

Promotion of Access to Information Act 2 of 2000
HOWICK AND DISTRICT COUNCIL FOR THE CARE OF THE AGED
[Reg No 002-261 NPO]

1. **Contact details** [Section 51(1)(a)]

Compliance Officer: Ms D Evans
Street address: 65 Symmonds Lane
HOWICK
3290

Postal address: P O Box 3699
PIETERMARITZBURG 3200

Tel number: (033) 3940161 Fax number: (033) 3940199
Email address: none website: none

2. **Guide on how to use the Act** [Section 51(1)(b)]

A Guide will be compiled by The South African Human Rights Commission by August 2003. It will be published in the Government Gazette and will be available for inspection at the offices of the Human Rights Commission. Inquiries should be directed to The South African Human Rights Commission, PAIA Unit, Research and Documentation Department, Private Bag 2700, Houghton 2041 tel (011) 484 8300; fax (011) 484 7146; www.sahrc.org.za

3. **Records available without a request** [Section 51(1)(c)]

No notice has been given in terms of s 52(2) of records available without a request. [s 51(1)(c)]

4. **Records available in terms of any other legislation** [Section 51(1)(d)]

If, and to the extent that, such records are required to be kept by the above-named person, records are available in accordance with the following legislation:

Basic Conditions of Employment Act 97 of 1997
Unemployment Contributions Act 4 of 2002
Unemployment Insurance Act 63 of 2001
Skills Development Act 97 of 1998
Skills Development Levies Act 9 of 1999
Value Added Tax Act 89 of 1991
Short Term Insurance Act 53 of 1998
Medical Schemes Act 131 of 1998
Financial Advisory and Intermediary Services Act 37 of 2002
Financial Intelligence Centre Act 38 of 2002

5. **Description of subjects & categories of records held** [Section 51(1)(e)]

- Clients and customers
- Staff and human resources
- Financial, insurance, taxation
- Minutes and records of meetings
- Contracts
- Correspondence

6. **Request procedures** [Section 51(1)(e); section 53(1)–(2)]

A request for access to a record must be made on the prescribed form, addressed to the Compliance Officer, at the address, fax number or electronic mail address mentioned above. [s 53(1)] The requester must provide sufficient detail on the request form to enable the information officer to identify the record and the requester. The requester should also indicate what form of access is required. The requester should specify his or her postal address in the Republic; [s 53(2)(a) and (b) and (c)] The requester must identify the right that is sought to be exercised or protected and explain why the requested record is required for the exercise or protection of that right [s 53(2)(d)]. If, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, that manner and the necessary particulars must be specified. [s 53(2)(e)] If the request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request [s 53(2)(f)].

7. **Other prescribed information** [Section 51(1)(f)]

At the time of the compilation of this manual, no further information has been prescribed.

8. **Fees** [Section 54]

A requester who seeks access to a record must pay the prescribed fee, if any.

9. **Availability of the manual** [Section 51(3)]

This manual is available for inspection at the above-mentioned address; and at the South African Human Rights Commission. It will also be published in the Government Gazette.

10. **Reservation of rights**

Nothing in this Manual is to be construed as a waiver of the right to the confidentiality of any document or any legal privilege or right of non-disclosure attaching to any document mentioned herein, whether in terms of any statute or under the common law. All rights in this regard are fully reserved.