



**Statistics
South Africa**



your leading partner in quality statistics

Access to Information Manual

(In terms of section 14 of the Promotion of Access to Information Act 2 of 2000)

Table of Contents

1	Introduction	3
2	Mission	3
3	Status of STATS SA.....	4
4	Structure	4
5	Departmental Committees	6
6	Programmes and purpose.....	7
7	Information to be provided to the STATS SA	9
8	How to request access to a record of STATS SA.....	10
9	Request and access fees.....	12
10	Description of subjects on which statistics SA holds records and categories of records held on each programme	12
11	Records.....	16
12	Records automatically available to the public.....	23
13	Reservation of rights	24

14	Human Rights Commission Guide on how to use the Promotion of Access to Information Act 2 of 2000	23
15	Arrangements for public participation	24

1 Introduction

- 1.1 This manual has been compiled by Statistics South Africa (STATS SA) in terms of section 14 of the Promotion of Access to Information Act 2 of 2000 (the Information Act) in order to assist persons requesting access to records in the possession or under the control of STATS SA.
- 1.2 The Information Act gives effect to the constitutional right of access to information as contemplated in section 32 of the Constitution.

2 Mission

- 2.1 To expand the statistical information base by increasing its depth, breadth and geographic spread
- 2.2 To enhance public confidence and trust in statistics
- 2.3 To improve productivity and service delivery
- 2.4 To lead the development and coordination of statistical production within the South African National Statistics System
- 2.5 To invest in the learning and growth of the organisation
- 2.6 To promote international cooperation and participation in statistics

3. Status of STATS SA

3.1 STATS SA is an organisational component referred to in the first column of Schedule 2 to the Public Service Act 103 of 1994 and for the purpose of the application of the Act, in terms of section 7 of that Act,

3.2 Is regarded as the National Department and must comply with its obligations under the Public Service Act and Statistics Act.

4 Structure

Minister

4.1 The Minister in the office of the Presidency responsible for National Planning is the executing authority of Stats SA.

Statistician-General

4.2 Statistician-General is appointed by the President in terms of section 7 of the Stats Act and is the head of STATS SA.

4.3 The Statistician-General's duty is amongst others to administer the Statistic Act as an accounting officer and to make recommendations to the Minister on policies and priorities of STATS SA after receiving advise from the Council.

Council

- 4.4 The South African Statistics Council is established in terms of section 8 (1) of the Statistic Act,
- 4.5 The SA STATS Council must consist of not less than 18 and not more than 25 members with relevant professional proficiency and interest and further with broadly representative of groups or interests.
- 4.6 The members must be appointed from the different groups or interests as follows:
- 4.6.1 Organs of the State;
 - 4.6.2 Producers of statistics;
 - 4.6.3 Organised business and labour;
 - 4.6.4 Specialist and research interests, including statistics and information technology;
 - 4.6.5 Economic and financial interests;
 - 4.6.6 Demographic and social interests including rural, gender and disability interests;
 - 4.6.7 The public, including no-governmental, private, civic and other organisations.
 - 4.6.8 Members must be persons representing the respective provinces.

5. Departmental Committees

5.1 Executive Committee (EXCO)

This is an Executive Committee responsible for decision-making within the organisation and is responsible for giving strategic direction to the organisation as a whole. It comprises the Statistician-General, all Deputy Director Generals, Chief Financial Officer, Executive Manager Strategic Planning Manager, Communications and Manager Legal Services.

The committee meet on weekly basis

5.2 Executive Management Forum (EMF)

To promote collaborative leadership amongst peers by creating a platform for sharing ideas and providing advice to the Executive Committee (EXCO) and DDG's on issues of common interest. It comprises Executive Managers in the organization and meet Monthly.

5.3 Executive Management Team (EMT)

The EMT discusses organisational issues and advise EXCO it comprises the Statistician-

General, Deputy Director-Generals, Executive Managers. The EMT meets monthly.

6. Programmes and purpose

STATS SA comprises seven programmes each headed by a Deputy Director-General (DDG) responsible for various disciplines, cascading to Divisions (Chief Directorates) and Components (Directorates) at sub division levels.

6.1 Administration

The Administration comprises of the Human Resources Management, Finance & Supply Chain Management, Facilities Management, Logistics and Security, Human Capacity Development, Corporate Relocations and Integrative Operations Planning and Corporate Governance.

The general function is to manage the department and provide centralised support services.

6.2 Economic Statistics

The Economic Statistics comprises of the Short-Term Indicators, Large Sample Surveys, Consumer Price Index, Producer Price Index and Employment Statistics, National Accounts, financial Statistics and Economic Analysis Research components.

The general function is to produce economic statistics to meet user requirements.

6.3 Population and Social Statistics

The Population & Social Statistics has seven components namely Poverty and Inequality Statistics, Labour Market Statistics, Demographic Analysis, Health and

Vital Statistics, Population Statistics, Social Statistics and Survey Coordination, Monitoring and Evaluation.

The general function is to produce population, demographic, labour market and social statistics to meet user requirements in line with internationally recognised practices.

6.4 Methodology and Standards

The Methodology & Standards consist of Methodology and Evaluation, Standards and Business Register divisions.

The general function is to provide expertise on quality and methodology for official statistics, standards for conducting surveys and a business sampling frame.

6.5 Statistical Support and Informatics

The Statistical Support & Informatics comprises of Geographic Frames, Geographic Support, Data Management and Technology, Publication Service and Data Management Information Delivery divisions.

The general function is to optimise the use of technology in the production and use of official statistics. Promote and provide better access to official statistics.

6.6 Corporate Relations

The Corporate Relations comprises of Corporate Communications, Stakeholder Relations and Marketing, International Relations and Provincial coordination divisions.

The general function is to provide statistical information to support policy-makers, stakeholders and interact with international statistical agencies and provide effective communication.

6.7 Survey Operations

The Survey Operations comprises of Census and Community Survey Operations, Household Survey Operations and Corporate Data Processing.

The general function is to provide collection and processing support in order to produce official statistics.

7 Information to be provided to the STATS SA

Every national and provincial department of in the Republic of South Africa, every publicly funded science, research and professional council and every higher education institution must provide STATS SA with such information as STATS SA may reasonably require for the performance of its functions in terms of the Statistics Act.

8 How to request access to a record of STATS SA

8.1 A requester must use Form C of Annexure B to the Regulations regarding the Promotion of Access to Information (GNR 187, GG 23119 of 15 February 2002). For ease of reference the form is reproduced as Schedule 1 to this manual;

The request must be submitted to the information officer of STATS SA, together with any applicable request fee, at the address, fax number or electronic mail address below:

The Information Officer: Mr Pali J Lehohla

Private Bag x 441

Pretoria

0001

Deputy Information Officer: Annette Myburgh

Tel: (012) 310 8075/8101

Fax: (012) 321 7343

E-mail: pali@statssa.gov.za

Postal address:

Private Bag X44

PRETORIA

0001

Street address:

De Bruyn Park Building

170 Andries Street

PRETORIA

8.2 The request form must provide sufficient particulars to enable STATS SA to identify both the requester; and the record or records requested

8.2.1 indicate the form of access requested;

8.2.2 specify the postal address or fax number of the requester in the Republic of South Africa;

- 8.2.3 identify the right the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right;
- 8.2.4 if, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be so informed; and
- 8.2.5 if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of STATS SA.

8.3 The Statistician General is the Information Officer of STATS SA.

9 **Request and access fees**

A requester is required to pay the applicable request and access fees contemplated in sections 52 and 54 of the Information Act and as prescribed in items 2, 3, and 4 of Part III of Annexure A to the Regulations regarding the Promotion of Access to Information (GNR 187, GG 23119 of 15 February 2002). For ease of reference, the prescribed request and access fees are set out in Schedule 2 to this manual.

STATS SA may withhold access to any record requested until the requester has paid the applicable fee.

10 **Description of subjects on which statistics SA holds records and categories of records held on each programme**

10.1 Programme – 1: Administration

Departmental Management: drives the strategic direction for the department, monitors organisational performance, builds project management capabilities and provides management expertise to priority projects.

Corporate Services: provides support to the department by coordinating internal policy development and reviews; facilitate organisational risk, promote fraud prevention, provide legal support, human resource services, reliable and cost effective fleet and travel services and providing conducive working environment compliant with applicable legislation.

Financial administration: provides financial, procurement and asset management.

Internal Audit: provides internal audit services to the department.

National Statistical System: aims to expand the domain of statistical production and increase the supply of official statistics by addressing the information, quality and skills gap in statistical production.

10.2 Programme – 2: Economic Statistics

Short-term Indicators: provides information on turnover and volumes in various economic sectors on a monthly and quarterly basis.

Large Sample Surveys: provides information on turnover and volumes in various economic sectors periodically.

Producer Price Index and Employment Statistics: provides information on the producer price index and on employment levels in the formal non-agricultural sector.

Consumer Price Index: provides information on the level of inflation by producing various consumer price indices.

Financial Statistics: tracks public sector spending and the financial performance of private sector organisations.

National Accounts: produces GDP data and other integrative statistical products.

National Accounts Research: integrates and analyses information from various data sources; monthly statistical releases on the consumer price index, covering approximately 400 products; and monthly statistical releases on the producer price index, covering approximately 1 600 products.

10.3 Programme 3: Population and Social Statistics Management

Census Input and Output: publishes population statistics collected through the population census.

Health and Vital Statistics: publishes statistics on births, deaths, marriages, divorces, tourism and migration, based on administrative records.

Social Analysis: provides information on living conditions and tourism through the general household and tourism surveys.

Demographic and Social Analysis: collates and analyses data from census, survey and administrative data, generates a knowledge base on social and population themes, and compiles mid-year population estimates.

Surveys Monitoring and Evaluation: monitors and assures the quality of field operations of household surveys and censuses.

Household Labour Market Survey: provides information on labour market trends in South Africa through the labour force survey.

Household Budget Survey: provides information on poverty levels, and income and expenditure trends.

10.4 Programme 4: Methodology and Standards Management

Methodology and Audit: provides technical expertise on methodologies and technical solutions for producing official statistics and conducts reviews of surveys.

Survey Standards: develops standards, classifications and definitions for publishing official statistics.

Business Frames: maintains and improves the sampling frame for economic statistics.

Programme 5: Statistical Support and Informatics Management.

Geography Services: provides a mapping and information service to the department and other users.

Geography Frames: provides a sampling frame for household surveys and censuses.

Publication Services: provides editing, publishing and distribution services to survey areas.

Data Management and Technology: provides technology infrastructure for the department and supports data management across statistical series.

10.5 Programme 6: Corporate Relations Management

International Relations: manages relations with international statistical agencies.

Provincial Coordination: provides provincial capacity to support the collection and use of official statistics.

Stakeholder Relations and Marketing: maintains relations with stakeholders across the country.

Corporate Communications: manages media relations and communication to staff.

10.6 Programme 7: Survey Operations Management

Census and Community Survey Operations: conducts periodic population censuses and surveys.

Survey Operations Household: coordinates and integrates collection activities across surveys.

Corporate Data Processing: manages the editing and processing of data.

11 Records

STATS SA hold records in general subjects and categories, including the following:

- 11.1 Institutional records
- 11.2 Internal policies and procedures
- 11.3 Codes of conduct
- 11.4 Commercial contracts with third parties
- 11.5 Memoranda of understanding with other statutory bodies
- 11.6 Records relating to census
- 11.7 Statistical Publication
- 11.8 Records relating to populations statistics
- 11.9 Records relating to key indicators
- 11.10 Research reports, publications and newsletters
- 11.11 Pricing policy
- 11.12 Financial records
 - 11.12.1 General accounting records
 - 11.12.2 Annual budgets

- 11.12.3 Annual financial reports
- 11.12.4 Annual financial statements
- 11.12.5 Asset registers
- 11.12.6 Income tax records
- 11.12.7 Internal financial policies and procedures

11.13 Human resource records

- 11.13.1 Staff employment contracts
- 11.13.2 Internal policies and procedures
- 11.13.3 Medical aid records
- 11.13.4 Personnel records

11.14 Statutory records

As a statutory body and an employer, STATS SA holds records required by a range of laws, including records required or provided for by the following laws:

- 11.14.1 Income Tax Act 58 of 1962
- 11.14.2 Value Added Tax Act 89 of 1991
- 11.14.3 Labour Relations act 66 of 1995
- 11.14.4 Basic Conditions of Employment act 75 of 1997

- 11.14.5 Employment Equity Act 55 of 1998
- 11.14.6 Compensation for Occupational Injuries and Diseases Act 130 of 1993; and
- 11.14.7 Public Finance Management Act 1 of 1999

11.15 Methodology and Evaluation division

- 11.15.1 Sample maintenance manual for Economic Statistics
- 11.15.2 Sampling methodology for Economic Statistics
- 11.15.3 Imputation Manual for Economic Statistics Surveys
- 11.15.4 Methodological note: Seasonal adjustment of Retail Trade
- 11.15.5 Sales series March 2010 to February 2011
- 11.15.6 Final Sample Innovation Survey 2007
- 11.15.7 Division: Methodology and Evaluation
- 11.15.8 Strategic plan (2010/11 – 2012/13)
- 11.15.9 Tactical plan for Census 2011 PES
- 11.15.10 Project charter for PES Test
- 11.15.11 Project charter for PES Test
- 11.15.12 Project charter for Census 2011 Dress Rehearsal PES

- 11.15.13 Operational plan for PES Test
- 11.15.14 Operational plan for Census 2011 Dress
- 11.15.15 Rehearsal PES
- 11.15.16 Census 2011 PES communication plan
- 11.15.17 Census 2011 PES document management plan
- 11.15.18 Sampling document for PES Test
- 11.15.19 Sampling document for Census 2011 Dress Rehearsal PES
- 11.15.20 Census 2011 PES Test questionnaire
- 11.15.21 Census 2011 Dress Rehearsal PES questionnaire
- 11.15.22 Fieldworker manual
- 11.15.23 Fieldwork Supervisor manual
- 11.15.24 Fieldwork Co-ordinator manual
- 11.15.25 Manual matching guidelines
- 11.15.26 Reconciliation visits manual
- 11.15.27 Manual matching form
- 11.15.28 Reconciliation visit form
- 11.15.29 Quality assurance forms for fieldwork

- 11.15.30 User requirements specifications document for capturing for Census 2011 PES
- 11.15.31 User requirements specifications document for Census 2011 PES computer-assisted manual matching
- 11.15.32 User requirements specifications document for Census 2011
- 11.15.33 Quality Assurance manual
- 11.15.34 Census 2011 PES Test analysis report
- 11.15.35 Census 2011 PES Test matching report
- 11.15.36 Census 2011 PES Test matching report
- 11.15.37 Census 2011 PES Test fieldwork report
- 11.15.38 Census 2011 PES Test quality assurance report
- 11.15.39 Census 2011 PES Test overall report
- 11.15.40 Change Control Procedure
- 11.15.41 Database Request Procedure
- 11.15.42 Request Logging Procedure
- 11.15.43 Development Procedure
- 11.15.44 System Development Life Cycle

- 11.15.45 Data Import Procedure
- 11.15.46 Classifications for household surveys
- 11.15.47 Policy on Classifications
- 11.15.48 Standard Industrial Classification V5
- 11.15.49 Concept and Definitions for Statistics South Africa 2007
- 11.15.50 Concept and Definitions for Statistics South Africa 2008
- 11.15.51 Concept and Definitions for Statistics South Africa 2009
- 11.15.52 Data Quality policy 001: Policy on informing users on data quality Feb 2006
- 11.15.53 Generic Operational Manual for Social and Population Surveys 2010
- 11.15.54 Generic Operational Manual for Economic Statistics
- 11.15.55 Policy on the Concepts and Definitions Registry June 2007
- 11.15.56 Policy on policies March 2008
- 11.15.57 Questionnaire design standard for economic surveys
- 11.15.58 Questionnaire design standard for household surveys
- 11.15.59 Standards development cycle

- 11.15.60 South African Statistical Quality Assessment Framework (SASQAF)
edition 1
- 11.15.61 South African Statistical Quality Assessment Framework (SASQAF)
edition 2
- 11.15.62 South African Statistical Quality Assessment Framework (SASQAF)
- 11.15.63 Operational standards and guidelines
- 11.15.64 Division: Standards strategic plan (2010/11 – 2012/13)

12 Records automatically available to the public

As required by section 15 of the Information Act the following documents held by Stats SA are automatically available to the public and may be downloaded from the website or can be obtained from Stats SA's library and the following libraries:

- National library of South Africa, Pretoria Division
- National library of South Africa, Cape Town Division
- Library Of Parliament , Cape Town
- Bloemfontein Public Library
- Natal Society Library, Pietermaritzburg
- Johannesburg Public Library
- Eastern Cape Library Services, King Williamstown

- Central Regional Library; Polokwane
- Central Regional Library; Nelspruit
- Central Reference Collection, Kimberly
- Central Reference Library, Mmabatho

13 Reservation of rights

13.1 STATS SA may refuse an application for access to a record -

13.1.1 if the request does not comply with the procedural requirements of the Promotion of Access to Information Act;

13.1.2 on any ground contemplated in Chapter 4 of Part 3 of the Act; or

13.1.3 for any other lawful reason.

14 Human Rights Commission Guide on how to use the Promotion of Access to Information Act 2 of 2000

14.1 The Human Rights Commission has, in terms of section 10 of the Promotion of Access of Information Act, compiled a guide on how to use that Act. The guide contains information that will assist any person wishing to exercise a right contemplated by the Act and is available in all of the official languages.

14.2 The guide is available for inspection inter alia at the offices of the Human Rights Commission and on its website at www.sahrc.org.za.

15 Arrangements for public participation

15.1 The public participate in the affairs of STATS SA through their nomination of the members of STATS SA Council.

15.2 Remedies available in respect of non-compliance by STATS SA :

15.2.1 Any requester or affected third party, who is aggrieved by a decision of STATS SA 's information officer to refuse or grant access to a record of STATS SA, may within 15 days of receiving notice of the decision, appeal to the Executive Authority against the decision of the Information Officer .

15.2.2 An appeal must –

- (i) be in writing;
- (ii) be addressed to the Executive Authority of STATS SA ; and
- (iii) set out the grounds for the appeal.

15.2.3 Any requester or affected third party who is aggrieved by a decision of the Executive Authority on appeal, may approach the relevant court for appropriate relief

STATS SA Schedule 1

PRESCRIBED FORM FOR ACCESS TO INFORMATION

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

FOR STATS SA USE

Reference number: _____

Request received by _____
(state rank, name and surname of information officer/deputy information officer) on _____
(date) at _____ (place).

Request fee (if any): R

Deposit (if any): R

Access fee: R

SIGNATURE OF INFORMATION
OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of public body

The Information Officer / Deputy Information Officer:

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
(b) The address and/or fax number in the Republic to which the information is to be sent, must be given.

(e) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____ Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

(This section must be completed ONLY if a request for information is made on behalf of another person)

Full names and surname: _____

Identity number: _____

D. Particulars of record

(a) Provide full particulars of the record to which access is requested, including the reference number of that is known to you, to enable the record to be located

(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios**

Description of record or relevant part of the record: _____

Reference number, if available: _____

Any further particulars of record: _____

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid
- (b) You will be notified of the amount required to be paid as the request fee
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption

Reason for exemption from payment of fees: _____

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record / the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability: _____ _____ _____ _____	Form in which record is required: _____ _____ _____ _____
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mark the appropriate box with an X

Notes:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available
- (b) Access in the form requested may be refused in certain circumstances. In such cases you will be informed if access will be granted in another form
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

If the record is in written or printed form:			
<input type="checkbox"/> copy of record*	<input type="checkbox"/> inspection of record		
If record consists of virtual images: (this includes photographs, slides, video recordings, computer-generated images, sketch SAs, etc)			
<input type="checkbox"/> view the images	<input type="checkbox"/> copy the images*	<input type="checkbox"/> transcription of the images*	
If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/> listen to the soundtrack (audio cassette)	<input type="checkbox"/> transcription of soundtrack* (written or printed document)		
If the record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/> printed copy of record*	<input type="checkbox"/> printed copy of information derived from the record*	<input type="checkbox"/> copy in computer readable form* (stiffy or compact disc)	
Note that if the record is not available in the language you prefer, access may be granted in the			

language in which the record is available

In which language would you prefer the record: _____

G. Notice of decision of regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at this day of 20.....

Signature of requester / person
on whose behalf request is made

STATS SA Schedule 2

PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY 2002

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0.60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0.40
(c) For a copy in a computer-readable form on -	
(i) stifty disc	5.00
(ii) compact disc	40.00
(d) (i) For a transcription of visual images or an A4-size page or part thereof	22.00
(ii) For a copy of visual images	60.00
(e) (i) For a transcription of an audio record or an A4-size page or part thereof	12.00
(ii) For a copy of an audio record	17.00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00.

4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0.60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form readable form	0.40

- (c) For a copy in a computer-readable form on -
 - (i) stiffy disc 5.00
 - (ii) compact disc 40.00

- (d) (i) For a transcription of visual images or an A4-size page or part thereof 22.00
 - (ii) For a copy of visual images 60.00

- (e) (i) For a transcription of an audio record or an A4-size page or part thereof 12.00
 - (ii) For a copy of an audio record 17.00

- (f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.

5. For purposes of section 22(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

6. The actual postage is payable when a copy of a record must be posted to a requester.