



GEORGE SQUASH CLUB

PROMOTION OF
ACCESS TO
INFORMATION ACT
MANUAL

*“PAIA”
MANUAL*

The Directors/members have compiled this manual, to comply with the provisions of the Act, and to foster a culture of transparency and to ensure that members of the public have effective access to information in our possession, which will assist them in the exercise and protection of their rights.

Name of company: GEORGE SQUASH CLUB

MANUAL

in terms of

The Promotion of Access to Information Act

2/2000

(the "ACT")

18 JUNE 2021

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1. INTRODUCTION

GEORGE SQUASH CLUB is a sports club for squash players.



2. COMPANY CONTACT DETAILS

| | |
|-----------------------------------|---|
| Registered address | Langenhoven Road, George, 6529 |
| Physical address | Langenhoven Road, George, 6529 |
| Postal address | Langenhoven Road, George, 6529 |
| Telephone number | 0827896565 |
| Email address | George.squash@gmail.com |
| Website | www.georgesquash.co.za |
| President | Riaan Potgieter 0827896565 George |
| Public information officer | Riaan Potgieter 0827896565 George |

3. THE ACT

- 3.1** The ACT grants a requester access to records of the private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2** Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7.
- 3.3** Requesters are referred to the Guide to be compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The contact details of the Commission are:

| | |
|--------------------------|----------------------------------|
| Postal Address: | Private Bag 2700, Houghton, 2041 |
| Telephone Number: | +27-11- 877 3600 |
| Email: paia@sahrc.org.za | Website: www.sahrc.org.za |

4. APPLICABLE LEGISLATION TO GEORGE SQUASH CLUB

Co-operatives Act No. 91 of 1981

Basic Conditions of Employment Act No. 75 of 1997

Competition Act No. 89 of 1998

Constitution of South Africa Act 108 of 1996

Consumer Protection Act No 68 of 2008

Co-operatives Act No. 91 of 1981

Electronic Communications and Transactions Act 2 of 2000

Employment Equity Act No.55 of 1998

Labour Relations Act No. 66 of 1995

Occupational Health and Safety Act No. 85 of 1993

Promotion of Access to Information Act 2 of 2000

Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000

Protected Disclosures Act 26 of 2000

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION IN DETAIL [SEC 51 (1) (d)]

Basic Conditions of Employment Act No. 75 of 1997

SECTION NUMBER AND TO WHOM WHAT RECORDS ARE AVAILABLE

29: New employees upon commencement of employment will be supplied with specified particulars (inter alia), the name and address of the employer, the name and address of the employee, the employee's occupation description, the place of work, the wage/salary that employee will earn, the deductions that will be made, rates for overtime work, any cash payments or payments in kind to which the employee is entitled, the leave to which the employee is entitled, the notice period for termination of employment) in writing.

78: All employees have the right to inspect any record kept in terms of this Act that relates to his/her employment.
Employment Equity Act No. 55 of 1998

SECTION NUMBER AND TO WHOM WHAT RECORDS ARE AVAILABLE

18: When a designated employer engages in consultation in terms of Chapter 3 of the Act, the employer must disclose to the consulting parties all the relevant information that will allow the parties to consult effectively.

41: The Minister of Labour must keep a register of designated employers that have submitted the Employment Equity Plans. The register is a public document.

Labour Relations Act No. 66 of 1995

SECTION NUMBER AND TO WHOM WHAT RECORDS ARE AVAILABLE

16: An employer must disclose to a Trade Union representative all relevant information that will allow the Trade Union representative to perform effectively, the functions referred to in S14 (4). Whenever an employer is consulting or bargaining with a representative Trade Union, the employer must disclose to the representative Trade Union all relevant information that will allow the representative Trade Union to engage effectively in consultation or collective bargaining. The employer must notify the trade Union representative or the representative Trade Union in writing, if information disclosed in terms of sub-sections (2) or (3) is confidential. Sub-section (5) excludes certain information for disclosure by the employer.

25: Sub-section (7) provides that CIPC must provide a certified copy of, or extract from, any of the documents referred to in sub-section (6) to any persons who have paid the prescribed fees. Sub-section 6 refers to the auditor's report.

83: Regular meetings between the workplace forum and the employer must be held, whereat the employer must present a report on its financial and employment situation, its performance in the short term and in the long term.

89: An employer must disclose to the workplace forum all relevant information that will allow the workplace forum to engage effectively in consultation and joint decision making. Certain information is excluded from disclosure.

90: Any documented information that is required to be disclosed by the employer in terms of S89 must be available on request to the members of the workplace forum for inspection.

189: The employer must disclose in writing to the other consulting party all relevant information pertaining to dismissals based on operational requirements.

204: An employer must give a copy of a collective agreement, arbitration award or determination to an employee who has paid the prescribed fee and, free of charge, on request, to an employee who was a Trade Union representative or member of a workplace forum.

205: An employer must keep the records that the employer is required to keep in compliance with every applicable collective agreement, arbitration award or determination made in terms of the Wage Act. The employer must submit these records in their original form or in a reproduced form and respond to a demand made at any reasonable time, to any agent of a Bargaining Council, Commissioner or any other person whose function in terms of this Act include the resolution of disputes. An employer must also keep records of the prescribed details of any strike, lock-out or protest action involving its employees and submit these records in the prescribed manner to CIPC.

5. ACCESS TO RECORDS AND AVAILABILITY

Section 51(1) © Records automatically available to the public

Section 52(2) notice regarding the categories of records, which are available without a person having to request access in terms of the Act, has to date not been published.

Where applicable, request can be made to the head of **GEORGE SQUASH CLUB**:

(a) must, during open bar hours and upon request, make available for public inspection a copy of the manual;

(b) may not charge a fee for a public inspection referred to in paragraph (a); and

(c) may, in respect of a copy of the manual or part thereof made available in a manner other than that contemplated in paragraph(a), charge the fee prescribed in Item 1 of Part III of Annexure A and the actual postage if a copy must be posted."

RECORDS HELD BY GEORGE SQUASH CLUB:

We hold records in the categories listed below. The fact that we list a record type here does not necessarily mean that we will disclose such records, and all access is subject to the evaluation processes outlined herein, which will be exercised in accordance with the requirements of the Act

Access to these documents may be protected by professional privilege, confidentiality, privacy or other reasonable grounds of refusal.

Records

-
- Annual Financial Statements
- Accounting Records
- Banking Records
- Bank Statements
- Electronic banking records
- Invoices
- Employment contracts
- Name and contact details
- Identity number and identity documents including passports
- Members Telephone numbers
- Members Email addresses
- Members Address
- Members contact details
- General Correspondence and miscellaneous agreements
- Squash clubs' constitution
- Information relating to transactions of a financial nature (e.g. invoices and payments)
- Operational records
- Internal correspondence.
- Internal policies and procedures – where applicable
- Minutes of meetings

- **CORPORATE GOVERNANCE**
 - Codes of Conduct
 - Minutes
 - Constitution

- **Purpose of processing personal information for each category of data subject**
- Performing duties in terms of loading lights, opening account for member.
- Communicating with members
- Payment of invoices;
- Verifying and updating information
- Recovering any debt members may owe
- Operation of the Club

6. FORM OF REQUEST

The requester must complete Form C and submit this form together with a request fee, to the head of the private body. The form must be submitted to the head of the private body at his/ her address, fax number, or electronic mail address.

The form must: provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester:

- Indicate which form of access is required,
- Specify a postal address or fax number of the requester in the Republic,
- Identify the right that the requester is seeking to exercise or protect,
- And provide an explanation of why the requested record is required for the exercise or protection of that right,
- If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner
- And the necessary particulars to be informed in the other manner,
- If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

7.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

7.4 Records may be withheld until the fees have been paid.

7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>

Signed on this 18th day of JUNE 2021, at GEORGE.



Information Officer

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 *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 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:

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 |
| Form in which record is required: | |
| Mark the appropriate box with an X. | |
| <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p> | |

1. If the record is in 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 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* 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* (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. | | | YES NO |

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?

**SIGNATURE OF REQUESTER / PERSON ON
 WHOSE BEHALF REQUEST IS MADE**