

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 FOR
HERONBRIDGE COLLEGE**

Association incorporated under Section 2 1
Reg No. 2001/014539/08

Overview

HeronBridge College was founded in 2001 as a co-educational institution with a Christian ethos.

Section 51(1)(a)

Name:	HeronBridge College
Physical Address:	No. 36 - R114, Nietgedacht, Gauteng
Postal Address:	Postnet Suite 707, Private Bag X153, Bryanston, 2021
Directors:	R G Caw, J C Fellingham, T J Irving, D Klein, A G Tomlinson, D G Tomlinson.
Contact Person(s):	Mr D G Tomlinson (managing director) Mr D Klein (College head) Mr T J Irving (Preparatory School head)
Tel. No:	0861 437 662
Fax No.	+27 11 388 1948
E-mail address:	david@heronbridge.co.za

Section 51(1)(b)

To gain access to the Human Rights Commission's guide to the Act, browse using an Internet browser to <http://www.sahrc.org.za>, e-mail: PAIA@sahrc.org.za.

Alternatively, call the Human Rights Advice Line on: 086-012-0120

Section 51(1)(c)

At this stage no Notice(s) has/have been published

Section 51(1)(d)

Records are kept in accordance with such other legislation as is applicable to HeronBridge College, which includes but is not limited to, the following legislation:

- The South African Schools Act of 1996
- The Companies Act No. 61 of 1973
- Basic Conditions of Employment Act No.75 of 1997
- Compensation of Occupational Injuries & Diseases Act No. 130 of 1993

- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Promotion of Access to Information Act No. 2 of 2000
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 30 of 1966
- Pensions Fund Act No. 24 of 1956
- Regional Services Council Act No. 109 of 1985

Section 51(1)(e)

- Employment contracts: Availability to be determined upon receipt of request
- Domain Name Registration: Availability to be determined upon receipt of request
- School Registration: Availability to be determined upon receipt of request
- Agreements with Suppliers: Availability to be determined upon receipt of request
- Data Base of Pupils & Parents: Availability to be determined upon receipt of request
- Website Information: Freely available at <http://heronbridge.co.za>
- Annual Financial Statements: Availability to be determined upon receipt of request
- Memorandum and Articles of Association: Availability to be determined upon receipt of request
- Parent Teachers ♦ Association Constitution: Availability to be determined upon receipt of request
- Parents ♦ Consultative Forum: Availability to be determined upon receipt of request
- School Policy Documents: Availability to be determined upon receipt of request
- School Fees: Availability to be determined upon receipt of request
- Licences: Availability to be determined upon receipt of request

Section 51(1)(f)

Fees in Respect of Requests for Information



Fees in Respect of Private Bodies

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4 size or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:
 - (a) For every photocopy of an A4-sized page or part thereof R1,10
 - (b) For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form R0,75
 - (c) For a copy in a computer-readable form on
 - (i) stiffy disk R7,50

- (ii) compact disk R70,00
 - (d) For a copy of visual images, for an A4-sized page or part thereof R60,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00
 4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 - (1)
 - (a) For every photocopy of an A4-sized page or part thereof R1,10
 - (b) For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form R0 75
 - (c)

For a copy in a computer-readable form on

 - (i) floppy disk R7,50
 - (ii) compact disk R70,00
 - (d) For a copy of visual images, for an A4-sized page or part thereof R60,00
 - (e) To search for and prepare the record for disclosure, for each hour or part of an hour R30,00
 - (2) For purposes of section 54(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 requester.
 - (3) The actual postage is payable when a copy of a record must be posted to a requester
- Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
Form for Application of Information

The forms prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under the  regulations  section. Any application must be in writing and must include at least the following -

- (a) Sufficient particulars to enable the head of the college to identify the record or records requested as well as the requester.
- (b) Indication of which form of access is required.
- (c) A specific postal address or fax number of the requester in the Republic.
- (d) An explanation by the requester of why the requested record is required and for the exercise or protection of that right.
- (e) In addition to a written reply, if the requester wishes to be informed of the decision on the request in any other manner, the state of the manner and the necessary particulars are to be advised.
- (f) Proof of the capacity in which the requester is making the request must be submitted, if in the case of the request being made on behalf of a person, and this is to be to the reasonable satisfaction of the head.

