for each page that must be photocopied.

(c) REQUEST BY PERSON WHO IS NOT THE INVOLVED PARTY IN THE ACCIDENT OR NOT AUTHORISED TO DO SO BY AN INVOLVED PARTY IN THE ACCIDENT

The relevant deputy information officer will deal with the request in accordance with the provisions of the Act (i.e: ensure that the request form is completed, ensure that the request fee is paid, inform all relevant third parties of the request, ensure that reproduction fees are paid, etc.). If the accident report is contained in an open docket, the request will be referred to the public prosecutor together with the police docket and the recommendation of the investigating officer concerned and the requester will be informed of the referral to the prosecutor and of the outcome. If the prosecutor gives permission to such access, access may be granted after the payment of the relevant

reproduction fees.

(8) 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, will 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.
- (c) If the requester **IS NOT** —
- (i) the employee to whom such a requested record or report relates; or
 - (ii) acting on behalf of the employee to whom such a requested record or report relates (eg, the requester is not the employee’s legal representative or not a person who has written authorization from the employee to act on his or her behalf, etc),
- the Deputy Information Officer will deal with such a request in terms of the provisions of the Act. In such a case, the employee to whom such requested records or reports relates, is the “third party” (eg, the SAPS 512(n) must be completed, the request fee is payable, the third party will be notified, etc).
- (d) If the requester **IS** —
- (i) the employee to whom such a requested record or report relates; or
 - (ii) acting on behalf of the employee to whom such a requested record or report relates (eg, the requester is the employee’s legal representative or a person who has written authorization from the employee to act on his or her behalf, etc),
- then the following procedure will be followed:
- (i) If the health practitioner **DID NOT CERTIFY OR STATE** in writing whether the disclosure of the record or report to the employee to which it relates might or might not cause serious harm to his or her physical or mental health, or well-being, the Deputy Information Officer will —
 - (aa) request the requester that the person to whom the requested record relates must nominate or identify

a health practitioner — *(This is done by completing the SAPS 512(p) of which part A and C will be deleted or scrapped, and by submitting the completed form to the requester); and*

- (bb) after a health practitioner has been nominated or identified by the person to whom the requested record relates, consult with such health practitioner on whether the disclosure of the record or report to the person to which it relates might cause serious harm to his or her physical or mental health, or well-being — *(This is done by completing and submitting the SAPS 512(q), together with a copy of the relevant medical record or report to the identified or nominated health practitioner).*

- (ii) If the health practitioner **DID CERTIFY OR STATE** in writing whether the disclosure of the record or report to the employee to which it relates might or might not cause serious harm to his or her physical or mental health, or well-being, the Deputy Information Officer will —

- (aa) if such health practitioner stated or certified that the disclosure of the record or report to the person to whom it relates **would not be likely** to cause serious harm to his or her physical or mental health, or well-being,—

- inform the requester in writing of the health practitioner's opinion and attach a completed SAPS 512(e) to inform the requester of the prescribed fees that are payable before access will be given; and
- after proof of payment of the prescribed fees is received, provide the requester with copies of the requested record or report;

- (bb) if such health practitioner stated or certified that the disclosure of the record or report to the person to whom it relates, **would be likely** to cause serious harm to his or her physical or mental health, or well-being, —

- inform the requester in writing of the health practitioner's opinion and attach a completed SAPS 512(p) — *(In the SAPS 512(p) the requester is requested to nominate or identify a counsellor who will be responsible for such counselling or arrangements as are reasonably practicable before, during or after the disclosure of the record or report to limit,*

alleviate or avoid such harm to the relevant person).

- (iii) If a counsellor has been identified or nominated, the Deputy Information Officer will —
 - (aa) inform the requester in writing that a copy of the record or report will be submitted to the identified or nominated counsellor after proof of payment of the prescribed fees is received;
 - (bb) attach a completed SAPS 512(e) regarding the prescribed fees that are payable; and
 - (cc) after proof of payment of the prescribed fees has been received, refer the relevant record or report to the nominated or identified counsellor by completing and submitting the SAPS 512(r) together with a copy of the relevant record or report — *(in the SAPS 512(r) the nominated or identified counsellor is requested to provide such counselling or arrangements as are reasonably practicable before, during or after the disclosure of the record to limit, alleviate or avoid such harm to the person to whom the record or report relates, and such counsellor is informed that he or she may disclose the relevant record or report at a time which he or she deems fit).*

(9) 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 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 are 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.

(10) 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. 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.

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], prescribes the fees for access to records.

5.5 HOW TO REQUEST ACCESS TO A RECORD WHICH IS IN THE POSSESSION OF OR UNDER THE CONTROL OF THE SERVICE

The National Commissioner: South African Police Service, appointed a National Deputy Information Officer and designated a deputy information officer for each division, province, area and police station to implement the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). (See paragraph 3 “CONTACT DETAILS OF DEPUTY INFORMATION OFFICERS”.)

(1) OBTAIN A REQUEST FORM

Obtain a request form [SAPS 512(n)] by —

- (a) personally obtaining it from the deputy information officer of the nearest police station; or
- (b) phoning, e-mailing or writing a letter to the relevant deputy information officer and requesting that such a form be faxed or posted (or send by e-mail where possible for such a deputy information officer) to the requester to the address or number as provided by him or her.

(Form A of the Regulations to the Act may also be used as an application form.)

(2) COMPLETE THE REQUEST FORM FULLY AND SUBMIT IT TO THE DEPUTY INFORMATION OFFICER

(a) ASSISTANCE FROM THE DEPUTY INFORMATION OFFICER

The deputy information officer can assist the requester with the request for access to records to ensure that the request complies with the requirements of the Act. The office of the National Deputy Information Officer may be contacted if the requester does not know who the relevant deputy information officer is.

(b) COMPLETE THE REQUEST FORM

(i) IF THE REQUEST FORM IS NOT FULLY COMPLETED

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

(ii) REQUESTED RECORD CONTAINS PERSONAL INFORMATION OF THE REQUESTER

If the requester request access to records which contain personal information concerning himself or herself, he or she must take the request form to the nearest police station and must sign it in the presence of a police official or justice of the peace. Such police officer or justice of the peace must certify in the appropriate column that the requester has signed the request form in his or her presence and that the person who signed the form and whose identity number appears on the form, is one and the same person.

(iii) PERSONAL REQUESTER IS REPRESENTED BY ANOTHER PERSON

If it is the representative or person acting on behalf of the person whose personal information is contained in the requested record, such representative (e.g: lawyer, insurance company, any person acting on his or her behalf, etc.) must ensure that the completed request form is accompanied by the necessary documentary proof of capacity. (“Documentary proof of capacity” means a document which satisfies the deputy information officer that the requester indeed has the capacity to apply for access to the record on behalf of a particular person). Such documentary proof may, amongst other, be —

- a general or specific power of attorney;
- a certified copy of the birth certificate of a minor and a certified copy of the identity document of the parent;
- a letter by the person on behalf of whom the request is made, authorizing the requester to make the request on his or her behalf as well as a certificate by a peace officer or justice of the peace, certifying that he or she has satisfied himself or herself that the person, on whose behalf the request is made, is the person that signed the letter authorizing the requester to submit the request on his or her behalf;
- 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;
- 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
- a letter of instruction from the Road Accident Fund in the event of an attorney (or other person) acting upon the instruction of the Road Accident Fund.

(c) SUBMIT THE COMPLETED REQUEST FORM

The fully completed request form must be submitted (by hand, post or fax) to the —

- (i) relevant deputy information officer; or
- (ii) deputy information officer of the nearest police station; or
- (iii) relevant provincial - or area deputy information officer; or
- (iv) National Deputy Information Officer.

(3) REQUEST 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 to another public body, complete the Notice of Fee Payable-form [SAPS 512(b)] and provide it to the requester. In this manner the requester will be informed of the request fee that is payable and of the place (nearest police station, area office, provincial office or Head Office) where the fee must be paid, before the request will be processed any further.

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

- (a) is a personal requester ("personal requester" means a requester seeking access to a record containing personal information about himself or herself);
- (b) requests information which is already in the public domain or published as "automatically available records"; or
- (c) is exempted by the Minister of Justice by proclamation in the Gazette from paying —
 - (i) request fees; or
 - (ii) any fees.

(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, an affidavit or a statement under affirmation, giving an account of all steps taken to find the relevant record or to determine whether the record exists including the communication with every person who conducted the search, will be submitted to the requester together with the Decision on Request for Access to a Record-form [SAPS 512(e)].

(b) THE REQUEST HAS BEEN GRANTED OR REFUSED

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

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

(c) DEFERRAL OF A REQUEST

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

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

the deputy information officer may defer access to the record.

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

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

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

(d) EXTENSION OF PERIOD

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

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

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

(e) THIRD PARTIES

A "third party" is any person other than the requester concerned and other than a public body — it may also include the government of a foreign state, an international organization or an organ of that government or organization to whom the record relates.

When the requested record relates to a third party, the deputy information officer will inform such a third party of the request. The third party may in writing submit representations that access to the record not be granted to the requester. The deputy information officer will —

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

A third party may lodge an internal appeal against a decision to grant access.

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 in terms of the Act.

(f) INTERNAL APPEAL

The Notice of Internal Appeal-form, SAPS 512(o), or Form B of the Regulations must be completed and forwarded to the deputy information officer if an internal appeal is lodged. A third party may lodge an internal appeal against a decision to grant access. The requester may lodge an internal appeal against the —

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

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

The National Deputy Information Officer will forward the decision of the Minister to the **requester** by sending a Notice to Requester of Decision on Internal Appeal-form [SAPS 512(k)].

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 by providing a Notice to Requester of Decision on Internal Appeal-form [SAPS 512(k)] to the requester and providing a Notice to Third Party of Decision on Internal Appeal-form [SAPS 512(j)] to the third party.

A requester or third party who is dissatisfied with the outcome of the internal appeal may within 37 days submit an application to court. If no such application is filed with the court, the Minister's decision will be adhered to.

6. DESCRIPTION OF SUBJECTS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT

(The subjects and categories of records held on each subject have been placed in alphabetical order for ease of search.)

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

ADMINISTRATION, ORGANIZATION AND CONTROL

Access control and safeguarding
Access to police premises
Administrative boards of investigations
Annual reports
Commissions of inquiries
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 environmental 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 on working hours

ADMINISTRATION OF JUSTICE

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

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

ANIMALS

Animals of the Service

AIRPORT AFFAIRS

Airports
Airspace violation
Aviation safety
Contingency planning
Hijackings
Security measures

ARMS, AMMUNITION, ARMAMENT AND COUNTERFEITS

Accreditation under the Firearms 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 licences
Trade in firearms and ammunition

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

AUTHORITIES AND ORGANIZATIONS

Ambulance services
Anticrime organizations
Aspects concerning this subject in general
Association for ex-servicemen
Businesses
Charity, welfare and religious organizations
Civil defence organizations
Cultural associations
Educational institutions
Employee organizations
Farming and agricultural associations
International association of Auto Theft Investigators
Insurance companies
Medical institutions and associations
Motor vehicle manufacturers
Occultist organizations
Organizations that render assistance to alcoholics and drug addicts
Organizations that render assistance to the homeless
Organization to prevent natural disasters
Plant and animal protection organizations
Political organizations
Private detective agencies
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

BUILDINGS AND PREMISES

Accommodation for other entities 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

CRIME

Abuse of dependence producing substances and rehabilitation centres acts:
Offences
Acts, regulations and ordinances of local authorities: Offences
Acts on patents and designs: Offences
Acts on Stock Exchange: Offences
Acts that protects the sea: Offences
Acts on diamonds and precious metals: Offences
Aeroplane hijackings
Agriculture and Land Bank Acts: Offences
Arson
Arms and Ammunition Act: Offences
Assault
Attempted murder
Attorneys Act: Offences
Bestiality
Bomb threats and offences related to explosives
Breach and disturbance of the peace
Bribery
Chain letters
Civil Aviation Act: Offences
Close Corporation Act: Offences
Companies Act: Offences
Contempt of court
Concealment of births
Correctional Services Act: Offences
Corruption Act: Offences

Crimes on ships and aeroplanes outside the RSA-borders
Crimen injuria
Crimes against children
Crime
Cruelty to animals
Customs and Excise Act: Offences
Culpable homicide
Dealing in and possession of insects
Dealing in and possession of human organs or tissue
Deportation and repatriation
Desecration of graves
Dockets
Domestic Violence Act
Estate Agents Act: Offences
Exhibits
Extent of crime
Extortion
Financial Acts: Offences
Fingerprints, palm and foot prints
Firework related offences
Forgery and uttering
Fraud
Fugitives and wanted criminals
Gambling
Harmful Business Practises Act: Offences
Health legislation: Offences
Housebreaking
Hunting, theft and smuggling of game
Indecent assault
Identification and identification parades
Incest
Informers and trackers
Internal Security Act: Offences
Investigation and/or combating of crime
Import and Export Control Act: Offences
Insolvency
Insurance Act: Offences
Juvenile crime
Kidnapping
Liquor and liquor products acts: Offences
Magistrates' courts Act: Offences
Maintenance and promotion of Competition Act: Offences
Malicious damage to property
Mercantile marine Act: Offences
Merchandise Marks Act: Offences
Mining Rights Act: Offences
Minerals Act :Offences
Modus operandi of offenders
Moulds

Murder
Mutilation of corpses
National Archives of South Africa Act: Offences
National Monuments Act: Offences
Obstruction of justice
Occupational Health and Safety Act: Offences
Offences by hawkers and pedlars
Passengers travelling without valid travelling tickets
Perjury
Petroleum Products Act: Offences
Photographs and plans
Polygamy
Posing as a police official
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
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

DEATHS AND FUNERALS

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

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

ENVIRONMENTAL PLANNING AND DEVELOPMENT

Environmental planning and development

EXPLOSIVES, FIREWORKS, TEARGAS AND DANGEROUS SUBSTANCES

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

FINANCIAL ADMINISTRATION

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

Standing advance
Suspensions (suspense) account
Reissuing of payments

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

HISTORY

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

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

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

INSTITUTIONS AND ESTABLISHMENTS: SEMI-OFFICIAL

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

South African Police Service Toastmasters Club
South African Police Service Magazine
Vacation and recreation resorts
Widows' and Orphans' Fund

ISSUING, USE AND HANDLING OF WEAPONS

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

LEGISLATION AND LEGAL MATTERS

Laws, regulations and ordinances
Legal matters

LIQUOR

Abuse of liquor and drunkenness
Dealing in and providing liquor
Liquor
Liquor Licensing Boards
Liquor licences and licence holders
Liquor premises: Management and control
Medicines and other preparations containing alcohol

LOCAL AUTHORITIES

Local authorities

LOTTERIES, GAMBLING, WAGERS AND CHAIN LETTERS

Chain letters
Gambling
Lottery
Wagers

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

MEETINGS AND SOCIAL GATHERINGS

Celebrations
Congratulations
Condolences
Christmas and New Year's greetings
Meetings
Parades
Religious and commemorative services

MINES AND DIGGINGS

Diamonds and precious metals
Mines and diggings

NATIONAL WELFARE

Children and juveniles
Social care
Socio-economic matters
Welfare institutions

PARLIAMENTARY AFFAIRS

Parliamentary affairs

PASTORAL, SOCIAL AND PSYCHOLOGICAL SERVICES

Crisis line
Pastoral care
Psychological services
Religious organizations
Social Work

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

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
Licencing and visits: Dealers in second-hand goods
Missing persons: Tracing of
Payment for Police services
Police displays
Police protection and maintenance of law and order
Tracking systems

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

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

PRISONERS AND PRISON AFFAIRS

Prisoner affairs

PROMOTIONS AND HONORARY RANKS

Honorary ranks
Promotions

PUBLIC GATHERINGS, EXHIBITIONS AND FESTIVALS

Gatherings, exhibitions and festivals

PUBLIC HEALTH

Doctors, homeopaths and traditional healers
Epidemics and contagious diseases

Feeding
Mental patients
Medicines and poisons
Public health
Rehabilitation

PROPERTY

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

RECOGNITION FOR SERVICES RENDERED

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

RECRUITMENT AND EMPLOYMENT

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

SPORT AND RECREATION

Action cricket
Angling
Archery
Aspects concerning every sport
Athletics: Including cross-country
Badminton
Basketball

Baseball
Biokinetic
Bodybuilding
Bowls
Boxing
Chess
Corfball
Cricket
Cycling
Darts
Equestrian sport
Fencing
Golf
Gymnastics
Handball
Hikes
Hockey
Ice-skating and roller-skating
Judo and Jo-jitsu
Jukskei
Karate
Kick Boxing
Life-saving
Modern Pentathlon
Netball
Parachute Jumping
Paragliding
Pool Table Tennis
Powerlifting
Recreation Gymnastics
Ring Tennis
Road races
Rugby
Scuba diving
Shooting
Singing
Snooker and billiards
Softball
Soccer
South African Police Service Dance Group
South African Police Service Theatre Group
Sport and recreation facilities
Sport games
Sport on water
Squash
Surfing
Swimming and diving
Tennis
Tenpin bowling
Trampoline
Tug-of-war

Volleyball
Water Polo
Weightlifting
Working Dog Sport
Wrestling
Yachting

STATE ADMINISTRATION

State Administration

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

STATE PROPERTY: EXCLUDING DURABLE STORES

Consumable stores
Containers and packing material
Expendable stores
Medical and veterinary stores
Photographic material
Stores: Control of
Stores: Mechanical transport
Rations
Requisition, purchase and provision of stationery, printing, stamps, registers and forms

TRANSFERS AND VACANCIES

Transfers
Transfers
Vacancies

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

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

TRANSPORT AND TRAFFIC

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

7. CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE

(This is the categories of records as published in the Gazette, dated 25 February 2005, Number 27302, Notice Number 156. These categories of records will automatically be replaced by any annual notice of section 15 categories published in the Gazette after this date.)

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

<p>National and Divisional Employment Equity Section 20 Plans and Section 21 Reports</p>	<p>The records may be inspected at the relevant Divisional Commissioner's office and Employment Equity Managers on request in writing to the relevant Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001.</p>
<p>PERFORMANCE MANAGEMENT</p>	
<p>Records relating to — (1) 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)</p>	<p>(1) The records may be inspected at the office of the Sub-section Head: Performance Management on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001.</p>
<p>(2) Performance Management Systems for the Service (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act):</p> <ul style="list-style-type: none"> • Projects • Project names • Project plans • Project budgets • Project status reports • Project and programme operating manuals • Project and programme functions and activities • Programme Management Board activities • Project and programme registered users • Number of registered project centres 	<p>(2) The records may be inspected at the office of the Sub-section Head: Performance Systems on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001.</p>
<p>(3) Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act):</p> <ul style="list-style-type: none"> • Pre-interview questionnaire • Results of Job evaluation • Panel results 	<p>(3) The records may be inspected at the office of the Sub-section Head: Compensation Management on request in writing to the Divisional Commissioner: Career Management, Private Bag X 94, PRETORIA, 0001.</p>

DIVISION: CRIME PREVENTION	
VISIBLE POLICING: CENTRAL FIREARM CONTROL REGISTER	
(1) Consideration Policy 1994 (2) Firearm related policies	The records may be inspected at the office of the Head: Central Firearm Control Register on request in writing to the Head: Central Firearm Control Register, Private Bag X 811, PRETORIA, 0001.
VISIBLE POLICING: PARTNERSHIP POLICING SECTOR POLICING	
Records relating to — (1) Partnership Policing <ul style="list-style-type: none">• Police Community Projects• Policy Framework and Guidelines on Community Policing (2) Sector Policing <ul style="list-style-type: none">• Pilot Projects	The records may be inspected at the office of Crime Prevention on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001.
VISIBLE POLICING: UNIFORM 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 <ul style="list-style-type: none">• Flying Squad or Highway Patrol• 10111 Centres (2) Community Services (3) Accident Combating (4) Specialised Uniform Support <ul style="list-style-type: none">• Hostage Negotiation• Divers• Water Wing• Disaster Management (5) Peace Keeping (6) Equestrian (7) Dogs	The records may be inspected at the office of Crime Prevention and Operational Response Services: Registration Section between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001.

DIVISION: FINANCIAL AND ADMINISTRATION SERVICES	
ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY	
<p>(1) Master Copy of the Filing System (2) Registry Procedure Manual</p>	<p>The records may be inspected at the office of the Sub-section Head: Archives and Registry on request in writing to the Record Manager: SAPS: Archives and Registry, Private Bag X 94, PRETORIA, 0001.</p>
FINANCIAL SERVICES: BUDGETS	
<p>Estimates of National Expenditure - Safety and Security</p>	<p>The records may be inspected at the office of the Manager: Budgets on request in writing to Financial and Administration Services: Manager: Budgets, Private Bag X 94, PRETORIA, 0001.</p>
DIVISION: LOGISTICS	
<p>General Conditions and Procedures [ST.36]</p>	<p>The records may be inspected at Logistics on request in writing to the Divisional Commissioner: Logistics, Private Bag X 254, PRETORIA, 0001.</p>
DIVISION: PERSONNEL SERVICES	
PSYCHOLOGICAL SERVICES	
<p>Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to —</p> <p>(1) Psychological Interventions All the different types of training offered by the section: Psychological Services, the reason and methods of for such training and the place where it occurs</p> <p>(2) Trauma debriefing</p> <p>(3) Number of employees psychometrically evaluated for specialized units</p> <p>(4) Number of applicants for entry level: constables evaluated</p>	<p>The records may be inspected at the office of the Sub-section Head: Psychological Services on request in writing to the Divisional Commissioner: Personnel Services, Private Bag X 94, PRETORIA, 0001.</p>

<p>(5) Different sports and recreation events accordingly the number of employees participating in different events including sports and recreation for disabled employees</p> <p>(6) International sporting events. Total of employees participating and results</p>	
DIVISION: TRAINING	
<p>Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to —</p> <ol style="list-style-type: none">(1) Quarterly returns(2) Fail and pass rate(3) Numbers of employees trained(4) Training needs(5) Types of certificates issued(6) Training structure (E.g: National, Provincial, etc.)(7) Formal qualifications(8) Academic performance in the Service(9) Internal training programmes	<p>The records may be inspected at the office of the Divisional Commissioner: Training on request in writing to the Divisional Commissioner: Training, Private Bag X 94, PRETORIA, 0001.</p>

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: LOGISTICS	
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

<p>(1) Policy Documents and National Instructions</p>	<p>(1) The records may be obtained on request in writing addressed to the relevant sub-section head or the relevant divisional commissioner.</p>
<p>(2) Collective Agreements</p>	<p>(2) The records may be obtained on request in writing addressed to Labour Relations, Private Bag X 94, PRETORIA, 0001.</p>
<p>(3) ACCIDENT REPORT (NEW OR OLD): COPY OR PHOTOCOPY <i>Note that —</i></p> <ul style="list-style-type: none"> ▶ <i>with the term “copy” is meant where reproduction is done manually;</i> ▶ <i>a copy or photocopy of a completed accident report will only be furnished to the authorised person.</i> 	<p>(3) The records may be obtained by the authorised person on request in writing addressed to the relevant office of the Service.</p> <p><i>Note that —</i> <i>The following persons are deemed to be authorised persons:</i></p> <ul style="list-style-type: none"> • <i>an involved party (e.g: driver, passenger, pedestrian, cyclist, owner of the vehicle, etc.) if he or she can prove that he or she is an involved party; and</i> • <i>a person who is not an involved party only if he or she has written permission or authority of an involved party.</i>

**COMMUNICATION AND LIAISON SERVICES:
HERITAGE SERVICES**

<p>Archival records and photo's at the SAPS Heritage Services (excluding records contained in dockets and personal information of persons or information that may be refused on the grounds of refusal provided for in the Act)</p>	<p>The records may be obtained on request in writing addressed to the Curator, SAPS Heritage Services, PO Box 4866, Pretoria, 0001.</p>
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STRATEGIC MANAGEMENT

<p>Although the following records are available free of charge on the Web page of the Service, it may be photocopied on request:</p> <p>(1) South African Police Annual Report</p> <p>(2) Strategic Plan for the South African Police Service</p>	<p>The records may be obtained on request in writing addressed to the Head: Strategic Management, Private Bag X94, Pretoria, 0001</p>
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DIVISION: CAREER MANAGEMENT

EQUITY	
National and Divisional Employment Equity Section 20 Plans and Section 21 Report	The records may be obtained on request in writing addressed to the Divisional Commissioner: Career Management at Private Bag X 94, PRETORIA, 0001
HUMAN RESOURCE PLANNING	
Career Management Project Centre Project Reports	Projects funded by government can be provided to public on request in writing addressed to the Divisional Commissioner: Career Management at Private Bag X 94, PRETORIA, 0001
PERFORMANCE MANAGEMENT	
<p>Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to —</p> <p>(1) Performance management systems:</p> <ul style="list-style-type: none"> • Projects • Project names • Project plans • Project budgets • Project status reports • Project and programme operating manuals • Project and programme functions and activities • Programme Management Board activities • Project and programme registered users • Number of registered project centres <p>(2) Incentive and Reward Schemes</p>	<p>The records may be obtained from the office of the Sub-section Head: Performance Management on request in writing addressed to Divisional Commissioner: Career Management, SAPS Head Office, Private Bag X 94, PRETORIA, 0001.</p>
<p>(3) Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) :</p> <ul style="list-style-type: none"> • Pre-interview questionnaire • Results of Job evaluation • Panel results 	<p>The records may be obtained from the office of the Sub-section Head: Compensation Management on request in writing addressed to the Divisional Commissioner: Career Management, SAPS Head Office, Private Bag X 94, PRETORIA, 0001.</p>
DIVISION: CRIME PREVENTION	

SOCIAL CRIME PREVENTION	
<p>(1) Making South Africa Safe Manual</p> <p>(2) Environmental Design Manual</p> <p>(3) Communication Materials on Making South Africa Safe Manual and the Environmental Design Manual</p> <p>(4) Communication Materials on Domestic Violence</p> <p>(5) Communication Materials on Victim Empowerment</p> <p>(6) Communication Materials on rape and sexual offences</p>	<p>The records may be obtained from the office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001.</p>
VISIBLE POLICING: PARTNERSHIP POLICING SECTOR POLICING	
<p>Records relating to —</p> <p>(1) Partnership Policing</p> <ul style="list-style-type: none">• Police Community Projects• Policy Framework and Guidelines on Community Policing <p>(2) Sector Policing</p> <ul style="list-style-type: none">• Pilot Projects	<p>The records may be obtained from the office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001.</p>

VISIBLE POLICING: UNIFORM POLICING

<p>Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to General Correspondence with regard to:</p> <p>(1) Police Emergency Services</p> <ul style="list-style-type: none"> • Flying Squad or Highway Patrol • 10111 Centres <p>(2) Community Services</p> <p>(3) Accident Combating</p> <p>(4) Specialised Uniform Support</p> <ul style="list-style-type: none"> • Hostage Negotiation • Divers • Water Wing • Disaster Management <p>(5) Peace Keeping</p>	<p>The records may be obtained from the office of Crime Prevention on request in writing addressed to the Divisional Commissioner: Crime Prevention, Private Bag X 241, PRETORIA, 0001.</p>
<p>DIVISION: DETECTIVE SERVICE</p>	
<p>MANAGEMENT AND ADMINISTRATIVE SUPPORT</p>	
<p>Photographs and Identikits released by the Service and published by the media</p>	<p>The records may be obtained from the Criminal Record Centre on request in writing addressed to the Divisional Commissioner: Detective Service, SAPS Head Office, Private Bag X 94, PRETORIA, 0001.</p>
<p>DIVISION: FINANCIAL AND ADMINISTRATION SERVICES</p>	
<p>ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY</p>	
<p>(1) Master Copy of the Filing System</p> <p>(2) Registry Procedure Manual</p>	<p>The records may be obtained from the office of the Sub-section Head: Archives and Registry on request in writing addressed to the Record Manager: SAPS: Archives and Registry, Private Bag X 94, PRETORIA, 0001.</p>
<p>FINANCIAL SERVICES: BUDGETS</p>	
<p>Estimates of National Expenditure - Safety and Security</p>	<p>The records may be obtained on request in writing addressed to Financial and Administration Services: Manager: .Budgets, Private Bag X 94, PRETORIA, 0001</p>

<p>DIVISION: LEGAL SERVICES</p>

DETECTIVE SERVICE	
Concluded Police Co-operation Agreements	The records may be obtained on request in writing addressed to the Divisional Commissioner: Legal Services: Detective Service, Private Bag X 94, PRETORIA, 0001.
DIVISION: LOGISTICS	
General Conditions and Procedures [ST.36]	The records may be obtained from Logistics on request in writing addressed to the Divisional Commissioner: Logistics, Private Bag X 254, 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 (3) Personnel strength	The records may be obtained on request in writing addressed to the Section Head: Air Wing , P O Box 19063, PRETORIA-WEST, 0117.
MANAGEMENT SUPPORT 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: <ul style="list-style-type: none"> • Crowd Management • Intervention Unit • Border Police • Air Wing • Training • Special Task Force (2) Crowd Management Incidents (3) Successes of: <ul style="list-style-type: none"> • Crowd Management • Intervention Unit • Border Police • Air Wing • Training • Special Task Force (4) Personnel strength	The records may be obtained on request in writing addressed to the Deputy Information Officer: Operational Response Service, Private Bag X 241, PRETORIA, 0001.
DIVISION: PERSONNEL SERVICES	

RECRUITMENT	
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 requirements for all appointments and contracts	The records may be obtained on request in writing addressed to the Sub-section: Recruitment, Private Bag X 94, PRETORIA, 0001.
PSYCHOLOGICAL SERVICES	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to — (1) Psychological Interventions All the different types of training offered by the section: Psychological Services, the reason and methods of for such training and the place where it occurs (2) Trauma debriefing (3) Number of employees psychometrically evaluated for specialized units (4) Number of applicants for entry level: constables evaluated (5) Different sports and recreation events accordingly the amounts 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: Personnel Services, SAPS Head Office, Private Bag X94, PRETORIA, 0001.

DIVISION: TRAINING

<p>Records (excluding personal information or records of employees) relating to —</p> <ol style="list-style-type: none">(1) Quarterly Returns(2) Fail and Pass Rate(3) Numbers of Employees Trained(4) Training Needs(5) Types of Certificates Issued(6) Training Structure (E.g.: National, Provincial etc.)(7) Formal Qualifications(8) Academic Performance in the Service	<p>The records may be obtained on request in writing addressed to the Divisional Commissioner: Training, Private Bag X 94, PRETORIA, 0001.</p>
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7.4 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE *FREE OF CHARGE* IN TERMS OF SECTION 15(1)(a)(iii)

All DIVISIONS

<p>(1) A copy of a suspect's own statement contained in an open docket</p>	<p>(1) The request for a copy of such statement must be in writing and addressed to the relevant investigating officer</p> <p><i>Take note: such a copy will only be automatically available to the relevant suspect or his or her representative and if a representative of a suspect requests access to such a statement on behalf of the said suspect, he or she must attach documentary proof of capacity</i></p>
<p>(2) Information regarding the following topics is available on the Web page of the Service <i>(subject to change)</i>:</p> <p>*SAPS Profile: Organisational structure National and Provincial profiles Divisional profiles Core functions of the components Units and Sections (liable to change) Police ratio and International comparison Police station information and contact numbers History of SAPS Overview of SAPS Code of Ethics Code of Conduct Constitutional Framework Strategic plan Annual Report Budget vote Role of Honour</p>	<p>(2) Available on the Web page of the Service at www.saps.gov.za</p>

***Contact Directory:**

Head Office
Divisions
Police stations
Units and sections
Access to Information Officers

***Announcements:**

Will be done on homepage

***Map on homepage:**

Good news
Police station news

***Documents and publications:**

Legislation
Constitution
Reports
Publications
Pamphlet information
SAPS Journal

***News:**

Media releases
Speeches
Events calendar
Selected news

***Careers:**

Vacancies
Job profiles
Where to apply

***Frequently asked questions**

***Community policing:**

Community Policing Forums
Partnership policing
Projects
Sector policing

***Crime Prevention:**

Social crime prevention
Security and safety tips
Drugs
Domestic violence
Farm attacks

<p>*Crime stop: Report a crime</p> <p>*Projects: Teddy bear patrol Womans month 16 Days of Activism against violence Stop Child abuse</p> <p>*Missing kids</p> <p>*Missing persons</p> <p>*Wanted persons</p> <p>*Childrens corner: History Drug information Museum Child abuse Safety tips Units Photo album</p> <p>*Youth desk: Drug information for teenagers Occult related crimes Hints for parents</p> <p>*Links: To related institutions and government departments</p> <p>*Search facility to assist in finding information</p> <p>*Feedback facility on SAPS and Website</p>	
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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 -Gauteng	PO Box 58452, Newville, 2114 Room 405, 4 th Floor Sophiatown SAPS 186 Main Road, Newlands, 2092 (011) 670 0706/0716/0718/6316(T) (011) 670 0707 (Fax) missing.gauteng@saps.org.za
“Crime Stop”	08600 10111
Captain Crime Stop	(012) 421 8211 (o/h) (012) 421 8274 (fax)
Captain Crime Stop: E-mail Address	response@saps.org.za
Child Line	0800 05 55 55
Community Police Service Centre	Telephone number of nearest police station (see local telephone directory)
Community Police Forums	Telephone number of nearest police station (see local telephone directory)
Community Policing: The Head: Partnership Policing	(012) 421 8318/9 (o/h) (012) 421 8310 (fax)
Community Service Line	0860 130 860
Crime Stop	08600 10111
Crime Stopper Club: Postal Address (which is Captain Crime Stop’s club for children)	The Crime Stopper Club Private Bag X302 PRETORIA 0001
Firearms Call Centre	(012) 353 6111
Missing Children Website	za.missingkids.com

Reserve Police Service inquiries can be directed to: The Head: Operational and Development Support	(012) 421 8008 (o/h) (012) 421 8235 (fax)
SAPS Emergency Number	10111
SAPS Website	www.saps.gov.za
Stop Woman Abuse Help Line	0800 150 150

8.2 COMMUNITY POLICE FORUMS AND BOARDS

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

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

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

8.3 SOUTH AFRICAN POLICE RESERVE SERVICE

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

8.4 POLICE STATION

- (1) Rendering basic policing functions such as attending to complaints, patrolling, administering police cells and the safekeeping of exhibits;
- (2) administering firearm licence applications (only the initial administration - the processing and issuing is done by the Central Firearms Register);
- (3) administering summonses and enquiries from other units or components;
- (4) administering accident reports;
- (5) administering all functions in respect of the functioning of a community service centre (charge office);
- (6) rendering supportive court duties (court orderly);
- (7) safeguarding crime scenes;
- (8) service delivery with regard to extra-departmental duties which,

amongst other, includes the provisioning of the following:

- (a) photocopies of statements;
- (b) photos concerning scenes of collisions;
- (c) accident reports (OAR forms) and sketch plans;
- (d) criminal record enquiries; and
- (e) photocopies of post-mortem reports.

8.5 COMMUNITY POLICING

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

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

8.6 CAPTAIN CRIME STOP

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

8.7 WEB SITE OF THE SERVICE

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

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

8.8 CRIME STOP

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

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

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

Contact numbers for Family Violence, Child Protection and Sexual Offences Unit are available on the web site of the Service under the subject "Crime Stop". All telephone or fax numbers are subject to change. If the number is not available, Crime Stop may be contacted at 08600 10111 OR 10111.

FCS = Family Violence, Child Protection and Sexual Offences Unit

CPU = Child Protection Unit

Individual = Specialised individual (Detective Service)

These contact numbers are as follow:

CITY / TOWN	UNIT / INDIVIDUAL	TEL NUMBER (O/H)	TEL NUMBER (A/H)	FAX NUMBER
Head Office	National	(012) 393-2363 (012) 393-2358/9	082 809 2112	(012) 328-3546
Detective Academy		(012) 804-0824		(012) 804-0973
Kwa-Zulu Natal	Provincial coordinator	(031) 360-4981		(031) 332-7290
Northern Prov	Provincial coordinator	(015) 290-6373	082 451 7155	(015) 290-6981
North West	Provincial coordinator	(018) 299-7159	082 809 1697	(018) 299-7823
Eastern Cape	Provincial coordinator	(041) 394-6593		(041) 394-6619
Western Cape	Provincial coordinator	(021) 918-3373		(021) 918-3326
Acornhoek	Individual	(015) 797-0159/7		(015) 797-0158
Addo	Individual	(042) 233-0062		(042) 233-2412
Alice	Individual	(040) 653-1252		(040) 653-1218
Aliwal-North	Individual	(051) 634-1790		(051) 634-2351
Alldays	Individual	(015) 575-1128/13		(015) 575-1204
Barkly-wes	Individual	(053) 531-0625		(053) 531-0442
Beaufort-West	Individual	(0201) 5-1100		(0201) 3619
Bela-Bela (Warmbaths)	Individual	(014) 736-9700		(014) 736-9711
Benoni	FCS	(011) 747-0000/84	083 969 2369	(011) 747-0219

			083 251 6897	
Bloemfontein	FCS	(051) 507-6159/00/60	083 255 6536 083 808 7464	(051) 430-4077
Bloemhof	Individual	(053) 433-2055		(053)
Boituso	Individual	(051) 535-2400/1/2		(051) 535-1040
Bolobedu	Individual	(015) 328-3020		(015) 328-4060
Bosbokrand	Individual	(013) 799-0221		(013) 799-0112
Brits	Individual	(012) 252-3072		(012) 252-5502
Bronville	Individual	(057) 394-2582		(057) 394-2582
Calcutta	Individual	(013) 708-6045		(013) 708-6096
Calvinia	Individual	(0273) 41-1015		(0273) 41-2765
Cape Town	CPU	(021) 5922601/3/5	083 308 6124	(021) 592-2649
Carletonville	FCS	(018) 7881300/1701	083 255 6535	(018) 788-2347
Colesberg	Individual	(051) 753-0588		(051) 753-0555
Christiana	Individual	(053) 441-2798		(053) 441-2196
Conville	Individual	(044) 875-9768		(044) 875-8652
Cookhouse	Individual	(042) 247-1144		(042) 247-1313
Cradock	Individual	(048) 881-2512		(048) 881-2907
De Aar	FCS	(053) 632-9604	082 808 7481	(053) 631-4651
Delmas	Individual	(013) 665-2631		(013) 665-3782
Despatch (Uitenhage)	Individual	(041) 992-6111		(041) 992-4125
Douglas	Individual	(053) 298-1612		(053) 298-2796
Duiwelskloof	Individual	(015) 309-9555		(015) 309-9689
Durban-North	CPU	(031) 310-3101	083 255 6540 082 893 0963	(031) 307-7077
Durban-South	CPU	(031) 325-5244/68		(031) 325-5257
East-Londen	FCS	(043) 722-9718	083 255 6523	(043) 722-9846
Ermelo	Individual	(017) 819-2321/8		(017) 819-1659
Evander	Individual			
Ficksburg	Individual	(05192) 3703		(05192) 3740
Ganyesa	Individual	(0140) 331-329/30		(0140) 331-331
George	Individual	(044) 803-4520		(044) 803-4530
Germiston (East-Rand)	CPU	(011) 871-5460/70		(011) 871-5465
Gilead	Individual	(015) 505-0199		(015) 505-0199 ask for a fax line
Giyani	Individual	(015) 812-3205		(015) 812-3191
Goodwood/Cape T	CPU	(021) 592-2601		(021) 592-2649
Graaff-Reinet	Individual	(0491) 2-2283		(0491) 2-5719

Grahamstown	Individual	(046) 603-9111		(046) 603-9339
Gravelotte	Individual	(015) 318-4313		(015) 318-4262
Greytown	Individual	(033) 413-1202		(033) 417-1316
Groblersthoop	Individual	(054) 833-0113		(054) 833-0145
Hankey	Individual	(042) 284-0222		(042) 284-0255
Humansdorp	Individual	(042) 291-0810		(042) 291-0554
Hartswater	Individual	(053) 474-0951		(053) 474-0665
Hlanganani	Individual	(015) 873-1529		(015) 873-2024
Hoedspruit	Individual	(015) 793-1390/1		(015) 793-1392
Hopetown	Individual	(053) 203-0504		(053) 203-0368
Jan Kempdorp	Individual	(053) 456-0057		(053) 456-1491
Jeffereysbaai	Individual	(042) 293-1061		(042) 293-1802
Johannesburg (Braamfontein)	FCS	082 850 7969		
Kakamas	Individual	(054) 431-0872		(054) 431-0799
Kathorus	CPU	(011) 617-3664/5	082 468 0567	(011) 860-1003
Keiskammahoek	Individual	(040) 658-0205		(040) 658-0006
Kent-on-sea	Individual	(046) 648-2313		(046) 648-1921
Kimberley	CPU	(053) 38-5751/7	082 808 6695 082 808 7418	(053) 832-2744
Kirkwood	Individual	(042) 230-0330		(042) 230-1537
Klerksdorp	CPU	(018) 464-5111	083 255 6539	(018) 464-5393
Kokstad	Individual	(039) 797-1130		(039) 797 1160
Kqbokweni	Individual	(013) 796-0542/17		(013) 796-1047
Kroonstad	Individual)	(056) 215-1807		(056) 212-2611
Krugersdorp	FCS	(011) 951-1700/19		(011) 951-1723
Kuruman	Individual	(053) 7120051X216		(053) 712-1655
Kwa Nobuhle	Individual	(041) 977-5250		(041) 977-3787
Kwamhlanga	CPU	(013) 947-2868		(013) 947-2929
Ladysmith (C)	Individual	(028) 551-1007		(028) 551-1696
Ladysmith (KZN)	CPU	(036) 638-3342	083 255 6522	(036) 638-3342
Lebowakgomo	FCS	(015) 633-1000		(015) 633-1296
Lephalale (Ellisras)	Individual	(014) 763-2148		(014) 763-4198
Letsitele	Individual	(015) 345-1220		(015) 345-1932
Lichtenburg	Individual	(018) 632-8036		(018) 632-8024
Lulekani	Individual	(015) 783-0175		(015) 783-0175
Lutzville	Individual	(027) 217-1510		(027) 217-1384
Maake	Individual	(015) 355-3114		(015) 355-3114
Mabopane	CPU	(012) 701-2956/67	082 809 1797	(012) 701-2609

Mafikeng/ Mmabatho	CPU	(018) 397-0302/5	083 626 9139	(018) 384-5895
Makhado (Louis Trichardt)	CPU	(015) 519-4393	082 808 6586	(015) 519-4333
Makopanée	Individual	(015) 483-0320		(015) 483-0321
Malamulele	Individual	(015) 851-0030		(015) 851-0158
Mankweng	Individual	(015) 267-0313		(015) 267-0797
Mara	Individual	(015) 593-0103		(015) 593-0188
Mphephu	Individual			(015) 966-4029
Musina (Messina)	Individual	(015) 534-2165		(015) 534-2177
Mhala	Individual	(013) 773-0871		(013) 773-0331
Middelburg (M)	CPU	(013) 243-4311		(013) 249-1697
Middelburg (C)	Individual	(049) 842-1050		(049) 842-1734
Mitchellsplain	CPU	(021) 376-3032/5/9	083 788 6887	(021) 376-3121
Moakeng	Individual	(056) 216-7200		(056) 214-2062
Modimolle (Nylstroom)	Individual	(014) 717-3441		(014) 717-1229
Mogwase	CPU	(014) 555-6115		(014) 555-5681
Mokopane (Potgietersrus)	Individual	(015) 491-2171		(015) 491-5715
Molteno	Individual	(04572) 266		(04572) 211
Mosselbay	FCS	(044) 693-0000		(044) 2866
Mothibistad	CPU	(053) 7731155/1811	082 800 6820	(053) 773-1156
Naboomspruit	Individual	(014) 743-0411		(014) 743-1394
Namakgale	Individual	(015) 769-1530		(015) 769-1128
Nelspruit	CPU	(013) 759-1000/1230	082 878 5974	(013) 759-1227
New Castle	Individual	(03431) 46269	083 255 6522	(03431) 46123
Northam	Individual	(014) 784-0113		(014) 784-0333
Odendaalsrus	Individual	(057) 398-1792		(057) 398-2099
Oudtshoorn	Individual	(044) 203-9084		(044) 203-9170
Paarl	Individual	(021) 807-4088		(021) 807-4088
Paarl-East	Individual	(021) 807-4000	083 764 6842	(021) 807-4088
Patensie	Individual	(042) 283-0859		(042) 283-0976
Paterson	Individual	(042) 851-1010		(042) 851-1035
Phalaborwa	Individual	(015) 781-2125/9		(015) 781-6394
Phuthaditjhaba	CPU	(058) 718-4201/02		(058) 718-4202
Pietermaritzburg	FCS	(033) 845-8627	083 255 6524	(033) 342-8227
Polokwane (Pietersburg)	CPU	(015) 290-6989/80	083 625 2487	(015) 290-6981
Port Alfred	Individual	(046) 624-1943		(046) 624-4219

Port Nolloth	Individual	(027) 851-8320		(027) 851-7113
Port Shepstone	CPU	(039) 688-1000	083 255 6537	(039) 688-1189
Port Elizabeth	CPU	(041) 401-3000	083 255 6541 082 808 7314	(041) 401-3030
Postmasburg	Individual	(0591) 3-0318		(0591) 76-1421
Potchefstroom	CPU	(018) 299-7315	083 255 6521	(018) 299-7316
Pretoria	FCS	(012) 334-4365/66	082 805 2369	(012) 325-5994
Pudimoe (Taung)	CPU	(053) 995-9171	083 742 6311	(053) 995-1339
Queenstown	FCS	(045) 838-1967	082 809 1669	(045) 839-1968
Richardsbay	CPU	(035) 901-2475	083 255 6324	(035) 901-5848
Ritavi	Individual	(015) 3037805/1741		(015) 303-0272
Rustenburg	CPU	(014) 590-4162	083 626 9143	(014) 590-4314
Saselamani	Individual	(015) 853-0085		(015)
Sasolburg	Individual	(016) 976-1086/7		(016) 970-1052
Secunda	CPU	(017) 624-2000		(017) 624-2330
Sekgosese	Individual	(015) 253-4291		(015) 253-4291
Somerset-East	Individual	(042) 243-1100		(042) 243-1244
Soshanguve	CPU	(012) 799-8845		(012) 799-1388
Soweto	FCS	(011) 982-7774	083 251 6896	(011) 982-7775
Springbok	FCS	(027) 712-8101/2/3	082 808 6965	(027) 712-8117
Standerton	Individual	(017) 712-1236		(017) 712-4039
Temba (Phokeng)	CPU	(012) 717-2321	082 809 1736	(012) 717-3027
Thabazimbi	Individual	(014) 777-1569/70		(014) 777-1729
Thabong	Individual	(057) 355-1206/7 X214		(057) 396-4841
Thohoyandou	CPU	(015) 9638109/8207		(015) 963-8110
Thornhill	Individual	(042) 286-0745		(042) 286-0745 ask for fax line
Tzaneen	CPU	(015) 306-2000	083 742 9553	(015) 306- 2080/78
Ulundi	Individual	(035) 87-0014/15		(035) 870-0117
Umtata	FCS	(047) 531-0039	082 809 1635	(047) 531-2825
Umzimkulu	Individual			
Upington	CPU	(054) 3373440/3423	082 808 5939	(054) 331-2059
Vaalwater	Individual	(014) 755-3885		(014) 755-3886
Vereeniging (VaalRand)	FCS	(016) 421-2225/6	083 251 6899	(016) 421-2238
Venterstad	Individual	(051) 654-0122		(051) 654-0091
Victoria-West	Individual	(053) 621-0017		(053) 621-0782
Vredendal	Individual	(027) 201-3200		(027) 213-3127
Vryburg	CPU	(053) 928-4000	082 643 0712	(053) 928-4118

Vryheid	Individual	(0381) 981-4715		(0381) 981-4778
Warrenton	Individual	(053) 497-4151		(053) 497-4994
Waterpoort	Individual	(015) 575-1503		(015) 575-1110
Watervalboven	Individual	(013) 257-0001		(013) 257-0672
Welkom	Individual	(057) 353-2730	082 467 6009	(057) 352-5510
Willowmore	Individual	(044) 923-1008		(044) 923-1008
Wittlesea	Individual	(0408) 2-2071		(0408) 2-2311
Wolwefontein	Individual	(049) 838-0087		(049) 838-0077
Worcester	Individual	(023) 342-2496		(023) 342-3445
Zebediela	Individual	(015) 642-3117		(015) 642-3147

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

9.1 PARLIAMENT

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

The contact details for the National Assembly are:

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

Postal Address: PO Box 15
CAPE TOWN
8000

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

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

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

The contact details for the National Council of Provinces are:

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

Postal Address: PO Box 15
CAPE TOWN
8000

Street Address: Parliament Building
Room S11
Parliament Street
CAPE TOWN

Telephone Numbers: (021) 403 2110-5 / 3221 (Chairperson)
(021) 403 3997 / 2130 (Permanent Deputy
Chairperson)
(021) 403 3997 (Executive Secretary)
(021) 403 2127 (Secretary)

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

9.2 **PORTFOLIO COMMITTEE ON SAFETY AND SECURITY**

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

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

Postal Address: PO Box 15
CAPE TOWN
8000

Street Address: 90 Plein Street
CAPE TOWN

Telephone Number: (021) 403 3717

Fax Number: (021) 462 2142

9.3 **PUBLICATIONS BY THE SERVICE IN THE GOVERNMENT GAZETTE**

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

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

Postal Address: Private Bag X94
PRETORIA
0001

Street Address: Head Office
10TH Floor
225 Pretorius Street
PRETORIA

Telephone Number: (012) 393 1595 / 63

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.

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 South African Police Service Discipline Regulations, 2005.

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

10.2 NATIONAL EVALUATION SERVICE

The main functions of this division are:

- Operational Evaluations
- Organisational Evaluations
- 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 integrity investigations within the Service;
- provides an investigative service capability in respect of complaints received pertaining to poor service delivery by the Service;
- provides an independent management oriented audit service to all levels of management in terms of the Public Finance Management Act, 1999

- (Act No. 1 of 1999) and the national treasury regulations; and manages policy and standards with regard to occupational health and safety and the national environmental management within the Service.

The division is responsible for national standards and policy relating to

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

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

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

Postal Address: Private Bag X94
PRETORIA
0001

Street Address: Opera Plaza Building
Pretorius Street
PRETORIA

Telephone number: (012) 3933227 (o/h)

Fax number: (012) 3933062

10.3 INDEPENDENT COMPLAINTS DIRECTORATE (ICD)

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

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

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

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

The contact details of the ICD are as follows:

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

Postal Address: Private Bag X941
PRETORIA
0001

Street Address: ICD House
388 Andries Street
PRETORIA

Telephone number: (012) 392 0400

Fax number: (012) 320 3116

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

10.4 STATE INSTITUTIONS SUPPORTING CONSTITUTIONAL DEMOCRACY

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

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

(1) PUBLIC PROTECTOR

The Public Protector 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.publicprotector.org.za>

Postal Address: Private Bag X677
PRETORIA
0001

Street Address: 174 Lynwood Road
Hillcrest Office Park
BROOKLYN

Telephone number: (012) 3667000

Fax number: (012) 3667109

(2) SOUTH AFRICAN HUMAN RIGHTS COMMISSION

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

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

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

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

Postal Address: Private Bag X2700
HOUGHTON
2041

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

Telephone number: (011) 484 8300

Fax number: (011) 484 7147

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

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

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

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

Postal Address: Private Bag X90 000
HOUGHTON
2041

Street Address: Constitution Hill
West Wing
Woman's Gaol

1 Kotze Street
BRAAMFONTEIN

Telephone numbers: (011) 339 1775

Fax number: (011) 339 2234

E-mail: info@crlcommission.org.za

(4) COMMISSION FOR GENDER EQUALITY

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

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

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

Postal Address: PO Box 32175
BRAAMFONTEIN
2017

Street Address: No 2 Kotze Street
Constitution Hill
Woman's Gaol
Braamfontein
JOHANNESBURG

Telephone number: (011) 403 7182

Fax number: (011) 403 7188

E-mail: cgeinfo@cge.org.za

(5) AUDITOR-GENERAL

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

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

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

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

Postal Address: PO Box 446
PRETORIA
0001

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

Telephone Number: (012) 426 8000

Fax Number: (012) 426 8333

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