

# **The Writing School CC**

## **SECTION 51 MANUAL PROMOTION OF ACCESS TO INFORMATION ACT**

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## **A. INTRODUCTION**

### **Main Business**

Business Writing and Training

## **B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL**

### **1. Contact details**

Head of the body: Beverley Hawthorne

Postal address:  
PO Box 2198  
Clareinch  
7740

Street Address:  
2nd Floor  
Newmarket Junction  
Dorset Road  
Woodstock  
7915

Telephone number: 021 - 4619082  
Fax number: 021 - 4658512  
Email address: bev@thewritingschool.co.za

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

The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the 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 11 484-8300  
Fax: +27 11 484-7146  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### **3. Records available in terms of any other legislation**

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
4. Employment Equity Act No. 55 of 1998
5. Harmful Business Practices Act No. 23 of 1999
6. Income Tax Act No. 95 of 1967
7. Insolvency Act No. 24 of 1936
8. Labour Relations Act No. 66 of 1995
9. Occupational Health & Safety Act No. 85 of 1993
10. Regional Services Councils Act No. 109 of 1985
11. Skills Development Levies Act No. 9 of 1999
12. Skills Development Act No. 97 of 1998
13. Unemployment Contributions Act No. 4 of 2002
14. Unemployment Insurance Act No. 63 of 2001
15. Value Added Tax Act No. 89 of 1991

### **4. Access to the records held by The Writing School CC**

#### **i. Information readily available**

Not Applicable

#### **ii. Records that may be requested:**

##### Administration

- Correspondence
- Licences
- Minutes of management meetings
- Minutes of staff meetings

##### Constitution

- List of directors
- Minute books and resolutions
- Power of attorney agreements
- Share Register
- Shareholders' Agreements
- Statutory registers

Documents relating to legal proceedings

Finances

- Annual financial statements
- Assets Register
- Banking details
- Bank statements
- Financial statements
- Vouchers

#### Human Resources

- Disciplinary records and documentation pertaining to disciplinary proceedings
- Employee code of conduct
- Employment contracts
- Employment equity plan
- Personnel Files
- Remuneration records and policies
- Staff recruitment policies

#### Incorporation Documents

- Incorporation forms
- Memorandum and articles of association

#### Information Technology

- Computer software support and maintenance agreements
- Software licence agreements
- Agreements in respect of computer hardware
- Agreements with Internet Service Providers

#### Miscellaneous agreements

#### Operations

- Register of clients
- Sales records
- Specific types of work done and records related to

it:

#### Policy documents

Specific agreements and documents relating to the private body's business activities

### **iii. 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 the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- 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.
- 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.
- 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 head of the private body.

**Fees:**

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:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private 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 private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further 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.

**5. Other information as may be prescribed**

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

**6. Availability of the manual**

The manual is also available for inspection during office hours at the offices of The writing School CC free of charge. Copies are available from the SAHRC.