

Jungle Theatre Company
(Registration number 033-014-NPO)

**This manual has been prepared in accordance with Section 51 of the
Promotion of Access to Information Act 2 of 2000**

Section 51 (1) (a)

Contact details of the information officer:

Name of Organisation: Jungle Theatre Company

Contact Person: Manager

Name of Contact Person: Miranda Tait

Office Address: 69 Main Road, Muizenberg, 7945

Postal Address: PO BOX 224 Muizenberg, 7950

Tel: 021 788 5641

Fax: 086 574 2502

Email address of Contact Person: info@jungletheatre.co.za

Website: www.jungletheatre.co.za

Section 51(1)(b)

Description of the guide referred to:

A Guide on how to utilize the Promotion of Access to Information Act, 2000, has been prepared in terms of Section 10 of PAIA by the Human Rights Commission at:

29 Princess of Wales Terrace, cnr York and St Andrews Street, Parktown

And on its website at: www.sahrc.org.za.

Any queries can be directed to: The South African Human Rights Commission, PAIA Unit, Research And Documentation Department.

Postal Address: Private Bag X2700, Houghton, 2041

Tel: (011) 484-8300

Fax:(011) 484 1360

Email: PAIA@sahrc.org.za

Website: www.sahrc.org.za

To gain access to the Human Rights Commission's guide to the Act, browse using an Internet web browser to <http://www.sahrc.org.za/paia.htm>

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

Section 51(1)(c)

Latest Notices: No notices have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

Section 51(1)(d)

Information is available in terms of the following legislation, if and where applicable:

Basic Conditions of Employment Act 75 of 1997

Employment Equity Act of 1998

Income Tax Act 58 of 1962

Labour Relations Act 66 of 1995

Nonprofit Organisations Act 71 of 1997

Promotion of Access to Information Act No. 2 of 2000

Unemployment Insurance Act 63 of 2001

Section 51(1)(e)

Description of subjects and categories on which Jungle Theatre Company holds records (including confidential records):

- Agreements With Suppliers: Availability to be determined upon receipt of request
- Annual Report: Available to all at <http://www.jungletheatre.co.za>
- Beneficiary Records: Availability to be determined upon receipt of request
- Company Documentation: Availability to be determined upon receipt of request
- Domain Name Registrations: Availability to be determined upon receipt of request
- Employment Contracts: Availability to be determined upon receipt of request
- Freelance Contracts: Availability to be determined upon receipt of request
- Grant Contracts: Availability to be determined upon receipt of request
- Policy Documentation: Availability to be determined upon receipt of request
- Reports to Funders: Availability to be determined upon receipt of request
- Trainee Records: Availability to be determined upon receipt of request
- Website Information : Available to all at <http://www.jungletheatre.co.za>

Section 51(1)(f)

Fees in respect of requests for information:

There are two types of fees required to be paid in terms of the act namely, the request fee and the access fee.

A requester who seeks access to a record containing own personal information (“a personal requester”), is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the request fee (Section 54(1))

The request fee referred to in regulation 11(2) is R50,00.

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

- For every photocopy of an A4-size page or part thereof R1,10
- For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75
- For a copy in a computer-readable form on
- stiffer disc R7,50
- compact disc R70,00
- For a transcription of visual images, for an A4-sized page or part thereof R40,00
- For a copy of visual images R60,00
- For a transcription of an audio record, for an A4-size page or part thereof R20,00
- For a copy of an audio record R30,00
- To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.

For purposes of section 54(2) of the Act, the following applies:

- Six hours as the hours to be exceeded before a deposit is payable; and
- one third of the access fee is payable as a deposit by the requester.
- The actual postage is payable when a copy of a record must be posted to a requester.

Section 51(2)

Updates: This manual shall be reviewed annually.

Section 51(3)

Availability: This manual is available in English and has been approved by the management committee of Jungle Theatre Company, and has been submitted to the South African Human Rights Commission. It is available at Jungle Theatre Company's office, via the Project Coordinator and on the Jungle Theatre Company website (www.jungletheatre.co.za).

Details On How To Make A Request For Access – Section 50 (1)(A)(B)(C), 51(1)(E)

A requester must be given access to a record if the requester complies with the following procedure:

- The requester complies with all the procedural requirements of the Act relating to the request for access to that record;
- The record is required for the exercise and or protection of any rights;
- Access to that record is not refused on any ground of refusal contemplated in Chapter 4 of the Act.

Nature of the request:

For the purposes of the request, the requester must use the form Annexure A and submit the same together with a request fee to the Information Officer of Jungle Theatre Company:

- If the requester is a public body as defined in the Act, for the exercise or protection of any rights, other than its rights, it must establish that it is acting in the public interest (Section 50(2)).
- The form must be submitted to the head of the body at his address, fax number or electronic mail address. (Section 53 (1)).
- The requester must also indicate if the request is for a copy of the record or if the requester wants to view the documents from Jungle Theatre Company's offices. Alternatively, if the record is not a document, it can then be viewed in the requested form, where possible (Section 53(2) (b)).
- If the requester asks for access in a particular manner, it should be given in the manner that it has been asked for. This is unless doing so would interfere with the running of the company or damage the record, or infringe a copyright not owned by the State. If access is given in another form, then the fee must be calculated according to the manner in which the requester first opted for (Section 53(2)(b)).
- If in addition to a written reply to a request for the record, the requester wants to be told about the decision in any other way, e.g. telephonically, this must be reflected in the request (Section 53(2)(e)).
- If the requester is asking for the information on behalf of someone else, the capacity in which the request is being made and proof thereof should be indicated (Section 53(2)(f)).
- The requester will be notified of the prescribed fee payable prior to the request for information being further processed (Section 54(1)).

- The information officer will deal with the request for information within 30 days after receipt of the request or as soon as is reasonable (Section 56(1)). In certain instances the period of 30 days may be extended for a further 30 days (Section 57(1)).
- The requester will be notified whether or not he or she will be granted access to the information requested (Section 56(2)).
- Failure by the head of the company to give a decision on a request for access to the requester concerned within the time periods contemplated shall be deemed or regarded as having declined the request for access to information. (Section 58).

Application form must:

- Furnish sufficient particulars to enable the information officer of the private body to identify the records/ requested and identify the requester, (Section 53(2) (a)).
- Indicate which form of access is required, (Section 53(2) (b)).
- Specify a postal address or fax number of the requester in the Republic, (Section 53(2) (c)).
- Identify the right which the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right, (Section 53(2) (d)).
- If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner, (Section 53(2) (e)).
- If the request is made on behalf of any other person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the private body (Section 53(2) (f)).

How To Gain Access To Information

To gain access to the aforementioned services at Jungle Theatre Company, a request must be lodged by contacting the Project Coordinator of the organisation, who is the Information Officer. For contact details, please refer to the beginning of this document.

Remedies Available If The Provisions Of This Act Are Not Complied With (Section 51*)(If the provisions of this act are not complied with (section 74 and section 78).)

Jungle Theatre Company has the right to refrain from or refuse to furnish the requested information to a requester. An appeal may be lodged against the decision of the Information Officer with the Chairperson of the organisation. If the requester is still aggrieved by the decision of the Chairperson, s/he can apply to court for the appropriate relief.

ANNEXURE A

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 4)

1. Particulars of private body

Name of Private Body:.....

2. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to the records must be recorded below.

(b) Furnish an address and/or fax number in the Republic to which information must be sent.

(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full name and surname:.....

Identity number:.....

Postal Address:.....

Telephone Number:.....

Fax number:.....

E-mail Address:.....

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

A. 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:.....

B. 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.

Description of record or relevant part of the record:.....

Reference number, if available:.....

Any further particulars of record:.....

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 therefore.*

Reason for exemption from payment of fees:

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:.....

Mark the appropriate form by circling:

NOTES:

- (a) Your indication as to the required form of access depends 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* (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? A postal fee is payable.* **YES NO

C. 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.

Indicate which right is to be exercised or protected:.....

**Explain why the requested record is required for the exercising or protection of the
aforementioned right:.....**

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 thereof 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:.....

Signature:.....

Signature of Requester/person on whose behalf request is made