

**PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000
("the Act")**

SECTION 51 MANUAL

for

**MONTE VISTA PRESBYTERIAN & REFORMED CHURCH
t/as GRACE PRESBYTERIAN CHURCH
PBO Registration Number 9297/561/14/5**

Introduction to Grace Presbyterian Church –

Our Mission is to honour God as a redeemed community by presenting Christ to every person and every person mature in Christ. We believe the scriptures of the Old and New Testaments, the Word of God, to be the supreme authority in all matters of faith and life.

The supreme authority in all matters of faith and life are the Scriptures of the Old and New Testaments which we believe are the inspired and inerrant Word of God. By way of definition and summary of our faith we adopt the Westminster Confession of Faith (as amended by the 1789 Assembly of the Presbyterian Church in America) with its Larger and Shorter Catechisms.

We further adopt the Canons of Dort as a supplement to the Westminster Confession of Faith.

Particulars in Terms of the Section 51 Manual –

1. Contact Details

The head of the body for purposes of this manual is Rev Hilmar von Fintel who may be contacted at –

Postal Address :	P.O. Box 12002, N1 City, 7463. Western Cape
Street Address :	cnr Barrow & Camoens Streets, Monte Vista, 7460. Western Cape
Telephone Number:	021 558-1326
Fax Number :	021 558-1326
Email address :	hilmar@gracepresby.co.za

2. The Section 10 Guide on how to use the Act –

Grace Presbyterian Church does not currently have a hard copy of this guide, as produced by the South African Human Rights Commission. However, an electronic version of the Guide can be accessed at

<http://www.sahrc.org.za/PAIA%20Guide%final.pdf>

For a hard copy of the guide and for any further information on how the requester can get access to the Guide other than through the link provided above, please contact :-

South African Human Rights Commission
PAIA Unit
The Research & Documentation Department
Postal Address : Private Bag 2700
Houghton
2041
Telephone : +27 11 484-8300
Fax : +27 11 484-0582
Website : www.sahrc.org.za
e-Mail : PAIA@sahrc.org.za

3. Records available in terms of any other legislation –

Accounting Records –

Annual financial statements and working papers
Customer and supplier statements and invoices

Fixed Property –

Title Deed

Information Technology –

Various Service Level Agreements [SLA]
Telephone lines, leased lines and data lines

Insurance –

Insurance Policy
Claims records

Personnel Records –

Salary slips

UIF, PAYE

Workmens' Compensation documents

Basic Conditions of Employment Act 75 of 1997

Compensation for Occupational Injuries and Health Diseases Act 130 of 1993

Employment Equity Act No.55 of 1998

Labour Relations Act 66 of 1995

Occupational Health & Safety Act 85 of 1993

Unemployment Contributions Act 4 of 2002

Unemployment Insurance Act 63 of 2001

Statutory Business Records –

Constitution

Resolutions

Minute Books

Letters of Authority [signing powers – who signs what]

Promotion of Access to Information Act 2 of 2000

Tax -

Income Tax returns

Tax Assessments

Income Tax Act No.58 of 1962

4. Access to Records held by the Private Body in question –

[i] The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of Section 52[2] – **Nil**

[ii] Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed – **All administration, human resources, finances, and other documents are maintained in the administration office of the Church.**

[iii] The Request Procedures –

Form of request :

- The requestor must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or e-mail address of the body concerned.

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requestor should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide 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 the head of the private body.

Fees :

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee –

- The head of the private body must notify the requester [other than a personal requester] by notice, requiring the requester to pay the prescribed fee[if any] before further processing the request.
- The fee that three requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

5. Other Information as may be prescribed –

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the Manual –

The manual is also available for inspection at the offices of the Church free of charge, and copies are available with the SAHRC, in the Gazette and on the church’s website.

Details of the Private Body –

Name of Entity	Grace Presbyterian Church
Name of the Head of the Body for purposes of the Manuel	Rev Hilmar von Fintel
Postal Address	PO Box 12002, N1 City. 7463. Western Cape
Street Address	cnr Barrow & Camoens Streets, Monte Vista. 7460
Telephone Number	021 558-1326
Fax Number	021 558-1326
e-Mail Address	hilmar@gracepresby.co.za
Website	http://www.gracepresby.co.za

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