

SACAA Promotion of Access to Information



“SACAA fostering a culture of transparency and accountability through greater compliance”



WHAT IS THE PURPOSE OF THE ACT?

The purpose of the Promotion of Access to Information Act, 2000 (often referred to as “PAIA”) is to give effect to section 32 of the Constitution. Section 32 provides for “the right of access to information” and states that “everyone has the right of access to any information held by the State and to information held by another person that is required for the exercise or protection of any rights.”

The motivation for giving effect to the right of access to information is to foster a culture of transparency and accountability both in Public and Private Bodies; and to promote a society in which the people of South Africa have effective access to information, to enable them to more fully exercise and protect all their rights.



WHAT INFORMATION CAN I REQUEST AND HAVE ACCESS TO FROM SACAA?

Any information or records held by SACAA and necessary for the protection of a right in the Bill of Rights subject to any limitations in law. To have a sense of the kind of information you may request, please consult the PAIA Manual on the SACAA website.



WHAT INFORMATION MAY I BE REFUSED ACCESS TO BY SACAA?

The Act is not unlimited; therefore, your request may be refused in certain cases (*see, sections 7, 12 and Chapter 4 of PAIA*). For example, you may not be given information under the following circumstances:

- Information or records about another person or entity, subject to access on these records being approved by such third parties especially if information was given to SACAA on confidentiality, or privacy basis.
- If the record is requested for the purpose of criminal or civil proceedings, where the criminal or civil proceedings have commenced.



IS THERE A PRESCRIBED FEE PAYABLE IN ORDER FOR ME TO ACCESS ANY INFORMATION?

There is a R35.00 request fee, payable by every requestor, other than a personal requester. Kindly take note that the PAIA request will only be processed upon receipt of payment of the R35 request fee as prescribed by PAIA. Other fees are detailed on the request form.



HOW DO I ACCESS INFORMATION FROM SACAA?

A request for access to a record, must be made in the prescribed form which is available on the SACAA website. The form also details all applicable fees payable.

The Director of Civil Aviation is the Information Officer (IO) and has appointed the Company Secretary as the Deputy Information Officer (DIO) to assist in the administration of the PAIA.

The Deputy Information Officer must provide you with a decision (*either to provide or deny you access to the information or records*) within 30 days. The Deputy Information Officer may extend the period of 30 days by another period of 30 days, however only one extension is allowed.

Should the Deputy Information Officer not provide you with a decision within 30 days (*or within 60 days if there was an extension*) he or she is regarded as having refused your request (*deemed refusal*). In this case of a “deemed refusal” you have a right to appeal the decision as provided for in the PAIA Manual.



WHAT CAN I DO IF THE DEPUTY INFORMATION OFFICER REFUSES ME PERMISSION TO ACCESS THE INFORMATION I HAVE REQUESTED?

You have the right to appeal to the Information Officer. In order to lodge an appeal, you must complete the Notice of Internal Appeal prescribed form which is available on the SACAA website.

Please take note that there is no fee payable when you lodge an internal appeal