

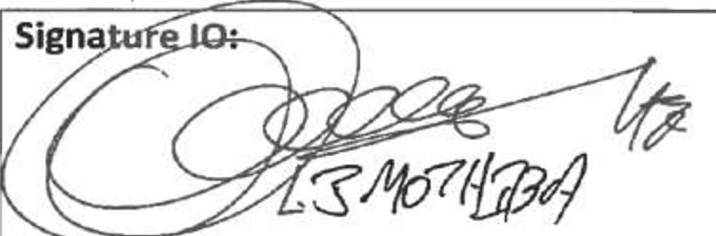
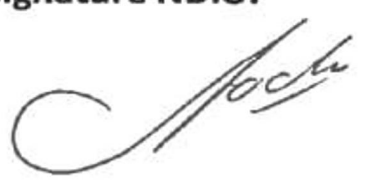
## DEPARTMENT OF POLICE

# MANUAL

*IN ACCORDANCE WITH*

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

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

<b>Signature IO:</b>  L.S. MOTHEBA	<b>Date:</b> 2017-09-03
<b>Signature NDIO:</b>  A. CROOKS COLONEL KOLONEL	<b>Date:</b> 2017-08-24



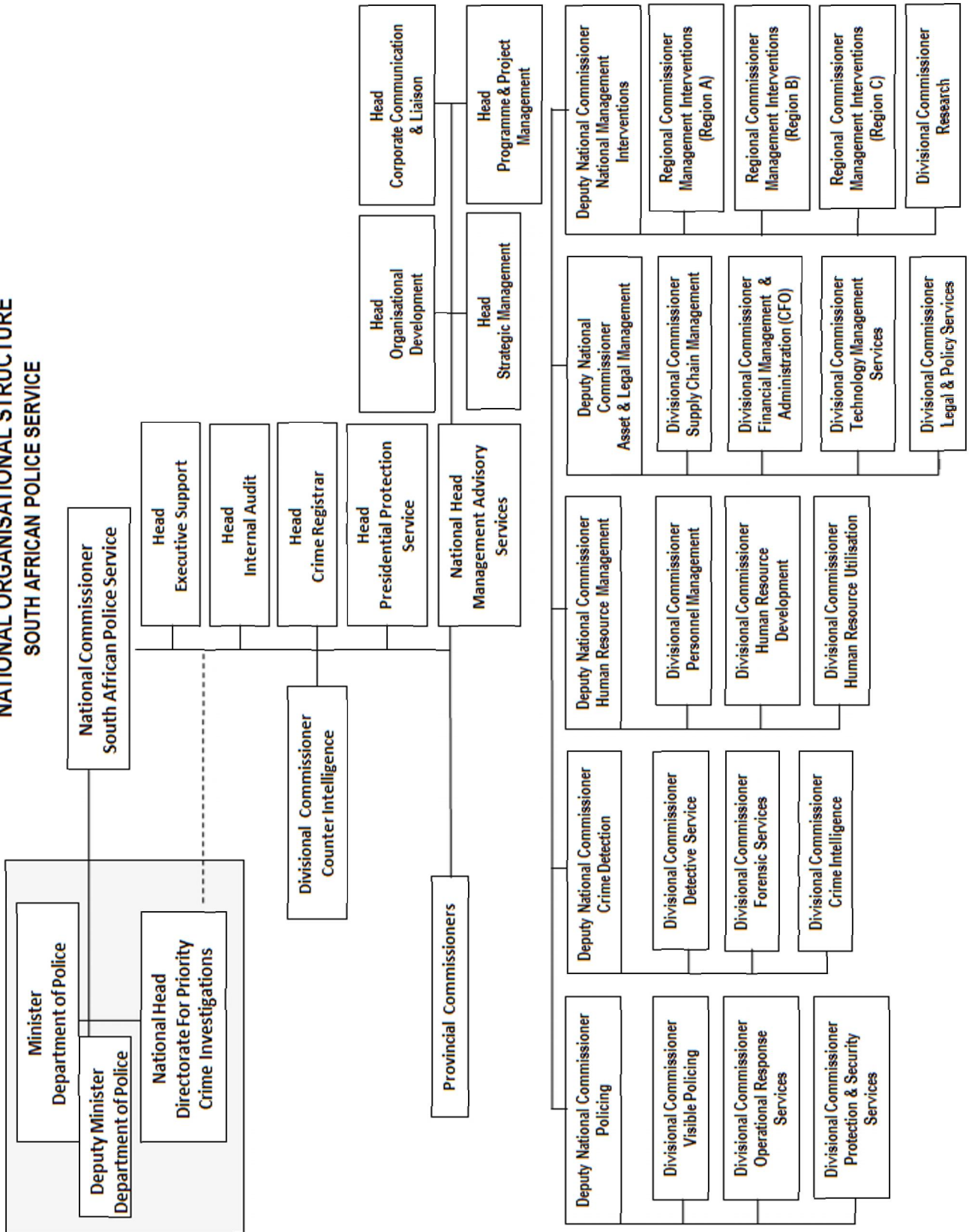
**MANUAL**  
OF THE  
**SOUTH AFRICAN POLICE SERVICE**  
IN ACCORDANCE WITH  
**SECTION 14**  
OF THE  
**PROMOTION OF ACCESS TO**  
**INFORMATION ACT,**  
**2000**  
(ACT NO 2 OF 2000)

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

**CONTENT**

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

**NATIONAL ORGANISATIONAL STRUCTURE  
SOUTH AFRICAN POLICE SERVICE**



## 2. FUNCTIONS

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

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

### 2.1 NATIONAL LEVEL

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

## 3

- (10) **DETECTIVE SERVICE**  
Ensure the effective and efficient investigation of crime as set out in the South African Police Service Act, 1995 (Act No 68 of 1995).
- (11) **FORENSIC SERVICES**  
Oversee the application of forensic science and maintenance of criminal records in the criminal justice system.
- (12) **CRIME INTELLIGENCE**  
Provide direction on the effective investigations of crime on all levels of intelligence services to the Service.
- (13) **PERSONNEL MANAGEMENT**  
A support service related division within the Service responsible to provide a strategic personnel management function.
- (14) **HUMAN RESOURCE DEVELOPMENT**  
A support service related division within the Service responsible for managing the training programmes, the conducting of training research and the development and maintenance of training standards in order to optimise the training capacity. National Training Academies are the responsibility of this Division.
- The national office is responsible for developing, implementing and maintaining national standards and policy relating to the above issues. Although there are training capacities at provincial levels reporting to the provincial commissioner, such components function in accordance with national policies and guidelines issued by this division.
- (15) **HUMAN RESOURCE UTILISATION**  
A support service related division within the Service responsible for: managing human resource performance, labour relations and compensation, human resource planning, Career Development and Employment Equity practices in the Service.
- (16) **SUPPLY CHAIN MANAGEMENT**  
A support function division of the Service specifically responsible for ensuring that procurement, policy and inventory management are managed in a cost-effective way and rendering of an effective and efficient logistically support and auxiliary service. This Division is responsible for national standards and policy relating to such Supply Chain Management issues.
- (17) **FINANCIAL MANAGEMENT AND ADMINISTRATION**  
This Division is regarded as a support function division specifically rendering a financial support function to management which includes ensuring of national standards and policy regarding financial issues and the management of Auxiliary and Security Services in the Service.  
Although there are financial components on provincial and accounting station levels reporting operationally to the provincial commissioner and accounting station commander respectively, such components function in accordance with national capacity for national level support and interventions, which includes the management of the national budget and salary administration.

## 4

**(18) TECHNOLOGY MANAGEMENT SERVICES**

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

**(19) LEGAL AND POLICY SERVICES**

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

**(20) MANAGEMENT INTERVENTIONS**

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

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

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

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

**(2) STATION COMMANDER**

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

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



## DEPUTY INFORMATION OFFICERS: SOUTH AFRICAN POLICE SERVICE

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

HUMAN RESOURCE DEVELOPMENT (HRD)	LT COL JC SERUMULA CAPT C VAN BACKSTROM	(012) 334 3534 (012) 334 3779	(012) 334 3714 (012) 334 3714	serumula@saps.gov.za vonbackstromcairen@saps.gov.za	Private Bag X177 PRETORIA, 0001	Shorburg Building 429 Church Street PRETORIA, 0001
LEGAL AND POLICY SERVICES	COL P MATSHAYA	(012) 393 7045	(012) 393 7098/5	matshaya@saps.org.za	Private Bag X94 PRETORIA, 0001	Presidia Building Pretorius Street PRETORIA, 0001
MANAGEMENT INTERVENTION	CAPT GB MATABANE SERS MW MAKITLA	(012) 393 3360 (012) 393 3112	(012) 393 3245 (012) 393 3245	makitamaitlou@saps.gov.za	Private Bag X94 PRETORIA, 0001	Opera Plaza Building 7 Pretorius Street PRETORIA, 0001
OPERATIONAL RESPONSE SERVICES (ORS)	LT COL LM KRITZINGER CPAC SM JANSE VAN RENSBURG	(012) 400 3717 (012) 400 6691	0866 440094 0866 440094	krizingerlm@saps.gov.za jansevanrensburgsusan@saps.gov.za	Private Bag X30 SUNNYSIDE, 0132	Maupa Naga Building 3 Troy Street PRETORIA, 0001
ORGANISATIONAL DEVELOPMENT (EFFICIENCY SERVICES)	LT COL R VENTER	(012) 393 5050	082 778 9214	venter@saps.gov.za	P O Box 5306 PRETORIA, 0001	Koedoe Building 236 Pretorius Street PRETORIA, 0001
PERSONNEL MANAGEMENT	CAC NP CHABANGU AC L BRONKHORST	(012) 393 4476 (012) 393 4376	(012) 393 4248 (012) 393 4248	ChabanguPatience@saps.gov.za bronkhorstlieze@saps.gov.za	Private bag x94 PRETORIA, 0001	Tribault Arcade 225 Pretorius Street PRETORIA, 0001
PROTECTION AND SECURITY SERVICES (PSS)	W/O M CHABALALA	(012) 400 6232	(012) 400 6065	chabalalam@saps.gov.za	Private Bag X784 PRETORIA, 0001	Maupa Naga Building 3 Troy Street PRETORIA, 0001
SAPS TRAINING INSTITUTION: PRETORIA	LT COL A VAN RENSBURG	(012) 353 9005	(012) 353 9011	traincolcom@saps.gov.za	P O Box 435 PRETORIA, 0117	Rebecca Street Pta West PRETORIA, 0001
STRATEGIC MANAGEMENT	LT COL KGJ MOSOMA	(012) 393 4024	N/A	mosomak@saps.gov.za	Private Bag X91 PRETORIA, 0001	Opera Plaza Building 7 Pretorius Street PRETORIA, 0001
SUPPLY CHAIN MANAGEMENT (SCM)	LT COL SM TIPANYEGA CAC A PETROS	(012) 841 7770 (012) 841 7259	086 770 5331 086 626 6262	tipanyegam@saps.gov.za petrosa@saps.gov.za	Private Bag X254 PRETORIA, 0001	117 Cresswell Ave SILVERTON, 0127
SUPPORT SERVICES: CORPORATE SERVICES	SAC IK MAIBELO	(012) 393 4289	(012) 393 3240	Itumeleng.maibelo@saps.gov.za	Private Bag X94 PRETORIA, 0001	Opera Plaza Building 7 Pretorius Street PRETORIA, 0001
TECHNOLOGY MANAGEMENT SERVICES (TMS)	CAPT T KHETHELWA	(012) 432 7367	(012) 432 8428	khethelwat@saps.gov.za; foodta@saps.gov.za	Private Bag X94 PRETORIA, 0001	Tulbagh Building PRETORIA, 0001

VIDEO UNIT	ME D MOKOKA	(012) 666 1054	(012) 666 1064/58	VideoLibrary@saps.gov.za	9 Beatrix Street Centurion RASLOUW, 0109	9 Beatrix Street Centurion RASLOUW, 0157
VISIBLE POLICING (VISPOL)	CRC RLR MKHWANAZI	(012) 421 8391	(012) 421 8064	04745345@saps.gov.za	Private Bag X241 PRETORIA, 0001	Midcity Building 540 Pretorius Street PRETORIA, 0001
PROVINCIAL DEPUTY INFORMATION OFFICER	CONTACT PERSON	TEL NO	FAX NO	E-MAIL ADDRESS	POSTAL ADDRESS	STREET ADDRESS
EASTERN CAPE	CAPT NS YOLI	(040) 608 7350/9	(040) 608 7315/ 730377310/7333	EC-PROVREG@ptshengela@saps.gov.za	Private Bag X7471 KING WILLIAMSTOWN 5600	Former Griffiths Mxenge Zwelitsha Road ZWELITSHA, 6508
FREE STATE	CAPT MS MOROALO	(051) 507 6439	(051) 507 6440	fs.ph.auxiliary@saps.gov.za	Private Bag X20501 BLOEMFONTEIN 9300	126 Maitland Street BLOEMFONTEIN 9301
GAUTENG	LT COL D MOSS	(011) 274 7540	(011) 274 7538	MossD@saps.gov.za	Private Bag X57 BRAAMFONTEIN 2017	16 Empire Road Parktown JOHANNESBURG 2193
KWAZULU NATAL	COL BC KHANYILE	(031) 325 6125	(031) 325 4855	auxiliaryservices@saps.gov.za KhanyileB@saps.gov.za	P O Box 1965 DURBAN, 4000	15 Ordinance Street DURBAN, 4000
LIMPOPO	COL R G MAPHOSA	(015) 290 6109	(015) 290 6134	lim.provhead.aux@saps.gov.za	Private Bag X9428 POLOKWANE, 0700	44 Schoeman Street POLOKWANE, 0700
MPUMALANGA	LT COL MW MUSHWANAI	(013) 762 6602	086 774 1184	mp.admin@saps.gov.za	Private Bag X11299 NELSPRUIT, 1200	12 & 14 Jones Street NELSPRUIT, 1200
NORTHERN CAPE	CAPT W KRUGER	(053) 839 3785	(053) 832 2053	NC AuxServices@saps.gov.za	Private Bag X5001 KIMBERLEY, 8300	12 George Street KIMBERLEY, 8301
NORTH WEST	LT COL JD ENGELBRECHT	(018) 299 7036	(018) 299 7144	nw-regis@saps.gov.za nw.administration@saps.gov.za	Private Bag X801 POTCHEFSTROOM 2520	C/o Potgieter & Van Riebeeck Street POTCHEFSTROOM 2520
WESTERN CAPE	AC RB ROUBAIN	(021) 417 7354	(021) 417 7336	WC.ProvRecordsManagement@saps.gov.za	Private Bag X9004 CAPE TOWN, 8000	25 Alfred Street, Greenpoint CAPE TOWN, 8000

## 8

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

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

**POSTAL ADDRESS:** Private Bag X2700  
HOUGHTON  
2014

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

**Telephone number:** 011 877 3600  
**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)  
**E-mail address:** [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

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

### **5.1 PURPOSE OF THE ACT**

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

### **5.2 INFORMATION THAT MAY BE REQUESTED**

Any existing recorded information may be requested, —

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

### **5.3 APPLICATION OF THIS ACT**

#### **(1) EXCLUSION OF A PROVISION OF OTHER LEGISLATION**

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

#### **(2) CRIMINAL - OR CIVIL PROCEEDINGS**

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

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

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

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

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

## 10

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

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

(3) **GROUNDINGS FOR REFUSAL TO ACCESS OF RECORDS**

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

(4) **LABOUR UNIONS**

A labour union is entitled to have access to certain records in terms of section 16 of the Labour Relations Act, 1995 (Act No 66 of 1995). The Act does not apply when a labour union requests access to records to assist an employee in grievance or disciplinary proceedings (access is available, free of charge, in terms of the Labour Relations Act, 1995 (Act No 66 of 1995)).

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

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

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

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

The following persons are deemed to be authorised persons:

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

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

(6) POLICE DOCKETS

OPEN DOCKETS

- (a) **The Act does not apply** to a request for access to a record contained in a police docket if the request is made by or on behalf of a person who is a **suspect** or the **complainant/victim** in that investigation. A request for a copy of a record contained in a police docket by a person who is a suspect or the **complainant/victim** in that investigation, will, if it is a request for access to —
- (i) a statement made by the said suspect or the **complainant/victim** himself or herself in that investigation, be granted or
  - (ii) any other record in the docket, be referred to the public prosecutor together with the police docket and the recommendation of the investigating officer concerned (with regard to the question whether access should be granted or be refused) and, if applicable, the reasons why access should be refused.
- (b) **The Act does apply** to a request for access to a record contained in a police docket if the request is made -
- (i) by someone else than –
    - the suspect/complainant/victim; or
    - his or her representative; or
  - (ii) to have access to the record and the requester stated that it is not requested for the purpose of the relevant criminal or civil case that has commenced, but that it is for another purpose requested.

CLOSED DOCKETS

**The Act does apply** to a request for access to a record contained in a police docket if the request is made after the case has been finalised (including any appeal or review in the case) or the docket has been closed for whatever reason.

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

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

(8) PUBLIC BODIES

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

## 12

organ” or “government body”.

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



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

(10) WHERE TO SUBMIT THE REQUEST

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

#### 5.4 FEES PAYABLE

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

(1) AUTOMATICALLY AVAILABLE RECORDS

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

- |     |  |         |
|-----|--|---------|
| (a) | For every photocopy of an A4-size page or part thereof   | R 0,60  |
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | R 0,40  |
| (c) | For a copy in a computer-readable form on:   |         |
|     | • stiffy disc  | R 5,00  |
|     | • compact disc   | R 40,00 |
| (d) | For a transcription of visual images, per A4-size page or part thereof   | R 22,00 |
| (e) | For a copy of visual images  | R 60,00 |
| (f) | For a transcription of an audio record, per A4-size page or part thereof   | R 12,00 |
| (d) | For a copy of an audio record  | R 17,00 |

(2) REQUEST FEE

The request fee payable by every requester, other than a personal requester referred to in section 22(1) of the Act

R35,00

(3) ACCESS FEES

The access fees payable by a requester, unless exempted under section 22(8) of the Act, are as follows:

- |     |  |        |
|-----|--|--------|
| (a) | For every photocopy of an A4-size page or part thereof | R 0,60 |
|-----|--|--------|

## 14

- |     |  |                  |
|-----|--|------------------|
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form   | R 0,40           |
| (d) | For a copy in a computer-readable form on: <ul style="list-style-type: none"> <li>• stiffy disc</li> <li>• compact disc</li> </ul>   | R 5,00<br>R40,00 |
| (d) | For a transcription of visual images, per A4-size page or part thereof   | R 22,00          |
| (e) | For a copy of visual images  | R 60,00          |
| (f) | For a transcription of an audio record, per A4-size page or part thereof   | R 12,00          |
| (g) | For a copy of an audio record  | R17,00           |
| (h) | To search for the record for disclosure, R 15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search.  |                  |
| (i) | If — <ul style="list-style-type: none"> <li>• the search for a record of which a request for access by a requester, other than a personal requester, has been made; and</li> <li>• the preparation of the record for disclosure require more than six hours, the information officer must by notice require the requester, other than a personal requester, to pay as a deposit one third of the access fee which would be payable if the request is granted.</li> </ul> |                  |

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

## 5.5 MANNER OF REQUESTING ACCESS TO RECORDS

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

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

The requester must complete a request form (either the SAPS 512(n)-form or Form A (if Form A is used, the requester must state whether the record is requested for civil/criminal proceedings that commenced or whether it is requested for another reason, if not so stated, the deputy information officer may request the requester to state such purpose) of the Regulations to the Act may be used for this purpose) and the deputy information officer must assist the requester with the request for access to ensure that the request complies with the requirements of the Act.

The deputy information officer may not refuse the request if it is not fully or correctly completed. The deputy information officer will notify the requester of his or her intention to refuse the request. In such an event, the requester may then provide more detailed information regarding the request.

## 15

## NOTE:

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

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

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

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

## (2) TRANSFER OF A REQUEST TO ANOTHER PUBLIC BODY

The deputy information officer must transfer a request to another public body if the record is not in the possession or under the control of the Service and such a record is in the possession of the other public body or the record's subject matter is more closely connected with the functions of the other public body. The deputy information officer will inform the requester of the transfer.

## (3) PAYMENT OF THE PRESCRIBED FEES

The deputy information officer will, upon receipt of a request for access made on a properly completed Request form, unless the request is transferred, notify the requester of the request fee payable (only where applicable) and the place where the fee must be paid, before the request will be processed any further.

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

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

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

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

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

**(4) DEALING WITH THE REQUEST****(a) DETERMINE WHETHER THE RECORD EXISTS AND IS AVAILABLE**

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

If a requested record cannot be found or does not exist, the deputy information officer will in an affidavit or in a statement under affirmation give a full account of all steps taken to find the record in question or to determine whether the record exists including all communications with every person who conducted the search on behalf of the information officer. The deputy information officer will then together with the said affidavit or affirmation, notify the requester that the record cannot be found or does not exist.

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

The deputy information officer will notify the requester within 30 days after the request has been received —

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

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

**(c) DEFERRAL OF A REQUEST TO ACCESS**

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

- will be published;
  - is required by law to be published, but is yet to be published; or
  - has been prepared for submission to any legislature or a particular person, but is yet to be submitted,
- the deputy information officer may defer access to the record.

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

- determine on what date the record will be published or be submitted to a legislature or a particular person;
- notifying the requester that —

- he or she may have access to the requested record but only from the date stipulated in the Notice (this date is the date on which the record will be published or be submitted to that legislature or that particular person); and
- he or she may, within 30 days after the Notice, make representations to the deputy information officer that access to the record should not be deferred.

(d) EXTENSION OF PERIOD

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

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

If a period is extended, the deputy information officer will notify the requester of that extension.

(e) THIRD PARTIES

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

- (i) consider any representations received within 30 days from a third party after such third party had been informed of the request;
- (ii) in consultation with the relevant line manager and the relevant legal services, decide whether access should be granted to the requester; and
- (iii) notify all involved third parties of the decision.

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

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

(f) INTERNAL APPEALS

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

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

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

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

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

A requester or third party who is dissatisfied with the outcome of the internal appeal may within 180 days submit an application to court for a final decision. If no such application is filed within that period, the Minister's decision will be adhered to. If an application is filed at a court, the outcome of the court case will be awaited.

**6. DESCRIPTION OF SUBJECTS AND CATEGORIES HELD ON EACH SUBJECT****6.1 ACCIDENTS AND DISASTERS**

Accidents: Factories, machinery and construction  
Accidents involving dangerous substances  
Aircraft accidents and emergency landings  
Aspects concerning this subject in general  
Fires  
Mining accidents  
Natural disasters  
Road traffic accidents  
Shipwrecks and drownings  
Train accidents

**6.2 ADMINISTRATION, ORGANIZATION AND CONTROL**

Accessibility to Police premises  
Admission control and safeguarding  
Administrative boards of investigations  
Annual reports  
Commissions of investigations  
Committees  
Communication  
Computerising  
Control of records  
Co-operation  
Discipline and morale  
Donation of gifts, souvenirs or insignia  
Donations received for the purpose of development  
Duties and responsibilities  
Flags and banners  
Handing over of command  
Heraldry  
Image building  
Medical boards  
Method of conducting correspondence  
National, Provincial and Area Orders  
Occupational health, safety and environment management  
Official information: Release of  
Official languages - use of  
Organization and re-organization  
Powers and authorities  
Proposals in the interest of the Service  
Productivity  
Red tape  
Returns of changes  
Sponsorships  
Statistics and returns working hours

**6.3 ADMINISTRATION OF JUSTICE**

Administration of Justice  
Admissions of guilt  
Amnesty

## 20

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

**6.4 AGRICULTURE**

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

**6.5 ANIMALS**

Animals of the Service

**6.6 AIRPORT AFFAIRS**

Airports  
Airspace violation  
Aviation safety  
Contingency planning  
Hijackings  
Security measures

**6.7 ARMING, USE AND HANDLING OF WEAPONS**

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

**6.8 ARMS, AMMUNITION, ARMAMENT AND COUNTERFEITS**

Accreditation under the Firearm Control Act, 2000 (Act no 60 of 2000)  
Aspects regarding all arms, ammunition, armament and counterfeits  
Control of armament, accessories and counterfeits  
Dangerous weapons  
Firearms and ammunition: Control of



Firearm: Appeal Board  
Possession of firearms, ammunition and firearm licenses  
Trade in firearms and ammunition

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

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

**6.10 AUTHORITIES AND ORGANIZATIONS**

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

**6.11 BUILDINGS AND PREMISES**

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

**6.12 CRIME**

Abuse of dependence producing substances and rehabilitation centres acts: Offences  
Acts, regulations and ordinances of local authorities: Offences  
Acts on patents and designs: Offences  
Acts on Stock Exchange: Offences  
Acts that protects the sea: Offences  
Acts on diamonds and precious metals: Offences  
Aeroplane hijackings  
Agriculture and Land Bank Acts: Offences  
Arson  
Arms and Ammunition Act: Offences  
Assault  
Attempted murder  
Attorneys Act: Offences  
Bestiality  
Bomb threats and offences related to explosives  
Breach and disturbance of the peace  
Bribery  
Chain letters  
Civil Aviation Act: Offences  
Close Corporation Act: Offences  
Companies Act: Offences  
Contempt of court  
Concealment of births  
Correctional Services Act: Offences  
Corruption Act: Offences  
Crimes on ships and aeroplanes outside the RSA-borders  
Crimen injuria  
Crimes against children  
Crime  
Cruelty to animals  
Customs and Excise Act: Offences  
Culpable homicide  
Dealing in and possession of insects  
Dealing in and possession of human organs or tissue  
Deportation and repatriation  
Desecration of graves  
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 Practices Act: Offences  
Health legislation: Offences  
Housebreaking  
Hunting, theft and smuggling of game

Indecent assault  
Identification and identification parades  
Incest  
Informers and trackers  
Internal Security Act: Offences  
Investigation and/or combating of crime  
Import and Export Control Act: Offences  
Insolvency  
Insurance Act: Offences  
Juvenile crime  
Kidnapping  
Liquor and liquor products acts: Offences  
Magistrates' courts Act: Offences  
Maintenance and promotion of Competition Act: Offences  
Malicious damage to property  
Mercantile marine Act: Offences  
Merchandise Marks Act: Offences  
Mining Rights Act: Offences  
Minerals Act: Offences  
Modus operandi of offenders  
Moulds  
Murder  
Mutilation of corpses  
National Archives of South Africa Act: Offences  
National Monuments Act: Offences  
Obstruction of justice  
Occupational Health and Safety Act: Offences  
Offences by hawkers and pedlars  
Passengers travelling without valid travelling tickets  
Perjury  
Petroleum Products Act: Offences  
Photographs and plans  
Polygamy  
Posing as a police official  
Possession, distribution of, dealing in, transport and dumping of toxic and potentially dangerous substances  
Price Control Act: Offences  
Proceeds of Crime Act  
Prohibition of Disguises Act: Offences  
Prostitution  
Protection of Information Act: Offences  
Public Accountants' and Auditors' Act: Offences  
Public indecency  
Rape  
Receiving and possession of stolen goods  
Reprimands, arrest and prosecution  
Robbery  
Sabotage  
Second-hand Goods Act: Offences  
Sectional Titles Act: Offences  
Share Blocks Control Act: Offences  
Slander  
Sodomy  
Theft  
Theft and smuggling of ostriches

## 24

Theft and smuggling of stock  
The Act on Sea-fishery: Offences  
Trading in and possession of endangered, specially protected and protected plants  
Trading in and possession of prohibited publications  
Trading in, possession of and transport of birds  
Trading in, possession of and transport of radio-active substances  
Trading in and possession of reptiles  
Traffic offences  
Transport and dumping of toxic and potential dangerous substances  
Trespassing and squatting  
Unauthorized broadcasting  
Wagers  
Witchcraft suppression Act: Offences

**6.13 DEATHS AND FUNERALS**

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

**6.14 DRESS, CLOTHING AND PERSONAL EQUIPMENT**

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

**6.15 ENVIRONMENTAL PLANNING AND DEVELOPMENT**

Environmental planning and development

**6.16 EXPLOSIVES, FIREWORKS, TEARGAS AND DANGEROUS SUBSTANCES**

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

**6.17 FINANCIAL ADMINISTRATION**

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

Standing advance  
Suspensions (suspense) account  
Reissuing of payments

**6.18 FOREIGN AFFAIRS**

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

**6.19 HISTORY**

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

**6.20 INTERNAL SECURITY AND INTELLIGENCE ISSUES**

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

**6.21 INSPECTIONS, VISITS AND OFFICIAL JOURNEYS**

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

**6.22 INSTITUTIONS AND ESTABLISHMENTS: SEMI-OFFICIAL**

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

## 26

Recreation and Benevolent Fund  
South African Police Service Insurance Foundation  
Sport and recreation clubs, messes and clubs (selling liquor)  
South African Police Service Toastmasters Club  
South African Police Service Magazine  
Vacation and recreation resorts  
Widows' and Orphans' Fund

**6.23 LEGISLATION AND LEGAL MATTERS**

Laws, regulations and ordinances  
Legal matters

**6.24 LIQUOR**

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

**6.25 LOCAL AUTHORITIES**

Local authorities

**6.26 LOTTERIES, GAMBLING, WAGERS AND CHAIN LETTERS**

Chain letters  
Gambling  
Lottery  
Wagers

**6.27 MEDICAL TREATMENT AND HEALTH CARE**

Complaints and enquiries: Medical issues  
Diseases  
Examinations to determine medical fitness for specific duties  
Health care  
Injuries  
Immunization  
Medical fund: Members of the Service  
Medical treatment: Members of the Service  
Medical treatment: Public Service Act Personnel of the Service  
Medical treatment: Students in training  
Other medical services  
Service providers

**6.28 MEETINGS AND SOCIAL GATHERINGS**

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

**6.29 MINES AND DIGGINGS**

Diamonds and precious metals  
Mines and diggings

**6.30 NATIONAL WELFARE**

Children and juveniles  
Social care  
Socio-economic matters  
Welfare institutions

**6.31 PARLIAMENTARY AFFAIRS**

Parliamentary affairs

**6.32 PASTORAL, SOCIAL AND PSYCHOLOGICAL SERVICES**

Crisis line  
Pastoral care  
Psychological services  
Religious organizations  
Social Work

**6.33 PERSONNEL MATTERS**

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

**6.34 POLICE SERVICES TO OTHER AUTHORITIES AND THE PUBLIC IN GENERAL**

Alarm systems  
Certification and attestation of documents  
Complaints to the Police: Excluding crime  
Consultation with members of the Service in civil cases  
Court duties: Members of the Service  
Enquiries and Police reports  
Extra-departmental services  
Inspection of and visits to firearm manufacturers, firearm dealers, gunsmiths and firearm owners  
Licensing and visits: Dealers in second-hand goods  
Missing persons: Tracing of

## 28

- Payment for Police services
  - Police displays
  - Police protection and maintenance of law and order
  - Tracking systems
- 6.35 POPULATION REGISTRATION AND CENSUS, ELECTIONS, IMMIGRATION AND EMIGRATION, PASSPORT CONTROL**
- Aspects concerning the subject in general
  - Elections and registration of voters
  - Immigration, emigration, aliens and passport control
  - Population registration and census
- 6.36 POSTAL ISSUES AND OTHER CHANNELS OF COMMUNICATION**
- Addresses, telephone, facsimile and cellphone numbers and services
  - Communication security
  - Electronic postal dispatch
  - Postal facilities
  - Public telephones
  - Radio communication
  - Television network
  - Teletype setter service
- 6.37 PRISONERS AND PRISON AFFAIRS**
- Prisoner affairs
- 6.38 PROMOTIONS AND HONORARY RANKS**
- Honorary ranks
  - Promotions
- 6.39 PUBLIC GATHERINGS, EXHIBITIONS AND FESTIVALS**
- Gatherings, exhibitions and festivals
- 6.40 PUBLIC HEALTH**
- Doctors, homeopaths and traditional healers
  - Epidemics and contagious diseases
  - Feeding
  - Mental patients
  - Medicines and poisons
  - Public health
  - Rehabilitation
- 6.41 PROPERTY**
- Animals
  - Lost and found property
  - Property
  - Property found on corpses
  - Property seized or declared forfeited
- 6.42 RECOGNITION FOR SERVICES RENDERED**
- Appreciation for Police Services
  - Appreciation for services rendered by the public
  - Awards to Police animals
  - Awards for exceptional achievements and services rendered
  - Community policing awards



Best arrest of the month/year  
Disabled person of the year  
Fitness competitions  
Honorary citizenship  
Letters of appreciation during retirement  
Medals, decorations and commendations  
Model of the year  
National and provincial sporting awards  
Neatest police station  
Non-commissioned officer of the year  
Official of the year: Police officials excluded  
Policewoman of the year  
Sportsman and sportswoman of the year  
Trophies, shields and medals of honour

#### **6.43 RECRUITMENT AND EMPLOYMENT**

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

#### **6.44 SPORT AND RECREATION**

Action cricket  
Angling  
Archery  
Aspects concerning every sport  
Athletics: Including cross-country  
Badminton  
Basketball  
Baseball  
Biokinetic  
Bodybuilding  
Bowls  
Boxing  
Chess  
Corfball  
Cricket  
Cycling  
Darts  
Equestrian sport  
Fencing  
Golf  
Gymnastics  
Handball  
Hikes  
Hockey  
Ice-skating and roller-skating  
Judo and Jo-jitsu  
Jukskei  
Karate  
Kick Boxing  
Life-saving  
Modern Pentathlon

Netball  
Parachute Jumping  
Paragliding  
Pool Table Tennis  
Power Lifting  
Recreation Gymnastics  
Ring Tennis  
Road races  
Rugby  
Scuba diving  
Shooting  
Singing  
Snooker and billiards  
Softball  
Soccer  
South African Police Service Dance Group  
South African Police Service Theatre Group  
Sport and recreation facilities  
Sport games  
Sport on water  
Squash  
Surfing  
Swimming and diving  
Tennis  
Tenpin bowling  
Trampoline  
Tug-of-war  
Volleyball  
Water Polo  
Weightlifting  
Working Dog Sport  
Wrestling  
Yachting

**6.45 STATE ADMINISTRATION**

State Administration

**6.46 STATE PROPERTY: DURABLE STORES**

Acquisition and control over books and publications  
Purchase, hire, supply and maintenance of state property  
Purchase, sale, supply, damage to and loss of weapons, ammunition and explosives  
Responsibility for state property  
State property: Control of  
Selection boards and disposal of boarded state property

**6.47 STATE PROPERTY: EXCLUDING DURABLE STORES**

Consumable stores  
Containers and packing material  
Expendable stores  
Medical and veterinary stores  
Photographic material  
Stores: Control of  
Stores: Mechanical transport  
Rations

**31**

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

**6.48 TRANSFERS AND VACANCIES**

Transfers  
Transfers  
Vacancies

**6.49 TRAINING AND EDUCATION**

Educational lectures and visits  
Education  
Lectures and teaching by other departments, authorities, police agencies and Interpol  
Lectures and teaching to other departments, authorities, police agencies and Interpol  
Training

**6.50 TRANSPORT**

Accident, damage and theft: Police transport  
Care and maintenance: Police transport  
Drivers, pilots and boat crew: Police transport  
Hired transport  
Mechanical transport  
Motor financing scheme for senior officials  
Official transport  
Parking and safe keeping: Police transport  
Private transport: Use for official purposes  
Public transport: Use of by members of the Service  
Subsidized transport  
Transport: Control of  
Vehicles on loan

**6.51 TRANSPORT AND TRAFFIC**

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

## 7. CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
<b>7.1 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR <i>INSPECTION</i> IN TERMS OF SECTION 15(1)(a)(i)</b>	
<b>ALL DIVISIONS AND COMPONENTS</b>	
<p>National Instructions (The following records are excluded:</p> <ul style="list-style-type: none"> <li>• training material;</li> <li>• training guidelines;</li> <li>• training manuals; or</li> <li>• records of which the disclosure may reasonably be expected to jeopardise the effectiveness of a testing, examining or auditing procedure or method used by the Service.</li> </ul> <p>The normal request procedure in terms of the Act is applicable when access to such records are requested.)</p>	<p>The records may be inspected at the relevant sub-section head on request in writing to the relevant divisional commissioner.</p>
<b>CORPORATE COMMUNICATION HERITAGE SERVICES</b>	
<p>(1) All displays at the SAPS Heritage Services (2) Archival records at the SAPS Heritage Services (excluding records contained in docketts 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 inspected at the office of the Curator, SAPS Heritage Services on request in writing to the Curator: Heritage Services, PO Box 4866, PRETORIA, 0001.</p>
<b>DIVISION: FINANCIAL MANAGEMENT AND ADMINISTRATION</b>	
<b>ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY</b>	
<p>Master Copy of the Filing System</p>	<p>The records may be inspected at the office of the National Records Manager, Document Centre Management on request in writing to the National Records Manager, Document Centre Management: SAPS: Private Bag X 94, PRETORIA, 0001.</p>
<b>FINANCIAL MANAGEMENT: BUDGETS</b>	
<p>Estimates of National Expenditure — Department of Police</p>	<p>The records may be inspected at the office of the Section Head: Budgets on request in writing to Financial Management: Section Head: Budgets, Private Bag X 94, PRETORIA, 0001.</p>

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

## 34

(5) Different sports and recreation events accordingly the number of employees participating in different events including sports and recreation for disabled employees	
(6) International sporting events. Total of employees participating and results	
<b>DIVISION: SUPPLY CHAIN MANAGEMENT</b>	
General conditions and procedures	The records may be inspected at Supply Chain Management on request in writing to the Divisional Commissioner: Supply Chain Management, Private Bag X 254, PRETORIA, 0001.
<b>DIVISION: VISIBLE POLICING</b>	
<b>FIREARMS, LIQUOR AND SECOND-HAND GOODS CONTROL</b>	
Consideration Policy 1994	The records may be inspected at the office of the Head: Firearms, Liquor and Second-hand Goods Control on request in writing to the Head: Central Firearm Control Register, Private Bag X 811, PRETORIA, 0001.
<b>PARTNERSHIP POLICING SECTOR POLICING</b>	
Records relating to — (1) Partnership Policing <ul style="list-style-type: none"> <li>• Police Community Projects</li> <li>• Policy Framework and Guidelines on Community Policing</li> </ul> (2) Sector Policing <ul style="list-style-type: none"> <li>• Pilot Projects</li> </ul>	The records may be inspected at the office of Visible Policing on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
<b>VISIBLE POLICING</b>	
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"> <li>• Flying Squad or Highway Patrol</li> <li>• 10111 Centres</li> </ul>	The records may be inspected at the office of Visible Policing, between 07:30 and 16:00 on request in writing to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
(2) Community Services (3) Accident Combating (4) Specialised Uniform Support <ul style="list-style-type: none"> <li>• Hostage Negotiation</li> <li>• Divers</li> <li>• Water Wing</li> <li>• Disaster Management</li> </ul> (5) Equestrian (6) Dogs	

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

## 36

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



<b>DIVISION: HUMAN RESOURCE UTILISATION</b>	
<b>EMPLOYMENT EQUITY</b>	
National and Divisional Employment Equity Section 20 Plans and Section 21 Report	The records may be obtained on request in writing addressed to the Divisional Commissioner: Human Resource Utilisation, Employment Equity at Private Bag X 94, PRETORIA, 0001.
<b>COMPENSATION MANAGEMENT</b>	
Human Resource Utilisation Project Centre Project Reports	Projects funded by government can be provided to public on request in writing addressed to the Divisional Commissioner: Human Resource Utilisation, Compensation Management at Private Bag X 94, PRETORIA, 0001.
<b>PERFORMANCE MANAGEMENT</b>	
(1) Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to — Performance management systems: <ul style="list-style-type: none"> <li>• Projects</li> <li>• Project names</li> <li>• Project plans</li> <li>• Project budgets</li> <li>• Project status reports</li> <li>• Project and programme operating manuals</li> <li>• Project and programme functions and activities</li> <li>• Programme Management Board activities</li> <li>• Project and programme registered users</li> <li>• Number of registered project centres</li> </ul>	(1) The records may be obtained from the office of the Component Head: Performance Management on request in writing addressed to Divisional Commissioner: Human Resource Utilisation, SAPS, Head Office, Private Bag X 94, PRETORIA, 0001.
<b>DIVISION: OPERATIONAL RESPONSE SERVICES</b>	
<b>AIR WING HEADQUARTERS</b>	
Certain records relating to — (1) Monthly successes achieved (2) Policy and minimum requirements for appointment as pilot and crew	The records may be obtained on request in writing addressed to the Section Head: Operational Response Services, Private Bag X30, SUNNYSIDE, 0132
<b>OPERATIONAL INFORMATION MANAGEMENT CENTRE</b>	
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"> <li>• Crowd Management</li> <li>• National Intervention Unit</li> <li>• Borderline Police</li> <li>• Air Wing</li> <li>• Specialized Skills Development</li> <li>• Special Task Force</li> </ul>	The records may be obtained on request in writing addressed to the Deputy Information Officer: Operational Response Services , Private Bag X 30, SUNNYSIDE, 0132.

## 38

<p>(2) Crowd Management Incidents</p> <p>(3) Successes of:</p> <ul style="list-style-type: none"> <li>• Crowd Management</li> <li>• National Intervention Unit</li> <li>• Borderline Police</li> <li>• Air Wing</li> <li>• Specialized Skills Development</li> <li>• Special Task Force</li> </ul> <p>(4) Peace Keeping</p>	
<b>DIVISION: ORGANIZATIONAL DEVELOPMENT</b>	
<p>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"> <li>• Pre-interview questionnaire</li> <li>• Results of Job evaluation</li> <li>• Panel results</li> </ul>	<p>The records may be obtained from the office of the Section Head: Organizational Corporate and Design, Organizational Development on request in writing to the Head: Organizational Development, Private Bag X 94, PRETORIA, 0001.</p>
<b>DIVISION: HUMAN RESOURCE MANAGEMENT</b>	
<b>PSYCHOLOGICAL SERVICES DEVELOPMENT</b>	
<p>Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to —</p> <p>(1) Psychological Interventions All the different types of training offered by the section: Psychological Services, the reason and methods of for such training and the place where it occurs</p> <p>(2) Trauma debriefing</p> <p>(3) Number of employees psychometrically evaluated for specialized units</p> <p>(4) Number of applicants for entry level: constables evaluated</p> <p>(5) Different sports and recreation events accordingly the amounts of employees participating in different events including sports and recreation for disabled employees</p> <p>(6) International sporting events. Total of employees participating and results</p>	<p>The records may be obtained from the office of the Sub-section Head: Psychological Services on request in writing addressed to the Divisional Commissioner: Human Resource Management, SAPS Head Office, Private Bag X 94, PRETORIA, 0001.</p>
<b>RECRUITMENT AND STAFFING</b>	
<p>Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to appointment requirement of appointments of personnel on salary level 1-12 and/or salary bands A - MMS</p>	<p>The records may be obtained on request in writing addressed to the Section Head: Recruitment And Staffing, Private Bag X 94, PRETORIA, 0001.</p>

<b>SENIOR MANAGEMENT APPOINTMENTS</b>	
Records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to appointment requirement of appointments of personnel on salary level 13 and up and/or salary bands on SMS	The records may be obtained on request in writing addressed to the Sub-section Head: Senior Management Appointments, Private Bag X 986, PRETORIA, 0001.
<b>DIVISION: SUPPLY CHAIN MANAGEMENT</b>	
General conditions and procedures	The records may be obtained from Supply Chain Management on request in writing addressed to the Divisional Commissioner: Supply Chain Management, Private Bag X 254, PRETORIA, 0001.
<b>DIVISION: VISIBLE POLICING</b>	
<b>PARTNERSHIP POLICING SECTOR POLICING</b>	
Records relating to (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) - (1) Partnership Policing <ul style="list-style-type: none"> <li>• Police Community Projects</li> <li>• Policy Framework and Guidelines on Community Policing</li> </ul> (2) Sector Policing <ul style="list-style-type: none"> <li>• Pilot Projects</li> </ul>	The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
<b>SOCIAL CRIME PREVENTION</b>	
(1) Making South Africa Safe Manual (2) Environmental Design Manual (3) Communication Materials on Domestic Violence (4) Communication Materials on Victim Empowerment	The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.
(5) Communication Materials on rape and Sexual offences (6) Promising Crime Prevention Practices in South Africa (7) National Rural Victims of Crime Survey (8) Guidelines: Drug and Substance Abuse	
<b>VISIBLE POLICING</b>	
Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to General Correspondence with regard to: (1) Police Emergency Services <ul style="list-style-type: none"> <li>• Flying Squad or Highway Patrol</li> <li>• 10111 Centres</li> </ul>	The records may be obtained from the office of Visible Policing on request in writing addressed to the Divisional Commissioner: Visible Policing, Private Bag X 540, PRETORIA, 0001.

## 40

(2) Community Services (3) Accident Combating (4) Specialised Uniform Support <ul style="list-style-type: none"> <li>• Hostage Negotiation</li> <li>• Divers</li> <li>• Water Wing</li> <li>• Disaster Management</li> </ul>	
<b>7.4 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</b>	
<b>All DIVISIONS</b>	
(1) A copy of a — (a) <b>suspect's own statement contained in an open docket;</b> or (b) <b>victim's or complainant's own statement contained in an open docket.</b>	The request by the suspect / victim / complainant for a copy of his or her own statement, must be in writing and addressed to the relevant investigating officer.  <u>Take note:</u> <b>such a copy will only be automatically available to the relevant suspect / victim / complainant or his or her representative (such representative must attach documentary proof of capacity to act on behalf of such person).</b>
(2) The information or topics as available on the Web site of the Service	(2) Available on the Web page of the Service at <a href="http://www.saps.gov.za">www.saps.gov.za</a>

## 41

## 8. SERVICES AVAILABLE TO THE PUBLIC

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

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

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

## 8.1 IMPORTANT CONTACT DETAILS

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

## 8.2 COMMUNITY POLICE FORUMS AND BOARDS

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

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

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

## 8.3 SOUTH AFRICAN POLICE RESERVE SERVICE

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

## 8.4 POLICE STATION

- (1) Rendering basic policing functions such as attending to complaints, patrolling, administering police cells and the safekeeping of exhibits;
- (2) administering firearm licence applications (only the initial administration - the processing and issuing is done by the Central Firearms Register);
- (3) administering summonses and enquiries from other units or components;
- (4) administering accident reports;
- (5) administering all functions in respect of the functioning of a community service centre (charge office);
- (6) rendering supportive court duties (court orderly);
- (7) safeguarding crime scenes; and
- (8) service delivery with regard to extra-departmental duties which, amongst other, includes the provisioning of the following:
  - (a) photocopies of statements;
  - (b) photos concerning scenes of collisions;
  - (c) accident reports (OAR forms) and sketch plans;
  - (d) criminal record enquiries;
  - (e) certifying copies of original documents (a free service, but the relevant person must bring the original document and the copies as the copies will not be made at the police station); and
  - (f) photocopies of post-mortem reports.

## 8.5 COMMUNITY POLICING

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

**43****8.6 WEB SITE OF THE SERVICE**

Any person can have access to the web site of the Service at [www.saps.gov.za](http://www.saps.gov.za)

**8.7 CRIME STOP**

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

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

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

Contact numbers for Family Violence, Child Protection and Sexual Offences Unit are available on the web site of the Service.

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

### 9.1 PARLIAMENT

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

The contact details are:

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

**Postal Address:** PO Box 15  
CAPE TOWN  
8000

**Street Address:** Parliament Building  
Parliament Street  
CAPE TOWN

**Telephone Number:** (021) 403 2911

**Fax Numbers:** (021) 403 8219

**E-Mail address:** [info@parliament.gov.za](mailto:info@parliament.gov.za)

### 9.2 PORTFOLIO COMMITTEE ON POLICE

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

The contact details for the Portfolio Committee on Police are:

**Postal Address:** PO Box 15  
CAPE TOWN  
8000

**Street Address:** Parliament Towers  
Parliament Street  
CAPE TOWN

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

**E-mail address:** [Fbeukman@parliament.gov.za](mailto:Fbeukman@parliament.gov.za)



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

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

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

<b>Postal Address:</b>	Private Bag X94 PRETORIA 0001
<b>Street Address:</b>	Head Office 7 <sup>TH</sup> Floor 231 Pretorius Street PRETORIA
<b>Telephone Number:</b>	(012) 393 1563
<b>Fax Number:</b>	(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 following:

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

In order to take disciplinary steps or deal with the employee in accordance with the mentioned Regulations or Resolution, a complaint can be made to the direct commander of such an employee except where the matter falls beyond the commander's scope of authority. (Complaints may also be directed to National Management Intervention - See paragraph 10.2)

### 10.2 NATIONAL MANAGEMENT INTERVENTION

The main functions of this division are:

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

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

This division —

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

The division is responsible for national standards and policy relating to evaluation services in the Service. Although there are evaluation services components at area and provincial levels reporting to the area commissioner and provincial commissioner

respectively, these components function in accordance with national policies and guidelines issued by this division. The division has a national capacity for evaluations and interventions at national level.

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

The contact details for the Management Intervention at national level are:

**Postal Address:** Private Bag X94  
PRETORIA  
0001

**Street Address:** Opera Plaza Building  
Pretorius Street  
PRETORIA

**Telephone number:** 080 033 3177

**Fax number:** (012) 393 3294/4280  
(012) 393 5452

**E-mail address:** [Complaintsnodalpoint@saps.gov.za](mailto:Complaintsnodalpoint@saps.gov.za)

### 10.3 INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE (IPID)

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

**Website:** <http://www.ipid.gov.za>

**Street Address:** City Forum Building  
114 Madiba Street  
PRETORIA

**Telephone number:** (012) 399 0000

**Fax number:** (012) 326 0408

**E-mail address:** [Complaints@ipid.gov.za](mailto:Complaints@ipid.gov.za)

**Provincial Addresses and Contact Details:**

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

**Satellite Offices Addresses and Contact Details:**

Office	Address	Tel Number	Fax Number	E-mail Address
KwaZulu-Natal	10 Union Street Edwards Pharmacy Building 1 <sup>st</sup> Floor Room 11CD	035 772 3022	035 772 3049	Complaints.KwaZuluNatal@ipid.gov.za
Free State	28 Louw Street Maseroy Building Bethlehem 9700	058 307 7620/21	086 6300927	Complaints.FreeState@ipid.gov.za
Eastern Cape	10th Floor PRD Building, Office number 1056B Suiderland Street Umthatha	047 501 5900	047 531 1570	Complaints.EasternCape@ipid.gov.za
Northern Cape	58 Mark Street Upington	054 338 5700	054 331 0053	Complaints.NorthernCape@ipid.gov.za
North West	165 Kloppe Street Rustenburg	014 591 8560	014 592 1349	Complaints.NorthWest@ipid.gov.za
Limpopo	2010 Centre Thohoyandou	015 962 0405	015 962 0345	Complaints.Limpopo@ipid.gov.za
Western Cape	101 York Street Ground Floor Nedbank Building George	044 873 3378	044 873 4861	Complaints.WesternCape@ipid.gov.za

**10.4 STATE INSTITUTIONS SUPPORTING CONSTITUTIONAL DEMOCRACY**

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

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

**(1) PUBLIC PROTECTOR**

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

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

The Public Protector may not investigate court decisions.

The contact details of the Public Protector are as follows:

**Web site:** <http://www.pprotect.org.za>

**Postal Address:** Private Bag X677  
PRETORIA  
0001

**Street Address:** 175 Lunnon Street  
Hillcrest Office Park  
0083

**Telephone number:** (012) 366 7000/7112

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

**Fax to E-mail:** 086 575 3292

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

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

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

## 50

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

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

**Postal Address:** Private Bag X2700  
HOUGHTON  
2041

**Street Address:** Forum 3  
33 Hoofd Street  
Braamfontein  
JOHA NESBURG

**Telephone number:** (011) 877 3600

(3) **DEPARTMENT OF WOMEN**

**Physical address:** 36 Hamilton Street  
Arcadia  
PRETORIA  
0001

**Postal address:** Private Bag X931  
PRETORIA  
0001

**Office of the Minister:**

**Tel nr:** (012) 359 0188

**Fax:** 086 765 3365

**E-mail:** [ministry@women.gov.za](mailto:ministry@women.gov.za)

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

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

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

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

## 51

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

**Postal address:** Private Bag X90 000  
HOUGHTON  
2041

**Telephone number:** (011) 358 9100

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

**(5) COMMISSION FOR GENDER EQUALITY**

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

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

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

**Postal Address:** PO Box 32175  
BRAAMFONTEIN  
2017

**Street Address:** Old Women's Jail  
East Wing Constitution Hill  
2 Kotze Street  
Braamfontein  
JOHANNESBURG

**Telephone number:** (011) 403 7182

**Fax number:** (011) 403 7188

**E-mail:** [cgeinfo@cge.org.za](mailto:cgeinfo@cge.org.za)

**(6) AUDITOR-GENERAL**

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

- all national and provincial state departments and administrations;
- all municipalities; and
- any other institution or accounting entity required by national or provincial legislation to be audited by the Auditor-General;
  
- any institution funded from the National Revenue Fund or a Provincial Revenue Fund or by a municipality; or

## 52

- any institution that is authorised in terms of any law to receive money for a public purpose.

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

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

**Postal Address:** PO Box 446  
PRETORIA  
0001

**Street Address:** 300 Middel Street  
New Muckleneuk,  
Pretoria

**Telephone Number:** (012) 426 8000

**Fax Number:** (012) 426 8257

**E-mail:** [agsa2@agsa.co.za](mailto:agsa2@agsa.co.za)

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

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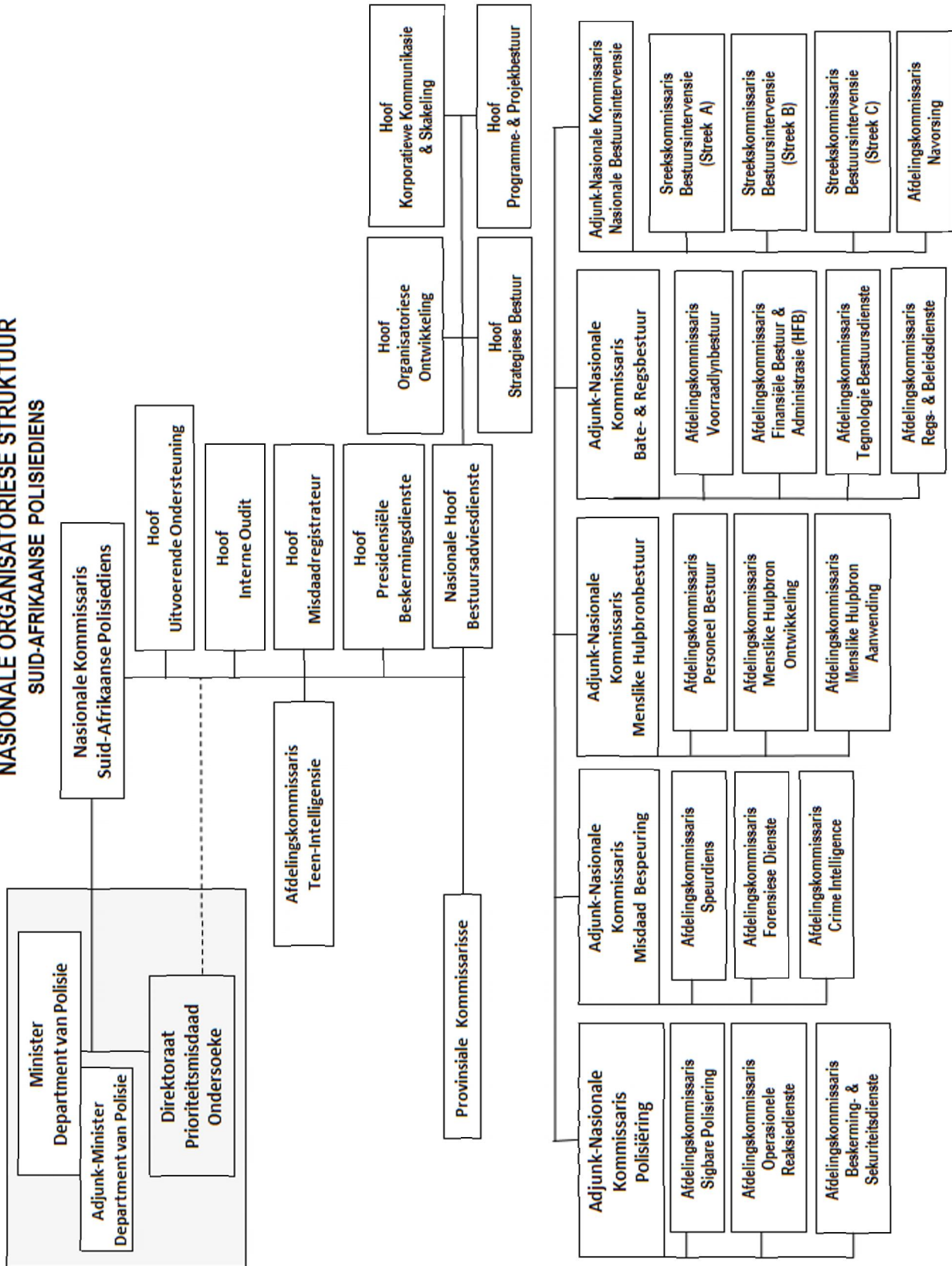
**HANDLEIDING**  
VAN DIE  
**SUID-AFRIKAANSE**  
**POLISIEDIENS**  
OOREENKOMSTIG  
**ARTIKEL 14**  
VAN DIE  
**WET OP DIE BEVORDERING**  
**VAN TOEGANG TOT**  
**INLIGTING,**  
**2000**  
(WET NO 2 VAN 2000)

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

**INHOUD**

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

**NASIONALE ORGANISATORIESE STRUKTUUR  
SUID-AFRIKAANSE POLISIEDIENS**



### 3. FUNKSIES

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

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

#### 2.1 NASIONALE VLAK

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

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

## 4

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

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

(18) **TEGNOLOGIESE BESTUURSDIENSTE**

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

(19) **REGS- EN BELEIDSDIENSTE**

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

(20) **BESTUURSINTERVENSIES**

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

## 2.2 PROVINSIALE VLAK

(1) **PROVINSIALE KOMMISSARIS**

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

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

(2) **STASIEBEVELVOERDER**

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

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

## 5

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



### ADJUNK-INLIGTINGOFFISIERE: SUID AFRIKAANSE POLISIEDIENS

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

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

STRATEGIESE BESTUUR	LT KOL KGJ MOSOMA KAPT NJ MATLOU	(012) 393 4024 (012) 393 3173	(012) 393 3157	mosomak@saps.gov.za MatlouJoseph@saps.gov.za	Privaatsak X91 PRETORIA, 0001	Opera Plaza Gebou 7 Pretorius Straat PRETORIA, 0001
VOORRAADLYN BESTUUR (SCM)	LT KOL SM TIPANYEGA HAKA PETROS	(012) 841 7770 (012) 841 7259	086 770 5331 086 626 6262	tipanyegam@saps.gov.za petrosa@saps.gov.za	Privaatsak X254 PRETORIA, 0001	117 Cresswell Laan SILVERTON, 0127
ONDERSTEUNINGSDIENSTE: KOOPERATIEWE DIENSTE	SAK IK MAIBELO	(012) 393 4269	(012) 393 3240	Itumeleng.maibelo@saps.gov.za	Privaatsak X94 PRETORIA, 0001	Opera Plaza Gebou 7 Pretorius Straat PRETORIA, 0001
TEGNOLOGIE BESTUURSDIENSTE (TMS)	KAPT T KHETHELWA	(012) 432 7367	(012) 432 8428	khethelwat@saps.gov.za	Privaatsak X94 PRETORIA, 0001	Tulbagh Gebou PRETORIA, 0001
VIDEO EENHEID	ME D MOKOKA	(012) 6661054	(012) 666 1064/58	VideoLibrary@saps.gov.za	9 Beatrix Straat Centurion RASLOUW, 0109	9 Beatrix Straat Centurion RASLOUW, 0157
SIGBARE POLISIERING (VISPOL)	HRK RLR MKHWANAZI	(012) 421 8391	(012) 421 8064	04745345@saps.gov.za	Privaatsak X241 PRETORIA, 0001	Midcity Gebou 540 Pretorius Straat PRETORIA 0001
PROVINSIALE ADJUNK INLIGTINGSOFFISIER	KONTAKPERSOON	TEL NR	FAKS NR	E-POS ADRES	POS ADRES	STRAAT ADRES
OOS KAAP	KAPT NS YOLI	(040) 608 7350/9	(040) 608 7315/ 7303/7310/7333	EC-PROVREG/ptshengela@saps.gov.za	Privaatsak X7471 KING WILLIAMSTOWN 5600	Former Griffiths Mxenge Zwelitsha Weg ZWELITSHA, 6508
VRYSTAAT	KAPT MS MOROALO	(051) 507 6439	(051) 507 6440	fs.ph.auxiliary@saps.gov.za	Privaatsak X20501 BLOEMFONTEIN 9300	126 Maitland Straat BLOEMFONTEIN 9301
GAUTENG	LT KOL D MOSS	(011) 274 7540	(011) 274 7538	MossD@saps.gov.za	Privaatsak X57 BRAAMFONTEIN 2017	16 Empire Weg Parktown JOHANNESBURG 2193

## 9

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

## 10

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

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

**POSADRES:** Privaatsak X2700  
HOUGHTON  
2014

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

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

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

### 5.1 DOEL VAN DIE WET

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

### 5.2 INLIGTING WAT VERSOEK KAN WORD

Enige bestaande opgetekende inligting kan versoek word, —

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

### 5.3 TOEPASSING VAN DIE WET

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

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

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

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

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

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

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

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

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

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

## 13

Die volgende persone word geag gemagtigde persone te wees:

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

## (6) POLISIE DOSSIERS

OOP DOSSIERS

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

GESLOTE DOSSIERS

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



## 14

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

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

## (8) OPENBARE LIGGAME

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

## 15

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

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

## 16

**5.4 FOOIE BETAALBAAR**

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

**(1) AUTOMATIESE BESKIKBARE REKORDS**

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

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

**(2) VERSOEKGELDE**

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

R 35,00

**(3) TOEGANGSGELDE**

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

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

## 17

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

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

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

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

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

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

### NEEM KENNIS:

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

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

## 18

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

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

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

## (3) BETALING VAN DIE VOORGESKREWE FOOIE

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

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

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

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

**ABSA Bank, Pretoria**  
**Takkode: 632005**  
**Rekeningnommer: 4054522787**  
**Soort rekening: Tjekrekening**

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

## (4) HANTERING VAN DIE AANSOEK

(a) BEPAAL OF DIE REKORD BESTAAN EN BESIKBAAR IS

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

lynbestuurder sal vasstel of die rekord bestaan en beskikbaar is.

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

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

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

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

(c) UITSTEL VAN 'N AANSOEK OM TOEGANG

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

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

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

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

(d) VERLENGING VAN TYDPERK

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

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

## 20

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

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

(e) DERDE PARTYE

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

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

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

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

(f) INTERNE APPÉLLE

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

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

**21**

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

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

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

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

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



## **6. BESKRYWING VAN ONDERWERPE EN KATEGORIEË GEHOU OOR ELKE ONDERWERP**

### **6.1 ADMINISTRASIE, ORGANISASIE EN BEHEER**

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

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

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

### **6.3 BEVORDERINGS EN ERERANGE**

Bevorderings  
 Ererange

**6.4 BINNELANDSE VEILIGHEID EN INTELLIGENSIE AANGELEENTHEDE**

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

**6.5 BUITELANDSE SAKE**

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

**6.6 BYEENKOMSTE EN SOSIALE VERKEER**

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

**6.7 DIERE**

Polisiediere

**6.8 DRANK**

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

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

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

**6.10 ERKENNING VIR DIENSTE GELEWER**

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

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

#### **6.11 FINANSIËLE ADMINISTRASIE**

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

#### **6.12 GEBOUE EN TERREINE**

Aanhou van lewendehawe en boerderybedrywighede op Polisiepersele  
Aankoop en verkoop van geboue en terreine  
Aanleghigiëne  
Akkommodasie vir ander liggame op Polisiepersele  
Berging van privaateiendom op Polisiepersele  
Beskadiging van Polisiegeboue  
Besoedeling  
Brandbestryding en -voorkoming op Polisiepersele  
Fasiliteite vir gestremdes  
Geboue en terreine

Werke

**6.13 GESKIEDENIS**

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

**6.14 GEVANGENES- EN GEVANGENISAANGELEENTHEDE**

Gevangenesaangeleentheid

**6.15 INRIGTINGS EN INSTELLINGS: HALF-AMPTELIK**

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

**6.16 INSPEKSIES, BESOEKE EN AMPTELIKE REISE**

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

**6.17 KLEREDRAG, KLERASIE EN PERSOONLIKE UITRUSTING**

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

**6.18 LANDBOU**

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

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

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

**6.20 LOTERYE, DOBBELARY, WEDDENSAPPE EN KETTINGBRIEWE**

Dobbelary  
Kettingbriewe  
Lotery  
Weddenskappe

**6.21 LUGHAWE-AANGELEENTHEDE**

Gebeurlikheidsbeplanning  
Kapings  
Lughawens  
Lugruimteskending  
Lugvaartsekerheid  
Sekuriteitmaatreëls

**6.22 MEDIESE BEHANDELING EN GESONDHEIDSORG**

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

**6.23 MISDAAD**

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

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

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

#### **6.24 MYNE EN DELWERYE**

Diamante en edelmetale  
Myne en delwerye

#### **6.25 OMGEWINGSBEPLANNING EN -ONTWIKKELING**

Omgewingsbeplanning en –ontwikkeling



**6.26 ONGELUKKE EN RAMPE**

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

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

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

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

Byeenkomste, tentoonstellings en feesvierings

**6.29 OPENBARE GESONDHEID**

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

**6.30 OPLEIDING EN OPVOEDKUNDIG**

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

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

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

**6.32 PARLEMENTÊRE AANGELEENTHEDE**

Parlementêre aangeleentheede

**6.33 PASTORALE-, MAATSKAPLIKE- EN SIELKUNDIGE DIENSTE**

Godsdienstige organisasies

Krisislyn  
Maatskaplike werk  
Pastorale sorg  
Sielkundige dienste

#### **6.34 PERSONEELAANGELEENTHEDE**

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

#### **6.35 PLAASLIKE OWERHEDE**

Plaaslike owerhede

#### **6.36 POLISIEDIENSTE AAN ANDER INSTANSIES EN DIE ALGEMENE PUBLIEK**

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

#### **6.37 POSAANGELEENTHEDE EN ANDER KOMMUNIKASIEKANALE**

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

Publieke telefone  
Radiokommunikasie  
Teledrukkersdiens  
Televisienetwerk

### **6.38 REGSPLEGING**

Amnestie  
Borgtog  
Bywoning van hofsittings  
Howe en hofdienste  
Landdrostdistrikte en vrederegterswyke  
Lewering van getuienis  
Parool  
Plekke van veiligheid vir getuies  
Prosesstukke  
Regshulpraad en prisoniersvriend  
Regspiegling  
Regspraktisyns  
Skuldbekentnisse  
Uitlatings en uitsprake deur regters en landdroste  
Vonnisse  
Vorige veroordelings  
Vrederegters en Kommissarisse van Ede  
Vredesbeampes

### **6.39 SPORT EN ONTSPANNING**

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

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

#### **6.40 STAATSADMINISTRASIE**

Staatsadministrasie

#### **6.41 STAATSEIENDOM: BEHALWE DUURSAME VOORRAAD**

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

- 6.42 STAATSEIENDOM: DUURSAME VOORRADE**  
Aankoop, huur, verskaffing en instandhouding van staatseiendom  
Aankoop, verkoop, verskaffing, beskadiging en verlies van wapens, ammunisie en ontplofbare stowwe  
Keurrade en beskikking oor gekeurde staatseiendom  
Staatseiendom: Beheer oor  
Verantwoording vir staatseiendom  
Verkryging en beheer oor boeke en publikasies
- 6.43 STERFGEVALLE EN BEGRAFNISSE (SUID-AFRIKAANSE POLISIEDIENS UITGESLUIT)**  
Begravnisondernemers  
Lyke en lykskouings  
Selfmoord  
Sterfgevalle, begrafnisse en verassings
- 6.44 UITREIKING, GEBRUIK EN HANTERING VAN WAPENS**  
Gebruik en hantering van wapens  
Inspeksies en versorging van  
Uitreiking  
Veilige bewaring van  
Vervoer van
- 6.45 VERPLASINGS, OORPLASINGS EN VAKATURES**  
Oorplasings  
Vakatures  
Verplasings
- 6.46 VERVOER**  
Amptelike vervoer  
Bestuurders, vlieëners en bootsmanne: Polisievervoer  
Botsing, beskadiging en diefstal: Polisievervoer  
Gehuurde vervoer  
Gesubsidieerde vervoer  
Meganiese vervoer  
Motorfinansieringskema vir senior amptenare  
Openbare vervoer: Gebruik van deur lede van die Diens  
Parkering en veilige bewaring: Polisievervoer  
Privaat vervoer: Gebruik vir amptelike doeleindes  
Vervoer: Beheer oor  
Versorging en instandhouding: Polisievervoer  
Voertuie op lening
- 6.47 VERVOER EN VERKEER**  
Lisensies en permithouers  
Paaie, driwwe, brûe en uitspanplekke  
Padverkeer  
Seevaart  
Spoorvervoer  
Verkeerbeheer

**6.48 VOLKSWELSYN**

Kinders en jeugdiges  
Maatskaplike sorg  
Sosio-ekonomiese aangeleenthede  
Welsynsinrigtings

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

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

**6.50 WERWING EN INDIENSNEMING**

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

**6.51 WETGEWING EN REGSAANGELEENTHEDE**

Regsaangeleenthede  
Wette, regulasies en ordonnansies

## 7. KATEGORIEË VAN REKORDS WAT OUTOMATIES BESKIKBAAR IS

<b>BESKRYWING VAN KATEGORIEË VAN REKORDS WAT INGEVOLGE ARTIKEL 15(1) VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 OUTOMATIES BESKIKBAAR IS</b>	<b>WYSE WAAROP TOEGANG TOT REKORDS VERKRY KAN WORD</b>
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<b>7.1 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT INGEVOLGE ARTIKEL 15(1)(a)(i) OUTOMATIES VIR INSPEKSIE BESKIKBAAR IS</b>
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<b>ALLE AFDELINGS EN KOMPONENTE</b>	
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<p>Nasionale Instruksies (Die volgende rekords is uitgesluit:</p> <ul style="list-style-type: none"> <li>• opleidingsmateriaal;</li> <li>• opleidingsriglyne;</li> <li>• opleidingshandleidings; of</li> <li>• rekords ten opsigte waarvan daar redelikerwys verwag kan word dat die openbaarmaking van die rekord die doeltreffendheid van 'n toets-, ondersoek- of ouditeringsprosedure of -metode wat deur die Diens gebruik word, in gevaar sal stel.</li> </ul> <p>Die normale versoek prosedure ingevolge die Wet is van toepassing wanneer toegang tot sodanige rekords versoek word.)</p>	Die rekords by die betrokke subseksiehoof geïnspekteer word deur skriftelik by die betrokke afdelingskommissaris daarvoor aansoek te doen.
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<b>KORPORATIEWE KOMMUNIKASIE: ERFENISDIENSTE</b>	
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<p>(1) Alle uitstallings by Erfenisdienste: SAPD</p> <p>(2) Argiefrekords by Erfenisdienste: SAPD (behalwe rekords wat in dossiere vervat is en persoonlike inligting van persone of inligting wat nie verstrek mag word nie, op grond van die feit dat toegang tot sekere inligting ingevolge die gronde van weiering ingevolge die Wet geweier mag word)</p>	Die rekords kan op versoek by die kantoor van die Kurator, Erfenisdienste: SAPD, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Kurator: Erfenisdienste, Posbus 4866, PRETORIA, 0001.
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<b>AFDELING: FINANSIËLE BESTUUR EN ADMINISTRASIE</b>	
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<b>DOKUMENT SENTRUM BESTUUR: ARGIEWE REGISTRASIE EN REKORDS</b>	
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Meesterkopie van die Lêerstelsel	Die rekords kan by die kantoor van die Nasionale Rekordsbestuurder, Dokument Sentrum Bestuur, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Nasionale Rekordsbestuurder, Administrasiedienste, SAPD, Privaatsak X 94, PRETORIA, 0001.
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<b>FINANSIËLE DIENSTE: BEGROTINGS</b>	
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Begrotings van Nasionale Uitgawes — Departement van Polisie	Die rekords kan by die kantoor van die Bestuurder: Begrotings geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Seksiehoof: Begrotings, Finansiële en Administrasiedienste, Privaatsak X 94, PRETORIA, 0001.
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<b>AFDELING: MENSLIKE HULPBRON BENUTTING</b>	
<b>GELYKHEIDSBESTUUR</b>	
Diensbillikheid: Nasionale en Afdelingsvlak (Planne ingevolge artikel 20 en verslae ingevolge artikel 21)	Die rekords kan by die betrokke Afdelingskommissaris se kantoor en Bestuurders: Gelykheidsbestuur geïnspekteer word deur skriftelik daarvoor by die Afdelingskommissaris: Menslike Hulpbron Benutting: Privaatsak X 94, PRETORIA, 0001, aansoek te doen
Die Afdelings-, Provinsiale en Komponentsvlak Implementeringsplanne en Artikel 21 Kwartaalverslae	
<b>PRESTASIEBESTUUR</b>	
Prestasiebestuurstelsels vir die Diens (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word)	Die rekords kan by die kantoor van die Komponentshoof: Prestasiebestuur geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Menslike Hulpbron Benutting, Privaatsak X 94, PRETORIA, 0001.
<b>AFDELING: OPERASIONELE REAKSIEDIENSTE</b>	
Rekords bestaande uit algemene korrespondensie (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word) van: Vredeshandhawing	Die rekords kan van 07:30 tot 16:00 by die kantoor van Operasionele Reaksiedienste geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Operasionele Reaksiedienste, Privaatsak X 30, SUNNYSIDE, 0132.
<b>AFDELING: ORGANISATORIESE ONTWIKKELING</b>	
Posevaluering (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word): • Posevalueringsverslae • Paneelbeslissings	Die rekords kan by die kantoor van die Seksiehoof: Organisasie Korporatief en Ontwerp, Organisasie Ontwikkeling geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Die Hoof: Organisasie Ontwikkeling, Privaatsak X94, PRETORIA, 0001.
<b>AFDELING: MENSLIKE HULPBRONBESTUUR</b>	
<b>BEVORDERINGSDIENSTE EN VERGOEDINGSSISTEME</b>	
Rekords ten opsigte van die Aansporings- en Beloningskema (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word)	Die rekords kan by die kantoor van die Seksiehoof: Bevorderingsdienste en Vergoedingssisteme, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Menslike Hulpbronbestuur, Privaatsak X 94, PRETORIA, 0001.
<b>SELKUNDIGE DIENSTE ONTWIKKELING</b>	
Rekords (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word) oor — (1) Sielkundige intervensies	Die rekords kan by die kantoor van die Subseksiehoof: Sielkundige Dienste Ontwikkeling geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Menslike Hulpbronbestuur, Privaatsak X 94, PRETORIA, 0001.



<p>Al die verskillende soorte opleiding wat Sielkundige Dienste verskaf, die redes vir opleiding van hierdie aard en die metodes wat aangewend word, sowel as die plekke waar dit plaasvind</p> <p>(2) Trauma-ontlonting</p> <p>(3) Getal werknemers wat psigometries vir aanstelling by spesialiseenhede geëvalueer is</p> <p>(4) Getal aansoekers wat as konstabels op toetreevlak geëvalueer is</p> <p>(5) Verskillende sportsoorte en ontspanningsbyeenkomste, na gelang van die getal werknemers wat aan die onderskeie items deelneem, met inbegrip van sport en ontspanning vir gestremde werknemers</p> <p>(6) Internasionale sportbyeenkomste: Totale getal werknemers wat deelneem en uitslae</p>	
<b>AFDELING: VOORSIENINGSLYNBESTUUR</b>	
<p>Algemene voorwaardes en prosedures</p>	<p>Die rekords kan by Voorsieningslynbestuur geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Voorsieningslynbestuur, Privaatsak X 254, PRETORIA, 0001.</p>
<b>AFDELING: SIGBARE POLISIËRING</b>	
<b>VUURWAPENS, DRANK EN TWEDEHANDSE GOEDERE KONTROLE</b>	
<p>Beleid oor die oorweging van aansoeke om vuurwapenlisensies, 1994</p>	<p>Die rekords kan by die kantoor van die Hoof: Vuurwapens, Drank en Tweedehandse Goedere Kontrole, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Hoof: Sentrale Vuurwapenbeheerregister, Privaatsak X 811, PRETORIA, 0001.</p>
<b>VENNOOTSKAPSPOLISIËRING</b>	
<p>Rekords ten opsigte van —</p> <p>(1) Vennootskapspolisiëring</p> <ul style="list-style-type: none"> <li>• Die Polisie se Gemeenskapsprojekte</li> <li>• Beleidsraamwerk en riglyne vir gemeenskaps-polisiëring</li> </ul> <p>(2) Sektorpolisiëring</p> <ul style="list-style-type: none"> <li>• Loodsprojekte</li> </ul>	<p>Die rekords kan by die kantoor van die Hoof: Sigbare Polisiëring, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X 540, PRETORIA, 0001.</p>
<b>SIGBARE POLISIËRING</b>	
<p>Rekords bestaande uit algemene korrespondensie (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word) van:</p>	<p>Die rekords kan van 07:30 tot 16:00 by die kantoor van Sigbare Polisiëring geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X 540, PRETORIA, 0001.</p>

## 39

<p>Rekords bestaande uit algemene korrespondensie (behalwe persoonlike inligting van persone en inligting wat geweier kan word op grond van die weiering ten opsigte waarvan daar in die Wet voorsiening gemaak word) van:</p> <p>(1) Die Polisie se Nooddienste</p> <ul style="list-style-type: none"> <li>• Blitspatrolie of Hoofwegpatrolie</li> <li>• 1 0111-sentrums</li> </ul> <p>(2) Gemeenskapsdienste</p> <p>(3) Ongelukvoorkoming</p> <p>(4) Gespesialiseerde Uniform-ondersteuning</p> <ul style="list-style-type: none"> <li>• Gyselaaronderhandelaars</li> <li>• Duikers</li> <li>• Die Watervleuel</li> <li>• Rampbestuur</li> </ul> <p>(5) Berede eenheid</p> <p>(6) Honde-eenheid</p>	<p>Die rekords kan van 07:30 tot 16:00 by die kantoor van Sigbare Polisiëring geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X 540, PRETORIA, 0001.</p>
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<p><b>7.2 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT OUTOMATIES INGEVOLGE ARTIKEL 15(i)(a)(ii) <i>TE KOOP</i> BESKIKBAAR IS</b></p>	
<p style="text-align: center;"><b>ALLE AFDELINGS</b></p>	
<p>Wetgewing (wetsontwerpe, wette, regulasies, proklamasies en Goewermentskennisgewings)</p>	<p>Afskrifte van wetgewing is by die Staatsdrukker verkrygbaar teen die prys wat deur die Staatsdrukker bepaal word.</p>
<p style="text-align: center;"><b>AFDELING: VOORSIENINGSLYNBESTUUR</b></p>	
<p style="text-align: center;"><b>VERKRYGINGSBESTUUR</b></p>	
<p>Staatstenderbulletins</p>	<p>Word weekliks deur die Staatstenderraad gepubliseer en is by die Staatstenderraad verkrygbaar teen die prys wat deur die Staatstenderraad bepaal word.</p>

<p><b>7.3 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT INGEVOLGE ARTIKEL 15(1)(a)(ii) OUTOMATIES VIR <i>FOTOKOPIËRING</i> BESKIKBAAR IS</b> (teen betaling van die voorgeskrewe gelde wat in Deel II van Bylaag A van die Regulasies betreffende die Wet op die Bevordering van die Toegang tot Inligting, 15 Februarie 2002, vervat is)</p>	
<p style="text-align: center;"><b>ALLE AFDELINGS</b></p>	
<p>(1) Dokumente rakende beleid en Nasionale Instruksies (Die volgende rekords is uitgesluit:</p> <ul style="list-style-type: none"> <li>• opleidingsmateriaal;</li> <li>• opleidingsriglyne;</li> </ul>	<p>(1) Die rekords kan verkry word deur skriftelik aansoek te rig aan die betrokke seksiehoof of afdelingskommissaris</p>

<ul style="list-style-type: none"> <li>• opleidingshandleidings; of rekords ten opsigte waarvan daar redelikerwys verwag kan word dat die openbaarmaking van die rekord die doeltreffendheid van 'n toets-, ondersoek- of ouditeringsprosedure of -metode wat deur die Diens gebruik word, in gevaar sal stel.</li> </ul> <p>Die normale versoek prosedure ingevolge die Wet is van toepassing wanneer toegang tot sodanige rekords versoek word.)</p>	
(2) Kollektiewe ooreenkomste	(2) Die rekords kan verkry word deur skriftelik aansoek te rig aan die Sektiehoof: Arbeidsverhoudinge, Menslike Hulpbronbenutting, Privaatsak X 94, PRETORIA, 0001, gerig word.
<p>(3) <b>VERSLAE OOR ONGELUKKE (NUWE OF OU VERSLAE): KOPIEË OF FOTOKOPIEË</b></p> <p><i>Let wel — met die term “afskrif” word bedoel dat die reproduksie met die hand gedoen word; ’n kopie van ’n voltooide verslag oor ’n ongeluk sal slegs aan die gemagtigde persoon verskaf word; dat wanneer ’n skriftelike versoek ontvang word van die Padongelukkefonds, provinsiale hospitale of ambulansdienste van provinsiale hospitale, hul geag word openbare liggame of instellings te wees wat geregtig is om onmiddellik gratis afskrifte van ’n botsingsverslag te kry.</i></p>	<p>(3) Indien die rekord nog in besit van of onder beheer van die Diens is, die rekords kan deur die <b>gemagtigde</b> persoon verkry word deur skriftelik aansoek te rig op die voorgeskrewe aansoekvorm of SAPD 512(n) aan die betrokke kantoor van die polisiestasie.</p> <p>Let wel — Die volgende persone word geag gemagtigde persone te wees:</p> <p>(a) ’n betrokke party in die botsing (bv bestuurder, passasier, voetganger, fietsryer, eienaar van die voertuig, eienaar van die dier wat in die botsing betrokke was, ens) indien hy of sy kan bewys dat hy of sy ’n betrokke party is;</p> <p>(b) enige private ambulansdiens, mediese diensverskaffer, nooddien of wegsleepdiens wat ’n ambulansdiens, mediese diens, nooddien of wegsleepdiens aan ’n party betrokke by ’n botsing gelewer het, indien sodanige private diens skriftelike bewys kan lewer dat so ’n diens gelewer is; of</p> <p>(c) ’n persoon wat nie ’n betrokke party of ’n private ambulansdiens, mediese diensverskaffer, nooddien of wegsleepdiens waarna hierbo verwys is, is nie, slegs indien hy of sy die skriftelike toestemming of goedkeuring van ’n betrokke party het (bv ’n prokureur wat die betrokke volmagsbrief om namens die persoon op te tree, voorsien).</p>

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

<b>AFDELING: MENSLIKE HULPBRON BENUTTING</b>	
<b>DIENSBILLIKHEID</b>	
Diensbillikheid: Nasionaal en Afdelings: Planne ingevolge artikel 20 en verslag ingevolge artikel 21	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Afdelingskommissaris: Menslike Hulpbron Benutting, Diensbillikheid, Privaatsak X 94, PRETORIA, 0001.
<b>VERGOEDINGSBESTUUR</b>	
Projeksentrum: Menslike Hulpbron Benutting Projekverslae	Inligting oor projekte wat deur die regering gefinansier word, kan deur die publiek verkry word deur skriftelik aansoek te rig aan die Afdelingskommissaris: Menslike Hulpbron Benutting, Vergoedingsbestuur, Privaatsak X 94, PRETORIA, 0001.
<b>PRESTASIEBESTUUR</b>	
Sekere rekords (behalwe rekords met persone se persoonlike inligting en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word) oor Prestasiebestuurstelsels: <ul style="list-style-type: none"> <li>• Projekte</li> <li>• Die name van projekte</li> </ul>	Die rekords kan verkry word by die kantoor van die Komponentshoof: Prestasiebestuur deur skriftelik aansoek te rig aan die Afdelingskommissaris: Menslike Hulpbron Benutting, Hoofkantoor, SAPD, Privaatsak X 94, PRETORIA
<ul style="list-style-type: none"> <li>• Projekplanne</li> <li>• Die begrotings van projekte</li> <li>• Verslae oor die stand van projekte</li> <li>• Operasionele handleidings oor projekte en programme</li> <li>• Projek- en programfunksies en -aktiwiteite</li> <li>• Aktiwiteite van die Programbestuursraad</li> <li>• Geregistreerde gebruikers van projekte en programme</li> <li>• Die getal geregistreerde projeksentrums</li> </ul>	
<b>AFDELING: OPERASIONELE REAKSIEDIENSTE</b>	
<b>OPERASIONELE INLIGTING BESTUUR SENTRUM</b>	
Rekords (behalwe persoonlike inligting van persone en toegang tot inligting wat ingevolge die Wet geweier kan word) ten opsigte van sekere dele van die — (1) Beleid oor: <ul style="list-style-type: none"> <li>• Skarebestuur</li> <li>• Nasionale Intervensie-eenheid</li> <li>• Grenslyn</li> </ul>	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Adjunk-inligtingsbeampte: Operasionele Reaksiedienste, Privaatsak X 30, SUNNYSIDE, 0132

## 43

<ul style="list-style-type: none"> <li>• Lugvleuel</li> <li>• Gespesialiseerde Vaardigheidsontwikkeling</li> <li>• Spesiale Taakmag</li> </ul> <p>(2) Skarebestuursinsidente</p> <p>(3) Suksesse behaal:</p> <ul style="list-style-type: none"> <li>• Skarebestuur</li> <li>• Nasionale Intervensie-eenheid</li> <li>• Grenslyn</li> <li>• Lugvleuel</li> <li>• Gespesialiseerde Vaardigheidsontwikkeling</li> <li>• Spesiale Taakmag</li> </ul> <p>(4) Vredeshandhawing</p>	
<b>AFDELING: ORGANISATORIESE ONTWIKKELING</b>	
<p>Posevaluering (behalwe rekords met persone se persoonlike inligting en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word):</p> <ul style="list-style-type: none"> <li>• Voorafonderhoudvraelys</li> <li>• Resultate van die posevaluering</li> <li>• Die paneel se beslissing</li> </ul>	<p>Die rekords kan verkry word by die kantoor van die Seksiehoof: Organisasoriese Korporatief en Ontwerp, Organisasoriese Ontwikkeling deur skriftelik aansoek te rig aan die Hoof: Organisasoriese Ontwikkeling, Privaatsak X 94, PRETORIA, 0001</p>
<b>AFDELING: MENSLIKE HULPBRONNE BESTUUR</b>	
<b>SELKUNDIGE DIENSTE ONTWIKKELING</b>	
<p>Rekords (behalwe persoonlike inligting van persone en toegang tot inligting wat ingevolge die Wet geweier kan word), ten opsigte van —</p> <p>(1) Sielkundige intervensies (Al die verskillende soorte opleiding wat deur die Seksie: Sielkundige Dienste verskaf word, redes vir en die metode wat tydens sodanige opleiding aangewend word en die plekke waar opleiding van hierdie aard geskied)</p> <p>(2) Trauma-ontlonting</p> <p>(3) Getal werknemers wat psigometries vir aanstelling by spesialiseenhede geëvalueer is.</p> <p>(4) Getal aansoekers wat geëvalueer is vir aanstelling as konstabels op (4) Getal aansoekers wat geëvalueer is vir aanstelling as konstabels op toetretevlak.</p> <p>(5) Verskillende sport-en ontspanningsbyeenkomste dienooreenkomstig die getal werknemers wat aan die onderskeie items deelneem (met inbegrip van sport-ontspanningsbyeenkomste vir gestremde werknemers)</p> <p>(6) Internasionale sport byeenkomste : Total getal werknemers wat deelneem, sowel as uitslae.</p>	<p>Die rekords kan verkry word by die kantoor van die Subseksiehoof: Sielkundige Dienste deur skriftelik aansoek te rig aan die Afdelingskommissaris: Menslike Hulpbronne bestuur: Hoofkantoor, SAPD, Privaatsak X 94, PRETORIA, 0001.</p>

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

<p>(5) Kommunikasie materiaal oor verkragting en seksuele oortredings.</p> <p>(6) Belowende Misdaadvoorkoming Praktyke in Suid-Afrika</p> <p>(7) Nasionale landelike slagoffers van Misdaad opnames</p> <p>(8) Riglyne: Misbruik van dwelms</p>	
<b>SIGBARE POLISIËRING</b>	
<p>Sekere rekords (behalwe rekords met persone se persoonlike inligting en inligting wat geweier kan word op grond van die weiering waarvoor daar in die Wet voorsiening gemaak word) rakende algemene korrespondensie oor:</p> <p>(1) Die Polisie se Nooddienste</p> <ul style="list-style-type: none"> <li>• Blitspatrollie of Hoofwegpatrollie</li> <li>• 1 0111-sentrums</li> </ul> <p>(2) Gemeenskapsdienste</p> <p>(3) Ongelukvoorkoming</p> <p>(4) Gespesialiseerde uniformtakke</p> <ul style="list-style-type: none"> <li>• Gyselaaronderhandelaars</li> <li>• Duikers</li> <li>• Die Watervleuel</li> <li>• Rampbestuur</li> </ul>	<p>Die rekords kan verkry word by die Kantoor: Sigbare Polisiëring deur skriftelik aansoek te rig aan die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X 540, PRETORIA, 0001.</p>





**8.2 GEMEENSKAPSPOLISIEFORUMS EN –RADE**

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

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

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

**8.3 SUID-AFRIKAANSE RESERWE-POLISIEDIENS**

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

**8.4 POLISIESTASIE**

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

**8.5 GEMEENSKAPSPOLISIËRING**

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

**8.6 WEBTUISTE VAN DIE DIENS**

Enige persoon kan toegang tot die webtuiste van die Diens verkry by [www.saps.gov.za](http://www.saps.gov.za)

**8.7 STOP MISDAAD**

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

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

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

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

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

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

Die kontakbesonderhede van die Nasionale Vergadering is:

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

**Posadres:** Posbus 15  
KAAPSTAD  
8000

**Straatadres:** Parlementsgebou  
Parlementstraat  
KAAPSTAD

## 49

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

**9.2 PORTEFEULJE KOMITEE VIR POLISIE**

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

Die kontakbesonderhede van die Portefeulje Komitee vir Polisie is:

**Posadres:** Posbus 15  
KAAPSTAD  
8000

**Straatadres:** Parlementsgebou  
Parlementstraat  
KAAPSTAD

**Telefoonnommer:** (021) 403 2911/8257/2433  
083 709 8489

**E-posadres:** Fbeukman@parliament.gov.za

**9.3 PUBLIKASIES DEUR DIE DIENS IN DIE STAATSKOERANT**

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

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

**Posadres:** Privaatsak X94  
PRETORIA  
0001

**Straatadres:** Hoofkantoor  
7de Vloer  
Pretoriusstraat 231  
PRETORIA

**Telefoonnommer:** (012) 393 1563

**Faksnommer:** (012) 393 2883

**9.4 GEMEENSKAPSPOLISIEFORUMS EN -RADE**

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

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

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

**9.5 SUID-AFRIKAANSE RESERWE-POLISIEDIENS**

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

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

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

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

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

**10.1 DIE BEVELVOERDER VAN DIE WERKNEMER**

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

## 51

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

**10.2 NASIONALE BESTUUR INTERVENSIE**

Die hoof funksies van hierdie afdeling is:

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

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

Hierdie afdeling —

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

Die afdeling is verantwoordelik vir nasionale standarde en beleid wat verband

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

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

Die kontakbesonderhede vir Nasionale Bestuur Intervensie by nasionale vlak is:

**Posadres:** Privaatsak X94  
PRETORIA  
0001

**Straatadres:** Opera Plaza Gebou

## 52

Pretoriusstraat  
PRETORIA

**Telefoonnommer:** 0800 333177

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

**E-posadres:** [complaintsnodalpoint@saps.gov.za](mailto:complaintsnodalpoint@saps.gov.za)

### 10.3 ONAFHANKLIKE POLISIE-ONDERSOEKDIREKTORAAT (OPOD)

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

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

**Straatadres:** Stad Forum Gebou  
114 Madiba Straat  
PRETORIA

**Telefoonnommer:** (012) 399 0000

**Faksnommer:** (012) 326 0408

**E-posadres:** [Complaints@ipid.gov.za](mailto:Complaints@ipid.gov.za)

#### Provinsiale Adresse en Kontakbesonderhede:

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

## 53

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

**Satelietskantore Adresse en Kontakbesonderhede:**

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

**10.4 STAATSINSTELLINGS TER ONDERSTEUNING VAN GRONDWETLIKE DEMOKRASIE**

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

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



## 54

**(1) OPENBARE BESKERMER**

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

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

Die Openbare Beskermer mag nie hofbeslissings ondersoek nie.

Die kontakbesonderhede van die Openbare Beskermer is as volg:

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

**Posadres:** Privaatsak X677  
PRETORIA  
0001

**Straatadres:** Lunnonstraat 175  
Hillcrest Kantoorpark  
0083

**Telefoonnommer:** (012) 366 7000/7112

**Faksnommer:** (012) 362 3473  
0800 11 20 40

**Faks-e-pos:** 086 575 3292

**(2) SUID-AFRIKAANSE MENSEREGTEKOMMISSIE**

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

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

Die kontakbesonderhede van die SA Menseregtekommissie is as volg:

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

**Posadres:** Privaatsak X2700  
HOUGHTON  
2041

**Straatadres:** Forum 3  
33 Hoofd Straat  
Braamfontein  
JOHANNESBURG

**Telefoonnommer:** (011) 877 3600

## 55

**(3) DEPARTEMENT VAN VROUE**

**Straatadres:** Hamiltonstraat 36  
Arcadia  
PRETORIA  
0001

**Posbus:** Privaatsak X931  
PRETORIA  
0001

**Kantoor van Minister:**

**Telefoonnommer:** (012) 359 0188

**Faksnommer:** 086 765 3365

**E-pos:** ministry@women.gov.za

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

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

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

**Straatadres:** Forum 4  
Braamparkkantoor  
Hoofdstraat 33  
BRAAMFONTEIN  
JOHANNESBURG

**Posadres:** Privaatsak X90 000  
HOUGHTON  
2041

**Telefoonnommer:** (011) 358 9100

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

## 56

**(5) KOMMISSIE VIR GESLAGSGELYKHEID**

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

Die kontakbesonderhede van die Kommissie vir Geslagsgelykheid is as volg:

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

**Posadres:** Posbus 32175  
BRAAMFONTEIN  
2017

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

**Telefoonnommer:** (011) 403 7182

**Faksnommer:** (011) 403 7188

**E-pos:** [cgeinfo@cge.org.za](mailto:cgeinfo@cge.org.za)

**(6) OUDITEUR-GENERAAL**

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

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

Die kontakbesonderhede van die Ouditeur-Generaal is as volg:

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

**Posadres:** Posbus 446  
PRETORIA  
0001

**57**

**Straatadres:** Middelstraat 300  
New Mucleneuk  
PRETORIA

**Telefoonnommer:** (012) 426 8000

**Faksnommer:** (012) 426 8257

**E-pos:** agsa2@agsa.co.za

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

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**UMQULU WOPHIKO  
LWEZEMISEBENZI YAMAPHOYISA  
ASENINGIZIMU AFRIKA**

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

**(UMTHETHO WE-2 WE-2000)**

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

**CONTINUES ON PAGE 130 - PART 2**



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REPUBLIEK VAN SUID AFRIKA

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**MANUALS**

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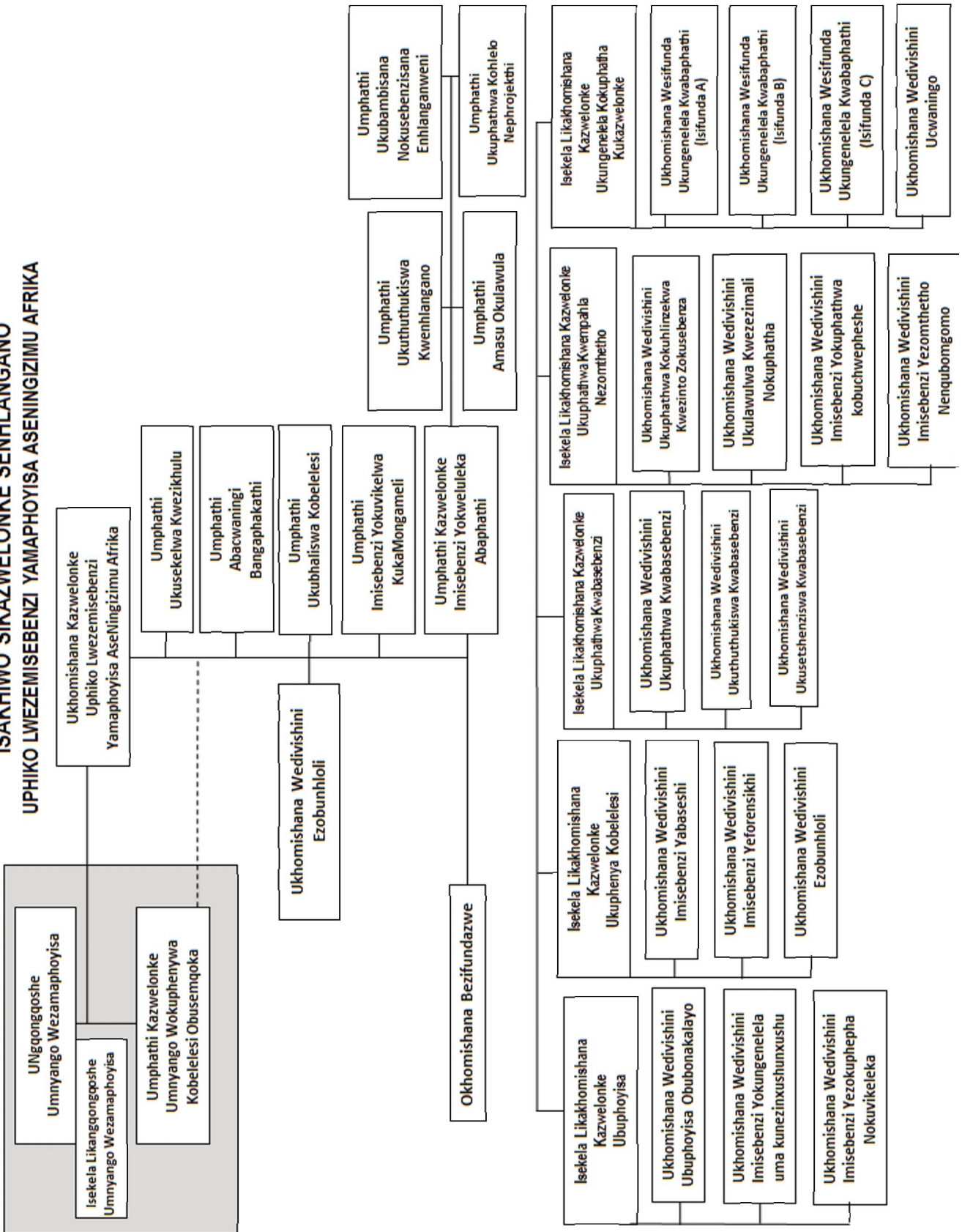


**OKUQUKETHWE**

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

1

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



**2. IMISEBENZI**

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

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

**2.1 IZINGA LIKAZWELONKE**

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

## 3

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

## 4

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

2.2 **IZINGA LESIFUNDAZWE**

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

5

**IMININGWANE YOKUXHUMANA YAMASEKELA EZIKHULU ZEMININGWANE: LWEZEMISEBENZI YAMAPHOYISA ASENINGZIMU**

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

6

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

VIDEO UNIT	ME D MOKOKA	(012) 666 1054	(012) 666 1064/58	VideoLibrary@saps.gov.za	9 Beatrix Street Centurion RASLOUW, 0157
VISIBLE POLICING (VISPOL)	CRCRLR MKHWANAZI	(012) 421 8391	(012) 421 8064	04745345@saps.gov.za	Midcity Building 540 Pretorius Street PRETORIA, 0001
Isekela lesikhulu seminingwane esiFundazweni	Ikheli leposi	Ikheli lomgwaqo	Inombolo yocingo	Inombolo yefekesi	Isekela lesikhulu seminingwane esiFundazweni
EASTERN CAPE	CAPTNS YOLI	(040) 608 7350/9	(040) 608 7315/ 730317310/7333	EC-PROVREG@ptshengela@saps.gov.za	Former Griffiths Mxenge Zwelitsha Road ZWELITSHA, 6508
FREE STATE	CAPTMS MOROALO	(051) 507 6439	(051) 507 6440	fs.ph.auxiliary@saps.gov.za	126 Maitland Street BLOEMFONTEIN 9301
GAUTENG	LT COL D MOSS	(011) 274 7540	(011) 274 7538	MossD@saps.gov.za	16 Empire Road Parktown JOHANNESBURG 2193
KWAZULU NATAL	COL BC KHANYILE	(031) 325 6125	(031) 325 4855	auxiliaryservices@saps.gov.za KhanyileB@saps.gov.za	15 Ordinance Street DURBAN, 4000
LIMPOPO	COL R G MAPHOSA	(015) 290 6109	(015) 290 6134	lim.provhead.aux@saps.gov.za	44 Schoeman Street POLOKWANE, 0700
MPUMALANGA	LT COL MW MUSHWANAI	(013) 762 6602	086 774 1184	mp.admin@saps.gov.za	12 & 14 Jones Street NELSPRUIT, 1200
NORTHERN CAPE	CAPT W KRUGER	(053) 839 3785	(053) 832 2053	NC.AuxServices@saps.gov.za	12 George Street KIMBERLEY, 8301
NORTH WEST	LT COL JD ENGELBRECHT	(018) 299 7036	(018) 299 7144	nw-regis@saps.gov.za nw.administration@saps.gov.za	C/o Potgieter & Van Riebeeck Street POTCHEFSTROOM 2520
WESTERN CAPE	ACRB ROUBAIN	(021) 417 7354	(021) 417 7336	WC.ProvRecordsManagement@saps.gov.za	25 Alfred Street, Greenpoint CAPE TOWN, 8000



#### 4. UMHLAHLANDLELA OKHISHWE YIKHOMISHANA YAMALUNGELO ESINTU

##### 4.1 INCAZELO

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

## 9

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

IKHELI LEPOSI:  
Private Bag X2700  
HOUGHTON  
2014

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

Inombolo yocingo: 011 877 3600  
Iwebhusaythi: [www.sahrc.org.za](http://www.sahrc.org.za)  
Ikheli le-Imeyli: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## 5. ISICELO SOKWAZI UKUTHOLA ULWAZI OLULAWULWA NOMA OLUPHETHWE UPHIKO LWEZEMISEBENZI YAMAPHOYISA

### 5.1 INJONGO YALO MTHETHO

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

### 5.2 IMINININGWANE ENGACELWA

Noma yimiphi imininingwane ekhona ebhalwe phansi ungacelwa. —

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

### 5.3 UKUSETSHENZISWA KWALO MTHETHO

- (1) UKUNGAFAKWA KOKUNYE OKUHLINZEKWA KWEMINYE IMITHETHO  
Lo Mthetho usebenza lapho eminye imithetho emisiwe ingafakwanga, engavimbela noma enqumela ukungakhishwa kwerekhodi futhi ingahambisani nemibandela engaphansi kwalo Mthetho.
- (2) INQUBO YOKUTHETHWA KWAMACALA ENKANTOLO NOMA NGAPHANDLE KWASENKANTOLO  
INGokwesigaba sesi-7 salo Mthetho, lo Mthetho awuhambisani nokuqoshwa koMsebenzi uma —
  - (a) lokho okuqoshiwe kucelwa ngenjongo yenqubo yasenkantolo noma ngaphandle kwasenkantolo;
  - (b) uma kucelwa emva kokuqala kwaleyo nqubo yasenkantolo noma yangaphandle kwasenkantolo, njengoba kungenzeka; kanye
  - (c) nokukhiqizwa noma ukutholakala kwalokho okuqoshiwe ngenjongo evezwe esigabeni (a) ehlinze kiwe kunoma yimuphi omunye uMthetho.

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

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

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

## 11

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

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

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

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

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

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

## 12

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

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

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

La bantu abalandelayo bangathathwa njengabantu abagunyaziwe:

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

(6) **AMADOKHETHI AMAPHOYISA**

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

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

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

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

## 13

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

## AMADOKHETHI AVALIWE

**UMthetho awusebenzi** esicelweni sokuthola amarekhodi asedokhethini yamaphoyisa uma—

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

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

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

## 14

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

## 15

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

(8) **IZINHLAKA ZIKAHULUMENI**

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



## 16

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

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

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

**5.4 IMALI EBEKIWE EKHOKHWAYO**

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

(1) **AMAREKHODI ATHOLAKALA KALULA**

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

## 17

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

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

## 5.5 INDLELA YOKUCELA UKUTHOLA AMAREKHODI

### (1) NIKA IFOMU LESICELO ELIGCWALISIWE KWIPHINI ELISEBENZI NGEZINDABA ZOLWAZI

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

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

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

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

QAPHELA:

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

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

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

Ifomu lesicelo kumele lihanjiswa kwisekela lesikhulu semininigwane esifanele.

## 19

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

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

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

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

Umuntu uxolelwa ukukhokha imali yokufaka isicela uma lowo muntu-

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

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

**Ibhangwe lakwa-ABSA, ePitoli**

**Ikhodi Yegatsha: 632005**  
**Inombolo Ye-Akhawunti: 4054522787**  
**Uhlobo Lwe-Akhawunti: Cheque Account**

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

## 20

## (4) UKUSEBENZA NGEZICELO

(a) UKUTHOLA UKUTHI IREKHODI LIKHONA FUTHI LIYATHOLAKALA

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

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

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

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

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

(c) UKUHLEHLISWA KWESICELO SOKUTHOLA IMINININGWANE

Uma isicelo sokuthola irekhodi sizovunywa, kodwa irekhodi eliceliwe —

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

Iphini lesikhulu semininingwane lingahlehlisa ukutholakala kwalelo rekhodi.

## 21

Uma ukutholakala kwerekhodi kuhlehlisiwe, iphini lesikhulu seminingwane kufanele –

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

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

(d) UKWANDISWA KWESIKHATHI

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

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

(e) ABANTU BESITHATHU

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

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

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

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

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

(f) IZIKHALO ZANGAPHAKATHI

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

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

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

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

Uma isikhalo sangaphakathi simayelana nomuntu wesithathu, ofaka isicelo

kanye nohlangothi lwesithathu oluthintekayo bayokwaziswa mayelana nomphumela wesikhalo.

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

## 6. UKUCHAZWA KWEZINDIKIMBA NEZINHLOBO EZINGENA NGAPHANSI KWENDIKIMBA

### 6.1 IZINGOZI NEZINHLEKELELE

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

### 6.2 UKUPHATHWA, UKUHLANGANISWA KANYE NOKULAWULA

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

### 6.3 UKUPHATHWA KOBULUNGISWA

Ukuphathwa kobulungiswa  
 Ukwamukelwa kwecala  
 Ukuxolelwa kwababoshiwe



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

#### 6.4 EZOLIMO

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

#### 6.5 IZILWANE

Izilwane zophiko lwezemisebenzi yamaphoyisa

#### 6.6 IZINDABA ZEZIKHUNGO ZAMABHANOYI

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

#### 6.7 UKUHLOMA, UKUSEBENZISA, KANYE NOKUPHATHWA KWEZIKHALI

Ukuhlomela ukulwa

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

#### 6.8 IZIKHALI, UKUHLOMA, AMALUNGISELELO EMPI KANYE NEZINKOHLISO

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

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

#### **6.9 IZINDABA ZEMISAKAZO, OMABONAKUDE, IZINDABA KANYE NAMAPHEPHA ASHICILELWE**

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

#### **6.10 ABASEMAGUNYENI KANYE NEZINHLANGANO**

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

#### **6.11 IZAKHIWO KANYE NAMAGCEKE**

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

Ukuthengwa nokudayiswa kwezakhiwo kanye namageceke amaphoyisa  
 Ukudungeka komoya  
 Ukugcinwa kwempahla yabantu emagecekeni amaphoyisa  
 Ezemisebenzi

## 6.12 UBUGEBENGU

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

## 27

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

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

### 6.13 UKUFA KANYE NEMINGCWABO

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

### 6.14 UKUGQOKA, IZINGUBO KANYE NEZINTO ZABANTU

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

### 6.15 UKUTHUTHUKISWA NOKUHLELWA KWEZEMVELO

Ukuthuthukiswa nokuhlelwa kwemvelo

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

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

Ukwalusa nokuphatha: Abathengi  
Isisa esikhalisa unyembezi

#### **6.17 UKUPHATHWA KWEZIMALI**

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

#### **6.18 IZINDABA ZANGAPHANDLE**

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

#### **6.19 UMLANDO**

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

#### **6.20 EZOKUPHEPHA ZANGAPHAKATHI KANYE NEZINDABA ZOBUHLAKANI**

ukuphanjaniswa kobuhlakani  
Ubuhloli  
Izindaba zobuhlakani  
Iziteleka kanye nothuthuva lwabasebenzi  
Izinhlango ezingaphansi kwezinsolo  
Ubudlova bomphakathi kanye nezenzo zokuphendukeyela  
Abantu abayizitha zikahulumeni noma abasolekayo  
Izinto kanye nezenzo ezingavamile nezingajwayelekile

#### **6.21 UKUHLOLWA, UKUVAKASHA KANYE NOHAMBO LOMSEBENZI**

Ukucwaninga  
Ukuhlolwa kwezakhiwo kanye namageke  
Ukuhlolwa kwezothutho

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

**6.22 IZIKHUNGO KANYE NEZINDAWO ZOKUSEBENZA: EZICISHE ZIBE ZEMTHETHWENI**

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

**6.23 IMITHETHO KANYE NEZINDABA ZOMTHETHO**

Imiyalo, imithetho kanye nezimiselo  
 Izindaba zoMthetho

**6.24 UTSHWALA**

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

**6.25 AMAGUNYA ASEMAKHAYA**

Abasemagunyeni emakhaya

**6.26 AMALOTHO, UKUGEMBULA, UKUBHEJA KANYE NEZINCWADI EZINGAMASHENI**

Uhide lwezincwadi

Ukugembula  
Ilotho  
Ukubheja

**6.27 UKUTHOLA UKWELASHWA KANYE NEZEMPILO**

Izikhalo kanye nemibuzo: ngezindaba zokwelashwa  
Izifo

Ukuhlolwa ukuze kutholakale ukuthi isimo/izinga lempilo linjani maqondana nemisebenzi ethile

Ukuphathwa kwezempilo

Ukulimala

Ukugoma

Isikhwama sokwelashwa: Kwamalunga Ophiko Lwezemisebenzi Yamaphoyisa

Ukwelashwa ngemithi: Kwamalunga Ophiko Lwezemisebenzi Yamaphoyisa

Ukwelashwa ngemithi: UMthetho Wabasebenzi Bakahulumeni wabasebenzi Bophiko

Lwezemisebenzi Yamaphoyisa

Ukwelashwa ngemithi: abafundi abasaqeqeshwa

Eminye imisebenzi yezokwelapha

Abenza imisebenzi

**6.28 IMIHLANGANO KANYE NEMIBUTHANO YABANTU**

Imicimbi

Ukuhalaliselana

Ukududuza

Ukubingelela oKhisimuzi noNcibijane

Imihlangano

Ukuvivinywa kwamabutho

Izinkonzo zezenkolo nezezikhumbuzo

**6.29 IMIGODI NOKUMBA**

Amadayimana namatshe angamagugu

Imigodi (izimayini) kanye nokugubha

**6.30 EZENHLALAKAHLE ZIKAZWELONKE**

Izingane kanye nezingane ezigangile

Ukuphathwa kahle komphakathi

Izindaba eziphathelele nesimo somnotho womphakathi

Izikhungo zezenhlalakahle

**6.31 IZINDABA ZASEPHALAMENDE**

izindaba eziphathelele nephalamende

**6.32 IMISEBENZI YABEFUNDISI, EZENHLALAKAHLE KANYE NEZENGQONDO**

Ucingo lokusiza abasezinkingeni ezinkulu (abakhungathekile)

Ukunakekela ngabefundisi

Imisebenzi yezengqondo

Izinhlango zamasono

Umsebenzi wezenhlalakahle

**6.33 IZINDABA EZIPHATHELENE NABANTU**

Ukuqashwa

Ukuhlaselwa kwamalunga ophiko lwezemisebenzi yamaphoyisa nemizi noma



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

**6.34 UMSEBENZI WAMAPHOYISA, KWABASEMAGUNYENI KANYE NOMPHEKATHI WONKANA**

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

**6.35 UKUBHALISWA KOMPHEKATHI KANYE NOKUBALWA KWABANTU, UKHETHO, UKUNGENA NOKUPHUMA KWABANTU KANYE NOKUPHATHA AMAPHASIPHOTHI**

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

**6.36 IZINDABA ZAMAPOSI KANYE NEZINYE IZINDLELA ZOKUXHUMANA**

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

Ukuxhumana ngomsakazo  
 Ukuxhumana ngomabonakude  
 Umsebenzi wokubhala ngomshini

**6.37 IZIBOSHA KANYE NEZINDABA ZEZIBOSHA**

Izindaba zezibosha

**6.38 UKUKHUSHULWA KANYE NEZIKHUNDLA EZIHLONISHWAYO**

Izikhundla ezihlonishwayo  
 Ukukhushulwa esikhundleni

**6.39 UKUBUTHANA KOMPHAKATHI, IMIBUKISO KANYE NEMIKHOSI**

Imibuthano, imibukiso kanye nemikhosi noma imigubho

**6.40 EZEMPILO ZOMPHAKATHI**

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

**6.41 IMPAHLA**

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

**6.42 UKUBONGWA KOMSEBENZI OWENZIWE**

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

**6.43 UKUQASHA NOKUSEBENZA**

Ukusebenza

Ukusebenza –kwabantu abangebona abaseNingizimu Afrika

Ukubuye –uqashwe/usebenze

Imigomo yokuqasha

Imikhankaso nokusakaza ukuqasha

**6.44 IMIDLALO KANYE NOKUPHUMULA**

Umdlalo wekhilikithi (weqakamba)

Ukudonsa

Ukunemba ngemicibisholo

Izinto eziphathelene nayo yonke imidlalo

Ukugijima: kubalwa ukugijima amabanga amade

Badminton

Basketball

Baseball

Biokinetic

Ukwakha izikhwepha zomzimba

Amabowl

Isibhakela

Ichesi

Corfball

Ikhilikithi

Amabhayisikili

Darts

Imidlalo Yokugibela amahashi

Ukubiya

Igalofu

Ajimayo

Ibhola lesandla

Ukukhwela izintaba

IHokhi

Ukuhamba kuayisi ngezicathulo ezinamasondo nasemhlabathini (okhonkiwe)

Judo and Jo-jitsu

Jukskei

Ikaladi

Kick Boxing

Ukuphephisa izimpilo zabantu

Modern Pentathlon

Ibhola lamantomazane

Parachute Jumping

Paragliding

Pool Table Tennis

Powerlifting

Recreation Gymnastics

Ithenisi

Imijaho yezimoto

Irabhi

Scuba diving

Ukudubula

Umculo

Snooker and billiards

Softball

Ibhola lezinyawo

## 35

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

**6.45 UKUPHATHWA KUKAHULUMENI**

Ukuphathwa kukahulumeni

**6.46 IMPAHLA KAHULUMENI: UKULONDOLOZA OKUQINILE**

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

**6.47 IMPAHLA KAHULUMENI: NGAPHANDLE KWEZINTO EZIQINILE**

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

**6.48 UKUDLULISWA KANYE NEZIKHALA**

Ukudluliswa  
 Ukudluliswa  
 Izikhala zomsebenzi

**6.49 UKUFUNDA NOKUQEQESHA**

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

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

**6.50 IZITHUTHI**

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

**6.51 IZITHUTHI KANYE NEZIMOTO EMGWAQENI**

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

## 7. IZINHLOBO ZAMAREKHODI AZITHOLAKALELA NGOKWAWO

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

<b>UKUPHATHWA KOKWENZIWA KOMSEBENZI</b>	
(1) Izindlela Zophiko Lwezemisebenzi Yamaphoyisa Zokulawula Ukwenziwa Komsebenzi (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho)	(1) Amarekhodi angahlolwa ngokuthi kufakwe isicelo esibhaliwe esiqondiswe ehhovisi Lomphathi Wekhomebonenti: Ukuphathwa Kokwenziwa Komsebenzi Kukhomishina Wedivishini: Ukusetshenziswa Kwabasebenzi, Private Bag X 94, PRETORIA, 0001.
<b>IDIVISHINI: UPHIKO LWEZEMISEBENZI YOKUPHENDULA UMA KUNEZINXUSHUNXUSHU</b>	
Amarekhodi aqukethe ukuxhumana okuvamile (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho) okumayelana: Nokugcinwa Kokuthula	Amarekhodi angahlolwa ngokuthi kufakwe isicelo esibhaliwe esiqondiswe ehhovisi Lophiko Lwezemisebenzi Yokuphendula Uma Kunezinxushunxushu Kukhomishina Wedivishini phakathi kwehora le-7:30 nehora le-16:00: Uphiko Lwezemisebenzi Yokuphendula Uma Kunezinxushunxushu, Private Bag X 30, SUNNYSIDE, 0132.
<b>IDIVISHINI: UKUTHUTHUKISWA KOKUSEBENZA KAHLE KWENHLANGANO</b>	
Ukuhlaziya Komsebenzi (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho): <ul style="list-style-type: none"> <li>• Imibiko Yokuhlaziya Komsebenzi</li> <li>• Imiphumela Yesigungu</li> </ul>	Amarekhodi angahlolwa ngokuthi kufakwe isicelo esibhaliwe esiqondiswe ehhovisi Lomphathi Wesigaba: Ukusebenzisana Nokwakheka Kwenhlangano, Ukuthuthukiswa Kokusebenza Kahle Kwenhlangano, Kumphathi: Ukuthuthukiswa Kwenhlangano, Private Bag X 94, PRETORIA, 0001.
<b>IDIVISHINI: UKUPHATHWA KWABASEBENZI</b>	
<b>IMISEBENZI YOKUKHUSHULWA EZIKHUNDLENI NEZINDLELA ZOKUKLOMELISA</b>	
Amarekhodi Amayelana Nesibonelelo Sokukhuthaza Nezinhlelo Zokuklomelisa (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho):	Amarekhodi angahlolwa ngokuthi kufakwe isicelo esibhaliwe esiqondiswe ehhovisi Lomphathi Wesigaba: Imisebenzi Yokukhushulwa Ezikhundleni Nezindlela Zokuklomelisa Kukhomishana Wedivishini: Ukuphathwa Kwabasebenzi, Private Bag X 94, PRETORIA, 0001.
<b>UKUTHUTHUKISWA KWEMISEBENZI YEZENGGONDO</b>	
Amarekhodi (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho) okumayelana- (1) Nokungenelela ngokwezenqondo Zonke izinhlobo ezehlukene zokuqeqeshwa ezihlinzekwa Yimisebenzi Yezengqondo, izizathu zayo kanye nezindlela zalokho kuqeqeshwa kanye nezindawo okwenzeka kuzo (2) Ukwelulekwa kwabahlukumezekile (3) Inani labaqashwa abahlaziywe ngokwengqondo ukungena kumayunithi akhethekile (4) Inani labafake izicelo zokungena: okhonstabuli abahlaziywe (5) Imidlalo eyehlukene nemicimbi yokuzijabulisa ngokwenani labasebenzi ababambe iqhaza emicimbini eyehlukene kubandakanya nemidlalo yabasebenzi abaphila nokukhubazeka (6) Imicimbi yezemidlalo yamazwe ngamazwe. Inani selilonke labasebenzi ababambe iqhaza kanye nemiphumela	Amarekhodi angahlolwa ngokuthi kufakwe isicelo esibhaliwe esiqondiswe ehhovisi Lomphathi Wesigatshana: Ukuthuthukiswa Kwemisebenzi Yezengqondo Kukhomishana Wedivishini: Ukuphathwa Kwabasebenzi, Private Bag X 94, PRETORIA, 0001.

<b>IDIVISHINI: UKUPHATHWA KOKUHLINZEKWA KWEMPAHLA YOKUSEBENZA</b>	
Imibandela nenqubo evamile	Amarekhodi angahlolwa ngokuthi kufakwe isicelo esibhaliwe esiqondiswe ehhovisi Lokuphathwa Kokuhlinzekwa Kwempahla Yokusebenza Kukhomishina Wedivishini: Ukuphathwa Kokuhlinzekwa Kwempahla Yokusebenza, Private Bag X 254, PRETORIA, 0001.
<b>IDIVISHINI: UBUPHOYISA OBUBONAKALAYO</b>	
<b>UKULAWULWA KWEZIBHAMU, UTSHWALA NEZIMPAHLA EZINGAMASEKENI</b>	
Inqubomgomo Yokubhekelela ye-1994	Amarekhodi angahlolwa ngokuthi kufakwe isicelo esibhaliwe esiqondiswe ehhovisi ehovisi Lomphathi: Ukulawulwa Kwezibhamu, Utshwala, Nezimpahla Ezingamasekeni: Irejista Enkulu Elawula Izibhamu, Private Bag X 811, PRETORIA, 0001.
<b>UBUPHOYISA OBUNOKUSEBENZISANA UBUPHOYISA BEZIGABA</b>	
Amarekhodi amayelana nalokhu — (1) Ubuphoyisa obunokusebenzisana <ul style="list-style-type: none"> <li>• Amaphrojekthi Obuphoyisa Bomphakathi</li> <li>• Uhlaka Lwenqubomgomo Nemihlahlandlela Yobuphoyisa Bomphakathi</li> </ul> (2) Ubuphoyisa Bezigaba <ul style="list-style-type: none"> <li>• Amaphrojekthi Asahlolwa</li> </ul>	Amarekhodi angahlolwa ehovisi Lobuphoyisa Obubonakalayo ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe KuKhomishana Wedivishini: Ubuphoyisa Obubonakalayo, Private Bag X 540, PRETORIA, 0001.
<b>UBUPHOYISA OBUBONAKALAYO</b>	
Amarekhodi athile amayelana nokuxhumana okuvamile (kungabalwa imininingwane ngomuntu noma ulwazi olunganqatshwa ngemibandela ehlinzekwa kulo Mthetho) okumayelana: (1) Nemisebenzi Yamaphoyisa Yezimo Eziphuthumayo <ul style="list-style-type: none"> <li>• Uphiko Lwasemoyeni noma ukupatrola kuthela wayeka</li> <li>• Izikhungo ze-10111</li> </ul> (2) Imisebenzi Yomphakathi (3) Ukuvimbela izingozi (4) Uphiko Olukhethekile Lokusekela <ul style="list-style-type: none"> <li>• Ukubonisana Nabathumbe abantu</li> <li>• Abatshuzi</li> <li>• Uphiko Lwezamanzi</li> </ul>	Amarekhodi angahlolwa ehovisi leDivishini: Ubuphoyisa Obubonakalayo ngokuthi kufakwe isicelo esibhalwe phansi phakathi kwehora le-7:30 nele-16:00 esiqondiswe KuKhomishana Wedivishini: Ubuphoyisa Obubonakalayo, Private Bag X 540, PRETORIA, 0001.
(5) Okuphathelene nokugitshelwa kwamahashi (6) Izinga	
<b>7.2 INCAZELO YEZIGABA ZAMAREKHODI AZITHOLAKALELA NGOKWAWO UKUTHI ATHENGWE NGOKWESIGABA SE-15(1)(a)(ii)</b>	
<b>ONKE AMADIVISHINI</b>	
UMthetho (imithethosivivinywa, imithetho, imithethonkambiso, izimemezelo kanye Nezaziso Zikahulumeni)	Amakhophi oMthetho angathengwa Kubagayi Bakahulumeni ngentengo ezonqunywa Ngabagayi Bakahulumeni.
<b>IDIVISHINI: UKUPHATHWA KOKUHLINZEKWA KWEMPAHLA YOKUSEBENZA</b>	
<b>UKULAWULWA KWENZUZO</b>	
Amabhulethini Amathenda Ombuso	Ashicilelwa isonto nesonto Yisigungu Samathenda Ombuso futhi angathengwa Esigungwini Samathenda Ombuso ngentengo eyonqunywa Yisigungu Samathenda Ombuso.



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

## 41

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

<b>UKULAWULWA KOKWENZIWA KOMSEBENZI</b>	
<p>Amarekhodi athile (ngaphandle kwemininingwane ngomuntu yomuntu kanye nolwazi okungenqatshwa ngenxa yezizathu zokwenqatshwa ezihlinzekwe kulo Mthetho) amayelana nalokhu okulandelayo —</p> <ul style="list-style-type: none"> <li>• Izindlela zokulawula ukwenziwa komsebenzi:</li> <li>• Amaprojekthi</li> <li>• Amagama amaprojekthi</li> <li>• Izinhlelo zamaprojekthi</li> <li>• Isabelomali samaprojekthi</li> <li>• Imibiko yesimo samaprojekthi</li> <li>• Imiqulu yokusebenza kwamaprojekthi nezinhlelo</li> <li>• Imisebenzi yezinhlelo namaprojekthi</li> <li>• Imisebenzi Yesigungu Sokuphatha Izinhlelo</li> <li>• Abasebenzisi ababhalisiwe beprojekthi nezinhlelo</li> <li>• Isamba sezikhungo zamaprojekthi ezibhalisiwe</li> </ul>	<p>Amarekhodi angatholakala ehhovisi Lomphathi Wekhomepenti: Ukulawulwa Kokwenziwa Komsebenzi ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe kukhomishini wedivishini: Ukusetshenziswa Kwabasebenzi, SAPS, Head Office, Private Bag X 94, PRETORIA, 0001.</p>
<b>IDIVISHINI: UPHIKO LWEZEMISEBENZI YOKUPHENDULA UMA KUNEZINXUSHUNXUSHU</b>	
<b>ISIKHUNGO SOKULAWULWA KOLWAZI LOKUSEBENZA</b>	
<p>Amarekhodi (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho) okumayelana nezinye izingxenyane zalokhu-</p> <p>(1) Inqubomgomo kulokhu:</p> <ul style="list-style-type: none"> <li>• Ukulawulwa Kwesixuku</li> <li>• Iyunithi Kazwelonke Yokungenelela</li> <li>• Amaphoyisa Asemngceleni</li> <li>• Uphiko Lwasemoyeni</li> <li>• Ukuthuthukiswa Kwamakhono Akhethekile</li> <li>• Uphiko Lwamabharethi</li> </ul> <p>(2) Izehlakalo Zokulawulwa Kwesixuku</p> <p>(3) Impumelelo kulokhu:</p> <ul style="list-style-type: none"> <li>• Ukulawulwa Kwesixuku</li> <li>• Iyunithi Kazwelonke Yokungenelela</li> <li>• Amaphoyisa Asemngceleni</li> <li>• Uphiko Lwasemoyeni</li> <li>• Ukuthuthukiswa Kwamakhono Akhethekile</li> <li>• Uphiko Lwamabharethi</li> </ul> <p>(4) Ukugcinwa Kokuthula</p>	<p>Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe Kwisekela Lesikhulu Semininingwane: Uphiko Lwezemisebenzi Yokuphendula Uma Kunezinxushunxushu, Private Bag X 30, SUNNYSIDE, 0132.</p>
<b>IDIVISHINI: UKUTHUTHUKISWA KWENHLANGANO</b>	
<p>Ukuhlaziywa Komsebenzi (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho):</p> <ul style="list-style-type: none"> <li>• Uhlu lwemibuzo yangaphambi kokuxoxisana</li> <li>• Imiphumela Yokuhlaziywa Komsebenzi</li> <li>• Imiphumela Yesigungu</li> </ul>	<p>Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe ehhovisi Lomphathi Wesigaba: Ujubumbana Nokwakheka Kwenhlangano, Ukuthuthukiswa Kwenhlangano: Ukuthuthukiswa Kwenhlangano, Private Bag X 94, PRETORIA, 0001.</p>

## 43

<b>IDIVISHINI: UKUPHATHWA KWABASEBENZI</b>	
<b>UKUTHUTHUKISWA KWEMISEBENZI YEZENGQONDO</b>	
<p>Amarekhodi (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho) okumayelana nalokhu-</p> <ol style="list-style-type: none"> <li>(1) Nokungenelela ngokwezengqondo Zonke izinhlobo ezehlukene zokuqeqeshwa ezihlinzekwa Yimisebenzi Yezengqondo, izizathu zayo kanye nezindlela zalokho kuqeqeshwa kanye nezindawo okwenzeka kuzo</li> <li>(2) Ukwelulekwa kwabahlukumezekile</li> <li>(3) Inani labaqashwa abahlaziywe ngokwengqondo ukungena kumayunithi akhethekile</li> <li>(4) Inani labafake izicelo zokungena: okhonstabuli abahlaziywe</li> <li>(5) Imidlalo eyehlukene nemicimbi yokuzijabulisa ngokwenani labasebenzi ababambe iqhaza emicimbini eyehlukene kubandakanya nemidlalo yabasebenzi abaphila nokukhubazeka</li> <li>(6) Imicimbi yezemidlalo yamazwe ngamazwe. Inani selilonke labasebenzi ababambe iqhaza kanye nemiphumela</li> </ol>	<p>Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe saqondiswa ehhovisi Lomphathi Wesigatshana: Imisebenzi Yezengqondo, siqondiswe kuKhomishana Wedivishini: Ukuphathwa Kwabasebenzi, SAPS Head Office, Private Bag X 94, PRETORIA, 0001.</p>
<b>UKUQASHA NOKUPHATHA ABASEBENZI</b>	
<p>Amarekhodi (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho) okumayelana nezidingo zokuqashwa kwabasebenzi bamazinga omholo oku-1-12 kanye/noma isigaba somholo A-MMS</p>	<p>Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe Kumphathi Wesigaba: Ukuqasha Nokuphatha Abasebenzi, Private Bag X 94, PRETORIA, 0001.</p>
<b>UKUQASHWA KWABASEZIKHUNDLENI EZIPHEZULU</b>	
<p>Amarekhodi (kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho) okumayelana nezidingo zokuqashwa kwabasebenzi bezinga lomholo le-13 futhi kuye kufinyelele kanye/noma izigaba zomholo ze-SMS:</p>	<p>Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe Kumphathi Wesigatshana: Ukuqashwa Kwabasezikhundleni Eziphezulu, Private Bag X 986, PRETORIA, 0001.</p>
<b>IDIVISHINI: UKUPHATHWA KOKUHLINZEKWA KWEMPAHLA YOKUSEBENZA</b>	
<p>Imibandela nenqubo evamile</p>	<p>Amarekhodi angatholakala ehhovisi Lokuphathwa Kokuhlinzekwa Kwempahla Yokusebenza ngokuthi kufakwe isicelo esibhaliwe esiqondiswe KuKhomishana Wedivishini: Ukuphathwa Kokuhlinzekwa Kwempahla Yokusebenza, Private Bag X 254, PRETORIA, 0001.</p>
<b>IDIVISHINI: UBUPHOYISA OBUBONAKALAYO</b>	
<b>UBUPHOYISA OBUNOKUSEBENZISANA UBUPHOYISA BEZIGABA</b>	
<p>Amarekhodi amayelana ((kungafaki phakathi imininingwane yomuntu kanye nolwazi ngomuntu okungase</p>	<p>Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe KuKhomishana Wedivishini: Ubuphoyisa Obubonakalayo, Private Bag X 540, PRETORIA, 0001.</p>

<p>kwenqatshwe ngemibandela yokwenqatshelwa ebalulwe kulo Mthetho)-</p> <p>(1) Ubuphoyisa obunokusebenzisana</p> <ul style="list-style-type: none"> <li>• Amaprojekthi Obuphoyisa Bomphakathi</li> <li>• Uhlaka Lwenqubomgomo Nemihlahlandlela Yobuphoyisa Bomphakathi</li> </ul> <p>(2) Ubuphoyisa Bezigaba</p> <ul style="list-style-type: none"> <li>• Amaprojekthi Asavivinywa</li> </ul>	
<b>UKUVINJELWA KOBELELESI BASEMPHAKATHINI</b>	
<p>(1) Umqulu Wokwenza INingizimu Afrika Iphephe</p> <p>(2) Umqulu Wokwakheka Kwendawo</p> <p>(3) Amaphepha Okwazisa Ngodlame Lwasekhaya</p> <p>(4) Amaphepha okwazisa mayelana Nokunakekelwa Kwabahlukunyeziwe</p> <p>(5) Amaphepha okwazisa mayelana namacala okudlwengula nezocansi</p> <p>(6) Izindlela ezethembisayo Zokulwa Nobelesesi ENingizimu Afrika</p>	<p>Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe KuKhomishana Wedivishini: Ubuphoyisa Obubonakalayo, Private Bag X 540, PRETORIA, 0001.</p>
<p>(7) Inhlolovo Kazwelonke Yabahlukunyezwe Ubelelesi Basemaphandleni</p> <p>(8) Amasu Okuvimbela Ubelelesi:</p> <ul style="list-style-type: none"> <li>• Thohoyandou</li> <li>• Kwadukuza</li> <li>• uMhlatuzi</li> <li>• Mdantsane</li> <li>• Motherwell</li> <li>• Central Karoo</li> <li>• KwaMashu / Ntuzuma / Inanda</li> <li>• Bolobedu</li> </ul> <p>(9) Imihlahlandlela: Ukusetshenziswa Budedengu Kwezidakamizwa</p>	
<b>UBUPHOYISA OBUBONAKALAYO</b>	
<p>Amarekhodi athile (kungabalwa imininingwane ngomuntu noma ulwazi olunganqatshwa ngemibandela ehlinzekwa kulo Mthetho) amayelana Nokuxhumana Okuvamile okumayelana:</p> <p>(1) Nemisebenzi Yamaphoyisa Yezimo Eziphuthumayo</p> <ul style="list-style-type: none"> <li>• Uphiko Lwasemoyeni noma ukupatrola kuthela wayeka Izikhungo ze-10111</li> </ul> <p>(2) Imisebenzi Yomphakathi</p> <p>(3) Ukuvimbela izingozi</p> <p>(4) Uphiko Olukhethekile Lokusekela</p> <ul style="list-style-type: none"> <li>• Ukubonisana Nabathumbe abantu</li> <li>• Abatshuzi</li> <li>• Uphiko Lwezamanzi</li> </ul> <p>Ukulawulwa Kwezinhlekelele</p>	<p>Amarekhodi angatholakala ngokuthi kufakwe isicelo esibhalwe phansi esiqondiswe KuKhomishana Wedivishini: Ubuphoyisa Obubonakalayo, Private Bag X 540, PRETORIA, 0001.</p>

## 45

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

**8. IMISEBENZI EBKELWE IMIPHAKATHI**

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

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

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

**8.1 IMINIINGWANE YOKUXHUMANA EBALULEKILE**

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

**8.2 IZIGCAWU NAMABHODI AMAPHOYISA OMPHAKATHI**

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

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

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

**8.3 UPHIKO LWEZEMISEBENZI YAMAPHOYISA ANGAMARIZEVU ASENINGIZIMU AFRIKA**

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

**8.4 IZITESHI ZAMAPHOYISA**

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



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

### 8.5 AMAPHOYISA ASEMPHAKATHINI

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

### 8.6 IWEBHUSAYITHI YOPHIKO LWEZEMISEBENZI YAMAPHOYISA ASENINGIZIMU AFRIKA

Wonke umuntu angangena kwiwebhusayithi yophiko Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika ku-[www.saps.gov.za](http://www.saps.gov.za)

### 8.7 UKUQEDWA KOBULELESI

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

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

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

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

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

**9.1 IPHALAMENDE**

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

Imininingwane yokuxhumana yile:

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

**Ikheli Leposi:** PO Box 15  
CAPE TOWN  
8000

**Ikheli lomgwaqo:** Parliament Building  
Parliament Street  
CAPE TOWN

**Izinombolo Zocingo:** 021 403 2911

**Izinombolo Zefeksi:** 021 403 8219

**I-lmeyli:** [infor@parliament.gov.za](mailto:infor@parliament.gov.za)

**9.2 IKOMIDI LIKAHULUMENI ELIBHEKE UKUPHEPHA NOKUVIKELEKA**

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

Imininingwane yekomidi lesikhundla sobungqongqoshe emaphoyiseni yilena:

**Ikheli Leposi:** PO Box 15  
CAPE TOWN  
8000

**Ikheli lomgwaqo:** Parliament Towers  
Parliament Street  
CAPE TOWN

**Izinombolo Zocingo:** 021 403 3741/8644  
083 709 8489

**I-lmeyli:** [bmbengo@parliament.gov.za](mailto:bmbengo@parliament.gov.za)

### 9.3 UKUSHICILELWA KOPHIKO LWEZEMISEBENZI YAMAPHOYISA KWIGAZETHI KAHULUMENI

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

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

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

**Ikheli Leposi:** Private Bag X94  
PRETORIA  
0001

**Ikheli lomgwaqo:** Head Office  
7<sup>TH</sup> Floor  
231 Pretorius Street  
PRETORIA

**Izinombolo Zocingo:** 012 393 1563

**Izinombolo Zefeksi:** 012 393 2883

### 9.4 IZINKUNDLA ZAMAPHOYISA OMPHAKATHI

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

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

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

#### **9.5 AMAVOLONTIYA OPHIKO LWEZEMISEBENZI YAMAPHOYISA ASENINGIZIMU AFRIKA**

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

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

#### **10. IZISOMBULULO EZIKHONA UMA UPHIKO LWEZEMISEBENZI YAMAPHOYISA LUHLULEKA UKUTHATHA IZINYATHELO**

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

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

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

##### **10.1 UKHOMANDA WOMQASHWA**

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

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

##### **10.2 INHLANGANO KAZWELONKE YABACWANINGI**

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

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

kwaziswe uKhomishana Kazwelonke ngesimo sokwenziwa komsebenzi oPhikweni Lwezemisebenzi Yamaphoyisa.

Lolu phiko —

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

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

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

Imininingwane yokuxhumana Yenhlango Kazwelonke Yabacwaningi ezingeni liKazwelonke yilena:

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

**10.3 ISIGUNGU ESIZIMELE ESIPHENYA IZENZO ZAMAPHOYISA (I-IPID)**

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

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

**Amakheli ezifundazwe neminingwane yokuxhumana:**

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

**Amakheli amahhovisi asabalele neminingwane yokuxhumana:**

Ihhovisi	Ikheli lomgwaqo	Inombolo Yocingo	Inombolo Yefeksi	I-Imeyli
KwaZulu-Natal	10 Union Street Edwards Pharmacy Building 1 <sup>st</sup> Floor Room 11CD	035 772 3022	035 772 3049	Complaints.KwaZuluNatal@ipid.gov.za
Free State	28 Louw Street Maseroy Building Bethlehem 9700	058 307 7620/21	086 6300927	Complaints.FreeState@ipid.gov.za
Eastern Cape	10th Floor PRD Building, Office number 1056B Suiderland Street Umthatha	047 501 5900	047 531 1570	Complaints.EasternCape@ipid.gov.za
Northern Cape	13 Kooperasie Street Upington	054 338 5700	054 331 0053	Complaints.NorthernCape@ipid.gov.za
North West	165 Kloppe Street Rustenburg	014 591 8560	014 592 1349	Complaints.NorthWest@ipid.gov.za
Limpopo	2010 Centre Thohoyandou	015 962 0405	015 962 0345	Complaints.Limpopo@ipid.gov.za

**10.4 IZIKHUNGO ZIKAHULUMENI EZISEKELA UMTHETHO SISEKELO WENTANDO YENINGI**

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

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

**(1) UMWIKELI WOMPHEKATHI**

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

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

Umvikeli Womphakathi akakwazi ukuphenya izinqumo zenkantolo.

Imininingwane lapho kutholakala khona Umvikeli Womphakathi yilena elandelayo:

**Iwebhusaythi:**

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

**55**

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

**(2) IKHOMISHANA YASENINGIZIMU AFRIKA YAMALUNGELO ESINTU**

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

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

Ikhomishana Yamalungelo Esintu Yaseningizimu Afrika itholakala kule mininigwane elandelayo:

<b>Iwebhusaythi:</b>	<a href="http://www.sahrc.org.za">http://www.sahrc.org.za</a>
<b>Ikheli Leposi:</b>	Private Bag X 2700 HOUGHTON 2041
<b>Ikheli Lomgwaqo:</b>	Entrance 1, Wilds View Isle of Houghton Boundary Road Parktown OHANNESBURG
<b>Inombolo Yocingo:</b>	011 484 8300

**(3) UMN YANGO WABESIFAZANE**

<b>Ikheli Lomgwaqo:</b>	36 Hamilton Street Arcadia PRETORIA 0001
<b>Ikheli Leposi:</b>	Private Bag X931 PRETORIA 0001



## 56

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

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

**Iwebhusaythi:** <http://www.crlcommission.org.za>

**Ikheli lomgwaqo:** Forum 4  
Braakpark Office  
33 Hoofd Street  
BRAAMFONTEIN  
JOHANNESBURG

**Ikheli leposi:** Private Bag X90 000  
HOUGHTON  
2041

**Inombolo Yocingo:** **011 484 8300**  
**I-lmeyli:** [chairperson@crlcommission.org.za](mailto:chairperson@crlcommission.org.za)  
[ceo@crlcommission.org.za](mailto:ceo@crlcommission.org.za)  
[infor@crlcommission.org](mailto:infor@crlcommission.org)  
[complaints@crlcommission.org.za](mailto:complaints@crlcommission.org.za)

**(5) IKHOMISHANA YOKULINGANA NGOBULILI**

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

Imininingwane lapho Ikhomishana Yokulingana Ngobulili ingatholakala khona yilena elandelayo:

**Iwebhusaythi:** <http://www.cge.org.za>

**Ikheli Leposi:** P O Box 32175  
BRAAMFONTEIN  
2017

## 57

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

**Inombolo Yocingo:** 011 403 7182

**Inombolo Yefeksi:** 011 403 7188

**I-Imeyli:** cgeinfo@cge.org.za

**(6) UMCWANINGI MABHUKU-JIKELELE**

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

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

Imininingwane lapho okutholakala khona Umcwaningi Mabhuku-jikelele yilena elandelayo:

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

**Ikheli Leposi:** P O Box 446  
PRETORIA  
0001

**Ikheli Lomgwaqo:** 300 Middel Street  
New Muckleneuk  
PRETORIA

**Inombolo Yocingo:** 012 426 8000

**Inombolo Yefeksi:** 012 426 8257

**I-imeyli:** [agsa@agsa.co.za](mailto:agsa@agsa.co.za)

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