

PROMOTION OF ACCESS TO INFORMATION ACT MANUAL
In terms of section 14 of the Access to Information Act No 2 of 2000
FOR
MAROPENG A'AFRIKA LEISURE (PTY) LTD
("Maropeng")

Section A

Contact details in terms of Section 51 of the Act

The designated Information Officer who deals with all matters in connection with requests for information, in terms of the Promotion of Access to Information Act, No. 2 of 2000 is as follows -

Contact person: Tony Rubin

Postal address: PO Box 1426, Rant en Dal, 1751, South Africa

Physical address: R400, just off the R563 Hekpoort, Cradle of Humankind, South Africa

Phone number: +27 14 577-9000

Fax number: +27 14 577-9200

E-mail: tonyr@maropeng.co.za

Section B

Introduction

This manual is published in terms of Section 14 of the Promotion of Access to Information Act No 2 of 2000. The Act gives effect to the provisions of Section 32 of the Constitution. The Constitution of the Republic of South Africa, Act No. 108 of 1996 stipulates that everyone has the right of access to any information held by the State, and any information that is held by another person that is required for the exercise or protection of any rights and that national legislation must be enacted to give effect to this right.

The Promotion of Access to Information Act gives effect to this constitutional right and came into effect on 9 March 2001. The object of the Act is to foster a culture of transparency and accountability in public and private bodies and to actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights.

South African Human Rights Commission

Section 10 of PAIA provides that the South African Human Rights Commission must compile simple and easily comprehensible guidelines on how to use the Promotion of Access to Information Act. This guide is available for access and viewing in all languages at the South African Human Rights Commission offices Private Bag x2700, Houghton, 2041; Tel - 011 877 3600, Fax - 011 403 0625. Website: www.sahrc.org.za.

Due to the fact that some private bodies (private bodies other than public companies in terms of section 20 of the Companies Act) have been temporarily exempted from publishing section 51 manuals the South African Human Rights Commission have not included the contact details of the private bodies in this first publication of the Guide. An electronic version of the Guide is kept on the website of the South African Human Rights Commission, www.sahrc.org.za, and is updated monthly to keep the public abreast of developments and changes regarding the contact details of information officers of public bodies and general information on PAIA.

How to make a request for access to information

A request for access to a record is made by completing a request "Form C" for private bodies. Form C is available on request from the Maropeng offices, can be viewed at the end of this manual and can also be obtained from the offices and website of the South African Human Rights Commission at www.sahrc.org.za. The request forms must be completed and submitted to Maropeng's Information Officer. The Information Officer must respond to the request within 30 days.

For further information on -

- (a) How to make a request for access to information. See Section D of this manual.
- (b) The costs of requests for information from private bodies. See section E of this manual.

A copy of this manual is available for inspection at:

The physical address of the company – Maropeng Visitors Centre, R400, just off the R563 Hekpoort, Cradle of Humankind, South Africa;

The company website – www.maropeng.co.za, and

The South African Human Rights Commission offices - Private Bag x2700, Houghton, 2041

Section C

The Business

Business Name	Maropeng a’Afrika Leisure (Pty) Ltd
Type of Entity	Private company
Type of Business	The company operates the official Visitors Centre for the Cradle of Humankind, an information and interpretation centre at Mohale’s Gate in the Cradle of Humankind World Heritage Site which exhibits the story of the origins of the human species. The company also operates the Sterkfontein Caves, as well as a boutique hotel and conferencing facilities.
Location of Business	Maropeng Visitors Centre, R400, just off the R563 Hekpoort, Cradle of Humankind, South Africa
Contact details	Phone number: +27 14 577-9000 Fax number: +27 14 577-9200 Website address: www.maropeng.co.za Email address: tonyr@maropeng.co.za

Section D

Information required by section 51(1)(d) of the Act Records are available in accordance with the following legislation -

Bargaining Council Agreement (Restaurant & Catering trades)
Basic Conditions of Employment Act
Broad Based Black Economic Empowerment Act
Certificate of Acceptability for Food Service (Health Certificate)
Companies Act
Compensation for Occupational Injuries and Diseases Act
Employment Equity Act
Environmental Health and Safety Act
Financial Intelligence Centre Act
Gauteng Liquor Act
Gauteng Tourism Act
Hospitality Sectoral Determination No 14
Income Tax Act
Labour Relations Act
Medical Schemes Act
National Credit Act
National Environmental Management Act
National Liquor Act
Occupational Health and Safety Act
Pension Funds Act
Promotion of Access to Information Act
Safety at Sports and Recreational Events Act
Skills Development Act
Skills Development Levy Act
Tobacco Products Control Act
Tourism Act (National)
Tourism Sector Charter BBBEE Sector code
Unemployment Contributions Act
Unemployment Insurance Act
Value-added Tax Act

Records that may be requested in terms of Section 51(1)(c)

The following general information is available in the public domain and does not require an official request in terms of the Act.

The following information is available from our Information Officer and/or from our website at www.maropeng.co.za:

- Newsletter
- News
- Brochures
- Rates and prices
- Room configuration
- Functions facilities
- Dining facilities
- Menus
- Photo gallery
- Packages and Promotions
- Booking on line
- Products and services

- Location and directions
- Contact details

Records that may be requested in terms of Section 51(1)(e)

Requests for access to records held by Maropeng must be made on the request forms that are available from the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.doj.gov.za) (under "regulations").

For the convenience of requesters, copies of these forms are included in the version of this manual, and are also available from our Information Officer whose contact details appear in Section A and at the end of this manual.

Requests for access to records must be made to our Information Officer at the address, fax number or electronic mail address provided.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

It is vital that the requester identifies the right that he or she is seeking to exercise or protect and provides an explanation of why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of our Information Officer. If a requester does not use the standard form, the request may be rejected for lack of procedural compliance, refused (if sufficient information is not provided or otherwise) or delayed.

Please note that requestors are also required to pay the prescribed fees. The list of prescribed fees in respect of requests, and in respect of access to records (if the request is granted) is shown in this manual, in Section E.

The Information Officer will notify the requester (other than a personal requester) of the prescribed fee (if any) before further processing the request. The requester may lodge an internal appeal or an application to Court against the tender or payment of the request fee.

The Information Officer will then make a decision on the request and notify the requester in the required form.

If the request is granted, then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

All requests to Maropeng will be evaluated and considered in accordance with the Act.

Publication of this Manual and describing the categories and subject matter of information held by Maropeng does not give rise to any rights to access such information or records, except in terms of the Act.

Kindly note that there are a number of grounds for refusal of access to records (Sections 7, 61 and 63 to 70).

Subjects and categories of records held by Maropeng

Maropeng maintains records on the following categories and subject matters. However, please note that recording a category or subject matter in this manual does not imply that a request for access to such records will be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act. In particular, there may be applicable grounds of refusal of such a request, as set out in the Act.

Please note further that many of the records held by Maropeng are those of third parties, such as clients and employees, and we take the protection of third party confidential information very seriously. Requests for access to these records will be considered very carefully. Please ensure that requests for such records are carefully motivated.

Company Secretarial / Legal

- General contracts
- Statutory records
- Incorporation documents
- Building plans and or alterations
- Concession Agreements
- Construction contracts and architectural drawings
- Licences
- Registrations
- Insurance details
- Certificates
- Permits
- Minutes of meetings
- Organogram
- Management Agreements
- Leases
- Limits of Authority
- Registered trademarks, trade names, protected names and other copyright items

Human Resources

- Employee records
- Attendance registers
- Employee remuneration
- Contracts of employment
- Employment equity reports
- Employee Policies and Procedures
- Pension and Provident Fund details
- Medical Aid details
- Employee Code of Conduct
- Training records
- Employee insurance schemes
- Employee Disciplinary Codes
- Health & Safety records
- Unemployment Insurance
- Collective Agreements
- BBBEE Verification Certificate

Financial

- Audited financial statements
- Taxation records
- Debtor records and agreements
- Creditor records and agreements
- Auditor reports
- Asset register
- Management accounts

- Banking details
- Insurance documentation
- Information technology

Liquor

- Liquor licences

Front of House

- Guest database
- Guest history
- Guest accounts
- Guest reservation data
- Reservation deposit and cancellation policies
- Management information reports
- Statistical data

Section E

Fees payable on request of information from Private Bodies

Part III of Regulation 187 published in the Government Gazette on the 15 February 2002

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 page or part thereof.			
2.	The fees for reproduction referred to in regulation 11(1) are as follows:			
	(a)	For every photocopy of an A4-size page or part thereof	R 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	R 0,75	
	(c)	For a copy in a computer-readable form on -		
		(i) stiffy disc	R 7,50	
		(ii) compact disc	R 70,00	
	(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R 40,00	
		(ii) For a copy of visual images	R 60,00	
	(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R 20,00	
		(ii) For a copy of an audio record	R 30,00	
3.	The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2)		R 50,00	
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-size page or part thereof	R 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	R 0,75
		(c)	For a copy in a computer-readable form on -	
			(i) stiffy disc	R 7,50
			(ii) compact disc	R 70,00
		(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R 40,00
			(ii) For a copy of visual images	R 60,00
		(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R 20,00
			(ii) For a copy of an audio record	R 30,00
		(f)	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.	
	(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;	
		(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.		

Form C
Request for Access to Records of
Maropeng a’Afrika Leisure (Pty) Ltd
Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

A. Particulars of private body

Contact person: Tony Rubin
Postal address: PO Box 1426, Rant en Dal, 1751, South Africa
Physical address: R400, just off the R563 Hekpoort, Cradle of Humankind, South Africa
Phone number: +27 14 577-9000
Fax number: +27 14 577-9200
E-mail: tonyr@maropeng.co.za

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:

Copy of record*	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.):

View the images	Copy of the images*	Transcription of the images*
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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)
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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)
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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? 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
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 whose behalf request is made
