

FRANVERLEIGH LODGE PROPERTIES CC

SECTION 51 MANUAL PROMOTION OF ACCESS TO INFORMATION ACT

CONTENTS

A. Introduction

B. Details in terms of section 51 of The Promotion of Access to Information Act

1. Contact details
2. The section 10 Guide on how to use the Act
3. Records available in terms of other legislation
4. Access to records
 - 4.1 Readily Available information
 - 4.2 Records that might be requested
5. Procedures to be followed when information is requested
6. Other information as may be prescribed
7. Availability of the manual

A INTRODUCTION

The Promotion of Access to Information Act No 2 of 2000 gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of rights. Where a request for information is made in terms of the Act, the body to which the request is made, is obliged to release the information, except where the Act expressly provides that the information may not be released. The Act sets out the requisite procedures associated with any such request.

Section 9 of the Act recognises that the exercise of such rights of access to information can be limited and should be subject to limitations where it poses a threat to the protection of privacy, commercial confidentiality and the exercising of efficient governance.

B. DETAILS IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT

1. Contact details

1.1 Head of private body: Susan & Stephen Grenfell

1.2 Postal address: PO Box 1260
Sedgefield
6573

1.3 Physical address: Plot 70 Farm Elandskraal
District Knysna
6570

1.4 Registration number: 1991/021130/23

1.5 Telephone number: 044 356 9022

1.6 Fax number: 044 356 9022

1.7 E-mail address: info@franverleigh.com

1.8 Website: www.franverleigh.com

2. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission (SAHRC).
Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit
The Research and Documentation Department
Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 877 3600
Fax: +27 11 403 0668
Website: www.sahrc.org.za
E-mail: info@sahrc.org.za

3. Records available in terms of other legislation

Records are kept in terms of the following legislation:

- Close Corporations Act, No 69 of 1984
- Income Tax Act, No 58 of 1962
- Value Added Tax Act, No 89 of 1991
- Labour Relations Act, No 66 of 1995
- Unemployment Contributions Act, No 4 of 2002
- Unemployment Insurance Act, No 63 of 2001
- Occupational Health & Safety Act, No 85 of 1993
- Compensation for Occupational Injuries and Health Diseases Act, No 130 of 1993
- Skills Development Levies Act, No 9 of 1999
- Skills Development Act, No 97 of 1998
- Basic Conditions of Employment Act, No 75 of 1997
- National Credit Act, 2005
- Consumer Protection Act, 2008
- Broad-Based Black Economic Empowerment Act, 2003

Other:

4. Access to records

4.1 Readily available information

Not applicable

4.2 Records that might be requested:

Administration:

- Licenses
- Correspondence
- Memberships

Secretarial documents

- List of members
- Minute book and resolutions
- Memorandum of Incorporation
- Statutory registers

Human resources:

- Employment contracts
- Salary records
- Leave records
- Disciplinary records

Finance

- Annual financial statements
- Bank statements
- Asset register
- Sale and purchase invoices and other similar documentation
- Tax records
- VAT records

Information technology

- Licenses
- Software support and maintenance contracts
- Hardware agreements
- Website and internet records

Policy documents

Other

5. Procedures to be followed where information is requested

- 5.1** The requester must use the prescribed form to make the request for access to a record. The request form to be used is FORM C as published in the Government Gazette no 23119 on 15 February 2002.
- 5.2** The request must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- 5.3** The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- 5.4** The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 5.5** If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- 5.6** 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, who is not a personal requester, must pay the required request fee.
- 5.7** The head of the private body will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee before further processing the request.
- 5.8** After the head of the private body has made a decision on the request, the requester will be notified in the required form.
- 5.9** If the request is granted the access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

6. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

7. Availability of the manual

This manual can be inspected free of charge at the office premises set out in 1.3 above or on our website as indicated above (if indicated). Copies are also available at the offices of the SAHRC.

Signed by Head

Date