



WITWATERSRAND BIRD CLUB

Website

www.witsbirdclub.org.za

Email

Witsbc234@gmail.com

Contact Number

083 259 0231

Company Registration Number

001-298 NPO

Physical Address

15, Naomi Street, Beverley Gardens, 2194

PAIA MANUAL

SECTION 51 MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 ("The Act")

1. PARTICULARS IN TERMS OF SECTION 51 OF THE ACT

The reference in this Manual, to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the ACT.

Date Compiled

23 October 2023



2. CONTACT DETAILS (SECTION 51 (1) (a))

Witwatersrand Bird Club

Registration Number	001-298 NPO
Postal Address	P O Box 2144, Cramerview, 2060
Business Address	15, Naomi Street, Beverley Gardens, 2194
Telephone Number	083 259 0231
Information Officer	Andrew Featherstone
E-mail	witsbc234@gmail.com
Deputy Information Officer	Diana Cowen
E-mail	witsbc234@gmail.com



3. THE SECTION 10 GUIDE ON HOW TO USE THE ACT (SECTION 51 (1) (b))

The ACT grants a requester access to records of a 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.

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 of the Act.

Requesters are referred to the Guide which has been compiled by the Information Regulator, which will contain information for the purposes of exercising Constitutional Rights.

https://inforegulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-English_20210905.pdf

4. ACCESS TO RECORDS HELD BY THE PRIVATE BODY IN QUESTION (SECTION 51 (1) (c))

Records are kept in accordance with legislation applicable to the Company and its wholly owned trading subsidiaries, which includes but is not limited to the legislation listed below. The records kept in accordance with the said legislation are not freely available to any requester but only to those specifically entitled to said records in terms of the below listed legislation. Should a requester wish to access any of the records that apply to these statutes, a request must be made in accordance with the procedure set out in paragraph 5.3 below. Each request will be evaluated in accordance with the provisions and requirements set out in the Act and the applicable legislation.

- 🚩 Companies Act No 61 of 1973
- 🚩 Employment Equity Act No 55 of 1998
- 🚩 Income Tax Act No 95 of 1967
- 🚩 Labour Relations Act No 66 of 1995
- 🚩 Value Added Tax Act No 89 of 1991
- 🚩 Basic Conditions of Employment Act No 75 of 1997
- 🚩 Unemployment Insurance Act No 30 of 1996
- 🚩 Compensation for Occupational Injuries & Diseases Act 130 of 1993
- 🚩 Non-Profit Organisations Act 71 of 1997
- 🚩 Promotion of Access of Information Act No 2 of 2000
- 🚩 Popi Act No 4 of 2013



5. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION (SECTION 51 (1) (d))

Records that may be requested:

Please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured. All requests will be evaluated in accordance with the provisions of the Act.

- ✚ Public Affairs
- ✚ Public Product Information
- ✚ Financial Statements
- ✚ Financial and Tax Records (Company & Employees)
- ✚ POPIA Policy
- ✚ PAIA Manual
- ✚ Privacy Policy
- ✚ Website and Cookies Policy



6. REQUEST PROCEDURES, FORM OF REQUEST (SECTION 51 (1) (e))

The requester must kindly:

6.1 Use the prescribed form, available below (Annexure A).

6.2 Address your request to the Information Officer.

6.3 Provide sufficient details to enable the Witwatersrand Bird Club to identify:

- (a) The record(s) requested.
- (b) The requester (and if an agent is lodging the request, proof of capacity).
- (c) The form of access required.
- (d) The postal address or email address of the requester in the Republic.
- (e) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof.
- (f) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES (SECTION 51 (1) (f))

The following applies to 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.



8. AVAILABILITY OF THE MANUAL (SECTION 51 (3))

This manual is available:

8.1 Upon request to the Information Officer.

8.2 On the CSSA website.

8.3 To the Information Regulator upon request.

8.4 https://inforegulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-English_20210905.pdf

9. PRESCRIBED FORMS - ANNEXURE A

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)

10. REGULATION 10

A. Particulars of person requesting access to the record

First name/s:

Surname:

ID number:

Postal address:

Telephone/cell phone number:

E mail:



The requester must sign all the additional portfolios, which may include:

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:
4. If the record is in written or printed form:
5. If the record consists of visual images

(This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

B. 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.

First name/s:

Surname:

ID number:

Telephone/cell phone number:

E mail:



C. 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 portfolio and attach it to this form.

- 1. If the record consists of recorded words or information which can be reproduced in sound:

- 2. If record is held on computer or in an electronic or machine-readable form:



D. Fees

A request for access to a record, other than record containing personal information about yourself, will:

- (a) 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:



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

Disability:

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Form in which record is required:

1. Copy of record	
2. Listen to the soundtrack audio cassette	
3. View the images	
4. Printed copy of record	
5. Inspection of record	
6. Transcription of soundtrack	
7. Written document	
8. Copy of the images	
9. Printed copy of information	
10. derived from the record	
Transcription of the images	
Copy in computer readable form* (USB)	

If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be emailed/couriered to you? Kindly note that you will be liable for the courier fees.

YES	NO
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