



**sport & recreation**

Department:  
Sport and Recreation South Africa  
**REPUBLIC OF SOUTH AFRICA**

**MANUAL FOR SPORT AND RECREATION SOUTH AFRICA  
(SRSA) in terms of Section 14 of the Promotion of Access to  
Information Act, 2000 (Act No. 2 of 2000)**

**APPROVED BY**

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**MR A. MOEMI  
DIRECTOR-GENERAL  
SPORT AND RECREATION SA  
DATE:**

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## 1. FUNCTIONS OF SPORT AND RECREATION SOUTH AFRICA (SRSA)

The aim of Sport and Recreation South Africa is to improve the quality of life of all South Africans by promoting participation in sport and recreation in the country, and through the participation of South African sportspersons and teams in international sporting events. The work of SRSA supports the Ministry in executing its political mandate to oversee the development and management of sport and recreation in South Africa.

### 1.1 Strategic Outcome Oriented goals of SRSA are:

#### a.

Strategic goal 1

#### **Citizens access sport and recreation activities**

Goal statement

Citizens access sport and recreation activities such that there is an increase of 10% in sport and recreation participation of citizens in selected activities by 2020.

Strategic Objectives

- Active recreation programmes implemented.
- Sports participation opportunities provided to communities.
- School sport programmes supported.
- Provincial sports development programmes supported.
- Access to sport and recreation facilities optimised.
- Technical and management support provided

#### b.

Strategic goal 2

#### **Sport and recreation sector adequately transformed**

Goal statement

Foster transformation within the sport and recreation sector such that selected National Federations achieve their transformation commitments by 2020.

Strategic Objectives

- Active recreation programmes implemented.
- Sports participation opportunities provided to communities.
- School sport programmes supported.
- Provincial sports development programmes supported.
- Transformation of South African Sport adequately addressed. (Revised)
- Access to sport and recreation facilities optimised.
- Technical and management support provided.

#### c.

Strategic goal 3

#### **Athletes achieve international success**

Goal statement

Athletes and teams achieve success at international events as a result of them being supported by high-performance interventions. Success is qualified as an improvement in South Africa's performance at selected multi-coded events; or an improvement and/or maintenance of world rankings in selected sports codes by 2020

Strategic Objectives

- Scientific support services coordinated for athletes.
- Major events supported.
- Sports Tourism to South Africa promoted.
- Achievements in the sport and recreation sector acknowledged.

**d.**

Strategic goal 4 **Enabling mechanisms to support sport and recreation**

Goal statement An integrated system of enablers (i.e.: facilities; sports confederations; an academy system; a sports house; a sports information centre; beneficial international relations and supportive sports broadcasting and sponsorships) established and fully operational by 2020.

Strategic Objectives

- Provincial sports development programmes supported
- Good governance supported
- Sport and recreation bodies supported
- Strategic bilateral relations managed and strengthened
- Participation in strategic multilateral relations managed
- Access to sport and recreation facilities optimised.
- Technical and management support provided.

**e.**

Strategic goal 5 **Sport used as a tool to support relevant government and global priorities**

Goal statement 5% increase by 2020 in the perception of sport being recognised by the South African population as contributing to nation building.  
Sport used as a tool to contribute to a minimum of four global priorities by 2020

Strategic Objectives

- Strategic leadership, management and support services provided.
- Government responsibility towards anti-doping supported

**f.**

Strategic goal 6 **An efficient and effective organisation**

Goal statement Implement internal processes to ensure that SRSA annually receives an unqualified audit report and an MPAT rating of 4 within 5 years

Strategic Objectives

Strategic leadership, management and support services provided.

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## 1.2 Key Performance Areas

The aim of the department is to maximise access, development and excellence at all levels of participation in sport and recreation to promote physical well-being, foster social cohesion, nation building, and the quality of life of all South Africans. In order to achieve this, the Department is structured according to the following five programmes:

### **Programme 1: Administration**

Manage the Department and provide overall strategic and administrative support services.

### **Programme 2: Active Nation**

Support the provision of mass participation opportunities in sport and recreation.

### **Programme 3: Winning Nation**

Support the development of elite athletes.

### **Programme 4: Sport Support**

Develop and maintain an integrated support system to enhance the delivery of sport and recreation.

### **Programme 5: Infrastructure Support**

Regulate and manage the provision of sport and recreation facilities.

## 1.3 Mission Statement

SRSA's vision and mission are as follows:

- a) **Vision:** An active and winning nation.
  
- b) **Mission:** To transform the delivery of sport and recreation by ensuring equitable access, development and excellence at all levels of participation and to harness the socio-economic contributions that can create a better life for all South Africans.

## 1.4 Values:

SRSA's work is informed by the following values

- **Accountability:** Taking responsibility for actions and decisions.
- **Batho Pele:** Putting people first.
- **Dedication:** Going beyond the call of duty and committing to service excellence.
- **Innovation:** Finding creative solutions.
- **Integrity:** Doing the right things even when not watched
- **Transparency:** Being open to scrutiny
- **Teamwork:** Demonstrating inclusivity in delivery.

## 1.5 Slogan

“For the Active You”

[Sport and Recreation South Africa - For the Active You]

## 1.6 Associates' Framework:

The Associates Framework of the Department is divided into beneficiaries; partners; stakeholders and service providers. In summary, the associates of the Department include the recognised Sports Confederation and other local and international sport and recreation bodies; SRSA public bodies: Boxing South Africa (BSA) and South African Institute for Drug-Free Sport (SAIDS); Local Sports Councils; Non-Governmental Organisations (e.g. SCORE, Sports Trust, Sports Heroes, LoveLife); SETAs; SAQA; Tertiary Institutions (USSA); Provincial Academies; Private Sector; Nation of South Africa; International and Continental Organisations; Parliament; Government Departments (National & Provincial); SRSA personnel; Athletes; International governments, NGOs and public entities; High Performance Centres; Sponsors; Local Authorities and the Media.

## 2. STRUCTURE OF SRSA

### 2.1 Background

At a political level, SRSA is headed by a Minister, (Mr **Thembelani Thulas Nxesi Fikile Mbalula**), and a Deputy Minister, (Mr Gert C. Oosthuizen) while administratively, it is headed by the Director-General, Mr Alec Moemi. Mr Moemi is deputized by the Chief Operations Officer (COO), Ms Sumayya Khan.

- The current SRSA came to being after the merging of the South African Sports Commission and the Department of Sport and Recreation. While at provincial level the sport and recreation departments are also responsible for arts and culture, at national level, it is not the case. SRSA and Department of Arts and Culture are different Government entities each with its own policies, management structures, and staff.
- The organisational structure of SRSA is designed around its strategic objectives and consequently its performance areas. A new structure has been designed to support the Sport & Recreation Plan. The structure is being implemented in phases.
- Apart from SRSA, there are two institutions reporting to the Minister for Sport and Recreation in South Africa, namely: Boxing South Africa (BSA) and South African Institute for Drug-Free Sport (SAIDS).
- BSA was established in terms of the South African Boxing Act, 2001 (Act No. 11 of 2001) to control and regulate boxing in the Republic (promote boxing and to protect the interests of boxers and officials. It considers applications for licenses from all stakeholders in professional boxing,

sanctioning fights, implementing the relevant regulations, and training boxers, promoters, ring officials, managers and trainers).

- SAIDS was established in terms of the South African Institute for Drug Free Sport Act, 1997 (Act No. 14 of 1997). Its main function is to promote participation in sport, free from the use of prohibited performance-enhancing substances, and to educate sportspersons on the harmful effects of doping. It also counteracts doping in sport; to ensure fair play and ethics in sport; as well as to protect the health/well-being of sports persons.
- The schematic structure of SRSA is attached as Annexure “A”

### **3. CONTACT DETAILS OF INFORMATION OFFICER AND DEPUTIES**

3.1 The Director-General of SRSA, Mr Alec Moemi, is the **Information Officer** in terms of the Promotion of Access to Information Act. His contact details are as follows: [DG@srsa.gov.za](mailto:DG@srsa.gov.za), Tel (012) 304-5249/8 or [kgabo@srsa.gov.za](mailto:kgabo@srsa.gov.za)

3.2 The **Deputy Information Officer** is Mr Manase Makwela, Director: Strategic Management, Monitoring and Evaluation, [manase@srsa.gov.za](mailto:manase@srsa.gov.za), Tel (012) 304-5017.

#### **3.3 General Information:**

##### **a) Postal address:**

Private Bag X896  
PRETORIA  
0001  
Republic of South Africa

##### **b) Street address:**

Regent Place Building  
66 Queen Street  
PRETORIA  
(The address is between Thabo Sehume and Lilian Ngoyi Streets, with vehicle entrance at corner of Thabo Sehume and Helen Joseph Street).

**c) Fax:** (012) 323-8440

**d) Website:** [www.srsa.gov.za](http://www.srsa.gov.za)

**e) Telephone:** (012) 304-5000.

## 4. GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT

4.1 The guide on how to use the Promotion of Access to Information Act, 2000, is available from the South African Human Rights Commission. Queries can be sent to:

### South African Human Rights Commission: PAIA Unit The Research and Documentation Department

**a) Postal address:**

Private Bag x2700  
Houghton 2041

**b) Telephone:** 011-484 8300

**c) Fax:** 011 484 1360

**d) Website:** [www.sahrc.org.za](http://www.sahrc.org.za)

**e) E-mail:** PAIA@sahrc.org.za

## 5. ACCESS TO RECORDS

### 5.1 DESCRIPTION OF THE SUBJECTS ON WHICH SRSA HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT

For purposes of facilitating a request in terms of the Act, a description of the subjects on which SRSA holds records and the categories of records held on each subject are as follows:

#### 5.1.1 CORPORATE SERVICES

**a) Marketing & Communication:**

Matters relating to internal and external Publications such as newsletters, magazines and Annual Report of SRSA; Speeches and Messages of support; Media reports on Sport and Recreation; SRSA sport promotion mascots; matters of corporate identity; as well as information on Marketing Advertisements (excluding human resource-related advertisements). Matters relating to the Department's satisfaction surveys; language use and the reception/frontline services at SRSA office/s can also be sourced from this Unit.

**b) Information Technology**

Information relating to Information Communication Technology Infrastructure [computer network, provision of computer and related

equipment and software], provision of Business Solutions in the form of computer systems, and Policies.

**c) Human Resource Management and Development:**

Matters relating to special programmes directed at staff; Human Resource policy and planning; Organisational Structure; Human Resource Development (including training); Performance Management; Recruitment of staff, and Managing Conditions of Service of staff.

**d) Labour Relations**

Information relating to Labour Relations of staff; Disciplinary Cases; Disputes; Grievances and Policies.

**e) Legal Services**

Information relating to legal services in terms of litigation and advice, legislation and contracts, as well as policies.

**f) Supply Chain Management**

Information relating to Property Services (management of the building); Security Services; General Maintenance; and Logistics (transport; messenger/driver services), procurement of goods and appointment of related service providers, as well as Policies.

**5.1.2 FINANCIAL MANAGEMENT:**

- a) Information relating to Expenditure management; Bookkeeping; Budgeting and Reporting, such as MTEF Submissions and Financial statements as well as policies.
- b) Information relating to Supply Chain Policy (planning and acquisition); Asset Management; and Supply Chain administration. In simple terms, this is information relating to registration of suppliers; bid documents; and issuing of order numbers. The information also includes Procurement Policies; Departmental Asset Register; Tender documents received from the suppliers, after the tender has been awarded; and Contracts with suppliers.

**5.1.3 STRATEGIC SUPPORT**

Information relating to Strategic Management (including planning documents), and Monitoring and Evaluation of performance against planned SRSA targets programmes, as well as SRSA performance information reports (such as the Annual Report).

**5.1.4 INTERNAL AUDIT**

Information relating to Internal Audit and risk management.

**5.1.5 MINISTRY**

Information relating to Ministry outreach programmes, media activities and trips that were undertaken.

#### **5.1.6 MANAGEMENT**

Information on Task teams management; internal audit and risk management; as well as corporate executive support.

#### **5.1.7 OFFICE ACCOMMODATION**

Information relating to securing of adequate offices for SRSA.

#### **5.18 ACTIVE RECREATION**

Information relating to the campaigns and programmes that increase participation leading to life-long wellness/healthy living; The Ministerial Advisory Committee on Recreation (MACRe) that assists SRSA to actualise the essence of recreation strategy; Information on projects such as the National Youth Camp, **Cycle for Life**, **67 Minutes for Nelson Mandela**; **Move for Health**; and the Big Walk.

#### **5.19 COMMUNITY SPORT**

Information on sport and recreation club structure; Modified sport; **the national sport volunteer corps programme**; Indigenous Games; **the Takuma mascot**; “sports bus”; Sport for Social Change and Development programmes; rural sport improvement programme; Andrew Mlangeni golf development day and Chapter; the Nelson Mandela Sports and Culture Day.

#### **5.1.10 SCHOOL SPORT**

Information on **the school leagues and the SA** participation in the School Sport Programme and the related Schools National Championships. **as well as the promotional Shingo mascot.**

#### **5.1.11 PROVINCIAL SPORT SUPPORT AND COORDINATION**

Information on the DORA Grant Framework and the sport-related projects engaged in partnership with traditional leaders.

#### **5.1.12 SCIENTIFIC SUPPORT**

Information on the Ministerial Sport Bursary Programme; **sport** academy system; talent identification; **the Post Graduate Development Programme (PDP)**; SA Sport & Recreation conference (SASReCON); and support provided to the South African Institute for Drug-Free Sport (SAIDS); **as well as the ThinkSport journal.** The Unit also handles information relating to **sport focus schools and scientific support to emerging and elite athletes.**

#### **5.1.13 MAJOR EVENTS SUPPORT**

Information on the government support provided to major events hosted by South Africa; **as well as requirements for bidding and hosting of major international sport and recreation events.**

#### **5.1.14 RECOGNITION SYSTEMS**

Information on the Sports Awards; the Andrew Mlangeni Green Jacket programme; Ministerial Outstanding Sports Performance Accolades Programme; and the support to Women in Sport; as well as the Regional Sports Awards. **the 100 most exceptional and influential athletes, coaches, administrators and technical officials (as profiled in the Little Green Book); as well as the research and documentation of the history of sport in the country.**

#### **5.1.15 SPORT AND RECREATION SERVICE PROVIDERS**

The Recognised Sport Bodies Grant Framework and related support including funding of sport and recreation bodies; information on priority federations for school sport; federations to receive intensive support for a particular year; **the support provided to the National Basketball League (NBL)**; provision of financial and institutional support to Boxing South Africa (BSA) and SA Institute of Drug-Free Sport, as a public entities; as well as status on transformation **in selected sport and recreation bodies.**

#### **5.1.16 RESEARCH AND EVALUATION**

Information on issues pertaining to research and evaluation, such as evaluation plans and results of research/evaluation projects.

#### **5.1.17 INTERNATIONAL RELATIONS**

The international relations strategy and information on bilateral exchanges, multi-lateral engagements, as well as South Africa's participation in the African Union Sports Council Sport Development Region Five, formerly the Supreme Council of Sport in Africa (SCSA) Zone Six.

#### **5.1.18 SPORT AND RECREATION FACILITY PLANNING**

Information relating to grading and classification of facilities; as well as the count and audit of sport and recreation facilities. **the Andrew Mlangeni community golf course development programme; development and/or refurbishment of children's play parks.**

#### **5.1.19 SPORT AND RECREATION FACILITY MANAGEMENT**

Information relating to delivery of community gyms; children's play parks; and other related facilities; as well as the Andrew Mlangeni Golf Development Programme.

**technical assistance to local authorities and other relevant stakeholders to ensure compliance with national standards in their construction and management of sport as well as reports on maintenance and usage of the 2010 FIFA World Cup.**

### **5.2 VOLUNTARY DISCLOSURE AND RECORDS AUTOMATICALLY AVAILABLE**

5.2.1 In terms of section 15(2) of the above-mentioned Act, the Minister of Sport and Recreation gave notice in Government Gazette, [Number 40229, of 26 August 2016](#), of a description of:

- (a) the categories of records of SRSA that are automatically available without a person having to request access in terms of this Act, including such categories available –
  - (i) for inspection in terms of legislation other than this Act;
  - (ii) from the body free of charge; and
- (b) how to obtain access to such records.

This List of Records has been placed on SRSA website, [www.srsa.gov.za](http://www.srsa.gov.za).

5.2.2 It should be noted that documents that originate from Public Bodies reporting to the Minister; Federations; and Provincial Departments responsible for sport and recreation are available from respective organizations / institutions and not SRSA. However, in cases where such documents have been incorporated into an SRSA document that has been made public, the information pertaining to such documents will be available in the form of SRSA report/document. In addition, publications are easily obtainable from Directorate: Marketing & Communication through Ms Tersia Grobler, at [tersia@srsa.gov.za](mailto:tersia@srsa.gov.za), or Tel. (012) 304-5016. Further details on easily accessible documents are contained in the Section 15 List of Records referred to above.

### **5.3 REQUEST PROCEDURE**

#### **5.3.1 When is a request granted or refused:**

A requester must be given access to a record of a public body if the requester complies with the following –

- a) the requester complies with all the procedural requirements in the Act relating to the request for access to that record; and
- b) access to that record is not refused on any ground of refusal mentioned in the Act.

#### **5.3.2 How does one request access to a record:**

- a) A requester must use the form (Form A) that was published in Government Gazette (Government Notice R187 of 15 February 2002).
- b) The requester must also indicate if the requester wants a copy of the record or if the requester wants to come in and look at the record at the offices of the public body (SRSA). Alternatively, if the record is not a paper document, it can then be viewed in the requested form, where possible.

- c) If a person asks for access in a particular form (e.g. a paper copy, electronic copy, and so forth) then the requester should get access in that form, unless doing so would interfere unreasonably with the running of the public body concerned (SRSA), or damage the record, or infringe a copyright not owned by the state. If for practical reasons access cannot be given in the required form but in another form, then the fee must be calculated according to the way that the requester first asked for it.
- d) If, in addition to a written reply to their request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated.
- e) If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made must be indicated.
- f) If a requester is unable to read or write, or has a disability, then the request for the record can be made orally. The information officer must then fill in the form on behalf of such a requester and give them a copy of the completed form.

### **5.3.3 Fees payable**

There are two types of fees required to be paid in terms of the Act, namely; the request fee and the access fee (for notification of the decision regarding granting of access).

- a) A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester must pay the request fee of R35 (payable to public bodies).
- b) The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed request fee (if any) and deposit (if any) before further processing the request.
- c) The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.
- d) After the Information Officer has made a decision on the request, the requester must be notified of such a decision in the way in which the requester wanted to be notified.
- e) If the request is granted then a further access fee must be paid for the reproduction and for search and preparation for any time required in excess of stipulated hours to search and prepare the record for disclosure.
- f) Access to a record will be withheld until the requester has paid all the applicable fees.

- g) The only fee payable (if any) for access to a record included in clause 4 of a notice in terms of section 15(2) of the Act, is a prescribed fee for reproduction.

## **6. SERVICES AVAILABLE TO THE PUBLIC AND HOW TO ACCESS THEM**

### **6.1 Services**

**The services of the Department are as per item 5.1 of this Manual**

- a) The clients of SRSA have direct link with the Department. However, it is advisable that Departments responsible for sport and recreation at provincial level be contacted for province-specific enquiries and services. These provincial Departments work closely and in a coordinated manner with SRSA.
- b) The services of SRSA such as mass participation in sport at community and school level; development and resourcing of sport clubs; and provision of technical advice on provision of facilities for sport and recreation can be accessed through the provincial Departments responsible for sport and recreation. It should however be mentioned that the provision of facilities itself, is the responsibility of municipalities. SRSA contributes to this programme through the Municipal Infrastructure Grant that is being managed by municipalities themselves.
- c) However, certain information about SRSA, for example, its products such as reports and other publications, can be obtained from the Marketing & Communication Chief Directorate through official/s listed under item '6.2' below. The public also have access to SRSA website, [www.srsa.gov.za](http://www.srsa.gov.za).

### **6.2 How to gain access to services**

Clients of SRSA can gain access to its services by making requests to:

#### **6.2.1 The Director-General: Sport and Recreation South Africa**

**a) Postal address:**

Private Bag X896  
PRETORIA, 0001  
Republic of South Africa

**b) Street address:**

Regent Place  
66 Queen Street  
PRETORIA

(This is between Thabo Sehume and Lilian Ngoyi Streets, with vehicle entrance at corner of Thabo Sehume and Helen Joseph Street)

6.2.2 For general enquiries, you may call the switchboard at (012) 304-5000; or contact Tersia at:

a) Telephone: (012) 304-5016

b) E-mail: [tersia@srsa.gov.za](mailto:tersia@srsa.gov.za)

c) Fax: (012) 323-7872

d) Website: [www.srsa.gov.za](http://www.srsa.gov.za)

## **7. ARRANGEMENT ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF DUTIES**

### **7.1 Informing Policy and Legislation**

- a) Through its mass participation programme, SRSA interacts directly with communities enabling them to raise concerns and suggestions on how they want sport and recreation in South Africa to be run. Their input informs the way the Department structures its policies.
- b) The mass participation programme is intended to encourage more South Africans to participate regularly in sport or recreation activities at school and/or community level.
- c) The Department also has a direct line to Federations and other sporting organizations, sport research bodies, and institutions of higher learning, whose input is considered for policy making.
- d) In partnership with the Sport and Recreation Portfolio Committee, the Department also interacts directly with communities to listen to their opinions on draft legislation.
- e) The Minister and Deputy Minister also participate in outreach programmes and Citizens Engagement Programmes.
- f) Volunteers & Interns participating in SRSA programmes give inputs into programmes and policies through meetings and reports.
- g) Hearings and workshops
- h) Although attendance to some of the forums are per invitation only, the general public may attend and make representations at SRSA's hearings and workshops.

## **8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURES TO ACT**

The following procedures exist for persons to report or remedy alleged irregular, improper or unlawful official acts or omissions by SRSA or any of its employees.

### **8.1 Procedures for reporting or remedying**

- a) Remedies in respect of acts or failures to act in terms of the Promotion of Access to Information Act: The internal appeal authority for purposes of this Act is the Minister for Sport and Recreation (sections 74 – 77). After exhausting the internal appeal remedy, an application may be lodged with a court (sections 78 – 82).

- b) A public service employee may lodge a grievance or complaint for investigation by the Public Service Commission concerning an official act or omission (section 35 of the Public Service Act, 1994). Rules on how to lodge such a complaint / grievances were published in Government Gazette 23635 of 19 July 2002.
- c) A person may use labour remedies regarding official acts or omissions of a labour nature, namely disputes of rights (the Public Service Act, 1994, and Labour Relations Act, 1995);
- d) A person may lodge a complaint with a labour inspector concerning any alleged contravention of the Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997 - section 78(1)(a)), or the Employment Equity Act, 1998 (Act No. 55 of 1998 - section 34(e)).
- e) A person may lodge a complaint with the Public Protector concerning a suspected unlawful or improper official act or omission (the Constitution and the Public Protector Act, 1994 (Act No. 23 of 1994)).
- f) A person may lodge a complaint with the South African Human Rights Commission concerning an official act or omission that is suspected to constitute a violation of or threat to any fundamental right (Human Rights Commission Act, 1994 (Act No. 54 of 1994)).
- g) In order to be protected from reprisals because of a disclosure regarding unlawful or irregular conduct by an employer or a fellow employee, the person in question may follow the disclosure procedures in the Protected Disclosures Act, 2000 (Act No. 26 of 2000).
- h) The use of other legal remedies such as the institution of proceedings for the judicial review of an administrative action in terms of the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).

## **8.2 Other supportive remedies**

8.2.1 A person may request reasons for an administrative action in terms of the Promotion of Administrative Justice Act, 2000 (section 5).

8.2.2 A person may request access to records of a government department or other public body in terms of the Promotion of Access to Information Act, 2000 (section 11).

### **8.3 Duty to report**

8.3.1 A public service employee, in the course of his or her official duties, is obliged in terms of the Code of Conduct for public service employees to report to the appropriate authorities, fraud, corruption, nepotism, maladministration and any other act which constitutes an offence or which is prejudicial to the public interest. An employee, who fails to comply with this, is guilty of misconduct. (Regulation B.3 and C.4.10 of Chapter 2 of the Public Service Regulations, 2001).

8.3.2 The responsibility of every employer and employee to disclose criminal and any other irregular conduct in the workplace also underpins the Protected Disclosures Act, 2000 (Preamble).

## **9. UPDATING OF THE MANUAL AND NOTICE IN TERMS OF SECTION 15 OF THE ACT**

9.1 SRSA will, if necessary, update and publish its manual referred to in subsection (1) of Section 14, at intervals of not more than a year.

9.2 In line with the Act, every description in terms of section 15(1) shall be published or updated (whichever is applicable), by notice in the Gazette, on a periodic basis not less frequently than once each year. This publication/update shall be at the cost of the SRSA.

9.3 The Information Officer may delete any part of a record contemplated in section 15(1)(a) of the Act, which on a request for access, may or must be refused in terms of the Act.

9.4 In terms of section 15(5) of the Act, the provisions of section 11 (Right of access to records of public bodies) and any other provision in this Act related to the latter section, do not apply to any category of records included in a notice in terms of section 15(2) of the Act.

## **10. AVAILABILITY OF THE MANUAL**

This manual will in terms of regulation 4(a) of the Regulations regarding the Promotion of Access to Information (GN No. 1244 of 22 September 2003), published under section 92 of the Act, and made available in at least three of the official languages (English, IsiZulu, N. Sotho) in the following manner:

- a) submitted to the South African Human Rights Commission
- b) placed at every office of SRSA if SRSA gets accommodated in more than one office building; and at the reception of the current building housing offices of SRSA (Regent Place); and posted onto SRSA website, [www.srsa.gov.za](http://www.srsa.gov.za) . The manual will also be sent to the public institutions reporting to the Minister of Sport and Recreation.

***Sport & Recreation South Africa – For the Active You***

**FORM A**

**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)

[Regulation 6]

**FOR DEPARTMENTAL USE**

Reference number:

Request received by  
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**

- |  |
|--|
| <p>(a) <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>(b) <i>The address and/or fax number in the Republic to which the information is to be sent, must be given.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|--|

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**

<p><i>This section must be completed ONLY if a request for information is made on behalf of another person.</i></p>
---

Full names and surname:

Identity number:

**D. Particulars of record**

- |   |
|---|
| <p>(a) <i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.</i></p> <p>(b) <i>If the provided space is inadequate, please continue on a separate folio and attach it to this form.</i></p> <p><b>The requester must sign all the <i>additional</i> folios.</b></p> |
|---|

- 1 Description of record or relevant part of the record:
- 2 Reference number, if available:
- 3 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 in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

<u>Disability:</u>		Form in which record is required:			
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>					
1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. 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)		
4. If 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"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				
Note that <i>if</i> the record is not available in the language you prefer, access may <i>be granted</i> in the language in <i>which</i> the record is available.					
In which language would you prefer the record?					

**G. Notice of decision regarding request for access**

You will be notified 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 1 PERSON ON  
WHOSE BEHALF REQUEST IS MADE

**FORM B**

**NOTICE OF INTERNAL APPEAL**

(Section 75 of the Promotion of Access to Information Act 2000 (*Act No. 2 of 2000*))  
[Regulation 8]

STATE YOUR REFERENCE NUMBER:
---------------------------------

**A. Particulars of public body**

The Information Officer/Deputy Information Officer:

**B. Particulars of requester/third party who lodges the internal appeal**

(a) The <i>particulars of the person who lodge the internal appeal must be given below.</i>
(b) <i>Proof of the capacity in which appeal is lodged, if applicable, must be attached.</i>
(c) <i>If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.</i>

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which an internal appeal on behalf of another person is lodged:

**C. Particulars of requester**

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.
---

Full names and surname:

Identity number:

**D. The decision against which the internal appeal is lodged**

<i>Mark the decision against which the internal appeal is lodged with an X in the appropriate box:</i>	
<input type="checkbox"/>	Refusal of request for <i>access</i>
<input type="checkbox"/>	<i>Decision</i> regarding fees prescribed in terms of section 22 of the Act
<input type="checkbox"/>	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(l) of the Act

	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

**E. Grounds for appeal**

If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.

State the grounds on which the internal appeal is based:

State any other information that may be relevant in considering the appeal:

**F. Notice of decision on appeal**

You will be notified in writing of the decision on your internal appeal. *If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

State the manner:

Particulars of manner:

Signed at.....this .....day of ..... 20

SIGNATURE OF APPELLANT

**FOR DEPARTMENTAL USE:**

**OFFICIAL RECORD OF INTERNAL APPEAL**

Appeal received on

.....

..... (date) by (state rank, name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on (date) to the relevant authority.

**OUTCOME OF APPEAL:**

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER CONFIRMED/NEW  
DECISION SUBSTITUTED

NEW DECISION:

.....DATE  
RELEVANT AUTHORITY

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE  
RELEVANT AUTHORITY ON (date):