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

# IMPORTANT

## Information

### from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

#### **GPW Business Rules**

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za). This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – [www.gpwnonline.co.za](http://www.gpwnonline.co.za))
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za))
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za).





**DO** use the new Adobe Forms for your notice request.

These new forms can be found on our website:  
[www.gpwonline.co.za](http://www.gpwonline.co.za) under the Gazette Services page.

**DO** attach documents separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment – 2 separate attachments – where notice content is applicable, it should also be a 3<sup>rd</sup> separate attachment)

**DO** specify your requested publication date.

**DO** send us the electronic Adobe form. (There is no need to print and scan it).

**DON'T** submit request as a single PDF containing all other documents, i.e. form, proof of payment & notice content, it will be **FAILED** by our new system.

**DON'T** print and scan the electronic Adobe form.

**DON'T** send queries or RFQ's to the submit.egazette mailbox.

**DON'T** send bad quality documents to GPW. (Check that documents are clear and can be read)

### Form Completion Rules

**Important!**

No.	Rule Description	Explanation/example
1.	All forms must be completed in the chosen language.	GPW does not take responsibility for translation of notice content.
2.	All forms must be completed in sentence case, i.e. No fields should be completed in all uppercase.	e.g. "The company is called XYZ Production Works"
3.	No single line text fields should end with any punctuation, unless the last word is an abbreviation.	e.g. "Pty Ltd.", e.g. Do not end an address field, company name, etc. with a period (.) comma (,) etc.
4.	Multi line fields should not have additional hard returns at the end of lines or the field itself.	This causes unwanted line breaks in the final output, e.g. <ul style="list-style-type: none"> <li><b>Do not</b> type as: 43 Bloubokrand Street Putsonderwater 1923</li> <li><b>Text should be entered as:</b> 43 Bloubokrand Street, Putsonderwater, 1923</li> </ul>
5.	Grid fields (Used for dates, ID Numbers, Telephone No., etc.)	<ul style="list-style-type: none"> <li>Date fields are verified against format CCYY-MM-DD</li> <li>Time fields are verified against format HH:MM</li> <li>Telephone/Fax Numbers are not verified and allow for any of the following formats limited to 13 characters: including brackets, hyphens, and spaces <ul style="list-style-type: none"> <li>0123679089</li> <li>(012) 3679089</li> <li>(012)367-9089</li> </ul> </li> </ul>
6.	Copy/Paste from other documents/text editors into the text blocks on forms.	<ul style="list-style-type: none"> <li>Avoid using this option as it carries the original formatting, i.e. font type, size, line spacing, etc.</li> <li>Do not include company letterheads, logos, headers, footers, etc. in text block fields.</li> </ul>



No.	Rule Description	Explanation/example
7.	Rich text fields (fields that allow for text formatting)	<ul style="list-style-type: none"> <li>• Font type should remain as Arial</li> <li>• Font size should remain unchanged at 9pt</li> <li>• Line spacing should remain at the default of 1.0</li> <li>• The following formatting is allowed:               <ul style="list-style-type: none"> <li>○ Bold</li> <li>○ Italic</li> <li>○ Underline</li> <li>○ Superscript</li> <li>○ Subscript</li> </ul> </li> <li>• Do not use tabs and bullets, or repeated spaces in lieu of tabs and indents</li> <li>• Text justification is allowed:               <ul style="list-style-type: none"> <li>○ Left</li> <li>○ Right</li> <li>○ Center</li> <li>○ Full</li> </ul> </li> <li>• Do not use additional hard or soft returns at the end of line/paragraphs. The paragraph breaks are automatically applied by the output software               <ul style="list-style-type: none"> <li>○ Allow the text to wrap automatically to the next line only use single hard return to indicate the next paragraph</li> <li>○ Numbered lists are allowed, but no special formatting is applied. It maintains the standard paragraph styling of the gazette, i.e. first line is indented.</li> </ul> </li> </ul>
	e.g. 1. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. 2. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river.	



You can find the **new electronic Adobe Forms** on the website [www.gpwonline.co.za](http://www.gpwonline.co.za) under the Gazette Services page.

For any **queries or quotations**, please contact the **eGazette Contact Centre** on 012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)

## Disclaimer

*Government Printing Works does not accept responsibility for notice requests submitted through the discontinued channels as well as for the quality and accuracy of information, or incorrectly captured information and will not amend information supplied.*

*GPW will not be held responsible for notices not published due to non-compliance and/or late submission.*



**DISCLAIMER:**

Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)

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**GOVERNMENT NOTICE**

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**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

No. 443

27 May 2015

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000****DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the –

**SOUTH AFRICAN POLICE SERVICES**

As set out in the Schedule

**TSHILILO MICHAEL MASUTHA, MP (ADV)****MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

## CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
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7.1 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<b>ALL DIVISIONS</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>COMMUNICATIONS: HERITAGE SERVICES</b>	
<p>(1) All displays at the SAPS Heritage Services (2) Archival records at the SAPS Heritage Services (excluding records contained in dockets and personal information of persons or information that may be refused on the grounds of refusal provided for in the Act)</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 AND ADMINISTRATION SERVICES</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, Administration Services on request in writing to the National Records Manager, Administration Services: SAPS: Private Bag X 94, PRETORIA, 0001.</p>
<b>FINANCIAL SERVICES: 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 and Administration Services: 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>	
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)	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>DIVISION: ORGANIZATIONAL DEVELOPMENT EFFICIENCY</b>	
Job Evaluation (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act): <ul style="list-style-type: none"> <li>• Job evaluation reports</li> <li>• Panel results</li> </ul>	The records may be inspected at the office of the Section Head: Organizational Corporate and Design, Organizational Development Efficiency 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 — <ol style="list-style-type: none"> <li>(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</li> </ol>	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.



<p>(2) Trauma debriefing  (3) Number of employees psychometrically evaluated for specialized units  (4) Number of applicants for entry level: constables evaluated  (5) Different sports and recreation events accordingly the number of employees participating in different events including sports and recreation for disabled employees  (6) International sporting events. Total of employees participating and results</p>	
<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.

<p>(2) Community Services  (3) Accident Combating  (4) Specialised Uniform Support</p> <ul style="list-style-type: none"> <li>• Hostage Negotiation</li> <li>• Divers</li> <li>• Water Wing</li> <li>• Disaster Management</li> </ul> <p>(5) Equestrian  (6) Dogs</p>	
<p><b>7.2 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)</b></p>	
<p style="text-align: center;"><b>ALL DIVISIONS</b></p>	
<p>Legislation (bills, acts, regulations, proclamations and Government Notices)</p>	<p>Copies of legislation can be purchased at Government Printers at the cost determined by the Government Printers.</p>
<p style="text-align: center;"><b>DIVISION: SUPPLY CHAIN MANAGEMENT</b></p>	
<p style="text-align: center;"><b>PROCUREMENT AND INVENTORY MANAGEMENT</b></p>	
<p>State Tender Bulletins</p>	<p>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.</p>
<p><b>7.3 DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</b>  (on payment of the fees prescribed in Part II of Annexure A of the Regulations regarding the Promotion of Access to Information, 15 February 2002)</p>	
<p style="text-align: center;"><b>ALL DIVISIONS</b></p>	
<p>(1) Policy Documents and 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 is requested.)</p>	<p>(1) The records may be obtained on request in writing addressed to the relevant section head or the relevant divisional commissioner.</p>
<p>(2) Collective Agreements</p>	<p>(2) The records may be obtained on request in writing addressed to the Section Head: Labour Relations, Human Resource Utilisation, Private Bag X 94, PRETORIA, 0001.</p>

<p>(3) <b>ACCIDENT REPORT (NEW OR OLD REPORTS): COPY OR PHOTOCOPY</b></p> <p><i>Note that —</i> with the term “copy” is meant where reproduction is done manually; a copy of a completed accident report will only be furnished to the authorised person;</p> <p>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 institutions who are entitled to immediately receive a copy of an accident report free of charge.</p>	<p>(3) If the record is still in the possession or under control of the Service, the records may be obtained by the authorised person on request in writing on the prescribed request form or the SAPS 512(n) addressed to the relevant office of the Service.</p> <p><i>Note that —</i> The following persons are deemed to be authorised persons:</p> <p>(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;</p> <p>(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</p> <p>(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).</p>
<p><b>CORPORATE COMMUNICATION: HERITAGE SERVICES</b></p>	
<p>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)</p>	<p>The records may be obtained on request in writing addressed to the Curator, SAPS Heritage Services, PO Box 4866, Pretoria, 0001.</p>
<p><b>STRATEGIC MANAGEMENT</b></p>	
<p>Although the following records are available free of charge on the Web page of the Service, it may be photocopied on request:</p> <p>(1) South African Police Service Annual Report</p> <p>(2) Strategic Plan for the South African Police Service</p> <p>(3) Annual Performance Plan for the South African Police Service</p> <p>(4) An analysis of the national crime statistics (Addendum to the annual report for the relevant year)</p>	<p>The records may be obtained on request in writing addressed to the Head: Strategic Management, Private Bag X 94, Pretoria, 0001.</p>

<b>DIVISION: FINANCIAL AND ADMINISTRATION SERVICES</b>	
<b>ADMINISTRATION SERVICES: ARCHIVES AND REGISTRY</b>	
Master Copy of the Filing System	The records may be obtained from the office of the National Records Manager, Administration Services in writing addressed to the National Records Manager: Administration Services, SAPS, Private Bag X 94, PRETORIA, 0001.
<b>FINANCIAL SERVICES: 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>	
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> </ul>	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.

<ul style="list-style-type: none"> <li>• Project and programme registered users</li> <li>• Number of registered project centres</li> </ul>	
<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> (2) Crowd Management Incidents (3) Successes of: <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> (4) Peace Keeping	The records may be obtained on request in writing addressed to the Deputy Information Officer: Operational Response Services, Private Bag X 30, SUNNYSIDE, 0132.
<b>DIVISION: 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): <ul style="list-style-type: none"> <li>• Pre-interview questionnaire</li> <li>• Results of Job evaluation</li> <li>• Panel results</li> </ul>	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.
<b>DIVISION: HUMAN RESOURCE MANAGEMENT</b>	
<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 the section: Psychological Services, the reason and methods of for such training and the place where it occurs (2) Trauma debriefing	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>(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>	
<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>	
<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 13 and up and/or salary bands on SMS</p>	<p>The records may be obtained on request in writing addressed to the Sub-section Head: Senior Management Appointments, Private Bag X 986, PRETORIA, 0001.</p>
<b>DIVISION: SUPPLY CHAIN MANAGEMENT</b>	
<p>General conditions and procedures</p>	<p>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.</p>
<b>DIVISION: VISIBLE POLICING</b>	
<b>PARTNERSHIP POLICING SECTOR POLICING</b>	
<p>Records relating to —</p> <p>(1) Partnership Policing</p> <ul style="list-style-type: none"> <li>• Police Community Projects</li> <li>• Policy Framework and Guidelines on Community Policing</li> </ul> <p>(2) Sector Policing</p> <ul style="list-style-type: none"> <li>• Pilot Projects</li> </ul>	<p>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.</p>
<b>SOCIAL CRIME PREVENTION</b>	
<p>(1) Making South Africa Safe Manual</p> <p>(2) Environmental Design Manual</p> <p>(3) Communication Materials on Domestic Violence</p> <p>(4) Communication Materials on Victim Empowerment</p>	<p>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.</p>

<p>(5) Communication Materials on rape and Sexual offences</p> <p>(6) Promising Crime Prevention Practices in South Africa</p> <p>(7) National Rural Victims of Crime Survey</p> <p>(8) Crime Prevention Strategies:</p> <ul style="list-style-type: none"> <li>• Thohoyandou</li> <li>• Kwadukuza</li> <li>• uMhatuzi</li> <li>• Mdantsane</li> <li>• Motherwell</li> <li>• Central Karoo</li> <li>• KwaMashu / Ntuzuma / Inanda</li> <li>• Bolobedu</li> </ul> <p>(9) Guidelines: Drug and Substance Abuse</p>	
<b>VISIBLE POLICING</b>	
<p>Certain records (excluding personal information of persons and information that may be refused on the grounds of refusal provided for in the Act) relating to General Correspondence with regard to:</p> <p>(1) Police Emergency Services</p> <ul style="list-style-type: none"> <li>• Flying Squad or Highway Patrol</li> <li>• 10111 Centres</li> </ul> <p>(2) Community Services</p> <p>(3) Accident Combating</p> <p>(4) Specialised Uniform Support</p> <ul style="list-style-type: none"> <li>• Hostage Negotiation</li> <li>• Divers</li> <li>• Water Wing</li> <li>• Disaster Management</li> </ul>	<p>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.</p>
<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>	
<p>(1) A copy of a —</p> <p>(a) <b>suspect's own statement contained in an open docket;</b> or</p> <p>(b) <b>victim's or complainant's own statement contained in an open docket.</b></p>	<p>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.</p> <p><b><i>Take note: 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).</i></b></p>
<p>(2) The information or topics as available on the Web site of the Service</p>	<p>(2) Available on the Web page of the Service at <a href="http://www.saps.gov.za">www.saps.gov.za</a></p>

## KATEGORIEË VAN REKORDS WAT OUTOMATIES BESKIKBAAR IS

BESKRYWING VAN KATEGORIEË VAN REKORDS WAT INGEVOLGE ARTIKEL 15(1) VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 OUTOMATIES BESKIKBAAR IS	WYSE WAAROP TOEGANG TOT REKORDS VERKRY KAN WORD
<b>7.1 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT INGEVOLGE ARTIKEL 15(1)(a)(i) OUTOMATIES VIR INSPEKSIE BESKIKBAAR IS</b>	
<b>ALLE AFDELINGS</b>	
<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>	<p>Die rekords by die betrokke subseksiehoof geïnspekteer word deur skriftelik by die betrokke afdelingskommissaris daarvoor aansoek te doen.</p>
<b>KOMMUNIKASIE: ERFENISDIENSTE</b>	
<p>(1) Alle uitstallings by Erfenisdienste: SAPD (2) Argiefrekords by Erfenisdienste: SAPD (behalwe rekords wat in dossiere vervat is en persoonlike inligting van persone of inligting wat nie verstrek mag word nie, op grond van die feit dat toegang tot sekere inligting ingevolge die gronde van weiering ingevolge die Wet geweier mag word)</p>	<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.</p>
<b>AFDELING: FINANSIËLE EN ADMINISTRASIEDIENSTE</b>	
<b>ADMINISTRASIEDIENSTE: ARGIEWE EN REGISTRASIE</b>	
<p>Meesterkopie van die Lêerstelsel</p>	<p>Die rekords kan by die kantoor van die Nasionale Rekordsbestuurder, Administrasie-dienste, geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Nasionale Rekordsbestuurder, Administrasiedienste, SAPD, Privaatsak X 94, PRETORIA, 0001.</p>



<b>FINANSIËLE DIENSTE: BEGROTINGS</b>	
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.
<b>AFDELING: MENSLIKE HULPBRON BENUTTING</b>	
<b>GELYKHEIDSBESTUUR</b>	
Diensbillikheid: Nasionale en Afdelingsvlak (Planne ingevolge artikel 20 en verslae ingevolge artikel 21)  Die Afdelings-, Provinsiale en Komponentsvlak Implementeringsplanne en Artikel 21 Kwartaalverslae	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.
<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): <ul style="list-style-type: none"> <li>• Posevalueringsverslae</li> <li>• Paneelbeslissings</li> </ul>	Die rekords kan by die kantoor van die Seksiehoof: Organisasoriese Korporatief en Ontwerp, Organisasoriese Ontwikkeling geïnspekteer word deur skriftelik daarvoor aansoek te doen by die Die Hoof: Organisasoriese Ontwikkeling, Privaatsak X94, PRETORIA, 0001.
<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>	
<p>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 —</p> <p>(1) Sielkundige intervensies 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>	<p>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>
<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 SEKTORPOLISIËRING</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>(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>• Gyselaaronderhandelars</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>
<b>7.2 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT OUTOMATIES INGEVOLGE ARTIKEL 15(i)(a)(ii) TE KOOP BESKIKBAAR IS</b>	
<b>ALLE AFDELINGS</b>	
Wetgewing (wetsontwerpe, wette, regulasies, proklamasies en Goewermentskennisgewings)	Afskrifte van wetgewing is by die Staatsdrukker verkrygbaar teen die prys wat deur die Staatsdrukker bepaal word.
<b>AFDELING: VOORSIENINGSLYNBESTUUR</b>	
<b>VERKRYGING EN INVENTARISBESTUUR</b>	
Staatstenderbulletins	Word weekliks deur die Staatstenderraad gepubliseer en is by die Staatstenderraad verkrygbaar teen die prys wat deur die Staatstenderraad bepaal word.
<b>7.3 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT INGEVOLGE ARTIKEL 15(1)(a)(ii) OUTOMATIES VIR FOTOKOPIËRING 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)	
<b>ALLE AFDELINGS</b>	
<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> <li>• opleidingshandleidings; of</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>rekords ten opsigte waarvan daar redelikerwys verwag kan word dat die openbaarmaking van die rekord die doeltreffendheid van 'n toets-, ondersoek- of ouditeringsprosedure of -metode wat deur die Diens gebruik word, in gevaar sal stel. Die normale versoek prosedure ingevolge die Wet is van toepassing wanneer toegang tot sodanige rekords versoek word.)</li> </ul>	
(2) Kollektiewe ooreenkomste	(2) Die rekords kan verkry word deur skriftelik aansoek te rig aan die Seksiehoof: Arbeidsverhoudinge, Menslike Hulpbron Benutting, 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;</i></p> <p><i>'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 Diens.</p> <p><i>Let wel — Die volgende persone word geag gemagtigde persone te wees:</i></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 foto's 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>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: (1) Die Suid-Afrikaanse Polisie se Jaarverslag (2) Strategiese Plan vir die Suid-Afrikaanse Polisie (3) Jaarlikse Prestasie Plan vir die Suid-Afrikaanse Polisie (4) Analise van die Nasionale Misdaad Statistieke (Jaarlikse verslag vir die betrokke jaar)	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Hoof: Strategiese Bestuur, Privaatsak X 94, PRETORIA, 0001.
<b>AFDELING: FINANSIËLE EN ADMINISTRASIEDIENSTE</b>	
<b>ADMINISTRASIEDIENSTE: ARGIEWE EN REGISTRASIE</b>	
Meesterkopie van die Lêerstelsel	Die rekords kan verkry word by die kantoor van die Nasionale Rekordsbestuurder, Administrasiedienste deur skriftelik aansoek te rig aan die Nasionale Rekordsbestuurder, Administrasiedienste, SAPD, Privaatsak X 94, PRETORIA, 0001.
<b>FINANSIËLE DIENSTE: BEGROTINGS</b>	
Begroting van Nasionale Uitgawes — Departement van Polisie	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Sektiehoof: Begrotings, Finansiële en Administrasiedienste, Privaatsak X 94, PRETORIA, 0001.
<b>AFDELING: FORENSIESEDIENSTE</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 Forensiesedienste deur skriftelik aansoek te rig aan die Hoof: Forensiesedienste, 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 REAKSIDIENSTE</b>	
<b>HOOFKANTOOR: LUGVLEUEL</b>	
Sekere rekords ten opsigte van — (1) Maandelikse suksesse behaal (2) Beleid en minimum vereistes vir aanstelling as loods en as bemanningslede	Die rekords kan verkry word deur skriftelik aansoek te rig aan die Seksiehoof: Operasionele Reaksiedienste, Privaatsak X 30, SUNNYSIDE. 0132

<b>OPERASIONELE INLIGTING BESTUUR SENTRUM</b>	
<p>Rekords (behalwe persoonlike inligting van persone en toegang tot inligting wat ingevolge die Wet geweier kan word) ten opsigte van sekere dele van die —</p> <p>(1) Beleid oor:</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>(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>	<p>Die rekords kan verkry word deur skriftelik aansoek te rig aan die Adjunk-inligtingsbeampte: Operasionele Reaksiedienste, Privaatsak X 30, SUNNYSIDE. 0132</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 HULPBRONBESTUUR</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 psigo-metries vir aanstelling by spesialiseenhede geëvalueer is.</p> <p>(4) Getal aansoekers wat geëvalueer is vir aanstelling as konstabels op toetretevlak.</p>	<p>Die rekords kan verkry word by die kantoor van die Subseksiehoof: Sielkundige Dienste deur skriftelik aansoek te rig aan die Afdelingskommissaris: Menslike Hulpbronbestuur: Hoofkantoor, SAPD, Privaatsak X 94, PRETORIA, 0001.</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 sportbyeenkomste: Totale getal werknemers wat deelneem, sowel as uitslae,</p>	
<b>WERWING EN PERSONEELVOORSIENING</b>	
<p>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"</p>	<p>Die rekords kan verkry word deur skriftelik aansoek te rig aan die Seksiehoof, Werwing en Personeelvoorsiening, Privaatsak X 94, PRETORIA, 0001.</p>
<b>SENIOR BESTUURSAANSTELLINGS</b>	
<p>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"</p>	<p>Die rekords kan verkry word deur skriftelik aansoek te rig aan die Sub-seksiehoof, Senior Bestuur Aanstellings, Privaatsak X 986, PRETORIA, 0001.</p>
<b>AFDELING: VOORSIENINGSLYNBESTUUR</b>	
<p>Algemene voorwaardes en prosedures</p>	<p>Die rekords kan verkry word by Voorsieningslynbestuur deur skriftelik aansoek te rig aan die Afdelingskommissaris: Voorsieningslynbestuur, Privaatsak X 254, PRETORIA, 0001.</p>
<b>AFDELING: SIGBARE POLISIËRING</b>	
<b>VENNOOTSKAPSPOLISIËRING SEKTORPOLISIËRING</b>	
<p>Rekords rakende —</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 verkry word by die Kantoor: Sigbare Polisiëring verkrygbaar deur skriftelik aansoek te rig aan die Afdelingskommissaris: Sigbare Polisiëring, Privaatsak X 540, PRETORIA, 0001.</p>
<b>SOSIALE MISDAADVOORKOMING</b>	
<p>(1) "Maak Suid-Afrika Veilig"-handleiding</p> <p>(2) Handleiding oor Omgewingsontwerp</p> <p>(3) Kommunikasie materiaal oor Gesinsgeweld</p>	<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>



<p>(4) Kommunikasie materiaal oor Slagofferbemaatrigting</p> <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) Misdaadvoorkoming strategieë:</p> <ul style="list-style-type: none"> <li>• Thohoyandou</li> <li>• Kwadukuza</li> <li>• uMhlati</li> <li>• Mdantsane</li> <li>• Motherwell</li> <li>• Central Karoo</li> <li>• KwaMashu / Ntuzuma / Inanda</li> <li>• Bolobedu</li> </ul> <p>(9) 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>• Blitspatrolie of Hoofwegpatrolie</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>
<p><b>7.4 BESKRYWING VAN KATEGORIEË VAN REKORDS WAT OUTOMATIES GRATIS INGEVOLGE ARTIKEL 15(1)(a)(iii) BESKIKBAAR IS</b></p>	
<b>ALLE AFDELINGS</b>	
<p>(1) 'n Afskrif van die —</p> <p>(a) <b>verdagte se eie verklaring</b> wat in 'n oop dossier vervat is; of</p> <p>(b) <b>slagoffer of klaer se eie verklaring</b> wat in 'n oop dossier vervat is.</p>	<p>(1) Die versoek deur die verdagte / slagoffer / klaer om 'n afskrif van sy of haar eie verklaring, moet skriftelik geskied en aan die betrokke ondersoekbeambte gerig word.</p> <p><i>Let wel: sodanige afskrif sal slegs outomaties beskikbaar wees aan die betrokke verdagte / slagoffer / klaer of sy of haar verteenwoordiger (sodanige verteenwoordiger moet dokumentêre bewys van hoedanigheid om namens sodanige persoon aansoek te doen, voorlê).</i></p>
<p>(2) Die onderwerpe of inligting soos beskikbaar op die Diens se webtuiste</p>	<p>(2) Op die Diens se webtuiste by <a href="http://www.saps.gov.za">www.saps.gov.za</a> beskikbaar.</p>





# IMPORTANT Information from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.



## GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za). This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – [www.gpwonline.co.za](http://www.gpwonline.co.za))
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za))
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za).



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