



Knysna Sedgefield
HOSPICE

**PUBLIC ACCESS TO
INFORMATION MANUAL**

PAIA Manual

Abstract

A reference as to the records held and the procedures that need to be followed to request access to such records.

Section 51 Manual For Knysna Sedgefield Hospice

The purpose of this document is to serve as the Public Access to Information Manual for Knysna Sedgefield Hospice as a requirement in terms of the Promotion of Access to Information Act 2 of 2000, and to provide a reference as to the records held and the procedures that need to be followed to request access to such records.

Contents

Introduction to Knysna Sedgefield Hospice	2
Contact Details	2
Protection of Personal Information Act Defined.....	3
The Section 10 Guide on How To Use The Manual [Section 51(1)(B)]	3
Applicable Legislation	3
Schedule of Records	4
Request Form	8
Prescribed Fees.....	8

Introduction to Knysna Sedgefield Hospice

Knysna Sedgefield Hospice is a Non Profit Company and member of the Hospice Palliative Care Association of SA (HPCA) and as such is required to maintain set standards. We are accredited by the Council for Health Service Accreditation of Southern Africa (COHSASA).

Knysna Sedgefield Hospice has provided home-based Palliative Care in the Knysna municipal area since 1986. The area stretches from Harkerville to Wilderness.

Contact Details

Registered Name	:	Knysna Sedgefield Hospice
Nature of business	:	Palliative Home-based Care
Information Officer	:	Hilary Grey
Postal Address	:	PO Box 1348, Knysna, 6570
Street Address	:	BOND House, 24 Wilson Street, Hunters Home, Knysna 6571
Telephone number	:	044 384 0593
E-mail address	:	info@hsopcieknysna.org.za
Website address	:	https://www.hospiceknysna.org.za

Board Members:

Katherine Michaelides (Chairperson); Robert Hunt (Vice-Chair); Craig Tingle; Lynne Barnhoorn; Johnny Nkosi, Delene Fry

Management:

Chief Executive Officer	:	Hilary Grey (Information Officer)
Psychosocial/Training Manager	:	Marline Louw
Human Resource/Compliance Manager	:	Mariana de Lange
Medical Officer	:	Dr Janet Stanford
Nursing Manager	:	Hannelie Pienaar
Finance Coordinator	:	Millicent Stassen

Protection of Personal Information Act Defined

Promotion of Access to Information Act 2 of 2000 after amendment by the Protection of Personal Information Act 4 of 2013; To give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights; to provide that the Information Regulator, established in terms of the Protection of Personal Information Act, 2013, must exercise certain powers and perform certain duties and functions in terms of this Act.

It is available from the South African Human Rights Commission in all 11 official languages. The guide is available for inspection, inter alia, at the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and Andrews Street, Parktown, Johannesburg, and on its website at www.sahrc.org.za. Please direct any queries to:

The South African Human Rights Commission: PAIA Unit - The Research and Documentation Department

Postal address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484-8300

Fax: +27 11 484-7146

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

The Section 10 Guide on How To Use The Manual [Section 51(1)(B)]

This Manual has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA.

This manual serves to inform members of the public of the categories of information we hold, and which may, subject to the grounds of refusal listed in the Act, be disclosed after evaluation of an access application being made.

Applicable Legislation

Acts can be found online.

- Non-profit Organisations Act 1997 [Amendments 71 of 1997]
- Companies Act 71 of 2008- [Repeal Companies Act 61 of 1973; Amendments to Close Corporations Act 69 of 1984]
- Value Added Tax Act 89 of 1991
- Labour Relations Act 66 of 1995 [Amendments 42 of 1996; Amendments 127 of 1998; Amendments 12 of 2002]
- Employment Equity Act 55 of 1998
- Employment Services Act 4 of 2014
- Unemployment Insurance Contributions Act 4 of 2002

- Basic Conditions of Employment Act 75 of 1997 [Amendments 11 of 2002]
- Occupational Health & Safety Act 85 of 1993 [Amendments 181 of 1993; Employment Equity Act 55 of 1998]
- Skills Development Act 97 of 1998 [Amendments 31 of 2003; Amendments - SETA`s 2006]
- Skills Development Levies Act 9 of 1999
- Compensation for Occupational Injuries & Diseases Act 130 of 1993 [Amendments 61 of 1997]
- Child Care Act 74 of 1983
- Nursing Act 50 of 1978
- Nursing Act 33 of 2005
- Social Service Professions Act 110 of 1978
- The Health Professional Act 56 of 1974
- Pharmacy Act 53 of 1974
- Medicines and Related Substances Control Act 101 of 1965
- Prevention & Treatment of Drug Dependency Act 20 of 1992
- King IV Report on Corporate Governance for South Africa 2016
- Tobacco Products Control Act 83 of 1993
- The Protected Disclosures Act 26 of 2000
- The Promotion of Administrative Justice Act 3 of 2000
- Promotion of Access to Information Act 54 of 2002
- Public Finance and Management Act 29 of 1999
- National Road Traffic Act 93 of 1996
- Administration of Road Traffic Offenses Act 46 of 1998
- Disaster Management Act 57 of 2002
- The Batho Pele Principles of 1997
- Income Tax Act 58 of 1962
- National Archives and Records Service of South Africa Act (Act No. 43 Of 1996)

Schedule of Records

The latest notice regarding the categories of records of Knysna Sedgefield Hospice, which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]:

At this stage 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.

Subjects and Categories of records held and which may be requested, follows:

Access Level:

- Public – free access
- Request (restricted): as per government regulations and rules
- Confidential only through court orders or other legal avenues

All records are guided by the Protection of Information Policy and Procedure of KSH and therefore any listings not included below will be governed by this policy, POPIA and relevant legislation.

CATEGORY OF RECORD	LISTING OF RECORDS	Department Head Title	Policy Link	Access Level
Acts, Policies and Procedures	Government Acts	Various	All	Public
	All policies	Various	All	Public
	Procedures	Various	All	Request
Companies Act records	Statutory registers	CEO		Request
	Documents of Incorporation	CEO/Compliance Officer		Request
	Memorandum of Incorporation	CEO/Compliance Officer		Request
	Records relating to the appointment of directors, auditor, public and other officers	CEO/Compliance Officer	MOI	Request
Financial Records	Annual Audited Financial Statements	Finance Coordinator	Financial P&P	Public
	Internal Accounting records	Finance Coordinator	Financial P&P	Request
	Banking records (i.e. Bank statements, paid cheques, electronic banking records)	Finance Coordinator	Financial P&P	Request
	Asset register	Support Services Coordinator	Financial P&P	Request
	Rental and Service Level Agreements	Finance Coordinator	Financial P&P	Request
	Invoices	Finance Coordinator	Financial P&P	Request Confidential
	Budget	Finance Committee	Financial P&P	Request
	Government submissions <ul style="list-style-type: none"> • PAYE • Company Tax • UIF • Compensation Commissioner • Workman's Compensation • Skills Development Levies • IRP5's and IT3's 	Finance Coordinator	Financial P&P	Request
	Section 18A Certificates	Finance Coordinator	Financial P&P	Confidential
Fundraising / Donor records	Project / Event records	CEO / Marketer	Fundraising P&P	Request
	Donors list / database	CEO/HR	Fundraising P&P	Confidential
	Fundraising Calendar	CEO Marketer	Fundraising P&P	Public
	Proposals to private donors	CEO	Fundraising P&P	Request
	Tenders to government funds	CEO	Fundraising P&P	Request
	Standard Proposal Framework	CEO	Fundraising P&P	Request

CATEGORY OF RECORD	LISTING OF RECORDS	Department Head Title	Policy Link	Access Level
Human Resources	Staff recruitment & selection records	HR /Compliance Manager	HR Policies	Request
	Remuneration records	HR /Compliance Manager	HR Policies	Confidential
	Employment contracts	HR /Compliance Manager	HR Policies	Confidential
	Employment Equity Plan	HR /Compliance Manager	HR Policies	Public
	Disciplinary records and codes	HR /Compliance Manager	HR Policies	Confidential
	Salary records	HR /Compliance Manager	HR Policies	Confidential
	Leave records	HR /Compliance Manager	HR Policies	Confidential
	Personnel files	HR /Compliance Manager	HR Policies	Confidential
	Overtime records	HR /Compliance Manager	HR Policies	Request
	Staff appraisal records	HR /Compliance Manager	HR Policies	Confidential
	Job descriptions	HR /Compliance Manager	HR Policies	Request
	Salary scales	HR /Compliance Manager	HR Policies	Request
	Staff development	HR /Compliance Manager	HR Policies	Request
Exit interviews	HR /Compliance Manager	HR Policies	Confidential	
Patient Care records	Medical / Nursing records & registers	CEO/Nursing Manager	Access to Care P&Ps	Confidential
	Psychosocial worker records	Psychosocial Manager	Access to Care P&Ps	Confidential
	Medication records	CEO/Nursing Manager	Medication Policies	Confidential
	Patient Statistics	CEO	Flow of Information	Public
	Patient Care Files	Nursing Manager	Patient Care P&Ps	Confidential

CATEGORY OF RECORD	LISTING OF RECORDS	Department Head Title	Policy Link	Access Level
Administration records	Vehicle records	Admin Coordinator	Vehicle Policy	Request
	Building / premises records	Admin Coordinator	Health and Safety	Request
	Equipment records	Admin Coordinator	Equipment Policy	Request
	Minutes of meetings <ul style="list-style-type: none"> - Board - AGM - Finance Committee - Executive Committee - Management Committee - Shop managers - Risk, Health & Safety - Quality Improvement Programme - Employment Equity Committee - Fundraising Team - Community Health Workers meetings 	HR Compliance Manager		Request
	Correspondence (Emails, WhatsApps etc.)	CEO		Confidential
Marketing / Public Relations records	Information Pamphlets	Nursing Manager		Public
	Marketing Plan	CEO		Request
	Marketing material	CEO		Public
	Website information	CEO		Public
	Social Media analytics	CEO		Request

Request Form

To facilitate the processing of your request for information, kindly:

- 1.1 Use the prescribed form, available from Knysna Sedgefield Hospice by email from info@hospiceknysna.org.za or as attached to this manual. (Annexure A)
- 1.2 Address your request to the Information Officer
- 1.3 Provide sufficient details to enable Knysna Sedgefield Hospice to identify:
 - a) The record/s requested;
 - b) The requesters
 - c) The form of access required
 - d) The postal address or email address of the requested in South Africa
 - e) The right which the requester is seeking to exercise or protect with an explanation of the reason why this is necessary.

Prescribed Fees

The following applies to requests

- 1.4 All requests for a record pertaining to a requester e.g. a patient, a discharged patient, staff member or an ex staff member, as well as those listed as public access are free of charge.
- 1.5 All other requests for records: The requester is required to pay the non-refundable fee of R50.00 (fifty rand) before a request will be processed.
- 1.6 If the request for information is approved, records are available at a cost of R5 per page
- 1.7 All fees are payable before records are made available to the requester. All records will be withheld until the fee has been received by Knysna Sedgefield Hospice.

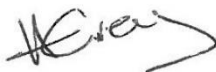
Signed off by Kathy Michaelides (Chairperson): 01/07/2020 and filed in the PAIA Manual File located in the CEOs office.



1 July 2020

.....
SIGNATURE
CHAIRPERSON OF THE BOARD

.....
DATE



1 July 2020

.....
SIGNATURE
CEO

.....
DATE

Annexure A Form: PAIA request

Request for Access to records from Knysna Sedgefield Hospice in terms of Section 53(1) of the Promotion of Access to Information Act 2 of 2000 Regulation 10

A. Particulars of Knysna Sedgefield Hospice

Postal Address : PO Box 1348, Knysna, 6570
 Street Address : BOND House, 24 Wilson Street, Hunters Home, Knysna 6571
 Telephone number : 044 384 0593
 E-mail address : info@hospiceknysna.org.za
 Address requests to the Information Officer / CEO

B. Particulars of person requesting to access records:

- a) The particular of the person who requests access to the record must be given below
- b) The address and / or email address in South Africa to where the information must be sent must be given
- c) Proof of the capacity in which the request is made, if applicable, must be given.

Full name and surname	
Identity Number	
Postal address in South Africa	
E-mail address	
Telephone number in South Africa	
Capacity in which the request is made, when on the behalf of another person	

C. Particular of person on who behalf request is made

This section must be completed only if a request for information is made on behalf of another person

Full Name 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.

Description of record or relevant part of the record	
Reference number, if available	
Any further particulars of the record	

Signature of requester _____

Date of request: _____