

STATISTICS SOUTH AFRICA

NO. 235

17 MARCH 2017



STATISTICS SOUTH AFRICA (STATS SA)

SECTION 15 NOTICE

**IN TERMS OF THE PROMOTION OF ACCESS TO
INFORMATION ACT (ACT 2 OF 2000)**

1. INTRODUCTION

Section 15 of the Promotion of Access to Information Act (Act No.2 of 2000) stipulates that the Information Officer of a public body must on a periodic basis not frequently less than a year, submit to the Minister of Justice and Correctional Services a description of-

(a) the categories of records of the public body that are automatically available without a person having to request access in terms of PAIA, including such categories available-

- (i) for inspection in terms of legislation other than PAIA
- (ii) for purchase or copying from the body ; and
- (iii) from the body free of charge; and

(b) how to obtain access to such records

In terms of section 15 (1) of PAIA, Stats SA has the following records that are automatically available for copying and inspection without the person having to access in terms of PAIA

2. RECORDS THAT ARE AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 OF PAIA

2.1. Acts, Policies and Regulations

- Statistics Act, no.6 of 1999
- Public Service Act
- Public Service Regulations
- Stats SA policies and procedures

2.2. Forms, for employment and leave of absence

2.3. Stats SA publications

2.4. Institutional records

2.4.1. Minutes of Stats Council and its subcommittees

2.4.2 Commercial contracts with third parties

2.4.3. Memoranda of Understanding with other statutory bodies and organs of state

2.4.5. Service Level Agreements with Stats SA stakeholders

2.4.6. Executive Management Committee (EXCO) minutes

2.4.7. Strategic Plans

2.4.8. Work programme

2.4.9. Divisional Plans or Business Plans

2.5. Financial records

2.5.1. General accounting records

2.5.2. Annual budgets

2.5.3. Annual financial reports

2.5.4. Annual financial statements

2.5.5. Income tax records

2.5.6. Assets register

2.6. Human resource records

2.6.1 Staff employment contracts

2.6.2. Pension funds records

2.6.3. Medical aid records

2.6.4. Personnel records

2.6.5. Disciplinary records

2.7. Statutory records

2.7.1. As a statutory body and an employer, Stats SA is required by a range of laws, including records required or provided for by the following laws:

- 2.7.1.1. Income Tax Act 58 of 1962
- 2.7.1.2. Value Added Tax Act 89 of 1991
- 2.7.1.3. Basic Conditions of Employment Act 75 of 1977
- 2.7.1.4. Employment Equity Act 55 of 1998
- 2.7.1.5. Unemployment Insurance Act 63 of 2001
- 2.7.1.6. Compensation for Occupational Injuries and Disease Act 130 of 1993
- 2.7.1.7. Public Finance Management Act 1 of 1999; and
- 2.7.1.8. Statistics Act
- 2.7.1.8. Labour Relations Act, 1995

2.8. Methodology-related documents

- 2.8.1. Sample maintenance manuals
- 2.8.2. Sampling methodology documents
- 2.8.3. Imputation manual for economic statistics surveys
- 2.8.4. Sampling documents
- 2.8.5. Fieldworker manuals
- 2.8.6. Reconciliation visits manual

- 2.8.7. Manual matching form
- 2.8.8. Reconciliation visit form
- 2.8.9. Quality assurance manuals
- 2.8.10. Questionnaires for surveys and census
- 2.8.11. Data import procedure
- 2.8.12. Imputation manual

2.9. Standards records or documents

- 2.9.1. Classification for household surveys
- 2.9.2. Policy on classification
- 2.9.3. Concepts and definitions for Stats SA
- 2.9.4. Standard Industrial Classification (SIC)
- 2.9.5. Data Quality Policy 001: Policy on informing users on data quality
- 2.9.6. Generic Operational manual for Economic Statistics
- 2.9.7. Questionnaire design standards for household surveys
- 2.9.8. Questionnaire design standards for economic statistics
- 2.9.9. Standards development cycle
- 2.9.10. South African Statistical Quality Assessment Framework (SASQAF)
- 2.9.11. South African Statistical Quality Assessment Framework (SASQAF) Operational Standards and Guidelines.

3. HOW TO OBTAIN ACCESS TO THE RECORDS

- 3.1. Records or Information can be obtained from Stats SA offices and website.
- 3.2. For a guide on how to request access to Stats SA records refer to Access to Information Manual.

4. FEES PAYABLE

- 4.1. Stats SA will only charge prescribed fee for access to records it has stipulated in the Access to Information manual.

5. UPDATING

- 5.1. Stats SA Section 15 notice will be updated on an annual basis. This notice will be published in the Government Gazette at least once year