

PROMOTION OF ACCESS TO INFORMATION ACT

(Act 2 of 2000)

**SECTION 51 MANUAL FOR PENINSULA SCHOOL FEEDING
ASSOCIATION**

2000/01000/5/07

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MANUAL FOR PENINSULA SCHOOL FEEDING ASSOCIATION

(2000/01000/5/7)

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1. Introduction to Peninsula School Feeding Association

Peninsula School Feeding Association is a registered South African non-profit organisation with Section 18A status that provides school feeding to children in need, of all races, attending schools or other educational institutions where school feeding may not be provided, to supplement school feeding where the supply thereof is inadequate, and generally to improve the general health and welfare of school children and to collect the necessary funds to carry out this object

2. Contact details

Peninsula School Feeding Association

PO Box 154

Observatory

Cape Town - 7935

26 Purdey Road

Philippi

Cape Town - 7750

Tel: (021) 447 6020

Website: www.psf.org.za

Email: paia@psf.org.za

Contact person: Petrina Pakoe

3. The Section 10 Guide on how to use the Act

The South African Human Rights Commission is obliged to compile in each official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The Guide is 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 X2700
Houghton
2041

Telephone: +27 11 877-3600

Fax: +27 11 403-6025

Website: www.sahrc.org.za

Email: PAIA@sahrc.org.za

4. Records available in terms of any other legislation

Peninsula School Feeding Association holds details of its own registration as a non-profit organisation, together with its financial statements and proof of its registration in terms of Section 18A of the Income Tax Act 1962.

Furthermore, in terms of the Protection of Personal Information Act 2013 (“POPI”), Peninsula School Feeding Association retains certain personal information of individuals, which may be accessed in terms of POPI.

5. Access to the records held by Peninsula School Feeding Association

i. Classification of records held by the body

Classification Number	Classification
1	Public Access Documents
2	Limited Disclosure - Personal information known to the individual
3	May be refused - would breach a confidence owed to a third party
4	May be refused - likely to harm the commercial or financial interest of the body

ii. No notice is currently available in terms of section 52(2), but the categories of records of the body which are available without a person having to request access in terms of section 15(1) are:

No	Record Description	Record Format	Maintained by	Stored at	Classification	Retention
1	Demographic company details	Hard Copy	MD	Address		Indefinite
2	NPO certification; Constitution; B-BBEE certificate; Annual Reports; Audited financial statements; SARS Section 18A Status; Public statements and communications	Hard Copy and electronic	MD	Address		Indefinite

iii. Categories of records that may be requested in terms of the Act, and the categories in which these subjects are classed:

No	Record Description	Record Format	Maintained by	Stored at	Classification	Retention
1	Details of third party relationships	Hard Copy and electronic	MD		3	Indefinite
2	Confidential internal correspondence that if disclosed will prejudice the operation of the body	Hard copy and electronic	MD		4	Indefinite
3	Operational Information: Internal investigations; Resolutions and directives; Agreements with stakeholders; Rental agreements, title deeds, mortgage bonds, and notarial bonds	Hard copy and electronic	MD		4	Indefinite
4	Financial records: Bank account records; Books of account and financial statements; Annual budget; VAT, SITE and PAYE records; Accounting records; Asset registers; Tender and bid documentation; Service level agreements with suppliers	Hard copy and electronic	MD		3 and 4	Indefinite
5	Human Resource records: Personnel files; Contracts,	Hard copy and electronic	MD		3	Indefinite

conditions of service and other agreements; Statutory employee records; Pension Fund records; Medical aid records; Budget projections in respect of staff; Employee absenteeism records; Employee payments and benefits; Correspondence with or about employees; Records of disciplinary hearings and findings						
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iv. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of Peninsula School Feeding Association, Mark Walker. This request must be made to the postal address, fax number or electronic mail address of the body as provided above.
- The requester must provide sufficient detail on the request form to enable the head of the 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.

- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation as to why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the body.

Fees:

A requester who seeks access to records containing personal information about that requester is not required to pay the requester fee. Every other requester, who is not requesting personal information about themselves, must pay the required request fee. The following procedure will follow from a request

- The head of the 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.
- The fee that the requester must pay to the body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then an 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 is available at the offices of Peninsula School Feeding Association at 47 Trill Road, Observatory, Cape Town - 7925, and copies are available from the SAHRC.

8. Fees in respect of private bodies

1. The fee for a copy of the manual as contemplated in regulation 9(2) (2) is R1.10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R1.10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable-form	R0.75
(c)	For a copy in a computer-readable form on:	
	(i) compact disc	R70.00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R40.00
	(ii) For a copy of visual images	R60.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R20.00
	(ii) For a copy of an audio record	R30.00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50.00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

(1) (a)	For every photocopy of an A4-size page or part thereof	R1.10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable audio record form	R0.75
(c)	For copy in a computer-readable form on:	
	(i) compact disc	R70.00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R40.00
	(ii) For a copy of visual images	R60.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R20.00
	(ii) For a copy of an audio record	R30.00
(f)	To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation.	
(2)	For purpose of section 54(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.	
(3)	The actual postage is payable when a copy of a record must be posted to a requester.	

9. Prescribed forms

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Managing Director

Peninsula School Feeding Association

47 Trill Road, Observatory, Cape Town - 7925

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.
- c. Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number: _____

Postal address: _____

Telephone number: _____

Fax number: _____

E-mail address: _____

Capacity in which 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 if that is known to you, to enable the record to be located.
- b. If the provided space is inadequate, please continue on a separate page and attach it to this form. **The requester must sign all the additional pages**

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 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 hereunder, state your disability and indicate in which form the record is required.

Disability:	
Form in which record is required:	

Mark the appropriate boxes below with an X

NOTES:

- a. Compliance with your request 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 a case 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

1. If the record is written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated, sketches, etc)					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (compact disc)
*If you require a copy or transcription of record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES	NO

G. Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected: _____

2. Explain why the record requested is required for the exercise or protection of the aforementioned right: _____

H. Notice of decisions 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?

E-Mail	
Telephonically:	

Other (Please specify): _____

Signed at _____ this _____ day of _____ 20__

SIGNATURE OF REQUESTER /PERSON
ON WHOSE BEHALF REQUEST IS MADE

10. Acknowledgements

This Section 51 Manual is produced on a template supplied by the South African Human Rights Commission.