

Manual

In terms of

PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000

1. INTRODUCTION

Ons Plek Projects is a non-profit organization that provides services in the field of social work for female street children.

We recognize that the Promotion of Access to Information Act ("The Act") seeks to promote a culture of transparency, accountability and democracy, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective we are required by the Act to compile a manual that will assist either private or juristic persons in obtaining information from this company. This document is hence a manifestation of this requirement.

2. NAME OF THE ORGANISATION

Ons Plek Projects

3. ADDRESS

Postal : P O Box 3506, Cape Town, 8000

Physical : 4 Albertus Road, Cape Town, 8001

Website : www.onsplek.org.za

4. CONTACT PERSONS

Director : P S Jackson

Unit Manager : Y Van Der Schyff

Telephone No. : (021) 465-4829

Fax No. : (021) 461-0530

Email : onsplek@new.co.za

Website : www.onsplek.org.za

5. SECTION 10 GUIDE

In terms of Section 10 of the Act, the South African Human Rights Commission (SAHRC) has compiled a guide containing information that may be required by a person who wishes to exercise the right to request access to the records that a body holds in term of the Act. See website (www.sahrc.org.za) for details. The contact details for the SAHRC are as follows:

The Commission
The Research and Documentation Department
Private Bag 2700
Houghton
2041
Telephone No. : (011) 877-3600
Fax No. : (011) 403-0625
Website : www.sahrc.org.za
Email : paia@sahrc.org.za

6. RECORDS AVAILABLE WITHOUT FORMAL APPLICATION

In terms of Section 52 of the Act the Minister of Justice is entitled to publish a list of records submitted by this Non Profit Organisation to which the public may have access without the necessity of formally applying for access to such records. The Minister may then publish such information by way of a notice in the Government Gazette. At the time of drafting this manual, this Non Profit Organization has given no such information to the Minister and no such notice has therefore been published. However, no formal application need be submitted for the following information:

General information pertaining to this organization
Services Information and Brochures
Audited Financial Statements
Annual Reports

7. RECORDS HELD BY THIS NON PROFIT ORGANISATION IN ACCORDANCE WITH LEGISLATION

We keep information in accordance with the following legislation:

Basic Conditions of Employment Act, Act No. 75 of 1997 (Sec 31)
Companies Act, Act No. 61 of 1973
Income Tax Act, Act No. 56 of 1962 (Section 75)
Unemployment Insurance Act, Act No. 4 of 2002
Employment Equity Act, Act No. 55 of 1998
Skills Development Act, Act No. 9 of 1999
Occupational Health and Safety Act, Act No. 85 of 1993
Vat Act No 89 of 1991 (Section 65)
Annual General Report
Audited Financial Statements
Newsletters – both internal and external

Please note that this is not an exhaustive list.

8. SUBJECTS, CATEGORIES AND DESCRIPTION OF INFORMATION HELD

Please note that the records listed below are not automatically available and the process outlined in 9 below must be followed.

	SUBJECT	CATEGORIES
1.	Human Resources	Employment Contracts Disciplinary/Evaluation Records Employee Personal Details Employment Equity Plan and Report Employee Application Forms
2.	Operational Information	Financial Information Policies & Procedures Manual Minutes of Committee Meetings Minutes of Staff Meetings Minutes of Annual General Meetings Strategic Planning Reports Databases Lease Agreement Correspondence Any general operational information
3.	Communications	Internal and external correspondence

9. REQUESTING A RECORD

A person requesting information from this organization must:

Use the prescribed form, being Form C of the Regulations (annexed hereto) as contained in Government Gazette 223 of 9 March 2001 to make such request. Alternatively we refer you to the website, being www.onsplek.org.za.

Submit the prescribed form to the Director of Ons Plek Projects.

Provide sufficient detail on the request to enable identification of the record and the requester.

Indicate the form of access required (i.e. Written, printed, visual images, electronic, audio etc.)

Indicate the right you are seeking to exercise and provide an explanation as to why the requested record is necessary for the protection of such right.

If a request is made in a representative capacity, indicate and submit proof of the capacity in which the request is being made.

Pay the prescribed request fee, as contained in Item 5 of the Regulations as contained in Government Gazette 223 of 9 March 2001. Such information can be accessed on the SAHRC website, viz, www.sahrc.org.za

The Director will notify you within ten (10) working days as to whether your application has been successful.

Should access be granted you would then be required to pay the additional prescribed access and reproduction fees, as contained in Item 5 of the Act of the Regulations as contained in Government Gazette 223 of 9 March 2001. In this regard we again refer you to the SAHRC website, being www.sahrc.org.za

Should access be denied, the requester may:

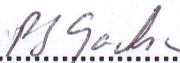
Lodge an application to court in terms of section 82 of the Act, read with the definition of "court" as contained in Section 1 of the Act.

10. AVAILABILITY OF THE MANUAL

This manual is available for perusal on our website (www.onsplek.org.za) or at the offices situated at:

Ons Plek Projects
4 Albertus Street
Cape Town
8001

Ons Plek Projects is legally and morally bound to protect the confidentiality of its clients. Access to certain records may be denied under certain circumstances. All records will be limited to authorized persons unless where ordered by an appropriate court order as determined in the Act.


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Signed: P S Jackson - Director

FORM C

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 Head:

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:

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

This section must be completed <i>ONLY</i> 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 folio and attach it to this form. |
| The requester must sign all the additional folios. | |

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

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

Disability:	Form in which record is required
Mark the appropriate box with an X.	
NOTES: <ul style="list-style-type: none">(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 for the record, if any, will be determined partly by the form in which access is requested.	

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? Postage is payable.			<table border="1"><tr><td>YES</td><td>NO</td></tr></table>	YES	NO
YES	NO				

PJS

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio 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 decision 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?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

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