

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

NO. 4218

22 December 2023

**AMENDMENTS TO PRACTICAL GUIDELINES FOR EMPLOYEES IN TERMS OF SECTION 10(4)(a) OF THE PROTECTED DISCLOSURES ACT, 2000 (ACT NO. 26 OF 2000)**

Under section 10(4)(a) of the Protected Disclosures Act, 2000 (Act No. 26 of 2000), I, Ronald Ozzy Lamola, Minister of Justice and Correctional Services, after consultation with the Minister of Public Service and Administration, have issued amendments to the Practical Guidelines for Employees, as approved by Parliament in terms of section 10(4)(b) of the Act, in the Schedule.

**R. O. LAMOLA, MP****MINISTER OF JUSTICE AND CORRECTIONAL SERVICES**

## SCHEDULE

### Definitions

1. In this Schedule the Practical Guidelines means the Practical Guidelines for Employees in terms of section 10(4)(a) of the Protected Disclosures Act, 2000 (Act No. 26 of 2000), published in *Government Gazette* No. 34572 of 31 August 2011.

### Amendment of footnote 1 of the Practical Guidelines

2. Footnote 1 of the Practical Guidelines is hereby amended by the deletion of the expression "The provisions of the Act are reflected at the back of the guidelines."

### Amendment of paragraph 3 of *Part I* of the Practical Guidelines

3. The following subparagraph is hereby substituted for the subparagraph with the heading SPECIFIED PERSON OR BODY: (ROUTE 4) in paragraph 3 of *Part I* of the Practical Guidelines:

"SPECIFIED PERSON OR BODY: (ROUTE 4)"<sup>6</sup>

An employee can make a disclosure to the **Public Protector, South African Human Rights Commission, Commission for Gender Equality, Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Communities, Public Service Commission or Auditor-General.**

The **Public Protector** is a high level independent official who receives complaints against government agencies or officials and investigates improper prejudice suffered by a complainant for example as a result of abuse of power. Maladministration, dishonesty or improper dealings with regard to public money, improper enrichment and receipt of improper advantages can also be investigated. (For contact details see Part III.)

The **South African Human Rights Commission** is mandated to investigate and to report on the observance of human rights, to take steps to secure appropriate redress where human rights have been violated, to carry out research and to educate. (For contact details see Part III.)

The **Commission for Gender Equality** has mandate to monitor, investigate, research, educate, lobby, advise and report on issues concerning gender equality. (For contact details see Part III.)

The **Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Communities** is mandated to monitor, investigate, research, educate, lobby, advise and report on issues concerning the rights of cultural, religious and linguistic communities. The Commission may report any matter which falls within its powers and functions to the South African Human Rights Commission for investigation. (For contact details see Part III.)

The **Public Service Commission** is empowered by section 196 of the Constitution of the Republic of South Africa, 1996 to, amongst others, investigate, monitor, and evaluate the organisation and administration of the Public Service. (For contact details see Part III.)

The **Auditor-General** who is also a high level independent official must audit and report on the accounts, financial statements and financial management of all national and provincial state departments and administrations, all municipalities and any other institution or accounting entity required by national or provincial legislation to be audited by the Auditor-General. (For contact details see Part III.)

Requirements:

- \* The disclosure must be made in good faith.
- \* The employee must reasonably believe that the impropriety which he or she wants to disclose relates to matters that in the ordinary course are dealt with by the Public Protector, South African Human Rights Commission, Commission for Gender Equality, Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Communities, Public Service Commission or Auditor-General; and
- \* that the information and allegations contained in the disclosure are substantially true."

**Substitution of *Part III* of the Practical Guidelines**

4. The following Part is hereby substituted for *Part III* of the Practical Guidelines:

**"PART III**

**7. General Information**

**Contact details of the Public Protector**<sup>28</sup>

National Office:

Private Bag X677

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<sup>28</sup> For purposes of section 8(1)(a) of the Act.

- Pretoria  
0001  
Tel: (012) 366 7000 / 0800 112 040  
Fax: (012) 362 3473 / 086 575 3292  
Email: [Registration2@pprotect.org](mailto:Registration2@pprotect.org)
- Eastern Cape Office: P O Box 424  
Bisho  
5605  
Tel: (040) 635 1286 / 1287 / 1145  
Fax: (040) 635 1291  
Email: [Registration2@pprotect.org](mailto:Registration2@pprotect.org)
- Free State Office: P O Box 383  
Bloemfontein  
9300  
Tel: (051) 448 6172 / 6185  
Fax: (051) 448 6070  
Email: [Registration2@pprotect.org](mailto:Registration2@pprotect.org)
- Gauteng Office: P O Box 32738  
Braamfontein  
2017  
Tel: (011) 492 2807 / 93 / 21 / 25  
Fax: (011) 492 2365  
Email: [Registration2@pprotect.org](mailto:Registration2@pprotect.org)
- KwaZulu-Natal Office: P O Box 4267  
Durban  
4000  
Tel: (031) 307 5300 / 5250 / 5251  
Fax: (031) 307 2424  
Email: [Registration2@pprotect.org](mailto:Registration2@pprotect.org)
- Limpopo Office: P O Box 4533  
Polokwane  
0700  
Tel: (015) 295 5712 / 5699 / 5956  
Fax: (015) 295 2870  
Email: [Registration2@pprotect.org](mailto:Registration2@pprotect.org)
- Mpumalanga Office: P O Box 3373  
Mbombela  
1200  
Tel: (013) 752 8543  
Fax: (013) 752 7883  
Email: [Registration2@pprotect.org](mailto:Registration2@pprotect.org)
- Northern Cape Office: P O Box 1505  
Kimberley  
8300

Tel: (053) 831 7766 / 832 5381 / 2  
Fax: (053) 832 3404  
Email: [Registration2@pprotect.org](mailto:Registration2@pprotect.org)

North West Office: P O Box 512  
Mafikeng  
2745  
Tel: (018) 381 1060  
Fax: (018) 381 2066  
Email: [Registration2@pprotect.org](mailto:Registration2@pprotect.org)

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Cape Town  
8000  
Tel: (021) 423 8644  
Fax: (021) 423 8708  
Email: [Registration2@pprotect.org](mailto:Registration2@pprotect.org)

**Contact details of the South African Human Rights Commission<sup>29</sup>**

Private Bag X2700  
Houghton  
2041  
Tel: (011) 877 3600  
Fax: (011) 403 0668  
Email: [info@sahrc.org.za](mailto:info@sahrc.org.za)

**Contact details of the Commission for Gender Equality<sup>30</sup>**

P O Box 32175  
Braamfontein  
2017  
Tel: (011) 403 7182  
Fax: (011) 403 7188  
Email: [info@cge.org.za](mailto:info@cge.org.za)

**Contact details of the Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Communities<sup>31</sup>**

Private Bag X90 000  
Houghton  
2041  
Tel: (011) 358 9100  
Fax: (011) 403 2098  
Website: [www.crlcommission.org.za](http://www.crlcommission.org.za)

<sup>29</sup> For purposes of section 8(1)(aA) of the Act.

<sup>30</sup> For purposes of section 8(1)(aB) of the Act.

<sup>31</sup> For purposes of section 8(1)(aC) of the Act.

**Contact details of the Public Service Commission<sup>32</sup>**

Head Office:	Private Bag X121 Pretoria 0001 Tel: (012) 352 1000 Fax: (012) 325 8382 Email: <a href="mailto:info@opsc.gov.za">info@opsc.gov.za</a>
Eastern Cape Office:	P O Box 2167 King William's Town 5601 Tel: (043) 643 4704 Fax: (043) 642 1371 Email: <a href="mailto:info@opsc.gov.za">info@opsc.gov.za</a>
Gauteng Office:	Private Bag X8962 Johannesburg 2000 Tel: (011) 833 5721/2/3/4/5/6 Fax: (011) 834 1200 Email: <a href="mailto:info@opsc.gov.za">info@opsc.gov.za</a>
Free State Office:	Private Bag X20572 Bloemfontein 9300 (051) 448 8696 (tel) (051) 448 4135 (fax)
Kwazulu-Natal Office:	Private Bag X9130 Pietermaritzburg 3200 Tel: (033) 345 9997 Fax: (033) 345 8505 Email: <a href="mailto:info@opsc.gov.za">info@opsc.gov.za</a>
Limpopo Office:	Private Bag X9543 Polokwane 0700 Tel: (015) 291 4783 Fax: (015) 291 4683 Email: <a href="mailto:info@opsc.gov.za">info@opsc.gov.za</a>
Mpumalanga Office:	Private Bag X11303 Nelspruit 1200 Tel: (013) 755 4070 Fax: (013) 752 5814 Email: <a href="mailto:info@opsc.gov.za">info@opsc.gov.za</a>

<sup>32</sup> For purposes of section 8(1)(aD) of the Act.

Northern Cape Office: Private Bag X5071  
Kimberley  
8300  
Tel: (053) 832 6222  
Fax: (053) 832 6225  
Email: [info@opsc.gov.za](mailto:info@opsc.gov.za)

North West Office: Private Bag X2065  
Mmabatho  
2735  
Tel: (018) 384 1000  
Fax: (018) 384 1012  
Email: [info@opsc.gov.za](mailto:info@opsc.gov.za)

Western Cape Office: P O Box 2078  
Cape Town  
8001  
Tel: (021) 421 3980  
Fax: (021) 421 4060  
Email: [info@opsc.gov.za](mailto:info@opsc.gov.za)

**Contact details of the Auditor-General<sup>33</sup>**

P O Box 446  
Pretoria  
0001  
Tel: (012) 426 8000  
Fax: (012) 426 8333 / 8257 / 8012  
Email: [aqsa@aqsa.co.za](mailto:aqsa@aqsa.co.za)

**8. Further General Information<sup>34</sup>**

**Contact details of the Anti-Intimidation and Ethical Practices Forum**

P O Box 2290 Bedfordview 2008	Unit 2, Bedfordview Office Park 3 Riley Road, Bedfordview 2008
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**The Association of Certified Fraud Examiners of SA (ACFESA)**

Tel: 012 346 1913 / 1888  
Email: [memberservices@acfesa.co.za](mailto:memberservices@acfesa.co.za)

**Ethics Institute of South Africa (EthicsSA)**

Tel: 012 342 2799  
Email: [info@ethicssa.org](mailto:info@ethicssa.org)

**Institute of Directors of Southern Africa (IoDSA)**

<sup>33</sup> For purposes of section 8(1)(b) of the Act.

<sup>34</sup> Further general information contains details of person or body for purposes of section 8(1)(c) of the Act.

Tel: 011 035 3000 / 011 430 9900  
Email: [info@iodsa.co.za](mailto:info@iodsa.co.za)

Institute of Internal Auditors of South Africa (IIA SA)

Tel: 011 450 1040 (ext.: 214)  
Email: [laverne@iiasa.org.za](mailto:laverne@iiasa.org.za)

Institute of Risk Management of South Africa (IRMSA)

Tel: 011 555 1800  
Email: [membership@irmsa.org.za](mailto:membership@irmsa.org.za)

South African Institute of Chartered Accountants (SAICA)

Tel: 011 621 6600  
Fax: [saica@saica.co.za](mailto:saica@saica.co.za)

South African Institute of Professional Accountants (SAIPA)

Tel: 011 207 7840 / 087 353 1352  
Fax: [clientcare@saipa.co.za](mailto:clientcare@saipa.co.za)  
Website: [www.aepf.co.za](http://www.aepf.co.za)

**Contact details of the Chairpersons of Municipal Councils**

P O Box 2094  
Pretoria  
0001  
Tel: (012) 369 8000  
Fax: (012) 369 8001

**Contact details of the Competition Commission**

Private Bag X23  
Lynwood Ridge  
0040  
Tel: (012) 394 3200 / 394 3328  
Fax: (012) 394 0166  
Email: [ccsa@compcom.co.za](mailto:ccsa@compcom.co.za)

**Contact details of the Council for Debt Collectors**

P O Box 35629  
Menlo Park  
0102  
Tel: (012) 804 9808  
Fax: (012) 804 0744  
Email: [info@cfdc.org.za](mailto:info@cfdc.org.za)

**Contact details of the Council for Medical Schemes**

Eco Glades 2, Block G  
Eco Glades Office Park  
420 Witch Hazel Avenue



Centurion  
0157  
Tel: (012) 431 0500 or 086 112 3267  
Email: [Legal@medicalschemes.co.za](mailto:Legal@medicalschemes.co.za)  
[information@medicalschemes.co.za](mailto:information@medicalschemes.co.za)

**Contact details of the Electoral Commission of South Africa**

Private Bag X112  
Centurion  
0046  
Tel: (012) 622 5700  
Fax: (012) 622 5784  
Website: [www.elections.org.za](http://www.elections.org.za)

**Contact details of the Estate Agency Affairs Board**

Private Bag X10  
Benmore  
2010  
Tel: (087) 285 3222  
Email: [eab@eaab.org.za](mailto:eab@eaab.org.za)

**Contact details of the Executive Authority, as contemplated in the Financial Management of Parliament and Provincial Legislatures Act, 2009 (Act No. 10 of 2009)**

P O Box 15  
Cape Town  
8000  
Tel: (021) 403 2911  
Fax: (021) 403 8219

**Contact details of the Financial and Fiscal Commission**

Private Bag X69  
Halfway House  
1685  
Tel: (011) 207 2300  
Fax: (011) 207 2344

**Contact details of the Financial Intelligence Centre**

Private Bag X177  
Centurion  
0046  
Tel: (012) 641 6000  
Fax: (012) 641 6215

**Contact details of the Financial Sector Conduct Authority**

P O Box 35655

Menlo Park  
0102  
Tel: (012) 428 8025 / (012) 347 0221  
Fax: (012) 346 6941  
Email: [info@fsca.co.za](mailto:info@fsca.co.za)

**Contact details of the Independent Communications Authority of South Africa**

Head Office: Private Bag X10  
Highveld Park  
0169  
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Email: [info@icasa.org.za](mailto:info@icasa.org.za)

Eastern Cape Office: Private Bag X7046  
Newton Park  
6055  
Tel: (041) 394 1600  
Fax: (041) 394 1622  
Email: [info@icasa.org.za](mailto:info@icasa.org.za)

Free State Office: Private Bag X20576  
Bloemfontein  
9300  
Tel: (051) 411 5900  
Fax: (051) 447 3099  
Email: [info@icasa.org.za](mailto:info@icasa.org.za)

Northern Cape Office: Private Bag X5019  
Kimberley  
8300  
Tel: (012) 568 3042  
Email: [icasanc@icasa.org.za](mailto:icasanc@icasa.org.za)

KwaZulu-Natal Office: PO Box 37853  
Overport  
4967  
Tel: (031) 334 9500  
Email: [icasakzn@icasa.org.za](mailto:icasakzn@icasa.org.za)

Western Cape Office: PostNet Suite #102  
Private Bag X18  
Milnerton  
7435  
Tel: (021) 561 6800  
Email: [info@icasa.org.za](mailto:info@icasa.org.za)

**Contact details of the Independent Police Investigative Directorate**

Private Bag X941

Pretoria  
0001  
Tel: (012) 399 000  
Fax: (012) 426 0408  
Email: [complaints@ipid.gov.za](mailto:complaints@ipid.gov.za)

**Contact details of the Independent Regulatory Board for Auditors**

P O Box 8237  
Greenstone  
1616  
Tel: (087) 940 8800  
Fax: (087) 940 8877  
Email: [board@irba.co.za](mailto:board@irba.co.za)

**Contact details of the Information Regulator**

Private Bag X89  
Pretoria  
0001  
Tel: (012) 406 4818  
Fax: (086) 500 3351  
Email: [enquiries@info regulator.org.za](mailto:enquiries@info regulator.org.za)

**Contact details of the International Trade Administration Commission of South Africa**

Private Bag X753  
Pretoria  
0001  
Tel: (012) 394 3688  
Email: [bramasodi@itac.org.za](mailto:bramasodi@itac.org.za)

**Contact details of the Judicial Inspectorate for Correctional Services**

Private Bag X9177  
Cape Town  
8000J  
Tel: (021) 421 1012 / (012) 321 0303 (Pretoria)  
Fax: (021) 418 1069  
Email: [PLuphuwana@jics.gov.za](mailto:PLuphuwana@jics.gov.za)

**Contact details of the Judicial Service Commission**

Private Bag X10  
Marshall Town  
2107  
Tel: (010) 493 2500 / 2687 / 2633  
Email: [enquiries@judiciary.org.za](mailto:enquiries@judiciary.org.za)

**Contact details of the Magistrates Commission**

P O Box 9096

Pretoria  
0001  
Tel: (012) 395 0700  
Fax: (012) 325 3957  
Email: [SecretariatMC@justice.gov.za](mailto:SecretariatMC@justice.gov.za)

**Contact details of the National Consumer Commission**

P O Box 36628  
Menlo Park  
0102  
Tel: (012) 428 7000  
Fax: (012) 761 3290  
Email: [enquiries@thenc.org.za](mailto:enquiries@thenc.org.za)

**Contact details of the National Energy Regulator of South Africa**

P O Box 40343  
Arcadia  
0001  
Tel: (012) 401 4600  
Fax: (012) 401 4700  
Email: [Charles.hlebela@nersa.org.za](mailto:Charles.hlebela@nersa.org.za)

**Contact details of the National Gambling Board**

Private Bag X27  
Hatfield  
0028  
Tel: (010) 003 3475  
Fax: (086) 206 9531  
Email: [info@ngb.org.za](mailto:info@ngb.org.za)

**Contact details of the National Prosecuting Authority**

Private Bag X752  
Pretoria  
0001  
Tel: (012) 845 6000  
Fax: (012) 804 7335  
Email: [communication@npa.gov.za](mailto:communication@npa.gov.za)

**Contact details of the Office of the Chief Justice**

Private Bag X10  
Marshall Town  
2107  
Tel: (010) 493 2500  
Email: [enquiries@judiciary.org.za](mailto:enquiries@judiciary.org.za)

**Contact details of the Pension Funds Adjudicator**

P O Box 580  
Menlyn  
0063  
Tel: (012) 748 4000  
Fax: (086) 693 7472  
Email: [enquiries@pfa.co.za](mailto:enquiries@pfa.co.za)

**Contact details of the Public Administration Ethics, Integrity and Disciplinary Technical Assistance Unit**

Private Bag X916  
Pretoria  
0001  
Tel: (012) 336 1000 / 01/ 63  
Fax: (012) 336 1831 / 7802  
Email: [pda.info@dpsa.gov.za](mailto:pda.info@dpsa.gov.za)

**Contact details of the Prudential Authority**

P O Box 427  
Pretoria  
0001  
Tel: (012) 399 3911  
Fax: (012) 313 3917

**Contact details of the South African Board for Sheriffs**

P O Box 15223  
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8018  
Tel: (021) 426 0577  
Fax: (021) 426 2598  
Email: [contacts@sheriffs.org.za](mailto:contacts@sheriffs.org.za)

**Contact details of the South African Council for Educators**

Private Bag X127  
Centurion  
0046  
Tel: (012) 663 9517  
Fax: (012) 663 9238  
Email: [info@sace.org.za](mailto:info@sace.org.za)

**Contact details of the South African Health Professions Council**

P O Box 205  
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0001  
Tel: (012) 338 9300  
Fax: (012) 328 5120

Email: [info@hpcsa.co.za](mailto:info@hpcsa.co.za)

**Contact details of the South African Legal Practice Council**

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0102  
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Email: [info@lpc.org.za](mailto:info@lpc.org.za)

**Contact details of the South African Local Government Association<sup>35</sup>**

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0001  
Tel: (012) 369 8000  
Fax: (012) 369 8001  
Email: [pgida@salqa.org.za](mailto:pgida@salqa.org.za)

**Contact details of the South African Nuclear Energy Corporation Ltd / National Nuclear Regulator**

P O Box 7106  
Centurion  
0046  
Tel: (012) 674 7100  
Email: [info@nnr.co.za](mailto:info@nnr.co.za)

**Contact details of the South African Qualifications Authority**

Private Bag X06  
Waterkloof  
0145  
Tel: 012 431 5000 / (086) 010 3188  
Fax: (012) 431 5039  
Email: [customercare@sqa.org.za](mailto:customercare@sqa.org.za)

**Contact details of the South African Revenue Service**

Private Bag X923	P O Box 436
Pretoria	Pretoria
0001	0001
Tel: (012) 422 4000 / (080) 000 7277	
Email: <a href="mailto:contactus@sars.gov.za">contactus@sars.gov.za</a>	

**Contact details of the Special Investigating Unit**

Private Bag X844

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<sup>35</sup> For general information.

Silverton  
0127  
Tel: (012) 843 0000  
Fax: (012) 843 0115  
Email: [info@siu.org.za](mailto:info@siu.org.za) ”

**Deletion of *Part IV* of the Practical Guidelines**

5. *Part IV* of the Practical Guidelines is hereby deleted.