

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT  
NOTICE 625 OF 2016**

**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
- Booklets, Brochures and Pamphlets on domestic violence
- Booklets, Brochures and Pamphlets on Older Persons Act
  
- **Directorate: Regional Court Efficiency**
- Contact numbers for Lower courts and court managers
- Contact numbers for Regional Court President's
- List of Regional Courts – Criminal
- List of Regional Courts – Civil
- A practical guide – court and case flow management for Regional and District Courts

<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>• 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>Constitutional Development</u></b>	<ul style="list-style-type: none"> <li>• The Constitution of South Africa Booklet (in 11 official languages and Braille)</li> <li>• General Information on Equality Courts</li> <li>• Legislation on Equality Courts</li> <li>• Forms used in the Equality Courts</li> <li>• Booklets, brochures and pamphlets on PAJA, PAIA and PEPUDA</li> <li>• Decisions of the Equality Review Committee meetings</li> <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> </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> </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>- Dress Code</li> <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	<p>(a) The records may be obtained on request in writing addressed to the Deputy Information Officer, Department of Justice &amp; Constitutional Development; Private Bag X81; Pretoria; 0001.</p> <p>fax number: 012 - 315 4837; e-mail: <a href="mailto:paia@justice.gov.za">paia@justice.gov.za</a> <u>and</u> on payment of the amount of R20-00.</p>
<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	<p>(a) The records may be obtained on request in writing addressed to the Deputy Information Officer, Department of Justice &amp; Constitutional Development; Private Bag X81; Pretoria; 0001.</p> <p>fax number 012 - 315 4837; e-mail: <a href="mailto:paia@justice.gov.za">paia@justice.gov.za</a> <u>and</u> 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.</p>
<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	<p>(a) The records may be obtained on request in writing addressed to the Deputy Information Officer, Department of Justice &amp; Constitutional Development; Private Bag X81; Pretoria; 0001</p> <p>fax number 012 - 315 4837; e-mail: <a href="mailto:paia@justice.gov.za">paia@justice.gov.za</a>.</p>