



ST JOHN'S D.S.G.

*Registration Number of Company:
IT792/2011/PMB*

THE ST JOHNS HIGH SCHOOL TRUST

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

DATE OF COMPILATION: 01/01/2013
DATE OF REVISION: 01/02/2016

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1. INTRODUCTION :

THE SAINT JOHNS HIGH SCHOOL TRUST trading as St Johns Diocesan School for Girls

2. Contact Details (Section 51 (1) (a))

3. The ACT and Section 10 Guide (Section 51(1) (b)) please note that this clause is mandatory to be included in all S 51 manuals as is.

4. Applicable Legislation (Section 51 (1) (c))

5. Schedule of Records (Section 51 (1) (d))

6. Form of Request (Section 51 (1) (e))

7. Other Information (Section 51 (1) (f)) e.g. Prescribed Fees, etc.

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1. INTRODUCTION

The St Johns DSG is an independent school providing education for girls from Grade RR to matric.

2. COMPANY CONTACT DETAILS (Section 51 (1) (a))

TRUSTEES : Bishop Dino Gabriel
Mr Reginald Zammit
Mr Johan Riekert

PRINCIPAL : Mr Simon Moore

BUSINESS MANAGER (and information officer for the school)

: Mrs Naomi Hardman
033 3868304 (tel)
033 3868945 (fax)
nhardman@stjohnsdsg.com

Postal Address: P/Bag X4, Scottsville, Pietermaritzburg, 3209

Street Address: 77 New England Road, Pietermaritzburg, 320

3. THE ACT

3.1 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.

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 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Website: www.sahrc.org.za

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4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 55 of 1998	Employment Equity Act
2	No 95 of 1967	Income Tax Act
3	No 66 of 1995	Labour Relations Act
4	No 75 of 1997	Basic Conditions of Employment Act
5	No 2 of 2000	Promotion of Access of Information Act
6	No 30 of 1996	Unemployment Insurance Act
7	No 84 of 1996	SA Schools Act
8	No 85 of 1993	Occupational Health & Safety Act
9		
10		
11		
12		

5. SCHEDULE OF RECORDS

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Trust	<ul style="list-style-type: none">• Trust Deed• Minutes of Board Meetings• Appointment Records	Request in terms of PAIA
Financial	<ul style="list-style-type: none">• Financial Statements• Accounting Records• Asset Register• Banking Records• Invoices• PAYE Records, documents• Other Statutory compliances	Request in terms of PAIA.
Marketing	<ul style="list-style-type: none">• Customer Database	Request in terms of PAIA In our annual report freely available
Personnel	<ul style="list-style-type: none">• All Documents and Records	Request in terms of PAIA

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6. FORM OF REQUEST (Section 51 (1) (e))

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2** Address your request to the Head of the Company (CEO).
- 6.3** Provide sufficient details to enable the COMPANY 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) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) 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)) Please attach the Fee schedule to the manual downloadable from the SAHRC website and the prescribed form C which is also available from the SAHRC website.

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.

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