

ANNEXURE A

I hereby request records as listed here-under:

- Advertisement of the post (National Instruction 3/2015 – Advertising of post)
- Purpose of the post, as well as the written motivation for the post to be advertised
- Job Description of the post to be advertised
- Criteria that was used during the advertisement (All inherent requirements of the post in question)
- Screening of Applicants (Annexure A)
- Compilation of Shortlisted candidates (Annexure B)
- All criteria that were taken into consideration when the shortlisting process was conducted in terms of NI 3/2015 Paragraph 4 (c) and 8 (a)
- Particulars of the members of
 - The screening committee
 - The promotion panel
- SAP 96 of the promotion panel members as well as other records that reflect the expertise in the field of the post to be appointed of the panel member
- Benchmark used by the panel for the allocation of marks to each applicant during the interview
- Shortlisted Candidates
 - * Individual Background (skills) – SAPS 96/CV
 - * Application form of each candidate
- My own application form, as well as my individual screening form Annexure “A” Part 1 & Part 2
- Reasons for my non-appointment in the said post
- Individual scoring sheets for each interviewed candidate – by each individual panel member

- Questions and answers (memorandum used by the panel to allocate marks) of myself as well as that of the successful candidate
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- Form C2 (motivation by the interview panel, motivation by Moderating Committee and motivation by Prov Comm/ Div Comm / Nat Comm)
- Specific criteria used by the Moderating Committee and National Office when the appointment was made
- Copy of the EE Plan for both
 - SAPS and
 - the Division: Vispol
- Proof that the EE Plan utilized during the promotion phase was indeed
 - presented to approved by the Department of Labour
 - approved by the Dept of Labour and
 - that the plan meets all the requirements as stipulated in Section 20 of the Employment Equity Act, Act 55/1998
- Proof that the current EE plan utilised during the promotion phase was indeed
 - approved and signed by the National Commissioner and
 - circulated to all SAPS employees, prior to the advertisement of the post and the commencement of the promotion phase
- Copy of the EE guidelines for the specific post
- EE status before the filling of the post
- EE status after the filling of the post

Your attention must be focused on the following clause in the Promotion of Access to Information Act, Act 2/2000 Section 34 and I quote:

“Mandatory protection of privacy of third party who is natural person

(1) Subject to subsection (2), the information officer of a public body must refuse a request for access to a record of the body if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual.

(2) A RECORD MAY NOT be refused in terms of subsection (1) insofar as it consists of information-

(a) - (e)

(f) ABOUT AN INDIVIDUAL WHO IS OR WAS AN OFFICIAL OF A PUBLIC BODY AND WHICH RELATES TO THE POSITION OR FUNCTIONS OF THE INDIVIDUAL, INCLUDING, BUT NOT LIMITED TO-

(I) THE FACT THAT THE INDIVIDUAL IS OR WAS AN OFFICIAL OF THAT PUBLIC BODY;

(II) THE TITLE, WORK ADDRESS, WORK PHONE NUMBER AND OTHER SIMILAR PARTICULARS OF THE INDIVIDUAL;

(III) THE CLASSIFICATION, SALARY SCALE, REMUNERATION AND RESPONSIBILITIES OF THE POSITION HELD OR SERVICES PERFORMED BY THE INDIVIDUAL; AND

(IV) THE NAME OF THE INDIVIDUAL ON A RECORD PREPARED BY THE INDIVIDUAL IN THE COURSE OF EMPLOYMENT.”

In practice Section 34(2)(f) entails that the privacy clause may not be used as a defence to refuse access of a record containing third party information if the third party is or was an official of a public body like SAPS and the information relates to the position/functions of that 3rd party