



Manual

Prepared in accordance with Section 51 of the
Promotion of Access to Information Act 2 (PAIA) of 2000

Introduction

Kraai Bosch Country Estate and Kraai Bosch Manor (the Estate) have compiled this manual to comply with the provisions of the Promotion of Access to Information Act 2 (PAIA) of 2000 as well as the provisions of the Protection of Personal Information Act 4 of 2013 (POPI).

The Estate's Board of Trustees contact details are:

Physical Address	Admin Offices, entrance to Kraai Bosch Manor, George.
Telephone number	044 004 0102
Email	admin@kraai Bosch.org
Designated Information Officer	manager@kraai Bosch.org

Information available

We may (but do not necessarily) hold the following categories of information.

HOA Information

1. A copy of the Estate's Constitution.
2. A copy of all rules and/or regulations adopted by the Association.
3. A record of our trustees.
4. Annual General Meeting agendas and minutes.
5. Annual Financial Statements.
6. Accounting Records.
7. Emails sent to the Estate by Members.
8. Agendas and Minutes of all meetings of Trustees, or trustees.
9. Asset Register.
10. Agreements with contractors and suppliers.
11. Insurance policies.
12. Insurance claim records.

Members

1. Title Deeds.
2. House plans.
3. Levy account details
4. Security details including Access and egress details.
5. All other legal proceedings (including dispute resolution processes).
6. Property sales and leases, clearance information and transfer documents.

Employee Records

1. Employees' names and occupations.
2. Time worked by each employee.
3. Remuneration paid to each employee.
4. Date of birth and/or identity number of each employee.
5. Wages and salaries register.

6. Attendance register.
7. Expense accounts.
8. Tax returns of employees.
9. Employee contracts.
10. Employee evaluation, performance and key duty documents.

Environmental Health and Safety

1. Records of meetings of the Kraaibosch Environmental Management Team.
2. Reports by independent Environmental Assessment Practitioners
3. Environmental impact assessments.
4. Environmental management programs and systems.
5. Environmental authorisations.

How to request access to the above information.

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in Annexure "A" hereto. The form will also be emailed to you on request by our Designated Information Officer. The completed form must be delivered to the Designated Information Officer.

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained Annexure "B" hereto.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic — you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

Information available in terms of other legislation

Information may also be available in terms of certain provisions of the following statutes. A request for access to such documents must be made in accordance with the procedure described above.

Labour Relations Act No. 66 of 1995

Machinery and Occupational Safety Act No. 6 of 1983

National Credit Act No. 34 of 2005

National Environmental Management Act No. 107 of 1998

National Environmental Management Waste Act No. 59 of 2008

National Payment System Act No. 78 of 1998

National Road Traffic Act No. 93 of 1996

National Water Act No. 36 of 1998

Occupational Health and Safety Act No. 85 of 1993

Protection of Personal Information Act 4 of 2013 (please see the Association's POPI Policy for further details in this regard, a copy of which is available at our website)

Regulation of Interception of Communications and Provision of Communication-related

Information automatically available

There are records that are automatically available for inspection, purchase, or photocopying, as the case may be, to the persons listed below.

Requests for access to these categories of information must also be made to our Designated Information Officer.

To Members of the Estate: Those records of the Estate, which, in terms of the Estate's Constitution, are open to inspection by its members, subject to the terms of the Association's Constitution.

To the General Public: Newsletters, booklets, pamphlets / brochures, reports, posters and other literature intended for public viewing, typically those documents disclosed on our website.

Grounds for Refusal

The main grounds for the Estate to refuse a request for information relates to:

- records that cannot be found or that do not exist
- mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person
- mandatory protection of the commercial information of a third party, if the record contains
- trade secrets of that third party
- financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party
- information disclosed in confidence by a third party to the Company, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition
- mandatory protection of confidential information of third parties if it is protected in terms of any agreement
- mandatory protection of the safety of individuals and the protection of property
- mandatory protection of records which would be regarded as privileged in legal proceedings
- the commercial activities of the Company, which may include –
financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interests of the Company;
information which, if disclosed could put the Company at a disadvantage in negotiations or commercial competition;
- requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

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 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X .	
NOTES:	
(a) Compliance with your request for access 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 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?

.....

Signed at this day..... ofyear

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

Annexure "B"

If none of the exemptions contained in Government Notice GN R.991 dated 14 October 2005 apply, the following charges are payable:

1. Copies of a manual.

Should an individual require a copy of the private body's manual, a fee of R1, 10 is chargeable for every photocopy of an A4 page or part thereof.

2. Reproduction fees

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available.

3. A request fee³ of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester.

4. A search fee⁴ may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.

5. For all photocopies R1.10 per A4-size page or part thereof.

6. For all printed pages R1.10 per A4-size page or part thereof.

7. For a copy in a computer-readable form on usb disk, R70.00

8. For a transcription of visual images, for an A4-size page or part thereof, R40.00.

9. For a copy of visual images R60.00.

10. For a transcription of an audio record, the cost for such transcription by a professional transcription firm.

11. The request fee payable by a requester is R50,00.

12. To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.