



stats sa

Department:
Statistics South Africa
REPUBLIC OF SOUTH AFRICA

Statistics South Africa

SECTION 14 MANUAL PROMOTION OF ACCESS TO INFORMATION

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Statistieke Suid-Afrika • Dipalopalo tša Aforika Borwa • Telubalo zaseNingizimu Afrika • EzeeNkcukacha maNani zoMzantsi Afrika • Iimbalobalo zeSewula Afrika

IMPROVING LIVES THROUGH DATA ECOSYSTEMS



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CHAPTER 1: PURPOSE OF THIS MANUAL

Section 32 (1)(a) of the Constitution of the Republic provides that everyone has a right of access to information held by the state and any information held by another person that is required for the exercise or protection of any rights.

The Promotion of Access to Information Act 2 of 2000 ("PAIA") and the Protection of Personal Information Act 4 of 2013 ("POPIA") is the legislation enacted to give effect to the constitutional right of access to information held by a public body such as Statistics South Africa (Stats SA). In terms of Section 14 of PAIA, all public bodies must have information manuals to assist any person wishing to request access to records held by the State. As part of its operations and services, Stats SA holds certain records (information and documents), including personal information.

This manual therefore relates to the records kept by Stats SA and which pertain to the business functions of each and every unit. The manual also contains information on the contact details of the Information Officer and Deputy and the organisation's core function.

CHAPTER 2: ABOUT STATS SA

2.1 Legislative establishment of Stats SA as a government organisation

Stats SA is a national government department accountable to the Minister in the Presidency responsible for National Planning, Monitoring and Evaluation. The activities of the Department are regulated by the Statistics Act, 1999 (Act No. 6 of 1999) which ensures the independence of the Statistician General in the production and dissemination of official statistics.

2.2 Statistics Act, 1999 (Act No.6 of 1999)

The purpose of the Statistics Act, 1999 (Act No.6 of 1999) is to advance the planning, production, analysis, documentation, storage, dissemination and use of official and other statistics by providing for—

- (a) a Statistician-General as head of Statistics South Africa and for a Council;
- (b) the respective functions of the Statistician-General, the Council and the Minister and their interrelations;
- (c) co-ordination between Statistics South Africa and other organs of state that produce official or other statistics;
- (d) co-operation between the producers of official statistics and—
 - (i) the users of such and other statistics in the government, other sectors of society and the public at large;
 - (ii) the respondents supplying the information that results in official and other statistics;
- (e) liaison with international and regional organisations that—
 - (i) request official statistics;
 - (ii) make recommendations about the standardisation, classification, collection, processing, analysis and dissemination of statistics.

2.3 The Statistician-General

Section 7 of the Statistics Act makes provision for the appointment and determines the duties and powers of the Statistician-General whose role in the statistical production in the country can be summarised as follows:

Firstly, as the National Statistical Authority to inform stakeholders on the economy and society by:

- Collecting, compiling and disseminating a wide range of economic, social and population statistics using the best scientific methods;
- Developing and maintaining databases for national statistics on businesses and enumeration areas;
- Liaising with other countries and statistical agencies as well as representing Stats SA and South Africa in statistical activities internationally.

Secondly, as the National Statistical Coordinator, to promote coordination among producers of official and other statistics in order to advance quality, comparability and optimum use of official statistics and to avoid duplication by:

- Formulating quality criteria and establishing standards, classifications and procedures;
- Providing statistical advice;
- Promoting a public culture of measurement.

2.4 Statistics Council

Section 8 of the Statistics Act (Act No. 6 of 1999) provides for the establishment of a Statistics Council consisting of between 18 and 25 members, appointed by the Minister after consultation with the Cabinet.

Members of Statistics Council include one representative from each province, and nominated members from organs of state, producers of statistics, organised business and labour, specialist and research interests, economic and financial interests and the public.

The Statistics Council represents a range of stakeholders and users, and meets four times a year to provide advice to the Minister and the Statistician-General on statistical matters.

The role of the Statistics Council is to advise the Minister, the Statistician-General and other organs of state on statistical matters with regard to:

- The collection, processing, analysis, documentation, storage and dissemination of statistics, including the undertaking of a population census;
- The elimination of unnecessary overlapping or duplication with regard to the collection or publication of statistics by organs of state;
- Promote and safeguard official statistics and the coordination of statistical activities;
- Furnish the Minister and the Statistician-General with an annual report, which must be tabled in Parliament; and
- Issue public statements on any matter relating to its functions in terms of the Act, but only after consultation with the organ of state, business or organisation involved.

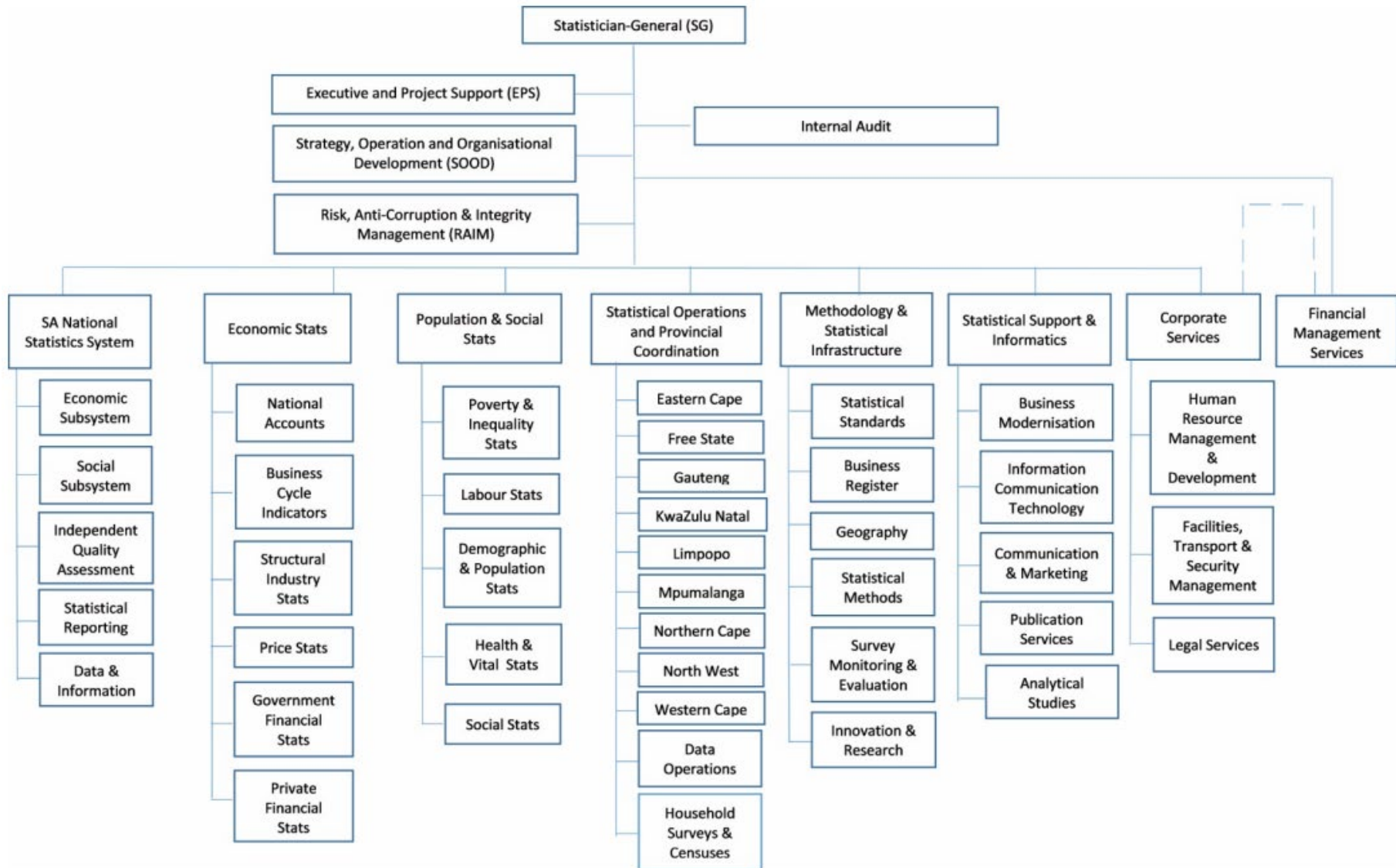
2.5 Legislative regulation of the functions of Stats SA

According to the Statistics Act, the purpose of official statistics is to assist organs of state, businesses, organisations and the broader public in planning, decision-making, and monitoring or assessment of government policies.

- 2.5.1 Stats SA is mandated by Statistics Act, 1999 (No.6 of 1999) to collect, produce and disseminate official statistics and other statistics.
- 2.5.2 Stats SA produces a wide range of statistical information on economic, demographic and social matters to government, business and the community in general.
- 2.5.3 Stats SA is also responsible for the coordination of the production of statistics in the Republic.
- 2.5.4 The statistics are released in hard-copy paper and electronic publications, reports and other digital products.

2.6 Organisational structure of Stats SA

- 2.6.1. Stats SA reviews its organisational structure regularly to ensure alignment to the vision, mission and strategic objectives.
- 2.6.2 The Stats SA Head Office is located in Pretoria.
- 2.6.3. Stats SA has nine provincial offices and sixty-three district offices located in the provinces.
- 2.6.4. The organisational structure of Stats SA is depicted below:



Note: this structure is in line with an approved organisational structure

CHAPTER 3: CONTACT DETAILS OF THE INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER

The Statistician-General, as the Head of Stats SA, in terms of PAIA, is the Information Officer of Stats SA. The Statistician-General, however, in terms of section 17 (3) of PAIA delegated the power and duties conferred on him to the Deputy Information Officer, Ms Yandiswa Mpetsheni. Both the Information Officer and his Deputy can be contacted on the details below:

Information Officer

Name	Position	Tel	Fax	Email
Mr Risenga Maluleke	Statistician-General	012 310 8075	012 310 6065	risenga@statssa.gov.za

Deputy Information Officer

Name	Position	Tel	Email
Ms Yandiswa Mpetsheni	Acting Deputy Director-General: South Africa National Statistics System	012 310 8608	yandiswam@statssa.gov.za

Physical Address	Stats SA ISibalo House Skietpoort Avenue & Koch Street Salvokop Pretoria 0002
Postal Address	Private Bag x 44 Pretoria 0001

CHAPTER 4: SECTION 10 GUIDE OF ALL MANUALS IN THE REPUBLIC OF SOUTH AFRICA

The South African Human Rights Commission (SAHRC) has published the guide as is prescribed by Section 10 of the PAIA containing such information, as may be reasonably required by a person who wishes to exercise any right in terms of PAIA. The guide is available on the SAHRC website (www.sahrc.org.za) and at its offices. This manual recognises that the Information Regulator established under POPIA will be responsible for regulating compliance with PAIA, POPIA and their regulations.

See contact details below:

PAIA	POPIA
<p>The PAIA Unit (Promotion of Access to Information) at the South African Human Rights Commission The Research and Documentation Department Private Bag X2700 HOUGHTON 2014</p> <p>Telephone: +27 11 877 3600 Website: www.sahrc.org.za Email: PAIA@sahrc.org.za</p>	<p>Information Regulator Physical address: JD House 27 Stiemens Street Braamfontein, Johannesburg 2001</p> <p>Postal address: P.O Box 31533 Braamfontein Johannesburg 2017 Email: Complaints: complaints.IR@justice.gov.za General enquiries: inforeg@justice.gov.za</p>

CHAPTER 5: CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE

- 5.1 A comprehensive list of Stats SA publications is available on Stats SA website, www.statssa.gov.za
- 5.2 Stats SA publishes monthly, quarterly, annual and five-yearly publications
- 5.3 Restricted disclosure
- 5.4 Statistics Act restricts Stats SA from disclosing certain records that will compromise the confidentiality and identity of its respondents.

CHAPTER 6: RECORDS HELD BY STATS SA

Records held by Stats SA are located in the following clusters and chief directorates:

1. Office the Statistician-General
2. Chief Operations Office (SG Support, Strategy, Programme Office)
3. Internal Audit
4. Corporate Services
5. Statistical Collection and Outreach
6. Methodology, Standards and Research
7. Statistical Support and Informatics
8. Population and Social Statistics
9. Economic Statistics
10. Survey Operations
11. South African National Statistics System

CHAPTER 7: REQUEST AND ACCESS FEES

Any requests for access to records of Stats SA are subject to PAIA and, in respect of personal information, POPIA.

Personal requester

A requester who seeks access to a record containing personal information is called a personal requester and is exempted from paying the requester's fee.

Requester

Any person making a request for access to a record of Stats SA.

The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00 (VAT excluded). If any additional copies or transcripts are requested, those will be charged according to the applicable request and access fees contemplated in section 52 and 54 of PAIA and as prescribed in items 2, 3 and 4 of Part 111 of Annexure A to the Regulations of PAIA, and the Information Officer /Deputy Information Officer may charge for the time spent on processing the request. Stats SA may withhold access to any record requested until the requester of access to information has paid the applicable fee. The prescribed fees in terms of public bodies are contained in Schedule 1 in annex to this manual.

CHAPTER 8: HOW TO REQUEST ACCESS TO RECORDS HELD BY STATS SA

A requester of access to records or information held by Stats SA must:

- 8.1 Submit their request in writing to the Information Officer or Deputy Information Officer.
- 8.2 Request must be done using the request form (Schedule 2) annexed to this manual. The request form must:
 - 8.2.1 provide sufficient particulars to enable Stats SA to identify both the requester and the record (s) being requested;
 - 8.2.2 indicate the form of access requested;
 - 8.2.3 specify the postal address or fax number of the requester;
 - 8.2.4 identify the right the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right;
 - 8.2.5 if, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be so informed; and
 - 8.2.6 if the request is being made on behalf of another person, to submit proof of the capacity in which the requester is making such a request, to the reasonable satisfaction of Stats SA.

CHAPTER 9: PROCEDURE FOR REQUESTING ACCESS TO RECORD OF STATS SA IN TERMS OF SECTION 18 OF PAIA

9.1 Request procedure

A person wishing to request access to records of Stats SA can do so by:

- 9.1.1. completing the prescribed Form (request form annexed to this document), which form can be obtained from Stats SA Information Officer, SARHC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za); and
- 9.1.2. paying the prescribed fee (s) stipulated in this manual
- 9.1.3. After the Information Officer has made a decision on the request, the requester will be notified of such decision in the manner requested by the requester.
- 9.1.4. A person requesting access to records held by Stats SA must indicate whether a copy of record is required, or if the requester would like to inspect the records at Stats SA offices.

9.2 Reservation of rights

Stats SA may refuse an application for access to information or record-

- 9.2.1. if the request does not comply with the procedural requirements of PAIA;
- 9.2.2. on any ground contemplated in chapter 4 of Part 3 of the Act; and
- 9.2.3. for any other lawful reasons

CHAPTER 10: PAYMENT METHOD

1. South African Reserve Bank account (preferred)

Bank: SA Reserve Bank
Account holder: Statistics South Africa Bank
Account number: 80332579
Bank branch code: 910145
Branch: Pretoria
Type of account: Current

2. Standard Bank account

Bank: Standard Bank
Account holder: Statistics SA Dep Acc-DSE
Bank account number: 010100792
Branch code: 010045
Branch: Pretoria
Type of account: Current

Process the payment on your bank platform to Stats SA for the amount owed, using **PAIA** as a reference.

CHAPTER 11: REMEDIES AVAILABLE TO A REQUESTER OF INFORMATION

- 11.1. A requester who is aggrieved by a decision of the Information Officer of Stats SA or his deputy to refuse a request for access; or taken in terms of section 22, 26 (1) of PAIA may by way of an application lodge an appeal to an Internal Appeal body.
- 11.2. An internal appeal must be lodged in the prescribed form within 60 days after the receipt of a decision to refuse access to information.
- 11.3. If the requester is still aggrieved with the decision of the appeal body, she or he can within 30 days of the receipt of the decision apply to Court for appropriate relief in terms of section 82 of PAIA.

CHAPTER 12: PUBLIC PARTICIPATION

- 12.1. Stats SA interacts with a range of stakeholders from whom information is collected, and to whom information is supplied. These stakeholders include the government, the general public, business, academia, non-governmental organisation, constitutional bodies & public entities, parliamentarians and international organisations.
- 12.2. Stats SA has established a number of advisory committees comprising key stakeholders that meet periodically to advise on statistical series.
- 12.3. Stats SA also conducts periodic workshops in order to seek advice, comments and suggestions from broader stakeholder groups.

CHAPTER 13: UPDATING AND AVAILABILITY OF PAIA MANUAL

This manual will be reviewed and updated, on an annual basis in terms of section 14(2) of PAIA and be available as follows:

- 13.1. Every place of legal deposit as defined in section 6 of the Legal Deposits Act, 1997 (Act No. 54 of 1997);
- 13.2. The SAHRC
- 13.3. Stats SA offices and
- 13.4. Stats SA's website, at www.statssa.gov.za

SCHEDULE 1: FEES IN RESPECT OF PUBLIC BODIES

PART II OF ANNEXURE A TO G.N. R187 PUBLISHED IN GOVERNMENT GAZETTE 23119 OF 15 FEBRUARY 2002

FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	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	0.40
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	5.00
(ii) compact disc	40.00
(d) (i) For a transcription of visual images or an A4-size page or part thereof	22.00
(ii) For a copy of visual images	60.00
(e) (i) For a transcription of an audio record or an A4-size page or part thereof	12.00
(ii) For a copy of an audio record	17.00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00.

4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	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 readable form	0.40
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	5.00
(ii) compact disc	40.00
(d) (i) For a transcription of visual images or an A4-size page or part thereof	22.00
(ii) For a copy of visual images	60.00
(e) (i) For a transcription of an audio record or an A4-size page or part thereof	12.00
(ii) For a copy of an audio record	17.00

- (f) To search for and prepare the record for disclosure, R15. 00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.
- 5. For purposes of section 22(2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) One third of the access fee is payable as a deposit by the requester.
- 6. The actual postage is payable when a copy of a record must be posted to a requester.

SCHEDULE 2: PRESCRIBED FORMS FOR ACCESS TO RECORDS

The Prescribed forms for access to a record is published in –

**ANNEXURE B OF GOVERNMENT NOTICE R.187 PUBLISHED IN
GOVERNMENT GAZETTE 23119 OF 15 FEBRUARY 2002**

FORM A

**REQUEST FOR ACCESS TO RECORDS OF PUBLIC BODY
(Section 18(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))
[Regulation 6]**

FOR STATS SA USE

Reference number: _____

Request received by _____
(state rank, name and surname of information officer/deputy information officer) on _____
(date) at _____ (place).

Request fee (if any): R

Deposit (if any): R

Access fee: R

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of public body

The Information Officer / Deputy Information Officer:

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent, must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____ Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

(This section must be completed ONLY if a request for information is made on behalf of another person)

Full names and surname: _____

Identity number: _____

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number of that is known to you, to enable the record to be located
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios**

Description of record or relevant part of the record: _____

Reference number, if available: _____

Any further particulars of record: _____

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid
- (b) You will be notified of the amount required to be paid as the request fee
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption

Reason for exemption from payment of fees: _____

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record / the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.	
Disability: _____ _____ _____ _____	Form in which record is required: _____ _____ _____ _____
Mark the appropriate box with an X Notes: (a) Compliance with your request for access in the specified form may depend on the form in which the record is available (b) Access in the form requested may be refused in certain circumstances. In such cases you will be informed if access will be granted in another form (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

If the record is in written or printed form:			
	copy of record*		inspection of record
If record consists of virtual images: (this includes photographs, slides, video recordings, computer-generated images, sketch SAs, etc.)			
view the images	copy the images*	transcription of the images*	
If record consists of recorded words or information which can be reproduced in sound:			
listen to the soundtrack (audio cassette)	transcription of soundtrack* (written or printed document)		
If the record is held on computer or in an electronic or machine-readable form:			
printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)	
Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available			

In which language would you prefer the record: _____

G. Notice of decision of regarding request for access

You will be notified in writing whether your request has been approved/ denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at this day of20.....

Signature of requester /
person on whose behalf request is made
