



Independent development trust
Your partner in development

MANUAL IN TERMS OF SECTION 14

PROMOTION OF ACCESS TO INFORMATION ACT 2 of 2000



1. Foreword

The Promotion of Access to Information Act (PAIA) Manual was prepared as required in terms of Section 51 of the Promotion of Access to Information Act No.2 of 2000.

PAIA (No.2 of 2000) has been formulated to ensure a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information as entrenched in the constitution.

Section 32(1) of the Constitution of South Africa Act 108 of 1996, states that everyone has a right to access of records/ information held by the state or its entities that is required for the exercise or protection of any right.

For this reason, the Independent Development Trust (IDT) undertakes to subscribe to the principles of good governance, accountability and transparency on an on-going basis as enshrined in the Constitution of South Africa.

The IDT is committed to and guided by the operating values of being people centred including integrity, professionalism, accountability and Innovation. IDT continuously attempts to ensure that it's reporting and disclosure of information to its stakeholders is relevant, clear and effective.

Accessing the Manual

This manual can be accessed on our website @ www.idt.org.za or by requesting a copy by e-mail from the office Information Officer.

Mr CJB Pakade

Chief Executive Officer: Independent Development Trust

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1. INTRODUCTION

The promotion of Access to Information Act, No 2 of 2000 was enacted on 3 February 2000, giving effect to the constitutional 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. Where a request is made in terms of the Act, the body to which the request is made is obliged to release the information, except where the Act expressly provides that the information may or must not be released. The Act sets out procedural issues attached to such request.

The Independent Development Trust, as a public body would like to inform the public of their rights and promote a culture of openness with regards to access to information held by the organisation. This is to give effect to the constitutional right of access to any information held by the state and its organs for the exercise or protection of a right.

2. THE INDEPENDENT DEVELOPMENT TRUST BACKGROUND

The Independent Development Trust (IDT) is a schedule 2 Public Entity governed by its deed of Trust, the Public Finance Management Act (No.1 of 1999) and relevant legislative frameworks.

The principal purpose of the IDT is to operate as an anti-poverty and redistributive agency, which invests in finding new ways of meeting the core challenges of poverty and inequality and expends its capital base in the pursuit of workable strategies and programmes that can be shared and replicated. In partnership with government, the IDT believes that through the integrated suite of service offerings it is able to offer the country a distinctive service.

Presently the IDT has 5 core business areas which are offered as an integrated suite of services and products:

- Development Programme Management
- Leveraging/Harnessing Resources
- Institutional Delivery and Capacity Building
- Knowledge Management
- Social Facilitation

VISION AND MISSION

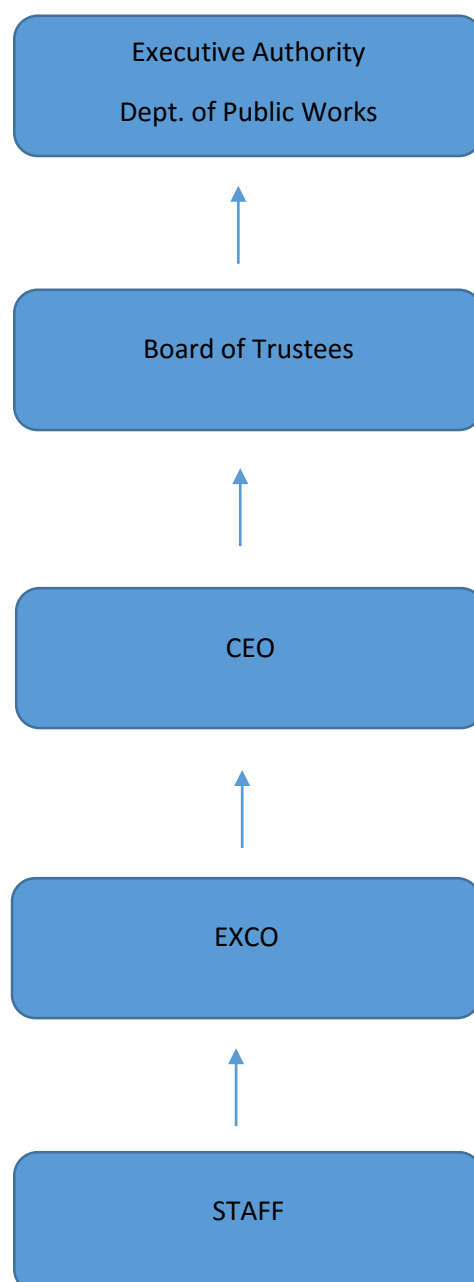
Vision of the IDT

To be the leading public sector developmental programme implementation and management agency.

Mission of the IDT

The IDT, manages and delivers integrated quality Social Infrastructure Programmes on behalf of government on time, cost effectively and through a people centred approach.

4. STRUCTURE OF THE IDT



5. CONTACT DETAILS

Information Officer: CBJ Pakade

Physical Address: Glenwood Office Park

Cnr. Oberon & Sprite Streets

Faerie Glen

0043

Postal Address P O Box 73000

Lynwood Ridge

0040

Telephone: (012) 845 2061/ (012) 845 2157

E-mail address: maggiem@idt.org.za / duduzilem@idt.org.za

Deputy Information Officers : 012-845 2000

1. **Mzolisi Fukula** : (Office of the CEO):
mzolisif@idt.org.za
2. **Ms Yvonne Mbane** : **Executive Head- Corporate Services**
Yvonnem@idt.org.za
3. **Nicky Mogorosi** : **Chief Financial Officer**
Nickym@idt.org.za
4. **Cornelius Ruiters** : **Executive Head-Programmes Management**
Corneliusr@idt.org.za

REGIONAL OFFICES

1. Eastern Cape Office

Deputy Information Officer: Mqondiso Makupula

Palm Springs Business Park

Bonza Bay Road. Silverwood House

Beacon Bay. East London 5241

Telephone number: (043) 711 6000

E-mail : mqondisom@idt.org.za

2. Free State Office

Deputy Information Officer: Tseliso Mokheti

PHG Building/The Courtyard

196 Nelson Mandela Drive

Bloemfontein 9301

Telephone number: (051) 411 6251

E-mail: tselisom@idt.org.za

3. Gauteng Office**Deputy Information Officer: Tebogo Malaka**

Building No 1 North Midrange

Cnr 6th Avenue & New Road

Midrand, 1632

Telephone number: (011) 357 4600

E-mail: Tebogom@idt.org.za

4. KwaZulu-Natal Office**Deputy Information Officer: Nonhlanhla Khumalo**

12th Floor the marine

22 Dorothy Nyembe Street

Durban

4001

Telephone number (031) 369 7400

E-mail: Nonhlanhlak@idt.org.za

5. Limpopo Office**Deputy Information Officer: Joseph Bali Mamabolo**

68 Hans Van Rensburg Street

Polokwane

0699

Telephone number (015) 295 0000

E-mail: Balim@idt.org.za

6. Mpumalanga Office**Deputy Information Officer: Dr. Hlamalani Manzini**

34 Brown Street

1st Floor ABSA Building

Nelspruit

1201

Telephone number :(013) 756 5500 /5518

E-mail: Hlamalanim@idt.org.za

7. Northern Cape Office

Deputy Information Officer: Patience Mokhali

10 Roper Street

Kimberly

8301

Telephone number (053) 807 2660

E-mail: PatienceM@idt.org.za

8. North West Office

Deputy Information Officer: Tapala Ramodike

4059 Joules Street

Mahikeng

2745

Telephone number (018) 389 3000

E-mail: Tapalar@idt.org.za

9. Western Cape Office

Deputy Information Officer: Bongani Mfeka

30 Waterkant Street

2nd Floor

Cape Town, 8000

Telephone number (021) 405 4000/ 4010 (direct)

E-mail: Bonganim@idt.org.za/Alanw@idt.org.za

6. PROCESSES AND PROCEDURES FOR REQUESTING RECORDS OR INFORMATION (SECTION 14(1)(d))

This manual is also available from the South African Human Rights Commission. Please direct any enquiries to:

The South African Human Rights Commission

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700

Houghton

2041

Telephone: (011) 484 8300

Fax: (011) 484 0582

E-mail: paia@sahrc.org.za

7. RECORDS THAT MAY BE REQUESTED

The record to be requested refers to any recorded information regardless of its form or medium which is in the possession of or managed by the IDT.

8. REQUEST PROCEDURES

- a. The requester must use the prescribed form to make the request for access to a record. The request must be made to the Deputy Information Officer. (See attached forms)
- b. The requester must provide sufficient particulars on the request form to enable the Deputy Information Officer to identify the record requested and the requester.
- c. The requester must indicate the form of access required.
- d. The requester must state whether the record concerned is preferred in any particular language.
- e. The requester should indicate if she/he wishes to be informed of the decision on the request in any other manner and state that manner and the necessary particulars for compliance to the request.
- f. If the request is made on behalf of another person, the requester must submit proof of the capacity in which he/she is making the request, to the reasonable satisfaction of the Deputy Information Officer.
- g. Should an individual be unable to make a request to a record of IDT because of illiteracy or disability, he/she may make such a request orally. The Deputy Information Officer of IDT

must then reduce the oral request to writing in the prescribed form and supply the requester with a copy thereof.

h. The Deputy Information Officer shall notify the requester, requiring the requester to pay the prescribed fee (if any) before further processing the request (a fee is not applicable to personal requesters)

i. A requester whose request for access to a record has been granted must pay an access fee for the reproduction and for the searching and preparation of the copies or transcriptions of the content of the record requested and for the time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure.

j. The Deputy Information Officer will inform the requester of the decision within 30 days after receipt of the request or may extend that period by a further period not exceeding 30 days.

k. In the event the IDT refuses to give the requester access to requested records, the requester may lodge an application with a court of Law for IDT to be ordered to give the requester access to the requested records.

l. If the court orders IDT to grant the requester access to the requested records, the requester must pay the access fee contemplated in paragraph (k) above, before access to such records can be granted.

9. GROUNDS FOR REFUSAL

a. The Information Officer may refuse request for access to information or a record if that record or information relates to:

I. Mandatory protection of privacy of a third party who is a natural person

II. Mandatory protection of the commercial information of a third party , if the record contains

- Trade secrets of that third party
- Financial, commercial or technical information which the disclosure could likely cause harm to the financial interests of the third party
- Information supplied in confidence by the third party to the IDT, if the disclosure could put that third party at a disadvantage in negotiations
- Mandatory protection of the safety of individuals and the protection of property
- Mandatory protection of records that might be regarded as privileged in legal proceedings
- Trade secrets of the IDT

10. RECORDS AVAILABLE IN TERMS OF THIS LEGISLATION

11.1 Trust Secretariat

a) IDT founding papers

b) Trustees minutes

c) EXCO minutes

- d) Submissions to the Board of Trustees
- e) Corporate calendar

11.2 Compliance and Risk

- a) Legislative checklists
- b) Investigations and Audit queries
- c) Risk Charter
- d) Strategic Risks Register
- e) Operational Risk Register
- f) Fraud prevention plan
- g) Whistle Blowers Report
- h) Audit Plan
- i) Scope Letters
- j) Audit Report

11.3 Strategy and Policy

- a) Minutes of Meetings
- b) Business plan
- c) Communication with Parliament
- d) Performance Reports to Executive Authority
- e) Trustees Reports

11.4 Finance

- a) Audited financial statements
- b) Management Accounts
- c) Banking details
- d) Debtors/Creditors statements
- e) General ledgers
- f) Supplier database
- g) Tender documentation

11.5 Human Resources

- a) Application letters & forms
- b) Arbitration awards
- c) Agreements with Trade union
- d) CCMA records
- e) Code of conduct
- f) Employment contracts
- g) Employment conditions and policies
- h) Employee Wellness Reports
- i) IRP 5's

- j) Labour disputes reports
- k) Medical aid records
- l) Personnel files
- m) Safety, Health and Environmental records
- n) Tax Reports
- o) Training reports
- p) Pension Fund Records
- q) Performance agreements contracts

11.6 Legal Services

- a) Contracts
- b) Litigations
- c) Legal Opinions
- d) Minutes

11.7 Programmes Management

- a) Programme Reports
- b) Project Reports
- c) Minutes
- d) Submissions (EXCO)
- e) Agreements
- f) Drawings
- g) Strategy Documents
- h) Opinion/think tank papers
- i) Monitoring and Evaluation Reports
- j) International Relation and Field Reports
- k) Articles
- l) Research Papers

11.8 Information Technology

- 1) Systems documentation and manual
- 2) Audit reports
- 3) Disaster Recovery Plan
- 4) Backup tapes
- 5) Minutes
- 6) Performance Management disaster Plan

11.09 Records Management

- a) File Plan
- b) Retention Schedule
- c) Registry Manual

d) PAIA Manual

11.10 Administration and Facilities

a) Lease agreements

b) Insurance Claims

c) Accidents Reports

11.11 Communications

a) Annual Reports

b) Minutes of Meetings

c) Photographs

d) Multimedia

e) Quarterly Bulletins

f) Corporate Newsletters

Schedule 1

FEES IN RESPECT OF PUBLIC BODIES

Part ii of Notice 187 in the Government Gazette on 15 February 2002

- 1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0, 60 for every photocopy of an A4-size page or part thereof.**
2. The fees for reproduction referred to in regulation 7(1) are as follows:
 - (a) For every photocopy of an A4-size page or part thereof 0, 60
 - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form 0, 40
 - c) For a copy in a computer-readable form on -
 - i) stiffy disc 5, 00
 - ii) compact disc 40, 00
 - d) (i) For a transcription of visual images, or an A4-size page or part thereof 22, 00
 - (ii) For a copy of visual images 60, 00

- | | | | |
|--------|------|---|----------|
| e) | (i) | For a transcription of an audio record,
or an A4-size page or part thereof | 12, 00 |
| | (ii) | For a copy of an audio record | 17, 00 |
| 3. | | The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is | R35, 00. |
| 4. | | The access fees payable by a requester referred to in regulation 7(3) are as follows: | |
| | | | R |
| (1)(a) | | For every photocopy of an A4-size page or
part thereof | 0, 60 |
| (b) | | For every printed copy of an A4-size page or part
thereof held on a computer or in electronic or machine-
readable form | 0, 40 |
| (c) | | For a copy in a computer-readable form on - | |
| | (i) | stiffy disc | 5, 00 |
| | (ii) | compact disc | 40, 00 |
| (d) | (i) | For a transcription of visual images,
for an A4-size page or part thereof | 22, 00 |
| | (ii) | For a copy of visual images | 60, 00 |
| (e) | (i) | For a transcription of an audio record,
for an A4-size page or part thereof | 12, 00 |
| | (ii) | For a copy of an audio record | 17, 00 |
| (f) | | To search for and prepare the record for disclosure,
R15, 00 for each hour or part of an hour, excluding the first
hour, reasonably required for such search and preparation. | |
| (2) | | For purposes of section 22(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.

**PRESCRIBED FORMS FOR ACCESS TO INFORMATION
REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

<p>FOR DEPARTMENTAL USE</p> <p align="right">Reference number:</p> <p>Request received by (state rank, name and surname of information officer/deputy information officer) on (date) at (place).</p> <p>Request fee (if any): R.....</p> <p>Deposit (if any): R.....</p> <p>Access fee: R.....</p> <p>SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER</p>
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A. Particulars of public body

Name of Public Body	INDEPENDENT DEVELOPMENT TRUST (IDT)
Designated Information Officer	IDT CEO
Designated Deputy Information Officer	Chief Executive Officer : Mr Coceko Pakade
Email address of Information Officer/ Deputy Information Officer	Maggiem@idt.org.za / mzolisif@idt.org.za
Postal address	
Street address	
Phone number	012-845 2061
Fax number	

B. Particulars of person requesting access to the record

<p>(a) <i>The particulars of the person who requests access to the record must be recorded below.</i></p> <p>(b) <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p>
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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 therefore.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented from reading viewing or listening to the record by a disability 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:

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.

Mark the appropriate box with an "X".

1. If the record is in written or printed form -			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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"/>		<input type="checkbox"/>	transcription of the images*
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)
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"/>		<input type="checkbox"/>	copy in computer readable form* (magnetic or optical disc)

<p>*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p> <p>A postal fee is payable.</p>	<p>YES</p>	<p>NO</p>
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Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record?

G. 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 _____ 20____

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