

QUALITY MANAGEMENT SYSTEM

<p>LE-003A-CCT</p> <p>Access to Information Manual</p>
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ACCESS TO INFORMATION MANUAL

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1. Introduction

The Promotion of Access to Information Act 2 of 2000 came into force on 9 March 2001. It seeks to promote a culture of transparency, accountability and good governance, by giving effect to the constitutional right of access to information.

Section 14 of the Act requires public bodies to compile a manual which will assist either private or juristic persons in obtaining information from such public body.

The College of Cape Town for TVET is a semi-autonomous Technical and Vocational Education and Training (TVET) College, established by the Continuing Education and Training (CET) Act, 16 of 2006 as amended, carrying on business as an educational institution. It operates on nine sites and has three residences in the Cape Town area.

The details required in order for a requester of information to obtain or apply for information which the College of Cape Town holds, are contained herein.

2. Definitions

The following words will bear the following meaning in this manual:

"the Act"

The Promotion of Access to Information Act 2 of 2000, including all Regulations published in terms of the Act

"the Information Officer"

The Chief Executive Officer or equivalent of the College of Cape Town

"the Deputy Information Officers"

Managers of the College of Cape Town with delegated responsibilities in terms of this policy

"the/this manual"

This manual and any annexures

"personal requester"

A person seeking access to a record containing personal information about his or her self

"SAHRC"

The South African Human Rights Commission

"third party"

Any person other than the requester of information

"College"

The College of Cape Town for Further Education and Training

3. Institutional Address

Postal: PO Box 1054, Cape Town, 8000
Physical: 334 Albert Road, Salt River
Website: <http://www.cct.edu.za>

4. Contact persons

Information Officer:

The Chief Executive Officer

Postal	PO Box 1054, Cape Town, 8000
Physical	334 Albert Road, Salt River
Telephone	021 404 6700
Fax	021 404 6701

Deputy Information Officer: Marketing, Business Planning and Strategy

The Deputy CEO: Innovation and Development

Postal	PO Box 1054, Cape Town, 8000
Physical	334 Albert Road, Salt River
Telephone	021 404 6700
Fax	021 404 6701

Deputy Information Officer: Accounting and Finance

The Chief Financial Officer

Postal	PO Box 1054, Cape Town, 8000
Physical	334 Albert Road, Salt River
Telephone	021 404 6700
Fax	021 404 6701

Deputy Information Officer: Administration, Physical Resources and HR

The Deputy CEO: Administration

Postal	PO Box 1054, Cape Town, 8000
Physical	334 Albert Road, Salt River
Telephone	021 404 6700
Fax	021 404 6701

Deputy Information Officer: Academic

The Deputy CEO: Academic

Postal	PO Box 1054, Cape Town, 8000
Physical	334 Albert Road, Salt River
Telephone	021 404 6700
Fax	021 404 6701

5. Section 10 Guide

In terms of Section 10 of the Act, the SAHRC must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. The contact details for the SAHRC are as follows:

PAIA Unit
The Research and Documentation Department Private Bag 2700
HOUGHTON
2041

Telephone (011) 484 8300

Fax (011) 484 0582
Website <http://www.sahrc.org.za>
Email paia@sahrc.org.za

6. Records held by the College

The College of Cape Town keeps information in accordance with the following, and possibly other, legislation:

- Income Tax Act, Act No. 58 of 1962
- Unemployment Insurance Act, Act No. 4 of 2002
- Basic Conditions of Employment Act, Act No. 75 of 1997
- Employment Equity Act, Act No 55 of 1998
- Skills Development Act, Act No. 9 of 1999
- Occupational Health and Safety Act, Act No. 85 of 1993
- Employment of Educators Act, Act No. 76 of 1998
- Continuing Education and Training (CET) Act, Act No. 16 of 2006, as amended

7. Subjects and categories of information held

	SUBJECT	CATEGORIES
1.	Human Resources	Includes: Employment Contracts, Disciplinary / Performance records, Employee Personal Details (curricula vitae) Employment Equity Plan and Report, Application forms (loans, leave, etc.), Skills Development Plan, etc.
2.	Operational Information	Includes: Internal phone lists, Student Information, Company Policies, Marketing Material, Contracts with Students and Suppliers, Training Material Information, Insurance Policies, etc.
3.	Communications	Internal and external correspondence

8. Services available to members of the Public

All services (education and training, research and accommodation) offered by the College of Cape Town, are only available to staff and to students and learners registered with them.

9. Arrangement allowing for public involvement in the formulation of policy and the exercise of power

The formulation of all policies and decisions with regard to exercise of power, are, in terms of legislation, matters for internal consideration at the College of Cape Town and there is no arrangement allowing for public involvement in such policies or decisions.

10. Accessing a record held by the College

10.1 Visit the web site

Before following the procedures outlined below, a person requiring information is encouraged to first visit the College of Cape Town's website (<http://www.cct.edu.za>) which may contain the information being sought.

10.2 Procedures

A person requesting information from the College of Cape Town must:

- a) Use the prescribed form (Form A of the Regulations as contained in Government Gazette R187 of 15 February 2002) to make such request. The form can be downloaded from the College web site (see 10.1 above), the SAHRC website, or can be requested from the offices of the Information Officer or the Deputy Information Officers.
- b) Make the request to the Information Officer or to one of the Deputy Information Officers.
- c) Provide sufficient detail on the request to enable identification of the record and the requester.
- d) Indicate the form of access required (i.e. written, electronic, tape recording etc.).
- e) If a request is made on behalf of another person, indicate and submit proof of the capacity in which the request is being made.
- f) If the requester is illiterate or has a disability, he/she can make the request for the record orally to the Information Officer or to one of the Deputy Information Officers.
- g) Pay the prescribed request fee of R35.00 when required by the Information Officer or Deputy Information Officer in question. Please note that a personal requester is not required to pay the aforesaid fee. Any requester who is not a personal requester, may lodge an internal appeal where appropriate, or an application to the court against the tender of payment of the request fee.
- h) Await the decision from the Information Officer or relevant Deputy Information Officer of the College of Cape Town as to whether or not access to the information will be granted. Such decision will be made in accordance with the provisions of the Act.
- i) Should access to the information be granted, pay the prescribed access and reproduction fees. The fee schedule can be obtained from the offices of the Information or Deputy Information Officers or can be accessed on the SAHRC website.

11. Dealing with requests

On receipt of a request, the Information or relevant Deputy Information Officer will:

11.1 In the event that the *record* requested:

- a) is not under the control of the College of Cape Town,
- b) is more closely connected with the functions of another public body,
- c) contains commercial information in which another public body has a greater interest, transfer the request within 14 days of it having been received to the information officer of the public body concerned, and notify the *requester* of the transfer, the reason therefore and the period within which the request must be addressed.

11.2 If the *record* requested cannot be found or does not exist, notify the *Requester thereof* by way of affidavit.

11.3 Defer the request if the *record* is not yet available in terms of section 24(1) of the Act.

11.4 Within 30 (thirty) days of having received a request, send a notice to the *requester*, indicating whether or not access has been granted. If access is granted, send a notice to the *requester* indicating:

- a) the access fee to be paid upon access being granted,
- b) the form in which access will be given; and,
- c) that the *requester* may lodge an internal appeal against the access fee to be paid or the form in which access is to be granted.

11.5 If access is denied, send a notice to the *requester* indicating:

- a) reasons for the refusal,
- b) exclude from the reasons, any reference to the content of the *record*,
- c) that the *requester* may lodge an internal appeal with the College of Cape Town or application with a court against the refusal of the request and the procedure.

11.6 Extend the period of 30 days in which to make the decision on the request if:

- a) the request is for a large number of records and compliance would unreasonably interfere with the activities of the College of Cape Town,
- b) the request requires a search or collection of *records* in an office not situated in the same town or city as the Information or relevant Deputy Information Officer,
- c) consultations with other departments or public bodies are necessary or desirable, and the consultations cannot reasonably complete the consultations within the 30 days,
- d) the requestor consents in writing to the extension.

11.7 Make decisions on whether to grant the request, by reference to The Act which outlines categories of information that must, may and may not be disclosed.

12. Update of this manual

The College of Cape Town will review this manual each year and make adjustments if deemed necessary.