

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT  
NOTICE 697 OF 2017

**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 –

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

As set out in the Schedule



**TSHILOLO MICHAEL MASUTHA, MP (ADV)**  
**MINISTER FOR JUSTICE AND 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 2000 (Act no. 2 of 2000))  
[Regulation 5A]**

**DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF  
THE PROMOTION ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000)**

**1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR  
INSPECTION IN TERMS OF SECTION 15(1)(a)(i)**

**Court Services**

- **Branch: Court Services Structure**
- Application form for appointment as Commissioner of Oaths.
- Requirements for application as Commissioner of Oaths.
- Application form for appointment as sheriff.
- Application form for appointment as appraiser.
- General information on the Office of the Family Advocate.
- General information regarding the implementation of the Hague Convention on the on the Civil Aspects of International Child Abduction
- Contact numbers of the Chief Family Advocate and Family Advocate sub-offices.
- The Children's Act 38 of 2005
- Department of Justice's Regulations to the Children's Act
- Mediation in Certain Divorce Matters Act 24 of 1987
- Various forms prescribed by applicable legislation
- General information on the Equality Courts and Legislation.
- Legislation on Equality Courts.
- Forms used in the Equality Courts.
- Other documents, booklets, brochures and pamphlets, general documents.
- Equality Review Committee matters and documents.
- Contact numbers for Court Services.
- A practical guide – court and case flow Management for Regional and District Criminal Courts
- List of Small Claims Courts established and contact details
- The Older Persons Act
- Legislation on Maintenance
- Booklets, Brochures and Pamphlets on domestic violence
- Booklets, Brochures and Pamphlets on Older Persons Act
- **Branch: Constitutional Development Structure**
- The Constitution of South Africa Booklet
- General information on Equality Courts
- Legislation on Equality Courts
- Forms used in the Equality Courts
- Booklets, brochures and pamphlets on PAJA, PAIA and PEPUDA
- Decisions of the Equality Review Committee meetings

<b>1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)</b>	
	<ul style="list-style-type: none"> <li>• Documents listing Ratification of Human Rights Treaties signed by Cabinet and Parliament</li> <li>• Briefs on progress of interactions with internal bodies such as UN, The Hague Convention, the International Institutes for Unification of Private Law</li> <li>• Country Reports on International Human Rights Instruments</li> <li>• General Information on the development of the National Action Plan Against Racism, Xenophobia and Related Intolerances</li> <li>• Policy on working with No-government Organisations</li> <li>• Approved plans for Cabinet's Outcome 14</li> <li>• Reports on Special Projects under the Foundation for Human Rights, including General information and contact details</li> <li>• Policy Document on Sexual Harassment, LGBTI, HIV and AIDS, and Trafficking in Persons</li> <li>• <b>Directorate: Regional Court Efficiency</b></li> <li>• Contact numbers for Lower courts and court managers</li> <li>• Contact numbers for Regional Court President's</li> <li>• List of Regional Courts – Criminal</li> <li>• List of Regional Courts – Civil</li> <li>• A practical guide – court and case flow management for Regional and District Courts</li> <li>• Pro form forms for Regional Civil courts</li> <li>• List of court sites where AVR is deployed</li> <li>• List of courts where backlog courts are established</li> <li>• Various forms prescribed by applicable legislation</li> </ul>
<b><u>Legislative Development</u></b>	<ul style="list-style-type: none"> <li>• General information on Legislative Development.</li> <li>• The Legislative Process.</li> <li>• Legislation administered by the Department.</li> <li>• Contact numbers.</li> </ul>
<b><u>Public Education and Communication</u></b>	<ul style="list-style-type: none"> <li>• General Information on Public Education and Communication.</li> <li>• Calendar of events.</li> <li>• Contact numbers</li> </ul>
<b><u>Financial Management</u></b>	<ul style="list-style-type: none"> <li>• General information on Financial Services.</li> <li>• Contact numbers.</li> </ul>
<b><u>Legal Advisory Services</u></b>	<ul style="list-style-type: none"> <li>• General information on Legal Advisory Services.</li> </ul>
<b><u>Human Resources</u></b>	<ul style="list-style-type: none"> <li>• Publication on vacancies in the Public Service and the Department of Justice and Constitutional Development</li> <li>• HR Policies <ul style="list-style-type: none"> <li>- Employment Equity Policy</li> <li>- Employee Relations Policy</li> <li>- Performance Management Policy</li> <li>- People with Disability Policy</li> <li>- Overtime Policy</li> <li>- Job Evaluation Policy</li> <li>- HIV and AIDS Policy</li> <li>- Sports and Recreation Policy</li> <li>- Recruitment and Selection Policy and Procedure Manual</li> <li>- Acting Appointment Policy</li> <li>- Dress Code</li> </ul> </li> </ul>

<b>1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)</b>	
	<ul style="list-style-type: none"> <li>- Determination on Service Terminations</li> <li>- Employee Health and Wellness Policy</li> <li>- Sexual Harassment Policy</li> <li>- Leave</li> <li>- Code of Conduct</li> <li>- Study Assistance Policy</li> <li>- Resettlement Policy</li> </ul>
<b><u>Masters of the High Courts</u></b>	<ul style="list-style-type: none"> <li>• Forms (Deceased Estate, Liquidation, Trusts, Curators and Guardians Fund forms)</li> <li>• Newsletters/reports.</li> <li>• Pamphlets.</li> <li>• Master's newsletter</li> <li>• ICMS – Web Portal</li> </ul>
<b><u>International Legal Relations</u></b>	<ul style="list-style-type: none"> <li>• International conventions administered by the Department</li> <li>• Country reports on international human rights instruments for which the Department is the Central Authority.</li> </ul>
<b>2. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
(a) The list of records above	(a) The records may be obtained on request in writing addressed to the Deputy Information Officer, Department of Justice & Constitutional Development; Private Bag X81; Pretoria; 0001, (fax number 012 315 4837; e-mail: paia@justice.gov.za) and on payment of the amount of R20-00.
<b>3. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
(a) The list of records above	(a) The records may be obtained on request in writing addressed to the Deputy Information Officer, Department of Justice & Constitutional Development; Private Bag X81; Pretoria; 0001, (fax number 012 315 4837; e-mail: paia@justice.gov.za) and on payment of the fee prescribed in item 2 of Part II of Annexure A of the regulations relating to the Promotion of Access to Information.
<b>4. DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</b>	
(a) The list of records above and where the record requested is available free of charge	(a) The records may be obtained on request in writing addressed to the Deputy Information Officer, Department of Justice & Constitutional Development; Private Bag X81; Pretoria; 0001, fax number 012 315 4837; e-mail: paia@justice.gov.za.