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M A N U A L

IN ACCORDANCE WITH

THE PROMOTION OF ACCESS TO

INFORMATION ACT (NO. 2 OF 2000)

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THE HILTONIAN SOCIETY

(INCORPORATED ASSOCIATION NOT FOR GAIN)

Private Bag 6001, Hilton, 3245, KwaZulu-Natal, South Africa • Telephone (033) 383 0100 • Fax: (033) 383 0080
E-mail: hc@hiltoncollege.com • Web: www.hiltoncollege.com

(Reg. No. 1928/001172/08)
NPO Registration No. 017-583 • PBO Reference No. 1811/13/2644

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 FOR THE HILTONIAN SOCIETY (Incorporated Association Not For Gain) Reg.No. 1928/001172/08

Overview

The Society is the incorporated entity that owns and operates Hilton College, a full boarding independent non-denominational Christian school for boys. The College was established in 1872 and provides a high quality holistic education to both South African and foreign students.

Section 51(1)(a)

Name:	The Hiltonian Society (Incorporated Association Not For Gain) t/a Hilton College
Physical Address:	Hilton College Road, Hilton, Kwazulunatal, 3245
Postal Address:	Pvt Bag 6001, Hilton 3245
Governors:	JB Hodgson, JI Hancock, RC Andersen, REW Burman, FD Chamberlain, Mrs. H Christodoulou, Sir RH Don-Wauchope Bt., Prof. RMS Falcon, DFM Gass, GRC Hayward, AM Hyatt, MJ Lamberti, RA Lederle, Dr SM Lund, LW Maasdorp, Dr PEM Moloi, IO Shongwe, TMZ Zuma
Contact Person(s):	Mr. MJ Nicholson (Headmaster) MR. BP South (Secretary & Financial Manager)
Tel. No:	033 – 383 0100
Fax No.	033 – 383 0120

E-mail address of contact persons: ar@hiltoncollege.com
bursec@hiltoncollege.com

Section 51(1)(b)

To gain access to the Human Rights Commission's guide to the Act and associated Guide, 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 The Society, which includes but is not limited to, the following legislation:

- The South African Schools Act of 1996
- 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
- Companies Act No. 61 of 1973
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Value Added Tax Act No. 89 of 1991
- 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://www.hiltoncollege.com>
- Annual Financial Statements: Availability to be determined upon receipt of request
- Minutes of all Trust, Management, Executive and sub-committee meetings: Availability to be determined upon receipt of request
- School Policy Documents: Availability to be determined upon receipt of request
- Details of Governors: 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) | 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 fee payable by a requester, referred to in regulation 11(3), is 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) 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, R30 for each hour or part of an hour | |
| (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

Request for access to record of private body



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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)) [Regulation 10]

A. Particulars of private body

The Head: _____

The Information Officer: _____

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
 (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
 (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number: _____ Telephone number: _____

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. 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.

Full names and surname:

Identity number:

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:**

2. **Reference number, if available:**

3. Any further particulars of record:

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:

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

Disability:	Form in which record is required:
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Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request 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:

<input type="checkbox"/> Copy of record*	<input type="checkbox"/> Inspection of record
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2. If record consists of visual images

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

<input type="checkbox"/> View the images	<input type="checkbox"/> Copy of the images	<input type="checkbox"/> transcription of the images*
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3. If record consists of recorded words or information which can be reproduced in sound:

<input type="checkbox"/> listen to the soundtrack (audio cassette)	<input type="checkbox"/> transcription of soundtrack* (written or printed document)
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4. If record is held on computer or in an electronic or machine-readable form:

<input type="checkbox"/> printed copy of record*	<input type="checkbox"/> printed copy of information derived from the record*	<input type="checkbox"/> Copy in computer Readable form* (stiffy or compact disc)
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*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? YES NO

Postage is payable.

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:

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

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 of _____ 20

SIGNATURE OF REQUESTER / PERSON
ON WHO'S BEHALF REQUEST IS MADE
