

## DESCRIPTION OF RECORDS THAT ARE AUTOMATICALLY AVAILABLE

The Information Officer (Director-General) is required, in terms of section 15(1), to provide a description the category of records that are automatically available.

These are records that are requested under the following conditions:-

- a requester does not need to complete the “**Form 2**” and to pay the request fee of **R100.00**;
- records may be available for free and/or for inspection as prescribed (the Deputy Information Officer shall provide more information regarding the requirements for inspection); and
- where copies (in any format) are made, the prescribed fee is payable – refer to the table below.

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i) <b><u>NONE</u></b>	
FOR PURCHASING OR COPYING IN TERMS OF SECTION 15(1)(a)(ii) <b><u>NONE</u></b>	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<p><b>About us</b></p> <ul style="list-style-type: none"> <li>- Ministerial Profiles</li> <li>- Admin of Justice</li> <li>- Branches &amp; Units</li> <li>- PAIA manual</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>- Vision &amp; Mission</li> <li>- Departmental Strategy                             <ul style="list-style-type: none"> <li>• Strategic Plan</li> <li>• Annual Performance Plan</li> </ul> </li> <li>- Service Charter</li> <li>- Operational Notices</li> <li>- Forms</li> <li>- Documents</li> <li>- Newsletters</li> <li>- Policies</li> <li>- Articles &amp; Information sheets</li> <li>- Services</li> <li>- Projects</li> </ul> <p><b>Human Rights</b></p> <ul style="list-style-type: none"> <li>- Constitution</li> <li>- Bill of rights</li> <li>- Hate Crimes and hate Speech bill</li> </ul>	<p>The information is available from the Department’s website (<a href="http://www.justice.gov.za">www.justice.gov.za</a>)</p>

- International obligations
- LGBTI issues
  - Frequently Asked Questions
- National Action Plan
- TRC
- Universal Declaration of Human Rights
- Gender-based Violence and Femicide & Declaration
  - Gender-based violence and Femicide National Strategic Plan
  - Report of the Presidential Summit against Gender-based Violence and Femicide
  - Gender based Violence related Speeches

### **Criminal Law**

- Child Justice
- Domestic Violence
- Expungements (Clear your Criminal Record)
- Sexual Offences / Femicide
  - Articles & Documents
  - List of Courts
  - Safety plan
  - Acts & Regulations
- NRSO
  - Frequently Asked Questions
  - NRSO Forms
- Protection from Harassment
- Restorative Justice
- SA Victims Charter
- Trafficking in persons
- Witnesses

### **Civil Law**

- Master of the High Court
  - Deceased Estates
  - Wills & Intestate Succession
  - The Guardians Fund
  - Administration of Trusts
  - Resources
  - Insolvency Matters
  - Curators and Tutors
  - Forms
  - Chief Master's Directives
  - Frequently Asked Questions
  - ICMS Master Web Portal
- Master: Contacts
- Master: Estates
- Master: ICMS Web Portal
- Master: Insolvency (Liquidations)
- Master: Trusts & Wills
- Mediation
  - Quick Links
- Small Claims Courts
  - Quick Links
- Equality Court

- Quick Links
- Statistics on State Attorney Briefings

### **Family Law**

- Children's Act
- Customary Marriages
- Divorce
- Family Advocate
- Guardian's Fund
- Maintenance
- Older Persons
- The Hague Convention
- Vulnerable Groups

### **Legislation**

- Constitution & Bill of Rights
- Acts & Bill & Fact Sheets
- GG Notices
- Invite to Comment
- Hate Crimes and hate Speech bill
- International Legal obligations
- PAIA & PAJA
  - PAIA Manual
  - Quick Links
- Rules Board
  - Quick Links
- Rules and Practice Directions
- SALRC
- State Law Advisers
  - Quick Links
- Statistics on State Attorney Briefings
- Commissions & Special Tribunal

### **Courts**

- Courts in SA & Judiciary
- Constitutional Court
- Supreme Court of Appeal
- Labour Courts & Land Claims Court
- High Court Judgments
- Equality Courts
- Small Claims Courts
- Contacts
- Roll of Advocates
- Magistrate's Court Info
- Magisterial Districts

### **Forms**

- Children
  - Children Acts Forms
- Commissioner of Oaths
- Domestic Violence
- Expungements
- Harassments

<ul style="list-style-type: none"> <li>- Maintenance</li> <li>- Master</li> <li>- Mediation</li> <li>- NRSO</li> <li>- PAIA</li> <li>- TRC Victims</li> <li>- Small Claims Court</li> <li>- Supplier Registration</li> <li>- Trafficking in Persons</li> <li>- Equality Courts</li> </ul> <p><b>Bids &amp; Tenders</b></p> <ul style="list-style-type: none"> <li>- Awarded / Received / Published</li> <li>- Supply Chain Management</li> <li>- Supplier registration</li> </ul> <p><b>Newsroom</b></p> <ul style="list-style-type: none"> <li>- Media Statements</li> <li>- Speeches</li> <li>- Events</li> <li>- Videos &amp; Audio Clips</li> <li>- Departmental YouTube Channel</li> <li>- Radio Talk Shows</li> <li>- Parliamentary Q &amp; A</li> <li>- Conferences &amp; Workshops</li> </ul> <p><b>Jobs / Vacancies</b></p> <ul style="list-style-type: none"> <li>- Z83 (Application Form)</li> <li>- Careers in Justice</li> <li>- New Vacancies / Posts</li> </ul> <p><b>Guidance on how to access services / <u>How Do I?</u></b></p>	
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<p>The records listed above may also be obtained by forwarding a written request by post or email to:-</p> <p><b>Address:</b> Deputy Information Officer  Department of Justice &amp; Constitutional Development  Private Bag x81  Pretoria  0001</p> <p><b>E-mail:</b> <a href="mailto:paia@justice.gov.za">paia@justice.gov.za</a></p>	<p>Fees listed in the table below shall be payable</p>
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**FEES PAYABLE**

Item	Description	Amount
1.	The “ <b>request fee</b> ” payable by every requester	<b>R100.00</b>

The “access fees” referred to in section 22(6) of the Act (unless the requester is exempted under section 22(8)) are as follows:-

Item	Description	Amount
2.	Photocopy of A4-size page	<b>R1.50</b> per page or part thereof
3.	Printed copy of A4-size page	<b>R1.50</b> per page or part thereof
4.	For a copy in a computer-readable form on: (i) Flash drive (to be provided by requester) (ii) Compact disc • If provided by requester • If provided to the requester	<b>R40.00</b> <b>R40.00</b> <b>R60.00</b>
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size	<b>R24.00</b>
8.	For a copy of an audio record on: (iii) Flash drive (to be provided by requester) (iv) Compact disc • If provided by requester • If provided to the requester	<b>R40.00</b> <b>R40.00</b> <b>R60.00</b>
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.  To not exceed a total cost of	<b>R100.00</b> <b>R300.00</b>
10	Deposit: If search exceeds 6 hours	One-third of amount per request, calculated in terms of items 2 to 8
11.	Postage, email or any other electronic transfer	Actual expense, if any

<b>PERSON OR PERSONS EXEMPTED FROM PAYING ACCESS FEES</b>	
A single person whose annual income does not exceed	<b>R14,712.00</b>
Married persons or a person and his/her life partner whose annual income does not exceed	<b>R27,192.00</b>

Dated: Sep 2021