



Access to Information Manual

Prepared in accordance with section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (PAIA).

Table of Contents

INTRODUCTION.....	2
DEFINITIONS	2
OVERVIEW OF THE CLUB.....	3
CONTACT DETAILS AND COMMITTEE INFORMATION	3
AVAILABILITY OF THIS MANUAL	3
CONTACT DETAILS OF INFORMATION OFFICER (SECTION 51(1)(A)).....	4
GUIDE TO THE ACT (SECTION 51(1)(B) READ WITH SECTION 10)	4
VOLUNTARY DISCLOSURE [SECTION 51(1)(C)]	4

CATEGORIES OF RECORDS AVAILABLE WITHOUT HAVING TO REQUEST ACCESS [SECTION 51(1)(C)].....	5
CATEGORIES OF RECORDS HELD AND SUBJECT TO REQUEST	5
ACCESS: PROCEDURE AVAILABLE.....	5
PRESCRIBED FEES	6

INTRODUCTION

This Manual has been prepared according to section 51 of the Act and aims to facilitate a request for access to a record held by a private body required to exercise or protect any rights. Its purpose is to help you access our information and any other information that we have. PAIA requires us to make it available to you so that you:

- know what types of information we have; and
- can request access to it.

The Manual may be amended from time to time, and as soon as any amendments have been finalised, the latest version of the Manual will be made available on our website.

This document does not purport to be exhaustive or comprehensively deal with every procedure provided in the Act. Please familiarise yourself with the provisions of the Act before lodging any request.

DEFINITIONS

Unless the context clearly indicates otherwise, the following terms shall have the meanings assigned to them hereunder, namely –

- “Act” means the Promotion of Access to Information Act, Act 2 of 2000, as amended from time to time;
- “Club” means Highveld Versatile Hunting Dog Club as more fully described in the overview hereunder;
- “Information Officer” means the person acting on behalf of the Club and discharging the duties and responsibilities assigned to the head of the Club by the Act. The Information Officer is duly authorised to act as such and such authorisation has been confirmed by the “head” of the Club in writing;
- “Manual” means this manual published in compliance with Section 51 of the Act;

- “Record” means any recorded information, regardless of form or medium, which is in the possession or under the control of the Club, irrespective of whether or not the Club created it;
- “Request” means a request for access to a record of the Club;
- “Requestor” means any person, including a public body or an official thereof, making a Request for access to a record of the Club and includes any person acting on behalf of that person; and
- “SAHRC” means the South African Human Rights Commission.
- Unless a contrary intention clearly appears, words signifying:-
 - the singular includes the plural and vice versa;
 - any one gender includes the other genders and vice versa; and
 - natural persons include juristic persons.

Unless otherwise stated, terms defined in the Act shall have the same meaning in this Manual.

OVERVIEW OF THE CLUB

Highveld Versatile Hunting Dog Club is an affiliated field trial club with the Kennel Union of South Africa (KUSA). Founded in 2021, the Club welcomes memberships from owners of versatile hunting dogs; wishing to participate in the versatile hunt and other related tests, training, and club activities.

CONTACT DETAILS AND COMMITTEE INFORMATION

Name of Club:	Highveld Versatile Hunting Dog Club	
Affiliation:	The Kennel Union of South Africa	
KUSA Organisation Number:	1252	
Postal Address:	P O Box 74297, Lynnwoodridge, 0040	
Email Address:	secretary@hvhdco.co.za	
Website:	www.hvhdco.co.za	
Chairman:	Hannes Oberholzer	Tel: 079 897 6968
Vice-Chairman:	Dicky Meij	Tel: 082 336 4554
Treasurer:	Francois van der Walt	Tel: 082 802 2088
Secretary:	Petro Byleveld	Tel: 082 493 5728
Counsellor:	Bobby Lotter	Tel: 083 449 0325

AVAILABILITY OF THIS MANUAL

This Manual is available without cost on the Club website: www.hvhdco.co.za.

Copies of the Manual may be made, subject to the prescribed fees. Copies may also be requested from the South African Information Regulator.

CONTACT DETAILS OF INFORMATION OFFICER (SECTION 51(1)(a))

The Chairman of the Club, as head of the private body, has delegated his powers to the Club Secretary, as Information Officer, whose details appear hereunder for purposes of dealing with all matters in connection with requests for information on the Club's behalf and to ensure compliance with the Act.

Club Secretary: Petro Byleveld

Postal address: P O Box 74297, Lynnwoodridge, Pretoria, Gauteng, 0040

Email: secretary@hvhdc.co.za

Website: www.hvhdc.co.za

GUIDE TO THE ACT (SECTION 51(1)(b) READ WITH SECTION 10)

The Information Regulator has compiled a guide, as required by Section 10 of the Act, containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in this Act. The guide is available in all the official languages of the Republic of South Africa on the Regulator's website.

Any enquiries regarding this guide should be directed to The Information Regulator of South Africa, their contact details are as follows:

Telephone Number:	010 023 5200
Email Address:	enquiries@infoeregulator.org.za
Postal Address:	P O Box 31533, Braamfontein, Johannesburg, 2017
Website:	https://www.justice.gov.za/infoereg/index.html
Link to PAIA guide (English)	https://www.justice.gov.za/infoereg/docs/misc/PAIA-Guide-English_20210905.pdf

VOLUNTARY DISCLOSURE [SECTION 51(1)(c)]

We have not published a notice in terms of Section 52(2) of the Act; however, it should be noted that the information relating to us and our services is freely available on our website, without having to submit a formal request to access the information in terms of PAIA.

CATEGORIES OF RECORDS AVAILABLE WITHOUT HAVING TO REQUEST ACCESS [SECTION 51(1)(c)]

The following records are automatically available without a person having to request access in terms of the Act and is published on the Club's website:

- Club info
- Product and promotional brochures/pamphlets
- News and marketing information
- Club communications
- Other literature intended for public viewing
- Privacy Policy
- PAIA Manual
- Terms and Conditions
- Club's Constitution
- Member Application Form

CATEGORIES OF RECORDS HELD AND SUBJECT TO REQUEST

- Minutes of meetings
 - Annual General Meeting
 - Committee meetings
- Accounting Records
- Audited Annual Financial Statements
- Member Records
- Customer Records

ACCESS: PROCEDURE AVAILABLE

How to Request a Record (Section 53)

- Requests for access to records must be made to the Information Officer in the prescribed form (Form C), Annexure 1 at the address, fax number, or electronic mail address indicated above. Failure to make use of the prescribed form could result in your request being refused or delayed.
- A request for access to a record must be accompanied by payment of an initial non-refundable request fee of R50.00. This fee does not apply to personal requests, i.e. individuals seeking access to records of themselves.

- The Requestor must provide sufficient detail on the request form to enable the Information Officer to clearly identify the record and the Requestor's identity, which is to be accompanied by positive proof of identification.
- The Requestor must indicate which form of access is required and, if they wish to be informed on the decision on the request in any other manner, to state the necessary particulars to be so informed.
- Access is not automatic. Therefore, the Requestor must identify the right they seek to exercise or protect and explain why the requested record is required to exercise or protect that right.
- If a Request is made on behalf of a person, the Requestor must then submit proof of their authority to make the request to the satisfaction of the Information Officer. Failure to do so will result in the request being rejected.

Decision on Request (Section 56)

- The Requestor will be notified, within 30 days, in the manner indicated by them of the outcome of their request, alternatively whether an extension not exceeding 30 days is required to deal with the request.
- If the request for access is granted, a further access fee must be paid for the reproduction and the search and preparation of the records and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. Access will be withheld until the Requestor has made payment of the applicable fee(s).
- If the request for access is refused, reasons for the refusal will be provided, and the Requestor will be advised they may lodge an application with a court against the denial of the request.

Refusal of Access to Records (ss 62-70)

A Private Body such as the Club is entitled to refuse a request for information. The main grounds for refusal in terms of PAIA is to protect:

- the privacy of a third party,
- information of the commercial records of a third party,
- confidential information in terms of an agreement,
- the safety of individuals and property
- records privileged from production in legal proceedings; or
- research information

PRESCRIBED FEES

The following applies to requests (other than personal requests):

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 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);
- A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.
- Payments should be made to the Club.

Fees payable in respect of private bodies:

1. Copy of manual

The fee for a copy of the Manual is R1,10 for every photocopy of an A4-size page or part thereof.

2. Reproduction fees

The fees for preparation of Records referred to in regulation 11(1) are as follows:

	Rand
a) For every photocopy of an A4-size page or part thereof	1,10
b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
c) For a copy in a computer-readable form on:	
i) Electronic media, i.e. diskette	7.50
ii) Compact disc	70.00
d)	
i) For a transcription of visual images, for an A4-size page or part thereof	40.00
ii) For a copy of visual images	60.00
e)	
i) For a transcription of an audio record, for an A4-size page or part thereof	20.00
ii) For a copy of an audio record	30.00

3. Request fee

The request fee payable by a Requestor, other than a personal Requestor, referred to in Regulation 11(2), is R50,00.

4. Access fees

The access fees payable by a Requestor referred to in regulation 11(3) are as follows:

	Rand
a) For every photocopy of an A4-size page or part thereof	1,10
b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
c) For a copy in a computer-readable form on:	
iii) Electronic media, i.e. diskette	7.50
iv) Compact disc	70.00
d)	
iii) For a transcription of visual images, for an A4-size page or part thereof	40.00
iv) For a copy of visual images	60.00
e)	
iii) For a transcription of an audio record, for an A4-size page or part thereof	20.00
iv) For a copy of an audio record	30.00
f) To search for and prepare the record for disclosure - for each hour or part of an hour reasonably required for such search and preparation	30.00

For purposes of section 22(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) One-third of the access fee is payable as a deposit by the Requestor.

The actual postage is payable when a copy of a record must be posted to a Requestor.

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:

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2. Reference number, if available:

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3. Any further particulars of record:

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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:

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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
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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:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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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