



# correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

## FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**  
(Section 15 of the Promotion of Access to Information Act, No.2 of 2000)  
[Regulation 5A]

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000	MANNER OF ACCESS TO RECORDS (e.g. website) SECTION 15 (1)(a)
<b>FOR INSPECTION IN TERMS OF SECTION 15 (1)(a)(i)</b>	
<p><b>ABOUT THE DEPARTMENT</b></p> <ul style="list-style-type: none"> <li>- Vision, Mission, Strategic objectives, Values, Roles</li> <li>- Political Leaders</li> <li>- Senior Management in the Department</li> <li>- Centres of Excellence</li> <li>- Statistical Information</li> <li>- Programmes</li> <li>- History overview</li> <li>- Museum information</li> <li>- Holiday accommodation</li> <li>- Vacancies</li> </ul> <p><b>PUBLICATIONS</b></p> <ul style="list-style-type: none"> <li>- Strategic plans</li> <li>- Annual reports</li> <li>- Annual performance plans</li> <li>- Technical Indicator Descriptions</li> <li>- White paper on Corrections</li> <li>- White paper on Remand Detention Management in South Africa</li> <li>- Service Delivery Charter</li> <li>- Maximum incarceration periods of remand detainees</li> <li>- Gazettes</li> <li>- Circulars</li> <li>- Legislations and Acts</li> <li>- Human Resource Policies</li> <li>- Supply Chain Policies</li> <li>- Remand Detention Policies</li> <li>- Strategic Management Policies</li> <li>- Incarceration and Corrections Policies</li> <li>- Community Corrections Policies</li> </ul>	<p>Records listed are available at departmental offices and or on the DCS website homepage: <a href="http://www.dcs.gov.za">www.dcs.gov.za</a></p>

## **NEWS**

- Media Releases
- Speeches
- Articles
- Video recordings
- Audio recordings
- Event calendar
- Event based reports

## **FORMS**

- Job application form Z83
- Bursary application
- Internship / learnership application
- Tenders – general conditions and procedures
- Supplier registration forms

## **SERVICES**

- Correctional Supervision and Parole Boards
- NCCS
- Correctional Programmes
- Social Work Services
- Psychological Services
- Community Corrections
  - Halfway Houses
- Formal Education
  - Development Programmes
- Health Services
- Research
  - Application forms
  - Approved research reports
  - Research Agenda
- Complaints / Victims of Crime
  - Victim Notification
  - Information on Complainant Involvement in Parole Boards
  - Directives on Complainant Involvement in Parole Boards
  - Minimum Standards for Victims
  - Service Charter on Minimum Standards for Victims
- Sport, Recreation, Arts and Culture
- Social Re-integration
- Judicial Inspectorate

<p><b>VISITING OFFENDERS</b></p> <ul style="list-style-type: none"> <li>- Offender visitation information</li> <li>- Correctional Centre information</li> <li>- Correctional Centre map</li> <li>- Visiting hours</li> </ul> <p><b>PAIA</b></p> <ul style="list-style-type: none"> <li>- Section 32 reports</li> <li>- Section 14 manuals</li> <li>- Section 15 records (Form D)</li> <li>- Form A – Access to information</li> <li>- Form B – Internal appeal</li> <li>- Section 10 guide on PAIA</li> </ul> <p><b>CONTACT US</b></p> <ul style="list-style-type: none"> <li>- Contact information</li> <li>- Anti-corruption hotline</li> <li>- Address list</li> </ul>	
<b>FOR PURCHASE IN TERMS OF SECTION 15 (1)(a)(ii)</b>	
Only reproduction costs are applicable	
<b>FOR COPYING IN TERMS OF SECTION 15 (1)(a)(ii)</b>	
See records for Inspection in terms of Section 15 (1)(a)(i) on the DCS website homepage: <a href="http://www.dcs.gov.za">www.dcs.gov.za</a>	Visit the departmental offices
<p>Copies to be provided against payment of R.60 per page</p> <p><b>Deputy Information Officer: KJ Katenga, W F Nkomo Street, Pretoria 0001, Private bag X 136, Pretoria, 0001</b> Tel: (012) 307 2407, Fax: (012) 323 8270, E-mail: <a href="mailto:Joseph.Katenga@dcs.gov.za">Joseph.Katenga@dcs.gov.za</a></p> <p><b>PAIA Coordinator: M Lee, W F Nkomo Street, Pretoria, 0001, Private bag X 136, Pretoria, 0001</b> Tel: (012) 305 8234, Fax: (012) 326 1564, E-mail: <a href="mailto:Monique.Lee@dcs.gov.za">Monique.Lee@dcs.gov.za</a></p>	
<b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1)(a)(iii)</b>	
<ul style="list-style-type: none"> <li>- SA Corrections Today</li> <li>- Corrections@Work</li> <li>- Team Mangaung</li> <li>- Budget Vote Speech</li> <li>- NCEA Newsletter</li> <li>- Let's Communicate internal notices</li> <li>- Parole public pamphlet</li> <li>- Application forms for employment and services</li> <li>- PAIA request Form A and B</li> <li>- Strategic plans</li> <li>- Annual reports</li> <li>- Annual performance plans</li> </ul>	Visit the departmental offices

