

# ASSOCIATION FOR THE PHYSICALLY DISABLED: GREATER JOHANNESBURG

(Non Profit Organisation Number: 000-865/2706)

## INFORMATION MANUAL

in terms of

### Section 51 of the Promotion of Access to Information Act (Act 2 of 2000)

|   |
|---|
| Director: R. Legasa<br>Information Officer: R. Legasa |
|---|

#### 1. COMPANY OVERVIEW

The Association was established in 1934, and operates in the Greater Johannesburg area with the primary objective of providing a range of support services to people with disabilities

#### 2. PARTICULARS OF THE COMPANY

Physical address: Pallinghurst Road, Westcliff, Johannesburg  
Postal Address: Private Bag X1, Parkview, Johannesburg 2122  
Telephone number: (011) 646 8331  
Fax number: (011) 646 5248  
Web address: [www.apdjhb.co.za](http://www.apdjhb.co.za)  
Director: R. Legasa

#### 3. ACCESS TO INFORMATION PERSONNEL

The Information Officer, named below, has been appointed and authorised by the Association to ensure that the requirements of the Act are administered in a fair, objective and unbiased manner. All inquiries relating to the records held by the Association must be directed to:

|                      |                   |  |
|----------------------|-------------------|--|
| Information Officer: | Name:             | R. Legasa  |
|                      | Telephone number: | (011) 646 8331   |
|                      | Fax number:       | (011) 646 5248   |
|                      | E-mail address:   | <a href="mailto:rachell@apdjhb.co.za">rachell@apdjhb.co.za</a> |

The Appeals Manger is charged with the responsibility of reconsidering any request that has been rejected by the Information Officer, upon request from the Requester whose request was turned down by the Information Officer.

Appeals Manager:                      Name:                                      Chairman: Executive Board  
   Telephone number:                      (011) 646 8331  
   Fax number:                              (011) 646 5248  
   E-mail address:                        [info@apdjhb.co.za](mailto:info@apdjhb.co.za)

#### **4. GUIDE FOR REQUESTERS WHO WISH TO REQUEST RECORDS IN TERMS OF THE ACT**

As per Section 51 of the Promotion of Access to Information Act (Act 2 of 2000)

#### **5. AVAILABILITY OF THE MANUAL**

Requesters may receive a copy of the manual from the following sources:

- ◆ From the Association at its physical address. Contact the Information Officer.
- ◆ Via the Association's website.
- ◆ The relevant Government Gazette.
- ◆ The Human Rights Commission.

This manual is available for inspection at the offices of the Association, free of charge.

Copies of this manual may be obtained, subject to the prescribed fees, at the offices of the Association.

While this manual does include the fee structure and the request form found in Annexure A and B, these documents are available from the SAHRC website and the Department of Justice and Constitutional Development website.

#### **6. REQUESTING ACCESS TO INFORMATION FROM THE COMPANY**

As per Section 51 of the Promotion of Access to Information Act (Act 2 of 2000)

#### **7. PROCEDURE TO REQUEST ACCESS TO INFORMATION.**

As per Section 51 of the Promotion of Access to Information Act (Act 2 of 2000)

#### **8. PRESCRIBED FEES.**

As per Section 51 of the Promotion of Access to Information Act (Act 2 of 2000)

#### **9. REMEDIES AVAILABLE, SHOULD THE COMPANY FAIL TO RESPOND TO YOUR REQUEST**

As per Section 51 of the Promotion of Access to Information Act (Act 2 of 2000)

#### **10. AVAILABLE RECORDS**

10.1.                      Classification of records:

|   |                                      |
|---|--------------------------------------|
| 1 | Automatically accessible information |
|---|--------------------------------------|

|   |  |
|---|--|
| 2 | Not automatically accessible information |
| 3 | Information that may not be refused      |

10.2. Subjects on which information is held by the Association:

- 10.2.1. Human Resources.
- 10.2.2. Finance and Administration.
- 10.2.3. Marketing.
- 10.2.4. Legal.
- 10.2.5. Health and Safety.
- 10.2.6. Information Technology.
- 10.2.7. Legislation.

## 11. DEFINITIONS

As per Section 51 of the Promotion of Access to Information Act (Act 2 of 2000)

### **ANNEXURE A - FEES IN RESPECT OF PRIVATE BODIES**

As per Section 51 of the Promotion of Access to Information Act (Act 2 of 2000)

### **ANNEXURE B AND C FORMS**

As per Section 51 of the Promotion of Access to Information Act (Act 2 of 2000)

## **ANNEXURE A**

### **FEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c), is R 1.10 for every photocopy of an A4-size paper 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 R 1.10
  - (b) For every printed copy of an A4-size page or part thereof, held on a computer or in electronic or machine-readable form R 0.75
  - (c) For a copy in a computer-readable form on Compact disc R70.00
  - (d) (i) For a transcription of visual images, for an A4-size page or part thereof R 40.00  
(ii) For a copy of visual images R 60.00
  - (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R 20.00  
(ii) For a copy of an audio record R 30.00
3. The request fee payable by a Requester, other than a personal Requester, referred to in regulation 11(2) is R 50.00.
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 R 1.10
  - (b) For every printed copy of an A4-size page or part thereof, held on a computer or in electronic or machine-readable form R 0.75
  - (c) For a copy in a computer-readable form – Compact disc R70.00
  - (d) (i) For a transcription of visual images, for an A4-size page or part thereof R 40.00  
(ii) For a copy of visual images R 60.00
  - (e) For a transcription of an audio record, for an A4-size page or part thereof R 20.00
  - (f) To search for, and prepare the record for disclosure, an hourly fee for each hour or part of an hour , reasonably required for such search and preparation R 30.00
  2. For purposes 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.

**ANNEXURE B**

**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 the 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 ONLY if its request for information is made on behalf 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 folios.**

1. Description of record or relevant part of the record : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Reference number, if applicable: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. 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 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 in 1 to 4 hereunder, state your disability and indicate in which form the records is required.

|                             |  |
|-----------------------------|--|
| Disability : _____<br>_____ | Form in which record is required : _____ |
|-----------------------------|--|

Mark the appropriate box 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 in written or printed form :   |   |  |  |
|  | Copy of record                            |  | Inspection of record   |
| 2. If the record consists of visual Images<br>(This includes photographs, slide, video recording, computer-generated images, 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 :  |   |  |  |
|  | Listen to the soundtrack (audio cassette) |  | Transcription of soundtrack<br>(written or printed document) |
| 4. If record is held on computer or in an electronic or machine readable form :  |   |  |  |
|  | Printed copy of record                    |  | Printed copy of information derived from the record          |
|  |   |  | Copy in computer readable form<br>(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?<br>Postage is payable. | YES | NO |
|---|-----|----|

**G. Particulars of rights 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 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 of \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF REQUESTER / PERSON  
 ON WHO'S BEHALF REQUEST IS MADE**