

PADCA
(PIETERMARITZBURG & DISTRICT ASSOCIATION FOR THE CARE OF THE AGED)

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 20/2000 (the Act)

PADCA is a registered Non-Profit Organisation (NPO 002-140). It is a private body as defined by the Act.

1. INTRODUCTION

The purpose of this manual is to stipulate the policy of PADCA with regard to the promotion of access to information of members of the public as well as employees. PADCA's policy complies with the requirements of the Promotion of Access to Information Act, No 2 of 2000. The manual was submitted to the South African Human Rights Commission in February 2003, with amendments submitted in December 2015.

2. CONTACT DETAILS

All enquiries, requests or complaints relating to information can be address to:

Executive Director: Hillary Mumford

PADCA Head Office:

Postal address: P.O.Box 397, Pietermaritzburg 3200

Physical address: 450 Bulwer St, Pietermaritzburg 3201

Tel. 033-3454711 / 3454303

Fax 033-3458374

E-mail: ceo@padca.co.za

3. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of Section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the Act to assist people to exercise their rights under the Act. This guide is available on the SA Human Rights Commission website.

The SA Human Rights Commission may be contacted at:

Private Bag X2700, Houghton, 2041

Tel. 011-877 3600

Fax 011-403 0684

Website: <http://www.sahrc.org.za>

4. STRUCTURE OF PADCA

See attached organogram.

5. FUNCTIONS

General Committee (Board of Management)/Senior Management:

- Execute objectives in terms of constitution
- Manage fixed and business assets
- Manage insurance of all assets
- Decide over all acquisition or disposal of property
- Decide matters of policy
- Manage investments & control of funds
- Decide on senior staff appointments
- Ensure strict compliance of organisation's accounting policies
- Ensure personnel actions comply with organisational human resource policy

- Execute all legal contracts
- Execute decisions on the acquisition and disposal of property
- Appoint personnel with signing authority
- Manage senior staff

Management Committees/Management teams:

- Execute decisions of General Committee
- Management and maintenance of welfare programmes
- Management and maintenance of PADCA's policies iro. administration, human resources, accounting.
- Provide support services to managers and other staff
- Represent PADCA on external bodies on local, regional, provincial and national level

6. RECORDS KEPT BY PADCA

- *Financial books with original entries:*
 - Cashbooks, creditors' ledger, debtor ledger, general ledger, petty cash book, sales journal, purchase journal and auxiliary ledger.
 - Documentary evidence, bank statements, cost statements, creditors invoice and statements, debtors invoices and statements, proof of receipt of goods, journal proof, pay statements, purchase orders and invoices, salary registers, sales tax records, tax statements and assessments, annual audited financial statements
- *Employee records:*
Pay statements, employee tax statements, injury on duty records, personnel records, training records, provident fund records, all earning and deduction information.
- *Statutory registration records:*
Annual statements, Registration certificate, Constitution, minutes, notice of meetings, attendance registers of committee members, records of PADCA members
- *Client records:*
Personal and medical files of clients

7. PADCA RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF THIS ACT

To members of the public:

- PADCA's Annual Reports
- PADCA's Annual Financial Statements
- PADCA's Constitution
- PADCA's registration as a Non-Profit Organisation

To PADCA committee members (in terms of the Constitution)

- the above in addition to
- minutes of their respective committee meetings

To personnel:

- PADCA's constitution, annual reports, annual financial statements
- PADCA's Employment Equity Plan;
- PADCA's Disciplinary Policy

- PADCA's HIV/AIDS Policy
- Written particulars of their own contracts of employment
- Monthly personal pay slips
- Certificates of service at termination of service

8. PROCEDURE TO BE FOLLOWED WHEN A MEMBER OF THE PUBLIC OR AN EMPLOYEE REQUESTS ACCESS TO INFORMATION

A request for access to information must be submitted in the prescribed format (Annexure B, Form C, Regulation 10, Promotion of Access to Information Act, 2000 Regulations regarding the Promotion of Access to Information No.R.187, 15 February 2003) and must be addressed to the Executive Director at the above mentioned postal or e-mail address of fax number.

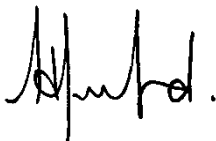
The prescribed form must be completed in full. The employee or member of the public requesting information must clearly specify what information is requested. Reasons for the request must also be furnished in the applicable column. An employee must hand in the completed form to his/her direct supervisor/manager. Members of the public must submit their request to the Executive Director.

The supervisor/manager must evaluate the request of the employee and determine whether the request can be approved in terms of PADCA's policy. If so the employee must be given access to the information within 5 working days. The Executive Director (Information Official in terms of the Act) must evaluate whether a request from a member of the public can be approved in terms of PADCA's policy. If so, access must be granted within 5 working days. The costs involved for copies of the requested information is payable by the employee or member of the public at the legally prescribed rates (see Annexure A Part 111, Regulations regarding the Promotion of Access to Information, No.R187, 15 February 2003).

If there is any doubt whether a request from an employee may be approved or not the manager of the employee must forward the request to the Information Official (Executive Director) within 5 working days of the request. The Information Official will then evaluate the request within 30 days of receipt thereof and either approve or disapprove the request in writing.

9. RIGHTS OF AN EMPLOYEE OR MEMBER OF THE PUBLIC IF A REQUEST FOR ACCESS TO INFORMATION IS DENIED

In terms of the Promotion of Access to Information Act, every employee or member of the public has the right to approach the Human Rights Commission if a request for information is denied.



Hillary Mumford
PADCA: EXECUTIVE DIRECTOR

14 December 2015