

**DE ZALZE GOLF CLUB NPC
("DZGC")**

**ACCESS TO INFORMATION MANUAL IN TERMS OF
THE PROMOTION OF ACCESS TO INFORMATION
ACT, 2000 ("PAIA")**

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CHAPTER 1 : CONTACT DETAILS

1. CONTACT DETAILS

1.1 Information officer

Mr AV Payne
General Manager/Director

1.2 Physical address De Zalze Golf Clubhouse; De Zalze Winelands Golf
Estate; R44-road; Stellenbosch; 7600

1.3 Postal address PO Box 12706; Die Boord; 7613

1.4 Telephone number (021) 880 7300

1.5 Facsimile number (021) 880 1976

1.6 Website www.dezalzegolf.com

1.7 Email info@dezalzegolf.com

CHAPTER 2

USER'S GUIDE OF THE HUMAN RIGHTS COMMISSION

A Guide has been compiled in terms of section 10 of the PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right in terms of the PAIA.

The Guide is available for inspection at the office of the Human Rights Commission at:

**29 Princess of Wales Terrace
Cnr York and St. Andrews Street
Parktown**

For further enquiries:

**The Research and Documentation Department
South African Human Rights Commission
PAIA Unit
Private Bag X2700
HOUGHTON
2041**

Telephone number : (011) 877 3600

Facsimile number : (011) 403 0625

Website (electronic copy of Guide): www.sahrc.org.za

CHAPTER 3

**NOTICE IN TERMS OF SECTION 52(2) OF THE PAIA : VOLUNTARY
DISCLOSURE**

No notice in terms of section 52(2) of the PAIA has been published.

CHAPTER 4

OTHER LEGISLATION REQUIRING RECORDS TO BE KEPT OR SUBMITTED

Information is available in terms of the following legislation, if and where applicable:

Basic Conditions of Employment Act No. 75 of 1997

Companies Act No. 71 of 2008

Compensation of Occupational Injuries and Diseases Act No. 130 of 1993

Customs and Excise Act No. 91 of 1964

Electronic Communications and Transactions Act No. 25 of 2002

Employment Equity Act No. 55 of 1998

Income Tax Act No. 58 of 1962

Insolvency Act No. 24 of 1936

Labour Relations Act No. 66 of 1995

Occupational Health and Safety Act No. 85 of 1993

Patents Act No. 57 of 1978

Promotion of Access to Information Act No. 2 of 2000

Skills development Levies Act No. 9 of 1999

Trademarks Act No. 194 of 1993

Unemployment Insurance Act No. 30 of 1966

Value – Added Tax Act No. 89 of 1991

You are advised that access to information in terms of the above-mentioned legislation may be limited to specific persons. Information may be requested in terms of the PAIA (and will be subject to the provisions of the PAIA), however, provided the request falls within the ambit of the PAIA.

CHAPTER 5

A. RECORDS HELD BY DZGC

Requests should be directed to the Information Officer at the address referred to in Chapter 1, and must substantially correspond with Form C of Annexure B to *Government Gazette* Notice R.187 as published in *Government Gazette* 23119 dated 15 February 2002.

DZGC holds information on the following subjects and categories of records (access to these records may be refused in terms of the grounds of refusal contemplated in the PAIA):

1. **General Information**

- Location & contact numbers
- Members

2. **Accounting and Finance**

- Banking
- Creditors/Debtors
- Financial Statements and Reports
- Procurement

3. **Administration**

- Agreements
- Correspondence
- Legislation
- Licences

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- Minutes and records of meetings
 - Application forms
 - Strategic Plan

4. **Human resources**

- Employment equity
- Personnel records
- Skills Development

5. **Information technology**

- Systems Information

6. **Publications**

- Newsletters

7. **Marketing**

- Content of website

B. 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 Information Officer. This request must be made to the address, fax number or electronic mail address of the body concerned [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 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 [s 53(2)(a) and (b) and (c)].

- 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 [s 53(2)(d)].
- 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 Information Officer [s 53(2)(f)].

C. 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 Information Officer 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 [s 54(1)].
- 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 [s 54(3)(b)].

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- After the Information Officer 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 [s 54(6)].

CHAPTER 6

MISCELLANEOUS

6.1 This Manual will be :

6.1.1 updated on, at least, a regular basis

6.1.2 available at the following places :

6.1.2.1 The South African Human Rights Commission;

6.1.2.2 DZGC's offices;

6.1.2.3 www.dezalzegolf.com