

PUBLICATIONS THAT **MUST** BE PREPARED IN TERMS OF THE ACT

Human Rights Commission Section 10 Guide	Public Bodies Manual Section 14	Private Bodies Manual Section 51
<p>Section 10 requires the South African Human Commission to compile a manual.</p> <p>The manual is compiled in each official language.</p> <p>The Section 10 manual provides information on:</p> <ul style="list-style-type: none"> • how to make a request for access to information, • what assistance is available from the information officer of a public body, • when access to information may legally be refused, and • what legal remedies there are in cases where information is withheld with reasonable cause. <p>The guide also lists public bodies from which information can be requested, along with contact details of their information officers.</p> <p>An electronic version of the guide is kept on the SAHRC website (http://www.sahrc.org.za/home/) and a hard copy is available at the Commission's office.</p>	<p>Section 14 requires the Information Officer of a public body to compile an information directory/ road map of the institution.</p> <p>It has to be compiled by all existing public bodies.</p> <p>It must be translated into at least three official languages</p> <p>A newly established public body must compile a manual within six months of its coming into existence.</p> <ol style="list-style-type: none"> 1. The manual serves as a road map of a public body and it details the name and address of the public; 2. the services rendered by the public body; 3. a list of records that the public body possesses and information on how members of the public can access those records. The records can be accessible only after a request in a form of Form A has been made and a request fee of R35, 00 has been paid to accompany the form. 4. Each public body must compile a manual in at least three official languages and submit a 	<p>Section 51 requires the head of a private body to compile a manual</p> <p>It must be translated into at least three official languages.</p> <p>A private body must publish a manual within six months after the commencement of the Act.</p> <p>The manual must contain the information set out in s 51(1) of the Act including:</p> <ul style="list-style-type: none"> • a description of the body, • its contact details, • how to obtain information from it and • what records it holds. <p>The manual must describe which of the body's records are automatically available to the public.</p> <p>Must be updated on a regular basis (s51) (2)).</p> <p>But if there are security, financial or administrative reasons for a private body not to compile a manual, it may make a request to the Minister to exempt it from doing so (s51 (4)).</p>

	<p>copy to the South African Human Rights Commission.</p> <p>5. The manual must also be made available on the website of the public body. A public body must if necessary update and publish its manual annually if there are any material changes. This can be done by sending a letter to the Commission notifying the Commission about the material changes on the manual.</p> <p>6. The manual must detail the following amongst others:</p> <ul style="list-style-type: none"> • A description of the structure and its functions; • The postal and street address, phone and fax number, email address of the information officer and the deputy information officer of the body appointed in terms of s17(1); • A description of the guide and how to access it; • Sufficient detail to facilitate a request for access to a record of the body, • Latest notice regarding the categories of records of the body which are available without a 	
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	<ul style="list-style-type: none"> • formal request; • Description of the services available to members of the public and how to gain access to those services etc. <p>Each manual must be available as prescribed.</p>	
Section 15	Section 16	Section 52
<p><u>Voluntary disclosure and automatic availability of certain records.</u></p> <p>Each public body must compile categories of records that are readily available without requesting information in terms of PAIA.</p> <p>Automatically available information refers to information which can be accessed without using the formal procedures of PAIA this includes records such as:</p> <ul style="list-style-type: none"> • Section 14 manuals; • Adverts of vacancies; • Pamphlets; • Newsletters; • Vacancy lists. • Annual reports; • Budgets; • Publications; and • Certain policies. <p>A description of these records must be submitted to the Minister of Justice and Constitutional Development annually.</p>	<p><u>Information in telephone directory</u></p> <p>Each Director General of a national department responsible for government communications and information is obliged in terms of s16 to ensure that the publication of the postal and street address, phone and fax and, if available, electronic mail address of the information officer of every public body in every telephone directory issued for general use by the public.</p>	<p><u>A non-mandatory requirement</u></p> <p>Private bodies may compile a list of automatically available records for ease of access by the public.</p> <p><u>Voluntary disclosure and automatic availability of records.</u></p> <p>A private body may:</p> <ul style="list-style-type: none"> • submit to the Minister of Justice a description of what records are automatically available; • how to obtain access to them as per s52; and • state also what records are not automatically available